

BYLAWS
Of the Association of Plastic Surgery Physician Assistants.

ARTICLE I: NAME

The name and title, by which this corporation shall be known as the Association of Plastic Surgery Physician Assistants, herein referred to as the APSPA.

ARTICLE II: PURPOSE AND MISSION

The purpose of the APSPA shall be to engage in any lawful activities authorized by the American Academy of Physician Assistants (AAPA) statutes. The association is organized exclusively to promote excellence in education, research, clinical functions, and community services. To the extent consistent with the above general purposes, without limiting other activities, it may undertake in furtherance of such objectives and purposes, as:

Section 1: EDUCATION

Plan and provide education to APSPA members, AAPA members, and to other physician assistants and physician assistant students regarding the field and clinical practice of plastic surgery. Educate physicians on the role of a plastic surgery physician assistant.

Section 2: PROTECTION OF RIGHTS

Assist the AAPA and the physician assistant profession in protecting the rights of plastic surgery physician assistants who are providing or receiving health services.

Section 3: MUTUAL ASSISTANCE & SUPPORT

Facilitate mutual assistance and support among plastic surgery physician assistants and students, other plastic surgery health professionals, and health services.

Section 4: COLLABORATION & COOPERATION

Work with all Committees, Special Interest Groups, Specialty Liaison Organizations, Caucuses, Task Forces, and Constituent Chapters of the AAPA concerning plastic surgery education, research, clinical functions, community services, equal opportunity in employment, and human rights.

Section 5: PROHIBITED ACTIVITIES

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation; the Corporation shall

not in any way participate in any political campaign on behalf of or in opposition to any candidate for public office. Nor will the Corporation's primary activity be the operating of a social club, nor will it carry on a business with the general public in a manner similar to organizations, which are operated for profit. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to any member, director or officer of the Corporation, or any other private person, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered to or for the Corporation and to make payments and distributions in furtherance of the purposes set forth in Article 3 hereof. Notwithstanding any other provision of these Bylaws, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation.

ARTICLE III: MEMBERSHIP

The APSPA shall be representative of physician assistants, students, and other interested individuals within the APSPA, who meet the specified Bylaws and Requirements specified by the Board of Directors.

Section 1: MEMBERSHIP CATEGORIES

The membership shall consist of a) fellow, b) sustaining, c) student, d) physician, e) associate, f) affiliate, and g) honorary members. All AAPA fellow members are eligible for membership in APSPA.

Section 2: "FELLOW MEMBER" DEFINED

A fellow member is an ARC-PA PA program graduate or NCCPA-certified PA, who shall be employed within the field of Plastic Surgery, under the supervision of a board-certified plastic surgeon, and is also a fellow member in good standing of the American Academy of Physician Assistants. Fellow members shall be entitled to the privileges of the floor, to hold formal office, and to vote.

Section 3: "SUSTAINING MEMBER" DEFINED

A sustaining member is a PA eligible for fellow membership (an ARC-PA or NCCPA-certified PA) who has chosen not to practice in the PA profession, who is not a member of the AAPA.

Section 4: "STUDENT MEMBER" DEFINED

A student member is a person enrolled in an ARC-PA or an unaccredited program recognized by the AAPA. Student members shall be entitled to the privilege of the floor but have no vote or hold any office except for their elected Student

Representative. The Student Representative shall be elected by his or her peers and enjoy all rights and privileges including formal vote except in matters relating to AAPA.

Section 5: “PHYSICIAN MEMBER” DEFINED

A physician member is a U.S. licensed physician who wishes to associate with the organization. He or she shall have the privilege of the floor but shall not be entitled to vote or hold office.

Section 6: “ASSOCIATE MEMBER” DEFINED

An associate member is a person engaged in selling products or other services to PA’s or an individual employed by a government agency who does not qualify for any other membership categories. Associate members shall be entitled to the privileges of the floor but shall not be entitled to vote or hold office.

Section 8: “AFFILIATE MEMBER” DEFINED

An affiliate member is a person who is ineligible for any of the above categories and wishes to associate with the organization and is approved by the Board of Directors. Affiliate members shall be entitled to the privilege of the floor but shall not be entitled to vote or hold office.

Section 9: “HONORARY MEMBER” DEFINED

An honorary member shall be a person who has rendered distinguished service to the Physician Assistant profession and/or APSPA. Such members shall be nominated by an active academy member, approved by the Board of Directors within one year, and approved by the general membership. They shall be entitled to the privilege of the floor but shall not be entitled to vote or hold office. They shall be exempt from paying dues.

Section 10: APPLICATIONS FOR MEMBERSHIP

All applications for membership shall be in writing on application forms provided by this organization. All applications shall be approved or rejected by the organization’s Board of Directors. 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. The Board of Directors whose decision will be final will act upon appeals.

Section 11: MEMBERSHIP FEES

Annual fees, dues amounts, late fees, and assessments shall be established and approved by the Board of Directors for each class of membership. The Executive Committee may retain the prerogative for offering complimentary membership for financial hardship on a case-by-case and yearly basis.

Section 12: 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: MEMBER SUSPENSION/EXPULSION

Any member who is under sentence of suspension, or expulsion shall not be entitled to any of the rights or benefits of the APSPA, or be permitted to take part in any of the proceedings until reinstatement.

Section 2: REINSTATEMENT OF SUSPENDED/EXPELLED MEMBER

Any member who has been censured, suspended, or expelled by the Board of Directors may appeal, in writing such action within six months after the Board of Directors gives notice, in writing.

Section 3: APPEALS

A committee chair, not part of the executive board, shall arrange for an impartial, three-person panel to hear the appeal. The panel shall consist of fellow members who are not holding a chairmanship or board office. The committee chair shall designate a time and place for the hearing of the appeal, and after giving the appellant and representatives reasonable opportunity to heard, shall, by a majority vote, either sustain or reverse such censure, suspension, or expulsion. The decision of the panel shall be final.

ARTICLE V: MEETINGS OF MEMBERS

Section 1: MEETINGS

The annual meeting shall be held at a date, time, and place to be set by the board and shall be held for the purpose of transacting such business as may properly come before said meeting.

Section 2: NOTICE OF MEETINGS

Notice of meetings shall be in writing. A copy of the notice shall be given to each member no less than 60 days before the date meeting. The President, by order of majority of the Board of Directors may call special meetings of the organization.

Section 3: SPECIAL MEETING

A special meeting of the organization may be requested by a majority of the fellow members.

Section 4: VOTES

Each fellow member and Student Representative is entitled to one vote on meeting motions.

Section 5: QUORUM

20 percent of the voting membership shall constitute a quorum.

ARTICLE VI: BOARD OF DIRECTORS

Section 1: COMPOSITION

The Board of Directors shall consist of President, President Elect, Past President, Secretary, Treasurer, and Student Representative.

Section 2: ELIGIBILITY AND QUALIFICATIONS OF CANDIDATES

Officers of the organization shall be fellow members in good standing of the AAPA for the duration of their term.

Section 3: MANAGEMENT OF THE ORGANIZATION

The Board of Directors shall control and manage the affairs of the organization.

Section 4: MEETINGS

The Board of Directors shall hold meetings at such times and places as may be designated by the President, but in no event shall there be less than one such meeting in any calendar year. An absolute majority of the membership of the Board shall constitute a quorum for purposes of transacting business.

Section 5: TERM OF OFFICE

The board officers shall have a two (2) year term of office. Any officer may resign at any time. Such resignation shall be in writing to the board and shall take effect at the time specified therein.

Section 6: APPOINTMENT

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 7: REMOVAL FROM OFFICE

Any officer may be removed from office, for cause, at any time by the affirmative vote of 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 takes final action.

Section 8: APPEAL

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 AND AAPA DELEGATES

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

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

Section 3: The President Elect shall automatically succeed the preceding President as President of the organization and the outgoing President shall remain as a voting member of the Board for one year as the Immediate Past President.

Section 4: Eligible voters include fellow members and the Student Representative.

Section 5: The election of officers and AAPA Delegates shall be conducted by mail at least 45 days prior to July 1.

Section 6: The elected officers shall take office on July 1. Their term of office runs from July 1 to June 30.

Section 7: The term of delegates to the AAPA House of Delegates shall begin July 15, with the exception of those delegates representing the Student Academy.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1: PRESIDENT

The President shall preside at all business meetings of the organization 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 organization. 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 chairperson, subject to the approval of the Board of Directors.

Section 2: PRESIDENT ELECT

The President Elect, in the absence of both the President and Immediate Past President, shall assume the duties of the President.

- = submits receipts to treasurer for prompt reimbursement
- = maintains budget as approved by the membership
- = liaison with AAPA official liaison to APSPA
- = shares responsibilities with outgoing president
- = participates in Executive Committee
- = serves as a co-signatory for the bank savings/checking account
- = other responsibilities as needed to effectively fulfill the office

Section 3: IMMEDIATE PAST PRESIDENT

- = submits receipts to treasurer for prompt reimbursement
- = maintains budget as approved by the membership
- = presides over official Business Meetings
- = liaison with AAPA Staff for National Conference activities
- = appoints parliamentarian for official Business Meetings
- = shares responsibilities with incoming president
- = participates in Executive Committee
- = serves as a co-signatory for the bank savings/checking account
- = other responsibilities as needed to effectively fulfill the office

Section 4: TREASURER/MEMBERSHIP CHAIR

- = collects dues and other receipts
- = maintains accurate membership list
- = maintains bank account and budget
- = addresses membership inquiries
- = dispenses expenditures
- = receives receipts from other members for prompt reimbursement
- = maintains budget as approved by the membership
- = submits necessary forms to state and federal taxing agencies
- = submits necessary reports as required by law and these Bylaws
- = participates in Executive Committee
- = serves as a co-signatory for the bank savings/checking account
- = other responsibilities as needed to effectively fulfill the office

Section 5: SECRETARY/NEWSLETTER EDITOR

- = publishes, distributes official newsletter 3-4 times yearly
- = responsible for official minutes for official Business Meetings
- = submits receipts to treasurer for prompt reimbursement
- = maintains budget as approved by the membership
- = participates in Executive Committee
- = other responsibilities as needed to effectively fulfill the office

Section 6: DIRECTOR(S) AT LARGE (DOL)

- = may be established by the Executive Committee and/or the Membership through action at Business Meeting. Each DOL shall be responsible for the performance, duties, and functions delegated to it by the Executive Committee. Duties may include organizing non-dues revenue/fundraising, also reviewing and amending Association Bylaws, and other duties decided by the Executive Committee as needed.

ARTICLE VIII: FINANCES, BUDGET & TREASURY

Section 1: RESPONSIBILITY FOR MAINTAINING

The treasurer in conjunction with other members of the Executive Committee will provide an annual budget to the Membership for approval.

Section 2: FISCAL YEAR

The fiscal year shall coincide with the calendar year, July 1 through June 30.

Section 3: REMUNERATION OF BUDGETED EXPENSES

Incidental expenses will be reimbursed immediately with provision of a receipt to the treasurer, provided the expense is budgeted. Requests for unbudgeted expenses with justification must be submitted to the treasurer for approval, prior to dispersal of funds.

Section 4: TWO SIGNATORIES REQUIRED

The signatures of two officers are required for dispersion of funds greater than \$1000; if less than this amount the signature of only the Treasurer is required. Therefore, the responsibility for documentation lies with this officer.

Section 5: TREASURY REPORTS

The name and address of the financial institution and balance shall be published at least once yearly as part of a Treasury Report. Membership totals in each category will also be included at least once yearly.

ARTICLE IX: COMMITTEE

Section 1: STANDING COMMITTEES

Standing Committees may be established by the Executive Committee and/or the Membership through action at the Business Meeting. Each standing committee shall be responsible for the performance, duties, and functions delegated to it by the Executive Committee.

Section 2: AD HOC COMMITTEES

Ad Hoc Committees may be established by the Executive Committee and/or the Membership through action at Business Meeting. Each ad hoc committee shall be responsible for the performance, duties, and functions delegated to it by the Executive Committee.

ARTICLE X: RULES OF ORDER

Section 1: PARLIAMENTARY PROCEDURE

In the absence of any provisions to the contrary in the Constitution and Bylaws, all meetings shall be governed by the parliamentary rules and usage's contained in the current edition of Sturgis: Standard Code of Parliamentary Procedure.

ARTICLE XI: DUES AND ASSESSMENTS

Section 1: DETERMINATION

The Executive Committee shall determine the amount of dues and any assessments, subject to approval of the Membership.

ARTICLE XII: AMENDMENTS

Section 1: PROCEDURE

The power to amend Bylaws shall be vested solely by the Membership at Business Meetings over two successive years. Motions for an amendment shall be presented as a “first reading” at one of the Business Meetings during the National Conference; it will then be voted on after reintroduction as a “second reading” at one of the Business Meetings at the next National Conference. There shall be an approximate one-year duration from initial presentation of a motion prior to the final vote. Motions that fail may not be reconsidered without repeating this process.

Section 2: INITIATION OF MOTIONS

A motion for an amendment or repeal of Bylaws, or adoption of new Bylaws shall be initiated by the Executive Committee or an individual Member in good standing.

Section 3: PUBLICATION OF MOTIONS

The proposed amendment or change shall be printed and distributed to each member through the Newsletter, and at least 30 days prior to the start of the National Conference.

Section 4: CHANGES OR AMENDMENTS

Changes to the amendment, or amendments to the amendment, may be considered after the second reading, as long as there are no substantive changes to the original amendment.

Section 5: VOTING

Amendments require a 2/3 majority of eligible members in good standing present for adoption. Absentee or proxy ballots are not allowed. Motions that fail must be reintroduced and repeat this process.

ARTICLE XIII: INITIAL APPROVAL OF BYLAWS

Section 1: ADOPTION

These Bylaws must be adopted by a 2/3 majority of the membership during an official Business Meeting at the National Conference.

Section 2: FOUNDING

The AAPRSPA was founded by Justo Concepcion, MBA, RPA-C November 6, 1996 in New York.

The first official meeting of the AAPRSPA was June 1st, 2002 and was called by Leah M. Kenney, PA-C.

The name was changed from the American Academy of Plastic and Reconstructive Surgery Physician Assistants (AAPRSPA) to the Association of Plastic Surgery Physician Assistants (APSPA) on May 24th, 2003.

ARTICLE XIV: SCOPE OF PRACTICE OF THE PLASTIC SURGERY PA

Section 1:

Physician Assistants working in Plastic Surgery will work in compliance with State Law and under the AMA recognized *Guidelines for Physician/Physician Assistant Practice*.

American Medical Association, *Guidelines for Physician/Physician Assistant Practice*. 1998 Policy Compendium. Chicago, IL.

The physician is responsible for managing the health care of patients in all practice settings.

Health care services delivered by physicians and Physician Assistants must be within the scope of each practitioner's authorized practice as defined by state law.

The physician is ultimately responsible for coordinating and managing the care of patients and, with the appropriate input of the Physician Assistant, ensuring the quality of health care provided to patients.

The physician is responsible for the supervision of the Physician Assistant in all settings.

The role of the Physician Assistant(s) in the delivery of care should be defined through mutually agreed upon guideline that are developed by the physician and the Physician Assistant and based on the physician's delegatory style.

The physician must be available for consultation with the Physician Assistant at all times either in person or through telecommunication systems or other means.

The extent of the involvement by the Physician Assistant in the assessment and implementation of treatment will depend on the complexity and acuity of the patient's condition and the training and experience and preparation of the Physician Assistant as adjudged by the physician.

Patients should be made clearly aware at all times whether they are being cared for by a physician or Physician Assistant.

The physician and Physician Assistant together should review all delegated patient services on a regular basis, as well as the mutually agreed upon guidelines for the practice.

The physician is responsible for clarifying and familiarizing the Physician Assistant with his supervising methods and style of delegating patient care.

Section 2:

Text from the AAPA's *Model State Legislation for Physician Assistants*

“It is the obligation of each team of physician(s) and physician assistant(s) to ensure that the physician assistant's scope of practice is identified; that delegation of medical tasks is appropriate to the physician assistant's level of competence; that the relationship of, and access to the supervising physician is defined; and that a process for evaluation of the physician assistant's performance is established.”

ARTICLE XV: GUIDELINES FOR ETHICAL CONDUCT

On May 27TH, 2007 the AAPA'S *Guidelines for Ethical Conduct* were adopted.