

**BYLAWS
of the
LOUISIANA ACADEMY OF PHYSICIAN ASSISTANTS**

PREAMBLE

The Louisiana Academy of Physician Assistants (LAPA) shall be representative of Physician Assistants of the State of Louisiana. The primary objective of the LAPA is to enhance the quality of care to the people of Louisiana through the process of continuing education to its members and to the public.

**ARTICLE I
Membership**

Section 1: General

Membership in the LAPA shall consist of people of good moral character who are aware of their obligations to the public and who meet the requirements prescribed herein. All fellow AAPA members are eligible for membership in LAPA unless their chapter membership was revoked for reason of ethical or judicial nature.

Section 2: Categories

Membership shall consist of Fellow, Associate, Dual, Affiliate, Student and Honorary members.

Section 3: Fellow Members

A LAPA Fellow Member is a CAHEA or CAAHEP-accredited PA program graduate or NCCPA-certified Physician Assistant who is also a Fellow Member of the American Academy of Physician Assistants. Rights to vote and hold office in the LAPA are restricted to LAPA Fellow Members in good standing.

Section 4: Associate Members

Associate Members shall include those physician assistants who are eligible for AAPA Fellow Membership, but chose not to join the AAPA. Also those physician assistants who have been granted the title of physician assistant under the auspices of the Louisiana State Board of Medical Examiners are eligible for Associate Membership. Associate Members can not vote or hold office.

Section 5: Dual Members

Dual Members shall include those physician assistants who are Fellow Members of the AAPA and another constituent chapter recognized by the AAPA. Dual Members cannot vote or hold office.

Section 6: Affiliate Members

Affiliate Members shall consist of physicians (supervising and non-supervising), administrators and faculty members of any AAPA/LAPA recognized Physician Assistant Training Program. The LAPA will also accept, as affiliate members, any interested health care individual subject to the Board of Directors approval. Affiliate Members cannot vote or hold office.

Section 7: Student Members

Student members are students of good standing in attendance at a CAHEA approved Physician Assistant Training Program. Students may participate in all chapter activities except voting or holding office except for their elected student representative to the LAPA BOD.

Section 8: Honorary Members

Honorary Members are people of distinction who have rendered outstanding or notable service to the LAPA or are those who have retired from the profession. Honorary Members are selected and elected by the LAPA Officers and Directors. Honorary Members may be active in the LAPA but not vote or hold office.

Section 9: Applications

All applications for membership shall be made in writing on a form approved by the LAPA. The application will be reviewed and approved or rejected by the LAPA Board of Directors. All those rejected by the LAPA Board of Directors will be presented to the voting membership and their vote will be final.

Application for Honorary membership is not required.

Section 10: Violations

To protect the public against misconduct, any member may, in good faith, charge another member who is believed to have violated the principles of medical ethics or the rules and regulations the LAPA or who is believed to be otherwise guilty of conduct justifying censure, suspension or expulsion from the AAPA or LAPA. Such a process shall be handled in the following manner.

- A. Conditions must be submitted, in writing, to the Secretary of the LAPA and a copy sent to the President and each officer and director.
- B. A meeting of the LAPA Board of Directors shall be called by the President within 30 days of the submitted charges to consider their content and decide on an appropriate action.
- C. The officers shall, after having given to the accuser and the accused every opportunity to be heard, including oral arguments and the filing and consideration of any written brief,

conclude the hearing and within 30 days thereafter render a decision. The affirmative vote of a majority of the members of the Board shall constitute the decision of the said Board which by such vote may exonerate, censure, suspend, or expel the accused from the Louisiana Academy of Physician Assistants. The Board shall issue a resolution which shall contain its decision without other statement of opinion about the case and shall be signed by the President and Vice-President.

Section 11: Repeal Process

Any member who has been censured, suspended, or expelled by the Board of Directors may appeal such actions within six months after notice is given in writing by the Board of Directors. The Board of Directors 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 of either sustain or reverse such censure, suspension, or expulsion. The decision of the Board shall be made in writing to the member within 30 days of such decision and signed by the LAPA President and Vice-President.

If the LAPA Board of Directors' decision and action is for expulsion and that action is essentially a result of the Louisiana State Board of Medical Examiners investigation and action, the Board of Medical Examiners will be notified (sent a copy) of the LAPA Directors' action.

ARTICLE II Powers of the Board of Directors

Section 1: General

Without prejudice to the power conferred by these Bylaws, it is expressly declared that the Board of Directors shall have the following powers:

Section 2: Specifics

- A. Appoint and employ and at its discretion to remove and suspend, permanently or temporarily; such persons, managers, assistants, clerks or agents it may choose and to determine and fix their duties, change duties, salary and emoluments. Require security in such instances and in such amounts it may determine to confer by resolution upon any officer of the LAPA the right to choose, remove or suspend all subordinate officers or agents and fix or change their salaries.
- B. To determine who shall be authorized to sign on the LAPA's behalf bills, receipts, endorsements, checks, releases, contracts, and documents.
- C. To impose such monetary charges, dues and/or assessments as it may deem advisable for purposes of completing or furthering the LAPA's objectives.
- D. To fill vacancies occurring in their members, between annual elections, by appointment.
- E. Each Board Member of the organization shall be and remain a member in good standing

of the AAPA for the duration of their term.

ARTICLE III **Meeting of Membership**

Section 1: General

The Board of Directors shall designate the time and place of the annual meeting of the Louisiana State Chapter and shall call such meeting 60 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

Special meetings of the LAPA may be called by:

- Decision of the President
- Simple majority vote of the Board of Directors
- By petition from the Fellow Members of the LAPA

At least 15 Fellow Members must petition the President, stating the reason(s). The President must validate their membership standing with the Secretary and then act upon the petition.

Once the decision has been properly made to call a Special Meeting, the President will send to each LAPA member a written notification of such a meeting, to include:

- The reason for the call
- An agenda
- Place, location and time of the meeting
- The meeting cannot be called sooner than 14 days from the date of the decision, nor can it be called later than 28 days from the date of the decision.

The entire Process of the call shall be documented in written report submitted to the Secretary at the meeting, read to the membership by the Secretary and incorporated as part of the minutes of the meeting.

Section 3: Quorum

A quorum for membership meetings shall be one-fourth of the fellow members of the LAPA.

ARTICLE IV **Election of the Officers and Directors**

The election of the Board of Directors shall be done by mail ballot each year. Nominations will

be taken starting on February 1st of each year. Written notice will be mailed to all LAPA members by February 1st, and nominations should be mailed or telephoned to the LAPA office by March 15th of each year, after which time no more nominations will be taken. A ballot will then be mailed to all LAPA fellow members by April 1st, all ballots must be received back by April 30th. Results will be published and be mailed in the May newsletter. At the election, a President-Elect, a Vice-President, a Secretary, a Treasurer, and a Director-at-Large shall be elected. Each shall serve for a period of one year, except the Secretary and Treasurer who shall serve two years.

Therefore, after the election, the LAPA's Officers and Directors shall consist of a President, a President-Elect, an Immediate Past-President, a Vice-President, a Secretary, a Treasurer, and a Director-at-Large. The elected officers shall take office on July 1. Their term of office runs from July 1 to June 30. Also, the BOD shall include a Faculty and Student Representative from each of the state's PA Programs.

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.

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 majority vote either sustain or reverse the removal of the officer. The decision of the Board of Directors shall be final.

ARTICLE V

Meeting of the Board of Directors

Section 1: Bi-Annual

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 a calendar year, and a majority of the membership of the Board of Directors shall constitute a quorum for the purpose of transacting business.

Section 2: Special Meetings

Special meetings may be called by the Secretary at the request of the President, or upon written request to the President of at least 15 members of the LAPA. The objectives of the special meetings shall be stated in the call and no other business shall be transacted. Notice of special meetings shall be transmitted by mail no less than 14 days and no more than 28 days prior to such meetings.

ARTICLE VI
Duties of the Officers

Section 1: President

The President shall preside at all business meetings of the organization and of the Board of Directors. He shall make, to the annual meeting of the organization, a full report of the year's activities. He shall appoint all standing committees of the Board of Directors and shall designate the Chairman thereof, subject to the approval of the Board of Directors.

Section 2: President-Elect

The President-Elect succeeds to the office of President at the end of the first elected year. It is expected that the President-Elect be given and seek the opportunity to work closely with all Board Members. The President-Elect, under normal circumstances, should be one of the prime considerations to chair Ad Hoc committees as appointed by the President.

Section 3: Vice-President

The Vice-President shall assume the duties of the President in his/ her absence. The Vice-President will organize and conduct, with assistance of the Secretary and the Treasurer, all annual elections.

Section 4: Secretary

The Secretary will keep minutes of all meetings of the organization, be responsible for all organization communications, and notify all members of all meetings.

Section 5: Treasurer

The Treasurer shall maintain accurate records of financial status of the organization, collect yearly dues from all members, deposit into the organization's account 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.

Section 6: Immediate Past-President

The Immediate Past-President shall act as counsel to the President.

Section 7: Director-at-Large

In addition to the overall duties and responsibilities of any LAPA Officer, the Director-at-Large shall review and submit recommendations to the Board of Directors regarding changes, additions or deletions of the LAPA's Constitution and Bylaws. This review will be done on an "as needed basis", but shall be done as a matter of mandated review every two years.

Section 8: Meeting Attendance

All members of the Board must be present at three-fourths of all officially designated meetings or forfeit their position. The call for the forfeit may be made by any LAPA Fellow or Affiliate member.

Section 9: Delegates to AAPA

The President shall direct an annual election to provide the LAPA with the appropriate number of Delegates to be seated in the AAPA's House of Delegates. This may be done by a special selection or be done within the framework of the LAPA's annual election of Officers and Directors. All Fellow Members are eligible.

Section 10: PA Program Faculty Representatives

A representative from each of the state's PA programs will serve as liaison to LAPA and may be asked by the LAPA Board to assist with presented issues. These representatives will be determined by the specific program and should be distinct from other members of the Board. These are voting positions.

Section 11: Student PA Society Representatives

A Student Representative from each of the state's PA Programs will act as liaison to LAPA and may be asked by the LAPA Board to assist with presented issues. Each representative will be a full-time student at their program, elected by their peers, and serve a term consistent with their society's bylaws. These are voting positions.

ARTICLE VII
Committees

Section 1: Establishing

Committees can be established by the Board of Directors or established by the President, by and with the vote consent of the Board of Directors.

Section 2: Types

Standing Ad Hoc committees may be established. An Ad Hoc committee can be established at the sole direction of the President. An Ad Hoc committee shall not be in effect for more than a

period of one year, without review of the new President.

Section 3: Responsibilities

Each committee is responsible for the performance of the duties and functions delegated. Written reports shall be submitted to the Board of Directors.

ARTICLE VIII Parliamentary Authority

Section 1:

The current edition of Sturgis-Standard Code of Parliamentary Procedure shall be the parliamentary authority of 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 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 AAPA to change the philosophy by altering the organization's constitution and bylaws.

ARTICLE IX Ethics and Judicial Affairs

Section 1:

The BOD shall serve as the judicial body of LAPA.

Section 2:

The LAPA holds its members to the AAPA Code of Ethics.

ARTICLE X Amendments

Section 1:

Minor edits to these bylaws may be made by the majority vote of the organizations BOD.

Section 2:

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

Section 3:

Written notification shall be made to all membership at least 3 weeks prior to voting any proposed amendment to the bylaws.

ARTICLE XI
Dissolution of the Organization

Section 1:

In the event of dissolution of the organization, the remaining money, after all debts are settled, will be dispersed to the PA foundation for scholarship funding of a Louisiana PA student or students.