

## **ARTICLE I: VISION, MISSION PURPOSE**

### **Section 1: Vision**

Arizona State Association of Physician Assistants (ASAPA) shall be the definitive and authoritative representative for the Physician Assistant (PA) profession in Arizona. ASAPA shall foster, and support on-going professional development, professional PA practice and intellectual enrichment for Physician Assistants.

### **Section 2: Mission**

The mission of ASAPA is to advocate for and promote the professional development of physician assistants in all things related to becoming and being a Physician Assistant (PA).

### **Section 3: Purpose**

- a. To professionally promote and represent the PA profession within the State of Arizona.
- b. To align itself with the American Academy of Physician Assistants, as a constituent organization, and as such, become an integral part of the American Academy of Physician Assistants.
- c. To facilitate mutual assistance and support of PAs, health professionals, legislative and governing bodies, and health services by organizing and disseminating health care information through forums, panels, and other similar programs concerning the delivery and quality of healthcare services within the state of Arizona, the nation and the world.
- d. To provide the general membership of the association with a forum for formal and informal assembly regarding the issues related to the PA in Arizona.
- e. To develop and implement continuing education programs for the PA and the association membership.

## **ARTICLE II: MEMBERSHIP, DUES and INSURANCE**

- a. Members of ASAPA shall include persons who are PAs or PA students, and other individuals or organizations that desire to support the PA profession. Members must meet the requirements specified in these bylaws.

**Note:** Those who are American Academy of Physician Assistant (AAPA) members and who hold membership in more than one constituent chapter, may vote on AAPA issues in only one constituent chapter.

### **Section 1: Classes of Membership**

Membership in ASAPA shall consist of eight classes:

- 1) Fellow members.
- 2) Active members.
- 3) Affiliate members.

- 4) Student members.
- 5) Pre-PA members.
- 6) Honorary members.
- 7) Corporate members.
- 8) Retired Members.

**A. Fellow Members –**

A Fellow Member of the corporation shall be a PA licensed by the Arizona Regulatory Board of Physician Assistants or a federally employed PA who has concurrent membership in the AAPA as a FELLOW MEMBER. A fellow member shall have all the rights and privileges of the corporation including the right to vote and hold office.

**B. Active Member –**

An Active Member shall be a PA licensed by the Arizona Regulatory Board of Physician Assistants or a federally employed Physician Assistant who does not have concurrent membership in the AAPA. An active member shall have all the rights and privileges of the corporation *except* to hold office as an officer and he/she may not vote on issues pertaining to the AAPA.

**C. Affiliate Member –**

An Affiliate Member shall be a Non Physician Assistant health practitioner in the State of Arizona, or a PA that is licensed or registered outside the State of Arizona. An Affiliate member shall be accorded the privilege of the floor, when recognized, at regular meetings, and of serving on the committees when appointed. Affiliate members shall *not* be entitled to vote or hold office.

**D. Student Member –**

A Student member of this corporation shall be an individual who is currently enrolled in an ARC approved/certified PA program as a PA student. Student members shall be accorded the privilege of the floor, when recognized, at regular meetings. Student members shall not be entitled to vote however may hold office. Student members may and are encouraged to serve on ASAPA standing and Ad Hoc committees.

**E. Pre-PA member –**

A Pre-PA member shall be an individual with an interest in applying to a PA program. A pre-PA member shall be accorded the privilege of the floor when recognized, at regular meetings, but shall not be entitled to vote or hold office.

**F. Honorary Member –**

Honorary members of this corporation shall be individuals of distinction who have rendered outstanding service to the corporation. Honorary members will be proposed by the Board of Directors of this corporation and will be elected by a majority of the members in attendance at the annual meeting. Honorary members shall be accorded the privilege of the floor, when recognized, at regular meetings, and of serving on committees when appointed. Honorary members shall not be entitled to vote or hold office.

**G. Corporate Associate Member –**

Businesses or corporations may be granted Corporate Associate Membership status, on an annual basis, by approval of the Board of Directors.

**H. Retired Member:**

A Retired Member is one who is no longer practicing as a PA and does not maintain an active License. A Retired member shall be accorded the privilege of the floor, when recognized, at regular meetings, and of serving on the committees when appointed. Retired members shall *not* be entitled to vote or hold office.

**Section 2: Dues.**

a. The dues of each membership category shall be established and approved by the Board of Directors, based on recommendations by the Membership Committee.

b. Honorary members will not pay dues.

c. Members experiencing a personal hardship, illness or other impediment to membership can petition the Board for waiver of their membership fee on a case by case basis.

d. Deployed Federal Service (Military UPHS, VA, State, or other federal service agency) deployed as a PA on behalf of that agency may have their membership dues in ASAPA waived upon written verification of their deployed status and upon written request to the ASAPA Administrator or Board of Directors.

**Section 3: Failure to pay dues.**

a. Any member who shall fail to pay their dues sixty (60) days after the date such dues are due shall be automatically suspended from membership in this corporation.

**Section 4: Suspension/Reinstatement.**

a. If any member shall have been suspended for nonpayment of their dues they shall be eligible for reinstatement by paying the past due for that current year.

**Section 5: Membership Applications.**

a. All applications for membership shall be made on an application format provided by this corporation.

**Section 6: Membership Denial.**

a. This corporation shall not deny membership on the basis of gender, gender identity, age, race, handicap, creed, color, national origin, or sexual orientation.

b. This corporation shall not deny membership to a fellow member of the AAPA unless such membership has been revoked for reason of an ethical or judicial nature.

**Section 7: Liability Insurance.**

a. The corporation will maintain in force a general liability insurance policy for the protection of its board members, lawful agents and members

**ARTICLE III: DISCIPLINE**

**Section 1:**

- a. A member who is suspended, or expelled shall not be entitled to any of the rights or benefits of the corporation, nor be permitted to take part in any of the proceedings until he or she has been reinstated.
- b. Any member who has been censured, suspended, or expelled by the Board of Directors may appeal such action to the Board of Directors, in writing, within six months after notice is given by the Board of Directors.
- c. The President shall arrange for an impartial, three-person panel to hear the appeal within two weeks of receiving the written request for appeal.
- d. The panel shall consist of fellow members who are neither committee chairs, liaisons, nor members of the Board of Directors.
- e. The President shall designate a time and place for the hearing of the appeal. The panel, after giving the appellant and representatives reasonable opportunity to be heard shall by a majority vote, either sustain or reverse such censure, suspension, or expulsion. The decision of the panel shall be considered final. This panel decision shall be published in the association minutes.

**ARTICLE IV: MEETINGS OF THE MEMBERSHIP**

**Section 1: Annual Meeting.**

- a. A meeting of the ASAPA membership shall be convened annually for the purpose of transacting business as may come before the organization.
- b. Notice of the meeting shall be posted to the members at the last recorded e-mail address of the member at least 20 days before the annual meeting which shall include the location, date, and time.
- c. Notice of the Annual meeting shall be posted upon the ASAPA Web site at least 20 days before the meeting date.
- d. At such meeting, written and verbal reports on the affairs of the Association will be given by the officers of the Association.

**Section 2: Regular meetings.**

- a. The corporation may hold regular meetings at a time and place specified and fixed by the Board of Directors, at which any business may be transacted.
- b. Notice of the regular meetings is to be given in the same form as the annual meeting.

**Section 3: Special meetings.**

- a. Special meetings may be called by the President or by majority of the Board of Directors at their discretion.

- b. Upon the written request of not less than 10 percent (10%) of the current membership entitled to vote a meeting shall be called. Notice shall specify the nature of the business to be discussed.
- c. Notice of the meeting shall be given at least ten (10) days before the time appointed for the special meeting. Notice may be given via last known email address and posted to website.
- d. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the members of this corporation.

**Section 4: Waiver.**

- a. Notwithstanding the provisions of any of the foregoing sections, a meeting of the members of the corporation may be held at any time, at any place within or without of the State of Arizona, and any action may be taken there if notice is waived in writing by every member having the right to vote at the meeting, or his proxy.

**Section 5: Quorum.**

- a. Fifty-one percent (51%) of the voting membership registered at an annual, regular, or special meeting shall constitute a quorum. An affirmative vote by a majority of the membership present and voting shall constitute action of the membership.

**Section 6: Proxies.**

- a. At all meetings of the membership, a member may:
  - waive notice of the meeting by proxy.
  - vote by proxy executed in writing by another member entitled to vote or by his duly authorized attorney-in-fact.
- b. Such a proxy shall be filed with the Secretary of the corporation before or at the time of the meeting. No proxy shall be valid after three (3) months from the date of its execution unless otherwise provided in the proxy.
- c. All proxy votes shall be in a format approved by the Board of Directors.

**Section 7: Order of Business.**

- a. The order of business shall be set by the President or, in the absence of the president, the presiding member of the BOD.

**Section 8: Board Member Attendance**

- a. It shall be the responsibility of the Board of Directors, to be present at each annual meeting or at any time when called for by a vote of the membership.

**ARTICLE V: BOARD OF DIRECTORS**

**Section 1: Composition.**

- a. The Board of Directors shall consist of ten (10) members

- b. The Executive-Committee shall be comprised of:  
Five (5) members: The President, Past-President, President-Elect, Secretary, and Treasurer shall act as the executive board.
- c. Four (4) members shall act as Directors-at-large(DAL),
- d. There will be two students from each program seated on the board of Directors. A student from year one and two elected from each program in an ARC Approved/Certified PA Program in Arizona
- e. Each Board Member of the corporation shall be a fellow member in good standing of the ASAPA and AAPA for the duration of the term.

**Section 2: Term of office:**

- a. The term of office for all elected officials of the corporation shall begin July 1st.
- b. The Immediate Past President the President and President-Elect shall have one year terms of office.
- c. The Directors-at-Large shall consist of four members elected for alternate two year terms of office.
- d. The Secretary and Treasurer shall be elected for alternate two year terms of office.
- e. Student representatives shall be elected by their respective student societies during their first year of matriculation and serve a two-year term of office.

**Section 3: Vacancies.**

- a. A vacancy in any office of the Board of Directors because of death, resignation, removal, disqualification or otherwise, may be filled by a majority vote of the remaining members of the Board.
- b. This vote may be done at a special meeting which shall be called for that purpose; or may be handled by electronic vote or conference call if unanimously agreed upon by the remaining Board members.
- c. This election shall be held within sixty (60) days after the occurrence of the vacancy.
- d. Any officer or director selected to fill a vacancy shall hold office until the next regularly scheduled election, or until his/her successor has been elected at a special election of the membership.
- e. In the event of a vacancy in the office of the President, the board of Directors will choose the Immediate Past President or the President-elect to perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President, until the conclusion of the un-expired term.
- f. In the event of vacancy of the President-Elect, such office shall be filled, by election of the Board of Directors, with a Vice-President.
- g. The Vice President shall assume all the rights and responsibilities as designated to the President-elect, except that the Vice President will not assume the office of President without election by the general membership as set forth in these bylaws.

**Section 4: Removal from office.**

- a. Any elected board member may be removed from office by a 2/3 majority vote of the Board of Directors with cause at a special board meeting called for this purpose.
- b. Any board member facing removal shall be given at least thirty (30) days written notice – certified mail of the impending vote and shall be given the opportunity to appear and be heard on the matter, if they so choose, before final action is taken by the Board.
- c. Any board member failing to attend three consecutive meetings of the board, at the option of the remaining board members, shall be considered to have surrendered his or her membership on the board.
- d. A board member may appeal such an action, in writing, within 30 days after the board has taken action.

**Section 6: Duties and Responsibilities-Board of Directors**

- a. The Board of Directors shall control and manage the affairs of the corporation without prejudice to the powers conferred by these bylaws. Their duties shall be both executive and judicial.
- b. The Board of Directors shall be responsible for the implementation of policies concerning the property, business, and affairs of ASAPA.

**The Board of Directors shall have the following duties and responsibilities:**

- A. To suspend or expel members by ballot;
- B. To appoint and employ, and at its discretion to remove and suspend permanently or temporarily, including but not limited to, accounting, association management, legal counsel, and legislative advocates, as it may from time to time choose and to determine and fix their duties, and to fix and change their compensation and employment;
- C. To determine who shall be authorized to sign on ASAPA's behalf bills, receipts, endorsements, checks, releases, contracts, and documents;
- D. To audit bills and disburse the funds of the corporation;
- E. To impose such charges, dues, as it may deem advisable for the purposes of furthering ASAPA's objectives;
- F. To determine appropriate strategies for achieving corporation goals and to devise and carry into execution such measures necessary to promote the objectives of the corporation;
- G. To provide for the management of the affairs of ASAPA in such a manner as it may think fit and to delegate any of the powers of the board to any committee, officer, or agent, except the power to alter or amend these bylaws, as necessary to best protect the interests and welfare of its members;
- H. To serve as a judicial body of ASAPA;

I. The Board shall be granted authority to make minor changes to the Bylaws that does not alter content;

**Section 7: Meetings of the Board.**

- a. Meetings of the Board of Directors may be called by or at the request of the President or any three (3) Board Members.
- b. The person(s) authorized to call meetings of the Board of Directors may fix any place, either within or without the State of Arizona, as the place for holding any meeting of the Board of Directors.
- c. Meetings of the Board shall be open to the membership unless otherwise stated as executive session on the notice of the meeting or by board vote during the meeting.

**Section 8: Notice**

- a. Notice of the meeting shall be posted on the ASAPA website at least 14 days (two weeks) before the time appointed for the meeting and notice of the meeting will also be emailed to members.
- b. The business to be transacted at, or the purpose of, any meeting of the Board of Directors should be specified in the notice of such a meeting.

**Section 9: Quorum.**

- a. A simple majority of the number of the directors fixed by these Bylaws shall constitute a quorum for the transaction of business at any regularly scheduled meeting of the Board of Directors, however, if less than such a quorum is present at a regularly scheduled meeting a majority of the Directors present may adjourn the meeting from time to time without further notice.

**Section 10: Teleconference**

- a. Teleconference is an acceptable method of meeting and for attaining a quorum.

**Section 10: Manner of Acting.**

- a. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

**Section 12: Presumption of Assent.**

- a. A Director of the corporation who is present at a meeting of the BOD at which action of any corporate motion is passed shall be presumed to have assented to the action taken unless dissent or abstention is specifically entered in the minutes of the specified meeting, or unless written statement testifying to the issue or decision has been submitted to the board Secretary up to/immediately following adjournment of the specified meeting. Such right of dissent does not apply to a director who voted in favor of such action at a meeting.

**ARTICLE VI: ELECTIONS of the BOARD of DIRECTORS and AAPA DELEGATES**



**The Elections Committee shall conduct elections**

**Section 1: General**

The Elections Committee shall:

- a. identify potential candidates,
- b. enforce adherence to bylaws,
- c. establish date of self-declaration of candidacy,
- d. conduct elections

**Section 2: Positions to be filled**

- a. Elected positions of the corporation include:
  - o president-elect,
  - o secretary,
  - o treasurer,
  - o directors-at-large,
  - o student representatives (elected by their respective student society),
  - o delegates to the AAPA House of Delegates.

**Section 3: Eligibility and Qualifications of Candidates**

- a. Candidates for the Board of Directors and delegates to the AAPA House of Delegates must be fellow members in good standing of ASAPA and AAPA.

**Section 4: Nominations and Self-Declaration of Candidacy**

- a. A nomination for office or self-declaration of candidacy must be provided in writing to the Chairman Elections Committee by a date to be determined by the Chairman of the Elections Committee and publicized to the general membership.
- b. Self-declaration shall be permitted in the election of board members and delegates.

**Section 5: Time of Elections, Eligibility of Voters, Vote Necessary to Elect**

- a. The election of board members and AAPA Delegates to the House of Delegates shall be conducted at the same time as election of the Board of Directors.
- b. Write-in candidates will be accepted.
- c. No names shall be placed on the ballot without the consent of the nominee. Eligible voters are fellow and active members in good standing.

**Section 6: Election Procedures.**

- a. Nominations for each office will be accepted by the Chairman of the Elections Committee up to sixty (60) days prior to the elections date of June 1st of each year.
- b. Ballots will be distributed in a secure manner to all voting members no less than fifteen (15) days or more than thirty (30) days prior to the election date.

- c. Write-in candidates will be accepted.
- d. No names shall be placed on the ballot without the written consent of the nominee.
- e. An electronic voting format is permissible.
- f. Ballots shall be returned, either in person, by mail, or by electronic means, to the Chairman of the Elections Committee.
- g. Ballots must be received no later than 23:59 May 31st.
- h. Ballots shall be counted by 23:59, June 5th.
- i. Votes necessary to elect shall be a plurality of the votes cast.
- j. In the case of a tie vote, the Chairman of the Elections Committee will conduct another ballot, which may be done electronically.
- k. The election results shall be announced by June 7th at 17:00hrs (5pm).
- l. Valid ballots cast shall constitute a quorum and the majority shall determine the candidate to be elected to office.

## **ARTICLE VII: Officers**

### **Section 1: President.**

- a. The President shall be the principle executive officer of the corporation and, subject to the control of the Board of Directors, shall, in general, supervise and control all of the business, preside at all meetings of the membership and of the Board of Directors, and serve as the chief spokesperson for ASAPA.
- b. He or she may constitute, at his/her own direction, and at the direction of the Board of Directors, any committee for any purpose deemed necessary and proper to the accomplishment of the corporation's objectives.
- c. He/she shall appoint all standing or ad hoc committee chairpersons and liaisons. Liaisons are subject to the approval of the board.
- d. He/she may sign, with the Secretary or any other Board officer of the corporation upon authorization by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed and executed by another entity.

### **Section 2: President Elect.**

The President-Elect may perform such duties as from time to time may be requested of them by the President and/or by the Board of Directors.

### **Section 3: Immediate Past President.**

- a. The Immediate Past President may perform such duties as may be requested by the President and/or the Board of Directors.

**Section 4: Secretary.**

- a. It shall be the duty of the Secretary to give notice of and attend all meetings of the corporation and prepare minutes thereof.
- b. The Secretary shall publish and/or forward reports of all special and regular meetings to the general membership within ninety (90) days of that meeting;
- c. Conduct all correspondence and to carry into execution all orders, votes, resolutions not otherwise committed;
- d. Keep a list of the members of the corporation; Committees and member assignments /charges to members or committees of the Board
- e. Maintain a directory that identifies the location and the custodian of the corporate records;
- f. Prepare, under the direction of the Board of Directors, an annual report of the transactions and business and advancing interests of the corporation.
- g. In case of absence or disability of the Secretary, the President may appoint a Secretary Pro Tern.

**Section 5: Treasurer.**

- a. If required by the Board of Directors, the Treasurer shall give bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine.
- b. The Treasurer shall keep an account of all monies received and expended for the use of the corporation, and shall make or authorize disbursements only upon approved vouchers.
- c. He or she shall account for all sums received in the bank or banks or trust company approved by the Board of Directors, and make a report at the annual meetings or when called upon by the President.
- d. The funds, books, and vouchers of the corporation, shall at all times be under the supervision of the Board of Directors and subject to its inspection and control.
- e. At the expiration of his term of office, he shall deliver over to his successor all books, monies, and other property, or, in the absence of a Treasurer-Elect, to the President.
- f. In the case of absence or disability of the Treasurer, the President may appoint a Treasurer Pro Tern.

**Section 6: Directors-at-Large.**

- a. The Directors-at-large are voting members of the Board.
- b. They may perform such duties as may be requested by the President and/or the Board of Directors.

**Section 7: Student Representatives.**

- a. The student representatives shall act as a liaison between the Board of Directors and all student members of the organization.

- b. The student representatives may be first and/or second year students from accredited PA programs Arizona and must be student members of ASAPA and AAPA.
- c. The student representatives shall make up the ASAPA student committee.
- d. The student representatives may assist in conducting affairs of the organization as requested by the President and /or the Board of Directors.
- e. The student representatives shall collectively have one vote on the board determined at the start of each meeting by the members of the ASAPA student committee.

#### **ARTICLE VIII: Delegates to the American Academy of Physician Assistants**

##### **Section 1: Number of Delegates**

- a. The number of delegates shall be determined by the American Academy of Physician Assistants HOD rules.
- b. Delegates shall be elected by the ASAPA membership during the annual ASAPA election.

##### **Section 2: Function**

- a. The delegates shall serve as representatives of this state constituent organization to the American Academy of Physician Assistants' House of Delegates;
- b. They shall solicit and draft resolutions to the American Academy of Physician Assistants' House of Delegates
- c. They shall elect among themselves a Chief Delegate.
- d. They shall provide to the ASAPA membership a written report of their activities and a summary of their votes on return from the Annual Conference at the next Board meeting.

##### **Section 3: Vacancies**

- a. If there are not enough candidates to fill the delegate positions, the board will elect delegate.

#### **ARTICLE IX: Committees**

##### **Section 1: Executive Committee**

- a. The Executive Committee of the Board of Directors shall consist of the President, President-Elect, Immediate Past President, Treasurer, and Secretary.
- b. The Committee shall be empowered to act for the Board on emergency items only.
- c. Actions of the Executive Committee shall be reported to the Board of Directors no later than the Board's following meeting.
- d. All such Committee actions must be reviewed and approved by the Board of Directors and shall be included in the official Board minutes.

##### **Section 2: Standing Committees**

- a. The President shall appoint the chairperson for the Standing Committees.
- b. The Chairperson shall submit to the President a list of proposed committee members for approval. Committee members must be ASAPA members in good standing.
- c. All policies developed in committees must be approved by the Board of Directors for adoption and implementation.

**Section 3: Ad Hoc Committees.**

- a. The President may, at any time, appoint other committees on any subject for which there are no standing committees.
- b. The Chairperson shall submit to the President a list of proposed committee members for approval. Committee members must be ASAPA members in good standing.
- c. All policies developed in committees must be approved by the Board of Directors for adoption and implementation.

**Section 4: Committee Quorum.**

- a. A majority of any committee of the corporation shall constitute a quorum for the transaction of business, unless any committee by a majority vote for its entire membership, decide otherwise.
- b. The action by a majority of the members of the committee, as constituted by either the President or the Board of Directors, shall constitute the action of that committee.

**Section 5: Committee Vacancies.**

- a. The various committees shall have the power to fill vacancies in their membership. This action is subject to approval by the President.

**ARTICLE X: Code of Ethics**

- a. The Code of Ethics of the ARIZONA STATE ASSOCIATION OF PHYSICIAN ASSISTANTS shall be the same as that of the AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS, POLICY 1301-01-01, THE CODE OF ETHICS OF THE PA PROFESSION.

**ARTICLE XI: Contracts, Loans, Checks and Deposits**

**Section 1: Contracts.**

- a. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general, or confined to specific instances.
- b. If the authority to be vested in an agent to enter into any contract, with or without remuneration, on behalf of the corporation is to be general, such authority shall be reduced to writing in any event, the authority of the officer or officers, agent or agents, may be revoked for cause.

**Section 2: Loans.**

- a. No loan shall be contracted on behalf of the corporation and no evidences of indebtedness issued in the name of the corporation unless authorized by a resolution of the Board of Directors.
- b. Such authority shall be reduced to writing and may be revoked for cause shown.

**Section 3: Checks, Drafts, etc.**

- a. All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness Issued in the name of the corporation shall be signed by such.
- b. No officer of the corporation will spend or otherwise make an expenditure in excess of five hundred (\$500.00) without the Board of Directors approval.

**Section 4: Deposits.**

- a. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

**ARTICLE XII: Fiscal Year**

- a. The fiscal year of the corporation shall begin on the first day of January and end on the last day of December in each year.

**ARTICLE XIII: Parliamentary Authority**

All points not specifically covered by these Bylaws shall be governed by the current edition of Sturgis Standard Code of Parliamentary Procedure.

**ARTICLE XIV: Amendments**

These Bylaws may be amended or new Bylaws may be adopted at a regular meeting by a two-thirds (2/3) vote of the membership present.

Notice of such amendments and/ or the proposed new Bylaws must be mailed by post or electronic media to the last recorded address of each member at least ten {10} days before the time appointed for the meeting.

**/GRK/JJS**

**END**

**Reviewed and approved by BOD on 1/21/2017**

**Signed: John Shaff \_\_\_\_\_ President**

Signed: \_\_Melinda Rawcliffe\_\_\_\_\_ASAPA BOD Secretary

Revised after member open comment period and approved by BOD 2/6/2017

Signed: \_\_John Shaff \_\_\_\_\_President

Signed: \_ Melinda Rawcliffe\_\_\_\_\_Secretary

Ratified and approved by vote of the membership on: \_\_March 3, 2017\_\_\_\_\_at the annual Meeting held in Sedona, Arizona.

Attested to with Signature ASAPA President: \_\_\_\_John Shaff\_\_\_\_\_

ASAPA Secretary: \_\_\_\_Melinda Rawcliffe\_\_\_\_\_