

**AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY
SECTION OF TEACHERS OF EXPERIENTIAL EDUCATION**

Standing Rules of Procedure

1.0 INTRODUCTION

The name of this organization shall be the Section of Teachers of Experiential Education, American Association of Colleges of Pharmacy.

1.1 Objectives

The objectives of the Section of Teachers of Experiential Education, American Association of Colleges of Pharmacy are to:

- 1.1.1 Bring to the attention of AACP and its members, issues and concerns relating to developing, administering, and evaluating professional practice experiences.
- 1.1.2 Develop and maintain a network of academy members who are involved or interested in experiential education.
- 1.1.3 Foster innovation in experiential education within traditional and non-traditional degree programs.
- 1.1.4 Promote research in educational methods that may be effectively applied to the design, delivery, or assessment of teaching in the area of experiential education.
- 1.1.5 Make recommendations to the Board of Directors and the Academic Sections Coordinating Committee in matters affecting the teaching of experiential education, and the future direction of pharmacy education.
- 1.1.6 To contribute expertise in the area of experiential education to the deliberations of the House of Delegates.

2.0 MEMBERSHIP

2.1 Eligibility

The membership of the Section shall be composed of individual members of the Association who designate it on the membership form. Only active members of the Section as described in paragraph 2.2 have the right to vote on matters brought before the Section (e.g., resolutions, acceptance of reports, and elections), or to hold elected office. Any member of the Association may attend Section meetings and participate in its programs.

2.2 Categories

Members are categorized as either active, affiliate, associate, or emeritus in accordance with Article III, Section 2 of the Association's Bylaws.

2.3 Membership Roster

A database and listserv the Section members will be maintained at AACP headquarters and by the Chair of the Section.

3.0 ORGANIZATION

3.1 Governing Body

The officers of the Section shall constitute the Executive Committee and function as its governing body.

3.2 Officers

The officers of this Section shall be a Chair, a Chair-Elect, a Secretary, and an Immediate Past Chair.

3.3 Representative to the Academic Sections Coordinating Committee

The Chair, Chair-Elect, and Immediate Past-Chair of the Section shall serve as a members of the Association's Academic Sections Coordinating Committee as provided for in Article V, Section 4 of the Association's Bylaws.

3.4 Duties and Responsibilities of the Officers

A. **Chair**

The Chair shall set the agenda and preside at all scheduled meetings of the Section between Annual Meetings; he or she also charge and oversee the activities of all committees and task forces.

The Chair shall appoint committees unless otherwise provided for in this Section's Standing Rules of Procedure.

The Chair shall open the Section's Annual Meeting with a brief report of the major activities and accomplishments of the Section during the Chair's term, and may include recommendations for the improvement of the Section.

Unless otherwise stated in these Standing Rules, the Chair shall appoint the membership of all standing committees and Task forces in August of each year.

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

The Chair shall request, review, and approve all expenditures of funds allocated to the Section by the Association.

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

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

The Chair is not eligible for reelection to serve successive terms.

The Chair shall be empowered to authorize the expenditure of Section funds and is responsible for submission of the Section budget to the Executive Vice President.

B. **Chair-Elect**

The Chair-Elect shall assume the Chair's duties and responsibilities in the event of the latter's absence at meetings of the Section or of the Association, or in the event of the death, resignation, or incapacity of the Chair.

The Chair-Elect shall be Chair of the Program Committee of the Section, and shall preside at the

program sessions or appoint a designee to preside.

The Chair-Elect shall serve as Chair of the Program Committee and as a member of the Nominating Committee.

At the conclusion of each annual session of the Section, the Chair-Elect shall assume the duties and responsibilities of Chair of the Section until the conclusion of the annual session the following year.

C. Secretary

The Secretary shall keep a record of the minutes of all business and program sessions of the Section, and shall disseminate copies of the minutes to all members of the Section within 60 days following conclusion of the meeting

The Secretary shall submit a copy to the Executive Vice President's office following each annual meeting.

The Secretary shall assist the Association office with maintenance of a list of members of the Section.

The Secretary shall serve as an *ex-officio* member of the Section's Program Committee.

D. Immediate Past-Chair

The Immediate Past-Chair shall provide continuity to the leadership of the Section and serve as an advisor to the Chair.

The Immediate Past-Chair shall serve as Chair of the Nominating Committee.

3.5 Elected Officers

Upon the death, incapacity, or departure from academic pharmacy of the:

- A. Chair, the Chair-Elect shall automatically succeed to the office of the Chair of the Section and serve the remainder of the term plus one full term. At the conclusion of the Chair's term of office, 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 shall remain vacant until the next regularly scheduled election and the Chair will serve his/her remaining term plus one full term. In the event the Chair is unable or unwilling to serve the additional term, the current officers of the Section will select and invite an eligible Section member to serve the remainder of the term.
- C. Immediate Past-Chair, the most recent and eligible Past-Chair shall be asked to serve as Immediate Past-Chair until a new Chair is installed. In the event a recent and eligible Past-Chair (served within five years) is unable or unwilling to serve the additional term, the current officers of the Section will select and invite an eligible Section member to serve the remainder of the term.
- D. Secretary, the most recent and eligible past Secretary shall be asked to serve until the new Secretary is elected and installed. In the event a recent and eligible Secretary (served within five years) is unable or unwilling to serve the additional term, the current officers of the Section will select and invite an eligible Section member to serve the remainder of the term.

3.6 Standing Committees

The following standing committees are to be established from the Section membership. No member of the Section shall serve as Chair of more than one standing committee concurrently.

A. Program Committee

The Chair-elect of the Section shall be the Chair of the Program Committee. This committee has four appointed members with two-year terms, staggered so that two members are appointed each year. The Section Chair shall appoint two members each year to a two-year term on this committee. The Secretary shall serve as an *ex-officio* member of this committee.

B. Resolutions Committee

The committee has four appointed active members with two-year terms, staggered so two members are appointed by the Chair of the Section each year. The Section Chair shall appoint the committee Chair from either first- or second-year appointees. The committee is responsible for studying recommendations presented in the various reports and developing resolutions for consideration by the Section during the annual meeting.

C. Nominating Committee

The Immediate Past Chair of the Section shall be the Chair of the Nominating Committee. The committee has four additional appointed active members with two-year terms, staggered so two members are appointed by the Section Chair each year. The committee will prepare and present a slate of nominees at the annual meeting of the Section in accordance with Section 4.2 of these Rules.

D. Awards Committee

The committee has four appointed active members with two-year terms, staggered so two members are appointed by the Section Chair each year. The Section Chair shall appoint the committee Chair from either first-or second-year appointees. The committee is responsible for nominating individuals qualified to receive association awards. A report from this committee shall be prepared for the Section Chair who will be responsible for submitting it to the Academic Sections Coordinating Committee and the respective association awards nominating committees according to their published guidelines.

E. Membership Committee

The committee has four appointed members with two-year terms, staggered so two members are appointed by the Section Chair each year. The Section Chair shall appoint the committee chair from either first—or second—year appointees. The committee is responsible for developing strategies to retain and increase the membership of the section and to encourage active participation in section activities.

3.7 Special Committees

Special committees may be appointed from time to time for special purposes upon recommendation of the Chair, or by the standing committees, or upon motion from the floor. The committee shall be appointed by the Chair of the Section, and one member of the committee shall be designated Chair.

4.0 ELECTIONS

4.1 Eligibility for a Section Office

To be eligible for a Section office, one must be an active member of the Association and a member of the Section at the time of election. Once an 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.

No person on the Governing Body of this Section may simultaneously hold elected office as an Association officer or in another AACP organizational unit. If a Section officer is elected to another office or resigns, the office will be filled in accordance with Section 3.5 of these Rules.

4.2 Nomination of Officers and Terms of Office

- A. The Nominating Committee report shall be presented to the Section members at the annual meeting and will include a biographical summary of each nominee. The Nominating Committee shall nominate two candidates for each vacancy on the Governing Body of this Section. From time to time, circumstances may dictate that a candidate run unopposed for an office; the Nominating Committee, in consultation with the Section Chair, will make this decision. Additional nominations may be made from the floor during the annual meeting provided the required biographical information is made available to the Section members at the time the nomination is made.
- B. The terms of office for all Section officers shall be for one year or until their successors have been duly elected and installed, except that the Secretary shall be elected to a two-year term of office.

4.3 Election of Officers

A ballot including a biographical summary of each nominee for a position on the Governing Body of the Section shall be mailed to each active member of the Section. The following regulations apply to mail ballots:

- A. The AACP office shall prepare and send mail ballots to all active members of the Section.
- B. A simple majority of the ballots cast is required for election (or in the case of a three-party election, a plurality is required). In the event of a tie, the Chair of the Section in office at that time shall cast a vote to break the tie.
- C. 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. In the case of an election among three or more parties, the election shall continue with the candidate receiving a majority/plurality of votes being declared the winner.
- D. To be counted, votes must be received within thirty (30) days from the date printed on the ballot sent by the AACP office.
- E. Votes shall be tallied and certified by the AACP office and results will be disseminated to all Section members prior to the next annual meeting.

5.0 MEETINGS

5.1 Regular Meetings

The annual meeting of the Section shall be held as part of the program of the annual meeting of the Association.

5.2 Order of Business

The order of business may include:

- A. Call to order;
- B. Remarks and recommendations of the Chair;
- C. Report of the Secretary;
- D. Report of committees;
- E. Receipt of resolutions and amendments from the floor;
- F. Unfinished business;
- G. Appointment of members to committees;
- H. New business;
- I. Installation of new officers.

5.3 Voting

All AACP active members who hold membership in the Section shall have the right to vote.

5.4 Special Meetings

Special meetings may be called at the discretion of the governing body. Such special meetings must be coordinated through the office of the Executive Vice President.

6.0 BUDGET AND FINANCE

6.1 Financial Policy

- A. The Section may submit a budget request by October 15 to the Executive Vice President requesting funding for special projects expected to be undertaken during the current fiscal year.
- B. The Section shall submit an annual meeting budget by February 1, to the Executive Vice President of the Association for consideration.
- C. The Section may receive donations or contributions made to the Section and may expend these in the interests of the Section at the discretion of the governing body. The receipt and expenditure of such funds are subject to the fiscal policies developed by the Association and its Finance Committee.

7.0 REPORTS

7.1 Preparation

The Section Chair shall supervise the preparation and submission of all reports.

7.2 Resolutions

Resolutions which the Section wishes to present to either Council or to the Association's Bylaws and Policy Development Committee for review shall first be circulated among Section members and approved by a majority vote of those present and voting at the Section meeting.

8.0 GENERAL RULES

8.1 Amendments of Rules for the Section

- A. The Standing Rules of Procedure may be amended or changed by the presentation of the proposed amendment or change in writing at the first session of any annual meeting. The proposed amendment or change shall be voted upon at the business session, which may also be the first session of the annual meeting.
- B. An affirmative vote of two-thirds of the active members present and voting on the issue is required to effect an amendment of these Standing Rules of Procedure.
- C. The Standing Rules of Procedure of the Section will be consistent with the Bylaws of the Association. Changes in Association Bylaws will automatically update appropriate sections of these Rules; the Chair of the Section will specify these changes during the next regular business meeting of the Section.

8.2 Points of Order

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

8.3 Quorum

Fifty active members of the Section representing 30% of member schools/colleges shall constitute a quorum for the transaction of business at any meeting of the Section. No business shall be conducted by the Section in the absence of a quorum.

As of 07/07/08