

# JACK W. COLE SOCIETY



## BYLAWS

YALE UNIVERSITY SCHOOL OF MEDICINE  
PHYSICIAN ASSOCIATE PROGRAM

### **ARTICLE I - NAME**

The name and title of this organization shall be the JACK W. COLE STUDENT SOCIETY OF THE YALE SCHOOL OF MEDICINE PHYSICIAN ASSOCIATE PROGRAM, herein referred to as the JCS.

### **ARTICLE II - PURPOSE AND MISSION**

#### **Section 1: Purpose**

The JCS is organized exclusively for the professional and personal development of Yale School of Medicine Physician Associate Students with the purpose to enhance the educational opportunities that will ultimately benefit patient care. To represent Yale School of Medicine Physician Associate students and to maximize the benefit of their services to the public as medical professionals, JCS shall:

- a) Participate in and support the purposes of the Student Academy of the American Academy of Physician Assistants (SAAAPA) and the American Academy of Physician Assistants (AAPA) as stated in Article II of the AAPA Bylaws
- b) Educate physician assistant students regarding the profession, SAAPA and the AAPA
- c) Develop methods for support and strive to be of aid to Yale PA students
- d) Support the efforts of the Yale PA Program to provide a high quality as well as uniform didactic and clinical education
- e) Promote the profession to other health professional organizations, the Yale School of Medicine Professional and Academic Communities as well as the general public
- f) Represent its members in matters of concern to them regarding their profession and education.

#### **Section 2: Mission**

The mission of the Jack W. Cole Student Society is to foster the personal and professional development of the Yale Physician Associate Student

### **ARTICLE III - MEMBERSHIP**

The JCS consists of student members of the Yale School of Medicine PA Program. Matriculation into the Yale School of Medicine PA Program automatically grants student membership in the JCS. However, in order to support SAAAPA and the AAPA JCS members are encouraged to become AAPA student members as defined in the AAPA Bylaws Article III, Section 4.

Student membership in the AAPA is granted on application to the AAPA through their online registration: <http://www.aapa.org/student-academy/student-societies> Further details are described in AAPA Bylaws Article III, Section 10. The manner of this application is set forth in the AAPA Bylaws.

#### **ARTICLE IV - JCS RELATIONSHIP WITH YALE PA CLASS LEADERSHIP**

**Section 1:** Although the JCS leadership is elected from Yale PA Class Leaders, JCS is a separate organization from the Yale Physician Assistant Program Class Leadership.

**Section 2:** JCS is the representative body for the students of the Yale School of Medicine Physician Associate Program and was formed to support the student body in accordance with the organizational mission and purpose.

**Section 3:** JCS also provides additional leadership opportunities for the Yale PA Classes through participation in JCS Work Groups and Task Forces, Personal and Professional Development activities as well as opportunities to get involved with the Student Academy of the American Academy of Physician Assistants and other professional organizations.

**Section 4:** Each Yale PA Class can have events and personal development activities that do not necessarily involve JCS, such as the Yale School of Medicine “Hunger & Homeless Auction” that is traditionally a fund raising event for the first year PA Class.

#### **ARTICLE V - JCS RELATIONSHIP WITH SAAPA AND THE AAPA**

**Section 1:** The Student Academy is the national representative body of the AAPA student members and, as such, while embracing all the AAPA policies and purposes, the Student Academy further strives to serve students. The JCS will strive to model itself after the Student Academy and its recommended model for Student Societies.

**Section 2:** The JCS is represented by the Student Academy and provides input through the Assembly of Representatives, participation in Student Leadership positions as well as Student Task Forces and Work Groups. The JCS obtains input and information from the Student Academy through the JCS AOR Representative communicating with the Student Academy North-East Regional Director. Although the JCS Faculty Adviser as well as the JCS President serve as additional contacts, the JCS AOR Representative is the main point of contact between the Student Academy, North-East Regional Director and the JCS.

**Section 3:** The Student Academy is represented by, and provides input to, the AAPA through the student delegates to the House of Delegates, the student member of the Board of Directors, and the student members of AAPA work groups. The Student Academy obtains input from the AAPA through an advisor designated by the AAPA Board of Directors.

**Section 4:** The authority of the Student Academy is comparable in functioning for its members to those of an AAPA constituent organization, and may not be usurped by another body of the AAPA unless in conflicts with AAPA policy.

## **ARTICLE VI - ELECTIONS**

**Section 1:** Offices to be Filled — Elected offices of the JCS include the President, Vice President, Director of Communications, Director of Student Relations, SAAAPA Assembly of Representatives, Constituent Organization Representative (Connecticut Academy of Physician Assistants – CONNAPA - Student Representative) and the External Affairs Chair.

**Section 2:** Term of Office — The JCS President will be the President of the 2<sup>nd</sup> Year PA Class, the JCS Vice President will be the President of the 1<sup>st</sup> Year PA Class, the Director of Communications will be the 2<sup>nd</sup> Year PA Class VP, the Director of Student Affairs will be the 1<sup>st</sup> Year Class VP. All other positions will be elected for a one-year term beginning in October after class elections and ending the following year after the incoming class completes their election process.

**Section 3:** Eligibility and Qualifications of Candidates — Eligibility to hold office is limited to members in good standing of the Yale School of Medicine Physician Associate Program who must also be student members of the AAPA. Final approval of all candidates and elected members rests with the PA Program Director or their designated representative.

**Section 4:** Elections Committee — The elections shall be directed by the 2<sup>nd</sup> Year PA Class leadership consisting of the President, Vice President, AOR, and CONNAPA student representative, at a minimum. Additional members can be appointed to the Elections Committee by approval of the JCS President.

**Section 5:** Time of Elections — The JCS elections shall take place 4 – 6 weeks after the matriculation of the incoming first year class with the purpose of registering the JCS with SAAAPA no later than November of each calendar year.

**Section 6:** Vacancies in office — In the event of a vacancy in the office of President, the Vice President shall become the President to serve the unexpired term. In the event of a vacancy in any other position, the new officer shall be elected by a majority vote of the remaining JCS Executive Council from a slate of qualified candidates prepared by the JCS Executive Council and approved by the Faculty Advisor as well as the PA Program Director. All terms of office shall expire at the time of the next regularly scheduled incoming class election.

**Section 7:** The JCS Faculty Advisor vacancy will be filled by candidates recommended by the JCS Executive Council and approved by the Yale PA Program Director or their designated representative – the JCS Faculty Advisor must be a Yale Alumni, AAPA Fellow member and have a professional affiliation with the Yale PA Program but does not have to be core PA program faculty according to Student Academy regulations. JCS Faculty Advisors will be appointed for a two-year term of office.

## **ARTICLE VII - JCS EXECUTIVE COUNCIL**

**Section 1:** The JCS Executive Council is composed of the President, Vice President, Director of Communications, Director of Student Relations, SAAAPA Assembly of Representatives, Constituent Organization Representative (Connecticut Academy of Physician Assistants – CONNAPA - Student Representative) and the External Affairs Chair as well as the JCS Faculty Advisor.

**Section 2:** The JCS Executive Council directs the activities and financial affairs of the Jack W. Cole Student Society.

**Section 3:** The JCS Faculty advisor and Yale PA Program Student Affairs Director serve as non-voting members of the JCS.

**Section 4:** The JCS Faculty Advisor shall be appointed to take office in November of every odd-numbered year, as outlined in the JCS Policy and Procedure Manual. The duties of the JCS Faculty Advisor are also delineated the JCS Policy and Procedure Manual.

**Section 6:** The JCS shall have a Yale PA Program Staff Advisor, usually the Assistant Director of Student Affairs, and shall be appointed by the Yale PA Program Director. The duties of the JCS Yale PA Program Staff Advisor are delineated in the Student Academy Policy and Procedure Manual.

**Section 7:** All members of the JCS Executive Council must be student members of the AAPA in good standing while enrolled in the Yale PA program and the JCS Faculty Advisor must be a fellow member of the AAPA.

**Section 8:** All JCS Executive Council members are encouraged to seek out leadership positions with other PA and professional organizations as well as support the leadership endeavors of it's student members.

## **ARTICLE VIII - DUTIES OF OFFICERS**

The President shall preside over the JCS Executive Council and the Jack W. Cole Society, provide overall administration and management of the JCS Executive Council, and serve as the spokesperson for the JCS. (S)he shall become the President on completion of term as Vice President upon becoming a second year Yale PA Student and perform the functions of that office. (S)he shall complete all other duties as delineated in the JCS Policies and Procedures. Upon becoming a third year PA student, the President will have completed their term.

The Vice President shall complete all the duties of the President in their absence, assist with the overall administration and management of the JCS Executive Council, as well as serve ensure open communication between all the Yale PA Classes (1<sup>st</sup> – 2<sup>nd</sup> – 3<sup>rd</sup> year) and the JCS Executive Council. (S)he shall become the Vice President upon election as the President of the first year PA Class and will perform the functions of that office.

(S)he shall complete all other duties as delineated in the JCS Policies and Procedures. **Upon becoming a second year PA student, the JCS Vice President must be prepared to assume the duties of the JCS President.**

The Director of Communications shall advocate on behalf of JCS, the PA profession and Yale PA students as well as ensure open communication between JCS, it's student members and the Student Academy. (S)he shall complete all other duties as delineated in the JCS Policies and Procedures.

The Director of Student Relations will work with the PA program and the JCS Executive Council to ensure an open and collaborative relationship between JCS and it's student members. (S)he shall complete all other duties as delineated in the JCS Policies and Procedures.

The AOR representative shall act as the liaison of Yale's student delegation to the Student Academy Assembly of Representatives (AOR) at the AAPA's annual conference and work to resolve new legislative policies at the national level. The AOR representative will communicate directly with the SAAAPA NE Regional Director and provide Yale's student delegation with updates from the Student Academy. (S)he shall complete all other duties as delineated in the JCS Policies and Procedures. Duties include, but are not limited to, registering the JCS Society with the SAAAPA, attending AOR conference call, registering the team for the National Medical Challenge Bowl, and acting as the representative at the local and national level.

The CONNAPA Student Representative shall coordinate participation in the Annual Charter Oak Conference, the Leadership Track at the Charter Oak Conference and ensure open communication between CONNAPA, JCS and it's student members. (S)he shall complete all other duties as delineated in the JCS Policies and Procedures.

The External Affairs Chair shall promote diversity, interprofessional collaboration as well as professional networking and personal growth opportunities for JCS members. (S)he shall complete all other duties as delineated in the JCS Policies and Procedures.

#### **ARTICLE IX - MEETINGS OF THE BOARD OF DIRECTORS**

**Section 1:** The JCS Executive Council shall meet on a monthly basis either on designated call-back days or on another date/time that is approved by the JCS Executive Council. The Faculty Advisor and Yale PA Program Staff Advisor should attend one JCS meeting in any 3 month time period (quarterly basis), as a minimum. All discussions and meeting notes will be distributed to all members as well as the JCS Advisors by the JCS Vice President or Director of Communications within one-week of each meeting.

**Section 2:** The JCS President shall designate the time and place of JCS Executive Council meetings with approval by the JCS Executive Council. An absolute majority of the voting members shall constitute a quorum for the purpose of transacting business.

## **ARTICLE X - WORK GROUPS AND TASK FORCES**

**Section 1:** Work groups shall be established and/or dissolved by the JCS Executive Council as needed. The President in consultation with the other JCS Executive Council officers shall appoint the work group chair. The chairs shall report to the JCS Executive Council. Work groups shall be appointed to conduct business throughout a JCS Leadership year.

**Section 2:** All task forces shall be established with a designated function, clearly delineated goals, and an established time of dissolution.

## **ARTICLE XI - ASSEMBLY OF REPRESENTATIVES**

**Section 1:** The Assembly of Representatives shall meet at AAPA's annual conference to elect new officers of the Student Academy, to establish and amend policy of the Student Academy, and to conduct business as necessary.

**Section 2:** Fifty percent of the on-site registered AOR members shall constitute a quorum at any meeting of the Assembly of Representatives.

**Section 3:** The Assembly of Representatives shall include the SAAAPA Leadership, defined as elected and appointed national student leaders, and one (1) representative per officially recognized student society, who shall be a PA student at the program s/he is representing and a member in good standing of the AAPA.

**Section 4:** Each officially recognized PA program may elect/appoint one (1) AOR alternate as defined in the Student Academy Policy and Procedure Manual.

## **ARTICLE XII - STUDENT DELEGATES TO THE AAPA HOUSE OF DELEGATES (HOD)**

**Section 1:** As specified in the AAPA Bylaws (Article VIII, Section 3), the Student Academy shall be entitled to one delegate for each 600 student members as of January 31 of each year. The Chief Delegate holds the first delegate seat. The remaining delegates shall be selected as outlined in the Student Academy Policy and Procedures as determined by AAPA Bylaws/Policy.

**Section 2:** Any JCS member who is in good academic standing and a member of the AAPA can apply to be a Student Delegate to the AAPA House of Delegates (HOD).

## **ARTICLE XIII - JCS JUDICIAL AFFAIRS**

Any officer or elected or appointed official of the Jack W. Cole Student Society may be disciplined or removed from office for failing to meet their assigned responsibilities or their unprofessional conduct in accordance with JCS Policy and Procedure.

#### **ARTICLE XIV - JCS BUDGET**

**Section 1:** The JCS Executive Council directs the activities and financial affairs of the Jack W. Cole Student Society; accordingly the JCS requires an allocated budget for quarterly activities, recurrent yearly activities as well as for unique activities that fall within the scope and purpose of JCS.

**Section 2:** The JCS Budget shall be determined based upon forecasted activities. The Yale PA Program Director has final approval authority for all budget and financial matters.

**Section 3:** A designated percentage of the Yale PA Program Student Activity fee will be used to determine the overall JCS budget for any leadership year with final approval from the Yale PA Program Director in accordance with JCS Policy and Procedure.

**Section 4:** Yale PA Program National PA Week Activities will receive their own forecasted budget on a yearly basis.

#### **ARTICLE XV - JCS AND REGIONS OF THE STUDENT ACADEMY**

**Section 1:** There shall be five regions of the Student Academy to be titled Northeast, Southeast, North Central, South Central, and West, whose boundaries have been approved by the Student Academy Board of Directors and correspond to the AAPA boundaries.

**Section 2:** The JCS falls within the Northeast Region of the Student Academy boundaries and will participate in all AOR as well as Student Academy activities specifically designated for the Northeast region.

#### **ARTICLE XVI JCS HOMEPAGE**

The Yale PA Program Student Affairs homepage is the officially recognized homepage of JCS.

#### **ARTICLE XVII RULES OF ORDER**

In the absence of any provisions to the contrary in the Bylaws, all meetings of the Jack W. Cole Student Society, the Student Academy, Student Academy Board of Directors, and Assembly of Representatives shall be governed by the parliamentary rules and usages contained in the current edition of Sturgis' *Standard Code of Parliamentary Procedures*.

## **ARTICLE XVIII AMENDMENTS**

**Section 1:** The JCS Executive Council may amend these Bylaws with a majority vote. JCS Executive Council members may propose amendments at any time during the business year and those amendments may be voted on by an email ballot or during an official JCS Executive Council meeting. Approved amendments become effective immediately.

**Section 2:** Any JCS member may propose an Amendment or a change to a standing Amendment; proposed amendments must be submitted for consideration by the JCS Executive Council no later than the final regularly scheduled JCS Executive Council meeting before the annual conference.

**Section 3:** The JCS By-laws should be reviewed every odd-numbered year and updated accordingly based upon changes in SAAAPA, guidance from Faculty Advisers and changing priorities as deemed necessary by the JCS Executive Council.

***Ratified August 2011***

Amended: