

RULES AND REGULATIONS  
of the  
COUNCIL OF TEACHING HOSPITALS  
of the  
AMERICAN ASSOCIATION OF COLLEGES OF PODIATRIC MEDICINE

This document shall be known as the Rules and Regulations of the Council of Teaching Hospitals (COTH) of the American Association of Colleges of Podiatric Medicine hereinafter referred to as the "Council" and "Association" respectively.

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CHAPTER I. MEMBERSHIP

Section 1. Eligibility

An institution that conducts a podiatric residency program approved by the Council on Podiatric Medical Education (CPME) and completes the appropriate application materials shall be eligible for membership in the Council of the Association.

Section 2. Types

There shall be two types of members of this Council. Each type shall be classified as:

- A. Active Member: A member institution is an active member and in good standing when it 1) adheres to all the Council's required standards and practices; and 2) when appropriate, files an agreement to participate in the Council's Central Application Service for Podiatric Residencies (CASPR) Program.
- B. Probationary Member: A member institution is placed in probationary status if the member 1) fails to adhere to the Council's required standards and practices; 2) when appropriate, fails to file an agreement to participate in the Council's Central Application Service for Podiatric Residencies (CASPR) Program; or 3) receives a notice of withholding or withdrawing of program approval from the CPME.

Section 3. Privileges

- A. Active Member: An Active Member shall be eligible for any program, or other services as provided by the Council. The representative of an Active Member in good standing shall be eligible for election or appointment to any Council office, committee, or board, and any similar position in the Association as otherwise provided.
- B. Probationary Member: A Probationary Member shall enjoy all privileges of an Active Member except the member is not eligible for election or appointment to any Council office, committee, or board, and any similar position in the Association as otherwise provided.

Section 4. Suspension/Termination of Membership

Termination or Suspension of an Active Member may be effected as follows:

- A. A member found not in compliance with the Council's required standards and practices by determination of 1) the Council's Complaint Review Process and/or 2) information gathered by the Administrative Board

(as defined in Chapter II) shall be placed in probationary status.. The member will have a time period not to exceed twelve (12) calendar months to come into compliance with the Council's required standards and practices or be subject to suspension or termination.

- B. A majority affirmative vote of the ballots cast by members of the Administrative Board present and voting, shall approve a motion to suspend or terminate membership after thirty (30) days notice to the member whose membership is to be suspended or terminated and opportunity for the member to respond to the reason(s) for the suspension or termination.
- C. A member being more than sixty (60) days in arrears in payment of dues shall automatically have its membership in the Council terminated.

#### Section 5. Reinstatement of Membership

Reinstatement to Active Member status may be effected as follows:

- A. A majority affirmative vote of the ballots cast by members of the Administrative Board, present and voting shall approve a member's motion of reinstatement, provided that the member is currently in compliance with the Council's required standards and practices.
- B. Members whose memberships have been terminated for non-payment shall be reinstated upon full payment of past dues with the majority approval of the Administrative Board.

### CHAPTER II. ADMINISTRATIVE BOARD

#### Section 1. Composition

- A. Voting Members: The Administrative Board shall be composed of representatives of Council members. One Regional Representative shall be elected from each designated geographic region (which shall collectively encompass all Active Member residency programs), one representative shall represent the American Podiatric Medical Students Association (APMSA), and one representative shall represent the Department of Veterans Affairs. The Veterans Affairs representative shall be the individual holding the title Director, VHS and RA Podiatric Service or his/her designee. This representative serves in a standing capacity rather than an elected capacity. All voting members of the Administrative Board except the APMSA representative must be members in good standing of the APMA.
  - 1. Attendance by Regional Representative: Upon the absence at two consecutive Administrative Board meetings or fifty percent of Board meetings over a two-year period, a formal letter of concern will be addressed to the board member. In addition, the COTH will contact the individual to determine the reasons for non-participation. Following this warning communication, participation in conference calls and the next meeting will be noted. Should another absence occur, the issue will be brought before the entire Board for a vote on terminating the Representative.
  - 2. Non-performance by Regional Representatives: Should the COTH Administrative Board receive a complaint regarding a regional representative's lack of appropriate representation or misrepresentation or failure to communicate with his/her constituency, the complaint must be formally recognized, addressed and investigated by the AACPM Executive Director and COTH Chair. If necessary, a conference call shall be held among the Chair, Chair-Elect, the representative involved and the Executive Director. If the Chair or Chair-Elect is the representative at issue, the Chair or Chair-Elect not involved will select at random another board member to participate in the call. If resolution is reached regarding the issue, a letter co-authored by the representative and the Chair or Chair-Elect will be generated to the region members. If agreement is not reached regarding this issue, it will be referred to the entire Board. The Board will consider terminating the representative. Such termination will require a two thirds majority. If the terminated representative is the Chair, the Chair-Elect will assume the duties as

Chair. If less than one year remains of the Chair's term the Chair-Elect will complete the term and then serve a full 2 year term otherwise he will only serve out the departing Chair's term. If the Chair or Chair-Elect is the terminated representative, a new Chair-Elect will be elected at the meeting in which the termination occurs. The new Chair-Elect's term will be determined by the remaining term of the Chair.

- B. Non-Voting Members: Non-voting members to the COTH Administrative Board shall be appointed by their respective organizations. The organizations eligible to be represented on the COTH Administrative Board are AACPM's representative to the JRRRC, ABPS, ABPOPPM, ACFAOM, APMA's YMAC, ASPS and CPME. These members will be chosen or elected by their respective organizations that will bear the expense associated with attendance at these meetings. Each non-voting position is an ex-officio member of the Board.

## Section 2. Power and Duties

The Administrative Board shall be empowered by the Board of Directors of the Association to conduct the business of the Council between the annual meetings of the Council. The Administrative Board is authorized to establish reasonable rules, regulations, and procedures necessary to: 1) promote ideas and practices which are most effective in post-graduate podiatric medical education, 2) provide for the operation of programming in the area of residency faculty development, 3) provide administrative oversight for the Central Application Service for Podiatric Residencies (CASPR), 4) provide administrative oversight for the Centralized Residency Interview Program (CRIP), and 5) develop such other services as the Council may direct. Each Administrative Board member shall also serve as a coordinator for his respective geographic region (or institutions, for the Department of Veterans Affairs), and execute the duties required of this position as defined by the Council.

The Council shall report to the Board of Directors. Actions of the Council are not policy of the Association unless the Board of Directors approves such actions.

## Section 3. Officers

The officers of the Administrative Board and Council shall be a Chairman and a Chair-Elect. Officers shall serve one two (2) year term in each position. The term of office begins each July 1. If the Chair leaves the position prior to completing the full term of office, the Chair-Elect shall complete any partial years plus two full years in office.

- A. Duties: The Chairman shall preside at all meetings of the Administrative Board and the Council, and serve as official representative of the Council. In the absence of the Chairman, the Chair-Elect shall assume such duties. The Chairman and Chair-Elect shall be the representative of the Council to the Board of Directors of the Association.

## CHAPTER III. MEETINGS

The Administrative Board shall designate meetings of the Council membership. Meetings of the Administrative Board shall be conducted twice annually. A simple majority of members of the Administrative Board shall constitute a quorum for the transaction of business. Where a quorum is not present, formal actions shall result when there is unanimous consent via mail ballot.

Where parliamentary procedure is at issue, the latest edition of Robert's Rules of Order shall prevail, except where in conflict with the Association's Bylaws.

## CHAPTER IV. NOMINATIONS

Any Council member in good standing may submit nominations for members of the Administrative Board. Members of the Administrative Board shall make nominations for Officers. The respective Regional Coordinator shall make nominations for sub-coordinators.

## CHAPTER V. ELECTIONS

Members of the Administrative Board shall be elected by vote of active members within their respective geographical region. Administrative Board members shall serve a four (4) year term. Two members shall be elected annually and a member may not serve more than two (2) consecutive terms. An alternate may be designated by a regional representative to assist in the execution of assigned duties. If an administrative board member is unable or unwilling to complete his/her term of office, or is asked to resign, a special election will be held as soon as possible. Upon election, the new board member would complete the remaining term of office. If completion of the remaining term consisted of 1 – 24 months, this member would be eligible for two additional, four-year terms. If completion of the unfilled term consisted of 25 – 48 months, the member would be eligible for one additional four-year term. If required in order to maintain the even distribution of regional election cycles, the term length of a representative may be adjusted by a majority vote of the Board with the consent of the affected representatives.

Officers of the Administrative Board shall be elected by the voting members of the Administrative Board from among the Voting Members of the Board. Elections will be held for the position of Chair-Elect only at the appropriate time prior to the beginning of the term of office. The Chair-Elect shall have enough years of eligibility on the Administrative Board at the time of his/her election. The Chair-Elect will automatically assume the position of Chair upon the completion of the term of Chair-Elect.

## CHAPTER VI. AMENDMENTS

These Standing Rules may be amended, after recommendation of a majority of the Administrative Board, by the affirmation of a majority of voting members casting ballots. Amendments made necessary by law or requirement of the bylaws of the Association shall be made either by the Administrative Board or the Council membership.

Amendments may be offered by any Member, and must be submitted to the Administrative Board no less than 45 days prior to either Bi-Annual Meeting.

## CHAPTER VII. CONFLICTS

Should a conflict exist between these “Rules and Regulations” and any other governing document of the association arise, the governing documents shall control in the following order of precedence:

- AACPM Articles of Incorporation
- AACPM Bylaws
- Council Rules and Regulations.

Adopted June 1984	Amended October 1996	Amended May 2003	Amended November 2009
Amended June 1989	Amended October 1999	Amended November 2004	Amended May 2010
Amended June 1990	Amended July 2001	Amended October 2006	Amended May 2011
Amended February 1993	Amended September 2002	Amended May 2009	