



Bylaws

for the

**American Association of Colleges of Pharmacy, Inc.
House of Delegates**

Approved by the House July 2010

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Bylaws

American Association of Colleges of Pharmacy, Inc.

ARTICLE I. Principal Office and Registered Agent

SECTION 1. Principal Office

The principal office of the American Association of Colleges of Pharmacy, Inc., a not-for-profit corporation incorporated under the laws of the Commonwealth of Virginia (hereinafter the "Association" or "AACP"), shall be in the Commonwealth of Virginia.

SECTION 2. Other Offices.

The Association may have such other office or offices at such suitable place or places within or without the Commonwealth of Virginia as may be designated from time to time by the Association's Board of Directors.

SECTION 3. Registered Office and Agent

The Association shall have and continuously maintain a registered office in the Commonwealth of Virginia and the Association's Board of Directors shall appoint and continuously maintain in service a registered agent, having a business office identical with the registered office, who shall be a citizen of and an individual resident of the Commonwealth of Virginia, or a corporation authorized to transact business in Virginia.

ARTICLE II. Mission and Purposes

The Association is a national organization whose mission is to serve its member colleges and schools and their respective faculties, by acting as their advocate at the national level, by providing forums for interaction and exchange of information among its members, by recognizing outstanding performance among its member educators, and by assisting member colleges and schools in meeting their mission of educating and training pharmacists and pharmaceutical scientists.

The Association recognizes a special responsibility to provide leadership in advancing and enhancing the quality of education and training in its member

colleges and schools while respecting the diversity inherent among them. AACP also recognizes that academic pharmacy plays an important role in and shares responsibility with the broader profession of pharmacy in leading efforts to improve medication use.

In carrying out its responsibilities, the Association places great value on high caliber of professionalism among its staff, the strong role of volunteer members in its operations, and a democratic approach to the resolution of issues and establishment of policy.

The purposes and objectives of the Association, are as follows:

1. To promote the advancement of pharmaceutical education, research, and service in all institutions that offer accredited programs for the education of pharmacists.
2. To stimulate the production, exchange, and dissemination of ideas and information among pharmaceutical educators, educators of other health professions, and educators in the community of higher education.
3. To study and investigate the educational aspects concerned with providing and maintaining optimal drug usage by the public.
4. To communicate with the public, the pharmacy profession, other health professions, and the community of higher education to improve their understanding of the importance of proper drug utilization in relation to the general health and well-being of individuals and society.
5. To establish and maintain liaison with other health professions, governmental and other appropriate agencies, and members of the pharmaceutical industry and their associations that may further the development, support, and improvement of pharmaceutical education, research and service.
6. To assume its advisory role for the development of policies and standards used for the accreditation of programs of pharmaceutical education.
7. To advise and provide consultants and consultant services regarding pharmaceutical education programs.

The Association is organized and is to be operated exclusively for charitable and educational purposes within the meaning of Sections 501(c)(3) and 170(c)(2)(B) of the Internal Revenue Code of 1986

(or the corresponding provisions of any future United States internal revenue law) (the "Code").

ARTICLE III. Members

SECTION 1. Institutional Members, Organizational, and Corporate Members.

Institutional Members shall be either Regular or Associate. There may also be Organizational and Corporate Members.

A. Regular. Regular institutional membership shall be restricted to colleges or schools of pharmacy whose professional degree programs have been granted full or candidate accredited status by the Accreditation Council for Pharmacy Education (ACPE). Membership requires the approval of the House of Delegates. Regular institutional members may be represented by two voting delegates in the House of Delegates, one serving as an administrative delegate and one as a faculty delegate.

B. Associate. Associate institutional membership shall be restricted to colleges and schools of pharmacy that have been granted precandidate status by the Accreditation Council for Pharmacy Education (ACPE). Associate institutional members may appoint one non-voting delegate to the House of Delegates. Membership requires the approval of the House of Delegates.

C. Organizational Membership. Organizational membership shall be available to non-U.S. based colleges and schools of pharmacy, pharmacy associations, associations of other health disciplines, as well as relevant government agencies and not-for-profit organizations.

D. Corporate Membership. Corporate membership shall be available to for-profit companies interested in advancing pharmaceutical education and research.

SECTION 2. Individual Members.

Individual Members shall be of four types: Active Members, Affiliate Members, Student Members, and Emeritus Members.

A. Active. Active individual membership shall be restricted to administrators, faculty, staff, and librarians of regular and associate institutional members and to professional staff of the

Association and the Accreditation Council for Pharmacy Education. Active individual members shall have the right to serve as delegates to the House of Delegates in accordance with their institution's membership status and the right to hold elective office. Active individual members shall elect the Association's officers as provided in Article XIII. Active individual members shall also have the right to vote to elect officers of their respective Councils and Academic Sections and to vote on any matter submitted to them for a vote by the House of Delegates pursuant to Article XIV of these Bylaws.

B. Affiliate. Affiliate individual membership shall be available to administrators, faculty, staff, and librarians of colleges and schools of pharmacy which have not been granted precandidate status by ACPE, employees of organizational members and corporate members, and others not otherwise eligible for membership in another category. Affiliate individual members shall have the right to participate in the meetings of the appropriate Councils and Academic Sections of the Association, but they shall not have the right to serve as delegates or the right to vote or hold elective office.

C. Student, Resident, and Fellow. Student, resident, and fellow individual membership shall be available to any professional or graduate degree student enrolled at a regular or associate member institution, as well as residents and post-doctoral or clinical fellows. Student, resident, and fellow individual members shall have the right to participate in the meetings of the Association and become individual members of the Council of Faculties and appropriate Academic Sections of the Association, but they shall not have the right to serve as delegates to the House of Delegates or the right to vote or hold elective office.

D. Emeritus. Emeritus individual membership shall be granted for life to any former active individual member who has retired from full time employment and who has paid membership dues for at least five years prior to retirement. Emeritus individual members shall have the right to participate in the meetings of the Association and become emeritus individual members of appropriate Councils and Academic Sections of the Association, but they shall not have the right to serve as delegates to the House of Delegates or the right to vote or hold elective office.

SECTION 3. Suspension And Expulsion of Members.

A. Institutional Membership. If a regular institutional member's accreditation changes, that institution's membership will automatically revert to the level for which they are then eligible. Any institutional or individual member of the Association may have charges brought (i) for failure to comply in a satisfactory manner with the Articles of Incorporation and the Bylaws of this Association or (ii) for conduct which reflects adversely in a material way upon the Association's reputation.

B. Institutional Members. With respect to institutional members, such charges must be made in writing and filed with the Executive Vice President at least thirty (30) days prior to any annual or special meeting of the House of Delegates. Immediately after the filing of charges, the Executive Vice President shall furnish the institutional member against whom the charges are made, and each member of the House of Delegates, a copy of the charges. The member against whom the charges have been proffered shall be given a hearing before the House of Delegates at the first annual or special meeting to occur at least thirty (30) days after the filing of the charges. After the hearing, an institutional member can be suspended or expelled by a majority vote of the House of Delegates.

C. Individual Members. With respect to individual members, such charges must be made in writing and filed with the Executive Vice President at least thirty (30) days prior to any regular or special meeting of the Board of Directors. Immediately after the filing of charges, the Executive Vice President shall furnish the member against whom the charges are made, and each member of the Board of Directors, a copy of the charges. The member against whom the charges have been proffered shall be given a hearing before the Board of Directors at the first regular or special meeting to occur at least thirty (30) days after the filing of the charges. After the hearing, an individual member can be suspended or expelled by a majority vote of the Board of Directors. Should any institutional or individual member be guilty of a flagrant action of the type defined above, the Board of Directors may immediately suspend such member until the case can be formally acted upon at the next annual or special meeting of the House of Delegates (with respect to

institutional members) or the next regular or special meeting of the Board of Directors (with respect to individual members).

SECTION 4. Questions Concerning Eligibility For Membership.

Any question concerning eligibility for membership, either institutional or individual, or any questions concerning a change in membership or revocation, suspension, or reinstatement of membership may be brought before the House of Delegates by any delegate or by the Board of Directors and shall be resolved by a majority vote of the House.

ARTICLE IV. Annual Dues

SECTION 1. Institutional Members.

A. Regular and Associate. The dues for regular and associate institutional members of the Association shall be determined by the House of Delegates and shall include a subscription to the American Journal of Pharmaceutical Education.

B. Organizational and Corporate. The dues for organizational members and corporate members shall be determined by the Board of Directors and shall include a subscription to the American Journal of Pharmaceutical Education.

SECTION 2. Individual Memberships.

The dues for each individual membership category as established in Article III, Section 2, shall be determined by the House of Delegates.

ARTICLE V. Organization

This Association shall be organized into three Councils: the Council of Deans, the Council of Faculties and the Council of Sections. These Councils shall offer the means by which members of comparable duties and responsibilities may examine both matters of general interest and matters of specific interest to that Council. In addition, there shall be individual Academic Sections and Special Interest Groups.

SECTION 1. Council of Deans.

The Council of Deans shall be composed of individual active, affiliate, and emeritus members who are deans or administrative heads (or their designee) of regular or associate institutional members, who are associate or assistant deans of regular or associate-institutional members who select membership in the Council of Deans, who are professional staff members of the Association or the ACPE, or who have achieved emeritus status in such positions. Among the interests of this Council are the educational policies, the internal administration of colleges and schools, and relationships to other elements of the community of higher education and to society at large. The Council of Deans shall organize by adopting standing rules of procedure and by electing officers and representatives.

The Administrative Board of the Council of Deans shall consist of the Chair, the Chair-elect, and the Immediate Past Chair of the Council of Deans; the Secretary; and the At-large Representative to the Council's Administrative Board.

SECTION 2. Council of Faculties.

The Council of Faculties shall be composed of all individual active, affiliate, student and emeritus members not eligible for or not holding membership in the Council of Deans. Among the interests of this Council are interdisciplinary matters of curriculum, course content, education methods, faculty/administration relations, and national issues of general interest to pharmacy faculties. The Council of Faculties shall organize by adopting standing rules of procedure and by electing officers and representatives.

The Administrative Board of the Council of Faculties shall consist of the Chair, the Chair-elect, and the Immediate Past Chair of the Council of Faculties and the Council Secretary.

SECTION 3. Council of Sections.

The Council of Sections shall be composed of the Chairs, Chairs-elect and Immediate Past Chairs of each Section and shall work to coordinate the activities of the Academic Sections. The officers of the Council shall be a Chair, Chair-elect, Immediate Past Chair and Secretary. The Council of Sections shall organize by adopting standing rules of procedure and by electing officers.

SECTION 4. Financing of the Councils.

Councils shall not assess or collect dues from their members. An annual budget for each Council will be prepared by the Executive Vice President, as part of the Association's annual budget, at the request of and in cooperation with the Chair and/or Chair-elect of the Council. Disbursements for approved expenditures incurred by each of the Councils shall be made by the Executive Vice President upon receipt of vouchers that conform to budgets and guidelines established for each Council. A financial report for each Council shall be made annually by the Executive Vice President to each Council and to the House of Delegates.

SECTION 5. Academic Sections.

The establishment of Academic Sections is approved by the Board of Directors based on the academic disciplines that comprise and support the profession of pharmacy. The Board of Directors will develop criteria for forming academic sections. Each Academic Section shall be composed of individual active, affiliate, student, and emeritus members. The individual Academic Sections will focus their programs and activities on academic matters.

Each Academic Section shall elect a Chair-elect and other officers from the active individual members of that Section. The Chairs, Chairs-elect and Immediate Past Chairs of each Academic Section serves as a member of the Council of Sections. An Academic Section may bring policy issues before the House of Delegates through the Council of Sections, Council of Faculties, Council of Deans, or the Bylaws and Policy Development Committee.

SECTION 6. Organizing and Financing of the Academic Sections.

Each Academic Section shall organize itself, but may not assess or collect dues from its members. A portion of the dues collected by the Association from institutional and individual members will be made available to each Academic Section from the Association's annual budget to defray expenses of the Academic Sections incident to the conduct of their annual meetings and their activities during the year. Each Academic Section shall submit a proposed budget according to the guidelines established by the Finance Committee. The Executive Vice President shall take action on all Academic Section budget requests and report these actions to the Finance Committee and Board of Directors. Disbursements for approved

expenditures incurred by each of the Academic Sections shall be made by the Executive Vice President upon receipt of vouchers according to guidelines established for each Academic Section. A financial report for each Academic Section shall be made annually by the Executive Vice President to each Academic Section and the House of Delegates.

SECTION 7. Special Interest Groups.

Special Interest Groups (SIGs) are approved by the Board of Directors based on members' common interests related to their staff and/or academic responsibilities in a particular area of pharmaceutical education and on criteria developed by the Board. Special Interest Groups shall be composed of individual active, affiliate, student, and emeritus members. Each SIG must have a statement that establishes the purpose of the SIG and clearly differentiates the group from existing Academic Sections and other SIGs. There shall be established a SIG Cabinet comprised of the elected officers of each special interest group.

SECTION 8. Organizing and Financing of the Special Interest Groups.

To establish a Special Interest Group, interested active members shall submit a proposal to the Board of Directors with a statement of mission for the SIG. A SIG shall organize itself, but may not assess or collect dues from its members. The Association does not routinely provide resources to support activities of SIG's, but a SIG may petition the Executive Vice President for special project funds using guidelines established by the Finance Committee. A SIG may apply for Academic Section status to the Board of Directors. A SIG that is inactive for three years will be dissolved.

**ARTICLE VI.
Right of Withdrawal**

Any institutional or individual member may withdraw from membership in the Association, after the payment of all dues which may be owing the Association, by giving written notification to the Executive Vice President of the Association. The reason for withdrawal of a regular institutional member shall be presented to the Board of Directors at its next scheduled meeting.

**ARTICLE VII.
House of Delegates**

SECTION 1. Composition of Regular and Associate Institutional Delegates.

Each regular institutional member is entitled to two voting delegates and two alternates appointed to the House of Delegates (House) as follows:

- A. One delegate and one alternate delegate (if available) selected by the administrative staff of the regular institutional member from active individual members of the Association who are deans, associate deans, assistant deans, or administrative heads of the institutional member.
- B. One delegate and one alternate delegate elected by the faculty of the regular institutional member from active individual members of the Association who are members of the faculty of the institutional member and who are not eligible for membership in the Council of Deans.

Each associate institutional member is entitled to one non-voting delegate to the House of Delegates. The delegate shall be appointed by the dean.

SECTION 2. Notices For Reporting of Delegates and Their Terms of Service.

On or before October 1 each year the Executive Vice President shall send to each regular and associate institutional member a notice requesting the reporting of the appointed administrative delegates and elected faculty delegates along with suitable credentialing forms. The completed credential forms shall be returned to the Executive Vice President not later than November 1. Any regular institutional member failing for three consecutive years to have one delegate at the annual meeting of the House shall automatically lose its membership in the Association. Delegates officially recognized shall serve until a successor is named.

SECTION 3. Speaker of the House of Delegates.

The presiding officer of the House of Delegates shall be the Speaker whose term of office will be two years following one year as Speaker-elect. The Speaker-elect will be elected on alternate years by the delegates present and voting in the final session of the House. The Speaker will serve as a member of the Board of Directors. In the event the Speaker is unable to fulfill the duties of the office the Immediate Past Speaker will serve as Speaker for

the conduct of the business of the House of Delegates. The speaker may vote in the House only in case of a tie vote.

SECTION 4. Secretary of the House of Delegates.

The Executive Vice President shall serve as Secretary of the House without vote.

SECTION 5. Rules of Procedure.

The House shall adopt its own standing rules of procedure. Any member of the Association may gain the floor with the indulgence of the House, but only a delegate may vote. In a single term a person may serve as a delegate for only one constituency.

SECTION 6. Duties of the House of Delegates.

The duties of the House shall be:

1. to determine the educational policies of the Association,
2. to ratify, reject, or refer back to the Board of Directors any Association policies established by the Board of Directors between meetings of the House,
3. to approve the Association's strategic plan as developed by the Board of Directors,
4. to approve institutional memberships,
5. to review programs established by the Board of Directors,
6. to set the annual dues for the members of the Association as described in Article IV, and
7. to adopt and amend the Bylaws of this Association.

SECTION 7. Voting Under Virginia Nonstock Corporation Act.

All votes required to be cast by voting members under the Virginia Nonstock Corporation Act shall be cast by the members of the House.

ARTICLE VIII.

Meetings

The Association shall hold one regular annual meeting of the House of Delegates (House) at a time and place to be determined by the Board of Directors. When the need arises, the Board of Directors shall have the authority to convene special meetings of the House. The President of the Association shall call a special meeting of the House upon the written application of a majority of the members of the House. The time and place of special meetings of the House shall be determined by the Board of Directors. Notice of the time, place and agenda of all meetings of the House must

be given to the membership at least 30 days in advance of the meeting date.

During each annual meeting of the Association, there shall be at least one general session open to all individual members and visitors. Such sessions shall be presided over by the President of the Association. It shall be the duty of the Program Committee to plan the program for the general session. The general session shall constitute the annual meeting of the members.

During each annual meeting of the Association, there shall be at least one meeting of each of the Councils of the Association and of each Academic Section.

ARTICLE IX.

Officers

The officers of this Association shall be a President, an Immediate Past President, a President-elect, a Treasurer, and an Executive Vice President/Secretary (Executive Vice President).

SECTION 1. President-elect, President, and Immediate Past President and Treasurer.

The President-elect shall be elected each year by a mail ballot of the active individual membership of this Association as hereinafter provided. The nominees for the position of President-elect shall be selected in even-numbered years from among active members of the Association who hold the title of dean, associate dean, assistant dean, or equivalent administrative titles. In odd-numbered years, nominees for the position of President-elect shall be selected from among active members of the Association not holding dean, associate dean, assistant dean, or equivalent administrative titles. Upon the death, incapacity or departure from academic pharmacy of the:

A. President. The President-elect shall automatically succeed to the office of President of this Association and serve the remainder of the term plus one full term. At the conclusion of the President's term of office, normally one year, and when a successor has been properly installed, the President shall automatically succeed to the office of Immediate Past President.

B. President-elect. The office will remain vacant until the next regularly scheduled election and the President will serve his/her remaining term plus one full term.

C. Immediate Past President. The most recent and eligible Past President will be asked to serve as Immediate Past President until a new President is installed.

D. Treasurer. A Treasurer shall be elected by the membership for a three-year term and shall chair the Finance Committee. The Treasurer may stand for re-election for a second three-year term. Upon the death, incapacity or departure from academic pharmacy of the treasurer, the Immediate Past President will serve as Chair of the Finance Committee until the next nomination and election cycle when a new treasurer can be elected by the membership.

SECTION 2. Officers of the Councils.

Each Council created by Article V of these Bylaws shall be organized by electing a Chair-elect and such other officers as may be deemed necessary. Once a Council officer is duly installed, he/she may complete the term of office, usually one year, for which elected as long as he/she remains an active individual member of the Association. Upon the death, incapacity or departure from academic pharmacy of the:

A. Chair. The Chair-elect shall automatically succeed to the office of Chair of the Council and serve the remainder of the term plus one full term. At the conclusion of the Chair's term of office, normally one year, and when a successor has been properly installed, the Chair shall automatically succeed to the office of Immediate Past Chair.

B. Chair-elect. The office will remain vacant until the next regularly scheduled election and the Chair will serve his/her remaining term plus one full term.

C. Immediate Past Chair. The most recent and eligible Past Chair will be asked to serve as Immediate Past Chair until a new Chair is installed.

SECTION 3. Executive Vice President.

The Executive Vice President shall be appointed by the Board of Directors for a term of not more than five years to serve as a full-time chief executive officer of the Association with suitable compensation as determined by the Board of Directors. Subsequent appointments of the same person may be made.

Upon termination, resignation, death or incapacity of the Executive Vice President, the Board of

Directors shall appoint an individual to assume the duties of the Executive Vice President on an interim basis until such time as the Board of Directors appoints a new Executive Vice President. The Executive Vice President shall also serve as the Association's Secretary during the term of appointment.

ARTICLE X. Executive Vice President

SECTION 1: Duties of the Executive Vice President.

The Executive Vice President is the chief administrative officer of the Association and implements all policy decisions of the House of Delegates and the Board of Directors. Among the duties of the Executive Vice President are:

1. To serve as the executive head of the Association office and to provide leadership for Association activities.
2. To employ, direct, and supervise all members of the Association staff.
3. To alert and advise the officers and the Board of Directors about significant matters needing their attention and action.
4. To serve as a representative of the Association in activities related to its objectives and policies.
5. To coordinate the activities of the Councils, the committees, and the projects of the Association and to advise them concerning those matters affecting pharmaceutical education.
6. To serve as the custodian of all monies, securities, deeds, and other valuable effects belonging to the Association and cause to be deposited such monies and effects in accord with policies determined by the Board of Directors.
7. To prepare, with advice of the Finance Committee, a proposed annual budget of the Association for review and adoption by the Board of Directors.
8. To receive and disburse the Association's funds in accord with the adopted budget of the Association and the direction of its Board of Directors.
9. To supervise the publication and distribution of all Association publications and to serve as the Business Manager of the American Journal of Pharmaceutical Education.
10. To serve as Secretary, ex-officio, of the House of Delegates.

11. To serve ex-officio (or through an appointed deputy) on all committees of the Association, including its Board of Directors, of which he/she shall be Secretary.
12. To mail notices pertaining to all meetings of the Association and its House of Delegates, annual or special, to institutional and individual members.
13. To present an annual financial report to the House of Delegates and, as appropriate, to the Councils of the Association.
14. To present to the House of Delegates an annual report of the activities of the Association.
15. To prepare and distribute surveys and research reports undertaken by the Association for the benefit of its members, the profession, and the public.
16. To perform such other duties as may be determined by the Board of Directors.

SECTION 2: Performance Evaluation of the Executive Vice President.

The President-elect shall appoint an Executive Vice President Performance Evaluation Committee at maximum intervals of five years and designate its Chair. The Committee shall consist of at least the following Association members: two Past Chairs of the Board of Directors and one Past Chair from each of the Councils of the Association. The Chair of the Committee shall submit a report of findings to the Board of Directors no later than a date determined by the appointing President-elect.

**ARTICLE XI.
Board of Directors**

SECTION 1. Membership.

The number of directors of the Association shall be fifteen (15). The members of the Board of Directors (Board) shall be the President, who shall be Chair; the President-elect, who shall serve as Chair in the absence of the President; the Immediate Past President; the Treasurer, the Speaker of the House of Delegates, the Chairs, Immediate Past Chairs, and Chairs-elect of the Council of Deans, the Council of Faculties and the Council of Sections; and the Executive Vice President, who shall be Secretary of the Board.

SECTION 2. Duties.

All corporate powers shall be exercised under the authority of the Board. The duties of the Board shall be:

1. To develop the Association's strategic plan,
2. To implement the policies established by the House of Delegates (House),
3. To establish programs consistent with the strategic plan approved by the House,
4. To appoint or otherwise contract with advisors,
5. To carry on the operation of the Association, including the establishment of Association policies, between meetings of the House,
6. To develop criteria for and subsequently approve the forming of Academic Sections,
7. To review problems and identify actions which require the attention of the House,
8. To appoint the Executive Vice President of the Association for a specified term,
9. To appoint the Editor of the American Journal of Pharmaceutical Education,
10. To appoint individuals, representatives or delegates at the request of other organizations desiring representation from the Association, and
11. To approve the annual budget and review staff organization and administrative policies.

The Board shall also provide for the dissemination of information to the members of the Association including submitting for the review by the House, an annual report of all programs initiated by the Board since the last meeting of the House.

**ARTICLE XII.
Appointees to the Accreditation Council for Pharmacy Education**

The Board of Directors shall appoint three individuals to serve on the Accreditation Council for Pharmacy Education (ACPE), each to serve for a term of six years. These appointments shall be made on the termination of office of the incumbents, one every two years. Only persons who are actively engaged in pharmaceutical education at a pharmacy program accredited by ACPE shall be eligible for appointment to the Council. In case of a vacancy due to death, resignation, or other cause, the appointment shall be made for the length of the unexpired term of the individual whose position is vacated.

**ARTICLE XIII.
Nominations and Elections**

The AACP Nominating Committee shall nominate the President-elect as described in Article XVI,

Section 1.H. In the year prior to the end of the term of the Treasurer, the AACP Nominating Committee shall nominate two candidates for the office of Treasurer to be presented to the membership on the same ballot used for the election of the President-elect.

Two candidates for Speaker-elect will be nominated on even numbered years by the House of Delegates Committee on Nominations appointed by the Speaker. Nominations from the floor will be accepted.

Councils and Academic Sections shall also appoint nominating committees as required by their respective standing rules of procedure. All Association nominating committees shall advance two candidates for each office. Nominations may be received from the floor with supportive biographical materials.

No later than April 1 of the year immediately following their nomination, the Executive Vice President shall distribute the names of the candidates for all offices to all active individual members of the Association.

The names of the candidates must be accompanied by biographical data and a request that the member indicate on a print or electronic ballot, included for that purpose, the choice of candidates for the offices to be filled and return by the same mechanism within 30 days of the date indicated on the ballot.

The ballots returned by mail or electronically within 30 days of the date printed on the ballots are to be delivered by the Executive Vice President to a board of canvassers appointed by the President, who shall count the votes and certify the results of the election. In the event a candidate withdraws from or is otherwise unable to complete an election, the other qualified candidate, in the case of a two-party election, shall be declared the winner by the board of canvassers. In the case of an election between three or more parties, the election shall continue with the candidate receiving a majority/plurality of votes being declared the winner. If the election results in a tie, the President of the Association in office at that time shall cast a vote to break the tie. The names of the successful candidates shall be published in the American Journal of Pharmaceutical Education and AACP News.

The officers and members of the Board of Directors thus elected by a plurality of votes shall be installed at the appropriate session of the first annual meeting following their election.

In the event an elected individual withdraws prior to or is otherwise ineligible for installation into office, a new election shall be held within 45 days.

ARTICLE XIV. Mail Vote

At any time and as permitted by law, upon the two-thirds affirmative vote of the Board of Directors, any question or item of business may be submitted by mail or electronically to a vote of the membership of the House of Delegates during the interval between meetings. Upon the two-thirds affirmative vote of the House of Delegates, any question or item of business not in conflict with the Articles of Incorporation, these Bylaws or applicable law, may be submitted by mail or electronically for ratification to a vote of the active individual members of the Association.

ARTICLE XV. Council Reports

Each Council of the Association shall report annually to the House of Delegates upon its activities and shall present a written report of such activities to the Executive Vice President. Such reports shall be included in the summary of House of Delegate activities published in the American Journal of Pharmaceutical Education.

ARTICLE XVI. Association Committees

Committee members shall be appointed for a term of one year by the President. Committee members shall be active individual or student individual members of the Association and may be reappointed. When appropriate, the President may also appoint other individuals with special expertise to fulfill committees' assigned agendas. The Chair of each committee shall be designated by the President. The Executive Vice President or his/her designate serves on all standing or special committees, ex-officio, without a vote except as herein provided. Both standing and special committees shall report to the House of Delegates at the annual meeting.

SECTION 1. Standing Committees.

A. Program Committee. The Program Committee may consist of five members, including one member selected from each of the Councils. It shall be the duty of the Program Committee to plan the program for each Annual Meeting.

B. Bylaws and Policy Development Committee.

The Bylaws and Policy Development Committee may consist of seven members, at least two from each of the Councils of the Association, and one from the Board of Directors. Members from the Council of Deans and Council of Faculties will usually serve for three years with appointments staggered so that only one new member from these Councils is appointed in any year. The Speaker shall be an ex officio member of the Committee.

It shall be the duty of the Committee to ensure that resolutions, position papers and similar proposals to the House of Delegates which seek to establish Association policy or action are made appropriate to and ready for consideration by the House. The Committee shall not process proposals submitted from the floor of the House as new business. The Committee shall act on all proposals submitted to it. Its functions shall include:

1. returning to the originators with appropriate explanations those proposals which lack clarity or are duplicative, non-substantive, poorly formulated, or inconsistent with the Articles of Incorporation and Bylaws,
2. referring to proper units or officials of the Association those proposals appropriate for their action or for preliminary
3. processing or study prior to submission to the House of Delegates,
4. clarifying, consolidating, and coordinating those proposals wherein potential confusion or duplication exists,
5. presenting to the House of Delegates with recommendations for disposition those proposals which are appropriate to and ready for action by the House of Delegates,
6. reporting to the originator the disposition of any proposal which is not presented to the House of Delegates for action.

The Committee shall make a preliminary report to the first general session of the annual meeting of the Association and a final report to the House of Delegates. The Committee shall establish guidelines for submission of proposed actions, policies or organizational positions and establish timetables for consideration of such proposals.

The guidelines and timetables, after approval by the Board of Directors, should be made known to all members of the Association at least six months in advance of the annual meeting. The Committee will consider only resolutions and policy statements of a substantive nature affecting Association policy or pharmaceutical education and practice submitted at the annual meeting of the Association from various sources and will process them according to the above five functions. It is the responsibility of committees and groups preparing statements on policy to notify the Committee of proposed non-urgent policy requests well in advance of the annual meeting. In the absence of action by the Committee, the proposals shall be forwarded to the Board of Directors. It also shall be the duty of the Committee to receive suggestions for the alteration of the Articles of Incorporation or the Bylaws from any source. The Committee shall then prepare appropriate amendments in suitable wording which clearly express the intent of the proposal and which are consistent with other Sections of the Articles of Incorporation or Bylaws.

Such Amendments together with the recommendations of the Committee, shall be presented, through the Executive Vice President, to the House of Delegates. The Committee shall serve as the Rules Committee of the House of Delegates. The Committee shall advise the Councils on the structure and content of their standing rules of procedures so as to make them in harmony with the Articles of Incorporation and the Bylaws of the Association.

C. Finance Committee. The Finance Committee may consist of six members and shall be comprised of the Treasurer, the presidential officers, and two active members of the Association. It shall be the duty of the Committee to advise the Executive Vice President in creating the annual budget of the Association for approval of the Board of Directors. The Committee is also charged with establishing guidelines for the budgeting process for each Council and Academic Section. The Finance Committee may make recommendations to the Board of Directors regarding the fiscal affairs of the Association.

D. Academic Affairs Committee. The Academic Affairs Committee may consist of seven members. The Committee shall be concerned with the intellectual, social and personal aspects of pharmaceutical education.

It is expected to identify practices, procedures, and guidelines which will aid faculties in developing students to their maximum potential. It will also be concerned with curriculum analysis, development, and evaluation beginning with the preprofessional level and extending through professional and graduate education. The Committee shall seek to identify issues and problems affecting the administrative and financial aspects of member institutions. The Academic Affairs Committee shall extend its attention beyond intrainstitutional matters of colleges of pharmacy to include interdisciplinary concerns with the communities of higher education and especially with those elements concerned with health education.

E. Professional Affairs Committee. The Professional Affairs Committee may consist of seven members. It shall be the duty of the Professional Affairs Committee to study issues associated with professional practice as they relate to pharmaceutical education, and to establish and improve working relationships with all other organizations in the field of health affairs.

F. Research and Graduate Affairs Committee. The Research and Graduate Affairs Committee may consist of seven members that will be appointed in such a way as to represent the multiple disciplines in research areas of the pharmaceutical sciences. The duties of the Committee shall include assistance with the development of the Association's research, graduate education and scholarship agenda. This assistance may include nurturing collaborative activities with organizations sharing an interest in issues related to the pharmaceutical sciences.

G. AACP Nominating Committee. The Nominating Committee may consist of five members one of whom shall be the Immediate Past President who shall be the Chair, and to include two from the Council of Deans and two from the Council of Faculties. It shall be the duty of the Committee to receive nominations for the office of President-elect from any source and to select from such nominations two candidates for such office subject to the requirements as set forth in Article IX, Section 1, of these Bylaws. The AACP Nominating Committee will also receive nominations and select two candidates for the office of Treasurer in the year preceding the expiration of the term of the incumbent Treasurer.

The report of the Nominating Committee, together with appropriate biographical material on nominees, shall be distributed to members of the House of Delegates no later than one month prior to the annual meeting of the House of Delegates of the Association.

The Nominating Committee shall present its report at the last session of the annual meeting of the House. Nominations from the floor will be accepted at this session and must be accompanied by biographical data for distribution to delegates. The House must approve the report of the Nominating Committee and the nominations made from the floor by a majority vote.

H. Advocacy Committee. The Advocacy Committee will be comprised of no fewer than five members who will advise the Board of Directors on the formation of positions on matters of public policy and on strategies to advance those positions to the public and private sectors on behalf of academic pharmacy.

SECTION 2. Special Committees.

Whenever important matters requiring review do not fall logically into the purview of any standing committee, the President may appoint a special committee (e.g., task force) for such specific purpose with the advice and consent of the Board of Directors. A special committee shall be assigned clear responsibility for a specific time period and dismissed when the special task has been completed.

SECTION 3. Committee Reports.

All committees shall present written reports to the House of Delegates. Verbal reports by committees shall not be accepted. Reports must be submitted to the Executive Vice President at least 40 days prior to the next meeting of the House of Delegates and distributed to delegates at least two weeks before the next meeting.

ARTICLE XVII. Executive Sessions

All proceedings and discussions as to the standing and qualifications of a member, individual or institutional, or of the eligibility of a person or an institution to membership in the Association shall be conducted in executive session of the House of Delegates.

**ARTICLE XVIII.
Disbursement of Funds**

All disbursements of monies shall be made by the Executive Vice President. Audits of the financial accounts of the Association shall be made at the direction of the Board of Directors who shall receive and examine the reports of auditors. The annual disbursements shall not exceed the total amount of the budget or of its major parts except on approval of the Board of Directors. To allow for the disbursement of funds when an emergency exists and the Executive Vice President is unable to perform that duty, the Board of Directors may designate a member of the office staff to serve as an alternate to disburse funds.

**ARTICLE XIX.
American Journal of
Pharmaceutical Education**

The American Journal of Pharmaceutical Education shall be the official publication of the Association. All papers presented to the Association, to the House of Delegates, to any Council, or to any of the Academic Sections shall become the property of the Association with the understanding that they are not to be submitted to any other publication unless and until released by the Editor of the Journal who has the authority to determine whether or not they will be published in the Journal. The Journal shall have an Editorial Board, appointed by the Board of Directors, to help the Journal meet its responsibility to the Association and the needs of its membership. The Editorial Board shall consist of sufficient numbers to be representative of the academic disciplines, who will serve in an advisory capacity to the Editor and shall meet annually to review the publishing activity of the Journal.

**ARTICLE XX.
Fiscal Year**

The fiscal year of the Association shall be July 1 to June 30.

**ARTICLE XXI.
Points of Order**

On all points of order not covered by these Bylaws or by its Standing Rules of Procedure, the House of Delegates shall be governed by the latest edition of Robert's Rules of Order.

**ARTICLE XXII.
Quorum**

Fifty (50) percent of the delegates of record eligible to participate in the meeting of the House of Delegates as stipulated in the House of Delegates Rules of Procedure shall constitute a quorum for the transaction of business at any meeting of the House of Delegates. No business shall be conducted by the House of Delegates in the absence of a quorum. In any action taken by the House of Delegates which requires a simple majority or a two-thirds majority, the controlling vote shall be determined from the total number of delegates present and voting upon the issue. In any action taken by the total members on a mail ballot which requires a simple majority or a two-thirds majority, the controlling vote shall be determined from the total number of ballots with a vote for or against the issue returned by the eligible members of this Association by the return date printed upon the ballots.

**ARTICLE XXIII.
Amendments**

These Bylaws may be altered, added to, or amended at the annual meeting of the House of Delegates provided (i) that such alteration, addition, or amendment shall be initiated by the Board of Directors or the Bylaws and Policy Development Committee, and shall be referred to the Committee on Bylaws and Policy Development for clarity of wording and consistence with other Sections of the Bylaws, and (ii) that such alteration, addition, or amendment shall be presented in writing and shall receive a two-thirds majority vote of the delegates of regular institutional members present and voting.

