**Student Society Sample Bylaws**

The sample bylaws are intended to be used as an informational resource for student leaders when creating their governing documents. While this template provides sample provisions and comments for consideration (*provided in italics),* it should not be the only reference document consulted when developing bylaws. Each student society must determine its own membership requirements, dues, officers (in addition to those required by AAPA), officer duties, elections requirements, etc., based on the needs of its members with the understanding that the bylaws will be amended as the membership changes. Student leaders and faculty advisors are encouraged to research the requirements for establishing a club or society in their state/jurisdiction and consult a parliamentary authority, as well as any policies and guidelines set by their respective institutions when developing initial bylaws.

BYLAWS OF *Name of Student Society*

ARTICLE I. Name

The name of our student society is *name of student society* herein referred to as the Student Society.

ARTICLE II. Purpose

The purpose of the student society shall be to serve as the official organization for PA students of the *PA program’s name*, and to provide leadership opportunities for professional development while in PA school.

ARTICLE III. Membership

Section 1. All PA students enrolled in the program shall be eligible for membership in the Student Society.

Section 2. Active members shall be full-time, dues-paying students and shall retain voting privileges. Inactive members are those students who have left the program in good standing, show continued interest in the Student Society, and are ineligible to vote.

Section 3. Students leaving the program for any reason shall retain membership in the student society for the remainder of the current academic year but shall be designated as inactive members.

Section 4. Student Society members are encouraged, but not required to become active student members of the American Academy of PAs (AAPA) and of their state constituent chapters. Student Society Officers shall be student members of the AAPA.

ARTICLE IV. Dues and Fees

Section 1. Upon payment of dues, students will become active members of the Student Society.

Section 2. The Student Society Executive Board shall establish the annual dues during the first Executive Board meeting of the academic year.

*(Student societies who elect not to collect dues from members may dispense with an article on dues and should remove dues as a requisite for membership.)*

ARTICLE V. Officers and Their Duties

Section 1. The officers of the Student Society shall be: president, vice president, secretary, treasurer, a state chapter student representative, a diversity chair, and Student Academy Representative (SAR). In addition, there shall be a faculty advisor (appointed by the student society officers).

Section 2.

1. The President shall preside at meetings of the Executive Board and the membership, set regular meeting schedule, develop meeting agendas, and submit the same to the secretary for copies and distribution, coordinate the activities of committees, and keep the membership informed of the activities of the Board and committees.
2. The Vice President shall assume the duties of the president in the event of absence or incapacity and fulfill other duties as assigned by the President or the Executive Board.
3. The Secretary shall be the custodian of all Student Society records, including minutes of all Board and membership meetings. The Secretary distribute notice of all regular and special meetings to the Board and/or membership and record and distribute minutes of all such meetings.
4. The Treasurer shall be responsible for the collection, safekeeping and expenditure of all Student Society funds and keep accurate records of all financial accounts and transactions. The Treasurer shall report on the Student Society’s finances at all meetings of the Executive Board and membership.
5. The Diversity Chair shall be the Student Society’s liaison on all matters related to diversity issues and initiatives and shall be the point of contact to the Director of Diversity and Outreach of the AAPA Student Academy Board of Directors.
6. The State Chapter Student Representative shall be the liaison between the Student Society and the constituent chapter. The student will attend state chapter meeting(s) representing the Student Society.
7. The Student Academy Representative (SAR) shall be responsible for the distribution of all Student Academy information to the Student Society and the PA program. The AOR representative will serve as point of contact for the Student Academy Board of Directors and committees. If possible, the SAR shall also attend the annual AOR meeting at the AAPA Conference to elect new officers of the Student Academy, to establish and amend policy of the Student Academy, and to conduct business as necessary.
8. The Faculty Advisor shall provide insight and direction into the proper, ethical and professional standards of the PA. They shall have no voting privilege.

*(At minimum, AAPA requires there to be a president, state chapter student representative, student academy representative (SAR), and diversity chair. Other officers provided for in these sample bylaws are recommended to support good governance. The bylaws may include any other officer positions deemed necessary to manage the activities of the Student Society.)*

Section 3. Terms of Office. Each officer shall serve a one-year term commencing immediately upon election and terminating once new officers have been elected and oriented the following year.

Section 4. Vacancies in Office. In the event of a vacancy in the office of president, the vice president shall become the president to serve the remainder of the unexpired term. In the event of a vacancy in any other position, a member shall be appointed by Student Society Executive Board to serve the remainder of the unexpired term.

Section 5. Officer Training

It will be the responsibility of the outgoing officers to train and familiarize the new officers with their duties and responsibilities and the materials needed to perform their jobs. Training must be completed within 30 days of the officer elections.

ARTICLE VI. Executive Board *(may also be called Board of Directors, if preferred by the Society)*

Section 1. Membership

Voting members of the Executive Board shall consist of all Officers, except for the Faculty Advisor who serves in an advisory capacity without vote.

Section 2. Duties & Responsibilities

The Executive Board shall be charged with managing the affairs of the Student Society, transacting business between meetings of the membership, and carrying out other responsibilities described in these bylaws.

Section 3. Meetings

Regular Board meetings shall be scheduled at the beginning of each leadership year by the President. Special meetings may be called with a minimum of three days’ notice in writing or by phone.

Section 4. Quorum

A majority of Officers then in office shall constitute a quorum to transact business at any properly called meeting of the Executive Board.

ARTICLE VII. Meetings

Section 1. The Student Society members shall meet regularly for the transaction of society business. The dates, times and location of all regular meetings shall be established by the Executive Board and distributed to all Student Society members.

Section 2. Special meetings may be called by the President or a majority of Officers then in office with a minimum of one week’s notice in writing or by phone.

Section 3. X% of all current Student Society members shall constitute a quorum to transact business at all meetings of the membership.

*(Unless a different standard is set, the quorum will default to a majority of current members, which may not be practical depending on the size of the Society.)*

ARTICLE VIII. Committees

Section 1. Standing and special committees of this Society shall be established by resolution of the Executive Board. The enabling resolution shall specify the name and charges of the committee.

Section 2. All committee members and chairs shall be appointed by the President.

Section 3. All committees shall report their activities to the Executive Board at regular meetings and submit a written report at the end of the leadership year.

ARTICLE IX. Elections

Section 1. Offices to be Filled. Elected offices of the Student Society include those Officers named in Article V.

Section 2. Eligibility and Qualifications of Candidates. All officer nominees shall be active members of the Student Society and the American Academy of PAs and, if elected, must remain active members for the duration of their term.

Section 3. Time of Elections. Elections will be held no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Officers of the previous year and the faculty advisor shall be responsible for distributing and tabulating ballots. Tabulation shall be done immediately following the close of voting. The winners shall be notified, and elections results shall be posted as quickly as possible following tabulation. In event of a tie, a run-off election shall be held immediately.

Section 4. Once elections are completed, the Student Society online registration form must be completed and returned to the AAPA national office within thirty (30) days.

ARTICLE X. Removal of Elected & Appointed Leaders

Candidates for elected and appointed leadership positions are in good standing at the time of election or appointment. Once elected or appointed, all students holding leadership positions must remain “a student in good standing”. If a student is found to be “not in good standing,” the student will be removed from office by the Executive Board and will be notified by the faculty advisor within two weeks.

*(The term “In good standing” is defined by the PA program or institution where the student leader is enrolled.)*

ARTICLE XI. Parliamentary Authority

Section 1. In all matters not covered by its bylaws and any special or standing rules, the Student Society shall be governed by the current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

ARTICLE XII. Amendments

Section 1. Any member may propose amendment(s) to the bylaws by submitting a motion in writing to the President or by making a motion to amend the bylaws at any meeting of the members. The Student Society Executive Board may also propose amendment(s) to the bylaws by adopting a motion to such effect at any meeting of the Executive Board.

Section 2. The bylaws shall be amended by a majority vote at any meeting of the members, provided all proposed amendments are noticed in writing to all members at least fourteen days prior to a vote.

ADOPTED, date

AMENDED, date

AMENDED, date