

BYLAWS
OF THE
OHIO ASSOCIATION OF PHYSICIAN ASSISTANTS

Article I: Name

The name and title by which this corporation of this organization shall be the Ohio Association of Physician Assistants, herein referred to as the Association or OAPA.

Article II: Purpose and Mission

Section 1: Purpose

The association is organized and shall be operated exclusively for educational and scientific purposes. In furtherance of these purposes, the association shall, through appropriate mechanisms, strive to assure the public of a uniform entry level and continued competency of physician assistants. To represent physician assistants and physician assistant students so as to maximize the benefit of their services to the public, the association shall:

1. Encourage its membership to render quality service to the health professions and to the public.
2. Develop, sponsor and evaluate continuing medical or medically related education programs for the physician assistant.
3. Assist in the development of role definition for the physician assistant.
4. Serve as a public information center with respect to its members, health professions and the public.

Notwithstanding any other provision of these bylaws, the association shall exercise its powers, rights and privileges, whether conferred by this instrument, or by the laws of the state of Ohio or otherwise, in furtherance of its educational and scientific purpose.

Section 2: Mission

The mission of the Ohio association of physician assistants is to promote quality, cost-effective and accessible health care and to promote the professional and personal development of physician assistants.

To promote the professional and personal development of physician assistants, provide a forum for assembly regarding issues that relate to physician assistants and to facilitate mutual assistance and support of physician assistants, health professionals and health services by organizing and disseminating health care information through forum, panels and other similar programs concerning the delivery and quality of health care services in Ohio.

Article III: Membership

The OAPA shall be representative of physician assistants, students, and other interested individuals within the state of Ohio, who are cognizant of their obligation for the public and who meet the requirements for membership as herein defined. Membership in the association is an honor that confers upon the individual certain rights and responsibilities. Adherence to the “AAPA guidelines for ethical conduct for the physician assistant profession”, and the bylaws and policies is a condition of membership

Section 1: Membership categories are a) fellow, b) associate, c) student, d) supporting, e) affiliate, f) corporate and g) honorary members, h) health team, g) retired members. All American Academy of Physician Assistants (AAPA) fellow members are eligible for membership in OAPA.

Section 2: A Fellow member is a CAHEA, or CAAHEP or ARC-PA-accredited PA program graduate or NCCPA-certified PA, who is employed within, and/or resides within the state of Ohio and is also a fellow member in good standing of the AAPA. Fellow members shall be entitled to the privilege of the floor, to hold formal office, and to vote.

Section 3: An Associate member must be eligible for AAPA membership. Associate members shall be entitled to the privilege of the floor and has full voting privileges except in matters relating to the AAPA.

Section 4: A Student member is a person enrolled in an ARC-PA-accredited program. 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 either statewide or from an individual PA program designated by the board of directors and enjoy all rights and privileges including formal vote except in matters relating to AAPA. The student representative shall be a member of the student association of the AAPA (SAAAPA).

Section 5: A Supporting member is a U.S. licensed physician who wishes to support the organization. He or she shall have the privilege of the floor but shall not be entitled to vote or hold office.

Section 6: A Corporate member is a person engaged in selling products or other services to PA’s or an individual employed by a government agency or educational institution that does not qualify for any other membership categories. Corporate members shall be entitled to the privilege of the floor but shall not be entitled to vote or to hold office.

Section 7: An Affiliate member is a person who is ineligible for any of the above categories and wishes to affiliate 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 8: An Honorary member shall be a person who has rendered distinguished service to the Physician Assistant profession and/or OAPA. Such members shall be

nominated by an active association member and approved by the Board of Directors. 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 9: A health team shall consist of one physician assistant and one or more of that physician assistant's supervising physicians.

The physician assistant may be either a fellow member as described in article III, Section 1 or an associate member as described in article III, Section 2.

The physician shall be a supporting member as described in article III, Section 5.

The health team as an entity shall be entitled to the privilege of the floor but shall not be entitled to vote or to hold office.

Section 10: A Retired member shall be a person who is 65 years of age or older and retired from full or part-time practice. The person shall have been a member in good standing in OAPA for Ten (10) consecutive years prior to making application for Retired status. Such members shall apply for Retired status and be approved by the Board of Directors. They shall annually pay Fifty Percent (50%) of the current Fellow or Associate dues. They may attend OAPA conferences and seminars free of charge provided they have submitted a registration form. They shall be entitled to the privilege of the floor but shall not be entitled to vote or hold office.

Section 11: All applications for membership shall be in a format approved by the corporate office. There shall be issued to each member a certificate of membership in such form as may be determined by the association; title to such certificate shall remain at all times with the association.

Section 12: No applicant shall be denied on the basis of gender, age, race, handicap, creed, color, national origin or sexual preference. OAPA will grant membership to any individual who meets the criteria for membership as outlined in this article and will remain non-discriminatory in granting membership. 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 13: 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 Board may offer complimentary membership for financial or personal hardship on a case-by-case and yearly basis.

Section 14: AAPA members who belong to more than one constituent organization may vote on AAPA issues in only one constituent organization.

Section 15: Non-fellow members may be active in chapter affairs but may not participate in issues relating to the AAPA, such as voting for delegates, submitting resolutions, or representing the chapter in the AAPA House of Delegates.

Article IV: Judicial Affairs

Section 1: The board of directors has the inherent right to discipline, suspend or expel an association member.

Section 2: Anyone may in good faith prefer charges against any association member believed to have violated association bylaws, policies or rules or for unethical or unprofessional conduct or for failure to uphold the principles outlined in the “AAPA guidelines for ethical conduct for the physician assistant profession.”

Section 3: The association, after due notice and hearing, may discipline any for a violation of association bylaws, policies or rules or for unethical or unprofessional conduct or for failure to uphold the principles outlined in the “AAPA guidelines for ethical conduct for the physician assistant profession.”

Section 4: The board of directors shall select one of its members, not part of the executive board, as a committee chair who will appoint an impartial, three person panel to hear the charges. 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 and, after giving the appellant and their representatives reasonable opportunity to be heard, shall, by a majority vote, recommend censure, suspension, or expulsion.

The board will inform the member of the committee’s recommendations, in writing, within 30 days of the time of the recommendations. Any member who has been censured, suspended, or expelled by the board of may appeal, in writing, such action within 30 days after notice is given. The board may choose to re-hear the charges or uphold the original recommendations of the committee. The decision of the board shall be final.

Section 5: 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 6: If any has their physician assistant license, certificate, registration or temporary permit currently revoked as the result of a final adjudicated disciplinary action for violation of the professional practice statutes or regulations, their OAPA membership shall be automatically revoked.

Article V: Meetings of Members

Section 1: The general membership 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 shall be in writing and/or by email. A copy of the notice shall be given 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, 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.

Section 4: Each fellow member and Student Representative is entitled to one vote on meeting motions.

Section 5: Ten percent (10%) of the voting membership shall constitute a quorum.

Article VI: Board of Directors

Without prejudice to the duties and responsibilities confirmed by statute, by the articles of incorporation, or by these bylaws, the directors of the association shall be responsible for the adoption, implementation and amendment of policies and for the property, business and financial affairs of the association.

The board of directors shall create and maintain a policy manual which will be kept separate and apart from the bylaws.

1. The Bylaws Committee shall annually review organizational policies and propose changes to the board of directors. The Bylaws Committee shall also interpret policy as requested by the board of directors.
2. A majority of votes cast during a properly called meeting of board members is required to adopt or amend policy.

It is expressly declared that the board of directors shall have the following duties and responsibilities:

1. To appoint or remove an executive director pursuant to the affirmative vote of a two-thirds (2/3) majority of the directors.
2. To direct the activities of the association's office through the executive director.
3. To provide for the management of the affairs of the association in such a manner as may be necessary.
4. To establish committees necessary for the performance of its duties.
5. To establish, regularly review and update the association's management plan to attain the goals of the association.

Section 1: The Board of Directors shall consist of a President, President Elect, Vice President, Past President, Secretary-Treasurer, Student Representative, Regional Trustee(s), executive director (ex officio) and/or director of administrative services (ex officio). The Executive Committee shall consist of the President, President-Elect, Vice

President, Past President, Secretary-Treasurer and Executive Director. Ex Officio members may also include liaisons of the Physician Assistant Policy Committee (PAPC).

The executive committee shall be empowered to act for the board on behalf of the association in matters not requiring a board vote. Actions of the executive committee shall be reported to the board of directors no later than the board's following meeting. All such committee actions must be reviewed and ratified by the board of directors and shall be included in the official board minutes.

Section 2: Each officer of the organization shall be a fellow member in good standing of OAPA and 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 membership of the Board shall constitute a quorum for purposes of transacting business.

Section 5: The board officers shall have a one-year term of office with the exception of the Secretary-Treasurer who serves a two-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: 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: In the event that an office vacancy occurs and is not covered by any pertinent bylaw(s), the Board of Directors may appoint an officer to fill the vacancy from a slate of qualified candidate(s) submitted by the Elections Committee. A deadline for the submission of the candidate(s) and appointee confirmation will be set by the Board.

Section 8: Any officer may be removed from office, for just 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 9: The officer may appeal such action, in writing, within 30 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. 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

Constituent chapter bylaws must include the time, place, and method of voting, the notice required, a statement of who is eligible to vote, the vote required to elect, the method of conducting the election, and the time when new officers take office. The bylaws of each constituent chapter must include provisions for the election of delegates to the AAPA House of Delegates by fellow members of the constituent chapters.

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 and associate members, except that only fellow members may vote on AAPA issues and delegates.

Section 5: The term of delegates to the House shall begin July 1, with the exception of those delegates representing the Student Academy.

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 election of officers and AAPA Delegates shall be conducted by either email or regular mail at least 45 days prior to June 1.

Article VIII: Duties of Officers

Section 1: 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 committee chairs, subject to the approval of the Board of Directors.

Section 2: The President Elect shall assume the duties of the President at the end of the current term of the President or earlier if that office becomes vacant for any reason and shall perform such duties as may be delegated by the President.

Section 3: The Vice President shall perform such duties as may be delegated by the president and shall assume the duties of the president in his or her temporary absence. The Vice President will organize and conduct, with the assistance of the Secretary-Treasurer, all annual elections and be chairperson of the Elections Committee.

Section 4: The Immediate Past President shall assume the duties of the president in the absence of both the President and Vice President and attend Board meetings and shall perform such duties as may be delegated by the President.

Section 5: The Secretary-Treasurer shall keep minutes of all meetings of the organization, be responsible for all organization communications, assist the Vice President on elections, notify all members of all meetings, and attempt to send applications for membership to all eligible physician assistants and students.

Section 6: The Secretary-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 Board of Directors and record all receipts of those payments. The Secretary-Treasurer's records shall be audited every year and upon leaving the office. The audit method will be determined by the Board of Directors.

Some or all of the Secretary-Treasurer's responsibilities may be delegated to the Executive Director.

Section 7: The Student Representative shall act as a liaison between the Board of Directors and all student members of the organization.

Section 8: The Regional Trustee (s) shall assist in conducting the business of the Association as designated by the President and will facilitate communication back to the regional membership.

Section 9: The Executive Director will perform such duties as defined by the Board of Directors but the responsibility for association activities still resides with the Board.

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 bylaws.

Section 1: The chairs of each committee shall serve for a term of one year, commencing on July 1. All committee chairs shall be appointed by the President, with the majority approval of the Board of Directors, and shall be subject to removal by the Board of Directors. Committee Chairs are not part of the Board of Directors but shall be responsible to the President or Board of Directors.

Section 2: Each 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: Committees shall hold regular meetings and shall make periodic written reports to the Board of Directors through the President.

Section 4: Special task forces may be appointed by the President with the concurrence of the Board for such special tasks as circumstances warrant.

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 each year on the anniversary of membership.

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 nonpayment of dues, late fees, and assessments as they become due.

Article XII: Executive Director

An executive director may be employed by the association, (s)he shall have such rights, powers, duties and responsibilities as may be set forth by the board of directors from time to time. (S)he shall be bonded at the expense of the association in such amounts as the board of directors may require. The executive director shall have no vote in the meetings of the board of directors. The executive director shall be under the control and supervision of the board of directors and, in case of his/her death, resignation or removal, the board of directors shall have the power to fill the vacancy.

Article XIII: Parliamentary Authority

The standard code of parliamentary procedure shall be the parliamentary authority for all matters of procedures not specifically covered by these bylaws.

Article XIV: Chapter Constituency

The constituent chapter is part of the parent organization. The constituent chapters and their members must follow the philosophy of the parent organization. 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 the parent organization, (AAPA) to change the philosophy by altering the organization's constitution and bylaws. The OAPA will consult AAPA Bylaws if an issue arises that is not addressed by OAPA Bylaws.

Article XV: Amendment of Bylaws

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

Amended October 2015.