

Federal Services Podiatric Medical Association Policy Manual

Table of Contents

ORGANIZATIONAL POLICIES.....	3
1. Introduction	3
1.1 Policy Authority.....	3
1.2 Terms and Definitions.....	3
1.3 Parliamentary Authority	3
1.4 Discrimination	3
1.5 Disabled Access.....	3
2. Goal of the FSPMA	3
3. Objectives of the FSPMA.....	3
4. Legal Counsel	3
5. Headquarters' Management.....	4
6. Member Assistance.....	4
7. Executive Director	4
7.1 Job Description:	4
7.2 Performance Monitors:.....	5
8. Conflict of Interest	5
9. Order of Business for the Annual Meeting of Members	5
10. Order of Business for the Annual Meeting of Directors	6
11. Relationships with Other Organizations	6
12. Use of the FSPMA Directory and Website	6
13. Reporting Membership Status.....	6
14. FSPMA Confidentiality Policy	7
14.1 Member Information	7
14.2 Records	7
14.3 Communications	7
FINANCIAL POLICIES	7
15. Investment goal and policy.....	7
16. Financial Authority	7
16.1 Fiscal Year.....	7
16.2 Annual Budget Process	7
16.3 Payment Authorizations	8
16.4 Revolving Credit Authorizations	8
16.5 Independent Audits and Operational Reviews.....	8
17. Expense Reimbursement Guidelines	8
17.1 General Policy	8
17.2 Committee Travel	8
17.3 Coordination of Expenses	9

17.4 Ground Transportation and Related Expenses	9
17.5 Airfare	9
17.6 Hotel Room	9
17.7 Meals and Incidentals	9
17.8 Spouse/Guest(s) Reimbursable Expenses.....	9
17.9 Miscellaneous Expenses	10
17.10 Accounting for Expenses.....	10
MEMBERSHIP POLICIES.....	10
18. Membership Classes and Categories	10
18.1 Classes of Membership	10
18.1.1 Active Member:	10
18.1.2 Senior Member:	10
18.1.3 Life Member:.....	10
18.1.4 Resident Postgraduate Members:	10
18.1.5 Young Physician Members:.....	11
18.1.6 Permanently Disabled Member:.....	11
18.1.7 Non-Practicing Member.....	11
18.1.8 Honorary Members:.....	11
18.2 Privileges	11
18.3 Code of Ethics	12
18.4 Annual Membership Dues Requirement	12
19. Corporate Seal	12
19.1 Logo.....	12

INDEX 13

ORGANIZATIONAL POLICIES

1. Introduction

1.1 Policy Authority

In accordance with the Bylaws, Article VIII of The Federal Services Podiatric Medical Association, the Board of Directors (BOD) has approved this document to enable the membership, elected and appointed officials and other organizations that have relationships with the Federal Services Podiatric Medical Association to understand the policies under which the organization operates.

1.2 Terms and Definitions

Throughout these policies, the term "Board of Directors" (or BOD) refers to the governing body of the FSPMA.

1.3 Parliamentary Authority

The deliberations of the BOD and committees shall be governed by the parliamentary rules and usages contained in the current edition of *Robert's Rules of Order, Newly Revised* when not in conflict with the Bylaws of the Board.

1.4 Discrimination

The Board shall assure that its activities are undertaken without discrimination towards race, color, age, religion, creed, national origin, ancestry, physical handicap, medical condition, marital status, sexual orientation, or gender.

1.5 Disabled Access

The Board shall make reasonable efforts to schedule facilities for all meetings that are accessible to disabled participants.

2. Goal of the FSPMA

To promote the art and science of Podiatric Medicine and Surgery within the Federal Services, foster research and study of the sciences connected with the practice of podiatry, and strive for betterment of the public health.

3. Objectives of the FSPMA

3.1 Makes available a list of members to the healthcare industry, podiatric medical community, and the public.

3.2 To facilitate affiliations with organizations that provide clinical content relevant to the specialty.

3.3 To provide representation and advocacy to the relevant committees of the American Podiatric Medical Association (APMA) and other organizations as deemed appropriate by the Board.

4. Legal Counsel

The Board shall retain legal counsel where appropriate as determined by the Board of Directors. All requests from staff and from the BOD for legal assistance shall be referred to the Executive Director for coordination and disposition. The Executive Director shall consult with the President and/or the BOD before engaging legal counsel as needed.

Communications received by the BOD from governmental bodies, notices of suit, subpoenas or any other similar legal communications must be brought to the immediate attention of the Executive Director. All responses will be generated by the Executive Director in consultation with legal counsel where appropriate.

5. Headquarters' Management

The management of the organization may be undertaken by a third party decided upon by a majority vote of the Board of Directors.

6. Member Assistance

FSPMA will assist the members in certain circumstances when appropriate as determined by the Executive Director and/or the Board of Directors.

7. Executive Director

7.1 Job Description:

- 7.1.1 Serves as an ex-officio member of the BOD and all committees of the Board.
- 7.1.2 Works with Board of Directors (BOD) to establish and carry out current and long-range goals, objectives, and strategies.
- 7.1.3 Reviews overall operations of the FSPMA and analyzes the results as compared to operational objectives; takes steps to ensure that appropriate measures are developed to correct unsatisfactory results.
- 7.1.4 Ensures that operations are being executed in accordance with the organizational policies; submits reports as requested by the BOD or board committees.
- 7.1.5 Works with Bylaws and Policy Committee to modify or establish policy as required to carry out board business.
- 7.1.6 Oversees staff communication with the BOD, board committees and membership.
- 7.1.7 Provides advice, guidance, and direction to BOD for the implementation of major plans, standards, and procedures, consistent with established policies.
- 7.1.8 Oversees the operation of the FSPMA directly and as delegated.
- 7.1.9 Plans and directs investigations and/or negotiations relative to affiliations and joint ventures.
- 7.1.10 Represents the FSPMA with members, the professional community, and the public.
- 7.1.11 Oversees dates of BOD and committee meetings; oversees agenda for BOD meeting and conference calls; proofs meeting minutes.
- 7.1.12 Oversees required reports for APMA as needed.
- 7.1.13 Attends meetings including, but not limited to:
 - 7.13.1 FSPMA Board of Directors meetings and associated conference calls
 - 7.13.2 Strategic planning meetings if/when scheduled.
 - 7.13.3 APMA House of Delegates (HOD)
 - 7.13.4 APMA National Meeting
 - 7.13.5 FSPMA Annual Meeting of Members
- 7.1.14 Communicates with government, legal and professional entities for maintenance of corporate trademark, name, logo, annual reports, and audits.

7.1.15 Manage the day-to-day operations including, but not limited to:

7.15.1 Financial management

7.15.1.1 Checkbook

7.15.1.2 Budgets

7.15.1.3 Expense Reports

7.15.1.4 Annual Tax Filings

7.15.2 Marketing/Communications

7.15.2.1 Mailchimp

7.15.2.2 Email correspondence

7.15.2.3 Website management

7.15.2.3.1 www.fspma.us

7.2 Performance Monitors:

7.2.1 Activity reports to the BOD as required.

7.2.2 Planning, coordination and execution of goals and objectives.

7.2.3 Effective communication with BOD, committees, and members.

7.2.4 Administration of meetings.

7.2.5 Timeliness of reporting to outside agencies

8. Conflict of Interest

The conflict-of-interest policy has been developed to ensure that individuals who act on behalf of the Board are motivated by its best interests and act in furtherance of its mission. Where real or potential conflicts arise, they should be disclosed and dealt with in good faith. Specifically:

8.1 Persons nominated or appointed to positions of responsibility within the Board shall represent and warrant that they have no actual or potential conflict of interest, whether professional, financial, or otherwise, with its goals and mission.

8.2 Persons holding positions of responsibility within the Board shall promptly disclose to the BOD any interests, relationships, transactions, or other matters that arise with the potential to create a conflict of interest.

8.3 A Non-Disclosure Agreement, Conflict of Interest Statement, and acknowledgement of understanding the current bylaws and policies will be signed by all BOD and Committee members each year.

8.4 When a potential conflict of interest is disclosed, the BOD shall determine if it is material to the involved individual's ability to serve. If the BOD determines that an actual or potential conflict is material, it may take one of the following actions:

8.4.1 Require that the involved individual(s) decline any nomination or appointment, or resign from any position(s) to which the conflict is judged material or,

8.4.2 Recommend such person(s) to recuse him or herself from participating in the situation(s) or decision-making process(es) to which the conflict is judged material.

9. Order of Business for the Board of Directors Meetings

The President will determine the order of business for meetings. The following is a guideline for the appropriate order of business:

a. Call to order by the President

- b. Roll call of Directors
- c. President's report
- d. Treasurer's Report
- e. Executive Director's report
- f. Committee reports
- g. Q & A

An Executive Session may be called at any time at the prerogative of the President.

10. Order of Business for the Annual Meeting of Members

The President will determine the order of business for annual meetings. The following is a guideline for the appropriate order of business:

- a. Call to order by the President
- b. Adoption of prior meeting's minutes
- c. Review the Agenda
- d. President's Report
- e. Treasurer's Report
- f. Executive Director's report
- g. Committee Reports
- h. Old Business
- i. New Business
- j. Good and Welfare
- k. Adjourn

An Executive Session may be called at any time at the prerogative of the President.

11. Relationships with Other Organizations

The Board engages in activities (i.e., House of Delegates) with other organizations in a liaison capacity or as a component organization of the larger group. In carrying out this function the Board will designate individuals to represent the Board's views and positions, in specific areas or in a more global context. Such representation may range from making presentations on the Board's behalf to making position statements to voting on the Board's name. Such individuals must be designated by the President and shall report in writing all actions taken in the Board's name. Commitment of the Board to specific policies, courses of actions, or expenditure of resources must be ratified by the BOD before becoming binding.

12. Use of the FSPMA Directory and Website

The FSPMA Directory and website or any portion thereof may not be made available to any person, business, or organization for purposes of solicitation, dissemination of information, etc. without the expressed written permission from the Board of Directors.

13. Reporting Membership Status

FSPMA will report membership status when requested in writing (mail, electronic). Such information will be conveyed in writing upon written request from interested third parties.

14. FSPMA Confidentiality Policy

14.1 Member Information

The confidentiality of any information will always be respected, and the FSPMA will act in accord with Health Insurance Portability and Accountability Act (HIPAA) rules and regulations.

14.2 Records

The Policy Manual and approved Bylaws are posted on the FSPMA web site.

14.3 Communications

14.3.1 At all times during the Board of Director's service and after the conclusion of such service, the Director agrees to protect, hold in trust, keep confidential, not make use of and not disclose or reveal to any third party any FSPMA Materials whether marked as confidential or not. The obligations with regard to FSPMA property shall continue so long as FSPMA or a successor to FSPMA maintains the FSPMA property confidential.

FINANCIAL POLICIES

15. Investment goal and policy

The general investment goal of the Federal Services Podiatric Medical Association (FSPMA) is to achieve a long-term rate of return that will:

- a. Allow it to satisfy any distribution requirements, meet current expenses and offset the impact of inflation.
- b. Assets shall be invested in accordance with sound investment practices that emphasize long-term investment fundamentals.
- c. Portfolio assets will be invested with care, skill, prudence, and diligence such that a prudent investor acting in like capacity and familiar with such matters would use in the investment of a like fund.
- d. Investments shall be diversified to minimize the risk of large losses. To accomplish these goals, the Board of Directors may choose to employ one or more investment managers or advisors.
- e. The portfolio, including its composition and overall performance, will be reviewed no less than annually by the Board and any investment advisors employed by the Board to assist with such matters.

16. Financial Authority

16.1 Fiscal Year

The fiscal year shall run from June 1 through May 31. All revenues from other sources will be reconciled using the "Cash Basis" accounting method.

16.2 Annual Budget Process

The Executive Director and the Budget Committee will work together to develop an annual budget for presentation to the Board of Directors for approval. The budget will be structured to allow fiscally responsible management and, when possible, growth of Board funds. If in advance of, or during, the course of the fiscal year a negative budget variance occurs the Executive Director and Treasurer will advise the BOD and a revised

budget shall be developed and approved. In addition, the Board will maintain adequate reserve funds to insure against unforeseen circumstances. Following budget approval by the Budget Committee and adoption by the BOD, the Board may not spend funds more than budgeted amounts without approval by the BOD.

16.3 Payment Authorizations

The authorized signers on Board checking accounts shall be the Executive Director, Treasurer and President or other authorized designee of the Board. Payments in the amount of \$2,000.00 or less may be signed by any authorized signer without concurrence of the Treasurer or President; Payments more than \$2,000.00 require Treasurer and/or President approval.

16.4 Revolving Credit Authorizations

If applicable, the authorized signers on Board credit cards shall be the Executive Director, President and Treasurer, or any designee assigned by the Executive Director. The Executive Director or designee shall review the revolving monthly credit card statement, with staff as required, and indicate proper allocation of expenses.

16.5 Independent Audits and Operational Reviews

The Board has a fiscal responsibility to collect, maintain and spend its funds in a prudent fashion. Prudent stewardship requires establishing sound internal financial review procedures to accomplish this objective. An independent audit may be requested by any member of the Board of Directors at any time.

17. Expense Reimbursement Guidelines

17.1 General Policy

Consistent standards and guidelines for reimbursement of expenses exist related to business conducted on behalf of the Board. The following is a guide, both for those authorized to approve expense statements, and for those seeking reimbursement.

No expenditure by an individual shall be reimbursed in any case where the direct disbursement by the Board of that item would not be permissible under other policies, as a matter of law, or IRS regulations.

Individuals will be reimbursed both for travel days to and from meetings, as well as the actual meeting dates (where meetings cannot otherwise be accomplished on the same day of travel).

Individuals are expected to utilize their best judgement where travel can be accomplished on the same day as a meeting (i.e., a morning flight for meetings beginning at noon or later, and an evening flight for meetings ending at 5pm or earlier).

17.2 Committee Travel

Committee members shall be paid when they attend **all** assigned days of a scheduled committee meeting. In addition, they shall be reimbursed for airfare and transportation expenses that are otherwise not reimbursed by anyone else.

17.3 Coordination of Expenses

The Board will reimburse the individual for the amount expended for Board business only. Individuals who elect to stay beyond the requisite time for board business are personally responsible for those associated costs. Should the individual elect to include a guest for a board event or all-inclusive meeting, the individual will be responsible for the associated costs. Headquarters will advise the individual of the portion required.

17.4 Ground Transportation and Related Expenses

Individuals are expected to utilize their best judgment in arranging cost-effective and reasonable ground transportation. The use of rental cars is acceptable if it benefits the Board, i.e., wherein multiple individuals are traveling together. The use of personal cars will be reimbursed at the current IRS rate for transportation to and from points of departure, i.e., airports, train stations, etc. Should the individual choose to drive to the event, mileage, and/or ancillary costs (e.g., tolls, fuel, etc.) will also be reimbursed not to exceed regular coach airfare. If driving to an event in lieu of air travel the individual must provide a screen capture of the comparative coach airfare to accompany the expense report. The Board will reimburse the individual the lesser amount shown. Questions regarding this policy should be directed to the Executive Director.

17.5 Airfare

Individuals are expected to utilize their best judgment in booking air travel sufficiently in advance to secure a favorable fare. The Board will reimburse only coach airfare up to a maximum of \$850 without prior approval by the Executive Director. The Board recognizes that unforeseen circumstances may force an individual to change their travel plans on short notice, resulting in a change fee. In such a circumstance, the individual is expected to document the reason for the increased expense to receive reimbursement. Any fees generated for the convenience of the traveler will be at the traveler's expense.

17.6 Hotel Room

Lodging is typically pre-arranged by the traveler for FSPMA-specific travel. The Board is aware that individuals may be covered concurrently by other entities for work performed at conferences in which multiple groups are meeting. In such circumstances, coordination of compensation is required. Individuals should advise headquarters staff in advance of their multiple involvements so that appropriate reimbursement for FSPMA related expenses can be made.

Aside from hotel booking by headquarters, individuals who choose to pay for a room and tax on their personal credit card to take advantage of travel incentives may do so. They will be eligible for reimbursement at the standard group room rate.

17.7 Meals and Incidentals

Meals and incidentals outside of group functions are included in the Board's daily per diem rate and are not separately reimbursed.

17.8 Spouse/Guest(s) Reimbursable Expenses

Spouses and significant others not otherwise approved may attend at the expense of the Board of Director.

17.9 Miscellaneous Expenses

Miscellaneous/other expenses incurred because of authorized travel on behalf of the Board will be reimbursed where deemed appropriate by the Executive Director. If necessary, questionable expense item(s) will be referred to the Treasurer for final determination.

17.10 Accounting for Expenses

Request for reimbursement of approved expenses incurred shall be made on the Board's "Expense Report", or a pre-approved electronic form with adequate detail. Expense reports must be submitted within sixty (60) days of the event attended. Receipts must accompany expense reports for all individual expenses of \$25.00 or more. Expense reports received more than sixty (60) days following the event are subject to denial of reimbursement. Expense reports that have been appropriately documented with supporting materials and receipts shall be processed within 30 days of receipt.

MEMBERSHIP POLICIES

18. Membership Classes and Categories

18.1 Classes of Membership

18.1.1 Active Member:

- a. A podiatrist licensed to practice in any one of the states, territories, or dependencies of the United States, and who is on active duty with the United States Armed Forces, Indian Health Service (Tribal and Government) or is a United States government employed podiatrist, i.e., Veterans Administration, Public Health Service, Indian Health Service, Civil Service, etc.,
- b. Employed a minimum of twenty (20) hours per week (0.5FTEE), may become an active member of the association and will not be permitted to accept or hold membership in any other Component Society of APMA whose delegate(s) represent said member in the House of Delegates of APMA.

18.1.2 Senior Member:

- a. Is a member who has reached retirement age as identified by the Social Security Administration; or
- b. Has been forced into curtailment because of illness; and a member who is actively engaged in practice for no more than 20 hours per week.
- c. Is a member who has been in good standing for 15 consecutive years.

18.1.3 Life Member:

- a. A member who has reached retirement age as identified by the Social Security Administration, or
- b. Has completely retired and remains retired from the practice of podiatric medicine and has been a member in good standing for 25 consecutive years, or
- c. Is a member who has been in good standing with APMA for a minimum of 20 years.

18.1.4 Resident Postgraduate Members:

- a. A DPM who is employed as a resident or fellow in a federally or tribal organization program granted candidate status by the Residency Review

Committee or approved by the Council on Podiatric Medical Education, hereinafter referred to as the "Council" or "CPME," or

- b. Who is a full-time postgraduate student, may be classified as a Resident Postgraduate Member, provided said member is in good standing of the "Association".

18.1.5 Young Physician Members:

- a. A DPM who has completed their residency training requirements and/or fellowship training requirements (if applicable), and
- b. Is in active practice following the aforesaid training as defined by APMA, is considered an Association Young Physician and eligible for a 50% reduction in the component dues as an Association member.

18.1.6 Permanently Disabled Member:

- a. Is in good standing and
- b. Is considered fully (100%) and permanently disabled,
- c. Is a member of a component society or association where available, and for whom the payment of dues may constitute a hardship, may be classified as a permanently disabled member. "Permanently disabled" shall be defined as representing a total disability that continuously and permanently prevents the member from carrying out substantial and material professional duties as a clinical podiatrist; such member must be under the regular care of another physician and may not derive any income or profit from any activity as a podiatrist.

18.1.7 Non-Practicing Member

- a. Is a member of a component society or association where available (in which the DPM resides), and
- b. Has not been engaged in active practice or in the dispensing of podiatric medical services for a minimum of one year, and,
- c. Has a valid and unrestricted license to practice podiatry.

18.1.8 Honorary Members:

- a. An individual recommended by the Board who has made outstanding contributions to the advancement of the art and science of Podiatry, or who has performed a distinguished service to the Association.
- b. Have been elected by a two-thirds (2/3) vote of the members present and voting at the annual meeting of the association shall be classified as an Honorary Member.

18.2 Privileges

a. Active Member: An active member in good standing shall be eligible for admission to any scientific session and such other services as are provided by the Association. The Member shall also be eligible to vote at all regular and special Association meetings and shall be eligible for election or appointment to any office, committee, council, board, or other position in the Association, except as otherwise provided.

b. Senior and Life Members: Senior and life members shall be entitled to all the privileges of an active member except for not being able to hold a total of more than two (2) Board of Directors positions collectively. This membership is NOT

eligible to vote.

c. Resident & Postgraduate Members: A postgraduate member shall be entitled to all the privileges of an active member with the exception that he/she shall not be eligible to vote.

d. Young Physician Members: A young physician member, following completion of all residency and/or fellowship training requirements, shall be entitled to all the privileges of an active member. This membership is eligible to vote.

e. Permanently Disabled Members: A permanently disabled member shall be entitled to all the privileges of an active member. This membership is eligible to vote.

f. Honorary Members: An honorary member shall be eligible for admission to any scientific session or other series as are provided by this Association with the exception that he/she shall NOT be eligible to vote.

18.3 Code of Ethics

Members are expected to adhere to the code of ethics espoused by the APMA. This code is available at the following URL: www.apma.org

Note: Aside from the American Podiatric Medical Association (APMA), membership in the FSPMA is independent of, and not predicated upon, membership in other professional organizations.

18.4 Annual Membership Dues Requirement

The Board of Directors shall establish the annual Membership Dues. Such fee shall be due and payable along with that from the APMA each calendar year.

19. Corporate Seal

19.1 Logo



INDEX

APMA, 4, 10, 12
Board, 3, 4, 5, 7, 8, 9, 10
Board of Directors, 3, 4, 6, 8, 11, 12
BOD, 3, 5, 6, 7
Committee, 5, 6, 7, 8
Director, 3, 4, 6, 7, 8, 9
Directors, 3, 4, 5, 6, 7, 8
Dues, 12
Executive Director, 3, 7, 8, 9
FSPMA, 3, 4, 6, 7, 9, 12
Member, 4, 6, 10, 11
Members, 4, 5, 10, 11, 12
Membership Classes, 10