

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be the Society of Doctoral Advanced Practice Clinicians, hereinafter referred to as "the Society."

Section 2: Purpose

The purpose of the Society is to support and advance education for advanced practice clinicians and to promote the terminal doctoral degree for advanced practice clinicians. The means to achieving these purposes include holding monthly meetings, facilitating access to relevant Continuing Medical Education (CME) when appropriate, collecting and disseminating professional data information, such as salary, contact specifics, benefits, hours worked, etc., and providing letters of recommendation and commendation when appropriate, along with providing and disseminating educational material and facilitating interactions and networking amongst members. The Society will also function to advance the professional goals of individual members through access to publication in the scholarly journal and involvement as elected, titled, officials within the Society.

Article II: Membership

Section 1: Eligibility

Membership in the Society shall be open to advanced practice clinicians who possess or are in the process of earning a relevant doctoral degree, along with advanced practice clinician students actively enrolled in a physician assistant (PA) or nurse practitioner (NP) program, or those advanced practice clinicians interested in pursuing an appropriate terminal doctoral degree.

Section 2: Admission

Membership admission criteria shall include the payment of a membership due. The membership shall be valid for 365 days from the date of payment. The total amount is dependent on the level of

membership selected by the member. These include “student”, “fellow”, and “doctoral fellow” memberships. The amounts are subject to change and listed on the website of and in publications from the Society.

Section 3: Rights and Responsibilities

Members shall have the right to participate in Society activities and events, including meetings. They are expected to adhere to the Society's Code of Ethics and promote the goals of the organization.

Section 4: Running for Elected Positions

a. All members in good standing shall have the opportunity to run for elected positions after three (3) consecutive years of active membership.

b. Active membership is defined as maintaining current membership dues and actively participating in Society activities when scheduled, as able.

Section 5: Membership Dues

a. The Board of Directors shall establish the amount of membership dues and any additional fees.

b. Membership dues shall be payable annually and are non-refundable.

c. Failure to pay membership dues within nine (9) days of the due date may result in the loss of membership privileges.

Section 6: Membership Term

The membership term shall be 365 days from the date of payment.

Section 7: Termination of Membership

Membership may be terminated for non-payment of dues, violation of the Society's Code of Ethics, or for any reason deemed necessary by the Board of Directors, president, or CEO.

Section 8: Reinstatement

Members whose membership has been terminated may be reinstated upon payment of the current membership dues and upon majority decision by the board of directors, president, or CEO.

Article III: Board of Directors, President, CEO

Section 1: Composition

The Society shall be governed by a Board of Directors consisting of nine (9) elected individuals, along with the President, Vice-President, Treasurer, Secretary, and the CEO.

Section 2: Board Roles and Responsibilities

a. Elected Directors: The elected directors shall be responsible for providing leadership, guidance, and decision-making on behalf of the Society. They shall serve a term of [insert term length], and their roles and responsibilities shall be outlined in a separate document approved by the Board. The members of the board of directors must hold a doctorate degree in a related field, such as DNP, DMS, DMSc, PhD, EdD, DHSc.

b. President: The President shall preside over meetings, represent the Society in official capacities, and oversee the general operations of the organization. The President must hold a doctorate degree in a related field, such as DNP, DMS, DMSc, PhD, EdD, DHSc.

c. Vice-President: The Vice-President shall assist the President in their duties and assume the President's role in their absence. The Vice-President must hold a doctorate degree in a related field, such as DNP, DMS, DMSc, PhD, EdD, DHSc.

d. Treasurer: The Treasurer shall be responsible for financial oversight, budget management, and reporting financial matters to the Board and members. The Treasurer must hold a doctorate degree in a related field, such as DNP, DMS, DMSc, PhD, EdD, DHSc.

e. Secretary: The Secretary shall keep accurate records of meetings, maintain official documents, and handle correspondence on behalf of the Society. The secretary must hold a doctorate degree in a related field, such as DNP, DMS, DMSc, PhD, EdD, DHSc.

f. CEO: The CEO shall be the unelected position held by the founder of the Society. The CEO shall have executive authority, oversee the overall direction of the organization, and serve until such time as they voluntarily relinquish the position. Once the CEO position is relinquished, it shall be filled through an election by the members of the Society. The CEO must hold a doctorate degree in a related field, such as DNP, DMS, DMSc, PhD, EdD, DHSc.

Section 3: Election Process

a. Elections for the nine (9) elected directors, President, Vice-President, Treasurer, and Secretary shall be held once every 2 years and conducted in accordance with procedures outlined in a separate election policy approved by the Board.

b. The CEO position will be filled by election once it becomes vacant, following the procedures outlined in the election policy.

c. Initial members of the Society shall be appointed to their respective roles until the election process can occur based on number of members.

d. The election process will be held via secure online ballot and is open to all active members, as stated.

Section 4: Terms of Office

a. The term of office for elected directors, President, Vice-President, Treasurer, and Secretary shall be two (2) years, or until an acceptable replacement has been voted into office by a majority of members in good standing.

b. The CEO shall serve until he or she voluntarily relinquishes the position.

Section 5: Succession Planning

In the event of a vacancy in the CEO position, the Board shall oversee the transition process until a new CEO is elected by the members.

Section 6: Responsibilities of Position

CEO Responsibilities: The CEO of the Society of Doctoral Advanced Practice Clinicians (SDAPC) holds executive authority over the organization. Responsibilities include overseeing the overall direction of the society, ensuring adherence to its mission and objectives, and representing the society in external affairs. The CEO's leadership guides strategic initiatives, fosters collaboration among board members, and upholds the society's values and principles.

President Responsibilities: As the highest-ranking officer, the President presides over meetings, provides leadership to the board of directors, and represents the society in official capacities. Responsibilities also include setting meeting agendas, facilitating communication among members, and overseeing the implementation of society initiatives. The President serves as a visionary leader, guiding the society towards its goals and objectives.

Vice-President Responsibilities: The Vice-President supports the President in their duties and assumes the President's role in their absence. Responsibilities may include overseeing specific committees, assisting with meeting planning and coordination, and representing the society in designated capacities. The Vice-President collaborates closely with the President to ensure the effective functioning of the organization and the achievement of its objectives.

Treasurer Responsibilities: The Treasurer is responsible for financial oversight, budget management, and reporting financial matters to the board and members. Responsibilities include managing the society's finances, maintaining accurate financial records, and preparing financial reports for review. The Treasurer ensures compliance with financial policies and procedures, monitors revenue and expenses, and provides financial guidance to support the society's objectives.

Secretary Responsibilities: The Secretary maintains accurate records of meetings, handles correspondence, and manages official documents on behalf of the society. Responsibilities also include preparing meeting agendas, recording meeting minutes, and communicating important information to members. The Secretary plays a crucial role in ensuring transparency, accountability, and effective communication within the organization.

Section 6: Remuneration

- a. The CEO shall receive remuneration based on the percentage of Society income deemed appropriate for the fiscal year by majority vote of the board of directors, not to exceed 20% of the total income for the preceding and/or most recent fiscal year. The CEO may choose to refuse remuneration at their discretion. In the event of vacant board, the CEO may elect to accept remuneration per their discretion, meeting the threshold as outlined in this section.
- b. The President shall receive remuneration based on the percentage of Society income deemed appropriate for the fiscal year by majority vote of the board of directors, not to exceed 10% of the total income for the preceding fiscal year. The president may choose to refuse remuneration at their discretion.
- c. The Vice-President shall not receive remuneration.
- d. The treasurer shall not receive remuneration.
- e. The members of the board of directors shall not receive remuneration.

Article IV: Meetings

Section 1: Annual Meeting

The Society shall hold an annual meeting for members to discuss organizational matters, elect officers, and receive reports.

Section 2: Monthly Meetings

The Society shall hold monthly meetings to promote education and professional development among its members.

Article V: Finances

Section 1: Fiscal Year

The fiscal year of the Society shall begin on 9 January and end on 10 January of the subsequent year.

Section 2: Budget

The Board shall prepare and approve an annual budget outlining the financial plan for the organization. Income shall be derived from membership dues, donations, other gifts, payments from companies, corporations, and groups or academic facilities, and all other sources.

Section 3: Income Management

The various sources of income for the Society include, but are not limited to: general donations, membership dues and fees, elected member speaking fees, publication fees, institutional fees and donations for services rendered by Society members. This cumulative income shall be used to advance the goals and purpose of the Society and provide remuneration to elected members in recognition of their time and service to the Society. The treasurer shall prepare an acceptable budget with the income amount for the fiscal year annually to review with elected members.

Article VI: Amendments

Section 1: Proposal

Amendments to these by-laws may be proposed by any member of the Society.

Section 2: Approval

Proposed amendments shall be approved by a two-thirds majority vote of the members present at a regular or special meeting.

Article VII: Dissolution

In the event of the dissolution of the Society, any remaining assets after payment of debts and liabilities shall be distributed for charitable, professional, or educational purposes at the discretion of the CEO.

Article VIII: Letters of Recommendation and Commendation

Section 1: Eligibility

All members, through discussion and regular interaction with elected members, are eligible to receive letters of recommendation and commendation when appropriate and requested for professional, academic, and clinical positions and advancement.

Section 2: Request Process

a. Members seeking letters of recommendation or commendation shall submit a formal request to the Board of Directors, president, and/or CEO.

b. The request shall include relevant details, such as the purpose of the letter, specific achievements or qualifications to be highlighted, and the deadline for submission.

Section 3: Board's Responsibility

a. The Board of Directors, president, and/or CEO shall review each request and determine its appropriateness.

b. Letters of recommendation and commendation shall be provided based on the member's contributions, achievements, and alignment with the goals of the Society.

Section 4: Professionalism

Members are expected to maintain a high level of professionalism and ethical conduct in their interactions with the Society, and the decision to provide a letter of recommendation or commendation is at the discretion of the Board.

Section 5: Format and Distribution

a. Letters of recommendation and commendation shall be formatted in a professional manner and signed by the President, CEO, or an authorized representative.

b. The Board shall ensure that the letters are submitted in a timely manner and to the appropriate recipients.

Section 6: Confidentiality

The Board shall handle requests for letters of recommendation and commendation with confidentiality, respecting the privacy and preferences of the requesting member.

Article IX: Collection and Reporting of Professional Data

Section 1: Purpose

The Society recognizes the importance of sharing valuable professional data to support the advancement of its members. This section outlines the process of anonymously collecting and reporting professional data among the members.

Section 2: Data Collection

a. The Society shall collect professional data on an annual basis from its members. The data collected may include, but is not limited to, salary information, years of service, specialty, subspecialty, hours worked per week, call responsibility, procedural responsibility, Continuing Medical Education (CME) allowance, Paid Time Off (PTO) allowance, bonus structure, and type of compensation (salary, hourly, production).

b. Members shall be encouraged to voluntarily submit accurate and detailed information for the purpose of creating a comprehensive dataset.

Section 3: Anonymity and Confidentiality

a. The collected data shall be treated with the utmost confidentiality, and all efforts shall be made to ensure the anonymity of the respondents.

b. The Society shall employ secure and confidential methods for data collection to protect the privacy of its members.

Section 4: Dissemination of Data

a. The collected data, once organized in presentation format, shall be disseminated to paid members who are up-to-date on their dues.

b. Data dissemination will occur once at least 10 respondents have returned results to maintain anonymity.

c. The information presented shall not be associated with any identifiable information for those surveyed.

Section 5: Utilization of Data

a. Members are encouraged to use the collected data for professional development and benchmarking purposes.

b. The Society may use the aggregated data to advocate for the interests and well-being of its members.

Article X: Adoption

These additional by-laws, pertaining to Letters of Recommendation and Commendation, shall be adopted by a majority vote of the members present at a meeting called for that purpose. These by-laws

are accepted until such time as a majority vote occurs to replace, retract, amend, or otherwise alter the articles, sections, subsections herein.

Signature:

A handwritten signature in black ink, appearing to read "Kyle Moser". The signature is fluid and cursive, with the first name "Kyle" and the last name "Moser" clearly distinguishable.

Kyle Moser, DMS, PA-C

President, Society of Doctoral Advanced Practice Clinicians (SDAPC)

1/21/2024