American Association of Colleges of Pharmacy

Curriculum Special Interest Group

Standing Rules of Procedure

Revised 7/12/10

1. INTRODUCTION

The name of this organizational unit shall be the Curriculum Special Interest Group (SIG) of the American Association of Colleges of Pharmacy (AACP)

1.1 Mission

The Curriculum SIG shall work within the academy to focus on, promote and address key issues related to curriculum in pharmacy schools to ensure that curricula are always meeting the current and future needs of pharmacy graduates.

1.2 Goal

To serve as a resource for pharmacy institutions and AACP members to help them in addressing curriculum issues.

1.3 Objectives

The objectives of the SIG are:

1.3.1 Identify and bring to the attention of AACP and its members key issues related to curriculum development, curriculum mapping, curriculum requirements, etc.

1.3.2 Compile resources to help the academy and its members address issues related to pharmacy curriculum.

1.3.3 Bring to the attention of the academy curriculum development issues from other disciplines to help advance pharmacy curriculum.

1.3.4 Work with sister professional organizations to explore successful examples of interdisciplinary and interprofessional curricula.

1.3.5 Maintain an energetic membership of academy members who are interested in focusing, promoting and addressing key issues related to pharmacy curriculum.

1.3.6 Conduct research in collaboration with member schools to assess the success of innovative ideas in curriculum development, curriculum integration, early practice experiences and skills development, and the impact of curricular change, etc.

1.3.7 Establish guidelines for best practices in curriculum development, curriculum mapping, etc.
2. MEMBERSHIP

2.1 Eligibility

Any member of AACP may elect membership in the Curriculum SIG by so indicating on his/her on-line profile membership form. Only members of the Curriculum SIG have the right to vote, hold elected office, or serve on SIG committees.

2.2 Membership Roster

A database and listserv of SIG members will be maintained at AACP headquarters.

3. ORGANIZATION

3.1 Governing Body

The officers of the SIG shall constitute the executive committee and function as the governing body.

3.2 Officers and Terms of Office

The officers of the Curriculum SIG shall be the Chair, Chair-elect, Secretary, and Immediate Past-Chair, all of who 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.

3.3 Duties of the Officers

3.3.1 Chair
- Sets the agenda and presides at all scheduled meetings of the SIG
- Charges and oversees the activities of all committees
- Serves as Chair of any *ad hoc* committees
- Serves as the Chair of the Nominating Committee
- Appoints a member to complete the term of a vacated office
- Requests, reviews, and approves all expenditures of funds allocated to the SIG by the academy
- Assumes the office of Immediate Past Chair upon completion of his/her term

3.3.2 Chair-elect
- Assume the duties of the Chair in the event the office of the Chair is vacated.
- Serves as a member of the Nominating Committee
- Serves as the Chair of the Programming Committee
- Assumes the office of Chair upon completion of his/her term as Chair-Elect

3.3.3. Secretary

- Records, keeps, and distributes minutes of SIG business meetings to all members and to the webmaster to post on the SIG website
- Serves as the Webmaster for the SIG
- Serves as the Chair of the Resolutions Committee and transmit to the AACP Board, House of Delegates or Bylaws and Policy Development Committee all policy and resolution issues approved by the SIG membership

3.3.4. Immediate Past Chair

- Provides continuity to the leadership of the SIG and serve as an advisor to the Chair
- Provides an executive summary of the activities during the year in office
- Serves as a member of the Nominating Committee
- Serves as a member of the Programming Committee

3.4 Committees

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

3.4.1. Program Committee

- The Chair Elect shall serve as the Chair of the Program Committee.
- Two additional members shall be appointed by the SIG chair. One member will serve a two year term and one member will serve a one year term. In each subsequent year, one new committee member will be appointed by the SIG Chair to serve a two year term.
- The Program Committee will plan and execute SIG programming in conjunction with the AACP Annual or interim Meeting.
- The Chair shall seek and coordinate joint programming with sections or other SIGs.

3.4.2 Nominating Committee
• Composed of no fewer than three members, two of whom shall be the Chair-elect and the Chair of the SIG (who serves as the Chair of the Nominating committee)
• Will collect and disseminate biographical information on each candidate to the SIG members prior to the distribution of the ballots in the spring

3.4.3. Resolutions Committee

• Will be chaired by the Secretary
• Develop policies and resolutions pertaining to issues discussed within the SIG to transmit all approved policy and resolutions to the AACP Board, House of Delegates or Bylaws and Policy Development Committee

3.4.4. Ad Hoc Committees

An Ad Hoc committee may be constituted for special purposes upon the recommendation and approval of the Chair

3.5. Electronic Communications

3.5.1. Web Page

The Secretary shall be responsible for assembling information for updating in a timely manner the SIG’s Web Page which is accessed through the AACP home page.

3.5.2. E-mail

E-mail will be used as the primary means of communication between AACP meetings to the general SIG membership via the SIG Listserve.

4. ELECTIONS

4.1 Eligibility for a SIG office

4.1.1 Any active SIG member from an AACP regular or associate institution is eligible to run for office.

4.2 Election of officers

4.2.1 The Chair of the Nominations Committee shall submit to the Curriculum SIG the name(s) of at least one candidate for each open office.
4.2.2 Candidates for the open offices can self-nominate or be nominated by other SIG members.
4.2.3 A biographical sketch of each candidate will be sent to SIG members through the ListServ.

4.3 Balloting

4.3.1 Balloting will be conducted in the spring of each year.
4.3.2 Ballots will be enclosed in a mailing or via an online survey program with voting instructions and instructions to return to AACP.
4.3.3 A simple majority of the ballots cast is required for election.
4.3.4 The SIG Chair shall communicate to the SIG and each candidate the results of the election.

4.4 Installation

4.4.1 New officers will be duly installed by the outgoing chair at the annual business meeting of the SIG.

5. MEETINGS

5.1 Annual meeting

5.1.1 The SIG will conduct official business at the annual meeting held in conjunction with the Annual Meeting of the Association or at the discretion of the Chair.
5.1.2 Special meetings of the SIG will be coordinated through the office of the AACP Executive Vice President.

5.2 Quorum

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

5.3 Order of business

5.3.1 The Chair shall run the SIG business meeting.
5.3.2 The following agenda will be followed:
   Call to order
   Approval of minutes
   Report of the secretary
   Reports of standing committees
   Reports of ad hoc committees
   Unfinished business
6. FINANCES

6.1 Policies and procedures

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

7. RESOLUTIONS

7.1 Resolutions emanating from the SIG must be circulated among SIG members.
7.2 Resolutions must be approved by the SIG by a majority vote at the SIG business meeting or via electronic vote.
7.3 Approved resolutions will be presented to the Bylaws and Policy Development Committee, the Board of Directors, or the House of Delegates.

8. AMENDMENTS

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