

Chapter Bylaws
WVU School of Pharmacy APhA-ASP Chapter
(American Pharmacists Association Academy of Students of Pharmacy)

I. Name

The name of this organization shall be known as the WVU School of Pharmacy American Pharmacists Association Academy of Students of Pharmacy (APhA-ASP) Chapter.

II. Chapter Goals

The Chapter will exist for the following purposes and goals:

- 1) To encourage all pharmacy students to become more knowledgeable about the pharmacy profession and its operation within society by:
 - a. Providing opportunities for student participation in the decision-making process of pharmacy on the Chapter, State, Regional, and National levels.
 - b. Encouraging student attendance at Chapter, Regional and National APhA-ASP and APhA meetings.
 - c. Increasing student awareness of current issues facing the pharmacy profession by means of programs, meetings, speakers, etc.
 - d. Making information in all fields of pharmacy practice readily available to all pharmacy students and to support their pursuits in these areas.
- 2) To encourage development of all pharmacy students into knowledgeable and competent health care professionals by:
 - a. Providing opportunities to develop leadership capabilities by holding elected offices or being appointed to committees of national APhA-ASP.
 - b. Continually encouraging the development of new ideas and projects which will enhance each student's individual education.
 - c. Working with the administration and faculty members of each individual school/university in an effort to continually provide an innovative and progressive academic curriculum.
- 3) To support and actively participate in projects which will advance the pharmacy profession.
- 4) To uphold and elevate the professional aspects of the pharmacy profession.

- 5) To provide a mechanism for APhA-ASP members to voice opinion on activities, policies and issues of the APhA, as well as that of the pharmacy profession.
- 6) To encourage APhA-ASP members upon graduation to continue as active members in either the Academy of Pharmacy Practice Management (APhA-APPM) or the Academy of Pharmaceutical Research and Science (APhA-APRS) or APhA, as well as in their state associations and other professional associations in general.
- 7) To promote interest and participation in the advancement of the pharmacy profession, pharmaceutical education, and professional service to the public.
- 8) To foster fellowship and goodwill among pharmacy students, educators, practitioners, and persons who support, are interested in, and are served by the pharmacy profession.
- 9) To increase and enhance public awareness of comprehensive pharmaceutical services provided by the pharmacy profession.

III. Membership and National Affiliation

- 1) 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 the APhA and the Chapter.
- 2) A chapter of the American Pharmacists Association Academy of Students of Pharmacy will consist of members who are attending schools and colleges of pharmacy that hold membership in the American Association of College of Pharmacy (AACCP) or are accredited by the American Council on Pharmaceutical Education. Chapters must have entered into an affiliation agreement with the American Pharmaceutical Association.
- 3) Dues shall consist of National, State, and local chapter fees as applicable and are subject to approval by the APhA-ASP Executive Committee.
- 4) Dues shall be paid upon submission of a membership enrollment form to a member of the Membership Committee of the Chapter.

IV. Chapter Funds

- 1) 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.

- 2) Appropriations shall require a majority vote of the Executive Committee prior to disbursement.

V. Chapter Officers and Duties

The officers of the WVU School of Pharmacy APhA-ASP Chapter will consist of the following: President, Vice President, Secretary, Secretary-Elect, Treasurer, Historian, **Social Co-Chairs, CHAMP coordinator, IPSF coordinator**, and Publicist. These officers comprise only part of the Executive Committee.

1) Duties of the President

- a. To be familiar with all operations of the APhA and APhA-ASP on the National, Regional, State, and local chapter levels.
- b. To schedule, announce, preside, and maintain order and decorum at all Chapter and Executive Committee meetings.
- c. To enforce and promote enforcement of the Constitution and By-Laws of APhA, and the Chapter.
- d. To serve as the chairperson of the Executive Committee
- e. To assume such duties as may be imposed by official vote of the membership.
- f. To prepare a proposed schedule of events of APhA-ASP for the year in which he/she will be presiding.
- g. To disseminate all information received from the APhA-ASP National office to the other officers and membership **as well as maintain contact with APhA Headquarters in Washington, DC.**
- h. **Works 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.**
- i. To appoint and remove the chairpersons and members of all committees of the Chapter, upon approval of the Executive Committee.
- j. To serve as an ex-officio member of all committees.
- k. To maintain close contact and communication with the other members of the Executive Committee and the Chapter advisor on a regular basis.
- l. To act as a general representative of the Chapter, except in cases where authority is given to another officer or member.

- m. To inform the membership and Chapter Advisor of all actions taken.
- n. 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.
- o. To perform the duties of the President Elect in the interim during which there is no such officer.

2) Duties of the President-Elect

- a. To become conversant in all aspects of the office of the President
- b. To serve as an ex-officio member on all committees
- c. To serve as an advisor to the President
- d. To attend all functions and meetings at which the President's attendance is required, so as to be fully trained before assuming the presidential office.
- e. To serve as a resource person for all procedures and policies by having a copy of the Chapter's Constitution and Bylaws.
- f. To serve as liaison to the state pharmaceutical association.
- g. To oversee the appointed delegate in the planning of accommodations and travel to Regional and/or National APhA-ASP functions.
- h. To assist the President or Vice President in coordinating the activities of the Executive Committee, as well as the various other committees.
- i. To serve a one year term of office as President-Elect and a one year term as President.
- j. To serve as the liaison to the pre-pharmacy portion of the chapter membership by overseeing activities and meetings of that group.

3) Duties of the Vice-President

- a. To be familiar with all operations of the APhA and APhA-ASP on the National, Regional, State, and local chapter levels.
- b. To serve as an advisor to the President

- c. To assume the duties of the President in the absence of the President due to impeachment, **illness**, resignation, election to National office, or other cause.
- d. 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 related Committees.
- e. To serve as coordinator of professional committees.
- f. To develop professional oriented Chapter programs.
- g. To disseminate all information received from the APhA-ASP National office to other officers and members.
- h. To serve as an ex-officio member of all committees, for the purpose of record keeping, i.e. taking minutes.
- i. **To serve as the primary contact relating to membership activities.**
- j. **To maintain contact with the APhA-ASP National membership office.**

4) Duties of the Secretary

- a. To record complete minutes at all Chapter meetings.
- b. To submit, upon request, said minutes in typed form to all members of the Executive Committee including the Chapter Advisor within ten days of said meeting.
- c. To post a copy of said minutes in a conspicuous place within ten days of said meeting.
- d. To give a report of the minutes recorded at the previous meeting as each general meeting.
- e. To make copies of such minutes available upon request of the membership.
- f. To assist in publicizing all National, Regional, and Chapter APhA-ASP events at least two weeks prior to that event, if possible.
- g. To be responsible for corresponding with Regional and National APhA-ASP officers.

5) **Duties of the Secretary-Elect**

- a. **To become conversant in all aspects of the office of Secretary**

- b. To learn the procedures used by the Chapter secretary.
- c. To serve as an advisor to the Secretary.
- d. To attend all functions and meetings at which the Secretary's attendance is required, so as to be fully trained before assuming the office.
- e. To serve in the capacity of Secretary in the absence of that officer.
- f. To assume the duties of the Secretary in the absence of the Secretary due to impeachment, illness, resignation, election to National office, or other cause.
- g. To submit the APhA-ASP Report forms for the APhA Chapter Achievement Awards Program.
- h. To serve a one year term of office as Secretary-Elect and a one year term as Secretary.

6) Duties of the Treasurer

- a. To record all cash receipts and disbursement from Chapter accounts.
- b. To file all forms regarding finances and membership to the National office.
- c. To assist in all activities that involve Chapter monies.
- d. To coordinate all cash receipts and disbursements from all Chapter activities. This involves maintaining a balanced checkbook and entering all information into the treasury transaction book, i.e., ledger.
- e. To act as the Chapter purchasing agent which involves the following responsibilities:
 - i. Ordering supplies;
 - ii. Communicating with the college mailroom and filing proper purchase order forms for Chapter items to be shipped to the college;
 - iii. Researching the marketplace when major purchases are proposed and reporting price and quality variances to the Executive Committee.
- f. To give a projected budget for the academic year.

g. To develop and help coordinate fund raising programs and events with the Chairman of the Ways and Means Committee.

h. To serve as an ex-officio on the Ways and Means/Fundraising committee.

7) Duties of the Historian

a. To keep a current list of the names, addresses, and phone numbers of all members of the chapter.

b. To make a permanent chapter record, either via photographs or in writing, or all chapter sponsored functions, historical activities, or events.

c. To make a permanent record of all committee reports, correspondence with nationals, and chapter publications.

d. To Keep and maintain the chapter bulletin board.

8) Duties of the Publicist

a. To publish an APhA-ASP Newsletter.

b. To post notices of all meetings.

c. To work with the historian to notify the public of the chapter activities.

9) Duties of the Social Co-Chairs

a. To coordinate and arrange all social activities undertaken by the Chapter.

VI. Standing Committee Duties

The remainder of the Executive Committee will consist of no less than the following: Chairman of the Awareness Committee, Chairman of the Legislative Committee, Chairman of the Pharmacy Week/Patient Counseling Committee, Chairman of the Social Committee, and Chairman of the Ways and Means Committee, Chairman of the **Community Programming Committee**.

1) Awareness Committee

a. To work with other health care professional organizations to provide information to the General public on well-care and the importance of good health.

b. To provide information to all chapter members on the various opportunities to promote health awareness that exist in the profession.

- c. To coordinate chapter activities for National Poison Prevention Week.

2) Legislative Committee/Political Action Committee

- a. To serve as a resource person for all procedures and policies by having a copy of the chapter's constitution and by-laws.
- b. To constantly improve and modify the constitution and by-laws and to present any proposed revisions or amendments at a chapter business meeting.
- c. To help students develop ideas for future presentation and subsequent consideration at the APhA-ASP Midyear Regional Meeting policy proposal forum.
- d. To provide a forum for student involvement in the legislative process and its effect on the pharmacy profession.
- e. To submit to nationals an updated copy of the constitution every year without exception.

3) Pharmacy Week/Patient Counseling Committee

- a. To promote and coordinate all activities held during APhA-ASP National Pharmacy Week.
- b. To promote and coordinate all activities held during APhA-ASP Patient Counseling Competition.

4) Social Committee

- a. To plan social functions for APhA-ASP members and the student body.

5) Ways and Means/Fundraising Committee

- a. To organize accommodations and travel arrangements to regional and national APhA-ASP functions as well as any other conventions or meeting related to APhA-ASP.
- b. To plan and execute programs to create revenue for the chapter.
- c. To consult with the Treasurer, who will serve as an ex-officio member of the committee.

6) Community Programming Committee

- a. To plan and operate
 - i. The Operation Diabetes initiative.
 - ii. The Operation Immunization initiative.
- b. To plan and operate other activities as required.

VII. Chapter Advisor

- 1) The Chapter will have a Chapter Advisor, who must be a faculty member and a member of APhA, or a member of the School of Pharmacy professional staff. It is permissible for there to be co-advisors for the chapter.
- 2) The Chapter Advisor shall be proposed by the Executive Committee of the Chapter and shall be elected upon two-thirds (2/3) vote of the Chapter membership, subject to approval by the Dean of the College/School of Pharmacy.
- 3) Duties of the Chapter Advisor include:
 - a. To act as a consultant to members and officers of the Chapter on matters pertaining to APhA-ASP.
 - b. To provide continuity to the Chapter's operations from one year to the next.
 - c. To be available for advice and ideas as needed on subject such as internal Chapter problems, fund-raisers, community service projects, etc.
- 4) 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.
- 5) The Chapter Advisor will assist in reviewing and needed changes in the Bylaws necessary to insure that they are current and responsive to the needs of the Chapter. It is suggested that the review take place on a yearly basis.
- 6) The Chapter Advisor may, but is not required to participate as a member of the Chapter's Executive Committee.
- 7) 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 of the college/school of pharmacy to be approved. The Chapter Advisor may be removed for failure to perform any of his/her duties stated in the Bylaws. The Executive Committee will seek a person to fill the position only after it has been informed of the current Advisor's formal removal. Upon removal or resignation, a

new Chapter Advisor shall be selected in accordance with section VI, part 2 of these Bylaws within seven (7) days of removal of the Chapter Advisor.

VII. Election of Officers

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

1) Offices to be contested yearly:

- a. President-Elect
- b. Vice President
- c. Secretary-Elect
- d. Treasurer
- e. Historian
- f. Publicist
- g. Social Co-chairs

2) Qualifications for Candidates

- a. Must be an active member of the APhA-ASP Chapter at the school.
- b. Must meet the academic requirements set forth by the College/School of Pharmacy to run for an office in an organization.
- c. Must show evidence of active participation in the Chapter and should possess necessary qualities of leadership.
- d. Must be enrolled in the College/School of Pharmacy at the time he/she received the oath of office.
- e. Must be able to complete his/her term of office while enrolled in the College/School of Pharmacy

3) Elections Committee

- a. An Elections Committee shall be formed by the President or other officer chosen by the membership and the Elections Committee will be presided over by the Chapter Advisor.

- b. Members of this committee shall not be candidates for office in the election while serving on this committee.
- c. This committee will be responsible for verifying all declaration of candidacy.
- d. Elections shall be organized and conducted by the Elections Committee.
- e. This committee will be responsible for ensuring the accuracy of the election results.

4) Nomination Process

- a. Any member in good standing may, during the monthly meeting before elections are held, nominate any other member in good standing as long as:
 - i. The member being nominated meets the qualifications to be considered a candidate and
 - ii. Provided the member being nominated accepts.
- b. After a member accepts the nomination, the member should file an “Application for Elected Chapter Office” form with the Election Committee within two weeks from the time they are nominated. (Form Attached to the End of this Document)
- c. At the next monthly meeting, immediately preceding elections, Section III – Goals of Candidate for Elected Position on Application for Elected Chapter Office will be read without exception to the full membership in attendance. At this time five minutes will be given to each candidate to respond to up to three questions from the membership present.
- d. **A candidate must make every effort to be present at the regular monthly meeting in which the elections are held. If they are not present, the Executive Committee can remove them from the ballot if warranted**

5) Elections

- a. The privilege of voting shall be confined to members of the Chapter in good standing.
- b. Elections shall be schedule at a time and place convenient to all members.
- c. Voting shall be by secret ballot with the names of the candidates listed in alphabetical order according to the office being sought.

- d. A candidate must receive a **plurality** of the votes cast to be elected to office.
- e. The ballots shall be counted by the Elections Committee
- f. Results shall be limited to the name of the member elected for each office and all results shall be posted immediately after the ballots have been tabulated.
- g. All officers **with the exception of President and Secretary** shall be elected for a term of one (1) year, after which the officer may be nominated and re-elected by the same process as all other candidates.
- h. Any tie votes will call for a special election and will limit the ballot to the top two members receiving votes for that office in the preceding election.

VIII. Filling of Vacated Offices

1) Removal of an Officer/Disciplinary Action

- a. An officer may be removed from office if he/she:
 - i. Willfully neglects the duties of his/her office;
 - ii. Is no longer in good academic standing;
 - iii. Is found guilty of mishandling of Chapter funds; or
 - iv. Neglects to uphold the Chapter Bylaws
- b. An officer shall not be removed from office unless his/her charges are discussed in a closed session of the Executive Committee and during that meeting grounds for removal shall be established by majority vote of the Executive Committee.
- c. 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. If the officer continues to be absent, he/she may be asked to attend a hearing at the next Executive Committee meeting. If the Executive Committee finds the officer's absence explanation to be unacceptable, the Committee may ask the officer to resign.
- d. When an officer is removed from office, he/she shall never be able to be a candidate for any office in the Chapter.

- 2) 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.
- 3) 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. The membership will nominate and vote for a new Vice-President, as specified by the election procedures.

IX. Committees and Appointment of Committee Chairs

1) Structure

- a. The following committees shall be permanent committees: Executive Committee, Elections Committee, **Legislative/Political Action Committee, Awareness Committee, Pharmacy Week/Patient Counseling Committee, and Community Programming Committee.**
 - i. The President or other presiding officer shall establish such standing and ad hoc committees as are necessary to conduct the programs and business of the Chapter.
 - ii. Committee members may both volunteer or agree to serve at the request of the President.

2) Appointment of Committee Chairpersons

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

3) Duties of Committee Chairpersons

- a. To organize members to work on particular committees and their respective projects.
- b. To call meetings of their respective committees on a regular basis.
- c. To report at each meeting of the Executive Committee the progress or results of that committee.
 - i. All committee reports shall be made in duplicate.
 - ii. One copy of the report shall be given to the Secretary for permanent filing.

4) Executive Committee

- a. The Executive Committee shall consist of the elected officers of the Chapter and Chairpersons of the standing committees.
- b. The Chapter Advisor may participate as a member of the Executive Committee.
- c. Duties/responsibilities of the Executive Committee include:
 - i. To advise the Chapter regarding its various actions and functions;
 - ii. To coordinate the activities of the Chapter
 - iii. To prepare meeting agendas prior to the respective meeting;
 - iv. To help the Treasurer with the proposed annual budget and assist in presenting the budget to the Chapter for approval;
 - v. To maintain a notebook describing the responsibilities of each officer;
 - vi. To discuss the functions and obligations of each office;
 - vii. To approve all committee appointments made by the President.

X. Meetings

1) Chapter Meetings

- a. There shall be at least six Chapter meeting per academic school year at which time the membership can transact business.
- b. The President or a majority of the Executive Committee may call Chapter meetings.
- c. 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 approval of a majority of the Executive Committee.
- d. The time and place of Chapter meetings shall be determined by the Executive Committee.
- e. The membership shall be notified at least one week in advance of the time and place of the Chapter meetings.

2) Executive Committee Meetings

- a. The Executive Committee shall meet at least once a month during the academic school year.
- b. Meetings may be called by the President or two Executive Committee members.
- c. Executive Committee members shall be notified at least one week in advance of the time and place of Executive Committee meetings, when possible. When advance notice is not possible, a reasonable attempt must be made to inform each Executive Committee member of the meeting.

XI. Quorum

- 1) For a general meeting, a quorum shall consist of not less than 10% of the current members.
- 2) For an Executive Committee Meeting, a quorum shall consist of a majority of members of the Executive Committee.

XII. Rules of Order

- 1) The rules of order and procedures at all general Chapter and Executive Committee meeting should be those set out in Robert's Rules of Order, when they are not in conflict with the Bylaws of the American Pharmaceutical Association or these Bylaws

XIII. Dissolution

- 1) A Chapter may be dissolved only by affirmative vote of 2/3 of the Chapter membership. Upon such vote, the President or other presiding officer will notify APhA-ASP Executive Committee of such action.

XIV. Amendments

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

- 1) Proposed amendments of the Chapter Bylaws must be submitted in writing to the Executive Committee.

- 2) The proposed amendment(s) will be announced by the Secretary at the next general meeting and 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.
- 3) The proposed amendment(s) will be announced a second time and voted on following an open review for all members at the next general meeting.
- 4) Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the members present.
- 5) The adopted amendment(s) shall be submitted to the APhA-ASP Executive Committee for final approval.

Revised: September 14th, 2003

APPLICATION FOR APhA-ACADEMY OF STUDENTS OF PHARMACY ELECTED POSITIONS

Please print or type. Use only the space provided. Do not add additional pages.

SECTION 1 - GENERAL INFORMATION

- A. Nominee for the position of:

- B. Candidates full name:

(Last , First, Middle Initial)
- C. School Mailing Address:

(Street) (Apt. No.)

(City) (State) (Zip)

Telephone Number:

(Area Code)

FAX # _____ EMAIL ADDRESS _____
- D. Permanent (Home) Address:

(Street) (Apt. No.)

(City) (State) (Zip)

Telephone Number:

(Area Code)
- E. Name of College of Pharmacy you attend:

- F. Type of Program: Bachelor of Science Doctor of Pharmacy
- G. Your present year in program: {1} {2} {3} {4} {5} {6}
- H. Anticipated date you will complete present program:

(month) _____ (year)
- I. Are you a pre-pharmacy student? yes no

Application for APhA-ASP Elected Positions

SECTION II--BACKGROUND AND EXPERIENCE

Please use only the space provided to complete Sections II and III. The Section on GOALS will be read aloud during Open Candidate Review.

A. List any previous experience you have had on the national, state, and local levels. Be sure to include special experiences you have had and include any specialized talents and skills and all pertinent information that indicates your qualities to fulfill the position you seek. Also, specifically list any position you have previously held in the APhA Academy of Students of Pharmacy on the local and/or national level.

B. List any professional honors and/or awards you have received and reasons they were awarded.

Application for APhA-ASP Elected Positions

SECTION III--GOALS OF CANDIDATE FOR ELECTED POSITION

Please write a concise statement which includes your goals for the position you seek, how you would attempt to achieve these goals, and your general philosophies about the APhA Academy of Students of Pharmacy, its programs and activities.

SECTION IV--STATEMENT OF CONSENT

I am aware of the responsibilities outlined for the APhA Academy of Students of Pharmacy elected position to which I am seeking nomination. If elected, I agree to serve the Academy of Students of Pharmacy to the best of my ability and to the best of my knowledge. All statements on this form are true. I understand that any false statements or failure to completely and accurately complete this application may result in my disqualification as a candidate for APhA Academy of Students of Pharmacy elected position.

Signature of Applicant: _____

Please print name here: _____

Date signed: _____