



ASPS OPERATING POLICIES AND PROCEDURES

(Note: Some sections have not yet been finalized by the ASPS Board of Directors and are identified with "TBD.")

INTRODUCTION

Purpose of this Document

This document outlines the policies and procedures by which the affairs and activities of the American Society of Podiatric Surgeons (ASPS) and its Board of Directors (Board) conduct the affairs of the organization.

Adoption of Modifications

Although this document is intended to be current and complete, the Board recognizes that the policies and procedures outlined herein may not address every future concern, nor may they continue to be relevant. The Board is responsible for adopting the policies and procedures identified in this document and will undertake modification of the document as the need arises.

Amendments to the policies and procedures may be offered at any regular meeting or at a special meeting called for that purpose, provided that notice of the proposed amendment has been given to all members of the Board at least fifteen (15) days prior to the meeting at which the amendment is to be considered. Amendments for which no notice has been given may be considered by the Board upon unanimous approval of the members present and voting.

The policies and procedures identified in this document shall become effective upon approval by a two-thirds majority of the voting members of the Board. Upon adoption, new policies and procedures shall supersede any prior policies, procedures, rules, or regulations, which may heretofore have been applicable.

Required Periodic Review

The Board will review these policies and procedures, in their entirety, at least once every three years.

Interim Modification

Interim modifications of the policies and procedures identified in this document are not allowed without Board approval. If an interim modification is approved by the Board, it is done so on a temporary basis until an action to make the modification final can be taken at a meeting of the Board in accordance with the provisions identified in the previous section.

Interpretations

Interpretations of the policies and procedures will be determined by the ASPS administrative staff in consultation with the Board chair. Interpretations that provide an expansion of the policies in this document will be logged by ASPS administration and maintained for future reference.

ASPS Bylaws

The Board is precluded from adopting any policy or procedure that supplants or interferes with the ASPS Bylaws.

VALUE STATEMENTS

In order to best serve the ASPS membership, the Board has developed and approved the following value statements or principles to guide ASPS and the Board in their efforts.

- Commitment
- Knowledge
- Integrity
- Professionalism
- Respect
- Compassion
- Leadership
- Fraternity

STANDING RULES OF THE BOARD OF DIRECTORS

Meetings of the Board

Administrative staff will ensure that dates of meetings of the Board are published and will notify each member of the Board directly of the time, date, and location of all meetings.

Meeting Locations

The hotels and meeting locations selected for meetings of the Board will be determined by staff based upon meeting space availability and in keeping with the goals of cost containment and ease of access.

Executive Sessions

At any meeting of the Board, the chair, with consent of the majority present, may declare the meeting to be an executive session, at which only Board members and specified staff may be present except that, with the consent of the majority present, an invitation may be extended to any persons whose presence may be necessary for the conduct of the business of the Board. All deliberations that pertain specifically to sensitive or confidential matters will be conducted in executive session. Routine ASPS business shall be conducted in public sessions of the Board.

Agenda Setting

In advance of the Board meeting, an agenda is prepared by the administrative staff based upon consultation with the chair. Board members may submit items for the agenda. The Board chair approves all items to be

included on the agenda.

The agenda is distributed to the Board prior to each meeting. The agenda is distributed to guests on site at the time of the meeting.

Meeting Materials

Materials related to meetings will be prepared and distributed by the administrative staff in advance of the deliberations.

Attendance

Board members are expected to attend and actively participate in all Board meetings and meetings of committees to which they are appointed.

Liaisons

The following liaisons are recognized to have official observer status to the Board (at their expense):

1. One (1) representative of the APMA Board of Trustees.
2. One (1) representative of the Council of Teaching Hospitals (COTH) of the American Association of Colleges of Podiatric Medicine (AACPM).
3. One (1) representative of ABPS.

Visitors

All regular meetings of the Board shall be open to any member in good standing of the ASPS.

ASPS members and other persons may address the Board upon invitation of the chair, subject to the approval of the Board.

Quorum

In accordance with the ASPS Bylaws, a majority of the voting members of the Board (which must include the presence of at least one officer of the Board) shall constitute a quorum.

Voting

Assuming that a quorum exists, majority votes as specified below are not affected by the number of Board members present or voting.

A two-thirds majority vote of the Board is construed to be six (6) votes at all times.

A simple majority vote of the Board is construed to be five (5) votes at all times.

The chair may only vote in the case of a tie.

Absentee Voting

Board members must be present at meetings (in person or via teleconference) in order to execute their voting privileges. In accordance with the ASPS Bylaws, the vote of a Board member may not be transferred to another designated member under any circumstance.

Consent Agenda

In order to facilitate smooth and efficient completion of Board business, the Board may use a consent agenda. The consent agenda format enables indisputable action items to be automatically accepted. The chair determines which items are to be placed on the consent agenda.

Items may be removed from the consent agenda by individual Board members without vote or debate and placed before the Board for discussion and action.

Rules of Order

The deliberations of ASPS and the Board are governed by the parliamentary rules and usages contained in the current edition of *Robert's Rules of Order, Revised*, when not in conflict with the ASPS Bylaws or applicable statutes.

Protocol

Board members, staff, consultants, and visitors are expected to be courteous and polite during meetings. Deliberations will be conducted in a professional and cooperative manner. The chair reserves the right to suspend deliberations if, in his/her opinion, conduct of members becomes indecorous.

Dress Code

Board members and staff are expected to attend Board meetings in appropriate business attire.

Minutes

A written record will be made in the form of minutes or reports providing details of Board actions. The ASPS Secretary shall be responsible for ensuring the preparation of minutes of all regular and special sessions, including executive sessions, of the Board, subject to the approval of the Board. The compilation of the minutes shall meet the expectations specified in Robert's Rules.

ANNUAL MEETING

The initial and second ASPS annual meeting will be held in conjunction with the APMA Annual Scientific Meetings in 2010 and 2011, respectively. Dates for subsequent meetings will be determined at a later date.

FINANCES

Budget Preparation and Approval

The budget is developed by the ASPS administrative staff and submitted to the Finance Committee for approval. The Finance Committee presents a balanced budget to the ASPS Board at least three months

before the beginning of the ensuing fiscal year.

Budgetary Oversight

The responsibilities of the treasurer and the Finance Committee are defined in the ASPS Bylaws. The Board shall have authority to require any additional information and reports as it may deem necessary to properly discharge its functions and duties in this area.

Fiscal Year

The ASPS fiscal year shall extend for 12 months from June 1 through May 31.

General Account

A general account shall be used for all current operating expenses and disbursements of ASPS. All operating revenues are deposited in this account.

Checks over \$25,000 require preauthorization by an officer of ASPS.

Long-Term Reserves

The goal is to build a long-term reserve for ASPS to a level representing one year of operating expenses. Not less than 25% of any budget surplus in excess of \$10,000 will be automatically transferred to a fund for Long-Term Reserves.

Program Reserves

In many instances, funds (in part or in whole) allocated to support ASPS programs may not be expended during the fiscal year in which they are designated. In order to preserve the integrity of these funds, a fund for "Program Reserves" shall be established. This fund enables monies to be transferred out of the budget at the end of the fiscal year if they remain unexpended for the program for which they were intended. The monies placed in the Program Reserves fund remain available for the program in the following fiscal year. The transfer of these funds is made prior to the 25% calculation for automatically funding the Long-Term Reserves.

General Reserve Funds

General Reserve Funds for planned future activities are maintained in accordance with the Investment Policy adopted by the Board. Any interest on reserve accounts shall accrue to the reserve funds account from which they were derived.

The Board may authorize the transfer of funds from reserve accounts to operations by a two-thirds majority vote. Any draw on reserves will be accompanied by a repayment plan established and approved by the Board.

Unbudgeted Expenses

The treasurer will be apprised of any unexpected bill or unbudgeted expense that exceeds \$10,000. No action will be taken with respect to the unbudgeted expense until the matter has been reviewed and action determined by the treasurer.

INVESTMENT POLICY STATEMENT

An investment policy shall be adopted by the Board to provide guidelines for the investment of funds held by the organization.

TBD

WHISTLE BLOWER POLICY FOR SUSPECTED VIOLATIONS OF BUSINESS, ACCOUNTING, AND FINANCIAL PRACTICES

General

ASPS expects that its officers, directors, other volunteers, employees, and consultants observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Board members and administrative staff of ASPS must demonstrate honesty and integrity in fulfilling their responsibilities and complying with all applicable laws and regulations with respect to their business, accounting, and financial practices on behalf of ASPS, including, but not limited to, corporate accounting practices, internal controls, and auditing.

Reporting Responsibility

Officers, directors, other volunteers, employees, and consultants are encouraged to raise serious concerns about business, accounting, or financial practices within ASPS prior to seeking resolution outside ASPS. All officers, directors, other volunteers, employees, and consultants shall report suspected violations that may involve unethical or unlawful business, accounting, or financial practices.

Open Door Policy

ASPS has an open door policy which allows officers, directors, other volunteers, employees, and consultants to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Usually, the individual to whom such questions, concerns, suggestions, or complaints are directed is an immediate supervisor, in the case of staff, or an elected officer, in the case of a Board member.

Suspected violations of honest and ethical business, accounting, or financial practices are to be reported to the ASPS treasurer who shall serve as Compliance Officer. The Compliance Officer has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when an officer, director, other volunteer, employee, or consultant are not satisfied or are uncomfortable with following the ASPS open door policy, individuals should contact the Compliance Officer directly.

No Retaliation

No officer, director, other volunteer, employee, or consultant who in good faith reports a violation that may involve unethical or unlawful business, accounting, or financial practices shall suffer harassment, retaliation, or adverse employment consequence. An officer, director, other volunteer, employee, or consultant who retaliates against someone who has reported a violation in good faith is subject to disciplinary action.

Compliance Officer

The treasurer shall serve as Compliance Officer and is responsible for investigating and resolving all reported complaints and allegations concerning unethical or unlawful business, accounting, or financial practices and, at his or her discretion, shall advise a compliance subcommittee of the Finance Committee. The treasurer has direct access to the compliance subcommittee of the Finance Committee and is required to report to the Finance Committee at least annually on any activity of the subcommittee.

In the case of the treasurer being the subject of the complaint, the complaint shall be submitted to the ASPS chair and a member of the Finance Committee shall be appointed by the chair to serve as the Compliance Officer through the resolution of the complaint.

Accounting and Auditing Matters

The compliance subcommittee of the Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the compliance subcommittee of the Finance Committee of any such complaint and work with the subcommittee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation that may involve unethical or unlawful business, accounting, or financial practices must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

CONFLICT OF INTEREST STATEMENT

ASPS strives to avoid conflict of interest or the appearance of conflict of interest in all aspects of its activities. All individuals involved in any aspect of ASPS activities are expected to recognize and publicly acknowledge relationships in which they may have a potential conflict of interest and remove themselves from deliberations when such conflicts exist.

Paid and volunteer workers who serve ASPS shall abide by the APMA Conflict of Interest statement that appears in the APMA Code of Ethics.

No member of the ASPS Board or ASPS committee may participate in any way in decisions in which he/she

has a pecuniary or personal interest (or the appearance of same) or with respect to which, because of present organizational, institutional, or individual association, he/she has divided loyalties or conflicts (or the appearance of same) on the outcome of the decision. The restriction is not intended to prevent participation and decision-making in matters which have no direct or substantial impact on the organization, institution, or individual with which the Board member or committee member is associated. Nor is the restriction intended to prevent the opportunity of the member who is in conflict with an issue under consideration by the Board or committee to be able to discuss aspects of the issue. If a conflict of interest arises, the matter is to be brought to the attention of the Board. Board members and committee members shall refrain from voting on any matter in which such actual or apparent conflict exists. This policy recognizes that there may be times when it is not appropriate for an individual in conflict to be involved in a specific discussion in any way.

Current members of the Board and committees must provide full disclosure when serving on boards of corporations, vendors, or other companies with which ASPS is directly involved in a business or other relationship whereby ASPS derives financial support, products, or services.

Should a disagreement exist concerning a perceived conflict of interest, the ASPS Executive Committee will seek resolution through procedures developed to address the specifics of each case. These procedures will avoid conflict of interest or the appearance of same.

Recusals

Board members and committee members are expected to recognize potential conflicts and are precluded from voting on any matter concerning institutions, organizations, and individuals with which a conflict of interest exists.

A Board member or committee member who is affiliated in an official capacity with, or who has financial interest in, or receives compensation from an institution or organization that seeks special consideration from ASPS may not vote when the matter of special consideration is being reviewed by the Board.

CONFIDENTIALITY STATEMENT

In the course of duties as a member or officer of the Board or member of a committee, individuals recognize that they have access to confidential information about the operations of ASPS. Board members agree that during and after their service to the Board or committee concludes they will not disclose any such information to any person or entity, other than the officers, members, agents, and employees of ASPS as appropriate. Any questions concerning confidential information will be referred to and resolved by the chair in consultation with administrative staff.

Deliberations and actions of the Board that occur in executive session are deemed to be confidential.

HARASSMENT POLICY

ASPS is committed to maintaining a business environment where all individuals are treated with respect and dignity. Harassment, whether verbal, physical, or arising out of the ASPS business environment, is unacceptable and will not be tolerated. All forms of harassment, including sexual harassment, are illegal. Cases of harassment may be viewed as violations of the policies and Code of Ethics of APMA and may result in expulsion from membership.

ADMINISTRATIVE STAFF AND CHIEF EXECUTIVE

The Board shall engage the APMA to serve as its management agent in the conduct of its affairs as determined by the Board and shall provide for the bonding of employees assigned to ASPS. The services provided by APMA shall be delineated in a memorandum of understanding between ASPS and APMA.

An administrative staff shall be appointed by ASPS. The ASPS Board may select a separate management group or agency to serve as the administrative staff or it may appoint a chief executive officer who would be responsible for constituting a staff complement for ASPS. If a management group or agency is used, a chief executive is identified within the management group who will serve as an ex-officio member (without vote) on the ASPS Board and as the point of contact for ASPS.

ASPS has determined that it will currently utilize APMA staff to serve as its management group. An administrative service agreement, signed annually, by APMA and ASPS will provide the details of the business relationship and financial considerations between APMA and ASPS. Under this arrangement, the APMA executive director shall serve as the chief executive of ASPS.

EDUCATIONAL ACTIVITIES

The ASPS Board is empowered to identify, arrange, and ensure financial support for educational sessions that may be established for the presentation and discussion of subjects pertaining to the science, art, and technology related to podiatric medicine and surgery.

ASPS Policy on Presenter/Lecturer/Instructor Criteria

1. A DPM preparer of a lecture, presenter of a lecture, or an instructor of an educational course must be an ASPS member.
2. A preparer of a lecture should be an expert in the subject matter that he/she prepares for a presentation. A speaker should be familiar with the technique and/or subject matter that he/she is presenting. An instructor in any educational course should be familiar with the products and/or techniques being demonstrated in the course. Such experts will be identified and recommended by the Education Committee of ASPS and then confirmed by the ASPS Board of Directors.

Time and Place

Educational sessions shall be held at least annually at times and places designated by the Board.

Coordination with APMA

The ASPS Board shall work in cooperation with APMA to provide high quality and cost-effective educational meetings. ASPS supports the APMA policy to monitor and track dates of all podiatric medical education meetings to help avoid scheduling conflicts.

Admission Fees

Admission to the educational sessions is limited to APMA members and others invited in accordance with established rules, regulations, and fees. Discounted fees shall be available for ASPS members.

Fees for Non-Members

ASPS accepts the APMA policy that requires significantly different fees to be charged for participation by non-APMA members in professional events, within legal guidelines.

Industry Sponsored Symposia

Educational sessions may be conducted in collaboration with companies that have products of interest to podiatric surgeons provided such programs are conducted within FDA guidelines and are in compliance with the requirements of the Council on Podiatric Medical Education (CPME).

MEMBERSHIP - NEW

Application Process

An individual seeking to become a member of ASPS is expected to request and voluntarily submit an application. Such application invites an evaluation of the applicant's credentials and experiences by his/her peers.

Completed applications may be submitted at any time throughout the year. A completed application is one that includes all supplementary information and fees along with evidence of satisfying the requirements for the classification sought.

Application Requirements

A completed application form and payment of applicable fees must be submitted by all applicants. The application will solicit information pertaining to the requirements associated with the category of membership sought. In addition to the application form, applicants will be requested to provide additional information as noted in the attached table.

	ASPS Membership Requirements	Fllw.	Asse.	Aff.	Res.	Stdnt.	Emr
1	A signed statement agreeing to abide by the Bylaws, rules, and regulations of ASPS and the APMA Code of Ethics.	R	R	R	R	R	R
2	Evidence of membership in good standing with APMA for DPM applicants.	R	R	R	R	APMSA	R
3	Evidence of certification or board qualified status from the American Board of Podiatric Surgery (ABPS).	R	R				R
4	A brief statement describing the applicant's current practice/employment and that provides information on how the applicant has pursued professional excellence as a podiatric surgeon and/or as a member of the medical community. (Ways in which this may be demonstrated include, but are not limited to, professional lecturing; completion of research; participation in teaching programs; participation on hospital committees; and completion of continuing medical education specific to surgery and related modalities.)	R	R	R			
5	Submission of a CV or résumé is acceptable in lieu of aforementioned statement.	Yes	Yes	No			
6	Submission of a CV or résumé.			R			
8	Reports of operations for ten (10) foot and/or ankle surgical cases (excluding nail and wart procedures and tenotomies) performed within the previous 12 months that have been notarized by the licensed or accredited surgical facility where the cases were completed. Resident First Assist cases may be used for new practitioners who have not yet received Board Qualification as long as they are accompanied with a signed verification statement from the Program Director.			R	IRM C		
9	Applicants must satisfy the following expectations: <ul style="list-style-type: none"> • Graduation from an accredited podiatric, medical, or osteopathic college, or other formally recognized professional program period. • An unrestricted license to practice in their specialty. • Presentation of documented evidence of surgical training and experience including completion of approved continuing medical education specific to surgery and/or related modalities. • A current appointment at a licensed or accredited health care related entity with no reportable action pending that could adversely affect the candidate's status at the facility. 			R			
10	Applicants must meet one of the following three criteria: <ul style="list-style-type: none"> • DPM primarily employed or involved in aspects of podiatric surgery/education in an administrative capacity, i.e., dean, faculty, program director, government or health care organization representatives, and researchers. • Licensed DPM, MD, DO, or international practitioner with interest in the advancement in the surgical treatment and conditions of the foot and ankle. Demonstrated pursuit of professional excellence as a member of the medical and surgical community. Ways in which this may be demonstrated include, but are not limited to, professional lecturing; completion of research; participation in teaching programs; participation on hospital committees; and completion of approved continuing medical education specific to surgery and/or related modalities. • A licensed DPM, MD, DO, or international practitioner who actively participates in foot and ankle surgery. 			R			
11	Letter of good standing from residency director including indication of date through which program has been approved by CPME.				R		
12	Letter of good standing from the college/school of podiatric medicine.					IRMC	

R=Required.

IRMC= If requested by ASPS Membership Committee

Application Fees

The application fees are as follows:

Fellows - \$50	Residents - \$0
Associates - \$50	Students - \$0
Affiliates - \$50	Emeritus - \$25

(Application fees will be waived for an introductory period to be determined by the Board.)

Evaluation of Applications

The evaluation of an applicant is based on information relating to the applicant's surgical experience, professional competence, ethical conduct, and professional standing in the local community. The review process includes:

1. Review of the application for completeness by administrative staff.
2. Appraisal of the application by a designated committee which makes recommendations to the ASPS Board of Directors.
3. Applicants who submit incomplete applications will only be given one (1) opportunity to submit clarifying or supporting materials to the Membership Committee prior to the Committee making a final recommendation to the Board.
4. The Board of Directors makes one of three decisions:
 - a. Approve for membership in a designated category.
 - b. No Action is taken when an application is determined to be incomplete. (Incomplete applications may remain active for no more than six months from the date of receipt.)
 - c. Denial of Application.
 - (1) Following denial of an application, the applicant may submit a new application after a waiting period of three years.
 - (2) Applicants who have received a denial of application may request an appeal. To initiate an appeal, the applicant must submit a written request to ASPS. Appeals are heard under the direction of the Board of Directors.
 - (3) The Board may reverse a denial of application at its discretion. However, the final decision of the Board, following an appeal, is binding.

Notification

Applicants are notified by letter of the final action with regard to their acceptance or denial.

Appeal Policy

1. The applicant must submit a written request to initiate the appeal process within fifteen (15) days of the date of the denial letter.
2. The written request must indicate that the applicant is requesting an appeal that involves review of written and electronic documents that were submitted to the Membership Committee either with the initial application and/or any supplemental clarifying material submitted during the one time opportunity.
3. The Chair, with the approval of the Board, appoints a three person ad hoc Appeal Hearing Committee, selected from the membership with Fellow status.
4. The ad hoc Appeal Hearing Committee shall review the documents within ninety (90) days of the receipt of the request.
5. The ad hoc Appeal Hearing Committee will submit its findings and recommendation to the Board within fifteen (15) days of the hearing. If the recommendation of the committee is reconsideration of the denial, this recommendation must be based on evidence in the documents that were submitted at the time of the original application, or on procedural grounds.
6. The final decision of the Board is made within thirty days of the receipt of the recommendation from the ad hoc committee. The final decision of the Board is binding, with no further rights of appeal.
7. The Board, at its own discretion, may employ additional options or pathways, as warranted by the nature of the request for appeal.

MEMBERSHIP – RENEWAL

Continuation of ASPS membership is renewable on an annual basis. Dues statements for renewal are distributed prior to April 1 and payment is due in full by June 1. The renewal process requires that all requirements for initial membership continue to be satisfied.

ASSESSMENT OF LATE FEES, REINSTATEMENT

The deadline for dues payment is June 1. For dues received after June 1, a \$50 late payment penalty may be assessed. If dues are not paid by July 15, the member's status may be placed on suspension, and the Board may assess a \$50 administrative fee to lift suspension, in addition to the \$50 late payment penalty. If dues are not paid by September 1, ASPS membership status is considered revoked. An individual who has had his/her ASPS membership revoked may require an appeal. To initiate an appeal, the individual must submit a written request to ASPS describing the circumstances that caused non-submission of dues. Appeals are heard under the direction of the Board of Directors. As a result of the appeal, the Board may reinstate the individual at its discretion. The final decision of the Board following an appeal is binding.

If an individual chooses not to request an appeal for reinstatement, or the results of the appeal are not favorable, the individual may rejoin ASPS by reapplying according to the Bylaws and Policies and Procedures that are in effect at the time of new application.

DISQUALIFICATION DUE TO LAPSED MEMBERSHIP

Failure to submit the renewal report form and payment of applicable dues shall be cause for renewal to lapse. Individuals who have had renewal lapse may request an appeal. To initiate an appeal, the individual must submit a written request to ASPS describing circumstances that caused the renewal report form and/or dues to not be submitted. Appeals are heard under the direction of the Board of Directors. As a result of the appeal, the Board may reinstate the individual at its discretion. However, the final decision of the Board, following an appeal, is binding.

Individuals whose renewal has lapsed and either an appeal is not requested or the results of the appeal are not favorable will be required to reapply should they wish to rejoin ASPS.

Dues Renewal/Special Circumstances Waiver Policy

This policy may be enacted with the approval of the ASPS Board of Directors on a member in good standing for a period of up to one year, following specific request in writing by the member to the ASPS Board that states the reasons for the request. A member approved for said dues waiver shall waive his/her right to vote (if voting eligible) and right to serve on any ASPS committee until reinstatement as a dues-paying member.

DUES RATES

The dues rates are established by the ASPS Board. The following rates are currently established.

Membership Category	Dues Rate 2009	Dues Rate 2010	Dues Rate 2011	Dues Rate 2012
Fellow	\$200	\$200	\$200	<i>TBD</i>
Associate	\$200	\$200	\$200	<i>TBD</i>
Affiliate	\$200	\$200	\$200	<i>TBD</i>
Resident	\$0	\$0	\$0	<i>TBD</i>
Student	\$0	\$0	\$0	<i>TBD</i>
Emeritus	\$100	\$150	\$150	<i>TBD</i>

Young members who are currently eligible for APMA Associate member status in A1-A4 categories may reduce their dues by 50% of the rate listed in the table.

Dues for new Fellows, Associates, or Affiliates shall be paid in full following admission to membership for applications received between June 1 and November 30 and are prorated by 50% for applications received between December 1 and May 31.

ADVERTISING GUIDELINES

The following guidelines related to member reference to their status in ASPS have been approved by the ASPS Board of Directors.

Fellow – May publicize their status in any of the following manners:

- Fellow, American Society of Podiatric Surgeons
- Fellow, ASPS
- Fellow of ASPS
- FASPS

Associate – May publicize their status in any of the following manners:

- Associate, American Society of Podiatric Surgeons
- Associate, ASPS
- Associate of ASPS

Affiliate - May publicize their status on a CV or résumé only in any of the following manners:

- Affiliate, American Society of Podiatric Surgeons
- Affiliate, ASPS
- Affiliate of ASPS

Emeritus - May publicize their status in any of the following manners:

- Emeritus Fellow, American Society of Podiatric Surgeons

- Emeritus Fellow, ASPS
- Emeritus Fellow of ASPS

Members of ASPS also are required to be in compliance with the Business Ethics for advertising specified in the APMA Code of Ethics.

TRAVEL POLICIES

Preauthorization of Travel

All travel to be completed by Board members, volunteers, administrative staff, and consultants on behalf of ASPS must be preauthorized.

Preauthorization is not required for travel to Board or committee meetings included in the annual operating budget.

Arrangements

Board members, volunteers, administrative staff, and consultants are expected to make their own travel arrangements, including airline and hotel reservations. These travel arrangements shall be made as early as possible in order to secure the lowest possible rates.

When group meetings are held, administrative staff in consultation with the chair for the meeting, determines the appropriate meeting site, and make arrangements to reserve hotel accommodations for attendees based upon arrival and departure dates that coincide with the meeting dates.

All meeting arrangements should take into consideration the most cost effective means.

REIMBURSEMENT OF EXPENSES

Airfares

Fares shall be the lowest available within a reasonable time of required arrival. Advanced booking is the most cost saving technique available. Reservations should be booked as soon as practical.

Automobiles (Personal)

Use of personal automobiles is at the discretion of the traveler. The total reimbursement available for use of personal automobiles must be equal to or less than other forms of travel.

Reimbursement for auto travel is at the Federal Government rate adjusted annually on June 1 for transportation to and from public transportation stations (i.e., airports, train or bus stations), and to and from the site of the meeting or activity. Should the traveler elect the use of personal automobile instead of the use of airline, reimbursement shall not exceed the lowest appropriate air fare available, irrespective of miles driven.

Because the use of personal automobiles is at the discretion of the traveler, the traveler assumes all responsibility for safety, maintenance, repairs, insurance, compliance with all applicable laws, fines, and other similar matters.

Automobiles (Rental)

Reimbursement for automobile rentals is approved when their use is more cost effective than public transportation. The choice of a car should be the smallest which can fulfill the needs of the trip. Individual travelers normally should choose compact cars with basic features. To avoid premium charges for rental company refueling, automobile rental users should plan to refuel before returning the rental. Drop-off charges also should be avoided. Additional insurance should be avoided if rental is secured with an appropriate credit card.

Nonreimbursable rentals or upgrades are the responsibility of the individual traveler.

Automobile Parking

Reimbursement for parking is available under the following circumstances:

1. Personal automobile parking to attend business meetings.
2. Hotel parking for personal or rental cars on authorized business trips.
3. Reasonable airport parking for personal automobiles during business trips.

Cash Advances

Cash advances are not authorized.

Class of Service

Coach or economy classes are the authorized classes of service for travel. First class and business class services are not authorized, unless they result from upgrades that do not cost any more than the lowest appropriate fare.

Flight Insurance

Flight insurance or travel insurance is not a reimbursable item.

Frequent Traveler Benefits

Free travel and amenity coupons issued to an individual resulting from ASPS business travel are considered to be the property of the traveler. The traveler assumes any tax liability resulting from use of this privilege.

Gratuities

Gratuities are included within the per diem allowance and not reimbursed.

Hotel Accommodations

Organized meetings are usually placed in designated lodging, which is to be the first choice of travelers. Good judgment is expected in choosing reasonable, cost effective, lodging in all other circumstances.

Room amenities are not reimbursable.

International Travel

Where official travel is authorized outside the United States, transportation, hotel, and per diem allowance, for the duration of the meeting plus a period of not more than one day each before and after such meeting, shall be paid.

Internet Access

The expense for hotel Internet access will be reimbursed by ASPS when travelers find it necessary for enabling communication by electronic means while traveling at ASPS expense.

Meals

Meal expenses are covered within the per diem reimbursement.

Receipts for group meals should be submitted to ASPS for reimbursement by the individual who paid for the meal. A list of persons attending the dinner should be recorded and submitted with the reimbursement request. Attendees will be charged a pro-rated amount against their per diem when they submit their respective travel reimbursement forms.

Non-Reimbursable Expenses

Along with those items covered by a specific policy, reimbursement also is not available for the following types of expenses:

- animal care
- babysitting
- convertible automobile rentals
- haircuts
- in-room service-bar charges
- insurance for personal automobiles
- laundry charges
- limousine (unauthorized)
- luxury automobile rentals (unauthorized)
- manicures
- massages
- personal alcoholic beverages
- personal entertainment
- personal reading materials
- personal life insurance
- personal travel insurance
- short-term airport parking expense when used for long-term travel
- special equipment on automobile rentals
- unusual food costs
- valet parking (except when there is no alternative as occurring at some hotel locations)

Per Diem

A \$113 a day per diem allowance is authorized for Board members and volunteers, and a \$150 a day per diem is authorized for administrative staff and consultants assigned to provide specific service to ASPS for any portion of a day in which travel or business is conducted, provided the traveler leaves his/her home before 7:00 PM and returns home after 9:00 AM of a subsequent day. No per diem will be provided for activities that constitute less than three hours in duration. This per diem allowance is expected to cover all incidentals, including, but not limited to, meals, tips, and ground transportation to and from social activities.

ASPS travelers should use discretion in requesting per diem for portions of full days.

Per diem rates are established by the Board.

In advance of travel, a maximum number of per diem days allowed for specific meetings or reductions to the daily per diem rate based upon hotel package (i.e., meals included) arrangements may be established.

The total amount of per diem paid to ASPS travelers for the calendar year will be reported as income on a 1099 Tax Form.

Rail Service

Reimbursements are made using the same policies as airfares.

Receipts

Original receipts are required for all reimbursement expenses in excess of \$15.00.

Taxi

Reasonable taxi expenses are reimbursed for transportation to and from home, airports, and hotels when associated with official ASPS business activities. Reimbursement for taxi fares is not reimbursed for transportation to and from social activities other than those designated as official ASPS events.

Telephone

Telephone expenses directly related to ASPS activities are reimbursed.

Tolls

Reimbursement is authorized for tolls incurred during business travel.

Violations of Law

No reimbursement is authorized for payment of traffic or parking tickets or other fines imposed on the traveler as a result of a violation of applicable laws.

Limitations on Request for Reimbursement

All requests for reimbursement must be submitted and received within sixty (60) days from the last date of travel. Requests for reimbursement received after that time shall not be reimbursed unless authorized by the treasurer.

Evidence of travel must accompany all requests for travel reimbursement. These may include, meeting registration forms, airline receipts, etc.