

Gateway College of Clinical Pharmacy

A Chapter of the American College of Clinical Pharmacy

Bylaws

Article I. Name, Purpose, and Goals

Section 1. Name

The name of this organization shall be the Gateway College of Clinical Pharmacy, A chapter of the American College of Clinical Pharmacy (ACCP).

Section 2. Purpose and Goals

The purpose of this organization shall be to:

- A. promote the rational use of drugs in society;
- B. advance the principles and practice of clinical pharmacy;
- C. promote the full-time, advanced practice of clinical pharmacy;
- D. provide an advanced level of continuing education programs in the area of clinical pharmacy and therapeutics;
- E. provide a forum for the expression of opinion on pharmacy practice, education, and research from the perspective of clinical pharmacists; and
- F. support, promote, and advance the goals and objectives of the American College of Clinical Pharmacy as outlined in its constitution and bylaws.

Article II. Membership

Section 1.

Active members shall consist of individuals interested in goals and objectives of the ACCP regardless of race, creed, gender, or national origin. Both ACCP and non-ACCP members may be chapter members, and shall be equally involved in contributing to the chapter, with the exception that non-ACCP chapter members shall not hold office.

Section 2.

Application for membership shall be made on a standard form and forwarded to the Secretary-Treasurer with any appropriate dues.

Article III. Governance

Section 1. Voting Members

All active members shall be voting members. Members of the chapter who are not also ACCP members shall have equal voting privileges as well as the ability to serve as a committee chairperson as members who are ACCP members. However, ACCP nonmembers shall not hold office positions within the chapters.

Section 2. Officers

All persons who are chapter officers shall be members of the ACCP. The officers shall consist of a President, President-elect, and Secretary-Treasurer, who shall also serve as directors of the corporation. The President-elect and Secretary-Treasurer shall be elected for a term of one year. The President-elect shall move successively to the office of President. The term of office for President shall be one year. The President, President-elect, and Secretary-Treasurer will assume office on January 1.

The President shall appoint, as needed, additional directors of the corporation as may be required by law.

Section 3. Elections

Annual elections shall occur during the fourth quarter of each year. The president will call for nominations for each elected office at the next to the last regularly scheduled meeting of the year. In addition, other nominations from any active member may be made verbally or in writing to the Nominations Committee within 14 days of the call for nominations. The Nominations Committee will assemble a list of candidates for each elected office and distribute ballots with a brief biographical sketch of each candidate by mail to active members to be returned within 14 days. The results will be tabulated by at least 2 members of the Nominations Committee and certified accurate by the President. The candidate(s) receiving the largest number of votes cast will be declared the winner(s). In the event of a tie, the winner will be determined by the Nominations Committee and current chapter officers. The election results will be announced at the final meeting of the year and forwarded to the ACCP Executive Director within thirty (30) days of the tally.

Section 4. Duties of Officers

- A. President: The President shall be the chief elected officer. The President shall preside at all regular and special meetings. The President shall have the right to call special meetings of the active membership, upon at least twenty-one (21) days written notice of each member.

Within 30 days of taking office, the President shall appoint all committee chairpersons and provide written charges to all standing and ad-hoc committees. The President may appoint additional committees throughout the year as needed. The President shall be an ex-officio member of all committees.

If the office of President-elect or Secretary-Treasurer should become vacant for any reason, the President shall appoint a President-elect or Secretary-Treasurer Pro Tempore, respectively, until a special election can be held for the purpose of electing a new President-elect or Secretary-Treasurer. Such election must be held within 90 days of the vacancy of the President-elect office or Secretary-Treasurer office.

- B. President-elect: During the temporary absence of the President, the President-elect shall assume the duties of the President Pro Tempore. If the office of President becomes permanently vacant for any reason, the President-elect shall immediately assume the office of President and shall appoint a President-elect Pro Tempore until the next election. He/she shall succeed to fill his/her own elected term as President at the end of the substitution.
- C. Secretary-Treasurer: The Secretary-Treasurer shall be custodian of the organizations's funds; shall supervise receipts and expenditures; shall render an annual statement to the membership on the financial condition of the organization; shall prepare and submit any reports required by law; shall record and maintain minutes of all meetings; shall have charge of all papers, archives, records, and property; shall issue all notices of meetings; maintain an up-to-date membership roster; and shall provide periodic reports on the activities of the organization to the American College of Clinical Pharmacy.

Article IV. Finances

Section 1.

Funds may be derived from: an annual rebate from the American College of Clinical Pharmacy (ACCP) only for those chapter members who are also ACCP members. The amount of this rebate shall be determined by the Board of Regents of ACCP based upon the number of active members present in this organization. Funds may also be derived from: dues collected from each active member; income from educational programs; as well as endowments, gifts, grants, and bequests.

Section 2.

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

Section 3. Dues

Annual dues, whose amount shall be set by the active membership not to exceed \$20, may be required of all active members. An equitable dues structure may be established requiring a differential fee for chapter members who are non-ACCP members, not to exceed \$20 annually. Dues shall be payable on January 1 each

year and become delinquent sixty (60) days thereafter. Any member delinquent in his or her dues may be removed from the membership rolls.

Section 4.

No loans shall be contracted on behalf of the organization and no evidence of indebtedness shall be issued in its name unless authorized by a two-thirds majority vote of the active membership.

Section 5. Authority

The active membership, by majority vote of those present at any regular or special meeting, must approve any project or purchase, excluding chapter meetings, requiring the expenditure of funds in excess of \$100.

Article V. Meetings

At least two educational programs or meetings shall be held per year.

Article VI. Committees

Section 1

Standing and ad-hoc committees shall function in an advisory capacity to the President, President-elect, Secretary-Treasurer, and membership. Committees may develop and implement programs and policies authorized by the active membership. Committees shall not independently contact other organizations nor secure or attempt to secure funds from outside sources without the prior approval of the President.

Committee chairpersons shall report on their activities at least annually and at such other times as directed by the President. The members of all standing committees shall hold office until relieved by their successors.

Section 2. Standing Committees

- A. Nominations Committee: The Nominations Committee shall be composed of the President and two members, other than the President-elect and Secretary-Treasurer, appointed from the active membership. The Nominations Committee shall be chaired by the President. The Nominations Committee is responsible for reviewing the credentials of interested members and preparing a final slate of candidates for all elected offices.
- B. Membership Committee: The Membership Committee will conduct an ongoing recruitment effort that actively identifies potential new members and recruits them into the organization and into the American College of Clinical Pharmacy. This committee shall also develop a formal mechanism for encouraging chapter members who are non-ACCP members to join the College, which shall be implemented not less than annually. A summary of the side effects of these

efforts must be submitted with the chapter's annual report.

Section 3. Ad-Hoc Committees

Ad-hoc committees may be appointed at the discretion of the President. Such committees shall remain active until they have accomplished the purposes for which they were appointed or until inauguration of the succeeding President.

Article VII. Expulsion

Persons may be expelled from active membership for unprofessional conduct or for violation of the obligations of these Bylaws or the Constitution or Bylaws of the American College of Clinical Pharmacy. Submission of charges shall be made in writing to the President by at least two active members in good standing. No person shall be expelled unless that person shall have been given notice of the charges in writing by the President and shall have had a chance to reply in writing to those charges for a period of sixty (60) days. A review panel composed of the President, President-elect, Secretary-Treasurer, and four active members, other than those submitting the charges, shall be convened and the person in question shall have the right to attend that hearing. If a majority vote of the review panel finds the charges to be valid and warranting exclusion, then the question shall be brought before the active membership. No person shall be expelled unless two-thirds of the active members present at a regular or specially called meeting vote for expulsion, and said decision shall be final.

Article VIII. Affiliation

The Gateway College of Clinical Pharmacy is an affiliated chapter of the American College of Clinical Pharmacy (ACCP) and as such supports and promotes the goals and objectives of ACCP as outlined in its constitution and bylaws.

Article IX. Amendments

Amendments to these Bylaws may be considered at any meeting of the membership. Amendments may be initiated by a proposal signed by at least two (2) voting members, and shall be delivered to the Secretary-Treasurer. Within thirty (30) days thereafter, the Secretary-Treasurer shall send notice of the proposed amendment to all voting members. Such notification must be sent to all voting members not less than thirty (30) days prior to a meeting of the membership where such amendment is to be considered. Amendments to these Bylaws shall be approved by a majority of votes cast.

All amendments of these chapter Bylaws shall be approved by an ACCP staff member and the ACCP Constitution and Bylaws Committee before they become officially active.

Article X. Parliamentary Procedure

The latest revised edition of Robert's Rules of Order shall prevail at all meetings, except when contrary to the Bylaws or any standing rule.

Article XI. Dissolution

Section 1.

In order to dissolve this organization, the President must present a resolution recommending that the organization be dissolved to the active membership. A proposal for dissolution may be considered at a regular or special meeting of the active membership only after thirty (30) days notice in writing is given to each member in good standing. The resolution to dissolve shall be adopted upon receiving at least 80% of the votes entitled to be cast by active members present at such regular or special meeting. This organization shall not be dissolved while 20% of the members in good standing dissent.

Section 2.

Upon adoption of the resolution for dissolution, this organization shall cease to conduct its affairs, except insofar as may be necessary for the proper completion thereof, and shall immediately cause a notice for the proposed dissolution to be mailed to each known creditor and shall proceed to collect its assets and apply and distribute them as provided in the Articles of Incorporation.