

**AMERICAN ACADEMY OF
PHYSICAL MEDICINE AND REHABILITATION**

MEMBER COMMUNITY POLICY

1. Background. The American Academy of Physical Medicine and Rehabilitation (“**Academy**”) is an Illinois not-for-profit corporation exempt from federal income tax pursuant to Internal Revenue Code Section 501(c)(3). The Academy is organized and operated to promote the art and science of medicine and of the betterment of public health through an understanding and utilization of the functions and procedures of physical medicine and rehabilitation. (“**Exempt Purpose**”). Consistent with its Exempt Purpose, the Academy desires to facilitate the creation of member communities for Fellow, Associate, Senior Fellow, Part-time Fellow, International, Research/Academic, Advanced Practice Provider, Honorary, Resident, and Associate Fellow members (“**Members**”) to facilitate the exchange of ideas, information, and expertise between Members on different areas of physical medicine and rehabilitation as a means of promoting the art and science of medicine and the betterment of public health through an understanding and utilization of the functions and procedures of physical medicine and rehabilitation (“**Member Communities**”).

2. Member Community Requirements. Each Member Community must meet the following requirements (“**Member Community Requirements**”):

- Advance the Academy’s Exempt Purpose;
- Be organized by a Member;
- Have at least 10 Members as members;
- Have an area of focus, which promotes the art and science of medicine and the betterment of public health through an understanding and utilization of the functions and procedures of physical medicine and rehabilitation;
- Have an area of focus, which is different from the area of focus of any other Member Community;
- Have a name, which (i) reflects its area of focus; (ii) includes, “...of AAPM&R”; and (iii) is different from any other Member Community;
- Must be open to “Members” and not exclusive to one or more membership classifications; and
- Must abide by the Academy’s Articles of Incorporation, Bylaws, policies, procedures, and rules and applicable law.

3. Member Community Formation. A Member may apply to the Academy to form a Member Community by completing and submitting an online application available at www.aapmr.org. Minimally, the application must require the applicant to provide the following information:

- Name and contact information of the Member submitting the application;
- Name of the Member Community, which must (i) reflect its area of focus; (ii) include, “...of AAPM&R”; and (iii) is different from any other [Member Community](#) name;
- Type of community (clinical, practice, identity);
- A description of the Member Community’s area of focus;
- A description of the Member Community’s anticipated activities;
- A statement of how the Member Community will advance the Academy’s Exempt Purpose;
- The name and contact information for the Member who will serve as the Member Community’s interim chair, until the Member Community elects a chair;

- A list of at least 10 Members who will join the Member Community if it is approved by the Academy; and
- An acknowledgement signed by the applicant that the applicant and interim chair have reviewed and understand the Academy's Exempt Purpose and this Policy and that the Member Community will abide by the same.

Within ten business days of receipt of a proposed Member Community application, staff will review the application to assess if the application is complete and whether that the proposed Member Community meets the Member Community Requirements. If the application is not complete, staff shall administratively deny the application and send an email to the applicant explaining why the application was administratively denied. If the application is complete, staff shall forward the application to the Inclusion and Engagement Committee ("I&E") chair along with an assessment of whether the proposed Member Community meets the Member Community Requirements. Within 30 business days after staff forwards an application to the I&E chair, the I&E chair shall distribute the application to the other I&E members for their review and consideration along with the date of the I&E meeting at which the application will be considered. Whether a Member Community application is approved is determined by the I&E in its discretion. The I&E's decision is final and may not be appealed.

If the I&E approves the Member Community, staff shall send an email to the applicant and interim chair stating that the Member Community has been approved and providing other information regarding Member Communities. If the I&E does not approve the proposed Member Community, then I&E shall identify the reasons the application was not approved. Staff shall send an email to the applicant and interim chair stating that the Member Community was not approved and identify the reasons the I&E did not approve the Member Community.

4. Member Community Dissolution. The Board of Governors may dissolve a Member Community in its discretion. A Member Community will automatically dissolve if: (i) the total number of Member Community members falls below 10 Members; (ii) the Member Community fails to elect a chair as required by this policy; (iii) the Member Community chair fails to submit the annual report required by this policy.

5. Member Community Re-formation. An automatically dissolved Member Community must follow the formation process stated in Section 3 above to be re-formed. A Member Community dissolved by the Board, may not re-apply without the prior consent of the Board, which the Board may withhold in its discretion. If the Board consents to the Board-dissolved Member Community re-applying, the Board-dissolved Member Community must follow the formation process stated in Section 3 above to be re-formed. The Academy is under no obligation to approve the re-formation of a Member Community, which has been dissolved either automatically or by the Board.

6. Membership.

6.1. Joining a Member Community. Except as otherwise provided in this policy, any Member in good standing may become a member of any Member Community. A Member may be a member of more than one Member Community. A Member becomes a member of a Member Community by accessing the Member's online Academy profile at www.aapmr.org and selecting the Member Community or Member Communities, of which the member would like to be a member of.

6.2. Member Community Membership Resignation and Termination. A Member may resign from a Member Community at any time by accessing the Member's online Academy profile at www.aapmr.org

and de-selecting the Member Community or Member Communities, of which the member would no longer like to be a member. Membership in a Member Community terminates automatically on the termination of a Member's Academy membership. The Board of Governors may terminate a Member's membership in a Member Community in its discretion. The Board of Governors' decision is final and not subject to appeal. When a Member's membership is terminated within the Member Community, the Member is removed from: (i) the Member Community's contact list; (ii) the Member Community's PhysForum online community; and (iii) any position held by the individual within the Member Community.

7. PhysForum Online Forum. A Member Community may establish an online forum for the Member Community on the Academy's PhysForum platform ("**Online Forum**"). If a Member Community desires to establish an Online Forum, the Member Community's chair must contact Academy staff, who will work with the chair to establish the Online Forum. Establishment, operation, access, and use of a Member's Community's Online Forum is governed by the Academy's policies and procedures, including the PhysForum Code of Conduct and Terms of Use. The Board may suspend or terminate a Member Community's Online Forum in its discretion. The Board may suspend or terminate an individual's access to and use of a Member Community's Online Forum in its discretion. In both instances, the Board's decision is final and may not be appealed.

8. Meetings. A Member Community is not required to meet. Meetings may be called by the chair or the Board. Notice of a Member Community meeting must be given at least two days before the meeting by PhysForum or email to the Member Community's members. Member Community meetings may be held using the Academy's online conferencing resources. Use of the Academy's online conferencing resources must be requested by the Member Community's chair through the Academy's website at www.aapmr.org. Use of the Academy's online conferencing resources is granted on a first come first serve basis, except as otherwise directed by the Board.

A Member Community may request to hold a Member Community meeting in person during the Annual Assembly. Because of the logistic and financial considerations associated with in person Member Community meetings, a Member Community chair must submit an In-Person Member Community Meeting request, accessible at www.aapmr.org to request to have an in-person meeting. Whether a Member Community may hold an in-person meeting, is determined by the Academy in its discretion.

9. Critical PM&R Dialogues: Assembly of Delegates. Annually, the Board will convene a "Critical PM&R Dialogues: Assembly of Delegates" ("**Assembly of Delegates**"). The Assembly of Delegates is usually held in conjunction with the Academy's Annual Assembly ("**Annual Assembly**"). The Assembly of Delegates is composed of physiatrist member delegates (Fellow Member, Associate Member, Senior Fellow Member, or Part-time Fellow Member) from the member communities. Attendees may be invited at the discretion of the Board to ensure that a diverse and representative voice is heard at each meeting. The Assembly of Delegates purpose is to discuss and provide input on a topic designated by the Board.

10. Leadership. A Member Community must have one chair.

10.1. Qualifications. Only a Member in good standing who is member of a Member Community may serve as the chair of the Member Community. A Member may not serve as the chair of more than one Member Community at a time.

10.2. Nominations and Elections. Annually, the Board shall set the date for Member Community chair

elections. A Member Community's chair shall solicit nominations for the chair position from the Member Community's members at least 30 days in advance of election process. A Member Community member may only nominate him or herself. If a Member Community has not received any nominations for its chair, then the I&E may nominate a Member Community member for the Member Community's chair. Staff shall review each Nomination to ensure the individual nominated is qualified to serve as the Member Community's chair. Nominees who are not qualified will not be included on the ballot. Nominees who are qualified will be included on the ballot. Member Community members will receive an electronic ballot no less than 30 days prior to the Member Community's chair election close. Each Member Community member is entitled to cast one vote for the Member Community's chair in connection with each election. The nominee receiving the greatest number of votes is elected chair. If there is a tie, the tie will be broken by the I&E chair with the flip of a coin. The result of a Member Community's chair election will be communicated to the Academy's members as soon after the election as possible. The Board may establish additional procedures and rules governing Member Community chair elections.

10.3. Terms and Term limits of Office. Except as otherwise provided in this policy, each chair is elected to a two-year term commencing at the conclusion of the Annual Assembly immediately following the chair's election. A chair serves until the chair's death, resignation, removal, or the chair's successor is elected and qualified, whichever occurs earlier.

10.3.1. Interim Chair Term. A Member Community's interim chair is the Member identified in the Member Community's application. The interim chair serves from the date the Member Community is approved until the Member Community completes its initial chair election.

A Member may only be elected to two consecutive terms as a Member Community's chair.

10.4. Resignation and Removal. A Member Community's chair may resign at any time by providing written notice to the Academy's headquarters. A Member Community's chair may be removed by the Board at any time in its discretion. The Board's decision is final and not subject to appeal.

10.5. Vacancies. In the event of a vacancy in a Member Community's chair, the I&E chair may appoint a Member Community member to serve as chair until an election can be called. The term of an individual who fills a vacancy serves for the unexpired term of his or her predecessor or until an election is held, whichever occurs first.

10.6. Chair. A Member Community chair facilitates the activities of the Member Community. The chair is responsible for: (i) ensuring the Member Community advances the Academy's Exempt Purpose; (ii) ensuring the Member Community limits its activities to those in its designated area of focus; (iii) ensuring the Member Community complies with this policy; (iv) organizing and calling Member Community meetings; (v) reporting to the Academy conduct of a member of a Member community, which violates this policy; (vi) facilitating the Member Community's chair elections; (vii) annually providing the Board with a report in the form specified by the Board describing the Member Community's activities during the preceding year; (viii) facilitating engagement between members of the Member Community; (vix) facilitating engagement with other Member Communities when appropriate; and (x) serving as a resource for the Academy on issues related to the Member Community's area of focus. Member Community chairs are volunteer positions. The Academy shall not compensate Member Community chairs for their services as Member Community chairs. A Member Community chair has no authority except as expressly stated in this policy. Without limiting the foregoing, a Member Community chair is not authorized to: (i) speak on behalf of the Academy, unless authorized in writing by the Board to do so; (ii) remove or otherwise

discipline a Member Community member; or (iii) enter into contracts on behalf of the Academy or otherwise bind the Academy.

11. Member Community Rules. At all times a Member Community must:

- Advance the Academy’s Exempt Purpose;
- Abide by the Academy’s Articles of Incorporation, Bylaws, policies, procedures, and rules, including this policy and the Academy’s Anti-trust and Anti-Harassment policies;
- Abide by applicable law;
- Have at least 10 Members as members;
- Limit its activities to the Member Community’s area of focus;
- Be open to “Members” and not exclusive to one or more membership classifications;
- Conduct its activities in a professional, ethical, and respectful manner;
- Direct questions and concerns regarding the Academy or the Member Community to the Academy’s staff at membercommunities@aapmr.org; and
- Report violations of these Member Community Rules or the Member Community Member Rules to membercommunities@aapmr.org.

A Member Community may not:

- Engage in or encourage conduct which:
 - Is inconsistent with the Academy’s Exempt Purpose;
 - Could jeopardize the Academy’s tax-exempt status;
 - Is inconsistent with the Academy’s Articles of Incorporation, Bylaws, policies, procedures, or rules;
 - Is illegal, unethical, unprofessional, tortious, fraudulent, deceptive, disrespectful, defamatory, obscene, indecent, abusive, offensive, harassing, violent, or hateful;
 - Infringes any patent, trademark, trade secret, copyright or other intellectual property or other right of any other person; or
 - Is likely to deceive any person;
- Promote any illegal activity, or advocate, promote or assist any unlawful act;
- Speak on behalf of the Academy, unless authorized in writing by the Board to do so;
- Enter into contracts on behalf of the Academy or otherwise legally bind the Academy;
- Engage in commercial activities;
- Endorse, promote, or advertise any goods, services, events, or positions, unless authorized in writing by the Board to do so;
- Advocate for or against any candidate for public office;
- Publish or distribute information regarding a candidate for public office;
- Engage in or encourage lobbying, unless authorized in writing by the Board to do so; or
- Use the Academy’s name and trademarks, unless authorized in writing by the Board to do so.

12. Member Community Member Rules. When participating in a Member Community, a Member Community member must:

- Advance the Academy's Exempt Purpose;
- Abide by the Academy's Articles of Incorporation, Bylaws, policies, procedures, and rules, including this policy and the Academy's Anti-trust and Anti-Harassment policies;
- Abide by applicable law;
- Limit the member's activities and communications to the Member Community's area of focus;
- Abide by the PhyzForum Terms of Use and Code of Conduct, when using a Member Community's Online Forum;
- Act in a professional, ethical, and respectful manner;
- Direct questions and concerns regarding the Academy or the Member Community to the Academy's staff at membercommunities@aapmr.org; and
- Report violations of the Member Community Rules or the Member Community Member Rules to membercommunities@aapmr.org.

When participating in a Member Community, a Member Community member may not:

- Engage in or encourage conduct which:
 - Is inconsistent with the Academy's Exempt Purpose;
 - Could jeopardize the Academy's tax-exempt status;
 - Is inconsistent with the Academy's Articles of Incorporation, Bylaws, policies, procedures, or rules;
 - Is illegal, unethical, unprofessional, tortious, fraudulent, deceptive, disrespectful, defamatory, obscene, indecent, abusive, offensive, harassing, violent, or hateful; or
 - Infringes any patent, trademark, trade secret, copyright, or other intellectual property or other right of any other individual or entity;
- Impersonate any individual, or misrepresent the member's identity or affiliation with any individual or entity;
- Engage in commercial activities;
- Endorse, promote, or advertise any goods, services, events, or positions, unless authorized in writing by the Board to do so;
- Engage in job hunting or self-promotion;
- Advocate for or against any candidate for public office;
- Publish or distribute information regarding a candidate for public office; or
- Engage in or encourage lobbying, unless authorized in writing by the Board to do so.

Unless authorized in writing by the Board to do so, a member of Member Community has no authority to:

- Speak on behalf of the Academy;
- Enter into contracts on behalf of the Academy or otherwise legally bind the Academy; or
- Use the Academy's name or trademarks.

13. Authority of the Board. The Board may amend or revoke this Policy in its discretion.

14. Effective Date. This policy was adopted by the Board of Governors on April 25, 2019 and is effective as of April 25, 2019.