



BYLAWS OF THE ACADEMY OF PHYSICIAN ASSOCIATES IN LEGAL MEDICINE 2025

www.apalm.net/

Article I: Name

The name of this organization shall be the Academy of Physician Associates in Legal Medicine, herein referred to as APALM.

Article II: Vision, Mission, Purpose

The purpose of APALM is to create a dynamic community of PAs who share an interest in healthcare safety, quality, clinical risk mitigation, and legal medicine.

Section 1: APALM vision statement:

To be the foremost authority on behalf of the PA profession within legal medicine.

Section 2: APALM mission statement:

APALM, as a constituent organization of the AAPA, aims to establish physician associates as leaders at the intersection of healthcare and law, with an emphasis on patient safety, ethical standards, and quality of care through education, service, and collaboration.

Section 3: Additional Objectives:

- 1) To serve as a supportive resource for PAs and other medical professionals who may be facing legal action;
- 2) To provide information, resources, and support to PAs who are interested in becoming medical-legal consultants and/or serve as experts in legal proceedings;
- 3) To act as a resource and clearinghouse for attorneys and insurance companies seeking PA experts on PAs' scope of practice and standard of care.
- 4) To serve as risk management subject matter experts (SMEs) for academic programs, healthcare systems, and the PA profession as a whole by delivering risk management lectures.
- 5) To serve as professional practice standard of care experts for academic programs, healthcare systems, attorneys, clinical risk managers, and the PA profession.

Article III: Membership

APALM membership shall consist of PAs, PA students, and other interested individuals within the healthcare and legal fields, who meet the Bylaws and requirements specified by the Board of Directors.

Section 1: Membership categories are (a) fellow, (b) sustaining, (c) student, (d) affiliate, and (e) honorary members.

Section 2: A Fellow member is any PA who is also a current **Fellow** member of the AAPA.

Section 3: A Sustaining member is any PA eligible for fellow membership who has chosen not to practice in the PA profession.

Section 4: A Student member is any person currently enrolled in an ARC-PA accredited program. Student members shall be entitled to the privilege of the floor but have no vote or hold any office except for the elected Student Representative. The Student Representative shall enjoy all rights and privileges, including formal vote, except in matters relating to AAPA.

Section 5: An Affiliate member is any person who is ineligible for any of the above categories, including but not limited to attorneys, physicians, and other legal or healthcare professionals who wish to associate with the organization. Affiliate members shall be entitled to the privilege of the floor but shall not be entitled to vote or to hold office.

Section 6: An Honorary member shall be someone who has rendered distinguished service to the PA profession and/or APALM. Such members shall be nominated by an APALM academy member, approved by the Board of Directors within one year, and approved by the general membership. They shall be entitled to the privilege of the floor but shall not be entitled to vote or hold office. They shall be exempt from paying dues.

Section 7: All applications shall be approved or rejected by the organization's Board of Directors. No applicant shall be denied based on sex, gender, age, gender identity, race, disability, creed, color, or national origin. No AAPA member in good standing shall be denied an application for membership unless such membership has been revoked for reasons of an ethical or judicial nature. Appeals will be acted upon by the Board of

Directors whose decision will be final.

Section 8: Annual fees, dues amounts, late fees, and assessments shall be established and approved by the Board of Directors for each membership class. The Executive Committee may offer complimentary membership for financial or personal hardship on a case-by-case basis.

Section 9: AAPA members who belong to more than one constituent organization may vote on AAPA issues in only one constituent organization.

Article IV: Discipline

Section 1: The APALM holds its members to the [AAPA's Code of Ethics](#).

Section 2: Any member whose membership is suspended or has been expelled from the AAPA or APALM shall not be entitled to any of the rights or benefits of the organization or be permitted to participate in any of the proceedings until he or she has been reinstated.

Section 3: Any member who has been censured, suspended, or expelled by the Board of Directors may appeal the action in writing within six months of such action.

Section 4: A committee chair, not part of the executive board, shall arrange for an impartial, three-person panel to hear the appeal. The panel shall consist of fellow

members who do not hold a chairmanship or board office. The committee chair shall designate a time and place for the hearing of the appeal and, after giving the appellant and representatives reasonable opportunity to be heard, shall, by a majority vote, either sustain or reverse such censure, suspension, or expulsion. The decision of the panel shall be final.

Article V: Meetings of Members

Section 1: The annual meeting shall be held at a date, time, and place to be set by the Board of Directors and shall be held to transact such business as may properly come before said meeting.

Section 2: Notice of meetings shall be emailed to members and posted on the APALM website and social media channels. The notice shall be posted no less than 14 days before the meeting date. It is the responsibility of members to ensure their contact information is current. Special meetings of the organization may be called by the President and/or by order of a majority of the Board of Directors.

Section 3: A special meeting of the organization may be requested by a $\frac{2}{3}$ majority of the fellow members. Meetings and voting may be conducted electronically as needed.

Section 4: Each fellow member and the Student Representative is entitled to one vote on meeting motions.

Section 5: 51 percent of the voting membership in attendance shall constitute a quorum.

Article VI: Board of Directors

Section 1: The Board of Directors shall consist of the President, President-Elect, Vice President, Immediate Past President, Secretary, Treasurer, Student Representative, Student-Elect, Membership Director, Advocacy Director, CME Director, Social Media Director, Outreach Director, and 3 Directors at Large.

Section 2: Each board officer of the organization shall be a fellow member in good standing of the AAPA for the duration of their term.

Section 3: The Student-Elect will act as a junior board member. They will assume the role of Student Representative immediately upon vacancy of the Student Representative position. The Student-Elect shall be afforded all privileges of being a Board member except for voting.

Section 4: The Board of Directors shall each have one vote except the Student-Elect. If a member holds more than one seat on the Board of Directors, only one vote shall be recognized. The Student-Elect shall not have the privilege of voting until they have passed into the Student Representative seat.

Section 5: The Board of Directors shall control and manage the organization's affairs.

Section 6: The Board of Directors shall hold meetings at such times and places as the President may have designated, but in no event shall there be less than one such meeting in any calendar year. An absolute majority of the Board members shall constitute a quorum for transacting business.

Section 7: The board officers shall have a two-year term of office. Any officer may resign at any time. Such resignation shall be in writing to the board and take effect at the specified time.

Section 8: In the event of a vacancy, the Board of Directors, at any meeting thereof, may appoint such additional officers with such title, authority, and duties as it may deem advisable until the following elections. The Board will set the amount of compensation for office personnel, independent contractors (i.e. virtual assistant, IT support) and have the right to remove or replace any appointees at the Board's discretion.

Section 9: Any officer may be removed from office, for cause, at any time by the affirmative vote of a simple majority of the Board provided that the affected officer shall have been given written notice of the charges and offered an opportunity to appear and be heard on the matter before the Board of Directors takes final action.

Section 10: The officer may appeal such action in writing to the entire board within 45 days after the board has taken final action to remove the officer. Appeals will be carried out according to the procedure in Article IV, Section 4. Failure of the removed officer to provide notice of appeal as herein described shall serve as a waiver of appeal.

Article VII: Election of the Board of Directors and AAPA Delegates

Section 1: The Elections Committee shall establish rules and regulations governing the elections.

Section 2: The offices to be filled are the Board of Directors and AAPA Delegates.

Section 3: The President-Elect shall automatically succeed the preceding President as President of the organization. The outgoing President shall remain as a voting member of the Board for 2 years as the Immediate Past President.

Section 4: Eligible voters include fellow members and the current Student Representative.

Section 5: The election of officers and AAPA Delegates (if applicable) shall be conducted at least 30 days before July 1. The election of officers may take place at the APALM annual meeting.

Section 6: The elected officers shall take office on July 1. Their term of office runs from July 1 to June 30, lasting months 24.

Section 7: The term of delegates to the AAPA House of Delegates shall begin July 15, except those delegates representing the Student Academy.

Article VIII: Duties of Officers

Section 1: The President shall preside at all business meetings of the organization and the Board of Directors. They shall make a full report of the year's activities at the organization's annual meeting. They shall coordinate agendas for future meetings, preside at meetings, maintain order, and set up forums for discussion. They shall appoint all standing committees and designate their chairs, subject to the approval of the Board of Directors. They shall represent the organization in all needed venues or assign a designee.

Section 2: The Vice President shall assume the duties of the President during meetings in his or her absence. The VP will perform other duties as directed by the President and the Board of Directors. The Vice President will organize and conduct, with the assistance of the Secretary, all annual elections and be chair of the Elections Committee. They shall assist the Board of Directors and perform other duties as assigned by the President and Board of Directors.

Section 3: The President-Elect, in the absence of both the President and Vice President, shall assume the duties of the President during meetings. In the case of the vacancy, resignation or removal of the President, the President-Elect shall immediately begin his or her term. The President-Elect shall serve as the Elections Officer. They shall perform other duties as the President and Board of Directors assign.

Section 4: The Immediate Past President shall attend Board meetings and act as an advisor to the President and the President-Elect. The Immediate Past President will chair

the Corporate Sponsor and Leadership Development Committee. They shall perform other duties as the President and Board of Directors assign.

Section 5: The Secretary shall keep minutes of all organization meetings, be responsible for all organization communications, assist the Vice President with elections, notify all members of all meetings, and send applications for membership to all eligible Physician Associates and students. They shall perform other duties as the President and Board of Directors assign.

Section 6: The Treasurer shall maintain accurate records of the organization's financial status. They are responsible for collecting yearly dues from all members, collecting monies owed to the organization by outside entities, depositing all monies collected into the organization's account, and paying all bills on behalf of the organization. The Treasurer will obtain the President's approval and co-signature any payment over \$1000. The Treasurer's records shall be audited upon leaving the office. The Board of Directors will determine the method of the audit. They shall perform other duties as the President and Board of Directors assign.

Section 8: The Directors at Large (3) will act as liaisons between the Board of Directors and the society's general membership. They will assist with the general operation of the organization.

Article IX: Committees

There shall be committees specified by the Board of Directors with such authority and responsibility as delegated by the Board of Directors or specified in the Bylaws. There shall be the following Standing Committees: a) Membership, b) Advocacy and Legislative, c) Elections, d) Continuing Medical Education (CME), e) Social Media, and f) Marketing and Outreach.

Section 1: The members of each standing committee shall serve for two years, commencing on July 1. All committee members shall be appointed by the President, with the majority approval of the Board of Directors, and shall be subject to removal by the President. Each committee shall be responsible to the President and the Board of Directors.

Section 2: Each standing committee shall be responsible for performing the duties and functions delegated to it by the Board of Directors or the President.

Section 3: Standing committees shall hold regular meetings and make quarterly written reports to the Board of Directors through the President.

Section 4: Special (ad hoc) committees may be appointed by the President with the concurrence of the Board for such special tasks as circumstances warrant.

Article X: Duties of the Standing Committees

Section 1: The Membership Committee shall encourage and promote the increase of APALM membership by coordinating the recruitment, retention, and development of the organization's members. The Chairman of the Membership Committee will be designated the Membership Director and a voting member of the Board of Directors.

Section 2: The Advocacy and Legislative Committee shall monitor current legislation and policies that affect APALM and, when necessary, coordinate proactive lobbying for improved quality and standards for PAs practicing in the scope of legal medicine and encourage the membership to take a role in the legislative process. The Chairman of the Advocacy and Legislative Committee will be designated the Advocacy Director and a voting member of the Board of Directors.

Section 3: The Elections Committee shall prepare a slate of candidates to fill positions on the Board of Directors and AAPA House of Delegates. The committee shall establish rules and regulations governing the elections. The committee shall conduct the elections as discussed in Article VII, Section 5. The President-Elect shall be designated the Elections Officer. The Vice President shall chair this committee.

Section 4: The Continuing Medical Education (CME) Committee shall coordinate planning CME activities for APALM. The CME Committee shall be in charge of notifying the membership of upcoming events, actively pursuing sponsors and exhibitors for conferences, and developing a CME Speakers Bureau for use by other organizations. The Chairman of the CME Committee will be designated the CME Director and a voting

member of the Board of Directors.

Section 5: The Social Media Committee shall maintain APALM's social media accounts and website. The role shall include developing and posting meaningful content to promote membership engagement and solicit new members. The Chairman of The Social Media Committee will be designated the Social Media Director and a voting member of the Board of Directors.

Section 6: The Marketing and Outreach Committee shall act as the liaison between APALM and attorneys, healthcare systems, PA students, clinical risk managers, ARC-PA Accredited PA Programs, and other organizations within the industry. The role shall include establishing and maintaining partnerships, educational directives, sponsorships, speaker engagement and recruitment, clinical risk manager engagement and educational promotion. The Chairman of The Marketing and Outreach Committee will be designated the Outreach Director and a voting member of the Board of Directors.

Article XI: Finance

Section 1: The fiscal year shall be determined by a resolution of the Board of Directors.

Section 2: The amount of annual dues, late fees, and assessments, as well as the manner of payment, shall be determined every year by the Board of Directors.

Section 3: Annual membership dues shall be payable yearly on or before each

member's anniversary date.

Section 4: Any member whose dues, late fees, or assessments are unpaid at any meeting shall be ineligible to vote or hold office. The Board of Directors may establish procedures and policies concerning nonpayment of dues, late fees, and assessments as they become due.

Article XII: Parliamentary Authority

Section 1: The current edition of the Sturgis-Standard Code of Parliamentary Procedure shall be the parliamentary authority for all matters of procedures not specifically covered by these bylaws.

Section 2: This constituent organization is part of the parent organization AAPA. The organization and its members must meet all provisions outlined in the AAPA's constitution, bylaws, and charter policy. This organization will not write or pass any bylaws and/or policies in conflict with AAPA bylaws and/or policies. This organization will uphold the principles, purposes, and philosophy for which AAPA was founded. If the organization cannot uphold the principles and purposes or passes conflicting bylaws and/or policies, it must work through AAPA to change the philosophy by altering the organization's constitution and bylaws.

Article XIII: Ethics and Judicial Affairs

Section 1: The Board of Directors shall serve as the organization's judicial body.

Section 2: The Board of Directors will create a policy that defines and implements the organization's Code of Ethics. The organization will utilize AAPA policy 1301-01-01, the Code of Ethics of the PA Profession.

Article XIV: Amendment of Bylaws

Section 1: Minor edits to these bylaws may be made by the majority vote of the organization's Board of Directors.

Section 2: Major amendments to these bylaws may be made at any regular or special membership meeting by a simple majority vote of all voting members present.

Section 3: Written notification shall be made to all members at least three weeks before voting on any proposed amendments to the bylaws.

Article XV: Dissolution of the Organization

Section 1: In the event of dissolution, the remaining monies will be disbursed as the current AAPA Policy dictates.

Bylaws updated with Board approval March 2025

APALM 2025