



THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON DC

**PHYSICIAN ASSISTANT PROGRAM
JAMES K. TOLTON STUDENT SOCIETY
BYLAWS
2013-2014**

GWU PA STUDENT SOCIETY CONSTITUTION AND BYLAWS

CONSTITUTION

We, the Physician Assistant Students of The George Washington University School of Medicine and Health Sciences, hereby establish this professional organization in order to fulfill purpose of mutual interest to the community we serve, our academic institution, and ourselves. To this end we also establish The George Washington University Student Society Chapter of the American Academy of Physician Assistants. This chapter is a student constituent of the Student Academy of the American Academy of Physician Assistants (SAAAPA), and will embrace all SAAAPA policies.

BYLAWS

Article I. Name

Section 1. The name of the organization shall be The George Washington University Student chapter of the Student Academy of the American Academy of Physician Assistants, herein referred to as the James K. Tolton Society.

Article II. Purpose

Section 1. To serve as the official organization of the Physician Assistant Students.

Section 2. To encourage academic and clinical excellence.

Section 3. To explore current and developing medical issues and enhance opportunities for Physician Assistant Students.

Section 4. To promote the Physician Assistant profession through the education of students, professionals and the public.

Section 5. To promote community service and enhance communication between the Physician Assistant program faculty, students and the greater Washington, DC community.

Section 6. To assist program faculty and staff with program or student-specific needs.

Section 7. To act as a service and information center with regards to the Annual National Physician Assistant Conference.

Article III. Membership

Section 1. Every matriculated student in good standing with The George Washington University School of Medicine and Health Sciences Physician Assistant Program is eligible for membership in one of the categories in Section 2. This includes students enrolled in the joint degree program, such as the PA/MPH Program.

Section 2. Membership categories.

- (a) Full members are first-year PA students, first-year PA/MPH students, and second-year PA/MPH students who are members of the SAAPA. Full members are eligible to vote in all elections and referendums.

- (b) Affiliate members are first-year PA students, first-year PA/MPH students, and second-year PA/MPH students who are not members of the SAAPA. Affiliate members are eligible to vote in all elections and referendums.
- (c) Honorary members are faculty members and friends of the Society appointed at the discretion of the Executive Council. Honorary members are non-voting members.
- (d) Advisory members are second-year PA students and third-year PA/MPH students. Advisory members are non-voting members.

Article IV. Fees

Section 1. The American Academy of Physician Assistants determines membership dues for SAAAPA.

Section 2. Local membership dues shall be determined and paid by all full and affiliate members and collected by the Treasurer. Honorary and advisory members are not required to pay local dues.

Article V. Executive Council

Section 1. The executive council of the Society shall consist of the two Co-Presidents, the Secretary, the Treasurer, and the PA/MPH 1 representative.

Section 2. The duties and responsibilities of the members of the executive council are as follows:

(a) Co- Presidents (2)

- (i) Establish class meeting schedules.**
- (ii) Preside over class meetings.**
- (iii) Represent the student body as deemed necessary.**
- (iv) Establish goals with the executive council.**
- (v) Establish and organize committees as needed with the assistance of the executive council.**
- (vi) Meet with the Program Director regularly to discuss issues of importance.**
- (vii) Regularly meet with the PA/MPH liaison to enhance communication and promote program cohesiveness.**

(b) Treasurer

- (i) Collect the chapter dues during the month of October for each academic year.
- (ii) Maintain accurate records of debits and credits.
- (iii) Disburse monies as required.
- (iv) Oversee Fundraising Chair by meeting at least once per month to discuss fundraising for the student society**

(c) Secretary

- (i) Take minutes at class meetings.
- (ii) Type minutes and make available to the class via e-mail and/or posting within forty-eight hours of the meeting.

(d) PA/MPH-1 representative

- (i) Attend all Tolton Society and Executive Board meetings
- (ii) Join the PA-1 student listserv and forward all relevant information to PA/MPH-1 students
- (iii) Attend Public Health Student Association meetings and act as representative in that student organization
- (iv) Attend Tolton events, promotions, and volunteer opportunities

- (v) Act as liaison between Tolton officers and PA/MPH-1 student class, and assist with collecting dues, distributing materials, promoting events, and recruiting volunteers

Article VI. Officers

Section 1. The officers of the Society shall consist of the following: Class Greeter, Medical School II Representative, Social Chair, SAAPA Representative: Assembly of Representatives, SAAPA Representative: House of Delegates, School of Medicine and Health Sciences Student Council/MCSC Representative, Student Diversity Representative, Virginia Academy of PAs Representative, Maryland Academy of PAs Representative, DC Academy of PAs Representative, Community Service Chair, Fundraising Chair, and Historian.

Section 2. The duties and responsibilities of the officer positions are as follows:

(a) Class Greeter

- (i) Welcome non-PA Faculty professors to their initial lecture.
- (ii) Act as a liaison between professors and students regarding questions of grading criteria, make-up tests and lectures, papers, etc.

(b) Medical School (MS) II Representative

- (i) Represent the PA students in the didactic phase of training to the second-year medical school class.
- (ii) Coordinate note service with second-year medical students to include: collection of fees, distribution of notes, and resolving any disputes that may arise regarding note service.
- (iii) Greet professors for lectures shared with MS II students.
- (iv) Work with Social Chair to plan social and educational activities with MS II students.

(c) Social Chair

- (i) Chair person of the social committee.
- (ii) Act as a liaison with the social chairs of MSI, MSII, and SMHSSC.
- (iii) Develop a calendar of events early in the academic year with the President.
- (iv) Develop and coordinate student social activities.
- (v) Collaborate with SMHSSC on SMHS wide events including the SMHS formal.
- (vi) Work with faculty and staff to plan graduation events.

(d) SAAAPA Representative: Assembly of Representatives (AOR)

- (i) Inform the class about AAPA membership, national activities and trends.
- (ii) Act as a liaison between the class and AAPA.
- (iii) Represent the class at conferences and AAPA events.
- (iv) Distribute all SAAAPA student information including resolutions to the program
- (v) Discuss all AOR resolutions with the student society prior to the conference so that the AOR representative knows how to vote at the conference
- (vi) Monitors the SAAAPA website
- (vii) Reviews the AOR handbook and participates in online discussions with other AOR representatives
- (viii) Serve as point of contact for SAAAPA Board of Directors and the regional chair
- (ix) Represent the GW Program in the Assembly of Representatives (AOR) during the Annual PA Conference held in May.

(e) SAAAPA Representative: House of Delegates (HOD)

- (i) Distribute all HOD information to the student society
- (ii) Attends the AAPA annual conference
- (iii) Discuss HOD resolutions with the SAAAPA Chief Delegate and the society
- (iv) Participate in online discussion with HOD representatives

- (f) School of Medicine and Health Sciences Student Council (SMHSSC)/MCSC Representative
 - (i) Attend all SMHSSC Meetings.
 - (ii) Represent the GWU Chapter of AAPA.
 - (iii) Use the one PA representative vote to promote the AAPA's goals.
 - (iv) Distribute SMHSSC meeting minutes to the Tolton Society Executive Board.
 - (v) Report back to the PA Class officers and the PA class collecting input for future SMHSSC meetings.

- (g) Student Diversity Representative
 - (i) Act as the liaison between the student society and the SAAAPA Director of Diversity.
 - (ii) Act as a representative of all physician assistant students and convey any and all concerns and issues regarding diversity to SAAAPA.
 - (iii) Coordinate, with the aid of the regional chair, local activities and community outreach projects.
 - (iv) Disseminate information to students regarding diversity issues that may affect the delivery of healthcare to various populations.
 - (v) Serve as the representative to the student diversity regional committee from his/her respective PA program.

- (h) Virginia Academy of PAs Representative
 - (i) Attend VAPA meetings that are open to students.
 - (ii) Act as a liaison between the class and VAPA.
 - (iii) Represent GW PA students at meetings of VAPA regarding funding for scholarships and AAPA conferences, and other issues.
 - (iv) Report back to the PA Class about VAPA membership, funding opportunities, and other issues.

- (i) Maryland Academy of PAs Representative
 - (i) Attend MAPA meetings that are open to students.
 - (ii) Act as a liaison between the class and MAPA.
 - (iii) Represent GW PA students at meetings of MAPA regarding funding for scholarships and AAPA conferences, and other issues.
 - (iv) Report back to the PA Class about MAPA membership, funding opportunities, and other issues.

- (j) DC Academy of PAs Representative
 - (i) Attend DCAPA meetings that are open to students.
 - (ii) Act as a liaison between the class and DCAPA.
 - (iii) Represent GW PA students at meetings of DCAPA regarding funding for scholarships and AAPA conferences, and other issues.
 - (iv) Report back to the PA Class about DCAPA membership, funding opportunities, and other issues.

- (k) Community Service Chair
 - (i) Keeps the society abreast of local community service events
 - (ii) Organizes and facilitates participation in community service events, in conjunction with other SMHS programs when possible.
 - (iii) Provides pictures of community service events for the society scrapbook

- (l) Fundraising Chair
 - (i) Identifies and organizes fundraising activities
 - (ii) Works with the treasurer to ensure financial management

(m) Historian

- (i) Document PA activities and events and collect photos and other media from class members
- (ii) Make photos available to the class, faculty, and as needed outside parties

Article VII. Eligibility for and Term of Office

Section 1. In order to serve in the elected or appointed official capacity, all officers and representatives must remain in good academic standing throughout the course of the program.

Section 2. Full and affiliate members are eligible to run for executive council positions as follows:

- (a) First-year PA/MPH students are eligible to run for the PA/MPH-1 representative position but no other executive council positions.
- (b) First-year PA students and second-year PA/MPH students are eligible to run for executive council positions except the PA/MPH-1 representative.

Section 3. All full and affiliate members are eligible to run for officer positions.

Section 4. No officer or representative shall hold more than one elected position at any given time. In the event a person is elected for more than one office, he/she must select an office and resign from the other.

Section 5. All officers of the James K. Tolton Society shall be elected in the manner set forth below for a term commencing immediately after the election in which they are chosen and terminating the following year upon completion of the next election.

Section 6. The outgoing executive council will serve as an advisory committee to the incoming executive council for a period of one year.

Article VIII. Elections

Section 1. All executive council members and officers of the James K. Tolton society shall be elected within four weeks of the start of the fall semester. The election meeting shall be called in accordance with Article IX.

Section 2. All full and affiliate members are eligible to vote for all executive council and officer positions.

Section 3. In general, each position may only be filled by one person. However, the executive council may approve co-candidacy for an officer position by majority vote.

Section 4. The procedure for conducting elections is as follows:

- (a) Any voting member may nominate an eligible member to a position. If the nominee accepts, he or she shall be entered on the ballot. Self-nominations are permitted if seconded by another member.
- (b) Candidates will be permitted to present a one-minute platform speech to the Society.
- (c) Votes will be taken by secret ballot.

- (d) For the office of co-presidents, each member qualified to vote is entitled to cast two votes. The nominees who receive the largest and second-largest number of votes cast are elected.
- (e) For the remaining offices, each member qualified to vote is entitled to cast one vote for each office. The nominee receiving a majority of eligible votes cast is elected to that position.
- (f) Elections for executive council positions and officer positions will occur in separate stages, allowing nominations for officers to be taken after the executive council is elected.

Section 5. The Society may choose to conduct nominations, elections, or both, in an online system by majority vote. All other provisions of these bylaws apply to proceedings conducted in this manner.

Section 6. Vacant positions due to resignation or loss of eligibility shall be filled by special election at the next meeting.

Article IX. Meetings

Section 1. The Tolton Society shall meet once a month unless the Co-Presidents decide a meeting is unnecessary and the transactions of the Society can be handled via e-mail or through other forms of class communication.

Section 2. The Co-Presidents shall call all Society meetings and approve all requests for unscheduled Society meetings.

Section 3. All members of the Tolton Society must be notified at least three days prior to said meeting date through an appropriate form of class communication.

Section 4. General elections for the Executive Council will occur in the fall semester and is a mandatory meeting for all Tolton Society members.

Section 5. The Executive Council should decide as a group how often they should meet. The Co-Presidents shall approve all requests for Executive Council meetings.

Article X. Amendments, By-Laws, and Parliamentary Source

Section 1. The Constitution and/or Bylaws may be amended by a vote of more than 50% of the number of eligible voters.

Section 2. All amendments proposed must be submitted to each Society member at least one week prior to the vote.

Section 3. To allow for absentee voting, the Society may choose, by majority vote, to conduct amendment votes in an online system. All other provisions of these bylaws apply to votes conducted in this manner.

Section 4. The Parliamentary Source used by the Society shall be Robert's Rules of Order. In all proceedings, the Constitution and Bylaws shall take precedent.

Section 5. The Constitution and Bylaws may not be amended so as to exclude student membership.

The Student Society Bylaws is compiled by
The George Washington University Physician Assistant Program
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