

American Association of Colleges of Pharmacy Professional Experience Programs Special Interest Group (PEPSIG)

Standing Rules of Procedure

Introduction

The name of this organizational unit shall be the Professional Experience Programs Special Interest Group (PEPSIG) of the American Association of Colleges of Pharmacy (AACP).

Mission

The mission of the PEPSIG is to promote excellence in experiential education.

Objectives

In support of the mission, the objectives of the PEPSIG are to:

Develop, maintain, and support a network of academy members who are involved with or interested in professional experience programs.
Identify opportunities, issues, and concerns relating to the development, administration, and evaluation of high quality professional practice experiences for students.
Disseminate best practices in experiential education by encouraging scholarship.
Foster innovation in professional experience programs to prepare competent pharmacy practitioners.
Provide opportunities for leadership and professional development for members.
Advocate for members.

Membership

Any AACP member may elect membership in the PEPSIG by so indicating to AACP. Only PEPSIG members have the right to vote, hold elected office, or serve on PEPSIG committees. The membership roster and listserve will be maintained centrally by AACP.

Organization

Executive Committee

The officers of the PEPSIG shall constitute the Executive Committee and function as its governing body between meetings on behalf of the members.

The Executive Committee will serve as a resolutions committee by seeking input from members; drafting resolutions or calls for action on PEPSIG issues, policies or concerns for the AACP House of Delegates; and working with AACP to assure implementation of adopted PEPSIG resolutions.

Officers and Terms of Office

The PEPSIG officers shall be the Chair, Chair-elect, Secretary, and Immediate Past Chair. Each will serve a one-year term of office, except for the Secretary who will serve a two-year term.

Officer Duties

Chair

The Chair shall set the agenda and conduct all scheduled PEPSIG meetings. The following agenda items are recommended, but not required: Call to order, approval of previous meeting minutes, Chair's report, Secretary's report, Standing Committee reports, ad hoc committee reports, unfinished business, new business, installation of officers, new Chair's address, adjournment.

The Chair will charge and oversee the activities of all committees and will appoint the membership of all standing committees no later than August 31st. The Chair may also recommend and approve ad hoc committees for special purposes.

The Chair may appoint a member to complete the term of a vacated office or to serve for an elected officer who is unable to assume his or her elected position.

The Chair shall assume the duties of the Chair-elect in the event the office of Chair-elect is vacated.

The Chair shall request, review, and approve all expenditures of funds allocated to the PEPSIG by AACP in accordance with AACP financial policies and accounting procedures.

Upon completion of his/her term of office, the Chair shall assume the office of Immediate Past Chair.

Chair-elect

The Chair-elect shall assume the duties of the Chair in the event the office of Chair is vacated.

The Chair-elect shall serve as Chair of the Program Committee and as a member of the Nominations Committee.

Upon completion of his or her term, the Chair-elect shall assume the office of Chair.

Secretary

The Secretary shall be responsible for all forms of communication for the PEPSIG.

The Secretary will record and distribute Executive Committee meeting minutes to the officers.

The Secretary shall record and disseminate minutes for the annual PEPSIG business meeting to the members.

The Secretary will update and maintain the PEPSIG website which is accessed through www.aacp.org.

Immediate Past Chair

The Immediate Past Chair shall provide continuity to the PEPSIG leadership and will serve as an advisor to the Chair.

The Immediate Past Chair shall serve as Chair of the Nominations Committee.

Standing Committees

The following are the Standing Committees of the PEPSIG. Unless otherwise indicated, the term for committee service shall be one year. Members may be re-appointed to committees by the Chair.

Program Committee

The goal of the Program Committee is to develop and implement quality PEPSIG programming for the annual AACP meeting.

The Chair-elect will serve as Program Committee Chair.

The Chair shall appoint at least two additional members. Initially one member will serve a two-year term, and one member will serve a one-year term. In each subsequent year, at least one new committee member will be appointed by the Chair to serve a two-year term.

Nominations Committee

The goal of the Nominations Committee is to identify and nominate exemplary candidates for PEPSIG office.

The Nominations Committee shall be composed of no fewer than three members, including the Immediate Past Chair (who shall serve as Chair of the Nominations Committee) and the Chair-elect.

The Nominations Committee will draft a slate of at least two nominees from PEPSIG members for the offices of Chair-elect (annually) and Secretary (biennially). The Nominations Committee Chair will collect biographical information for each candidate and will disseminate an electronic ballot, no later than May 15. By May 31st, the Nominations Committee Chair will notify candidates of the election results prior to notifying PEPSIG members.

Ad hoc Committees

Ad hoc committees, task forces, issue panels, or working groups may be constituted for special purposes upon the recommendation and approval of the Chair.

Elections

Eligibility

Any AACP member who has designated PEPSIG membership with AACP is eligible to run for office.

Election of Officers

A simple majority of electronic ballots cast is required for election to office. (See Nomination Committee for procedures.) For elections with three or more candidates, the winner will receive a plurality of ballots.

When two candidates are seeking election and one slated candidate withdraws from or is otherwise unable to complete the election cycle, the remaining candidate shall assume the office.

Officer Installation

At the annual PEPSIG business meeting, the outgoing chair will install the new officer(s).

Meetings

The PEPSIG will conduct official business at an annual meeting held in conjunction with the AACP annual meeting. PEPSIG meetings may occur at other times, but no official business may be conducted. The meeting will be conducted in accordance with the most recent edition of Roberts Rules of Order. Motions will be adopted by a simple majority of votes cast by members in attendance, except for standing rules of procedure amendments which require approval by two-thirds of the votes cast by members in attendance.

Amendments

In order to amend the PEPSIG Standing Rules of Procedure, a member must submit the proposed amendment in writing to the PEPSIG Chair no later than the beginning of the annual PEPSIG meeting. The proposed amendment will be considered during new business in the agenda and requires an affirmative vote by two-thirds of the members in attendance at the annual PEPSIG meeting. It is recommended that significant changes be sent to the Secretary at least 30 days prior to the annual meeting so that members can be notified to review and consider them prior to voting at the meeting.

Adopted: _____