

PURPOSE AND POLICIES SOUTHEASTERN FAMILY MEDICINE FORUM

COMPOSED OF CHAPTERS:

Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, and Maryland.

Other chapters may be invited as guests for a maximum of one year and not pay dues. Additional chapters may be added to the membership with approval of voting members at the Annual Business Meeting.

ORGANIZATIONAL MEETING

Held on Saturday, August 3, 1991

Beach Cove Resort, Myrtle Beach, South Carolina

PURPOSE

The Southeastern Family Medicine Forum will meet annually to discuss problems and successes of mutual interest, share concerns, ideas and problems for the purpose of avoiding duplication of efforts, learning what is working and specific issues occurring in regional states. The group can consider joint activities related to chapter administration, research, education, family medicine residency training, legislation, funding, economics and other issues affecting family medicine and chapters of the American Academy of Family Physicians.

The opportunity to interact both professionally and socially and to exchange ideas is important and the annual meeting should be structured to provide meaningful dialogue, but informal to permit open discussion and exchange of ideas.

Activities shall not be in competition with or a duplication of established components of the American Academy of Family Physicians.

The Chapters may bring to the Saturday business meeting copies of resolutions they plan to submit to the Congress of Delegates. Chapters may also share information about candidates from their state who plan to be a candidate for any AAFP leadership position.

REPRESENTATION

State representatives shall consist of the President, President-elect, Chapter Executive or other chosen representatives that may include Delegates, Alternate Delegates or other appropriate delegates as determined by the chapter. Representatives attending shall be included in all aspects of the meeting. Each state shall have no more than five representatives.

The decision to invite state chapter lobbyists to the entire meeting is left up to each individual state.

VOTING & DUES

Each state shall be entitled to one vote, in-person or via electronic vote, on organizational decisions or contested issues. The individual chapter shall choose the voting representative when the meeting is in-person and the chapter executive, in consultation with their leadership, shall represent the chapter for an electronic vote.

~~Annual dues for each constituent chapter participating shall be \$500 payable to the current Secretary-~~

~~Treasurer within thirty days of invoice. Dues will be billed each January and shall be on a calendar year basis.~~

ACCOUNTABILITY

A record of tangible accomplishments (income & expenses) of the meeting will be provided to the current Secretary-Treasurer (Mississippi named in 2009) by the host chapter immediately following each meeting.

The responsibilities of the Secretary-Treasurer shall include recording the minutes, and retaining permanent records of deposits, expenditures and paying any bills that accrue to the Southeast Family Medicine Forum. An annual financial report shall be submitted at the Annual Business Meeting. The Secretary-Treasurer shall also develop the agenda for the annual business meeting to be distributed to all chapter execs in advance of the meeting. Each chapter exec shall distribute the documents to their own members.

MEETING COSTS

The chapter hosts shall secure grants and funding from outside sources. **An annual charge of up to \$500 may be assessed to each participating chapter after the SEFMF if the host chapter is incapable of fundraising sufficient funds to break even.** If additional funds are required and adequate funds are in the SEFMF accounts, the Executive Committee shall be empowered to **utilize reserve funds approve up to the amount of dues collected in that year,** without the need for a vote of the full membership. The request, along with a financial breakdown of all receipts and expenditures shall be made by the host chapter after the meeting to the Secretary-Treasurer. Staff time by the host chapter will not be reimbursed by the SEFMF.

The cost of gifts for participants shall not be taken from SEFMF funds. If the host chapter wishes to provide gifts, it will be at their own cost.

Handouts for each participant will include an agenda, a list of attendees and a legislative report provided by each state chapter to the host state chapter. The handout does not have to be in a notebook. This information can be mailed or e-mailed to each chapter exec, who will in turn get it to their delegation.

There shall be a charge for spouses and children attending social functions. The cost will be no more than the actual costs involved. The continental breakfasts, breaks and lunches each day are for REGISTRANTS ONLY!

The host state pays for their delegation just like other states.

If there is a comp room available, that goes to the host chapter.

INVITATIONS

An invitation to participate will always be extended to representatives of the American Academy of Family Physicians. It shall be the responsibility of the host chapter, in consultation with others, to decide who will be invited as representatives from the AAFP, and if an AAFP Board Member or Officer is invited to attend/participate. Other invitations can be issued to additional groups or to representatives from other Academy Chapters at the discretion of the Executive Committee.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of six representatives: three executives and three physicians. These representatives shall be as follows: (1) physician and executive from present year host state; (2) physician and executive from immediate past year host state and (3) physician and executive from next year host state. It shall be their responsibility to evaluate comments and suggestions from previous year's meeting and provide suggestions to the host chapter. They will meet by telephone conference call no later than three (3) months after the meeting to fulfill their responsibilities and to provide suggestions to the next year's

host. The cost of this telephone conference call(s) shall be borne by the Southeastern Family Medicine Forum.

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MEETING DATE & SITE

One meeting will be held annually. The meeting dates and site will be discussed at least one year prior during the Annual meeting. To determine a meeting date, the host chapter may survey the Group to identify the best meeting date that will maximize participation.

Ultimately it shall be the responsibility of the host chapter to select the meeting site. But if they desire they can ask for suggestions from the members.

SUGGESTED AGENDA & OTHER GUIDELINES

The following items are “suggested” guidelines. The host chapter has flexibility in planning for current issues as well as determining how best to utilize and incorporate representation from outside entities (i.e. corporate, government, nonprofit).

- * Chapter Execs will have a meeting of only the Chapter Execs.
- * Socioeconomic Forum occurs on Friday.
- * Social outing on Friday night may be planned by host state chapter but is not mandatory.
- * Saturday morning be devoted to discussion of state chapter management/membership issues (ie. membership, financial, CME planning and financial support, membership participation, etc.) excluding legislative/socioeconomic/political issues which are covered on Friday during the Socioeconomic Forum. Topics and format to be determined annually by host chapter with input for the other state chapters if so desired.
- * Saturday lunch will include the yearly Business Session. The host Chapter designee will preside over the Business Session.
- * Publicize that dress for entire meeting is "resort or business casual".
- * Applying for AAFP CME credit will be left solely to the discretion of the host chapter.

HOSTS

1991	South Carolina	2003	Virginia	2015	Virginia	2027	Kentucky
1992	Virginia	2004	Louisiana	2016	Louisiana	2028	Virginia
1993	Alabama	2005	Georgia	2017	Georgia	2029	Louisiana
1994	Georgia	2006	Florida	2018	Florida	2030	Georgia
1995	Florida	2007	North Carolina	2019	North Carolina	2031	Florida
1996	North Carolina	2008	West Virginia	2020	Cancelled	2032	North Carolina
1997	West Virginia	2009	Maryland (rev 2007)	2021	West Virginia	2033	West Virginia
1998	Tennessee	2010	Tennessee	2022	Maryland	2034	Maryland
1999	Mississippi	2011	Mississippi	2023	Tennessee	2035	Tennessee
2000	South Carolina	2012	South Carolina	2024	Mississippi	2036	Mississippi
2001	Kentucky	2013	Kentucky	2025	South Carolina	2037	South Carolina
2002	Alabama	2014	Alabama	2026	Alabama	2038	Kentucky

If some extenuating circumstance should occur that a chapter is unable to host the meeting the year they are assigned, they should bring this up at the Annual Business Meeting at least one year prior and exchange

HOSTING DUTIES

Hosting duties include:

1. Select meeting site. Beginning in 2027, consideration of the meeting site location be near a commercial airport served by major airlines to help minimize travel expenses.
2. Publish and distribute meeting notices and reports.
3. Develop the meeting agenda and meeting format. (with input from Executive Committee)
4. Plan social interaction.
5. Solicit state information and print for distribution.
6. Finance the usual host activities from dues or grants obtained from outside sources.
7. Follow the specific information provided elsewhere on what are appropriate expenditures.
8. Solicit grants from outside entities.
9. Approximate the meeting arrangement procedures and plan the agenda with suggestions from the Executive Committee after review of critiques from previous year.

COORDINATION

The Southeastern Family Medicine Forum will utilize existing local, state and national organizations in executing any project, which may originate within this Group.

RECORDS

Each host state is responsible for providing the Secretary-Treasurer copies of invitations, financing, grants and other items related to the meeting for our permanent records. The host state is responsible for retaining a calendar, letters, invitations, finances, addresses of those contacted for grants, and any other details related to planning and executing the meeting.

A written financial accounting of receipts and disbursements will be provided by the Host Chapter to the Secretary-Treasurer to be maintained as a permanent file. This information will be made available to future hosting state chapters upon their request to assist in planning and making arrangements.

This information and transactions from years past should be passed on to the next host. This is an extremely important part of assuring that duplication of efforts is minimized and continuity is provided.

TRAVEL ARRANGEMENTS

Each constituent chapter participating shall be responsible for travel plans, hotel reservations and other arrangements related to the meeting on behalf of their participants.

The host state shall be responsible for providing information on lodging, area attractions, and dinner site and transportation arrangements from the airport to the hotel to each participating chapter in a timely manner.

SOCIOECONOMIC FORUM

The Socioeconomic Forum will be combined with the Family Medicine Forum (beginning in 1999). The meeting will be held on Friday. The host chapter shall establish the agenda for the Socioeconomic Forum, with input from the entire Executive Committee.

It is recommended that if there is inclusion of a corporate representatives speaker or panel, it will last no

more than one hour. This time should cover the scope, future, and liability type issues for the industry and for family medicine.

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Major supporters are identified as those who donate an amount to be determined by the host chapter to attend the Friday portion of the meeting. At the discretion of the Host State Chapter, major sponsor representatives may be invited to participate in all socials.

WITHDRAWAL FROM THIS GROUP

If a constituent chapter should decide to withdraw from this group, the Group must be notified at least six months prior to payment of dues (before June 1) so appropriate financial meeting adjustments can be made.

ADDITIONS TO THE GROUP

By plurality of vote additional constituent chapters can be added to this group at any annual meeting. They may attend a maximum of one year as a guest.

Updated as approved at the Business Meeting held August 16, 2025, South Carolina AFP hosting.

Updated as approved at the Business Meeting held August 21, 2010, Tennessee AFP hosting

Updated as approved at the Business Meeting held August 16, 2008, West Virginia AFP Hosting

Updated as approved at the Business Meeting held August 17, 2002 at Point Clear, Alabama

Revised at the Business Meeting on August 16, 2003
(Eliminated the first sentence in the last paragraph under “PURPOSE”)

Revised at the Business Meeting on August 14, 2004 (changed name from SE Family “Practice” Forum to SE Family “Medicine” Forum)

Revised at the Business Meeting on August 18, 2007

Page 4- under “Hosts” in the middle of the page. Maryland should be substituted for Tennessee as the 2009 host. Tennessee and the others the move forward one year (i.e., Tenn. is then 2010, Miss. is 2011, S. Carolina is 2012, etc.)

age 5- under “Socioeconomic Forum,” in the second sentence which begins “It is recommended that...” replace the word “Pharmaceutical” with “Corporate.” The sentence would then read: “It is recommended that the Corporate representatives or Panel last no more than...”

The next paragraph should read: “Major supporters are identified as those who donate an amount to be determined by the host chapter to attend the Friday portion of the meeting. Major sponsor representatives will be...”

Page 6- eliminate the first two paragraphs at the top of the page that begin with “Other companies may send ...” and “Utilize this legislative list ...”

Revised at the Business Meeting on August 16, 2008

MEETING COSTS

The chapter hosts should make attempts not to exceed the dues collected in that year and the grants obtained from outside sources. If additional funds are required and there is money in the SEFMF accounts, the Executive Committee shall ~~approve expenditure of these additional funds~~ consider requests from host chapters for additional funding after a meeting to cover any financial shortfalls, and shall be empowered to approve up to the amount of dues collected each year to cover any shortfall, without the need for a vote of the full membership. Staff time by the host chapter will not be reimbursed by the SEFMF. (last sentences added)

Revised dates to reflect cancellation of 2020 meeting due to covid, September 2021.