



BYLAWS OF THE *Indiana Academy of Physician Assistants Student Board*

ARTICLE I. Name

Section 1. The name of this organization shall be the *Indiana Academy of Physician Assistants Student Board* herein referred to as the IAPA-S or the Student Board.

ARTICLE II. Vision, Mission, and Purpose

Section 1. The vision of IAPA-S shall be to definitively represent physician assistant students in Indiana. It shall foster enhanced practice environments for physician assistants and support ongoing professional development and intellectual enrichment. IAPA-S shall foster students to provide quality healthcare that is cost-effective and accessible in the state of Indiana.

Section 2. The mission of IAPA-S is to be the voice of the physician assistant student body in the state of Indiana.

Section 3. The purpose of the Student Board shall be to provide resources to current and future students of any physician assistant university in the state of Indiana, create and recommend legislation to the IAPA board, and improve communication and marketing of IAPA to retain and grow membership. It shall guide students to render loyal and honest service to the physician assistant medical profession and the public.

- A. To develop and implement continuing education programs for the physician assistant and the American Academy of Physician Assistants (AAPA) membership.
- B. To promote the physician assistant concept through education of professional and lay people and to promote similar interests in physician assistant student societies within the organization.
- C. To provide the general membership of the AAPA with a forum for formal and informal assembly regarding the issues related to physician assistants in Indiana.
- D. To facilitate mutual assistance and support of physician assistants, health professionals, legislative and governing bodies, and health services by organizing and disseminating health care information through forums, panels, and other similar programs concerning the delivery and quality of healthcare services within the state of Indiana.

ARTICLE III. Membership

Section 1. Membership in this organization shall consist of persons that attend a university for physician assistant studies in the state of Indiana AND have been elected State Chapter Student Representative (SCSR) by the Student Academy of the American Academy of Physician Assistants (SAAAPA) corresponding to the school of attendance.

Section 2. Upon payment of the one-time \$20 student membership fee for IAPA, SCSRs will become active members of the student board. SCSRs may have membership fees paid for by the university they attend or the SAAPA board they serve on.

Section 3. All elected SCSRs shall be contacted by an IAPA Board Representative to be added to the Student Board after their respective university submits SAAAPA election results to IAPA or the current IAPA Director at Large. SCSRs shall serve on the Student Board until graduation.



Section 3. Representatives from the IAPA Board may join monthly meetings to facilitate and contribute to the monthly meetings, herein referred to as IAPA Board Representative(s).

Section 4. Membership in this Student Board shall not be denied or abridged because of sex, gender identity, color, creed, religion, race, or ethnic origin.

ARTICLE IV. Discipline

Section 1. 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 they have been reinstated.

Section 2. Any member who has been censured, suspended, or expelled by the Board of Directors may appeal, in writing, within six months after notice is given by the Board of Directors.

Section 3. The president shall arrange for an impartial, three-person panel to hear the appeal. The panel shall consist of fellow members who are neither Committee chairs nor members of the Board of Directors. The president shall designate a time and place for the hearing of the appeal. The panel, after giving the appellant and representatives reasonable opportunity to be 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. The student board shall meet approximately once per month for the transaction of board business. The date and location of these meetings will be decided at each student board meeting. If the next meeting is unknown at the time of adjournment, the date and location of these meetings will be sent out a minimum of two (2) weeks in advance.

Section 2. Students shall rotate attending monthly IAPA Board meetings for the transaction of board business. The date and location of these meetings will be decided by the IAPA Board and announced to the student board at least two (2) weeks in advance. The students will be assigned specific weeks they will attend the IAPA Board meetings by the IAPA Board Representative and the assignment will be available no later than the end of each January. Changes in student attendance of the IAPA Board will be sent out a minimum of two (2) weeks in advance.

Section 3. A majority of members eligible to vote present in person or by electronic means shall constitute a quorum at any meeting of the Student Board.

Section 4. All matters entitled to a vote, at the discretion of the IAPA Board Representatives, be conducted in person, email, or any other electronic means. If electronic, voting must remain open for at least five (5) days from the date the ballot is delivered. Votes from a majority of members entitled to vote shall constitute a quorum for purposes of electronic voting.

Section 5. Students shall be required to attend a minimum of eight (8) meetings per year with one (1) unexcused absence and two (2) excused absences that must be approved by the IAPA Board Representative or Director at Large prior to the meeting.

ARTICLE VI. Student Board Executive Leadership Roles



Section 1. Composition of the Executive Leadership Roles will be made up of at least two (2) students. At minimum, it shall consist of one President and one Vice President who will graduate no sooner than one (1) year from election date or are willing to serve post-graduation.

Section 2. Eligibility for Executive Leadership Roles shall be a student serving as a SCSR in good standing of the IAPA and AAPA for the duration of their term, unless otherwise stated in these bylaws.

Section 3. Duties and Responsibilities of the Executive Leadership Roles shall include control and management of the affairs of the organization without prejudice to the powers conferred by these bylaws. The Executive Leadership Roles shall be responsible for the implementation of policies concerning the business and affairs of IAPA-S.

Section 4. The duties and responsibilities of the President Executive Leadership Role shall be as follows:

- (a) To create monthly agendas in the board book and send the board book to IAPA-S members prior to each monthly meeting.
- (b) To coordinate the activities of the committees and keep the membership informed of the activities of these committees.
- (c) To assist the committees of IAPA-S in creating and reaching quarterly and annual goals.

Section 5. The duties and responsibilities of the Vice President Executive Leadership Role shall be as follows:

- (a) To take on presidential responsibilities in the absence of the President.
- (b) To document meeting minutes in the board book and have ready to approve at the beginning of each monthly meeting.
- (c) To assist the committees of IAPA-S when needed or if responsibilities are delegated to them by the President.
- (d) To coordinate with the IAPA board representative in regards to establishing a schedule for two students to be present during monthly board meetings.

Section 6. Term of Office for Executive Leadership Roles shall be one (1) year from Jan 1 - Dec 31.

Section 7. Any officer may resign at any time. Written notification is required and must be submitted to the board to be official. Board members must fulfill obligations for 60 days after submitting their resignation.

Section 8. Students on the student board must be in good academic standing at the time of their election or appointment into office from their respective SAAPA board. Students are also required to purchase and maintain a one-time \$20 IAPA Student Membership. While serving, all students holding positions or involved in committees must remain in “good standing” as defined by the institution where the student is enrolled. If a student is found to not be in “good standing,” the student will be removed from office by the IAPA Board consensus and will be notified by an IAPA Board Representative within two (2) weeks.

Section 9. Removal from Office requires a $\frac{2}{3}$ majority vote of the IAPA-S members at a special meeting called for this purpose. Any member facing removal shall be given at least a fifteen (15) days notice for the impending vote and shall be given the opportunity to appear and be heard on the matter before the board takes final action, in writing, within one (1) month after notice of removal is given and the board has taken action to remove the board member.



ARTICLE VII Election of the Executive Leadership Roles

Section 1. The Vice President shall

- (a) Identify potential candidates
- (b) Enforce adherence to bylaws
- (c) Establish date of self-declaration of candidacy
- (d) Conduct elections

Section 2. Required positions to be filled shall include President and Vice President.

Section 3. The President of IAPA-S shall remain as a member of IAPA-S for one (1) year as the Immediate Past President.

Section 4. Self-Declaration of Candidacy shall be permitted in the election of Executive Leadership Roles. Declaration of candidacy for elected office on the board must occur by a date to be determined by the Vice President and publicized to the general membership.

Section 5. Time of Elections shall be conducted in a manner consistent with AAPA and IAPA election procedures and therefore may include electronic balloting. The Executive Leadership Roles must approve all voting procedures.

Section 6. Eligible voters are SCSRs in good standing.

Section 7. Valid ballots cast shall constitute a quorum and the majority (51%) shall determine the candidate to be elected into office.

Section 8. In the event of a vacancy in the office of President, the Vice President shall become the President to serve the unexpired term. A vacancy in the office of Immediate Past President shall not be filled. A vacancy of the Vice President shall be filled by a majority vote from a slate of candidates prepared by the Executive Leadership Roles. All terms of office for appointees shall expire at the time of the next regularly scheduled IAPA election.

Section 9. The term of office for the Executive Leadership Roles begins January 1.

ARTICLE VIII Student Representatives

Section 1. Students shall rotate attending monthly IAPA Board meetings for the transaction of board business. The date and location of these meetings will be decided by the IAPA Board and announced to the student board at least two (2) weeks in advance. The students will be assigned specific weeks they will attend the IAPA Board meetings by the IAPA Board Representative and the assignment will be available no later than the end of each January. Changes in student attendance of the IAPA Board will be sent out a minimum of two (2) weeks in advance.

ARTICLE IX. Requirements of Committees

Section 1. Requirements of the Legislative Committee:

- Maintain the bylaws of the Student Board.
- Collaborate with the IAPA Board and IAPA Legislative Committee Chairs to coordinate the crafting of new physician assistant legislation and/or modification of current legislation affecting physician assistant practice.



- Promote legislation, legislative activities, and ideas that enhance the utilization and practice of physician assistants in Indiana.
- Provide timely information to physician assistant students on legislative issues affecting physician assistant practice in Indiana.
- Write articles for student newsletters regularly updating the physician assistant student constituency and membership on legislative or physician assistant practice issues.
- Connect with neighboring states and their respective organizations.

Section 2. Requirements of the Communications Committee:

- Develop programs and initiatives to advance the physician assistant profession within the state.
- Develop, promote, coordinate, and supervise PA week activities throughout the state.
- Compose articles for student newsletters regarding public education topics and committee activities.
- Collaborate with the IAPA Public Relations and Communications Committee Chair to improve the IAPA website and social media activity.
- Advocate at universities in the state of Indiana to increase membership and retain the memberships of graduating students.

Section 3. Requirements of the Student Resources Committee:

- Develop plans to make IAPA more appealing and beneficial for prospective and current students including, but not limited to: survival guides for didactic and clinical years, CV/resume workshops, career search assistance, educational material, and mentorship programs.
- Assist in the process of awarding the IAPA Outstanding Physician Assistant Student Scholarship.
- Promote the scholarship/awards to appropriate groups to encourage applications and nominations.
- Assist in coordinating the purchasing of awards to be delivered, such as certificates, plaques, or other such awards.

ARTICLE X. Committee Assignments

Section 1. Students will be briefed on their abilities, duties, and responsibilities. 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.

Section 2. Student board members of IAPA must serve on a committee. The assignment of students to committees will be done by the IAPA board no later than the end of each January.

Section 3. Students seeking involvement in a specific committee must notify the IAPA board by email directly with a statement of why they should be moved to another committee.

Section 4. Students are permitted to serve on multiple committees if they so desire as long as they are able to adequately serve on the committee they are assigned.

ARTICLE XI. Parliamentary Authority

Section 1. The current edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these laws.



ARTICLE XII. Amendment of Bylaws

Section 1. Proposed amendments shall be submitted to the IAPA Board Representative at the preceding month's meeting and are distributed to all members at least two (2) weeks prior to the vote.

Section 2. These bylaws may be amended at a regular or special meeting of the membership by a majority vote of all voting members present or by proxy.