

BYLAWS OF THE SOCIETY FOR PHYSICIAN ASSISTANTS IN PEDIATRICS

ARTICLE I: NAME

The name of this organization shall be the Society for Physician Assistants in Pediatrics, herein referred to as SPAP.

ARTICLE II: MISSION, PURPOSE

Section 1: SPAP mission statement:

The mission of the SPAP is to improve the health care of children by supporting Physician/PA teams who provide cost effective, quality care to pediatric patients and by promoting a network for communication and education between providers dedicated to the well being of children

Section 2: Purpose

The purpose of the SPAP is to engage in any lawful act or activity, and, more specifically, to establish and maintain a professional organization for physician assistants (PAs) who are employed in, or have an interest in, pediatrics and to further the professional development of its members, while encouraging professionalism among its members.

Section 3: To provide the general membership of the organization with a forum for informal assembly regarding the issues that relate to physician assistants in pediatrics.

Section 4: The SPAP may gather and disseminate information affecting the practice of its members; provide or promote focused, quality continuing education programs; collect demographic data to share within the profession or with other agencies or organizations; act as a repository or clearinghouse for information affecting its members; advise its members regarding potential or actual changes in regulatory or statutory matters which have the potential to affect their practice; advise its members regarding all matters concerning credentials, certification, and recertification; assist in developing guidelines for physician assistant utilization in clinical settings; and to promote liaisons with the American Academy of Pediatrics (AAP) and the American Academy of Physician Assistants (AAPA).

ARTICLE III: MEMBERSHIP

The SPAP shall be representative of physician assistants, students, and other interested individuals within the specialty organization, who meet the specified Bylaws and requirement specified by the Board of Directors.

Section 1: Membership categories are (a) founding, (b) fellow, (c) associate, (d) affiliate, (e) student/resident, and (f) honorary members. All AAPA fellow members are eligible for membership in SPAP.

Section 2: A Founding member is a CAHEA-or CAAHEP-accredited PA program graduate or NCCPA-certified PA, who joined before June 1, 1994. A founding member shall be employed within, or participant of, SPAP and is also a Fellow member in good standing of the American Academy of Physician Assistants (AAPA). Founding members have the same rights as Fellow members; they are entitled to privilege of the floor, to hold office and shall have full voting rights.

Section 3: A Fellow member shall be a CAHEA-or CAAHEP-accredited PA program graduate or NCCPA-certified PA, who shall be employed within, or participant of, the SPAP and is also a Fellow member in good standing of the American Academy of Physician Assistants (AAPA). Fellow members shall be entitled to privilege of the floor, to hold office and shall have full voting rights.

Section 4: An Associate member shall be a non-PA health care provider who desires to associate with the SPAP. Associate members shall be entitled to privilege of the floor, but shall not be entitled to vote or hold office.

Section 5: An Affiliate member shall be a non-health care provider who desires to affiliate with the SPAP. Affiliate members shall be entitled to privilege of the floor, but shall not be entitled to vote or hold office.

Section 6: A Student/Resident member is a person enrolled in a CAHEA-accredited

program or an unaccredited program recognized by the AAPA. Student members shall be entitled to privilege of the floor, but shall not be entitled to vote or hold office except for their elected Student Representative. The Student Representative shall be elected and enjoy all rights and privileges including formal vote except in matters relating to AAPA.

Section 7: An Honorary member shall be a person who has rendered distinguished service to the physician assistant profession and/or the SPAP. Such members shall be nominated by an active SPAP member, approved by the Board of Directors within one year, and approved by the general membership. Non-PA honorary members shall be entitled to privileges of the floor, but shall not be entitled to vote or hold office. PA Honorary members shall have all the rights and privileges of Fellow members. All Honorary members shall be exempt from the payment of dues.

Section 8: All applications for membership shall be made in writing or electronic on application forms provided by the SPAP. Applications shall be reviewed and approved or rejected by the Board of Directors or its designee. No applicant shall be denied on the basis of gender, age, race, handicap, creed, color, national origin, or sexual preference. No fellow member of AAPA shall be denied an application of membership unless such membership has been revoked for reason of an ethical or judicial nature. Contested rejections shall go before the membership for a vote, which shall be considered final.

Section 9: Annual dues shall be established and approved by the Board of directors for each class of membership. The Board of Directors may offer complimentary membership for financial or personal hardship on a case-by-case and yearly basis.

Section 10: A member of the SPAP is not, as such, personally liable for the debts, liabilities, or obligations of the society.

Section 11: The membership of a member shall terminate upon the

occurrence of any of the following events:

- (1) Upon his/her notice of such termination delivered to the President or Secretary of the SPAP personally or by mail, such membership is to terminate upon the date of delivery.
- (2) Upon failure to renew his/her membership by paying dues on or before the due date.
- (3) By action of the Board of Directors pursuant to Article X.

Section 12: All rights of a member in the SPAP shall cease on termination of membership as herein provided.

Section 13: AAPA members who belong to more than one constituent organization may vote on AAPA issues in only one constituent organization.

ARTICLE IV: DISCIPLINE

Section 1: The SPAP holds its members to the AAPA's Code of Ethics.

Section 2: Any member who, for any reason, believes that another member should not remain a member of the SPAP may refer such concerns to the Board, specifying the basis for concern and must be signed by the referring member.

Section 3: All such referrals must be filed with the Secretary of the SPAP and a copy sent to the member in question. A date shall be set for a meeting of the Board of Directors for the purpose of considering such referrals; within one hundred eighty (180) days after the date such referrals are filed with the Secretary.

Section 4: The Board of Directors shall, after having given to the referring member and the member in question every opportunity to be heard, including oral arguments and the filing of any written brief, conclude the hearing. No technical rules of evidence shall apply at such hearing and all parties to the referral shall be given a full opportunity to present evidence. Within thirty (30) days thereafter the Board shall render a decision by an affirmative vote of a

majority of the Board of Directors present during said hearing and otherwise constituting a quorum. The decision of the Board shall either exonerate, censure, suspend, or expel the accused from the society. The Board's decision shall be in writing and shall state its decision without statement or opinion about the case.

Section 5: The Board may rehear any such matter if, within one hundred eighty (180) days after such decision, any member who has been censured, suspended, or expelled provides written notice of his or her desire for appeal. The Board of Directors shall designate a time and place for the hearing of such appeal and shall give the appealing member and any representative of such member reasonable opportunity to be heard. The majority vote of a quorum of the Board shall either sustain, modify or reverse such censure, suspension or expulsion. Such decision of the Board shall be final.

Section 6: Any member who is under sentence of suspension or expulsion shall not be entitled to any of the rights or benefits of the organization or be permitted to take part in any of the proceedings until he or she has been reinstated.

ARTICLE V: MEETINGS OF MEMBERS

Section 1: The SPAP shall hold its annual meeting during the annual AAPA Conference the last week in May and at such place as the Board of Directors may designate and shall be held for the purpose of transacting such business as may properly come before said meeting. The SPAP may hold an additional meeting during its Fall CME conference each year.

Section 2: The Board of Directors shall meet at least once a year. Notice of the date, time and place of all meetings of the Board of Directors shall be given to members in a timely fashion. A majority of members of the Board of directors shall constitute a quorum for conducting business. Members of the Board of

Directors may participate in such meetings telephonically or via electronic communication.

Section 3: Special meetings of the SPAP may be called for any purpose, by a majority of the Board of Directors. The President shall determine the time and place of such meetings, and written notice shall be sent to each members of the SPAP not less than fourteen (14) days prior to the meeting.

Section 4: Each Founding and Fellow member and the Student Representative are entitled to one vote on meeting motions.

Section 5: Fifty-one (51) percent of the voting membership in attendance shall constitute a quorum.

Section 6: Whenever in the judgment of the Board of Directors any questions shall arise that the Board of Directors believes should be put to a vote of the active members entitled to vote, and when the Board of Directors deem it inexpedient to call a special meeting for such purpose, the Board of Directors may, unless required by the bylaws or Articles of Incorporation otherwise, submit such a vote to the membership in writing by mail or via electronic communication, and the question thus presented shall be determined according to a majority of the votes received within three weeks after such submission to the membership. Any and all actions taken pursuant to a majority mail or electronic vote in each case shall be binding upon the SPAP in the same manner as would action taken at a duly called meeting.

ARTICLE VI: BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of President, President Elect, Immediate Past President, Secretary, Treasurer, Student Representative, and Member-at-Large. In addition, the AAPA liaison to the American Academy of Pediatrics (AAP) shall serve as an ad hoc member of the Board of Directors.

Section 2: All officers of SPAP must be and remain fellow members in good standing with the AAPA for the duration of their term in office.

Section 3: These officers shall perform the duties prescribed by these Bylaws and by parliamentary authority adopted by SPAP, and shall control and manage the affairs of the organization.

Section 4: The President, President Elect, Immediate Past President and Student Representative shall serve for a period of one year or until his/her successor is elected. The Secretary, Treasurer and Member-at-Large shall serve for a period of two years. The AAPA-AAP liaison shall serve for the duration of his or her term as designated by the AAPA. All terms of office shall begin in July following the annual meeting at which they are elected. No member shall hold more than one office at a time.

Section 5: The Board of Directors, at any meeting thereof, may appoint such additional officers with such title, authority, and duties as it may deem advisable. The Board will set the amount of any compensation for additional officers or office personnel and will have the right to remove or replace any appointees at the Board's discretion.

Section 6: Any officer may be removed from office, for cause, at any time by the affirmative vote of a majority of the Board provided that the affected officer shall have been given written notice of the charges and offered an opportunity to appear and be heard on the matter before the Board of Directors take final action.

Section 7: The officer may appeal such action, in writing, within six months after notice of removal is given and the board has taken action to remove the officer. The board of directors shall designate a time and place for the hearing of the appeal. After giving the officer and representative's reasonable opportunity to be heard, the Board of Directors shall, by a majority vote either sustain or reverse the removal of the officer. The decision of the Board of Directors shall be final.

ARTICLE VII: ELECTION OF THE BOARD OF DIRECTORS

Section 1: The Membership Committee shall establish rules and regulations governing the elections.

Section 2: The offices to be filled are the Board of Directors.

Section 3: A member seeking office with the Board of Directors must submit, in writing, evidence of their long-term commitment to the care and well-being of children, by way of employment, community service, or other means regarded as acceptable by the majority of the Board residing in office.

Section 4: The President Elect shall automatically succeed the preceding President as President of the SPAP and the outgoing President shall remain as a voting member of the Board for one year as the Immediate Past President.

Section 5: Eligible voters include Founding and Fellow members and the Student Representative.

Section 6: The election of officers shall be conducted electronically or by mail at least 30 days prior to July 1.

Section 7: The elected officers shall take office on July 1. Their term of office runs from July 1 to June 30 for the tenure detailed in Article VI, Section 4.

Section 8: The term of the President Elect's delegation to the AAPA House of Delegates shall begin July 15.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1: The President shall preside at all business meetings of the SPAP and of the Board of Directors. He or she shall make a full report of the year's activities at the annual meeting of the SPAP. He or she shall coordinate agendas for future meetings, preside at meetings and maintain order, and set up forums for discussion. He or she shall appoint all standing committees and designate their

chairs, subject to the approval of the Board of Directors.

Section 2: The President Elect shall preside at the meetings of the SPAP in the absence of the President and shall succeed to the office of President at the expiration of the President's term or earlier should that office become vacant for any reason and shall perform such other duties as shall be assigned by the President or the Board of Directors. The President Elect shall also serve as the SPAP representative at the AAPA House of Delegates.

Section 3: The Immediate Past President shall maintain an active liaison to the SPAP and shall attend Board meetings and shall perform such duties as may be delegated by the President or Board of Directors.

Section 4: The Secretary shall keep minutes of all meetings of the organization, be responsible for all organization communications, assist the other Board members with duties, notify all members of all meetings, and maintain a database of all members and their applications. He or she shall perform such other duties as shall be assigned by the President or the Board of Directors.

Section 5: The Treasurer shall maintain accurate records of the financial status of the SPAP and is responsible for the collection of yearly dues from all members, depositing in the organization's account all money received by the SPAP, paying all bills approved by the organization, and recording all receipts of those payments. The Treasurer's records shall be audited every year and upon leaving the office. The Board of Directors will determine the method of audit. He or she shall perform such other duties as shall be assigned by the President or the Board of Directors.

Section 6: The Student Representative shall act as a liaison between the Board of Directors and all student members of the SPAP. The Student Representative shall assist in conducting affairs of the

organization as designated by the President and Board of Directors. He or she shall encourage student participation and involvement on all the SPAP committees, teams, and/or projects.

Section 7: The Member-at-Large shall participate in board meetings, serve as an advisor on topics related to the SPAP and shall perform such other duties as shall be assigned by the President of Board of Directors.

Section 8: The AAPA liaison to the American Academy of Pediatrics (AAP) shall serve as an ad hoc member of the Board of Directors for the duration of his or her term as AAPA-AAP liaison. The liaison will have privileges of the floor during Board of Directors meetings, but will not have a vote on issues raised during Board of Directors meetings. The liaison retains his or her vote as a Fellow member during SPAP General Membership meetings. The liaison shall make a full report to the SPAP membership at least twice yearly on AAPA-AAP interactions.

ARTICLE IX: COMMITTEES

There shall be such committees as may be specified by the Board of Directors with such authority and responsibility as may be delegated by the Board of Directors or specified in the bylaws. There shall be the following standing committees consisting of at least three members each: a) Membership, b) Policies and Procedures, c) Education/CME, d) Communications, e) Clinical Practice Issues, f) Research.

Section 1: The members of each standing committee shall serve for a term of one year, commencing on July 1. All committee members shall be appointed by the President, with the majority approval of the Board of Directors, and shall be subject to removal by the President and the Board of directors.

Section 2: Each standing committee shall be responsible for the performance of the

duties and functions delegated to it by the Board of Directors or the President.

Section 3: Standing committees shall hold regular meetings and shall make quarterly written reports to the Board of Directors through the President or in person.

Section 4: Special ad hoc committees may be appointed by the President with the concurrence of the Board for such special tasks as circumstances warrant.

ARTICLE X: DUTIES OF THE STANDING COMMITTEES

Section 1: The Membership Committee shall encourage and promote the increase of SPAP membership by coordinating the recruitment, retention, and development of the organization's members. They will assist in matters of elections and shall prepare a slate of candidates and conduct the elections in the manner discussed in Article VII, Section 6. Additional nominees for any office may be made by any voting member of the SPAP from the floor at the annual meeting. BOD representation shall be Secretary.

Section 2: The Policies and Procedures Committee shall develop and make recommendations for the adoption of policies and for changes in the bylaws of the organization. Bylaws shall be reviewed at least every three years. BOD representation shall be President.

Section 3: The Education/CME Committee shall coordinate the development of SPAP speakers as CME opportunities present themselves. This committee shall be in charge of coordinating the notification of the membership of upcoming events and actively pursuing other fund-raising avenues for holding conferences. BOD representation shall be Treasurer.

Section 4: The Communications Committee shall be responsible for modification and/or management of the SPAP website, membership mailings, and other forms of communications by email

and/or advertising. BOD representation shall be Member-at-Large.

Section 5: The Clinical Practice Issues Committee shall be responsible for gathering information pertinent to the clinical practice of pediatrics. This committee should seek out opportunities to enhance pediatric specific clinical skills through workshops and other education opportunities. BOD representation shall be Past President.

Section 6: The Research Committee shall collect and distribute up-to-date information relevant to the changing field of pediatrics. This information shall be distributed to members in a manner selected by the committee. BOD representation shall be President-elect.

ARTICLE XI: FINANCE

Section 1: The fiscal year shall be determined by a resolution of the Board of Directors.

Section 2: The amount of annual dues, late fees, and assessments, as well as the manner of payment shall be determined from time to time by the Board of Directors.

Section 3: Annual Membership dues shall be payable by June 30 (preferably during the SPAP annual meeting). New members applying after January 1 will pay one-half dues for the present year.

Section 4: Any member whose dues, late fees, or assessments are unpaid at the time of any meeting shall be ineligible to vote or hold office. The Board of Directors may establish procedures and policies with regard to non-payment of dues, late fees, and assessment as they become due.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Section 1: The rules contained in the current edition of *Sturgis Rules of Order* shall govern the SPAP in all cases to which they are applicable and which they are not inconsistent these bylaws and any

special rule of order the SPAP may adopt.

Section 2: This constituent organization is part of the parent organization AAPA. As such, the organization and its members are required to meet all provisions outlined in the AAPA's constitution, bylaws, and charter policy. This organization will not write or pass any bylaws and/or policies in conflict with AAPA bylaws and/or policies.

This organization will uphold the principles, purposes, and philosophy for which AAPA was founded. If the organization is unable to uphold the principles and purposes, or passes conflicting bylaws and/or policies, it must work through AAPA to change the philosophy by altering the organization's constitution and bylaws.

ARTICLE XIII: ETHICS AND JUDICIAL AFFAIRS

Section 1: The Board of Directors shall serve as the judicial body of the society.

Section 2: The SPAP will adhere to the AAPA policy 1301-01-01, the *Code of Ethics of the PA Profession*.

ARTICLE XIV: AMENDMENT OF BYLAWS

Section 1: Minor edits to these bylaws may be made by the majority vote of the SPAP Board of Directors.

Section 2: Major amendments to these bylaws may be made at any regular or special meeting of the membership by a majority vote of all voting members present, via electronic vote, or by proxy provided that the amendment has been submitted to the Policies and Procedures committee and/or has been distributed in writing to the members at least thirty (30) days prior to the respective vote on the proposed amendment.

ARTICLE XV: DISSOLUTION OF THE ORGANIZATION

Section 1: In the event of the dissolution, the remaining monies will be disbursed through donation to the PA Foundation.

REVISED 7/02, 4/08

APPROVED BY MEMBERSHIP
7/02, 5/08