



**North American Primary Care Research Group  
Bylaws and Board-Approved Policies and  
Positions**

*Updated with May 9, 2022, Board Actions*

**Meetings and Conferences**

Subject	Date Set	Policy
<p><b>Annual Meeting Site Selection Policy</b></p>	<p>6/2016</p>	<p>The NAPCRG Program Committee will direct the site selection for future Annual Meetings. Their leadership of this process will ensure that NAPCRG members and their preferences for meeting locations are the determining factors for where meetings will be held. The following points will be followed during this process:</p> <p>The Program Committee will lead the site selection for future Annual Meetings. This means that the Program Committee will focus on cities or general locations for future Annual Meetings.</p> <p>NAPCRG’s Executive Director will designate staff to investigate site recommendations/hotel properties in cities that the Program Committee has selected. Staff will negotiate contracts accordingly. Staff will work closely with the Program Committee’s Vice-Chair in the investigation, selection and contract details for the specific properties in selected locations. Staff and the Program Committee’s Vice-Chair will determine whether a site visit is necessary and if so whether staff and or the Vice-Chair should visit a property or properties.</p> <p>NAPCRG Annual Meeting sites will be selected at least three years in advance of the meeting (example: the 2023 meeting site will be procured by at least 2020). To the extent possible the NAPCRG Annual Meeting will alternate between the US and Canada every other year. To recognizing close collaboration between NAPCRG and other significant organizations and meetings in North America, NAPCRG will consult with those organizations, including the CFPC when securing future meeting locations and dates to avoid conflicts. Annual Meeting sites will attempt to include affordable options such as affordable hotel properties nearby. To the extent possible, controversial meeting sites will be avoided.</p> <p>As defined in NAPCRG’s policies, the Program Committee’s Vice-Chair is the primary lead for Annual Meeting site selection.</p>

NAPCRG's priority in all conferences, events and meetings is the safety and welfare of our attendees, exhibitors, partners, and staff. To mitigate risk to attendees at in-person conferences, events and meetings, effective March 7, 2022, the North American Primary Care Research Group (NAPCRG) will require signed agreement attesting (confirming/acknowledging) to the fact that the person attending is fully vaccinated (two vaccines and a booster) against CoVID-19 as this will allow admittance to NAPCRG in-person conferences, events and/or meetings.

NAPCRG will also require attendees to submit a signed agreement to attend in which they indicate that they are personally responsible for coming prepared (fully vaccinated upon registering) for a conference, event and/or meeting and will comply with all local, state/province or national policies and mandates, wear masks as appropriate; as well as adhere to any safety requests from the facility and/or the organizers.

[See full policy here.](#)

# Governance

BOARD OF DIRECTORS		
Subject	Date Set	Policy
<b>Advisors, to the Board</b>	3/2013	Individuals invited to attend Board meetings to offer a perspective on specific areas of interest, concern or expertise. Advisors are determined on an as needed basis. The specific travel reimbursement and parameters of the Advisor positions are determined on an individual basis. Advisors are not considered members of the Board and therefore have no voting privileges.
<b>Board of Directors, Assessment of</b>	4/2016	The Governance Committee will conduct a formal Board assessment, every 12 months, or as part of a Board improvement process.
<b>Board of Directors, Nominations and Election to</b>	4/2014 and revised in 5/2017	<p>The Governance Committee (with staff assistance) will conduct an open call to the NAPCRG membership for nominations for open positions to the NAPCRG Board of Directors usually during the Annual Meeting. Communication methods for the nominations call will include email, website announcement, social media communication, and a newsletter announcement. A list of open positions, links to appropriate job descriptions, nominations forms, and deadlines will be included in all communications. All nominees for all Board positions must do the following:</p> <ol style="list-style-type: none"> <li>1. All nominees for the NAPCRG Board of Directors are required to complete a Nomination Form.</li> <li>2. All nominees for the NAPCRG Board of Directors are required to complete a Conflict of Interest Disclosure Form.</li> <li>3. All nominees for the NAPCRG Board of Directors must be members in good standing.</li> </ol> <p>All nominations will go to the NAPCRG Governance Committee to screen, process, discuss, and prioritize, and when necessary solicit, each nominee based on their qualifications that fit with the Job Description and current needs of the organization. The Governance Committee Chair will present a nominee(s) for each open position to the NAPCRG Board of Directors for discussion and approval.</p> <p>The NAPCRG Board of Directors will review nominee(s) for each open position. The Board of Directors will confirm (yay or nay) the nominees for open positions with one nominee being sent forward, and vote on the candidates where more than one nominee is sent forward from the Governance Committee. Whichever candidate receives the majority vote of the Board of Directors will be elected to the Board.</p> <p>The duly elected Board of Directors will be communicated to the NAPCRG membership through all communications channels.</p>
<b>Board of Directors, Terms of Office</b>	11/2012  5/2020	<p>All elected positions on the NAPCRG Board of Directors are limited to two, two-year terms. This means a Board member is limited to four total years on the Board of Directors (unless otherwise specified by the By-laws and Policies).</p> <p>The term of each co-chair of the Research Advocacy Committee (U.S. representative, Canada representative) is two years. Within the 2-year term, each co-chair will rotate annually with one serving in a voting position on the Board of Directors and the other serving in a non-voting position in the Gallery of the Board of Directors. Each co-chair is limited to two, 2-year terms of service on the Board of Directors.</p>

		Board members are not eligible for election to different positions on the Board when their term has expired, with the exception of positions on the Executive Committee including the Secretary-Treasurer, Vice President/President/Immediate Past-President. In other words, someone having served two, two-year terms as a Committee Chair could be elected Secretary-Treasurer or Vice President.
<b>Board of Directors, Good Governing Principles</b>	6/2016	<p>NAPCRG Board of Directors adopted the following principles of good governance to guide the Board of Directors in its role as an effective body and in its conduct of business. The adopted principles outlined below came from the Global Development Research Center’s website on Urban Governance, which have their origins at the United Nations.</p> <p>Characteristics of Good Governance</p> <p>All people should have a voice in decision-making, either directly or through legitimate intermediate institutions that represent their interests. Such broad participation is built on freedom of association and speech, as well as capacities to participate constructively.</p> <p><i>Rule of Law:</i> Legal frameworks should be fair and enforced impartially, particularly the laws on human rights.</p> <p><i>Transparency:</i> Transparency is built on the free flow of information. Processes, institutions and information are directly accessible to those concerned with them, and enough information is provided to understand and monitor them.</p> <p><i>Responsiveness:</i> Institutions and processes try to serve all stakeholders.</p> <p><i>Consensus Orientation:</i> Good governance mediates differing interests to reach a broad consensus on what is in the best interests of the group and, where possible, on policies and procedures.</p> <p><i>Equity:</i> All people have opportunities to improve or maintain their well-being.</p> <p><i>Effectiveness and Efficiency:</i> Processes and institutions produce results that meet needs while making the best use of resources.</p> <p>Decision-makers in government, the private sector and civil society organizations are accountable to the public, as well as to institutional stakeholders. This accountability differs depending on the organizations and whether the decision is internal or external to an organization.</p> <p><i>Strategic Vision:</i> Leaders and the public have a broad and long-term perspective on good governance and human development, along with a sense of what is needed for such development. There is also an understanding of the historical, cultural and social complexities in which that perspective is grounded.</p>
<b>Board of Directors, Meetings of (Bylaw)</b>	Revised 11/2019	<p>An in-person meeting of the Board of Directors shall be held immediately before, during or after each Annual Meeting of the members. A second in-person meeting of the Board of Directors will be held each spring.</p> <p>Regular meetings of the Board of Directors may be held with ample notice at such time and place as a majority of the Board of Directors may designate.</p> <p>Special meetings may be called at any time by the President or by any two Board Members.</p> <p>Notice of all (including special) meetings of the Board of Directors shall be given to each Board Member by mail, fax, e mail, or other written communication delivered at least two-weeks before the meeting, which shall</p>

		specify the time and place of the meeting (or instructions for accessing the electronic meeting).
<b>Board of Directors, Orientation of</b>	4/2016	All incoming Board of Director members will receive a formal on-line and in-person Board Orientation prior to the start of their first term.
<b>Board of Directors, Size of (Bylaw)</b>	Revised 11/2018	The Board of Directors shall consist of between twelve (12) and fifteen (15) members.
<b>Board of Directors, Structure of</b>	Revised 11/2018	<p>The structure of the Board shall be as follows:</p> <p><b>Executive Committee:</b> (<i>voting members</i>)</p> <ul style="list-style-type: none"> <li>● Immediate Past President/Board Chair</li> <li>● President</li> <li>● Vice President</li> <li>● Secretary-Treasurer</li> <li>● Executive Director (<i>ex-officio is non-voting member</i>)</li> </ul> <p><b>Committee Chairs:</b> (<i>voting members</i>)</p> <ul style="list-style-type: none"> <li>● Communications Committee Chair</li> <li>● Committee on Advancing the Science of Family Medicine Chair</li> <li>● Community Clinician Advisory Group Chair</li> <li>● International Committee Chair</li> <li>● Membership Committee Chair</li> <li>● Governance Committee Chair</li> <li>● Program Committee Chair</li> <li>● Research Advocacy Committee Co-Chair <ul style="list-style-type: none"> <li>○ Rotates annually between American and Canadian Research Advocacy Committee Co-Chair</li> </ul> </li> </ul> <p><b>Patient Representatives:</b> (<i>voting members</i>)</p> <ul style="list-style-type: none"> <li>● US Patient Representative</li> <li>● Canadian Patient Representative</li> </ul> <p><b>Member in Training:</b> (<i>voting member</i>)</p> <ul style="list-style-type: none"> <li>● Trainee Committee - Chair</li> </ul> <p><b>Gallery</b> (<i>non-voting members</i>)</p> <ul style="list-style-type: none"> <li>● Awards Sub-Committee Chair</li> <li>● Program Committee Vice-Chair</li> <li>● Research Advocacy Committee Co-Chair</li> <li>● Patient and Clinician Engagement Advisor</li> <li>● Trainee Committee Vice-Chair</li> <li>● The Canadian College of Family Physicians Section of Researchers Representative</li> <li>● The Robert Graham Center Representative</li> <li>● American Board of Family Medicine – Research Division Representative</li> <li>● Society of Teachers of Family Medicine Representative</li> <li>● National Research Network Representative</li> </ul>

<b>Board Meetings, Constitution of Presence in (Bylaw)</b>	11/2002	Members of the Board, or any committee designated by the Board, may participate in any meeting by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and participation by such means shall constitute presence in person at such meeting. A written record shall be made of the action taken at any such meeting.
<b>Board Meetings, Format of</b>	5/15/04	NAPCRG meetings shall use a Consent Agenda (items designated for information only) at its Board meetings. The intent is to provide more time for discussion of issues of highest priority for the organization.

### COMMITTEES

<b>Committee, Subcommittee &amp; Work Group Election</b>	Revised 4/2015	<p>Committee Membership and Election</p> <ul style="list-style-type: none"> <li>● To be eligible for committee membership, candidates must be current, paid members of NAPCRG.</li> <li>● Members of NAPCRG’s Standing Committees will serve for a two-year term and will be limited to two terms each.</li> <li>● Committee members’ terms will begin and end on the last day of the NAPCRG Annual Meeting (usually held in October or November).</li> <li>● NAPCRG will have a year-round web page where information/applications for joining a committee will always be available for any member interested in joining a committee. <ul style="list-style-type: none"> <li>○ The page will be monitored by staff and when applications are received, they will be forwarded to the respective Committee Chair (once the applicant has been screened to ensure they are an active member in good standing).</li> <li>○ All Committee Chairs will be required to follow-up with any member that expresses or applies for membership on their committee.</li> </ul> </li> <li>● Each year, (usually during the spring) when the call for nominations to the NAPCRG Board of Directors goes out, there will be a call for open positions on NAPCRG’s Committees.</li> <li>● The Governance Committee will be responsible for gathering (from committee chairs) vacancies that are available on each committee prior to the call for nominations. <ul style="list-style-type: none"> <li>○ These committee membership opportunities will be publicized during the regular call for nominations to the Board of Directors.</li> <li>○ There is an online application form for eligible committee members to complete and electronically submit when they want to serve on any NAPCRG committee.</li> <li>○ NAPCRG staff will screen each applicant to ensure they are a member in good standing of NAPCRG before the application is forwarded to the committee chairs.</li> <li>○ Once the nominations process closes, the Governance Committee Chair will forward applicants to the respective Committee Chairs and they (along with their committee) will be responsible for reviewing the candidates and determining who shall be elected.</li> </ul> </li> </ul>
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<b>Executive Committee, Scope of (Bylaw)</b>	Revised 11/2019	The Executive Committee shall consist of the Secretary-Treasurer, Vice President, President and Immediate Past President/Board Chair. The Executive Director shall serve on the Executive Committee as an ex officio, non-voting member. The Executive Committee shall act on behalf of the full Board of

		<p>Directors between Board meetings and primarily review proposals before recommending them to the Board for approval.</p> <p>The Executive Committee will serve as the Board-level overseer of NAPCRG programs that do not have a separate direct Board representative. Examples of these programs (as of 2019) are: the Grant Generating Project; Building Research Capacity initiative; Patient and Clinician Engagement initiative.</p> <p>The Executive Committee may exercise all of the authority of the Board of Directors, except authority to approve an amendment of the Articles of Incorporation; a plan of merger or consolidation; a sale, lease, exchange, mortgage, pledge, or other disposition of all, or substantially all, of the property and assets of the corporation; the voluntary dissolution of the corporation; or revocation of voluntary dissolution proceedings.</p> <p>The Executive Committee shall strive to communicate any significant business/decisions to the Board of Directors by email, mail or fax.</p>
<b>Officers of NAPCRG (Bylaw)</b>	Revised 3/2013	The Officers of NAPCRG shall consist of the Secretary-Treasurer, Vice President, President and the immediate Past President/Board Chair. The Officers shall have such authority and shall perform such duties as generally pertain to their offices and as may be lawfully provided by the Bylaws or by resolution of the Board not inconsistent with the Bylaws.
<b>Awards Subcommittee of the Communications Committee</b>	9/2014	The Awards Subcommittee of the Communications Committee was created to develop and administer key NAPCRG awards according to policies established by the Board of Directors and is responsible for promotion of awards and selection of recipients.
<b>Finance Committee</b>	5/2018	<p>The Finance Committee shall be composed of the Secretary-Treasurer (Chair), Vice President, President, Immediate Past President, a Board Member at Large, and the Executive Director (ex-officio, without vote). The Finance Committee shall meet at least once each year and report to the Board of Directors at least once each year. The Committee shall provide to the Board the financial status of the organization, budgetary information, financial guidance, and the responsiveness to the fiscal needs of NAPCRG. The duties of the Finance Committee are as follows:</p> <ul style="list-style-type: none"> <li>● Oversee NAPCRG’s financial planning;</li> <li>● Monitor that adequate funds are available for the organization’s operations;</li> <li>● Safeguard organizational assets;</li> <li>● Draft organizational fiscal policies;</li> <li>● Anticipate financial problems and make recommendations for managing budget shortfalls;</li> <li>● Ensure the Board of Directors understands financial statements and the general financial situation of NAPCRG;</li> <li>● Ensure that national, state and local financial reports are submitted properly and on time;</li> <li>● Review all proposed policies, projects and initiatives with a fiscal impact greater than \$5,000 to ensure that adequate funds are available before such proposals are submitted to the full Board of Directors;</li> <li>● Review NAPCRG investment policies, procedures, and performance.</li> </ul>



<p><b>Governance Committee</b></p>	<p>Revised 5/2017</p>	<p>The Governance Committee is responsible for nominations, elections, orientation, and training of NAPCRG Board of Director members and will conduct an Annual Assessment of the Board of Directors to ensure it is effective. The committee will also draft revisions to the Bylaws or Policies pertaining to the Board of Directors or NAPCRG in general, as needed, and recommend them to the Executive Committee and full Board of Directors for consideration and approval.</p> <p><u>Nominations and Elections to the Board of Directors Procedures</u></p> <p>The Committee (with staff assistance) will conduct an open call to the NAPCRG membership for nominations for open positions to the NAPCRG Board of Directors. Communication methods for the nominations call will include email, website announcement, social media communication, and a newsletter announcement. A list of open positions, links to appropriate job descriptions, nominations forms, and deadlines will be included in all communications.</p> <ol style="list-style-type: none"> <li>1. All nominees for the NAPCRG Board of Directors are required to complete a Nominations Form.</li> <li>2. All nominees for the NAPCRG Board of Directors are required to complete a Conflict of Interest Disclosure Form.</li> <li>3. All nominees for the NAPCRG Board of Directors must be members in good standing.</li> </ol> <p>All nominations will go to the NAPCRG Governance Committee to screen, process, discuss, and prioritize, and when necessary, solicit each nominee based on their qualifications that fit with the job description and current needs of the organization. The Governance Committee Chair will present a nominee(s) for each open position to the NAPCRG Board of Directors for discussion and approval.</p> <p>The NAPCRG Board of Directors will review nominee(s) for each open position. The Board of Directors will confirm (yay or nay) the nominee(s) for open positions with one nominee sent forward, and vote on the candidates where more than one nominee is sent forward from the Governance Committee. Whichever candidate receives the majority vote of the Board of Directors will be elected to the Board.</p> <p>The duly elected Board of Directors will be communicated to the NAPCRG membership through all communication channels.</p> <p>There is no limit on the number of members a committee may have, with the exception of the Executive Committee, which has four members. Each committee operates under its own Terms of Reference however, each committee member may only serve two consecutive terms.</p>
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<p><b>International Committee</b></p> <p><b>Vision, Mission &amp; Objectives</b></p>	<p>9/24/12</p> <p>5/12/20</p> <p>05/09/2022</p>	<p>The International Committee oversees outreach to countries outside the US and Canada and oversees the international awards selection and communication.</p> <p><b>Vision</b></p> <p>Research is a core component of primary care clinical practice in all nations. Governments and funding agencies in all nations prioritize primary care research. Primary care researchers from all nations have the opportunity to present new knowledge and research advances in primary care at the NAPCRG Annual Meeting and to engage in other NAPCRG activities.</p> <p><b>Mission</b></p> <p>Since NAPCRG is one of the premier international organizations for primary care research, the mission of NAPCRG’s International Committee is to collaborate with other international oriented primary care organizations to foster our international vision for primary care research. Activities should encourage researchers from all nations to present new knowledge and high quality research advances in primary care at the NAPCRG annual meeting and to engage in other NAPCRG activities.</p> <p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. Inform the NAPCRG board concerning approaches for non-North American primary care researchers to use NAPCRG as a forum to disseminate their research.</li> <li>2. Identify key international primary care research initiatives, groups and meetings that require relationships with NAPCRG.</li> <li>3. Identify committee members (and/or others) who can act in a liaison role between NAPCRG and these groups.</li> <li>4. Clarify requirements and responsibilities for these relationships.</li> <li>5. Be responsible for advising on and supporting the international primary care research and capacity building components of the agenda of the NAPCRG annual conference.</li> </ol> <p><b>Committee Specific Guidelines</b></p> <ol style="list-style-type: none"> <li>1. The AAAPC and SAPC representatives are encouraged to attend the live NAPCRG Committee meeting during the NAPCRG Annual Meeting.</li> <li>2. All committee members are expected to fund their own attendance at the NAPCRG Annual Meeting.</li> </ol>
<p><b>PaCE Committee</b></p>	<p>10/28-10/29/2021</p>	<p>The framework for the PaCE Committee is as follows:</p> <ol style="list-style-type: none"> <li>1. Vision: PaCE will engage patients/individuals, clinicians and researchers in all aspects of the work undertaken.</li> <li>2. Mission: Develop and foster a robust community of patient-partners, researchers, and primary care providers with knowledge and understanding of the unique features of patient-centered/patient-oriented outcomes research related to primary care.</li> <li>3. Mandate: <ul style="list-style-type: none"> <li>▪ To be eligible for Committee Membership, individuals must be current, paid members of NAPCRG and members of the Community of Friends of PaCE (patients/individuals, clinicians and researchers)</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>▪ Members of the PaCE Committee (12-15 members) will serve for a two-year term renewable x 1 with one exception in that if selected by the Committee to serve as one of two Committee Chairs, the length of time spent on the PaCE Committee may be longer.</li> <li>▪ Committee members' terms will begin and end on the last day of the NAPCRG Annual Meeting (usually held in October or November).</li> <li>▪ The PaCE Committee and each Committee member will adhere strictly to the NAPCRG Diversity Statement</li> <li>▪ The PaCE Committee Chair(s) have consisted of one patient-partner and one clinician/primary care provider. The patient-partner that is a PaCE Committee Chair may serve as the Patient Representative on the Board - one American and one Canadian will be selected by the Committee. The Patient Representatives will have staggered terms so that one Patient Representative provides continuity for the new incoming Patient Representative.</li> <li>▪ The Patient Representatives to the Board will be members of the Community of Friends of PaCE and selected by the PaCE Committee - one American and one Canadian.</li> <li>▪ The Committee Chairs will communicate PaCE membership opportunities and activities to NAPCRG staff so they will be regularly promoted and or communicated to the full NAPCRG membership through the membership e-mails, NAPCRG Connect and during the Annual Meeting.</li> <li>▪ The PaCE Committee will: <ul style="list-style-type: none"> <li>• nurture, mentor and support the Patient Representatives on the Board.</li> <li>• provide a link between members of NAPCRG and a robust patient and community engagement team.</li> <li>• advocate for ongoing patient engagement within primary care research and NAPCRG.</li> <li>• provide guidance and mentorship for new patient members joining NAPCRG.</li> <li>• enhance the diversity in NAPCRG Membership.</li> </ul> </li> <li>▪ In addition, the activities of the PaCE Committee will be to: <ul style="list-style-type: none"> <li>• co-create and/or support a Pre-Conference at the Annual Meeting.</li> <li>• propose and submit Abstracts for Posters, Oral presentations, Workshops and Forums each year through the usual processes at NAPCRG.</li> <li>• support PaCE members in the submission of Posters and Oral presentations at NAPCRG and elsewhere.</li> <li>• be a resource for the Program Committee to ensure relevance for patients, communities and practicing</li> </ul> </li> </ul>
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		<p>clinicians at the Annual Meeting; and other NAPCRG Conferences and educational opportunities.</p> <ul style="list-style-type: none"> <li>• provide support as needed to the Program Committees for reviewing abstract submissions to judge level of engagement.</li> </ul>
<b>Program Committee</b>	11/8/95	The Program Committee will be responsible for maintaining continuity from year to year, the scientific program of NAPCRG’s meetings. Their tasks will include reviewing manuscripts, ensuring that authors receive good feedback, evaluating issues of variability in reviewing, and striving for consistency in the review process from year to year.
<b>Research Advocacy Committee</b>	2/2013	The Research Advocacy Committee oversees advocacy for funding and public policy for primary care research in the US and Canada by leading a focused research advocacy effort that complements the Academic Family Medicine Advocacy Committee’s (AFMAC) work.
<b>Trainee Committee</b>	Revised 5/2019	<p>NAPCRG Trainee Committee - Terms of Reference</p> <p>I. Committee membership to include medical students/residents/fellows, graduate students, and international students (6-10 members including chairs).</p> <ol style="list-style-type: none"> <li>Term length is two years with eligibility for renewal of an additional two-year term.</li> <li>Committee members must be a trainee at the start of their term.</li> </ol> <p>II. Selection Process: The Governance Committee will elect new members that are nominated through NAPCRG’s open call process. Nominees will be reviewed by the Executive Committee prior to election.</p> <p>III. Committee responsibilities include, but are not limited to, planning the Trainee Pre-Conference, evaluating trainee stipend applications, and engaging trainee NAPCRG members.</p> <p>IV. Chair and Vice Chair</p> <ol style="list-style-type: none"> <li>Term is two years, the first year as Vice Chair and the second year as Chair.</li> <li>The Chair and Vice Chair will be selected by the Governance Committee.</li> <li>The Chair and Vice Chair will rotate between a Canadian and American trainee representative.</li> </ol> <p>iv. Voting</p> <ol style="list-style-type: none"> <li>The Chair serves as a voting member on the NAPCRG Board as the Trainee Representative.</li> </ol>

		<p>ii. The Vice Chair attends NAPCRG Board Meetings as a non-voting member for the year preceding their appointment as Chair.</p> <p>v. The Chair will submit an Annual Trainee Report to the NAPCRG Board.</p> <p>vi. The NAPCRG Board will fund all travel expenses for the Chair and Vice Chair to attend NAPCRG’s Spring and Fall Board meetings.</p>
<b>Work Group, NAPCRG</b>	4/29/2016	<p>To become a NAPCRG Work Group the following requirements must be met:</p> <ul style="list-style-type: none"> <li>▪ Must have been a NAPCRG Special Interest Group (SIG) for at least two years prior to applying, or was invited, to become a NAPCRG Work Group. An exception to this rule is if the majority of the NAPCRG Board of Directors strongly believes there is a purpose for the creation of a work group without testing its ability to sustain itself as a SIG and build capacity.</li> <li>▪ Must have 10 or more members and a plan on how they will build capacity.</li> <li>▪ The group must have produced 1-2 products during their time as a SIG.</li> <li>▪ Work Groups must be approved by the NAPCRG Board of Directors.</li> <li>▪ There may not already be an existing Work Group that this topic would fit into.</li> </ul>

**INDIVIDUAL BOARD POSITIONS**

<p><b>Executive Director, Scope of (Bylaw)</b></p>	<p>11/2002</p>	<p>The Executive Director shall serve as an ex officio, non-voting member of the Board of Directors. The Executive Director shall be the Chief Executive Officer of the corporation and shall be responsible for the general supervision of the business of the corporation, subject, however, to the control of the Board of Directors and of any duly authorized committee of Directors. Such duties of the Executive Director shall include executing contracts, signing of formal reports, and other such duties as may be otherwise set forth in these Bylaws or otherwise consigned by the Board of Directors.</p>
<p><b>Gallery of the Board of Directors, Composition and Description of</b></p>	<p>11/2018</p>	<p>The Gallery of the NAPCRG Board of Directors shall consist of:</p> <ol style="list-style-type: none"> <li>1) Awards Sub Committee Chair;</li> <li>2) Program Committee Vice Chair;</li> <li>3) Research Advocacy Committee Co Chair;</li> <li>4) Trainee Committee Vice Chair;</li> <li>5) one representative of the Society of Teachers of Family Medicine;</li> <li>6) one representative of The Robert Graham Center;</li> <li>7) one representative of the American Board of Family Medicine;</li> <li>8) one representative of the AAFP National Research Network;</li> <li>9) one representative of The Canadian College of Family Physicians’ Section of Researchers; and</li> <li>10) a Patient and Clinician Engagement Advisor.</li> </ol> <p>Gallery Members act as a link to assist ongoing communication or cooperation between other organizations and the NAPCRG Board of Directors. Gallery Members are non-voting members of the Board. Gallery Members will be allotted time during each meeting of the NAPCRG Board of Directors to address the Board. The organizations represented on the NAPCRG Gallery will cover the</p>

		expenses of their representatives to attend NAPCRG Board meetings.
<b>Meetings of Board of Directors, Chairing of (Bylaw)</b>	Revised 3/2013	At all meetings of the NAPCRG Board of Directors the position of Chair of the meeting will be the responsibility of the Immediate Past President/Board Chair. In his/her absence, the President or Vice President shall serve as Board Chair of the meeting.
<b>PaCE Advisor, Term Limit</b>	11/2017	The PaCE Advisor to the NAPCRG Board of Directors will serve a two-year limit.
<b>Patient Representatives to the Board of Directors</b>	4/2016	<p>The role of the patient representative is to infuse the patient voice in all levels of NAPCRG. The role of Patient Representatives (one from the US and one from Canada) to the NAPCRG Board is to bring the patient perspective and voice to the conversation, to the work and the decisions of the Board in order to elevate and support patient engagement in primary care research. Their first priority is to bring that external voice to this primary care research organization. While physicians and academic researchers may occasionally be patients, their role is to bring expertise in healthcare delivery, research, and policy. The patient voice on the Board is an explicit reminder of the central purpose of NAPCRG, to improve the lives of patients.</p> <p>The patient representatives are asked to attend two in-person meetings each year (one at the NAPCRG Annual Meeting and the other in the spring) and attend two additional meetings via conference call. The patient representatives are also expected to serve on a Standing Committee to help the Board with its ongoing work.</p> <p>Patient Representatives are voting members of the Board of Directors.</p> <p>Selection/Qualifications: Patient representatives are part of the open call for nominations process. Nominees are reviewed by the Governance Committee and selected to be approved or voted on by the Board of Directors. The nominees must be members in good standing and have demonstrated leadership and experience. Previous service as a Vice Chair or Committee membership is preferred. Term: Two-year term, eligible for one consecutive re-appointment.</p> <p>The two patient terms on the Board of Directors will be staggered to ensure that both patient representatives do not expire simultaneously.</p>

<b>Program Committee, Scope of Chair and Vice Chair Positions</b>	<p>The Program Committee Chair is a full member of the Board of Directors and the Vice Chair is a member of the Gallery. Their terms will be staggered.</p> <p>To be eligible for a term as the Vice Chair, and eventually Chair of the Program Committee, the candidate must have served at least one, 2-year term as a member of the Program Committee.</p> <p>The Chair of the Program Committee will serve for one, four-year term. The Chair must have served for at least one, two-year term as a member of the Program Committee and at least one, two-year term as the Vice Chair before automatically becoming the Chair.</p> <p>The Program Committee Chair and Vice Chair will host the NAPCRG Annual Meeting. The Chair and Vice Chair will support</p>
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		<p>each other in the successful planning and implementation of the Annual Meeting.</p> <p>The Program Committee Chair is the head of the committee and the Annual Meeting and serves primarily as the chief of the scientific aspects of the meeting. The Chair runs the peer review process, the podium during the Annual Meeting, interacts with the Board and other committees, works with the Executive Director and staff regarding the budget and other details, locations, and future planning.</p> <p>The Program Committee Vice Chair is primarily responsible for meeting logistics and member experience. This includes the food and beverage, entertainment, themes (if applicable), timetabling, requests for changes, and pre-conferences.</p> <p>The Program Committee Vice Chair is responsible for assisting with the conference brochure, program, web site, sponsorships, and other marketing and promotions.</p> <p>Program Committee Vice Chair assists with providing background and other information on potential plenary speakers and can assist with hosting plenary speakers where necessary.</p> <p>The Vice Chair will work with staff to scout locations for future meetings and assist with site selection.</p> <p>After serving for at least one, two-year term as the Program Committee Vice Chair, they will automatically become the Chair of the Program Committee for one, four-year term. Therefore, the Vice Chair could serve up to eight years in total (as Vice Chair and Chair). If the Vice Chair either was no longer interested in automatically becoming Chair or was not able to become Chair (for medical or other reasons) then the Governance Committee will conduct a special call for nominations from the Program Committee for the Chair position, review the applications and send a recommendation to the NAPCRG Board of Directors for final approval. Because of the rotation of these positions, the Vice Chair could serve up to two, two-year terms before automatically becoming the Chair as the Chair position will only turn over every four years.</p>
<p><b>Secretary-Treasurer, Selection of (Bylaw)</b></p>	<p>Revised 4/2014</p>	<p>The Governance Committee shall hold an open call for nominations for the position of Secretary-Treasurer biennially and then recommend candidate(s) for the position for Board approval.</p> <p>The Secretary-Treasurer nominees are not required to have previously served on the NAPCRG Board of Directors or on a committee, although previous service to either or both is preferable.</p>

<b>Vice President, President and Immediate Past President/Chair Selection, Terms and Duties (Bylaw)</b>	Revised 4/2014	<p>The Governance Committee shall hold an open call for nominations for the position of Vice President/President/Immediate Past President annually and then recommend candidate(s) for the position for Board approval.</p> <p>When possible, NAPCRG will alternate these positions between American and Canadian members.</p> <p>The Vice President shall serve one year as Vice President, then shall automatically assume the office of President for a one-year term, followed by a one-year term as Immediate Past President/Board Chair.</p>
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**MISCELLANEOUS**

<b>Officers, Removal of (Bylaw)</b>	11/2002	Any Officer may be removed, either with or without cause, by a resolution that declares such removal to be in the best interest of the corporation and that is adopted at any regular or special meeting of the Board of Directors by a majority of the Board of Directors then in office.
<b>Offices, Vacancies in (Bylaw)</b>	11/2002	A vacancy in any office caused by death, resignation, removal, or otherwise, shall be filled for the unexpired portion of the term by the Board of Directors. During the absence of any Officer, or his or her inability to act, the President may by written order, or the Board of Directors may by written resolution, delegate the powers of such Officer to any Officer or employee/agent of NAPCRG.
<b>Quorum, For meetings of the Board of Directors, Committees and Meetings of the Membership (Bylaw)</b>	Revised 6/2015	<p>Fifty (50) percent plus one (1) of the total voting members of the NAPCRG Board of Directors shall constitute a quorum for the transaction of business at Board meetings.</p> <p>Fifty (50) percent plus one (1) of the total voting members of a standing committee shall constitute a quorum for the transaction of business at a committee meeting.</p> <p>A quorum of the membership shall consist of 10% of the active members of NAPCRG, present and entitled to vote.</p>

<b>Representatives to Other Organizations, NAPCRG</b>	Revised 11/2019	The NAPCRG Board of Directors or Officers will occasionally appoint members to represent NAPCRG at other organizational meetings. Representatives do not have a seat on the Board of Directors and would subsequently have no voting rights, unless the individual is serving the Board in another capacity (Committee Chair, Member-at-Large, etc.). Representatives are appointed by the NAPCRG Board and reviewed on an annual basis at the Spring Board Meeting. These designated representatives may be eligible for reimbursement of travel costs. The representatives are expected to keep the NAPCRG Board of Directors informed through written reports summarizing the business of the organizations they are participating in.
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## Finances

Subject	Date Set	Policy
Asset Allocations, NAPCRG General Assets	4/28/01	<p><b>The Board of Directors determined the goals for the allocation of the NAPCRG general assets (investment portfolio) will be as follows: 60% stocks, 30% bonds, 10% cash. NAPCRG will use STFM’s guidelines/restrictions for investing and will use the same investment professional to make decisions on where to invest its funds.</b></p>
Asset Allocations, Wood Award	4/28/01	<p>The Board of Directors determined the goals for the allocation of the Wood Award assets (investment portfolio) as follows: 60% stocks, 30% bonds, 10% cash. NAPCRG will use STFM’s guidelines/restrictions for investing and will use the same investment professional to make decisions on where to invest its funds.</p>
Bridge Policy for Staff	11/2017	<p>NAPCRG is dedicated to supporting its staff who in turn support our programs and initiatives. The NAPCRG Board of Directors recognizes that staff whose salaries are funded or partially funded by external grants may encounter funding gaps in projects as funding expires and they await confirmation of new grants or renewals of existing grants. In an effort to assist and assure staff with funding gaps, NAPCRG will provide Bridge Funding pursuant to this policy.</p> <p>Each staff person is responsible for the procurement and management of his/her grant funds. However, in cases when a staff person experiences a gap in funding as outlined above, NAPCRG will strive to provide Bridge Funding to ensure that staff will be able to continue in their position in the interim. Bridge Funding will occur for no less than four months and is subject to the availability of funds in the NAPCRG reserve funds.</p>
Cancellation/Refund Policies	Revised 4/2014	<p>NAPCRG does not refund submission fees.</p> <p>NAPCRG does not refund membership fees.</p> <p>Fifty percent of the conference registration fee will be refunded if a cancellation is necessary and written notification is received in the NAPCRG office by the date specified on the conference registration form. After the specified date, no refunds will be issued, except in cases of personal medical emergencies.</p> <p>Refund requests due to medical or weather emergencies at time of conference may be eligible for a 50% refund. If registrant is unable to attend because of a weather emergency, registrant must show that they attempted to re-schedule their travel arrangements but could not get to the conference during the official conference dates. In the event of such cancellation request by a conference registrant, the registrant must provide NAPCRG with official documentation to support their request.</p> <p>In the unlikely and extreme event that NAPCRG is forced to cancel a conference, NAPCRG is not responsible for fees or penalties that</p>

		conference registrants may incur for non-refundable airline tickets or hotel deposits.
<b>Compensation, Board Members</b>	11/2017	Members of the NAPCRG Board of Directors, Gallery, Advisors, Committee Members, and or general members are strictly prohibited from receiving compensation for fulfillment of their duties for said organization. Serving as a member of the Board of Directors, Gallery, Advisor, a member of a committee, or as a general member of NAPCRG is considered voluntary and thus all members serve without compensation. Reimbursement for legitimate expenses are considered reimbursable and exceptions for compensating members for their service will be considered by the NACPRG Executive Committee in exceptional circumstances.

<p><b>External Support and Sponsorship, Policy on</b></p>	<p>4/2015</p>	<p>Seeking and obtaining external support or sponsorships is important for NAPCRG to achieve its mission and strategic plan. Sponsorship opportunities will be viewed in the overall context of the following guiding principles. While each of these principles represents a continuum, the overarching goal is to maintain NAPCRG and its activities as independent and from undue influence from for-profit business interests. “What would your patient say about this external supporter or sponsorship?” is a good way to think about how we interact with external supporters or industry sponsors.</p> <p>The guiding principles for soliciting and accepting money or in-kind support from external supporters or sponsors include the following items:</p> <ul style="list-style-type: none"> <li>▪ External supporters and/or sponsors should support the mission, vision and values of NAPCRG.</li> <li>▪ External supporters and/or sponsors (companies, organizations, etc.) should promote primary care research and education as a critical component of their missions.</li> <li>▪ The sponsorship primarily benefits NAPCRG and NAPCRG members—financial support should provide net revenue to NAPCRG.</li> <li>▪ No strings attached. The external supporter and/or sponsor does not have direct input into the content of the sponsored activity.</li> <li>▪ The sponsorship does not attempt to directly impact physician prescribing or product utilization, eg, particular EMR, device use, etc.</li> <li>▪ The sponsored activity provides benefit to the NAPCRG membership beyond that of the individual activity. That is, it provides ongoing benefit or benefit to a broader group than just those in attendance at the event.</li> <li>▪ NAPCRG will not have an exhibit hall with pharmaceutical companies marketing their drugs or services.</li> <li>▪ The NAPCRG Board of Directors will approve the range of acknowledgement and or benefits offered to external supporters and or sponsors, e.g., logos in the Annual Meeting program, website presence, etc. External supporters and or sponsors may not use NAPCRG’s name in their marketing materials, beyond what is communicated as</li> </ul>
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NAPCRG-approved acknowledgments, without written permission of NAPCRG.

- NAPCRG will allow logos of external supporters and/or sponsors on its online and electronic distribution outlets, however, logos of external supporters/sponsors will not be listed on the NAPCRG homepage but will be permissible on other areas of the NAPCRG website.
- Staff will refer to the NAPCRG Executive Committee for guidance if staff have questions about the suitability of any specific recognition for an external supporter/sponsor.
- Access to NAPCRG members will be limited and monitored closely.
- Restricted endorsement. NAPCRG will not provide its “seal of approval” to any corporate external supporter and or sponsor for a specific product or the overall entity.
- Staff time. The amount of staff time involved in the selection and management of external supporters and or sponsors will be proportional to financial return and member benefit.
- The NAPCRG Board will have final authority to accept or reject any sponsorship funds or resources.
- The Sponsorship Guiding Principles will be reviewed and amended regularly by the NAPCRG Board of Directors.

#### The Method for Obtaining Sponsorships:

The NAPCRG Board of Directors will have final authority to accept or reject any sponsorship funds or resources. The NAPCRG Board of Directors will empower the staff and Executive Committee to act prudently on their behalf and manage sponsorships based on the Guiding Principles approved by the Board of Directors.

NAPCRG staff, with member and Board of Director’s input and involvement, will be primarily responsible for identifying potential external supporters and/or sponsors, developing a relationship with sponsors, soliciting sponsorships, approving final sponsorship agreements, and accepting sponsorship funding/resources on behalf of NAPCRG. Staff will actively seek out potential industry sponsors, identifying key elements of the NAPCRG mission that coincide with the mission of potential sponsors.

Any NAPCRG member may approach the NAPCRG staff or Board of Directors with opportunities for sponsorship. Staff will work with individual NAPCRG members or groups of members on relationship building, identifying external supporters, and/or sponsorship opportunities, and soliciting sponsorships from potential external supporters, and/or industry partners. Staff may request assistance from individual NAPCRG members in making key contacts with industry representatives and in soliciting funds and/or resources from potential sponsors.

Staff and the Executive Committee will create a set of sponsorship packages/donor acknowledgements that represent the benefits derived by the external supporter and/or sponsor. These benefits



		include such items as name recognition in NAPCRG publications and at the NAPCRG Annual Meeting, complimentary registration to the Annual Meeting, external supporter, and/or sponsor advertisements in NAPCRG publications, sponsor signage at meetings, and un-staffed literature tables. The NAPCRG Executive Director and Executive Committee will consult with the Board of Directors to review these benefits and or acknowledgements regularly and make changes in accord with the Guiding Principles approved by the Board of Directors.
<b>Fiscal Year</b>	11/8/95	NAPCRG's fiscal year shall be July 1-June 30.
<b>Funding, Research Projects</b>	10/25/2016	NAPCRG's practice is NOT to endorse or fund specific research projects. The NAPCRG Executive Committee and/or Board of Directors can make exceptions to this policy at any time.
<b>Long-Term Reserves</b>	Revised 10/28- 10/29/2021	<p>Reserves are unrestricted net assets, excluding property and funds restricted for awards. Reserves might be tapped in the following situations:</p> <ol style="list-style-type: none"> <li>1. To infuse funds for maintaining operations during times of financial or other stress, given a solid plan of action;</li> <li>2. To fund special projects, activities and events beyond the annual operating budget, including infrastructure and technology that cross several years in service or use.</li> </ol> <p>Reserve levels shall not drop below 100% of unrestricted 12-month operating expense. If the budget process or financial projections show that this threshold shall be crossed, the Board of Directors shall devise a plan for corrective action and implement it, or, in the case of extraordinary circumstances, approve a temporary specific amount less than 100% that will be maintained for the year.</p> <p>A Long-Term Reserve Fund will be maintained with a goal of a dollar amount equal to a range of twelve months of the core NAPCRG budget excluding funds from grants. The Long-Term Reserve Fund level will be reviewed annually in conjunction with the preparation of the year-end financial statements. Reserve funds are intended to be used on an emergency basis or in unusual circumstances.</p> <p>The "Strategic Development Fund," formerly named Innovation Fund, was established to provide a source of funds for special projects, activities and events beyond the annual operating budget. Surpluses of net income at year end would be directed to the Strategic Development Fund as long as the Long-Term Reserve Fund stays near the twelve-month threshold of operating expenses. The process for re-direction of these funds is as follows:</p>

		<ol style="list-style-type: none"> <li>1. After year-end review of the budget, the Secretary-Treasurer would recommend to the NAPCRG Executive Committee the amount of any year-end surpluses to move from the Long-Term Reserve Fund to the Strategic Development Fund.</li> <li>2. The Executive Committee approves the transfer of these funds to the Strategic Development Fund. Alternatively, the Executive Committee retains the option to decline the transfer and keep funds in the Reserve Fund if they judge that the organization is at extraordinary risk and would benefit more from continuing an excess in the Reserve Fund.</li> <li>3. The Executive Committee shall decide on the transfer one month prior to the scheduled Board Meeting at the Annual Meeting and shall notify the members of the Board of the new balance (if any) of the Strategic Development Fund. The purpose of this notification is to allow Board members time to propose priorities for the funding in time for the next Board Meeting. The Executive Committee may suggest priorities for funding. Use(s) of the Strategic Development Fund will be decided by the full Board of NAPCRG.</li> </ol> <p>Note: NAPCRG is exempt from taxation under Section 501(c)3 of the U.S. Internal Revenue Code. Our fiscal year is July 1 – June 30.</p>
<b>Reimbursement, Advisors</b>	3/2013	The specific travel reimbursement and parameters of the advisor positions are determined on an individual basis.
<b>Reimbursement, Board Members</b>	3/2013	NAPCRG Board members are reimbursed the amount of coach airfare, ground transportation and expenses for the days during the spring Board of Directors meeting. Board members will be reimbursed for one night hotel expenses while attending a Board Meeting at the NAPCRG Annual Meeting. Board members pay for their own travel, any additional hotel nights, and conference registration to attend the meetings during the NAPCRG Annual Meeting.
<b>Reimbursement, Gallery Members</b>	11/2019	The NAPCRG Gallery Members' expenses are paid by their host organizations, with the exception of the Trainee Vice Chair position.
<b>Reimbursement, Representative</b>	3/2013	When a representative represents NAPCRG at another organizations' meeting, NAPCRG will be responsible for the reimbursement of those expenses.

<b>Strategic Development Fund</b>	Revised 4/2015	Strategic Development Fund, <i>formerly named Innovation Fund</i> , was established to provide a source of funds for special projects, activities, and events beyond the annual operating budget. Surpluses of net income at year-end would be directed to the Innovation Fund as long as the Long-Term Reserve Fund stays near the six to nine months of operating expenses. The Secretary-Treasurer would recommend to the NAPCRG Executive Committee if he/she would like to direct any amount of the year-end surpluses to the Long-Term Reserve Fund instead of the Innovation Fund. Requests for funding will not be approved until the fund balance has been determined annually each September.
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# Membership and Meetings of Membership

Subject	Date Set	Policy
<b>Active Members, Restrictions of dues to non-payment (Bylaw)</b>	11/2002	No Active member shall be entitled to cast a vote in any election or on any matter before the membership during such period as there remains unpaid by such member any fee assessed by the corporation.
<b>Life and Active Members, Eligibilities of (Bylaw)</b>	11/2002	Both Life and Active members shall be eligible to vote, hold office, and serve on the Board of Directors. Each Active member shall have one vote.
<b>Meetings of Members, Chairing of (Bylaw)</b>	Revised 3/2013	At meetings of the members, the Chair will be the President. In his/her absence, the Vice President or Immediate Past President shall be the Chair of the meeting.
<b>Meetings of Members, Procedure at (Bylaw)</b>	11/2002	The procedure at each meeting of the members shall be determined by the President, and the vote on all questions before any meeting shall be taken in such manner as the President prescribes.
<b>Meetings of the Members, Secretary of (Bylaw)</b>	11/2002	At meetings of the members the Secretary-Treasurer shall be the secretary. In his/her absence, a designee of the Secretary-Treasurer shall be the secretary of the meeting.
<b>Special Meetings of Members, Scheduling of (Bylaw)</b>	11/2002	<p>Special meetings of the membership shall be called in one of two ways as follows:</p> <p style="padding-left: 40px;">One, by the President at the direction of the Board of Directors, and</p> <p style="padding-left: 40px;">Two, by petition of one third of the Active members, such petition stating the purpose for which the special meeting is requested and being addressed to the President of the corporation.</p> <p>On such direction or petition, the President shall promptly create a notice stating the time, place, and purpose of the special meeting to be mailed to each member at least 30 days prior to the special meeting.</p>
<b>Members, Active (Bylaw)</b>		Active members shall be eligible to vote, hold office, and serve on the Board of Directors. Each Active member shall have one vote. All persons who have paid the annual membership fee in an amount determined by the Board of Directors shall be Active members of the corporation. The annual membership fee shall be set not more frequently than annually by the Board of Directors.
<b>Member Classes (Bylaw)</b>	Revised 3/23/12	<p>NAPCRG shall have three classes of members: Active, Lifetime, and e-membership. Active members are persons who have paid the annual membership fee in an amount determined by the Board of Directors. Lifetime membership is available to Active members who are age 60 or older and pay the one-time membership fee.</p> <p>At the April 2011 meeting of the Board of Directors, Lifetime membership was approved and the current "Life" members were made Emeritus members. At the April 2010 meeting of the Board of Directors, a motion was passed to offer e-membership to students, residents, and fellows free of charge. At the March 2012 meeting the e-membership category was extended to include researchers in Mexico. At the September 2012 meeting the e-membership category was extended to include physicians in El Salvador.</p>

<b>Membership fee, Increase of (Bylaw)</b>	11/2002	The annual membership fee shall be set not more frequently than annually by the Board of Directors.
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## Statements/Broad Policies

Subject	Date Set	Policy
<b>Diversity, Statement on Promoting</b>	Revised 5/9/2022	<p>The Board approved the creation of a Statement on Promoting Diversity that is now official NAPCRG policy.</p> <p>The statement is as follows:</p> <p><i>"We recognize current and historical inequities in research, including inequities in populations and among researchers themselves, that have resulted in disparities in health and well-being. We strive to create a research environment that amplifies the diverse voices of people and communities across all aspects of research, and particularly for those populations and Indigenous peoples who have been -- or continue to be underrepresented. We seek to promote the participation of a diverse membership in NAPCRG leadership, meetings and programs, research, employment and in all its other endeavors. We strive to include all, inclusive of sex, gender, sexual orientation, age, race, religion, disability, ancestry or national origin; and to promote non-violent, rational idea exchange. We commit ourselves to promote primary care research scholarship nationally and internationally."</i></p>
<b>NAPCRG Vision Statement</b>	Revised 6/2014	NAPCRG is the recognized leader of primary care research that improves health and health care for patients, families and communities.
<b>NAPCRG, Mission Statement</b>	Revised 11/2017	The North American Primary Care Research Group (NAPCRG) is an interdisciplinary volunteer association committed to nurturing primary care researchers working in partnership with individuals, families, and communities.
<b>NAPCRG, Strategic Priorities</b>	Revised 10/28-10/29/21	<ol style="list-style-type: none"> <li>1. Indispensable Membership: Develop a cohesive membership program that reinforces how NAPCRG is critical to researchers' development, effectiveness, and career success.</li> <li>2. Workforce &amp; Pathways: Elevate the presence and visibility of primary care research as a vital career commitment across the spectrum of academic and clinical primary care disciplines.</li> <li>3. Diversity, Equity &amp; Inclusion: Expand our commitment to diversity &amp; inclusion throughout the organization.</li> <li>4. Global Community: Strengthen the connections of primary care researchers across the globe as one community.</li> </ol>

<p><b>NAPCRG, Position Statement on Electronic Health Record Information Blocking</b></p>	<p>2019</p>	<p>Information exchange is critical to ensuring that patients receive the right care, at the right place, and at the right time. Increasingly, this communication depends on the secure, effective, and efficient delivery of information electronically.<sup>1</sup> To ensure health information technology (HIT) investments ultimately lead to greater value, the Health Information Technology for Clinical and Economic Health (HITECH) Act included provisions to develop the infrastructure for health information exchange (HIE).<sup>2</sup> In response, health care providers have increasingly adopted and, thus, stored health data in electronic health records (EHRs).<sup>3</sup></p> <p>Find the full statement here:  <a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6342591/">(https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6342591/)</a></p>
<p><b>Statement Against Violence Aimed at Researchers</b></p>	<p>4/28/01</p>	<p>Independent inquiry is the basis for all research. The ability to ask and answer questions without fear is a vital component of a health research environment.</p> <p>NAPCRG is committed to primary care research. We support the rights of health care researchers to ask and answer their questions of interest without fear of reprisal or harm. We expect that research will be in accord with the rules and regulations promulgated by Institutional Review Boards/Research Ethics Boards for research on human subjects and that the research will be conducted, analyzed, and disseminated honestly, thoughtfully, and ethically. With those controls in place, researchers should not be subjected to outside pressures to limit their areas of inquiry or report.</p> <p>Recently, one of the members of NAPCRG was physically threatened because of her clinical and research topic. This researcher spent days guarded by a federal marshal, and nights wondering if her home was safe. This type of menacing intimidation and threatening behavior is not acceptable. We abhor all forms of violence. Specifically, we renounce any form of violence, threatened or actual, aimed at silencing health care researchers. With this statement, we fully support the right of each NAPCRG researcher, and all researchers, to ask and answer important health care questions.</p>

## Journal/Publications

Subject	Date Set	Policy
<b>Annals of Family Medicine, financial commitment to, support of</b>	10/18/05 Revised 11/2017	Agreed to a new five-year financial commitment \$35,000 a year, beginning in 2007. NAPCRG will renew their Annals funding at a rate of 2% yearly instead of 3%. (Revised 11/2017)
<b>Linkages with Journals</b>	10/18/05	<p>Approved the use of the NAPCRG website to display links to outside journals, one section with journals with NAPCRG members on the Editorial Board, and one section without. The policy is as follows:</p> <ul style="list-style-type: none"> <li>• If there is a member of NAPCRG on the Editorial Board of the journal, there is automatic approval for a link from this journal to our website.</li> <li>• NAPCRG will publicize and offer to its members any appropriate journals that will offer reduced subscriptions to NAPCRG members.</li> <li>• If a group wishes a potential publication to be endorsed by a NAPCRG group or committee, it must first go through peer review of the journal. Once accepted, the article will come to the NAPCRG Executive Committee for approval as a NAPCRG-endorsed document.</li> </ul>
<b>White Papers/Policies, Policy on Board Endorsement of</b>	4/25/98	The Board may approve or endorse documents when it agrees with the content of such documents, and that financial support for the development of a document does not imply endorsement.

## Miscellaneous

Subject	Date Set	Policy
<b>Bylaws/Policies, Amendment of (Bylaw)</b>	11/2002	These Bylaws or Policies may be amended or revised at any regular or special meeting of the Board of Directors. Amendments or revisions to the Bylaws or Policies may be ratified by a simple majority vote of the Board of Directors.
<b>Liability Insurance, For Directors and Officers</b>	Revised 4/2014	The Board approved a change of Directors' and Officers' Liability Insurance to the policy offered by the AON Association Services for \$1,341 per year, effective March 2014.
<b>NAPCRG Mailing lists/emails, Uses of</b>	Revised 4/2014	<p>NAPCRG will not sell or exchange its members, past members, or attendee mailing or email addresses. Sharing mailing lists with the AAFP infrequently is acceptable. It is acceptable to email the <i>Annals</i> table of contents to NAPCRG members each issue as long as there is an opt-out option.</p> <p>Sharing email addresses infrequently with other organizations with approval of the Executive Committee is acceptable.</p> <p>As a general rule, providing email addresses of NAPCRG members to outside groups requesting contact with NAPCRG members is strictly prohibited (e.g. no emails to outside organizations for communications about WONCA). The NAPCRG newsletter is good for announcements and information.</p>



		Attendee contact information will be shared on a registrant list with members and meeting attendees only, unless the attendee has opted out requested.
<b>Official Documents, Signatures for (Bylaw)</b>	11/2002	All checks, drafts, notes, and orders for the payment of money issued by NAPCRG and contracts and other documents requiring the signature of NAPCRG shall be signed by the Executive Director or by such Officers of NAPCRG as the Board of Directors may designate from time to time. Any endorsement of such paper in the ordinary course of business shall be similarly made, except that any Officers, Assistant Officer, or employee/agent of NAPCRG may endorse checks, drafts, or notes for collection or deposit to the credit of NAPCRG.
<b>Participatory Research, Policy Statement on</b>	11/4/98 updated 2015	<p>The document, "Responsible Research with Communities: Participatory Research in Primary Care," together with the recommendations for NAPCRG, was adopted as organizational policy, by the NAPCRG Board of Directors and membership at the NAPCRG Annual Meeting on November 6, 1998 in Montreal. This document grew out of a successful workshop on Respectful Research With Communities at the 1996 NAPCRG Annual Meeting. The NAPCRG membership and Board of Directors supported and financed development of this document. The Task Force solicited comments from interested parties and incorporated many suggestions into the revisions.</p> <p><a href="#">Download the full 1998 NAPCRG policy.</a>  <a href="#">Download the 2015 updated policy.</a></p>
<b>Privacy Policy (Abridged)</b>	4/2014	<p>NAPCRG's general policy is to collect and store personal information that NAPCRG's members and visitors knowingly provide. NAPCRG does not collect any personal information or user browsing activity on NAPCRG's website. Only aggregate data such as the number of hits per page are collected. NAPCRG uses the browsing data it collects from its website to improve its web content, respond to visitor needs and preferences, and develop new products and services.</p> <p>NAPCRG maintains a member profile database. The information is drawn from both online and offline membership applications, dues payment forms, member surveys, and other correspondence between NAPCRG and its members. This information is available for review/modification by individual members on our website. NAPCRG makes member contact information available to its online Membership Directory only to other members of NAPCRG.</p> <p>Occasionally, NAPCRG may provide limited data to third parties. This data includes names and addresses, but does not include phone numbers, fax numbers, or email addresses.</p> <p>NAPCRG does not disclose credit card information or activity provided by its customers.</p>
<b>Registered Office, Location of (Bylaw)</b>	11/2002	NAPCRG shall have and continually maintain in the State of Virginia a registered office and a registered agent whose office is identical with such registered office. The Bylaws shall not deprive NAPCRG, the Board, or any Director of rights or privileges conferred by the statutes of Virginia.
<b>Starfield Summits</b>	11/2018	Proposal for Approving Future Starfield Summits

		<p>Discussed at 2018 Board Meeting -- Starfield Summit Principles:</p> <ol style="list-style-type: none"> <li>1. Starfield Summits are a valuable and enduring venue to advance primary care.</li> <li>2. The name of Barbara Starfield, needs to be protected and the use of her name needs to be approved by her family.</li> <li>3. The Starfield Summits need a “home” organization for purposes of overseeing and approving future events.</li> <li>4. At the request of Neil A. (Tony) Holtzman, MD, MPH (Barbara Starfield’s husband) the North American Primary Care Research Group (NAPCRG) was determined to be the best and most suitable “host” organization.</li> <li>5. The ABFM Foundation has the resources and administrative ability to act as the facilitator of the future Starfield Summits.</li> </ol> <p>To this end, the ABFM Foundation will provide the following:</p> <ul style="list-style-type: none"> <li>• The ABFM Foundation will coordinate with the appropriate members of the Starfield family to use Barbara’s name in future events.</li> <li>• The Foundation will continue to host and update the Starfield website.</li> <li>• The Foundation can act as the “banker” for future events.</li> <li>• The Foundation can act as the “sponsor” to attract other funding sources to future events.</li> <li>• The Foundation can serve to evaluate future topics.</li> <li>• The Foundation can host an email link for communications.</li> </ul> <p>NAPCRG will vet and approve proposals for summits that seek to bear the Starfield name and legacy. The NAPCRG Executive Committee will use the following criteria to evaluate proposals to determine whether they are eligible to be deemed Starfield Summits:</p> <ol style="list-style-type: none"> <li>1. The proposed topic must be relevant to primary care;</li> <li>2. The summit must be open to all primary care specialties including students and patients;</li> <li>3. Plan submitted and approved by NAPCRG;</li> <li>4. The summit must include an evaluation of participants;</li> <li>5. Summit materials must be submitted for archiving and web-posting.</li> </ol>
<b>WONCA, Involvement in</b>	5/4/97	Approval was granted for NAPCRG to become a collaborative organization in WONCA (the World Organization of Family Doctors).