THE BYLAWS OF THE KATHERINE H. ANDERSON SOCIETY

Revised August, 2010

ARTICLE I. NAME

The name of this organization shall be the Katherine H. Anderson Society of the American Academy of Physician Assistants (hereafter referred to as KAS).

ARTICLE II. PURPOSE

Section 1. To serve as the official organization of the students of the Wake Forest University School of Medicine Physician Assistant Program and as an affiliated student society of the American Academy of Physician Assistants.

Section 2. To educate and orientate all members of KAS to the concept of the American Academy of Physician Assistants.

Section 3. To instill in the Physician Assistant the importance of keeping abreast of current medical developments.

Section 4. To serve as a service organization for the Physician Assistant students and graduates of the Wake Forest University School of Medicine Physician Assistant Program.

Section 5. To promote academic achievement and clinical excellence in the student body of the Wake Forest University Physician Assistant Program.

Section 6. To serve as the official liaison with the national and state levels of the American Academy of Physician Assistants.

Section 7. To serve as the liaison in establishing and continuing communication between other physician assistant student societies, medical societies and other health care extenders.

Section 8. To promote the concept of the physician extender as a member of the professional health care team both in the medical community and the community-at-large.

Section 9. To serve as a clearinghouse for information derived from monitoring national and state legislation and/or policies, which affect the individual physician assistant and/or student in the pursuit of his/her role on the health care team.

ARTICLE III. MEMBERSHIP

Section1. The membership of KAS shall be composed of:

A. Active Members - Every matriculated student of the Wake Forest School of Medicine Physician Assistant Program is eligible for active membership. Active membership allows the individual to have voting privileges in KAS meetings and to be eligible for office.

B. Associate Members - Any individual that has graduated from the Wake Forest University School of Medicine Physician Assistant Program is eligible for associate membership. Associate membership has no voting authority but such members may attend educational meetings and participate in projects of KAS.

C. Honorary Membership - The KAS may grant to those individuals who have done outstanding service for the physician assistant concept and/or KAS an honorary membership in KAS. Honorary membership will be conferred by a majority vote of KAS at regularly scheduled business meetings if a candidate has been nominated in writing one month prior to the business meeting that the vote is taken. There are not limitations on the number of honorary memberships.

Section 2. Requirements for Active Membership:
Dues, as approved by KAS, will be included in the first tuition payment of each year for phase I and phase II students.

Section3. Every member of KAS will be strongly urged to be a student member of the American Academy of Physician Assistants and the North Carolina Academy of Physician Assistants.

ARTICLE IV. FINANCES

Section 1. Dues will be used to promote the purposes of KAS as stated in Article II of the Bylaws of KAS in three areas:

1) Educational Assistance
2) Community Service
3) Fellowship

Section 2. No fees other than the yearly dues will be charged to any individual member unless approved by amendment to the Bylaws

Section 3. Contributions on a voluntary basis will be accepted at any time to be used in fulfillment of the purposes of KAS.

Section 4. Monies in KAS may be spent only by approval of a majority vote of the members present at a regular business meeting. Money must be spent in the attainment of the purposed outlined in Article II. Exceptions to this rule can only be made if they fulfill the following:

A. No amount of money greater than one hundred dollars may be authorized to be spent by the officers without approval of a majority of members present at a meeting prior to actual spending.

B. Any amount of money less than one hundred dollars may be spent by the officers for official purposes as long as three officers approve the expenditure.

C. Total amount appropriated by officers without prior approval of KAS cannot exceed five hundred dollars in any one academic year.

Section 5. Proceeds from fundraising activites conducted to benefit pre-determined organizations will be distributed as follows: 70% of proceeds to KAS, 30% of proceeds to the organization of interest. Deviations from this policy due to extenuating circumstances will require recommendation of the treasurer and may be altered with a simple majority vote of members present at a regular business meeting.

Section 6. Monies raised by KAS projects or by KAS soliciting for usage to defray cost of AAPA sponsored convention student registration fees will be distributed equally among attending KAS members. Provided funds are available, student registration reimbursement for either:

1) One major and one minor convention
or
2) Two minor conventions

will be considered. Convention registration fee reimbursement for a single conference attended will not exceed that of the student member early registration fee for the National AAPA convention. In the event of limited funding, the National AAPA convention will take precedent. Such allotment shall be made by a majority vote of KAS at a regular business

meeting prior to the convention. Students who attend meetings prior to the National AAPA convention are to retain their registration fee information, as no money is to be distributed until after the National AAPA convention.

*Note: Major convention = National/State
Minor convention = Regional/Local

Section 7. Any expenses intending to be reimbursed by KAS, as per prior approval, must be submitted within 30 days of expenditure date along with appropriate receipts.

Section 8. KAS account balance will be maintained at a minimum of two thousand dollars prior to the beginning of each academic school year.

Section 9. All conference, major and minor, registration fees will be reimbursed prior to per diem reimbursements.

Section 10. Eligibility for reimbursement of KAS funds requires participation in at least two events per year. Participation in two events will carry over to the next year. Participation is defined as giving of one's time or labor for the furthering of KAS in fundraising or community service events, or holding an elected KAS position.

*Participation in Ad Hoc committees shall not qualify.
*Mandatory Curriculum based event participation shall not qualify (as defined by the PA program director)

A. Questions of eligibility shall be reviewed by the executive committee and approved or denied by a simple majority vote of these five members. Appeals to this decision may be taken before the entire KAS membership for a vote, which would require a majority vote (51% of quorum present) for approval of fund reimbursement.

ARTICLE V. OFFICERS

Section 1. The executives of KAS will consist of a President, Vice President, Immediate Past President, Secretary and Treasurer. These officers shall perform the duties prescribed by these Bylaws, and by the parliamentary authority adopted by KAS.

Section 2. All officers of KAS must be active members of the American Academy of Physician Assistants.

Section 3. The standing committees shall be:

A. Bowman's Capsule
B. Bylaws/Elections
C. Community Services
D. Fund Raising
E. Public Education
F. Scrapbook
G. Social Activities
H. Yearbook
I. Multicultural Affairs
J. PA Technology Representative

Section 4. There shall be one elected SAAAPA representative and one elected alternate. These representatives must be members of the American Academy of Physician Assistants.

Section 5. There shall be two Phase I student representatives to HEC (Health Effectiveness Committee).

Section 6. There shall be two Phase I student representative to the Admissions Committee.

Section 7. The term of duty shall be from the Meeting for Election to the next Meeting for Election or until the successors are elected.

ARTICLE VI. ELECTIONS

Section 1. All elected positions except the position of Immediate Past President shall be realized each year in July. The intent is to nominate officers and committee heads from the new class as early as possible consistent with the ability of that class to recognize interest, talent and ability that exists among itself. Nothing in this paragraph should discourage Phase II students from seeking nomination for committee chairman.

Section 2. Candidates for office for President, Vice President, Secretary and Treasurer must be Phase I students.

Section 3. Candidates may accept a maximum of two nominations: One for KAS officer and one for KAS committee chairperson.

Section 4. Nominations for KAS officers (President, Vice President, Secretary, and Treasurer) shall occur at the first Meeting for Nominations. At this meeting a time for the ballots to be turned in shall be decided upon. Once the ballots from the officer elections are compiled and the results made known to the society, a second Meeting for Nominations for committee chairpersons may be scheduled and subsequent election for those positions carried out. At the second Meeting for Nominations any officer nominee not elected to an officer position may accept one nomination for committee chairperson.

Section 5. All nominees must agree to their nominations and willingness to serve in person or in writing at the Meeting for Nominations. No further nominations will be accepted once the Meeting for Nominations is closed. When only one person is nominated for a position, that person shall be deemed elected at the close of the Meeting for Nominations, but the official term and duties will not begin until the other officers and chairpersons are elected.

Section 6. All nominees will be required to give a short speech of no longer than five minutes at the Meeting for Nominations.

Section 7. Elections shall be conducted by secret ballot. The candidate receiving a majority of the votes cast shall be elected. In the event that one of three or more nominees fails to receive a majority vote, the nominee receiving the lowest number of votes cast shall be dropped, and another vote will take place. The process will continue until a majority vote is realized. The votes shall be counted by the faculty advisor and the Immediate Past President-elect or either one of the two plus one other disinterested individual.

Section 8. Newly elected officers and chairpersons will assume their respective offices at the conclusion of the final elections for committee chairpersons.

Section 9. Nominations and elections for HEC council members may take place prior to officer and committee chairperson nominations and elections if time requires and will be conducted in the same manner as described above.

Section 10. Nominations and elections will be held within the last two months of Phase I for the office of President, who upon elections by the incoming class will become the Immediate Past President. The process of nominations and elections shall follow that described above in this article. This office must be held by a student who, during Phase II, will be in the Winston-Salem area for the majority of clerkships, in order to meet the responsibilities and duties of that office as described in Article VII, Section 3.

ARTICLE VII. MEETINGS

Section 1. There shall be a required annual meeting during the time of the first class meeting of the second year class. The meeting is to be a combined meeting of the first and second year classes. Regularly scheduled business meetings of KAS shall be held at a time and date set by the President in conjunction with the faculty Phase II coordinator.

Section 2. Additional educational meetings may be called at the discretion of the President provided three days notice has been given to the membership in writing and/or by phone.

Section 3. Special business meetings may be called by the officers upon the written demand of five members of KAS. The purpose of the meeting will be stated in the call and only stated purposes for the meeting may be discussed. Three days notice must be given for all special meetings called.

Section 4. Times of all meetings except Special business meetings called by the officers shall be decided by the President and posted in accordance with the above time regulations. Times of special business meetings called by the officers may be set by them and posted in accordance with the above time regulations.

Section 5. The intent is that KAS meetings are open to all, but meetings may be closed to all except KAS members at the discretion of the elected officials.

Section 6. Regular business, special business and additional educational meetings will require a quorum of one fourth (25%) of the total active membership.

Section 7. Authorization of voting via electronic mail.

A. This procedure can be enacted at the discretion of the Executive Committee or by a motion and majority vote at a regular business or emergency meeting. At any meeting at which less than 50% of any active class will be present, electronic mail voting should be considered for all motions brought at said meeting. Upon announcement by the Parliamentarian that electronic mail voting will be utilized, motions to be put before the body must meet the following criteria:

    1) Motions must be presented in writing to the Executive Committee for consideration at least 7 days before the next meeting is to be held.

    2) Motions must be accompanied by the names of primary and secondary sponsors.

Voting will commence upon email delivery to the KAS body by the Technology Representative. Voting time will be five days from the start time announced in the email, during which all appropriate replies will be tallied. No debate of the motion are allowed via email, and only reply votes of “aye” or “nay” will be accepted. Voting must be completed 24 hours before the next KAS meeting is to commence. A majority of the votes as “aye” are required to pass a motion, unless it is a bylaw change at which time a 2/3 majority is required. This is to be of the replies received, as the motion is considered to be stated to each KAS member via email.

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. President

A. Chair KAS meetings
B. Meet with the Vice President and Immediate Past President
C. Call special meetings as needed
D. Call and chair executive committee meetings
E. Get updates from Committee Chairmen
F. Stay in close contact with faculty advisor
G. Be knowledgeable of National Student Academy affairs and award possibilities
H. Establish needed committees and appoints committee chairmen that are not established by these Bylaws. All such committees will terminate at the next Meeting for Election unless they are terminated earlier.
I. Appoint representatives that are needed and not established by these Bylaws. Terms of such representatives shall terminate at the next Meeting for Election unless they are terminated earlier.
J. Sign requests for money in the absence of the Treasurer.
K. Represent KAS at all meetings involving the purposes of the KAS as stated in Article II of the Bylaws of KAS.

Section 2. Vice President

A. Perform the duties of the President, as identified above in the event that the President is unable to do so.
B. Stay in close contact with faculty advisor
C. Meet with the President and Immediate Past President
D. Cause the National Office to be notified of the KAS elections and new executive offers
E. Collect participation data on eligibility of students for reimbursement and report these findings to the executive committee yearly.

Section 3. Immediate Past President

A. Liaison between Phase I and Phase II students
B. Attend opening luncheon to welcome the new students to Wake Forest University and KAS.
C. Work with the faculty to organize the picnic in the fall
D. Welcome the Phase I students. Phase II students also attend.
E. Attend as many KAS meetings as rotation schedule permits.
F. Set up meeting between outgoing and incoming executive council of KAS-- as a group if possible but individually either in person or by phone soon after the Meeting of Election.

    1. Items to be included:

        a. Money raising projects and advice
        b. SAAAPA conference trips and other SAAAPA business
        c. Community service possibilities
        d. Social functions and traditions

G. Distribution of KAS material to Phase II and III students.
H. Oversee the voting of candidates by Phase II and Phase III students for KAS Honorary Membership in spring of Phase II to be awarded at graduation. (There may or may not be an award each year.)

Section 4. Treasurer

A. Meet with Phase II outgoing treasurer for an understanding of KAS books. (i.e. petty cash and general account)
B. Keep the executive committee and KAS apprised of funds in the account.
C. Present request for payment and deposits to the cashier's office within the time constraints necessary to facilitate checks.
D. Work with the chairman of the fund raising committee.

Section 5. Secretary

A. Record and post the minutes of each meeting.
B. Take care of necessary correspondence.
C. Meet with outgoing secretary to get books of minutes, etc.
D. Keep KAS stationary on hand.

Section 6. SAAAPA (Student Academy of the American Academy of Physician Assistants) Representative

A. Phase II Representative

    1. Meet with Phase I student to inform that representative of the obligations of the position
    2. Attend NCAPA board meetings. Serve as student director for NCAPA Board of Directors for the first meeting of the Phase II period. During this meeting, the Phase II representative will help orient the Phase I representative to the procedures, policies, and duties to the NCAPA.

3. Attend National Convention as a representative of KAS/WFUSM PA Program and sit with Phase I representative in SAAAPA meetings. May be asked to sit as student voter in the AAPA House of Delegates.
4. Make a report to Phase II and III students regarding the State and national meetings.

B. Phase I Representative

1. Meet with Phase II representative
2. Coordinate attendance at both Annual Conference and State meetings.
3. Attend and participate in board meetings for NCAPA as Student Director starting with the fall meeting and ending with the summer meeting. Be prepared to report to the board student interests and concerns. Report to students result of meetings.
4. Encourage membership and participation by all students in NCAPA and AAPA.
5. Attend National Convention as a representative of KAS/WFUSM PA program to sit as a voting member in SAAAPA Assembly of Representatives meetings.
6. May be asked to attend other conventions and regional meetings.

Section 7. HEC Representatives (Health Effectiveness Committee)

A. Attend HEC meetings.
B. Report to the students the content of the meeting either in a class meeting or posted on the bulletin board or by handouts.
C. Conduct and organize any HEC business involved with the PA students.

Section 8. Scrapbook Committee Chairman

A. Take picture of classes, and collect items throughout the year as a record of fun, work and community and program endeavors.
B. Using previous scrapbooks as guides, prepare one to be presented for the outstanding student society award at the National Convention.

Section 9. Bowman's Capsule Editor

A. Work with the faculty advisor for *Bowman's Capsule* to produce the newsletter periodically.
B. Recruit correspondence for copy.
C. Recruit students to sell ads to pay for the paper.

Section 10. Fund Raising Committee Chairmen

A. Organize and engage in money raising activities.
B. Maintain close contact with faculty advisor.
C. Enlist help from class for ideas, projects and support.
D. Management of T-shirt/collared shirts
    1. Purchasing
    2. Sales proceeds
    3. Design sub-committee

Section 11. Social Activites Committee Chairmen

A. Organize social events with all students.
B. Organize social events with other programs.
C. Maintain contacts with faculty advisor.

Section 12. Community Service Committee Chairmen

A. Organize service projects both in the Medical Center and in the community.

B. Maintain contacts with faculty advisor.
C. All projects (new and recurrent) may be subject to evaluation by the Associate Dean of Academic Affairs.

Section 13. Bylaws/Elections Committee Chairman: Parliamentarian

A. Review present Bylaws
B. Present changes to the Executive Committee.
C. With executive agreement, presents the changes for ratification before the body of KAS.
D. Serve as the official parliamentary authority of KAS and interpret all questions on rules of order as prescribed in the authority established by KAS (i.e. Robert's Rules of Order Newly Revised).
E. Assist in the revision of bylaws.

Section 14. Admissions Committee

A. Student Representative(s)
    1. Attend Admissions Committee meetings, participate in discussion and decision making.
    2. Maintain confidentiality of admissions matters at all times.
    3. Assist in arranging for student participation in applicant visits: lunch get-togethers, tours, etc.
    4. Be available to talk with individual applicants as needed.

B. Alternate Student Representative
    1. Attend Admissions Committee meeting when representative(s) is/are not available and at other stated times, participating as above.
    2. Maintain confidentiality of admissions matters at all times.
    3. Assist in arranging for student participation in applicant visits: lunch get-togethers, tours, etc.
    4. Be available to talk with individual applicants as needed.

Section 15. Public Education Committee Chairmen

A. Organize projects that educate the public about PAs and other health care issues, in both the community and Medical Center.
B. Maintain contacts with faculty advisor.
C. Maintain contacts with local, state, and national PA public education organizations.
D. Work with Scrapbook Committee Chairman to take pictures for scrapbook.
E. Work with KAS faculty advisor and KAS President on PA Day/Week activities.

Section 16. Yearbook Committee Chairmen

A. Phase II Representative

    1. Work with the Phase I Representative to provide photos of Phase II students
    2. Work with the Phase I Representative to identify Phase II students in photographs

B. Phase I Representative

    1. Work with the Scrapbook Committee Chair to take pictures of classes throughout the year.
    2. Work with the *Gray Matter* editors to complete the PA section of the yearbook.

Section 17. The KAS Faculty Advisor

A. This person, although not a true member of KAS, is encouraged and entitled to attend all KAS meetings whether they are open meetings or closed meeting only to KAS members.
B. Assist with the elections of new officers.

C. Advise officers regarding activities of KAS.

Section 18. Multicultural Affairs Committee Chairmen

A. Work with the SAAAPA SMAC Chair and the Regional chairs.
B. Promote interest in the PA profession by sending representative into schools.
C. Represent WFU by becoming involved in Project Access, which is a community service project whose goal is to engage and recruit multicultural students.
D. Promote activities that raise consciousness regarding multicultural affairs within the PA Program and in the general community.
E. Become engaged in The Women and Minorities Committee for Baptist Medical Center and implement ideas that they may have and provide a voice from the PA student perspective.

Section 19. Physician Assistant Technology Representative

A. Be familiar with the technology in Victoria Hall and be available to assist resource session presenters
B. Act as liaison to the Technology Committee at the medical center and provide input regarding which technologies are helpful to students.
C. Monitor the KAS website and contact appropriate persons in the faculty and within the class regarding updates and changes to the website

ARTICLE IX. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President, Immediate Past President, Secretary and Treasurer of KAS.

ARTICLE X. VACANCIES AND/OR DERELICTION OF DUTY

Section 1. A vacancy shall be deemed to exist when any of the following takes place:

A. An elected person fails to attend meetings for three consecutive months.
B. An elected person submits a written resignation.
C. An elected person dies.
D. An elected person is no longer enrolled in the WFUSM PA program.
E. An elected person is removed from office by a two-thirds vote by secret ballot at a duly called meeting.
F. An elected person is on leave of absence from the WFUSM PA program.

Section 2. A non-holding office KAS member will be nominated and voted by majority to fill the vacancy for the rest of the term. If the vacancy is that of the office of the President, the Vice President shall become President and the Executive Committee shall appoint a member of KAS to fill the office of Vice President for the rest of the term.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Roberts Rules of Order Newly Revised shall govern KAS in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order adopted by KAS.

ARTICLE XII. AMENDMENT OF BYLAWS

Section 1. These Bylaws can be amended at any regularly scheduled meeting of KAS by a two-thirds vote of those present providing the amendment is submitted in writing and is posted for all members to see.

Section 2. To have an amendment considered, an active member of KAS must second the proposed amendment.

Section 3. To have an amendment considered, the proposed amendment must be recommended to the KAS faculty advisor.