



Iowa Physician Associate Society

By-Laws

The Iowa Physician Associate Society (IPAS) by-laws are a legal contract that provides the framework for the operation and management of the organization. These By-Laws have been reviewed and approved by AAPA's Constituent Relations Committee and Judicial Affairs Committee.

Copies of all constituent organization by-laws must be submitted to AAPA annually.

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Article I: Name

The name of this organization shall be the Iowa Physician Associate Society, herein referred to as IPAS.

Article II: Vision, Mission and Purpose

Section 1: Vision Statement

IPAS is the authoritative and definitive representative of the PA profession within the State of Iowa.

Section 2: Mission Statement

The IPAS mission is to enhance the health and well-being of the people within the State of Iowa through the representation and advancement of the PA profession.

Section 3: Purpose

To provide the general membership of the organization with a forum for informal assembly regarding the issues that relate to physician associates of Iowa.

To develop and maintain a job bank for Iowa.

To facilitate mutual assistance and support of physician associates, health professionals and health services by organizing and disseminating health care information through forums, panels and other similar programs concerning the delivery and quality of health care services within Iowa.

To provide legislative advocacy on issues important to the PA profession in Iowa.

To provide continuing education opportunities at reasonable costs for PAs and other health care practitioners in Iowa.

Article III: Membership

IPAS shall be representative of physician associates, students and other interested individuals within the State of Iowa who meet the by-laws and requirements specified by the IPAS Board of Directors.

Section 1: Membership Categories

Membership categories are:

- a) Fellow
- b) Student
- c) Associate
- d) Affiliate
- e) Honorary

All AAPA fellow members are eligible for membership in IPAS.

Section 2: Fellow Member

A Fellow member is an accredited PA program graduate who shall be employed in Iowa and a participant of IPAS, and is also a Fellow member in good standing of the American

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Academy of Physician Associates (AAPA). Fellow members shall be entitled to the privilege of the floor, to hold formal office, and to vote.

Section 3: Student Member

A Student member is a person enrolled in an accredited program or an unaccredited program recognized by the AAPA, or a self-identified pre-PA student. Student members shall be entitled to the privilege of the floor, but have no vote or hold any office except if elected Student Representative to the Board. 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 4: 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 be entitled to vote or to hold office.

Section 5: Affiliate Member

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 to hold office.

Section 6: Honorary Member

An Honorary member shall be a person who has rendered distinguished service to the PA profession and/or IPAS. 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 7: Application for Membership

All applications for membership shall be on application forms provided by IPAS. No applicant shall be denied on the basis of age, color, creed, disability, ethnic or national origin, gender identity or expression, marital status, race, sex, or sexual orientation. 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 8: Annual Fees, Dues and Assessments

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 offer complimentary membership for financial or personal hardship on a case-by-case and annual basis.

Section 9: AAPA Members Belonging to More Than One Constituent Organization

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: Code of Ethics

IPAS holds its members to the AAPA Code of Ethics.

Section 2: Members Under Suspension or Expulsion

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.

Section 3: Member Right to Appeal

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

Section 4: Panel to Hear Appeals

A committee chair, not part of the Executive Committee, shall arrange for an impartial, three-person panel to hear the appeal. The panel shall consist of Fellow members who do not serve as chair of a committee or hold a 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 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: Annual Meeting

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: Meeting Notices

Notice of annual meetings shall be in writing. A copy of the notice shall be given to each member no less than 14 days before the date of the meeting. Special meetings of the organization may be called by the President and/or by order of a majority of the Board of Directors.

Section 3: Special Meetings

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

Section 4: Special Meeting Votes

Each fellow member and the Student Representatives are entitled to one vote on meeting motions.

Section 5: Quorum

A simple majority of the voting membership in attendance shall constitute a quorum.

Article VI: Board of Directors

Section 1: Board Composition

The Board of Directors shall consist of:

President; President-Elect; Immediate Past President; Secretary; Treasurer; two Student Representatives; and two Board Members At Large.

Section 2: Board Officer Requirements

Each Board Officer of the organization shall be a Fellow member in good standing of the AAPA for the duration of his or her term.

Section 3: Board Authority

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

Section 4: Board 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: Board Terms

The office of president constitutes a three-year term consisting of one year each of President-Elect, President, and Past President. (See Article VII, Section 3). The offices of Secretary, Treasurer, and the two Board Members At Large shall be two-year terms. One Board Member At-Large and the Treasurer will be elected on a given year; the second Board Member At Large and the Secretary will be elected during the subsequent year.

Section 6: Adding Officers

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: Removing Officers

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 takes final action.

Section 8: Appealing Removal

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 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.

Article VII: Election of the Board of Directors and AAPA Delegates

Section 1: President-Elect Responsibilities

The President-Elect shall establish rules and regulations governing the elections.

Section 2: Offices To Be Filled

The offices to be filled are the Board of Directors and AAPA Delegates. The student representatives shall be elected by the Student Affairs Committee.

Section 3: Automatic Successions

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

Eligible voters include Fellow members and the two Student Representatives on the Board.

Section 5: Election Procedures

The election of officers and AAPA Delegates shall be conducted at least 45 days prior to July 1.

Section 6: Board Term Timelines

The elected officers shall take office on July 1. Terms of office run from July 1 to June 30.

Section 7: AAPA Delegate

The term of delegates to the AAPA House of Delegates shall be four years, beginning July 1 and end on the same date 4 years later, with the exception of those delegates representing the Student Academy.

The delegates to the AAPA House of Delegates shall be elected by Iowa PAs who are AAPA Members. Any vacancy will be filled by the delegate candidates who received the next highest number of votes for the position during that election. If these candidates are not available, the vacancy may be filled by any of the elected IPAS officers who are otherwise eligible.

Article VIII: Duties of Officers

Section 1: Duties of the 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 board 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.

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Section 2: Duties of the President-Elect

The President-Elect, in the absence of the President, shall assume the duties of the President. The President-Elect will organize and conduct, with the assistance of the Secretary, all annual elections and be chair of the Elections Committee and shall perform such other duties as may be delegated by the President.

Section 3: Duties of the Immediate Past President

The Immediate Past President shall attend board meetings and shall perform such duties as may be delegated by the President.

Section 4: Duties of the Secretary

The Secretary shall provide oversight and direction for the keeping of minutes of all meetings of the organization and all organization communications; as well as for notifying all members of all meetings and sending applications for membership to all eligible physician associate and students. The Secretary will be responsible for the periodic review and updating of IPAS by-laws. The Secretary is also responsible for all required representation and documentation of information to the AAPA and shall perform such other duties as may be delegated by the President.

Section 5: Duties of the Treasurer

The Treasurer shall provide oversight and direction in maintaining accurate records of the financial status of the organization, for the collection of yearly dues from all members, depositing in the organization's account all money received by the organization and, with the President's approval, paying all bills approved by the organization, and recording all receipts of those payments, and shall perform such other duties as may be delegated by the President. The Treasurer shall serve on the audit committee.

Section 6: Duties of the Student Representatives

The student representatives may be first and/or second year students from accredited PA programs in the State of Iowa and must be student members of IPAS and AAPA. The Student representatives shall assist in conducting the affairs of the organization as requested by the president. Student directors shall encourage student participation in all of the organization's committees and projects.

Section 7: Duties of the Directors At Large

The Directors At Large shall assist in conducting affairs of the organization as designated by the President.

Section 8: Roles and Responsibilities of the Board of Directors

- Participate in scheduled board meetings (four annually, including two that occur as part of the Spring and Fall CME)
- Define common goals and mission of the Society
- Be invested and committed to the IPAS mission
- Participate in outreach and educational efforts regarding the Iowa Physician Associate Society
- Provide oversight of programs, marketing, membership development, etc.
- Assist in the identification of additional resources to support the organization, including applicable grants, vendor sponsors, new members, etc.

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- Recruit board members who could add value to the Society when openings on the Board occur
- Oversight of finances (through a subcontract with Diversified Management Services)
- Participate on IPAS committees as interested and available; assist the IPAS President in filling committee openings
- Promote the Society through board member networks
- Provide outreach to other health care related organizations
- Participate on boards, task forces and commissions that request PA representation, as appropriate
- Encourage student development and participation in IPAS.
- Provide an information source for licensing and practice issues.

Section 9 Duties of the AAPA Delegate

The delegates to AAPA shall attend the meetings of the AAPA House of Delegates and represent IPAS. The delegates shall present a comprehensive written report on the actions of the AAPA House of Delegates at the next IPAS Board meeting and at the annual IPAS membership meeting for that year.

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 By-Laws. There shall be the following Standing Committees:

- a) Membership
- b) Legislative
- c) Communications
- d) Awards
- e) CME
- f) Public Education
- g) Audit
- h) Students Affairs

Section 1: Committee Terms of Office

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. Each committee shall be responsible to the President and the Board of Directors.

Section 2: Committee Responsibilities

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: Committee Meetings

Standing committees shall hold regular meetings and shall make quarterly written or verbal reports to the Board of Directors through the President.

Section 4: Ad Hoc Committees

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

Section 5: *Student Affairs Committee*

The Student Affairs Committee shall consist of two representatives elected by the student members of each accredited PA program in Iowa. The student representatives shall collectively have two votes on the board determined at the start of each meeting by the members of the Student Affairs Committee. The Student Affairs Committee shall select two of its members to vote at the outset of any meeting.

Article X: Duties of the Standing Committees

Section 1: *Membership Committee*

The Membership Committee shall encourage and promote the increase of IPAS membership by coordinating the recruitment, retention and development of the organization's members.

Section 2: *Legislative Committee*

The Legislative Committee shall monitor current legislation and policies that have an effect on IPAS and, when necessary, coordinate proactive lobbying for improved quality And standards for PAs practicing in the state of Iowa and encourage the membership to take a role in the legislative process.

Legislative Awards Legislative awards may be given for outstanding support for increasing access to affordable, quality care through better utilization of the PA-physician team approach to medical care. These awards would be recommended by the legislative committee and approved by the board.

Section 3: *Continuing Medical Education (CME) Committee*

The CME Committee shall coordinate the planning of CME conferences for IPAS. The CME Committee shall be in charge of coordinating the notification of the membership of upcoming events and of actively pursuing other fund-raising avenues for holding conferences, such as encouraging local pharmaceutical companies to become sponsors and exhibitors.

Section 4: *Public Education Committee*

The Public Education Committee shall promote the understanding of the Physician Associate profession through public education and information.

Section 5: *Awards Committee*

The Awards committee shall select annual awards recognizing professional service activities. The committee shall also select scholarship recipients from applications submitted by students from the in-state PA programs. The committee is comprised of four or more members and shall determine the number of scholarship awards at the committee level, based on available funding and number of qualified applicants.

Section 6: *Communications Committee*

The communications Committee shall promote the organization and profession through publications and communications such as the Iowa Physician Associate Society Newsletter and the IPAS website.

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Section 7: Audit committee

The audit committee shall be comprised of the treasurer and at least two IPAS members appointed by the President, one of whom will serve as chair of the committee. A financial audit shall occur no less than once annually but may occur as often as recommended by the Board. The audit should occur annually by the end of September to assess the previous fiscal year of operations. A report shall be made at the next Board meeting. If there is any indication of improper handling of IPAS funds the committee shall recommend to the Board that an external audit be performed.

Article XI: Finance

Section 1: Fiscal Year

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

Section 2: Dues, Fees and Assessments

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: Unpaid Dues, Fees or Assessments

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: Parliamentary Authority

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 By-Laws.

Section 2: A Constituent Organization to the AAPA

This constituent organization is part of the parent organization AAPA. As such, the organization and its member are required to meet all provisions outlined in the AAPA's constitution, by-laws and charter policy. This organization will not write or pass any by-laws and/or policies in conflict with AAPA by-laws and/or policies. This organization will uphold the principles, purposes and philosophy for which AAPA was founded. If this organization is unable to uphold the principles and purposes, or passes conflicting by-laws and/or policies, it must work through AAPA to change the philosophy by altering the organization's constitution and by-laws.

Article XIII: Ethics and Judicial Affairs

Section 1: The Judicial Body

The Board of Directors shall serve as the judicial body of the organization.

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Section 2: Implementing the Code of Ethics

The Board of Directors will create policy defining and implementing the organization's Code of Ethics.

Article XIV: Amendments to By-Laws

Section 1: Minor Edits to By-Laws

Minor edits to these by-laws may be made by the majority vote of the organization's Board of Directors.

Section 2: Amendments to By-Laws

Major amendments to these by-laws may be made at any regular or special meeting of the membership by a majority vote of all voting members present or by proxy.

Section 3: Written Notification of Proposed Amendments

Written notification shall be made to all membership at least three weeks prior to voting on any proposed amendments to the by-laws.

Article XV: Dissolution of the Organization

In the event of dissolution, any remaining monies will be disbursed to the Physician Associate Foundation.

Article XVI: Non-Discrimination

It is the policy of IPAS to provide equal opportunities to all employees, applicants for employment, members, applicant for membership, appointment or election of IPAS leadership positions or employment and/or advancement of IPAS staff or employed consultants with due regard to relevant qualifications and abilities. No person or patient shall be discriminated against because of age, color, creed, disability, ethnic or national origin, gender identity or expression, marital status, race, sex, or sexual orientation.

Furthermore, IPAS believes Physician Associates should not discriminate against classes or categories of patients in the delivery of needed health care. These Classes or categories of patients include age, body size, color, creed, disability, ethnic or national origin, gender identity or expression, physical stature, political beliefs, nature of illness, race, sex, sexual orientation, or socioeconomic status.