**BYLAWS OF THE**
**MONTANA ACADEMY OF PHYSICIAN ASSISTANTS**

**Article I: Name**
The name of this organization is the Montana Academy of Physician Assistants (MTAPA), herein referred to as MTAPA or the Academy, Incorporated, a constituent chapter of the American Academy of Physician Assistants (AAPA).
*(Revised 8/17/95*

**Article II: Purpose and Mission**
The purposes of this chapter shall be to support Physician Assistants in their efforts to provide the highest quality medical care to their patients, and to promote the Physician Assistant concept through education of medical professional and lay people. *(Revised 8/17/95, proposed revision 8/15/11)***Article III: Membership**
~~The MTAPA shall be representative of Physician Assistants, students, and other interested individuals.~~
**Section 1:** Eligibility - Membership in MTAPA shall be open to all individuals wishing to participate in promoting the purposes of the Academy. Specifically, active membership in this chapter shall consist of men and women of good moral character, who are cognizant of their obligation to the public, and who meet the requirements for membership as defined by MTAPA Articles of Incorporation, these Bylaws, and such other of MTAPA rules and policies that may be established from time to time. *(Added 8/13/98; revised 8/17/95, proposed revision 8/15/11)*

**Section 2:** Membership Categories - The membership shall consist of (a) Fellow, (b) ~~non - fellow~~ Associate, (c) Affiliate, (d) Retired, (e) Student, (f) Honorary Physician Assistant, and (g) Honorary Non-Physician Assistant. All AAPA fellow members are eligible for membership in MTAPA. (*Added 8/13/98; revised 8/6/10, proposed revision 8/15/11)*

**Section 3:** A fellow member shall be a physician assistant who is a graduate of a PA Program accredited by the Committee on Allied Health Education and Accreditation (CAHEA), Commission on Accreditation of Allied Health Programs (CAAHEP), or a successor agency approved physician assistant program ~~who~~ that is certified by an agency approved by the AAPA House of Delegates. In addition the PA must be ~~and is~~ licensed, and practicing ~~or retired from practice~~ in the state of Montana. Fellow members must be members of the AAPA. *(Revised 8/6/10, proposed revision 8/15/11)*

These members shall have full voting privileges on state and national issues, and may hold elected office. AAPA members who belong to more than one constituent chapter may vote on AAPA issues in only one constituent chapter.
*(Revised 8/18/94, 8/17/95)*

**Section 4:** A ~~non-fellow~~ Associate member shall be a physician assistant who is a graduate of **a PA program accredited by** CAHEA, CAAHEP or successor agency approved program~~, who~~ that is certified by an agency approved by the AAPA House of Delegates and is licensed, and practicing ~~or retired from practice~~ in the state of Montana. ~~Non-fellow~~ Associate members shall enjoy all privileges of Fellow members except that they 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. ~~Non-fellow~~ Associate members may not hold office.
*(Added 8/24/91; revised 8/18/94, 8/17/95, 8/6/10, proposed revision 8/15//11)*

**Section 5:** An Affliate as member shall be a person who does not meet the qualifications for Fellow or ~~Non-Fellow~~ Associate membership, but who wishes to maintain membership in this organization for the purpose of supporting or enhancing the practice of Physician Assistants in the state of Montana. Associate members shall be entitled to all the privileges of Fellow members except those of holding office and voting on AAPA or MTAPA issues.
*(Revised 8/18/94, proposed revision 8/15/11)*

**Section ~~5~~ 6:** A student member is an individual who is enrolled in a CAHEA, CAAHEP or successor agency approved physician assistant program. Applicants for student membership must verify their student status in a manner acceptable to the Board of Directors. 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 MTAPA student member peers, and shall enjoy all rights and privileges including formal vote except, in matters relating to AAPA.
*(Added 8/29/90; revised 8/18/94, 8/17/95, 8/13/98, proposed revision 8/15/11)*

**Section ~~6~~ 7:** An Honorary Physician Assistant membership may be conferred by the Board of Directors upon Physician Assistants who have rendered outstanding service to the Montana State Chapter of the American Academy of Physician Assistants, or to persons who have retired from active work. Honorary members shall be entitled to the privilege of the floor of the state Chapter and shall be entitled to vote. All honorary members shall be exempt from the payment of dues.
*(Revised 8/18/94, 8/17/95)*

**Section 7 8:** An Honorary Non-Physician Assistant membership may be conferred by the Board of Directors upon persons who have rendered outstanding service to the Montana State Chapter of the American Academy of Physician Assistants (MTAPA) or to persons who have retired from active work. Honorary members shall be entitled to the privilege of the floor of the state Chapter and shall not be entitled to vote. All honorary members shall be exempt from the payment of dues. *(Revised 8/6/10)*

**Section ~~8~~ 9:** All applications for membership shall be submitted on an approved online/electronic or paper application ~~made in writing on an application~~ form provided by this organization. No applicant shall be denied on the basis of gender, age, race, handicap, creed, color, national origin, or sexual preference. *(Added 8/10/02; proposed revision 8/15//11)*

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 on by the Board of Directors, whose decision shall be final.
*(Revised 8/18/94, 8/10/02, 8/3/06, proposed revision 8/15/11)*

**Section ~~9~~ 10:** Annual fees, dues amounts, late fees and assessments shall be established and approved by the Board of Directors for each class of membership.
*(Added 8/10/02)*

**Article IV: Discipline**
**Section1:** Any member who is under sentence of suspension, or expulsion shall not be entitled to any of the rights and benefits of the organization, or be permitted to take part in any of the proceedings until he or she has been reinstated.

**Section 2:** Any member who has been censured, suspended, or expelled by the Board of Directors may appeal in writing, such action must occur within six months after written notice is given~~,~~ by the Board of Directors. *(Proposed revision 8/15/11)*

**Section 3:** 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 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 be heard shall, by a majority vote, either sustain or reverse such censure, suspension, or expulsion. The decision of the Board shall be final.
*(Revised 8/10/02)*

**Article V: Meeting of the Membership**
**Section 1:** The Board of Directors shall designate the time and place of the annual meeting of the Montana State Chapter and shall call such meeting 30 days before such meeting each year. At this meeting, reports on the affairs of the organization for the preceding year will be given by the officers of the organization.

**Section 2:** Special meetings of the organization may be called by the President, or by order of the Board of Directors.

**Section 3:** A majority of the membership present shall constitute a quorum at any meeting of the Organization.

**Article VI: Board of Directors**
**Section 1:** The Board of Directors shall consist of President, President Elect, Past-President, Secretary, Treasurer, Directors at Large, HOD Delegates, and Student Representative.
*(Added 8/13/98; revised 8/6/10)*

**Section 2:** Each officer of the organization shall be a fellow member in good standing of the AAPA and of MTAPA for the duration of his/her term. If an officer retires from practice during their term, he/she may continue in their position through the end of his/her term, as long as they continue to actively participate in a manner acceptable to the MTAPA board of directors (BODs). If an officer ceases to be employed within MT, taking a job out of state during their term, he/she may continue in their role until the next election cycle, if he/she continues to participate in a manner acceptable to the BODs. If an officer retires or ceases to be employed in Montana, he/she needs to evaluate his/her ability to continue to participate in a meaningful way, and state such, or resign.
*(Added 8/13/98; revised 8/10/02, 8/3/06, proposed revision 8/15/11)*

**Section 3:** The Board officers shall have a one-year term of office with the exception of the Secretary, Directors at Large, HOD Delegates and the Treasurer which shall have a two 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. (*Revised 8/3/06, 8/6/10)*

**Section 4:** The Board of Directors shall control and manage the affairs of the organization. *(Revised 8/10/02)*

**Section 5:** 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 the opportunity to appear and be heard on the matter before the Board of Directors takes final action.
*(Revised 8/10/02)*

**Section 6:** The officer may appeal such action, in writing within six months after removal of notice is given and the Board has taken action to remove the officer. The Board of Directors shall designate a time and place for hearing the appeal. After giving the officer and representatives reasonable opportunity to be heard, the Board of Directors shall, by majority vote either sustain or reverse the removal of the officer. The decision of the Board shall be final.
*(Revised 8/13/98)*

**Article VII: Election of the Board of Directors**
**Section 1:** The offices to be filled are the Board of Directors.
*(Revised 8/13/98)*

**Section 2:** Eligible voters include Fellow members, Honorary Physician Assistant members, and the student representative.
*(Added 8/13/98; revised 8/10/02, 8/6/10*)

**Section 3:** The term of office for all officers shall be as follows: One year for the President, Past President, President Elect and Student Representative; and wo years for the Secretary, Treasurer, Directors at Large, and Delegates to the AAPA House. ~~defined by the one year~~, commencing July 1. Upon installation of the new officers, the incumbent President becomes the Past President.
*(Revised 8/13/98, proposed revision, 8/15/11)*

**Section 4:** A candidate must be a fellow member in good standing of the Academy.

**Section 5:** The election of officers shall be conducted by mail, email or other correspondence no later than ~~September 30th~~ May 30th.
*(Revised 8/13/98, 8/6/10, proposed revision 8/15/11)*

**Section 6:** The Elections committee shall determine the procedures for the election of officers.
*(Revised 8/13/98, 8/15/11)*

**Section 7:** Vacancies in Office
a) in the event of a vacancy in the office of President, the President Elect shall become the President to serve the unexpired term, and shall serve his/her own successive term as President.
b) in the event of a vacancy in the office of President Elect, the immediate Past President shall assume the duties, but not the office of the President Elect, as well as his/her own duties until the next meeting of the Board of Directors, at which time the Board shall fill the vacancy by appointment.
c) All other vacancies occurring in the Board of Directors shall be filled by a vote of the majority of the remaining Board members from a slate of candidates identified by the Board.
*(Revised 8/29/90, 6/22/91, 8/18/94)*

**Section 8:** MTAPA Liaison to the Board of Medical Examiners
The MTAPA Board of Directors will appoint a ~~primary and alternate~~ Liaison to the Board of Medical Examiners, as mandated by law. The Liaison to the BOME shall serve a two year term, and may be re-appointed. (*Added 8/06/05; proposed revision 8/15/11)*

**Article VIII: Meeting of the Board of Directors**
**Section 1:** The Board of Directors shall hold Meetings at such times and at such places as may be designated by the President but in no event shall there be less than two such meetings in any calendar year, and an absolute majority of the membership of the Board shall constitute a quorum for the purposes of transacting business.

**Section 2:** Special meetings may be called by the Secretary at the request of the President, or upon written request to the President of at least five members of the organization. The object of special meetings shall be stated in the call and no other business shall be transacted. Notice of special meetings shall be transmitted by mail, email or other correspondence no less than 14 days and no more than 28 days prior to such meetings.
*(Revised 8/3/06)*

**Section 3:** An officer must be present at three-fourths of all officially designated meetings or forfeit his/her position. If an officer is unable to attend an officially designated meeting he/she must notify the President at least 48 hours before the meeting is to take place.
*(Added 8/17/95)*

**Article IX: Duties of the 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 committees and designate the chairperson, subject to the approval of the Board of Directors.
*(Amended 8/19/93, 8/10/02; revised 8/18/94)*

**Section 2:** The President Elect, in the absence of the President, shall assume the duties of the President. The President Elect will organize and conduct all annual elections and is the chairperson of the Elections Committee.
*(Amended 8/19/93, 8/10/02; revised 8/18/94, 8/17/95)*

**Section 3:** The Secretary will keep minutes of all meetings of the organization, be responsible for all organization communications, and notify all members of all meetings. He/she will work with the administrative office to ensure the membership list is updated on a monthly basis, and is distributed to the BOD on a quarterly basis.
*(Amended 8/19/93; proposed revision 8/15/11)*

**Section 4:** The Treasurer shall monitor the records of the financial status of the organization, monitor collection of yearly dues from all members deposited in to the organization's account, and all other funds received by the organization. As the agent of the President he/she will approve the payment of all bills of the organization. The financial records shall be audited every year. The method of audit will be determined by the Board of Directors.
*(Amended 8/19/93, 8/10/02; revised 8/7/04, proposed revision 8/15/11)*

**Section 5:** The ~~two~~ Directors-at-large will have duties and functions assigned by the President with the consent of the Board of Directors.
*(Added 8/19/93; revised 8/18/94)*

**Section 6:** The Past President shall attend Board meetings and shall perform such duties as may be delegated by the President. *(Added 8/10/02)*

**Section 7:** The ~~primary and alternate~~ Liaison~~s~~ to the Board of Medical Examiners shall serve ~~alternately or jointly~~ as the appointed Liaison to the Montana state Board of Medical Examiners as mandated by law. The ~~primary and/or alternate~~ Liaison~~s~~ to the Board of Medical Examiners, shall attend all Board of Medical Examiners meetings for which there are scheduled issues involving Physician Assistants, to provide continuity in the representation of MTAPA and all Physician Assistants in the state. *(Proposed revision 8/15/11)*

**Section 8:** The Student representative shall act as a liaison between the Board of Directors and all student members of the organization. The student representative shall assist in conducting the affairs of the organization as designated by the President.
*(Added 8/13/98; revised 8/10/02)*

**Article X: 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 by ~~February 15th~~ -August 31st. *(Revised 8/6/10, proposed revision 8/15/11)*

**Section 4:** Any member whose dues, late fees, or assessments are unpaid at the time of any meeting or election 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. *(Added 8/13/98)*

**Article XI: Standing 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. There shall be the following Standing Committees: a) Membership b) Legislative c) Elections and d) CME.

**Section1:** The members of each standing committee shall serve for a term of one year, commencing July 1. All committee members shall be appointed by the President, with 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.
*(Added 8/10/02; proposed revision 8/15/11)*

**Section 2:** Each standing committee shall be responsible for the performance of the duties and functions delegated to it by the Board of Directors and/or the President. *(Proposed revision 8/15/11)*

**Section 3:** Standing committees shall hold regular meetings and shall make periodic reports to the Board of Directors, through the President. *(Revised 8/10/02)*

**Section 4:** Special (ad hoc) committees may be appointed by the President, with the concurrence of the Board, for such special tasks as circumstances warrant. *(Added 8/1/02)*

**Article XII: Duties of the Standing Committees**
**Section 1:** The Membership Committee shall encourage and promote the increase of MTAPA membership by coordinating the recruitment, retention and development of the organization's members. *(Added 8/10/02)*

**Section 2:** The Legislative Committee shall monitor current legislation and policies that have an effect on MTAPA and when necessary coordinate the proactive lobbying for improved quality and standards for Physician Assistants practicing in Montana and encourage the membership to take a role in the legislative process. *(Added 8/10/02)*

**Section 3:** The Elections Committee shall prepare a slate of candidates to fill positions on the Board of Directors and AAPA House of Delegates. The committee shall establish rules and regulations governing the elections. The Committee shall conduct the elections in the manner discussed in Article VII, section 5. *(Added 8/10/02*)

**Section 4:** The Continuing Education Committee (CME) shall coordinate the planning of CME conferences for MTAPA. The CME Committee shall be in charge of coordinating the notification of the membership of upcoming events and of actively pursuing fundraising avenues for holding conferences, such as encouraging local pharmaceutical companies to become sponsors. *(Added 8/10/02)*

**Article XII: Amendments**

**Section 1:** These bylaws may be amended at any meeting, by mail, email or other written form of communication of the membership by a majority vote of all voting members. *(Revised 8/6/10)*

**Article XIII: Parliamentary Authority**

**Section 1:** The current addition 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 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. *(Amended 8/10/02)*

**Article XIV: Ethics and Judicial Affairs**

**Section 1:** The Board of Directors shall serve as the judicial body of the organization.

**Section 2:** The Board of Directors will create policy defining and implementing the organizations Code of Ethics. *(Added 8/13/98)*