

2021-22 Policy Manual



CAPA Mission

CAPA's mission is to advocate for and promote the PA profession by providing professional development, education, representation, and legislative advocacy for all Colorado PAs.

CAPA Vision

CAPA believes in access to and delivery of quality medical care for all Coloradans and promotes a commitment to team-based care to enhance the health and wellness of the people of Colorado.

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100.00 PROFESSIONAL ORGANIZATION

100.01 REPRESENTATION

100.01.01

No chair, committee member, or Academy member shall communicate as an official representative of CAPA with a corporation and/or person representing a corporation who has an agreement, contract, or subcontract with CAPA without approval of the President, after appropriate consultation with the Board of Directors (BOD).

[Adopted 1995, Amended 2015, Reaffirmed 2017, Amended 2022]

100.01.02

CAPA prohibits any person from speaking on behalf of the Academy without sanction of the BOD.

[Adopted 1995, Amended 2015, 2017]

100.02 COPYRIGHTS AND TRADEMARKS

100.02.01

The CAPA logo is copyrighted and may not be altered, reproduced, or used in any way without prior permission of the BOD.

[Adopted 1995, Amended 2015, Reaffirmed 2017]

100.03 CODE OF ETHICS

100.03.01

The Colorado Academy of Physician Assistants recognizes its responsibility to aid the profession in maintaining high standards in the provision of quality and accessible health care services. The following principles delineate the standards governing the conduct of physician assistants in their professional interactions with patients, colleagues, other health professionals and the general public. Realizing that no code can encompass all ethical responsibilities of the physician assistant, this enumeration of obligations in the Code of Ethics is not comprehensive and does not constitute a denial of the existence of other obligations, equally imperative, though not specifically mentioned.

Physician Assistants shall be committed to providing competent medical care, assuming as their primary responsibility the health, safety, welfare and dignity of all humans.

Physician Assistants shall extend to each patient the full measure of their ability as dedicated and empathetic health care providers, and shall assume responsibility for the skillful and proficient transactions of their professional duties.

Physician Assistants shall deliver health care services to health consumers without regard to sex, age, race, creed, socio-economic, and/or political status.

Physician Assistants shall adhere to all state and federal laws governing informed consent concerning the patient's health care.

Physician Assistants shall collaborate with other healthcare providers, or qualified professionals having special skills, knowledge, or experience whenever the welfare of the patient will be safeguarded or advanced by such consultation.

Physician Assistants shall take personal responsibility for being familiar with and adhering to all federal and state laws applicable to the practice of their profession.

Physician Assistants shall provide only those services for which they are qualified via education and/or experiences and by pertinent legal regulatory process.

Physician Assistants shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services.

Physician Assistants shall uphold the doctrine of confidentiality regarding privileged patient information, unless required to release such information by law or such information becomes necessary to protect the welfare of the patient or the community.

Physician Assistants shall strive to maintain and increase the quality of individual health care service through individual study and continuing education.

Physician Assistants shall have the duty to respect the law, to uphold the dignity of the physician assistant profession, and to accept its ethical principles. The physician assistant shall not participate in or conceal any activity that will bring discredit or dishonor to the physician assistant profession and shall expose, without fear or favor, any illegal or unethical conduct in the medical profession.

[Adopted 1994, Amended 2015, Reaffirmed 2017, Amended 2022]

200.00 BOARD OF DIRECTORS

200.01 GENERAL

200.01.01

The voting BOD shall consist of the President, President-Elect, Immediate Past President, Vice President, Secretary, Treasurer, Chief Delegate, five (5) Directors-at-Large and one (1) Student Director.

[Adopted 2015, Amended 2017, 2018]

200.01.02

Student Representatives will be non-voting members of the BOD.

[Adopted 2015, Reaffirmed 2017, 2018]

200.01.03

All HOD positions, except for the Chief Delegate, shall be considered non-voting members of the BOD and are subject to the same requirements of voting BOD members.

[Adopted 2017]

200.01.04

All Committee Chairs shall be considered non-voting members of the BOD and are subject to the same requirements of voting BOD members.

[Adopted 2020, Amended 2022]

200.02 DUTIES AND RESPONSIBILITIES, GUIDELINES

200.02.01

Concerns regarding ethics should be directed to the BOD and will be delegated to the Judicial Affairs Committee.

[Adopted 1977, Amended 2015, Reaffirmed 2017]

200.02.02

In the event that a member of the BOD has, in the Board's opinion, consistent absences or incomplete attendance at BOD meetings, said member may be removed from office by a two-thirds vote of the BOD. Censure or expulsion shall be in the form of a letter composed by the President of CAPA and reviewed by the BOD.

[Adopted 1983, Amended 1990, 2015, Reaffirmed 2017]

200.02.03

BOD members must attend 50% of BOD meetings. If unable to meet the commitment may be removed from their position at the discretion of the BOD by a two-thirds majority vote.

[Adopted 2015, Amended 2017]

200.02.04

A member that is disciplined by the BOD shall have a thirty (30) day period to provide a written response and/or appeal that will be reviewed by the BOD. Following the review process a final decision will be issued in writing from the President and that decision will be binding.

[Adopted 2015, Reaffirmed 2017]

200.02.05

The President, President-Elect, Vice President, Secretary, Treasurer, Chief Delegate, and HOD Delegates must be AAPA fellow members, as directed by AAPA Constituent Organization Policy.

[Adopted 2015, Reaffirmed 2017, Amended 2020, 2022]

200.02.06

The BOD shall provide for the management of the affairs of the Academy in such a manner as may be necessary or advisable, and shall ensure policies are enforced.

[Adopted 2015, Amended 2017]

200.02.07

The BOD shall establish committees necessary to fulfill duties charges to the BOD.

[Adopted 2015, Amended 2017]

200.02.08

The BOD shall establish, regularly review, and update the Academy's management plan to attain the goals of the Academy.

[Adopted 2015, Amended 2017]

200.02.09

The BOD shall establish the amount and timing of membership dues and approve actions and expenditures while securing fiscal solvency of the Academy.

[Adopted 2015, Amended 2017]

200.02.10

The BOD shall ensure compliance with AAPA Constituent Organization Policy.

[Adopted 2015, Amended 2017]

200.02.11

The BOD shall fill vacancies in the BOD positions between general elections through a majority vote of the BOD unless otherwise specified in Bylaws or this policy.

[Adopted 2015, Amended 2017, 2022]

200.02.12

The BOD shall approve resolutions to the AAPA House of Delegates (HOD) and advise delegates to the AAPA HOD on the official position of CAPA.

[Adopted 2015, Amended 2017]

200.02.13

The BOD shall monitor the community and professional image of CAPA.

[Adopted 2015, Amended 2017]

200.02.14

Terms of office shall run from July 1st through June 30th.

[Adopted 2015, Reaffirmed 2017]

200.02.15

Members of the BOD may be appointed by the President, with BOD approval, as a mentor to the Student Representatives.

[Adopted 2015, Amended 2017]

200.02.16

A BOD member, committee chair or member may be removed by the BOD with or without cause by a two-thirds ($\frac{2}{3}$) majority vote.

[Adopted 2018]

201.00 PRESIDENT, GUIDELINES

201.00.01

The President will submit a report to the BOD at every BOD meeting. This report will include, but not limited to, activities of the President since their last report.

[Adopted 1985, Amended 2015, Reaffirmed 2017]

201.00.02

The President shall be the chief spokesperson for CAPA and may represent CAPA to outside organizations and the media.

[Adopted 2015, Reaffirmed 2017]

201.00.03

The President shall serve for one (1) year and will succeed as the Immediate Past President at the end of their terms as president.

[Adopted 2015, Amended 2017]

201.00.04

The President shall mentor the President-elect, and shall provide leadership in setting and meeting the Academy's goals.

[Adopted 2015, Amended 2017]

201.00.05

The President shall preside over all meetings. The President shall recommend appropriate policies for consideration by the BOD, delegate responsibility for all executive functions, and inform the BOD of all activities requiring action within the Academy.

[Adopted 2015, Amended 2017]

201.00.06

The President shall appoint all standing and ad-hoc committees and chairs with approval of the BOD, and assign charges to the committees to accomplish the goals as set by the BOD.

[Adopted 2015, Amended 2017, 2022]

201.00.07

The President shall oversee all administrative needs of the academy. They may delegate duties to other board members. Outside agencies will be contracted as needed for specific functions as recommended by the President and approved by the Board.

[Adopted 2022]

202.00 PRESIDENT-ELECT, GUIDELINES

202.00.01

The President-Elect shall work with the President on all endeavors of the Academy and be familiar with and adhere to the duties of the BOD.

[Adopted 2015, Amended 2017]

202.00.02

The President-Elect shall succeed as President at the expiration of the President's term or if the President position becomes vacant for any reason. The President-Elect shall preside over all meetings in the President's absence.

[Adopted 2015, Amended 2017]

202.00.03

The President-Elect shall aid in recruiting and cultivating new leadership for the Academy.

[Adopted 2015, Amended 2017]

202.00.04

The President-Elect shall serve for one (1) year. The President-Elect will succeed as President at the end of their term as President-Elect and/or if the President resigns and/or is unable to fulfill their term.

[Adopted 2015, Amended 2017]

203.00 IMMEDIATE PAST PRESIDENT, GUIDELINES

203.00.01

The Immediate Past President shall serve as an advisor to the President and shall work with the President on all endeavors of the Academy. The Immediate Past President shall be familiar with and adhere to the duties of the BOD, and recommend appropriate policies for consideration by the BOD.

[Adopted 2015, Amended 2017]

203.00.02

The Immediate Past President shall aid in recruiting and cultivating new leadership for the Academy.

[Adopted 2015, Amended 2017]

203.00.03

The Immediate Past President shall serve for one (1) year. The Immediate Past President will fulfill the role of President-Elect if the President-Elect resigns and/or is unable to fulfill their term until the time a special election can be held.

[Adopted 2015, Amended 2017]

203.00.04

The Immediate Past President shall serve as an advisor to the Student Affairs Committee.

[Adopted 2020]

204.00 VICE PRESIDENT, GUIDELINES

204.01

The Vice President shall act as the judiciary expert for CAPA and oversee all judicial activities as required by the BOD.

[Adopted 2021]

204.02

The Vice President shall maintain CAPA policy and Bylaws. They shall oversee and update policy and bylaws annually at a minimum.

[Adopted 2021]

204.03

The Vice President shall chair the Judicial Affairs committee.

[Adopted 2021]

204.04

The Vice President shall serve for two (2) years.

[Adopted 2021]

205.00 SECRETARY, GUIDELINES

205.00.01

The Secretary shall keep minutes for all CAPA BOD and general membership meetings. The Secretary shall ensure that all meeting minutes and any other appropriate correspondence are distributed to the BOD and general membership in a timely manner. Draft BOD meeting minutes shall be distributed to the BOD within two weeks of each meeting.

[Adopted 1984, Amended 2003, 2015, 2017, 2018]

205.00.02

The Secretary shall keep a permanent record consisting of one final copy of the meeting minutes of every BOD and general membership meeting to be kept on file with CAPA

[Adopted 1985, Amended 2015, 2017, 2021, 2022]

205.00.03

The Secretary shall notify all CAPA members of all BOD and General Membership meetings a minimum of thirty (30) days in advance.

[Adopted 1987, Amended 2015, 2017]

205.00.04

The Secretary shall serve on committees and shall work with the President on all endeavors of the Academy.

[Adopted 2015, Amended 2017]

205.00.05

The Secretary shall be familiar with and adhere to the duties of the BOD.

[Adopted 2015, Amended 2017]

205.00.06

The Secretary shall serve for two (2) years.

[Adopted 2015, Amended 2017]

206.00 TREASURER, GUIDELINES

206.00.01

The Treasurer shall be responsible to work with the CAPA BOD, accountant, and the finance committee to ensure all required financial reports are completed and submitted.

[Adopted 1980, Amended 1987, 2003, 2015, 2017, 2020]

206.00.02

The Treasurer shall be responsible for all financial reporting necessary to keep the CAPA in compliance with all federal, state, and local agencies.

[Adopted 1985, Amended 2015, 2017]

206.00.03

The Treasurer shall be charged with the preparation and distribution of financial reports to the BOD and membership at each regularly scheduled meeting of the Academy and as requested by the President.

[Adopted 1984, Amended 2015, 2017]

206.00.04

The Treasurer shall serve on committees and shall work with the President on all endeavors of the Academy.

[Adopted 2015, Amended 2017]

206.00.05

The Treasurer be familiar with and adhere to the duties of the BOD.

[Adopted 2015, Amended 2017]

206.00.06

The Treasurer shall serve for two (2) years.

[Adopted 2015, Amended 2017]

207.00 DIRECTOR-AT-LARGE, GUIDELINES

207.00.01

During the second year of the two year term will be responsible for acting as an Alternate Delegate, as needed, to the AAPA HOD if they are an AAPA fellow member. Will assume all duties of a Delegate if requested to attend the AAPA HOD.

[Adopted 2015, Amended 2017, 2022]

207.00.02

Directors-at-Large shall serve on committees and shall work with the President on all endeavors of the Academy.

[Adopted 2015, Amended 2017, 2022]

207.00.03

Directors-at-Large shall be familiar with and adhere to the duties of the BOD.

[Adopted 2015, Amended 2017, 2022]

207.00.04

Directors-at-Large shall serve for two (2) years.

[Adopted 2015, Amended 2017, 2022]

208.00 CHIEF DELEGATE, GUIDELINES

208.00.01

The Chief Delegate shall adhere to the duties listed under Policy 300.00.

[Adopted 2015, Amended 2017]

208.00.02

The Chief Delegate shall serve on committees and shall work with the President on all endeavors of the Academy.

[Adopted 2015, Amended 2017]

208.00.03

The Chief Delegate shall be familiar with and adhere to the duties of the BOD.

[Adopted 2015, Amended 2017]

208.00.04

The Chief Delegate shall serve for one (1) year.

[Adopted 2015, Amended 2017]

209.00 STUDENT DIRECTOR AND REPRESENTATIVES, GUIDELINES

209.00.01

The Student Director and Representatives shall be a student member of CAPA and currently enrolled in an ARC-PA accredited program in Colorado for a majority of their term.

[Adopted 1987, Amended 2015, 2017, 2018, 2022]

209.00.02

The Student Director and Representatives shall perform such duties as may be assigned by the President or the BOD.

[Adopted 1987, Amended 2015, 2017, 2018, 2022]

209.00.03

Each Student Representative will be requested to submit at least two (2) articles during their term to the BOD for publication and/or posting on student-related issues and/or activities.

[Adopted 1987, Amended 2015, Reaffirmed 2017, 2018, Amended 2022]

209.00.04

The Student Director and Representatives shall promote student membership to the PA programs in Colorado.

[Adopted 2015, Amended 2017, 2018, 2022]

209.00.05

The Student Director shall serve as a liaison between the BOD and the student members of the Academy and shall represent student views on the BOD.

[Adopted 2015, Amended 2017, 2018]

209.00.06

Each Student Representative may be assigned a mentor from the BOD as desired. The mentor will improve the understanding of the governance of the Academy and foster future PA leaders.

[Adopted 2015, Reaffirmed 2017, 2018, Amended 2019]

209.00.07

A Student Representative shall serve for the duration of their enrollment as a student.

[Adopted 2015, Amended 2017]

209.01 STUDENT DIRECTOR

209.01.01

One (1) Student Representative shall be selected to serve as the Student Director each year. The Student Director shall serve a one (1) year term concurrent with the BOD leadership year.

[Adopted 2018]

209.01.02

The Student Director shall be selected by their fellow Student Representatives.

[Adopted 2018]

209.01.03

The Student Director shall represent the student perspective at all BOD meetings.

[Adopted 2018]

209.01.04

The Student Director shall hold a voting position on the BOD and must adhere to all BOD responsibilities as outlined in the policy and bylaws.

[Adopted 2018]

209.02 STUDENT AFFAIRS COMMITTEE

209.02.01

The Student Director and Student Representatives shall form the Student Affairs Committee. The Student Affairs Committee shall be mentored by the Immediate Past President or another voting BOD member with at least 1 year of experience on the BOD.

[Adopted 2018, Amended 2019, 2022]

209.02.02

The Student Affairs Committee shall provide the following functions, including but not limited to, providing a forum to discuss CAPA issues related to students, provide a structure for student representatives to submit agenda items for consideration by BOD, and provide opportunities for mentorship on CAPA BOD. *[Adopted 2018]*

300.00 HOUSE OF DELEGATES

300.01 DUTIES AND RESPONSIBILITIES, GENERAL

300.01.01

All elected delegates and alternates shall work together to ensure maximum representation of Colorado PAs in accordance with AAPA Bylaws. This shall include, but not be limited to, all preparatory work prior to the HOD meeting and all HOD functions. All credentialed delegates are expected to attend all HOD functions at the AAPA national conference.

[Adopted 1984, Amended 2015, 2017]

300.01.02

Reimbursement of expenses is contingent on the extent of participation in HOD activities, functions, and submission of a written report as determined by the Chief Delegate. Reimbursement will include airfare, lodging, travel to and from the conference location and airport, daily food, and incidental stipend as defined by the U.S. General Service Administration (<http://www.gsa.gov/portal/content/104877>) and within the confines of the fiscal years budget.

[Adopted 1984, Amended 2003, 2015, 2017]

300.01.03

All delegates and alternates to the HOD will be elected during the annual CAPA election. Elected delegates will be submitted to the HOD prior to the credentialing submission date as prescribed by the AAPA. Delegates must be both CAPA and AAPA fellow members at the time of election and at the time of the annual HOD meeting.

[Adopted 1992, Amended 2015, 2017]

300.01.04

All delegates are required to attend the annual HOD meeting. If unable to attend, must submit in writing to the Chief Delegate and BOD. When a delegate is unable to attend an Alternate Delegate will assume the role of Delegate. *[Adopted 2015, Amended 2017]*

301.00 CHIEF DELEGATE, GUIDELINES

301.00.01

The Chief Delegate shall serve a one (1) year term beginning July 1st as prescribed by AAPA policy.

[Adopted 2015, Amended 2017]

301.00.02

The Chief Delegate shall provide necessary information and assistance to all delegates to ensure maximum representation of the members of Colorado PAs in accordance with AAPA Bylaws.

[Adopted 1984, Amended 2015, 2017]

301.00.03

The Chief Delegate shall prepare a report for the membership and BOD on the activities of the AAPA HOD within thirty (30) days from the HOD meeting.

[Adopted 1984, Amended 2015, 2017]

301.00.04

The Chief Delegate shall be held responsible for the credentialing of all delegates in accordance with AAPA policy.

[Adopted 2015, Amended 2017]

301.00.05

The Chief Delegate shall be held responsible for holding informational meetings to discuss pending resolutions from the HOD. The Chief Delegate shall work with the BOD, delegates, and/or interested

parties to draft resolutions, position papers, and/or changes to current AAPA policy and bylaws within the guidelines of the AAPA HOD.

[Adopted 2015, Amended 2017]

301.00.06

The Chief Delegate shall be knowledgeable of the functions, proceedings, and policies of the AAPA HOD in order to mentor delegates and the Chief Delegate-Elect.

[Adopted 2015, Amended 2017]

301.00.07

The Chief Delegate shall be familiar with and adhere to the duties of the AAPA HOD.

[Adopted 2015, Amended 2017]

302.00 CHIEF DELEGATE-ELECT, GUIDELINES

302.00.01

This is a two (2) year commitment. The Chief Delegate-Elect shall serve a one (1) year term as Chief Delegate-Elect beginning July 1st as prescribed by AAPA policy. The Chief Delegate-Elect shall succeed the Chief Delegate in the second year or sooner if the Chief Delegate resigns and/or is unable to fulfill their term.

[Adopted 2015, Amended 2017]

302.00.02

The Chief Delegate-Elect shall assist the Chief Delegate in all capacities.

[Adopted 2015, Amended 2017]

302.00.03

The Chief Delegate-Elect shall be knowledgeable of the functions, proceedings, and policies of the AAPA HOD in order to mentor delegates.

[Adopted 2015, Amended 2017]

303.00 DELEGATE AND ALTERNATE DELEGATE, GUIDELINES

303.00.01

Delegates shall assist the Chief Delegate in all capacities.

[Adopted 2015, Amended 2017, 2022]

303.00.02

Delegates shall be knowledgeable of the functions, proceedings, and policies of the AAPA HOD.

[Adopted 2015, Amended 2017, 2022]

303.00.03

A Delegate shall serve a one (1) year term beginning July 1st as prescribed by AAPA policy.

[Adopted 2015, Amended 2017]

400.00 MEETINGS

400.01 GENERAL

400.01.02

There shall be at least one (1) annual membership meeting per year.

[Adopted 2015, Reaffirmed 2018]

400.02 GUIDELINES

400.02.01

All meetings shall be governed by the current edition of Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians. This shall be the parliamentary authority for all matters of procedure not specifically covered by this policy.

[Adopted 2015, Reaffirmed 2018, Amended 2022]

400.02.03

The President shall confirm a quorum as defined by CAPA bylaws. In the event that the Board is unable to confirm a quorum the meeting may proceed though no new business and/or actions may be taken that would require a vote of the BOD.

[Adopted 2015, Reaffirmed 2018]

400.02.04

The President shall direct meetings such that it follows the published agenda.

[Adopted 2015, Reaffirmed 2018]

500.00 NOMINATIONS AND ELECTIONS

500.01 GENERAL

500.01.01

Shall abide by Article VI of the CAPA bylaws.

[Adopted 2015, Reaffirmed 2018]

500.01.02

Nominations and elections shall be held annually.

[Adopted 2015, Reaffirmed 2018]

500.01.03

The Elections Committee is charged with ensuring compliance with policy and bylaws.

[Adopted 2015, Reaffirmed 2018]

500.01.04

Voter Eligibility: Voters must be listed as members of CAPA at least fifteen (15) days before the elections.

[Adopted 2015, Reaffirmed 2018]

501.00 NOMINATIONS, GUIDELINES

501.00.01

All nominees for elected positions of President, President-Elect, Vice President, Secretary, Treasurer, and Chief Delegate-Elect must have served in an elected position in CAPA within the past three (3) years.

[Adopted 2014, Amended 2015, Reaffirmed 2018, Amended 2020, 2022]

501.00.02

All nominees must be CAPA members.

[Adopted 2015, Reaffirmed 2018]

501.00.03

Nominees for Chief Delegate and Chief Delegate-Elect must have at least one (1) year experience as a Delegate.

[Adopted 2015, Amended 2018]

501.00.04

Call for nominations will be made at least twenty-eight (28) days prior to the election.

[Adopted 2015, Reaffirmed 2018, Amended 2021]

501.00.05

Candidates may be nominated or self-declare for any position.

[Adopted 2015, Reaffirmed 2018]

501.00.06

If a current board member wishes to run for a different board position before the completion of their term they must provide a written statement of intent to the elections committee for BOD approval. If elected, must resign from their current position.

[Adopted 2015, Reaffirmed 2018]

502.00 ELECTIONS, GUIDELINES

502.00.01

The annual election shall be held at least seven (7) days prior to the deadline for announcement of election results. (Reference Bylaws, Article VI, Section 1B)
[Adopted 2015, Reaffirmed 2018, Amended 2021]

502.00.02

Members shall have at least seven (7) days to cast their ballot during the annual election.
[Adopted 2015, Amended 2018]

502.00.03

The ballot shall include all nominees that meet the criteria, as specified in the Bylaws and Policy, for the position.
[Adopted 2015, Reaffirmed 2018]

502.00.04

A plurality of votes received shall suffice to elect a candidate.
[Adopted 2015, Reaffirmed 2018]

502.01.04

If an election results in a tie between two candidates a runoff election shall be held for the tied candidates. The membership will be notified and will have 7 days to cast their ballot.
[Adopted 2018]

502.00.05

A challenge of a CAPA election must be made to the Judicial Affairs Committee during the time of the election or within thirty (30) days of the announcement of the election results. Grounds for challenging an election are voting by ineligible persons, election procedures as outlined by Policy and Bylaws not observed, and negligence in conducting the election. The Judicial Affairs Committee will investigate and submit a report and recommendation to the BOD and Elections Committee within fourteen (14) days from the time when the challenge was submitted in writing.
[Adopted 2015, Reaffirmed 2018]

502.00.06

This committee shall also be responsible for coordinating and obtaining nominations for committee chairs and members. The committee will ensure nominees meet eligibility criteria. Committee nominations shall open for a minimum of thirty (30) days. nominations shall be forwarded to the President for selection with BOD approval.
[Adopted 2018]

503.00 STUDENT REPRESENTATIVE SELECTION, GUIDELINES

503.00.01

Student Representatives will be selected by their respective PA program in Colorado. Upon selection, names and contact information shall be submitted to the Student Affairs Committee Advisor.

[Adopted 2015, Amended 2018, 2022]

600.00 LIAISON ORGANIZATIONS

600.01 GUIDELINES

600.01.01

To ensure representation of PAs in all healthcare capacities.

[Adopted 2015, Reaffirmed 2018]

600.02 ORGANIZATIONS

600.02.01

CAPA will establish ongoing relationships with the Colorado Medical Society AND COLORADO MEDICAL BOARD.

[Adopted 1976, Amended 1987, 2015, Reaffirmed 2018]

600.02.02

The President, with input from the BOD, will choose the appropriate person or persons to be a liaison to other healthcare organizations as they are needed.

[Adopted 1984, Amended 1993, 2015, Reaffirmed 2018]

600.02.03

CAPA will establish and maintain ongoing relationships with state and national organizations as deemed necessary.

[Adopted 2015, Reaffirmed 2018]

700.00 COMMITTEES

700.01 GUIDELINES

700.01.01

CAPA promotes representation on the BOD and standing committees from all regions in the state.

[Adopted 1982, Amended 2003, 2015]

700.01.02

Standing committees shall consist of Continuing Medical Education (CME), Elections, Membership, Judicial Affairs, Finance, Student Affairs, Awards, Governmental Affairs, Public Affairs, and Reimbursement.

[Adopted 2015, Amended 2020, 2022]

700.01.03

When using CAPA stationery, all correspondence will be sent to or generated by the President.

[Adopted 1983, Amended 2003, 2015, 2019, 2022]

700.01.04

Ad hoc committees may be created and/or dissolved at the discretion of the President and BOD.

[Adopted 2003, Amended 2015]

700.01.05

To perform duties as directed by the BOD in order to accomplish the goals of CAPA.

[Adopted 2015]

700.01.06

Committee chairs shall be appointed by the President with voting board approval.

[Adopted 2016, Amended 2019, 2022]

700.01.07

Committee chairs and members must be CAPA members.

[Adopted 2016, Amended 2022]

700.01.08

CAPA student members shall be encouraged on each committee.

[Adopted 2019]

700.01.09

Committee Structure

These policies pertain to committees where membership and chair positions are not otherwise determined by Bylaws and/or policy.

While the CAPA BOD will make every effort to place every interested person into a committee, submitting an interest form does not guarantee a position as a committee chair or as a committee member.

Committee Chairs

Unless otherwise delineated in these Policy or Bylaws each committee chair shall be considered a non-voting board member. While not a requirement, previous leadership experience is encouraged.

Each chair shall express their interest in candidacy through an interest form in July/August of each year. Chair selection is through appointment by the incoming President with voting board approval.

Committee chairs shall serve one year terms, unless otherwise prescribed in policy. In the case that a committee chair cannot fill their commitment, the position shall be filled through voting board appointment from the current committee members. Should no committee member be able or

interested to take the position, applicants shall be sought from CAPA membership. If there is still no interest, a voting board member will be eligible for appointment by the president with voting board approval.

Committee Members

The committee chair shall select the other committee members, with voting BOD approval, from those who submitted an application of interest. The number of committee members will be determined at the discretion of the voting BOD and committee chair.

BOD

Each committee shall have a voting BOD representative as part of their membership.

Ad Hoc Committees

Ad hoc committees shall follow the general guidelines as set forth in this policy.

[Adopted 2016, Amended 2019]

700.02 CHAIRS, GUIDELINES

700.02.01

The committee chair will prepare a written report of their committee's progress to be submitted prior to each Board meeting and upon request of the president.

[Adopted 1987, Amended 2015, 2019, 2022]

700.02.02

Shall be charged with ensuring committees act timely on the requests of the BOD.

[Adopted 2015]

700.02.03

Shall hold regular meetings of the committees.

[Adopted 2015]

700.02.04

Chairs shall be held accountable to the BOD for all committee actions.

[Adopted 2015, Amended 2022]

700.02.05

Shall assist the president in the selection of additional committee members to serve on the committee with approval of the voting BOD.

[Adopted 2019]

700.03 FUNDING

700.03.01

Committee chairs must submit a proposed estimate of expenditures for the fiscal year for consideration and approval prior to the annual budget meeting.

[Adopted 1985, Amended 2015, 2022]

700.03.02

Committees may request additional funding throughout the fiscal year pending approval by the voting BOD.

[Adopted 2015, Amended 2019]

700.03.03

In time-sensitive situations where a full Board vote is not practical, the Government Affairs Chair may request up to \$2000 for the purposes of legal review or opinion for urgent governmental or legislative issues. This requires approval by both the President and Treasurer, with immediate notification to the voting Board members following approval.

[Adopted 2020]

701.00 CONTINUING MEDICAL EDUCATION COMMITTEE

701.01 GUIDELINES

701.01.01

Shall work to provide members with relevant and timely CME opportunities.

[Adopted 2015]

701.01.02

The committee is charged with developing and implementing one annual CME conference.

[Adopted 2015]

701.01.03

Appointed committee members shall serve for one (1) year and may be renewed for additional terms at the discretion of the President with voting BOD approval.

[Adopted 2015, Amended 2019]

701.02 CHAIRS, GUIDELINES

701.02.01

Shall serve for one (1) year and may be renewed for additional terms at the discretion of the President with voting BOD approval.

[Adopted 2015, Amended 2019]

701.02.02

Shall provide recommendations for the location of the annual conference and will work with CAPA staff to ensure the location is functional and fiscally responsible.

[Adopted 2015, Amended 2019]

701.02.03

Shall work to draft an agenda and marketing materials for the annual CME meeting to be approved by the BOD.

[Adopted 2015, Amended 2022]

701.02.04

CAPA may make available educational opportunities sponsored or conducted by outside entities that fall into the following categories:

- Medical education
- Pharmaceuticals
- PA-related advocacy
- PA-related job/career services

Approval must be granted through the Judicial Affairs Committee. The nature of the relationship of the external entity and CAPA must be expressly stated in public-facing and promotional material.

[Adopted 2021]

702.00 ELECTIONS COMMITTEE

702.01 GUIDELINES

702.01.01

A voting BOD member who is not seeking nomination shall serve as the chair of the elections committee with BOD approval.

[Adopted 1994, Amended 2015, 2016, 2019, 2022]

702.01.02

Charged to contact qualified individuals, assemble a slate of officers, create a ballot, distribute the ballot to all qualified members, tabulate the vote, and report results to the BOD.

[Adopted 1994, Amended 2015]

702.01.03

The incoming president shall inform all nominees of the results of the election.

[Adopted 2019, Amended 2022]

702.01.04

Charged with vetting all candidates to ensure they meet the requirements of the positions as prescribed in the policy and bylaws.

[Adopted 2015, Amended 2019]

702.01.05

Shall provide up to date information on qualifications and responsibilities of positions to nominees and interested parties.

[Adopted 2015, Amended 2019]

702.01.06

The committee will actively search for and recruit eligible candidates with strong leadership skills.
[Adopted 2015]

702.01.07

Committee members shall serve a one (1) year term and may be renewed for additional terms at the discretion of the president and voting BOD.

[Adopted 2015, Amended 2019]

702.02 CHAIR, GUIDELINES

702.02.01

Shall serve a one (1) year term and may be renewed for additional terms at the discretion of the president and voting BOD.

[Adopted 2015]

703.00 MEMBERSHIP COMMITTEE

703.01 GUIDELINES

703.01.01

Shall oversee a yearly membership review to ensure all members are appropriately classified.

[Adopted 2015, Amended 2022]

703.01.02

Shall work with the BOD to develop and implement strategies to maintain and increase CAPA membership.

[Adopted 2015]

703.02 CHAIR, GUIDELINES

703.02.01

Shall serve a one (1) year term and may be renewed for additional terms at the discretion of the president and voting BOD.

[Adopted 2015, Amended 2019]

704.00 JUDICIAL AFFAIRS COMMITTEE

704.01 GUIDELINES

704.01.01

Shall review CAPA bylaws and policy to insure compliance with AAPA Bylaws and policy.

[Adopted 1993, Amended 2015]

704.01.02

Shall review CAPA Bylaws and policy on a prescribed schedule, and make available to CAPA membership.

Judicial Affairs Committee 5 Year Bylaws and Policy Review Schedule

	Bylaws	Policy
Year 1	Preamble, Article I	Sections 100.00, 200.00, 300.00
Year 2	Articles II and III	Sections 400.00, 500.00, 600.00
Year 3	Articles IV and V	Section 700
Year 4	Articles VI and VII	Sections 800.00, 900.00
Year 5	Articles VIII and IX	Sections 1000.00, 2000.00, PP100.00

[Adopted 2015, Amended 2016, 2022]

704.01.03

Shall assist BOD and members with drafting, adopting, amending, and ratifying policy and Bylaws, in addition to all other aspects pertaining to policy and Bylaws.

[Adopted 2015]

704.01.04

Shall assist the BOD and other committees in ensuring compliance with Bylaws and policy.

[Adopted 2015]

704.01.05

Shall handle all formal complaints, membership revocation, and election challenges.

[Adopted 2015]

704.01.06

Shall keep all information about complaints confidential to this committee until deemed necessary by the committee chair.

[Adopted 2015, Amended 2019, 2022]

704.01.07

Shall keep all records on file with the management organization of CAPA.

[Adopted 2015, Amended 2017, 2019]

704.02 CHAIR, GUIDELINES

704.02.01

The Vice President shall serve as the chair.

[Adopted 2022]

704.03 FORMAL COMPLAINTS, GUIDELINES

704.03.01

All notifications shall be sent according to the contact information the management organization of CAPA has on file for the member(s) involved.

[Adopted 2015]

704.03.02

Technical, non-substantial non-compliance with procedures are not grounds for legal action.

[Adopted 2015, Amended 2019]

704.03.03

Ethical violations: Charges brought against a member may concern, but not be limited to: crimes of moral turpitude, criminal behavior, or unprofessional and/or incompetent medical practice, and shall be directed to the appropriate regulatory body.

[Adopted 2015]

704.03.04

CAPA Bylaws and policy violations: charges must be made regarding specific violation of the Bylaws and/or policy.

[Adopted 2015, Amended 2019]

704.03.04

Complaints against members are only accepted on current CAPA members.

[Adopted 2015, Amended 2019]

704.03.06

In the case of complaints filed against the Judicial Affairs Committee or one of the committee members, the president shall appoint an ad hoc committee with a minimum of three (3) members and one (1) member shall be an elected member of the BOD. The chair of the committee shall be selected by the appointed members of the ad hoc committee. The ad hoc committee shall follow the procedures outlined in policy and Bylaws.

[Adopted 2015, Amended 2019]

704.04 MEMBERSHIP REVOCATION, GUIDELINES

704.04.01

If any member has their professional license revoked as the result of disciplinary action for violation of professional practice statutes or regulations, then their CAPA membership shall be automatically revoked,

and they are ineligible to apply for CAPA membership during the time of revocation. This action is not a “Professional review action” defined in the Health Care Quality Improvement Act, 42 United States Code Section 11151, and therefore is not reportable to the Colorado Board of Medical Examiners.

[Adopted 2015]

704.05 ELECTION CHALLENGES, GUIDELINES

704.05.01

A challenge of a CAPA election must be made to the Judicial Affairs committee during the time of the election or within thirty (30) days of the announcement of the election results.

[Adopted 2015, Amended 2019]

704.05.02

Grounds for challenging an election are: voting by ineligible persons; election procedures as outlined by policy and Bylaws are not observed; and negligence in conducting the election.

[Adopted 2015, Amended 2019]

704.05.03

The Judicial Affairs Committee will investigate and submit a report and recommendation to the BOD and Elections Committee within fourteen (14) days from the time when the challenge was submitted in writing.

[Adopted 2015]

704.05.04

If the challenge is made during the election, it shall continue unless the Judicial Affairs Committee recommends ceasing the election with BOD approval. At that time the election will be declared void.

[Adopted 2015]

704.05.05

If the challenge is made of the announcement of election results, the newly elected officers will assume office and remain in office until a recommendation and decision is made by the BOD. Any BOD member involved in the challenge, as determined by the Judicial Affairs Committee, shall not participate in the BOD decision process.

[Adopted 2015]

704.05.06

If the committee finds that illegal votes have been cast or illegal practices took place that could have altered the election results, the BOD will void the election. If the committee finds those illegal actions could not have altered election results, the BOD need not void the election.

[Adopted 2015]

704.05.07

Members must be notified of the action taken within four (4) weeks from the time of the submitted challenge. If needed, the BOD may approve a single four (4) week extension.

[Adopted 2015]

705.00 GOVERNMENTAL AFFAIRS COMMITTEE

705.01 GUIDELINES

705.01.01

Shall work to further the PA profession within the state legislation.

[Adopted 2015]

705.01.02

Shall monitor the political environment for opportunities to promote the PA profession.

[Adopted 2015]

705.01.03

Shall design and implement a yearly legislative day at the capitol.

[Adopted 2019]

705.01.04

Shall work with the CAPA lobbyist to promote the PA profession.

[Adopted 2019]

705.01.05

Shall attend all Colorado Board of Medicine meetings and hearings, as appropriate.

[Adopted 2019]

705.02 CHAIR, GUIDELINES

705.02.01

Shall serve a one (1) year term and may be renewed for additional terms at the discretion of the president and voting board.

[Adopted 1984]

706.00 FINANCE COMMITTEE

706.01 GUIDELINES

706.01.01

Committee members shall consist of at least the Treasurer, President-Elect, and Immediate Past-President.

[Adopted 1983, Amended 2006, 2015]

706.01.02

Shall maintain an ongoing evaluation of the fiscal responsibilities of the Academy.

[Adopted 1984, Amended 2015]

706.01.03

Shall have the authority to open accounts, transfer funds, and close accounts upon agreement of a majority of the committee.

[Adopted 1984, Amended 2015]

706.01.04

Shall act as a financial advisor to the BOD by reviewing all proposed actions and investigating the financial impact of these actions.

[Adopted 1984, Amended 2015, 2019]

706.01.05

Shall develop a CAPA annual budget with input from the BOD and the Committee chairs.

[Adopted 1984, Amended 2015, 2019, 2022]

706.01.06

Shall report to the BOD and general membership on the financial status of CAPA.

[Adopted 1984, Amended 2015, 2019]

706.01.07

Shall develop long range financial goals and continue to review, revise and expand them.

[Adopted 1984, Amended 2015, 2019]

706.02 POLICY

706.02.01

CAPA will reimburse BOD members at 50% of the federal standard mileage rate for travel to and from CAPA BOD meetings or events at the request of the individual.

[Adopted 1980, Amended 1988, 1993, 2015, 2019, 2022]

706.02.02

CAPA will reimburse committee chairs, Chief Delegate, Chief Delegate-Elect, and Delegates 50% of the standard mileage rate for travel to and from committee meetings and HOD events, respectively.

[Adopted 1981, Amended 1993, 2006, 2015, 2018, 2019]

706.02.03

Any member funded by CAPA to attend a meeting and/or conference will be required to submit a written report to the BOD or respective committee chair within thirty (30) days following the meeting and/or conference.

[Adopted 1983, Amended 2022]

706.02.04

For attendance and submission of a written report the Chief Delegate, Chief Delegate-Elect, and Delegates shall receive funds, as determined by the Finance Committee, that may cover registration fees, airfare, ground transportation, hotel, daily food stipend, and incidental stipend as defined by the U.S. General Service Administration (<http://www.gsa.gov/portal/content/104877>) and based on AAPA conference location.*[Adopted 1983, Amended 1987, 1989, 1990, 1993, 1994, 2015, 2018, 2019]*

706.02.05

CME Committee chairs shall receive free registration to the Annual CME meeting with voting board approval. CME Committee members will receive registration at a reduced rate at the discretion of the CME Committee chair with voting board approval.

[Adopted 1987, Amended 2015, 2022]

706.02.06

CAPA shall donate, funds permitting, a grant to students of PA programs in Colorado to assist with costs of attending the annual AAPA conference.

[Adopted 1987, Amended 1993, 2006, 2015]

706.02.07

Any reimbursement requests made shall be accompanied by adequate documentation in the form of invoices, receipts, or copies of receipts when the request is submitted.

[Adopted 1988, Amended 2015]

706.02.08

Any funds generated by CAPA activities shall be deposited into the CAPA general fund.

[Adopted 1988, Amended 2015]

706.02.09

The CME chair shall be authorized to allocate funds, funds permitting, as attendance incentives at the general membership meeting when held in conjunction with the annual CME Conference. Incentives shall include: a one-year CAPA membership; one free registration to a future CAPA CME Conference, and other incentives as the CME Committee may see fit, with Finance Committee approval.

[Adopted 1989, Amended 1989, 2015, 2022]

706.02.10

The CAPA fiscal year shall run from January 1 to December 31.

[Adopted 1994, Reaffirmed 2015]

706.02.11

Recruiting companies will be charged a fee, as determined by the Finance Committee, to be listed in the CAPA job listings.

[Adopted 1994, Amended 1994, 2015]

706.02.12

Voting Board members will be provided with compensated registration for the annual CAPA CME meeting with the expectation that they will be present for a majority of the conference and remain available to assist with conference facilitation as necessary.

[Adopted 2020, Amended 2022]

706.03 CHAIR, GUIDELINES

706.03.01

The Treasurer shall serve as the chair of the Finance Committee.

[Adopted 2015]

706.03.02

Shall serve a two (2) year term commensurate with their election as Treasurer.

[Adopted 2015]

800.00 MEMBERSHIP AND MEMBER SERVICES

800.01

The CAPA membership list will be updated continually.

[Adopted 1985, Amended 2015]

800.02

CAPA membership renewal shall be rolling with membership commencing from the date of payment of dues and lasting for one calendar year.

[Adopted 1987, Amended 1993, 1995, 2015, 2022]

800.03

The applicant's Colorado PA license number, AAPA ID number, and NCCPA certification number shall appear on the application, if applicable.

[Adopted 1987, Amended 2015]

800.04

CAPA may grant reduced membership to PAs applying for Fellow membership if payment of dues causes unreasonable hardship. The member may request in writing to the Membership Committee for reasons of illness, injury, or other significant personal hardship. Requests will be evaluated on an individual basis. Reduced Fellow membership, if granted, shall have the same privileges as a Fellow Member.

[Adopted 2015]

801.00 MEMBERS, HONORARY

801.01

Honorary memberships are established for Brian Stutheit, Joel Hefley, and Betty Neale.

[Adopted 1984, Amended 2015]

802.00 DUES

802.01

Dues shall be set and reviewed annually during the annual budget meeting.

[Adopted 2015]

802.02

Fellow Member dues will be reduced for persons who are in their first year after graduation at a rate of 50% of the Fellow Member dues.

[Adopted 2005, Amended 2015]

802.03

Honorary members shall not pay dues.

[Adopted 2015]

803.00 MEMBERSHIP MAILING LIST, GUIDELINES

803.01

The CAPA mailing list will be available for sale at a cost to be determined by the Finance Committee. The mailing list shall not be sold for the purpose of promoting the sale or use of liquor or tobacco, pornography, quackery arts, fund raising, or for any telephone solicitation. Recruiting companies are prohibited from purchasing the mailing list.

Approval for sale of the membership list requires a simple majority vote of the BOD.

[Adopted 1987, Amended 1995, 2015]

900.00 AWARDS AND SCHOLARSHIP, CRITERIA/GUIDELINES

900.01

The Awards and Scholarship Committee is composed of the President, President-Elect, Immediate Past President, and a Director-at-Large [1].

[Adopted 1987, Amended 1995, 2015]

900.02

A call for nominations will be sent to the membership no later than sixty (60) days prior to the general membership meeting at which the awards will be given.

[Adopted 2015]

900.03

PA of the Year

May be given in recognition of a PA's contributions to the profession in the clinical setting and community. Recipients must be a CAPA member. Selection will be based on the following criteria:

- Service to the PA profession
- Inspiration to colleagues and patients
- High quality patient care
- Professional leadership
- Community and volunteer contributions, humanitarian efforts

[Adopted 1987, Amended 2015, Amended 2020, 2021, 2022]

900.04

PA Leader Award

May be awarded to a PA that works collaboratively with the healthcare team and promotes PA practice.

Recipient must be a CAPA member. Selection will be based on the following criteria:

- Evidence of mutual respect and trust
- Teamwork in providing care to patients
- Team, community or professional leadership
- Evidence of team community services

[Adopted 2020, Amended 2021, 2022]

900.05

PA Educator of the Year

May be given in recognition of a PA's contribution as a PA preceptor or educator. Recipient must be a

CAPA member. Selection will be based on the following criteria:

- Support educational advancement of PA students
- Promotion of student leadership
- Evidence of mentoring efforts
- Professional leadership activities
- Community and volunteer activities

[Adopted 2017, Amended 2018, 2020, 2021, 2022]

900.06

PA Student of the Year

May be given in recognition of a PA's student dedication to the profession in the state of Colorado. The

student must be a CAPA member. Selection will be based on the following criteria:

- Evidence of mutual respect and trust
- Team, community or professional leadership
- Involvement in activities that advances or supports the PA profession

[Adopted 2020, Amended 2021, 2022]

900.07

PA Student Scholarship

CAPA will award up to two (2) annual student scholarships, funds permitting, to a Physician Assistant student in the state of Colorado. Applications shall be reviewed by the Awards and Scholarship

Committee. Selection will be based on the following criteria:

- Community service and involvement
- Leadership
- Academic achievement
- Goals as a future PA
- Letter of Recommendation
- Financial Need (not tallied into score, will only be considered on an as needed basis)

[Adopted 1995, Amended 2015, 2018, 2020, 2021, 2022]

900.08

Employer Award

Recognize organizations that are top employers of PAs, providing them with opportunities for professional growth and leadership. The award will showcase an employer that has implemented practices that create positive work environments and encourage collaborative provider teams.

[Adopted 2021]

900.09

Legislature Award

Honors a member of the community that through their leadership contributes to increasing access to high-quality, cost-effective, patient-centered health care. Someone who promotes PA practice in the state in line with CAPA legislative efforts.

[Adopted 2021]

900.10

Awards and scholarships will be presented at the general membership meeting during the annual CME conference.

[Adopted 2015, Amended 2022]

900.11

CAPA Awards Committee members and current BOD members shall be discouraged from applying or accepting nominations for awards.

[Adopted 2018]

1000.00 PUBLICATIONS

1000.01

The Finance Committee shall determine the fees for advertising on the CAPA website and/or job board.

[Adopted 2015]

1000.02

CAPA letterhead shall be used for official CAPA business only. Correspondence should reflect CAPA policies or represent a BOD's position on behalf of CAPA. With exception of the President, board members shall seek approval of the BOD prior to distribution. If a board member seeks approval less than one week in advance of requested distribution, two (2) of the following FOUR (4) officers, President, President-Elect, Vice President, or Immediate Past President, shall be consulted for approval.

[Adopted 2015, Amended 2022]

2000.00 DONATIONS, GRANTS, PA FOUNDATION

2000.01

CAPA will entertain proposals for donations to other programs and/or activities based on the following guidelines:

A. Funding Priorities

1. CAPA would not be the sole source of funding.
2. CAPA's support would serve to help the program continue while other funding is secured.
3. The program would have a major public policy impact that will improve health care.
4. The program must address a need in the community (education or service).

B. Application Process

1. Formal written request for a donation must be submitted to the BOD.
2. The request must include:
 - a. Name of the organization
 - b. Description of the program or projects with goals, target population and time frame for completion.
 - c. Budget including other donations and external support
 - d. Reason for requesting CAPA support.

[Adopted 1995, Amended 2015]

2000.02

CAPA may establish a Colorado PA Foundation under the management of the AAPA Physician Associate Foundation. The mission of the foundation will be to increase education for Colorado PAs and to improve health care delivery in Colorado. The President-Elect of CAPA will serve as the Chair of the Foundation. The Immediate Past President, President, President-Elect and one non-board member appointed by the BOD will comprise the leadership of the Colorado PA Foundation.

[Adopted 2007, Amended 2015, 2022]

PP100.00 PROFESSIONAL PRACTICE POLICY AND RELATIONS

PP100.01 LEGAL

PP100.01.01

Any legal advice provided to a fellow member of the Academy shall be provided at the expense of the individual member.

[Adopted 1995, Amended 2015]