

BYLAWS

AAPA FEDERAL SERVICES CONGRESS

(as of July 2, 2004)

ARTICLE I – PURPOSE

The purpose of this organization shall be to function as a unified forum for discussion of issues that are unique and/or important to the function and practice of Physician Assistants employed and utilized by the Federal Government. When appropriate, this organization will formulate and recommend policies and/or solutions that will promote the most efficacious and economical utilization of Physician Assistants by the Federal Government. In addition to a forum for discussion, this organization may, when appropriate, become politically active in order to accomplish our stated purpose. In matters pertaining to Federally employed Physician Assistants, this organization shall be representative to the AAPA House Officers and Board of Directors.

ARTICLE II – MEMBERSHIP

Membership in the AAPA Federal Services Congress shall include physician assistants of good moral character who are members of one of the Federal constituent chapters (e.g., Air Force, Army, Navy, Public Health Service, or Veterans Affairs) and meet the requirements for membership as prescribed within these Bylaws.

Section I.

Membership in the AAPA Federal Services Congress will be restricted to persons who are graduates or students of a Committee on Allied Health Education and Accreditation (CAHEA) or Commission on Accreditation of Allied Health Education Programs (CAAHEP) approved program and/or who are employed or retired from an agency of the Federal Government, or as otherwise stated in these Bylaws.

Section II.

Membership in the APPA Federal Services Congress shall be in keeping with the policies of the APPA. (The Secretary of the AAPA Federal Services Congress will keep a copy of AAPA policy on Constituent Chapter policy, Charter Guidelines and act as liaison with the Chapter and Constituent Relations Committee of the AAPA to keep current on the policies.) Individual chapters shall track membership.

Membership in the AAPA Federal Services Congress shall be automatic for affiliate or associate members of Federal chapters. There shall be one voting member from each Federal chapter.

ARTICLE III – APPOINTMENT OF OFFICERS AND TERMS OF OFFICE

Section I. Officers

- A. The office of Secretary/Treasurer shall be appointed and hold office for a period of two (2) years.
- B. Five Directors at Large shall be appointed by constituent chapters and hold office for a period of one (1) year. The Directors shall be one from each constituent chapter (e.g., Air Force, Army, Navy, Public Health Service, or Veterans Affairs).
- C. The term for all elected Officers and Board of Directors will be from July 1 to June 30, after appointed.
- D. A majority of Officers and Board of Directors present at a business meeting will constitute a quorum at any meeting.
- E. The offices of Chairperson and Vice Chairperson shall be appointed and serve for a period of one (1) year. The Immediate Past Chairperson's term of office will also be one (1) year. The Chairperson shall be appointed on a rotational basis with each constituent chapter rotating in succession. It is recommended that the person that will next rotate to Chairperson serve as Vice Chairperson the year prior to becoming Chairperson.

Section II. Candidates for Office

All candidates for Officers should be Fellow members in good standing of the AAPA Federal Services Congress and the APPA. If there is no Fellow member running for office, the Chairperson will petition the Constituent Chapter Member Relations Committee for approval of filling the office with an Associate member.

Section III. Officer Vacancies

Vacancies in any position of office will be temporarily filled through direct appointment of a member by the Chairperson (or Vice Chairperson if the Chairperson's office is vacant), subject to a two-thirds (2/3) vote of approval by the remaining Officers and Board of Directors. The term of office for any appointment position shall run until the next regularly scheduled appointments for the office.

ARTICLE IV – DUTIES OF BOARD OF DIRECTORS

Section I.

The Board of Directors consists of the Secretary/Treasurer and the five Directors.

Section II.

The Board of Directors is the executive and judicial body for the APPA Federal Services Congress. This board shall conduct all necessary business of, and set policy for, the organization during the regularly scheduled meeting at the AAPA annual conference and/or additional business meetings shall be held whenever designated by the Chairperson.

Section III.

Written communication, telegrams, or telephone conference calls to the Board of Directors may be held at the discretion of the Chairperson for the purpose of conducting urgent business which cannot wait until the next regularly scheduled meeting. Minutes of such meetings shall be promptly distributed to the Board of Directors and shall be reviewed and approved at the next scheduled meeting.

Section IV.

The Chairperson is to function as the designee empowered to conduct general business for the AAPA Federal Services Congress in its name. The Chairperson shall notify the other Directors (by telephone, Electronic Mail, or in writing) within seven (7) days of all significant business or financial transactions thus conducted and shall submit a written report of the same to the BOD within thirty (30) days of the business dealings and/or financial transactions thus conducted. He/She shall present a written report of the same at the next scheduled meeting of the Board of Directors.

Section V.

The Board of Directors shall appoint, employ, and permanently or temporarily remove or suspend such officers, managers, assistants, clerks, and agents as deemed necessary for the good of the organization. Removal of a Director of the AAPA Federal Services Congress for cause shall require a unanimous vote of the remaining Board of Directors, and will be performed only as an urgent measure to terminate gross misconduct in office, or proven financial abuses of the AAPA Federal Services Congress. Such actions shall not be considered a substitute for the provision of Article VI, "Censure, Discipline, and Expulsion of Members," and must be followed by the complete censure and appeal process.

Section VI.

The Board of Directors shall impose such fees, dues, and/or assessments, as it may deem advisable for the purpose of furthering the AAPA Federal Services Congress' objectives.

Section VII.

Vacant positions in the Board of Directors shall be filled in a timely manner by the constituent chapter from which the vacancy occurred.

ARTICLE V – DUTIES OF OFFICERS

Section I.

The Chairperson shall preside over all business meetings of the organization. The Chairperson shall function as head of the AAPA Federal Services Congress and conduct all general business on behalf of the Congress. The Chairperson is empowered to negotiate and establish contracts for grants, awards, and the selling of newsletter advertisements. The Chairperson shall promptly notify the Board of Directors of all such business dealings and submit a written report of the same to the BOD within thirty (30) days of the business transaction(s). The Chairperson shall submit a full report of the year's activities at each annual general membership meeting. The Chairperson shall appoint all standing committees as required and approved by the Board.

Section II.

The Vice Chairperson shall assume the duties of the Chairperson in his/her absence.

Section III.

The Secretary/Treasurer shall keep minutes of all meetings of the AAPA Federal Services Congress, be responsible for maintaining the Congress' permanent files in an orderly manner, and shall conduct any correspondence as directed by the Chairperson or Board of Directors for the Congress.

ARTICLE VI – CENSURE, DISCIPLINE, AND EXPULSION OF MEMBERS

Section I.

To protect the public against misconduct and/or professional impairment, any member may, in good faith, file charges against any other member who is believed to have violated the principles of medical ethics or the rules and regulations of this Congress, or who is believed to be otherwise guilty of conduct justifying censure, suspension, or expulsion from the Congress. Such charges shall be brought in the manner hereinafter specified.

Such charges must be made in writing and signed by the accuser or the accusers, and must state the specific acts of conduct of which a member is accused. Such charges must be filed with the Chairperson of the Congress and a copy sent to the accused by certified mail, return receipt requested. The charge is referred to an appointed Ad Hoc Committee to investigate and recommend action to the Board. The Ad Hoc Committee will meet within thirty (30) days after the date such charges were filed with the Chairperson.

After having given the accuser and the accused every opportunity to be heard, including oral arguments and the filing and consideration of any materials, conclude the hearing, and within thirty (30) days thereafter render a recommendation to the Board. The Chairperson shall call a closed Board meeting within fourteen (14) days to consider the recommendation of the Ad Hoc Committee

and review the arguments of the accuser and accused. The majority vote of the Board shall constitute the verdict. The Board shall issue a resolution, which shall contain its decision without other statements or opinions about the case, and shall be signed by the Chairperson of the Congress.

Section II.

Any member who has been censured, suspended, or expelled may appeal such action within fourteen (14) days to an Appeals Board, which shall consist of the full Board and three (3) additional appointees chosen by the Chairperson. The Appeals Board shall designate a time and a place for the hearing and, after reviewing all evidence in the matter after giving the appellate opportunity to be heard, shall, by a majority vote, either sustain or reverse such censure, suspension, or expulsion. The decision of the Appeals Board shall be final. Only the name of the expelled member will be sent to the AAPA.

ARTICLE VII – RULES OF ORDER

Section I.

In the absence of any provision to the contrary in the Constitution and Bylaws, all meetings of the Federal Services Congress and Board shall be governed by the parliamentary rules and usages contained in the current edition of Sturgis: Standard Code of Parliamentary Procedure.

ARTICLE VIII – MEETINGS

Section I.

Special meetings may be called by the Chairperson or the Board of Directors, with a two-thirds (2/3) majority vote of the Board of Directors agreeing, with a thirty (30) day notice to all voting membership.

During the AAPA annual conference, the Federal Services Congress shall conduct a business meeting of the Board of Directors and a General Membership Meeting. The Chairperson shall designate the time and place of the annual meeting.

ARTICLE IX – AMENDMENTS

Section I.

These Bylaws may be amended at any regular or special meeting of the Congress by a two-thirds (2/3) vote of the members present.

ARTICLE X – GUIDELINES TO ETHICAL CONDUCT

The AAPA Federal Services Congress recognizes its responsibility to aid the profession in maintaining high standards in the provision of quality and accessible health care services. The following principles delineate the standards governing the conduct of physician assistants in their professional interactions with patients, colleagues, other health professionals, and the general public. Realizing that no set of guidelines can encompass all ethical responsibilities of the physician assistant, this enumeration of obligations in the Guidelines to Ethical Conduct is not comprehensive and does not constitute a denial of the existence of other obligations, equally imperative, though not specifically mentioned.

Physician Assistants shall be committed to providing competent medical care, assuming as their primary responsibility the health, safety, welfare, and dignity of all humans.

Physician Assistants shall extend to each patient the full measure of their ability as dedicated, empathetic health care providers and shall assume responsibility for the skillful and proficient transactions of their professional duties.

Physician Assistants shall deliver needed health care services to health consumers without regard to sex, age, race, creed, socio-economic, or political status.

Physician Assistants shall adhere to all state and federal laws governing informed consent concerning the patient's health care.

Physician Assistants shall seek consultation with their supervising physician, other health providers, or qualified professionals having special skills, knowledge, or experience whenever the welfare of the patient will be safeguarded or advanced by such consultation. Supervision should include ongoing communication between the physician and the physician assistant regarding the care of all patients.

Physician Assistants shall take personal responsibility for being familiar with and adhering to all federal/state laws applicable to the practice of their profession.

Physician Assistants shall provide only those services for which they are qualified via education and/or experiences and by pertinent legal regulatory process.

Physician Assistants shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services.

Physician Assistants shall uphold the doctrine of confidentiality regarding privileged patient information, unless required to release such information by law or as such information becomes necessary to protect the welfare of the patient or the community.

Physician Assistants shall strive to maintain and increase the quality of individual health care service through individual study and continuing education.

Physician Assistants shall have the duty to respect the law, uphold the dignity of the physician assistant profession, and to accept its ethical principles. The physician assistant shall not participate in or conceal any activity that will bring discredit or dishonor to the physician assistant profession and shall expose, without fear or favor, any illegal or unethical conduct in the medical profession.

Physician Assistants, ever cognizant of the needs of the community, shall use the knowledge and experience acquired as professionals to contribute to an improved community.

Physician Assistants shall place service before material gain and must carefully guard against conflicts of professional interest.

Physician Assistants shall strive to maintain a spirit of cooperation with their professional organizations.