

California Academy
of Family Physicians

POLICY COMPENDIUM

CAFP Internal Policies



INTERNAL POLICY

Internal policy guides how CAFP governs and operates, including its leadership and committee structures, financial management, member services, programs and organizational procedures, and standards of conduct. External policy, by contrast, states CAFP's positions and advocacy priorities on issues affecting family medicine, healthcare, patients and the public. All external policy can be found in the general CAFP Policy Compendium found on the CAFP website at www.familydocs.org/policy.

HOW TO USE THE CAFP POLICY COMPENDIUM

Each policy can be identified in the text of the Compendium by policy title in bold and black. A citation follows most policies in this Compendium, indicating the body that passed the policy, as well as the month and year of its passage (e.g. BoD 04/2026).

From the table of contents, you may click on a topic to go to that section. To search through policies control find (Ctrl+F / Cmd+F) and type in key terms to bring up policies that mention the terms or have the topic tag.

Acronym Key

AAFP	American Academy of Family Physicians
AAFP COD	AAFP Congress of Delegates
AMAM	All Member Advocacy Meeting
BoD	Board of Directors
CCPD	Committee on Continuing Professional Development
CMA	California Medical Association
CME	Continuing Medical Education
CPHE	Committee on Public Health and Equity
CRN	CAFP Residency Network
EC	Executive Committee
FP-PAC	Family Physician Political Action Committee
JEDI	Justice through Equity Diversity and Inclusion Committee
LAC	Legislative Affairs Committee
MEC	Membership Engagement Committee
MPAC	Medical Practice Affairs Committee

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Committees and Commissions

Discuss general philosophy of nominations to AAFP Commissions and Committees, and nominees' responsibilities to the CAFP. Develop a CAFP responsibility form querying applicants how their appointments will benefit CAFP, requiring a 2-3 sentence emailed report after each cluster meeting, and asking for assistance in gathering "intelligence" about political goings-on. Make applicants aware of CAFP's policy manual and consider setting up an annual telephone conference or meeting at the ASA with all members serving on AAFP Commissions and Committees. 7/99 EC

Delegation to AAFP: Budget

CAFP will allocate to reserves \$3,000 annually for the future expense of running a campaign for AAFP office; expense of running such a campaign is a minimum of \$12,000. Approximately \$2,000 is budgeted annually in the event the Delegation chooses, and the Executive Committee concurs, to have a hospitality event. 10/91 BoD

Candidate/Officer Strategy

Agree to run a candidate for AAFP office only when it is agreed that candidate has an excellent chance for success and meets other criteria established by CAFP. BoD 2/8/06.

The recommendation of choice and timing of running candidates for national office will come from the Delegation for discussion; it will then be discussed and approved by the Executive Committee and CAFP Board. This recommendation should be made by the summer Board meeting of the year before a candidate runs for office. 9/88 BoD

Develop recommended strategies and policies for selection of CAFP Delegation to AAFP with an eye toward a leadership track, positioning for national office and determination of candidates as well as proposed funding for these activities, including asking that an unsuccessful candidate for office step down as Delegate. 2/93 BoD

Call on District Directors to help identify potential leaders. 2/93 BoD

Job Description

Adopt with amendment the "Job description for AAFP Delegates and Alternates;" require that candidates interested in higher AAFP office submit a written request for consideration, providing appropriate background information; approve "vetting" of candidates expressing interest in higher office at AAFP first through a formal interview with the President and President-elect, and then with formal approval by the Executive Committee and Board of Directors (which approves CAFP budget) 12/05 EC

Meetings/Positions on Resolutions

There will be a joint meeting of the Executive Committee and the AAFP Delegation annually. 9/88 BoD

The Executive Committee is authorized to develop CAFP positions on AAFP resolutions. 9/92 BoD

Reimbursement for Congress

AAFP Delegates and Alternates shall be reimbursed for travel expenses plus a three day per diem established in the annual budget and determined by consideration of hotel convention rate for headquarters hotel, except travel expenses will not be paid when AAFP meets in California. 9/88 BoD

FM Clinical Forum (formerly Annual Scientific Assembly) Reimbursement to Board

Reimbursement to members of the Board for the Board of Directors meeting at the Forum shall be increased to cover the cost of one night's stay in the convention hotel. 6/94 BoD Increased to two nights' stay because of change in Congress/AMAM schedule. 10/96 BoD

Term Limit

An alternate delegate will serve no more than six years unless there is a CAFP member in national office; then one additional year as delegate is allowed (total of seven years). 9/88 BoD

Turnover

The turnover of delegates and alternates should be active to allow for rapid development of future candidates. If a delegate runs for national office and is not successful, he or she will not continue as a delegate. 9/88 BoD

All Member Advocacy Meeting Testimony

That a process for obtaining member comments and input on resolutions received between meetings of the All Member Advocacy Meeting be developed and CAFP members have an opportunity to comment on and provide input into the proposed new process for soliciting member input on resolutions received between meetings of the All Member Advocacy Meeting for consideration by the Board of Directors before such policies are adopted. BOD 4.12-13.18

Awards

Set up a nominations schedule to review awards, including the Public Health Award, ABFP Board, Thomas W. Johnson and others, develop process for candidate identification; develop a grid system for chapters and committees, etc. 2/96 BoD

Committee Chairs

Invite Committee Chairs to attend one Board meeting during the year. 11/95 EC

Conflict of Interest Statement

Adopted a resolution on conflict of interest policy for CAFP and the explanation of conflict of interest statement. BoD 2/98

Reaffirmed the Resolution on Conflict of Interest policy for CAFP and the Explanation of Conflict Interest statement and requested signed statements from each Board member annually. BoD 2/99

District Directors/AAFP Commission Members

Request a brief report from all members of AAFP Committees and Commissions. A month before the Board agenda is developed, request District Directors and AAFP Committee/Commission members to provide a one-page report. 2/11/93 BoD

Fiscal Notes

All requests for action from the Board shall be accompanied by a fiscal note when appropriate. 10/89 BoD

Nominating Committee Service

Approved development of a guide for service on the Nominating Committee to address such issues as precluding those serving on the Nominating Committee from being nominated for office, and planning for the eventuality of running for office in advance of accepting service on the Committee as a representative of the Board or from Congress. 5/96 EC

Adopted the following statement concerning members of the Board and Congress serving on the Nominating Committee:

“As a matter of policy, it is recommended that candidates from the Board of Directors and Congress of Delegates seeking positions on the Nominating Committee remove themselves from consideration for higher office if elected to serve on that Committee. This recommendation is made to remove any appearance of conflict of interest or self-dealing. The exception to this recommendation is the position of Nominating Committee Chair, which is filled in accordance with the CAFP Bylaws by the Immediate Past President of the organization. This individual, by virtue of his or her experience and position, may be considered for higher office outside the organization, such as AAFP Alternate or Delegate.

All candidates for positions on the Nominating Committee should carefully examine their ambitions for CAFP higher office and the timing for seeking such office prior to declaring an intention to run for the Nominating Committee, and are encouraged to remove themselves from consideration if higher office is to be sought within the potential term of service on the Nominating Committee.” 8/96 BoD

Non-discrimination

“The California Academy of Family Physicians supports the principle that membership in the organization, service on the organization’s governing bodies, committees and task forces, participation in Academy programs and activities, and Academy collaboration and cooperation with outside entities will be without regard to age, gender, race, ethnicity, sexual orientation, disability, national origin, political affiliation or religious belief.” 8/96 BoD

Policy on Communicating Board Action on Resolutions to CAFP Membership

In response to requests received at the 2018 All Member Advocacy Meeting as well as policy adopted at the April 13, 2018 meeting of the CAFP Board of Directors, the following is proposed to ensure members are kept abreast of resolutions submitted to the Board of Directors between All Member Advocacy Meetings (AMAM) or after the deadline for submission of resolutions to the AMAM. This proposed policy will provide members an opportunity to comment on “interim” resolutions and be informed about Board actions taken subsequently on those resolutions:

1. All resolutions/policy proposals submitted to the Board of Directors after the deadline for receipt of resolutions at the AMAM and prior to the next meeting of the AMAM will be posted on the CAFP website and notification that they have been received and posted made to members in our Academy in Action electronic newsletter. The resolutions will remain on the website until the next quarterly

Board meeting at which they will be considered, but no less than one month prior to the next meeting. If a resolution is received within less than one month of a Board meeting, it will be posted but consideration by the Board will be held off until the following meeting to allow adequate time for members to comment.

2. A chart reflecting actions taken by the Board on all resolutions will be posted on the website and updated after each quarterly meeting of the Board of Directors. Members will be notified about the updates via Academy in Action newsletter. Authors are and will continue to be notified of Board action taken on their resolutions.
3. A complete listing of the actions taken is included in the Participants' Handbook sent to all registrants at the AMAM. All policies adopted by the Board over the past year also are included in the Handbook for AMAM delegates' review. Time will be provided at the AMAM for the Speaker to review actions on resolutions more thoroughly.
4. Proposed policies may be submitted to CAFP at any time of the year by using the CAFP Policy Resolution form. 7.13.18 BoD

Restructuring

Restructure CAFP Board of Directors as per Bylaws changes adopted 1/95 by CoD. Restructuring included decreasing number of districts from 13 to 10, reducing the number of directors per district to one from two, eliminating the Editor and AAFP Alternate Directors as members of the Board (Editor may attend ex officio), reducing the student and resident representatives from two to one and creating two at-large director positions, one from a rural practice or area and a new physician (no more than seven years out of residency training). A-4-95, 1/95 CoD

Transitioning of current directors and officers to the new structure was accomplished through adoption of a resolution specifying how the transition would take place. A-3-95, 1/95 CoD

Adopted procedures for election of District Directors from multi-chapter districts. Note: These procedures are recommendations, not requirements, for chapters to follow in their elections. 6/95 BoD

Recommend that all chapters include the alternate position on ballots electing District Directors; encourage District Directors to communicate directly with the Alternates in their Districts. 11/96 EC

CAFP Congress of Delegates

The bylaws of the California Academy of Family Physicians were amended to implement the transition from the Congress of Delegates to the All Member Advocacy Meeting. A-01-13 3.5.13 CoD

Bylaws

Approved amendment of CAFP Bylaws as follows to ensure consistency in scheduling the annual meeting of the Congress of Delegates. Superseded by adoption of new bylaws concerning transition to an All Member Advocacy Meeting from the Congress of Delegates, March 3, 2013.

ARTICLE VI TRANSITION CAFP CONGRESS OF DELEGATES TO ALL MEMBER ADVOCACY MEETING

A resolution was adopted expressing the intent that the California Academy of Family Physicians' Congress of Delegates' name be changed to the All Member Advocacy Meeting (AM/AM) – open to all members in addition to Delegates and Alternates and held in Sacramento to enhance CAFP's advocacy efforts – to activate, give voice to and empower our members as advocates for themselves and their patients and to present ideas and problems to the CAFP leadership and Board of Directors; and

That the California Academy of Family Physicians undertake an outreach and education effort with members to advise them about the policymaking opportunities and member assistance services CAFP offers, so those members can take advantage of the avenue that best meets their needs and provides immediate assistance in resolving problems encountered in practices; and

That the California Academy of Family Physicians All Member Advocacy Meeting offer the opportunity for the membership to submit resolutions and advocate for them before the Board of Directors, which will have responsibility for vetting and reporting back on those resolutions to the All Member Advocacy Meeting at the next meeting, and that members be encouraged to bring issues and problems to the Board throughout the year, not only at the All Member Advocacy Meeting, to ensure prompt resolution; and

That Delegates and Alternates currently elected and/or selected to serve by their respective county chapters at the CAFP Congress of Delegates continue to be charged with the responsibility of electing CAFP's officers and other officials at an All Member Advocacy Meeting, if adopted, as provided by the CAFP Bylaws and, through the All Member Advocacy Meeting, if adopted, may at any time by majority vote, submit referendums to the members of the Academy on questions affecting the policy or recommendations of the Academy, including actions taken by the Board of Directors during the prior year; and

That the Bylaws of the California Academy of Family Physicians shall be rewritten to reflect the name change from Congress of Delegates to All Member Advocacy Meeting and specific sections of the Bylaws amended to place responsibility for policy and disposition of resolutions with the Board of Directors while allowing Delegates to the All Member Advocacy Meeting to elect the officers of the CAFP, approve dues increases and submit referendums to the membership, as is currently the case; these bylaws changes will be publicized to the membership and submitted to the 2013 Congress of Delegates for consideration. 3/4/12 CoD Res. A-03-12 Bylaws change to this effect approved 3.3.13 by the CoD.

Representation of Membership

Chapters should be strongly encouraged to elect delegates who reflect the demographics of their respective constituencies. 8/99 BoD

Recommendation #4

To improve the quality of the resolutions presented, new policy with regard to resolutions should be adopted as follows: 10/96 BoD 1. Resolutions will be screened by CAFP staff, with assistance as necessary by the Speaker and Vice Speaker. Any resolutions requiring rewriting, clarification or resources should be returned to the author with an explanation of the areas of concern, a request for correction and an offer to assist the author with the rewrite. 2. Resolutions that reaffirm current CAFP policy will be returned to the author with explanation that the resolution reaffirms

policy and will be placed on the reaffirmation calendar, with no debate, or may be withdrawn by the author.

Recommendation #5

To assist chapters in preparation for Congress of Delegates activities a set of materials covering such topics as reimbursement for delegates and alternates, possible election procedures, endorsement guidelines for resolutions, guidelines for writing and submitting resolutions, and a review of parliamentary procedure, will be prepared and disseminated to chapter officers, delegates and alternates and other interested parties. 10/96 BoD

Officers

Induct Officers at ASA/Forum and Hold a Keynote Speech at the same time: 8/99 BoD

Separate Congress from the ASA

Separate Congress from the ASA: Voted to separate the Congress of Delegates from the Annual Scientific Assembly and expand congress to include Leadership and Legislative training. 11/06 BoD

County Chapter Contributions

Each CAFFP County Chapter that charges dues is requested to make an annual contribution of at least \$2 per member, to be deducted from the first dues disbursement, unless otherwise directed by the Chapter, to the CAFFP/F to support the many programs of the Foundation. 2/94 Co

Contributions

The California Academy of Family Physicians increase the membership dues assessment for the CAFFP Foundation from fifteen (\$15) to twenty dollars (\$20) per each Active member. B-1-02 3/02 CoD

Foundation President

The Foundation President will be invited to attend Board and Executive Committee meetings of CAFFP. 9/90

Foundation President

The Presidents of CAFFP and CAFFP-F shall each be invited to one another's' Board and Executive Committee meetings. Each shall receive agendas of the prospective meetings and determine their need to attend or send a representative from their Board. Each shall receive the minutes of those meetings. They are to serve as non-voting members. 9/90 Bo

Advancing Patient Partnership in CAFFP Health Policy Development

That the California Academy of Family Physicians (CAFP) explore implementation of meaningful patient partnership with family physicians in policy development and advocacy. BoD 04.21.26

Responsibilities of Delegates/Alternates

The CAFFP Delegation Caucus shall make nominations for Delegates and Alternates to the CAFFP Board of Directors for election.

CMA House of Delegates

One alternate Delegate seat will be slotted for the CAFFP Speaker or Vice Speaker.

CMA House of Delegates Communications

All FPs in the CMA House of Delegates will be included in CAFP Delegation communications.

CEO's Performance Review

CEO currently works under a three-year contract, with annual performance review by President, Immediate Past President and President-Elect. Contract is reviewed by the same three, with notification given in advance of intent not to renew. (subject to executive compensation policy in this manual)

Promotion

Coalition-building should be promoted with organizations interested in improving access to care and increasing the numbers of primary care specialists to help accomplish our legislative and other goals. Consumer groups, business groups, HMOs and IPAs should be included. 10/91 BoD

Appointments

New committee members will be appointed for one-year probationary terms. The term may be extended an additional two years dependent upon performance and attendance. 11/93 EC

Chair

A committee chairman will be selected from the committee membership by the Executive Committee, with the approval of the Board. The chairman may, at the end of his/her three-year term, be asked to serve an additional term as chairman, not to exceed three years. 12/88 BoD Committee chairs should be invited to attend one Board meeting to report on Committee actions and be recognized by the Board for activities; Board members should be asked/designated to serve as Committee liaisons when appropriate. 11/95 EC

Consultants

There will be no more than one consultant per committee. 11/92 EC

Liaisons

Changed Committee on Continuing Medical Education to Committee on Continuing Professional Development 11/04 BoD

Merged with Scientific Program Committee under the name of Committee on Continuing Professional Development. 11/06 BoD

Changed the name of the Managed Care Committee to: "Medical Practice Affairs Committee" to more accurately reflect the committee's scope of work. 5/93 BoD

Knowledge-Based Decision Making

Adopted by Board of Directors as new process for deliberation of committees, Board and Congress. 11/01 BoD

Nominating Committee

Increase size of the committee by one additional member to be elected from the Congress (now All Member Advocacy Meeting) so that the Nominating Committee will consist of three members from the Congress, two from the Board and the past president as chair. A-8-96, 2/96 CoD. Bylaws language approved 2/97 CoD.

Program Decision Making

New CAFP programs should be market-based. In deciding whether to move forward with a proposed program or service, it should be determined whether:

1. The members need and want the program or service.
2. If they need and want a program or service, are they willing to pay a fair market value?
3. The program/service has durability.
4. There is a particular target market.
5. The program/service fits the Long Range Plan

Attention should be given to a range of market research, e.g., the evaluations on the annual scientific meeting, a review of consumer literature to determine the health issues of greatest concern to the public, programs held by other chapters/academies state and nationwide, etc. 2/92 BoD

Restructuring

Approved consolidation of the Residency Affairs Committee and Student Affairs Committee into Student and Resident Affairs Committee with one chair; size of the committee could remain the same but gradually be reduced by attrition.

Approved consolidation of the Editorial Committee and Public Outreach Committee into Communications Committee with a total of 11 members in 1998, 10 members in 1999.

Approved elimination of the Membership Committee and made membership recruitment and retention a staff function, with oversight by the Executive Committee/Board; allocated expenses of Membership Committee for retaining a membership consultant in 1998. 8/97 BoD

Sunset the Medical Student and Resident Affairs and Communications Committees and create a new Membership Engagement Committee. 4/7/17 BoD

Rotating Terms

Beginning in 1989, the Academy established rotating three-year terms for committee members and chairmen, except when members serve on committees in an ex-officio manner. Task force members serve for one year only. 12/88 BoD

Term Limits

Committee members may serve a maximum of two, three-year terms; if they are replacing someone with one year or less to serve in an unexpired term, that time will not count toward the term limit. 11/92 EC

Three Year Plan

Committees develop three-year plans when feasible which follow the mission or charge as given by the Executive Committee.

Conflict of Interest

This Conflict of Interest Policy of the California Academy of Family Physicians (Organization): (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. Definition of conflicts of interest. A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
2. Individuals covered. Persons covered by this policy are the Organization's officers, directors, CEO and chief employed finance executive.
3. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the Chair of the Board of Directors on a form provided by the Organization their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
4. Procedures to manage conflicts. For each interest disclosed to the Chair of the Board of Directors, the Chair will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Organization's CEO and chief financial officer will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Chair of the Board of Directors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred. 11/08 BoD

Determining Compensation Process

This Policy on the Process for Determining Compensation of the California Academy of Family Physicians (Organization) applies to the compensation of the following persons employed by the Organization:

- a. The Organization's CEO
- b. Other Key Employees of the Organization by title: Deputy Executive Vice President, Senior Vice President for External Relations, Director of Health Policy.

The process includes all of these elements: (1) review and approval by the board of directors or compensation committee of the Organization (the President, President-elect and Immediate Past President); (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. Review and approval. The compensation of the person is reviewed and approved by the board of directors or compensation committee (the President, President-elect and Immediate Past President) of the Organization, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
2. Use of data as to comparable compensation. The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
3. Contemporaneous documentation and recordkeeping. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement. 11/08 BoD

Document Retention and Destruction

This Document Retention and Destruction Policy of the California Academy of Family Physicians (Organization) identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

Rules: The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

Terms for retention:

1. Retain permanently:
Governance records – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
Intellectual property records – Copyright and trademark registrations and samples of protected works. Financial records – Audited financial statements, attorney contingent liability letters.
2. Retain for ten years:
Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
Government relations records – State and federal lobbying and political contribution reports and supporting records.
3. Retain for six years:
Continuing Medical Education (CME) records - All CME activity files/records related to CME activities, including planning, implementation, presentation, and attendance, must be retained for at least six (6) years following the date of the activity. This retention period ensures compliance with Accreditation Council for Continuing Medical Education (ACCME) guidelines and also allows CAFP to demonstrate adherence to accreditation requirements throughout the accreditation cycle and in response to any other inquiries or audits.
4. Retain for three years:
Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, 55 engagement and discharge correspondence, documentation of basis for independent contractor status

(retain for all current employees and independent contractors and for three years after departure of each individual).

Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

5. Retain for one year:

All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

6. Exceptions.

Exceptions to these rules and terms for retention may be granted only by the Organization's CEO or Chair of the Board. 11/08 BoD. Updated BoD 1.25

Definition (co-sponsorship)

This term means that a California Academy committee, task force, or appointees of the President have participated in the planning, development and execution of a product, program, or activity primarily developed by an outside organization. The Academy representative must recommend that the product, program, or activity be approved by the Board of Directors for co-sponsorship. Board approval is required. The terms "co-sponsorship," "co-sponsor" or "co-sponsored" may be used with the consent of the Executive Committee if timely action by the full Board is not possible. 2/88 CoD

Definition (Endorsement)

This term means that a California Academy committee, task force, or appointees of the President have reviewed the plans of a product, program or activity of an outside organization and may or may not have had input into those plans. The Academy representative, based on its review, must recommend that the Board of Directors endorse this product, program or activity. Board approval is required. The terms "endorsement," "endorsed" or "endorsed" may be used with the consent of the Executive Committee if timely action by the full Board is not possible. 2/88 CoD

The Coca-Cola Company

Adopted a resolution for submission to the 2010 AAFP Congress of Delegates asking AAFP to rescind its contract with The Coca-Cola Company and to refrain from affiliating with companies that offer products detrimental to our patients' good health. A-07-10 03/10 CoD

Family Practice Prenatal Documentation System

Endorsed. 6/94 BoD; 8/94 EC

Chapter Visits

Prepared elected officers shall be available to attend local chapter meetings on a regularly schedule basis. This task is to be defined as a portion of their duties. 8/87 BoD

President's Stipend

Beginning with assumption of office by the new CAFP President in 1994, a \$1,250 per month stipend will be paid to the President. 2/01 BoD

Change of Custodian for CAFP Employee 401(k) Retirement Plan

Ms. Hogeland reported that the administrator of CAFP's Employee 401(k) plan, Northwestern Mutual Life, has instigated some changes that necessitate moving the custodian duties from Newport Trust Company to American Funds. Overall expense to CAFP for fund administration will decrease by about \$1,500/year.

Action: Adopt the following resolutions regarding establishing a new relationship with a custodian for CAFP's employee 401(k) retirement savings plan:

RESOLVED, that the Board of Directors appoint American Funds, to act as custodian with respect to the CAFP Employee 401(k) Retirement Plan, effective April 25, 2017.

RESOLVED, that the Board of Directors terminate Newport Trust Company as custodian with respect to the CAFP Employee 401(k) Retirement Plan, effective April 25, 2017. 4.17.17 BoD

Checks

Checks written by CAFP that are not cashed by fiscal year end and that are 60 days or older may be voided in order to close the Academy's books. Payees must be notified of the void. Payees must submit a written request stating the amount and date in question before a check can be reissued. 2/89 BoD

CMA Delegation Reimbursement Policy

All Delegates and Alternates are reimbursed air fare and up to three days' per diem as set annually in the CAFP budget. This amount includes the cost of sending the President and President-elect. 9/92 BoD

Equity Investments

The Academy will invest \$150,000 of current reserves in equity investments (approximately 25 percent), and anticipate the investments will be long-term, precluding any financial emergency or failure of funds to perform, with quarterly review of performance and annual review of the investments.

\$125,000 will be invested equally in five different mutual funds with Merrill Lynch (which hold no stocks in tobacco funds); and \$25,000 in Boatmen's Trust in non-tobacco mutual funds. The performance of the funds in these two accounts will be monitored and compared annually, on a dollar-cost averaging basis. The Board will determine annually whether and what portion of any excess of revenues over expenses should be invested in equities. 6/94 BoD; EC 8/10/94; 10/15/94 BoD

Agreed to begin the purchase of equity funds in the amounts approved by the Board (\$150,000) in a staggered-buy fashion. 1/95 EC

Place a portion of long-term reserves in equities and ask the Executive Committee to research and report back on appropriate investments. 2/94 BoD

Invest up to \$250,000 in AAFFP Pooled Investment Fund using dollar cost averaging at the rate of \$25,000 per month based on conditions in the financial market. 11/17 BoD

Hardship Waiver of Dues

Approved adoption of the following options to address requests for waivers of dues: Charitable/missionary work: Full dues waiver for 1-2 years only; Financial Hardship: Dues reduction, per scale established by CAFP for 1 year; Reduced Income: Dues reduction, per scale established by CAFP for 1 year only; Military Service: Full dues waiver proportionate to time served in the military. 2/01 BoD

Interest Income

Interest income from long-term reserves shall be allocated annually as operating income and the equivalent of three percent of annual income shall be allocated annually to increase the reserve fund. 10/89 BoD Note: Superseded by CAFP policy on reserves.

Investment Policy Update

This investment policy offers guidelines for the investment of funds held by the association, including those for the employee Money Purchase Pension Fund.

Participating staff members manage their own portfolios in the 401(k) plan. The 401(k) plan is compliant with ERISA Section 404 (c), which requires the investment fiduciaries of a qualified retirement plan to, in effect, provide plan participants with a healthy menu of investment options, with fees and expenses fully disclosed and an option to move among the investment selections within the guidelines of the law. Participants then exercise control. Investments in the 401(k) were selected to afford participants the opportunity to materially affect the potential risk and return on the amounts in their accounts, choose from at least three categories of investments to enable them to achieve a portfolio with aggregate risk and return characteristics at any point within the range normally appropriate for the participants. ERISA requires three categories of risk, and CAFP offers a broad range of funds meeting different asset categories from the American Funds Family. A representative of the plan is available to meet annually with plan participants to review and explain options. This policy seeks to offer broad guidelines rather than prescriptive behaviors in an effort to ensure sufficient flexibility for management under potentially rapidly changing economic circumstances.

The aim of this policy is to provide:

1. Safety of invested funds entrusted to the Academy by its members and staff.
2. Liquidity to meet changing cash flow requirements.
3. Income — the highest return available commensurate with acceptable risk for Academy funds and the highest return available commensurate with prudent management and safety for retirement funds.

The primary and uppermost concern of the board of directors shall be the safety of the funds. No undue risks shall be taken to secure increased yield at the expense of safety.

Involvement

The board of directors is responsible for approving, monitoring and reviewing the investment policy of the Academy, establishing risk limits for all Academy funds, including the Money Purchase Pension Plan, one of two CAFP employee retirement funds. The board of directors, or its appointed committee, shall review this policy as

appropriate to determine if and when changes are necessary. The full board of directors must approve any proposed changes.

The Board will maintain a Finance Committee composed of the elected members of the Executive Committee. The Finance Committee's primary role will be to guide the investment strategies of the Academy and other duties as appropriate.

The CEO of the Academy is responsible for the day-to-day management of the Academy's investments and meets by conference call with the Academy's financial advisor(s) at Merrill Lynch on a quarterly basis to review fund performance, particularly the Money Purchase Pension Fund.

The quarterly Merrill Lynch written report is shared with the CAFP Secretary-Treasurer and includes a comparison between current CAFP holdings and Merrill Lynch "ideal" recommended holdings. From time to time, the Merrill Lynch advisor recommends re-balancing CAFP investments to adhere more closely to the Merrill Lynch ideal. The CEO must seek the approval of the Finance Committee, Board of Directors or Trustees of the Money Purchase Pension Plan respectively before authorizing changes/purchases to Academy funds or the Money Purchase Pension Plan, as advised by Merrill Lynch.

Methodology

CAFP Operating and Reserve Funds

1. Investment securities shall be limited to the following types of securities:
 - a. Direct obligations of the U.S. Government
 - b. Federal agency obligations backed by the moral obligation of the U.S.
 - c. Insured Savings Accounts (ISAs) or certificates in federally insured institutions not to exceed the current FDIC insurance coverage limit in any individual institution.
 - d. Mutual funds, rated 4-star or above by Morningstar, that maintain a net asset value of 1.
2. The final maturity of any fixed-rate investment shall be three years or less, except in the case of the Money Purchase Pension Fund, in which funds may be invested for up to 10 years. Adjustable-rate investments may have final maturities of five years or less.
3. At no time shall greater than 50 percent of the investment portfolio be invested in instruments with a maturity of greater than two years (Note: to ensure CAFP has sufficient numbers of banks in which to invest in FDIC-insured certificates of deposit (CDs), we now invest in both one- and two-year CDs.)
4. Upon authorization of the appropriate oversight body (Finance Committee, Board of Directors, Money Purchase Pension Plan trustees), CAFP's investment advisors at Merrill Lynch shall execute trades on a best execution basis emphasizing the highest proceeds to the fund, and the lowest cost, net of all transaction fees and expenses.
5. Merrill Lynch will process settlement of all trades and CAFP shall receive confirmations of all trades.
6. All purchases shall be accounted for in compliance with ASC 820. 11.15.14 BoD

Money Purchase Pension Plan

1. The Money Purchase Pension Plan (MPPP) is designed to meet the retirement needs of CAFP's staff, who range in age from early 20s to late-60s and who, after

meeting the vesting period for the plan (ranging between 5-6 years) are eligible for the entire Academy contribution of 10 percent of salary per year over their period of employment to that point.

Prior to meeting the full vesting requirement, employees may be eligible for 20, 40, 60 or 80 percent of the funds contributed on their behalf annually during the period of their employment. The goal of the CAFP Money Purchase Pension Plan is conservative, minimal risk, middle-of-the-road allocations to ensure reasonable long-term growth and to prevent dramatic fluctuations in returns, or loss of principal. Historically, our model has ranged from a 2:1 ratio of bonds to stocks (equities) to a 1:1 ratio, depending on the market and based upon the best advice of our Merrill Lynch representatives. Our equities have a blend of different style funds to participate in various "in favor" sectors in the market. The funds are broken into the various economic sectors, such as health care, technology, industrials, etc. The average cumulative rate of return on our Fund has been 6.4 percent.

2. The "Prudent Man Rule" governs investments for the MPPP.
3. The MPPP is composed of Investment Grade Bonds – B/AA/AAA and mutual funds.
4. No more than 10 percent of funds may be in one particular stock.
5. The MPPP is invested near a 50:50 ratio of mutual funds and bonds, with a slightly higher weighting toward equities during periods of low yields on bonds.
6. Bonds are to be invested in a ladder structure, i.e., a goal of maturity of \$50,000 invested in two \$25,000 certificates of deposit each year ten years out.
7. Proper diversification of the Plan will mitigate the downsides of the market, but take advantage of the upsides.
8. On an annual basis, the Finance Committee should consider whether the portion of the annual contribution from the Academy for its employees that is to be invested in equities should be invested all at one time or invested by dividing the amount by the remaining months in the year and investing that amount monthly, and so inform the Merrill Lynch representative.

Demonstration

Quarterly reports shall be made to the board and monthly to the President, President-elect and Secretary-Treasurer on CAFP's portfolio's performance. The trustees of the Money Purchase Pension Plan will also receive quarterly reports on the Pension Plan's performance.

Pension Fund

That the Board of Directors of CAFP will annually authorize by the second meeting of the year a payment amount determined by the pension fund administrators into the employee Money Purchase Pension Plan. Federal law requires this action via adoption of a resolution. 2/92 BoD

President's Stipend

Increased the CAFP President's stipend to \$15,000 from \$12,000 per year. 2/01 BoD

Special Assessment

Adopt a \$25/year special assessment on Active Members to support enhanced CAFP Legislative Activities on health care reform for 2008, 2009, and 2010. A-03-07 03/07 CoD

Dues Increase

Authorize an increase of \$25 for CAFP Active and Supporting members beginning January 1, 2013 such that the dues rate will be \$290 and closely monitor the economic impact of the chapter dues rate increase on Active and Supporting membership and the organization, with frequent reports to the Board on recruitment and retention rates. 3/4/12 CoD ER A-05-12

Audit Committee

Appoint an independent Audit Committee responsible for:

1. Hiring, setting compensation and overseeing the auditor's activities;
2. Setting rules and processes for complaints concerning accounting and internal control practices;
3. Meeting with the auditor, reviewing the annual audit and financial reviews and recommending their approval or modification to the full board;
4. Ensuring that the lead and reviewing partner of the auditing firm rotate off the audit every five years;
5. Pre-approving certain services to be provided by the audit firm such as tax preparation (the pre-approval requirement is waived for non-auditing services if the value of the nonauditing services is less than five percent of the total amount paid by the organization to the auditing firm for auditing services);
6. Requiring the auditor to disclose to the audit committee all critical accounting policies and practices used within the organization as well as share with the audit committee any discussions with management about such practices and policies.
7. Permit the CAFP CEO to staff the Audit Committee, limiting her role to preparing materials and handling logistics for this meeting, taking minutes, and responding to questions when asked.

Appoint the CAFP Secretary-Treasurer as chair of the Audit Committee. Audit Committee members may serve two three-year terms, but the first appointments will be staggered, e.g., one-year, two-year and three-year appointments, to ensure continuity. 12/05 EC

Audit Firm – Individual Auditor

Accept recommendation that individual auditor, e.g., the person who actually does audit for audit company be changed every five years. BoD 11/05

Approved the following recommendations of the March 30, 2006 Audit Committee regarding recommendations from the A. L. Nella Management Letter:

1. CAFP CEO to periodically review the cancelled checks on line.
2. Staff will tighten up policy to require that appropriate approval be made of invoices, check requests, etc.
3. Establish as CAFP financial policy that asset purchases of greater than \$500 are capitalized and recorded as fixed assets.
4. Decline to adopt statement of functional expenses as it is not a good use of staff time and this information can be gleaned using the time sheets if needed.
5. Approval all proposed audit adjustments.

Audits and Financial Reviews

Accepted the action of the Audit Committee to approve a CAFP audit every other year, with a financial review in the intervening years, beginning with 2012; in the event

any financial irregularities are identified, the return to an audit would be authorized at the committee's discretion. BoD 5.3.13

Knowledge-based Decision Making

Adopt Knowledge-Based Decision Making Process. For CAFP Board and Committees; urge its adoption by the Congress of Delegates. 11/00 BoD

"Empowering Delegates for a Stronger Academy

That the Academy task the Governance Committee, along with the Speaker and Vice Speaker, to propose the structure and bylaws needed to give policy making power to AMAM. 5/24 BoD

That the Speaker present the Governance Committee's proposed changes for consideration of approval by AMAM 2026. 5/24 BoD

Increasing Family Medicine Physician Representation as Delegates at the CAFP All Member Advocacy Meeting (AMAM)

That the California Academy of Family Physicians (CAFP) explore how chapters can designate residents as potential chapter delegates at the annual All Member Advocacy Meeting (AMAM) BoD 4.21.26

Joint Venture

This Joint Venture Policy of the California Academy of Family Physicians (Organization) requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

1. Joint ventures or similar arrangements with taxable entities. For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:
 - a. 95% or more of the venture's or arrangement's income for its tax year ending within the Organization's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (iii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and
 - b. the primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.
2. Safeguards to ensure exempt status protection. The Organization will: (a) negotiate in its transactions and arrangements with other members of the

venture or arrangement such terms and safeguards adequate to ensure that the Organization's exempt status is protected; and (b) take steps to safeguard the Organization's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

- a. control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
- b. requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- c. that the venture or arrangement not engage in activities that would jeopardize the Organization's exemption; and
- d. (iv) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the organization. 11/08 BoD

Committee Charge

Adopt a revised committee charge for incorporation in CAFP Long Range Plan. "Develop and implement plans to achieve the Academy's legislative goals, focusing on the top priorities of: 1) Advocate for patient health and well-being, and access to health care. 2) Obtain stable, secure funding for residency programs; and other health financing agencies. 3) Ensure appropriate reimbursement for family physicians in all areas of the medical marketplace based on the value they contribute to the delivery of health care. 4) Preserve affordable malpractice premiums; 5) Advocate for minimal levels of regulation by government. 10/94 BoD

Infrastructure Improvements

Continue to improve and update CAFP government relations infrastructure: State and Congressional key contacts, Legislator Information Plan, mailing list, areas of expertise, etc. Ensure the availability of prenatal care services. Reduce hassle by administrative bodies. Ensure fair and impartial peer review. Develop member involvement in policy issues via such avenues as presentations to help local chapters on government and medical policy. BoD 11/98

Charge

Change the charge of the Committee to be: Advocate for positions that support and enhance the role and practice of family physicians in California: Help Academy members working in all types of health care settings respond to the changing health care environment by providing: 1) tools for practice management and patient care; 2) information about the health care environment, practices, and careers; and 3) continuing professional education on medical practice and leadership development issues. 5/99 BoD

Family Physicians the Logical source

Adopted the revised monograph "Family Physicians – The Logical Resource for Our Evolving Health Care Systems." 8/98 BoD

Medical Student Debt Reform

CAFP to write a letter to AAFP on behalf of CAFP members detailing our solutions to improving/reforming medical school debt. Res. A-04-16 – BoD 7.16.16

Forums at Medical Schools

CAFP-Supported Primary Care Forums at Medical Schools:

- First year students would be encouraged to attend these annual events, to be held at the beginning of the academic year.

- Local family physicians would be present to respond to student questions; their attendance would be coordinated by local chapters.
- Medical school departments and Family Medicine Interest Groups (FMIGs) would handle on-site logistics. 6/92 BoD

Support of FMIGs Additional CAFP Support of FMIGs

- CAFP would provide financial support to medical school FMIGs in addition to the \$1,000 per year now available from a pharmaceutical company grant.
- This additional funding would be for specific events and programs designed by these groups and their associated departments to enhance student interest in family practice and approved in advance by CAFP. 6/92 BoD

Undergraduate Outreach Program

Approve an action plan for outreach to undergraduates in California colleges and universities. 10/94 BoD

Increasing Underrepresented Minority Representation in Medical Education by Establishing a Mentorship Program

That subject to available staff and budgetary resources, CAFP and/or CAFP Foundation expands upon its efforts to increase representation in medicine by establishing a longitudinal mentorship program or utilizing existing programs targeted towards those underrepresented in medicine. BoD 06.09.21

Hold Medical Conventions in States with Full Reproductive Freedom

That the AAFP not plan future national conferences in states where physicians could face legal action for entering the state for providing evidenced based care, including but not limited to provide abortions and gender affirming care. BoD 4/23

Facility Labor Strike / Lock-Outs

CAFP adopted the following policy on strikes/lock-outs at facilities with which it has contracted for meetings: 1. Include unions/strike issues in all force majeure clauses in future facility contracts to ensure CAFP will not incur if it elects to move its meetings to another facility, 2. When feasible, and given sufficient advance notice of a problem, relocate small CAFP meetings away from facilities being struck, 3. When not feasible, acknowledge to attendees of situation, provide CAFP rationale for not relocating, provide refunds if applicable to attendees to elect not to attend. 01/05 BoD

Gender Pronouns on Meeting Badges

That the American Academy of Family Physicians ask registrants for AAFP-sponsored events and conferences how they want their gender to be identified on printed name badges, with the option not to include gender pronouns. 3/19 BoD

Child Care at Meetings

That the AAFP adjusts its recommendations regarding children at AAFP meetings from "Out of consideration for others, please do not bring children to CME events" to "AAFP supports families. Please use your best judgment regarding bringing children to CME events;"

That CAFP ask the AAFP to explore providing an on-site play area for children and their caregivers at AAFP FMX and COD;

That CAFP ask the AAFP to enhance efforts to accommodate breastfeeding parents at AAFP meetings by providing a lactation lounge with basic services including privacy, running water, and other amenities. 3/19 BoD

(AAFP adopted the following substitute resolution:

RESOLVED: That the American Academy of Family Physicians (AAFP) adjust its recommendation regarding children at AAFP meetings from “Out of consideration for others, please do not bring children to CME events” to “AAFP supports families. Please use your best judgment regarding bringing children to CME events,” and be it further

RESOLVED: That the American Academy of Family Physicians (AAFP) provide an on-site play area for children and their caregivers at AAFP Family Medicine Experience and Congress of Delegates, and be it further

RESOLVED, That the American Academy of Family Physicians (AAFP) consider providing on-site child care services at AAFP Family Medicine Experience and Congress of Delegates, and be it further

RESOLVED: That the American Academy of Family Physicians (AAFP) enhance efforts to accommodate lactating parents at AAFP Family Medicine Experience and Congress of Delegates by providing a lactation lounge, not located in a restroom, with basic services including privacy, running water, refrigerated milk storage, and opportunities to donate excess breast milk.) 3/19 BoD

Working Toward Zero Waste

The CAFP support improving the environmental health of our patients and planet by requesting all future conference and meeting sites reduce waste. That CAFP alert members that future events will attempt to significantly reduce waste and encourage participants to bring their own reusable items. That CAFP request conference host sites not use disposable silverware, cups, napkins, beverage containers, etc., unless they are compostable. That CAFP consider a site's ability or willingness to avoid waste-generation when contracting for meetings and conferences. That CAFP “swag” seek to be reusable (water bottles, coffee mugs, utensils) or biodegradable items. That safety practices be considered in environmental stewardship. 5/20 BoD

Member Assistance Policy

CAFP's policy on individual assistance is to provide three tiers of service:

1. Sharing basic, first-hand knowledge and information on key issues related to family practice and common questions fielded by the Academy.
 - a. Referrals for more specialized assistance (CMA, AAFP, practice management consultants, attorneys).
2. Direct intervention on behalf of members to interpret and communicate existing CAFP policy. Regretfully, CAFP can NOT directly intervene in:
 - a. Current or potential litigation
 - b. Intra-family physician disputes
 - c. Employment or reimbursement-related issues*
 - d. Managed care logistical problems/hassles*
3. Any situation for which CAFP doesn't have explicit policy to guide CAFP staff.

* Issues of employment, reimbursement, and managed care logistics/hassles will be monitored so that CAFP develop broadly applicable programs and policies.

Protocol for member assistance

Member contacts CAFP staff. Staff clarifies nature of request, if follow-up assistance is needed and turnaround time. Requests are classified into the following categories:

Phone consultations/referrals: CAFP staff will, at no charge, provide informal consults and referrals on an as-needed basis and will track information requests, but will not formally notify MPA Committee or Chair. (Example: a question about how long medical records are maintained).

Research assistance: Staff will use the following resources to research member issues: polling the Medical Group Management Association Primary Care Assembly, looking up basic legal questions in the California Physician's Legal Handbook, and polling members of the Medical Practice Affairs Committee. Staff will cc MPA Chair and track member satisfaction with research results.

Scope of practice assistance/intervention: Staff will follow AAFP Protocol for Handling Privileging Problems and handle correspondence with members, copying MPA Chair. Any correspondence with hospital committees will be approved and signed by either MPA Chair or CAFP President, depending on availability. Staff will track member satisfaction with scope of practice assistance.

"Miscellaneous" intervention/existing policy: Staff will communicate CAFP policy to members, in writing. Interventions to third parties stating CAFP policy will be approved and signed by MPA Chair. (Example: Writing to a health plan to clarify why a vaccination has been added to the formulary without existing modification of pm/pm.)

"Miscellaneous" intervention/no existing policy: Staff will consult with MPA Committee, which will either recommend no action or will recommend establishment of policy to Board/Congress. MPA Chair will approve and sign response to member.

Rapid Response to New Policy When at Odds with CAFP Policy

That CAFP supports educating family physicians about emerging governmental health policies and facilitates their participation in policy discourse. That CAFP will ensure the policy compendium is easy for members to find and search; and That CAFP will prioritize, within our work with AAFP, emerging federal policy concerns that conflict with CAFP policy. 5/25 BoD

Requests for Financial Assistance

CAFP recognizes the importance of its role protecting family physicians' scope of practice. The Academy occasionally receives requests for financial assistance to offset the costs of legal expenses incurred to defend privileges. The CAFP Board of Directors will weigh such requests against the following criteria:

- Physician(s) requesting funds must be active members of CAFP
- Non-judicial avenues of advocacy must be pursued and exhausted
- Physician(s) must agree to match the Academy's contribution dollar for dollar
- Funds must be used to defend family physician scope of practice in the hospital setting
- More than one physician must benefit, or have potential to benefit, from CAFP assistance

CAFP reserves the right to inquire about potential quality-of-care issues at play. CAFPP further reserves the right to deny requests for financial assistance for any reason. Financial assistance will be limited to a maximum of \$2,500 in legal fees per member with a maximum expenditure of \$10,000 per group incident. This is considered a one-time benefit of membership over the life of the individual(s) concerned. Funds will be paid against invoices submitted on stationary of the member's legal counsel. 8/02 BoD

Membership Dues

Adopted an amended resolution to authorize a five-year special assessment of \$25 per year in 2011, 2012, 2013, 2014 and 2015 dedicated to support of legislative activities outlined in the 20102012 Strategic Plan; and to continue efforts to educate and inform CAFPP members about the nature of the Academy's greatly expanded activities in legislative affairs to increase member involvement in advocacy activities at both the state and national levels. A-02-10, 03/10 CoD

Membership Dues Increase

Increase CAFPP Active Dues by \$24 and allocate those funds to the CAFPP Family Physician Political Action Committee unless the member is not a U.S. Citizen and/or holds a green card, his/her organization pays his/her dues and does not permit contribution to a political action committee or the member does not wish him/herself to contribute to the FP-PAC. In each case, the \$24 will go into CAFPP's general operating fund rather than FP-PAC. Res. A-03-18 AMAM 3.11.18

Life Members: Dues for Life Members to be consistent with new AAFP policy of a one-time payment by setting \$150 as the CAFPP one-time payment and offering that option only. 06/08 BoD

Supporting Members: Approved "Supporting Member" dues equal to CAFPP Active member dues. (non-voting, non-office holding). 10/95 BoD "

Membership Engagement Committee

1. Sunset the Medical Student and Resident Affairs and Communications Committees;
2. Create a new Membership Engagement Committee;
3. Charge the new Membership Engagement Committee with development of a CAFPP Member Engagement campaign that includes defining member engagement measures, launching an engagement scoring protocol and applying it to CAFPP membership, leveraging engagement touchpoints, setting targets for increases in engagement, and evaluating the project on an annual basis, but specifically:
 - a. Create with staff a "ladder of engagement" for each segment of membership, with successfully higher-bar asks that increase engagement and appreciation of CAFPP;
 - b. Establish with staff metrics for measuring engagement (e.g., Net Promoter Score);
 - c. Establish with staff benchmarks for reengagement and plans to reach them.
 - d. Work with the Board, other CAFPP committees and staff to support the successful implementation of the Academy's strategic plan; and
 - e. Report ongoing engagement efforts to the Board.

Member Non-Discrimination

The California Academy of Family Physicians supports the principle that membership in the organization, service on the organization's governing bodies, committees and task forces, participation in Academy programs and activities, and Academy collaboration and cooperation with outside entities will be without regard to age, gender, race, ethnicity, sexual orientation, disability, national origin, political affiliation or religious belief. 12/02 BoD

Non-Discrimination and Sexual Harassment Policy

CAFP is committed to providing a work place free of sexual harassment, as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, medical condition, marital status, handicap, or veteran status. CAFPP strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. CAFPP will also make an effort to protect employees from harassment by non-employees in the work place.

Harassment includes verbal, physical and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons, or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature.

Employees should report any incident of harassment, including work related harassment by any CAFPP personnel or any other person promptly to their supervisor or any other member of management. Supervisors and other senior employees who receive complaints or who observe harassing conduct should immediately inform the Executive Director. CAFPP emphasizes that employees are not required to complain first to their supervisor if their supervisor is the individual responsible for the harassment.

Every complaint of harassment that is reported to the Executive Director will be investigated thoroughly, promptly and in a confidential manner. In addition, CAFPP will not tolerate retaliation against any employee for making a complaint to the Executive Director or to any other supervisor or management employees.

In the case of CAFPP employees, if harassment is established, CAFPP will discipline the offender. Disciplinary action for a violation of this policy can range from verbal and/or written warnings up to and including immediate termination, depending on the circumstance. 10/96 BoD

Criteria

All Academy programs and activities, whether dues- or non-dues supported, must meet the criteria established in the policy adopted by the Board. 10/91 BoD

FP-PAC

The CAFPP Board authorized and funded administrative support for a political action committee. ER-2-03, 4/03 CoD, 7/03 BoD Increase CAFPP Active Dues by \$24 and allocate those funds to the CAFPP Family Physician Political Action Committee unless the member is not a U.S. Citizen and/or holds a green card, his/her organization pays his/her dues and does not permit contribution to a political action committee or the member does not wish him/herself to contribute to the FP-PAC. In each case, the

\$24 will go into CAFP's general operating fund rather than FP-PAC. Res. A-03-18 AMAM 3.11.18

Membership

All first year California residents shall be ensured membership in the Academy; the CAFP and/or residency programs will fund the first year of membership. 8/86 BoD

A-06-17 – New Search Options for Specific Residency Characteristics in the Residency Directory on the AAFP Website

RESOLVED: That CAFP will consult with the CAFP Residency Network (CRN) to create a supplemental area in the CAFP online residency directory to allow California residencies to provide information on the wide range of services they provide, including RHEDI programs, palliative medicine, cross cultural care, sports medicine, etc.; and be it further

RESOLVED: That CAFP will ask the CAFP Residency Network (CRN) also to consider the six questions previously developed by the CRN and those in the original Res. A-06-17 for inclusion in the supplemental area in the CAFP online residency directory and to hold such a discussion at the CRN meeting at the September Student-Resident Summit, with a report back to the Board at its November meeting.

The Board approved a recommendation of the CRN that CAFP include a voluntary question on its annual Residency Directory survey about whether programs provide “an elective and/or training in reproductive health.” (CAFP staff updated the survey appropriately, and sent it to programs on September 29, 2017.) Responses will be monitored. BoD 11.4.17

New Search Options for Specific Residency Characteristics in the Residency Directory on the AAFP Website

That CAFP will consult with the CAFP Residency Network (CRN) to create a supplemental area in the CAFP online residency directory to allow California residencies to provide information on the wide range of services they provide, including RHEDI programs, palliative medicine, cross cultural care, sports medicine, etc.; and be it further

That CAFP will ask the CAFP Residency Network (CRN) also to consider the six questions previously developed by the CRN and those in the original Res. A-06-17 for inclusion in the supplemental area in the CAFP online residency directory and to hold such a discussion at the CRN meeting at the September Student-Resident Summit, with a report back to the Board at its November meeting.

The Board approved a recommendation of the CRN that CAFP include a voluntary question on its annual Residency Directory survey about whether programs provide “an elective and/or training in reproductive health.” (CAFP staff updated the survey appropriately, and sent it to programs on September 29, 2017.) Responses will be monitored. BoD 11.4.17

Resolution Format

Adopt a hybrid model resolution format that includes both the old WHEREAS format and the knowledge-based decision making questions of the new format. 7/18/15 BoD

CAFP Dues Dollars Policy

That it be the policy of the California Academy of Family Physicians that it annually make a determination of all county chapters' desire to collect dues, based on the active nature of the chapters, and to make at least six (6) attempts, including letters, phone calls, and registered mail if appropriate, to encourage all county chapters to cash their respective dues checks within 12 months of when they are issued; and be it further

Resolved, that if after at least six (6) attempts by the CAFP to encourage county chapters to cash their respective dues checks, they fail to do so within two months of the last attempt within 12 months of when they are issued, the dues dollars from these uncashed checks be contributed to the California Academy of Family Physicians Foundation, and that all county chapters be advised in advance that this will be the Academy's practice. ER-1-03, 4/03 CoD

Succession Planning

1. The president will form a search committee consisting of three members of the board of directors. The search committee will be charged with reviewing the current CEO's job description and updating it as appropriate, reviewing applications, rank ordering candidates, interviewing the top candidates and recommending candidates to be considered by the board of directors.
2. The executive committee may opt to choose an interim CEO to assume the functions of the CEO if necessary or appropriate. The interim CEO may be a candidate for the permanent position of CEO, but that is not required or a condition of becoming interim CEO. The interim CEO will be the fiscal agent for all CAFP fiscal instruments, along with the CAFP secretary-treasurer. Other CAFP staff members, including the deputy Executive Vice President, vice president for health policy and membership and marketing director have check signing privileges to cover the time it may take to arrange privileges for an interim CEO, if he or she does not already have them.
3. The search committee may retain the services of a search firm or search consultant to assist in promoting the opening, reviewing candidates' applications and arranging and participating in interviews, if desired. If the interim CEO is not a candidate for the permanent CEO position, then the search firm or search consultant will work with and through the interim CEO. If the interim CEO is a candidate, then the president will select another staff person to assist the search firm or search consultant.
4. The CAFP may opt to restrict the search to California candidates to reduce expenses required for relocation or may choose to undertake a nationwide search.
5. The search process can be accomplished within three months from hiring a search firm or search consultant to having the board interview the top candidates. It may take up to three months more for the new CEO to start work with the Academy, depending on his or her employment situation. BoD 11.15.14

Whistleblower Policy

This Whistleblower Policy of the California Academy of Family Physicians (Organization): (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information may be reported.

1. Encouragement of reporting. The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. Protection from retaliation. The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization's CEO or Chair of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the President-elect or Secretary-Treasurer. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously. 11/08 BoD