

**CENTRAL TEXAS PHYSICIAN ASSISTANTS SOCIETY
AUSTIN, TEXAS**

PREAMBLE

WHEREAS it is recognized that there is an interest and need for a regional association for the enrichment of physician assistants in the greater Austin, Texas area the **Central Texas Physician Assistants Society** is hereby re-organized on this day December 1st, 2015 (Organized January, 1994).

**BY-LAWS OF THE
CENTRAL TEXAS PHYSICIAN ASSISTANTS SOCIETY**

ARTICLE I – GENERAL

SECTION 1: This non-profit, regional TAPA organization shall be known as the **CENTRAL TEXAS PHYSICIAN ASSISTANTS SOCIETY**, hereafter referred to as the SOCIETY.

SECTION 2: The purpose of the SOCIETY shall primarily be a) to organize and provide current continuing medical education relative to national recertification requirements for physician assistants; b) to provide a forum for dissemination of professional information including employment opportunities; c) to provide a forum for exchange of ideas and information to the membership at large or individually; d) promote education of future Physician Assistants through pre PA shadowing opportunities with its members.

ARTICLE II – MEMBERSHIP

Fellow membership in this Society shall be restricted to persons of good moral character and who have graduated from an accredited Physician Assistant program, certified by the National Commission on Certification of Physician Assistants and are current in their dues.

All Society members should practice medicine in the greater Austin area or have an intent to do so in the near future (6 months maximum). Membership in the Society shall not be denied or abridged because of gender, age, creed, color, religion, ethnic origin, national origin, handicap, or sexual preference.

ARTICLE III – OFFICERS

Only members who are in good standing, have been a member for at least one year in duration and have held a Texas PA license for at least 12 months, are eligible to hold office in this Society.

SECTION 1:

Part 1: The elected officers of this organization shall be: President, President Elect, Treasurer, Membership Chair, Secretary, CME Coordinator, PA and pre PA Students Coordinator. Collectively this group of officers shall be known as the Board of Directors, hereafter referred to as the Board.

Part 2: The duties of the President(s) shall be to preside at business meetings of the Society and Board meetings, appoint members to serve on the various committees of the Society, serve as an ex officio member of all committees and serve as the Society liaison or delegate a representative to other organizations having business with the Society.

Part 3: The duties of the Treasurer shall be conservator of Society property and funds by managing a depository account in an insured commercial institution in the Name of the Society (United Heritage Credit Union or any other Bank that Society will use). The Treasurer shall make a record of all financial transactions and shall be responsible for adequate and proper accounting of the properties and funds of the Society. The Treasurer shall be responsible for a written report and statement concerning the financial status of the Society to the members by the first Monday of March each year. The Treasurer shall perform other duties as assigned by the President(s) or the Board.

Part 4. The duties of Secretary shall be to ensure that any Board meetings are properly organized and minutes are recorded. The Secretary will maintain effective records, communication and correspondence.

Part 5: The duties of Membership Chair shall be to verify the license and certification numbers of all applicants for the membership to assure the compliance with the requirements of this Society. The Membership Chair will also maintain accurate list of all members with names and contact modalities (email, phone numbers, and addresses) and will manage all changes to the information about all active members. The Membership Chair is responsible for reviewing all website applications and contacting said applicant thereafter.

Part 6: The duties of CME Coordinator shall be to organize CME meetings/dinners and coordinate CME application process. The CME Coordinator will post links to free web based CME I and II for all active members. He/she will keep a record of all CME I and II for preservation purpose.

Part 7: PA Advocacy Chair shall be responsible for answering email requests for shadowing from pre PA students by providing them with direction to our requirements listed online, and matching pre PA students with members of the Society offering shadowing opportunities. The Advocacy Chair is responsible for matching only after the Society and members' requirements are met. The Advocacy Chair will also serve as a liaison between The Society and Pre PA

Society at University of Texas at Austin or any other student organization reaching out to our Society.

ARTICLE IV – Elections

SECTION 1: Election for officer's positions of the Society will take place every April. Elected officers will start representing The Society on the first Monday of May of every election year. Nominations for each office should be received by the first Monday of March of the election year. The nominations will be presented to the Society in the form of a short narrative from each nominee. President(s) shall supervise the process.

SECTION 2: Each Society member in good standing, who holds a PA license in Texas for at least 12 months, has the right to vote or to nominate himself or herself or a fellow member.

SECTION 3: Nominations should be received by the first Monday of March of the Election Year. By the first Monday of April of the Election Year voting members will vote for their candidate for officer(s). President(s) shall be responsible for the final count and presenting newly elected Officers to the Society.

SECTION 4: Each officer will occupy the office to which he or she was elected beginning on the first Monday of May after elections.

SECTION 5: The term of office for all officers shall be of two years duration. Elected officers may not hold the same office for more than two consecutive terms. One President and two Board Members: CME coordinator and Secretary will be leaving the Office in the first Election Year in 2016. The New President Elect and two new Board Members will join the remaining officers for next year. In the next election year the older President, Membership Chair, Treasurer and Shadowing Coordinator will vacate their positions for new, elected officers. This staggering of the vacancies in the Office will preserve Leadership of our Society.

SECTION 6:

Part 1. When an officer fails to perform the duties of the office to which he/she was elected and/or uses the office for personal financial gain or conducts himself/herself in a manner that reflects poorly on the Society, the officer may be removed from elected office by the President(s) after consulting with The Board.

Part 2. All members may be consulted on pending removal of the officer at the discretion of The Board.

Part 3. President(s) can appoint a member for a Board position after consulting with all officers in the event of a vacancy due to any unforeseen circumstances.

ARTICLE V – MEETINGS

SECTION 1: Regular meetings of the Society shall be held during CME dinners organized at least three times per year. It will be the goal of the Association to select venues for meetings that will accommodate the maximum number of members possible. The venue can be set in conjunction with the sponsor affiliate.

SECTION 2: A special business meeting shall be considered for an expressed purpose under any of the following circumstances: a) by request of any Officer, b) by direction of the President c) By written request of any member in good standing.

SECTION 3: An annual Board meeting shall be held in April of each year at the discretion of the Board.

ARTICLE VII – AMENDMENTS

SECTION 1: Amendments to the By-Laws must be presented to members in writing or electronic correspondence at least 30 days prior to the time the amendment is voted on for approval. The by-laws may be amended by a two-thirds majority vote of the valid votes cast by the membership.

SECTION 2: In the event of dissolution of the Society, the Society assets shall become the property of the Texas Academy of Physician Assistants within three months providing that all incurred liabilities have been satisfied.

ARTICLE IX – DUES

Section 1: The Society shall collect annual dues from all members. Member dues shall be payable annually and are currently \$25.00 per year as of January 2015. Annual fees, and manner of payments shall be established and approved by the Board.

Amendment: Student Membership – September 2, 2016

Student membership in this Society shall be restricted to persons of good moral character and who are being educated in a field relating to or with the direct intention of pursuing a career as a Physician Assistant. The student shall be enrolled in an institute of higher learning approved by

this Society. These student members shall not be entitled to nominate, vote, to hold office, or to chair a committee.