

COLORADO ACADEMY OF PHYSICIAN ASSISTANTS POLICY MANUAL

100.00 PROFESSIONAL ORGANIZATION

100.01 REPRESENTATION

100.01.01

No chairman, 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]

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

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[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 his or her 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 his or her primary responsibility the health, safety, welfare and dignity of all humans.

Physician Assistants shall extend to each patient the full measure of his or her ability as dedicated and empathetic health care providers, and shall assume responsibility for the skillful and proficient transactions of his or her 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 seek consultation with his or her collaborating physician, other health providers, or qualified professionals having special skills, knowledge or experience whenever the welfare of the patient will be safeguarded or advanced by such consultation. Collaboration should include ongoing communication between the physician and the physician assistant regarding the care of all patients.

Physician Assistants shall take personal responsibility for being familiar with and adhering to all federal and state laws applicable to the practice of his or her 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, his or her 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]

200.00 BOARD OF DIRECTORS

200.01 GENERAL

200.01.01

The voting BOD shall consist of the President, President-Elect, Immediate Past 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]

200.02 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 but 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 his or her 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, Secretary, and Treasurer must be AAPA fellow members, as directed by AAPA Constituent Organization Policy.
[Adopted 2015, Reaffirmed 2017]

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.

[Adopted 2015, Amended 2017]

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 his or her 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 his or her 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 chairpersons with approval of the BOD, and assign charges to the committees to accomplish the goals as set by the BOD.

[Adopted 2015, Amended 2017]

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 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 his or her term as President-Elect and/or if the President resigns and/or is unable to fulfill his or her 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 his or her term until the time a special election can be held.

[Adopted 2015, Amended 2017]

204.00 SECRETARY, GUIDELINES

204.00.01

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 will be 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 such meeting.

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

204.00.02

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 the management organization of CAPA.

[Adopted 1985, Amended 2015, 2017]

204.00.03

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]

204.00.04

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

[Adopted 2015, Amended 2017]

204.00.05

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

[Adopted 2015, Amended 2017]

204.00.06

The Secretary shall serve for two (2) years.

[Adopted 2015, Amended 2017]

205.00 TREASURER, GUIDELINES

205.00.01

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

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

205.00.02

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]

205.00.03

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]

205.00.04

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

[Adopted 2015, Amended 2017]

205.00.05

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

[Adopted 2015, Amended 2017]

205.00.06

The Treasurer shall serve for two (2) years.

[Adopted 2015, Amended 2017]

206.00 DIRECTOR-AT-LARGE, GUIDELINES

206.00.01

A Director-at-Large shall be appointed by the President, with the President-Elects counsel, and the individuals consent, to be Chairperson of the Elections Committee.

[Adopted 1994, Amended 2015, Reaffirmed 2017]

206.00.02

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 he or she is an AAPA fellow member. Will assume all duties of a Delegate if requested to attend the AAPA HOD.

[Adopted 2015, Amended 2017]

206.00.03

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

[Adopted 2015, Amended 2017]

206.00.04

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

[Adopted 2015, Amended 2017]

206.00.05

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

[Adopted 2015, Amended 2017]

207.00 CHIEF DELEGATE, GUIDELINES

207.00.01

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

[Adopted 2015, Amended 2017]

207.00.02

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

[Adopted 2015, Amended 2017]

207.00.03

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

[Adopted 2015, Amended 2017]

207.00.04

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

[Adopted 2015, Amended 2017]

208.00 STUDENT DIRECTOR AND REPRESENTATIVES, GUIDELINES

208.00.01

A Student Director and Representatives shall be a student member of CAPA and currently enrolled in an ARC-PA accredited program in Colorado.

[Adopted 1987, Amended 2015, 2017, 2018]

208.00.02

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

[Adopted 1987, Amended 2015, 2017, 2018]

208.00.03

Each Student Representative will be responsible for submitting at least two (2) articles during his or her term to the BOD for publication and/or posting on student related issues and/or activities.

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

208.00.04

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

[Adopted 2015, Amended 2017, 2018]

208.00.05

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

[Adopted 2015, Amended 2017, 2018]

208.00.06

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

[Adopted 2015, Reaffirmed 2017, 2018]

208.00.07

A Student Representative shall serve for the duration of his or her enrollment as a student.

[Adopted 2015, Amended 2017]

208.01 STUDENT DIRECTOR

208.01.01

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]

208.01.02

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

[Adopted 2018]

208.01.03

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

[Adopted 2018]

208.01.04

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]

208.02 STUDENT AFFAIRS COMMITTEE

208.02.01

The Student Director and Student Representatives shall form the Student Affairs Committee. The Student Affairs Committee shall be mentored by the President-Elect

[Adopted 2018]

208.02.02

The Student Affairs Committee shall provide the following functions, including but not limited to, providing a forum to discuss CAPA issues related for 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 his or her 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

A delegate shall assist the Chief Delegate in all capacities.

[Adopted 2015, Amended 2017]

303.00.02

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

[Adopted 2015, Amended 2017]

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 "Sturgis - Standard Code of Parliamentary Procedure". This shall be the parliamentary authority for all matters of procedure not specifically covered by this policy.

[Adopted 2015, Reaffirmed 2018]

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, Secretary, Treasurer, Chief Delegate, 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]

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 forty-five (45) days prior to the election.

[Adopted 2015, Reaffirmed 2018]

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 his or her term they must provide a written statement of intent to the elections committee for BOD approval. If elected, must resign from his or her current position.

[Adopted 2015, Reaffirmed 2018]

502.00 ELECTIONS, GUIDELINES

502.00.01

The annual election shall be held at least fourteen (14) days prior to the deadline for announcement of election results. (Reference Bylaws, Article VI, Section 1B)

[Adopted 2015, Reaffirmed 2018]

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 BOD or Elections Committee.

[Adopted 2015, Amended 2018]

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.

[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, Legislative and Governmental Affairs, and Finance.

[Adopted 2015]

700.01.03

When using CAPA stationery, all correspondence will be sent to or generated by the CAPA office with approval of the BOD.

[Adopted 1983, Amended 2003, 2015]

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 chairpersons shall be appointed by the President with BOD approval.

[Adopted 2016]

700.01.07

Committee chairpersons and members must be CAPA members.

[Adopted 2016]

700.01.08

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 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 BOD 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.

Committee Members

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

700.02 CHAIRPERSONS, GUIDELINES

700.02.01

The committee chairpersons will prepare a written report of his or her committees' progress and distribute it to the BOD at least one (1) week prior to each Board meeting.

[Adopted 1987, Amended 2015]

700.02.02

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

[Adopted 2015]

700.02.03

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

[Adopted 2015]

700.03 FUNDING

700.03.01

Committee chairpersons 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]

700.03.02

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

[Adopted 2015]

701.00 CONTINUING MEDICAL EDUCATION COMMITTEE

701.01 GUIDELINES

701.01.01

The committee shall be comprised of at least one (1) student member and one CAPA member appointed by the President and approved by the BOD.

[Adopted 2015]

701.01.02

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

[Adopted 2015]

701.01.03

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

[Adopted 2015]

701.01.04

Appointed committee members shall serve for two (2) years and may be renewed for additional terms as the discretion of the President with BOD approval.

[Adopted 2015]

701.02 CHAIRPERSON, GUIDELINES

701.02.01

Shall serve for two (2) years and may be renewed for additional terms at the discretion of the President with BOD approval.

[Adopted 2015]

701.02.02

The chairperson shall prepare a budget proposal for consideration and approval. Shall provide recommendations for the location of the annual conference and will work with CAPA staff to insure the location is functional and fiscally responsible.

[Adopted 2015]

701.02.03

Shall provide the BOD with reports at every regular meeting or upon request of the President.

[Adopted 2015]

701.02.04

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

[Adopted 2015]

701.02.05

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

[Adopted 2015]

702.00 ELECTIONS COMMITTEE

702.01 GUIDELINES

702.01.01

A Director-at-Large, Treasurer, or Secretary, as appointed by the President with BOD approval, will chair the Elections Committee.

[Adopted 1994, Amended 2015, 2016]

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, report results to the BOD, and inform the nominees of the results of the vote.

[Adopted 1994, Amended 2015]

702.01.03

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

[Adopted 2015]

702.01.04

Shall provide up to date information on qualifications and responsibilities of positions, evaluate all candidates who seek endorsement, and endorse candidates for the BOD.

[Adopted 2015]

702.01.05

The committee will actively search for and recruit members with strong leadership skills. The committee will encourage and mentor these leaders to promote and maintain a strong CAPA membership.

[Adopted 2015]

702.01.06

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

[Adopted 2015]

702.02 CHAIRPERSON, 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 BOD.

[Adopted 2015]

702.02.02

Shall provide the BOD with reports at every regular meeting or upon request of the President.

[Adopted 2015]

702.02.03

Shall select additional committee members to serve with approval of the BOD.

[Adopted 2015]

703.00 MEMBERSHIP COMMITTEE

703.01 GUIDELINES

703.01.01

Shall be responsible for conducting a yearly membership review with assistance from CAPA staff to ensure all members are appropriately classified.

[Adopted 2015]

703.01.02

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

[Adopted 2015]

703.01.03

Committee shall be comprised on at least one (1) CAPA member and one (1) student member.

[Adopted 2015]

703.02 CHAIRPERSON, GUIDELINES

703.02.01

Shall serve a two (2) year term and may be renewed for additional terms at the discretion of the President and BOD.

[Adopted 2015]

703.02.02

Shall provide the BOD with reports at every regular meeting or upon request of the President.

[Adopted 2015]

703.02.03

Shall select additional committee members to serve with approval of the BOD.

[Adopted 2015]

704.00 JUDICIAL AFFAIRS COMMITTEE

704.01 GUIDELINES

704.01.01

Shall review CAPA bylaws and policy to insure compliance with the AAPA bylaws and policy.
[Adopted 1993, Amended 2015]

704.01.02

Shall review CAPA bylaws and policy on a prescribed schedule.

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]

704.01.03

Shall assist BOD and members with drafting, adopting, amending, ratification, and with 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 until deemed necessary.
[Adopted 2015]

704.01.07

Records shall be kept on file with the management organization of CAPA.
[Adopted 2015, Amended 2017]

704.02 CHAIRPERSON, GUIDELINES

704.02.01

Shall serve a two (2) year term and may be renewed for additional terms at the discretion of the President and BOD.
[Adopted 2015]

704.02.02

Shall provide the BOD with reports at every regular meeting or upon request of the President.
[Adopted 2015]

704.02.03

Shall select additional committee members to serve with approval of the BOD.
[Adopted 2015]

704.02.04

Shall handle all inquires complaints, membership revocation, and election challenges.
[Adopted 2015]

704.03 FORMAL COMPLAINTS, GUIDELINES

704.03.01

All notifications shall be sent via certified, return receipt requested mail and regular first class mail.
[Adopted 2015]

704.03.02

Technical, non-substantial non-compliance with procedures are not ground for legal action.
[Adopted 2015]

704.03.03

Complaints against members involving ethical violations (include but not limited to crimes of moral turpitude, criminal behavior, or unprofessional conduct and/or incompetent medical practice) shall be directed to the appropriate regulatory body.

CAPA Bylaws and Policy - Complaints must be made regarding specific violation of the bylaws and/or policy.
[Adopted 2015]

704.03.04

Complaints only accepted on current CAPA members.
[Adopted 2015]

704.03.06

In the case of complaints filed against the Judicial Affairs Committee or one 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 procedures outlined in policy and bylaws.
[Adopted 2015]

704.04 MEMBERSHIP REVOCATION, GUIDELINES

704.04.01

If any member has his or her Physician Assistant license revoked as the result of disciplinary action for violation of his or her professional practice statutes or regulations then his or her CAPA membership shall be automatically revoked and shall be ineligible to apply for CAPA membership during the time of revocation. This action is not a “Professional review action” defined in 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 during the time of the election or within thirty (30) days of the announcement of the election results.

[Adopted 2015]

704.05.02

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.

[Adopted 2015]

704.05.03

The Judicial Affairs Committee will investigate, 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 approval a single four (4) week extension.

[Adopted 2015]

705.00 LEGISLATIVE AND GOVERNMENTAL AFFAIRS COMMITTEE

705.01 GUIDELINES

705.01.01
Shall work to further the PA profession within the state and federal legislation.
[Adopted 2015]

705.01.02
Shall monitor the political environment for opportunities to promote the PA profession.
[Adopted 2015]

705.02 CHAIR, GUIDELINES

705.02.01
Shall serve a two (2) year term and may be renewed for additional terms at the discretion of the President and BOD.
[Adopted 2015]

705.02.02
Shall provide the BOD with reports at every regular meeting or upon request of the President.
[Adopted 2015]

705.02.03
Shall select additional committee members to serve with approval of the BOD.
[Adopted 2015]

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 the financial advisor to the BOD by reviewing all proposed actions and investigating the financial impact of these actions.
[Adopted 1984, Amended 2015]

706.01.05
Shall develop a CAPA annual budget with input from the BOD and the Committee Chairpersons. Shall report to the BOD and general membership on the financial status of CAPA. Shall develop long range financial goals and continue to review, revise and expand those long range goals.

[Adopted 1984, Amended 2015]

706.02 POLICY

706.02.01

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

[Adopted 1980, Amended 1988, 1993, 2015]

706.02.02

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

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

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 chairperson within thirty (30) days following the meeting and/or conference. 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 meeting or conference location.

[Adopted 1983, Amended 1987, 2015]

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]

706.02.05

CME Committee chairpersons shall receive free registration to the Annual CME meeting with BOD approval. CME Committee members will receive registration at a reduced rate at the discretion of the CME Committee chairperson with BOD approval.

[Adopted 1987, Amended 2015]

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 chairperson 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 tuition to a future CAPA CME Conference, and other incentives as the CME Committee may see fit, with financial committee approval.

[Adopted 1989, Amended 1989, 2015]

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]

706.03 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 commiserate with his or her election as Treasurer.

[Adopted 2015]

706.03.03

Shall provide the BOD with reports at every regular meeting or upon request of the President.

[Adopted 2015]

706.03.04

Shall select additional committee members to serve with approval of the BOD.

[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 from June 1st to June 30th with membership commencing from the date of payment of dues. Individuals joining or renewing membership in CAPA from March 1st - MAY 31st will receive the following years membership at no additional cost. Individuals joining or renewing membership from July 1st - February 28th must pay full price for that year's membership. Any member who has not paid dues by October 1st will be considered a non member.

[Adopted 1987, Amended 1993, 1995, 2015]

800.03

The applicant's Colorado 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 his or her first year after graduation at a rate of 50% of the Fellow Member dues.

[Adopted 2005, Amended 2015]

802.03

Honorary member 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.

[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 Award

May be given in recognition of a PA's contributions to the profession and community. Recipient must be a CAPA member.

[Adopted 1987, Amended 2015]

900.04

PA Team Award

May be awarded to a healthcare team that works collaboratively with PAs and promotes PA practice. At least one (1) PA team member must be a CAPA member.

[Adopted 1995, Amended 2015, 2017, 2018]

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.

[Adopted 2017, Amended 2018]

900.06

Past President's Award

Given in recognition to the Immediate Past President for their service to CAPA.

[Adopted 2018]

900.07

CAPA may 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 Committee.

[Adopted 1995, Amended 2015, 2018]

900.08

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

[Adopted 2015]

900.09

CAPA Award 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. If there is a question concerning the appropriateness of the use of CAPA letterhead, two (2) of the following three (3) officers, President, President-Elect, or Immediate Past President, shall be consulted.

[Adopted 2015]

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 Assistant Foundation. The mission of the foundation will be to increase education for Colorado PA's 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]

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]

PP101.00 REIMBURSEMENT

PP101.01

CAPA endorses practice reimbursement for PA services AT 100% and that CAPA be included in all discussions between PAs, federal agencies, state agencies, and insurance companies.

[Adopted 1994, Amended 2015]

