

POLICY MANUAL  
OREGON SOCIETY OF PHYSICIAN ASSISTANTS

October 2006

Draft IV

## Table of Contents

1)	REVISIONS TO THE POLICY AND PROCEDURE MANUAL.....	4
2)	ADVISORY COUNCIL .....	4
3)	BOARD OF DIRECTORS.....	4
4)	EXECUTIVE COMMITTEE .....	4
5)	STANDING COMMITTEE POLICIES/DUTIES.....	5
6)	CONTINUING MEDICAL EDUCATION COMMITTEE.....	5
7)	ELECTIONS AND NOMINATING COMMITTEES .....	6
8)	NOMINATING COMMITTEE.....	7
9)	GOVERNMENTAL AFFAIRS .....	8
10)	PUBLIC AND PROFESSIONAL RELATIONS COMMITTEE.....	8
11)	FINANCE.....	9
12)	PROFESSIONAL PRACTICE COMMITTEE .....	9
13)	COMMITTEE ON DIVERSITY .....	9
14)	FINANCIAL POLICY FOR OSPA SPONSORED (CO-SPONSORED) CONFERENCES .....	10
15)	NEWSLETTER GUIDELINES.....	10
16)	WEBSITE .....	10
17)	REMOVAL OF OFFICERS .....	11
18)	RECALL OF MEMBERSHIP.....	11
19)	OFFICIAL SEAL.....	12
20)	ORIENTATION SEMINAR .....	12
21)	PARLIAMENTARIAN .....	12
22)	RULES OF ORDER.....	12
23)	NEW POLICY, AND/OR POLICY CHANGE.....	12
24)	POLICY FOR SELECTION OF STUDENT REPRESENTATIVE TO OSPA.....	12
25)	LIASON TO THE BOARD OF MEDICAL EXAMINERS.....	13
26)	REPRESENTATIVE TO THE BME.....	13

27) A COMMITMENT IN BEING AN ADVISOR FOR OSPA.....13

28) REPRESENTATIVE TO RURAL HEALTH COORDINATING COUNCIL.....13

29) OSPA REPRESENTATION TO ANY OTHER ORGANIZATION .....14

30) EXECUTIVE VICE PRESIDENT .....14

31) EXECUTIVE OPERATIONS MANAGER.....14

32) OSPA PROTOCOL FOR REIIBURSEMENT, LOANS, AND/OR ADVANCES .....15

33) MEMBERSHIP POLICIES .....15

34) APPENDIX .....16

1) REVISIONS TO THE POLICY AND PROCEDURE MANUAL

- a) The policy and procedure manual will be reviewed on a regular bases by the Bylaws, Policy and Procedure Committee who will submit proposed changes to the OSPA Board of Directors for approval at regularly scheduled board meetings.
- b) Any board member may make a motion for changes in the OSPA Policy and Procedure manual.
- c) Any member in good standing who would otherwise have privilege of the floor may submit suggested changes to a board member for consideration or directly make a motion at a general membership meeting.
- d) Suggested revisions will be in the following format
  - i) Include the entire section to be amended in its original form
  - ii) Include the suggested additions in brackets and with a + sign.  
(1) Example [+ addition +]
  - iii) Include suggested deletions in brackets with a – sign.  
(1) Example [- deletion -]
  - iv) It is preferred that additions and deletions are highlighted

2) ADVISORY COUNCIL

- a) The Advisors shall receive copies of all minutes of the Executive Committee, all newsletter, and any other correspondence to the general membership.
- b) The Executive committee may appoint advisors to specific committees as deemed necessary.

3) BOARD OF DIRECTORS

- a) The board of directors shall be composed of the President, the Immediate past President, the President Elect, two directors at large, the treasurer, the OSPA secretary, the chief delegate, and one designated representative from each PA program in the state
- b) The board shall meet at least quarterly
- c) The President shall provide an outline of the agenda to all board members
- d) If an officer is unable to attend a meeting, notification must be given to either the Operations Manager or the President prior to the actual time of the meeting.
- e) Copies of all correspondence must be filed with the President and/or Operations Manager.
- f) All official correspondence of the board of directors must be typewritten on OSPA stationary.
- g) OSPA stationery is to be used only for OSPA business.
- h) If an OSPA board member a dissenting opinion from an official decision of the board of directors, OSPA stationary is not to be used.

4) EXECUTIVE COMMITTEE

- a) The Executive Committee shall be composed of the President, the Immediate past President, and the President Elect.
- b) The President shall provide an outline of the agenda to the Executive Committee.
- c) If an officer is unable to attend a meeting, notification must be given to either the Operations Manager or the President prior to the actual time of the meeting.
- d) OSPA shall pay a rate set by the Executive Committee toward the expenses of Delegates attending the House of Delegates for those members who are not reimbursed by their employers.
- e) Executive Committee Members and Committee Chairs will be charged one-half of the fee for Fellow Members for CME activities.
- f) OSPA shall reimburse two officers for their participation in leadership training for mileage, room and meals at a rate set by the Executive Committee.
- g) Copies of all correspondence must be filed with the President and/or Operations Manager.

- h) All official correspondence of Executive Committee members and Committee Chairs must be typewritten on OSPA stationary.
- i) OSPA stationery is to be used only for OSPA business.
- j) If an OSPA member, Executive Committee member, or Committee Chair has a dissenting opinion from an official decision of the Executive Committee, OSPA stationary is not to be used.

5) STANDING COMMITTEE POLICIES/DUTIES

- a) Standing committees of the OSPA are: Public and Professional Relations (PPRC), Professional Practice (PPC), Finance, Committee on Diversity (COD), Election and Nominating, Continuing Medical Education (CME), Governmental Affairs, [+ and the bylaws and policy/procedure committee +]
- b) Committee chairs are responsible for:
  - c) scheduling and coordinating committee meetings
  - d) drafting and revising agendas
  - e) Drafting and revising written committee minutes for OSPA records and for presentation at designated meetings
  - f) preparing and presenting a written report for each board meeting
  - g) Assuring that reports are approved by a quorum of the committee members
  - h) Drafting and presenting resolutions to the board in the OSPA designated format and assuring that resolutions are approved by a quorum of the committee
  - i) facilitating the business of the committee
  - j) Attending and reporting [or providing a written report and a designee] at Board meetings, the Strategic Planning meeting, and other meetings as directed by the president.
- k) All standing committees shall have at least 4 meetings per year.
- l) All subcommittees will have at least 2 meetings per year.
- m) Committee chairs or representatives will be free to leave after their reports have been accepted, and all action concerning the report has been completed.
- n) Committee chairs are required to solicit manpower for their committees from the general membership. Committees are encouraged to formalize regional representation.
- o) Committee chairs must furnish the Operations Manager and all committee members of any official correspondence concerning the activities of that committee.
- p) Committee members issuing correspondence must file a copy with the Committee chair and with the Operations Manager.
- q) Committee chairs, when appointed to standing committees, must be OSPA members.
- r) Committee members may receive a twenty-five percent discount for OSPA CME conferences. Committee members must be active in their committees and be confirmed by the Chair to the OSPA office.
- s) Committee chairs will receive a fifty percent discount for OSPA CME conferences. Committee chairs must be performing the duties at the level outlined in this document and be confirmed by the president to the OSPA office.
- t) Each Standing and ad hoc committee of the OSPA is to be given clearly defined objectives by the President at the first Board meeting following his/her attainment of office.
- u) The objectives and membership of each committee of the OSPA shall be published in each newsletter.

6) CONTINUING MEDICAL EDUCATION COMMITTEE

- a) The *CME* committee shall plan and conduct at least an annual meeting each year.
- b) The conference may be rotated around the state.
- c) Category I credits shall be offered in conjunction with the CME meetings.
- d) Oversee education activities. Suggested timetable:

- i) Six months prior to the conference, all topics and speakers must be confirmed.
- ii) Three months prior to the conference, all outlines must be sent to the CME Chairman.
- iii) Two to Three months prior to the conference, the program must be approved by the CME Chairman and then submitted to the AAPA and any other accrediting body for approval, for whom recognition is required.
- iv) Six months prior to the conference, the program brochures should be submitted to the CME Chairman for approval before final printing.
- v) Five to six months before the conference, program brochures are to be mailed to prospective participants.
- vi) Two months prior to the conference, approval along with the application must go to accrediting bodies.
- vii) Eight weeks prior to the conference, the program folder must be submitted to the CME Chairman for approval before printing.
- e) A minimum of one substitute speaker must be available for each day of the program. Names, topics, and outlines must be submitted to the CME Chairman at least one month prior to the conference; films may be included as substitutes.
- f) A balance between PAs and MD/DOs as conference speakers is encouraged.
- g) Failure to meet with these criteria greatly hinders the CME flow process and may require the committee to cancel the program. We must assure quality control and maintain our credibility.
- h) The CME Chair will maintain a supply of standard lecture and needs assessment forms and reporting forms. These must be used for all OSPA sponsored category I programs. Records are to be maintained by the OSPA office.
- i) The evaluation forms are to be distributed at the beginning of the CME and collected after each lecture, in order to certify hours. Credit will not be given if improper procedures are followed.
- j) Persons delinquent in payment of fees for CME hours will not receive credit for those hours until the debt is paid.
- k) All CME hours must be approved by the CME Chair. Documents may not be sent to the participants of the AAPA without the CME Chair's approval.
- l) At the conclusion of the CME program evaluation forms are to be turned over to the Chairperson for review and rewarding of credit to the individual participants.
- m) CME participants who have paid fees and must cancel shall be refunded 50% of the fees if 24 hours or more notice is given. The CME Chairman is encouraged to include this statement on all CME registration forms in future mailings.
- n) Members of the Washington Academy of Physician Assistants may attend OSPA CME conferences at member rates as long as a reciprocal agreement is offered.
- o) Full time Physician Assistant students may attend OSPA CME conferences at 25% of the regular fee to OSPA members.

## 7) ELECTIONS AND NOMINATING COMMITTEES

- a) The Election and Nominating Committee shall notify the membership of elections and rules for the election of OSPA officers. All subsequent mailings prior to the election shall include information pertinent to OSPA elections and/or issues to be decided.
- b) Positions Available
  - i) President: Assumed by the President Elect.
  - ii) Past-President: Assumed by the out-going President annually.
  - iii) President-Elect: Elected annually for one-year term.
  - iv) Vice-President: Is the President-Elect.
  - v) Operations Manager: Elected annually for two-year term.
  - vi) Treasurer: Elected annually for two-year term.

- vii) Chief Delegate: Elected annually to AAPA House of Delegates by simple majority vote of the elected delegates.
- viii) Other Delegates: Elected biennially to AAPA House of Delegates for a two year term in even years
- c) Nominations
  - i) Declaration of Candidacy
    - (1) A candidate may declare for only one office.
    - (2) A declared candidate must be a Fellow member of the OSPA and AAPA.
    - (3) Membership status of each candidate shall be confirmed in writing by the Membership Chairman to the Elections Committee thirty (30) days prior to the election.
    - (4) Deadline for nominees to have their names appear on the ballot shall be forty-five (45) days prior to the election.
    - (5) Declaration must be in writing to the Elections Chairman and shall include a complete resume and a statement of intentions not to exceed 250 words on length. A commitment must be made to remain a member in good standing of the OSPA/AAPA for the entire term of office.
    - (6) All data must be true and accurate.
    - (7) The penalty for falsification of campaign literature or information supplied by the candidate to the Elections Committee will be disqualification from the election, or if elected, this office will be invalidated. Further action including revocation of membership may be taken by the Board of Directors
    - (8) Upon full receipt of necessary material, the Elections Committee shall review the candidate's credentials prior to placing the nominee's names in the election process.

## 8) NOMINATING COMMITTEE

- a) Comprised of 3 non-candidate members or membership appointed by the President.
- b) Nominations from this Committee will be kept confidential.
- c) The manner in which individuals become candidates for office will always be privileged and confidential by the Nominating and Elections Committee.
- d) Platform and data/campaign material
  - i) A candidate may submit platform data to the Elections Chairman for editing for publication in the newsletter or on the website prior to the election.
- e) Elections/Voting
  - i) Voter Eligibility
    - (1) All Fellow members of the OSPA listed on the rolls thirty (30) days prior to the election.
  - ii) Distribution of Ballots
    - (1) Ballots shall be mailed to Fellow members fourteen (14) days prior to the election date.
    - (2) A duplicate ballot will be issued at the members' request, providing the original ballot is voided.
- f) Casting a Ballot
  - i) Each OSPA Fellow member may cast one (1) ballot.
- g) Balloting may be done by:
  - i) Mail if postmarked no later than midnight of the date of election.
  - ii) In person or by proxy to the OSPA office during business hours no later than the day immediately preceding the annual election.
- h) Definition of a Legal Ballot
  - i) Must be a grade and variety distributed by the Elections Chairman.
  - ii) Only ballots submitted in accordance with board policy.
- i) Votes for candidates per office than so demarcated shall void the votes for only the office in question. The Elections Chairman shall have the final decision in case of a questionable vote.

- j) A mistake in voting for a candidate for one office does not make illegal or invalidate the votes for candidates for other offices on the same ballot.
- k) A technical error, such as misspelling or using a cross instead of a check, does not invalidate a ballot if the intent of a voter is clear.
- l) A torn or defaced ballot is legal if the intent of the voter is clear.
- m) Votes for ineligible persons are counted as illegal votes.
- n) Blank ballots equal illegal ballots.
- o) Collection of ballots
- p) Pre-addressed ballots and in person or proxy ballots shall be collected at the OSPA office and brought to the May Executive Committee meeting.
- q) Ballot Tabulation
  - i) Shall be tabulated by the noncandidate members and/or designated deputies appointed by the Elections Chairman.
  - ii) Tabulating room will be under the jurisdiction of the Elections Committee.
  - iii) Tabulation will be conducted at the close of the elections and shall be conducted in an unlocked area with observers permitted to be present provided silence and order, essential to the tabulating process, can be maintained.
  - iv) Each ballot shall be counted by two (2) deputies and they shall review each others' figures until they are satisfied the tabulation is correct.
  - v) If more ballots have been cast than there are members entitled to vote, confirmed by recount, the election is declared null and void. If there has been any substantial violation of the right of members to vote in secret, or any substantial violation in the conduct of the election, the vote must be retaken.
  - vi) The Elections Committee Chairman shall provide tally sheets and an Elections Committee report to the deputies counting the ballots.
- r) Vote Necessary to Elect
  - i) A candidate shall be elected if he/she has received a majority of votes cast.
- s) Report of the Elections Committee
  - i) Must account for all ballots cast, legal and illegal.
  - ii) If any ballots or votes are rejected as illegal, the number must be reported and the reasons for rejection must be given. The number of votes received by each candidate and the number of write-in votes for any member, qualified or unqualified, must be in the report.
- t) All members of the Elections Committee sign the report.
- u) The Chair of the Elections Committee shall present the report to the membership.
- v) All ballots, tally sheets, and records of the election become the property of OSPA, to be held in the file for five (5) years. The material may then be disposed of providing there is no active inquiry about that particular election.
- w) Term of Office for Newly Elected
  - i) The newly elected officer will be seated during the July Executive Committee meeting following the election announcement.

## 9) GOVERNMENTAL AFFAIRS

- a) Works to seek legislation favorable to all PAs.
- b) To communicate with state and national legislation on issues affecting PAs and health care issues.
- c) To propose and implement the legislative agenda upon acceptance of the Executive committee.

## 10) PUBLIC AND PROFESSIONAL RELATIONS COMMITTEE

- a) To carry out the charges of the President.
- b) Provide educational information to the membership as needed.
- c) Keep file articles regarding SPAs and PAs and keep available the most current AAPA data.



- d) Establish a Speaker's Bureau with regional representation.
- e) Distribute the Public Service Announcement to the media.

#### 11) FINANCE

- a) Composition of the Committee:
  - i) Chairman
  - ii) Immediate Past President
  - iii) Treasurer
  - iv) Member at Large
- b) Executive Operations Manager
- c) Meetings and responsibilities
  - i) The committee will have 4 meetings per year. The committee will attempt to schedule meetings within 4 weeks prior to the scheduled board meeting.
  - ii) Additional meetings may be scheduled by the chair as needed
  - iii) The committee will provide a detailed profit loss report of CME finances to the first board meeting following each CME.
- d) The finance committee will fully audit at least one CME per year and report their findings and recommendations to the board
- e) The finance committee will initiate at least one full audit every other year by an outside certified public accountant and report the results and recommendations to the board.
- f) The finance committee will prepare a proposed budget for the upcoming year and present it to the board no later than the last board meeting of the current year.
- g) Budgets will submitted by each Committee Chairman by November.
- h) Reports
- i) Reports revisions of the budget as needed to cover approved and recommended increases or decreases in committee budgets or major expenses from the general funds.
- j) To advise the Board on potential deficits created by their actions on each expense-oriented issue.

#### 12) PROFESSIONAL PRACTICE COMMITTEE

- a) The responsibilities of the Professional Practice Committee include
  - i) Monitoring developments in the public and private sectors that affect the delivery of health care
  - ii) Educating the profession and other appropriate audiences on issues and trends that have an impact on physician-PA team practice
  - iii) Developing health policy and professional practice position papers, policy recommendations, and other materials for the Board of Directors, executive committee, or general membership
  - iv) Responding to issues raised by the Board and executive committee.
  - v) Overview of reimbursement committee and liason to the BME (appointed by President) and liason to the OMA (elected by OMA section)

#### 13) COMMITTEE ON DIVERSITY

- a) The Committee on Diversity serves to advance OSPA's commitment to diversity in all its various aspects. The committee shall:
  - i) identify and address issues of ethnic and cultural diversity
  - ii) stimulate and encourage participation in local, state, and regional diversity issues
  - iii) promote an inclusive environment that maximizes individual and organizational opportunity, potential, responsibility
  - iv) promote a more diverse membership and leadership pool within OSPA
  - v) promote sensitivity and awareness of diversity throughout the PA profession.

#### 14) FINANCIAL POLICY FOR OSPA SPONSORED (CO-SPONSORED) CONFERENCES

- a) All registration fees and donations must be paid in full at the time of attendance and must be made out to OSPA unless otherwise decided by the executive committee.
- b) All receipts must be logged by date, amount, and name as they are received.
- c) In OSPA sponsored conferences, all incoming monies must be mailed to the OSPA and deposited to the OSPA account in accordance with established procedure.
- d) A cash advance of a minimum amount of monies may be made to each conference chairman in accordance with the OSPA budget. That advance may only be used for necessary minor expenses and receipts appropriately marked must be kept and forwarded to the treasurer for each expenditure, and any remaining funds must be given to the treasurer.
- e) All major expenditures must be charged to the OSPA unless otherwise approved by the executive committee and will be paid by the treasurer and/or executive operations manager, by check or credit card, at the conference. (any co-sponsored event will be handled in the same manner and profits will be split appropriately, i.e., 50/50 and a check from the OSPA will be forwarded to the co-sponsoring organization following the final tabulation of all expenses.)
- f) No other checking accounts in the name of a cosponsored or sponsored OSPA event may be opened.

#### 15) NEWSLETTER GUIDELINES

- a) Contact previous newsletter editor(s) and the Executive Committee for advice.
- b) Utilize electronic media for the distribution of the newsletter.
- c) Establish contact with newsletter editors of other PA organizations to allow exchange of ideas and information.
- d) Review previous mailing list, make necessary additions and deletions.
- e) Determine approximate number of issues to be printed in coming year.
- f) Calculate yearly budget based on number of issues planned and cost quotations from printers.
- g) Determine features to appear in each issue --President's Message, employment opportunities, Executive Committee meeting reports, etc.
- h) Encourage OSPA membership , especially Executive Committee members, to submit material for publication.
- i) Request material from all Committee Chairpersons for inclusion in each issue.
- j) Establish regional reporters to assist in gathering information from all areas of the state.
- k) Attend all Executive Committee meetings, or if unable to attend, arrange for one of the regional reporters to attend.
- l) Prepare report on activities to be presented at each Executive Committee meeting.
- m) OSPA newsletter welcomes letters to the editor on issues of relevance to the membership.
- n) All letters To The Editor should be signed with the sender's name, address, and daytime telephone number clearly printed beneath the signature. Unsigned letters will not be published. All letters will be accepted and edited at the discretion of OSPA news staff. Regular copy deadlines apply to letters. Letters published do not necessarily reflect the opinion or the OSPA.

#### 16) WEBSITE

- a) Duties
  - i) Make regular reviews of website structure, content, and usage.
  - ii) Discuss website functions
  - iii) Discuss potential revision of current website structure, content, and services.
  - iv) Discuss and research potential new website functions.

- v) Work with other committees in utilizing the website as an effective tool in achieving the goals of OSPA and its committees.

#### 17) REMOVAL OF OFFICERS

- a) Any active member in good standing may initiate a movement for recall of any elected officer or committee chair by submitting to the Operations Manager or President a petition signed by ten active members in good standing.
- b) Upon certification of such petition by the Operations Manager that all petitioners are in good standing, the Operations Manager shall advise all members of the OSPA, in writing, at their last known address, at least thirty (30) days prior to a specially scheduled membership meeting.
- c) To vote upon recall a petition there must be a majority of the active members of the OSPA present at the meeting. Upon an affirmative vote of two-thirds of the active members in good standing, a recall shall be mandatory and the office shall be declared vacant.

#### 18) RECALL OF MEMBERSHIP

- a) Any applicant who has been rejected by the Executive Committee may appeal such action within thirty (30) days after notice of rejection is given by the Executive Committee in writing. The Executive Committee shall designate a time and a place for the hearing of the appeal and after giving the appellant reasonable opportunity to be heard, shall, by a majority vote, either sustain or reverse the rejection. The decision of Executive Committee shall be final, and shall be communicated to the appellant in writing within thirty (30) calendar days from the date of the hearing.
- b) To protect the public against misconduct, any member may, in good faith, bring charges against any other member who is believed to have violated the principles outlined in the Guidelines for Ethical Conduct for the Physician Assistant Profession or the rules and regulations of the State of Oregon, or who is believed to be otherwise guilty of conduct justifying censure, suspension, or expulsion from the OSPA.
- c) Grounds for disciplinary action for acts of willful misconduct include but should not be limited to the following: the practicing of medicine other than under the direction and supervision of a licensed physician, or performing of tasks beyond his/her competence unless mitigating circumstances exist; the habitual user of intoxicants or drugs to such an extent that he/she is unable to perform competently; the member has been convicted of a felony. Such charges shall be brought in the manner hereinafter specified. Such charges must be in writing, must state the acts or conduct in violation, and be signed by the accuser or the accusers. Such charges must be filed with the Operations Manager of the OSPA and distributed to the Executive Committee for purpose of considering the charges. Said meeting shall be held not later than forty-five (45) days after the date such charges were filed with the Operations Manager.
- d) The Executive Committee shall, after having given to the accuser and the accused every opportunity to be heard, including oral arguments and the filing and consideration of any written briefs, conclude the hearing and within thirty (30) days thereafter render a decision. The affirmative vote of a majority of members of the Executive Committee shall constitute a verdict of the Executive Committee which by such vote, may exonerate, censure, suspend, or expel the accused from the OSPA. The Executive Committee shall issue a resolution which shall contain its decision without other statement or opinion about the case and shall be signed by the President and Operations Manager of the OSPA.
- e) Any member who is under sentence of suspension or expulsion shall not be entitled to any of the rights or benefits of the OSPA or be permitted to take part in any proceedings until he or she has been reinstated.
- f) Any member who has been censured, suspended, or expelled by the Executive Committee may appeal such action within forty-five (45) days after notice is given in writing by the Executive

Committee. The Executive Committee shall designate a time and place for the hearing of the appeal, and after giving the appellant and/or representative reasonable opportunity to be heard, shall by a majority vote, either sustain or reverse such censure, suspension, or expulsion. The decision of the Executive Committee shall be final, and shall be communicated to the appellant in writing thirty (30) calendar days from the date on which the Executive Committee sustains or rejects the appeal.

19) OFFICIAL SEAL

- a) The OSPA logo may not be altered in any way without permission. It may be used on organization stationary, pamphlets, and programs for CME conferences. Any other contemplated use must have prior Society approval.

20) ORIENTATION SEMINAR

- a) A seminar shall be held following each election of the Executive Committee for the purposes of Executive Committee orientation to fiscal management, duties, expectations, responsibilities, and function of the OSPA and its Executive Committee members.

21) PARLIAMENTARIAN

- a) The parliamentarian will be assigned by the president.
- b) If a parliamentarian is not assigned, the Immediate Past-President will become the Board of directors Parliamentarian.

22) RULES OF ORDER

- a) The current edition of Sturgis Rules of Order is the accepted guide for OSPA
- b) OSPA will provide copies of the current edition of Sturgis Rules of Order for each Board Member, the parliamentarian, and one copy for the OSPA office.

23) NEW POLICY, AND/OR POLICY CHANGE

- a) Any proposal which would become a policy or change an existing policy should be presented by that committee at the next Board meeting for discussion and vote.
- b) Vote is by majority at attendance.
- c) Any change or amendments in the original proposal could cause the proposal to be referred back to the Committee.
- d) If the proposal is approved, it could become effective immediately.
- e) New policies should be added to the policy manual with date stamp and signed by the President.

24) POLICY FOR SELECTION OF STUDENT REPRESENTATIVE TO OSPA

- a) Policy he/she must be an active member of the OSPA.
- b) He/she must attend (or provide a written report) all OSPA Executive Committee meetings.
- c) He/she will represent each society equally and without bias.
- d) He/she must make his/her home address and telephone number available to all student members.
- e) He/she must submit a report of each OSPA Executive Committee meeting to each student society within one month subsequent to that meeting.
- f) He/she must maintain contact with each student society by telephone or letter prior to each Executive Committee meeting.
- g) Term
  - i) The term of this individual shall be from June to June of the following year.
- h) Quarterly meetings

- i) Quarterly meetings should be encouraged to be held by representatives of each society.

25) LIASON TO THE BOARD OF MEDICAL EXAMINERS

- a) He/she must be an active member of the OSPA
- b) Must be knowledgeable about the function and duties of the OSPA and must Possess verbal abilities and political awareness in order to represent the OSPA to the best possible advantage.
- c) Must be knowledgeable about the function and duties of the BME PA Advisory Committee.
- d) If at all possible, appointees should represent a balanced proportion of practicing PAs and have fair representation of minorities.

26) REPRESENTATIVE TO THE BME

- a) Three (3) months prior to the appointment of a representative the OSPA Executive Committee shall make it known to the general membership that a representative appointment is open.
- b) Notification shall be by letter and/or newsletter. The communication shall include at least the following information.
  - i) The criteria for selection.
  - ii) The Organization(s) and number of appointments to be made to each organization.
  - iii) Information to be sent to the Executive Committee
  - iv) Curriculum Vitae of nominee

27) A COMMITMENT IN BEING AN ADVISOR FOR OSPA

- a) Applicants may be requested to appear before the executive committee for an interview.
- b) Term
  - i) The term of office shall be two (2) years from June to June, with the potential for being reappointed.
- c) A representative can not serve for more than two terms.

28) REPRESENTATIVE TO RURAL HEALTH COORDINATING COUNCIL

- a) He/she must be an active member of the OSPA.
- b) He/she must attend all OSPA executive committee meetings.
- c) He/she will represent each society (RHCCA/OSPA) equally and without bias.
- d) He/she must make his/her home address and telephone number available to all physician assistants.
- e) Must be a fellow of the OSPA in good standing for at least three (3) years.
- f) Must make a commitment, at the time of request for consideration, to attend all meetings of the OSPA. If unable to attend they are to submit a written report.
- g) Must be knowledgeable about the function and duties of the OSPA and must possess verbal abilities and political awareness in order to represent the OSPA to the best possible advantage.
- h) Must be knowledgeable about the function and duties of the rural health coordinating council.
- i) If at all possible, appointees should represent a balanced proportion of practicing PAs and have fair representation of minorities.
- j) Appointment guidelines
  - i) Three (3) months prior to the appointment of a representative the OSPA executive committee shall make it known to the general membership that a representative appointment is open.
  - ii) Notification shall be by letter and/or newsletter. The communication shall include at least the following information.
- k) The criteria for selection.
- l) The organization(s) and number of appointments to be made to each organization.

- m) Information to be sent to the executive committee
- n) Curriculum vitae of nominees
- o) A commitment in writing stating that the nominee will attend all meetings of the RHCC and OSPA executive committee.
- p) Applicants may be requested to appear before the executive committee for an interview.
- q) The president will inform all applicants of the results of the selection process.
- r) The president will send a letter of appointment to the office of rural health.

29) OSPA REPRESENTATION TO ANY OTHER ORGANIZATION

- a) OSPA representation to any other organization shall follow the general guidelines set forth in policies XII and XIII

30) EXECUTIVE VICE PRESIDENT

- a) Duties
  - i) If an Executive Vice President is employed by the OSPA on the recommendation of the Executive Committee, (s)he shall perform such duties as may be required of him/her by the Executive Committee.
  - ii) Subject to the approval of and subject to any instruction by the Executive Committee, (s)he shall act as administrative manager and business manager of the OSPA.
  - iii) (S)he shall from time to time advise the proper officials of matters coming within their jurisdiction.
  - iv) (S)he shall attend all regular meetings of the OSPA, and shall attend the officers whenever possible in the performance of their duties.
  - v) (S)he shall have no vote in the meetings of the Executive Committee.
  - vi) (S)he shall report on the functioning of his/her office to the Executive Committee as they may require.
  - vii) Employment specifics would be delegated through an employment contract.

31) EXECUTIVE OPERATIONS MANAGER

- a) If an Executive Operations Manager is employed by the OSPA on the recommendation of the Executive Committee, (s)he shall perform such duties as may be required of him/her by the Executive Committee.
- b) Subject to the approval of and subject to any instruction by the Executive Committee, (s)he shall have charge of keeping the minutes of the Executive Committee; attesting to the signature of the officers of the OSPA; and in general, performing all duties as from time to time may be assigned by the President or the Executive Vice-President.
- c) The executive Operations Manager has the ability to utilize electronic signatures of officers with the approval of those officers.
- d) (S)he shall be responsible for the implementation of policies concerning the property business, and affairs of the OSPA and direct the activities of the OSPA office through the President and/or the Executive Vice President.
- e) The Executive Operations Manager shall be under the employment of the Executive Committee and in case of his/her death, resignation, or removal, the Executive Committee shall have the power to fill the vacancy.
- f) The amount of his/her salary shall be fixed by the Executive Committee and (s)he shall be bonded at the expense of the OSPA in such amount as the Executive Committee may require.
- g) Monthly Payment

- h) (S)he shall provide an expense statement or any other form deemed necessary by the Executive Committee or Executive Vice President to the President for approval of payment.
- i) Annual Review
  - i) The executive committee shall perform an annual job performance review in writing, to be signed by the executive operations manager and the president.

### 32) OSPA PROTOCOL FOR REIIBURSEMENT, LOANS, AND/OR ADVANCES

- a) Reimbursement, Loan, and Advance Form
  - i) All persons applying for reimbursement, loans, or advances for OSPA related activities are required to fill out a Reimbursement, Loan, and/or Advance Form.
  - ii) A description of the item or service for reimbursement, the reason or explanation of the expense, quantity, cost per unit, total cost of item(s), and the total cost of reimbursement will be included by the applicant on the form provided
  - iii) All individuals are required to keep the original receipts and submit them with the reimbursement form.
- b) Reimbursement Procedure for OSPA Related Activities
  - i) There will be an automatic reimbursement for items totaling less than \$20.00 per month per Person provided that the reimbursement form is completed with the original copies of receipts.
  - ii) The form will be given to the Treasurer and/or executive Operations Manager who will reimburse the person and make a report at the next Executive Committee meeting.
  - iii) Any item that does not have a receipt will be reviewed for approval or rejection by the Executive Committee prior to reimbursement.
  - iv) Fee for Services rendered will be given only with prior approval of the Executive Committee.
- c) Loans/Advance
  - i) Each loan and/or advance will be determined on a case-by-case basis by the Executive Committee.
  - ii) A loan/advance form must be filled out and information regarding reasons, amount, terms, and repayment must be included.

### 33) MEMBERSHIP POLICIES

- a) Dues: Fees will be determined for these categories: Fellow, Affiliate, Associate, Student, Honorary, Late Fee.
- b) The determination of the dues will be made by the Board following due consideration of finances as reported by the Dues and Appropriations Committee.
- c) Schedule for prorated dues to be determined by the Executive Committee.
- d) Memberships are considered lapsed after one year. Therefore, after one year a person is a new fellow/special/student/associate
- e) Membership year: Dues are payable on or before the 1st day of January.
- f) Deadline for application prior to any official vote of the membership is thirty (30) prior to vote.
- g) The Executive Committee may pursue special membership campaign benefits.
- h) The Membership Chairman shall establish working guidelines with the Executive Operations Manager to allow for a smooth flow of communication and to offer improved membership benefits.
- i) In all cases, the Executive Operations Manager, Treasurer, or Operations Manager will deposit all funds.
- j) The Executive Operations Manager shall ensure that each application is complete, and will verify current AAPA membership for all fellow applicants, and NCCPA certification of eligibility.
- k) The Executive Operations Manager shall maintain a current membership list and shall provide a copy of that list when requested to an Executive Committee member or Committee Chair. The list

could be released to other persons on approval of the President or Executive Committee. The membership list shall designate the member status of all individuals.

- l) A directory of membership shall be published yearly.
- m) No Fellow member of the AAPA may be denied Fellow membership in the OSPA unless OSPA or AAPA Fellow membership has been revoked.
- n) The following individuals are eligible for Associate membership: physicians, ARC-PA approved physician assistant program administrators and faculty who are ineligible for Fellow membership, and other allied health professionals.

34) APPENDIX