

The Constitution for the Carolina Pre-Physician Assistant Association of the University of North Carolina at Chapel Hill

Article I- Name

This organization shall be formally known as the Carolina Pre-Physician Assistant Association at UNC-CH, or CPPAA.

Article II- Mission and Objectives

Section I: Mission

The Carolina Pre-Physician Assistant Association is a student-run organization that protects and advances the rights, interests, and welfare of students planning to pursue careers as physician assistants. The association will educate its members on the physician assistant (PA) profession and provide the tools needed to advance in this competitive field. All activities and functions of the Carolina Pre-Physician Assistant Association of the UNC-CH shall be legal under university, local, state, and federal laws.

Section II: Objectives

The objectives of the Carolina Pre-Physician Assistant Association will be:

1. To educate students about the process of applying to physician assistant programs.
2. To support students as they take prerequisite courses and search for opportunities to earn volunteer and patient-care hours in their undergraduate career.
3. To connect students with practicing physician assistants through shadowing and other programs.

Article III- Membership and Participation

Section 1: Membership

This association shall adhere to the University non-discrimination statement: no university student may be denied membership on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other protected group status. Students must be full-time or part-time UNC students. No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made. Membership in this association shall be limited to UNC-CH students.

Section 2: Point System for Participation

Members will receive a point for attendance at each meeting and participation in each event sponsored or supported by the association. Members must earn half of the total points offered each semester to remain active. Each member shall be responsible for confirming his/her own attendance (e.g. signing the attendance sheet) with the association's secretary at every meeting/event.

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times. All advertisements of the association shall comply with the University Posting Policy (<http://policies.unc.edu>). No hazing or discrimination will be used during recruitment or as a condition of membership in this association.

Section 4: Inactivation of Membership

Members will become inactive for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified of this status change and given an opportunity to meet with the executive board to discuss how he/she can become active again. Exceptions to policies, especially the participation policy, will be granted during such meetings at the discretion of the executive board.

Article IV- Executive Board

The executive officers and members will represent the Carolina Pre-Physician Assistant Association on campus. What the board does to develop an effective program of activities, for members and for the community, will determine the future of the association. Every effort will be made to have a worthwhile association so that students will have the interest and desire to become members.

Section 1: Eligibility

All officers must be enrolled as full-time students in good standing at UNC-CH and maintain active membership in the association. For a member to run for President, he/she must have served on the executive board in a different role for at least one year.

Section 2: Titles and Duties

The executive board of this association shall include a President, Vice President, Secretary, Treasurer, Public Relations Officer, Social and Service Events Coordinator, and Shadowing Project Coordinator. During the founding year (2014), the Co-Presidents will share both the Presidential and Vice Presidential responsibilities. No officer will be permitted to hold more than one officer position. Officers shall be elected by the association and perform all duties described in this constitution.

Section 3: Officers' Roles and Responsibilities

1. President

The President shall:

- Lead all meetings and serve as the primary representative for the Carolina Pre-Physician Assistant Association.
- Approve all advertisements and publications prior to distribution.
- Write Outlines for each meeting to be given to each executive board member.
- Maintain good relationship with the faculty advisor and send updates to him/her.
- Put together PowerPoint presentation for each meeting to be posted on CPPAA's Student Life's page within one week after each meeting.
- Reserve a room for general meetings.
- Facilitate the election of new officers.
- Keep records in the CPPAA binder to pass on to the next president.

2. Vice President

The Vice President shall:

- Assist the President in anything the President needs assistance with.
- Perform the duties of the President in his/her absence.
- Be the primary contact of this association.
- Be responsible for emailing people back within a reasonable time frame with the president Cced in each email.
- Plan and purchase snacks for each meeting, and then dispose of leftovers (by donating them).

3. Secretary

The Secretary shall:

- Take minutes for all general body and executive board meetings.
- Track attendance for all meetings and events.
- Notify members of upcoming meetings/events and information related to the association.
- Email members a meeting summary within one week after each meeting.
- Track membership status and email members of their status at the end of each semester.
- Write Thank You cards for each speaker or person who helps the organization.

4. Treasurer

The Treasurer shall:

- Act as the official custodian of the funds and accounts of the association.
- Collect all membership fees and pay all expenses.
- Create a budget and periodically report on the association's financial status.
- Seek annual certification through the Student Body Treasurer so that the association may gain access to funding (should the association choose to open a SAFO account).
- Manage the association's Wells Fargo checking and savings accounts.
- Manage the association's Venmo account.

5. Public Relations Officer

The Public Relations Officer shall:

- With member assistance, be responsible for recruiting members each Spring and Fall semester.
- Be responsible for any advertising on campus, including distribution of flyers and participation in pit-sitting.
- Maintain any social media pages that relate to the association.
- Design and create the association's T-shirts.
- Be responsible for pick-up and distribution of the T-shirts.
- Be responsible for the design and pick-up of anything else related to the association.

6. Social and Service Events Coordinator

The Social and Service Events Coordinator shall:

- Reach out to other campus and community organizations in which members may want to get involved.
- With member support, be responsible for initiating the development of programs and activities for the association, including organizing monthly events such as socials, fundraising events, and trips to visit PA programs.
- Help the Public Relations Officer advertise all social and service events to members of the association and to the community.

7. Shadowing Project Coordinator

The Shadowing Project Coordinator shall:

- Organize and maintain the PA Shadowing Program.
- Maintain relationships with practicing PAs that have agreed to have members shadow them.
- Work with the Secretary to know which members are active and eligible for shadowing.
- Manage member lottery system to ensure each member is given a fair opportunity to shadow.

Article V- Selection of Officers

Section 1: Eligibility to Vote and Hold Office

Voting will be limited to all students who are active members. Only active members (defined in in Article III, Section 2) are eligible to run for offices. All officers from the previous term retain their voting rights, however the President shall only vote in the case of a tie.

Section 2: Nomination Process

Active members may nominate themselves by submitting a completed application to the executive board. Once the executive board has approved all nominations, other active members of the association will vote to elect their new officers.

Section 3: Election Process

The election of officers shall occur at the second to last general meeting held in the spring. The self-nominated candidates will be given a chance to address the association to discuss his/her qualifications. Once each candidate has had the opportunity to speak, all active members (defined in in Article III, Section 2) will have the opportunity to vote by secret ballot. The President and Vice President will tabulate all the votes. The President will announce the newly elected officers. In an event of a tie, the President shall cast the deciding vote for a position.

Section 4: Term of Office

Any officer may be re-elected. Newly elected officers shall take office immediately after the announcement and their term will end in the following spring.

**The officers during the founding year of this association will have the opportunity to choose to stay in office. If an officer decides to not stay in office, the stated selection process in Article V will ensue. The election process will be held early in February of 2016, to ensure that the new executive board has adequate time to prepare to continue this organization after the graduation of the co-founders.*

Article VI- Officer Vacancies

Section 1: Removal of Officers

If an officer does not fulfill his/her duties and/or becomes an inactive member, a request for removal may be submitted to the executive board. This request must be signed by at least ⅓ of the executive board before the officer is notified of his/her possible removal. An executive board meeting will then be held to discuss the observed violation and an affirmative vote by an absolute majority of the board shall remove the officer.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit a letter of resignation to the President at least two weeks in advance. Prior to the officer's final day, he/she shall provide all documents relating to the association and current projects placed in his/her care.

Section 3: Filling Vacant Officer Position

In the event an officer is removed or resigns, an announcement will be made to the association and the nomination process (as stated in Article V, Section 2) will ensue. The election process will take place (as stated in Article V, Section 3) once all nominations have been approved. The newly elected officer's term shall end at the annual election scheduled in the Spring.

Article VII- Meetings

Section 1: General Meetings

The President will be in charge of calling general meetings and presiding over them, and the Secretary will be responsible for notifying all members. Members must be notified of the time and location of meetings at least 24 hours in advance via email. Meetings shall be held at least once a month during the academic year. For general body meetings, a quorum will include all members of our executive board and at least one third of our association's members.

Section 2: Executive Board Meetings

Executive board meetings will be held at the beginning of each semester and then monthly throughout the school year (in the same week as each month's general meeting). Any member of the executive board has the authority to call an executive board meeting between monthly meetings if he/she feels one is needed. For officer meetings, a quorum will include all members of our executive board.

Article VIII- Advisor

Section 1: Nomination

The advisor shall be selected by the executive board. The advisor shall serve as a mentor to the association, providing guidance to the officers and members. The advisor must be a current UNC-CH employee or faculty member and he/she does not have voting rights. An advisor must serve at least one complete academic year if he/she agrees to advise this association.

Section 2: Duties

1. The advisor shall attend the first general meeting of the year.
2. The advisor will help the President preside over elections should the president need assistance.
3. The advisor shall meet with the executive board at least once at the beginning of each semester.

Section 3: Replacement Process

If a majority of the executive board members vote that our faculty advisor is no longer a good fit or if (s)he resigns, the board will be responsible for finding a new advisor. Once a new advisor is found, the advisor to be removed will receive a written notice 72 hours prior to his/her removal. The new advisor will take on his/her role immediately following this removal.

Article IX- Funds

Section 1: Membership Dues

Membership dues shall be \$20 per year or \$15 per semester. Dues will be collected whenever a new member joins. As stated in Article III, Section 1, no university student may be denied membership because of inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

Section 2: Spending Association's Money

For the protection of the association, two authorized signatures from the executive board will be required for all monetary transactions. The association's funds may be spent on items such as office supplies, events/activities, publicity, travel, and T-shirts. Money will not be used for anything illegal under university, local, state, and federal laws.

Section 3: Dissolution of the Association

In the event that the association ceases to exist, any funds remaining in the association's account shall be remitted back to the UNC-CH Student Government, or donated to a charity of the association's choosing.

Article X- Publications

Section 1: Compliance

All advertisements for and publications of the association must comply with the University Posting Policy (<http://policies.unc.edu>).

Section 2: Approval

The President must approve all advertisements and publications prior to distribution.

Article XI- Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the executive board during a scheduled meeting and should include a full explanation. The amendment shall not take effect until approved by a 2/3-majority vote of executive board members of the association.

Constitution History

Created: April 2014

Revised: June 2014

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