



Bylaws
for the
American Association of Colleges of Pharmacy, Inc.

Approved by AACCP House of Delegates
July 2017

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Bylaws

American Association of Colleges of Pharmacy, Inc.

ARTICLE I. Name and IRS Status

The name of the Association is the American Association of Colleges of Pharmacy (AACP), hereafter referred to as the Association.

The Association is organized and is to be operated exclusively for charitable and educational purposes within the meaning of Sections 501(c)(3) and 170(c)(2)(B) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law) (the "Code").

ARTICLE II. Vision and Mission

A. Vision

Academic pharmacy will transform the future of healthcare to create a world of healthy people.

B. Mission

The mission of AACP is to lead and partner with our members in advancing pharmacy education, research, scholarship, practice and service to improve societal health.

The purposes and objectives of the Association, are as follows:

1. To promote the advancement of pharmacy education, research, and service in all institutions that offer accredited programs for the education of pharmacists.
2. To stimulate the production, exchange, and dissemination of ideas and information among pharmacy educators, educators of other health professions, and educators in the community of higher education.
3. To study and investigate the educational aspects concerned with providing and maintaining optimal drug usage by the public.
4. To communicate with the public, the pharmacy profession, other health professions, and the community of higher education to improve their understanding of the importance of proper drug utilization in relation to the general health and well-being of individuals and society.
5. To establish and maintain liaison with other health professions, governmental and other appropriate agencies, and members of the pharmacy industry and their associations that may further the development, support, and improvement of pharmacy education, research and service.
6. To assume its advisory role for the development of policies and standards used for the accreditation of programs of pharmacy education.
7. To advise and provide consultants and consultant services regarding pharmacy education programs.

ARTICLE III.
Members

SECTION 3.1 Institutional Members.

Institutional Members shall be either Regular or Associate. There shall also be Organizational and Corporate Members.

A. Regular. Regular institutional membership shall be restricted to colleges or schools of pharmacy whose professional degree programs have been granted full or candidate accredited status by the Accreditation Council for Pharmacy Education (ACPE). If a regular institutional member's accreditation changes, that institution's membership will automatically revert to the level for which they are then eligible. Regular institutional members are entitled to be represented by two voting delegates in the House of Delegates, one serving as an administrative delegate and one as a faculty delegate. Regular membership requires the approval of the House of Delegates.

B. Associate. Associate institutional membership shall be restricted to colleges and schools of pharmacy that have been granted precandidate status by the Accreditation Council for Pharmacy Education (ACPE). Associate institutional members may appoint one non-voting delegate to the House of Delegates. Associate membership requires the approval of the House of Delegates.

C. Organizational Membership. Organizational membership shall be available to non-U.S. based colleges and schools of pharmacy, pharmacy associations, associations of other health disciplines, as well as relevant government agencies and not-for-profit organizations.

D. Corporate Membership. Corporate membership shall be available to for-profit companies interested in advancing pharmacy education and research.

SECTION 3.2 Individual Members.

Individual Members shall be of four types: Active Members, Affiliate Members, Student, Resident, Fellow Members, and Emeritus Members.

A. Active. Active individual membership shall be restricted to administrators, faculty, staff, and librarians of regular and associate institutional members and to professional staff of the Association and the Accreditation Council for Pharmacy Education. Active individual members shall have the right to serve as delegates to the House of Delegates in accordance with their institution's membership status and the right to hold elective office. Active individual members shall elect the Association's officers as provided in Article XI. Active individual members shall also have the right to vote to elect officers of their respective Councils and Academic Sections and to vote on any matter submitted to them for a vote by the House of Delegates pursuant to Article IX of these Bylaws.

B. Affiliate. Affiliate individual membership shall be available to administrators, faculty, staff, and librarians of colleges and schools of pharmacy which have not been granted precandidate status by ACPE, employees of organizational members and corporate members, and others not otherwise eligible for membership in another category. Affiliate individual members shall have the right to participate in the meetings of the appropriate Councils and Academic Sections of the Association, but they shall not have the right to serve as delegates or the right to vote or hold elective office.

C. Student, Resident, and Fellow. Student, resident, and fellow individual membership shall be available to any professional or graduate degree student enrolled at a regular or associate member institution, as well as residents and post-doctoral or clinical fellows. Student, resident, and fellow individual members shall have the right to participate in the meetings of the Association and become individual members of the Council of Faculties and appropriate Academic Sections of the Association, but they shall not have the right to serve as delegates to the House of Delegates or the right to vote or hold elective office.

D. Emeritus. Emeritus individual membership shall be granted for life to any former active individual member who has retired from full time employment and who has paid membership dues for at least five years prior to retirement. Emeritus individual members shall have the right to participate in the meetings of the Association and

become emeritus individual members of appropriate Councils and Academic Sections of the Association, but they shall not have the right to serve as delegates to the House of Delegates or the right to vote or hold elective office.

SECTION 3.3 Suspension And Expulsion of Members.

A. Institutional Membership. Any institutional member of the Association may have charges brought (i) for failure to comply in a satisfactory manner with the Articles of Incorporation and the Bylaws of this Association or (ii) for conduct which reflects adversely in a material way upon the Association's reputation.

With respect to institutional members, such charges must be made in writing and filed with the Executive Vice President at least thirty (30) days prior to any annual or special meeting of the House of Delegates. Immediately after the filing of charges, the Executive Vice President shall furnish the institutional member against whom the charges are made, and each member of the House of Delegates, a copy of the charges. The member against whom the charges have been proffered shall be given a hearing before the House of Delegates at the first annual or special meeting to occur at least thirty (30) days after the filing of the charges. After the hearing, an institutional member can be suspended or expelled by a majority vote of the House of Delegates.

B. Individual Members.

Failure to pay dues in a timely manner will result in a revocation of individual membership.

SECTION 3.4 Questions Concerning Eligibility For Membership.

Any question concerning eligibility for institutional membership or any questions concerning a change in membership or revocation, suspension, or reinstatement of membership may be brought before the House of Delegates by any delegate or by the Board of Directors and shall be resolved by a majority vote of the House.

SECTION 3.5 Right of Withdrawal.

Any institutional member may withdraw from membership in the Association, after the payment of all dues owed the Association, by giving written notification to the Executive Vice President of the Association.

ARTICLE IV. Annual Dues

SECTION 4.1 Institutional Members.

A. Regular and Associate. The dues for regular and associate institutional members of the Association shall be determined by the House of Delegates and shall include a subscription to the American Journal of Pharmaceutical Education.

B. Organizational and Corporate. The dues for organizational members and corporate members shall be determined by the Board of Directors and shall include a subscription to the American Journal of Pharmaceutical Education.

SECTION 4.2 Individual Memberships.

The dues for each individual membership category as established in Article III, Section 2, shall be determined by the House of Delegates.

ARTICLE V. Organization

The Association shall be organized into three Councils: the Council of Deans, the Council of Faculties, and the Council of Sections. These Councils shall offer the means by which members of comparable duties and responsibilities may examine both matters of general interest and matters of specific interest to that Council. An individual member may join either the Council of Deans or the Council of Faculties as defined in these Bylaws. The Council of Sections, which is established to coordinate Section activities, is composed of elected Section leadership as stated in these Bylaws.

SECTION 5.1 Council of Deans.

The Council of Deans shall be composed of individual active, affiliate, and emeritus members who are deans or administrative heads (or their designee) of regular or associate institutional members, who are associate or assistant deans of regular or associate-institutional members who select membership in the Council of Deans, who are professional staff members of the Association or the ACPE, or who have achieved emeritus status in such positions. Among the interests of this Council are the educational policies, the internal administration of colleges and schools, and relationships to other elements of the community of higher education and to society at large. The Council of Deans shall organize by adopting standing rules of procedure and by electing officers and representatives. The Administrative Board of the Council shall consist of the Chair, the Chair-elect, and the Immediate Past Chair of the Council of Deans; the Secretary; and the At-large Representative to the Council's Administrative Board.

SECTION 5.2 Council of Faculties.

The Council of Faculties shall be composed of all individual members not eligible for or not holding membership in the Council of Deans. Among the interests of the Council are interdisciplinary matters of curriculum, course contents, education methods, faculty/administration relations, and national issues of general interest to pharmacy faculties. Associate and assistant deans may select membership in either the Council of Deans or Council of Faculties. The Council of Faculties shall organize by adopting standing rules of procedure and by electing officers and representatives. The Administrative Board of the Council of Faculties shall consist of the Chair, the Chair-elect, and the Immediate Past Chair of the Council of Faculties and the Council Secretary.

SECTION 5.3 Council of Sections.

The Council of Sections shall be composed of the Chairs, Chairs-elect and Immediate Past Chairs of each Section and shall work to coordinate the activities of the Academic Sections. The officers of the Council shall be a Chair, Chair-elect, Immediate Past Chair and Secretary. The Council of Sections shall organize by adopting standing rules of procedure and by electing officers.

SECTION 5.4 Sections.

To establish a Section, interested active members shall submit by September 1 a proposal to the Board of Directors with a statement of mission for the Section. The establishment and dissolution of Sections is approved by the Board of Directors based on the needs of faculty, administrators, and professional staff members that support the mission of academic pharmacy. The Board of Directors will develop criteria for forming and dissolving Sections. Each Section shall be composed of individual active, affiliate, student, and emeritus members. Members may join up to two sections. Each Section shall elect a Chair-elect and other officers from the active individual members of that Section.

SECTION 5.5 Special Interest Groups.

To establish a Special Interest Group (SIG), interested active members shall submit by September 1 a proposal to the Board of Directors with a statement of mission for the SIG. Special Interest Groups are approved by the Board of Directors based on members' common interests related to their staff and/or academic responsibilities in a particular area of pharmacy education and on criteria developed by the Board. The Board of Directors will develop criteria for forming and dissolving SIGs. Special Interest Groups shall be composed of individual active, affiliate, student, and emeritus members. Members may select up to two primary SIGs and an unlimited number of secondary/informational SIGs. Each SIG shall elect a Chair-elect and other officers from the active individual members of that SIG. Each SIG must have a statement that establishes the purpose of the SIG and clearly differentiates the group from existing Sections and other SIGs.

A SIG may apply for Section status to the Board of Directors.

SECTION 5.6 Financing of Councils, Sections, and Special Interest Groups.

Each council, section and SIG shall organize itself, but may not assess or collect dues from its members. Guidelines for annual budgets and disbursements for Councils, Sections, and Special Interest Groups shall be adopted by the Board of Directors and administered by the Executive Vice President.

**ARTICLE VI.
House of Delegates**

SECTION 6.1 Composition of Regular and Associate Institutional Delegates.

By October 1 each year the Secretary of the House of Delegates (House) shall send each institutional member a notice requesting the reporting of the appointed delegates as specified in the House Rules of Procedure. Each regular institutional member is entitled to two voting delegates and two alternates appointed to the House. In a single, term a person may serve as a delegate for only one constituency.

A. Administrative Delegate: One delegate and one alternate delegate selected by the administrative staff of the regular institutional member from active individual members of the Association who are deans, associate deans, assistant deans, or administrative heads of the institutional member.

B. Faculty Delegate: One delegate and one alternate delegate elected by the faculty of the regular institutional member from active individual members of the Association who are members of the faculty of the institutional member and who are not eligible for membership in the Council of Deans.

C. Associate Member Delegate: Each associate institutional member is entitled to one non-voting delegate to the House of Delegates. The delegate shall be appointed by the dean.

SECTION 6.2 Speaker of the House of Delegates.

The presiding officer of the House of Delegates shall be the Speaker whose term of office will be two years following one year as Speaker-elect. The Speaker-elect will be elected on even numbered years by the delegates present and voting in the final session of the House. The Speaker will serve as a member of the Board of Directors and Executive Committee. In the event the Speaker is unable to fulfill the duties of the office the Speaker-elect will serve as Speaker for the conduct of the business of the House. In the event the Speaker-elect is unable to serve, the Immediate past Speaker will fulfill the duties of the Speaker. The Speaker may vote in the House only in the case of a tie vote.

SECTION 6.3 Secretary of the House of Delegates.

The Executive Vice President shall serve as Secretary of the House without vote.

SECTION 6.4 Rules of Procedure.

The House shall adopt its own standing rules of procedure.

SECTION 6.5 Duties of the House of Delegates. The duties of the House shall be:

1. to determine the educational policies of the Association,
2. to ratify, reject, or refer back to the Board of Directors any Association policies established by the Board of Directors between meetings of the House,
3. to approve the Association's strategic plan as developed by the Board of Directors,
4. to approve institutional memberships,
5. to review programs established by the Board of Directors,
6. to set the annual dues for the members of the Association as described in Article IV, and
7. to adopt and amend the Bylaws of this Association.

SECTION 6.6 Voting Under Virginia Nonstock Corporation Act.

All votes required to be cast by "voting members" as defined by the Virginia Nonstock Corporation Act shall be cast by the members of the House.

SECTION 6.7 Meetings of the House of Delegates.

The Association shall hold one regular annual meeting of the House of Delegates at a time and place to be determined by the Board of Directors. When the need arises, the Board of Directors shall have the authority to convene special meetings of the House. A special meeting of the House shall be called upon the written application of a majority of the delegates. The time and place of special meetings of the House shall be determined by the Board of Directors. Notice of the time, place and agenda of all meetings of the House must be given to the membership at least 30 days in advance of the meeting date.

During each annual meeting of the Association, there shall be at least one general session open to all individual members and visitors. Such sessions shall be presided over by the Speaker of the House of Delegates. The general session shall constitute the annual meeting of the members.

SECTION 6.8 Quorum.

Fifty (50) percent of the delegates of record eligible to participate in the meeting of the House as stipulated in the House of Delegates Rules of Procedure shall constitute a quorum for the transaction of business at any meeting of the House. No business shall be conducted by the House in the absence of a quorum. In any action taken by the House which requires a simple majority or a two-thirds majority, the controlling vote shall be determined from the total number of delegates present and voting.

In any action taken by the total members on a mail ballot which requires a simple majority or a two-thirds majority, the controlling vote shall be determined from the total number of ballots with a vote for or against the issue returned by the eligible members of this Association by the return date printed upon the ballots.

**ARTICLE VII.
Officers**

The officers of this Association shall be a President, an Immediate Past President, a President-elect, a Treasurer, a Speaker of the House and an Executive Vice President/Secretary (Executive Vice President).

SECTION 7.1 President, President-elect, Immediate Past President, Speaker of the House and Treasurer.

The President-elect shall be elected each year by a vote of the active individual membership of this Association as hereinafter provided. The nominees for the position of President-elect shall be selected in even-numbered years from among active members of the Association who hold the title of dean, associate dean, assistant dean, or equivalent administrative titles. In odd-numbered years, nominees for the position of President-elect shall be selected from among active members of the Association not holding dean, associate dean, assistant dean, or equivalent administrative titles. Upon the death, incapacity or departure from academic pharmacy of the:

A. President. The President-elect shall automatically succeed to the office of President of this Association and serve the remainder of the term plus one full term. At the conclusion of the President's term of office, normally one year, and when a successor has been properly installed, the President shall automatically succeed to the office of Immediate Past President.

B. President-elect. The office will remain vacant until the next regularly scheduled election and the President will serve his/her remaining term plus one full term.

C. Immediate Past President. The most recent and eligible Past President will be asked to serve as Immediate Past President until a new President is installed.

D. Treasurer. A Treasurer shall be elected by the membership for a three-year term and shall chair the Finance Committee. The Treasurer may stand for re-election for a second three-year term. Upon the death, incapacity or departure from academic pharmacy of the treasurer, the Immediate Past President will serve as Chair of the Finance Committee until the next nomination and election cycle when a new treasurer can be elected by the membership.

E. Speaker of the House. The election of the Speaker is described in Article VI Section 2.

SECTION 7.2 Executive Vice President.

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The Executive Vice President shall be appointed by the Board of Directors for a term of not more than five years to serve as a full-time chief executive officer of the Association with suitable compensation as determined by the Board of Directors. Upon approval of the Board, the Executive Vice President may be reappointed.

Upon termination, resignation, death or incapacity of the Executive Vice President, the Board of Directors shall appoint an individual to assume the duties of the Executive Vice President on an interim basis until such time as the Board of Directors appoints a new Executive Vice President. The Executive Vice President shall also serve as the Association's Secretary during the term of appointment

SECTION 7.3 Officers of the Councils.

Each Council created by Article V of these Bylaws shall be organized by electing a Chair-elect and such other officers as may be deemed necessary. Once a Council 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. Upon the death, incapacity or departure from academic pharmacy of the:

A. Chair. The Chair-elect shall automatically succeed to the office of Chair of the Council and serve the remainder of the term plus one full term. At the conclusion of the Chair's term of office, normally one year, and when a successor has been properly installed, the Chair shall automatically succeed to the office of Immediate Past Chair.

B. Chair-elect. The office will remain vacant until the next regularly scheduled election and the Chair will serve his/her remaining term plus one full term.

C. Immediate Past Chair. The most recent and eligible Past Chair will be asked to serve as Immediate Past Chair until a new Chair is installed.

**ARTICLE VIII.
Duties and Evaluation of the
Executive Vice President**

SECTION 8.1 Duties.

The Executive Vice President is the chief administrative officer of the Association and implements all policy decisions of the House of Delegates and the Board of Directors. Duties of the EVP include to hire and supervise Association staff, to coordinate all governance activities, to represent the Association to advance its mission and goals, to prepare for consideration by the Finance Committee and Board the annual budget of the Association and receive and disburse all funds in accord with the adopted budget and direction of the Board, to serve as Secretary of the House of Delegates and the Board of Directors and report annually to the House and members on the activities of the Association and its finances.

SECTION 8.2 Performance Evaluation of the Executive Vice President.

The President-elect shall appoint an Executive Vice President Performance Evaluation Committee at maximum intervals of five years and designate its Chair. The Committee shall consist of no fewer than four members of the current Board. The Chair of the Committee shall submit a report of findings to the Board of Directors.

**ARTICLE IX.
Board of Directors**

SECTION 9.1 Membership.

The number of directors of the Association shall be fifteen (15). The members of the Board of Directors (Board) shall be the President, who shall be Chair; the President-elect, who shall serve as Chair in the absence of the President; the Immediate Past President; the Treasurer, the Speaker of the House of Delegates, the Chairs, Immediate Past Chairs, and Chairs-elect of the Council of Deans, the Council of Faculties and the Council of Sections; and the Executive Vice President, who shall be Secretary of the Board.

SECTION 9.2 Duties.

All corporate powers shall be exercised under the authority of the Board. The duties of the Board shall be:

1. To develop the Association's strategic plan,
2. To implement the policies established by the House of Delegates (House),
3. To establish programs consistent with the strategic plan approved by the House,
4. To appoint or otherwise contract with advisors,
5. To carry on the operation of the Association, including the establishment of Association policies, between meetings of the House,
6. To develop criteria for and subsequently approve the forming of Academic Sections,
7. To review problems and identify actions which require the attention of the House,
8. To appoint the Executive Vice President of the Association for a specified term,
9. To appoint the Editor of the American Journal of Pharmaceutical Education,
10. To appoint individuals, representatives or delegates at the request of other organizations desiring representation from the Association, and
11. To approve the annual budget and review staff organization and administrative policies.

The Board shall also provide for the dissemination of information to the members of the Association including submitting for the review by the House, an annual report of all programs initiated by the Board since the last meeting of the House.

**ARTICLE X.
Appointees to the Accreditation Council for Pharmacy Education**

The Board of Directors shall appoint three individuals to serve on the Accreditation Council for Pharmacy Education (ACPE), each to serve for a term of six years. These appointments shall be made on the termination of office of the incumbents, one every two years. Only persons who are actively engaged in pharmacy education at a pharmacy program accredited by ACPE shall be eligible for appointment to the Council. In case of a vacancy due to death, resignation, or other cause, the appointment shall be made for the length of the unexpired term of the individual whose position is vacated.

**ARTICLE XI.
Nominations and Elections**

The Nominating Committee for AACP Officers shall nominate the President-elect as described in Article VII, Section 1. In the year prior to the end of the term of the Treasurer, the Nominating Committee for AACP Officers shall nominate two candidates for the office of Treasurer to be presented to the membership on the same ballot used for the election of the President-elect.

Two candidates for Speaker-elect will be nominated on even numbered years by the Nominating Committee for AACP Officers. Nominations from the floor will be accepted.

Councils and Sections shall also appoint nominating committees as required by their respective standing rules of procedure. All Association nominating committees shall advance two candidates for each office. Nominations may be received from the floor with supportive biographical materials.

With the exception of officers in the Council of Sections, no member of the Association may hold more than one office concurrently.

Elections may be conducted via electronic and/or printed ballots. The Executive Vice President shall distribute the names of the candidates for all offices to all active individual members of the Association. The names of the candidates must be accompanied by biographical data and a request that the member indicate on a print or electronic ballot, included for that purpose, the choice of candidates for the offices to be filled and return by the same mechanism within 30 days of the date indicated on the ballot.

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 between three or more parties, the election shall continue until a candidate receives a majority of votes. If the election results in a tie, the President of the Association in office at that time shall cast a vote to break the tie. The names of the successful candidates shall be disseminated in Association communications vehicles.

In the event an elected individual withdraws prior to or is otherwise ineligible for installation into office, a new election shall be held within 45 days.

ARTICLE XII. Association Committees

Committee members shall be appointed for a term of one year by the President. Committee members shall be active individual or student individual members of the Association and may be reappointed. When appropriate, the President may also appoint other individuals with special expertise to fulfill committees' assigned agendas. The Chair of each committee shall be designated by the President. Both standing and special committees shall report to the House of Delegates at the annual meeting.

SECTION 12.1 Standing Committees.

A. Program Committee. The Program Committee may consist of five members, including one member selected from each of the Councils. It shall be the duty of the Program Committee to plan the program for each Annual Meeting.

B. Bylaws and Policy Development Committee. The Bylaws and Policy Development Committee may consist of seven members, at least two from each of the Councils of the Association, and the Speaker of the House of Delegates. Members from the Councils will usually serve for two years with appointments staggered so that only one new member from each Council is appointed in any year. The charge of the Committee will be to ensure that resolutions, position papers and similar proposals to the House of Delegates which seek to establish Association policy or action are made appropriate to and ready for consideration by the House.

C. Finance, Investment and Audit Committees. The Finance Committee may consist of six members and shall be comprised of the Treasurer, the presidential officers, and two active members of the Association. It shall be the duty of the Committee to advise the Executive Vice President in creating the annual budget of the Association for approval of the Board of Directors and establishing guidelines for the budgeting process for each Council, Section and SIG.

The Investment Committee shall be comprised of the President, Treasurer, Immediate past chairs of the three Councils and one member at large from the Finance Committee. It shall be the duty of the Committee to advise the Board of Directors on the management of Association investment funds.

The Audit Committee is responsible for oversight of the annual audit process and selecting the independent auditor. It is comprised of six members each serving two-year terms with equal representation from the Council of Deans and Council of Faculties. No member may currently serve on the Board of Directors.

D. Academic Affairs Committee. The Academic Affairs Committee may consist of seven members. The Committee shall be concerned with the intellectual, social and personal aspects of pharmacy education. It is expected to identify practices, procedures, and guidelines which will aid faculties in developing students to their maximum potential.

E. Professional Affairs Committee. The Professional Affairs Committee may consist of seven members. It shall be the duty of the Professional Affairs Committee to study issues associated with professional practice as they relate to pharmacy education, and to establish and improve working relationships with all other organizations in the field of health affairs.

F. Research and Graduate Affairs Committee. The Research and Graduate Affairs Committee may consist of seven members that will be appointed in such a way as to represent the multiple research disciplines in pharmacy education. The duties of the Committee shall include assistance with the development of the Association's research, graduate education and scholarship agenda.

G. AACP Nominating Committee. The Nominating Committee for AACP Officers may consist of five members, including the Immediate Past President who shall be the Chair, and to include two from the Council of Deans and two from the Council of Faculties.

H. Strategic Engagement Committee. The Strategic Engagement Committee will be comprised of no fewer than five members who will advise the Board of Directors on the formation of positions on matters of public policy and on strategies to advance those positions to the public and private sectors on behalf of academic pharmacy.

I. Student Affairs Committee. The Student Affairs Committee may consist of seven members. The Committee shall be concerned with issues regarding admissions, recruitment and student affairs related policies and practices and will assist with the development of the Association's relevant research agenda.

SECTION 12.2 Special Committees.

Whenever important matters requiring review do not fall logically into the purview of any standing committee, the President may appoint a special committee (e.g., task force) for such specific purpose with the advice and consent of the Board of Directors. A special committee shall be assigned clear responsibility for a specific time period and dismissed when the special task has been completed.

SECTION 12.3 Committee Reports.

All committees shall present written reports to the House of Delegates. Reports must be submitted to the Executive Vice President at least 40 days prior to the next meeting of the House of Delegates and distributed to delegates at least two weeks before the next meeting.

ARTICLE XIII. Fiscal Year and Disbursement of Funds

The fiscal year of the Association shall be July 1 to June 30.

All disbursements of monies shall be made by the Executive Vice President. Audits of the financial accounts of the Association shall be made at the direction of the Board of Directors who shall receive and examine the reports of auditors. The annual disbursements shall not exceed the total amount of the budget or of its major parts except on approval of the Board of Directors.

ARTICLE XIV. American Journal of Pharmaceutical Education

The American Journal of Pharmaceutical Education shall be the official publication of the Association. All papers presented to the Association, to the House of Delegates, to any Council, or to any of the Academic Sections shall become the property of the Association with the understanding that they are not to be submitted to any other publication unless and until released by the Editor of the Journal who has the authority to determine whether or not they will be published in the Journal. The Journal shall have an Editorial Board, appointed by the Board of Directors, to help the Journal meet its responsibility to the Association and the needs of its membership. The Editorial Board shall consist of sufficient numbers to be representative of the academic disciplines, who will serve in an advisory capacity to the Editor and shall meet annually to review the publishing activity of the Journal.

**ARTICLE XV.
Points of Order**

On all points of order not covered by these Bylaws or by relevant House Rules of Procedure, the business of the Association shall be governed by the latest edition of Robert's Rules of Order.

**ARTICLE XVI.
Amendments**

These Bylaws may be altered, added to, or amended at the annual meeting of the House of Delegates provided (i) that such alteration, addition, or amendment shall be initiated by the Board of Directors or the Bylaws and Policy Development Committee, and shall be referred to the Committee on Bylaws and Policy Development for clarity of wording and consistence with other Sections of the Bylaws, and (ii) that such alteration, addition, or amendment shall be presented in writing and shall receive a two-thirds majority vote of the delegates of regular institutional members present and voting.