

# Ohio Society of Dermatology Physician Assistants

## Bylaws

### **Article I:** Name

The name of this organization shall be the Ohio Society of Dermatology Physician Assistants herein referred to as the OSDPA

### **Article II:** Vision, Mission, Purpose

The purpose of the OSDPA is to promote the professional and personal development of Physician Assistants who specialize, or have an interest in, the field of Dermatology.

**Section 1:** OSDPA vision statement: OSDPA is the Society of Dermatology Physician Assistant's (OSDPA) representative of the Physician Assistant profession within the state of Ohio.

**Section 2:** OSDPA mission statement: OSDPA mission is to enhance the health and well-being of the people within Ohio through the representation and advancement of the dermatology physician assistant profession.

**Section 3:** OSDPA purpose: To provide the general membership of the organization with a forum for informal assembly regarding the issues that relate to dermatology physician assistants in Ohio.

**Section 4:** OSDPA purpose: To develop and sponsor continuing medical education programs, promote the academic and clinical training of physician assistants and nurse practitioners in dermatology, create published articles relating to dermatology in professional journals, and serve as an information source for dermatologists, physician assistants, nurse practitioners, physician assistant student, and patients.

**Section 5:** The OSDPA promotes the physician/physician assistant team and physician/nurse practitioner team allowing physician assistants and nurse practitioners to improve the healthcare of the people of Ohio.

### **Article III:** Membership

The OSDPA shall be representative of dermatology physician assistants, physician assistants, students, and others interested in the field of dermatology within the state of Ohio who meet the specified Bylaws and requirements specified by the Board of Directors.

**Section 1:** Membership categories are (a) fellow, (b) accredited (c) student, (d) associate, (e) affiliate, and (f) honorary members.

**Section 2:** A fellow member is a physician assistant who is a graduate of a physician assistant program accredited by the Accreditation Review Commission (ARC-PA), or by one of its predecessor agencies, or who has passed the Physician Assistant National Certifying Examination (PANCE) administered by the National Commission on Certification of Physician Assistants (NCCPA) or an examination administered by another agency approved by the American Academy of Physician Assistants (AAPA) House of Delegates. Fellow members must practice dermatology full or part-time under the supervision of a physician. Fellow members may vote for OSDPA directors, introduce and vote on OSDPA business, and shall be eligible to hold office.

**Section 3:** An accredited member is a Nurse Practitioner who is a graduate of a nurse practitioner program accredited by the American Academy of Nurse Practitioners. Accredited members have passed national certification exams administered by the American Academy of Nurse Practitioners and maintain licensure

within the state of Ohio. Accredited members must practice dermatology full time or part time. Accredited members are not eligible to vote or hold office in the OSDPA.

**Section 4:** A student member is person enrolled in a Committee on Allied Health Education and Accreditation (CAHEA) or Commission of Accreditation of Allied Health Educational Programs (CAAHEP) or successor agency approved physician assistant program, or an unapproved program recognized by the AAPA. Student members shall not be eligible to vote or hold office in the OSDPA.

**Section 5:** An associate member is a physician assistant who is a graduate of a physician assistant program accredited by the Accreditation Review Commission (ARC-PA), or by one of its predecessor agencies, or who has passed the Physician Assistant National Certifying Examination (PANCE) administered by the National Commission on Certification of Physician Assistants (NCCPA) or an examination administered by another agency approved by the AAPA House of Delegates. Associate membership is conferred to those physician assistants who have a strong interest in dermatology, but who are not fellow members of the SDPA. Associate members shall have the privilege of the floor to address the OSDPA Board of Directors, but shall not be entitled to vote or hold office.

**Section 6:** An honorary member is a person who has rendered distinguished service to the physician assistant profession and/or OSDPA. Such members shall be nominated by an active member approved by the Board of Directors within one year. They shall be entitled to the privilege of the floor, but shall not be entitled to vote or hold office. They shall be exempt from paying dues.

**Section 7:** An affiliate member is a person engaged in selling products or services to physician assistants, individuals employed by government agencies who do not qualify for any other membership category, or non-physician assistant health care providers. Affiliate members are not entitled to the privilege of the floor, vote, or hold office.

**Section 8:** All applications for membership shall be in writing on application forms provided by this organization. All applications shall be approved or rejected by the organization's Board of Directors. No applicant shall be denied on the basis of gender, age, race, creed, color, or national origin. No fellow member of the OSDPA shall be denied an application of membership unless such membership has been revoked for reasons of an ethical or judicial nature. Appeals will be acted upon by the Board of Directors whose decision will be final.

**Section 9:** Annual fees, dues amounts, late fees, and assessments shall be established by the Board of Directors for each class of membership by majority vote.

#### **Article IV: Meeting of Members**

**Section 1:** Meeting of the OSDPA shall be held at least annually. The date, time, and place to be set by the Board of Directors and shall be held for the purpose of transacting business that may properly come before said meeting.

**Section 2:** Notice of meetings shall be in writing no less than 30 days prior to the meeting. Special meetings of the organization may be called by the President and/or by the order of the majority of the Board of Directors. Special meeting of the organization may be requested by a majority of the fellow members.

**Section 3:** A quorum of any general membership meeting of the OSDPA shall consist of 10 percent of the fellow members.

**Article V: Election of the Board of Directors**

**Section 1:** The Board of Directors shall consist of President, Vice President, Immediate Past President and Director at Large, Secretary, and Treasurer.

**Section 2:** The board of Directors shall have a two-year term. Any director may resign at any time. Such resignation shall be in writing to the board and shall take effect at the time specified therein.

**Section 3:** The outgoing President shall remain as a voting member of the Board for two years as the Immediate Past President.

**Section 4:** Each board director of the organization shall be a fellow in good standing of the OSDPA for the duration of their term.

**Section 5:** Self-declaration is required for candidacy for the Board of Directors. Declaration for candidacy must occur by a date determined by the Board of Directors and publicized to the general membership.

**Section 6:** The election of director shall be conducted at least 45 days prior to January 1. The elected director shall take office on January 1st and conclude term December 30th of the appropriate year.

**Section 7:** Any director may be removed from office, for cause, at any time by the affirmative vote of the majority of the Board of Directors.

**Section 8:** In the event of a vacancy in the office of President, the Vice President shall become the President to serve the remainder of the term. All other vacancies occurring on the Board of Directors shall be filled by a majority vote of eligible voters. All terms of office shall expire at the time of the next regularly scheduled OSDPA election.

**Article VI: Duties of Directors**

The Board of Directors shall perform the duties necessary to achieve and maintain the OSDPA's vision, mission, and purpose. The Board shall meet at such time and place as deemed necessary to conduct the business of the OSDPA. The Board shall serve as the judicial body of the OSDPA.

**Section 1:** The President shall preside at all business meetings of the organization and of the Board of Directors. He or she shall make a full report to the general membership of the year's activities at the annual meeting of the organization. He or she shall coordinate agendas for future meetings, preside at meetings, monitor finances, pursue sponsorship, and accreditation of CME. The President shall appoint all standing committees and designate their chairs, subject to approval of the Board of Directors. The President shall serve as the official spokesperson for the OSDPA and be the liaison to the SDPA, the American Academy of Physician Assistants, and the Ohio Academy of Physician Assistants.

**Section 2:** The Vice President shall assume the duties of the President during meetings in his or her absence. The Vice President shall oversee the newsletter, assist the Director at Large with the Communications Community, and assist the President with the appointment of committee chairs. He or she will organize and conduct, with the assistance of the Secretary, all elections and serve as chair of the Elections Committee. He or she shall also perform such duties as may be assigned by the President or the Board of Directors.

**Section 3:** The Immediate Past President shall attend Board meetings and shall perform such duties as may be delegated by the President or Board of Directors. Immediate Past President will serve as the chair of the Regional Leadership Oversight Committee (RLOC). As chair of RLOC, he or she will manage and delegate as determined by the Immediate Past President the Regional Vice Chairs that comprise the RLOC.

**Section 4:** The Secretary shall keep the minutes of all meetings of the organization, be responsible for all internal organizational communications, assist the Vice President with the Elections Committee, create Board of Director meeting agendas, notify all members of all meetings. He or she will organize and conduct, with the assistance of the Treasurer, all programs and serve as chair of the CME Committee. He or she shall also perform such duties as assigned by the President or the Board of Directors.

**Section 5:** The Treasurer shall maintain accurate records of the financial status of the OSDPA. He or she is responsible for the property and funds of the OSDPA. He or she is responsible for the collection of dues from all members and file all applicable taxes with the assistance of the President. The Treasurer shall deposit in the OSDPA's account all money received by the organization, pay all bills or disperse funds approved by the OSDPA, and record all receipts of those payments. The Treasurer should send welcome notifications to new membership and other eligible persons in a timely manner upon receipt of funds. He or she will assist the Secretary with the organization and conduction of all programs and serve as co-chair of the CME Committee. He or she shall also perform such duties as assigned by the President or the Board of Directors.

**Section 6:** The Director at Large shall attend board meetings and perform such duties as assigned by the President or Board of Directors. The Director at Large shall develop and execute marketing and communication strategies to promote events, initiatives and membership. The Director at Large shall oversee the Communications Committee, with the assistance of the Vice President.

#### **Article VII: Committees**

There shall be such committees as specified by the Board of Directors. These Standing Committees may include but are not limited to: a) Continuing Medical Education, b) Elections.

**Section 1:** The members of each standing committee shall hold office until the appointment of their successors. The President shall appoint each chairperson with majority approval by the Board of Directors, and shall be subject to removal by the President. The chairperson, in conjunction with the President, is responsible for appointing committee members.

**Section 2:** Each standing committee shall be responsible for performing the duties and functions delegated to it by the Board of Directors or the President.

**Section 3:** The committee chairperson shall be responsible for appointing committee vacancies. A committee appointment may be terminated by the chair of the committee for deficiencies in performance of duties. A chairperson may have their appointment terminated by the President, with majority approval by the Board of Directors, for deficiencies in performance.

**Section 4:** Special (ad hoc) committees may be appointed by the President with the concurrence of the Board for such special tasks for which there is defined need.

#### **Article VIII: Duties of Standing Committees**

**Section 1:** The Continuing Medical Education (CME) Committee shall coordinate the planning of CME conferences for the OSDPA. The CME Committee shall be in charge of coordinating the notification of the membership of upcoming events and of actively pursuing sponsorship avenues for holding conferences.

**Section 2:** The Elections Committee shall prepare a slate of candidates to fill positions on the Board of Directors. The committee shall establish rules and regulations governing the elections. The committee shall conduct the elections in the manner discussed in Article V.

#### **Article IX: Finance**

**Section 1:** The fiscal year shall be determined by a resolution of the Board of Directors.

**Section 2:** The amount of dues, late fees, and assessments shall be determined by the Board of Directors from time to time.

**Article X: Parliamentary Authority**

**Section 1:** The current edition of Sturgis-Standard Code of Parliamentary Procedure shall be the parliamentary authority for all matters of procedures not specifically covered by these bylaws.

**Section 2:** This constituent organization is part of the parent organization the SDPA. As such, the OSDPA and its members are required to meet all provisions outlined in the SDPA's bylaws. The OSDPA will not write or pass any bylaws and/or policies in conflict with the SDPA bylaws and/or policies. The OSDPA will uphold the principles, purposes, and philosophy for which the SDPA was founded.

**Article XI: Ethics and Judicial Affairs**

**Section 1:** The Board of Directors shall serve as the judicial body of the OSDPA.

**Section 2:** The Board of Directors will create policy defining and implementing the OSDPA's Code of Ethics, AAPA policy 1301-01-01, the Code of Ethics of the PA Profession.

**Section 3:** The Board of Directors shall be responsible for the impeachment process of any OSDPA director.

**Article XII: Amendment of Bylaws**

**Section 1:** Minor edits to these bylaws may be made by the majority vote of the Board of Directors.

**Section 2:** Major amendments to these bylaws may be made at any regular or special meeting of the membership by a majority vote of all voting members or by proxy.

**Article XIII: Dissolution of the OSDPA**

**Section 1:** The OSDPA shall dissolve at any time by a vote of two-thirds majority of all eligible voting members.

**Section 2:** In the event of dissolution, the remaining monies will be disbursed to non-profit organizations whose purpose is in accordance with the OSDPA. The Board of Directors shall designate this disbursement by a majority vote.

**Section 3:** When a Committee is dissolved voluntarily, when Article VII of the OSDPA have been canceled, or when the period of existence of the OSDPA specified in its articles has expired, the committee shall cease to carry on business and shall do only such acts as are required to wind up its affairs, or to obtain reinstatement of the articles in accordance with Article VII for 30 days post dissolution. The Board of Directors and their successors shall act as chairs in accordance with the article until the affairs of the committee are completely wound up. The Board of Directors shall proceed as speedily as is practicable to complete winding up of the affairs of the committee. For that purpose, the Board of Directors may exercise all the authority of the committee.