

AMERICAN COLLEGE OF CLINICAL PHARMACY  
CONSTITUTION AND BYLAWS

-- CONSTITUTION --

ARTICLE I

Name, Purpose, Goals, and Definition

Section 1

Name. The name of this organization shall be "The American College of Clinical Pharmacy," hereafter referred to as the "College".

Section 2

Purpose and Goals. The purpose of the College shall be to establish an organization to advance the common interests of clinical pharmacists committed to excellence in practice, research, and education, and the College has the following goals:

- 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. Promote interdisciplinary health care in cooperation with medicine and other health professions and scientific disciplines;
- E. Assure a high quality of clinical pharmacy practice by establishing and maintaining standards of practice, education, and training in clinical pharmacy;
- F. Provide high-level educational programs in the area of clinical pharmacy, therapeutics, and related subjects;
- G. Encourage research and scholarship in clinical pharmacy;
- H. Provide a forum for the expression of opinion on pharmacy practice, education, and research from the perspective of clinical pharmacists; and
- I. Recognize individuals committed to excellence in clinical pharmacy.

Section 3

Definitions

- A. Clinical pharmacy is a health science discipline in which pharmacists provide patient care that optimizes medication therapy and promotes health, wellness, and disease prevention. The practice of clinical pharmacy embraces the philosophy of pharmaceutical care; it blends a caring orientation with specialized therapeutic knowledge, experience, and judgment for the purpose of ensuring optimal patient outcomes. As a discipline, clinical pharmacy also has an obligation to contribute to the generation of new knowledge that advances health and quality of life.
- B. A Clinical Pharmacist is a pharmacy graduate with formal postgraduate education and training (or equivalent experience) who is involved in clinical pharmacy practice, research, and/or education as his/her major professional activity. Clinical pharmacy practice can occur in any health care setting.

## ARTICLE II

### Membership

The membership of the College shall consist of members, associate members, affiliate members, fellows, honorary fellows, student members, resident/fellow/graduate student members, and honorary members as provided by the Bylaws. Fellowship is denoted by the letters "FCCP" after one's name and may be used only by fellows and honorary fellows.

## ARTICLE III

### Governance

#### Section 1

Voting Members. Only fellows and members may vote in the College.

#### Section 2

##### Board of Regents

- A. The Board of Regents shall be responsible for all affairs of the College.
- B. The Board of Regents shall consist of the officers of the College and others elected as Regents by the voting members.
- C. The President of the College shall serve as Chairman of the Board of Regents.

#### Section 3

Officers. The officers of the College shall consist of the President, Immediate Past-President, President-Elect, Secretary, and Treasurer.

## ARTICLE IV

### Certification of Credentials

The College may support, sponsor, or conduct as appropriate certification processes which establish high standards of education, training, and practice in clinical pharmacy or its subspecialties.

## ARTICLE V

### Amendments

Amendments of this Constitution may be initiated by a proposal signed by at least twenty-five (25) members or fellows of the College in good standing, which shall be delivered to the Secretary of the College at least four months prior to the annual meeting. The proposed amendment shall be referred immediately to the Organizational Affairs Committee. Within thirty (30) days thereafter, the Secretary shall send notice of the proposed amendment to the voting members of the College. Proposals for amendments also may be initiated by a majority vote of the Board of Regents at least sixty (60) days prior to the annual meeting. In such case the Secretary shall send notice of the proposed amendment to the voting members of the College at least forty-five (45) days prior to the annual meeting. The Secretary shall present the proposed amendment to voting members at the annual meeting or by e-mail/mail vote. A two-thirds majority of the voting members who vote shall be required to adopt any amendment.

# AMERICAN COLLEGE OF CLINICAL PHARMACY

## CONSTITUTION AND BYLAWS

-- BYLAWS --

### ARTICLE I

#### Membership

##### Section 1

The membership shall consist of Fellows, Honorary Fellows, Members, Associate Members, Affiliate Members, student members, resident/fellow/graduate student members, and Honorary Members.

##### Section 2

##### Non-Discrimination and Qualifications for Membership

- A. Membership shall be open to all qualified individuals. There shall be no discrimination on the basis of race, color, religion, gender, gender expression, national origin (ancestry), age, disability, sexual orientation, marital status, family status, socioeconomic status, military status, or other protected classifications in any of ACCP's activities or operations. These activities include, but are not limited to, eligibility for membership; committee assignments; nominations for elected or appointed office; hiring or firing of staff; selection of volunteers, speakers, award recipients, or vendors; and provision of services. ACCP is committed to providing an inclusive and welcoming environment where diversity is celebrated and valued for all members, staff, volunteers, speakers, and/or vendors.
- B. Fellows. Fellowship, a membership status potentially achievable by any member, is reserved for those who shall have demonstrated excellence in clinical pharmacy practice or research or both, and who shall have made sustained contributions to the College. A fellow is a dues-paying person who:
1. Has been a Member for at least ten years;
  2. Has a record of sustained contributions to the College in elected or appointed offices, through presentations of scholarly work in college-sponsored publications and meetings, or through other service-related activities as defined by the Board of Regents;
  3. Can satisfy published Board of Regents criteria for demonstrable excellence in clinical pharmacy practice or research or both; and
  4. Has been elected a Fellow of the College by majority vote of the Board of Regents.
- C. Honorary Fellows. Any member whom the College wishes to recognize for outstanding contributions to clinical pharmacy may be nominated by two fellows or by a member of the Board of Regents. Nominations and supporting documents must be submitted to the Board of Regents no less than six months prior to the annual meeting. The Board of Regents may itself nominate and confer Honorary Fellowship on any member (excluding a sitting member of the Board of the Regents) at any time by unanimous approval of such a motion made and seconded during a Board of Regents meeting. By unanimous vote the Board of Regents will select no more than one person annually for this award.
- D. Members. Members are those clinical pharmacists who meet the membership requirements established by the Credentials: Membership Committee and approved by the Board of Regents.
- E. Associate Members. Associate Members are those dues-paying persons who do not qualify for full membership. The category shall include, but not be limited to, those persons currently engaged in advanced postgraduate clinical pharmacy training program or who do not yet qualify as a Member. Associate Members cannot vote or hold office.
- F. Affiliate Members. This category shall include dues-paying persons from other pharmacy disciplines

and health science professions who do not qualify as Members or Associate Members but who are interested in furthering the objectives of the College. Affiliate Members cannot vote or hold office.

- G. Honorary Members. Any person not qualifying as a Member or Associate Member is eligible for Honorary Membership. The award will be made to individuals who have made outstanding contributions to clinical pharmacy or other areas related to applied clinical sciences. Nominees for this honor shall be recommended in writing to the Awards Committee not less than six months prior to the annual meeting of the College. Election shall be by a unanimous vote of the Board of Regents. Honorary Members may not vote or hold office in the College.

### Section 3

Application for membership or fellowship shall be made on such forms as may be authorized by the Board of Regents.

- A. The application forms may be obtained from the Executive Director of the College or his/her designee.
- B. Where application is for membership, the completed application shall be submitted by the candidate, along with required fees, to ACCP for review by the Credentials: Membership Committee.
- C. Nomination of a Member for fellowship [or any other new fellow designation] may be submitted by (a) any two Members other than the nominee, (b) a member of the Board of Regents, or (c) a Fellow, except that no Member may be selected as a fellow while serving as a member of the Board of Regents or Credentials Committee. The appropriate application forms will be sent to nominees by ACCP staff.
- D. The Board of Regents shall act upon the recommendations of the Credentials: Membership Committee and the Credentials: Fellowship Committee, and shall decide by majority vote whether applications shall be approved or rejected. If the information contained in an application is contested by the board, the appropriate committee shall be responsible for clarifying any contested issues. Contested applications will be considered at the next meeting of the Board of Regents. Denied applications will generally result in an invitation for the member to reapply, if he/she wishes to do so.
- E. Completed applications for Associate Member or Affiliate Member, including those of students or residents/fellows in training, shall be forwarded by ACCP staff to the Credentials: Membership Committee and shall be accompanied by the required fee. Following review and acceptance by the Committee, these applications will be forwarded directly to the Board of Regents for approval.
- F. If an application is approved by the Board of Regents, the President of the College or his/her designee shall inform the applicant of election to the appropriate membership designation in the College and the class of membership to which admitted.
- G. Convocations for conferring certificates of College fellowship shall be held at each annual meeting of the College. All new Fellows must register for and be present at the annual meeting. Under exceptional circumstances and at the discretion of the President of the College, the certificate may be conferred in absentia.
- H. When an application is rejected, ACCP staff shall inform the applicant of such rejection, and any monies paid to the College by the candidate in connection with the application shall be refunded.
- I. A Member may not make application for advancement to fellow status earlier than five years after acquiring elective Membership or less than ten years after completion of his/her professional practice degree.

## ARTICLE II

### Bylaws

#### Section 1

Following recommendation by the Organizational Affairs Committee and endorsement by the Board of Regents, amendments to the Bylaws shall be placed before the voting membership for approval. Amendments to the Bylaws must be approved by two-thirds of the votes cast. The Board of Regents may authorize a special vote for approval of amended Bylaws at any time. Such special vote may take place by usual means as described in Article VI, Section 2, or during a business meeting of the College's membership.

## ARTICLE III

### Finances

#### Section 1

The funds of the College shall be derived from dues, as well as from endowments, gifts, grants, and bequests to the College, and from income from the various programs, publications, services, and such other sources as may be agreed upon by the Board of Regents.

#### Section 2

The depository of the College shall be designated by the Board of Regents.

#### Section 3

No loans shall be contracted on behalf of the College and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Regents. Such authority may be general or confined to specific instances.

## ARTICLE IV

### Fiscal Year

#### Section 1

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

## ARTICLE V

### Committees

#### Section 1

The standing committees of the College will provide recommendations to the Board of Regents and shall be designated as follows:

- A. Awards Committee
- B. Certification Affairs Committee
- C. Clinical Practice Affairs Committee
- D. Credentials: Fellowship (FCCP) Committee

- E. Credentials: Membership Committee
- F. Educational Affairs Committee
- G. Industrial Relations Committee
- H. Member Relations Committee
- I. Nominations Committee
- J. Organizational Affairs Committee
- K. Program Committees
- L. Public and Professional Relations Committee
- M. Publications Committee
- N. Research Affairs Committee
- O. Research Fellowship Program Review Committee
- P. Resident Advisory Committee
- Q. Student Network Advisory Committee

## Section 2

The President, in consultation with the Board of Regents, shall form all standing and ad-hoc committees, and charges to all committees shall be the responsibility of the President. All committee members shall be appointed by the President and shall assume duties with the inauguration of the President.

## Section 3

The members of all standing committees shall hold office until relieved of responsibilities by their successors. Members of ad hoc committees shall hold office until the accomplishment of the purposes for which they were appointed.

## Section 4

Committee chairpersons shall report at such times as directed by the Board of Regents.

## Section 5

The Nominations Committee shall consist of seven (7) members appointed by the President: a chair, appointed for a two-year term; and six (6) additional members appointed to staggered two-year terms. One (and only one) member must be a current member of the Board of Regents. Members shall not serve consecutive terms.

- A. A call to the membership by the Chairperson of the Nominations Committee will be made at least six (6) months prior to the annual meeting requesting recommendations for nominees for the officers and Regents to be elected in the next annual election.
- B. The committee shall present to the Board of Regents the name of two nominees for each elective office. The Nominations Committee shall not nominate any of its members for elective office. This slate will be circulated to the membership of the College not less than sixty (60) days prior to the annual meeting. In addition to the slate submitted by the Nominations Committee, other nominations must be made in writing, stating clearly the qualifications of the candidate, thirty (30) days in advance of the annual meeting, and must be signed by at least one percent (1%) of the voting members of the College.

## ARTICLE VI

### Elections

#### Section 1

The names of candidates for all elective positions, along with a brief professional resume and statement from the candidate, shall be provided by carrier mail, electronic mail, or other appropriate means as defined by the laws of the State of Missouri, by the Secretary or his/her designee to every voting Member of the College.

#### Section 2

Ballots will be provided by carrier mail, electronic mail, or other appropriate means to each voting Member of the College. To be valid, votes must be cast within the time period designated for the election, but not less than thirty (30) days from the date the ballots were provided to the Members of the College.

#### Section 3

The candidate receiving the largest number of votes shall be declared the winner. The outcome of the election shall be reported to and certified by the Executive Director. The President shall notify all candidates of the election results which will later be published in a form and place designated by the Board of Regents of the College.

#### Section 4

The term of office for President-Elect, President, and Past-President shall be one year. The term of office for Secretary and Treasurer shall be three years. The Secretary and Treasurer may not serve consecutive terms. The President is not eligible for nomination as an officer within three years of a previous term of office as President.

#### Section 5

The Board of Regents is empowered and directed to fill all vacancies of elected officers or Regents, and candidates for elected officer or Regent, which may occur by expulsion, death, or resignation.

## ARTICLE VII

### Board of Regents

#### Section 1

The Board of Regents shall consist of the five (5) officers of the College and six (6) elected Regents. Two (2) Regents shall be elected prior to each annual meeting of the College. The Board of Regents shall meet at least two (2) times a year, one of such meetings to be held at the time of the annual meeting of the College.

#### Section 2

The Executive Director of ACCP shall be an ex-officio, non-voting member of the Board of Regents.

#### Section 3

The term of office of an elected Regent shall be three (3) years. An elected Regent may not be re-elected for more than one consecutive term.

#### Section 4

Seven (7) members of the Board of Regents shall constitute a quorum. Unless otherwise specified, a majority vote will constitute an action of the Board of Regents.

## Section 5

A member of the Board of Regents may vote in person or by proxy, executed in writing by the Board member or by a duly-authorized attorney in fact. No proxy shall be valid after thirty (30) days from the date of its execution.

## Section 7

If the office of an elected Regent becomes vacant for any cause, the Board of Regents shall select a voting member to fill the unexpired term.

## Section 8

The Board of Regents, at a regular or special meeting duly called, shall by the affirmative vote of two-thirds of the Board members present approve the employment, dismissal, or suspension of any corporate employee.

## Section 9

A member of the Board of Regents of the College, who is present at a meeting of the Board of Regents at which action on any corporate matter is taken, shall be presumed to have assented to the action taken unless his/her dissent shall be entered in the minutes of the meeting, or unless he/she shall file his/her written dissent to such action with the secretary of the meeting before adjournment thereof, or unless he/she shall forward such dissent in writing to the Secretary of the College immediately after the adjournment of the meeting. Such right to dissent shall not apply to any Board member who voted in favor of such action.

## Section 10

Any action required to be taken at a meeting of the Board of Regents, or any other action which may be taken at a meeting of the Board of Regents, may be taken without a meeting if consent in writing or by e-mail, setting forth the action so taken, shall be signed (including electronic signatures) by all of the Board of Regents entitled to vote with respect to the subject matter thereof. Any such consent signed by all of the Board members shall have the effect of a unanimous vote and may be stated as such in any document filed with any state or local agency or any other public official or any other person. In the event a unanimous vote by this mechanism does not occur, then the issue must be discussed at a regular or special meeting of the Board, including tele- or videoconference meetings.

# ARTICLE VIII

## Officers

### Section 1

The officers of the College shall be the President, President-Elect, Immediate Past-President, Secretary, and Treasurer.

### Section 2

The officers shall assume responsibilities of office following the annual meeting.

### Section 3

The President of the College shall preside at all regular and special business meetings of the College and at all convocations for conferring fellow recognition.

### Section 4

Within thirty (30) days prior to taking office, the President shall have appointed all committee members



and chairpersons, and these committees shall assume their duties at the annual meeting. The President shall be an ex-officio member of each committee, except the Nominations Committee. The President shall have the right to call special meetings of the Board of Regents, upon at least thirty (30) days written notice to each member of the Board.

#### Section 5

If the office of President becomes vacant for any cause, the President-Elect shall immediately assume the office of President. He/she shall succeed to fill his/her own elected term at the end of the substitution. The Board of Regents shall appoint a President-Elect Pro Tempore until the next election.

#### Section 6

During the temporary absence of the President, the President-Elect shall assume the duties of the President Pro Tempore. If the President-Elect is not available, the Secretary shall serve as President Pro Tempore.

#### Section 7

The Secretary shall perform the duties generally pertaining to the office together with those prescribed by law. He/she shall be responsible to the Board of Regents. He/she shall make and keep on file correct minutes of the meetings of the College.

#### Section 8

The Treasurer shall be custodian of the funds of the College and shall ratify receipts and expenditures of the College. The Treasurer shall render an annual statement summarizing the financial state of ACCP, which statement shall be presented at the annual meeting of the College.

#### Section 9

The Executive Director shall be appointed by the Board of Regents and shall serve as the chief executive officer of the association. He/she shall serve the Board; promote communications between the Board, committees, and the membership; manage the College's affairs as directed by the Board of Regents; and maintain all papers, archives, records, and property of the College.

### ARTICLE IX

#### Dues and Fees

##### Section 1

Annual dues shall be required of persons of all membership categories except Honorary Members.

##### Section 2

The amount of the annual dues shall be determined by the Board of Regents.

##### Section 3

A member or fellow who is delinquent in his/her dues loses all privileges of College membership and will be removed from the roll of the College.

##### Section 4

Any member or fellow removed from membership because of delinquency may be reinstated upon payment of the current annual dues.

## ARTICLE X

### Expulsion

#### Section 1

Persons in any membership category may be expelled for unprofessional conduct or for violation of the obligations of the Constitution and Bylaws. No person shall be expelled unless that person shall have been given notice of the charges in writing by the Board of Regents and shall have had a chance to reply in writing to those charges for a period of sixty (60) days. A hearing shall be convened by the Board of Regents and the person in question shall have the right to attend that hearing. Submission of charges to the Board shall be made in writing by at least two Members or Fellows in good standing. No person shall be expelled unless two-thirds of the Board vote for expulsion and said decision shall be final.

## ARTICLE XI

### Certificate

#### Section 1

All members will receive from the President an appropriate certificate attesting to membership in the College.

## ARTICLE XII

### Meetings

#### Section 1

An annual meeting of the College shall be held at a time and place designated by the Board of Regents for nomination and installation of officers and for the transaction of such business as shall come before the meeting. The annual meeting may be conducted by webinar or teleconference, in needed.

#### Section 2

At the annual meeting, should any vote be called for by the President, members holding ten percent of the votes entitled to be cast and represented in person or by proxy shall constitute a quorum of the membership. 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.

#### Section 3

The College shall conduct scientific sessions at each annual meeting. Interim and regional meetings may be held at the discretion of the Board of Regents.

#### Section 4

A convocation for the purpose of conferring fellowships, presenting awards, and such other functions as may be decided upon by the Board of Regents shall be held during each annual meeting.

#### Section 5

Whenever any notice is required to be given to any Member or member of the Board of Regents of the College under the provisions of these Bylaws or under the provisions of the Articles of Incorporation or under the laws of the State of Missouri, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## ARTICLE XIII

### Parliamentary Procedures

#### Section 1

The latest edition of Robert's Rules of Order shall govern parliamentary procedures of meetings of the Board of Regents, the annual business meeting of the College, and meetings of any of the various committees, except where the Constitution and Bylaws take precedent.

## ARTICLE XIV

### Seal and Insignia

#### Section 1

The College shall have a seal which consists of a device which imprints the word "seal" surrounded by the words "American College of Clinical Pharmacy".

## ARTICLE XV

### Publications

#### Section 1

The Board of Regents by a two-thirds majority vote shall designate a publication to act as the forum for the communication of such items as necessitated by the Bylaws and for notification of meetings and newsworthy items relating to the College.

#### Section 2

The Board of Regents by a two-thirds majority vote shall be empowered to designate an "official publication" for the College and shall be empowered to enter into such agreements for the College as are necessitated by this designation.

## ARTICLE XVI

### Chapters

#### Section 1

Chapters provide opportunities for professional interaction, continuing professional development, and recruitment among College members at a regional level; thereby supporting, promoting, and advancing the mission and goals of the College. Each chapter's name, geographic area served, and bylaws shall be defined by the chapter and approved by the Board of Regents.

## ARTICLE XVII

### Practice and Research Networks

#### Section 1

Practice and Research Networks (PRNs) provide opportunities to facilitate practice, research, and education among College members having similar interests; thereby supporting, promoting, and advancing the mission and goals of the College. Each PRN's name and interest area shall be defined by the PRN and approved by the Board of Regents. Activities of the PRNs shall be governed by the Board of Regents.

## ARTICLE XVIII

### Dissolution

#### Section 1

In order to dissolve the College, the Board of Regents must adopt a resolution recommending that the College be dissolved and directing that the question of such dissolution be submitted to a vote of the Members at the next annual meeting, by a vote of three-fourths (3/4) of the Board members present at such regular or special meeting of the Board. A proposal for dissolution shall be considered only at the regular annual meeting of the membership and then only after four weeks' notice in writing is given to each Member in good standing. The Board of Regents' resolution to dissolve the College shall be adopted upon receiving at least ninety-six percent (96%) of the votes entitled to be cast by Members present at such annual meeting. The College shall not be dissolved while five percent (5%) of the Members in good standing dissent.

#### Section 2

Upon adoption of the resolution for dissolution by the membership, the College 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 of the College and shall proceed to collect its assets and apply and distribute them as provided in the Articles of Incorporation.

*(Reformatted January 2020)*

*Last Amended October 7, 2022: Bylaws Article I, Section 2 and Section 2A*