

1 **INSTRUCTIONS TO MEMBERS OF THE CONGRESS OF DELEGATES**
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3 The Congress of Delegates establishes policies and defines basic principles through the adoption of
4 reports and resolutions at the time of its annual meeting. As a member of the Congress of Delegates,
5 you are charged with a most important responsibility. It is your responsibility to see that the business of
6 the Congress of Delegates of the Indiana Academy of Family Physicians is conducted in a manner that
7 will best serve the interests of all Hoosiers and the entire medical profession, as well as the Academy
8 membership.
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10 Under the terms of its corporate charter and Bylaws, the Indiana Academy of Family Physicians is
11 governed by a Congress of Delegates representing the state’s regions, as well as family medicine
12 resident and student groups, membership-at-large, and past presidents’ council. The Academy is not a
13 federation of autonomous regions – rather the regions are chartered components of the whole.
14

15 **Registration and Presentation of Credentials**

16 Your first official responsibility is to register and have your credentials certified by staff. A registration
17 area will be set up inside the Congress of Delegates room. Staff will check your membership status as
18 you enter the Congress of Delegates. A badge will be required to enter the Congress of Delegates.
19 Article VII of the Bylaws provides that all active members, residents, and students in attendance of the
20 Congress of Delegates shall comprise the Congress. Each component (region) chapter, which has
21 received a charter pursuant to Article V of the Bylaws shall be entitled to seat any active member in
22 attendance to the Congress of Delegates. No delegate shall be seated who is not a member in good
23 standing of the Academy.
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25 **Actions of the Previous Congress of Delegates**

26 The proceedings (minutes) of the 2017 Congress of Delegates have been placed on the IAFP website
27 and are available in the handbook.
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29 **Advance Preparation**

30 Familiarize yourself with the Bylaws. A copy is included with the *Congress of Delegates’ Handbook*
31 and additional copies are available upon request at the Academy.