

**American Association of Colleges of Pharmacy
Laboratory Instructors Special Interest Group
Standing Rules of Procedure**

1. INTRODUCTION

The name of this organizational unit shall be the Laboratory Instructors Special Interest Group (LAB SIG) of the American Association of Colleges of Pharmacy.

1.1. Mission

The mission of the LAB SIG is to improve laboratory course content by providing direction for laboratory courses in professional pharmacy curricula.

1.2. Objectives

The objectives of the LAB SIG are to:

- 1.2.1. Provide a forum for dialogue and cooperative effort among its members and related groups; and for exchanging information, ideas, and techniques.
- 1.2.2. Provide an opportunity for LAB SIG members of the Association to share curricular content.
- 1.2.3. Explore and encourage the implementation of innovative teaching and evaluative techniques in pharmacy laboratories.
- 1.2.4. Make recommendations to the Association in matters which affect the teaching of pharmacy laboratories.

2. MEMBERSHIP

2.1. Eligibility

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

2.2. Membership Roster

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

3. ORGANIZATION

3.1. Governing Body

The officers of the LAB SIG shall constitute the Executive Committee and function as the governing body.

3.2. Officers and Terms of Office

The officers of the LAB SIG shall be the Chair, Chair-Elect, and Immediate Past-Chair; all of whom shall serve a one-year term. In addition, the LAB SIG shall have the office of Secretary, who shall serve a two-year term. All officers are elected as described in section 4.2 of the Rules. No officer shall be eligible to serve two successive terms.

3.3. Duties of the Officers

3.3.1. Chair

The Chair shall set the agenda and preside over all scheduled meetings of the LAB SIG; he / she shall also oversee the activities of all committees.

Unless otherwise stated in these Standing Rules, the Chair shall appoint the membership and provide charges for all standing committees in July 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 / her elected position.

The Chair shall forward to the LAB SIG communications that he / she deems may be of interest to LAB SIG members or which reflects the mission and objectives of the LAB SIG.

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

The Chair also serves as Chair of the Resolutions Committee.

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

3.3.2. Chair-Elect

The Chair-Elect shall serve as Chair of the Programming Committee.

The Chair-Elect shall server as moderator of the listserv and discussion board. The Chair-Elect shall assume the duties of the Chair in the event the office of Chair is vacated.

Upon completion of his / her term, the Chair-Elect shall assume the office of Chair.

3.3.3. Immediate Past Chair

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

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

3.3.4. Secretary

The Secretary shall record, keep, and distribute minutes of the LAB SIG business meeting to all LAB SIG members via the LAB SIG website and LAB SIG listserv.

3.4. Committees

The following are the Standing Committees of the LAB SIG; unless otherwise indicated, the term for committee service shall be one year. Members may be re-appointed to serve on committees.

3.4.1. Programming Committee

The Chair-Elect shall serve as Chair of the Programming Committee.

If needed, additional members shall be appointed by the LAB SIG Chair.

The Program Committee will plan and execute LAB SIG programming in conjunction with the AACP Annual Meeting.

3.4.2. Nominations Committee

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

If needed, additional members shall be appointed by the LAB SIG Chair.

The Nominations Committee will draft a slate of at least one nominee from the LAB SIG membership for the office of Chair-Elect on an annual basis. Biographical information on each candidate will be collected and disseminated to LAB SIG members prior to the distribution of ballots in the spring.

3.4.3. Resolutions Committee

The Chair shall serve as Chair of the Resolution Committee.

If needed, additional members shall be appointed by the LAB SIG Chair.

The Resolutions Committee will draft resolution proposals and transmit approved resolutions to the Bylaws and Policy Development Committee, the Board of Directors, or the House of Delegates of the Association.

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. Newsletter - The Executive Committee shall assume responsibility for publishing an electronic newsletter at least twice a year. The approximate dates of publication would be mid-September and mid-April.

3.5.2. Web Page - The Secretary shall be responsible for assembling information for updating the LAB SIG's Web Page which is accessed through the AACP home page.

4. ELECTIONS

4.1. Eligibility for a SIG Office

4.1.1. Any active SIG member is eligible to run for office.

4.2. Election of Officers

4.2.1. Nominations

Prior to publication of the spring newsletter, the Chair of the Nominations Committee shall submit to the LAB SIG Chair the names of at least one candidate for each open office. A biographical sketch of each candidate will be sent via email to members of the LAB SIG prior to the annual meeting.

4.2.2. Balloting

Balloting will be conducted in the spring of each year. Ballots with voting instructions will be sent via email to members of the LAB SIG. Votes shall be returned to the Chair of the Nominations Committee.

A simple majority of the ballots cast is required for election. Election results shall be forwarded to the LAB SIG Chair and AACP by the Chair of the Nominations Committee. The LAB SIG Chair shall communicate to each candidate the results of the election.

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

If a candidate advanced by the Nominations Committee withdraws from or is otherwise unable to complete the election cycle, the remaining candidate shall assume the office.

5. MEETINGS

5.1. Annual Meeting

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

5.2. Quorum

A quorum shall consist of the members present.

5.3. Order of Business

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

- Call to Order
- Approval of Minutes
- Reports of Standing Committees
- Reports of *ad hoc* Committees
- Unfinished Business
- New Business
- Closing Remarks
- Installation of Officers
- Adjournment

6. FINANCES

6.1. Policies and Procedures

6.1.1. The Chair shall request, review, and approve all expenditures of funds allotted to the LAB SIG by the Association.

6.1.2. Presentation of a statement and / or receipts will be required for reimbursement of expenses to conduct LAB 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

Resolutions emanating from the LAB SIG Resolutions Committee must be circulated among SIG members and approved by a majority vote at the LAB SIG business meeting before presentation to the Bylaws and Policy Development Committee, the Board of Directors, or the House of Delegates.

8. AMENDMENTS

The LAB SIG Standing Rules may be amended or changed by presenting the proposed amendment or change, in writing, at the beginning of the annual LAB 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.

Adopted: July 10th, 2006

Amended: July 11th, 2011

Mission Statement

The mission of the Laboratory Instructors SIG is to improve laboratory course content by providing direction for laboratory courses in the professional pharmacy curricula.