

BYLAWS OF THE

**Association of Family Practice
Advanced Practice Clinicians & Nurse
Practitioners
(Advanced Practice Clinicians)**

Article I: Name

The name of this organization is the **Association of Family Practice Physician Assistants & Nurse Practitioners**, herein referred to as **AFPPANP**.

Article II: Vision, Mission, and Purpose

The purpose of the **AFPPANP** is:

Section 1: THE AFPPANP is the authoritative and definitive representative of the Advanced Practice Clinicians profession within Family Practice.

Section 2: AFPPANP's mission is to foster the educational and professional interests of Family Practice Advanced Practice Clinicians by promoting clinical and academic excellence, providing a forum for assembly and distributing EMPLOYMENT information. THE ASSOCIATION SERVES TO PROVIDE mentoring and/or precepting students with Advanced Practice Clinicians, promotes relevant CE resources, and disseminates employment information. Additionally, the **AFPPANP** provides information relevant to the Family Practice discipline and/or a list of subject matter experts to all interested parties. AND STRIVES TO DEVELOP RELATIONSHIPS BETWEEN AFPPANP MEMBERS AND LOCAL FAMILY PRACTICE MEDICAL ORGANIZATIONS.

Article III: Membership

The **AFPPANP** shall be representative of Advanced Practice Clinicians, students, and other interested individuals within the field of Family Practice, who meet the specified bylaws and requirements specified by the Board of Directors.

Section 1: Membership categories are a) fellow, b) sustaining, c) student, d) physician, e) associate, f) affiliate, and g) honorary members. All NPs and PAs are eligible for membership in **AFPPANP**.

Section 2: A Fellow member is an accredited Physician Assistant or Nurse Practitioner program graduate who shall be employed within, or participant of Family Practice. Fellow members shall be entitled to the privilege of the floor, to vote, and hold office.

Section 3: A Sustaining member is an Advanced Practice Clinician eligible for fellow membership who has chosen not to practice in the Advanced Practice Clinician profession. Sustaining members shall be entitled to the privilege of the floor.

Sustaining members may not vote on AFPPANP matters or hold office.

Section 4: A Student member is a person enrolled in an accredited Advanced Practice Clinician 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 and enjoy all rights and privileges including formal vote.

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

Section 6: An Associate member is a person engaged in selling products or other services to Advanced Practice Clinicians 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 7: 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 8: An Honorary member shall be a person who has rendered distinguished service to the Advanced Practice Clinician profession and/or **AFPPANP**. Such members shall be nominated by an active association 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 9: All applications for membership shall be (*in writing*) on application forms provided by this organization.

No applicant shall be denied on the basis of gender, age, race, handicap, creed, color, national origin, handicap, or sexual preference.

Section 10: 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 yearly basis.

Article IV: Discipline

Section 1: The **AFPPANP** holds its members to the following Code of Ethics.

I swear to fulfill, to the best of my ability and judgment, this covenant:

I will respect the hard-won scientific gains of those clinicians in whose steps I walk, and gladly share such knowledge as is mine with those who are to follow.

I will apply, for the benefit of the sick, all measures which are required, avoiding those twin traps of overtreatment and therapeutic nihilism.

I will remember that there is art to medicine as well as science, and that warmth, sympathy, and understanding may outweigh the surgeon's knife or the chemist's drug.

I will not be ashamed to say "I know not," nor will I fail to call in my colleagues when the skills of another are needed for a patient's recovery.

I will respect the privacy of my patients, for their problems are not disclosed to me that the world may know. Most especially must I tread with care in matters of life and death. If it is given me to save a life, all thanks. But it may also be within my power to take a life; this awesome responsibility must be faced with great humbleness and awareness of my own frailty. Above all, I must not play at God.

I will remember that I do not treat a fever chart, a cancerous growth, but a sick human being, whose illness may affect the person's family and economic stability. My responsibility includes these related problems, if I am to care adequately for the sick.

I will prevent disease whenever I can, for prevention is preferable to cure.

I will remember that I remain a member of society, with special obligations to all my fellow human beings, those sound of mind and body as well as the infirm.

If I do not violate this oath, may I enjoy life and art, respected while I live and remembered with affection thereafter. May I always act so as to preserve the finest traditions of my calling and may I long experience the joy of healing those who seek my help.

Section 2: 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: 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: 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 a 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 panel shall be final.

Article V: Meetings of Members

Section 1: The annual 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. Generally, the annual meeting shall be held in conjunction with the AAPA national meeting.

Section 2: Notice of meetings shall be in writing. A copy of the notice shall be DISTRIBUTED THROUGH AN EMAILING TO THE GENERAL MEMBERSHIP AND WILL BE POSTED ON THE AFPPANP WEB SITE no less than 60 days before the date 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: Votes shall be decided on the basis of a simple majority.

Article VI: Board of Directors

Section 1:

The Board of Directors shall consist of President, President Elect, Vice President, IMMEDIATE PAST President, Secretary, Treasurer, and Student Representative.

Section 2: Each officer of the organization shall be a fellow member in good standing of the AFPPANP 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 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 COMMITTEE CHAIRS AND COMMITTEE MEMBERS. THE BOARD MAY ALSO APPOINT INTERIM OFFICERS TO COMPLETE TERMS OF OFFICE FOR OFFICIALS WHO HAVE RESIGNED OR HAVE BEEN REMOVED FROM OFFICE. INTERIM OFFICERS WILL COMPLETE THE TERM OF OFFICE FOR THE OFFICIAL THAT THEY ARE REPLACING. Such additional officers with such title, authority, and duties as it may deem advisable. The Board will set the amount of any compensation if any for additional officers or office personnel and 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 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: The (elected board) MEMBER 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

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.

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 two years as the Immediate President.

Section 4: Eligible voters include fellow members and the Student Representative.

Section 5: The election of officers shall be conducted by email. The election of officers shall be announced at the annual membership meeting and BY EMAIL to all members and posted on the AFPPANP web site. The election shall be conducted at least 45 days prior to July 1.

Section 6: The elected officers shall assume office on July 1. Their terms of office run for 2 years from July 1 to June 30 two following their election of the following year.

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 COMMITTEE MEMBERS AND CHAIRS AND DEVELOP

AD HOC COMMITTEES AND APPOINT LAISONS. *All standing committees and designate their chairperson*, subject to the approval of the Board of Directors. THE PRESIDENT MAY SIGN CONTRACTS with co-signature of organization manager AS THE REPRESENTATIVES OF AFPPANP

Section 2: The President Elect, in the absence of both the President and Vice President, shall assume the duties of the President.

Section 3: The Vice President shall assume the duties of the President in his absence or vacancy. The Vice President will organize and conduct, with the assistance of the Secretary, all annual elections and be chair of the Elections Committee.

Section 4: The Immediate Past President shall attend Board meetings and shall perform such duties as may be delegated by the President. The Immediate Past President will serve as chair of the Corporate Sponsor Development Team/Committee and the Leadership Development Team/Committee. AND SERVE AS PARLIMENTATIAN FOR BOD MEETINGS.

Section 5: The Secretary shall keep minutes of all BOARD OF DIRECTORS meetings of the organization, be responsible for all organization

communications via organizational manager, assist the Vice President on elections, SEND OUT ANNOUNCEMENTS OF MEETINGS AND ELECTIONS AND COLLECT AND FILE THE MINUTES FROM COMMITTEE MEETINGS notify all members of all meetings, and attempt to send applications for membership to all eligible Advanced Practice Clinicians and students.)

Section 6: The Treasurer via organizational manager shall maintain accurate records of the financial status of the organization, be responsible for the collection of yearly dues from all members, be responsible for the deposit in the organization's account of 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 FOLLOW STANDARD BOOKKEEPING PROCEDURES. Be audited every year and upon leaving the office. The method of audit will be determined by the Board of Directors. A BANK AUDIT OF THE AFPPANP FINANCIAL RECORDS WILL BE CONDUCTED EVERY THREE OR FOUR YEARS AS DEERMINED BY THE BOD.

Section 7: 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 affairs of the organization as designated by the President. He or she shall encourage student participation and involvement on all AFPPANP committees, teams, and/or projects. THE STUDENT REPRESENTATIVE WILL BE A MMBER OF THE SCHOLARSHIP COMMITTEE.

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. There shall be the following Standing Committees: a) Membership, b) Legislative, c) Elections, and d) CE. FINANCE, SCHOLARSHIP, PUBLICITY/NEWSLETTER, WEBSITE, FAMILY MATTERS (newsletter) AND CORPORATE RELATIONS.

COMMITTEES MAY DEVELOP POLICY, PROCEDURES, RULES AND REGULATIONS WHICH ARE SUBJECT TO APPROVAL BY THE BOD.

Section 1: The members of each standing committee shall serve for a term of two years, commencing on July 1. All committee members shall be appointed by the President, and shall be subject to removal by the President. Each committee shall be responsible to the President.

Section 2: Each standing committee shall be responsible for the performance of the duties and functions delegated to it by the President.

Section 3: Standing committees shall hold regular meetings and shall make quarterly written reports to the Board of Directors through the President. MINUTES OF COMMITTEE MEETINGS WILL BE FILED WITH THE SECRETARY to the organizational manager.

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.

Article X: Duties of the Standing Committees

Section 1: The Membership Committee shall encourage and promote the increase of **AFPPANP** membership by coordinating the recruitment, retention, and development of the organization's members AND REVIEW AND UPDATE THE MEMBERSHIP APPLICATION ANNUALLY.

Section 2: The Legislative Committee shall monitor current legislation and policies that have an effect on **AFPPANP** and when necessary coordinate the proactive lobbying for improved quality and standards for Advanced Practice Clinicians practicing in Family Practice and encourage the membership to take a role in the legislative process.)

Section 3: The Elections Committee shall VARIFY THE ELIGIBILITY REQUIREMENTS OF CANDIDATES AND prepare a slate of candidates to fill positions on the Board of Directors. 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.

Section 4: The Continuing Education Committee (CME, CEU) shall coordinate the planning of CE conferences for **AFPPANP**. The CE Committee shall be in charge of coordinating the notification of the membership of upcoming events and of actively pursuing other fundraising avenues for holding conferences, such as encouraging local pharmaceutical companies to become sponsors. The CE committee shall also solicit and maintain a list of speakers and subject matter experts and provide such information to any interested party.

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. PROPOSED BY THE FINANCE COMMITTEE FOR APPROVAL BY THE BOD.

Section 3: Annual membership dues shall be payable February 1. New members applying August 1 will pay one-half dues for the present year.

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 FINANCE COMMITTEE may establish procedures and policies with regard to nonpayment of dues, late fees, and assessments as they become due.

Section 5: In the case of the disavowment of **AFPPANP** all funds shall be donated to the AAPA and AANP 50% each.

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. THE VICE PRESIDENT SHALL SERVE AS PARLIMENTARIAN.

Article XIII: Ethics and Judicial Affairs

Section 1:

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

Section 2: AFPPANP MEMBERS ARE HELD TO THE CODE OF ETHICS. THE BOD MAY SUSPEND, OR EXPELL MEMBERS FOR VIOLATION OF THE CODE OF ETHICS, FELONY CONVICTION OR SUSPENSION OR REVOCATION OF PA LICENSURE

Article XIV: Amendment of Bylaws

Section 1:

Minor edits to these bylaws may be made by the majority vote of the **AFPPANP's** Board of Directors.

Section 2: Written notification shall be made to all membership at least 3 weeks prior to voting on any proposed amendments to the bylaws.

Section 3: Major amendments to these bylaws may be made at any regular or special meeting of the membership by a majority vote of all voting members present or by proxy.

Signed this 1st day of March 2017:

Blaine P. Carmichael

Blaine P. Carmichael, RN, MPAS, PA-C, DFAAPA
Director, Founder

Addendum

1. Change student dues to \$10 one time fee. This fee is good for membership through January 31 of the year following graduation from a Physician Assistant training program.
 2. The Secretary/Treasurer Position may be separated into two positions, Secretary and Treasurer if there are available candidates. All officer positions will be for two years.
 3. Election of officers will take place in the fall of the year with elected officers assuming their positions on July first of the following year. Officers will serve a two-year term.
 4. All BOD members, any Continuing Medical Education Committee member, and any other individual deemed worthy by the BOD will have conference registration waived at the AFPPANP annual Continuing Education Conference.
1. The **AFPPANP** will establish a student representative for each of the USA regions. One student will be designated at the official Student Representative and will be a voting member of the Board of Directors. Each student representative will be funded (max \$500) to their Regional meeting in the spring of the year. The official Student Representative will be funded to attend AFPPANP Continuing Education Conference. All student representatives will have conference registration fees waived for the AFPPANP annual conference. Term of office will be August 1-July 31.
 2. The **AFPPANP** will establish the position of Graduate Student Advisor. This position will be a non-voting member of the BOD. The Graduate Student Advisor will be a recent (within 3 years) graduate of an accredited physician assistant training program and must have served previously as a student representative for the AFPPANP. The Graduate Student Advisor will act as a liaison between the BOD and the student representatives. The Graduate Student Advisor will have conference registration fees waived for the AFPPANP annual conference. Term of office will be August 1-July 31.
 3. The **AFPPANP** will establish a scholarship fund for students. Amount of the fund will be a minimum of 10% of the net proceeds of the annual AFPPANP Continuing Education Conference. Student representatives will delineate the requirements and the application process and recommend to the BOD amounts to be awarded to

individuals selected. The AFPPANP BOD will make the final determination of awards.

4. The **AFPPANP** may fund a minimum of two people to attend the national AAPA & AANP conferences. They will have primary responsibility for staffing the booth in the exhibit hall. Maximum amount \$1500 per person.