

AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY

Pharmacogenomics Special Interest Group

Standing Rules

1. INTRODUCTION

The name of this organization shall be the Pharmacogenomics Special Interest Group (Pharmacogenomics SIG) of the American Association of Colleges of Pharmacy.

1.1 Mission

The mission of the Pharmacogenomics Special Interest Group is to provide an interdisciplinary academic forum within AACP for the exchange of ideas and resources pertinent to the effective teaching of pharmacogenomics and pharmacogenetics in the professional curriculum of colleges/schools of pharmacy. The Pharmacogenomics SIG shall work to facilitate the implementation of pharmacogenomic sciences and technologies in the member institutions of the American Association of Colleges of Pharmacy.

1.2 Goal and Objectives

The objectives of the Pharmacogenomics Special Interest Group, American Association of Colleges of Pharmacy are to:

1.2.1 Advance education in the growing fields of pharmacogenetics and pharmacogenomics in member institutions of the American Association of Colleges of Pharmacy.

1.2.2 Provide a forum for dialogue and cooperative effort among faculty engaged in, or interested in, (1) implementing and integrating pharmacogenomics into professional curricula (2) teaching pharmacogenomics in colleges of pharmacy and (3) conducting basic and clinical research in pharmacogenomics.

1.2.3 Develop and maintain a network of academy members who are interested in designing online educational resources, courses and programs based on best practices in student-centered learning.

1.2.4 Promote the inclusion of pharmacogenomics in the basic sciences and clinical sciences within pharmacy education so as to increase students' ability and readiness to utilize these technologies in practice and to effectively employ them when providing patient care.

1.2.5 To make recommendations to the Board of Directors, Academic Sections and House of Delegates in matters affecting the teaching of pharmacogenomics and in establishing competencies for practicing pharmacists

2.0 MEMBERSHIP

2.1 Eligibility

The membership of the Pharmacogenomics SIG shall be composed of individual members of the Association who designate it on the membership form. Only active members of the SIG as described in paragraph 2.2 have the right to vote on matters brought before the SIG (e.g., resolutions, acceptance of reports, and elections), or to hold elective office. Any member of the Association may attend SIG 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 of SIG members will be maintained at AACP headquarters.

3.0 ORGANIZATION

3.1 Governing Body

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

3.2 Officers

The officers of this SIG shall be a Chair, a Chair-elect, and an Immediate Past Chair. The term of office shall be one year.

3.3 Duties and Responsibilities of the Officers

3.3.1 Chair

The Chair shall have overall responsibility for conducting the affairs of the SIG between annual meetings. The Chair shall preside at all business sessions of the SIG and shall appoint a member to take minutes. The Chair shall open the SIG's annual meeting with a brief report of the major activities and accomplishments of the SIG during the Chair's term, and may include recommendations for the improvement of the SIG.

The Chair shall oversee the activities of all committees and appoint the membership of all standing committees in August of each year unless otherwise provided for in these Standing Rules of Procedure. In the case of death, resignation, or incapacity of any officer or committee member, the Chair may fill the vacancy by appointment, but no such appointment shall extend beyond the next regularly scheduled SIG election or committee assignment period.

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

The Chair is not eligible for reelection to serve successive terms and upon completion of her/his term of office, the Chair shall assume the office of Immediate Past Chair.

3.3.2. 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 SIG 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 SIG, and shall preside at the program sessions or appoint a designee to preside. At the conclusion of each annual session of the SIG, the Chair-elect shall assume the duties and responsibilities of Chair until the conclusion of the annual session the following year.

3.3.3 Immediate Past Chair

The Immediate Past Chair shall serve as an information resource and advisor to the SIG Chair. The Immediate Past Chair shall serve as Chair of the Nominations Committee for the SIG.

3.4 Committees

The following standing committees are to be established from the SIG membership.

No member of the SIG shall serve as Chair of more than one standing committee concurrently. Unless otherwise noted, the term of office for committee membership shall be one year.

3.4.1 Program Committee

The Chair-elect of the SIG shall be the Chair of the Program Committee. The Chair, in consultation with the Chair-elect, shall appoint one member each year to serve on this committee. The charge to the Program Committee is to plan and execute SIG Special Session programming in conjunction with the AACP Annual Meeting.

3.4.2 Resolutions Committee

The Chair of the SIG shall appoint from the SIG two 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 SIG during the annual meeting.

3.4.3 Nominating Committee

The Immediate Past Chair of the SIG shall be the Chair of the Nominating Committee. One additional active member of the SIG shall be appointed to the Committee by the Chair. The Committee will prepare and present a slate of two nominees at the annual meeting of the SIG.

3.4.4 Awards Committee

The Chair shall appoint an Awards Committee consisting of two members, one to serve as chair to prepare and submit nominations for the annual awards of the Association.

3.4.5 Ad Hoc Committees

Special committees may be appointed from time to time upon recommendation of the Chair, or by the standing committees, or upon motion from the floor. The SIG Chair will appoint the chair and members of any ad hoc committee.

4.0 ELECTIONS

4.1 Eligibility for a SIG Office

To be eligible for a SIG office, one must be an active member of the Association and a member of the SIG 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 SIG officer may simultaneously hold elected office in AACCP, its Sections or its Councils. If a SIG officer is appointed to such an office, the vacancy will be filled by the SIG Chair in accordance with these Standing Rules.

4.2 Nomination of Officers and Terms of Office

4.2.1 The Nominating Committee report shall be presented to the SIG 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 SIG. From time to time, circumstances may dictate that a candidate run unopposed for an office; the Nominating Committee, in consultation with the SIG 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 SIG members at the time the nomination is made.

4.2.2 The terms of office for all SIG officers shall be for one year or until their successors have been duly elected and installed.

4.3 Election of Officers

Balloting will be conducted by e-mail in the spring of each year with instructions to reply to the chair of the Nominations Committee for tabulation of the election results. The ballot will include a biographical summary of each nominee for a position on the Governing Body of the SIG. The following regulations apply to mail ballots:

4.3.1 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.

4.3.2 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.

4.3.3 To be counted, votes must be received within thirty (30) days from the email date.

4.3.4 Results will be disseminated to all SIG members prior to the next annual meeting.

5.0 MEETINGS

5.1 Regular Meetings

The annual meeting of the SIG shall be held as part of the program of 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 AACCP Executive Vice President.

5.2 Quorum

A quorum shall consist of 10% of the current voting membership of the SIG. It shall be the duty of the Chair to determine if a quorum has been attained in order to conduct official SIG business.

5.3 Order of Business

The Chair shall run the SIG business meeting according to the following agenda: (1) Call to Order, (2) Remarks and Recommendations of the Chair, (3) Reports of Standing Committees, (4) Reports of Ad Hoc Committees, (5) Unfinished Business, (6) New Business (7) Closing Remarks, (8) Installation of New Officers, (9) Adjournment.

6.0 Voting

All AACCP active members who hold membership in the SIG shall have the right to vote.

7.0 BUDGET AND FINANCE

7.1 Financial Policy

The Chair shall request, review, and approve all expenditures of funds allotted to the SIG by the Association. Presentation of a statement and/or receipts will be required for reimbursement of expenses to conduct SIG business. The SIG may receive donations or contributions, and may expend or invest the same in the interests of the SIG at the discretion of the Governing Body. The solicitation of donations or contributions by the SIG can only be made after a written request is approved by the Executive Vice President of the Association. Funds will be deposited with the Association. The receipt and expenditure of such funds must be accounted for by the Chair and the Executive Vice President at the close of each business year.

8.0 RESOLUTIONS

Resolutions coming from the SIG Resolutions Committee must be circulated among SIG members, approved by a majority vote at the SIG business meeting, and signed by five SIG members before presentation to the Bylaws and Policy Development Committee, the Association's Board of Directors, or the House of Delegates. All resolutions must be submitted to the Bylaws and Policy Development Committee no later than 5:00 p.m. on the day preceding the open hearing of the Bylaws and Policy Development Committee associated with the Annual Meeting.

9.0 GENERAL RULES

9.1 Amendments of Rules for the SIG

The SIG Standing Rules may be amended by the transmittal of the proposed amendment or change, in writing or via e-mail, to the Chair of the SIG. The proposed amendment will be transmitted to SIG members via e-mail for discussion and comment. The proposed amendment will be voted upon via e-mail by all members of the SIG. An affirmative vote of two-thirds of all members voting is required to effect an amendment to these Standing Rules. The Standing Rules of Procedure of the SIG 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 SIG will specify these changes during the next regular business meeting of the SIG.

13 Aug 2009