

## TEMPLATE CHAPTER BYLAWS

[INSERT SCHOOL'S NAME] STUDENT COLLEGE OF CLINICAL PHARMACY. A STUDENT CHAPTER OF THE AMERICAN COLLEGE OF CLINICAL PHARMACY

### I. Name

This organization shall officially be known as: [INSERT SCHOOL'S NAME] Student College of Clinical Pharmacy. A Student Chapter of the American College of Clinical Pharmacy.

*NOTE: Chapters can create an acronym to use in addition to their official name. The acronym should be structured as follows: [school/college of pharmacy acronym] + SCCP. For example, the West Virginia University School of Pharmacy Student College of Clinical Pharmacy. A Chapter of the American College of Clinical Pharmacy can be shortened to: WVU SCCP.*

### II. Purpose

The SCCP shall adopt the purposes of the American College of Clinical Pharmacy. In addition, SCCP shall have the following mission:

To orient students to the practice of clinical pharmacy by:

Providing information to students about careers and opportunities within the field of clinical pharmacy.

Promoting dedication to excellence in patient care, research, and education.

Encouraging skill development necessary to function within an interdisciplinary team.

Advocating the role of clinical pharmacists within healthcare.

Encouraging participation in the American College of Clinical Pharmacy at the national level and/or the local/regional chapters.

### III. Membership and Dues

Membership in the SCCP shall be available to full time students enrolled in [INSERT SCHOOL NAME] in good academic standing who are current members of the American College of Clinical Pharmacy. Prospective members shall submit an application, pay the required dues, and support the purposes of SCCP. Eligibility for renewal of SCCP membership shall discontinue upon graduation or loss of academic standing at the College of Pharmacy.

### IV. Officers

The officers of SCCP shall be the President, President Elect, Secretary, Treasurer, and Student Liaison. These officers shall constitute the Executive Committee of the SCCP, and the authority for the governance and general operation of SCCP shall be vested in this body. To hold office a student shall be a member in good standing of SCCP and be in good academic standing at [INSERT SCHOOL NAME].

## Duties

**President.** The President shall be the principal elected officer of SCCP, shall preside at all business meetings and appoint, in consultation with the Executive Committee, the various committees and their chairperson(s). The President shall represent SCCP at such times and places deemed necessary by SCCP.

**President-Elect.** The President-Elect shall assume the responsibilities of the President in his or her absence or incapacity, and may be assigned other duties and responsibilities as determined by the President. The President-Elect shall preside over the standing committees, facilitating communication between committee chairs and the executive committee. The President-Elect shall succeed to the office of the President upon completing the term as President-Elect. The President-Elect must be a student who is not in their P4 or final academic year.

**Secretary.** The Secretary shall maintain accurate records of the SCCP membership and minutes of proceedings and serve as correspondent.

**Treasurer.** The Treasurer shall, in consultation with the Executive Committee, develop an annual budget, and maintain an accurate record of SCCP dues, receipts, other income, and expenditures. Signatures of the ACCP College of Pharmacy Faculty Liaison and the Treasurer or the President shall be required to negotiate the SCCP's checks.

**Student Liaison.** The ACCP College of Pharmacy Student Liaison shall work with the faculty liaison to communicate the activities of SCCP to the American College of Clinical Pharmacy at the national level.

## Election and Terms of Office

Officers for President-Elect, Secretary, and Treasurer shall be elected annually by secret ballot by a majority vote of the members in good standing present and voting at the last regular meeting of the spring term of each academic year, and shall take office immediately for a term of one year. The Student Liaison is appointed by the College of Pharmacy Faculty Liaison.

A vacancy in any office, except for President (which will be filled by the President-Elect) shall be filled within two weeks by Executive Committee appointment. The appointed individual shall complete the designee's term of office.

## V. Meetings

The President shall conduct regular Executive Committee business meetings and meetings of the general membership at least monthly during the academic year or as deemed necessary. All meetings of the Executive Committee shall be open to the general membership of SCCP. A general meeting of the SCCP can be called if three members of the SCCP submit to the President a request for such a meeting with a proposed agenda at least seven days before such a meeting is to be held. A quorum to conduct the business of either the Executive Committee or the general membership shall consist of a majority of the members of each group, respectively.

## VI. Faculty Advisor

The ACCP College of Pharmacy Faculty Liaison shall serve as the faculty advisor to SCCP. If a faculty liaison has not been identified by ACCP, members of SCCP shall identify a member of the faculty of the school to serve in this capacity and report his/her name to ACCP.

## VII. Amendments

These documents may be proposed to be amended at any regular general membership meeting by a two-thirds (2/3) vote of the members present and voting. Two or more members shall present any proposed amendment to the President in writing at least two weeks prior to a regularly scheduled meeting. The President shall schedule the amendment as an item of new business at the next regularly scheduled meeting. Once approved at that meeting by a two-thirds (2/3) vote of those present and voting, the amendment shall be adopted.

## VIII. Dissolution

If the SCCP should dissolve, following the settlement of all outstanding debts, any remaining funds in the treasury shall be transferred to the College of Pharmacy Faculty Liaison, who will determine how the remaining funds will be disbursed.