

# UKAPA BYLAWS

## 1. Article I: Name

**1.1.** The name and title by which this corporation shall be known is the UK ASSOCIATION OF PHYSICIAN ASSISTANTS, (UKAPA) herein after known as the Association.

**1.2.** The Association is incorporated under the name of UK ASSOCIATION OF PHYSICIAN ASSISTANTS, Ltd. (Company number 5502972). It is established under the laws of the United Kingdom. This is a guarantee company under the laws of the United Kingdom, and each subscriber shall be required to pay the sum of £1 should the company go insolvent. This £1 shall be set aside by the organisation. Each subscriber shall appoint another member to take his /her place upon the canceling of his/her membership, or upon leaving the country permanently. This action must be accomplished in written form and addressed to the secretary of UKAPA prior to leaving the UK.

**1.3.** Notwithstanding the above sections, the term physician assistant may be replaced by any term approved by the regulating authority, provided that the holders of those titles meet the basic requirements of a physician assistant as outlined in this document.

## 2. Article II: Purpose and Mission

### 2.1. Section 1: Purpose

**2.1.1.** The Association is organized and shall be operated exclusively for educational and scientific purposes. In furtherance of these purposes, the Association shall, through appropriate mechanisms, strive to assure the public of a uniform entry level and continued competency of physician assistants. To represent physician assistants and physician assistant students so as to maximize the benefit of their services to the public, the Association shall:

**2.1.1.1.** Encourage its membership to render quality service to the health professions and to the public.

**2.1.1.2.** Develop, sponsor and evaluate continuing medical or medically related educational programs for the physician assistant.

**2.1.1.3.** Assist in the development of role definition for the physician assistant in the UK.

**2.1.1.4.** Assist in the maintenance of the integrity of the physician assistant profession by assuring that only properly trained, graduated and certified physician assistants practice medicine within the UK, and only under the supervision of appropriately credentialed physicians.

**2.1.1.5.** Assist with the coordination and standardisation of curricula for the physician assistant.

**2.1.1.6.** Participate in the accreditation of physician assistant training programmes.

**2.1.1.7.** Participate in the development of the criteria leading to certification of the physician assistant.

**2.1.1.8.** Develop, coordinate and participate in studies having an impact either directly or indirectly on the physician assistant profession.

**2.1.1.9.** Serve as a public information centre with respect to its members, health professions and the public.

**2.1.1.10.** Establish and maintain an academic and educational headquarters for physician assistants.

**2.1.1.11.** Encourage persons with interest to enter training to become physician assistants.

**2.1.1.12.** Undertake or assist others in undertaking training courses or other educational activities designed to enhance the medical knowledge and skill of physician assistants.

**2.1.1.13.** Establish professorships, lectureships and to award prizes and scholarships, provided that no such certificate or other like award issued by the Association shall contain any statement or expression implying that it is granted by or under the authority of the government or any department thereof.

**2.1.1.14.** Encourage the publication by physician assistants and others of research into medical or scientific subjects with a view to the improvement of general medical practice, in any field, and to undertake or assist others in undertaking such research.

**2.1.1.15.** Disperse information on all matters affecting general medical practice and establish, print, publish, issue and circulate papers, journals, magazines, books, periodicals and other publications, and hold such meetings, conferences, seminars, and instructional courses as needed to meet objects of the Association.

**2.1.1.16.** Cooperate with other bodies in all matters relating to or connected with the attainment of the purposes for which the Association is established.

**2.1.1.17.** Notwithstanding any other provision of these Bylaws, the Association shall exercise its powers, rights and privileges, whether conferred by this instrument or by the laws of the United Kingdom or otherwise, in furtherance of its educational and scientific purposes.

**2.2. Section 2: Mission** The mission of the Association is to support the development of physician assistants; to promote the physician assistant profession in the United Kingdom (UK); and support of the physician assistant working in the UK.

### **3. Article III: Classes of Membership**

**3.1. Section 1: General.** Membership in this organisation shall be open to men and women who support the concept and practice of Physician Assistants in the UK and who meet the requirements set forth in this section.

**3.2. Section 2: Membership Categories.** The membership shall consist of member, student member, associate, honorary, lifetime, and other such categories as may be recognized by the membership.

**3.2.1.** A member is a physician assistant who is a graduate of a nationally recognised physician assistant programme and is a member in good standing within the medical professional community. To maintain their membership status, members must satisfy such continuing medical and/or medically related educational requirements as may be prescribed by the Membership through the Board of Directors. Non-clinical physician assistants will not be required to maintain continuing medical education (CME). Members shall vote for officers and directors and be eligible to hold office.

**3.2.2.** A student member is an individual who is enrolled in an approved physician assistant programme, or a programme of education established in the UK or other country to produce a practitioner with comparable competencies, duties, and responsibilities of the American Physician Assistant, provided that the training program includes physician and physician assistant instructors, preceptors and/or mentors, and trains in the medical model. Student members will be allowed to vote for the two student representative positions on the Board of Directors. These two UK students shall be elected by his/her peers to sit on the Board of Directors and shall have and enjoy all rights and privileges of any such member of the board.

**3.2.3.** Associate members shall consist of individuals approved by the membership from the health professions who desire to associate with the Association. Associate members will not be entitled to vote or to hold office, but shall be entitled to privileges of the floor.

**3.2.4.** Honorary membership may be conferred by the Board of Directors through the membership on non-physician assistants who have rendered distinguished service to the physician assistant profession. Honorary members shall have all the rights and privileges of the organization with the exception of voting, holding office, and/or chairing committees. All honorary members shall be exempt from the payment of dues.

**3.2.5.** The board of directors, with approval of the membership, may confer lifetime membership for member physician assistants who have rendered sustained distinguished service to the physician assistant profession in the United Kingdom. Lifetime members shall have all rights and privileges of the organisation, including the right to vote and hold office. All lifetime members shall be exempt from the payment of dues.

**3.3. Section 3:** Applications for membership shall be made on a form approved for that purpose by the Board of Directors. The Chair of the Membership Committee will approve membership applications and will issue each new member a membership certificate of such design as shall be approved by the Board of Directors. Ownership of the certificate shall remain with the organisation.

### **3.4. Section 4: Revocation or suspension**

**3.4.1.** Membership in the organisation may be suspended or revoked.

**3.4.1.2.** When the appropriate regulatory body revokes the member's credentials required to practice as a physician assistant in the United Kingdom.

**3.4.1.3.** When the member has been determined under policies and procedures established by the Board of Directors to have behaved in a manner to bring discredit upon the profession and/or organisation.

**3.4.2.** Members who have their membership suspended or revoked shall lose all privileges that accrue to such membership until they are reinstated.

**3.4.3.** Membership may be reinstated under policies and procedures established by the Board of Directors.

**3.5. Section 5:** Non-discrimination: Membership shall be accorded to any person meeting the requirements set forth for the class of membership applied for with no consideration for sex, race, religion, or other criteria.

**3.6. Section 6:** Dues for each category of membership shall be determined periodically by the Board of Directors to assure that adequate resources are available for the conducting of the activities of the organisation.

### **4. Article IV: Student Association**

**4.1. Section 1:** The Student Association of the UKAPA is the national representative body of the UKAPA student members and as such, while embracing all the UKAPA policies and purposes, the Student Association further strives to serve students.

### **5. Article V: Elections**

**5.1. Section 1.** The elected offices of the organisation shall be the President, Vice President, Secretary, Treasurer, and a designated number of Directors-at-Large.

**5.2. Section 2.** The terms of office for each elected officer shall be one or two calendar years, with elections held at such time to comply with requirements for officers and delegates of the Association. The terms of office shall be staggered so as to maintain a continuity of purpose on the Board of Directors at all times.

**5.3. Section 3.** Eligibility and qualifications of candidates. Candidates for office must be members of the organisation in good standing.

**5.4. Section 4.** Candidacy. Candidacy for office shall be made by self-declaration at a time and in a form designated by the Board of Directors.

**5.5. Section 5.** Elections. Ballots shall be distributed to all members in good standing of the organisation listed on the membership roster at least 30 days prior to the date of the election. The date of distribution of the ballots shall be determined by the Board of Directors.

**5.6. Section 6.** Voting shall take place in a format determined by the Board of Directors with ballots distributed to all eligible voters by a date determined by the Board of Directors and returned by a date determined by the Board of Directors and publicized to all members of the organisation. A plurality of the votes cast shall determine the winner of the office contested.

**5.7. Section 7.** Assumption of Office. Officers shall assume their offices on a date as negotiated between the outgoing and incoming officers with the approval of the standing Board of Directors.

**5.8. Section 8.** Vacancies in Office. Should a vacancy occur in an office, the following procedure for replacement shall apply:

**5.8.1.** President—the vice-president shall assume the office of President upon a vacancy and shall serve the remainder of the assumed term.

**5.8.2.** Other officers—vacancies in the remaining offices shall be made at the next regularly scheduled board of directors meeting by appointment of an eligible candidate from a list of volunteers solicited from the membership. Should no suitable volunteer arise the duties of the office vacated shall be assumed by the Immediate Past-President, who will serve until the next regularly scheduled election. If the Immediate Past Present is not available, a past officer not currently in another elected office shall assume the position. The order of precedence shall be secretary, treasurer, directors-at-large, committee chair.

**5.9.** Time when new office takes place:

**5.9.1.** Initial election: Due to requirements of United Kingdom incorporation, the trustees must remain in position for not less than 6 months nor more than 18 months. Within 15 calendar days of the election results tabulation, the trustees and the new slate of officers will meet. The new slate of officers will begin their terms on the following day, and will continue in office until 1st March 2007.

**5.9.2.** See 5.7. Section 7.

## **6. Article VI: Board of Directors**

**6.8. Section 1:** The Officers of the Association shall be a president, vice president, secretary, treasurer, and the immediate past president (or the chairman of the trustees in the initial year). The officers are voting members of the Board of Directors.

**6.9. Section 2:** There shall be up to ten (10) directors.

**6.9.1.** Five (5) officers

**6.9.2.** Minimum two (2) directors-at-large — the number of directors at large required is to be determined by each outgoing

**6.9.3.** Two (2) student representatives

**6.10.** President. The President shall be the public representative and spokesperson for the organisation. The President shall appoint the Chairs of standing and ad hoc committees with the advice of the Board of Directors. (S)he shall preside over and make a report at the annual meeting of the membership of the activities of the Board of Directors and any recommendations made for consideration by the general membership.

**6.11.** The Vice President shall assume the office of the president in the case of vacancy in that office. The Vice President shall chair all meetings in the absence of the President. (S)he shall perform any other duties assigned.

**6.12.** The Treasurer shall be responsible for accurate maintenance and accounting of the finances of the organisation. (S)he shall give a report at the annual meeting of the membership of the general financial condition of the organisation. The Treasurer shall deposit or cause to be deposited such monies generated by the organisation into such accounts as are established by the Board of Directors; shall disburse such monies as necessary on order of the Board of Directors; shall maintain such records of these transactions as necessary; report to the Board of Directors the financial status of the organisation and accounts when requested; and other duties as assigned.

**6.13.** The Secretary shall have charge of recording and maintaining the minutes of the regular and other meetings of the Board of Directors and the annual membership meeting; maintaining and conducting correspondence on behalf of the Board of Directors; and other duties as assigned.

**6.14.** The Immediate Past President shall assume such duties and responsibilities as assigned by these bylaws, the president and/or the Board of Directors.

## **7. Article VII: Duties and Responsibilities of the Board of Directors**

**7.1.** Without prejudice to the duties and responsibilities confirmed by the laws of the United Kingdom, by the Article of Incorporation, or by these Bylaws, the directors of the Association shall be responsible for the implementation of policies and for the property, business, and financial affairs of the Association. It is expressly declared that the Board of Directors shall have the following duties and responsibilities:

**7.1.1.** To implement policy as directed by the Membership.

**7.1.2.** To direct the activities of the Association.

**7.1.3.** To provide for the management of the affairs of the Association in such a manner as may be necessary or as directed by the Membership.

**7.1.4.** To establish committees necessary for the performance of its duties.

**7.1.5.** To establish, regularly review, and update the Association's management plan to attain the goals of the Association.

**7.1.6.** To call special meetings of the Membership as provided under Article XIV, Section 1.

**7.1.7.** To report the activities of the Board of Directors for the preceding year to the Membership at the Association's annual meeting.

## **8. Article VIII: Meetings**

**8.1. Section 1.** The Board of Directors shall meet at a time and place established by Board policy but in no event shall there be no less than two meetings in any calendar year. At least 66% of the board of directors must be present to constitute a quorum for conducting of business by the Board.

**8.2. Section 2.** Special meetings of the Board of Directors shall be called by the Secretary upon request by the President, or upon written request by 25% of the members of the Board, or by written request of 20% of the general membership. Notice of the special meeting shall be made by means determined by the Board at least two weeks before the date of the special meeting with the subject of the meeting presented and action by the Board limited to the subject at hand.

**8.3. Section 3.** General Membership: The organisation shall convene at least one general membership meeting each calendar year at a time and place determined by the Board of Directors. The eligible voting members present at the meeting shall constitute a quorum for the purposes of conducting the business of the organisation.

**8.4. Section 4:** Special meetings of the general membership shall be called by the Secretary upon request of the President or upon written request by 25% of eligible voting members in good standing. Notice of the special meeting shall made under policies and procedures established by the Board of Directors with the date and subject of the meeting provided to the membership at least two weeks prior to the date of the special meeting with the subject of the meeting presented and action by the membership limited to the subject at hand.

## **9. Article IX: Executive Committee**

**9.1. Section 1:** The executive committee of the Board of Directors shall consist of the president, vice president, and the immediate past president or the person in this position as required by paragraph 5.8.2

**9.2. Section 2:** The executive committee shall be empowered to act for the Board on emergency matters only

**9.3. Section 3:** Actions of the executive committee shall be reported to the Board of Directors no later than the board's following meeting. All such committee actions must be reviewed and approved by the Board of Directors and shall be included in the official board minutes.

## **10. Article X: Standing Committees**

**10.1. Section 1:** The Executive Committee shall confer with the President in setting the agendas for all business meetings.

**10.2. Section 2:** the Treasurer shall chair The Finance Committee. This committee shall be responsible for the maintenance of the financial dealings of the organisation. They shall propose an annual budget to be approved at the annual meeting.

**10.3. Section 3:** The Continuing Medical Education Committee shall be chaired by a person appointed by the President with the approval of the Board of Directors. The chairperson may be appointed an indefinite number of terms. This committee shall be responsible for organising and coordinating all UKAPA sponsored CME activities. They shall also recommend category I approval on conferences, lectures and seminars in accordance with Article II, Paragraph 2.2.1.1 and 2.2.1.12.

**10.4. Section 4:** The Legislative and Governmental Affairs Committee shall monitor current legislation and policies that have an effect on UKAPA and, when necessary, coordinate the proactive lobbying for improved quality and standards for PAs practicing in United Kingdom and encourage the membership to take a role in the legislative process.

**10.5. Section 5:** The Public Education/Information Committee shall be responsible for coordinating and implementing a comprehensive educational program, promoting and informing the public regarding the physician assistant profession.

**10.6. Section 6:** The Membership Committee shall be chaired by a designated Board member and shall encourage and promote the increase of UKAPA membership by coordinating the recruitment, retention, and development of the organisation's members. They shall review and approve applications for membership in the organisation as well as issue notices of renewal upon expiration of the term of membership according to policies and procedures established by the Board of Directors. Deposit any monies generated by membership dues to accounts designated by the Treasurer as established by the Board of Directors. Maintain an accurate and timely list of members in good standing.

**10.7. Section 7:** The Public Relations Committee shall be chaired by a person appointed by the President, with the approval of the Board of Directors. This committee shall be responsible for the production and distribution of the UKAPA newsletter, the submission of news releases to the appropriate British media services and other activities to enhance the public awareness of the physician assistant profession and its individual members.

**10.8. Section 8:** The Elections Committee shall be chaired by the Vice President and 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 described in Article V, section 6.

**10.9. Section 9:** The Bylaws Committee shall be chaired by the Immediate Past President. The bylaws committee will accept and review all proposed changes presented by individual members of the association. The committee shall annually review the bylaws and recommend changes to the executive committee.

## **11. Article XI: Judicial Affairs**

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

**11.2. Section 2:** The Association has the inherent right to discipline, suspend, or expel an Association member.

**11.3. Section 3:** Anyone may in good faith prefer charges against any Association member believed to have violated the Association bylaws, policies, or rules, or for unprofessional or unethical conduct.

**11.4. Section 4:** The Association, through the Board of Directors and after due notice and hearing, may discipline any member for a violation of Association bylaws, policies, or rules, or for unethical or unprofessional conduct.

**11.5. Section 5:** If any member has their physician assistant license, registration or certificate revoked as a result of a final adjudicated disciplinary action for violation of their professional practice statutes or regulations, their UKAPA membership shall automatically be revoked.

**11.6. Section 6:** Any individual who has their physician assistant license, certification, registration revoked as the result of a final adjudicated disciplinary action for violation of their professional practices statutes or regulations shall be ineligible to apply for UKAPA membership during the period of that revocation.

**11.7. Section 7:** Any officer or elected official of the Association may be disciplined or removed from office in accordance with procedures established by the Board of Directors and approved by the membership.

## **12. Article XII: Committees and Councils**

**12.1. Section 1:** These bylaws shall establish the initial standing committees of the Association, and the list of standing committees may be modified by the Membership through the Board of Directors. Appointing standing committee chairs and members, establishing subcommittees and appointing subcommittee chairs and members shall be governed by policies and procedures established by the Board of Directors.

**12.2. Section 2:** The initial standing committees are listed in Article X

**12.3. Section 3:** Each committee shall be responsible for the performance of its duties and responsibilities. The Board of Directors may also establish and appoint other such committees as may be necessary to carry out the duties of the association.

**12.4. Section 4:** Either the Membership through the Board of Directors or the Board of Directors may establish Ad hoc committees. Such ad hoc committees shall be established for a specific purpose and shall report to the authority that appointed them. The ad hoc committee shall cease to exist when its assignment is completed and a final report is issued.

## **13. Article XIII: Rules of Order**

**13.1.** In the absence of any provisions to the contrary in the Bylaws, all meetings of the Association, and the Board of Directors shall be governed by the parliamentary rules and usages contained in the current edition of The Standard Code of Parliamentary Procedure.

#### **14. Article XIV: Dues and Assessments**

**14.1.** The Board of directors shall determine the amount of dues and any assessments.

#### **15. Article XV: Amendments**

**15.1. Section 1:** The power to amend Bylaws shall be vested solely in the Membership.

**15.2. Section 2:** A proposal for the amendment or repeal of Bylaws or adoption of new Bylaws to be submitted by the Board of Directors shall be initiated by

**15.2.1.** the Board of Directors

**15.2.2.** any standing committee or council

**15.2.3.** the Student Association

**15.2.4.** Any individual member, through the Bylaws committee

**15.3. Section 3:** Proposed amendments shall be in such form as the Bylaws Committee may from time to time prescribe (??) and each amendment shall be filed with that committee at least three (3) months prior to the any general membership meeting. The Bylaws Committee shall be exempt from the three (3) month filing requirement.

**15.4. Section 4:** The Bylaws Committee shall present each proposal to members substantially in the form presented to the committee with such technical changes and conforming amendments to the proposal or existing bylaws as the committee shall deem necessary or desirable. The proposed amendment shall be printed and distributed to each member at least 30 days prior a general membership meeting.

**15.5. Section 5:** Amendments conforming to the above four (4) sections will require a two-thirds (2/3) vote of all members present and voting.

**15.6. Section 6:** By an 80 percent vote of all members present and voting of the proposal to amend the Bylaws may be made and acted upon at the same meeting without prior notice. An 80 percent vote of the members present and voting of the likewise be required for adoption of such amendments.