

Bylaws of the Association of Physician Assistants in Oncology

Article I: Name

The name of this organization shall be the Association of Physician Assistants in Oncology, herein referred to as APAO.

Article II: Purpose

The purpose of the APAO is:

Section 1: To promote the utilization of physician assistants in the delivery of care to people with cancer and related diseases.

Section 2: To provide the general membership of the APAO with a forum for assembly regarding the issues that relate to physician assistants and other closely related health care professionals working in oncology and related disciplines.

Section 3: To facilitate and support continuing education and professional development of physician assistants, and other health care professionals by organizing and disseminating health care information through forums, conferences, publications, electronic media and other similar programs concerning the delivery and quality of health care services in the field of oncology and related diseases.

Section 4: To advocate for health care policy that promotes the utilization of physician assistants and promotes quality medical care for all patients with cancer and related diseases.

Article III: Membership

The APAO shall be representative of physician assistants, students, and other interested individuals within the fields of oncology and related disciplines who meet the specified Bylaws and requirements specified by the Board of Directors.

Section 1: Membership categories shall include: (a) fellow, (b) sustaining, (c) affiliate, (d) student, (e) physician, (f) associate, and (g) honorary members.

- A. **Fellow Members:** A Fellow member is a NCCPA certified PA, who shall be employed within the field of Oncology or related disciplines. They shall also be a fellow member in good standing of the American Academy of Physician Assistants.

Fellow members shall be entitled to the privilege of the floor, to serve on the Board of Directors and to vote.

- B. **Sustaining Member:** A Sustaining member is a PA who is otherwise eligible for fellow membership, but has chosen not to join the AAPA. A PA who is not-employed within the

field of Oncology or related disciplines, but maintains a professional interest in PAs working within the field of Oncology or related disciplines may also qualify as a Sustaining Member.

Sustaining members shall be entitled to the privilege of the floor, but shall not serve on the Board of Directors or vote.

- C. **Affiliate Member**: An Affiliate member is a person who is ineligible for other categories and wishes to associate with the organization and is approved by the Board of Directors. Nurse Practitioners working in the field of oncology shall qualify for Affiliate Membership.

Affiliate members shall be entitled to the privilege of the floor, but shall not serve on the Board of Directors or vote.

- D. **Student Member**: A Student member is a person enrolled in an accredited program or an unaccredited program recognized by the AAPA.

Student members shall be entitled the privilege of the floor, but have no vote.

The Board of Directors may select student member(s) to hold the office of Student Representative(s). The Student Representative(s) may vote in matters before the membership. The Student Representative(s) shall serve as a non-voting member of the Board of Directors.

- E. **Physician Member**: A Physician member is a licensed U.S. physician who wishes to associate with the organization.

Physician members shall have the privilege of the floor, but shall not serve on the Board of Directors or vote.

- F. **Associate Member**: An Associate member is a person engaged in selling products or other services to PAs or an individual employed by a government agency who does not qualify for any other membership categories.

Associate members shall be entitled to the privilege of the floor, but shall not serve on the Board of Directors or vote.

- G. **Honorary Member**: An Honorary member shall be a person who has rendered distinguished service to the Physician Assistant profession and/or the APAO.

Such members shall be nominated by an active APAO member and approved by the Board of Directors.

They shall be entitled to the privilege of the floor, but shall not serve on the Board of Directors or vote. They shall be exempt from paying dues.

Section 2: All applications for membership shall be in writing or electronically submitted on application forms provided by the organization.

Section 3: 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. Appeals will be acted upon by the Board of Directors whose decision will be final.

Section 4: Annual fees, dues amounts, late fees, and assessments 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, or to designated honored individuals on a case-by-case basis.

Section 5: 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 Board of Directors shall have the power to suspend or revoke membership in the APAO. These actions shall be permissible when a member of the AAPA has had their membership suspended or convicted of a felony crime or had their license to practice as a physician assistant suspended or revoked. These actions shall also be permissible when a member of the APAO has been found to behave in a manner that is not consistent with the mission of the APAO or the professional practice as a physician assistant. All discipline activities of the Board of Directors shall be executed in writing. Disciplinary meetings of the Board of Directors may be held by conference call.

Section 2: Any member who has had their membership suspended or revoked shall not be entitled to any of the rights or benefits of the organization, or be permitted to take part in any organizational activities until he or she has been reinstated.

Section 3: Any member who has had their membership suspended or revoked by the Board of Directors may appeal in writing within six months after notice is given.

Section 4: A committee chair, not part of the Executive voting Board of Directors, 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. The appeal hearing may be held by conference call. After giving the appellant and representatives reasonable opportunity to be heard, the appeal panel shall by a majority vote, either sustain or reverse disciplinary actions of the Board of Directors. The decision of the panel shall be final.

Article V: Meetings of the Membership

Section 1: The annual meeting shall be held at a date, time, and place to be set by the Board of Directors and shall be held for the purpose of transacting such business as may properly come before said meeting.

Section 2: Notice of meetings shall be in writing or posted on the APAO website. A copy of the notice shall be available to each member no less than 30 days before the date of the meeting. Special meetings of the organization may be called by the President or by order of a majority of the Board of Directors.

Section 3: A special meeting of the organization may be requested by a majority of the fellow members.

Article VI: Voting of the Membership

Section 1: Each fellow member and the Student Representative are entitled to one vote on motions before the membership.

Section 2: The business of the APAO requiring a vote of the membership shall include; 1) elections, 2) changes to the Bylaws of the APAO and 3) any other business determined by the Board of Directors to require a vote. Ten percent of the voting membership shall constitute a quorum for votes. A simple majority vote shall prevail.

Section 3: Such business may be conducted during an annual or special meeting of the organization. Such business may also be conducted by electronic means provided that the membership is given adequate notice and information pertaining to the business to be voted upon. When conducting such voting by electronic means, the membership shall be provided a minimum of 10 days from notification to submit a vote.

Article VII: Board of Directors

Section 1: The Board of Directors shall consist of seven voting Executive Members. The elected Executive Board of Directors shall consist of the offices of the President, President Elect, Past President, Secretary, Treasurer and two Directors At-Large offices.

Section 2: Each officer of the organization shall be a fellow member in good standing of the AAPA for the duration of their term.

Section 3: The Board of Directors shall control and manage the affairs of the organization.

Section 4: 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 Executive voting membership of the Board shall constitute a quorum for purposes of transacting business.

Section 5: The board officers shall have a two-year term of office, with the exception of the President-Elect, who shall serve a one-year term. 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.

In the event of resignation of the President, the President Elect shall assume the office of President. The President Elect upon assuming the remaining term of the resigning President shall serve out the remaining term of the resigning President as well as continue as President for the natural course of his/her full one-year term as President.

In the event of resignation of the President Elect, the membership of the APAO shall immediately hold elections to fill the vacancy.

In the event of the resignation of the Past President, that position shall remain vacant until the current President's term ends at which time they become Past President.

In the event of the resignation of the Secretary, Treasurer, or Directors At-Large, a new officer for these positions shall be appointed for the remainder of the term by the Board of Directors by a majority vote of the remaining Executive Officers.

Section 6: The Executive Board of Directors, at any meeting thereof, may appoint such additional non-voting officers with such title, authority, and duties as it may deem advisable. A Student Representative shall be appointed by the Executive Board. The voting Board will have the right to remove or replace any appointees at the Board's discretion.

Section 7: Any officer may be removed from office, for cause, at any time by the affirmative vote of a majority of the Executive Board. The affected officer shall have been given written notice of the charges and offered an opportunity to be heard on the matter, before the Board of Directors takes final action.

Section 8: The officer may appeal such action, in writing, within 15 days 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. The appeal hearing may be held by conference call. After giving the officer and representatives 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.

Section 9: The Board will set the amount of any compensation for officers, committee members or supportive personnel.

Article VIII: Elections

Section 1: The offices to be elected by the voting general membership are the Board of Directors and AAPA Delegates.

Section 2: 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.

The Office of President–Elect shall be elected annually. The AAPA Delegate shall be elected annually.

The Offices of Secretary and one (1) Director At Large shall be elected every odd year.

The Offices of Treasurer and one (1) Director At Large shall be elected every even year.

Section 3: Eligible voters shall include fellow members.

Section 4: The election of officers and AAPA Delegate shall be conducted at the yearly APAO business meeting or by mail, fax, or by electronic means prior to July 1.

Section 5: Nominations for elected offices and AAPA Delegate shall be requested annually prior to elections. Members may submit self-nominations. At the discretion of the Board of Directors a nomination committee may be appointed.

Section 6: If in event an elected position remains unfilled after call for nominations and subsequent elections, the Board of Directors at its discretion may fill any vacant position by majority vote of the elected Board of Directors.

Section 7: The President-Elect and the AAPA Delegate shall take office on July 1. Their term of office runs one (1) year from July 1 to June 30. The additional elected officers shall take office on July 1. Their term of office runs two (2) years from July 1 to June 30.

Article IX: Duties of Officers

Section 1: The President shall preside at all business meetings of the organization and 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: The President Elect in the absence of the President shall assume the duties of the President. The President Elect shall be present at all meetings of the Board of Directors and shall preside at any meeting when the President is not present.

Section 3: The Immediate Past President and the Directors At-Large shall attend Board meetings and shall perform such duties as may be delegated by the President.

Section 4: The Secretary shall keep minutes of all meetings of the organization, is responsible for overseeing all organization communications, and shall see that notification of all meetings are available to the membership. Notification of meetings on the organizational website 30 days prior to a meeting shall be deemed reasonable. The Secretary will be responsible for ensuring that a written or electronic copy of the minutes from each meeting of the Board of Directors is provided to the Board within fifteen working days.

If in the event the APAO employs administrative assistance or a management organization for the benefit of the APAO, the duties of the Secretary may at the discretion of the Board be delegated to the administrative team. The Secretary shall provide Board oversight of these activities and serve in additional capacities to the Board at the discretion of the President.

Section 5: The Treasurer shall maintain accurate records of the financial status of the organization; collect yearly dues from all members; deposit in the organization's account all money received by the organization; and with the President's approval pay all bills approved by the organization, and record all receipts of those payments. The Treasurer's records shall be reviewed every year and upon leaving the office. The Board of Directors will determine the method of review.

If in the event the APAO employs administrative assistance or a management organization for the benefit of the APAO, the duties of the Treasurer may at the discretion of the Board be delegated to the

administrative team. The Treasure shall then provide Board oversight of these activities and serve in additional capacities to the Board at the discretion of the President.

When utilizing administrative assistance or a management organization the Treasurer shall routinely review the financial activities of the APAO and have regular access to all financial activity of the APAO to include: access to up to date detailed financial software data, all major income and expense receipts and electronic access to all banking accounts.

Article X: Committees

There shall be such committees, each having a chair, 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 Policies and Procedures Manual of the APAO. These committee chairs are voluntary and can be self-nominated from the membership.

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 to the organization as determined by the Board of Directors.

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 assessments as they become due.

Article XII: Parliamentary Authority

Section 1: The current edition of *Sturgis-Standard Code of Parliamentary Procedure* shall be the parliamentary authority for all matters of procedures not specifically covered by these bylaws.

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 organization.

Section 2: The APAO shall adopt the AAPA Guidelines for Ethical Conduct for the Physician Assistant Profession.

Article XIV: Amendment of Bylaws

These bylaws may be amended by a vote of the membership as outlined in Article VI: Voting of the Membership. Prior to a vote to amend the Bylaws, the membership shall be given a 30 day comment period on proposed amendments to the Bylaws.

Article XV: Policies and Procedures

The Board of Directors may develop a Policies and Procedures Manual that supplements these Bylaws in governing the activities of the organization. All Policies and Procedures may be created and amended by the majority vote of the Board of Directors.

Amended April 16, 2018