

Constitution of The Julian Castillo Association of Physician Assistant Students

We the students of the Julian Castillo Association of Physician Assistant Students, realize that through formal organization we can benefit our program, our community and ourselves. It is for this reason that we establish the Julian Castillo Association of Physician Assistant Students, a chapter of the American Academy of Physician Assistants (AAPA). In all aspects of its function, this association will pursue integrity, equality, dignity and competence for the Physician Assistant as a practitioner.

Article I Name of Organization

The name of the student organization is The Julian Castillo Association of Physician Assistant Students (JCAPAS).

Article II Purpose of Organization

The purpose of the association shall be to serve as the official organization for the students, to promote academic achievement and clinical excellence, and to promote the Physician Assistant as a member of the health care delivery team.

Article III Membership

- Section 1 Membership shall be open to students of The University of Texas Rio Grande Valley regardless of race, national origin, creed or political affiliation, sex (in accordance with IX), religion, age, handicap, or veteran's status.
- Section 2 Membership is limited to students and/or faculty and staff of The University of Texas Rio Grande Valley that are in good standing as defined in the University catalog.
- Section 3 Only Active student members, with voting privileges may hold office in JCAPAS.
- Section 4 There will be two types of student members:
- A. Active- majority of the active membership must be enrolled students at UTRGV. Active membership is defined by the following criteria:
 - a. Enrollment in the Physician Assistant Department, and
 - b. In academic good standing with the University and the Physician Assistant Department, and
 - c. Current on all dues collected from the beginning of the didactic year.

B. Affiliate- any student of UTRGV that joins JCAPAS but is not in the Physician Assistant Program

Section 5 Students leaving the association for any reason shall retain membership for the remainder of the current semester.

Section 6 Only members classified as Active (enrolled students at UTRGV) have voting privileges and/or hold office.

Section 7 Members will be expelled from membership if they breach the Physician Assistant's Code of Ethics. A copy of the Code of Ethics is available for review in the Physician Assistant Department office. Any active member may issue a proposal for expulsion during a general meeting of the membership. The vote on the proposal will take place at the next general meeting. A 2/3 vote of the Active members is required for expulsion. In addition, students will be expelled if a violation of any provision in the University of Texas Rio Grande Valley student conduct code occurs as expressed in the Handbook of Operating Procedures.

Section 8 Any member expelled from membership may appeal to the Executive Board in writing to rejoin JCAPAS at any subsequent general meeting.

Section 9 The advisor to JCAPAS will be the Physician Assistant Department Chair or faculty designee. Advisor must be a full time faculty of UTRGV.
A. Removal of advisor requires a $\frac{3}{4}$ or majority vote of members or voluntary resignation is accepted.

Section 10 All Elected Officers must pay dues and become active members of American Academy of Physician Assistants (AAPA) for JCAPAS to obtain the required Student Academy of the American Academy of Physician Assistants (SAAAPA) membership. This must be no later than two weeks after election of officers.

Section 11 Non-discrimination Statement: Membership is open to everyone regardless of race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, sexual orientation, gender identity, or gender expression.

Article IV Officers

Section 1 The officers of the association shall include: President, Vice President, Secretary, Treasurer, Historian, Student Government Representative, Texas Academy of Physician Assistants (TAPA) Student Representative, Student Academy of the American Academy of Physician Assistants (SAAAPA) Student Representative, Fundraising Coordinator, and Community Outreach Coordinator.

- A. Officers are required to attend the Risk Management Workshop as required by the university.
- B. Officers are required to attend the Food Handling Workshop as required by the university.

Section 2

A. President

- a. Schedule all meetings and preside over them.
- b. Serve as the liaison with Physician Assistant Department Program Chair and Faculty Advisor.
- c. Serve as the liaison with other Physician Assistant Department Program Chairs and/or students.
- d. Announce and prepare memorandums pertaining to class or JCAPAS education or business
- e. Organize officers and delegate duties, as needed, on a volunteer basis for activities.
- f. Both President and Treasurer will be responsible for JCAPAS bank account and are authorized to conduct financial transactions on behalf of JCAPAS.
- g. In an emergency or unavailability of the Treasurer, the President will be responsible for treasurer duties.

B. Vice President

- a. Fulfill the duties of President when office is vacant or during absence
- b. Serve as liaison with Physician Assistant Program Department staff secretary for the preparation and dispersing of materials
- c. Organize study groups when requested by membership.
- d. Act as Parliamentarian during all JCAPAS meetings.

C. Secretary

- a. Maintain and read JCAPAS meeting minutes.
- b. Provide meeting minutes to JCAPAS members.
- c. Prepare all JCAPAS correspondence.
- d. Maintain an accurate roster of JCAPAS members with address and phone number.
- e. Fulfill duties of President & Vice President in their absence or during vacancy.
- f. Check the UTRGV JCAPAS mailbox.

D. Treasurer

- a. Maintain records of JCAPAS finances.
- b. Collect funds for special projects as voted on by JCAPAS membership.
- c. Deposit and/or withdraw funds on the JCAPAS account.
- d. Prepare and report financial report at all general JCAPAS meetings. Financial report must be available at any members request.

- e. Accountable for all funds received.
 - f. Both President and Treasurer will be responsible for JCAPAS bank account and are authorized to conduct financial transactions on behalf of JCAPAS.
 - g. The Treasurer is encouraged to recommend to the Executive Board a system of accepting electronic payment from members, including, but not limited to, member dues and End of Rotation (EOR) exam fees. A quorum of the Executive Board will accept or reject such a recommendation. A recommendation accepted by the Executive Board will be presented to the active members for possible approval. Nothing in this section will be construed as placing a restriction on JCAPAS to discontinue use of an electronic payment system if the active members approve discontinuation.
- E. Historian
- a. Prepare written reports for the promotion of the JCAPAS organization and Physician Assistant Department.
 - b. Maintain and take photos of activities.
 - c. Maintain JCAPAS bulletin board with current information and notices.
- F. Student Government Representative & Community
- a. Report to JCAPAS on UTRGV activities, benefits, campus events and projects.
 - b. Maintain communication with the Office of Student Organizations and Student Government.
 - c. Serves as liaison between UTRGV Student Government Association and student organizations.
- G. TAPA Student Representative
- a. Student Representative term begins from time of election to June 30th during the didactic year.
 - b. Student Director term from July 1 to June 30 during the clinical year.
 - i. Student Director is responsible for attending board meetings and additional TAPA events.
 - c. Report to JCAPAS on TAPA activities, projects, and benefits.
 - d. Have TAPA applications available upon request.
 - e. Attend TAPA meetings and report to JCAPAS at the first meeting following the return from TAPA on the activities.
 - f. Inform future members about the importance of professional involvement and facilitate communication between the association and the TAPA office and alert the student body about Committee membership availability.
 - g. Share TAPA mailings with JCAPAS membership.
- H. SAAAPA Student Representative
- a. Assembly of Representatives Representative – 1st Year (Didactic Phase)
 - i. Will serve as the JCAPAS student representative in the Assembly of Representatives of the SAAAPA at the annual conference.

- ii. Will follow the guidelines of the office as set forth by the SAAAPA in the Student Society Handbook.
 - iii. Must stay abreast of national activities of the SAAPA on a timely basis and report back to JCAPAS membership.
 - b. Assembly of Representatives Representative – 2nd Year (Clinical Phase)
 - i. Will serve as the JCAPAS student representative in the Assembly of Representatives of the SAAAPA at the annual conference.
 - ii. Will follow the guidelines of the office as set forth by the AAPA in the Student Society Handbook.
 - iii. Must stay abreast of national activities of the SAAPA on a timely basis and report back to JCAPAS membership
- I. Fundraising Coordinator
 - a. Research, develop, and present an annual fundraising plan for the Executive Board.
 - b. Identify and contact potential sponsors for fundraising activities.
 - c. Delegates appropriate tasks to committee members.
 - d. Reports committee progress to the board.
 - e. Acts as a contact person for major fundraising events.
 - f. Establishes fundraising goals in conjunction with the board.
 - g. Prepare and present funding requests to the executive board.
- J. Community Outreach Coordinator
 - a. Contact volunteer coordinators at organizations in the surrounding area and request information pertaining to group volunteer events.
 - b. Upon Executive Board approval of community service opportunities, the Community Outreach Coordinator will plan the community service event.
 - c. Will be responsible for the coordination of Physician Assistant Week activities.
 - d. Prepare and maintain sign up sheet with time(s) and number of volunteers needed. Email the sign up to all members and advisors.
 - e. Present volunteer event information at meetings and ask for volunteers (if needed). If a meeting is not scheduled before the event, send an email to all members with that information asking for volunteers. This email will be copied to ALL officers.
 - f. Members have up to 48 hours before an event to remove their name. You must also keep track of any members who remove their name after the 48 hour deadline and give this information by email to ALL advisors.

Section 3 Treasury reports will be audited at each Executive Board meeting

- A. The audit will be conducted by the Executive Board.
- B. All deposits and expenditures will be reconciled against balance statements.

- C. All expenditures must be approved by Active membership and demonstrated in JCAPAS meeting minutes.
- D. All records will be kept on file for a minimum of two years.
- E. Funds that may remain in the JCAPAS account, in the event JCAPAS ceases to exist or when the class graduates, will be determined by a majority vote of active members before the date of commencement. Cash funds will not be redistributed to any JCAPAS member.

Section 4 Elections of Officers.

- A. Elections will be conducted between the 60th and 90th day after the beginning of the program year or as required and / or requested by the program director of faculty advisor. Each office will be held until their intended graduation date or unless a candidate resigns or is removed from office.
- B. Nominations for office will be conducted and performed two weeks prior to the election. Candidates will be posted the day after nominations. Nominations may be declined.
- C. Elections will be conducted by secret ballot formulated by nominations.
- D. A majority vote is required to take office.
- E. Each officer, representative and delegate will maintain ex-officio status in the association in their class after the election of new officers if they have completed their term in good standing.
- F. An officer of the previous year and/or faculty advisor shall be responsible for distributing and tabulating nomination forms and ballots. Tabulation must be done immediately, and the election results posted and winners notified. In the event of a tie, a runoff election shall be held immediately.
- G. In the event of an officer resignation, another election will take place following the same protocol as stated in Section 4.

Section 5 All Officers and Representatives must be in academic good standing, as defined by the Physician Assistant Department, at all times or will be removed from office automatically. Nominations for the vacant office will be entertained at the next JCAPAS meeting.

Section 6 Recall of Officers and Representatives

- A. A recall can be called with a 2/3 vote from Active membership.
- B. Recall elections will be announced two weeks prior to the vote and can be called by anyone.

- C. Vacant positions will be filled two weeks after the recall. Candidates for vacancies will submit their intent to seek office no later than two days prior to the election and voting will be done on secret ballot.
- D. The Faculty Advisor shall be responsible for formulating and distributing nomination forms and official ballots. Tabulation of official ballots must be done within a 24 hour period, results posted and elected officers notified. In the event of a tie, a run-off election shall be held immediately.
- E. Every member who is up for expulsion must be given due process: an opportunity to present his/her case, rebut accusations, conduct an investigation, and appeal any decisions made against him/her. Appeals will be heard by officers and faculty advisor and voted on by members for instatement of membership.

Article V Executive Board

Section 1 The Executive Board will consist of the JCAPAS officers as listed in Article IV.

Section 2 Any business requiring a vote will be enacted by a majority vote. If a tie vote is obtained, the business will be tabled for discussion at the next scheduled meeting.

Section 3 The advisor of JCAPAS will serve as ex-officio to the executive board.

Article VI Meetings

Section 1 Face to face meetings of JCAPAS will be held as determined necessary by the executive board. The day, time and place will be posted, announced, or electronically mailed in advance.

Section 2 Special meetings will be called, as needed the day prior to the desired meeting. Election of officers cannot take place during a special meeting.

Section 3 All official business must be conducted with a quorum. A quorum will be one more than one half of the Active members.

Section 4 The source of parliamentary order will be Sturgis Standard Code of Parliamentary Procedure.

Section 5 Executive Board meetings will occur monthly or as needed, but prior to general meetings or before the agenda is sent out.

Section 6 Attendance at meetings is mandatory for all members. Membership are

expected to act professional and conduct themselves in a manner befitting of a Physician Assistant and may be referred to the PA Department Director and faculty advisor if issues arise. Special circumstances will be addressed on individual basis by the executive board.

Article VII Dues

Section 1 There are two categories of dues that correspond with membership classification, Active and Affiliate. The affiliates will be allowed membership with dues that are set by the JCAPAS voting body for that year. This is subject to change by majority vote for change.

Section 2 Active and Affiliate dues will be set by a vote during a general meeting during the fall term.

Section 3 Dues will be paid and collected at a time designated during a scheduled association meeting for each class. This meeting and collection will occur prior to the completion of the fall term.

Section 4 If membership has decided not to collect dues, then Active or Affiliate dues will not be collected for that term.

Section 5 If an Active member is placed on the decelerated track, then that member is to stop paying dues to their original class. When the member's new adopted graduating class establishes their "dues" amount, the member will then start to pay dues to that class. In order to maintain an active membership status, members must comply with the rules of their adopted class.

Section 6 The purpose of dues / fundraised money is to sponsor TAPA and SAAAPA representatives, banquet expenses, PA week, special gifts, incoming class social, and any other legitimate expenses as agreed upon by a majority vote of active members.

Article VIII Committees

Section 1 Standing committees shall be appointed by the Executive Board as needed. Committees include but are not limited to the following:

A. Fundraising Committee

- B. PA Week Committee
- C. Shirt Committee
- D. Banquet Committee
- E. Social Committee

Section 2 Each committee shall be responsible for the performance of the duties and functions delegated to it by the board or the President.

Section 3 Committee chairs are appointed by the President with the approval of the board and cannot be a current JCAPAS Officer. However, one officer will be assigned to each committee as an advisor.

- A. Committee chairs should be Active members.
- B. Committee chairs must report to the executive board and general membership in a timely manner ~~or~~ within a designated time frame determined by the Executive Board. Removal of committee chairs is at the discretion of the President with executive board approval ~~or~~ the Executive Board.

Section 4 Committee chairs have no executive board voting authority. They maintain their Active member voting right during general membership meetings. Their purpose is to gather information, recruit committee members, and carry out charges set forth by the President and/or the Executive Board.

Section 5 Ad hoc committees will be appointed by the Executive Board or President as needed and the members will be placed on a volunteer basis. Committee chairs will be appointed by the President, and cannot be an elected officer.

Section 6 All Committees can be dissolved if voted on by the JCAPAS Active members or when all charges have been met.

Article IX Method to Amend Constitution

Section 1 Amendments to the constitution will require a majority ~~3/4~~ vote of Active membership.

Section 2 Amendments must be proposed at least one week prior to the date of when the vote is to take place.

Section 3 Amendments must be reviewed and approved by the Committee on Student

Organizations, as required by University policy.

Article X Reimbursements

Section 1 The Treasurer will maintain a cloud-based storage service (“Reimbursement Dropbox”) for the uploading of scanned receipts and related records for the purpose of travel and other expense reimbursement. Permission for editing, viewing, and downloading records in the Reimbursement Dropbox will be limited to the Executive Board. The Treasurer will establish a mechanism for preserving association between a reimbursement requestor and all-expense related documents the requestor uploads to the Reimbursement Dropbox; options include, but are not limited to:

1. Establishing a unique subfolder for each reimbursement requestor, or
2. Establishing a unique alphanumeric series to be used to tag all records uploaded by that requestor.

The Treasurer will recommend a cloud-based storage service to the Executive Board for approval by a quorum of the Executive Board. Nothing in this section will be construed as placing a restriction on the Executive Board to discontinue a cloud-based storage service and adopt a different service in support of the best interests of the members.

Section 2 A member requesting reimbursement must complete a Member Reimbursement Request Form recommended by the Treasurer and adopted by the Executive Board. A member must upload the Member Reimbursement Request Form and associated scanned receipts to the Reimbursement Dropbox within 14 days of purchase or within 14 days after returning from approved travel, whichever duration is longer. The Member Reimbursement Request Form and associated scanned receipts must be uploaded in accordance with the established mechanism for preserving association between a reimbursement requestor and his or her expense-related documents uploaded to the Reimbursement Dropbox. A member may use any device or means of scanning receipts as long as they are compatible with the Reimbursement Dropbox.

Section 3 The Treasurer will complete a review of a Member Reimbursement Request Form within 14 days after member uploads all required reimbursement documents to the Reimbursement Dropbox. The Treasurer will issue payment only for those reimbursement items complying with other sections of this article. Reimbursement will be issued to the member within 7 days of the Treasurer’s completion of reviewing the member reimbursement request. And disputes between the member and the Treasurer over amount or timing of reimbursement

will be timely resolved by the Executive Board, which may seek guidance from the Faculty Advisor or Physician Assistant Department Chair.

Section 4 Unless expressly prohibited elsewhere in this Article, JCAPAS and the Executive Board will have discretion to approve any and all purchase arrangements that are determined to reduce the amount of expenditure or otherwise are determined to benefit the active members.

Article XI Expenses

Section 1 JCAPAS will reimburse members for pre-approved expenses. These expenses:

1. Must be reasonable and necessary, and
2. Must be incurred while a member is conducting official JCAPAS business, and
3. Must not be eligible for reimbursement by another entity, including, but not limited to, UTRGV, TAPA, or SAAPA.
4. Must be pre-approved by the Executive Board if less than or equal to \$100 and by a quorum of the active members if greater than \$100.
5. Members incurring costs on behalf of JCAPAS may accept and retain purchase rewards (e.g., cash-back bonuses and bonus airline miles); however, member must not deliberately patronize a particular travel service, lodging establishment, or dining establishment if less expensive comparable alternatives are available from a competitor.

Section 2 For travel outside of the region comprising Cameron, Hidalgo, Starr, and Willacy counties, JCAPAS:

1. Will reimburse all pre-approved travel-related actual costs, such as hotel accommodations, transportation to and from the destination, including, but not limited to, personal vehicle mileage; airline, train, bus, or taxi fare; luggage; meals; and gratuities.
2. Will reimburse personal vehicle mileage at the current U.S. Internal Revenue Service Standard Mileage Rates for Business.
3. JCAPAS will reimburse travel at the coach rate, unless other classes of travel are less expensive than the coach rate. Upgrades will be at the member's expense. Any charges due to flight changes or cancellations are the responsibility of the member unless pre-approved by the Executive Board.
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5. Taxi fees or transportation fees, other than between the airport to the hotel and the hotel to the conference, will be reimbursed up to \$10.00 per day.
6. Airfare will be eligible for reimbursement at any time including before the dates of travel.

Section 3 For lodging outside of the region comprising Cameron, Hidalgo, Starr, and Willacy counties, JCAPAS:

1. Lodging reservations should be confirmed as far in advance as possible, and no later than 30 days from travel date, in order to take advantage of reduced rates. The member must notify the Executive Board of all changes.
2. A member traveling on behalf of JCAPAS should be reimbursed at the lesser of the single-room rate or combined-occupancy rate for the reasonable cost of lodging.
3. Convenience, the cost of staying in the city in which the event is located, and proximity to other venues on the member's itinerary should be considered in determining reasonableness.
4. Members of the same gender are encouraged, but are not required to, share rides and share lodging rooms if doing so would reduce the overall cost to JCAPAS.
5. Member should make use of available AAPA, TAPA, or other discount rates.
6. If the last day of the conference ends before noon, the JCAPAS representative will be required to fly home on the same day and hotel costs will not be covered for that night unless approved by the Executive Board. If it ends after noon, the JCAPAS has the option of flying home that day or the next morning and the hotel costs will be covered.

Section 4 Reimbursement for meals will be capped at current U.S. General Services Administration Per Diem Rates or \$35.00 per day at the discretion of the Executive Board. Representative are encouraged to take advantage of free conference meals if available.

Section 5 When travel expenses are to be reimbursed from JCAPAS funds, the member:

1. Must carefully estimate reimbursable expenses that he or she will incur during travel, and
2. Must separately identify in the estimate airfare and airline-related fees and charges; registration fees; meals; and lodging, transportation, and other travel costs or related incidental expenses, including reasonable and customary gratuities for meals and services, and
3. Must prepare the estimate on a Member Travel Request Form recommended by the Treasurer and adopted by the Executive Board, and

4. Must submit the Member Travel Request Form to the Executive Board for approval.

- Section 6 JCAPAS will only reimburse for pre-approved travel-related expenses when:
1. The member provides documentation of the expense with original or scanned receipts or other verifiable purchase records, and
 2. Travel complies with the university's Student Travel Policy as set forth in the Handbook of Operating Procedures.

Article XII End of the Program Banquet

Section 1 If a member is not up-to-date on dues, then they will need to pay for the cost of attendance for the banquet as set by the Executive Board and Banquet Committee at least 60 days prior to the event. A member may at this point become up-to-date on dues if the costs is less than the amount set forth by the Board.

Section 2 A non-member may attend the banquet; however, will be required to pay the cost of attendance for the banquet as set by the Executive Board and Banquet Committee at least 60 days prior to the event.

Section 3 If JCAPAS class is unable to meet the funds necessary to host the banquet then members, non-member and affiliates, if attending, will be expected to pay a set amount to meet the cost of the banquet as determined by the Executive Board and the Banquet Committee. Date will be designated by the Executive Board.