

ACPM Bylaws

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Article I. NAME

This society shall be known as the American College of Preventive Medicine.

Article II. MEMBERSHIP

Section 1. Qualifications of Fellows: (a) Applicants shall be diplomates of the American Board of Preventive Medicine or certified specialists in Public Health and Preventive Medicine (known formerly as Community Medicine and originally as Public Health) of the Royal College of Physicians and Surgeons of Canada who have been Members of the American College of Preventive Medicine for at least three years and who have contributed to the College and the specialty or (b) Applicants shall be physicians who are engaged primarily in practice, teaching or research in some relevant aspect of preventive medicine and are certified in some other specialty of medicine recognized by the American Board of Medical Specialties or the Royal College of Physicians and Surgeons of Canada, who have been members of the American College of Preventive Medicine for at least three years and who have contributed to the College and specialty. After due consideration, the Board of Regents can waive a requirement.

Section 2. Qualifications of Members: Members shall be doctors of medicine or osteopathy who are diplomates of the American Board of Preventive Medicine or who are certified in some other specialty of medicine recognized by the American Board of Medical Specialties but who do not yet meet the requirements for Fellowship. Certification by the Royal College of Physicians and Surgeons of Canada is also accepted as is certification by the American Osteopathic Board which fulfills the spirit of the Board certification requirement. Members shall vote but shall not hold office.

Section 3. Qualifications of Associates: This category of membership is available to doctors of medicine or osteopathy who have an interest in the field of preventive medicine but who are not certified by the American Board of Preventive Medicine or by any other specialty board recognized by the American Board of Medical Specialties, and who are no longer eligible for Affiliate Membership. Physicians in countries other than the United States and Canada certified by the medical specialty board or other certifying agency recognized in their country, who are engaged substantially in practice, teaching or research in preventive medicine and whose medical training (also in a country other than the United States) cannot be evaluated as to equivalency in meeting requirements for other membership classifications are also eligible to be Associates. Associate Members shall vote but may not hold office.

Section 4. Qualifications of Affiliates: Affiliates may remain in this membership category for a maximum of three years following completion of residency training. Affiliates shall pay reduced dues and may vote, but are not eligible to hold office.

Section 5. Qualifications of Residents: Residents shall be physicians in residency training or fellowship programs in Preventive medicine or a related specialty and who do not qualify for any other classification of membership. Residents shall have the privileges of other member classifications except voting or holding office. Resident Members may upgrade their membership at time of residency completion or up to one year following completion of postgraduate training. At that point, Resident Members automatically will be upgraded to Affiliate status.

Section 5a. Qualifications of Medical Students: Medical students shall be enrolled in an MD or DO program. Medical students shall have the privileges of other member classifications except voting or holding office. Medical Student Membership shall be terminated within the year of completion of medical education.

Section 6. Qualifications of Honorary Fellows: The Board of Regents may grant Honorary Fellowship to such qualified scientists or physicians who have made universally recognized outstanding contributions in preventive medicine or to the College. Honorary Fellows shall not pay dues, hold office, or have the power to vote.

Section 7. Qualifications of Fellows and Members Emeritus: All Fellows, Members and Associates who have held membership in the College for five years and attained the age of 65 and who profess to have retired from active practice in any of the categories of preventive medicine may be designated Fellow or Member Emeritus. When retirement from active practice is due to physical disability, the Board of Regents may waive the time and age requirements. Those designated Emeritus shall pay no dues or significantly reduced dues, shall not hold office or have the power to vote.

Section 8. All Fellows and Fellows Emeritus shall be entitled to use the letters FACPM after their names.

Section 9. A roll of all members shall be kept by the Secretary, or delegated to ACPM staff.

Section 10. Mode of Admission.

(a) An applicant for membership in the College shall submit an application providing information as required in the applicable Section of Article II together with dues for the current year and any required fee to the the College;

(b) If the application is in proper form, it shall be submitted to the Board of Regents for acceptance or rejection. A majority of the Board present and voting shall determine the acceptance or rejection of the application. The Board shall certify its action to the Secretary who, if the applicant is accepted, will add the applicant's name to the roll of members.

(c) The Board of Regents may at its discretion waive the procedure delineated in paragraph (b) upon approval of the applicant by the Committee on Membership provided that requirements described in paragraph (a) have all been met.

(d) Honorary Fellowship nominations are referred after review and approval by the Membership Committee to the Board of Regents, and the selection requires approval by 75% Board members present.

Section 11. Certification of membership: Original certificates of membership shall be signed by the President and the Secretary.

Article III. OFFICERS

Section 1. The officers of the College shall consist of a President, a President-Elect, an immediate Past President, a Secretary and a Treasurer. The offices of Secretary and Treasurer may be combined in one person.

Section 2. The President-Elect, the Secretary and Treasurer shall be elected by means of a secret ballot to eligible voters prior to the annual meeting, each for a term of two years. The President-Elect shall enter upon his/her duties as President at the end of the second annual meeting following election.

Section 3. The President of the College shall preside at all meetings of the College, shall appoint such committees as may be necessary to carry on the activities of the organization, shall name the Chairman of each committee, and shall be an ex-officio member of each committee except the Nominating Committee.

Section 4. The President-Elect shall be an ex-officio member of all committees and shall serve as President pro-tem in the absence of the President.

Section 5. In the event of the death, resignation, or absence of the President, the order of succession to the duties and powers of that office shall be the President-Elect, and a Regent elected by majority vote of those Regents voting at a special election.

Section 6. The Secretary shall be responsible for the supervision of all activities of the College and shall keep the minutes of all meetings of the Board of Regents and of the College. He or she shall handle all correspondence pertaining to membership. He or she shall be custodian of all records and of the Seal of the College and shall attend to all other duties usually performed by Secretaries of such organizations. These responsibilities may be delegated to staff.

Section 7. The Treasurer shall be responsible for the financial transactions of the College and shall authorize deposits of all College funds in a bank approved by the Board of Regents. At each annual meeting the Treasurer shall submit to the Board of Regents a detailed statement audited by a public accountant, of the financial condition of the College for the most recent year. An independent ACPM audit is not necessary provided the accounts of the College continue to be managed within an audited system.

Section 8. The Regent for each specialty area shall serve as a representative for that specialty area and shall be responsible for communicating with the members and member organizations in that field. He or she shall be responsible for reporting important developments and issues to the Board.

Article IV. BOARD OF REGENTS

Section 1. The Board of Regents shall consist of the President, the immediate Past President, the President-Elect, the Secretary, the Treasurer, the Regents for each specialty area currently certified by the American Board of Preventive Medicine, one Regent from young physicians, one International Regent, and one Regent elected by the general Fellowship and Membership in each designated geographic region.

Section 2. The President of the College shall serve as Chairman of the Board of Regents.

Section 3. The elected Regents representing the specialty areas, designated geographic regions and young physicians shall each serve a term of three years. No member may serve more than two consecutive terms in the same position. The Young Physician Regent will serve only one three-year term and will not be eligible for re-election. Elections for approximately one-third of the Regents should be held each year. Election shall be by means of a secret ballot to the Fellows, Members, Associates and Affiliates prior to the annual meeting with election results to be announced at the annual meeting. The President, President-Elect, Secretary and Treasurer are authorized to break a tie vote. Elected Regents shall take office at the close of the next annual meeting following election.

Section 4. Governance of the College shall be vested in the Board of Regents which shall have power to:

- a. Regulate and conserve property interest of the College;
- b. Fix the annual dues;
- c. Adopt from time to time rules and regulations for the election of all classifications of members (including giving examinations) supplementary to and not conflicting with the regulations contained in these Bylaws;
- d. Determine what publications are to be sponsored by the College, make contracts in connection therewith and name editorial boards for such sponsored publications;
- e. Grant charters to state, district, national and international organizations; and determine conditions under which these chapters (academies) may collect fees and dues for the College;
- f. Divide the states and territories having Fellows of the College into appropriate regional districts;
- g. Establish rules relating to proxies;
- h. Authorize use of communication vehicles for securing vote from the voting membership in urgent matters;
- i. Delineate or approve duties and prerogatives of councils and committees;
- j. Extend or withdraw from the President, Officers or staff privilege of making public statements on behalf of the College; prepare, approve and promulgate resolutions in the name of the College;
- k. Transact any and all business not otherwise provided for pertaining to the organization and operation of the College.

Section 5. A majority of members of the Board of Regents or of the Executive Committee authorized by Article IV of the Constitution shall constitute a quorum for the transaction of business.

Section 6. There shall be an annual meeting of the Board of Regents at the regular annual meeting of the College and, when necessary, a semi-annual meeting to be held at a place designated by the President. Additional special meetings of the Board may be called by the President or upon request of at least five members of the Board. The President shall preside at all meetings.

Section 7. Whenever a vacancy may occur among the elected members of the Board, the President

shall appoint a Fellow from the applicable preventive medicine discipline or regional district to fill the vacancy until the next annual election.

Section 8. The Board of Regents shall appoint an Executive Committee from its members to conduct the business of the College between meetings of the Board as authorized by Article IV of the Constitution. The Executive Committee shall have the full authority of the Board of Regents for interim action (between regular meetings of the Board of Regents) and shall report its actions to the Board of Regents for review and ratification at the next meeting. The Board may adopt policy placing specific limitations upon the Committee, which shall be codified in the Internal Policy manual. The Committee shall consist of at least the President, the President-elect, the immediate Past President, the Secretary, and the Treasurer.

Article V. STAFF

Section 1. The Board of Regents may appoint a chief executive officer for a term and stipend to be determined by the Board.

Section 2. The chief executive officer, under the direction of the Board of Regents, shall perform the duties that the title of this office ordinarily connotes. He or she shall be bonded in such an amount as the Board of Regents may require, shall conduct the Executive Office, and shall be custodian of all College documents. Description of the chief executive officer duties and responsibilities shall be approved by the Board of Regents and reviewed periodically.

Section 3. In the absence of the chief executive officer, these responsibilities, as outlined in Article V of the Bylaws, shall be assumed by the Secretary and Treasurer.

Article VI. FEES AND DUES

Section 1. An initiation fee shall be required upon application for all membership classifications except Honorary Fellows and Fellows or Members Emeritus. Fees and dues shall be determined by the Board of Regents. At the discretion of the Board of Regents any fee or dues may be waived in whole or in part.

Section 2. Dues must be current to maintain membership in the College.

Section 3. Any member dropped from membership because of delinquency in dues who desires to re-establish membership must petition the Membership Committee which will determine the manner of reinstatement.

Article VII. PUBLICATIONS

The Board of Regents, through the Secretary, shall issue from time to time a directory of the College listing names and addresses of the College membership. The Board may also sponsor such publications (books, periodicals, newsletter, reports, etc.) as it deems desirable.

Article VIII. MEETINGS AND REFERENDA

Section 1. A meeting of the College shall be held annually at a time and place designated by the Board of Regents for the transaction of such business as may be necessary; the Board of Regents may determine by voting at a regular meeting or by ballot, that the annual meeting for a stated calendar year shall not be held; and in case of great emergency the Board of Regents may defer any annual meeting for a period not to exceed three months. Special meetings of the College may be called by a majority vote of the Board of Regents.

Section 2. At each annual meeting the College shall conduct scientific sessions or other educational programs which shall be devoted to preventive medicine. The scientific sessions shall be open to all interested persons.

Section 3. The College may also sponsor or co-sponsor scientific sessions or other educational endeavors at such other times and places as determined by the Board of Regents. These sessions may be devoted to any aspect of preventive medicine.

Section 4. By appropriate resolutions the Board of Regents may submit to the voting membership any question to be acted upon. The proposition to be voted upon, together with ballots for recording votes, shall be submitted by the Secretary to all voting members. Ballots shall be distributed to members via a mechanism authorized by the Board of Regents. Completed ballots shall be sent to the Secretary. Ballots shall be counted by an electronic method approved by the President or his designee or by tellers or other designee appointed by the President or his designee and the questions submitted shall be determined by a majority of the recorded ballots.

Article IX. COMMITTEES

Section 1. All Committees of the College shall be appointed by the President, who shall designate a Chairperson and members representative of the disciplines of the College. Designation of committee members may be delegated by the President to the Committee Chairperson. Members of Committees shall be responsible to the Board of Regents for the conduct of committee business.

Section 2. The Chairperson of each Committee, unless exempted from this duty by the President, shall be required to furnish to the President within 90 days after accepting the committee chair, an outline of committee projects to be carried out. The Chairperson shall have the authority and responsibility to develop and maintain liaison with other organizations to the end that the objectives of the College and the field of preventive medicine may best be served.

Section 3. Each committee shall be empowered to further to its best ability, the purpose for which it has been established in accordance with the objects of the College. All committees shall be required to render a report concerning their activities at the annual meeting of the College, or as otherwise directed by the President. Reports and other publications of all committees shall require approval by the Board of Regents prior to clearance for publication.

Section 4. The President shall appoint any committees or task forces to meet the objectives of the organization as well as committees/task forces to assist in the arrangements for the annual meetings and for any special meetings, scientific sessions, or educational programs conducted.

Section 5. The standing committees of the College shall be the following:

Committee on Awards

Committee on Constitution and Bylaws

Committee on Ethics

Committee on Finance

Committee on Membership

Committee on Nominations

- (a) The Committee on Awards shall be responsible to the Board of Regents for the number and types of awards to be sponsored by the College as well as for the establishment of criteria for granting such awards. This would also include such recognition as may be given to officers, members of the Board of Regents, and committee members. Nominations for awards and/or recognition will be considered by the committee and recommendations submitted to the Board of Regents for consideration and appropriate action.
- (b) The Committee on Constitution and Bylaws shall consider proposed changes or amendments of the Constitution, Bylaws and Internal Policy Manual, and study and propose amendments from time to time as changing conditions may require. These recommendations shall be referred to the Board of Regents for consideration and appropriate action.
- (c) The Committee on Finance shall provide to staff, working in cooperation with an investment counselor, policy guidelines relating to the investment of funds. The Committee shall review and recommend budget presentations for approval by the Board of Regents.
- (d) The Committee on Membership shall pass upon the fitness and qualifications of all applicants seeking membership in any classification in the College. The Committee shall also advise the Board of Regents on membership recruitment and retention.
- (e) The Committee on Nominations shall submit in writing to the Board of Regents prior to its interim meeting, at least two nominations solicited from the membership for each office whose incumbent's term shall expire at the end of the current year.
- (f) The Committee on Ethics monitors, clarifies, and recommends revision to the ACPM Code of Ethics and other ethics-related documents of the College and is the body responsible for adjudicating complaints against members.

Nominations by the Committee on Nominations shall not preclude write-in candidates on the ballot.

Article X. STATE, DISTRICT, NATIONAL AND INTERNATIONAL COMPONENTS

Section 1. State, district, national and international components of the College, hereinafter referred to as academies, may be formed and shall apply to the Board of Regents for a charter. Charters shall be issued upon the following conditions:

- (a) That a minimum of seven members in any one state, group of states, or organization be enrolled as members of the academy before application for charter is made.
- (b) That the name to be used by and the area included in each academy shall be approved by the Board of Regents of the College.
- (c) That membership in an academy shall be comparable to but not necessarily limited to membership of the College.
- (d) That the majority of the membership of each academy shall be encouraged to become members in good standing of the College.
- (e) That at least one meeting of such academy be held each year. Minutes of such meetings shall be submitted to the College secretary.
- (f) That the Constitution and Bylaws of each academy be approved by the Board of Regents of the

College. Any subsequent amendments thereto shall be likewise approved.

(g) That the academy be self-supporting.

Charters may be granted by the Board of Regents upon receipt of a written application which shall satisfy the foregoing conditions signed by the officers of the academy. A two thirds vote of the members of the Board of Regents present and voting shall be necessary to grant a charter.

Section 2. Action for the withdrawal of the charter of any academy may be initiated for cause upon a written complaint filed with the Board of Regents by a Fellow of the College. Before any charter can be withdrawn, the officers of the academy shall be given opportunity to appear at a meeting of the Board of Regents. Academy officers shall be given at least four weeks prior notice of the meeting at which such action is to be considered and shall be permitted to submit testimony and evidence as to why such charter should not be withdrawn. A two thirds vote of the members of the Board of Regents present and voting shall be necessary for withdrawal of the charter.

Article XI. AMENDMENTS

(a) Any Fellow of the College in good standing may initiate proposal for an amendment to these Bylaws.

(b) Such proposal shall be submitted in writing to the Secretary of the College.

(c) The Secretary shall submit the proposed amendment to the Committee on Constitution and Bylaws.

(d) The Committee on Constitution and Bylaws shall submit proposed amendment with its recommendations to the Board of Regents prior to the meeting at which action is to be taken.

(e) A two thirds majority of the members of the Board of Regents voting favorably for any proposed change in the Bylaws shall be required to adopt an amendment.

Article XII.

The rules contained in "Robert's Rules of Order, Newly Revised, 10th Edition" shall govern the American College of Preventive Medicine where they are not inconsistent with the existing Bylaws.

Adopted Summer 1992

Revised Winter-Spring 1996 (Bylaws, Article II, Section 6, universally recommended added; Section 10, (d) added pursuant to recommendation from Constitution and Bylaws Committee and approval of Board of Regents at October 1995 meeting.)

Revised Spring 1997 (Bylaws, Article IV, Section 1, one Regent from young physicians added; Section 3, and young physicians added, pursuant to recommendation from Constitution and Bylaws Committee and approval of Board of Regents at March 1997 meeting.)

Revised Summer 1999 (Constitution, Article II, Section 7, and the word added; Article III, sexual preference added; Article IV, Members or Fellows in the case of the Young Physician Regent added.)

Revised January 2002 (Bylaws, Article II, Section 10.)

Revised February 2003 (Article II, Section 1, sentence added "After due consideration, the Board of Regents can waive a requirement."

Article II, Section 2, sentence added "Certification by the Royal College of Physicians and Surgeons of Canada is also accepted as is certification by the American Osteopathic Board which fulfills the spirit of the Board certification requirement."

Article IV, Section 3, sentence added "The Young Physician Regent will serve only one three-year term and will not be eligible for re-election."

Revised March 2006 Article IV, Section 3, sentence added: "No member may serve more than two consecutive terms in the same position."

Article VI, Section 2. ~~Dues shall be payable on or before January 1 of each year and shall become delinquent if not paid within twelve months thereafter. Delinquent members automatically lose all college privileges. A member whose dues are delinquent for one year may be dropped from the College roll. Dues must be current to maintain membership in the College.~~

Revised May 2009 Article III; Section 2 and Article IV; Section 3 – removed work "mailed" from discussion of ballots.

Revised 8/30/10 in accordance with 2009 and 2010 ratified changes by Board of Regents at 2/17/2010 meeting.

Revised 11/2011 in accordance with the ratified changes approved by the Board of Regents at 10/5/2011 meeting.