Appendix E – Model Chapter Bylaws

Chapter Bylaws consist of the following sections:

- Chapter Name
- Chapter Goals
- Membership
- Chapter Funds
- Chapter Officer/Advisor Responsibilities
- Election of Officers
- Chapter Committees
- Chapter Meetings
- Dissolution
- Amendments

The following information contains the components and wording of model bylaws for an APhA-ASP chapter.

Model Bylaws of the
American Pharmacists Association
Academy of Student Pharmacists
XXXXXX Chapter

I. NAME

The name of this organization shall be known as the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP), XXXXXXX Chapter.

II. CHAPTER GOALS

The Chapter will exist for the following purposes and goals:

1. To encourage all student pharmacists to become more knowledgeable about APhA and the profession of pharmacy by:

   - Providing opportunities for student participation in the decision-making process of the profession on the Chapter, State, Regional and National levels.
   - Encouraging student attendance at Chapter, Regional and National APhA meetings.
   - Increasing student awareness of current issues facing the pharmacy profession by means of programs, meetings, speakers, etc.
   - Making information in all fields of pharmacy practice readily available to all student pharmacists and to support their pursuits in these areas.

2. To encourage development of all student pharmacists into knowledgeable and competent health care professionals by providing opportunities to develop leadership capabilities by holding APhA elected offices or being appointed to one of the APhA-ASP Standing Committees.
III. MEMBERSHIP

- Any student enrolled in the college/school of pharmacy shall be eligible for active membership upon submission of the proper membership enrollment form and payment of the dues set by APhA and the Chapter.
- Dues shall consist of National, State and local Chapter fees when applicable. Fourth year students shall be exempt from local Chapter fees, but still responsible for National and State fees.
- Dues shall be paid upon submission of a membership enrollment form to the Treasurer.

IV. CHAPTER FUNDS

Any activity recommended by the Chapter may serve as a source of income for the Chapter, upon approval of the Executive Committee. Additionally, any Chapter dues shall be funds of the Chapter. Appropriations shall require the consent of the Secretary, Treasurer, President or President-elect prior to disbursement. Checks shall require a signature from one of the following officers: President, President-elect, Secretary or Treasurer.

V. CHAPTER OFFICERS AND RESPONSIBILITIES

The officers of the APhA-ASP XXXXXXXXXX Chapter will consist of the following: President, President-elect, Vice President, Membership Vice President, Secretary, Treasurer and Historian/Publicist. These officers comprise the Executive Committee, either partially or in its entirety. Other duties listed are of the Chapter Advisor.

Responsibilities of the President

- To be familiar with all operations of APhA and APhA-ASP on the National, Regional, State, and chapter levels.
- To schedule, announce, preside, and maintain order and decorum at all Chapter and Executive Committee meetings.
- To enforce and promote enforcement of the Constitution and Bylaws of APhA, and the Chapter.
- To serve as the chairperson of the Executive Committee.
- To assume such duties as may be imposed by official vote of the membership.
- To maintain contact with and to disseminate all pertinent information received from APhA Headquarters to the other officers and chapter members.
- To work with chapter members, officers, and advisors to develop a mission statement, strategic plan, and goals for the chapter; maintains and improves faculty advisor and faculty administrative support.
- To appoint and remove the chairpersons and members of all committees of the Chapter, upon approval of the Executive Committee.
- To serve as an ex-officio member of all committees.
- To maintain close contact and communication with the other members of the Executive Committee and the Chapter Advisor on a regular basis.
- To act as a general representative of the Chapter, except in cases where authority is given to another officer or member.
- To call special meetings of the Chapter upon written request of one-tenth of the Chapter members. The President shall have the power to call special meetings.
- To perform the duties of the President-elect in the interim during which there is no such officer.
Responsibilities of the President-elect

- To serve a one year term of office as President-elect and a one year term as President.
- To become conversant in all aspects of the office of the President.
- To serve as an ex-officio member on all committees.
- To serve as an advisor to the President.
- To attend all functions and meetings at which the President’s attendance is required, so as to be fully trained before assuming the office.
- To serve as a resource for all procedures and policies by having a copy of the Chapter's Constitution and Bylaws.
- To serve as liaison to the state pharmacists association.
- To oversee the appointed delegate in the planning of accommodations and travel to Regional and/or National APhA-ASP functions.
- To assist the President and/or the Vice President in coordinating the activities of the Executive Committee, as well as various other committees.
- To oversee the completion of the Chapter Achievement Award Report due to APhA every July 15th.

Responsibilities of the Vice President

- To be familiar with all operations of APhA and APhA-ASP on the National, Regional, State, and chapter levels.
- To serve as an advisor to the President.
- To assume the duties of the President in the absence of the President due to impeachment, resignation, election to National office, or other cause.
- To assist the President in the performance of his/her duties at all times, especially in coordination of the activities of the Executive Committee and other committees.

Responsibilities of the Membership Vice President

- To oversee efforts to recruit and sustain active membership in the chapter.
- To organize fall and spring membership campaigns.
- To oversee proper collection and procession of forms and dues.
- To organize comprehensive orientation program for new members.

Responsibilities of the Secretary

- To record complete minutes at all Chapter meetings.
- To submit said minutes in typed form to the officers of the Chapter and the advisor within ten days of meeting.
- To post a copy of said minutes in a conspicuous place within ten days of meeting.
- To give a report of the minutes recorded at the previous meeting at each general meeting.
- To assist in publicizing National, Regional, and Chapter APhA events at least two weeks prior to that event.
- To be responsible for corresponding with Regional and National APhA-ASP officers.
- To assist with the completion of the Chapter Achievement Award Report.
Responsibilities of the Treasurer

- To record all cash receipts and disbursement from chapter accounts and to oversee all chapter fundraising activities.
- To provide a detailed annual report of expenses and income to the Executive Committee and advisor by April 15th of presiding year.
- To file the appropriate tax information with the IRS by no later than May 15\textsuperscript{th} of annually.

Responsibilities of the Historian/Publicist

- To write and distribute the chapter newsletter.
- To publicize APhA-ASP activities on campus.
- To keep the state association informed on the activities of the chapter.

Responsibilities of the Chapter Advisor

The Chapter will have at least one Chapter Advisor who must be a full time faculty member of the school/college of pharmacy and a member of APhA. The Chapter Advisor shall be appointed by the dean. Responsibilities of the Chapter Advisor will include the following:

- To act as a consultant to members and officers of the Chapter on matters pertaining to APhA-ASP.
- To provide continuity to the Chapter’s operations from one year to the next.
- To be available for advice and ideas as needed on subjects such as fundraising activities, patient care projects, etc.
- The Chapter Advisor will be invited to attend all Chapter, Regional and National APhA-ASP meetings that the students are attending; and will attend when possible.
- The Chapter Advisor will assist in reviewing any needed changes in the Chapter Bylaws necessary to insure that they are current and responsive to the needs of the chapter.
- The Chapter Advisor may, but is not required to participate as a member of the Chapter’s Executive Committee.
- The Chapter Advisor shall be subject to removal upon petition, by two-thirds (2/3) of the Chapter members. The Executive Committee shall submit the petition to the dean to be approved. The Chapter Advisor may be removed for failure to perform any of his/her duties stated in the Chapter Bylaws.

VI. ELECTION OF OFFICERS

Elections for APhA-ASP Chapter officers are to be planned and executed in accordance with the criteria stated in this section.

Qualifications for Candidates

- Must be an active member of the APhA-ASP Chapter.
- Must meet the academic requirements set forth by the school/college of pharmacy to run for an office in an organization.
- Must be enrolled in the school/college of pharmacy at the same time he/she receives the oath of office.
- Must be able to complete his/her term of office while enrolled in the school/college of pharmacy.
Requirements for Candidacy

Upon the announcement of elections by the Executive Committee, the following will be required of the candidate before being eligible to run for office:

- Complete a petition of 25 signatures of APhA-ASP members specifying the specific office he/she shows a desire for. The petition must be submitted to the president no later than one week before elections are held.
- Complete a goal statement for the desired office. The goal statement is due to the president no later than one week before elections are held. The goal statement will be displayed in an area such that all members may read it prior to elections.
- Complete a personal poster to be displayed prior to elections. The poster is due to the president no later than one week before elections are held.
- Each candidate must present a speech on the day of elections. The time of each speech will be limited to 4 minutes.

Elections

- A quorum (not less than 20% of the current members) must be present for elections to be held.
- The privilege of voting shall be confined to members of the Chapter in good standing.
- Elections shall be scheduled at a time and place convenient to all members.
- The elections will follow the stated process: President-elect, Vice President, Membership Vice President, Secretary, Treasurer and Historian/Publicist.
- Candidates not elected to his/her specified office may run for any of the remaining offices.
- Voting shall be by secret ballot.
- A candidate must receive greater than 50% of the votes cast to be elected to office
- The Executive Committee shall count the ballots.
- Results shall be announced immediately after the ballots have been tabulated.
- All officers shall be elected for a term of one year except for the President Elect who will serve two years.
- In the event of a tie a revote will be immediately taken.

VII. FILLING OF VACATED OFFICES

Removal of an Officer/Disciplinary Action

- An officer shall be removed from office if he/she willfully neglects the duties of his/her office; is no longer in good academic standing; is found guilty of mishandling Chapter funds; or neglects to uphold the Chapter Bylaws.
- An officer shall not be removed from office unless his/her charges are discussed by the Executive Committee and grounds for removal shall be established by majority vote of the Executive Committee.
- An officer may also be removed from office if he/she is excessively absent from meetings during the academic year. In this situation, the officer will be issued a written warning from the Executive Committee.
- When an officer is removed from office, he/she shall never be able to be a candidate for any office in the Chapter.
- Upon removal of an officer from his/her position, the President shall have the authority to appoint a replacement, with the approval of the Executive Committee unless the officer being removed is the President.
- Upon removal of the President from his/her position, the Vice President will assume the title and duties of the presidential office for the remainder of the term, at which time the President-elect will become President. The membership will nominate and vote for a new Vice President, as specified by the election procedures.
- In the event that the President-elect should choose not to assume the duties of the President, the Executive Committee shall have two options:
  1. If there are more that two months remaining in the current President’s term, the general membership shall elect a new President-elect. Nominations are to be taken form the floor and must be seconded. Election procedures must meet the criteria set forth in these Bylaws. Nominees must meet all of the candidacy requirements as set forth in these Bylaws.
  2. The Vice President for the remainder of the term shall then perform if less than two months remain in the President-elect’s term, any duties or activities held or participated in by the President-elect. In the yearly elections, however, there will be the need to elect a President, as well as a President-elect for the upcoming year.

VIII. COMMITTEES AND APPOINTMENT OF COMMITTEE CHAIRPERSONS

Structure
- The Executive Committee shall be the only permanent committee.
- The Executive Committee shall establish such standing and ad hoc committees as are necessary to conduct the programs and business of the Chapter.

Appointment of Committee Chairpersons

The members of any committee may elect a Chairperson by majority vote, or the Executive Committee may designate Chairpersons.

Responsibilities of Committee Chairpersons

- To organize members to work on particular committees and their respective projects.
- To call meetings of their respective committee on a regular basis.
- To report to the Executive committee regularly on the progress or results of that committee when called upon.

Executive Committee

- The Executive Committee shall consist of the elected officers of the chapter and such chairpersons of the designated standing committees as the President may determine.
- The Chapter Advisor may participate as a member of the Executive committee to discuss the functions and obligations of each office with the respective members-elect and to approve all committee appointments.
IX. MEETINGS

Chapter Meetings

• There shall be at least eight chapter meetings per academic school year at which time the membership can transact business.
• The President or a majority of the Executive Committee may call chapter meetings.
• Meetings may also be called by the general membership on petition signed by not less than one-tenth of the current, eligible members and upon the approval of a majority of the Executive Committee.
• The Executive Committee shall determine the time and place of chapter meetings. The President shall reserve the appropriate room for the meeting.
• The membership shall be notified at least three days in advance of the time and place of the chapter meetings.

Executive Committee Meetings

• There shall be at least eight Executive Committee meetings per academic year.
• The President or two Executive Committee members may call meetings.

X. QUORUM

• For a general meeting, a quorum shall consist of not less than 20% of the current members.
• For an Executive Committee Meeting, a quorum shall consist of those members present.

XI. RULES OF ORDER

The rules of order and procedures at all general Chapter and Executive Committee meetings should be those set out in Robert’s Rules of Order, when they are not in conflict with the Bylaws of the American Pharmacists Association or these Bylaws. In the event of a conflict, the President, who has the final decision, shall resolve it.

XII. AMENDMENTS

The Chapter Bylaws may be amended at any time by following these procedures:

• Amendments of the Chapter Bylaws must be submitted in writing to the Executive Committee.
• The proposed amendment(s) will be posted in a conspicuous place and/or written copies will be made available for general member review at least one week prior to the next general meeting.
• The proposed amendment(s) will be announced and voted on following an open review for all members at the general meeting.
• Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the members present.
• The adopted amendment(s) shall become effective immediately.