

SOCIETY OF AIR FORCE PHARMACY BY LAWS

2009

ARTICLE I: NAME

The name and title, by which this organization shall be known is the Society of Air Force Pharmacy, hereinafter 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 Air Force 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 wish to promote the practice of pharmacy in the Air Force and who meet the requirements for membership as defined. The classes of membership shall consist of: a) Members, b) Affiliate members, c) Corporate members, d) Honorary members, and e) such other members as may be recognized by the Board of Directors.

Section 2: MEMBER – A Member shall be a present or former active, guard or reserve licensed pharmacist of the United States Air Force or a GS/NSPS pharmacist working for the Air Force, or a military or civil service pharmacy technician working for the Air Force. Members shall be eligible to hold office and to vote on all issues concerning the Society.

Section 3: AFFILIATE MEMBER – Affiliate membership shall be available to individuals from any health profession who desire to associate with the Society and shall include contract pharmacists and contract technicians working in Air Force facilities. Affiliate members shall be approved by the membership committee and shall be entitled to privileges of the floor but may not hold office.

Section 4: CORPORATE MEMBER – Corporate membership shall be available to any legally chartered corporation currently engaged in the delivery of healthcare products or services which desires to associate with the Society. Corporate members shall be entitled to privileges of the floor but may not hold office. The membership categories for corporate entities are listed below in section 6.

Section 5: HONORARY MEMBER – Upon confirmation by a majority vote of the Board of Directors, honorary membership may be conferred upon persons who have rendered distinguished service to the pharmacy profession. Honorary members shall have all the rights and privileges of the Society with the exception of holding office, chairing committees, and/or voting.

Section 6: DISTINGUISHED MEMBER – Distinguished member status is conferred upon an individual or corporate member in recognition of contributions made to the Society. The designation level and contribution minimums are:

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

Cumulative contributions received throughout the Society's fiscal year will determine the category of distinguished membership. Distinguished members shall be entitled to privileges of the floor but may not hold office.

Section 7: APPLICATION – All applications for membership shall be on an application form approved by the Board of Directors. Applications will be received by either enlisted or officer secretary/treasurer and forwarded to the membership committee if necessary.

ARTICLE IV: GOVERNANCE

Section 1: OFFICERS – The Officers of the Society shall be a President, Vice President, President-Elect, two Secretary/Treasurers (one technician, one pharmacist) and the Immediate Past President. The Officers are voting members of the Board of Directors. All the above officers will be pharmacist members of the Society except the Enlisted Secretary/Treasurer.

Section 2: DIRECTORS – There shall be eleven (11) Directors: six (6) Officers, and five (5) Directors at Large. The Associate Chief for Pharmacy, and the Air Force Enlisted Career Field Manager, will automatically fill two of the five Director positions. One of the remaining Director at Large positions will be held by an enlisted member.

Section 3: SCHOOLHOUSE REPRESENTATIVE – The Air Force Schoolhouse, Chief of Pharmacy training will serve as a non-voting member at large. The Schoolhouse address will serve as a consistent address for the Society.

Section 4: ADVISORY BOARD MEMBERS – Prior Associate Corps Chiefs and enlisted Career Field Managers who are members in good standing will be invited, at the Board's discretion, to participate in a non-voting, advisory role.

Section 6: 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 meeting 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) Pharmacist Secretary/Treasurer – The Pharmacist Secretary/Treasurer shall keep minutes of all Board of Directors, annual, and special meetings. The Pharmacist Secretary/Treasurer shall execute general correspondence, and notify all members of meetings. The Pharmacist 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 Pharmacist 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 Pharmacist Secretary/Treasurer shall, at the annual meeting of the Society, give a full report to the membership. The Pharmacist 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 assists the Pharmacist Secretary/Treasurer in general correspondence to technician members and notifies all enlisted members of meetings. Assists the Pharmacist Secretary/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 Mid-Year meetings and the Joint Forces Pharmacy Seminar. Markets Society membership to Air force pharmacy technicians. Assists the Pharmacist Secretary/Treasurer or Board of Directors with other projects.
- 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 V: DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall have the following duties and responsibilities:

- a) POLICY - 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 VI: 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 MEETINGS – 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 35 percent of the voting members of the Society. The object of such special meeting 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 or e-mail poll of the Board members shall be conducted by the Secretary/Treasurer, with the vote recorded for each director by name. A majority vote of the Board members present shall constitute the action of the Board of Directors.

ARTICLE VII: 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 two-thirds (2/3) majority of the Board of Directors or upon written request of 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(s) shall notify each member of a special meeting not later than fourteen (14) days prior to the date of the meeting.

ARTICLE VIII: ELECTIONS

Section 1: ELECTED OFFICERS - The elected officers of the Society include a President-Elect, Vice President, two Secretary/Treasurers (one enlisted, one officer) and three Directors.

Section 2: TERM OF OFFICE – The term of office for all officers shall be one year, with the exception that the two Secretary/Treasurers and Directors at Large shall serve for two years. The three Directors at Large shall be elected on alternate years.

Section 3: ELIGIBILITY – A candidate for elected office must be a Member of the Society in good standing.

Section 4: DECLARATION - The call for nominations for elected office in the Society shall be on the first of the month three months prior to the term of office of each year.

Section 5: TIME OF ELECTION – The Elections Committee shall distribute a ballot not later than two months prior to the term of office, to each Member and Affiliate member on the membership roster as of the 20th of the previous month.

Section 6: ELECTION PROCEDURE - An elections committee, approved by the President and chaired by the Vice President, 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. The Vice President will certify the ballot count. If the Vice President is a candidate in the election, the President shall appoint a disinterested board member to certify the count.

Section 7: VOTE NECESSARY TO ELECT – Officers shall be elected by a plurality of 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 IX: ETHICS AND PROFESSIONAL AFFAIRS

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

Section 2: IMPEACHMENT – Any member of the Board of Directors may be suspended or removed from office for cause as determined by the remaining board members. A 2/3 vote of the remaining board members shall be needed for impeachment.

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. When appointed, standing committees shall hold regular meetings and provide reports to the Board of Directors.

Section 2: STANDING COMMITTEES – Standing committees of the Society are:

- a) Awards Committee
- b) Conference/CHE Committee*
- c) Bylaws Committee
- 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 Bylaws, all meetings of the Society and 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

Section 1: SPENDING AUTHORITY - For events in which the Society may have a role, the President will have the authority to approve spending up to \$1,000.00 per event. Spending above this amount must be approved by a board member majority vote.

Section 2: The Board of Directors shall establish dues and membership periods for all members.

Section 3: Payment of dues each year automatically renews membership in the Society; failure to pay timely dues constitutes termination of membership.

ARTICLE XIII: AWARDS

Section 1: The Society may annually select a Clinical Pharmacist of the Year and will sponsor the monetary component this award. The Clinical Pharmacist of the Year is awarded for outstanding clinical services to our patients and support of clinical services in the Air Force. Additionally, the Society may, at any time, award a Career Sustained Achievement Award.

Section 2: Call for Nominations for the Clinical Pharmacist of the year will be sent to all Air Force Pharmacy members in August of each year. Nominations (in the same format as Air Force Medical Service Awards) will be due to the Chairman of the Awards Committee by 1 November of each year.

Section 3: Selection Process

a) The Clinical Pharmacist Award will be an annual award based on the fiscal year (1 Oct through 30 Sep). Packages will be submitted in the same format as the Air Force Medical Service Awards.

b) Clinical Pharmacy Award Selection

i. The Clinical Pharmacy Award Selection Board will consist of three senior active duty pharmacists selected by the Associate Corps Chief for Pharmacy, preferably Colonels or the most senior Lieutenant Colonels possessing sound clinical pharmacy knowledge.

ii. Scoring for the package will be as follows:

iii. Duty Performance and Impact on Patient Outcomes - 70 points

iv. Significant Self Improvement - 10 points

v. Significant Contributions to Educational Needs of the Profession - 20 points

c) The Career Sustained Achievement Awards (Officer and Technician) need not be annual awards, but will be awarded at the discretion of the Society of Air Force Pharmacy Board of Directors based on any nominations received during the year. There is no limit to the number of awards presented.

d) SAFP Career Sustained Achievement Award - Officer Category board will consist of three retired AF Pharmacy Colonels, selected by the Associate Corps Chief for Pharmacy, and the current Enlisted Career Field Manager.

e) SAFP Career Sustained Achievement Award - Technician Category (SNCO or GS-7 or higher). Board will consist of three retired AF Pharmacy Chief Master Sergeants, selected by the Pharmacy Career Field Functional Manager, and the current Associate Corps Chief for Pharmacy, Biomedical Science Corps.

f) Packages for the Career Sustained Achievement awards will be submitted on an AF Form 1206. The selection board will determine if candidate meets the criteria for the award.

Section 4. Society sponsored awards are in the form of an educational grant made payable to the recipient as a reimbursement for educational materials/programs purchased. The amount of the award will be determined by the Board of Directors.

Section 5. Winners of Society sponsored awards will be officially notified of their award by certified letter or letter awarded in person during the annual membership meeting. Awards remain valid for claim for a period of one year from the date of the letter.

ARTICLE XIV: 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 a 2/3 majority 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. A 2/3 majority 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
Bylaws amended: October 2004
Bylaws amended: October 2006
Bylaws amended: November 2008
Bylaws amended: October 2009