

**RULES OF PROCEDURE
OF THE
THE ASSOCIATION OF RHEUMATOLOGY HEALTH PROFESSIONALS
A Division of the American College of Rheumatology**

ARTICLE I - NAME

The name of the organization shall be the Association of Rheumatology Health Professionals, a division (the "Division") of the American College of Rheumatology ("ACR").

ARTICLE II - PURPOSE

The Association of Rheumatology Health Professionals will advance the knowledge and skills of its members through leadership and vision in the areas of education, practice, research, and advocacy.

ARTICLE III - MEMBERSHIP

Section 1. Categories of Membership

Membership in the Division shall be at the invitation of the Division in the following categories:

- a. Rheumatology Health Professional Members
- b. International Rheumatology Health Professional Members
- c. Practice Staff Members
- c. Associate Members
- d. Emeritus Members
- e. Student Members

Section 2. Rheumatology Health Professional Member

- a. **Qualifications.** To qualify as a rheumatology health professional member, an applicant must reside in the United States, Canada or Mexico; shall be eligible for membership in his or her professional discipline's national association; shall have demonstrated an interest in rheumatology practice, research, or education; and shall be a degreed professional.
- b. **Rights and Privileges.** After election to membership and payment of any entrance fees, dues and assessments, a Rheumatology Health Professional Member shall have all the rights and privileges of membership, including the right to vote, hold office

and serve on Division committees, and shall have the right to vote and to serve on any committee of the ACR but shall not have the right to hold office in the ACR.

- c. **Application Procedure.** To be considered for membership as a Rheumatology Health Professional, a complete application must be submitted. The ACR Committee on Nominations and Appointments shall evaluate the applicant's credentials and recommend or not recommend the applicant to the ACR Board of Directors. Any applicant not recommended to the Board of Directors may appeal the committee's decision to the Membership Appeals Board of the ACR. Upon a recommendation for approval by the Membership Appeals Board, the Board of Directors shall make a final decision on the applicant. Election to membership shall be by affirmative vote of the Board of Directors. If an applicant is not approved by the Membership Appeals Board or does not receive the necessary affirmative vote of the Board of Directors, the applicant may reapply as a Rheumatology Health Professional three (3) years after the date of the adverse decision.

Section 3. International Rheumatology Health Professional Member

Qualifications. An International Rheumatology Health Professional Member shall reside outside of the United States, Canada, and Mexico, but in all other respects shall have the same qualifications and the same legal rights and privileges and undergo the same application and election procedure as the Rheumatology Health Professional Member.

Section 4. Practice Staff Member

- a. **Qualifications.** To qualify as a rheumatology practice staff member, an applicant must reside in the United States, Canada or Mexico; and shall have demonstrated an interest in rheumatology practice as a practice manager, practice administrator, coder, biller, or office staff; and shall be a degreed or non-degreed professional.
- b. **Rights and Privileges.** After election to membership and payment of any entrance fees, dues and assessments, a rheumatology practice staff member shall have all the rights and privileges of membership, including the right to vote, hold office and serve on Division committees, and shall have the right to vote and to serve on any committee of the ACR but shall not have the right to hold office in the ACR.
- c. **Application Procedure.** To be considered for membership as a rheumatology practice staff member, a complete application must be submitted. The ACR

Committee on Nominations and Appointments shall evaluate the applicant's credentials and recommend or not recommend the applicant to the ACR Board of Directors. Any applicant not recommended to the Board of Directors may appeal the committee's decision to the Membership Appeals Board of the ACR. Upon a recommendation for approval by the Membership Appeals Board, the Board of Directors shall make a final decision on the applicant. Election to membership shall be by affirmative vote of the Board of Directors. If an applicant is not approved by the Membership Appeals Board or does not receive the necessary affirmative vote of the Board of Directors, the applicant may reapply as a Rheumatology Health Professional three (3) years after the date of the adverse decision.

Section 5. Associate Member

- a. **Qualifications.** An Associate Member must reside in the United States, Canada or Mexico; shall have demonstrated an interest in rheumatology practice, research, or education. Examples include, but are not limited to, licensed practical nurses, licensed vocational nurses, physical therapist assistants, occupational therapist assistants, nursing assistants, medical assistants, laboratory technicians, radiology technicians, and other assistants/technicians. Associate membership is not intended for associate or baccalaureate degreed professionals who are eligible for membership under Section 2a or Section 4a.
- b. **Rights and Privileges.** After election to membership and payment of any entrance fees, dues and assessments, an Associate Member shall have rights and privileges of membership as determined by the Executive Committee, including the right to serve on Division committees, but shall not have the right to vote or hold office in the Division.
- c. **Application Procedure.** To be considered as an Associate Member, a complete application must be submitted and may be elected by the Executive Committee at any of its regular or special meetings. Associate Members of the Division are not considered members of the ACR and may not so represent themselves in any written or oral communication to the public.

Section 6. Emeritus Member

- a. **Qualifications.** A Member or International Member who has retired from active practice, who is permanently disabled, or is a charter member, may be elected an

Emeritus Member by the Executive Committee. Charter members shall consist of those forty (40) individuals initially invited by the Medical Administrative Committee of the Arthritis Foundation to participate in the organization of the Paramedical Section on October 5, 1965, who indicated, in writing, before June 1, 1967, that they wished to continue their association with the Arthritis Health Professions Association.

- b. **Rights and Privilege.** An Emeritus Member shall have rights and privileges of membership as determined by the ARHP Executive Committee, shall pay such entrance fees, dues or assessments as shall be determined by the American College of Rheumatology Board of Directors and shall not have the right to vote, hold office, or serve on any committee of the Division. Charter members who are elected as Emeritus Members shall not be required to pay entrance fees, dues or assessments.

Section 7. Student Member

- a. **Qualifications.** A student member shall have demonstrated an interest in rheumatology and be enrolled in a health professional program leading to a baccalaureate or graduate degree. Health professional programs may include nursing, physical therapy, occupational therapy, pharmacy, social work, psychology, laboratory sciences, physician assistant, health education, and epidemiology.
- b. **Rights and Privileges.** After election to membership and payment of any entrance fees, dues and assessments, a Student Member shall have rights and privileges of membership as determined by the ARHP Executive Committee. Students will receive the journal, AC&R, electronically, have the right to serve on Division committees, but not have the right to vote or hold office in the Division.
- c. **Application Procedure.** To be considered as a Student Member, a complete application must be submitted with a program director or faculty advisor letter confirming their full-time student status and may be elected by the Executive Committee at any of its regular or special meetings. Student Members of the Division are not considered members of the ACR and may not so represent themselves in any written or oral communication to the public.

ARTICLE IV - MEETINGS

Section 1. Annual Meeting

The annual business meeting and the annual scientific meeting of the Division shall be held in conjunction with the annual business and scientific meetings of the ACR.

Section 2. Special Meetings

Special meetings of the Division membership may be called by the President, by a majority of the Executive Committee, or by the written request of at least 25% of the members of the Division. No business other than that stated in the notice of the meeting may be transacted at such special meeting.

Section 3. Notice

Notice of any regular or special meeting shall be given to each member not less than thirty days prior to the date of the meeting.

Section 4. Quorum

5% of the membership present in person, or 100 members, whichever is less, shall constitute a quorum for the transaction of business at any regular or special meeting of the Division.

Section 5. Voting

Each member of the Division shall have one (1) vote. Voting must be in person, not by proxy. Except as otherwise provided by law or these rules of procedures, the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the members.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. Authority and Responsibility

The governing body of the ARHP shall be the Executive Committee. The Executive Committee shall determine appropriate plans, policies, and programs for the Division consistent with the policies and procedures of the ACR. It shall supervise, control, and direct the business and affairs of the ARHP, its committees, and its publications and shall facilitate interaction with all Division committees and with the ACR. The Executive Committee shall prepare an annual budget based on annual goals and objectives which shall be submitted to the ACR Committee on Finance for review, approval, and incorporation into the ACR budget.

Section 2. Composition

The members of the Executive Committee shall be the President, President Elect,

Member-at-Large – Finance, Member-at-Large – Secretary, ARHP Research Subcommittee Chair, ARHP Practice Committee Chair, ARHP eLearning Subcommittee Chair, ARHP Annual Meeting Planning Subcommittee Chair, an ARHP member of the ACR Government Affairs Committee, the Membership & Nominations Committee Chair (Immediate Past President), and a representative of the ACR Board of Directors.

Section 3. Executive Committee Member-at-Large – Finance

- a. **Election.** The Executive Committee Member-at Large – Finance shall be elected annually by a majority vote of members present and voting at the annual meeting and shall hold the position until the adjournment of the next annual meeting of the members and until his or her successor has been duly elected and qualified, or until his or her death, resignation, or removal in the manner herein provided. The Executive Committee Member-at-Large – Finance may be re-elected, but may not serve more than three (3) consecutive one-year terms.
- b. **Qualifications.** The Member-at-Large – Finance shall have demonstrated leadership within ARHP, shall have completed a minimum of one (1) year service on the Executive Committee prior to assuming office and shall have chaired a Division committee, subcommittee, or task force.
- c. **Powers and Duties.** The Member-at-Large – Finance shall have and exercise the following powers and duties:
 - i) Coordinate preparation of the Division annual budget with the President and ACR/ARHP staff and present same to the Executive Committee;
 - ii) Shall be assigned to the ACR Committee on Finance by the President as approved by the Executive Committee;
 - iii) Monitor expenses of the Division with ACR/ARHP staff assistance during each fiscal year;
 - iv) Notify the membership of regular and special business meetings;
 - v) Have and perform such other powers and duties which may be assigned by the Executive Committee and/or the President.

Section 4. Regular Meetings

Regular meetings of the Executive Committee shall be held at least twice in each year, including at annual meeting immediately preceding or following the annual

meeting of the Division at the place of the annual meeting and at such times as the Executive Committee shall determine. The Executive Committee may provide, by resolution, the time, place, and composition of additional regular meetings.

Section 5. Special Meetings

Special meetings of the Executive Committee may be called by or at the request of the President or any four (4) members of the committee. The person or persons calling any special meeting of the Executive Committee may fix the time and place of such special meeting. No business other than that stated in the notice of the meeting may be transacted at such special meeting.

Section 6. Quorum

Six (6) members of the Executive Committee shall constitute a quorum. The act of a majority of those present at a meeting at which a quorum is present shall be the act of the Executive Committee.

Section 7. Meeting by Conference Call

Any action which is required by law, the ACR Bylaws, or these rules to be taken at a meeting of the Executive Committee may be taken through the use of a conference telephone or other communications equipment by means of which all persons can communicate with one-another. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

ARTICLE VI - OFFICERS

Section 1. Officers

The officers of the ARHP shall be a President, President Elect, Member-at-Large – Secretary, and Immediate Past President. The President Elect shall automatically succeed to the office of President upon the expiration of the President's term. The Member-at-Large – Secretary shall automatically succeed to the office of President Elect upon the expiration of the President Elect's term.

Section 2. Election

The President Elect and Member-at-Large – Secretary shall be elected annually by a majority vote of members present and voting at the annual meeting.

Section 3. Term of Office

Each officer shall hold office until the adjournment of the next annual meeting of the members and until his or her successor shall have been duly elected and qualified, or until his or her death, resignation, or removal in the manner herein provided.

Section 4. Re-election

The President, President Elect, Member-at-Large – Secretary, and Immediate Past President shall serve a single one (1) year term.

Section 5. Removal

Any officer may be removed from office by a vote of two-thirds (2/3) of the Executive Committee, or two-thirds (2/3) of the members, whenever in their judgment the best interests of the ACR/ARHP would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 6. Vacancies

If a vacancy occurs in the office of President, the President Elect shall serve as President for the remainder of the term and shall thereafter automatically succeed to an additional full-term as President. If a vacancy occurs in the office of President Elect, Member-at-Large – Secretary, or Immediate Past President, the vacancy shall be filled by action of the Executive Committee upon a nomination by the President until the next election.

Section 7. President.

- a. **Qualifications.** The President shall have demonstrated leadership within ARHP, shall have completed two (2) full years of service on the Executive Committee prior to assuming office and shall have chaired a Division committee, subcommittee or task force.
- b. **Powers and Duties.** The President of the Division shall have and exercise the following powers and duties:
 - i) Call and preside at all business meetings of the Division, including meetings of the ARHP Executive Committee;
 - ii) Serve as the designated member of the ACR Board of Directors and ACR Executive Committee for his/her term of office;
 - iii) Serve as principal spokesperson in matters of policy or official concern to the Division;

- iv) Appoint members to all standing and ad hoc committees;
- v) Serve as principal liaison to other national professional and voluntary health organizations;
- vi) Create ad hoc committees and task forces as needed;
- vii) Appoint members to all vacancies on standing and ad hoc committees;
- viii) Be a voting member of the ARHP Membership & Nominations Committee;
- ix) Submit an annual report to the Division membership and to the ACR Board of Directors;
- x) Have and perform such other duties which may be assigned by the Executive Committee;
- xi) Be an invited guest of all Division committees and task forces;
- xii) Serve as invited guest to ACR Committee on Nominations & Appointments;
- xiii) Serve as invited guest to annual EULAR Congress; and
- xiv) Attend at least one Rheumatology Research Foundation Board of Directors meeting as an invited guest.

Section 8. President Elect

- a. **Qualifications.** The President Elect of the Division shall have demonstrated leadership within ARHP, shall have completed a minimum of one (1) year of service on the Executive Committee prior to assuming office, and shall have chaired a Division committee, subcommittee or task force.
- b. **Powers and Duties.** The President Elect shall have and exercise the following powers and duties:
 - i) Automatically succeed to the presidency without further action by the membership upon the completion of the term of the President or in the event of a vacancy in that position;
 - ii) Have and perform the duties of the President whenever the President is absent or unable to act;
 - iii) Serve as the designated invited guest to the ACR Board of Directors and ACR Executive Committee for his/her term of office;
 - iv) Shall be assigned to specific ACR Committees by the President as approved by the Executive Committee;
 - v) Be a voting member of the Membership & Nominations Committee;

- vi) Be responsible for the orientation of new members on the Executive Committee;
- vii) Have and perform such other powers and duties which may be assigned by the Executive Committee or the President.

Section 9. Immediate Past President

- a. **Qualifications.** The Immediate Past President shall have demonstrated leadership within ARHP, shall have completed three (3) full years of service on the Executive Committee prior to assuming office and shall have served as President.
- b. **Powers and Duties.** The Immediate Past President shall have and exercise the following powers and duties:
 - i) Be the chair of the Membership & Nominations Committee;
 - ii) Serve on the ACR Committee on Nominations & Appointments;
 - iii) Serve as lead ambassador at the annual EULAR Congress;
 - iv) Have and perform such other powers and duties which may be assigned by the Executive Committee or the President.

Section 10. Member-at Large – Secretary

- a. **Qualifications.** The Member-at-Large – Secretary of the Division shall have demonstrated leadership within ARHP, shall have completed a minimum of one (1) year of service on the Executive Committee prior to assuming office, and shall have chaired a Division committee, subcommittee or task force.
- b. **Powers and Duties.** The Member-at-Large – Secretary shall have and exercise the following powers and duties:
 - i) Record, or cause to be recorded, minutes of all Executive Committee and annual business meetings;
 - ii) Automatically succeed to the President Elect without further action by the membership upon the completion of the term of the President Elect or in the event of a vacancy in that position;
 - iii) Serve on the ARHP Executive Committee;
 - iv) Have and perform such other powers and duties which may be assigned by the Executive Committee or the President.

ARTICLE VII - COMMITTEES

Section 1. Standing Committees

The standing committees of the Division shall include the Practice Committee and Membership & Nominations Committee. The President may appoint ad hoc committees as necessary, subject to approval by the Executive Committee. No member shall serve concurrently on more than one (1) committee without the approval of the President. Meetings of the committees shall be at the discretion of the chairs.

Section 2. Committee Chairs

- a. **Qualifications.** The Practice Committee Chair shall have been a member of the Practice Committee for at least one (1) year prior to assuming office. The Membership & Nominations Committee Chair shall be the most Immediate Past President. All standing committee chairs shall have demonstrated leadership within ARHP.
- b. **Term of Office.** Committee chairs shall be appointed for a one (1) year term and may be reappointed, but shall not serve more than three (3) consecutive terms.
- c. **Powers and Duties.** The chair of the Practice Committee may be assigned to specific ACR Committees by the President as approved by the Executive Committee.

Section 3. Practice Committee

- a. **Authority and Responsibility.** The Practice Committee shall concern itself with the economic, technical, and ethical issues that bear on the practice of rheumatology health professionals; and shall organize and establish such subcommittees and task forces as the committee deems necessary or appropriate to carry out its objectives.
- b. **Composition.** The Practice Committee chair shall be appointed by the Membership & Nominations Committee. The President Elect, in consultation with the Membership & Nominations Committee, shall appoint the members of the Committee on Practice.
- c. **Term.** All committee members shall be appointed for a one (1) year term and may be reappointed.

Section 4. Membership & Nominations Committee

- a. **Authority and Responsibility.** The Membership & Nominations Committee shall make nominations for the following positions:

- i. President Elect, who shall become President the following year;
 - ii. Member-at-Large – Finance Committee;
 - iii. Member-at-Large – Secretary
 - iv. Three Membership & Nominations Committee Members-at-Large;
 - iv. ARHP standing committee, subcommittee, and task force chairs and, where appropriate, chair-elects;
 - v. ARHP representatives to the ACR and Foundation committees, subcommittees, task forces, and councils and, upon request, to outside organizations;
 - vi. The committee shall also make recommendations regarding the Division Merit Awards and other awards. All recommendations should take into account the goal of representing all interests of the organization in leadership positions. The committee shall advise the President-Elect on future committee member appointments.
- b. **Composition.** The **Membership & Nominations Committee** shall consist of the Division’s Immediate Past President, who shall serve as chair; the ARHP President; ARHP President Elect; a member of the ACR; and three ARHP members-at-large. To ensure that the Membership & Nominations Committee members represent diverse segments of the ARHP membership, when selecting the Member-at-Large candidates every effort will be made to consider the composition of the entire Membership & Nominations Committee and select Members-at-Large to ensure a balanced representation of the ARHP membership, to include academicians/researchers, practicing clinicians and pediatric rheumatology health professionals.
- c. **Term.** All committee members shall be appointed for a one (1) year term.
- d. **Restrictions:** During their term on the ARHP Membership & Nominations Committee, members are not eligible for nomination or election as an officer, executive committee member, committee/subcommittee/task force chair, or recipient of an ACR/ARHP award.

Section 5. Vacancies.

Vacancies in the membership of any committee shall be filled by appointments made in the same manner as the original appointments to that committee.

ARTICLE VIII - AMENDMENTS

Section 1. Amendments to these Rules of Procedure may be proposed by any member of the Division to the Executive Committee.

Section 2. These rules may be altered, amended or repealed or new rules may be adopted by the Executive Committee. An affirmative vote of two-thirds (2/3) of the committee members present at a duly called and convened regular or special meeting shall be necessary to adopt the proposed change or changes. Written notice of the proposed amendments shall be sent to all members of the Executive Committee not less than five (5) days prior to such meeting.

Section 3. Amendments shall not become effective unless and until approved by the ACR Board of Directors.

Approved: May, 1994

Amended and approved by: ACR Board of Directors October 18 & ARHP Membership October 20, 1996

Amended and approved by: ARHP Executive Committee October 2 & ACR Board of Directors November 8, 1997

Amended and approved by: ARHP Executive Committee June 18 & ACR Board of Directors August 20, 1999

Amended and approved by ARHP Executive Committee June 17 & ACR Board of Directors August 11, 2001

Approved by ARHP Membership on November 13, 2001 at Business Meeting

Amended and approved by: ARHP Executive Committee July 12, 2002 & ACR Board of Directors August 17, 2002

Approved by ARHP Membership on October 27, 2002 at Business Meeting

Amended and approved by ARHP Executive Committee on September 5, 2003 & ACR Board of Directors on October 24, 2003

Approved by ARHP Membership on October 26, 2003 at Business Meeting

Amended and approved by ARHP Executive Committee on February 18, 2005 & ACR Board of Directors on May 21, 2005

Amended and approved by ARHP Executive Committee on September 30, 2005 & ACR Board of Directors on November 13, 2005

Amended and approved by ARHP Executive Committee on February 9, 2007 & ACR Board of Directors on May 11, 2007

Amended and approved by ARHP Executive Committee on June 22, 2007 & ACR Board of Directors on August 17, 2007

Amended and approved by ARHP Executive Committee on August 15, 2008 & ACR Board of Directors on October 25, 2008

Amended and approved by the ARHP Executive Committee on July 17, 2010 & ACR Board of Directors on November 7, 2010

Amended and approved by the ARHP Executive Committee on April 6, 2011 & ACR Board of Directors on May 21, 2011

Amended and approved by the ARHP Executive Committee on June 29, 2012 & ACR Board of Directors on August 3, 2012

Amended and approved by the ARHP Executive Committee on June 4, 2014 & ACR Board of Directors on November 15, 2014

Amended and approved by the ARHP Executive Committee on July 12, 2015 & ACR Board of Directors on August 7, 2015

Amended and approved by the ARHP Executive Committee on September 15, 2016 & ACR Board of Directors on November 12, 2016