



**Association of PAs
in Oncology**

BYLAWS

Association of PAs in Oncology

Amended: April 10, 2026

Table of Contents

Article I: Name

The name of this organization shall be the Association of PAs in Oncology, herein referred to as APAO.

Article II: Purpose

The purpose of the APAO is:

- Promote Physician Associate (PA) utilization in the delivery of care to individuals with cancer and related diseases.
- Provide a forum for assembly and discussion of issues relevant to PAs and closely related healthcare professionals working in oncology and related disciplines.
- Facilitate and support continuing education and professional development through conferences, publications, electronic media, and other educational initiatives related to oncology care.
- Advocate for healthcare policies that promote PA utilization and high-quality medical care for patients with cancer and related diseases.

Article III: Membership

The APAO shall be representative of Physician Associates, PA students, and other individuals with an interest in oncology and related disciplines, in accordance with eligibility criteria established by these Bylaws and the Board of Directors.

Section 1: Membership Categories

Membership categories shall include:

A. Fellow Members

A Fellow Member is an NCCPA-certified Physician Associate actively employed in oncology or a related discipline and a Fellow member in good standing of the American Academy of Physician Associates (AAPA). Fellow Members shall have the privilege of the floor, voting rights, and eligibility to serve on the Board of Directors.

B. Affiliate Members

Affiliate Members are licensed healthcare professionals who do not meet the criteria for Fellow Membership, including but not limited to PAs not practicing in oncology, Nurse Practitioners, pharmacists, physicians, and international PAs. Affiliate Members shall have the privilege of the floor but shall not vote or serve on the Board of Directors. PA Affiliate members have the privilege to vote.

C. Student Members

Student Members are individuals enrolled in an ARC-PA–accredited PA program or a program recognized by the AAPA. Student Members shall have the privilege of the floor but shall not vote. The Board of Directors may appoint one or more Student Representatives to serve as non-voting members of the Board, unless otherwise specified by Board policy.

D. Associate Members

Associate Members are non-licensed or non-medical individuals or organizations engaged in providing products or services to PAs or oncology professionals. Associate Members shall have the privilege of the floor but shall not vote or serve on the Board of Directors.

E. Honorary Members

Honorary Members are individuals who have rendered distinguished service to the PA profession and/or the APAO. Honorary Members are exempt from dues and shall not vote or serve on the Board of Directors. PA Affiliate members have the privilege to vote.

Section 2: Application

All applications for membership shall be in writing or electronically submitted on application forms provided by the organization.

Section 3: Non-Discrimination

No applicant shall be denied membership on the basis of race, color, ethnicity, national origin, age, sex, gender identity or expression, sexual orientation, disability, religion, or any other characteristic protected by applicable law. No Fellow member of the American Academy of Physician Associates (AAPA) shall be denied membership in the APAO unless such membership has been revoked or restricted by the AAPA for ethical, professional, or judicial reasons.

Any appeal related to membership determination shall be reviewed by the Board of Directors, whose decision shall be final.

Section 4: Dues

Annual fees, dues amounts, late fees, and assessments shall be established and approved by the Board of Directors for each class of membership. The Board of Directors may offer complimentary membership for financial or personal hardship, or to designated honored individuals on a case-by-case basis.

Section 5: Multiple Constituent Organizations

AAPA members who belong to more than one constituent organization may vote on AAPA issues in only one constituent organization.

Article IV: Discipline

Section 1: Suspension or Revocation

The Board of Directors shall have the power to suspend or revoke membership in the APAO. These actions shall be permissible when a member of the AAPA has had their membership suspended or convicted of a felony crime or had their license to practice as a physician associate suspended or revoked. These actions shall also be permissible when a member of the APAO has been found to behave in a manner that is not consistent with the mission of the APAO or the

professional practice as a physician associate. All discipline activities of the Board of Directors shall be executed in writing.

Disciplinary meetings of the Board of Directors may be held by conference call.

Section 2: Rights During Suspension

Any member who has had their membership suspended or revoked shall not be entitled to any of the rights or benefits of the organization or be permitted to take part in any organizational activities until he or she has been reinstated.

Section 3: Appeal Period

Any member who has had their membership suspended or revoked by the Board of Directors may appeal in writing within six months after notice is given.

Section 4: Appeal Process

A committee chair, not part of the Executive voting Board of Directors, shall arrange for an impartial, three-person panel to hear the appeal. The panel shall consist of fellow members who are not holding a chairmanship or board office. The committee chair shall designate a time and place for the hearing of the appeal. The appeal hearing may be held by conference call. After giving the appellant and representatives reasonable opportunity to be heard, the appeal panel shall by a majority vote, either sustain or reverse disciplinary actions of the Board of Directors. The decision of the panel shall be final.

Article V: Meetings of the Membership

Section 1: Annual Meeting

The annual meeting of the membership shall be held at a date, time, and format determined by the Board of Directors for the purpose of conducting the business of the organization.

Section 2: Published Calendar

All Board and membership meetings shall be published on the official APAO website calendar. The calendar shall serve as the authoritative schedule for organizational meetings.

Section 3: Special Meetings

A special meeting of the organization may be requested by a majority of the fellow members.

Article VI: Voting of the Membership

Section 1: Voting Rights

Each certified PA member of any category is entitled to one vote on motions before the membership.

Section 2: Business Requiring a Vote

The business of the APAO requiring a vote of the membership shall include: (1) elections, (2) changes to the Bylaws of the APAO, and (3) any other business determined by the Board of

Directors to require a vote. Ten percent of the voting membership shall constitute a quorum for votes. A simple majority vote shall prevail.

Section 3: Electronic Voting

Such business may be conducted during an annual or special meeting of the organization. Such business may also be conducted by electronic means provided that the membership is given adequate notice and information pertaining to the business to be voted upon. When conducting such voting by electronic means, the membership shall be provided a minimum of 10 days from notification to submit a vote.

Article VII: Board of Directors

Section 1: Composition

The Board of Directors shall be no more than ten voting members. The executive officers include the President, President-Elect, Past President, Secretary, and Treasurer. The remaining members of the Board consist of the Head of Delegation (HOD), two Directors-At-Large, and two Appointed Directors.

Section 2: Eligibility

Each officer of the organization shall be a fellow member in good standing of the AAPA and the APAO for the duration of their term.

Section 3: Authority

The Board of Directors shall control and manage the affairs of the organization.

Section 4: Meetings and Quorum

The Board of Directors shall hold meetings at such times and places as may be designated by the President, but in no event shall there be less than one such meeting in any calendar year. An absolute majority of the Executive voting membership of the Board shall constitute a quorum for purposes of transacting business.

Section 5: Terms and Succession

The board officers shall have a two-year term of office, with the exception of the President-Elect, HOD, and appointed directors, who shall serve a one-year term. Any officer may resign at any time. Such resignation shall be in writing to the board and shall take effect at the time specified therein.

In the event of resignation or inability to complete the term of the President, the President-Elect shall assume the office of President. The President-Elect upon assuming the remaining term of the resigning President shall serve out the remaining term of the resigning President as well as continue as President for the natural course of his/her full one-year term as President.

In the event of the resignation or inability to complete the term of the Past President, that position shall remain vacant until the current President's term ends at which time they become Past President.

In the event of the resignation or inability to complete the term of the President-Elect, Secretary, Treasurer, HOD, Appointed Director or Directors At-Large, a new officer for these positions shall be appointed for the remainder of the term by the Board of Directors by a majority vote of the remaining Executive Officers.

Section 6: Additional Officers

The Executive Board of Directors, at any meeting thereof, may appoint such additional non-voting officers with such title, authority, and duties as it may deem advisable. A Student Representative shall be appointed by the Executive Board. The voting Board will have the right to remove or replace any appointees at the Board's discretion.

Section 7: Removal

Any officer may be removed from office, for cause, at any time by the affirmative vote of a majority of the Executive Board. The affected officer shall have been given written notice of the charges and offered an opportunity to be heard on the matter, before the Board of Directors takes final action.

Section 8: Appeal of Removal

The officer may appeal such action, in writing, within 15 days after notice of removal is given and the board has taken action to remove the officer. The Board of Directors shall designate a time and place for the hearing of the appeal. The appeal hearing may be held by conference call. After giving the officer and representatives reasonable opportunity to be heard, the Board of Directors shall, by a majority vote either sustain or reverse the removal of the officer. The decision of the Board of Directors shall be final.

Section 9: Compensation

The Board will set the amount of any compensation for supportive personnel.

Section 10: Conflict of Interest Disclosure

All officers, directors, and committee chairs shall annually sign and submit a Conflict of Interest Disclosure Form maintained by the Secretary or management company.

Article VIII: Elections

Section 1: Elected Offices

The offices to be elected by the voting general membership are the Executive Officers of Board of Directors and Director at Large. Remaining positions are appointed by the executive officers of the board of directors. All Officers and Directors must be a fellow member of the AAPA and the APAO.

Section 2: Succession and Election Cycle

The President-Elect shall automatically succeed the preceding President as President of the organization and the outgoing President shall remain as a voting member of the Board for one year as the Immediate Past President.

The Offices of President-Elect, HOD, and Appointed Directors shall be elected annually. The Offices of Secretary, and one (1) Director At Large shall be elected every odd year.

The Offices of Treasurer and one (1) Director At Large shall be elected every even year.

Section 3: Eligible Voters

Eligible voters shall include PA-C members.

Section 4: Election Method

The election of officers and AAPA Delegate shall be conducted at the yearly APAO business meeting or by mail, fax, or by electronic means prior to July 1.

Section 5: Nominations

Nominations for elected offices and AAPA Delegate shall be requested annually prior to elections. Members may submit self-nominations. At the discretion of the Board of Directors a nomination committee may be appointed.

Section 6: Vacant Positions

If in the event an elected position remains unfilled after call for nominations and subsequent elections, the Board of Directors at its discretion may fill any vacant position by majority vote of the elected Board of Directors.

Section 7: Term of Office

The President-Elect, HOD, and Appointed Directors shall take office on July 1. Their term of office runs one (1) year from July 1 to June 30. The additional elected officers shall take office on July 1. Their term of office runs two (2) years from July 1 to June 30.

Article X: Committees

There shall be such committees, each having a chair, as may be specified by the Board of Directors with such authority and responsibility as may be delegated by the Board of Directors or specified in the Policies and Procedures Manual of the APAO. These committee chairs are voluntary and can be self-nominated from the membership.

Article XI: Finance

Section 1: Fiscal Year

The fiscal year shall be determined by a resolution of the Board of Directors.

Section 2: Dues Determination

The amount of annual dues, late fees, and assessments, as well as the manner of payment, shall be determined from time to time by the Board of Directors.

Section 3: Dues Payable

Annual membership dues shall be payable to the organization as determined by the Board of Directors.

Section 4: Non-Payment

Any member whose dues, late fees, or assessments are unpaid at the time of any meeting shall be ineligible to vote or hold office. The Board of Directors may establish procedures and policies with regard to non-payment of dues, late fees, and assessments as they become due.

Article XII: Parliamentary Authority

Section 1: Parliamentary Procedure

The current edition of the *Sturgis Standard Code of Parliamentary Procedure* shall be the parliamentary authority for all matters of procedures not specifically covered by these bylaws.

Section 2: AAPA Compliance

This constituent organization is part of the parent organization AAPA. As such, the organization and its members are required to meet all provisions outlined in the AAPA's constitution, bylaws and charter policy. This organization will not write or pass any bylaws and/or policies in conflict with AAPA bylaws and/or policies. This organization will uphold the principles, purposes, and philosophy for which AAPA was founded. If the organization is unable to uphold the principles and purposes, or passes conflicting bylaws and/or policies, it must work through AAPA to change the philosophy by altering the organization's constitution and bylaws.

Article XIII: Ethics and Judicial Affairs

Section 1: Judicial Body

The Board of Directors shall serve as the judicial body of the organization.

Section 2: Ethical Guidelines

The APAO shall adopt the AAPA Guidelines for Ethical Conduct for the Physician Associate Profession.

Article XIV: Conflict of Interest

Section 1: Prohibited Conduct

No officer or director may transact any business in their official capacity with or participate in any discussion, vote or decision affecting any person with whom they have a personal business relationship or business entity in which they have any personal pecuniary interest, whether direct or indirect.

No officer or director may utilize information obtained in their official capacity for their personal pecuniary benefit, whether direct or indirect.

An officer or director may not participate in discussions, a vote, or a decision on a matter in which they have a personal pecuniary interest, whether direct or indirect.

Section 2: Disclosure Duty

Each officer and director has a continuing duty to disclose the existence of any personal pecuniary interest which they have or subsequently obtain in any matter that would be affected by a vote or decision of the body of which they are a member.

In the event of a conflict of interest, an officer or director shall, prior to any vote or decision on the matter:

- Provide written notice to the president stating the nature and extent of the conflict of interest;
- Abstain from participation in the discussion of the matter in which they have a conflict of interest; and

- If the matter is discussed in executive session, they may be physically present for the discussion.

Article XV: Amendment of Bylaws

Proposed amendments to these Bylaws must be approved by the Board of Directors prior to submission to the membership. The Board shall implement a formal internal review process, including a defined feedback period and deadline, before finalizing proposed amendments. A final review of proposed amendments shall be conducted by a designated Board reviewer prior to dissemination to the membership. Members shall be provided a minimum 30-day comment period before a vote. Bylaw amendments shall be adopted by majority vote of the voting membership pursuant to Article VI.

Article XVI: Policies and Procedures

APAO shall adopt, implement, and maintain written policies and procedures to guide its governance, operations, and administration. Such policies and procedures shall be consistent with these Bylaws and applicable laws and regulations.

The Board of Directors shall have the authority to approve, amend, and repeal policies and procedures as necessary. Policies may include, but are not limited to, financial management, conflict of interest, ethics, record retention, risk management, and operational procedures.

All members shall comply with the policies and procedures adopted by the Board. In the event of a conflict between these Bylaws and any policy or procedure, the provisions of these Bylaws shall prevail.

Amended: April 10, 2026