

American College of Physicians Assistants



BY - LAWS

ARTICLE I

OFFICERS

- SECTION 1. The President shall preside at all meetings of the National Executive Committee and at all National Conventions in accordance with the regular order of business. The President shall appoint the Chairmen of all committees and shall be "ex officio" member of all committees.
- SECTION 2. The Executive Vice Presidents shall be appointed by a two-thirds (2/3) vote of the National Executive Committee. The number of Executive Vice Presidents of the National Executive Committee shall be no more than four regional.
- SECTION 3. The Secretary shall keep accurate and permanent minutes of all regular, quarterly, and special meetings of THE COLLEGE. The Secretary shall be historian and custodian of all permanent records and shall maintain current membership rolls. The Secretary shall send out notices of National Executive Committee meetings at least two weeks in advance and of the National Convention at least three months in advance. The Secretary will send to each member of the National Executive Committee a copy of the minutes of the previous meeting and a synopsis of those minutes to all National Advisors within two weeks after that meeting. The Secretary shall send out special invitations as necessary and shall send out special correspondence as directed by the President.
- SECTION 4. The Treasurer shall keep accurate and permanent records of the financial status of THE COLLEGE funds, shall be custodian of all monies belonging to THE COLLEGE, shall present at each National Executive Committee meeting a written monthly financial statement to each member, and shall be the Chairman of the Finance Committee. The Treasurer shall arrange for an independent audit of all financial records at the end of each fiscal year.
- SECTION 5. The President pro-temp will be elected by the National Executive Committee at the beginning of each fiscal year to serve in the absence of the President.

ARTICLE II

THE NATIONAL EXECUTIVE COMMITTEE

- SECTION 1. The National Executive Committee shall be the legislative and policy-making body of THE COLLEGE except when the National Convention is in session. The

National Executive Committee shall possess all the legislative and policy-making authority of the National Convention except the power to amend the Constitution and permanently alter the By-Laws. The National Executive Committee shall have the authority to make binding interpretations of the Constitution and By-Laws and these rulings and decisions of the National Executive Committee shall remain in full force and effect unless reversed by the National Convention. Each member of the National Executive Committee shall have one vote on all matters on which a vote is taken.

SECTION 2. The National Executive Committee shall meet within twenty-four hours after final adjournment of the National Convention and shall hold at least four quarterly meetings each year. During any convention year, the National Executive Committee shall hold a special meeting immediately preceding the National Convention. The meetings will be held at the call of the President or at the call of a majority of the members of the National Executive Committee.

SECTION 3. All meetings of the National Executive Committee normally shall be open to all Fellows in good standing as observers, providing they are extended an invitation in writing by the National Executive Committee two weeks prior to such meeting. This Section shall not prejudice Article I, Section 3 of these By-Laws.

ARTICLE III

MEMBERSHIP

SECTION 1. Any person, without regard to race, creed, color, national origin, sex, or political belief, who meets the requirements hereafter listed shall be eligible for membership in a Chapter regularly affiliated with THE COLLEGE.

SECTION 2. Founding Fellows shall be those Fellows who have been instrumental in the founding and development of THE COLLEGE during the time preceeding September 1, 1972.

SECTION 3. Fellows shall consist of men and women of good ethical character who have at least an Associate of Science Degree in Physician Assisting or one of the Specialties, who have successfully completed a MEDEX program, or the equivalent of either, and/or who have been certified by a duly recognized certifying authority.

SECTION 4. Provisional membership shall consist of men and women of good ethical character who lack no less than fifty percent of the academic or clinical standards and/or who are awaiting certification. Provisional membership may be granted by the National Executive Committee with the understanding that the requirements be fulfilled within twenty-four calendar months.

SECTION 5. Student membership shall consist of men and women of good ethical character who are enrolled in physician's assistant programs recognized by THE COLLEGE. This Section shall become effective September 1, 1973.

- SECTION 6. No Chapter shall accept dues payment from any individual who does not meet the eligibility requirements set forth in this Article. Should dues payments be offered by such an individual and accepted by a Chapter, the individual shall, nevertheless, not be a member of THE COLLEGE. Any challenge regarding eligibility for membership shall be decided by the National Executive Committee President in conjunction with the National Membership Chairman. Such decisions may be appealed to the National Executive Committee.
- SECTION 7. A member in good standing who leaves the jurisdiction of his Chapter shall be issued a transferring card by the Chapter of which he is a member which shall for a period of thirty days entitle the member to join the Chapter in the jurisdiction in which he is newly located without payment of an initiation fee or to apply for membership at large if no Chapter exists at his new location.
- SECTION 8. Any physician's assistant outside the boundaries and jurisdiction of an established Chapter may apply for membership at large. His application for membership in THE COLLEGE should be directed to the National Membership Committee. The roster of members at large is under the direct jurisdiction of the National Executive Committee.
- SECTION 9. No person who has been expelled from membership may be admitted to membership in any Chapter for one year following expulsion and thereafter may be admitted to membership only with the prior approval of the National Executive Committee. Neither may a person who has been expelled from membership be admitted to membership at large for one year following expulsion.
- SECTION 10. Dues remaining unpaid for three months by an individual member or by a Chapter are subject to the review and the action of the National Executive Committee.

ARTICLE IV

DUES, ASSESSMENTS AND FEES

- SECTION 1. The basic dues of any Chapter member shall be not less than two nor more than five dollars per month. The schedule of Chapter dues shall be specified in the Chapter By-Laws.
- SECTION 2. Chapters may, by appropriate constitutional provision, establish initiation fees and/or reinstatement fees which shall not exceed twenty-five dollars.
- SECTION 3. The Treasurer of each Chapter shall, at the end of each month, remit to the National Treasurer one-third of any amounts collected by the Chapter as initiation fees and/or reinstatement fees.
- SECTION 4. The National Membership dues shall be at least one dollar or one half of the Chapter dues, whichever is greater, and will be collected by the Chapter and remitted by its Treasurer at the end of each month along with any other monies.

- SECTION 5. When a member is unemployed due to medical reasons for more than twenty days in any calendar month and does not receive compensation or sick leave pay, he may be entitled to credit for his dues for the period of unemployment but not to exceed six months in any calendar year.

ARTICLE V

NATIONAL DELEGATES

- SECTION 1. No Chapter may hold nominations or elections of delegates more than 120 days prior to the National Convention. Each Chapter will send by registered mail to the National Secretary the names of the elected delegates and the one alternate who will be attending the National Convention no later than one month prior to the National Convention.

ARTICLE VI

CANDIDATES FOR NATIONAL OFFICE

- SECTION 1. Nominations shall open the first of January prior to each National Convention year and close no later than one month prior to the election.
- SECTION 2. All newly elected officers will assume their duties at the Special National Executive Committee meeting following their election. Both the past officers and the newly elected officers shall be present to assure that a proper transfer of duties and records shall be made.

ARTICLE VII

COMMITTEES

- SECTION 1. All committees shall function immediately upon being assigned to their duties and the said committees shall perform the duties assigned to them within the specified time. They shall report their results to the National Executive Committee in writing.
- SECTION 2. The Membership Committee shall be composed of at least five members.
- SECTION 3. The Finance Committee shall be composed of at least three members.
- SECTION 4. The Research Committee shall be composed of at least five members.
- SECTION 5. The Legal and Ethics Committee shall be composed of at least three members.
- SECTION 6. The members of all committees will be appointed by the Chairman of their respective committees.

SECTION 7. The Executive Committee will be responsible for the appointment of National Advisors and shall review the appointment of all Chapter Advisors.

ARTICLE VIII

CHAPTERS AND MEMBERS AT LARGE

SECTION 1. Chapter applications and Membership applications will be forwarded to prospective members and/or Chapter founders upon request to the National Secretary.

SECTION 2. Membership applications must be completed and returned within sixty days to the National Secretary who will submit them to the Membership Committee for validation. Chapter applications must be completed and returned within sixty days to the National Secretary along with the completed membership applications, the proposed Chapter By-Laws and fifty dollars application fee. The National Secretary will submit the Chapter application and related documents to the National Executive Committee for review and for approval.

SECTION 3. When a Chapter Charter is granted according to the Constitution and By-Laws of THE COLLEGE, it will be signed by the President and two other National Officers and will be presented in person to the Chapter by President or an officer of the National Executive Committee whom he has chosen.

SECTION 4. Members at large - see Article III, Section 8 of these By-Laws.

ARTICLE IX

AMENDMENTS TO THE CONSTITUTION

SECTION 1. The Executive Committee will have printed in numbered sequence the ballots for the proposed amendments. All ballots must clearly state the proposed change, specifying whether or not it is an addition or a deletion. The complete Article or Section to be changed must be presented as well as the clearly worded proposed amendment.

SECTION 2. Each Fellow of THE COLLEGE will receive by mail from the National Secretary one ballot and two envelopes. The first envelope will be clearly marked "OFFICIAL BALLOT" in which the cast ballot will be sealed and placed in the second envelope which will be pre-addressed for return to the National Secretary.

SECTION 3. Upon receipt of the ballots the National Secretary will open only the envelopes addressed to that office leaving in secret and unopened all envelopes marked "OFFICIAL BALLOT" until the time designated to surrender the cast ballots to the Chairman of the Ad Hoc Committee in charge.

SECTION 4. The Ad Hoc Committee in charge will open and count all the cast ballots in the presence of a notary public. The tabulation will be notarized and presented immediately to the Executive Committee for publication.

ARTICLE X

THESE BY-LAWS SHALL BECOME BINDING AND EFFECTIVE WHEN APPROVED AND SIGNED BY SIX ORIGINATORS.

W. H. Brown

Gregory Gibbath

Ed W. Bull

James H. Brown

James N. L. Linn

James A. Liskin
