

# American Academy of Anesthesiologist Assistants

## CODE OF REGULATIONS

### Article I: Name

The name of this organization shall be the **American Academy of Anesthesiologist Assistants**, hereinafter referred to as the Academy.

### Article II: Purpose

The purpose of the American Academy of Anesthesiologist Assistants is to provide a forum for scientific, educational and professional growth.

### Article III: Membership

#### Section 1. General

Eligible persons become members in the Academy (i) by application to the Membership Committee and (ii) payment of dues, or as set forth below. Membership is for one (1) year, and members may be reelected by the Membership Committee to additional one (1) year terms. In the event a member is not reelected by the Membership Committee, that member may, at the discretion of the Board, be reinstated if, in the judgment of the Board, he or she has fulfilled the requirements of membership as set forth herein.

#### Section 2. Categories of Membership

There shall be seven (7) classes of members:

- A. **Fellow Members.** Fellow members are those members of the Academy who (i) are graduates of an approved program for the training of anesthesiologist assistants; (ii) are currently licensed, certified or otherwise sanctioned to practice as an anesthesiologist assistant; and (iii) demonstrate the ideals and principles for which the Academy stands.

Fellow members of the Academy shall have (i) the right to vote in all elections, general and special; (ii) the right to hold office positions; and (iii) the right to enjoy all benefits which shall accrue to the Academy.

- B. **Associate Members.** Associate members are those members of the Academy who (i) are graduates of an approved program for the training of anesthesiologist assistants but are not currently licensed, certified or otherwise sanctioned to practice as anesthesiologist assistants, or, received training as an anesthesiologist

assistant in a program other than an approved program and is currently licensed, certified or otherwise sanctioned to practice as an anesthesiologist assistant; and (ii) demonstrate the ideals and principles for which the Academy stands.

Associate members shall have a voice at Academy meetings, but are not entitled to vote or hold any office position.

- C. **Student Members.** Student members are those members of the Academy who (i) are currently enrolled in an approved program for the training of anesthesiologist assistants.

Student members may (i) hold student office positions; (ii) vote in student elections; and (iii) enjoy all rights and privileges of membership in the Academy; provided, however, that student members may not hold general office positions, or vote except as set forth above.

Student members shall attain Fellow member status upon graduation from an approved program for the training of anesthesiologist assistants and shall retain the status of a Fellow member without additional application or payment of dues until (i) December 31 in the year of the students' graduation, or (ii) the student fails to become licensed, certified or otherwise sanctioned to practice as an anesthesiologist assistant.

- D. **Honorary Members.** Honorary members are persons of distinction who have rendered outstanding service to the Academy and are nominated by the Membership Committee. Election to Honorary membership shall be by two-thirds (2/3) majority vote of the Academy.

- E. **Emeritus Members.** Emeritus members are those members of the Academy who have rendered outstanding service to the Academy and are nominated to Emeritus membership by the Membership Committee and elected by the Board.

Emeritus members are entitled to all rights and privileges of Fellow members, are not required to pay dues, fines or assessments, and are elected to the Academy for life.

- F. **Physician Affiliate Membership.** Physician affiliate members are allopathic and osteopathic physicians licensed to practice in the United States of America who support the ideals and principles for which the Academy stands. They shall enjoy all benefits, which shall accrue to the Academy, but are not entitled to vote or may not hold any office position.

- G. **Hardship Membership.** Hardship members are current Fellow members that encounter a form of hardship that prevents them from maintaining their membership by dues payment. Hardship status must be petitioned to the AAAA Board via the membership committee and will be decided upon at the discretion

of the Board of Directors. Hardship status granted is valid only for one cycle of membership and must be reapplied for if desired for a consecutive billing cycle.

### **Section 3. Applications for Membership**

Application for membership shall be made in the manner and form prescribed by the Membership Committee.

### **Section 4. Termination or Suspension of Membership**

- A. Resignation.
- B. Misconduct, as set forth herein.
- C. Failure to meet the requirements for membership as set forth herein, or to be reelected to membership by the Membership Committee.
- D. Default in payment of dues, as may be defined by the Board.
- E. For cause, as may be recommended by the Membership Committee to the Board and approved by two-thirds (2/3) of the Board.
- F. The interest of any member in any property of the Academy shall cease upon termination of membership.

### **Section 5. Reinstatement of Membership**

Reinstatement of any member previously terminated shall require the filing of a new application for membership.

### **Section 6. Dues**

The Board thereof shall determine membership dues and terms of payment.

### **Section 7. Misconduct**

In an effort to protect the public from misconduct, any member may, in good faith, refer charges against any other member who is believed to have violated the principles of medical ethics or the rules and regulations of the Academy, or who is otherwise suspected of conduct justifying censure, suspension or expulsion from the Academy. It is the intent of the Academy to promote ethical conduct among its members and to uphold the core values of honesty, integrity, fairness, respect, trust, accountability, responsibility, and professionalism in an effort to advance and achieve the Academy's mission and purpose.

- A. The member alleging that misconduct has occurred shall write a letter to the Secretary of the Academy, with copies to each member of the Board, identifying

the individual about whom the allegation is made and describing the nature and circumstances of the alleged misconduct.

- B. Upon receipt of a letter alleging misconduct, the Board shall schedule a meeting of the Board not later than sixty (60) days after receipt of any letter alleging misconduct to conduct a hearing with respect to the allegations.
- C. The Board shall send a letter to the member via certified mail, return receipt requested, informing the member that he/she may have engaged in misconduct. The letter will explain the alleged misconduct, including any evidence thereof, and request that the member respond to the allegations in writing not later than twenty (20) business days from the date of the postal return-receipt notice, stating his/her position with respect to the allegations.
- D. If the member admits to the misconduct, an impartial hearing panel of three (3) members, appointed by the Board, shall consider the matter and recommend a penalty, if any. The panel shall make its determination within fifteen (15) days following receipt of the matter by the Board.
- E. If the individual denies that any misconduct has occurred, the Board shall notify the member making the allegations of misconduct and the member against whom the allegations were made of the date set for a hearing before the Board.
- F. Prior to the hearing, the member against whom the allegations of misconduct were made may request in writing a list of persons who may testify at the hearing before the Board.
- G. At the hearing the individual may:
  - (a) Select an advisor, other than a licensed attorney-at-law, to serve as an advocate,
  - (b) Present evidence on her behalf, including the testimony of no more than two (2) witnesses, and
  - (c) Question those persons called to testify by the hearing panel, including, but not limited to, the member that made the initial allegations of misconduct to the Secretary and Board.
- H. Following the hearing the individual may:
  - (a) Request a copy of the transcript or tape-recording of the hearing in the event the penalty involves the possibility of suspension or expulsion.
- I. After the hearing, the Board shall make its determination, including recommendation of a penalty, if any. A minimum of four Board members must

be present at the hearing and an affirmative vote of all but one of the Board members present is required to penalize any member as set forth below. The decision of the Board is final.

- J. The Board shall issue a resolution containing its decision, without comment, signed by the Secretary and President.
- K. A member found to have engaged in misconduct may be penalized as follows:
  - (a) Censure: an official reprimand for the misconduct. The penalty of censure may require the payment of monetary damages to the Academy.
  - (b) Suspension: removal of the member's rights and privileges as a member of the Academy for a specific period of time. The penalty of suspension may specify the payment of monetary damages to the Academy.
  - (c) Expulsion: permanent removal of a member's rights and privileges as a member of the Academy.

## **Article IV: Directors**

### **Section 1. Board Members**

The voting members of the Board shall consist of the President, President-Elect, Secretary, Treasurer and seven (7) Directors elected from the at large membership of the association. The Immediate Past President, Student Committee Chairperson, and Executive Director shall serve as non-voting members of the Board of Directors. In the event of a voting tie, the Immediate Past President will be given a voting right to serve the purpose of breaking the tie. All Directors shall start their term at the Second Quarter (2<sup>nd</sup>) Board of Directors meeting or special meeting held for such purpose.

### **Section 2.**

The President may appoint other persons to the Board to serve in an advisory role, without election by the general membership.

### **Section 3.**

- A Director elected shall serve for terms of three (3) years each, except in the case of an initial term commencing in the year these bylaws are adopted, designed to achieve a staggered Board.
- A. An individual may be elected to a second three (3) year term, but may not serve more than two (2) consecutive three (3) year terms.

- B. Upon the expiration of a one (1) year hiatus from the end of such second term, a person having served two (2) consecutive terms of three (3) years each shall become eligible for election to the Board.
  - 1. The Immediate Past President shall be permitted to forgo the one (1) year hiatus for the term immediately following his/her term as Immediate Past President and s/he may become immediately eligible for election to the Board.

#### **Section 4.**

The Board shall determine the policies and activities of the Academy and approve the annual budget.

- A. The management control of the business affairs and the property of the Academy shall be vested in the Board.
- B. The Board shall approve all official Academy statements.
- C. The Board shall approve all AAAA policies and procedures.

#### **Section 5.**

The Board may employ, or authorize the employment of, paid personnel and fix the terms and conditions of such employment.

#### **Section 6.**

The Board shall have regular meetings at such time and place as it may determine, but not less than four (4) times per year, upon fifteen (15) days written notice to the Board. Special meeting may be called by request of three (3) voting members of the Board.

#### **Section 7.**

The Board shall approve the agenda of its meetings, as it deems necessary.

#### **Section 8.**

Each voting member of the Board shall have one (1) vote and such voting may not be done by proxy. Seven (7) voting members of the current Board shall constitute a quorum. At the request of any Board member, a vote of the quorum may be conducted.

#### **Section 9.**

When necessary, in the course of business, acceptable formats for voting among the Board include physical presence, telephone, facsimile, or electronic mail. Votes may not be cast by proxy.

## **Section 10.**

The Board shall create an Executive Committee composed of the President, the President-Elect, the Immediate Past President, the Secretary and the Treasurer. The Executive Director shall be an *ex-officio* member of the Executive Committee. The duties and responsibilities of all elected officials including and not limited to the Executive Committee shall be set by the Board, which may be revised on a regular basis. The President, or in the absence of the President, the Immediate Past President, shall have the power to call a meeting of the Executive Committee. Minutes of all actions taken by the Executive Committee shall be verified by the Secretary and reported to the Board.

- A. If it becomes necessary for the Immediate Past President to assume the office of President, the Immediate Past President shall assume the voting privileges and responsibilities charged to the office of the President.

## **Section 11.**

The Board may elect or appoint such other officers as deemed necessary, such as Assistant Secretary and/or Assistant Treasurer, in an *ex-officio* manner.

## **Section 12.**

The Chairperson of the Student Committee shall serve on the Board as an *ex officio* member.

## **Section 13.**

Any elected Officer or Director may, after due and proper hearing before the Board, be removed from office due to failure or unwillingness or inability to serve, malfeasance, or conduct unbecoming a member. In such a case, a vote of seven (7) voting members of the Board shall be necessary to sustain removal at the next subsequent meeting of the Board. The Board member being considered for removal shall have no voting privileges on this issue.

- A. A member's service on the Board shall be terminated secondary to:
  - 1.) Resignation
  - 2.) Death
  - 3.) Expiration of term of office
  - 4.) Removal.

## **Section 14.**

Non-attendance at any two (2) regular meeting of the Board within a fiscal year, without a valid excuse, may result in Board action to terminate the Director or Officer.

## **Section 15.**

Any elected Officer or Director may resign by giving written notice to the President. Such resignation shall take effect at that time or upon the event specified in such written notice or if none, upon receipt by the President.

**Section 16.**

The Board shall vote and approve the President's appointees.

**Article V: Executive Director**

**Section 1.**

The Board may employ a person or entity as Executive Director.

**Section 2.**

The Executive Director shall be the chief administrative officer of the Academy.

**Section 3.**

The duties shall be those that are defined in a job description developed at the time of employment of the Executive Director or prior to the employment, as modified from time to time by the mutual agreement of the Board and the Executive Director.

**Section 4.**

The Executive Director may be compensated pursuant to a written agreement negotiated between the Board and the Executive Director.

**Section 5.**

The Executive Director shall see that all notices are duly given in accordance with the provisions of these by-laws, or as required by law.

**Section 6.**

The Executive Director shall serve as an *ex-officio* member of the Board and all standing committees.

**Article VI: Officers**

**Section 1.**

The officers of the Board shall be the President, President-Elect, Immediate Past President, Secretary and Treasurer.

**Section 2.**

All officers shall take office at the Second Quarter (2<sup>nd</sup>) Board of Directors meeting or special meeting held for such purpose..

**Section 3.**

The President, President-Elect, and Immediate Past President shall serve for a term of one (1) year, or until their successors shall be duly elected and qualified.

**Section 4.**

The Secretary and Treasurer shall serve for a term of two (2) years, or until their successors shall be duly elected and qualified.

- A. No one member shall be permitted to serve more than three (3) consecutive terms in the same position.

**Section 5.**

The duties of the officers shall be as follows:

- A. The President shall be the Executive Officer of the Board and shall preside over all meetings of the Board and the general business meeting at the annual conference of all standing and special committees. The President shall appoint members at large to committees that s/he deems in the best interest of said committee.
  - 1. The President shall appoint Chairpersons of all standing and special committees. The President shall appoint members at large to committees that s/he deems in the best interest of said committee.
  - 2. The President shall appoint all liaisons to external organizations.
  - 3. The President shall review all existing committee chairpersons and liaisons to external organizations when taking office.
  - 4. The President shall perform such other duties as assigned by the Board.
  - 5. The President may sign, on behalf of the association, all instruments, which the Board has authorized to be executed.
  - 6. Upon completion of the President's term, the President shall serve in the capacity of Immediate Past President for one year as an *ex-officio* member of the Board.
  - 7. S/he shall perform such other duties as usually pertain to the office of President.

8. The President shall observe that protocol and procedures of business are consistent with these bylaws.
  9. The President or Treasurer may approve the allocation of funds from the general budget or from the Legislative Fund in the amount of no more than five hundred dollars (\$500). The sum total of such allocations may not exceed one thousand dollars (\$1,000) between Board meetings without the approval from the Board of Directors. All fund allocations must be reported at both the next regularly scheduled Executive Committee meeting and the Board of Directors' meeting.
- B. The President-Elect shall perform such duties as may be assigned by the President or the Board.
1. It shall be the primary responsibility of the President-Elect, with the advice of the Board, to anticipate the duties of the President during the forthcoming year and to prepare committee appointments for submission to the Board.
  2. The President-Elect may serve in an *ex-officio* position on all committees.
  3. At the termination of the President's term in office, the President-Elect shall succeed to the office of the President.
- C. The Immediate Past President shall serve as the Chair of the Nominations & Elections Committee and shall perform such other duties as may be assigned by the Board.
1. The Immediate Past President shall, in the absence of the President, or in the event of his inability or refusal to act, as determined by the Board, perform the duties of the President, and when so acting, have all the power of, and be subject to, all the restrictions of the President.
  2. The Immediate Past President shall serve as a member of the Board in an *ex-officio* manner.
  3. After the completion of a one (1) year term as an *ex-officio* member of the Board, the Immediate Past President shall be immediately eligible for election to the Board for a full three (3) year term.
- D. The Secretary shall be responsible for keeping the records of membership, attendance, and minutes of all Executive Committee meetings, Board meetings, and General Business meetings.
1. The Secretary shall be responsible for maintaining a roster of the Directors and their respective terms of office.

2. The Secretary shall be responsible for keeping a true and accurate record of all proceedings at Executive Committee meetings, Board meetings, and General Business meetings.
  3. When authorized by the Board or by the President, the Secretary shall affix the Seal of the Association to any instrument requiring it
- E. The Treasurer shall account for all funds paid to and from the Academy, and shall sign or countersign all checks over \$500.
1. The Treasurer shall direct the Executive Director to have accounts and books of the AAAA open to inspection by the President, the Board or any auditor appointed by the Board at all times.
  2. The Treasurer and the Executive Director shall prepare a financial statement and the Treasurer shall report at each meeting of the Board and the general business meeting at the annual conference.
  3. The Treasurer shall also be responsible for the completion and submission of any and all financial reports and forms required by the Academy, as well as presenting an annual budget to the Board for approval.
  4. The Treasurer shall require that all moneys of the association be deposited in the name of the association in such bank or depository as shall be selected by the Board.
  5. The Treasurer shall require that the association's books of account are reviewed annually by an independent accountant selected by the Board.
  6. The Treasurer shall act as Chairman of the Finances Committee. The Secretary, Treasurer and Executive Director shall be the only signatories and shall be bonded.

## **Article VII: Nominations and Elections**

### **Section 1. Nominations and Elections Committee**

- A. The Nominations & Elections Committee of at least four (4) members shall be created and announced at the second Quarter Board meeting subsequent to the annual election.
1. The Immediate Past President shall serve as chairperson of the Nominations & Elections Committee.
  2. With the exception of the Immediate Past President, no Nominations and Elections Committee member shall be a candidate for office, may be a current member of the Board, or shall be personally interested, as determined by the Board.

- B. The Nominations & Elections Committee shall be charged with generating a slate of all eligible candidates in accordance with the AAAA Bylaws and Policy and Procedures Handbook.
  - 1. The slate of candidates generated by the Nominations & Elections Committee shall contain the committee's recommendations for most appropriate candidate as well as all other acceptable candidates nominated by the general membership.
- C. The Nominations & Elections Committee shall create a ballot containing the names of all candidates for use by members during the election. Candidates shall be published in the newsletter or a special bulletin and distributed to all members of the AAAA at least one (1) month prior to the annual election.

## **Section 2. Nominations and Elections Process**

- A. The election of Officers and Directors shall occur annually with completion by the 4<sup>th</sup> Quarter Board meeting.
- B. Nominations of Officers and Directors positions may be submitted by the general membership to the Nominating Committee at least sixty (60) days prior to the election. All nominees are requested to give the Chairman of the Nominations & Elections Committee a brief resume along with a statement of his or her willingness to serve. Condensed versions of the resumes shall be posted on the official AAAA website prior to the election.
- C. The election process may be held by paper ballot, hand vote, and/or electronic vote. Electronic voting will only be held under the security of the “Members Only Section” of the AAAA website. If a voting member is unable to access the website or prefers a paper ballot, the member must request a paper ballot from the AAAA Executive Offices ten (10) days prior to the commencement of voting.
- D. Ballots are to be collected anonymously and counted by the AAAA Executive Offices. Election results are to be confirmed by the Nominations and Elections Committee.
- E. The nominee for each office receiving a majority of all votes cast shall be declared elected. An additional ballot or ballots shall be taken if necessary to determine which of two (2) or more nominees receiving an equal number of votes shall be elected.
- F. All candidates will be notified of election results within five (5) days of the close of the voting period by the Immediate Past President or by the AAAA Offices. Results will be also be disclosed to the AAAA Executive Committee and the Board of Directors. General membership will be notified of election results

within thirty (30) days of the close of the voting period. Results may be posted on the AAAA website, send out electronically, posted in the newsletter or by mail.

- G. Vacancies on the Board of a director position shall be filled by a majority vote of the Board at the next Board meeting following the creation of the vacancy or as soon as thereafter feasible. A member appointed to fill a vacancy shall hold office for the unexpired term of vacancy.
- H. In rare cases, the nominations and elections process may encounter circumstances not outlined in these Bylaws. In these cases, the adapted process may be found in the AAAA Handbook of Policies & Procedures.

### **Article VIII: Committees**

#### **Section 1.**

Committees shall be charged with duties assigned by the Board.

#### **Section 2.**

All voting committee members shall be fellow, affiliate, or student members in good standing with the organization.

#### **Section 3.**

The President's appointment of committee chairpersons shall be completed prior to the third quarter Board meeting..

#### **Section 4.**

The President shall appoint members to all standing and special committees, based on the recommendations of the committee chairperson, no more than thirty (30) days after the committee chairperson's appointment.

#### **Section 5.**

The President-Elect may serve on any committees in an *ex-officio* manner. The Executive Director shall serve on all committees in an *ex-officio* manner.

#### **Section 6.**

The chairperson of each committee shall recommend to the President for appointment as many members to said committee as s/he deems necessary. The President may invite an outside entity to sit on said committee in an *ex-officio* manner.

#### **Section 7.**

The chairperson of each committee shall submit a written report to the Executive Director for distribution containing a summary of committee activities. Failure to submit a report without a reasonable excuse is grounds for removal as committee chairperson as determined by the Board.

### **Section 8.**

All committee chairpersons, or his/her designee, shall be present at all Board meetings. Failure to attend two (2) Board meetings within a fiscal year without a reasonable excuse warrants ground for removal of chairperson of said committee as determined by the Board.

### **Section 9.**

The Board shall have the ability to create and/or dissolve standing committees, *Ad Hoc* committees and special committees that are deemed necessary for the betterment of the organization.

### **Section 10.**

The committee chairperson shall appoint or dissolve any subcommittees within said committee that s/he deems necessary for the betterment of the committee. The subcommittees are subject to the same rules and regulations as the other standing and special committees.

### **Section 11.**

There shall be an Executive Committee consisting of the Officers of the Board.

- A. The President of the Board shall chair the Executive Committee.
- B. The Executive Committee may act in the interim between meetings of the Board. The Board must ratify any official act for it to have ongoing validity.

### **Section 12.**

The standing committees of the organization shall be:

- A. National Affairs Committee
- B. Membership Committee
- C. Finance Committee
- D. Annual Meeting Committee
- E. By-laws and Ethics Committee
- F. Nomination and Elections Committee
- G. Executive Committee
- H. Student Committee
- I. Committee on Education

- J. Committee on Practice
- K. Committee on Pediatric Anesthesia
- L. Committee on Communications

### **Section 13.**

Standing committees are required to meet twice a year.

## **Article X: Meetings**

### **Section 1. Annual Meeting**

There shall be at least one annual meeting of the members of the Academy for the purpose of continuing medical education, advancement of the interests of the Academy and discussion of necessary business.

- A. The locations and dates of the annual meeting shall be approved by the Board.
- B. Registration fees for the annual meeting shall be recommended by the Annual Meeting Committee to the Board for approval.

### **Section 2. Special Meetings**

Special meetings may be convened by order of the Board, the President, or upon written request to the President or Board of at least one-third (1/3) of the voting members of the Academy.

### **Section 3. Notice of Meetings**

Prior notice of meetings shall be as follows:

- A. Annual Meeting – Sixty (60) calendar days.
- B. Special Meetings – Seven (7) calendar days.
- C. Notices shall set forth the time, place and purpose of the meeting.

## **Article XI: Conflict of Interest**

Any duality of interest or possible conflict of interest on the part of any member of the Board shall be disclosed to the other trustees and made a matter of record through an annual procedure and also when the interest becomes a matter of Board action. Any Director having a duality of interest or possible conflict of interest on any matter shall not vote or use his/her personal influence on the matter and he shall not be counted in determining the quorum for the meeting even where permitted by law.

The minutes of the meeting shall reflect that a disclosure was made as well as the abstention from voting and the quorum situation. The foregoing requirement shall not be construed as preventing the trustee from briefly stating a position on the matter nor from answering questions of other trustees since that person's knowledge may be of assistance.

## **Article XII: Indemnification**

### **Section 1. Authorization**

Any person who is a director or president of the Academy shall be indemnified by the Academy for any expense resulting from any suit or proceeding, to the extent that it is determined that such indemnification is proper (in accordance with applicable state law), provided there has been no malfeasance on the part of the said director or president in such action.

### **Section 2. Directors and Officers Insurance**

The Academy shall, to the extent permitted by applicable state law, purchase and maintain insurance on behalf of any person who is a director or president of the Academy.

## **Article XIII: Amendments and Revision**

This Code of Regulations may be amended, or regulations adopted, in any of the following manners: by the vote of a two-thirds (2/3) majority of the eligible voting members of the Academy present in person at a general or special meeting held for such purpose; and/or submitted by postal mail, or by any electronic form that is approved by the AAAA Board of Directors.

## **Article XIV: Dissolution**

When dissolution is voted, the vote of a majority of the members voting shall designate five (5) members of the Board, who, within the time fixed by the members at the time of their designation, or within an extension thereof, shall liquidate the assets and distribute them in accordance with applicable state law and this Article XIII. In the event of such dissolution, and after payment of all outstanding obligations, any assets remaining shall be liquidated and the proceeds distributed to members in the same proportion that each member's current dues bear to the total dues paid by the same active members.

## **Article XV: Construction and Interpretation**

The construction and interpretation of these by-laws by the Board shall, in the absence of prior interpretation and subject to subsequent interpretation by the AAAA Board, be final and binding.

## **Article XVI: Component Academies**

### **Section 1. DEFINITION OF COMPONENT ACADEMIES**

A component academy shall be defined as an organized group of Anesthesiologists Assistants (AAs) that have been duly chartered as such by the American Academy of Anesthesiologist Assistants (AAAA). No more than one component academy may be chartered in any one state, territory, or the District of Columbia of the United States.

For the purposes of this document, a “society” shall be defined as a preexisting group of state AAs applying for a component academy charter from the AAAA.

## **Section 2. APPLICATION FOR CHARTER**

A state society with the intent to apply for a charter shall submit to the AAAA, an application which shall be inclusive of the following items:

- A. Notarized copy of the society’s Articles of Incorporation/Organization
- B. Copy of the State Society’s Bylaws with attestation by their Secretary that they are true and accurate.
- C. List of charter officers and members of the society.
- D. Declaration of Intent to abide by the laws, principles, purposes, mission and guidelines of the American Academy of Anesthesiologist Assistants (AAAA)
- E. Nonrefundable annual charter fee
  - 1 Option I: A charter fee of \$100.00 may be paid within three (3) months of charter approval by the AAAA Board and then annually on the anniversary of the charter approval thereafter.
  - 2 Option II: A charter fee of \$1,000.00 may be paid within three (3) months of charter approval by the AAAA Board, and at the beginning of each ten (10) year period on the anniversary of the charter approval thereafter.
- F. Documentation by the President and Secretary of the society demonstrating a majority of greater than fifty percent (50%) of AAAA members practicing in said state have either, electronically or verbally, approved the incorporation as an AAAA component academy.

The application shall be submitted to the AAAA Board for review. The AAAA Board shall review the charter application, verify the information contained therein, and determine the eligibility of the society for chartership. If determined eligible, the final decision for approval of a component academy charter application shall lie with the AAAA Board.

Approval of a component academy charter application by the AAAA Board shall extend for a term of ten (10) years, provided that the component academy abides by the rules and doctrines set forth by the AAAA Board. Thereafter, the component academy must once again apply for charter approval and pay fees set forth by the AAAA Board.

## **Section 3. PENALTIES AND REVOCATION OF CHARTER**

All fees paid to the AAAA by the component academy shall be paid on the schedule set forth in Article II, Section 5. Failure of the component academy to pay by the due date, and upon approval of the AAAA Board, the component academy shall be extended a probationary period of no more than thirty (30) days from the original due date. The AAAA Board shall provide

written notice of the probationary status to the component academy within thirty (30) days.  
During the probationary period:

- A. The AAAA Board shall review the approved component academy charter
- B. The component academy shall have the obligation to arrange payment of all fees owed to the AAAA
- C. The component academy may request a hearing with the AAAA Board to address extenuating circumstances related to the inability to pay application and/or charter fees.

Upon recommendation of the AAAA Board, the component academy's charter shall be revoked for any action deemed in conflict with the Bylaws of the AAAA and/or the Bylaws of the component academy.

#### **Section 4. MEMBERSHIP DEFINITIONS**

Fellow members of a component academy shall be defined as:

- A. Anesthesiologist Assistants (AA) that have graduated in good standing from an Anesthesiologist Assistant program accredited by the Coalition for the Accreditation of Allied Health Education Programs (CAAHEP)
- B. Anesthesiologist Assistants concurrently and continuously approved as an active member of the AAAA

Affiliate members of a component academy shall be determined by each individual society and shall include:

- A. AA students currently enrolled in a CAAHEP-accredited AA program and are active members of the AAAA.

Upon approval of the AAAA Board, the component academy may enact additional categories of membership, provided these categories do not conflict with the provisions set forth in the AAAA Bylaws.

#### **Section 5. OFFICERS**

Each component academy shall be governed by an Executive Committee. The Executive Committee shall be composed of a President, Secretary, and Treasurer. The component academy may enact and elect any other officers to the Executive Committee as necessary to conduct the business of the component academy.

The Secretary of each component academy shall serve as the designated liaison to the AAAA and shall be responsible for maintaining a current roster of all members and officers of the component academy. This roster shall be forwarded to the Executive Offices of the AAAA annually by the end of the first quarter. The Secretary of the component academy shall maintain a current copy of the component academy's bylaws which shall be provided to the AAAA, within thirty (30) days of written request by the AAAA Board. The Secretary shall also report to their respected Regional Delegate in the first quarter of every year.

These bylaws were last revised in December 2011