

# ASSOCIATION OF PRACTICE MANAGEMENT EDUCATORS

## BYLAWS

### **1. Organization.**

The name of this organization shall be The Association of Practice Management Educators (hereinafter referred to as APME). APME is an unincorporated association.

### **2. Mission.**

The mission of the APME is to develop and implement instructional programs to improve the quality of practice management education and research at each of the accredited schools and colleges of optometry in the United States and to enhance the teaching of the practice management track in each of the schools and colleges of optometry. In doing so, APME will develop and maintain a uniform textbook to be used by practice management educators.

### **3. Membership.**

APME is an organization of instructors of “practice management” who resolve to work together to share ideas and information and methods of teaching, in an effort to bring about the desired results of producing optometrists who are ethical, professional and dedicated to the preservation of an independent optometry. As such, all those who currently have teaching responsibility for the practice management track at any optometry school or college are members of APME. In addition, those past members approved by the Executive Committee may maintain a membership upon invitation. Members do not pay membership fees but may be responsible for their own expenses in order to attend meetings.

### **4. Voting Rights.**

Each member of APME will be entitled to one vote on each matter submitted to a vote of the entire membership.

### **5. Membership Responsibilities.**

- a. All members are expected to subscribe to the Code of Ethics (attached).
- b. Members are expected to participate fully in resource sharing.
- c. Each member of APME is expected to participate actively in governance and assigned committees and to meet other membership obligations.

## **6. Termination of Membership.**

- a. Any member may resign by notifying the Executive Committee in writing.
- b. APME may terminate a member of the Association for cause with written notice a minimum of 60 days before the end of the fiscal year in which the termination would take place.

## **7. Governance.**

### a. Executive Committee.

The Executive Committee oversees the affairs of APME except those reserved for the entire membership. The Board will set strategic direction; review and approve the detail and the total of the organizational budget each year; and will advise and give recommendation on committee formation and charges.

### b. Executive Committee Membership and Officers.

Members of the APME Executive Committee will be elected to three-year terms by the membership. Officers will consist of a Chair, Vice Chair and Immediate Past Chair. The Chair and Vice Chair will appoint additional members of the Executive Committee as needed from the ranks of other Past Chairs who are currently active in teaching at their respective schools or colleges of optometry or continue to serve as members of the Association.

### c. Board Organization.

The Executive Committee will establish committees and task forces that it deems necessary to support the operational and programmatic activities of the APME. Committees and task forces will assist in the development, implementation, operation, and evaluation of programs and services, provide the Board with advice and recommendations related to policy, management, fiscal, and on other matters that requires the Board's attention. The Executive Committee shall also serve as the Finance Committee and will provide the membership with recommendations related to annual budget requests, the annual budget, the annual financial performance report, and any other financial matters that require the attention of the membership.

### d. Board Meetings.

The APME Executive Committee will meet as necessary throughout the year preferably at other meetings being attended or by telephone conference call. It is empowered to call additional meetings when needed. A simple majority of voting members shall constitute a quorum at each meeting called to conduct business. Voting members participating by teleconference (telephone or video) shall be counted in the establishment of a quorum and shall have voting privileges. No substitutes or proxies shall be allowed in the place of an absent member. With permission of the Board, non-members of the Board may participate in activities of the Board as it sees fit.

e. Membership Meetings.

The APME Executive Committee Chair will arrange and preside at an annual meeting, open to all members.

f. Board Elections.

A nominating committee appointed by the Executive Committee will solicit nominations for the two elected positions every three years or as vacancies occur. Voting will occur at an annual meeting. The nominating committee will oversee elections to fill vacant positions with 6 months or more left in their terms. Vacant positions with fewer than 6 months left in the term will be filled by appointment by the Executive Committee.

## **8. Funding.**

APME will interface with industry and other organizations to obtain adequate funding to enable the institutional faculty representative to meet with little or no expense to the individual schools and colleges of optometry. The funding of APME activities will consist partially from royalties derived from the APME Practice Management text/reference book. Individual members and chapter authors agree that none will benefit individually and that their efforts in compiling this text/reference book are donated to APME as an organization. Additional funding may be derived from corporate support, individual donations and interest on accounts maintained by APME. Uses of APME funds may include funding of annual meetings, funding committee meetings, support of research and support of educational programs.

## **9. Amendments.**

These Bylaws may be amended or rescinded by two-thirds of those voting members on any properly proposed and considered amendment as specified in this Article of the Bylaws.

a. Amendments.

Amendments may be proposed in writing by the Executive Committee or by a group representing at least five members of APME institutions.

b. Discussion.

Any proposed amendment must be discussed at an Annual Meeting (and must have appeared on the agenda for the meeting) and will be distributed to all member institutions for their consideration, accompanied by a Board rationale and recommendation.

c. Adoption.

A two-thirds affirmative vote of the voting members shall be required to amend or rescind any portion of the Bylaws.

## **10. Parliamentary Authority.**

In the absence of provisions in these Bylaws, the provisions of the latest edition of The Standard Code of Parliamentary Procedure, commonly called Sturgis, shall be the parliamentary authority.

## **11. Archives.**

The archives of APME will be held at the Bennett Center of the Pennsylvania College of Optometry.

# ASSOCIATION OF PRACTICE MANAGEMENT EDUCATORS

## ARTICLES OF ORGANIZATION

I. The name of the organization is the Association of Practice Management Educators (APME).

II. The purpose for which the organization is created is as follows:

As an Association supporting and representing educators of optometric economics and practice, APME will provide and enhance knowledge of practice management in optometry. Consistent with this purpose will be to advance the consideration of ethical issues in all aspects of the optometric profession; to develop and maintain a uniform textbook on practice management education; improve the effectiveness, cohesiveness and esprit de corps of the optometry practice management educators; to enhance practice management education by providing a forum for discussion of ideas; to contribute to the improvement of optometric economics and practice education in the schools through policy study and recommendations; and to promote and undertake research related to optometric practice to create new information.

III. The address of the organization is 1155 Laurel Drive, Lafayette, California 94549.

IV. The agents of the organization are:

Lawrence Thal, OD, MBA, FAAO  
Chair, Executive Committee  
1155 Laurel Drive  
Lafayette, CA 94549

Sam Quintero, OD, FAAO  
Vice Chair, Executive Committee  
1128 Luzon Street  
Houston, TX 77009

David Kirschen, OD, PhD, FAAO  
Past Chair  
428 South Brea Boulevard  
Brea, CA 92821

V. APME will apply for recognition of exemption under Section 501(c)(3) of the Internal Revenue Code as an educational organization.

VI. Upon dissolution the remaining assets shall be disbursed to the American Optometric Foundation which supports student research at Schools and Colleges of Optometry.

VII. The effective date of this document is April 24, 2006.

Lawrence Thal, OD, MBA, FAAO  
Chair of the Executive Committee

Sam Quintero, OD, FAAO  
Vice Chair of the Executive Committee