

****SAMPLE****

This is a sample document for reference when creating your society's constitution and bylaws. Each student society must determine its own membership requirements, dues/fees, officer duties, elections requirements, etc.

CONSTITUTION AND BYLAWS OF

Name of Student Society

We, the students of the _____ (*program's name*) realize that through formal organization, we can benefit ourselves, our program, and our community. It is for this reason that we establish the _____ Student Society of the Student Academy of the American Academy of Physician Assistants (AAPA). In all aspects of its function, this society will pursue integrity, equality, dignity, and competence for the physician assistant as a health practitioner.

ARTICLE I. Name

The name of our student society is _____ .

ARTICLE II. Purpose

The purpose of the student society shall be to serve as the official organization for the students of the _____, to promote academic achievement and clinical excellence, and to promote the physician assistant as a member of the health care delivery team.

ARTICLE III. Membership

Section 1. All physician assistant students enrolled in the program shall be eligible for membership.

Section 2. Active members shall be defined as full-time students, paying dues and retaining voting privileges. Inactive members shall be defined as students who have left the program in good standing, show continued interest in the student society, but are ineligible to vote.

Section 3. Students leaving the program for any reason shall retain membership in the student society for the remainder of the current academic year but shall be designated as inactive members.

Section 4. It shall be encouraged, but not required, that society members become active members of the AAPA and of their state constituent chapters.

ARTICLE IV. Dues and Fees

Section 1. Upon payment of the student society dues, students will become active members of the student society.

Section 2. The student society officers shall establish the annual dues during the first board meeting of the academic year.

ARTICLE V. Officers and Their Duties

Section 1. The officers of the student society shall be: president, vice president, secretary, and

treasurer. In addition, there shall be a faculty advisor (appointed by the student society officers), a constituent chapter student representative, student diversity committee representative, AOR representative, AOR alternate, HOD student delegate, Director of External Affairs, and any other positions that the student society deems necessary. All officers and representatives/delegates must be members of the American Academy of Physician Assistants (AAPA).

Section 2. The President shall preside over the monthly meetings, set the meetings' agendas, and submit the same to the secretary for copies and distribution, coordinate the activities of the committees, and keep the membership informed of the activities of these committees.

The Vice President shall assist the president, preside in his/her absence, and inform the membership on various student issues and activities of the Student Academy of the American Academy of Physician Assistants (SAAAPA).

The Secretary shall maintain all records of the student society, record minutes of meetings, notify members of forthcoming meetings, notify candidates of their election, and carry on the general correspondence of the student society.

The Treasurer shall coordinate the collection of dues, maintain the student society bank account, and report to the membership the student society's financial status at each general meeting.

The Faculty Advisor shall provide insight and direction into the proper, ethical and professional standards of the physician assistant. He/she shall have no voting privilege.

The Constituent Chapter Student Representative shall be the liaison between the student society and the constituent chapter.

The Student Diversity Committee Representative shall be the liaison between the student society and the SAAAPA Director of Diversity and shall act as a representative of all physician assistant students and convey any and all concerns and issues regarding diversity to SAAAPA.

The Director of External Affairs shall coordinate activities and public relations efforts between the society and external groups, including but not limited to: other medical professionals such as MD, DO, PT, OT, nurses, speech, etc.; city, county, state, and national organizations; other community-related organizations). The EAC shall convey any and all concerns and issues external affairs to the SAAAPA Directors of External Affairs.

The Assembly of Representatives (AOR) Representative shall be responsible for the distribution of all Student Academy information to his/her program. The AOR representative will also serve as point of contact for the SAAAPA Student Academy Board of Directors and committees. If possible, the AOR representative shall also attend the annual AOR meeting at the AAPA annual conference to elect new officers of the Student Academy, to establish and amend policy of the Student Academy, and to conduct business as necessary

An AOR alternate may be elected from the student society, however, the AOR alternate will not be allowed on the floor to introduce new business, make a motion or vote unless the seated representative to the AOR relinquishes their seat either temporarily or permanently at the AAPA annual conference. The AOR alternate must leave the floor once the seated AOR returns. All Academy materials will be sent only to the seated AOR who has the responsibility of distributing copies of said information on to the alternate and other students within the program

The House of Delegates (HOD) Student Representative shall be responsible for the distribution of all HOD information to his/her program. The HOD representative will also serve as point of contact for the SAAAPA and AAPA. If possible, the HOD representative shall also attend the AAPA annual conference and be seated as either a SAAAPA delegate or alternate in the formal meetings of the AAPA House of Delegates.

ARTICLE VI. Elections

Section 1. Offices to be Filled – Elected offices of the _____ Student Society include President, Vice-President, Secretary, Treasurer, Constituent Chapter Student Representative, Student Diversity Committee Representative, Director of External Affairs, and Assembly of Representatives (AOR) Representative

Section 2. Terms of Office -- Each officer, with the exception of the AOR representative, will serve a one-year term commencing immediately upon election and terminating after the new officers for the next year have been elected and oriented by the outgoing officers. The AOR representative will serve a two-year term, the first year as the AOR representative, the second year as the HOD student representative.

Section 3. Eligibility and Qualifications of Candidates -- All student society officer nominees shall be active members of the student society and the American Academy of Physician Assistants.

Nominees must submit in writing their intent to run for office along with a personal profile by the election deadline of _____.

Nominee profiles shall be distributed to all members of the student society no later than one week prior to election date.

Section 4. Time of Elections -- Elections will be held no later than _____. Officers of the previous year and the faculty advisor shall be responsible for distributing and tabulating ballots. Tabulation must be done immediately and the elections results posted and winners notified. In event of a tie, a run-off election shall be held immediately.

Section 5. Once elections are completed, the Student Society Roster Form must be completed and returned to the AAPA national office within 30 days.

Section 6. Vacancies in office – In the event of a vacancy in the office of President, the Vice President shall become the President to serve the unexpired term. In the event of a vacancy in any other position, the new office shall be elected by a majority vote of the remaining _____ Student Society Board of Directors from a slate of qualified candidates prepared by the Board of Directors. All terms of office shall expire at the time of the next regularly scheduled student society elections.

ARTICLE VII. Officer Training

Section 1. It will be the responsibility of the outgoing officers to train and familiarize the new officers with their duties and responsibilities and the materials needed to perform their jobs. Training must be completed within 30 days of the officer elections.

ARTICLE VIII. Removal of elected or appointed position

Section 1. Candidates for elected and appointed leadership positions are in good standing at the time of election or appointment. Once elected or appointed, all students holding leadership

positions must remain “a student in good standing” (as defined by the PA program or institution where the student leader is enrolled). If a student is found to be “not in good standing,” the student will be removed from office by the Board of Directors’ consensus, and will be notified by the Faculty Advisor within two weeks.

ARTICLE IX. Meetings

Section 1. The student society shall meet monthly for the transaction of society business. The date and location of these meetings will be decided by the board, and announced to the student membership.

Section 2. Additional meetings may be called at the discretion of the president provided no less than one week’s notice has been given to the membership in writing and/or by phone.

ARTICLE X. Committees

Section 1. The standing committees of this society shall be the Public Relations Committee and the Fundraising Committee. Other committees shall be formed as necessary by the board with an established function and an established time of dissolution.

Section 2. Each committee chair shall be appointed by the president.

Section 3. All committees shall report their proceedings to the board at the monthly meetings and submit a written report at the end of the leadership year.

ARTICLE XI. Amendments and Parliamentary Procedure

Section 1. The Parliamentary source used by the student society shall be Sturgis's *Standard Code of Parliamentary Procedure*. In all proceedings, the Constitution and Bylaws of the Student Society shall take precedence.

Section 2. The Constitution and Bylaws may be amended by a majority vote, provided all amendments proposed are submitted to the president at the preceding month’s meeting and are in turn submitted to all members at least two weeks prior to the vote.

Section 3. Any bylaws necessary to supplement this Constitution shall be approved at a monthly meeting and voted upon at the following monthly meeting.

RATIFIED, _____
date

AMENDED, _____
date

AMENDED, _____
date