



**CONSTITUENT RELATIONS COMMITTEE REPORT  
MARCH 2008**

**Chairperson:** Linda Contreras, Chair and Federal Service Representative

**Members:** Linda Dale, Western Regional Representative  
Jeffrey Katz, Southeast Regional Representative  
John McNab, Northeast Regional Representative  
Eva Montes, Caucus Representative  
Marla Moore, South Central Representative  
Clover Schultz, North Central Representative  
Edward Sorace, Specialty Representative  
Patrice McKinney, Student Representative/  
SAAAPA Vice-President

**Board Advisor:** Paul Robinson, Speaker of the House

**Staff Advisor:** Teshia Birts

**Staff Administrator:** Adrienne Sedei

**Staff Liaisons:** Sue Curtis  
Nick Senzee

**Meetings Held:**

- July 27, 2007, Ritz-Carlton Hotel, Washington D.C., CRC Orientation, 10:00 a.m. – 2:00 p.m.
- July 28-29, 2007, Ritz-Carlton Hotel, Washington, D.C., CRC Meeting, Fall Teleconference, November 6, 2007
- February 2-3, 2008, Alexandria, VA

**Future Meetings:**

May 2008, AAPA Annual Conference, San Antonio, Texas

**Speaker Charges:**

***1. HA-2300.3.1 – Chartering of a Chapter***

CRC researched the potential effect of policy changes on all existing territories. Discussion also took place regarding increasing the minimum number of fellow members to ten. The committee decided it would not seek recommendation for any change to this policy. This policy was amended by substitution. The team leader for this policy review was Jeffrey Katz.

***2. HA-2300.4.2 – Recognition of a Specialty Organization***

This policy was reaffirmed by CRC. The team leader for this policy review was Edward Sorace.

**3. HA-2300.7.1 – Definition of a Congress**

This policy was reaffirmed by CRC. The team leader for this policy review was Jeffrey Katz.

**4. HA-2300.7.4 – Definition of a Surgical Congress**

CRC made a minor amendment to this policy to reflect AAPA’s philosophy when referring to PAs practicing in specialty care. The committee also incorporated language suggested by the BOD. The team leader for this policy review was Jeffrey Katz.

**5. HA-2300.7.5 – Definition of Federal Service Congress**

This policy was reaffirmed by CRC. The team leader for this policy review was Linda Contreras.

**6. HA-2400.3.3 – Committee Members shall be members of a Constituent Organization (CO)**

This policy was reaffirmed by CRC. The team leader for this policy review was Clover Schultz.

**7. HA-2400.4.2 – Council Members shall be members of a CO**

This policy was reaffirmed by CRC. The team leader for this policy review was Clover Schultz.

**Key Results:**

**A. Review all policies charged to CRC and draft a resolution for each to submit to the 2008 House of Delegates (see Speaker Charges).**

**B. Review all policies related specifically to chapters.**

CRC reviewed all existing policies related to chapters and chartering. After thorough review, the committee agreed to self-charge the following policies:

**1. HA-2300.1.1 - Denial of Chapter Membership**

CRC amended this policy by striking “for reason of an ethical or judicial nature”. The team leader for this policy review was Eva Montes.

**2. HA-2300-2.8 – Assistance of Active Status**

CRC amended this policy by striking “through the activities of the Constituent Relations Committee”. The team leader for this policy review was Eva Montes.

**3. HA-2300.3.2 – Suspended Chapters**

CRC amended this policy to define the role of AAPA staff support with regards to a suspended chapter. The team leader for this policy review was Jeffrey Katz.

**4. HA-2300.3.3 – Constituent Relations Committee Credentials Report**

CRC amended this policy. After review and input from AAPA House Officers (HO), the policy was amended to include all constituent organizations as opposed to just chapters.

*5. Creation of new policies*

In 2007 the Constituent Relations Committee (CRC) had the task of recommending to the House of Delegates (HOD) that the Guam chapter have its charter revoked. This was after a long discussion with chapter members who indicated that they were not functioning as a chapter, had not been for some time, and did not desire to function as a chapter. Those PAs in Guam were satisfied to relate to the AAPA as individual members.

However, in the midst of that, and in a close study of the policy statements that the CRC uses in their work, a number of opportunities for improvement were noted and captured in a series of five (5) new statements and amendments of six (6) existing policy statements.

CRC also recognizes that the proposed new policy statements and amendments may result in the reorganizing of some sections of the AAPA Policy Manual, and acknowledges that that function belongs to the House Officers.

Below are the suggested new policy statements:

- 1) THE HOUSE OF DELEGATES HAS THE SOLE AUTHORITY TO CHARTER OR RECHARTER CONSTITUENT CHAPTERS, AS WELL AS TO SUSPEND, OR REVOKE THE CHARTER OF A CONSTITUENT CHAPTER.
- 2) THE HOUSE OF DELEGATES HAS THE SOLE AUTHORITY TO RECOGNIZE, RE-RECOGNIZE, OR WITHDRAW THE RECOGNITION OF A SPECIALTY ORGANIZATION OR CAUCUS.
- 3) A SUSPENDED CHAPTER WILL HAVE ITS STATUS REEVALUATED BY THE APPROPRIATE COMMITTEE PRIOR TO THE NEXT ANNUAL MEETING. THE HOUSE OF DELEGATES MAY CHOOSE TO FOLLOW THE RECOMMENDATION OF THE APPROPRIATE COMMITTEE REGARDING THE STATUS. THE DELEGATES OF A SUSPENDED CHAPTER WILL NOT BE SEATED AT THE HOUSE OF DELEGATES.
- 4) THE DELEGATES OF A REVOKED CHAPTER WILL NOT BE SEATED AT THE HOUSE OF DELEGATES. CHAPTERS THAT HAVE HAD THEIR CHARTER REVOKED MAY REAPPLY FOR A CHARTER AT ANY TIME. REVOKED CHAPTERS ARE

INELIGIBLE TO RECEIVE ANY ACADEMY STAFF  
RESOURCES OR FINANCIAL SUPPORT.

- 5) A CONSTITUENT CHAPTER MAY REQUEST TO HAVE THEIR CHARTER REVOKED WITHOUT BEING SUSPENDED. THIS REQUEST WILL BE MADE TO THE APPROPRIATE COMMITTEE.

Examination of the five (5) new statements is as noted:

- 1) This statement, adapted from bylaws Article VII, subsection C, emphasizes the HOD role in areas regarding chapter chartering, suspension and revocation. The purpose in having this statement as a singular policy is to clearly define that only the HOD has this authority.
- 2) This statement, adapted from bylaws Article VII, subsection D, emphasizes the HOD role in areas regarding specialty organization and caucus recognition, suspension and revocation. The purpose in having this statement as a singular policy is to clearly define that only the HOD has this authority.
- 3) Rationale for having the House of Delegates suspend a chapter is in policy HA 2300.00. This policy defines that any suspended chapter will be reevaluated annually.
- 4) This policy allows a revoked chapter to seek reinstatement at any time. This policy also delineates the privileges lost upon revocation.
- 5) This policy allows for a chapter to ask directly for revocation of their charter without first going through a suspension period. The appropriate committee will investigate the rationale for this request. The committee will then report their findings and make a recommendation to the House of Delegates at the annual meeting.

***C. Support and monitor communication within the regions and regional meetings.***

CRC submitted a formal report to the Board of Directors in April 2007, which examined the current regional structure of the AAPA, along with regional meetings. CRC's report included data gathered from a questionnaire sent to the CO leaders. The report also included AAPA staff research from other medical organizations with regards to regional structure. Finally, the report provided recommendations based on the input we obtained from the respondents. Since this report was written, CRC has found that the regions are continuing to communicate in some form or fashion. Currently, the regions are hosting regional meetings meeting at AAPA meetings, or communicating via teleconference. CRC will continue to support these efforts and awaits feedback from the Board.

At the September BOD meeting, the AAPA BOD agreed to maintain the current structure of regionalization based upon this report. The BOD charged CRC to develop guidelines for regions to follow when requesting AAPA leaders and staff to participate in these meetings. This development of guidelines was discussed and approved by the committee at the February meeting.

CRC will recommend to the AAPA BOD the following guidelines for regions to follow when requesting AAPA leaders and staff at their meetings:

- 1) Upon the region's request, the AAPA shall provide and fund a maximum of two staff members, two volunteer leaders, or the combination of any two to attend the regional meeting.
- 2) The region will request staff and/or leader attendance in writing. The request will be made no later than 60 days prior to the regional meeting. Attendance by leaders and staff will be contingent upon their availability and schedule.
- 3) The participation of up to two AAPA leaders and/or staff members will not preclude any other leaders/staff members who are specifically funded to attend constituent organization CME meetings from attending regional meetings as well.

The team leader for this project was Linda Contreras.

***D. Implementation of "Benchmarks of Success" (previously named "Five Star Program")***

Under the guidance of Clover Schultz, CRC has developed a tool to assist COs in assessing their strengths while guiding them toward future growth and development. CRC agreed to change the name to better reflect the purpose of this program. A form was developed in the fall of 2007. CRC will use this form as a means of assessing a COs current status. Implementation of this program will take place at the beginning of the next leadership year. The team for this project consists of Clover Schultz, Marla Moore, and John McNab.

***E. Endorse PPAP's goal to become an independent body within the AAPA***

Members of CRC agree that while PPAP does not fit the policy definition or a committee or council, they also do not function as a subcommittee of CRC. PPAP views itself as a resource program. PPAP will be pursuing independence from CRC. CRC supports and endorses this action.

***F. Evaluate the current mission and purpose of CRC***

CRC originally planned to conduct a self-assessment of the committee's purpose and mission with the assistance of a PPAP facilitator. When we were informed that PPAP was not available to committees and councils, CRC sought assistance outside of the AAPA through an independent facilitator. CRC staff provided the Executive Committee with a report detailing constituent organization resources, along with a comparison chart of the functions of CRC, PPAP, and LAPD. After review of the materials submitted, the Executive Committee felt it would be best to utilize an outside facilitator during the leadership meeting in July and involve PPAP and LAPD in this project. CRC conducted an internal self-assessment during the February meeting. The committee examined its' current strengths and weaknesses. Since our last meeting, the BOD has decided to examine the structure of the entire organization. Because of this action, the joint meeting between CRC, PPAP, and LAPD to be held in July 2008 will be put on hold.

#### ***G. Strengthen CRC communication within the committee and with the COs***

CRC communicates on a regular basis, primarily through e-mail. The committee also utilizes eCommunities for work involving our resolutions. We have also established a specific timeline for communicating with our CO leaders. This timeline is outlined in the CRC policy and procedure manual. CRC also distributes quarterly newsletters to each of the regions. LAPD and COD have utilized our newsletters to report some of their activities with the CO leaders.

#### ***H. Promote Awards of Achievement***

CRC is committed to promoting and strengthening this program by ensuring that all COs are included. The categories have been expanded to include the caucuses and specialty organizations, along with the chapters. It was our goal to identify a recipient for each category in 2008. The deadline to apply was January 15, 2008. CRC reviewed all the submissions during our February meeting. CRC also developed a judging tool to help us with this process. All applicants who were not chosen were sent a letter providing feedback along with helpful suggestions for future submissions. The recipients of the Awards of Achievement for 2008 will be recognized at the House of Delegates in San Antonio. The team leader for this project was Marla Moore.

#### ***I. Review and Update the CRC Policy and Procedure Manual***

CRC updated and made changes to the manual to accurately reflect changes in policy. The committee approved the changes in policy during the February meeting. We will also develop procedure as needed. Staff will assist us with this ongoing task.

The team leaders for this project are Linda Dale and Jeff Katz.

**Committee Activity:**

- A. The Southeast region met during the Adventures in Lobbying (AIL) meeting. CRC supported the attendance of Jeffrey Katz to the AIL meeting 2008 for the purpose of hosting the SE regional meeting. This meeting was extremely well attended. As a result of this meeting, West Virginia has submitted a resolution to the 2008 HOD addressing AAPA's support of regional meetings. No other regions requested to meet at AIL.
- B. Linda Contreras attended the first annual Federal Services CME meeting in San Antonio, Texas in November 2007. She was able to meet with the leaders of each of the chapters.
- C. The South Central region held a teleconference in November 2007. Marla Moore hosted this conference.
- D. Ed Sorace is working with Patrice McKinney in promoting student representation on the boards of each of the Specialty Organizations.
- E. CRC approved one Special Interest Group. The name of this group is Physician Assistants in Infectious Diseases.
- F. CRC will host the Constituent Organization Leadership Reception at the conclusion of the HOD on Sunday, May 24, 2008.

**Finances:**

The expenses for CRC through end of January 2008 are:

Total Budget: \$36,200  
Year to Date: \$20,893  
Remaining: \$15,307

The expenses for PPAP through end of January 2008 are:

Total Budget: \$41,350  
Year to date: \$22,552  
Remaining: \$18,798

Respectfully submitted,



Linda L. Contreras, MPAS, PAC  
Chair, Constituent Relations Committee