

# **SOCIETY OF AIR FORCE PHARMACISTS**

## **BY LAWS**

### **March 2001**

#### **ARTICLE I: NAME**

The name and title, by which this organization shall be known as the Society of Air Force Pharmacists, herein referred to as the Society.

#### **ARTICLE II: PURPOSE**

The purposes of this Society are to render loyal and dedicated service to our patients, the pharmaceutical profession, and the military medical service. The Society is organized and shall be operated for educational and scientific purposes and to promote and develop pharmacy or medically related education programs. In furtherance of these purposes, the Society shall, through appropriate mechanisms, further the practice of pharmacy within the Air Force and assist members in fulfilling continuing education requirements to achieve the highest standards of practice.

#### **ARTICLE III: CLASSES OF MEMBERSHIP**

**Section 1: MEMBERSHIP** - Membership of the Society shall consist of colleagues who are cognizant of their obligation to the Air Force and the patient population and who meet the requirements for membership as herein defined.

**Section 2: MEMBERSHIP** - The membership shall consist of: a) Members, b) Affiliate members, c) Corporate members, d) Honorary members, and d) such other members as may be recognized by the Board of Directors.

**Section 3: MEMBER** - A Member shall be a present or former member of the United States Air Force or Guard/Reserve, or a civilian working for the Air Force, and a Registered Pharmacist in one of the States of the United States of America or an Air Force pharmacy technician. Members shall be eligible to hold office and to vote on all issues concerning the Society. To maintain their membership status, Members must satisfy such continuing health and/or pharmaceutically related educational requirements as may be directed by the State of licensure under the Pharmacy Practice Act. Members are highly encouraged to maintain membership in a national professional pharmacy organization. Air Force Pharmacy technician members may vote only for one technician-specific elected position in the society: Enlisted Secretary-Treasurer.

**Section 4: AFFILIATE MEMBER** - Affiliate membership shall be available to individuals approved by the membership committee from the health professions who desire to associate with the Society. Affiliate members shall be entitled to privileges of the floor but may not hold office. Military or civilian pharmacists who are eligible for membership in a national professional pharmacy organization but elect not to join such an organization will also be included as Affiliate members with the same restrictions.

**Section 5: CORPORATE MEMBER** - Corporate membership shall be available to any legally chartered corporation currently engaged in the delivery of healthcare products or services who desire to associate with the Society. Corporate members shall be entitled to privileges of the floor but may not hold office. The membership fee for Corporate Membership will be established by the Board of Directors.

**Section 6: HONORARY MEMBER** - Honorary membership may be conferred upon persons who have rendered distinguished service to the Pharmacy profession, upon confirmation by a majority vote of the Board of Directors. Honorary members shall have all the rights and privileges of the Society with the exception of holding office, chairing committees, and/or voting.

**Section 7: DISTINGUISHED MEMBER** - Distinguished member is conferred upon an individual or corporate member in recognition of contributions made by them to the Society. This designation would initially contain the following terms and criteria (amount of donation).

- a) Platinum Member (\$10,000)
- b) Gold Member (\$5,000)
- c) Silver Member (\$2,500)
- d) Bronze Member (\$1,000)

Donations for the purposes of determining the category of Distinguished Members would be cumulative throughout the fiscal year of the Society and include the membership fee received for Individual or Corporate Membership.

**Section 8: APPLICATIONS** - All applications for membership shall be in writing on an application form approved by the Board of Directors. Review and approval of all applications shall be the responsibility of the membership committee. If, in the opinion of the membership committee, application is made by a person whose past conduct is in violation of the Society's Bylaws, the membership committee shall forward the application to the Secretary-Treasurer, who will present it for consideration at the next regularly scheduled meeting of the Board of Directors. The decision of the Board will be final. Application for membership may be resubmitted to the membership committee with additional and/or supporting documentation. There shall be issued to each member a certificate of membership in such form as may be determined by the Board of Directors. Title to such certificate shall remain at all times with the Society.

**Section 9: SUSPENDED MEMBER** - Any member who has been suspended or expelled shall not be entitled to any of the rights and benefits of the Society or permitted to take part in any of the proceedings until the member has been reinstated.

## **ARTICLE IV: ELECTIONS**

**Section 1: ELECTED OFFICERS** - The elected officers of the Society include a President-Elect, Vice President, Secretary-Treasurer, and five Directors.

**Section 2: TERM OF OFFICE** - The term of office for all officers shall be one (1) year, with the exception of the Secretary-Treasurer and Directors at Large shall serve for two (2) years. The five Directors at Large shall be elected on alternate years.

**Section 3: ELIGIBILITY** - A candidate for elected office must be a Member of the Society. The Associate Chief for Pharmacy, and the Air Force Enlisted Career Field Manager, will automatically fill two of the five Director positions.

**Section 4: DECLARATION** - The deadline for self-declaration of candidacy for elected office in the Society shall be on the first of the month 4 months prior to the term of office of each year.

**Section 5: TIME OF ELECTION** - The Secretary-Treasurer shall distribute a ballot by mail, not later than the 25<sup>th</sup> of the month that is 4 months prior to the term of office, to each Member or Affiliate member on the membership roster as of the 10<sup>th</sup> of the same month.

**Section 6: ELECTION PROCEDURE** - Voting shall be by mail. Ballots shall be returned by postal mail no less than two months prior to the start of the newly elected officers term of office. An elections committee, approved by the President and chaired by the President Elect, shall establish all rules and regulations governing the election process. The most recently elected, Director at Large, board member shall serve as the responsible party for tabulation of ballots. In the case where two board members are elected in one year, the President will appoint one Director at Large board member for tabulation of ballots. Air Force pharmacy technician members may nominate and vote for only the position of Enlisted Secretary-Treasurer. Nominees for Enlisted Secretary-Treasurer must be in the grade of E3 through E6 to ensure representation of junior technician membership on the Board of Directors.

**Section 7: VOTE NECESSARY TO ELECT** - Officers shall be elected by a plurality of the votes cast. In case of a tie vote, the Immediate Past President will draw a lot.

**Section 8: BEGINNING OF TERM** - The Officers shall be declared elected and will begin their terms of office on the first of the month following the Annual General Membership meeting.

**Section 9: VACANCIES IN OFFICE** -

a) In the event of a vacancy in the Office of President, the President-Elect shall become the President to serve the unexpired term, and shall serve his/her own successive term as President.

b) In the event of a vacancy in the office of President-Elect, the Vice President shall assume the duties and office of the President-Elect.

c) All other vacancies in the Board of Directors shall be appointed by a majority of the remaining members of the Board of Directors. All terms of office for appointees shall expire at the time of the next regularly scheduled election, at which time the vacated office shall be filled by election.

## **ARTICLE V: BOARD OF DIRECTORS**

**Section 1: OFFICERS** - The Officers of the Society shall be a President, Vice President, President-Elect, Secretary-Treasurer and the Immediate Past President. The Officers are voting members of the Board of Directors.

**Section 2: DIRECTORS** - There shall be eleven (11) Directors: six (6) Officers, and five (5) Directors at Large.

**Section 3: DUTIES OF OFFICERS**

a) President - The President shall preside at all business meetings of the Society and the Board of Directors. The president shall appoint standing committees and ad hoc committees of the Board of Directors and shall designate a chairman thereof, subject to the approval of the Board of Directors. The President shall give a full account of the activities of the Board of Directors at the annual meeting of the Society.

b) President-Elect - The President-Elect shall preside at meetings of the Society in the absence of the President and Vice President. He/She shall succeed to the office of President at the expiration of the President's term, or earlier should the office become vacant for any reason.

c) Vice President - The Vice President shall preside at meetings of the Society in the absence of the President. The Vice President will be chairperson of the Elections and Awards Committee. The Vice President shall perform other duties as assigned by the Board of Directors.

d) Secretary-Treasurer - The Secretary-Treasurer shall keep minutes of all Board of Directors, annual and special meetings. The Secretary-Treasurer shall execute general correspondence, notify all members of meetings, and distribute a ballot for the election of the Officers and Board of Directors as prescribed in Article IV, Section 5. The Secretary-Treasurer shall maintain accurate records of the financial status of the Society, collect all monies received into the Society, and deposit such funds into an account with a financial institution. The Secretary-Treasurer shall disburse funds of the Society as directed by the President or Board of Directors and shall render to the Board of Directors, whenever they request it, an account of all transactions and shall make available all financial records for audit at the discretion of the Board of Directors. The Secretary-Treasurer shall, at the annual meeting of the Society, give a full report to the membership. The Secretary-Treasurer shall be chairman of the Finance Committee and shall have other duties as may be prescribed by the Board of Directors.

e) Enlisted Secretary-Treasurer- Assists the Society Board on general technician issues. Specifically assist the Secretary-Treasurer in general correspondence to technician members, notifies all enlisted members of meetings, requests nominations and distributes ballots for elections of the Enlisted Secretary-Treasurer. Assists the Treasurer in collecting dues and updating enlisted membership status in the Society database. Solicits requests for technician articles to the Journal. Assists in mailing/distribution of the Journal to include maintenance and update of the technician member address database. Assists in preparation and planning for Society Regional meetings and the Combined Forces Seminar. Markets Society membership to Air Force pharmacy technicians. Assists the Secretary-Treasurer or Board of Directors with other projects of the Society Board of Directors.

f) Immediate Past President - The Immediate Past President shall perform such duties as may be assigned by the President or the Board of Directors. The Immediate Past President shall provide counsel to the President and other members of the Board of Directors.

#### **ARTICLE VI: DUTIES OF THE BOARD OF DIRECTORS**

**Section 1:** Without prejudice to the duties and responsibilities conferred in these Bylaws, it is declared that the Board of Directors shall have the following duties and responsibilities:

a) **POLICY** - To adopt, amend, repeal, and implement policy. A majority vote of the Board will be required to adopt, amend, or repeal policy. Policies will be reviewed annually by the appropriate committee, and recommended changes will be forwarded to the Board of Directors for action.

b) **MANAGEMENT** - To provide for the management of the Society in such manner as may be necessary.

c) **COMMITTEES** - To establish standing and ad hoc committees necessary for the performance of its duties.

d) **REPORTS** - To report the activities of the Board for the preceding year to the general membership at the annual meeting. A written report shall be submitted to the Secretary-Treasurer for the record.

#### **ARTICLE VII: MEETINGS OF THE BOARD OF DIRECTORS**

**Section 1:** **MEETINGS** - The Board of Directors shall hold meetings at such times and at such places as may be designated by the President, but in no event shall there be less than one (1) such meeting each year. A majority of the Board members present shall constitute a quorum for the purpose of transacting business, and a majority vote of the members present shall constitute the action of the Board of Directors.

**Section 2:** **SPECIAL MEETING** - Special meetings may be called by the Secretary-Treasurer at the request of the President, or upon written request to the President of at least twenty (20) percent of the voting members of the Society. The

object of such special meetings shall be stated in the call and no other business shall be transacted. If a majority of the Board is unable to attend, a telephone poll of the Board members shall be conducted by the Secretary-Treasurer, with the vote recorded for each director by name. A two-thirds (2/3) majority of the Board membership shall constitute the action of the Board of Directors.

#### **ARTICLE VIII: MEETINGS OF THE GENERAL MEMBERSHIP**

**Section 1:** **MEETINGS** - At least one general membership meeting shall be held each year. Special meetings may be called by a two-thirds (2/3) majority of the Board of Directors or upon written request of thirty-five (35) percent of the voting membership.

**Section 2:** **VOTING** - The total number of voting members present shall constitute a quorum at any meeting of the general membership. Unless otherwise stated in these Bylaws, an affirmative vote by a majority of the voting membership present shall constitute the action of the membership.

**Section 3:** **NOTIFICATION** - The Secretary-Treasurer shall notify each member of a special meeting not later than fourteen (14) days prior to the date of the meeting.

#### **ARTICLE IX: ETHICS AND PROFESSIONAL AFFAIRS**

**Section 1:** **JUDICIAL BODY** - The Board of Directors shall serve as the judicial body.

**Section 2:** **PROFESSIONAL ASSISTANCE** - The Society has the inherent obligation through the judicial body to assist colleagues in the achievement of professional excellence. The Society has a responsibility to assist all colleagues who request help. Support will be provided, but not limited to, impairment, training for competency recertification, and intervention in the work environment.

**Section 3:** **IMPEACHMENT** - Any member of the Board of Directors may be suspended or removed from office through impeachment procedures.

#### **ARTICLE X: COMMITTEES**

**Section 1:** **STANDING COMMITTEES** - Standing committees may be designated by the Board of Directors or established by the President with the consent of the Board of Directors. The incoming President shall complete all standing committee appointments by 1 June. Standing committees shall hold regular meetings and shall make periodic written reports as directed by the Board of Directors.

**Section 2:** **STANDING COMMITTEES** - Standing committees of the Society are:

- a) Awards Committee

- b) Conference/CHE Committee\*
- c) Constitution & Bylaws
- d) Elections Committee
- e) Ethics & Professional Affairs
- f) Finance Committee
- g) Goals Committee
- h) Membership Committee
- I) Journal Committee

\*The Air Force Director/Chief of Pharmacy Training Programs will chair the conference/CHE Committee.

#### **ARTICLE XI: RULES OF ORDER**

In the absence of any provision to the contrary in the Constitution and Bylaws, all meetings of the Society and of the Board of Directors shall be governed by the parliamentary rules and usages contained in the current edition of STURGIS: STANDARD CODE OF PARLIAMENTARY PROCEDURES.

#### **ARTICLE XII: DUES AND ASSESSMENTS**

The amount of annual dues and assessments and the manner of payment shall be determined by the Board of Directors.

#### **ARTICLE XIII: AMENDMENTS**

**Section 1: POWER TO AMEND** - The power to amend the Bylaws shall be vested solely in the members of the Society.

**Section 2: WHO CAN PRESENT** - Proposed changes to the Bylaws may be presented by any Member of the Society.

**Section 3: AMENDMENTS** - Proposed amendments may be presented to the Board of Directors of the Society at any time, in such form as the Board might prescribe. Such amendments shall be considered at the next scheduled meeting of the Board of Directors.

**Section 4: VOTING** - The Board of Directors shall publish and distribute to each member any proposed amendment, and shall determine by what method the membership shall respond. If notified thirty (30) days prior to a general membership meeting, a two-thirds (2/3) vote by the members attending said meeting will be required to adopt the proposed change. The Board may elect to utilize a numbered, mailed ballot which would also require a two-thirds (2/3) vote.

**Section 5: SPECIAL VOTING** - By an eighty (80) percent vote of all members at a general membership meeting, a proposal to amend the Bylaws may be made and acted upon at the same meeting without prior notice. An eighty (80) percent vote of the members present shall likewise be required for adoption of such amendments.

Bylaws adopted: December 1990

Bylaws amended: March 1993

Bylaws amended: May 1995

Bylaws amended: December 1995

Bylaws amended: September 1998

Bylaws amended: January 1999

Bylaws amended: March 2001