



**DOWNEAST  
ASSOCIATION  
OF  
PHYSICIAN ASSISTANTS**

**POLICY MANUAL**

# DEAPA POLICY MANUAL

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# CORPORATE POLICY

## 100.00 CONSTITUTION

### 100.01 Article I. **NAME**

The name and title of this organization shall be the **DOWNEAST ASSOCIATION OF PHYSICIAN ASSISTANTS.**

### 100.02 Article II. **PURPOSES OF THE ASSOCIATION**

**The purpose of this Association is to provide an organization to which physician assistants can look for leadership, strength, education, communication, and assistance. Our priorities are:**

- 1. To establish and maintain a program of continuing education for physician assistants.*
- 2. To educate the public and other health care workers regarding the role of the physician assistant.*
- 3. To propose and further legislation which affects the evolution of the physician assistant as a health care provider.*
- 4. To provide a forum where physician assistants can meet and share experiences, concerns, and plans.*
- 5. To assist individual members by instituting a formal organization of physician assistants.*

### 100.03 Article III. **COMPOSITION OF THE ASSOCIATION**

The association shall consist of general members and any others provided by the bylaws. No person who is qualified will be denied membership because of race, religion, gender, national origin, age, handicap, sexual preference, or political party affiliation. The Association will not deny a form of membership to a fellow member of the AAPA unless the individual's membership has been revoked for reason of an ethical or judicial nature. (Annual Meeting 2008)

### 100.04 Article IV. **RELATIONSHIP TO THE AAPA**

DEAPA is a constituent organization of the AAPA. As such, DEAPA and its members are required to meet all provisions outlined in the AAPA's bylaws and charter policy. This organization will not write or pass any bylaws and/or policies in conflict with AAPA bylaws and/or policies. This organization will uphold the principles, purposes, and philosophy for which the AAPA was founded. If the DEAPA is unable to uphold the principles and purposes, or passes conflicting bylaws and/or policies, DEAPA must work through the AAPA to change the philosophy by altering the organization's bylaws and policies.

### 100.05 Article V. **BOARD OF DIRECTORS**

The Board of Directors, whose duties are executive and judicial, shall have charge of all property and financial affairs of the Association and shall perform other duties prescribed by the bylaws or laws governing the directors of corporations.

### 100.06 Article VI. **CONVENTIONS AND MEETINGS**

The Association shall hold an annual membership meeting.

(Annual Meeting 2007)

### 100.07 Article VII. **OFFICERS**

The officers of the Association shall be a President, President-Elect, Vice President, Secretary, Treasurer,

and such other officers as the bylaws provide.

100.08 Article VIII. **DEFINITIONS**

A physician assistant is any person who has had training as an assistant to the primary care physician and has passed or is eligible for the National Commission for the Certification of Physician Assistant examination.

100.09 Article IX. **ORDER OF PROCEDURE**

“Sturgis Standard Code of Parliamentary Procedure,” current edition, shall be the guide for all procedures when not in conflict with the constitution, bylaws, or policy.

100.10 Article X. **AMENDMENTS**

This constitution may be amended at any regular or special meeting of the membership by a two-thirds vote of all fellow members present.

101.00 **BYLAWS**

101.01 **PREAMBLE**

This Association shall be representative of the physician assistants residing within the State of Maine or who choose to have the Association represent them. The primary objective of this organization is to enhance quality medical care to the people of Maine through a process of continuing medical education to the membership, other health care workers, and the general public.

(Annual Meeting 2007)

102.00 Article I. **MEMBERSHIP**

102.01 Section I

Membership in the organization shall consist of men and women who are cognizant of their obligation to the public and who meet the requirements for membership prescribed by the Board of Directors of the Downeast Association of Physician Assistants (DEAPA).

102.02 Section II

The membership shall consist of (a) fellow members, (b) affiliate members, (c) student members, (d) honorary members, (e) associate members, and (f) such other members as may be recognized by the Board of Directors.

102.03 Section III

Fellow membership in this organization shall be restricted to persons who are members of the American Academy of Physician Assistants (AAPA).

102.04 Section IV

An affiliate member is a physician assistant who desires to associate with DEAPA and who has been approved by the Board of Directors, i.e. a PA who is a fellow member of another constituent chapter or not a fellow member of the AAPA. Affiliate members shall not have the privilege to vote on issues pertaining to the AAPA or for delegates to the AAPA. However, they may vote on all other issues. Affiliate members are not eligible to hold office.

102.05 Section V

A student member is an individual who is enrolled in a training program that is approved by the Board of Directors. Student members shall not have the privilege to vote or hold office, except as specified in Sections 103.02, 105.04, 105.05, 107.07. Dues for student members may be reduced by the Board of Directors.

102.06 Section VI

Honorary members are persons of distinction who have rendered outstanding service to DEAPA or persons who have retired from active work and have been elected by the Board of Directors to honorary membership. Honorary members shall be entitled to the privilege of the floor of the Constituent Chapter, but shall not be entitled to vote or hold office. Honorary members shall be exempt from the payment of dues.

102.07 Section VII

An associate member is an individual from the health professions. Associate members shall not have the privilege to vote on issues pertaining to the AAPA or DEAPA. Associate members are not eligible to hold office. Dues for associate members may be reduced by the Board of Directors.

102.08 Section VIII

All applications for membership shall be made in writing in a form acceptable to the Board of Directors. The applications will be reviewed and approved or rejected by the Board of Directors. No applicant shall be denied on the basis of gender, age, race, handicap, creed, national origin, or sexual preference. No fellow member of the AAPA shall be denied an application of membership unless such membership has been revoked for reason of an ethical or judicial nature. Appeals will be acted upon by the Board of Directors, whose decision shall be final. All rejections will then go before the membership for a vote, which shall be considered final.

(Annual Meeting 2007)

102.09 Section IX

AAPA members who belong to more than one constituent chapter may vote on AAPA issues in only one constituent chapter.

103.00 Article II. **BOARD OF DIRECTORS**

103.01 Section I

Officers: The officers of the Association shall be a President, a President-Elect, a Vice President, a Secretary, a Treasurer, and the Immediate Past President.

103.02 Section II

The Board of Directors shall consist of the officers, directors-at-large, student director(s), and the Delegates to the AAPA House of Delegates (HOD).

103.03 Section III

Without prejudice to the powers conferred by these bylaws, it is expressly declared that the Board of Directors shall have the following powers.

103.03.01

Conduct the business of the Association between annual meetings and establish policies of DEAPA.

103.03.02

To appoint and employ and, at its discretion, to remove and suspend, permanently or temporarily, such officers, managers, subordinate managers, assistants, clerks, and agents as it may from time-to-time choose and to determine and fix their duties and from time-to-time to fix and change their salaries and emoluments and to require such security in each instance and in such amount as it may determine and to confer by resolution upon any officer of the corporation the right to choose, remove, or suspend all subordinate officers or agents and to fix and change their salaries.

103.03.03

To determine who shall be authorized to sign, on the organization's behalf, bills, receipts, endorsement, checks, releases, contracts, and documents.

103.03.04

To impose such charges and/or assessments as it may deem advisable for the purposes of furthering the corporation's objectives.

103.03.05

To fill all vacancies occurring in their number between annual elections.

103.04 Section IV

103.04.01

In the event of a vacancy in the office of President, the President-Elect shall assume the duties and the office of President, to serve the remainder of the unexpired term, and shall serve his or her own term, the duly elected term, as President.

103.04.02

In the event of a vacancy in the office of President-Elect, the Vice President shall assume the existing duties, but not the office, of the President-Elect, as well as performing the existing duties of the office of Vice President, until the next meeting of the Board of Directors, at which time the Board of Directors shall, by a majority vote, fill this vacancy.

103.04.03

All other vacancies occurring in the Board of Directors, with the exception of student director(s) and immediate Past-President, shall be filled for the remainder of the unexpired term by a majority vote of those directors present.

(Annual Meeting 2007)

103.04.04

In the event of a vacancy in the office of student director, the position shall be filled for the remainder of the unexpired term by an eligible person selected by the student members of the program that selected the former student director.

104.00 Article III.           **MEETING OF THE MEMBERSHIP**

104.01           Section I

The Board of Directors shall designate the time and the place of the annual meeting of DEAPA and shall call such meeting sixty (60) days before such meeting each year. At this meeting, reports on the affairs of the organization for the preceding year will be given by the officers of the organization.

104.02           Section II

Special meetings of the organization may be called by the President or by order of the Board of Directors.

104.03           Section III

A quorum shall constitute those members present.

104.04           Section IV

Special general membership meetings may be called by the Secretary at the request of the President or upon written request to the President of at least five (5) members of the organization. The object of special

meetings shall be stated in the call. Notice of special meetings shall be transmitted by mail no less than fourteen (14) days and no more than twenty-eight (28) days prior to such meetings.

104.05           Section V

If a member is unable to vote in person at any regular or special meeting, s/he shall be able to request an absentee ballot or a proxy from the Secretary. The ballot must be sent by certified mail and must be received by the member of DEAPA fourteen (14) days prior to the proposed election. The vote must be received by the Secretary twenty-four (24) hours prior to the scheduled meeting, but shall not be opened until all ballots have been cast from the floor. The Secretary, along with one member-at-large appointed by the President, shall be responsible for counting the absentee ballots and proxy votes.

105.00 Article IV.           **ELECTION OF OFFICERS, DIRECTORS AND DELEGATES**

105.01           Section I

Positions to be filled: Elected positions of the Association include President-Elect, Vice President, Secretary, Treasurer, a specified number of directors-at-large, at least one student director from each physician assistant program located in Maine and approved by the Board of Directors, and the Delegates to the AAPA HOD.

105.02           Section II

The term of office for all elected positions is one (1) year, except for the AAPA HOD Delegates, whose terms of office shall be two (2) years.

105.03           Section III

If the number of AAPA HOD Delegates exceeds one, an alternating election system will be set up by the Board of Directors.

105.04           Section IV

With the exception of the student director(s), only fellow members are eligible to hold office. Only fellow members may vote for the Delegates to the AAPA House of Delegates. Fellow and affiliate members are eligible to vote for all other officers, except student director(s). Student directors must be student members of DEAPA and the AAPA.

105.05           Section V

Officers shall be elected by a plurality of the votes cast. In the event of a tie vote, the Secretary (in the absence of the Secretary, the President) will draw a lot. The student director(s) shall be elected by the DEAPA student members from the physician assistant program that they attend.

105.06           Section VI

Elections shall be by secret, written ballot.

105.07           Section VII

The Election Committee shall be responsible for the creation, distribution, tallying, and reporting of election results.

105.08           Section VIII

Nominations for office may occur in one of two ways. First, by being nominated by the Nominating Committee; and second, by self declaration to the Elections Committee by May 15th. The names of all persons who self declare shall be on the ballot as long as they meet the eligibility requirements.

105.09           Section IX



Ballots shall be distributed to all fellow and affiliate members by May 15th. They must be returned to the Election Committee by June 15th. Officers, with the exception of Delegates to the AAPA, shall assume office on July 1st. Delegates to the AAPA shall take office on a date in accordance with AAPA policy.

106.00 Article V.           **MEETINGS OF THE BOARD OF DIRECTORS**

106.01           Section I

The Board of Directors shall hold meetings at such times and at such places as may be designated by the President, but in no event shall there be less than two (2) such meetings in any calendar year. An absolute majority of the membership of the Board shall constitute a quorum for the purpose of transacting business.

107.00 Article VI.       **DUTIES OF THE OFFICERS**

107.01           Section I

The President shall preside at all business meetings of the organization and of the Board of Directors. S/He shall make, to the annual meeting of the organization, a full report of the year's activities. Subject to the approval of the Board of Directors, s/he shall appoint all standing committee chair persons, with the exception of the Delegates Committee Chair.

(Annual Meeting 2007)

107.02           Section II

107.02.01

The President-Elect must be present at three-fourths (3/4) of officially designated meetings. The President-Elect assumes the presidency at the conclusion of the elected year.

107.02.02

The Immediate Past President shall act as a mentor to the new board members and will perform other duties as assigned by the President.

(Annual Meeting 2007)

107.03           Section III

The Vice President shall assume the duties of the President in his/her absence.

107.04           Section IV

The Secretary will keep the minutes of all meetings of the organization and be responsible for all organization, communications, and notification of members of all meetings.

107.05           Section V

The Treasurer shall maintain accurate records of the financial status of the organization; collect yearly dues from all members; deposit into the organization's account all money received by the organization; and, with the President's approval, pay all bills approved by the organization and record all receipts of those payments.

107.06           Section VI

The duties of the directors-at-large shall be the responsibility of voicing the opinions of the general membership to the Board of Directors. S/He shall be responsible for establishment of appropriate communication channels between the membership to the Board and vice versa.

107.07           Section VII

The duties of the student director(s) shall be the responsibility of voicing the opinions of the student membership to the Board of Directors. S/He shall be responsible for establishment of appropriate communication channels between the student membership to the Board and vice versa. The student director(s) shall have the right to vote on all DEAPA matters, with the exception of replacement of fellow

Board members and matters dealing with the AAPA.

107.08 Section VIII

Delegates shall represent this Association at any meetings of the AAPA HOD. Failure to comply with AAPA HOD eligibility or nonattendance of their meetings will result in forfeiture of office. Election of new individuals to complete the term will be done by the Board of Directors.

107.09 Section IX

107.09.01

Any director failing to attend two consecutive, regularly scheduled, and conducted meetings of the Board of Directors shall, at the request of and upon a majority vote by the remaining members of the Board, surrender his or her membership on said Board with all attendant rights and responsibilities of that position.

107.09.02

Any director being considered for removal from the Board shall be so informed, in writing, by the President, such communication to contain at least the date, time, and location of the meeting of the Board of Directors at which the discussion relative to the considered removal will be conducted.

107.09.03

Any director being considered for removal from the Board shall have the right to attend the meeting of the Board of Directors to which the discussion relative to the considered removal will be conducted and shall have the right to enter into said discussion, but will not have the right to enter into the voting relative to the proposed removal.

107.09.04

Any director removed from the office by the aforementioned procedures shall be so notified, in writing, by the President, such removal to be effective immediately upon completion of the vote by the Board.

108.00 Article VII. **STANDING COMMITTEES**

108.01 Section I

108.01.01 **COMMITTEES:**

The standing committees of the Downeast Association of Physician Assistants are:

- Membership
- Nominating & Elections
- Budget & Finance
- Constitution & Bylaws
- CME
- Delegates
- Publications & Website
- Awards & Scholarship
- Public Education
- Government Affairs

(BOD rev. 4/11)

108.01.02 **MEMBERSHIP:**

The Membership Committee shall have the responsibility of increasing membership with active participation of all members of the Committee in interesting prospective members in the aims of the organization and the benefits of membership.

(BOD rev. 4/11)

108.01.03 **NOMINATING & ELECTIONS:**

The Nominating & Elections Committee shall prepare a slate of nominees consisting of not more than three candidates for each of the elected offices, with the exception of President, which shall be filled by the

President-Elect. This slate shall be completed by May 1<sup>st</sup> for inclusion on the ballot. The Committee will select the method of conducting the elections as long as they conform to the bylaws and policy.

108.01.04      **BUDGET & FINANCE:**

This Committee shall submit a budget for the following year at the annual meeting. It shall make recommendations to the Board of Directors regarding the finances of the Association. The extent of reimbursement to the officers and members for expenses incurred in the course of their duties will be recommended by this Committee to the Board and/or the membership.

108.01.05      **CONSTITUTION & BYLAWS:**

This Committee shall make a study of the constitution and bylaws and make recommendations for amendments.

108.01.06      **CME:**

The CME Committee shall establish and maintain educational programs for the continued learning of members for self-improvement and for the satisfaction of the continuing medical education requirements of the National Commission on Certification of Physicians Assistants and/or the Maine Boards of Licensure in Medicine and Osteopathy.

108.01.07      **DELEGATES COMMITTEE:**

The Delegates Committee shall consist of all delegates, and alternates, and the Association President. The Chief Delegate shall be chairperson. It shall be responsible for the preparation of all materials to be presented to the AAPA HOD and give a summary report of all activities to the Board of Directors and membership. (Annual Meeting 2007)

108.01.08      **PUBLICATIONS & WEBSITE:**

The Publications & Website Committee shall have the responsibility of writing, editing, and distributing a newsletter to members of DEAPA no less than quarterly. The Publications & Website Committee shall maintain any public DEAPA websites or social networking sites as directed by the Board of Directors. The Committee shall be responsible for editing content of all E-News Briefs published by DEAPA. (BOD rev. 4/11)

108.01.09      **AWARDS & SCHOLARSHIP:**

The Awards & Scholarship Committee shall be responsible for promoting awareness, gathering nominations, and selecting recipients for the DEAPA annual awards and scholarship. The Awards and Scholarship Committee shall monitor the use of and encourage donations to the Susan Vincent Memorial Scholarship Fund. The awards are to be presented each year at the annual meeting, or another appropriate venue. (BOD rev. 4/11)

108.01.10      **PUBLIC EDUCATION:**

The Public Education Committee shall work to educate the public and other health professions as to the role of the physician assistant and to promote education for the public in matters of health and safety.

108.01.11      **GOVERNMENT AFFAIRS**

The Government Affairs Committee shall be responsible for monitoring any activities of state legislature and regulatory boards for issues that may impact on the PA profession and relate the information back to the Board of Directors in a timely fashion. The Government Affairs Committee is to make recommendations to the DEAPA BOD on areas of concern identified as potentially impactful to the PA profession. The Government Affairs Committee is responsible for maintaining relationships with parties of interest to the duties of the Committee and shall establish liaisons from the Committee to stakeholders on behalf of DEAPA. (BOD rev. 4/11)

108.02 Section II

Ad hoc committees may be designated by the Board of Directors or established by the President by, and with the consent of, the Board of Directors.

108.03 Section III

Each of the standing committees shall be responsible for the performance of the duties and functions delegated to it by the Board of Directors or the President.

108.04 Section IV

Standing committees shall hold regular meetings and shall make periodic reports to the Board of Directors.

108.05 Section V

With the exception of the Delegates Committee, the President shall appoint all committee chairpersons. With the exception of the Delegates Committee members, chairpersons shall select the rest of the committee members. (Annual Meeting 2007)

109.00 Article VIII. **DUES PAYABLE**

109.01 Section I

Annual dues shall be collected from each member of the Association.

109.02 Section II

These dues can be waived in individual cases at the discretion of the Board of Directors.

109.03 Section III

Annual dues for this Association shall become due on July 15 of each calendar year and shall be paid to the Treasurer. All dues shall be accompanied by a form, with the member's current address and name and address of the employer of the member.

109.04 Section IV

New members joining after April 15 shall be allowed to pay full dues, which shall be credited to the following year, and the member shall be granted all rights and privileges from the date of joining.

109.05 Section V

Annual dues shall be determined by a simple majority vote of the members present and voting at a meeting of the membership. (Annual Meeting 2007)

110.00 Article IX. **FISCAL YEAR**

110.01 Section I

Except as from time-to-time otherwise provided by the Board of Directors, the fiscal year of the corporation

shall end on June 30 of each year.

(Annual Meeting 2003)

111.00 Article X. **AMENDMENTS**

111.01 Section I

These bylaws may be amended at any regular or special meeting of the membership by a two-third (2/3) vote of all fellow members present.

## **ADMINISTRATIVE POLICY**

### 200.00 BOARD OF DIRECTORS (BOD)

#### 200.01 DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

##### 200.01.01a.

Complete minutes of BOD meetings will be sent to each Board member and to DEAPA members on request. (BOD 3/83)

200.01.01b. BOD meeting minutes will be summarized in the newsletter. (BOD 3/83)

##### 200.01.02

The BOD shall meet at least four (4) times a year. Meetings will be at a location to be chosen by the Board of Directors. (BOD rev. 4/11)

##### 200.01.03

The procurement of administration services will be reviewed annually and may be put out to bid. (BOD rev. 9/94)

##### 200.01.04

The BOD shall annually determine the amount, if any, of the Susan Vincent Memorial Scholarship Fund to be awarded in scholarships. (BOD 9/95)

#### 200.02 TREASURER GUIDELINES

##### 200.02.01

The Treasurer of the Association shall be charged with the distribution of the annual financial report of the Association to the membership at or before the annual meeting. (Annual Meeting 1982)

##### 200.02.02

The Treasurer is authorized to write and sign checks for the payment of the Association's bills. (BOD 11/82)

##### 200.02.03

The Treasurer shall be responsible for:

- A. Keeping accurate records of expenses and deposits.
- B. Quarterly statements to the BOD at their scheduled meetings and more frequently if deemed necessary by the BOD. (BOD rev. 4/11)
- C. Preparing an annual budget to be used as a guideline by the Board of Directors. (BOD 1/87)
- D. Keeping a separate accounting of the Susan Vincent Memorial Scholarship. (BOD rev. 5/00)

200.02.04

The annual budget will include a line item for an annual donation to the Maine Medical Association for the Medical Professionals Health Program. (BOD rev. 4/11)

#### 200.03 FINANCIAL GUIDELINES

200.03.01

The BOD will set the amount of honorarium to be paid to speakers of DEAPA educational conferences. (BOD rev. 5/00)

200.03.02

Each committee chair must submit a budget request to the Treasurer at least two weeks before the first Board meeting of each fiscal year.

200.03.03

It is the responsibility of the Board of Directors to allot funds in the annual budget for committee expenses.

200.03.04

Money budgeted to committees may be disbursed at the request of the committee chair. Any expenses which would exceed the committee budget must be cleared in advance by the Board of Directors.

200.03.05

The BOD may make donations in DEAPA's name to worthwhile agencies or organizations. (BOD rev. 5/03)

200.03.06

Expenditures in excess of \$500, or which exceed the budget allocation, shall require approval of the Board of Directors. (BOD 9/94)

200.03.07

All requests for reimbursement must be submitted to the Treasurer using the approved reimbursement request form and be accompanied by appropriate documentation. The Treasurer may confirm the approval with the committee chair, DEAPA President, or the Board of Directors as appropriate. The Treasurer will disburse the funds when the request is approved. Approval for additional funds must be authorized by the Board of Directors if any expenses exceed budget, or are expected to exceed budget. (BOD 1/98)

200.03.08

DEAPA representatives may be reimbursed for meals at a per diem rate while in performance of their duties. The per diem rate shall be set annually by the Board of Directors. (BOD rev. 5/00)

#### 200.04 PRESIDENT GUIDELINES

200.04.01

The President shall set an agenda for Board meetings at least two weeks in advance of such meetings. (BOD 3/84)

#### 200.05 BOARD OF DIRECTORS ADVISORS

200.05.01

The BOD shall, annually appoint advisors to DEAPA as it feels are needed. Advisors are individuals who represent professions that interact with physician assistants or who may help further the physician assistant profession. (BOD 7/84)

#### 200.05.02

Advisors to DEAPA shall be appointed by the BOD for one year at the first BOD meeting following the annual elections. Advisors shall be notified of their appointment by the President. (BOD rev. 4/11)

### 201.00 PROFESSIONAL ORGANIZATION

#### 201.01 POLICY MANUAL

##### 201.01.01

A policy manual shall be established that, in general, follows the format of the AAPA policy manual, to include sections on corporate, administrative, and public policies. (BOD 2/84)

#### 201.02 MEMBERSHIP COMMUNICATIONS

##### 201.02.01

Notice of all meetings shall be given to the membership. Included with the notice for the annual meeting shall be an agenda. (BOD 11/94)

##### 201.02.02

Reports from committees and liaisons shall be made to all members. Summaries of such reports may be appropriate in some instances. (BOD 11/94)

##### 201.02.03

Publication of reports from committees and liaisons in the newsletter may satisfy the conditions set in the preceding policy (201.02.02). (BOD 7/84)

##### 201.02.04

Space permitting, a brief notice of "PA seeking position in Maine" may be placed in the newsletter. Preference will be given to DEAPA members.

##### 201.02.05

Supporting members are those persons or organizations having an interest in supporting the physician assistant profession. Supporting members will receive the newsletter and CME mailings and selected general membership mailings. Supporting members will not have voting privileges and will not be allowed to serve on committees or the Board of Directors. (BOD 2/94)

##### 201.02.06

Dues for supporting members shall be set by the Board of Directors. (Annual Meeting 4/04)

##### 201.02.07

Names of supporting members will be included in the membership packet. (BOD 5/92)

### 201.03 MEETINGS, RULES OF ORDER

#### 201.03.01

In the absence of any provisions to the contrary in the constitution and bylaws, all meetings of DEAPA shall be governed by the parliamentary rules and usages contained in the current edition of "Sturgis Standard Code

of Parliamentary Procedure.”

(BOD 7/84)

## 202.00 NATIONAL OFFICE RELATIONS

### 202.01 AAPA LEADERSHIP DEVELOPMENT MEETINGS

(BOD rev. 4/11)

#### 202.01.01

Funding for chapter officer(s) to attend the AAPA Leadership development meetings will be made available, the amount to be determined annually.

(BOD rev. 4/11)

#### 202.01.02

AAPA Leadership development meetings will be a separate line item in the DEAPA budget. The Board of Directors shall designate which representative(s) shall attend this workshop. All reimbursement requests should be submitted to the Treasurer using the approved reimbursement request form. If the expenses are expected to exceed budget, the attendee(s) must ask the Board of Directors to budget additional funds in advance of the expenditure.

(BOD rev. 4/11)

## 203.00 LIAISON ORGANIZATIONS

### 203.01 LIAISON ORGANIZATIONS, DEFINITIONS

#### 203.01.01

Liaison organizations shall be those organizations with which DEAPA seeks to maintain communication on a continuing basis. Communication shall be interpreted to mean mutual dialogue via letter, personal contact, committee activity, or as otherwise deemed appropriate by the BOD.

(BOD 7/84)

### 203.02 LIAISON ORGANIZATIONS, GENERAL GUIDELINES FOR CONSIDERATION

#### 203.02.01

The general guidelines for consideration for liaison are:

- A. Will the liaison further the cause of the physician assistant?
- B. Will the liaison benefit DEAPA?
- C. Does the liaison provide for termination when mutual goals or objectives are achieved?

(BOD 7/84)

#### 203.02.02

The BOD shall decide with which organizations DEAPA will maintain relationships, either by accepting a liaison or by appointing a liaison to the organization in question.

(BOD 7/84)

## 203.03 COMMUNICATIONS

### 203.03.01

- A. Communications shall be on an as-needed, item-by-item basis as determined by the circumstances.
- B. The newsletter will be sent to all liaisons to DEAPA.
- C. Board minutes may be sent to liaisons at the discretion of the President.

(BOD 7/84)

## 203.04 REPORTS TO THE BOARD



203.04.01

DEAPA liaisons to other organizations shall submit a report to the standing committee that the liaison reports to annually. If the liaison is not reporting to a committee then the liaison report should be submitted directly to the Board of Directors before the Annual Meeting. (BOD rev. 4/11)

The report should assess:

- A. Degree of activity the preceding year.
- B. Need for continued liaison.
- C. Need for increased liaison.

(BOD 7/84)

203.05 LISTING OF ORGANIZATIONS

203.05/01

All liaison organizations, both those organizations with which we send a liaison to or those organizations which send a liaison to us, shall be kept current in the membership packet. (BOD rev. 5/00)

204.00 HOUSE OF DELEGATES

204.01 DELEGATES, FUNDING

204.01.01

Funding of Delegates to the HOD shall be done on an annual basis—the amount depending on the travel costs. (BOD 3/83)

204.01.02

The Delegates Committee shall formulate a budget to reimburse DEAPA’s representatives to the AAPA House of Delegates and Northeast Regional Meetings. In the event that multiple representatives attend a single meeting, it is the responsibility of those representatives and the Committee chair to decide in advance how those funds shall be divided. Delegates and alternates that do not attend at least 2/3 of the proceedings will not be eligible for reimbursement.

(BOD rev. 4/11)

All reimbursement requests should be submitted to the Treasurer using the approved reimbursement request form. The Treasurer will confirm the request with the Chief Delegate. If the representative(s) feel(s) that their expenses will exceed budget, they must ask the Board of Directors to budget additional funds in advance of expenditure.

Requests for reimbursement must be submitted in the same fiscal year as the meeting occurred.

(BOD 4/11)

If the amount budgeted for a meeting has not been totally expended, the Delegates Committee chair may request from the Board of Directors transfer of the balance to the budget for subsequent meetings.

(BOD 1/98)

204.01.03

DEAPA will retain access to a copy of “Sturgis Standard Code of Parliamentary Procedure.” This will be made available to the Delegates to the AAPA HOD. (BOD rev. 4/11)

205.00 COMMITTEES

205.01 COMMITTEE APPOINTMENTS

205.01.01

The President shall appoint all committee chairpersons by the first Board of Directors meeting unless otherwise outlined in the bylaws. (BOD rev. 4/11)

205.01.02

The Committee chairperson may select the members of his/her committee except as otherwise outlined in the bylaws. (BOD 7/84)

205.02 COMMITTEE DUTIES, CONSTITUTION AND BYLAWS

205.02.01

The Constitution and Bylaws Committee shall review the policy manual on an ongoing basis, looking for contradictions, redundancies, or outdated policy. The Committee should suggest remedies to the BOD. (BOD 7/84)

205.03 COMMITTEE DUTIES, NOMINATING & ELECTIONS (BOD rev. 4/11)

205.03.01

The Nominating & Elections Committee shall verify the eligibility of all candidates for office. All names of eligible persons nominated by the Nominating Committee, or by self declaration, shall be placed on a ballot. Candidates may run for only one position with the exception of candidates to the HOD who may run for other positions. Space for write-in candidates for each office shall be made available. (BOD rev. 4/11)

205.03.02

The Nominating & Elections Committee shall be responsible for the distribution of ballots to all eligible voters by May 15th. The Committee may send out different ballots to affiliate and fellow members, if needed. The ballots will be accompanied by a self-addressed and stamped envelope for the returning of ballots. However, ballots need not be mailed to be valid. Professional/platform data and other campaign material may accompany the ballot. (BOD rev. 4/11)

205.03.03

As soon as possible after the June 15th deadline for the collection of ballots, the Nominating & Elections Committee shall tally the ballots. They will check to see that all ballots are legal as defined by policy. (BOD rev. 4/11)

205.03.04

The Nominating & Elections Committee shall be responsible for the notification of successful candidates as soon as possible after the counting votes. They will report the results to the President-Elect before July 1st. Notification of the results will be made to the membership and the AAPA National Office within 30 days of the new officers taking office. This notification shall be done by the Secretary. (BOD rev. 4/11)

205.03.05

The Nominating & Elections Committee shall be responsible for collecting professional/platform data. Such data may be included with the ballot when mailed to the members. This may include materials commonly found on a CV, information about the candidate's position on issues, and a statement of why the candidate is running for office. It may not include any defamatory statements about other nominees. (BOD rev. 4/11)

205.04 COMMITTEE DUTIES, MEMBERSHIP

205.04.01

The Membership Committee shall be responsible for:

- A. Maintaining an accurate record of current members.
- B. Development of membership forms.
- C. Annual distribution of membership forms.
- D. Responding to request for membership information.

(BOD 1/87)

205.04.02

Members of the Maine Nurse Practitioners Association shall be invited to join DEAPA as associate members.  
(BOD 9/91)

#### 205.05 COMMITTEE DUTIES, AWARDS & SCHOLARSHIP

205.05.01

The Awards & Scholarship Committee shall choose the recipients of the DEAPA annual awards and scholarship and present the annual awards at the Annual Meeting, or another appropriate venue.

(BOD rev. 4/11)

205.05.02

The Committee is free to present the Outstanding Service Award to any PA who has worked for the PA profession or for DEAPA, either recently or in the past. The recipient of the award should have been a Maine resident during the time of the outstanding service.

(BOD rev. 4/11)

#### 205.05.03 SCHOLARSHIP ENDOWMENT FUND

205.05.03.01 The name of the Scholarship fund is the Susan Vincent Memorial Scholarship Fund

205.05.03.02 The purpose of the fund is to provide income with which to make scholarships available to students entering the PA profession.

(BOD rev. 5/03)

205.05.03.03 The Awards & Scholarship Committee shall monitor the use of and encourage donations to the Susan Vincent Memorial Scholarship Fund.

(BOD 4/11)

205.05.03.04 The Treasurer will be responsible for maintaining an accounting of the fund.

205.05.03.05 The fund will be held in income producing vehicles.

205.05.03.06 The Treasurer will report the status of the Fund to the Board of Directors and the Awards & Scholarship Committee.

(BOD rev. 4/11)

205.05.03.07 The Board of Directors will annually determine the amount of the fund to be awarded in scholarships.

205.05.03.08 A report of the activities of the fund will be made at the Annual Meeting of the Membership.

205.05.03.09 DEAPA may solicit members and others for donations to the fund.

205.05.03.10 In the event that the fund is ended, every effort will be made to distribute the fund to qualified scholarship applicants, and any remaining assets will be donated to the Physician Assistant Foundation.

#### 205.06 CME COMMITTEE POLICY

With the exception of the conference committee members (up to 5, at the discretion of the CME Chair), all persons attending CME conferences and receiving CME credit shall pay the conference registration fee. (BOD rev. 9/04)

205.06.01  
The CME Committee is responsible for maintaining educational programs for the continued learning of members for self-improvement and for the satisfaction of the continuing education requirements of the National Commission on Certification of Physician Assistants and/or the Maine Boards of Licensure in Medicine and Osteopathy. (BOD 4/11)

205.06.02  
The CME Committee is to submit a report to the DEAPA BOD at each BOD meeting. The report should detail plans and progress in current CME activities. (BOD 4/11)

206.00 GOVERNMENT AFFAIRS COMMITTEE (BOD rev. 4/11)

206.01 GOVERNMENT AFFAIRS COMMITTEE CHAIR DUTIES

206.01.02  
The Committee Chair should be someone with an understanding of the State Legislature, how it functions, and how to impact it. (BOD rev. 4/11)

206.02 GOVERNMENT AFFAIRS COMMITTEE DUTIES

206.02.01  
The committee shall be responsible for auditing the activities of the State Legislature for any issue that may impact on the physician assistant profession and for relating any information to the BOD in a timely fashion. The Government Affairs Committee is to make recommendations to the DEAPA BOD on areas of concern identified as potentially impactful to the PA profession. The Government Affairs Committee is responsible for maintaining relationships with parties of interest to the duties of the committee and shall establish liaisons from the committee to stakeholders on behalf of DEAPA. (BOD rev. 4/11)

206.02.02  
The Committee Chair will be the contact person for any lobbyist DEAPA may employ. (BOD rev. 4/11)

## **PUBLIC POLICY**

300.00 PUBLIC POLICY  
301.00 SOCIAL ISSUES  
301.01 SOCIAL ISSUES, CONTRIBUTIONS  
301.02 SOCIAL ISSUES, SUPPORT  
302.00 HEALTH CARE  
303.00 PROFESSIONAL ISSUES

303.01 CODE OF ETHICS  
DEAPA adopts and endorses the AAPA guidelines for ethical conduct for the physician assistant profession. (Annual Meeting 4/01)

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