

**AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY
SECTION OF TEACHERS OF PHARMACEUTICS**

Standing Rules of Procedure

1.0 INTRODUCTION

The name of this organization shall be the Section of Teachers of Pharmaceutics, American Association of Colleges of Pharmacy. Where appropriate, the Section also may be designated by TOPS, an acronym for Teachers of Pharmaceutics Section.

1.1 Objectives

The objectives of the Section of Teachers of Pharmaceutics, American Association of Colleges of Pharmacy are:

- A. To provide a forum for disciplinary and interprofessional dialogue and cooperative effort among its members and related groups for the exchange of information, ideas, and techniques in the field of education in pharmaceutics.
- B. To study pharmaceutics curricula in member colleges of the Association for the purpose of improving content.
- C. To encourage research in pharmaceutical education and innovations in curricula.
- D. To make recommendations to the Association in matters which affect the teaching of pharmaceutics in member colleges.
- E. To encourage in the broadest and most liberal manner the advancement of the teaching methods of pharmaceutics in all its branches; the improvement of the qualification and development of teachers of pharmaceutics by ensuring high standards of professional ethics and education; and by maintenance of a high level of pharmaceutical education via professional contacts, reports, discussions, papers, meetings, and activities.

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 elective office. A member may vote and hold elected office in one section only. 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.

3.0 ORGANIZATION

3.1 Governing Body

The officers of the Section shall constitute the governing body of the Section.

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 of the Section shall serve as a member 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 have overall responsibility for conducting the affairs of the Section between annual meetings. The Chair shall preside at all business sessions of the Section and shall serve as a member of the Association's coordinating committee. 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.

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

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. 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, and 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 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. The Section Chair, in consultation with the Chair-elect, shall appoint three other members to this committee, for one-year terms. The Secretary shall serve as an *ex-officio* member of this committee.

B. **Resolutions Committee**

The Chair of the Section shall appoint from the Section a committee of three members, one of whom shall be designated as Chair for the purpose of studying recommendations presented in the various reports, and developing resolutions for consideration by the Section during the annual meeting. Membership on this committee shall be for a one-year term.

C. Nominating Committee

The Immediate Past Chair of the Section shall be the Chair of the Nominating Committee. Two additional active members of the Section shall be elected to the Committee by the active members of the Section at the first business meeting of the Section at the annual meeting. 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.

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 election for that office will be rerun between the tied candidates within thirty (30) days.
- 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. Appointment/election of members to committees;
- G. Unfinished business;
- 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 the Association's Bylaws and Policy Development Committee 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

Ten percent of the active members of the Section 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.

7/13/99