

AMERICAN ACADEMY OF PAIN MEDICINE

BYLAWS

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ARTICLE I. NAME AND LOCATION

Section 1. This organization shall be known as the American Academy of Pain Medicine (founded as the American Academy of Algology), a non-profit corporation, referred to hereafter as "the Academy."

ARTICLE II. PURPOSES

The American Academy of Pain Medicine exists for and is dedicated to the following purposes and principles:

- a. To pursue excellence in education as it concerns Pain Medicine and related sciences.
- b. To uphold high principles, policies and practices for the attainment of the best in care for the patient suffering with pain.
- c. To provide communication with other groups with complementary interests.

- d. To develop understanding of the socioeconomic impact of pain and its treatment, in order to develop better approaches to pain patient care and cost containment.
- e. To pursue excellence in the practice of Pain Medicine.
- f. To support the formation of a specialty in Pain Medicine.
- g. To preserve and to achieve the principles and purposes of the Academy.

ARTICLE III. MEMBERSHIP

The Membership elected to this Academy shall be divided into eight [8] classes: Active, Active Senior, Scientific, Honorary, Trainee, Fellow, International, and Affiliate.

Section 1. Active Members

- a. Active members shall be physicians (Doctor of Medicine or equivalent, or Doctor of Osteopathy) who have an unrestricted license to practice medicine within the United States of America. In addition, Active members shall be physicians who in their medical practice spend a significant portion of these activities with pain medicine and related sciences.
- b. Active Members may vote, hold office, serve on committees and are required to pay dues.

Section 2. Active Senior Member

- a. Active Senior Members who are sixty-eight [68] years of age or more, with ten [10] years of dues paying Membership, may be transferred to senior Membership by the Board of Directors.
- b. Senior Members may serve on committees, may vote only if formerly active members, and may not hold office. They shall not be required to pay dues.

Section 3. Scientific Member

- a. Scientific Members shall be individuals who are engaged in research, scientific, and academic pursuits who do not qualify for active membership. Scientific Members are nominated and selected according to policies determined by the Board of Directors.
- b. Scientific Members may serve as consultants on committees, may not vote, and may not hold office. They shall be required to pay dues.

Section 4. Honorary Member

- a. Honorary Members shall be chosen by the Board of Directors from recognized leaders in fields relating to the treatment of pain.
- b. Honorary Members may not vote or hold office, but may serve on committees. They shall not be required to pay dues.
- c. Candidates for Honorary Membership may be proposed in writing by at least three [3] voting members in good standing for consideration by the Board of Directors.

Section 5. Trainee Member

- a. Trainee Members shall be physicians (Doctor of Medicine or equivalent, or Doctor of Osteopathy) who are presently enrolled in an approved training program leading to certification in an American Board of Medical Specialties approved medical specialty.
- b. Trainee Members shall not pay dues, hold office, vote, or serve on committees.

Section 6. Fellowship Status

An Active Member may apply to gain Fellowship status in the American Academy of Pain Medicine by meeting the following criteria:

- a. Must have been an Active Member in good standing in the Academy for the past three [3] years.
- b. Must have attended at least one [1] Academy Review Course.
- c. Must have attended at least one [1] Academy Annual Conference during the past three [3] years.
- d. Must have two [2] letters of reference from Active Members of the Academy verifying that the Fellowship applicant has spent a substantial portion of his/her professional activity over the past five years in the practice of pain medicine in which he/she has demonstrated sufficient special expertise and skill to qualify for Fellowship status.
- e. Fellows may vote, hold office, serve on committees and are required to pay dues. Fellows will receive a special Fellowship certificate.
- f. Fellowship status must be renewed every three [3] years. To remain a Fellow, the member must continue to meet the Fellow eligibility requirements set forth above.
- g. Additional fees required for Fellowship status will be determined by the Board of Directors.

Section 7. International Member

- a. International Members shall be physicians (Doctor of Medicine or equivalent, or Doctor of Osteopathy) who have an unrestricted license to practice medicine within their Country of origin. In addition, these members shall be physicians who in their medical practice spend a significant portion of these activities with pain medicine and related sciences.
- b. International Members may not vote or hold office, but may serve on committees.
- c. International Members shall be required to pay dues as determined by the Board of Directors.

Section 8. Affiliate Membership

- a) Affiliate Members shall be non-physician healthcare professionals who are registered and/or licensed, and/or eligible to be registered or licensed, by a regulatory agency in a jurisdiction of the United States of America.
- b) Such members shall be Registered Nurses, Nurse Practitioners, Physician Assistants, Physical Therapists, Psychologists, or Pharmacists. Such members shall, at the time of their elections, be sponsored by an Active member of the Academy.
- c) Affiliate members may serve as voting members of committees to which they are appointed. They shall not chair such committees, hold office, or vote in any Academy business outside of the context of their committee appointment (s).
- d) The Board shall determine an appropriate dues structure for Affiliate Members.

Section 9 Disclosure of Membership Class

No member shall hold himself or herself out as a member of the Academy without clearly and conspicuously disclosing his or her class of membership.

Section 10. Resignation.

Resignation shall be submitted in writing to the Secretary to be acted upon by the Board of Directors.

Section 11. Disciplinary Action.

The Board of Directors may expel, call for the resignation of or otherwise discipline any member for

- a. Conviction of a felony or of any crime relating to or arising out of the practice of medicine or involving moral turpitude.
- b. Voluntary or involuntary limitation or termination of any right associated with the practice of medicine.
- c. Grossly immoral, dishonorable or unprofessional conduct.
- d. Participating in communications to the public, which convey false, untrue, deceptive or misleading information through statements, photographs, graphics or other means, or which omit material information without which the communication is deceptive.
- e. Failure or refusal to cooperate reasonably with an investigation of a disciplinary matter.

Disciplinary charges shall be investigated as directed by the President. If the President determines that the charges warrant a hearing, the President shall refer the matter to a Professional Conduct Committee appointed by the President. The member shall be notified of the charges and the time, date and place of the hearing not less than 30 days in advance, and be provided with a list of the witnesses for the Academy. The member shall have the right to be represented by legal counsel, to arrange at his or her expense to obtain a record of the proceedings, to call and cross examine witnesses, to present any evidence determined to be

relevant, to submit a written statement at the close of the hearing and to receive a written statement of the decision and basis therefore.

The member may appeal the decision of the Professional Conduct Committee to the Board of Directors within 40 days after notice of the decision is sent to the member by mail. There shall be no examination of witnesses or introduction of further evidence before the Board of Directors. Action by majority vote of the Board of Directors upon the appeal of the member shall be final.

ARTICLE IV. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

The management of the business and affairs of the Academy shall be vested in a Board of Directors, thirteen [13] in number, who shall govern and manage the affairs of the Academy in accordance with the purposes and principles and other requirements of the Bylaws of the Academy and in conformity with the laws governing its incorporation.

The Board of Directors shall consist of the four [4] Elected Officers (President, President-Elect, Secretary, and Treasurer), the Past President, seven [7] Directors-at-Large, and one [1] ABPM Liaison Director. The four [4] Officers and seven [7] Directors-at-Large shall be nominated as provided in Article VII and then elected by e-mail, postal or other ballot of the Members, as determined by the Board, completed before the Annual Business Meeting. Directors-at-Large shall be elected for terms of three [3] years each, and may serve a maximum of two (2) consecutive terms. The ABPM Liaison Director shall be elected by the AAPM Board of Directors from a list of at least two [2] nominees provided by the American Board of Pain Medicine. The ABPM nominees must be Active Members of AAPM who are serving on the ABPM Board of Directors at the time of nomination and who are eligible to serve at least two [2] additional years on that Board of Directors. The ABPM Liaison Director shall be elected for a term of two [2] years. However, that term shall automatically expire if such Director for any reason ceases to serve as an ABPM Director. If ABPM does not submit a list of nominees, the AAPM Board of Directors may elect to fill this position with any member of the ABPM Board who is an Active Member of AAPM.

Any vacancy occurring between elections shall be filled by the Board of Directors. If a vacancy occurs in the ABPM Liaison Director position, then the AAPM Board of Directors shall fill the vacancy from a list of at least two [2] nominees provided by ABPM. The ABPM nominees must be Active Members of AAPM who are serving on the ABPM Board of Directors. If ABPM does not submit a list of nominees, the AAPM Board of Directors may elect to fill this position with any member of the ABPM Board who is an Active Member of AAPM.

Section 1. Board Meetings.

The Board of Directors shall meet at least annually. Meetings may be held as formal meetings or telephone conference calls, at a time and place designated by the President.

Special meetings of the Board of Directors may be called at any time by the President, and shall be called by the President on written request of any five [5] members of the Board. Written notice shall be forwarded to each Member of the Board not less than two [2] days prior to any meeting.

Section 2. Executive Committee.

The Executive Committee shall comprise the President, President-Elect, Secretary, Treasurer and Immediate Past President of the Academy. The Executive Committee shall act on behalf of the Academy in those instances necessary to conduct prudently the affairs of the Academy, which require such action between regular or periodical meetings of the Board of Directors.

Executive Committee actions will be reviewed and ratified or rescinded at the next meeting of the Board of Directors.

ARTICLE V. OFFICERS

- Section 1. The Elected Officers of the Academy shall be a President, a President-Elect, a Secretary and a Treasurer.
- Section 2. The term of office for the President and the President-Elect is one [1] year. The term of office for the Treasurer and the Secretary is three [3] years.
- Section 3. The President is the presiding officer of the Board of Directors. In the absence of President and the President-Elect, the Board of Directors shall elect one of its Members to preside pro tempore.
- Section 4. Appointed Positions:
- a. American Medical Association (AMA). The Board of Directors shall appoint a delegate and an alternate delegate to the AMA House of Delegates. It shall be their duty to further the interests of the Academy within the AMA.
 - b. Liaison Secretaries. Liaison Secretaries to other organizations may be appointed by the President for a term of one year.
 - c. Executive Director. The Board of Directors may appoint and hire an Executive Director, who shall be charged with the administration of the Academy's national office.

ARTICLE VI. DUTIES OF OFFICERS

- Section 1. President.
- It shall be the duty of the President to preside at all meetings of the Academy and the Executive Committee of the Board of Directors, and to see that rules are properly enforced in all deliberations of the Academy. The President shall be a voting ex-officio Member of all committees.
- Section 2. President-Elect.
- The President-Elect shall succeed to the Presidency. In the absence of the President, the President-Elect shall preside and assume the usual duties of the President.
- Section 3. Secretary.
- It shall be the responsibility of the Secretary to keep a true record of the proceedings of the meetings of the Academy, and to keep a register of the Membership with the date of admission and the place of residence. The Secretary shall send proper notice of all Membership meetings to each Member. The Secretary shall also act as Secretary of the Board of Directors.
- Section 4. Treasurer.
- It shall be the responsibility of the Treasurer to keep the accounts of the Academy and perform the usual duties of the Treasurer. The Treasurer and the

President shall be authorized to expend such funds as are necessary in payment of the expenses of the Academy and to keep accurate records of receipt and expenditures. The duties of the Treasurer, in whole or part, may be assigned to the Executive Director.

ARTICLE VII. NOMINATION AND ELECTION OF OFFICERS

The Nominating Committee shall comprise the Past President [Chair], President, President-Elect, and two [2] Active Members of the Academy who have not served on the Board of Directors during the past three [3] years. The two [2] Active Members of the Nominating Committee shall be selected by the Members for two [2] year terms.

The Nominating Committee shall seek information and suggestions from the Membership for nominations for Officers, Directors-at-Large, and Members of the Nominating Committee and shall present a slate with one or more nominations for each vacant position.

The election shall be by e-mail, postal or other ballot, as determined by the Board, completed before the Annual Meeting. Write-in candidates shall be permitted. The nominee for each position who receives the plurality of the votes cast shall be elected. When more than one Director-at-Large position is vacant, members shall vote for one candidate for each vacant position. The candidate receiving the highest number of votes shall be elected to the first vacant Director-at-Large position, the candidate receiving the second highest number of votes shall be elected to the second vacant Director-at-Large position, and so on. In the case of a tie vote, the Board of Directors shall cast the deciding vote.

The newly elected Officers, Directors-at-Large and Nominating Committee members shall take office at the close of the Annual Meeting immediately following their election.

The AAPM Board of Directors shall determine the exact day/month for the start of the regular 2 year terms for the ABPM Liaison Director. The ABPM Liaison Director for each 2-year term shall be elected at the last regularly scheduled meeting of the AAPM Board of Directors prior to the beginning of that term, as described above.

ARTICLE VIII. COMMITTEES

The President shall appoint the Chairs and members of Standing and Special Committees. Such appointments shall be ratified by the Board of Directors. Appointments to committees shall be for one year.

Standing Committees shall include the Executive Committee, Nominating Committee, and Finance Committee.

Special Committees may be established for other specific purposes and for specified durations when necessary.

ARTICLE IX. MEETINGS

Section 1. Annual Scientific Meeting.

- a. There shall be an annual scientific meeting of the Academy, which shall be devoted to a scientific program, clinical demonstrations and appropriate exhibits dedicated to the stated purposes of the Academy.
- b. The Annual Scientific Meeting shall be open to all qualified individuals upon payment of the designated fees.

Section 2. Annual Business Meeting.

- a. An annual business meeting of the Academy shall be held during the Annual Scientific Meeting.
- b. Attendance at the Business Meeting shall be restricted to members of the Academy in good standing, who may take part and vote in person only.

ARTICLE X. DUES

Dues for members shall be determined by the Board of Directors.

The Board of Directors shall have the right to impose general or special assessment.

The Board of Directors shall have the right to reduce dues or to exempt members from payment of dues on the basis of illness, undue hardship, active military service, or for other acceptable reasons.

The Board of Directors shall establish a policy concerning members who are delinquent in dues.

ARTICLE XI. FISCAL YEAR

The fiscal year of the Academy shall be from January 1 through December 31.

ARTICLE XII. AMENDMENTS

Amendments to these bylaws may be proposed by the Board of Directors or by written petition to the Board of Directors signed by 20 percent (20%) of the members of the Academy.

Approval of proposed bylaw changes shall be by e-mail, postal, or other ballot as determined by the Board. A two-thirds majority of those voting is required for approval of each bylaw amendment.

ARTICLE XIII. QUORUM

Section 1. Annual Business Meeting.

A quorum at an annual business meeting shall be twenty-five [25] voting members of the Academy in good standing.

Section 2. Board of Directors.

A quorum at a meeting of the Board of Directors shall be seven [7] members.

ARTICLE XIV. ORDER OF BUSINESS

Davis' Rules of Order shall govern the conduct of meetings.

Approved by membership – November 1992
Amended by membership – December 1993
Amended by membership – July 1997
Amended by membership – January 2004
Amended by membership – February 2006
Amended by membership – May 2007