

**Assessment Special Interest Group
American Association of Colleges of Pharmacy
Bylaws**

ARTICLE I NAME

The name of this organizational unit is the Assessment Special Interest Group (SIG) of the American Association of Colleges of Pharmacy (AACP).

ARTICLE II MISSION, GOALS, AND OBJECTIVES

A. Mission

The mission of the Assessment SIG is to facilitate acquisition of assessment knowledge and skills, to shape programmatic assessment innovations and strategy, and to promote the scholarship of assessment.

B. Goal

The primary goal of the Assessment SIG is to facilitate faculty exchange of ideas and innovations regarding programmatic assessment planning, implementation, and outcome management as it impacts programmatic improvement.

C. Objectives

1. Develop and deliver programming at the AACP Annual meeting
2. Foster professional networking of assessment stakeholders in person and with online technologies
3. Increase posting and use of the Pharmacy Education Assessment Services portal
4. Lead initiatives that will result in the publication of a white paper focused on assessment every three years.
5. Collaborate with the Institutional Research and Assessment committee on the advancement of initiatives and charges of the committee

ARTICLE III MEMBERSHIP

A. Eligibility

Any AACP member may elect membership in the Assessment SIG by so indicating on his/her membership form, or otherwise requesting member status from AACP. Only members of the Assessment SIG have the right to vote, hold elected office or serve on SIG committees.

B. Membership Roster

A database and listserv of SIG members will be maintained at AACP headquarters. The Secretary of the SIG will work as a liaison with AACP staff as needed concerning the database, listserv and other communication tools.

ARTICLE IV ORGANIZATION

A. Governing Body

The officers of the SIG shall constitute the Executive Committee, which will function as the governing body.

B. Officers and Terms of Office

The officers of the Assessment SIG shall consist of the Chair, Chair-elect, Immediate Past-Chair and Secretary. All shall serve a one-year term of office except the Secretary who will serve a two-year term. No officer shall be eligible to serve two successive terms. The succession of officers shall be as follows: the Chair-elect shall become the Chair and the Chair shall become the Immediate Past-Chair. All offices will be assumed the day following the close of the AACP Annual Meeting.

C. Duties of the Officers

1. Chair

- The Chair shall set the agenda for and preside at all scheduled meetings of the SIG; and shall also charge and oversee the activities of all SIG committees.
- Unless otherwise stated in these Bylaws, the Chair shall appoint the membership of all standing committees annually in July of each year.
- The Chair may appoint an officer, committee chair or committee member to complete the term of a vacated office or committee.
- The Chair shall serve as the chair of the Executive / Planning Committee.
- The Chair shall request, review and approve all expenditures of funds allotted to the SIG by the Association.
- The Chair must reconcile the receipt and expenditure of all funds at the close of each business year.
- Upon the completion of his/her term of office, the Chair shall assume the office of Immediate Past Chair.

2. 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 the chair of the Program Committee and as a member of the Nominations Committee and Executive / Planning Committee.
- Upon the completion of his/her term of office, the Chair-elect shall assume the office of Chair.

3. Immediate Past-Chair

- The Immediate Past-Chair shall provide continuity in the area of leadership for the SIG and serve as an advisor to the Chair.
- The Immediate Past-Chair shall serve as the chair of the Nominations Committee and as a member of the Executive / Planning Committee.

4. Secretary

- The Secretary shall record, keep and distribute minutes of SIG business meetings to officers and members.
- The Secretary shall serve as the chair of the Communications Committee.
- The Secretary shall be responsible for assembling information needed to update the SIG's Web Page, which is accessed through the AACP Home Page.
- The Secretary shall serve as a liaison with AACP staff as needed concerning the database, listserv and other communication tools.

- The Secretary shall serve as the chair of an *ad hoc* Resolutions Committee, if such a committee is needed. This committee would be constituted by the SIG Chair to transmit to the AACP Bylaws and Policy Development Committee, the Board of Directors or the House of Delegates policy and/or resolution issues that are approved by SIG membership.

D. Committees

The following are the Standing Committees of the Assessment SIG; unless otherwise indicated, the term for committee service shall be one year.

1. Program Committee

- The Chair-elect of the SIG shall serve as chair of the Program Committee.
- The SIG Chair will initially appoint two additional members. One of these initial members shall serve a two-year term and one member shall serve a one-year term. Thereafter, in each subsequent year, the SIG Chair shall appoint one new committee member who shall serve a two-year term.
- The Program Committee will plan and execute SIG programming in conjunction with the AACP Annual Meeting.

2. Nominations Committee

- The Nominations Committee shall be composed of no fewer than three members, two of whom shall be the Immediate Past-Chair of the SIG, who shall serve as chair, and the Chair-elect of the SIG, respectively. The Past-Chair and Chair-elect will serve one-year terms. Additional member(s) will serve a two-year term.
- The Nominations Committee will draft a slate of two nominees from the SIG membership for the office of Chair-elect (annually) and for the office of Secretary (every other year).
- Biographical information for each candidate will be collected and disseminated to SIG members each spring prior to voting.

3. Communications Committee

- The Communications Committee shall be composed of no fewer than three members, one of whom shall be the Secretary of the SIG, who shall serve as chair. One of these initial members shall serve a two-year term and one member shall serve a one-year term. Thereafter, in each subsequent year, the SIG Chair shall appoint one new committee member who shall serve a two-year term.
- The Communications Committee will facilitate, develop and implement effective mechanisms for communication among SIG members. This will require interaction with AACP staff, as needed, concerning updating the SIG database and listserv as well as other communication tools used by the SIG.
- The Communications Committee will maintain and advertise to SIG members the availability of information and other resources of interest and value to the membership.

4. Executive / Planning Committee

- The SIG Chair shall serve as the chair of the Executive / Planning Committee.
- The committee will consist of the chair-elect and the Immediate Past-Chair. In addition, the SIG Chair will initially appoint two additional members. One

of these initial members shall serve a two-year term and one member shall serve a one-year term. Thereafter, in each subsequent year, the SIG Chair shall appoint one new committee member who shall serve a two-year term.

- The Planning Committee will spearhead planning initiatives for the SIG and work with AACP in their planning process in particular with the Institutional Research and Assessment Committee (IRAC) on initiatives in the area of assessment.

5. Ad Hoc Committees

An *ad hoc* committee may be constituted for special purposes upon the recommendation and approval of the SIG Chair.

ARTICLE V ELECTIONS

A. Eligibility for Office

Any active SIG member is eligible to run for office.

B. Election of Officers

1. Nominations

A call for submitting the names of SIG members for nomination will be sent by the chair of the Nominations Committee to SIG members electronically in the spring of each year with instructions concerning the process. Prior to the annual meeting of the SIG, the chair of the Nominations Committee shall submit to the SIG Chair the names of two candidates for each open office. The names of the candidates with a biographical sketch for each will be transmitted to SIG members electronically.

2. Balloting

Balloting will be conducted electronically in the spring of each year with voting instructions and instructions to reply to the chair of the Nominations Committee for tabulation of the election results. A simple majority of the ballots cast is required for election. The election results will be forwarded to the SIG Chair and to AACP. The SIG Chair shall then communicate with the candidates regarding the outcome of the election and thereafter, the results will be sent to SIG members. The outgoing Chair will duly install new officers at the annual SIG business meeting.

If one of the candidates advanced by the Nominations Committee withdraws from or is otherwise unable to complete an election, the remaining qualified candidate shall assume the office.

ARTICLE VI MEETINGS

A. Annual Meetings

The Assessment SIG will conduct official business at an annual meeting held in conjunction with the Annual Meeting of the Association. Meetings of the SIG may be held at other times, but no official business may be conducted. Special meetings of the SIG should be coordinated through the office of the AACP Executive Vice President.

B. Quorum

A quorum shall consist of 10% of the SIG membership. It shall be the duty of the Secretary to determine if a quorum exists in order to conduct official SIG business.

C. Order of Business

The Chair shall run the SIG business meeting according to the following agenda:

1. Call to Order
2. Approval of the Minutes
3. Remarks of the Chair
4. Report of the Secretary
5. Reports of Standing Committees
6. Reports of ad hoc Committees
7. Old Business
8. New Business
9. Closing Remarks
10. Installation of New Officers
11. Comments of the Incoming Chair
12. Adjournment

ARTICLE VII FINANCIAL POLICY and PROCEDURES

The Chair shall request, review and approve all expenditures of funds allotted to the SIG by the Association. The presentation of a statement and/or receipts will be required for reimbursement of expenses to conduct SIG business. The Chair must reconcile the receipt and expenditure of all funds at the close of each business year.

ARTICLE VIII RESOLUTIONS

The Chair will constitute an *ad hoc* SIG Resolutions Committee, if the need arises. Any resolution proposed by a member or emanating from the Committee must be circulated among SIG members and approved by a majority vote at the SIG business meeting before presentation by the chair of the Committee to the AACP Bylaws and Policy Development Committee, the Board of Directors or the House of Delegates.

ARTICLE IX AMENDMENTS

These SIG Bylaws may be amended or changed by presenting the proposed amendment or change, in writing, at the beginning of the annual SIG business meeting. The proposed amendment or change will be consideration for ratification during the New Business portion of the meeting. The proposed amendment or change will be ratified if approved by two-thirds of the members present and voting.

ARTICLE X RULES OF ORDER

Robert's Rules of Order (newest revised edition) shall determine the method of conduct for all meetings.