

**CONSTITUTION AND BYLAWS
OF
EUGENE A. STEAD, JR.
PHYSICIAN ASSISTANT SOCIETY**

Amendments: 07/23/03, 01/23/2012, 11/10/2016, 08/10/2018, 07/31/2019, 01/14/2021

PREAMBLE

We, the students of the Duke University Physician Assistant Program (DPAP), 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, service, and philanthropy, and to uphold the mission of the Duke Physician Assistant Program.”

ARTICLE I. 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 and philanthropic organization for the students of the Duke University Physician Assistant Program.

SECTION 3

To uphold the standards of a recognized student society as defined by the Student Academy of AAPA.

SECTION 4.

To keep students informed about and encourage participation in the National, State, and Regional Physician Assistant organizations.

SECTION 5.

To provide guidance for the incoming class and transition the next Stead Society.

ARTICLE III. MEMBERSHIP

SECTION 1.

A full membership to the Stead Society is granted to every Duke University Physician Assistant student upon matriculation at the Duke University Physician Assistant Program.

SECTION 2.

Every full member shall be provided membership to 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 included in the student fees set by the PA Program. The PA Program covers AAPA and NCAPA membership fees for all students and all Stead Officers are required to be AAPA members.

ARTICLE V. OFFICERS

SECTION 1. MAINTAINING AN OFFICER POSITION

- A. Candidates for all officer positions must be in satisfactory academic standing with no outstanding behavioral or professionalism concerns at the time of election or appointment.
- B. Once elected or appointed all members holding officer positions must remain “a student in satisfactory academic standing” as defined by the Duke Physician Assistant Program student handbook. Officers must also adhere to the policies and regulations set forth in the student handbook in regards to professionalism and conduct.
 1. If an officer does not remain “in satisfactory academic standing” or adhere to the program’s policies on professionalism and conduct the officer will be asked to step down from the Stead leadership position by the Stead Faculty Advisor with input from the officer’s academic advisor.
 2. The need to fill the vacant officer’s position will be determined by the Executive Officers of the Stead Society.
- C. Officers may step down at any time due to personal or academic reasons by written notification to the President and Stead Faculty advisor.

SECTION 2. 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 meetings of the Stead Society, as well as lead Stead Faculty meetings.
 - (c) Serve as chairperson of the Executive Council.
 - (d) 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.
 3. Secretary shall:
 - (a) Assume the duties of the Vice-President in the absence or incapacity of the Vice-President.

- (b) Record the minutes of all Executive Council and Stead Society meetings. (c) Be responsible for the communication concerning 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, fundraisers and hours of participation for each student per semester.
 - (f) Serve as Graduation Marshall for the graduating class or designate a willing volunteer from the first year class to oversee student involvement in ceremonies in conjunction with the Alumni Coordinator.
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 safekeeping of all funds of the Stead Society.
 - (d) Maintain accurate records of all monetary transactions of the Stead Society. (1) Funds can only be removed from the Stead Society bank account after approval from the Treasurer and Financial Specialist.
 - (2) Receipt of purchase must be provided in order for a member to be reimbursed from the Stead Society bank account.
 - (e) Initiate fund-raiser ideas to increase class funds, and delegate the organization of fundraisers to other Stead Society officers and/or members as appropriate.
 - (f) Meet or communicate via email with the Stead Faculty Advisor or Financial Specialist on a regular basis.

SECTION 3. NORTH CAROLINA ACADEMY OF PHYSICIAN ASSISTANTS (NCAPA) STUDENT REPRESENTATIVE

A. Functions

1. Serve as liaison between NCAPA and DPAP.
2. Attend quarterly NCAPA meetings as a student representative of DPAP.
3. Communicate NCAPA networking and professional opportunities to Stead Society membership.
4. Organize NCAPA Conference Challenge Bowl involvement.
5. Plan professional development and networking opportunities for Stead Society membership.

SECTION 4. REPRESENTATIVE OF THE STUDENT ACADEMY (RSA) AND RSA ALTERNATE (RSA)

A. The student society shall have one representative and one alternate for the Assembly of Representatives (AOR), 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 but no experience is required. A detailed AOR handbook will be sent to the primary representative several weeks prior to the meeting. This is an exciting leadership opportunity. Many of AAPA's current leaders began in the Student Academy Assembly of Representatives.

1. RSA Functions:

- (a) Attend the annual Assembly of Representatives (AOR) meeting at AAPA's annual National Conference to elect new officers of the Student Academy, to establish and amend policy of Student Academy and to conduct business as necessary.
- (b) Serve as the primary contact for Student Academy leaders

- (c) Responsible for distributing all Student Academy information to Stead membership
 - (d) Monitors the RSA website for announcements, information concerning PA week, leadership opportunities, and available resources that would be of interest to fellow students, and disseminates this information appropriately to full Stead Society membership.
 - (e) Participate in online discussions and/or phone conferences with other RSAs/ RSA alternates from around the country.
2. RSA Alternate Functions:
- (a) Replace the RSA at the Assembly of Representatives meeting if the RSA relinquishes his or her seat either temporarily or permanently
 - (b) In the event the class decides to participate in the annual AAPA conference Challenge Bowl, organizes and facilitates the formation and training of the class Challenge Bowl team in conjunction with the appointed faculty member.
 - (c) In the event that the class decides to create a resolution for submission to the Student Academy, will create and chair that committee
 - (d) Participate in online discussions and/or phone conferences with other RSAs/ RSA alternates from around the country

SECTION 5. OFFICES OF GRADUATE AND PROFESSIONAL STUDENT GOVERNMENT (GPSG) REPRESENTATIVE, DIVERSITY CHAIRPERSON, OUTREACH CO-CHAIRPERSONS INTERPROFESSIONAL EDUCATION (IPE) STUDENT REPRESENTATIVE, HISTORIAN, HONOR COUNCIL REPRESENTATIVE, AND WELLNESS AND SUSTAINABILITY CHAIRPERSON.

A. Graduate and Professional Student Government (GPSG) Representative

1. Act as liaison to the GPSG and keep the class informed of current events sponsored by the GPSG.
2. Investigate the availability of funding from the GPSG for the purpose of community involvement.
3. Serve on a subcommittee of the GPSG as required by GPSG bylaws.

B. Diversity Chairperson

1. Coordinate diversity activities with the AAPA Student Academy Director of Diversity and Outreach and the Duke PA program faculty advisor.
2. Report to the executive committee and encourage class participation in interactions and events.
3. Serve as the Physician Assistant Student Representative within Duke's School of Medicine (SOM) Inclusion Council, and serve on the Executive Board of the council with other student representatives in the SOM. Responsibilities include but are not limited to advocating for PA students of marginalized and/or disenfranchised groups or populations and serving as the student liaison between the PA program and the School of Medicine.
4. Chair the student Diversity, Equity, and Inclusion Committee, whose mission is to promote diversity, inclusion, and racial equity at the PA program and beyond.

C. Community Outreach Co-Chairpersons

1. Act as the primary coordinators of community service and outreach opportunities for the members of the Stead Society.

2. Responsibilities include regular reporting to the executive committee, encouragement of class participation in interactions, and filing a yearly report to the Student Academy Directors of External Affairs at least 1 month prior to the AAPA conference.
3. Assist the treasurer or designee with fundraising ideas, planning the events and coordinating schedules.
4. Two co-chairpersons shall be elected, both function as listed above.
5. Maintain the organization in good standing with Duke University via communications withUCAE (University Center Activities & Events) and/or other interested University entities.

D. Interprofessional Education (IPE) Student Representative

1. Acts as a 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 Student Academy Directors of External Affairs and the Student Academy website.
2. Attend meetings set forth by the Duke Health Center for Interprofessional Education and Care (IPEC) and relay information to and from the PA program.

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.
3. If the class chooses to have a Facebook page, maintains the community standard of the page and the Facebook page for the incoming class until they have elected their own Stead Society officers.

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.
4. Serve as the student representative to the Professionalism Committee or designate a willing volunteer from the first year class to work in conjunction with said committee.

G. Wellness and Sustainability Chairperson

1. Coordinates resources for stress management, physical activity, rest, nourishment, and play in order to enhance student self-care and set a foundation for the future Physician Assistant's life.
2. Cooperate with other Stead Society offices to ensure that health and wellness initiatives are sustainable and inclusive.
3. Serve as representative on DPAP's Health and Safety Committee.
4. 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.

ARTICLE VI. ELECTION PROCEDURES FOR OFFICERS AND NATIONAL AND DUKE UNIVERSITY REPRESENTATIVES SECTION 1. ELECTION PROCEDURES

A. Nominations

1. Nominations of all Stead Society Executive Officers, NCAPA Student Representative, Representative of the Student Academy, and Graduate and Professional Student Government (GPSG) Representative, Diversity Chairperson, Outreach Co-Chairpersons, Interprofessional Education (IPE) Student Representative, Historian, Honor Council Representative, and Wellness and Sustainability Chairperson shall be made to the Stead Faculty Advisor or other designated staff member one week prior to the date of election.

B. Election and Term of Office

1. Elections shall take place no later than two weeks prior to the RSA application deadline.
2. Elections shall be by a simple majority vote by the incoming first year class.
3. Each officer will serve 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, unless otherwise specified.
4. Outgoing Stead Society officers will continue as Class Officers for their respective class in the second year.
5. The Stead Faculty Advisor will 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 Student Academy.

SECTION 2. ELECTION COMMITTEE

- A. The Stead Faculty Advisor shall coordinate and hold the initial election of the incoming class Stead Society positions.
- B. Once initial positions are filled and the elected body has been formed, the Executive council will coordinate any further elections required.
 1. If the Stead Society and the represented class agree upon addition of a new position, the Executive Council will coordinate distribution of the new position functions, candidate nominations, platform statements, and balloting.
 2. If an established Stead Society position becomes available outside the initial election time, the Executive council will decide if the position should remain open or if an additional election should be held to fill the position.

SECTION 3. BALLOTING

- A. All elections shall be by electronic ballot.
- B. Only first-year members of the Stead Society shall be required to vote on elections and other issues requiring approval by the full membership.
- C. Balloting by members present shall continue until a simple majority is obtained.

SECTION 4. ABSENTEE BALLOT

A. The Stead Faculty advisor shall make available to any full member, so requesting, an absentee ballot listing all candidates nominated for election.

SECTION 5. 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. The Executive council will decide if the position should remain open or if the position must be filled.

D. If the position is to be filled, nominations to fill such vacancy shall be submitted in writing, to the Secretary.

E. Nominations shall be open for at least one week prior to the election at the monthly business meeting.

ARTICLE VII. EXECUTIVE COUNCIL

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

1. 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.

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

C. The Executive Council shall act for the Stead Society between regular meetings.

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 membership shall be voluntary.

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

ARTICLE X. AMENDMENTS

- A. By-laws may be amended by a majority vote of ballots cast (51%) by the first year class membership of the Stead Society, with all proposed updates and amendments being submitted in writing to each member at least two weeks prior to the vote.
- B. New By-laws as are necessary to supplement this document shall be approved by a majority vote of ballots cast (51%) by the first year class membership of the Stead Society and shall be submitted similar to an amendment.).

ARTICLE XI. NON-DISCRIMINATION

- A. Eugene A. Stead, Jr. Physician Assistant Society adheres to the policy of non-discrimination and harassment as set forth in Duke's Policy on Prohibited Discrimination, Harassment, and Related Misconduct. Discrimination and/or harassment based upon race, color, national origin, sex (including pregnancy), gender, gender identity, gender expression, sexual orientation, religion, genetic information, age, disability, or veteran status is prohibited.