

**AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY
WOMEN FACULTY SPECIAL INTEREST GROUP**

STANDING RULES

1.0 INTRODUCTION

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

1.1 Mission

The mission of the Women Faculty SIG is to identify issues of importance to women faculty and assist the American Association of Colleges of Pharmacy in responding to them.

1.2 Objectives

The objectives of the Women Faculty SIG are as follows:

- A. Support the recruitment, retention and advancement of women in academic careers;
- B. Cultivate leadership of women faculty within the Association and affiliate institutions;
- C. Facilitate networking among women faculty;
- D. Identify and bring to the Association's attention issues of importance to, and from the perspective of, women faculty.

2.0 MEMBERSHIP

2.1 Eligibility

Any member of the American Association of Colleges of Pharmacy may elect membership in the Women Faculty SIG by so indicating on her/his membership profile, or otherwise requesting member status to an officer of AACP or the SIG. Only active members of the Women Faculty SIG have the right to vote and hold elective office.

2.2 Database

A database of SIG members is maintained at AACP Headquarters.

3.0 ORGANIZATION

3.1 Governing Body

The officers of the SIG shall constitute the Governing Body.

3.2 Officers and Terms of Office

The officers of the Women Faculty SIG shall be the Chair, Chair-Elect, Immediate Past Chair, and Secretary. All shall serve a one-year term in each office except for the Secretary who shall serve a two-year term. The Secretary shall be elected in odd-numbered years.

3.3 Duties of the Officers

A. Chair

The Chair of the SIG shall set the agenda for and preside at all scheduled meetings of the SIG and oversee the activities of all committees. The Chair shall appoint committee chairs in July of each year unless otherwise provided for in these Standing Rules. The Chair shall appoint committee members in August of each year after consultation with the committee chairs. 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 request, review, and approve all expenditures from Association funds allotted to the SIG in accordance with the fiscal policies developed by the Association and its Finance Committee. The Chair is not eligible to serve successive terms. Upon completion of her/his term of office, the Chair shall assume the office of Immediate Past Chair.

B. Chair-Elect

The Chair-Elect shall assume the duties of the Chair in the event of death, resignation or incapacity of the Chair. The Chair-Elect shall serve as Chair of the Program Committee, and as a member of the Nominations Committee. The Chair-Elect is not eligible to serve successive terms. Upon completion of his/her term of office, the Chair-Elect shall assume the office of Chair.

C. 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 an advocate for the SIG, and identify ways to facilitate successful accomplishments of the SIG agenda. The Immediate Past Chair shall serve as Chair of the Nominations Committee.

D. 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 Networking 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.

3.4 Committees

The following standing committees are to be appointed from the SIG membership by the SIG Chair. Unless otherwise noted, the term of office for committee membership shall be one year.

A. Program Committee

The Chair-Elect shall serve as chair of the Program Committee. Two additional members will be initially appointed by the SIG Chair. One member shall serve two years, and one member shall serve three years. In each subsequent year, one new committee member, who shall serve a three year term, will be appointed by the SIG Chair. **The charge to the Program Committee is to plan and execute SIG Special Session programming in conjunction with the AACP Annual Meeting.**

B. Nominations Committee

The Immediate Past Chair shall serve as chair of the Nominations Committee. The Chair-Elect shall be appointed to the Nominations Committee and one additional committee member will be appointed by the SIG Chair. **The charge to the Nominations Committee is to draft a slate of two nominees annually for the office of Chair-Elect and two nominees every other year in odd-numbered years for Secretary, and gather appropriate biographical information on each candidate. This information shall be disseminated to SIG members prior to the AACP Annual Meeting.**

C. Networking Committee

The Secretary shall serve as the chair of the Networking Committee. The SIG Chair will appoint two additional members to the Committee to serve staggering two-year terms. **The charge to the Networking Committee is to 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 Networking Committee will maintain and advertise to SIG members the availability of information and other resources of interest and value to the membership.**

D. Resolutions Committee

The SIG Chair will appoint the chair and two additional members of the Resolutions Committee. **The charge to the Resolutions Committee is to develop, study and/or present resolutions for consideration by the SIG membership. Resolutions can come from AACP reports, individual SIG members or groups of members, or the Resolutions Committee itself.**

E. Ad Hoc Committees

Ad hoc committees may be formed for special purposes upon recommendation of the Chair, any standing committee, 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

Any active SIG member is eligible to run for office. If a duly elected SIG officer should, during or prior to her/his term of office, terminate membership in the Association, the SIG Chair will have the option of inviting the officer to serve out the term of office or requesting a resignation.

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 Election of Officers

A. Nominations

Prior to the AACCP Annual Meeting, the chair of the Nominations Committee shall submit to the SIG Chair the names of two candidates for Chair-Elect. In odd numbered years, the chair of the Nominations Committee shall submit to the SIG Chair the names of two candidates for Secretary. A biographical sketch of each candidate will be transmitted via electronic means to the SIG membership.

B. Balloting

Balloting will be conducted via electronic means in the spring of each year with 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. In the case of a three-party election, a plurality is required. The election results will be forwarded to the SIG Chair and to AACCP. The SIG Chair shall communicate with the candidates regarding the outcome of the election. New officers will be duly installed by the outgoing Chair 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 be declared the winner.

5.0 MEETINGS

5.1 Annual Meeting

The Women Faculty SIG will conduct official business at an annual meeting held in conjunction with the Annual Meeting of the American Association of Colleges

of Pharmacy. 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.

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 the 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 FINANCE

6.1 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.

7.0 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.

8.0 AMENDMENTS

The SIG Standing Rules may be amended by the transmittal of the proposed amendment or change, in writing or via electronic means, to the Chair of the SIG. The proposed amendment will be transmitted to SIG members via electronic means for discussion and comment. The proposed amendment will be voted upon via electronic means 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.