

# **Midwest Chapter AAOP Guidelines**

**Revised August, 2011**

**Mission:**

**To improve the general welfare of the O&P profession, to recognize technical competency and achievement, to advance education and research in the profession and to promote and maintain an organization for the advancement and welfare of the profession by all proper, suitable and legal means.**

**The purposes of the guidelines are to clarify the responsibilities and duties of the each officer and the sequential process necessary to set up both fall symposium and summer seminars.**

## Midwest Chapter AAOP Guidelines

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## **Roles and Responsibilities**

### **Past president**

- Submits annual report to National Office (January)
- Available for guidance and assistance as needed for meeting planning

### **President**

- Determines dates and locations for fall and summer meetings
- Reserves meeting rooms and AV equipment (or manages consultant to do so)
- Send out speaker invitations and confirmation letters
- Arrange travel, lodging and meals for speakers
- Sends “thank you” letter and guidelines for reimbursement to all speakers at the conclusion of meetings

### **Timeline:**

- January:
  - President letter to go out including location and dates for both fall and summer meetings.
  - Select venue and number of rooms for summer meeting
- March
  - 1<sup>st</sup> email to suppliers
- April
  - 1<sup>st</sup> email for summer meeting to members, including schedule of speakers
  - 2<sup>nd</sup> email to suppliers
- May
  - 2<sup>nd</sup> email for summer meeting to members
  - Speaker selections for fall meeting
  - Finalize count of participants for summer meeting
- September
  - 1<sup>st</sup> email for fall meeting. Include board nominations
  - Contact eligible students for participation in Gunther Gehl scholarship
- October
  - Finalize details for fall meeting; catering etc.

### **Secretary**

- Takes minutes of all board meetings; typed and sent via email to all board members
- Update and revise mailing list
- Participate as determined by board and necessity at meetings

#### Treasurer

- Maintains accurate records of all monetary transactions
- Manage checking acct. at Chase bank
  - Make sure that 3 officers have authority to sign checks
- Maintain checking acct. balance of at least \$1000
- Collection of seminar fees and dues
- Treasurers report sent out at least once/quarter and at all board meetings/calls
- File non-profit corporation papers by 8/1 each year
- File report with IRS if MWC collects in excess of \$10K during fiscal year

#### Director 2<sup>nd</sup> year

- Send chapter membership renewal notices
- Amend membership directory and mailing lists
- Obtain names of new ABC certifies; send congratulatory message with application for Midwest chapter
- Make sure membership applications are up to date and available

#### Director 1<sup>st</sup> year

- Operation and maintenance of AV for all meetings
- Coordinate equipment with each speaker
- Submit PCE application to ABC
- Make sure to have proper paperwork available at meetings to make sure participants receive PCE

### **Timetable**

January	Place ads for meetings in journals and publications	(Secretary)
	Determine location of fall meeting	(President)
	Annual report submitted to AAOP	(Past-president)
	Choose site for summer meeting	(President)
February	Engage speakers for summer meeting	(Entire Board)
March	Membership applications due	(Treasurer)
	1 <sup>st</sup> message to suppliers for summer meeting	(President)
	Determine rooms/menu for summer meeting	(President)
April	1 <sup>st</sup> message to members for summer meeting	(President)
	2 <sup>nd</sup> message to suppliers for summer meeting	(President)
	Apply for PCE summer meeting	(Director 1 <sup>st</sup> year)
May	2 <sup>nd</sup> message to members for summer meeting	(President)
	Engage speakers for fall meeting	(Entire Board)
	Finalize details for Fall meeting; location/catering	(President)
June	Deadline for attendee registration for summer meeting	(President)
	Finalize count and catering for summer meeting	(President/treasurer)
	Summer meeting	
July		
August	Determine site for following summer meeting	(President)
September	1 <sup>st</sup> message for fall meeting sent, will Nomination form	(Past/current President)
	Apply for PCE for Fall meeting	(Director 1 <sup>st</sup> year)
October	2 <sup>nd</sup> message for Fall meeting	(President)
November	Registration deadline for Fall meeting	(Treasurer)
	Fall meeting	
	New Director chosen by ballot	
December	Changeover to new Board	

## **Gunter Gehl Scholarship Guidelines**

Selection of the Gunter Gehl Scholarship recipient is based on an integration of academic excellence and moral character. The award is \$1000. The following guidelines will facilitate the process of scholarship selection:

1. Candidates are eligible if the following criteria is met:
  - a. Student has successfully completed the certificate program at NUPOC in either prosthetics or orthotics for the fall or spring semester of the previous academic year.
  - b. Candidates must currently reside in a state considered part of the MWC
2. Eligible candidates must submit a letter of application and summary of presentation to the President of MWC. Electronic submissions are acceptable.
3. MWC President is responsible for sending inquiry letter to eligible candidates
4. Eligible candidate applications received by the President are to be discussed with the entire Board.
5. A maximum of 5 candidates will be selected by the Board to present their research project at either Fall or Summer meeting; determined by time allowance during planning of meetings
6. Ballots to be distributed at meeting which presentations are made, and scholarship winner determined by these ballots.
7. Message to be sent to those candidates not selected to present at the meeting
8. Photo and brief description of the event at which scholarship presentations made to be sent to O/P journals by the Secretary





# 1999 BYLAWS

## THE AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

### ARTICLE I

#### *Name*

The name of this corporation is THE AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS, INCORPORATED (hereinafter, the "Academy").

### ARTICLE II

#### *Definitions*

1. The term "professions of orthotics and prosthetics" as used in the Certificate of Incorporation and in these Bylaws refers to the art and science of the practice of patient evaluation, consultation and treatment of neuromuscular and/or musculo-skeletal disorders of the body with specifically designed orthoses and/or prostheses.
2. The term "practitioner" refers to an individual practicing the profession of Orthotics and/or prosthetics to whom the American Board for Certification in Orthotics and Prosthetics, Inc., (hereinafter referred to as ABC) has awarded the title of Certified Orthotist, Certified Prosthetist or Certified Prosthetist and Orthotist and whose certification remains in good standing. The practitioner's principal function and responsibility is to provide comprehensive professional orthotics and/or prosthetics services to patients seen on referral by, and/or in consultation with licensed physicians. The practitioner is further responsible for determining and supervising the specific design, development, and final analysis of the orthosis and/or prosthesis to insure that the maximum degree of function and physical restoration is achieved.

### ARTICLE III

#### *Purposes*

1. The purposes of the Academy are stated in the Certificate of Incorporation. Described more fully these purposes are:
  - a. To conduct and carry on the activities of a non-profit corporation in order to promote attainment of the highest standards of professional and ethical conduct by practitioners.

- b. To provide, through membership in the Academy, recognition of practitioners who practice according to professional and ethical standards that the Academy may adopt.
  - c. To conduct investigations and do any other act necessary to ascertain whether practitioners who apply for or who have been admitted to membership in the Academy achieve and maintain the highest degree of professional and ethical standards.
  - d. To collaborate with recognized educational, research, and other organizations to enhance and further develop the professional and ethical standards of practitioners and the professions of orthotics and prosthetics.
  - e. To provide continuing education which will further enhance the professional and ethical competency of practitioners.
  - f. To engage in any other lawful act permitted under its Certificate of Incorporation and permitted for non-profit corporations exempt from taxation under Section 501 (c)(6) of the United States Internal Revenue Code (or corresponding section of any future United States Internal Revenue Code).
2. Notwithstanding any other provision of these Bylaws, the Academy shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501 (c)(6) of the Internal Revenue code (or corresponding section of any future United States Internal Revenue Code).

#### **ARTICLE IV**

##### *Offices*

1. The principal office of the Academy shall be Alexandria, Virginia and the Academy may have such other offices at such other places as the Board of Directors may from time to time designate.

#### **ARTICLE V**

##### *Membership*

1. **ACTIVE** – Practitioners in orthotics and/or prosthetics, who are certified by and are in good standing with the American Board for Certification in Orthotics and Prosthetics, shall be eligible for Active membership.
2. **AFFILIATE MEMBERSHIP** – Those individuals who are credentialed by and in good standing with ABC, and who do not meet the requirements for Active membership shall be eligible for affiliate membership.

3. FOREIGN AFFILIATES – The Academy may extend Foreign Affiliate membership in accordance with the provisions in Article XV of these Bylaws.
4. HONORARY – The Academy may extend Honorary membership to an individual in recognition of his/her contribution to the professions of orthotics and prosthetics. Honorary members shall be relieved from payment of annual dues.
5. EMERITUS – The Academy may award the status of Emeritus member to those of its members to whom ABC has awarded the title of Emeritus, and who apply to the Academy for such status. When the Academy awards Emeritus status to a member, such a member shall be relieved from payment of annual dues.
6. CANDIDATE – Those individuals in orthotics and/or prosthetics who have successfully completed an NCOPE-accredited practitioner training program but have not yet met the ABC postgraduate eligibility requirements for certification may be eligible for Candidate membership. The Candidate membership of an individual will automatically terminate upon the attainment of ABC practitioner certification or upon the failure to achieve ABC practitioner certification during the required time period as set forth in the ABC Book of Rules in effect at the time the candidate becomes eligible for membership, or upon the expiration of four years from completion of the practitioner training program, whichever occurs first.
7. FELLOW – Active members of the Academy who meet the requirements as currently set forth by the Board of Directors and as may be amended by the Board of Directors shall be awarded the title Fellow of the American Academy of Orthotists & Prosthetists (FAAOP).
8. Dues for the different classifications of membership shall be determined by the Board of Directors.

## ARTICLE VI

### *Membership Meetings – Voting Procedures*

1. Only “Active Members” in good standing are entitled to vote and hold office. Affiliate Members may vote and hold office only in Academy societies and specific local Chapters as stated in their individual bylaws.
2. Meetings of members are held at such time and place as the Board of Directors may direct, but not less frequently than once a year.

3. Except as provided in paragraph 5 hereof, written notice stating the place, day and hours of the annual meeting shall be sent by first class mail to the last recorded address of each member not less than 30 days before the meeting.
4. The Board of Directors, with a majority vote, may call a special meeting of the membership for any expressed or written purpose with a 30-day notice and only expressed purposed business will be transacted. The Board of Directors must call a special membership meeting within 60 days of receiving written request of 25% of the membership in good standing.
5. Any notice requirement, statutory or otherwise, may be waived by a writing signed by the person entitled thereto. The filing of such writing, whether before or after the event to which it relates, shall be deemed equivalent to the receipt of notice.
6. Ten (10) percent of the voting members, of which at least five (5) percent must be present in person, constitutes a quorum at all meetings, except as otherwise provided by statute. If a quorum is not present, the meeting will be adjourned until a quorum is present.
7. Each active member is entitled to one vote in person or by proxy at the meeting. If the vote is by proxy, the member, in writing, shall select an active member who is present at the meeting to cast the proxy vote. Each proxy must be signed and filed with the Executive Director.
8. When a quorum is present at a meeting, the vote of a majority of members personally present or represented by proxy decides any question except to the extent limited by statute or these Bylaws.
9. The Board of Directors determines the order of business for all meetings. The chairman of the meeting unilaterally decides questions of priority of business for all meetings. The parliamentary rules, as laid down in Robert's Rules of Order (most recent edition) shall govern the conduct of business and all debates during membership meetings.
10. The Board of Directors may determine that it is not necessary to call a meeting of members to vote on an issue. In this event, ballots printed upon postage paid, return address postcards shall be mailed to the members in the manner described in paragraph 3 hereof. The Board of Directors shall set a date, not less than 30 days from the date of mailing, for return of these ballots and any ballot bearing a postmark later than this date is not counted. At least ten (10) percent of the voting members must participate to constitute a valid vote.

**ARTICLE VII**  
***Board of Directors***

1. The business of the Academy shall be managed by a Board of Directors which is comprised of eleven (11) voting members. The composition of the Board of Directors shall be the six (6) Executive Officers (as defined below) and six (6) other Elected Directors. The Executive Director shall be an ex-officio member of the Board of Directors without the right to vote. The President, President-Elect, Vice President, Treasurer, Immediate Past President, and Executive Director shall be Considered the Executive Officers. The Board of Directors may exercise all powers and lawful acts except those required by the membership. The Board of Directors shall set all dues and other assessments of the membership, and at each annual meeting shall report on the financial status of the Academy, including the budget for the current year.
2. Those members of the Board of Directors who are also Executive Officers shall be members of the Board of Directors for the same term that they are Officers of the Academy pursuant to Article VIII, Section 1. The remaining six (6) elected members of the Board of Directors are elected for a three (3) year term or until their successors are elected and qualified. Directors may serve for not more than two (2) consecutive terms.
3. Any director may be removed as a member of the Board of Directors by a majority vote of the membership at any meeting as to which the notice stated the issue of removal of the subject director(s) as an agenda item.
4. The Board of Directors holds its meetings at any place it may select.
5. Regular meetings of the Board may be held upon majority vote of the Board with notice of the meeting mailed to each director at least ten (10) days before such meeting.
6. Upon written request of a majority of the directors, the Executive Director, President or Treasurer must call a special meeting of the Board. Written notice of such a meeting is to be given each director at least fifteen (15) days before the meeting date.
7. A majority of the voting members of the Board of Directors constitutes a quorum and the act of the majority of the voting members of the Board present at a meeting at which a quorum is present shall be the act of the Board of Directors. If a quorum is not present, the directors present must adjourn the meeting without notice until a quorum is established.

8. Any notice requirement may be waived by the directors in the manner described in Article VI.5. A director who attends a meeting other than for the purpose of objecting to the meeting waives receipt of notice.
9. The President, President-Elect, Vice President, Treasurer and Immediate Past President are the Executive Committee of the Board of Directors. The President is its chairperson. The Executive Director shall be an ex-officio member of the Executive Committee without the right to vote.
10. Directors, as such, receive no salary for their services but by resolution of the Board of Directors, reimbursement may be allowed for those expenses properly incurred in connection with corporate duties.
11. In the event that a director shall become an officer and thereby vacates the directorship, the Board of Directors shall appoint a replacement in the manner set forth in Article X.5.

## **ARTICLE VIII**

### *Officers*

1. The officers of the Academy include the President, President-Elect, Vice President, Treasurer, the Immediate Past President, and the Executive Director. All elected officers positions shall be for a term of one (1) year commencing with the beginning of the fiscal year.
2. In order to be eligible for nomination as an elected officer, an individual must have served as a director or committee member for at least one (1) year.
3. Any elected officer may be removed by the affirmative vote of a majority of the membership.
4. The President presides at all meetings of the Academy and of the Board of Directors and is a member ex-officio with right to vote on all committees and perform any duties incident to his office and/or prescribed by the Board of Directors.
5. The President-Elect works closely with the President to provide continuity in the operation of the Academy and acts in the absence of the President and performs duties prescribed by the Board of Directors.
6. The President-Elect shall become President of the Academy in the ensuing year and shall be Immediate Past President the following year.

7. The Vice President acts in the absence of the President and President-Elect and performs duties prescribed by the Board of Directors. The Vice President also serves as general chairman and coordinator of all committees.
8. The Treasurer shall oversee Academy financial records, transfer of funds and make a report at membership meetings. The Academy financial records shall be audited annually at the close of the fiscal year by a certified public accountant.
9. The Immediate Past President works with the President to provide continuity to the operation of the Academy.
10. The Executive Director shall not be considered an elected officer or an elected director. The Executive Director is responsible for running the day-to-day activities of the Academy, the operations of the Academy and is the Chief Staff Executive in charge of the Academy's staff. The Executive Director shall be an ex-officio member of the Board of Directors without the right to vote, and an ex-officio member of the Executive Committee and all other Committees, without the right to vote. The Executive Director, as Secretary, is the custodian of the seal and of the records of all meetings. The Executive Director shall notify members and directors of meetings and perform duties and serve on committees as prescribed by the Board of Directors.
11. Elected officers, as such, receive no salary for their services but by resolution of the Board of Directors reimbursement may be allowed for those expenses properly Incurred in connection with Academy duties.

## **ARTICLE IX**

### *Committees*

1. The President may, with the advice and consent of the Board of Directors, appoint committees to advance the policies and programs of the Academy and select the chairman thereof.
2. The Executive Committee of the Academy shall consist of the officers of the Academy. The Board may delegate to the Executive Committee duties not Precluded by these Bylaws or by statute. The Executive Committee shall be responsible for the administration of the current year plan and budget and the day-to-day management of the Academy to the extent authorized by the Board.

3. There shall be a permanent nominating committee responsible for annually nominating a slate of nominees for officers of the Academy to include President-Elect, Vice President, Treasurer and for other positions to be filled by vote of membership including but not restricted to nominees to vacancies on the Board of Directors of ABC. The three-member Nominating Committee shall consist of the Immediate Past President, the President-Elect and a Chapter President in good standing who would be appointed annually by the Chapter Presidents during their Annual Meeting and Workshop. In the event that a majority of the Nominating Committee is unwilling or unable to serve, the Board of Directors shall appoint sufficient members to complete a three-member Nominating Committee to carry out the obligations provided herein.

## **ARTICLE X**

### *Elections and Vacancies in Office*

1. The Nominating Committee will present the names of the nominees for a given directorship or officer position at the annual meeting and the floor will be open for additional nominations. In the event that there are more than two (2) nominations there will be a run-off and the two who receive a plurality of votes will appear on the ballot, along with a blank space for a write-in candidate.
2. The Executive Director shall, not later than 90 days following the annual meeting, to each active member of the Academy a letter ballot showing vacancies to be filled and the names of persons nominated. Provisions shall be made for write-in candidates for any office in which there is a vacancy. All directorships shall be for a term of three (3) years and all officer positions for a term of one (1) year.
3. Returned ballots must be postmarked within 45 days of mailing from the Orthotics and Prosthetics National Office. The nominee receiving a plurality of votes shall be declared elected.
4. In the event of a vacancy in the offices of President, President-Elect, Vice President or Treasurer, the incumbent Board of Directors shall appoint a qualified person to fill the vacancy until the next annual meeting, except that the office of President-Elect will be filled as a matter of first priority at the next annual meeting.
5. In the event of a vacancy among the Directors, the incumbent Board of Directors shall appoint a qualified person to fill the vacancy until the next annual meeting, when a replacement will be elected to fill the unexpired term by the active member in attendance or represented by proxy.



## **ARTICLE XI**

### *Finances*

1. The fiscal year of the Academy shall begin on an appropriate date determined by the Board of Directors.

## **ARTICLE XII**

### *Seal and Insignia*

1. SEAL – The Academy has a seal of a design adopted by the Board of Directors.
2. INSIGNIA – The Academy has the exclusive right to control the use of the name insignia of the Academy.

## **ARTICLE XIII**

### *Local Chapters*

1. The Academy may charter local chapters. They may be organized on a city, state or regional basis. The boundaries of the regions shall be determined by the Board of Directors.
2. The local chapter, for the purpose of original organization, shall be composed of five (5) or more orthotic and/or prosthetic practitioners who are members of the Academy. In order to organized a local chapter, the practitioner-members of the Academy who propose to do so shall petition the Academy in writing for such Authority. The petition shall be addressed to the Executive Director of the Academy who shall record its receipt in the official minute book of the Academy and then distribute copies of the petition to the Board of Directors for their approval or disapproval, which shall be expressed in a letter to the Executive Director if a meeting is not in being or pending. Upon approval being given by the Board of Directors, the Executive Director of the Academy shall notify the prospective organizers of the local chapter in writing of the action. The office of the Treasurer (or Secretary/Treasurer) of a local chapter shall be the office of the local chapter.
3. Local chapters shall be geographically identified by the names of their states or cities in the following form: (“Name of state or city, Chapter, The American Academy of Orthotists and Prosthetists”). The Bylaws adopted by each local chapter shall be consistent with the model Bylaws for all Academy Chapters. Local chapters upon chartering are authorized to use the insignia of the Academy for all purposed related to their business or that of the Academy.
4. The voting membership of local chapters shall be open to those who are Active and Affiliate Members of the Academy, and are members of the Chapter. Affiliate Members, who are Chapter members, may vote and hold office, if so Stated by the local Chapter bylaws.

5. The committees established by local chapters may follow the identification of those established by the Academy from time to time and be created to accomplish the same purpose.
6. Any and all fees, dues and special assessments collected by local chapters shall be in addition to fees and dues assessed by the Academy. The Board of Directors of the Academy may authorize contributions, grants or loans to local chapters from the general funds of the Academy. Such contributions, grants or loans shall be made only upon petition of the local chapters which state in writing, addressed to the Executive Director of the Academy, the exact nature of the project, submitted at least ninety (90) days prior to the date of need, for which such funds are requested, together with an estimate as to the project's total cost and the amount of financing committed by the local chapters and/or their members and in hand at the time of petition. The Board of Directors shall only authorize such contributions, grants or loans if all its members vote to do so, and then only if the Directors determine that in their judgment the proposed project will advance the goals and objectives of the Academy and it possesses sufficient funds to do so.

**ARTICLE XIV**  
*Academy Societies*

1. Establishment. A group of 20 or more Academy members may petition the Academy Board of Directors to establish a Society. Societies may be instituted to facilitate the formation of research and to increase the exchange of knowledge within those areas of interest. Petitions shall be routinely processed unless special circumstances should warrant a review by the Board of Directors.
  - a. Each petition to establish a Society must contain a title for the group and be accompanied by a description of the purpose of the group.
  - b. Each petition to establish a Society must be accompanied by a list of proposed members to determine Academy status, and checks for the amount of annual dues, to offset the additional administrative cost to the Academy. Such dues shall be determined by the Board of Directors.
2. Officers. Each Society shall have a Chair, Vice Chair, Secretary and other officers or committee chair as elected. Such officers are to be registered with the Director of Academy Affairs.
3. Bylaws. Society Bylaws are not required as all activities are covered under Academy Bylaws, Article XIV. However, Society activities may not conflict with the Certificate of Incorporation or the Bylaws of the Academy or its Chapters. Power to Determine whether conflicts exists rests with the Academy Board of Directors.

4. Termination. Recognition of a Society will be withdrawn if its membership falls below 20 Academy members, or if it fails to transmit its list of members and annual report to the National Office by the close of the Academy's fiscal year. The Academy Board of Directors may withdraw recognition of a Society for other good and sufficient reasons. Such action requires a majority vote of the members of the Board of Directors.
5. Associate Society Membership. The Academy may extend Associate Society membership to an individual not involved in the independent or direct delivery of orthotic/prosthetic product/services (as defined by the ABC Scope of Practice) and who is not eligible for any category of Academy membership (except Honorary membership), in recognition of his/her contributions to the professions of orthotics and prosthetics. Associate Society membership shall be subject to the approval of the Board of Directors in the Board's sole discretion. Applications for Associate Society membership shall be forwarded quarterly by each Society to the Board for consideration, and continued Associate Society membership shall be reviewed and approved annually by the Board.

**ARTICLE XV**  
*Foreign Affiliates*

1. The Board of Directors is authorized to admit individuals who provide orthotics and or prosthetics services, who reside in foreign countries, to membership in the Academy and to charter local chapters in such foreign countries. Such individuals shall be certified by a National Board of Certification, private or public. Individuals residing in foreign countries who meet the qualifications for membership established by the Academy shall be foreign affiliate members of the Academy and shall not be entitled to vote or hold office. The provision of these Bylaws shall apply to any local chapter in foreign countries seeking to be chartered by the Academy.

**ARTICLE XVI**  
*Mandatory Continuing Education*

1. The Academy recognizes and supports the Mandatory Continuing Education Program required by the American Board for Certification in Orthotics and Prosthetics, Inc., for the purpose of enhancing the professional competency of its practitioners.
2. The Academy shall make available Professional continuing Education (PCE) credit hours by providing ABC-approved continuing education programs to its members.