

# GREATER MILWAUKEE COLLEGE OF CLINICAL PHARMACY

A Chapter of the American College of Clinical Pharmacy

## *BYLAWS*

### ARTICLE I. NAME, PURPOSE AND GOALS

#### Section 1. Name

The name of this organization shall be the Greater Milwaukee College of Clinical Pharmacy, a chapter of the American College of Clinical Pharmacy (ACCP). (In the event the state of incorporation does not approve the above name, the alternate name shall be Greater Milwaukee Chapter of the American College of Clinical Pharmacy.)

#### Section 2. Purpose and Goals

The purpose of this organization shall be to:

- A. promote the rational use of drugs in society;
- B. advance the principles and practice of clinical pharmacy;
- C. promote the full-time, advanced practice of clinical pharmacy;
- D. provide an advanced level of continuing education programs in the area of clinical pharmacy and therapeutics;
- E. provide a forum for the expression of opinion on pharmacy practice, education, and research from the perspective of clinical pharmacists;
- F. support, promote, and advance the goals and objectives of the ACCP as outlined in its constitution and bylaws; and G. provide a local recruiting base for ACCP.

### ARTICLE II. MEMBERSHIP

#### Section 1. Members

Active members shall consist of individuals interested in the goals and objectives of the ACCP regardless of race, creed, gender, or national

origin. Both ACCP and non-ACCP members may be chapter members, and be equally involved in contributing to the chapter, with the exception that non-ACCP chapter members shall not hold office. To maintain ACCP chapter status, this chapter must have at least twenty (20) paid ACCP members. In the event the chapter does not maintain twenty (20) ACCP members for two (2) consecutive years, the affiliation with ACCP will terminate.

#### Section 2. Application

Application for membership shall be made on a standard form and forwarded to the chapter Treasurer with any appropriate dues.

### ARTICLE III. GOVERNANCE

#### Section 1. Voting Members

All active members (ACCP and non-ACCP members) shall have equal voting privileges.

#### Section 2. Officers

Only active members who are also ACCP members can be chapter officers. The officers shall consist of a President, President-Elect, Secretary, and Treasurer, who will serve as directors of the corporation. The term of office for President and President-Elect shall be one year. The Secretary and Treasurer shall be elected for a term of 2 years. The President, President-Elect, Secretary and Treasurer (the officers) will assume office on January 1.

A one-time 3-year term will be permitted for the Treasurer position for the 2019 calendar year in order to allow staggering of the election for the Secretary and Treasurer every other year.

The President shall appoint, as needed, additional directors of the corporation as may be required by law. The chapter may elect additional officers after an amendment to the chapter bylaws.

#### Section 3. Elections

Annual elections shall occur during the fourth quarter of each year. Not

less than sixty (60) days prior to the annual election, the Nominations Committee shall present via mail, email or at a regularly scheduled meeting of the active membership two (2) candidates for each elective office. In addition, other nominations from any active member may be made in writing to the Chairperson of the Nominations Committee, or from the floor at any regularly scheduled meeting of the active membership, not less than thirty (30) days prior to the annual election. Elections will take place by secret ballot at a regularly scheduled meeting of the active membership. Active members who cannot be in attendance may leave a written proxy vote with the President. Any proxy shall be executed in writing by the member or his/her duly authorized attorney in fact. No proxy shall be valid after thirty (30) days from the date of its execution. Ballots will be tallied by at least two (2) members of the Nominations Committee and certified accurate by the President. The candidate receiving the largest number of votes shall be declared the winner. The voting results shall be forwarded to the ACCP Director of Professional Development within thirty (30) days of the tally.

#### Section 4. Duties of Officers

*A. President* - The President shall be the chief elected officer. The President shall preside at all regular and special meetings. The President shall have the right to call special meetings of the active membership, upon at least twenty-one (21) days written or electronic notice to each member.

Within thirty (30) days of taking office, the President shall appoint all committee chairpersons and members and provide written charges to all standing and ad-hoc committees. The President may appoint additional committees throughout the year as needed. The President shall be the chair of the Nominations Committee, ex-officio member on all other committees, or may delegate this ex-officio responsibility to the President-Elect, Secretary or Treasurer.

*B. President-Elect*-The President-Elect will become familiar with the operations of the chapter and prepare for the future presidential term. The President-Elect may serve as an ex-officio member on some committees.

*C. Treasurer* - The Treasurer shall be custodian of the organization's

funds; shall supervise receipts and expenditures; shall render an annual statement to the membership on the financial condition of the organization; shall prepare and submit any reports required by law; and may be the ex-officio member of some committees.

*D. Secretary* - The Secretary shall record and maintain minutes of all meetings; shall have charge of all papers, archives, records and property; shall issue all notices of meetings; shall maintain an up-to-date membership roster; shall provide periodic reports on the activities of the organization to ACCP; and may be the ex-officio member of some committees.

#### Section 5: Vacancies

*A. President* - During the temporary absence of the President, the President-Elect shall assume the duties of the President Pro Tempore. If the office of President becomes vacant for any reason, the President-Elect shall immediately assume the office of President. S/he shall succeed to fill his/her own elected term as President at the end of the substitution.

*B. President-Elect, Treasurer, or Secretary* - If the office of President-Elect, Treasurer, and/or Secretary should become vacant for any reason, the President should appoint a President-Elect, Treasurer, or Secretary Pro Tempore until a special election can be held for the purpose of electing a new President-Elect, Treasurer, or Secretary. Such election must be held within ninety (90) days of the vacancy of the President-Elect, Treasurer, or Secretary office.

### ARTICLE IV. FINANCES

#### Section 1. Sources

Funds may be derived from an annual rebate from ACCP only for those chapter members who are also ACCP members. The amount of this rebate shall be determined by the Board of Regents of ACCP based upon the number of active members present in this organization. Funds may also be derived from dues collected from each active member, income from educational programs, endowments, gifts, and bequests.

#### Section 2. Fiscal Year

The fiscal year shall begin on the first day of January and end on the last day of December of each year.

### Section 3. Dues

Annual dues, whose amount shall be set by the active membership not to exceed \$100 U.S., will be required of all active members. An equitable dues structure may be established requiring a differential fee for chapter members who are non- ACCP members, not to exceed \$100 U.S. annually. Dues shall be payable on January 1 each year and become delinquent sixty (60) days thereafter. Any member delinquent in his or her dues may be removed from the membership rolls.

### Section 4. Loans

No loans shall be contracted on behalf of the organization and no evidence of indebtedness shall be issued in its name unless authorized by a two-thirds majority vote of the active membership.

### Section 5. Authority

The active membership, by majority vote of those present at any regular or special meeting, must approve any project requiring the expenditure of funds in excess of \$1,000.

## ARTICLE V. MEETINGS

At least two (2) educational programs or meetings shall be held per year. (For this document, an educational program is defined as a session of 1-4 hours in duration.)

## ARTICLE VI. COMMITTEES

### Section 1. Membership

All ACCP and non-ACCP active chapter members can be committee members and chairpersons.

### Section 2. Responsibilities

Standing and ad-hoc committees shall function in an advisory capacity to the President, President-Elect, Secretary, Treasurer, and membership. Committees may develop and implement programs and policies

authorized by the active membership. Committees shall not independently contact other organizations nor secure or attempt to secure funds from outside sources without the prior approval of the President.

Committee chairpersons shall report on their activities at least annually and at such other times as directed by the President. The members of all standing committees shall hold office until relieved by their successors.

### Section 3. Standing Committees

*A. Nominations Committee* - The Nominations Committee shall be composed of the President, and at least two (2) active members other than the President-Elect, Secretary, and Treasurer, appointed from the active membership. The President shall chair the Nominations Committee. The Nominations Committee is responsible for reviewing the credentials of interested members, preparing a final slate of candidates for all elective offices, and tallying the votes.

*B. Membership Committee* - The Membership Committee will conduct an on- going recruitment effort that actively identifies potential new members and recruits them into the organization and into ACCP. This committee shall also develop a formal mechanism for encouraging chapter members who are non- ACCP members to join the College, which shall be implemented not less than annually. A summary of the effects of these efforts must be submitted with the chapter's annual report.

*C. Other-Membership* can create new standing committees after an amendment to the bylaws.

### Section 4. Ad-Hoc Committees

Ad-hoc committees may be appointed at the discretion of the President. Such committees shall remain active until they have accomplished the purposes for which they were appointed or until inauguration of the succeeding President.

## ARTICLE VII. EXPULSION

Members may be expelled from active membership for unprofessional conduct or for violation of the obligations of these Bylaws or the Constitution

or Bylaws of ACCP. Submission of charges shall be made in writing to the President by at least two (2) active members in good standing. No person shall be expelled unless that person shall have been given notice of the charges in writing by the President and shall have had a chance to reply in writing to those charges for a period of sixty (60) days. A review panel composed of the President, President-Elect, Secretary, Treasurer, and three (3) active members, other than those submitting the charges, shall be convened and the person in question shall have the right to attend that hearing. If a majority vote of the review panel finds the charges to be valid and warranting expulsion, then the question shall be brought before the active membership. No person shall be expelled unless two-thirds of the active members present at a regular or specially called meeting vote for expulsion, and said decision shall be final.

#### ARTICLE VIII. AFFILIATION

The Greater Milwaukee College of Clinical Pharmacy is an affiliated chapter of the American College of Clinical Pharmacy (ACCP) and as such supports and promotes the goals and objectives of ACCP as outlined in its constitution and bylaws.

#### ARTICLE IX. AMENDMENTS

Amendments to these Bylaws may be considered at any meeting of the membership. Amendments may be initiated by a proposal signed by at least two (2) voting members, and shall be delivered to the Secretary. Within thirty (30) days thereafter, the Secretary shall send notice of the proposed amendment to all voting members.

Such notification must be sent to all voting members not less than thirty (30) days prior to a meeting of the membership where such amendment is to be considered. Amendments to these Bylaws shall be approved by a majority of votes cast. Active members who cannot be in attendance may leave a written proxy vote with the President. Any proxy shall be executed in writing by the member or his/her duly authorized attorney in fact. No proxy shall be valid after thirty (30) days from the date of its execution. Ballots will be tallied by at least two (2) members of the Nominations Committee and certified accurate by the President.

All amendments of these chapter Bylaws shall be approved by a designated ACCP staff member and the ACCP Organizational Affairs Committee before they become officially active.

## ARTICLE X. PARLIAMENTARY PROCEDURE

The latest revised edition of Robert's Rules of Order shall prevail at all meetings, except when contrary to the Bylaws or any standing rule.

## ARTICLE XI. DISSOLUTION

### Section 1. Procedure

In order to dissolve this organization, the President must present a resolution recommending that the organization be dissolved to the active membership. A proposal for dissolution may be considered at a regular or special meeting of the active membership only after thirty (30) days notice in writing is given to each member in good standing. The resolution to dissolve shall be adopted upon receiving at least 80% of the votes entitled to be cast by active members present at such regular or special meeting. This organization shall not be dissolved while 20% of the members in good standing dissent.

### Section 2. Final Dissolution Procedures

Upon adoption of the resolution for dissolution, this organization shall cease to conduct its affairs, except insofar as may be necessary for the proper completion thereof, and shall immediately cause a notice for the proposed dissolution to be mailed to each known creditor and shall proceed to collect its assets and apply and distribute them as provided in the Articles of Incorporation.

Date first adopted: March 18, 2014

Date(s)/section(s) amended: April 10<sup>th</sup>, 2018

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