CONSTITUTION AND BYLAWS

OF

EUGENE A. STEAD, JR.

PHYSICIAN ASSISTANT SOCIETY
Preamble

We, the students of the Duke University, Department of Community and Family Medicine Physician Assistant Program, realize that only through formal organization can we best fulfill the purposes of mutual benefit to ourselves, our academic institution, and the community in which we live. For this reason, we establish the Eugene A. Stead, Jr., Physician Assistant Society, herein referred to as the Stead Society.

The purpose of this Society is to provide a structure to promote student achievement and further the role of the physician assistant in national health care.
Amended 7/23/03

ARTICLE 1. NAME

SECTION 1.
The name and title of this organization shall be the Eugene A. Stead, Jr., Physician Assistant Society (herein referred to as the Stead Society).

ARTICLE II. PURPOSE

SECTION 1.
To serve as the official organization of the students of the Duke University Physician Assistant Program.

SECTION 2.
To act as a service organization for the Duke University Physician Assistant Program.

SECTION 3.
To promote the Physician Assistant as a member of the health care team.

SECTION 4.
To provide guidance for the incoming class.

SECTION 5.
To encourage participation in the National, State, and Regional Physician Assistant organizations.
ARTICLE III. MEMBERSHIP

SECTION 1.
A full membership is open to any Duke University Physician Assistant student upon matriculation at Duke University Medical Center.

SECTION 2.
Every full member shall be encouraged to become a member of the American Academy of Physician Assistants and the North Carolina Association of Physician Assistants.

SECTION 3.
Each full member is eligible to vote on any matter brought before the Stead Society.

SECTION 4.
Honorary membership shall be available to former members, alumni, and friends of the Stead Society, and shall be awarded upon a simple majority vote held at any regular business meeting of the full membership. An honorary member shall not have the right to vote on any matters before the Stead Society.

ARTICLE IV. DUES AND FEES

SECTION 1.
The amount of annual dues shall be decided by the Executive Council of the Stead Society.

ARTICLE V. OFFICERS

SECTION 1. EXECUTIVE OFFICERS

A. The Executive Officers shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

B. Executive Officer Functions:
   1. President shall:
      (a) Act as the chief administrative officer and the legal head of the organization.
      (b) Call and preside over the biweekly meetings of the Stead Society, as well as lead Student/Faculty meeting in rotation with the Program Director and Associate Director.
      (c) Serve as chairperson of the Executive Council.
      (d) Present to the incoming preclinical class the goals and roles of the Stead Society.
      (e) Acknowledge committees that have been formed by Stead Society members.
2. Vice-President shall:
   (a) Assume the duties of the President in the absence or incapacity of the President.
   (b) Act as coordinator for all committees.
   (c) Run Steering Committee and election for N.C.A.P.A. and N.A.A.P.A. representatives.

3. Secretary shall:
   (a) Assume the duties of the Vice-President in the absence or incapacity of the Vice-President.
   (b) Keep the minutes of Executive Council and Stead Society meetings.
   (c) Be responsible for the communication in regard to Stead Society business by distributing meeting minutes to the class.
   (d) Notify all appropriate persons of all meetings called by the President.
   (e) Track community service events, fund raisers and hours of participation for each student per semester.

4. Treasurer shall:
   (a) Assume the duties of the Secretary in the absence or incapacity of the Secretary.
   (b) Maintain a current roster of members of the Stead Society.
   (c) Be responsible for the collection and safe-keeping of all funds of the Stead Society.
   (d) Maintain accurate records of all monetary transactions of the Stead Society.
   (e) Initiate fund-raiser ideas to increase class funds.

C. Election and Terms of Office

1. Nominations
   (a) Nominations of all Executive Officers shall be made prior to the date of election.

2. Election and Term of Office
   (a) Elections shall take place no later than two weeks prior to the HOD representative application deadline.
   (b) Elections shall be by a simple majority vote.
   (c) Each officer will serve for a one year term of office commencing immediately upon election and terminating after the new officers for the next year have been elected and oriented by the outgoing officers.
   (d) Outgoing Stead Society officers will continue as Class Officers for their respective class in the second year.
   (e) Stead Society elected officers and chairpersons are encouraged to make a short presentation to incoming first year students prior to their elections, highlighting the duties of the various offices, the role of the Stead Society, and SAAAPA
SECTION 2. CONSTITUENT CHAPTER STUDENT REPRESENTATIVE

A. Functions
1. Student representative shall be the liaison between the Stead Society and the NCAPA.
2. Student Representative shall report on NCAPA meetings to the membership.

B. Election and Term of Office
1. Nominations will be made to the Secretary two weeks prior to the date of election.
2. The Representative shall be elected from the preclinical class by a simple majority vote of the members present at a designated meeting of the Stead Society.
3. Term of office shall begin immediately following the election and shall continue for a term of one year.

SECTION 3. AAPA AND SAAAPA REPRESENTATIVES

A. Functions of the National Academy Representatives
Each Student Society is encouraged to send at least two representatives to the Annual Physician Assistant Conference, the convention of AAPA leaders and members. The first representative will participate in the Student Academy Assembly of Representatives (AOR) meetings and the second representative will participate in the AAPA's House of Delegates (HOD) meetings.
1. The representative to the AAPA House of Delegates will serve as a student delegate in the Student Academy's 15-member delegation. Student delegates from the PA programs will take turns sitting as delegates in the formal proceedings of the House of Delegates (the House is analogous to the U.S. House of Representatives). The House of Delegates considers resolutions (bills) which propose policy and legislative changes addressing issues of importance to the PA profession. Each delegate is required to be a current AAPA member; no experience is required. There are many newcomers every year, and there will be activities to orient new delegates. A detailed instructional handbook will be sent to each delegate one month prior to the conference. The opportunity to participate in these leadership activities is a rare educational experience. The student elected to the House of Delegates position will be required to attend the National Conference

2. Each student society is entitled to have one representative and one alternate to the assembly of Representatives, the Student Academy's legislative and policymaking body. The AOR is to the Student Academy as the House of Delegates is to the AAPA. Each representative is required to be a current AAPA member; no experience is required. A detailed AOR handbook will be sent to the primary representative several weeks prior to the meeting. The primary representative is responsible for sharing the orientation info with the AOR alternate. An AOR representative is expected to be present in the AOR proceedings at the AAPA conference. This is an exciting
leadership opportunity. Many of AAPA’s current leaders began in the Student Academy Assembly of Representatives. The student elected to the Assembly of Representatives position will be required to attend the National Conference

B. Election and Term of Office
   1. Nominations will be made to the Student/Faculty Advisor two weeks prior to the date of election.

   2. The Representative shall be elected from the first year class by a simple majority vote of the members present at a designated meeting of the Stead Society.

   3. The SAAAPA alternate shall be the second highest vote getter in the election of the representative.

   4. Term of office shall begin immediately following the election and shall continue for a term of one year.

SECTION 4. OFFICES OF GRADUATE AND PROFESSIONAL STUDENT COUNCIL (GPSC) REPRESENTATIVE, DIVERSITY CHAIRPERSON, OUTREACH CHAIRPERSON, GREEN CHAIRPERSON, HISTORIAN AND HONOR COUNCIL

A. Graduate and Professional Student Council (GPSC) Representative
   1. Act as liaison to the GPSC and keep the class informed of current events sponsored by the GSPC.

   2. Investigate the availability of monies from the GSPC for the purpose of community involvement.

B. Diversity Chairperson
   1. Coordinate diversity activities with the regional AAPA Diversity Representative and the Duke PA program faculty advisor.

   2. Responsibilities include regular reporting to the executive committee, encouragement of class participation in interactions, and filing a yearly report to the SAAAPA Directors of Diversity at least 1 month prior to the AAPA conference.

C. Outreach Chairperson
   1. Acts as liaison between the Stead Society and other medical or health related student groups on the Duke campus or in the Triangle area. The purpose of these interactions is to increase awareness of PAs and to foster communication and social interaction with these groups. Assistance and resources can be obtained through the SAAAPA Directors of External Affairs and the SAAAPA website.
2. Responsibilities include regular reporting to the executive committee, encouragement of class participation in interactions, and filing a yearly report to the SAAAPA Directors of External Affairs at least 1 month prior to the AAPA conference.

3. Assist the treasurer with fundraising ideas, planning the events and coordinating schedules.

D. Green Chairperson
   1. Coordinates effort for more ecologically friendly approaches to daily life and activities of the Physician Assistant Program, and to promote environmental awareness among the program’s staff, students, and affiliates.

   2. Responsibilities include regular reporting to the executive committee, encouragement of class participation and interactions.

E. Historian
   1. Records the activities, events, and experiences of the class and compiles the information at the end of the academic year.

   2. Responsibilities include recording of dates, places, and experiences of students throughout the academic year.

F. Honor Council Representative
   1. Serve as the Physician Assistant Program’s representative on the medical school honor council board.

   2. Attend any honor violation hearings in conjunction with the appropriate honor council faculty representative

   3. Update the Stead Society bylaws as needed.

G. Election and Term of Office
   1. Nominations will be made to the Student/Faculty Advisor two weeks prior to the date of election.

   2. The Representative shall be elected from the preclinical class by a simple majority vote of the members present at a designated meeting of the Stead Society.

   3. Term of office shall begin immediately following the election and shall continue for a term of one year.
ARTICLE VI. ELECTION PROCEDURES FOR OFFICERS AND NATIONAL AND DUKE UNIVERSITY REPRESENTATIVES

SECTION 1. ELECTION COMMITTEE
A. The Student/Faculty Advisor shall coordinate and hold all elections.

SECTION 2. BALLOTING
A. All elections shall be by electronic ballot.

B. Only full members of the Stead Society shall be eligible to vote, unless otherwise stated in these By-laws.

C. Balloting by members present shall continue until a simple majority is obtained.

SECTION 3. ABSENTEE BALLOT
A. The student/faculty advisor shall make available to any full member, so requesting, an absentee ballot listing all candidates nominated for election.

SECTION 4. OFFICE VACANCY
A. Any officer unable to fulfill the duties and/or the responsibilities of office, or is unable to complete their term of office, shall submit a letter of resignation as soon as possible.

B. Upon receipt of such resignation, the Secretary shall notify the membership of the Stead Society.

C. Nominations to fill such vacancy shall be submitted in writing, to the Secretary.

D. Nominations shall be open for at least two weeks prior to election at the monthly business meeting.

ARTICLE VII. EXECUTIVE COUNCIL

A. The Executive Council shall consist of all Executive Officers.

B. Each member shall have one vote in all matters before the Council. Decisions on such matters shall be decided by the vote of a simple majority.

C. The President shall serve as the Chairperson and the Secretary shall maintain the minutes of all meetings.

D. The Executive Council shall act for the Stead Society between regular meetings.
E. Monies can only be removed from the Student Society account by a majority vote of officers not to exceed $1,000. Requests for funds in excess of $1,000 shall be voted on by a quorum of 51% of Student Society members; approval will be by a simple majority.

**ARTICLE VIII. MEETINGS**

A. Regular meetings of the Stead Society for the full membership shall be decided each year by the members of the Stead Society.

B. Executive Council meetings shall be held as needed prior to the meeting of the full membership.

C. All full members of the Stead Society must be notified at least one week prior to the regular meetings.

**ARTICLE IX. COMMITTEES**

A. Committees shall be recognized by the President at the direction of the Stead Society membership.

B. Committee members shall be voluntary.

C. Each committee chairperson shall be agreed by committee members at their first meeting.

**ARTICLE X. AMENDMENTS**

A. By-laws may be amended by a majority vote (2/3) of the full membership of the Stead Society, with all proposed amendments being submitted in writing to each member at least one week prior to the vote.

B. New By-laws as are necessary to supplement this document shall be approved by a majority vote (2/3) of the full membership of the Stead Society and shall be submitted similar to an amendment.

Updated By-Laws Accepted 1/23/12