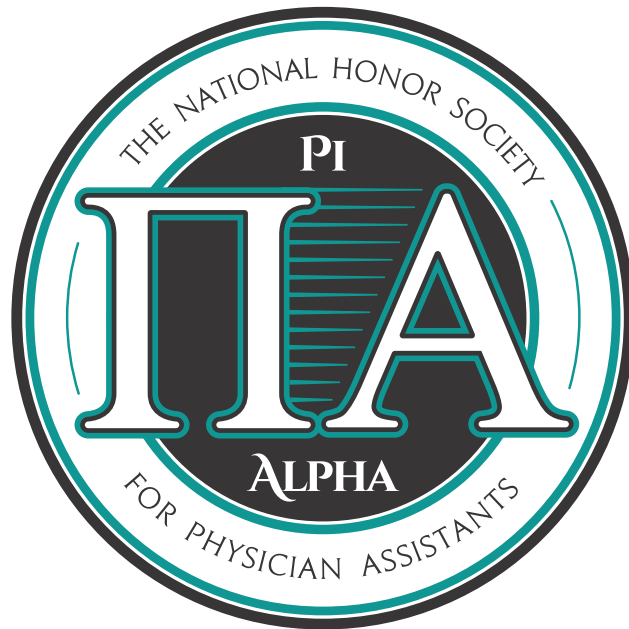


Pi Alpha

The National Honor Society
for Physician Assistants

Policies & Procedures



The purpose of the Pi Alpha National Honor Society Policies & Procedures is to provide a step-by-step description of the Pi Alpha National Honor Society and its function. The policies and procedures contained in this manual are the official policies and procedures of the service as developed by the Physician Assistant Education Association (PAEA). They are fully effective until changed with PAEA approval.

PURPOSE

The Pi Alpha National Honor Society is organized for the promotion and recognition of significant academic achievement, leadership, research, community/professional service and related activities, and the encouragement of a high standard of character and conduct among both physician assistant (PA) students and graduates.

NAME, HEADQUARTERS, PIN, SEAL, HONOR CORD, COLORS, MOTTO, INSIGNIA AND CERTIFICATE

- a. This organization shall be called Pi Alpha Society (referred to herein as the "Society." The two Greek capital letters for pi and alpha will be the Society's initials.
- b. The Society comes under the auspices of the Physician Assistant Education Association (PAEA).
- c. The Society headquarters will be located at the offices of the Physician Assistant Education Association.
- d. A pin, seal, and honor cord will be developed. The honor cord will be made of two strands of cord, one dark green and one blue.
- e. The Society's colors will be dark green and blue.
- f. The motto will be developed.
- g. The insignia will be the Society's letters, written in Greek capital letters as background and "Pi Alpha" written in script over them.
- h. Certificates will be developed and numbered sequentially.

GENERAL CONSIDERATIONS

- a. Pi Alpha will be under the direction of the PAEA, as the Pi Alpha National Honor Society. The function and influence of the Society depends upon the wisdom with which members are inducted. Candidates are selected for membership based on membership criteria outlined below.
- b. Individual chapters, through their members, including alumni and faculty, shall establish procedures to apply the national criteria for election of new members. Each candidate shall be approved by the Society.
- c. No candidate shall be denied election because of race, color, creed, ethnic origin, income, age, gender, sexual orientation, or any other characteristic prohibited by the Equal Opportunity and Affirmative Action laws of the state in which the chapter exists.

d. The decision of a physician assistant program to become a Pi Alpha chapter will be voluntary. There will be a one-time of \$200 paid by each program that chooses to participate in the national Pi Alpha Society. Individual programs will thereafter pay only a per inductee fee to cover the costs of certificate, cord, pin, and shipping and handling. This fee will be determined by the Society in conjunction with the PAEA Finance Committee. Acceptance of application for chapter membership will result in permanent membership. Any chapter wishing to terminate its charter may do so by providing three months advance notice in writing to the Society. Chapter membership fees will not be refunded. Reactivation of a terminated member's charter will require reapplication and the repayment of the chapter membership fee.

MEMBERSHIP

1. Student Membership

a. Physician assistant students who have excelled academically and in research, publishing, community/professional service, or leadership activities are eligible for nomination for membership. Academic excellence is defined as having a minimum cumulative grade point average (GPA) of 3.5 on a 4.0 scale at the time of nomination. This GPA is a minimal requirement and is to be based on the GPA earned during the professional phase of the program only. Demonstrated excellence in research, publishing, community/professional service, or leadership activities is to be weighed in addition to GPA. GPA alone is not an indication for induction. Only PA students attending a program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) are eligible for induction.

b. Nominations within chapters shall be limited to those students who are in the last year of the professional phase in their respective PA programs. The deadline for submission of nominations to the PAEA by chapters will be two weeks prior to the nominee's graduation date. The total number of nominees elected shall not exceed fifteen percent of the total number in the class expected to graduate. A student's nomination can be withdrawn by program faculty after submission, should the nominee fail to maintain the nomination requirements between the time of nomination and graduation.

c. The nomination for membership of PA students in programs with non-traditional methods of grading (e.g., pass/fail, satisfactory/unsatisfactory, or programs not able to give an overall GPA or class rank for each student, etc.) will be based on the individual chapter's method of meeting the criteria established in this manual under "Membership, Student Membership, section a."

d. A candidate shall not be inducted as a member of the Society until the program's fees to the national Pi Alpha office have been paid. There will be no charge to the student inductee. Non-student inductees' costs will be assumed by the chapter or individual inductee.

2. Alumni Membership

a. The provision for election by each chapter of alumni and faculty members each year provides a means to recognize and honor individuals who have distinguished themselves in their professional careers.

b. Alumni: Chapters may nominate and induct alumni for each year the chapter had a graduating class. The nominating criteria should be the same as those for current graduates.

3. Faculty Membership

a. Faculty: Full-time physician assistant program faculty who have been with a PA program at least three years and who have fulfilled the criteria of distinguished scholarship, as well as leadership or service to a physician assistant program or the profession are eligible for nomination to the Society.

4. Honorary Membership

a. Individuals (PA or non-PA) who have rendered distinguished scholarship, as well as leadership or professional service to the PA profession, and those who are not eligible for election through other means are eligible for consideration with honorary status. Induction is limited to one honorary member per graduating class.

5. Payment for Induction of Non Student Members

a. Fees incurred for any inductee other than students will be absorbed by the PA program or individual. Only the cost for student inductees will be included in the fees for individual chapters.

NEW CHAPTERS

1. Application for Membership

a. A chapter may be chartered at an institution with a physician assistant program accredited by the ARC-PA. An application signed by the program director and by at least two full-time members of the PA program faculty shall be sent to the appropriate staff member that handles pi alpha. After all materials and payment is received, a charter shall be granted.

CHAPTER ORGANIZATION AND ADMINISTRATION

1. The individual PA program will decide the extent to which it will develop its chapter and structure. This extent will be determined by the members comprising each program's chapter faculty for each individual program.

2. Structure of Chapter

a. Chapter Council: Each chapter has the option to have a Chapter Council consisting of faculty, program director, and other members appointed at the discretion of the Chapter Council's chair. The Chapter Council communicates with PAEA and is the sole responsible governing body at the chapter

level. The Chapter Council is responsible for payment of chapter dues, the creation of a list of nominees for membership according to these by-laws, submission of nominees' names to the PAEA in a timely fashion, arranging for induction of new members, and other appropriate business.

b. Future development of Pi Alpha will include annual meetings and other organized activities to be determined by the Society, in conjunction with PAEA, as Pi Alpha develops.

SUSPENSION, WITHDRAWAL AND INACTIVITY OF A CHARTER

1. Suspension, Withdrawal and Inactivity

a. The charter of any Pi Alpha chapter may be suspended or deemed inactive at the approval of the Society. Suspensions and Inactivity are considered for violations of the bylaws. During such suspension and inactivity, the chapter shall not elect or induct new members. The Society may reinstate a chapter by the same mechanism.

2. Procedure

a. An investigation convincing the Society that such action is desirable and approval of the Society effect is required.

b. Formal declaration by the Society of suspension, withdrawal or deeming a charter as inactive shall be made upon the recommendation of the Society.

c. Any chapter that remains inactive for five years will be so notified and disenfranchised following the expiration of a one-year grace period in which the given chapter may consider and implement reactivation. Further, the charter of a chapter in an institution that loses its ARC- PA accreditation will be invalidated and the chapter cannot elect new members. Inactivity of a chapter will be determined by the Society.

AMENDMENT TO POLICY & PROCEDURE MANUAL

1. Procedure

a. Proposals for amendment to the Policies & Procedures Manual of Pi Alpha shall be submitted through the Society. Approval will be determined by the PAEA Board of Directors, to adopt any amendments.

OTHER PROVISIONS

1. Fees and Dues

- a. The initiation fee to the Society will be established by the Society and may change from time to time as may be deemed necessary.
- b. Annual sustaining dues (per inductee fees) shall be sent directly to PAEA.

2. Fiscal Policy

- a. The Society must approve an annual budget.
- b. The fiscal year shall extend from July 1 to June 30.

3. Development

- a. Development of a Pi Alpha Web site by PAEA, in conjunction with the Society, will occur. It will contain chapter news, membership information and applications, and other pertinent information. This website will be updated annually or as needed each year.
- b. Future Pi Alpha development will occur as membership increases.