

THE ACADEMY OF MANAGED CARE PHARMACY
STUDENT CHAPTER BYLAWS

Thomas J. Long School of Pharmacy and Health Sciences

Thomas J. Long School of Pharmacy and Health Sciences
AMCP Student Chapter
Univ. of the Pacific
751 Brookside Road
Stockton, CA 95211
Version B 7.13.2011

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AMCP STUDENT CHAPTER BYLAWS

Thomas J. Long School of Pharmacy and Health Sciences

(Name of School/College)

as authorized by the Academy of Managed Care Pharmacy Board of Directors,
on this _____ day of _____, 20_____.

ARTICLE I: NAME AND ORGANIZATION

Section 1.1 Name

The name of this student chapter of the Academy of Managed Care Pharmacy (AMCP) will be the Thomas J. Long School of Pharmacy and Health Sciences AMCP Student Chapter.

Section 1.2 Organization

The Organization is a student chapter of the Academy of Managed Care Pharmacy (AMCP) existing under the Thomas J. Long School of Pharmacy and Health Sciences AMCP Student Chapter.

ARTICLE II: AMCP BYLAWS AND POLICIES & PROCEDURES

The Student Chapter of the Thomas J. Long School of Pharmacy and Health Sciences AMCP Student Chapter is subject to the terms and conditions of the (See Appendix). No provision of these Bylaws shall conflict with, or contradict, the Bylaws of the Academy of Managed Care Pharmacy. In the event of any such conflict, the Bylaws of the Academy of Managed Care Pharmacy shall prevail.

ARTICLE III: MISSION AND PURPOSES

Section 3.1 Mission

The mission of the student chapter of the Academy of Managed Care Pharmacy, in keeping with the mission of the AMCP, is to encourage the education, development, and promotion of the principles and practices of managed care pharmacy.

Section 3.2 Purposes

The purposes for which the student chapter is organized are:

- a) To encourage the education and support the advancement of managed care pharmacy.
- b) To enhance the common academic and professional interests of the Chapter members.
- c) To offer professional opportunities and leadership within managed care pharmacy.
- d) To establish, develop, promote, and conduct educational programs relating to and improving the health and welfare of human beings, especially as it relates to the delivery of pharmacy services in a managed care setting.
- e) To carry out such other acts and to undertake such other activities as may be appropriate or desirable, in furtherance of the Student Chapters and/or AMCP's purposes, so far as permitted by the rules and regulations of the Thomas J. Long School of Pharmacy and Health Sciences AMCP Student Chapter. The Student Chapter shall do no act which requires occupational or professional licensing under state law, such as, for example, the dispensing of medication.

ARTICLE IV: MEMBERS

Section 4.1 Definitions

Student/Residents are individuals enrolled in a program of pharmacy studies at the Thomas J. Long School of Pharmacy and Health Sciences AMCP Student Chapter, or pharmacists enrolled in a residency, postgraduate pharmaceutical administration or sciences program at the Thomas J. Long School of Pharmacy and Health Sciences AMCP Student Chapter. Length of student chapter membership will be Sept. 1 - Aug. 31.

Section 4.2 Membership

Membership in the Student Chapter is offered to individuals who are Students/Residents, as defined above. Members of the Chapter in good standing are Students/Residents, who have registered for membership in the Chapter, and who have paid the applicable dues (if any). All members of the Student Chapter are Student/Resident Members of AMCP.

Section 4.3 Rights of Members

All members in good standing shall have the right to attend meetings of this chapter and those of AMCP, to receive the publications of AMCP, to receive a reviewed AMCP financial statement when available, and to receive miscellaneous services available to the membership.

Student Chapter Members shall be eligible to vote and hold office in the student chapter.

Section 4.4 Expulsion

Upon a vote of the chapter members entitled to vote, a chapter member may be expelled for (1) commission of a crime, or (2) acts materially detrimental to the chapter or AMCP.

Section 4.5 Dues

There will be an annual dues assessment as set from time to time by the student chapter.

Section 4.6 Honor Cord

Those dedicated to serving the community while representing AMCP UOP chapter will receive Honor Cord upon graduation.

The requirement for Honor Cord is as follows:

1. Be a member all three years at national and chapter level
2. Attend at least 6 general meetings over the first six semesters of membership.
3. Attend 1 AMCP Conference (either Educational, Annual, or Western Regional).
4. Attend at least (5) spotlight events over the three years of membership
5. And one of the following:
 - o Participation in the AMCP *Mentor Program* for at least one year, including attendance in two mandatory events
 - o Participation in the AMCP Script Your Future Committee for at least one year.
 - o Completion of one year in the AMCP/FMCP Pharmacy and Therapeutics (P&T) Student Competition.

If honor cord requirements change during a member's tenure, the expectations will remain the same as stated at the beginning of their first year of membership.

ARTICLE V: MEETINGS OF STUDENT CHAPTER MEMBERS

Section 5.1 Regular Student Chapter Meetings

A minimum of two (2) Student Chapter Meetings per semester (or four (4) per academic year) is to be conducted annually.

Section 5.2 Election Meetings

The meeting of the student chapter members for the election of chapter officers and the transaction of such business as may be considered shall be held annually.

Section 5.3 Special Meetings

Special meetings of the chapter shall be held at the call of the Student Chapter President or by the majority of the Student Chapter Officers. Any action at a special meeting shall be limited to the purpose set forth in the notice of such special meetings.

Section 5.4 Notice of Student Chapter Meetings

Notice of the time, place, and purpose of each student chapter meeting shall be posted prior to such meetings by the Student Chapter Secretary/Membership Chairperson. Such notice shall be given, wither personally or by mail, no less than 48 hours nor more than 30 days before the date of the meeting.

Section 5.5 Absentee Voting

Absentee voting at the election meeting shall be permitted.

Section 5.6 Proxy Voting

Proxy voting shall not be permitted at any meeting of the Student Chapter members.

Section 5.7 Vote Required at Meetings of Members

The action of a majority (50% plus 1) of the voting Student Members present in person at a meeting at which a quorum is present shall constitute the action of the members, unless a greater plurality is required by these Bylaws.

ARTICLE VI: STUDENT CHAPTER OFFICERS

Section 6.1 Composition & Election of Student Officers

The Student Officers of the chapter shall consist of *minimum* of four AMCP Student Members in good standing. The Officers shall include: the President, Vice President/Program Chairperson, Treasurer, and Secretary/Membership Chairperson. The chapter may, at its discretion, establish additional officers. Additional officers must be AMCP Student/Resident members in good standing. All elected officers shall be eligible for re-election by the membership to successive terms, annually. Any officer may resign by written notice to the Student Chapter Officers of the chapter. The resignation shall become effective upon receipt thereof by the Student Chapter Officers or at such subsequent time as shall be specified in the notice of resignation

Section 6.2 Term of Office

The term of office for each elected Student Chapter Officer is one year. Terms of office commences with the annual election meeting and terminates at the next annual election meeting. However, it shall be the duty of the old Student Chapter Officers to transition the new Officer Board over the following semester.

Section 6.3 Nomination of Officers

Nominations for officers shall be made by the student chapter members. Nominations by student chapter members eligible for election shall be solicited at least fourteen (14) days prior to the election meeting. Seven (7) days prior to the election, the Secretary shall present a slate consisting of at least two (2) candidates for each position to be elected, chosen from among the voting Student Members, provided that persons nominated have given their consent.

Section 6.4 Election of Officers

All members of the Student Chapter in good standing are eligible to vote. At the election meeting, a written ballot shall be given to each Student member present who is eligible to vote. A voting student member may, by written request to the Secretary, obtain an absentee ballot at least seven (7) days prior to each election meeting. All absentee ballots must be submitted by mail or in person to the Secretary in a sealed envelope dated at least three (3) days prior to such meeting. Voting may also take place through electronic methods at the discretion of the current Student Chapter Officer Board. All ballots will list the candidates for each officer position. Write-in candidates shall not be permitted. Each voting student Member shall have the right to cast one (1) vote for each officer position. Each officer shall be elected by a majority (50% plus 1) of the votes cast for that position. The Faculty Advisor and one appointed Student Chapter Member who shall collect and tally the written ballots cast and shall report the results to the Student Chapter Membership at the close of the election meeting. Newly elected officers shall be installed at the last Student Chapter meeting of Spring Semester.

Section 6.5 Duties of Officers

The duties of Student Chapter Officers are described below. If the Student Chapter chooses to have additional officers, the description of duties for each officer must be filed with AMCP Headquarters.

- a) **President:** The President shall preside at all meetings of the members and the Student Chapter Officers, and shall from time to time perform such other duties as the Student Chapter Officers shall designate. They shall also be the principal elected officials of the chapter and shall be subject to the direction and affairs of the student chapter, its officers, and its members. Except as otherwise expressly set forth in these Bylaws, the President shall be the officer authorized to sign correspondence and documents on behalf of the Chapter; provided, however, that under no circumstances shall the Chapter, or any officer, enter into any contract or arrangement on behalf of AMCP, or which purports to bring the AMCP, without the express written authorization of the AMCP. The President will oversee the Script Your Future Committee and participate in the Script Your Future Medication Adherence Challenge.

- b) President-Elect: The President-Elect, in the temporary absence or disability of the President, shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. After the completion of this 1-semester term, the President-Elect shall progress to the position of President.
- c) VP of Professional Affairs: The Vice-President of Professional Affairs shall perform such duties as the President from time to time as delegated to him/her and shall complete other such duties as designated by the Student Chapter Officers. In the temporary absence or disability of the President and President-Elect, the Vice President of Professional Affairs shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. This position will also be responsible for the coordination, planning, marketing and execution of all Student Chapter meetings and programs. Programs include Spotlight Speaker events, networking to obtain and maintain contacts of potential guest speakers, and coordinating site visits. Vice President of Professional Affairs may delegate logistical tasks to other board or committee members, such as planning and coordinating catering for Spotlight Speaker events.
- c) VP of Student Affairs: The Vice President of Student Affairs shall perform such duties as the President from time to time as delegated to him/her and shall perform other such duties as designated by the Student Chapter Officers. In the temporary absence or disability of the President and President-Elect, the Vice President of Student Affairs shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President of Student Affairs is also the Mentor Outreach Program Director and is solely responsible for the coordination, planning, marketing and execution of the mentorship program with undergraduate schools in the local area. As Director, Vice President of Student Affairs also has the responsibility to recruit and select current members for the Mentor Outreach Committee. Other responsibilities include but are not limited to obtaining speakers for the program, revising the program's policies for Mentees, Mentors, and Honor Cord as needed, and working with the Vice President of Finance to manage funds for the program.
- d) VP of Finance: The Vice President of Finance shall be responsible for overseeing the keeping of the accounts of the student chapter and the collection of its funds and disbursement of them under the direction of the membership. He/She shall render a report to the membership showing the financial condition of the chapter at each regular meeting of the chapter and forward a copy of that report to AMCP headquarters immediately following the close of each regular meeting. The Vice President of Finance shall submit a proposed budget to be reviewed and approved by the membership, annually. (Copy to be submitted to headquarters once approved.) He/She shall assure the proper keeping of books of the account, showing all sums received by or due to the chapter. A chapter fiscal report shall be submitted to AMCP headquarters by fiscal year end (see appendix). He/She shall have such powers in respect to signing drafts, checks, contracts, and other instruments incurring liabilities as the membership shall from time to time confer upon him/her. In general, the Vice President of Finance shall perform all duties usually performed by the Treasurer and shall, subject to the foregoing

limitations, have the power and authority commonly incident to such office. In addition to fiscal responsibilities, the Vice President of Finance shall attend all meetings of the members and the Student Chapter Officers. He/She shall keep the minutes of all meetings as described in the AMCP Policies and Procedures Manual. He/She shall also give notice of all meetings. He/She shall, in general, have all the powers usually vested in the Secretary and shall perform the duties incident to such office.

- e) VP of Membership and Public Relations: The Vice Presidents of Membership and Public Relations are responsible for the recruitment and maintenance of Student Chapter Membership and coordinating Semester fundraising. Membership responsibilities include regulating attendance through the honor cord spreadsheet, recruiting members for the semester's membership drives, and working with the board and committees to promote national and chapter membership renewals. Fundraising responsibilities include selling AMCP products and planning new products that AMCP can sell to increase yearly revenue with the support of the executive board and committees. The Vice Presidents of Membership and Public Relations will work alongside the Vice President of Finance to manage every semester's budget.
- f) VP Communications and Legislative Affairs: The Vice President of Communications and Legislative Affairs will provide legislative updates and maintain the AMCP website. The website should have announcements about events, an updated calendar, photo gallery, and other relevant information. The Media and Legislative Liaison is also responsible for photographing events, meetings and other activities, and for updating any promotional posters. The Vice President of Communications and Legislative Affairs will also act as the AMCP-SPAC (Student Pharmacist Advocacy Coalition) liaison. Responsibilities include, but are not limited to, presentations about advocacy and legislation, announcements, and other SPAC events that promote advocacy as a student pharmacist. The Vice President of Communications and Legislative Affairs should keep current on important legislative issues and keep the board and members informed.
- f) First-Year AMCP Class Representative: (2) individuals from the 1st year class chosen by current they AMCP UOP chapter board by application process immediately following annual membership drive, and must be announced via public announcement to the members within 3 weeks of being chosen for the position.

Role of AMCP UOP Chapter 1st year class representative is to act as a liaison between the AMCP UOP Chapter Board and the 1st year class. AMCP UOP Chapter 1st year class representative has no voting rights. As AMCP UOP Chapter 1st year class representative, he/she would communicate to the board the concerns and wishes of the members that are applicable to AMCP UOP Chapter organization at the board meetings and on an as needed basis.

The (2) individuals chosen 1) must be an AMCP member and 2) maintain good academic standing 3) hold position for a 1 year commitment.

Duties include but are not limited to: must attend board meetings regularly and all mandatory AMCP events, including Mentor Program, and general meetings. The AMCP UOP Chapter 1st year class representative's term of office is limited to 1 year.

In the event the AMCP UOP Chapter 1st year class representative is elected to a board position, he/she would continue his/her role as class representative as well as continue training for the elected position. Upon entering 3rd semester, the AMCP UOP Chapter 1st year class representative would transition to their respective board position, and the AMCP UOP Chapter 1st year class representative position will remain open until the following year when, post annual membership drive, the position is filled via application process.

Section 6.6 Removal of Officers

Officers may be recalled for (1) gross neglect of their duties, or (2) acts detrimental to the interests of AMCP or the Student Chapter. A special meeting shall be called expressly for this purpose, and special voting (2/3 of Student Members in good standing present) is required for removal of an officer.

Section 6.7 Regular Student Chapter Officer Meetings

In addition to the election meeting, regular meetings of the Student Chapter Officers shall be held at least once (1) a month during the academic year.

Section 6.8 Special Student Chapter Officer Meetings

Special meetings of the Student Chapter Officers may be called by the President in his/her discretion, or by the majority of the Student Chapter Officers. Notice of the time, place, and purpose of each special meeting shall be provided prior to such meetings. Such notice shall be given, either personally or by mail, no less than 48 hours nor more than 30 days before the date of the meeting.

Section 6.9 Vacancies

Vacancies among the Student Chapter Officers may be filled when a special chapter election meeting is called. Vacant officer positions will be filled under the guidelines outlined in Sections 5.2 and 5.3 and shall be effective immediately following the election outcome. Election to a vacated office shall be limited to its current term.

ARTICLE VII: FACULTY ADVISOR

Section 7.1 Faculty Advisor

A non-voting Faculty Advisor, recommended by the Schools of Pharmacy Committee, will be designated to each Student Chapter and authorized by the Executive Director of the AMCP.

Section 7.2 Duties of the Faculty Advisor

The responsibilities and function of the Faculty Advisor will include but not limited to the following:

- a) Liaison with the President of the Student Chapter to assure ongoing communication with AMCP Headquarters, Leadership and Schools of Pharmacy Committee.
- b) In concert with the Treasurer, he/she will administer the Student Chapters petty cash account, oversee all budgeting, receipts, and disbursements, provide a student chapter fiscal report, and provide copies of all bank statements quarterly to AMCP Headquarters. The Faculty Advisor and the Treasurer will work in conjunction with AMCP Headquarters on contractual agreements and other instruments incurring liabilities. Any financial commitments of the Student Chapter over \$500.00 must be presented to AMCP Headquarters in advance, and receive approval by the Board of Directors.
- c) Will make every effort to be present at all Student Chapter meetings and all Student Chapter Officer meetings. He/she must be notified of all such meetings. Any comments or announcements which he/she needs to communicate to the Student Chapter membership can be made in writing and stated by the President or designated officer.
- d) Will administer the counting of the election ballots in conjunction with one Student Chapter Member.

ARTICLE VIII: STUDENT CHAPTER COMMITTEES

The membership shall be empowered to establish such committees as are necessary to conduct the student chapter's business by vote of the majority of the membership.

Section 8.1 ALUMNI ADVISORY COMMITTEE

The ALUMNI ADVISORY COMMITTEE is comprised of past AMCP presidents with the purpose of advising current AMCP Chapter presidents in their decision making and assist with current AMCP endeavors. The ALUMNI ADVISORY COMMITTEE purpose is to provide support to the current AMCP presidents and to the AMCP student chapter. The ALUMNI ADVISORY COMMITTEE by no means replaces the position of any of the current board members or takes on the position of any board members. The ALUMNI ADVISORY COMMITTEE must be a past AMCP President, a current member of the AMCP UOP CHAPTER, and must be able to commit to supporting the chapter and advise the AMCP chapter Presidents for as long as they are a member of the ALUMNI ADVISORY COMMITTEE.

Section 8.2 Mentor Committee

The Mentor Committee is comprised of no less than 4 members, including the Vice President of Internal Affairs from the AMCP UOP Student Chapter Board. Purpose is to develop ideas for the mentor program in regards to recruiting mentors, mentees, organizing events for the Mentor Program, and overall, help maintain the success of the Mentor Program.

ARTICLE IX: FISCAL YEAR

The IRS Fiscal Year of the chapter shall be from July 1 - June 30.

ARTICLE X: NO DISCRIMINATION

The affairs of the chapter shall be carried on without discrimination as to: race, creed, gender, age, physical handicap, or national origin.

ARTICLE XI: AMENDMENTS

The Bylaws of the Student Chapter may be amended by the AMCP Board of Directors upon either (1) the recommendation of the membership of the Student Chapter, as evidenced by the affirmative vote of the majority (50% plus 1) of a quorum of the members in good standing, conducted as set forth below, or (2) the recommendation of the AMCP Board of Directors and approval of the officers of the Student Chapter.

ARTICLE XII: FORCE AND EFFECT

The Bylaws are subject to the provisions of the Thomas J. Long School of Pharmacy and Health Sciences AMCP Student Chapter and subject to being non-contradictory to the Bylaws of AMCP. Policies and Procedures may vary from each student chapter but must be consistent with the Policies and Procedures of AMCP.

ARTICLE XII: PARLIAMENTARY GUIDE

Roberts Rules of Order, as amended from time to time, shall be recommended as the Student Chapter's parliamentary guide, and shall govern procedures of the Student Chapter Officers and members when not in conflict with the provisions of these Bylaws or the charter.