



MAPA BOARD BOOK

Bylaws and Board Policies

Updated: June 2026

Bylaws of the Minnesota Academy of Physician Associates

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Bylaws of the Minnesota Academy of Physician Associates

Accepted: 21 March 1988

Last Revised: June 2026

Article I: Name

The name of this organization shall be the Minnesota Academy of Physician Associates, herein referred to as MAPA or the Academy.

Article II: Purpose

Section 1. IRC Section 501(c)6 Purposes

This organization is created exclusively for one or more of the purposes as specified in Section 501(c)6 of the Internal Revenue Code. The organization is not for profit, and no part of the net earnings inures to the benefit of any private shareholder or individual.

Section 2. Limitations of Activities

Notwithstanding any other provisions of these bylaws, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)6 of the Internal Revenue Code.

Section 3. Prohibition against Private Inurement

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to make reasonable payment and distributions for services rendered in furtherance of the purposes of the organization.

Section 4. Distribution of Assets

Upon the dissolution of this organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed for one or more exempt purposes within the meaning of Section 501(c)3 of the Internal Revenue Code.

Section 5. Specific Objectives and Purposes

In furtherance of these purposes, the organization shall, through appropriate mechanisms, strive to ensure the professional growth, personal excellence, and recognition of PAs and support their efforts to enhance the quality, accessibility, and cost-effectiveness of patient-centered healthcare. To represent PAs and PA students to maximize the benefit of their services to the public, the organization shall:

- a. Encourage its membership to render quality service to the health professions and to the public;
- b. Develop and sponsor continuing medical or medically related education programs for the PA
- c. Assist in the development of role definition for the PA
- d. Develop, coordinate, and/or participate in studies having an impact either directly or indirectly on the PA profession;
- e. Serve as a public information center with respect to its members, health professions, and the public.

Article III: Membership

MAPA shall be representative of PAs, PA students, and other interested individuals who meet the bylaws and other requirements specified by the Board of Directors.

Section 1. Membership categories

- a. Fellow
- b. Sustaining
- c. Student
- d. Affiliate
- e. Honorary

f. Pre-PA

g. Retired

Section 2. Fellow member

Graduate of an Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) or predecessor / successor accredited PA program, or NCCPA certified PA, who is also a fellow member in good standing of the American Academy of PAs and chooses to identify themselves as a fellow in the Minnesota Academy of PAs.

Section 3. Sustaining member

PA eligible for fellow membership who has chosen not to practice as a PA; or not to join the AAPA.

Section 4. Student member

Person enrolled in a program accredited by the ARC-PA or a successor agency.

Section 5. Affiliate member

Person who is ineligible for any of the above categories and wishes to associate with MAPA and is approved by the Board of Director.

Section 6. Honorary member

Person who has rendered distinguished service to the PA profession and/or MAPA. Such members shall be nominated as outlined in the Honorary Member Policy.

Section 7. Pre-PA member

Individual with an interest in becoming a PA. MAPA membership in no way entitles the member to admission to a PA training program or confers upon them any form of special consideration in the admissions process.

Section 8. Retired member

PA who has been a member in good standing of MAPA for a minimum of five years (not necessarily the last five years or five years in succession) and has retired from gainful employment as a PA.

Section 9. Complimentary Membership

The Executive Committee may offer complimentary membership for financial or personal hardship on a case-by-case basis, renewable annually.

Section 10. Multiple AAPA Constituent Organization Membership

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

Section 11. Membership Records

The organization shall keep a record of membership containing the name and address of each member. Termination of the membership of any member shall be recorded along with the date of termination. This information will be stored in a secure, online database as determined by the Board of Directors.

Section 12. Membership Liability

A member of this organization is not personally liable for the debts, liabilities, or obligations of the organization.

Section 13. Termination of Membership

Membership shall terminate upon the occurrence of any of the following events:

a. Upon receipt of a written notice of termination from the member, delivered to the president or secretary of the organization either electronically or by postal mail, membership shall terminate on the date such notice is received.

b. Failure to renew membership by remitting dues on or before the designated due date shall result in termination of membership as outlined in the Membership Policy.

Article IV: Discipline

Section 1. Impact of outside credentialing/licensing actions

Any member who is under sentence of suspension, or expulsion, by the Minnesota Board of Medical Practice or other credentialing agency shall not be entitled to any of the rights or benefits of MAPA membership.

Section 2: Refer Charges

Any member or interested party may, in good faith, refer charges against any other member believed to have violated the AAPA Code of Ethics, principles of medical ethics, or the Bylaws or Policies of the Academy.

Section 3: Requires components to file charges

Charges against a member must be in writing, must state the acts of conduct and violation, and be signed by the accusers. Such charges must be filed with the President, Secretary of the Board of Directors and Executive Director.

Section 4: Exoneration, censorship, suspension, expulsion

The Board of Directors may, by two thirds vote, exonerate, censure, suspend or expel such a member, provided that the opportunity for a hearing shall have been given. Written notice of the proposed hearing shall be delivered to the member either electronically or by postal mail at least thirty (30) days in advance.

Section 5: File an appeal

Any member who has been censured, suspended, or expelled by the Board of Directors may appeal, in writing, such action within six months after notice is given, in writing, to the Board of Directors.

Section 6: Appeal process

A committee chair, not part of the executive board, shall arrange for an impartial, three-person panel to hear the appeal. The panel shall consist of fellow members who are not holding a chairmanship or board office. The committee chair shall designate a time and place for the hearing of the appeal, and after giving the appellant and representative reasonable opportunity to be heard, shall, by a majority vote, either sustain or reverse such censure, suspension, or expulsion. The decision of the panel shall be final.

Article V: Meetings of Members

Section 1. Overview of annual membership meeting

The annual membership meeting shall be held at a date, time, and place to be set by the Board and shall be held for the purpose of transacting such business as may properly come before the general membership.

Section 2. Guidelines for notification of membership meeting

Notice of the place, date, and time of meeting shall be given to those members who are entitled to vote within 60 days of the meeting date. Notice may be delivered by electronic means.

Section 3. Special meeting

A special meeting of the general membership may be called by the President; by order of a majority of the Board of Directors; or by a majority of the fellow members.

Section 4. Membership voting guidelines

Each fellow member, sustaining, and retired member is entitled to one vote on meeting motions. Only MAPA members who are also AAPA members may vote on AAPA issues.

Section 5. Quorum guidelines

Ten percent (10%) of the voting membership shall constitute a quorum at any meeting of the general membership or for purposes of a mail or electronic vote as authorized by these Bylaws. An affirmative vote by a majority of the members voting shall constitute action of the Academy, unless a different percentage is required by law, the Articles of Incorporation, or these Bylaws.

Article VI: Board of Directors

Section 1. Make up of executive board

The Executive Board of the Board of Directors shall consist of President, President Elect, Immediate Past President, Secretary, and Treasurer.

Section 2. Make up of board of directors

The Board of Directors shall consist of the Executive Board, Directors-at-Large (4), AAPA Delegates (number determined by AAPA apportionment), Faculty Representatives, chairs of the standing committees, and PA Program Student Representatives

Section 3. Make up of student caucus

Each PA Program recognized by the Board is encouraged to send one or more student representatives. The PA Program student representatives shall form the Student Caucus.

Section 4. Voting members

The voting members of the board shall be the President-Elect, Immediate Past President, Secretary, Treasurer, the (4) Directors at Large, the Chief AAPA Delegate, and the Student Caucus which has two votes. The President would vote only in the event of a tie.

Section 5. Selection of chief delegate

The position of Chief Delegate shall be chosen by the elected Delegates and approved by the President.

Section 6. Student caucus voting

The (2) voting members of the Student Caucus shall be chosen by the PA Program Student Representatives.

Section 7. Board positions requiring AAPA membership

Members of the Executive Board and AAPA Delegates shall be fellow members in good standing of MAPA and AAPA for the duration of their term as defined in Article III.

Section 8. Authority of the board of directors

The Board of Directors shall control and manage the affairs of MAPA without prejudice to the powers conferred by these bylaws. Their duties shall be both executive and judicial. The Board of Directors shall be responsible for the implementation of policies concerning the property, business, and affairs of MAPA.

Section 9. Policy amendments

Without prejudice to the powers conferred by statute, the articles of incorporation, or as otherwise stated in the bylaws, the Board of Directors shall have the power to adopt and amend policies for MAPA. The policy manual shall be maintained separate and apart from the bylaws.

Section 10. Board of directors meeting overview

The Board of Directors shall hold meetings as designated by the President, but in no event shall there be less than two (2) such meetings in any calendar year. A majority of the voting membership of the Board shall constitute a quorum. Unless otherwise stated in these bylaws, an affirmative vote by a majority of the board members present shall constitute an action of the board.

Section 11. Board of directors meeting venue

Meetings of the Board may take place face-to-face, by conference call, or by other electronic means as determined appropriate by the Board.

Section 12. Board action requirements

Any action the Board is required or permitted to take may be taken without a meeting if an absolute majority of the voting Board membership responds in writing to that action, including fax and electronic mail communication. Such action by written consent shall have the same force and effect as any other validly approved action of the Board. All such consents shall be filed with the minutes of the proceedings of MAPA. Nothing herein shall be construed as precluding the Board from taking an informal or advisory vote in a manner not in compliance with this section or any matter that does not require formal action of the Board.

Section 13. Terms

The term of office for President, President Elect, and Past President shall be one year. The Secretary and Treasurer shall be elected for a two-year term, alternating years; the Secretary in odd numbered years and Treasurer in even numbered years. The term for Directors-at-large and AAPA Delegates will be two years, one-half to be elected on alternating years.

Section 14. Officer resignation, removal, and vacancy

14.1. Resignation

Any officer may resign at any time by giving written notice to the President or Secretary of the organization. Such resignation will take effect on the date the notice is received, or at a later date specified in the notice. Unless otherwise specified, acceptance of the resignation is not required to make it effective.

14.2. Removal

Any officer may be removed pursuant to Article IV. Such removal must be in writing and, if applicable, follow the process outlined in the aforementioned article.

14.3. Vacancy

Any vacancy, other than the office of President, shall be filled for the unexpired term by a vote of the majority of the remaining voting members of the Board of Directors. If the vacancy includes one year or more remaining in the term, it shall instead be filled by a majority vote of the MAPA membership during the annual election. In the event of a vacancy in the office of President, the President-Elect shall ascend to the Presidency.

Section 15. Officer removal process

Any officer may be removed from office, for cause, at any time by the affirmative vote of a majority of the voting members of the Board provided that the affected officer shall have been given written notice, a minimum of 30 days prior to the action, of the charges and offered an opportunity to appear and be heard on the matter before the Board of Directors takes final action.

Section 16. Officer removal appeal

The officer may appeal such action, in writing, within six months after notice of removal is given and the Board has taken action to remove the officer. The Board of Directors shall designate a time and place for the hearing of the appeal. After giving the officer and representative reasonable opportunity to be heard, the Board of Directors shall, by a majority vote of voting members either sustain or reverse the removal of the officer. The decision of the Board of Directors shall be final.

Section 17. Failure to attend meetings

Any Board member failing to attend two (2) consecutive, unexcused, meetings of the Board of Directors may, by majority vote of the remaining directors, be asked to surrender their term on said Board.

Section 18. Personal liability

The board of directors shall not be personally liable for the debts, liabilities, or other obligations of the organization.

Section 19. Board indemnification

The organization's board of directors shall be indemnified by the organization to the fullest extent permissible under the laws of this state.

Section 20. Insurance

Except as may be otherwise provided under provisions of law, the board of directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of the organization or any agent of the organization (including a director, officer, employee, or other agent of the organization) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status, whether or not the organization would have the power to indemnify the agent against such liability under the articles of incorporation, these bylaws, or provisions of law.

Article VII: Election of the board of directors and AAPA delegates

Section 1. Rules and regulations

Rules and regulations governing the elections shall be outlined in the Elections Policy.

Section 2. Electable positions

The positions to be filled are the Board of Directors as stated in Article VI Section 2, with the exception of the Committee Chairs, Faculty Representatives, and PA Program Student Representatives.

Section 3. Presidential timeline

The President Elect shall automatically succeed the preceding President as President of MAPA and the outgoing President shall remain as a voting member of the Board for one year as the Immediate Past President.

Section 4. Eligible voters

Fellow, sustaining and retired members. Only AAPA fellow members are eligible to vote for AAPA Delegates.

Section 5. Election timeline

The election of officers and AAPA Delegates shall be conducted at least 45 days prior to July 1.

Section 6. Start of term

The elected officers shall take office on July 1. Unless otherwise stated their term of office runs from July 1 to June 30.

Section 7. Vacancies and succession

Vacancies on the board of directors shall exist (1) when a term of office ends; (2) on the death, resignation, or removal of any director; or (3) if the number of authorized directors is increased. The method of filling positions vacated by the holder prior to completion of term shall be as follows:

- a. Unless otherwise prohibited by the articles of incorporation, these bylaws, or provisions of law, vacancies on the board may be filled by a majority vote of the board of directors. If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by a majority vote of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the board shall hold office until the next election of the board of directors, or until their death, resignation, or removal from office.
- b. In the event of a vacancy in the office of president, the president-elect shall become president to serve the unexpired term.
- c. In the event of a vacancy in the office of president-elect, the immediate past president shall assume the duties, but not the office of the president-elect while continuing to perform the duties of immediate past president. The Nominating Committee or other appropriately charged standing or ad hoc committee shall prepare a slate of candidates for the president-elect position. The general membership shall elect a new president-elect from the candidates proposed and any candidates that self-declare. The newly elected president-elect will take office immediately upon election and will serve the remainder of the un-expired term. The newly elected president-elect shall then serve their own successive term as president.

Article VIII: Duties of the Board of Directors

Section 1. President

The President shall fulfill the duties of the President as outlined in the President Policy Statement.

Section 2. President elect

The President Elect shall fulfill the duties of the President-Elect as outlined in the President-Elect Policy Statement.

Section 3. Immediate past president

The Immediate Past President shall fulfill the duties of the Immediate Past President as outlined in the Immediate Past President Policy Statement.

Section 4. Secretary

The Secretary shall fulfill the duties of the Secretary as outlined in the Secretary Policy Statement.

Section 5. Treasurer

The Treasurer shall fulfill the duties of the Treasurer as outlined in the Treasurer Policy Statement.

Section 6. Director at large

The Directors-at-Large shall fulfill the duties of the Directors-at-Large as outlined in the Director-at-Large Policy Statement.

Section 7. AAPA delegates

The AAPA Delegates shall fulfill the duties of the AAPA Delegates as outlined in the AAPA Delegate Policy Statement.

Section 8. PA program student representative

The PA Program Student Representatives shall fulfill the duties of the PA Program Student Representatives as outlined in the PA Program Student Representative Policy Statement.

Section 9. Faculty representatives

The Faculty Representatives shall fulfill the duties of the Faculty Representatives outlined in the Faculty Representative policy statement.

Section 10. Entering Contracts

The Board of Directors has the authority to enter into contracts on behalf of the Academy.

Article IX: Committees

Section 1. Committee delineation

There shall be such committees as may be specified by the Board of Directors with such authority and responsibility as may be delegated by the Board of Directors or specified in the bylaws. One of the standing committees shall be designated to interpret policy as requested by the Board of Directors and periodically review organizational policies and propose changes to the Board of Directors.

Section 2. Chair appointment

All committee chairs shall be appointed by the President, with the majority approval of the Board of Directors, and shall be subject to removal by the President. Each committee shall be responsible to the President and the Board of Directors.

Section 3. Standing committee responsibilities

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

Section 4. Standing committee meetings and board reports

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

Section 5. Ad hoc committees

Special (ad hoc) committees may be appointed by the President with the concurrence of the Board for such special tasks as circumstances warrant.

Article X: Finance

Section 1. Fiscal year definition

The fiscal year shall be July 1 thru June 30.

Section 2. Determination of annual dues, late fees, assessments, manner of payment

Annual fees, dues, late fees, and assessments shall be established and approved by the board of directors for each class of membership.

Section 3. Membership dues

Membership dues shall be payable as outlined in the Policy on Membership Dues.

Section 4. Consequences of late fees and assessments

Any member whose dues, late fees, or assessments are unpaid at the time of any meeting shall be ineligible to vote or hold office. The Board of Directors may establish procedures and policies with regard to nonpayment of dues, late fees, and assessments as they become due.

Article XI: Parliamentary Authority

Section 1. AAPA constituent organization requirements

As an AAPA constituent organization, MAPA and its members are required to abide by all provisions outlined in AAPA's constitution, bylaws, and charter agreement. MAPA will not write or pass any bylaws and/or policies in conflict with AAPA bylaws and/or policies. MAPA will uphold the principles, purposes, and philosophy for which AAPA was founded. If MAPA is unable to uphold the principles and purposes, or passes conflicting bylaws and/or policies, it must work through AAPA to change the philosophy by altering the organization's constitution and bylaws.

Article XII: Ethics and Judicial Affairs

Section 1. Organization judicial body

The Board of Directors shall serve as the judicial body of the organization.

Section 2. Code of ethics

The Academy adopts the current AAPA Code of Ethics as the Academy's code of ethics.

Article XIII: Corporate Records and Reports

Section 1. Maintenance of corporate records

The organization shall keep at its principal office:

- a. Minutes of all meetings of directors, committees of the board of directors, and membership, indicating the time and place of holding such meetings, whether they were regular or special, how they were called, the notice given, the names of those present, and the proceedings thereof.
- b. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses.
- c. A copy of the organization's articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members.

Section 2. Member Inspection Rights

Each member shall have inspection rights, or provisions for inspection rights of organizational documents, for a purpose reasonably related to such person's interest as a member as expressly provided by law, the articles of incorporation or these bylaws. Any inspection under these provisions may be made in person, by agent or attorney.

Section 3. Periodic Report

The board of directors shall cause any annual or periodic report required under law to be timely prepared and delivered to an office of this state or to the membership of this organization.

Article XIV: Amendment of Bylaws

Section 1: Voting requirements

These bylaws may be amended by a vote of the membership. Voting can be electronic, by postal mail, or in person.

Section 2: Notice of proposed changes

Notice of proposed changes must be made not less than one month prior to the vote. The notice may be provided by post mail or by e-mail, and the notice will also be posted on the official web site no less than four weeks prior to the meeting.

Section 3: Quorum

Ten percent (10%) of the voting membership shall constitute a quorum at any meeting of the general membership or for purposes of a mail or electronic vote as authorized by these Bylaws. An affirmative vote by a majority of the members voting shall constitute action of the Academy, unless a different percentage is required by law, the Articles of Incorporation, or these Bylaws.

Policies of the Minnesota Academy of Physician Associates

Elected Officials Job Descriptions

President

Adopted: 3/1989

Reviewed: 6/2025

Revised: 6/2025

The President is elected by the general membership as President-Elect the year prior to taking office as President. They chair the Board of Directors and will be a voting member in the event of a tie. They must be a fellow member in good standing of AAPA and MAPA for the duration of the term.

Responsibilities

- a. Attend all officially designated Board and Academy meetings or arrange for the President-Elect or Past-President to substitute.
- b. Work with MAPA Staff to prepare agendas for Board meetings.
- c. Represent and speak for MAPA to other organizations and to the public.
- d. Establish standing and ad hoc committees with Board approval.
- e. Appoint committee chairpersons. Removal of chairpersons shall be according to the policy titled Absence from Board Meetings, or for other compelling reasons.
- f. Prepare the agenda for and preside over all general membership meetings.
- g. Present an annual report to the general membership at the Spring CME Conference
- h. Become credentialed and serve as delegate to the AAPA HOD per the MAPA Representation at AAPA Functions policy.
- i. Review, as necessary, all letters and documents that appear on MAPA letterhead prior to being sent, at their discretion.
- j. Be familiar with all MAPA policies and procedures; work with all appropriate Board members for review; provide interpretation, as necessary.
- k. Maintain at least a quarterly interim communication forum with the Board of Directors.
- l. Ensure that the Strategic Plan is being periodically reviewed and that progress is being made.
- m. Convene emergency Board meetings as deemed necessary.

President elect

Adopted: 3/1989

Reviewed: 6/2025

Revised: 6/2025

The President elect is elected by the membership of MAPA. They must be a fellow member in good standing of the AAPA and MAPA for the duration of the term.

Responsibilities

- a. Succeed to the presidency at the conclusion of the first elected year.
- b. Assume the duties of the President in their absence.
- c. Become credentialed and serve as delegate to the AAPA HOD per the MAPA Representation at AAPA Functions policy.
- d. Assist in recruiting candidates for elected Board positions.
- e. Contact and coordinate with the chair of each committee to discuss agenda for next year, leadership development and planning.

- f. Prepare a list of committee chairs for the upcoming fiscal year and present to the current President prior to the summer board meeting.
- g. Maintain regular communications with the President.
- h. Other duties as may be assigned by the Board or President.

Immediate past president

Adopted: 3/1989

Reviewed: 6/2025

Revised: 6/2025

The Immediate Past President is a voting member of the Board. They must be a fellow member in good standing of AAPA and MAPA for the duration of the term.

Responsibilities

- a. Perform tasks/duties as delegated by the President.
- b. Identify, recruit, and cultivate new volunteer leadership for MAPA.
- c. Chose the recipient of the Past President's Award and present in conjunction with the Fall CME conference.
- d. Assist the President and President-Elect in developing the semi-annual strategic planning retreat.
- e. If indicated, oversee the development of Outreach and Advocacy Award submission packet to the AAPA. <https://www.aapa.org/about/aapa-awards/co-awards/>
- f. Add pertinent information to the MAPA history document.

Secretary

Adopted: 3/1989

Reviewed: 6/2024

Revised: 6/2024

The Secretary is elected by the general membership for a two-year term. They must be a fellow member in good standing of the AAPA and MAPA throughout their term.

Responsibilities

- a. Record or delegate the recording of the minutes during MAPA Board and Annual Membership meetings. A copy of the minutes from each meeting should be distributed to all Board members within 30 days following the meeting and should be posted to the MAPA website.
- b. Create and update a task list which should summarize recent Board action items, Board members assigned to pending items, and known interim progress since the last meeting. The task list should be posted to the MAPA website simultaneously with the posting of the minutes.
- c. Affirm if a quorum is present for Board or general membership meetings when a vote is needed or expected.
- d. Work with other Board members in creation of an annual report of the accomplishment of the Board and the chapter to share with the membership.
- e. Assure that MAPA membership is notified of Board and Strategic Planning meetings.
- f. Submit a report prior to each Board meeting as appropriate.
- g. Assure that the constituent organization update form is submitted to AAPA in a timely fashion.
- h. Assure that the Board liability insurance policy is renewed annually.

- i. Assure the development and maintenance of an annual MAPA calendar of events for Board activities.

Treasurer

Adopted: 3/1989

Reviewed: 6/2024

Revised: 6/2024

The Treasurer is elected by the general membership for a two-year term. They must be a fellow member in good standing of the AAPA and MAPA throughout their term.

Responsibilities

- a. Monthly review of statement of activities provided by MAPA Staff.
- b. Assure that accurate records of the financial status of the organization are maintained.
- c. Oversee deposits into the organization's account.
- d. Approve transfer of funds between accounts, as necessary.
- e. Oversee the paying of bills and recording all receipts of those payments as performed by MAPA Staff.
- f. Working in collaboration with the Executive Board and MAPA Staff, develop and/or institute proposals for investment of Academy funds.
- g. Develop forecasts of the financial implications of any Board or Committee decision option at the request of the Board.
- h. Assure that MAPA Committee Chairs are included in the budget creation process.
- i. Work closely with MAPA Staff to create MAPA's overall budget.
- j. Assure that a formal audit is conducted every three years.

Director at Large

Adopted: 3/1989

Reviewed: 6/2024

Revised: 6/2024

Each of the four (4) Directors at Large is elected by the general membership for a two-year term. They must be fellow or sustaining members in good standing of MAPA throughout their term. Two (2) DAL positions are elected each year.

Responsibilities

- a. Become an active member of one or more committees.
- b. Engagement in MAPA efforts/initiatives, including but not limited to the on demand CME library or MAPA's periodic member communications.
- c. Participate in advocacy work on behalf of MAPA.

Delegate to AAPA House of Delegates

Adopted: 5/1994

Reviewed: 6/2024

Revised: 6/2024

Delegate Qualifications

Each Delegate to the AAPA House of Delegates must be a Fellow Member in good standing of both MAPA and AAPA during their term of office. Candidates for Delegate must have served one (1) year in a MAPA elected board position, as a committee chair, or an active MAPA committee member, and have attended a minimum of two (2) Board Meeting in the previous year.

Chief Delegate

Chief Delegate shall be chosen by the elected MAPA Delegates and approved by the President.

Term of Office

- a. Term of office for Delegates is July 1 – June 30 as governed by AAPA policy. Each elected Delegate will serve two consecutive years.
- b. If unable to fulfill the duties and responsibilities of the position, an elected Delegate may resign their position in writing to the MAPA President or Executive Director.

Duties and Responsibilities of All Elected Delegates

- a. Attend the annual AAPA HOD meeting as a representative of the constituents of MAPA. Attendance includes maximum participation in all events related to HOD functions throughout the conference and the year. (i.e. conference calls, sessions of the HOD and any delegate specific functions)
- b. Encouraged to attend MAPA CME conferences and, when appropriate, address and / or present matters before the HOD as related to MAPA members.
- c. Active member on a MAPA Committee.

Duties and Responsibilities of Chief Delegate

- a. Assure orientation of new HOD members: review process, orient to handbook, discuss registration, transportation, housing, food, reimbursement, in an appropriate time frame.
- b. Coordinate activities of the HOD such as:
 - a. Securing credentialing letters and
 - b. Briefing other delegates on current issues.
- c. Assure maximum participation during HOD by:
 - a. Communicating expectations for other delegates in a timely manner
 - b. Assigning responsibilities (e.g., testifying if appropriate, monitoring reference committees)
- d. Coordinate the preparation of a written report, with other HOD members participation as needed, on HOD activities, with a link to summary of actions, when available, for the MAPA board and general membership.
- e. Engage MAPA board members for recommendations for resolutions.
- f. Submit resolutions to the House of Delegates as directed by the Board.

PA Program Student Representatives

Adopted: 11/1999

Reviewed: 9/2022

Revised: 9/2022

Each MAPA recognized PA Program is encouraged to have their students choose a first year Representative to the MAPA Board. It is expected that participation will continue into the second year. The chosen student must be a student member of MAPA and AAPA.

Responsibilities

- a. Serve as liaison between the board and student members of their respective programs.
- b. Represent views of their fellow students at board meetings.
- c. Promote MAPA membership and challenge bowl participation.
- d. Encourage participation in students' committees of interest.

Appointed Positions & Committees

Awards Committee

Adopted: 3/2021

Reviewed: 6/2024

Revised: 6/2024

The purpose of the Awards Committee is to solicit and subsequently review submissions for PA of the Year and Preceptor/Mentor of the Year and select the recipients.

Responsibilities

- a. Maintenance and implementation of a fair and transparent selection process of award recipients.
- b. Development and implementation of additional award categories as appropriate.
- c. Presentation of awards at the MAPA Fall CME conference.
- d. Determine the categories of Awards to be presented
 - a. PA of the year, preceptor of the year, advocate of the year, scholarship for attendance at the AAPA Executive Leadership Conference

Bylaws Committee

Adopted: 4/1985

Reviewed: 6/2024

Revised: 6/2024

The purpose of the Bylaw Committee is to make sure the Bylaws and Policy Manual are kept current and to offer interpretation as needed.

Responsibilities

- a. Oversee, maintain, and update the MAPA Bylaws and Policy Manual. Recommend changes and amendments to the Board or members as required.
- b. In collaboration with MAPA staff as needed, recommend new policies as necessary to assist in clear and consistent functioning of the Academy.
- c. Ensure that MAPA is in compliance with AAPA Constitution, Bylaws and Policies as a constituent chapter.

Communications Committee

Adopted: 1/2022

Reviewed: 6/2024

Revised: N/A

The purpose of the Communications committee is to maintain comprehensive communication with its MAPA members via a bi-monthly electronic newsletter.

Responsibilities

- a. Gather information/article submissions from board members, MAPA members, committee members, or other key stakeholders for bi-monthly electronic newsletters.
- b. Seek out unique MAPA, AAPA, or medical related topics that can inform our members.
- c. Edit the submissions for grammatical errors, overall length, and if relevant or appropriate for MAPA members, committees, and PA community or MAPA board goals.

- d. Promote the PA profession to the state of Minnesota and surrounding states with a bi-monthly newsletter.

Continuing Medical Education Committee

Adopted: 9/1989

Reviewed: 6/2024

Revised: 3/2021

The purpose of the Continuing Medical Education Committee is to offer, plan and present continuing medical education seminars for MAPA members and appropriate others. To provide a forum for MAPA business meetings.

Responsibilities

- a. As per the CME Committee committee manual.

Diversity, Equity & Inclusion Committee

Adopted: 3/2021

Reviewed: 6/2024

Revised: 1/2022

The DE&I committee is dedicated to ensuring MAPA fulfills its responsibility to promote a culture of equity and inclusiveness for Minnesota PAs of all backgrounds across our state, in order to reflect the diverse communities which we serve and ultimately improve the health of our patients and our state.

Responsibilities

- a. Recruit and retain members from diverse backgrounds, including but not limited to race, sex, gender, nationality, and religion.
- b. Presentation of one lecture or event at each MAPA CME Conference.
- c. Develop and maintain relationships with Chief Diversity Officers from other state and national organizations
- d. Develop and maintain a list of resources to be displayed on the MAPA website.
- e. Promote and distribute work related to diversity, equity, and inclusion performed by MAPA.

Leadership Development Committee

Adopted: 4/1989

Reviewed: 6/2025

Revised: 6/2025

The purpose of the Leadership Development Committee is to promote and develop the growth of PAs as leaders in MAPA and elsewhere.

Responsibilities

- a. Facilitate involvement of the general membership in MAPA activities,
- b. Recruit a full slate of candidates for MAPA board elections annually.
- c. Oversee any special elections and/or appointments to fill vacancies as outlined in the bylaws.
- d. Identify, facilitate, and support leadership growth within the board
- e. Encourage mentorship among board, committee, and members
- f. Help manage and match committee interest forms with the appropriate chairs

Legislative & Reimbursement Committee

Adopted: 1/2020

Reviewed: 6/2024

Revised: 6/2024

The purpose of the Legislative & Reimbursement Committee is to monitor, address, create and advocate for or against any legislation, regulation or policy that is relevant to PA practice, as well as to inform and educate all invested stakeholders about this work.

Responsibilities

- a. Mentor membership concerning legislative issues and craft new PA legislation in concert with the Board of Directors.
- b. Serve as a contact for MAPA members concerning third-party payment issues.
- c. Work with and direct the lobbyist and / or legal counsel as needed, with Board approval.
- d. Monitor current legislation and / or policies concerning: PA specific practice, healthcare delivery changes, reimbursement, Medicare/Medicaid issues, and other third-party payers.
- e. Communicate to membership during times of important legislative activity to inform the constituency and gain support for PA issues.
- f. Coordinate and manage the annual PA Day on the Hill activities.
- g. Chair to attend AAPA Leadership and Advocacy Summit annually.

Membership Committee

Adopted: 9/1989

Reviewed: 1/2022

Revised: 3/2021

The purpose of the Membership Committee is to maximize the number of Minnesota PAs and PA students that are active members.

Responsibilities

- a. To oversee creation/distribution of membership information for dissemination to members and prospective members.
- b. To recruit new members and retain current membership in accordance with the Bylaws of this organization.
- c. Oversee maintenance of current and accurate membership lists to assure each member receives the services due as a member of MAPA.

PA Program Faculty Representative

Adopted: 10/2017

Reviewed: 6/2024

Revised: 6/2024

MAPA endeavors to have a relationship with each PA Program in the state and as part of that relationship invites each Program to have a Faculty Representative to the MAPA Board. The manner and mechanism for arriving at the Faculty Representative's choice is the purview of the PA Program.

Responsibilities

- a. Attend and participate at board meetings and strategic planning meetings.
- b. Serve as a liaison between the board of directors and the PA program.

- c. Promote MAPA and AAPA membership to the program's students and faculty.
- d. Ensure the program is in compliance with their program's student MAPA membership to allow for student participation and funding requests.
- e. In conjunction with the student relations committee, support and mentor the student representative(s) from their program.
- f. Review and authorize submissions for program funding and/or research requests from students in the program to MAPA.

Scholarship Committee

Adopted: 3/2000

Reviewed: 6/2024

Revised: 6/2024

The purpose of the Scholarship Committee is to raise funds and distribute scholarships to student members of MAPA.

Responsibilities

- a. Maintain accurate ledger of scholarship funds held by the MAPA Donor Advised Fund of the Physician Associate Foundation
- b. Serves as a contact person for the MAPA Donor-Advised Fund, administered through the Physician Associate Foundation.
- c. Coordinate efforts for fundraising events
- d. Work to obtain funds from other sources (Pharmaceutical Reps, Educational Institutions, Employers)
- e. Coordinate distribution of applications to students,
- f. Select scholarship recipients, award scholarships to recipients.

Social Media & Marketing Committee

Adopted: 1/2020

Reviewed: 1/2022

Revised: 1/2022

The purpose of the Social Media & Marketing Committee is to promote communication with MAPA members, non-member PAs, and the public.

Responsibilities

- a. Educate, promote, and increase recognition of the PA profession among health care professionals and the public.
- b. Serve the profession via regular publications including website, social media, and other communication forums.
- c. Promote the PA profession statewide through social media, e-mail, printed materials, audiovisuals, and other mass media tools.

Student Relations Committee

Adopted: 11/1999

Reviewed: 6/2025

Revised: 6/2025

The purpose of the Student Relations Committee is to establish and maintain a strong relationship between MAPA, PA students and Minnesota PA programs

Goals of the committee

- a. Promote student membership and involvement in MAPA meetings and activities.
- b. Foster communication between MAPA and PA programs and students.
- c. Educate PA students about MAPA, AAPA, and professional issues relating to physician associates.
- d. Encourage transition from student membership to fellow membership upon graduation.

Key Members of the committee

- a. PA program student representatives
- b. PA program faculty representatives

Duties and responsibilities of the Committee Chair(s)

- a. Present to the new class of each PA program to encourage MAPA membership and involvement. Include board members and student representatives of the corresponding class in the presentation as able.
- b. Commemorate the graduation of each PA program by planning individual or group events. Work with the membership and legislative committees to acknowledge their achievement, promote membership, and encourage involvement with MAPA.
- c. Plan and execute the challenge bowl to be held annually during a MAPA CME conference.
- d. Connect student members to MAPA committees that fit their interest.

Board Policies

[Access to MAPA Bylaws and Policy Manual](#)

Adopted: 9/2020

Reviewed: 1/2022

Revised: N/A

Pursuant to Minnesota Statute 317A “Nonprofit Corporations” MAPA shall:

- a. Have a link on the members-only portion of the website to the current MAPA Bylaws and Policy Manual.
- b. MAPA members shall have access to financial statements and/or meeting minutes by requesting same from the Executive Director.

[Awards](#)

Adopted: 9/1990

Reviewed: 6/2024

Revised: 6/2024

To establish a mechanism to properly recognize outstanding individuals that are contributing to the PA profession in the state of Minnesota. This recognition is to encourage service to the profession and the Academy, provide motivation, improve retention of quality physician associates in the Academy and to acknowledge the contribution of preceptors.

[Types of Awards](#)

- a. The PA of the Year Award can annually be awarded to an outstanding PA who exemplifies and embodies those qualities and philosophies that characterize the profession and uses those attributes to serve the profession and society. The recipient of this award will

receive a complimentary one-year membership to MAPA and a plaque recognizing their accomplishment.

- b. The Past President's Award will annually be awarded to an individual whose contributions to the profession and/or MAPA, as recognized by the immediate past president, have been exceptional. A commemorative plaque will be given to the awardee.
- c. The Preceptor/Mentor of the Year Award will annually be presented to a Preceptor/Mentor chosen by the Awards Committee from nominations submitted.
- d. The Advocacy Award will annually be presented to a candidate chosen by the Awards Committee from nominations submitted.
- e. The AAPA Executive Leadership Meeting Scholarship will annually be awarded to a candidate chosen by the Awards Committee from applications/nominations submitted.

Candidates

- a. Candidates for the PA of the Year Award may be past or present members of the Board, individuals from the general membership in good standing, or PAs within the state who are not members.
- b. Candidates for the Past President's Award can be anyone the immediate Past President chooses.
- c. Candidates for the Preceptor/Mentor of the Year are individuals who have actively precepted/mentored PAs, PA students or Pre-PA students within the preceding twelve months.
- d. Candidates for the Advocacy Award are individuals who have demonstrated a significant contribution to the PA profession.
- e. The nominations for recognition may come from the BOD, general membership, physicians, the public at large or from within the Awards Committee.

Presentation

- a. Presentation of the awards will occur at the Spring CME conference.
- b. The Awards Committee Chair or designee will present the PA of the Year Award, Advocacy Award and the Preceptor/Mentor of the Year Award.
- c. The Past President's Award will be presented by the Immediate Past President.

Board Operations

Adopted: 6/2021

Reviewed: 1/2022

Revised: N/A

Agendas

Determined by the President and Executive Director.

- a. Active
 - i. Items for discussion and/or requiring board approval
- b. Consent
 - i. Informational, minutes of previous meeting

Motions

Formal proposal put to the Board for a decision by vote in a meeting.

- a. Proposal
 - i. Any member of the board, whether voting or not
- b. Second
 - i. Required to begin discussion unless motion is made by committee chair

- ii. Any member of the board, whether voting or not

Discussion

- a. All board members are encouraged to participate.
- b. Non-board members may participate when recognized by the presiding officer.

Voting

- a. Reference Bylaws, Article VI, Section 4.

Checking Account

Adopted: 11/2007

Reviewed: 1/2022

Revised: 1/2020

To authorize MAPA's Management Company to act as MAPA's fiscal agent and to provide a listing of authorized signers for the MAPA Checking Account with MAPA's designated bank.

Policy

A listing of which Board members and which Administrative Personnel are authorized to sign MAPA checks and other related financial documents is needed. The following board members and administrative personnel are authorized as above:

- a. President
- b. Treasurer
- c. Executive director
- d. Management company designee

CME Committee and CME Events

Adopted: 2/2019

Reviewed: 1/2022

Revised: 1/2020

The CME Chairperson (or designated stand-in) shall be excused from paying tuition for a CME event that s/he is responsible for. Hotel accommodations for the night prior to the event as well as the nights of the event shall be covered by MAPA.

CME Committee members who are actively involved in facilitating the event for 4 or more hours per day shall have reduced tuition as approved by the Executive Committee.

CME Tuition and Board Members

Adopted: 2/2019

Reviewed: 9/2022

Revised: 9/2020

Members of the MAPA Board – Executive Committee, Directors at Large, Delegates to the AAPA House of Delegates, Chairpersons, Co-Chairs, Faculty Representatives – shall be eligible for reduced tuition at MAPA CME events. Unless otherwise determined the amount of the tuition reduction shall be 50%.

Committee Chairpersons may recommend that select committee members also receive the discount based on the committee members level of participation.

Student Representatives who are expected to pay their tuition individually shall be granted waived tuition for virtual MAPA CME meetings and the 50% discount for in person MAPA CME meetings.

Committee Co-Chairs

Adopted: 3/2022

Reviewed: 3/2022

Revised: 3/2022

MAPA committee chairs may choose to have co-chairs.

- a. A committee chair may choose to designate co-chair(s), and note it in the committee roster as appropriate.
- b. The co-chair role will be defined within the committee and recognized as desired.
- c. In the event a committee chair steps down, a co-chair may succeed following Article IX, Section 2 of the Bylaws.

Constituent organization endorsement of candidates policy

Adopted 3/2022

Reviewed: 3/2022

Revised: 3/2022

Provide a clear process of endorsement for a candidate running for election outside of MAPA. This will allow for transparent and fair selections.

- a. Candidates may self nominate and/or any MAPA member may nominate a candidate.
- b. Nominations will be provided, in writing, to MAPA. Nominations should include how endorsing the candidate would impact MAPA.
- c. The executive committee, with assistance from the board as able, will review a potential candidate, with a focus on the following:
 - i. Campaign goals
 - ii. Benefits to the profession, both locally and nationally
 - iii. Past involvement and history of votes if applicable
 - iv. Constituent organization affiliations
- d. Should the executive committee find that a candidate qualifies for endorsement, a vote will take place with majority rule demonstrating the endorsement of the candidate. There is no limit to the number of endorsements.
- e. If a candidate is selected for endorsement, the following rules are in place:
 - i. The general membership will be notified of the endorsement in writing with information on how to find selection criteria.
 - ii. Messaging will remain positive with no negative remarks or slander of opponents.
 - iii. Messaging will remain free of coercion and incentivization to vote for a particular candidate
 - iv. Any written, printed, or electronic communication regarding the endorsement will contain the CO logo and/or signature of the CO-designated spokesperson.
- f. Should the executive committee or MAPA board become aware of new information following endorsement, MAPA reserves the right to withdraw endorsement. In the event of withdrawal, the above messaging rules still apply.

Conflict of Interest

Adopted: 1/2017

Reviewed: 1/2022

Revised: 1/2020

Academy volunteer leaders (elected and appointed) and staff members (collectively referred to as “Leaders”) of the Minnesota Academy of Physician Associates (“MAPA”) must act in the best interests of MAPA. Such Leaders have fiduciary duty to conduct themselves in the best interests of MAPA and to avoid engaging in any real or potential conflict of interest or creating the perception of conflict of interest. In their capacity as Leaders, they must subordinate personal, individual, business, third-party and other interests. Moreover, the Board of Directors of MAPA has an obligation to ensure that the organization is transparent and maintains an unbiased decision-making process.

All capitalized terms used herein shall have the meanings ascribed to them as defined in this Conflict of Interest and Disclosure Policies and Procedures (Policy).

The purpose of this Policy is to inform Leaders about what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, help them to avoid conflicts of interest where necessary, and ensure that all of the deliberations and decisions of Leaders protect the interests of MAPA, particularly when a Leader contemplates entering into any transaction or arrangement that may directly or indirectly benefit the Leader financially (i.e., through business, family, or investment). A Leader may not use his or her position with respect to MAPA, or confidential information relating to MAPA, to achieve a financial benefit for himself or for a third party, including another nonprofit or charitable organization. This Policy is intended to supplement but not replace any applicable laws governing conflicts of interest in nonprofit and charitable organizations.

Definitions

- A. “Compensation” means any direct or indirect remuneration, as well as gifts or favors that may create a real or perceived conflict of interest with the public or members.
- B. “Director” means any member of the Board of Directors.
- C. “Family Member” means any individual who is a spouse, partner, parent, brother, sister, child and/or any other relative residing in the household of the Leader.
- D. “Financial Interest” means if the person has, directly or indirectly, through business, investment or family: (a) An existing or potential ownership or investment interest in any entity with which MAPA has a transaction, contract, or other arrangement, or (b) A compensation arrangement with MAPA or with any entity or individual with which MAPA has a transaction, contract, or other arrangement, or (c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MAPA is negotiating a transaction, contract, or other arrangement, or (d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of MAPA.
- E. “Leaders” means any elected or appointed member of the MAPA Board of Directors or any staff member of MAPA’s administrative company.

What is a Conflict of Interest?

- a. A conflict of interest arises when a Leader has some interest—which may or may not be financial in nature—that suggests divided loyalty on the part of the individual between obligations to MAPA and to the individual’s personal interests or to the interests of some other organization or cause. Such interest arises from a transaction between MAPA and a third party, or the Leader’s relationship with a third party, or the Leader’s relationship to

another Leader (personal, professional, or otherwise), which compromises their ability to provide unbiased and undivided loyalty to MAPA.

Disclosure

- a. To identify any potential conflicts of interest, each Leader is required to annually complete and submit on a form provided by MAPA (a "Disclosure Form") details of any Financial Interest, as well as paid and unpaid positions and relationships with third party organizations, and arrangements or relationships with MAPA and other Leaders. Directors shall update the Disclosure Form if any disclosure has changed at each Board meeting. All other Leaders are required annually to complete and submit a Disclosure Form and shall update the Disclosure Form if any material changes or additions to the submitted information arise during the year. On the Disclosure Form, the Leader must list all financial arrangements and transactions with MAPA, whether the Leader or any Family Member has an interest in any third party that provides MAPA with goods or services, and any other organizations with potentially conflicting interests in which the Leader or a Family Member is actively involved, has an investment, or owns at least 5% interest. Each Leader is encouraged to disclose a relationship if there is any uncertainty as to whether the relationship should be disclosed.
- b. Candidates for elected positions or appointed positions will complete the Conflict of Interest disclosure form prior to election/appointment.
- c. Current members of the Board of Directors
 - i. Members of the Board of Directors shall complete the Conflict of Interest Disclosure Form at the beginning of each leadership year.
 - ii. Members of the Board of Directors shall also complete the Disclosure Form at each board meeting if there is a change of disclosure needed.
 - iii. Board meeting packets will include this statement from the President: "It is my duty to remind you that the Minnesota Academy of Physician Associates maintains an official policy with respect to the disclosure of bias and potential conflicts of interest, and related party transactions. If you have a question about whether you should make such a disclosure and you are about to participate in a meeting where that conflict would apply, you should ask the chair of the meeting whether you should abstain yourself or not participate in the discussion for its duration."
 - iv. Members of the Board of Directors shall revise Disclosure Forms as soon as they are aware of potential conflicts.
- d. Administrative staff
 - i. Complete Conflict of Interest Disclosure form prior to beginning service on behalf of the academy and then annually.
 - ii. Revision will be submitted as soon as potential conflicts arise.

A committee of the MAPA Board of Directors will administer and monitor compliance with this Policy and make the initial determination whether a particular outside transaction or relationship may constitute an actual, potential, or apparent conflict of interest, with the aid of outside counsel as appropriate. This determination shall be made in any circumstance in which a credible potential for a conflict of interest is identified, either by an individual Leader or by a third party. The Board shall have the final authority over the resolution of all conflict of interest matters.

Evaluating Conflict of Interest

Upon receipt of disclosure/discovery of a conflict of interest the following actions will be taken:

- a. The Board of Directors or designated committee of the Board will be informed and initiate the evaluation process
- b. When evaluating whether a particular transaction or relationship constitutes an actual, potential or perception of conflict of interest, the Board of Directors or designated committee of the Board shall consider the following (non-exhaustive) determinants:
 - i. Abusing one's role as a Leader for personal or third-party gain or pleasure (including, but not limited to, the solicitation or acceptance of non de minimis gifts or other items of value or indirect inducement to provide special treatment on organizational matters).
 - ii. Placing one's own self-interest, the interest of one's company, organization, or another entity for which the individual serves in a leadership, employment or ownership capacity, or the interest of any third party above that of MAPA.
 - iii. Engaging in any outside business, professional or other activities that would directly or indirectly materially adversely affect MAPA.
 - iv. Providing goods and services to MAPA as a paid vendor.

If the Board of Directors or designated committee of the Board determines that a particular relationship or transaction represents an actual, potential or perception of conflict of interest, it shall resolve such actual, potential or perception of conflict in one of the following manners:

- a. Waive the actual, potential or perception of conflict of interest as unlikely to affect the Leader's ability to act in the best interests of the organization.
- b. Determine that the individual Leader should be recused from all deliberations and decision-making related to the particular transaction which gives rise to the actual, potential or perception of conflict of interest. This resolution should apply particularly when the transaction or relationship is one which presents a conflict of interest only with respect to one or two discrete programs or activities.
- c. Determine that the individual Leader must resign/be removed from their service to AAPA, because the actual, potential or perception of conflict of interest is so egregious as to prevent the Leader from being able to serve the best interests of the organization.
- d. The Board of Directors or designated committee of the Board will accept testimony from the Leader and discuss options with the Leader, including timeframe to take action and possible actions (see above: waive, recuse, resign/be removed).

Records of Proceedings

The minutes of the reviewing group considering the actual, potential or perception of conflict of interest shall contain:

- a. The names of persons found to have a material Financial Interest in connection with an actual or possible conflict of interest; the nature of the Financial Interest; any action taken to determine whether a conflict of interest was present; and the decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the actual or potential conflict of interest; the content of the discussion, including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection therewith.

Periodic Reviews

- a. The Board of Directors shall periodically consider whether and how this Conflict of Interest Policy should be revised or amended to better meet the policy's objectives.
- b. The Conflict of Interest Disclosure Form shall be completed, signed and submitted by all Leaders and Administrative Staff on an annual basis. Additionally, each person is required to update the Disclosure Form, if needed, prior to each board meeting.

Consent Agenda

Adopted:

Reviewed: 6/2024

Revised:

A consent agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately.

Items that can be included in the consent agenda include:

- a. Minutes of the last meeting
- b. All officer, committee, student representative, liaison, and other functionary reports.
- c. Information only items, non-controversial

For the consent agenda to be useful the following must occur:

- a. All reports must be submitted to the executive director in the communicated timeline.
- b. Each board member has the responsibility to read and review the consent agenda items and address any concerns prior to the meeting.
- c. If a board member has a question about an item on the consent agenda, they should contact the author who submitted the report prior to the board meeting.

Disposal of Old Records

Adopted: 9/2000

Reviewed: 1/2022

Revised: 1/2020

MAPA Records may be disposed of when no longer needed to comply with legal requirements. Records excluded from this process are official meeting minutes, Treasurer reports, and income tax filing. Unless storage is a problem, seven years will be the time records will be considered for destruction. Preferred method of destruction is shredding or burning.

Donation

Adopted: 1/2002

Reviewed: 1/2022

Revised: 1/2020

MAPA will consider donation requests from organizations or individuals on a case-by-case basis.

For consideration, any requests must meet the following criteria:

- a. The organization or individual shall be in good standing with MAPA.
- b. The request for donation shall be in accordance with the mission, goals, and objectives of MAPA.
- c. The request shall be made to the BOD for consideration at the next meeting. If a decision is needed to be made between board meetings, it may take place by e-mail vote.
- d. The request shall be approved by the BOD with majority vote approval.
- e. Efforts to anticipate total donations will be made during the budget allotment process.

Dues

Adopted: 1/2016

Reviewed: 6/2024

Revised: 6/2021

The dues for each category of membership shall be determined by the MAPA Board. Periodically the MAPA Board will review and update the current dues structure.

Current categories of membership and the associated dues are as follows, a discount may apply if auto-renew is selected:

- a. Fellow [\$175 annually, \$150 annually if AAPA member]
- b. Sustaining [\$175 annually]
- c. Affiliate [\$125 annually]
- d. New graduate [\$87.50 for the first year following graduation from an accredited PA program]
- e. PA student [\$50 for the duration of the PA Program enrollment]
- f. Pre-PA [\$50 annually]
- g. Retired [\$50 annually]
- h. Honorary [\$0]

Elections

Adopted: 6/2021

Reviewed: 1/2022

Revised: N/A

The Leadership Development Committee is responsible for recruiting candidates and overseeing the distribution of the ballots. This includes:

- a. Verifying eligibility
- b. Development and distribution of ballots
- c. Communication of the election results to the board, candidates, and membership

Nomination/Declaration for Office

- a. Individuals may self nominate.
- b. Nominations made on behalf of another requires consent of the proposed nominee.
- c. An individual may declare for only one office at a time.
- d. An individual holding a current office may declare for an additional office.

Positions requiring Fellow membership in AAPA and MAPA

- a. President elect, secretary, treasurer, and delegates

Position not requiring AAPA membership but requiring MAPA membership as either Fellow, Sustaining, or New Graduate

- a. Director at large

Candidate information

- a. Name, credentials, e-mail address, membership level, and duration of PA practice

Candidate page

- a. Name, position declared, statement of interest, and picture of candidate

Voting

- a. Electronic ballot distributed to all eligible members.
- b. Eligible voters may request a paper ballot
- c. Only MAPA members who are also fellow members of AAPA are eligible to vote for delegates.

Ballot

- a. Link to candidate page
- b. Names in alphabetical order in the order of president elect, secretary, treasurer, director at large, and delegate
- c. An option for a write in candidate

Tie

- a. In the event of a tie there will be a run-off election with the ballot including only the names of the candidates who are tied for the position.

Endorsement

Adopted: 1/2022

Reviewed: 9/2022

Revised: 9/2022

MAPA may be asked to publicly express approval or support for an event or activity that is developed by an outside entity. MAPA is willing to consider providing endorsement after the approval of the MAPA executive committee.

Eligibility criteria for endorsement

- a. The event or activity must comply with MAPA's vision and have a clear PA-related mission.
- b. There must be demonstrable benefit to MAPA and/or MAPA members from the endorsement.
- c. If the event/activity is organized by a for-profit entity, it is only eligible for endorsement when a negotiated benefit is provided to MAPA.
- d. MAPA members must be among the organizers, speakers, and/or participants.
- e. The completion of the MAPA endorsement request form, which provides a detailed description of the proposal.

Review process

- a. Only submissions using the endorsement request form will be accepted.
- b. The MAPA executive committee will review the application at the next meeting within 90 days of the submission date. They will evaluate if the proposal meets the criteria listed above.
- c. A formal decision letter will be issued by MAPA, including the next steps and considerations as appropriate.

Considerations

- a. MAPA reserves the right to decline any request
- b. An approved event or activity may be advertised as 'Endorsed by the Minnesota Academy of PAs' with the approved use of MAPA's logo.
- c. MAPA may provide limited marketing support for an approved event or activity. The marketing support may include listing on MAPA's online events calendar and inclusion in the appropriate communications to members, as deemed relevant.
- d. The MAPA name, acronym, logo, and symbol are exclusive property of the Minnesota Academy of Physician Associates and may only be used with permission and per the Use of MAPA name, symbol, and logo policy.
- e. Requests not clearly outlined in above policy will be lead by the Executive Director and Treasurer with executive committee approval.

Entering into Contracts

Adopted: 6/2017

Reviewed: 1/2022

Revised: 1/2020

The President of MAPA or the Executive Director, following discussion with the President, are authorized to enter into contracts on MAPAs behalf.

- a. When the need arises for MAPA to enter into a contract the President and/or the Executive Director will review the contract and discuss the same with appropriate other entities including, but not limited to, the Executive Committee.
- b. A report on any such contract(s) that have been signed shall be provided to the Board at the next meeting.

Executive Committee

Adopted: 6/2021

Reviewed: 1/2022

Revised: N/A

The purpose of the Executive Committee is to help the Board accomplish its work in the most efficient way. It achieves this in part by facilitating decision making between Board meetings or in urgent and crisis circumstances.

Composition

The Executive Committee consists of the President-Elect, President, Immediate Past President, Secretary, and Treasurer.

Responsibilities

The Executive Committee reports to and is accountable to the full Board.

- a. The Executive Committee has the power to act on behalf of the full Board.
- b. Discussions of the Executive Committee should be encapsulated in their minutes, which should be presented to the full Board in a timely manner.
- c. Actions of the Executive Committee shall be reported to the full Board no later than the next meeting.
- d. The full Board should always reaffirm decisions of the Executive Committee in its next meeting.

Funding of Students for State or National Event Participation

Adopted: 1/2004

Reviewed: 6/2024

Revised: 6/2024

MAPA may allocate financial support as outlined in the annual budget for funding of students for state or national event participation.

Academy of representatives

Every program gets 1 representative (per program, not per class) to the AOR.

- a. Up to 1 representative per program may have a sponsorship of up to \$200.
- b. It is up to the programs to determine the AOR representatives for their program.

House of delegates

The SAAAPA will elect their student delegates per their bylaws in accordance with AAPA HOD policy.

- a. Should a student from a MAPA recognized program be elected as a SAAAPA delegate, MAPA will consider providing a maximum of \$500 per program for travel and / or housing to support student participation in the HOD.
- b. A request for funding should be submitted to the SRC chair for consideration. The SRC chair will validate and approve the request, and then forward this to the Executive Committee for final funding approval.
- c. The funding request should be submitted via email and include the following:

- a. The student (s) requesting the funding must be a MAPA student member(s) in good standing with MAPA and their program.
- b. It is a requirement for both the AOR and HOD that the student be a member of AAPA.

National event funding

- a. If a student (s) from a MAPA recognized PA program is selected to present at a state or national event, a funding request of up to \$500 may be requested to support the student's participation in such an event.
- b. The request should be submitted to the SRC chair for consideration.
- c. The SRC chair will validate and approve the request, and then forward this to the Executive Committee for final funding approval.
- d. The funding request should be submitted via email and include the following:
 - i. Intended participation at the event
 - Should be scholarly in nature
 - ii. Event is recognized by a PA or medical academy
 - iii. Justification for travel and/or lodging to support the student participation

Financial amounts that are listed in this policy statement are subject to change depending on the current MAPA budget.

Holding More Than One Position on the MAPA Board

Adopted: 10/2015

Reviewed: 3/2022

Revised: 3/2022

- a. MAPA members may hold more than one position on the MAPA board.
- b. MAPA members may be elected to more than one elected office.
- c. An elected officer may be appointed as a committee chair.
- d. An individual holding more than one position on the board shall not request reimbursement for both positions simultaneously.

Honorary Membership

Adopted: 7/2001

Reviewed: 1/2022

Revised: 1/2022

Honorary membership in the Minnesota Academy of Physician Associates is a significant honor bestowed by MAPA for life.

The determination of individuals for consideration are as follows:

- a. Nominations: must be submitted to the MAPA BOD
- b. Submissions: must be received by the MAPA BOD at least 10 days prior to a scheduled board meeting for consideration.
- c. Granting: Honorary MAPA Memberships are granted by a 2/3 vote of the board of directors and approved by the voting membership as defined in Article V of the bylaws.
- d. Recognition: Recipients shall receive a certificate, which shall be presented at any meeting of the general membership.

Investment Funds

Adopted: 1/2016

Reviewed: 1/2022

Revised: 1/2020

MAPA will maintain two distinct funds: (1) Operational Fund (checking account, short-term investments in money market funds and CDs and (2) Investment Fund (long term reserve).

Investment Fund

- a. The investment fund should maximize returns.
- b. The allocations shall be determined by the Executive Committee and MAPA Staff
- c. The investment fund will be housed in a bank that is FDIC-insured, offers both checking accounts (preferably interest-bearing), certificates of deposit and money market funds with the ability to transfer funds within components of the institution without penalty.

The objective of the Investment Fund is to maximize investment income while reserving principal.

- a. The MAPA Staff will monitor investments and report to the Treasurer on a quarterly basis.
- b. Funds designated for short-term investment may be invested in certificates of deposit with maturities of no longer than one-year and a rotating cycle of dates of maturity to provide access if needed.
- c. Funds designated for long-term investment may be invested in certificates of deposit with maturities of greater than one-year and a rotating cycle of dates of maturity to provide access if needed.

Approved Securities

- a. Money Market Funds
- b. Mutual Funds and
- c. Certificates of Deposit

Authorized Officers to Approve Purchasing/Selling Securities

- a. The Treasurer and President are the authorized officers to approve purchasing or selling of certificates of deposit.
- b. The Treasurer may delegate the actual purchasing and selling operating fund investments to MAPA Staff

MAPA Representation at AAPA Functions

Adopted: 4/2000

Reviewed: 6/2025

Revised: 6/2025

To clarify the responsibilities of MAPA representatives to the AAPA House of Delegates and the Leadership & Advocacy Summit.

Individuals funded by and representing MAPA are expected to abide by these guidelines.

House of Delegates

- a. MAPA can credential an unlimited number of Delegates to the AAPA HOD but is only allowed to seat the number of delegates apportioned by AAPA policy. The elected delegates as well as the President and President-Elect will be credentialed Delegates, and others at the discretion of the Executive Committee.

- b. Delegate responsibilities include attendance at all reference committee hearings, voting on resolutions and the various events that occur in conjunction with the House.
- c. The Chief Delegate will, if necessary, make assignments and coordinate event attendance.
- d. The funding for the elected Delegates and President-Elect is outlined in the policy on "Reimbursement for Academy Expenses". It includes travel to and from the HOD meeting location, food based on location federal standards, and lodging at single room rate for a maximum of four nights. Note: room sharing of same sex members is encouraged if acceptable by participants.
- e. Delegates are expected to prepare a report for the Board of Directors.

Leadership & Advocacy Summit

- a. MAPA President and Legislative Chair are funded representatives to the LAS. If the President and/or Legislative Chair are unable to attend the Executive Committee will choose an alternate. If funding is available additional members could be sent.
- b. Replacements and/or additional participants should be recommended by the Legislative Chair and approved by the Executive Committee.
- c. MAPA representatives who are funded to attend this meeting are expected to maximize participation at all events associated with the conference
- d. It is expected that representatives will share any handouts/materials gathered with the appropriate MAPA Committee chairperson(s) or other MAPA leadership in a timely manner.
- e. Funding for the representatives is outlined in the policy on "Reimbursement for Academy Expenses". It includes travel to and from the meeting location, meals based on location federal standards and lodging at single room rate for a maximum of four nights. Note: room sharing of same sex members is encouraged if acceptable by participants.

MAPA Involvement with Non-MAPA CME Programs

Adopted: 9/2010

Reviewed: 1/2022

Revised: 1/2020

Requests for MAPA involvement with non-MAPA CME programs shall be brought to the Executive Committee for consideration. The Executive Committee will, with input from selected Board members as appropriate, will decide the type of involvement that is appropriate. Types of involvement may include:

Co-Sponsorship

- a. MAPA's name and logo appear on the brochure.
- b. MAPA has a financial investment in the program and expects to receive income from it.
- c. MAPA shall review and approve the agenda and speakers.
- d. MAPA shall advertise the event to members. This may include providing mailing labels to the non-MAPA organization; an e-communication to members; an "ad" in imPAct and/or on the website.

Endorsement

- a. MAPA's name and logo appear on the brochure.
- b. MAPA does not have a financial investment in the program and does not expect to receive income from it.
- c. MAPA may review and approve the agenda and speakers.
- d. MAPA may request a complementary display table or other participation in the event.

- e. MAPA may advertise the event to members. This may include providing mailing labels to the non-MAPA organization; an e-communication to members; an "ad" in imPAct and/or on the website.

Support

- a. MAPA's name and logo do not appear on the brochure.
- b. MAPA does not have a financial investment in the program and does not expect to receive income from it.
- c. MAPA does not need to approve the agenda and speakers.
- d. MAPA may purchase a "display table" or provide other financial support
- e. MAPA may choose to provide complimentary e-communication to members to advertise the meeting on the website.

MAPA may choose to provide one or more of the above in any combination.

Membership Categories

Adopted: 1/2017

Reviewed: 6/2024

Revised: 6/2024

To outline the participation (voting, holding office, participating on committees) privileges afforded the various membership categories within MAPA.

The various membership categories afford variable privileges.

- a. Fellow members of MAPA have the privilege of the floor, to hold office, participate in and chair committees and to vote on all issues.
- b. Sustaining members of MAPA have the privilege of the floor, to hold office as a Director-at-Large, to participate in and chair a committee, and to vote on non-AAPA issues.
- c. Affiliate members may have the privilege of the floor, but shall not be entitled to vote, to hold office, or to chair a committee.
- d. New Graduate members have the privileges of either Fellow or Sustaining members depending upon their eligibility.
- e. Student members have the privilege of the floor. Student members may participate on committees.
- f. Pre-PA members may be given the privilege of the floor; shall not be entitled to vote; shall not hold office; shall not participate on committees.
- g. Retired members have the privilege of the floor, to participate on and to chair a committee. They may not hold elected office.
- h. Honorary members may be given the privilege of the floor, but shall not be entitled to vote, to hold office, or to chair a committee. Honorary members who qualify for fellow, sustaining, or retired membership shall have all the rights and privileges of the corresponding membership category.

Member Code of Conduct

Adopted: 1/2023

Reviewed: 1/2023

Revised: 1/2023

To outline appropriate conduct between potential MAPA members, MAPA members, leaders, and the executive board.

- a. Members shall be expected to uphold the principles and values of MAPA as outlined in Bylaws Article II, XII, and the Conflict of Interest policy.
- b. No member shall discriminate against another member or potential member of MAPA with regards to sex, gender identity, race, sexual orientation, religion, or any other of the 13 protected classes in Minnesota. Protected classes will be fully defined by the [Minnesota Human Rights Act](#).
- c. No member shall engage in harassment of another member or potential member of MAPA, including but not limited to verbal, physical, or sexual harassment. Harassment will be fully defined by [Minnesota Statute 608.749](#).
- d. Grievance submission, hearings, appeals, and disciplinary action will follow the steps outlined in Bylaw Article IV: Discipline

Non-Board Members and Board Meetings

Adopted: 9/2020

Reviewed: 1/2022

Revised: N/A

To outline the process for attendance by non-board members at board meetings.

Any individual choosing to attend a board of directors meeting needs to notify MAPA Staff of their intent.

- a. MAPA Staff will generate a list of attendees for the President's formal recognition thus facilitating introductions.
- b. PA Student members or Pre-PA members shall have a Fellow, Sustaining or Student sponsor.
- c. Non MAPA member PAs members shall have a Fellow or Sustaining sponsor.
- d. Non-PAs shall have a Fellow, Sustaining or Student sponsor and prior approval of the President.

Operational Funds

Adopted: 1/2010

Reviewed: 1/2022

Revised: 1/2020

The Operational Funds policy outlines the parameters for day-to-day operations and the decision-making processes.

MAPA will maintain two distinct funds: (1) Operational Fund (checking account, short-term investments in money market funds and CDs and (2) Investment Fund (long term reserve).

Operating Fund

- A. The operating fund will provide sufficient cash (minimum of two months' expenses) to cover current year operating expenses in a timely manner.
- B. The operating fund will be housed in a bank that is FDIC-insured, offers both checking accounts (preferably interest-bearing) and certificates of deposit and the ability to transfer funds within components of the institution without penalty.

- C. At the end of each fiscal year, the Treasurer will examine the operating fund balance and make recommendations to the Board regarding cash that could be re-invested in the Operational Fund or transferred to the Investment Fund (Long Term Reserve).
- D. It is recommended that 50% of the net gain at the end of each fiscal year be moved into the Long-Term Reserve Fund.

The objective of the Operating Fund is preservation of principal, liquidity, and maximizing investment income within these constraints.

- a. At all times, the Operating Fund must maintain a minimum cash balance equal to one month of the current year's expense budget.
- b. The MAPA Accountant will monitor cash flow to assure the cash balance is maintained and report to the Treasurer on a monthly basis.
- c. Funds designated for short-term investment may be invested in certificates of deposit with maturities of no longer than one-year and a rotating cycle of dates of maturity to provide access if needed.

Approved Securities

- a. Money market funds
- b. FDIC insured checking accounts
- c. savings accounts and
- d. certificates of deposit

Authorized Officers to Approve Purchasing/Selling Securities

The Treasurer and President are the authorized officers to approve purchasing or selling of certificates of deposit. The Treasurer may delegate the actual purchasing and selling operating fund investments to MAPA Staff.

Overarching Policies

Adopted: 3/2021

Reviewed: 6/2024

Revised: 6/2024

The purpose of the overarching policies is twofold:

- a. Eliminate redundancy
- b. Establish consistency

All Board Members

A. ATTENDANCE EXPECTATIONS

- i) Attend all Board and Strategic Planning meetings.
- ii) If elected Board members are unable to attend, they must notify the President and Executive Director.
- iii) If a non-elected Board member is unable to attend, they should notify the President and Executive Director and may choose an alternate to represent them.

B. DAY ON THE HILL

- i) Participate in or actively support PA Day on the Hill.

C. POSITION DESCRIPTION REVIEW

- i) Annually review and recommend revision of their position description as needed.
- d. Uphold the responsibilities of a Board member as outlined in the Academy Bylaws and Policy Manual.

- i) Make policy recommendations to the Board of Directors when appropriate.

Executive Committee

- a. Each member of the executive committee (EC) holds responsibility for communication with and support of Committee Chairs.

Budget Process

- a. MAPA's fiscal year is July 1 through June 30
- b. The Executive Director and Treasurer develop a preliminary Academy budget.
- c. Portions attributable to elected positions or committees are shared accordingly for their input.
- d. The final Academy budget is voted on at or before the summer Board meeting.

Committee Manual

- a. Each MAPA committee is encouraged to develop and maintain a committee specific manual.
- b. The purpose of this manual is to outline the committee process, so it is clear to new members.

Committee Chair Responsibilities

- a. Serve as liaison to the Board of Directors.
- b. Provide leadership and direction to the committee.
- c. Recruit and appoint new volunteers to serve on the committee.
- d. Review and suggest revisions to the committee policy statement as needed.

Committee Member Responsibilities

- a. Attend committee meetings via any available method.
- b. Other responsibilities specific to the individual committee.
- c. Review and suggest revisions to the committee policy statement as needed.

Board Reports

All elected officers, committee chairs, student representatives, liaisons, and other functionaries are welcomed to submit reports for each Board meeting.

- a. A brief report outlining activities will be appreciated.
- b. If there is no information to share a report is not expected.
- c. Reports without action items will be included in the consent agenda.
- d. Action items will be incorporated into the meeting agenda unless they are noncontroversial in which case they can be included in the consent agenda.

Parliamentary Authority

Adopted: 10/2023

Reviewed: 10/2023

Revised: 10/2023

Document the parliamentary rules that the MAPA board follows.

The current edition of "The Standard Code of Parliamentary Procedure" (AIPSC) shall be the parliamentary authority of all matters of procedure not specifically covered by MAPA bylaws.

Pre-PA Student Membership

Adopted: 1/2016

Reviewed: 1/2022

Revised: 9/2020

Pre-PA Student membership in the Minnesota Academy of Physician Associates shall be available to individuals interested in applying for admission to a PA Program.

- a. Interested individuals can apply online on the MAPA website.
- b. Once enrolled in a PA program, individual is eligible for PA Student Membership
- c. Pre-PA members shall have the privilege of the floor, shall not be entitled to vote, hold office, or participate on committees.
- d. MAPA membership in no way entitles the member to admission to a PA training program or confers upon them any form of special consideration in the admissions process.

Policy Review

Adopted: 1/2020

Reviewed: 1/2022

Revised: N/A

All policies of the Minnesota Academy of Physician Associates are to be reviewed every 5 years unless otherwise indicated for an earlier review.

Reimbursement for Academy Expenses

Adopted: 12/1992

Reviewed: 9/2022

Revised: 9/2022

To define policy and procedures for payment of or reimbursement for, expenses incurred on behalf of MAPA. This Policy does not apply to the Strategic Planning meetings – those are covered under a separate budget.

- a. Annually the Board will establish a budget of projected expenses and income for the following year. Each Board member, committee chair or other functionary will submit budget proposals for their area(s) of responsibility. Once the budget has been approved, the Office may initiate payment for budgeted expenses.
- b. Unbudgeted expenses more than \$100.00 over total budget allotment require prior Executive Board approval.
- c. Reimbursable expenses incurred while officially representing MAPA at functions such as AAPA House of Delegates, AAPA National meeting, Leadership & Advocacy Summit, etc. include the following (subject to budgetary limitations):
 - a. Air transportation at the cost of coach fare.
 - b. Airline charge for one piece of checked luggage.
 - c. Public ground transportation at cost.
 - d. Private ground transportation at the current federal rate.
 - e. Parking.
 - f. Registration fees for portion of meeting attended as MAPA representative (i.e. HOD not the CME portion).
 - g. Charges for internet access.
 - h. Lodging cost of a single room.
 - i. Meals (M&I) up to the current federal rate for the location.
- d. Board committee members and other functionaries will be reimbursed, subject to applicable budget limitations for the following:
 - a. Postage
 - b. Copying/printing costs
- e. Elected board members, committee chairpersons, student representatives, faculty representatives, or designees thereof and other liaisons may, at their discretion, request reimbursement for mileage and lodging to attend Board meetings (subject to budget.)

Mileage reimbursement will be at the current federal rate per mile. Lodging rates will be limited to that of a standard single room at the hotel where the associated CME meeting is being held or a nearby hotel. Expenses for a night's lodging may be requested if:

- a. travel would be required from home/business before 6:00 a.m. to attend the meeting or
 - b. travel would be required after midnight to return from the meeting or
 - c. if authorized by the Executive Committee.
- f. Persons attending meetings as designated MAPA representatives (designated by the Board), may request reimbursement for travel at the current federal rate per mile if traveling by private vehicle, or the actual cost of public transportation. Lodging, if needed, would be limited to that of a standard single room at the hotel where the meeting is being held or a nearby hotel. Expenses for a night's lodging may be requested if:
- a. travel would be required from home/business before 6:00 a.m. to attend the meeting or
 - b. travel would be required after midnight to return from the meeting or
 - c. if authorized by the Executive Committee.
- g. MAPA will not reimburse for liquor consumption, in-room movies, or other entertainment expenses without prior approval of the board.
- h. If expenditure is going to be "charged" to another committee the Chair of that committee must authorize it.

Requirements

- a. Reimbursement requests for lodging, meals, and ground transportation will be processed after the event.
- b. Airfare should be reserved at least 30 days in advance with the addition of travel insurance to receive reimbursement. Requests for reimbursement should be submitted within 30 days of purchase.
- c. Requests for reimbursement will be reviewed by MAPA Staff with oversight by the treasurer and processed within 30 days of submission in line with consideration to requirements A and B.
- d. Reimbursed funds should be returned to MAPA within 30 days of any cancellation or change in itinerary impacting already processed funds.
- e. The current federal mileage rate can be found at: <https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>
- f. The current federal meal allowance rate (M & I) can be found at:
 - a. <http://www.gsa.gov/portal/content/101518> for meals and incidentals
 - b. <http://www.gsa.gov/portal/content/104877> for specific location rates

Research Distribution Policy

Adopted: 10/2023

Reviewed: 10/2023

Revised: 10/2023

MAPA may be asked to distribute an external survey in order to facilitate the collection of information regarding but not limited to the experiences and interests of PAs. MAPA is willing to consider distributing these surveys in an agreed upon modality after the approval of the President and/or the executive committee.

Eligibility criteria for distribution of external surveys

- a. The content of the survey must comply with MAPA's vision, bylaws, and policies

- b. The completion of the MAPA request for distribution of external surveys form, which provides the following:
 - i. An explanation of use/scope
 - ii. Primary contact for participants
 - iii. Classification of survey
 - i. Master's/Doctorate Research
 - ii. Public Health Research
 - iii. Workforce Research
 - iv. Market Research
 - iv. Privacy statement
 - v. Conflict of interest disclosure
 - vi. Proof of IRB review or IRB exemption approval

Review process

- a. Only submissions using the MAPA request for distribution of external surveys form will be accepted.
- b. After review of the above stated form, the president, or president designated member of the executive committee, at their discretion, may approve or deny the distribution of the external survey. If the president believes the subject of the survey requires further consideration or if the president should have any conflict of interest with the submitter or survey subject, the executive committee will vote and a majority will rule.
- c. A decision will be made and communicated to the primary contact within 14 days. During times of high volume requests it may not be feasible to accept solely on the basis of resource utilization.
- d. If declined, an explanation will be provided. The submitter may request an alternate member of the executive committee, not involved with initial review, to review their submission along with a MAPA staff member. A decision, along with an explanation, will be made within 14 days and communicated back to the submitter. All decisions will be final.

Considerations

- a. Topics related to or associated with politics or legislation will be reviewed by our Legislative & Reimbursement committee for potential impact and/or conflicts with MAPAs past, current, or future legislative efforts. This may result in the submission being declined. A declination does not necessarily reflect the views or position of MAPA and should not be interpreted as a stance on the submission.
- b. If the survey is classified as market research by the submitter or MAPA upon review, terms, including fee, allowable use of information, and ways for participants to withdraw their submissions will be determined prior to distribution. These terms will be finalized between the executive committee and the submitter. If an agreement on terms can not be reached within 30 days, MAPA reserves the right to end consideration. Final classification of the survey is at the sole discretion of the MAPA executive committee.
- c. External submitters may not sell or distribute any contact information collected from MAPA members, including but not limited to name, address, phone number, e-mail, or employer.
- d. Distribution fees may be applied at the time of acceptance as determined by the MAPA board of directors.

Student Caucus on MAPA Board

Adopted: 1/2017

Reviewed: 1/2022

Revised: 1/2022

The Student Representatives to the MAPA board shall comprise the Student Caucus. The Caucus shall have two votes during board deliberations.

- a. Each MAPA recognized PA program shall choose a student representative to participate at MAPA board meetings.
- b. The process for choosing student representatives is to be determined by the individual program.
- c. The totality of the PA program student representatives shall comprise the student caucus.
- d. Student caucus will self-select voting members and notify board at the start of the meeting.

Student Membership

Adopted: 9/2001

Reviewed: 6/2024

Revised: 6/2024

To define the term of student membership in MAPA and to clarify student registration at CME sessions

- a. Student membership in MAPA shall be available to students enrolled in an Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) accredited program or an unapproved program recognized by the AAPA.
- b. Term of membership in MAPA will begin upon the student's payment of membership dues and continue until 6 months following graduation from the PA program.
- c. Students will be allowed to register for CME conferences at the student rate.
- d. PAs that have received their certification and wish to collect CME credits will be required to register at the appropriate MAPA member registration rate.

Use of MAPA Member File Information

Adopted: 6/1992

Reviewed: 6/2024

Revised: 6/2024

To determine who has access to the current MAPA mailing labels; when the labels can be sold; to whom the labels may be sold, and charges for each sale. To also define the procedure by which individual members notify MAPA of their consent to be included in labels that are sold.

MAPA may, as outlined below, provide mailing labels to non MAPA entities

- a. Physical mailing or e-mail addresses may not be released to any group without prior authorization from the individual PA. This may be accomplished by a check off on the membership application or renewal form. The potential uses of this information will be described in the membership materials.
- b. A signed agreement, MAPA Mailing List Rental Agreement, must be returned from the buyer to the designated MAPA representative prior to the release of the mailing labels. This agreement will include a statement that the labels
 - a. May not be used for telemarketing efforts.
 - b. Are for one time use only.
 - c. May not be resold.

Use of MAPA Name, Symbol, Logo

Adopted: 1/2006

Reviewed: 1/2022

Revised: 1/2020

To provide guidance on the use of MAPA's logo in order to protect credibility of the organization.

The Minnesota Academy of Physician Associates shall supply its name, symbol, or logo only to products and services that are owned by MAPA, produced, or printed under contract with MAPA or have been received, reviewed, and accepted by the Executive Committee which will follow the guideline that MAPA must approve associated content to grant the use of its logo.

- a. Those parties interested in use of MAPA's name, symbol or logo must submit their request to the Board in writing along with the associated content.
- b. This request will be reviewed, and a decision made by the Executive Committee with input from the Board of Directors whenever possible.