

# 2011

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## CHAPTER HANDBOOK

AMERICAN COLLEGE OF CLINICAL PHARMACY

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# INTRODUCTION

This Chapter Handbook has been prepared to assist groups of ACCP members in forming and operating effective chapter organizations. The opportunity to create chapters of the American College of Clinical Pharmacy was made possible in response to an expressed member need: **a focal point around which to gather local or regional clinical pharmacists with common interests and needs in practice, education, and research.**

ACCP Chapters can provide an effective means for:

- Professional interaction with colleagues;
- Advanced continuing education to develop practice, teaching, and research skills;
- Problem solving; and
- Discussion of professional issues.

In addition, Chapters will:

- Increase the opportunity for member participation in ACCP activities;
- Provide a readily accessible mechanism for regional program development;
- Provide a network to rapidly gain member feedback on issues of concern to ACCP; and
- Provide a locally effective ACCP membership recruitment mechanism.

In order to begin formation of a chapter, the organizers need to ask themselves the following questions:

- Is there a need to start another local organization or do other organizations already fulfill our needs?
- Is there sufficient interest in a local ACCP chapter to sustain its activities?
- Are there sufficient ACCP members, or potential ACCP members, in the area to warrant creation of a chapter (eg, minimum of 20 ACCP members)?

Assuming that you can answer "yes" to all of the above, you are ready to start an ACCP chapter. The following procedural list is provided to assist you in getting started:

1. Form a core planning committee consisting of 5-6 enthusiastic, hard working individuals. Divide the work load among the planning committee such that one person does not become overburdened.
2. Review the enclosed "Chapter Guidelines" beginning on page 5 of this Handbook. They outline the purpose and structure of ACCP Chapters, and also describe the responsibilities of both the Chapter and ACCP.

3. Review the rest of this Handbook. It contains all the information, sample documents, and document templates that you will likely need to legally start an ACCP Chapter. While the thought of incorporating your Chapter and the need to prepare annual financial reports for ACCP to submit to the Internal Revenue Service may appear intimidating, we have tried to make the process as easy as possible. All the work is accomplishable without the assistance of a lawyer or accountant!!
4. Plan for the first official meeting of your Chapter. For this you will require:
  - a) a list of ACCP members and potential members in the area;
  - b) a program for the meeting: business agenda? speaker?
  - c) a meeting place (with refreshments?);
  - d) some funding to support the meeting and to cover the minimal costs involved in establishing a Chapter (mailing, incorporation, stationary, etc.).

Give your group plenty of time to plan the first meeting, at least 2-3 months depending on the existing clinical pharmacy network in your area and the type of program you wish to have. At your first meeting you will need to elect officers and ratify the Chapter's charter and bylaws. Initial funding is perhaps the largest hurdle to overcome. Monies may be needed for such items as: mailing meeting announcements; renting a meeting room; providing refreshments; and filing fees for incorporation. Most chapters have successfully obtained industry support, with the understanding that one purpose of the Chapter is to provide continuing education for local clinical pharmacists.

5. Fill out the appropriate forms in this Handbook either before or after the first organizational meeting. This includes determining a name for the Chapter and submitting a chapter application to ACCP headquarters. You will also need to find out how to file for incorporation in your state by calling the Office of the Secretary of State in your capitol. A Chapter President and other officers will need to be elected prior to incorporation.
6. Form SS-4 from the Internal Revenue Service will need to be completed (see enclosed) and an Employer Identification Number received. Thereafter, start a checking account under the Chapter name at a local bank. Business checking accounts can be very expensive. A personal checking account under the Chapter name is generally much cheaper and is sufficient. Compare costs at different banks.
7. Get advice from those who have started local chapters already. Avoiding their errors will make the formation of your Chapter much smoother. They can provide advice on the process, suggest programs and meeting schedules, and offer other first hand information on the development of an ACCP Chapter.

We welcome your comments regarding the contents of this Chapter Handbook. Please provide feedback on its utility. Please also suggest other types of information that should be included. Periodic updates will be sent to your Secretary-Treasurer.

*If you have any questions, please call Michael Maddux at ACCP Headquarters [(913) 492-3311] or the Chair of the Member Relations.*

# CHAPTER GUIDELINES

# CHAPTER GUIDELINES

## Purpose

1. To promote the rational use of drugs in society.
2. To advance the principles and practice of clinical pharmacy.
3. To promote the full-time, advanced practice of clinical pharmacy.
4. To provide an advanced level of continuing education programs in the area of clinical pharmacy and therapeutics.
5. To provide a forum for the expression of opinion on pharmacy practice, education, and research from the perspective of clinical pharmacists.
6. To support, promote, and advance the goals and objectives of the American College of Clinical Pharmacy as outlined in its constitution and bylaws.
7. To provide a local recruiting base for ACCP.

## Structure

1. Each chapter must have a minimum of 20 members.
2. All officers of the chapter must be ACCP members.
3. Each chapter shall serve a defined geographic area as determined by the chapter and approved by the Board of Regents. The geographic area served shall be such that members can easily attend chapter meetings. Only a single chapter shall exist within a given metropolitan area.
4. Each chapter shall be given a chapter name, as determined by the chapter and approved by the Board of Regents, indicative of its served geographic area. The name shall follow the format: "The [chapter name] College of Clinical Pharmacy. A Chapter of the American College of Clinical Pharmacy."
5. Each chapter shall have a bylaws, approved by the ACCP Board of Regents. All amendments of a chapter's bylaws must be approved by a designated ACCP staff person and the ACCP Organizational Affairs Committee before they become officially active.

6. Each chapter shall elect from its members officers to direct their activities. These officers will typically consist of a President, President-Elect, and Secretary-Treasurer. A new President-Elect and Secretary-Treasurer shall be elected during the fourth quarter of each year and assume office the succeeding January. The President-Elect shall assume the office of President the subsequent January. An individual chapter may define an alternate leadership structure within their bylaws if so desired.
7. The fiscal year for each chapter shall begin on the first day of January and end on the last day of December of each year.
8. Following completion of the application process as described in this handbook, the chapter shall be an affiliated chapter of ACCP.
9. Except as detailed below, ACCP shall have no financial or other liability for the actions of a chapter.

## **Responsibilities of ACCP**

1. ACCP shall provide a chapter handbook and assist local groups of ACCP members in organizing and developing chapters, including provision of template bylaws, articles of incorporation, and annual reports required by the IRS.
2. To avoid the necessity of individual chapters separately obtaining tax-exempt status from the Internal Revenue Service or incurring a tax liability in their activities, ACCP shall apply for "group exemption" for all chapters under the province of its tax-exempt recognition.
3. As a means to supplement chapter revenues, ACCP shall rebate \$10 annually per dues-paying member of the chapter. ACCP shall have no other financial responsibility or liability for chapter actions.
4. ACCP shall provide assistance in conducting chapter educational programs if desired, including:
  - a. guidance in adherence to ACPE continuing education requirements;
  - b. submission of necessary reports to ACPE and use of the ACCP provider number; and
  - c. assistance in development and printing of promotional materials provided for within the chapter budget.
5. ACCP shall assist chapters in membership recruitment by providing recruitment information or materials which may be developed from time to time.
6. ACCP shall make available and support financially, to the extent possible and approved by the Board of Regents, members of the Board to attend chapter meetings for the purposes of discussion of ACCP activities, programs, and position statements.

## Responsibilities of the Chapter

1. Each chapter shall conduct at least two educational programs or meetings per calendar year. If desired, chapters may collaborate in the conduct of educational programs.
2. Each chapter shall have an on-going membership recruitment effort which actively identifies potential new members and recruits them to ACCP.
3. The Secretary-Treasurer shall provide a brief semi-annual report of all meetings and chapter activities and an annual report each January of membership recruitment activities to the ACCP Executive Director for distribution to the Board of Regents.
4. At the choice of each individual chapter and with the approval of its members, the chapter may collect annual dues from chapter members not to exceed \$20 U.S. annually. Decisions on the expenditure of such funds shall be that of the chapter so long as such is done within the tax-exempt status of ACCP.
5. As a means to insure protection of individual chapter members, each chapter shall be required to obtain not-for-profit corporate status within their respective state.
6. Individual chapters shall bear full responsibility for their financial affairs. Any excess of revenue over expenditures from the conduct of chapter activities shall remain under the control of the individual chapter. Each chapter shall also bear complete responsibility for any deficit of revenue over expenditures in the conduct of chapter activities.
7. An annual report of revenue and expenditures shall be provided each January by the Secretary-Treasurer to the chapter members and ACCP Executive Director. In keeping with the not-for-profit status of all chapters, the Secretary-Treasurer shall annually file a report of chapter revenues and expenditures with ACCP for submission to the Internal Revenue Service.
8. Chapters will make every effort to respond to requests for comments on issues being discussed by the ACCP Board of Regents or committees in a timely manner.
9. Chapters will exert their best effort to assist the ACCP in conducting educational symposia within the geographic area of the chapter.

# **APPLICATION FOR CHAPTER DESIGNATION**

# CHAPTER APPLICATION

## AMERICAN COLLEGE OF CLINICAL PHARMACY

This application packet is provided to assist chapter officers and members in fulfilling the legal and other requirements inherent in establishing an affiliated membership organization. Do not hesitate to contact the ACCP Executive Director if you have any questions regarding the application process or the identity of existing chapters within the American College of Clinical Pharmacy.

Please review the "Chapter Guidelines. American College of Clinical Pharmacy" included in the enclosed ACCP Chapter Handbook before proceeding with this application.

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1. Proposed Chapter Name (eg, Missouri College of Clinical Pharmacy; Greater Kansas City College of Clinical Pharmacy):

The \_\_College of Clinical Pharmacy, A Chapter of the American College of Clinical Pharmacy.

2. Please describe the geographic boundaries served by the chapter (eg, State of Missouri; Greater Kansas City Area):

3. Please list the names and preferred mailing address of your charter officers:

**President:**

**Secretary-Treasurer:**

**Other:**

4. Please attach the following:
- a. a list of charter chapter members (must be at least 20 members);
  - b. a copy of your proposed articles of incorporation, and indication that you have made application to become a not-for-profit corporation in your state (template articles of incorporation are included in the ACCP Chapter Handbook);
  - c. a copy of your proposed bylaws (template bylaws are included in the ACCP Chapter Handbook); and
  - d. a copy of your application for Federal Employer Identification Number (Form SS-4).

In making this application, we the undersigned agree to conduct all chapter activities in accordance with the approved "Chapter Guidelines, American College of Clinical Pharmacy" and in accordance with the overall purpose and mission of ACCP. It is understood that future officers shall agree to do the same, and that failure to conduct chapter activities in such a manner may result in a loss of chapter designation.

\_\_\_\_\_  
Signature, President

\_\_\_\_\_  
Signature, Secretary-Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **INCORPORATION OF THE CHAPTER**

# INCORPORATION OF THE CHAPTER

The necessary forms to incorporate your Chapter as a general not-for-profit corporation can be obtained from the office of your Secretary of State. Located in your state capitol, a simple phone call can have the forms placed in the mail. Once completed, the forms and attachments are returned to the Secretary of State.

Several template documents follow that should assist you in incorporating and keeping everything "legal":

- template Articles of Incorporation;
- template Bylaws; and
- an application to obtain a Federal Identification Number.

Some general notes about not-for-profit corporations:

- you should file for incorporation as a not-for-profit organization under Section "501(c)(6)" of the Internal Revenue Service code. Most professional societies fall within this designation. As such, you can legitimately participate in the types of activities usually associated with professional societies (e.g., educational programs, lobbying, etc). Please contact us if you are uncertain whether a planned activity of your Chapter falls within the legal scope of our 501(c)(6) designation;
- just because the Chapter is "not-for-profit" doesn't mean that you can ignore the IRS. An additional (somewhat cumbersome) step is required before the IRS will consider you to be "tax exempt." Fortunately, you can benefit from ACCP's confirmed tax exempt status and do not need to make application for such to the IRS. Described elsewhere in this Handbook is the procedure by which you can benefit from ACCP's tax exempt status. An annual informational return must be filed by you with ACCP, so we can forward it to the IRS;
- also, just because the Chapter is "not-for-profit" doesn't mean that expenses must exceed revenues. As long as you are operating within the defined scope of purpose of a 501(c)(6) organization, it is perfectly acceptable to show a profit at the end of the year.

## Registered Agent

Your articles of incorporation will require you to name a "Registered Agent" for the corporation. This person may be a member of the Chapter, but does not have to be so. This person is the individual to whom your State will send official correspondence. To change your Registered Agent or his/her address, once designated, requires that you file a "Certificate of Change of Registered Agent" with the State.

Whoever you identify as your Registered Agent, it should be a person expected to remain in the State at the same address for some time. Notify the state of a change should this person move either within or outside of the state.

## ARTICLES OF INCORPORATION OF A GENERAL NOT FOR PROFIT CORPORATION

HONORABLE \_\_\_\_\_

SECRETARY OF STATE \_\_\_\_\_

STATE OF \_\_\_\_\_

<i>Capitol City</i>	<i>State</i>	<i>Zip/Postal Code</i>
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We, the undersigned,

1) \_\_\_\_\_  
*Name*                                      *Address*                                      *City*                                      *State*                                      *Zip*

2) \_\_\_\_\_  
*Name*                                      *Address*                                      *City*                                      *State*                                      *Zip*

3) \_\_\_\_\_  
*Name*                                      *Address*                                      *City*                                      *State*                                      *Zip*

being natural persons of the age of twenty-one years or more and citizens of the United States, for the purpose of forming a corporation under the "General Not For Profit Corporation Law" of the State of \_, do hereby adopt the following Articles of Incorporation:

1. The name of the corporation is: \_College of Clinical Pharmacy, Inc. The \_College of Clinical Pharmacy is a Chapter of the American College of Clinical Pharmacy, Inc.
2. The period of duration of the corporation is: perpetual.
3. The address of its initial Registered Office in the State of \_is:

<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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And the name of its initial Registered Agent at said Address is:

\_\_\_\_\_  
*Name*

4. The first directors shall be in number, their names and address being as follows:

<i>Name</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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<i>Name</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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<i>Name</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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5. The purposes for which the corporation is organized are:
  - a. to promote the rational use of drugs in society;
  - b. to advance the principles and practice of clinical pharmacy in the state of \_;
  - c. to promote the full-time, advanced practice of clinical pharmacy in the state of \_;
  - d. to provide an advanced level of continuing education programs in the area of clinical pharmacy and therapeutics;
  - e. to provide a forum for the expression of opinion on pharmacy practice, education, and research from the perspective of clinical pharmacists; and
  - f. to support, promote, and advance the goals and objectives of the American College of Clinical Pharmacy as outlined in its constitution and bylaws.
6. This corporation is organized exclusively as a business league, not organized for profit, under Section 501(c)(6) of the Internal Revenue Code of 1954, as amended.
7. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, directors or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.
8. There shall be no stock issued by the corporation.
9. Upon dissolution of the corporation, the directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations, organized and operated exclusively as business leagues, as shall at the time qualify as exempt organizations under Section 501(c)(6) of the Internal Revenue Code of 1954, as amended, as the directors shall determine.
10. Except as otherwise specifically provided by statute, all powers of management and direct control of the corporation shall be vested in the officers.
11. No contracts or other transactions between this corporation and any other firm or corporation shall be affected or invalidated by reason of the fact that any of the members, trustees, directors, or officers of the corporation are interested in, or are members, shareholders, directors or officers of such firms or corporations; and any member, trustee, director, or officer of this corporation may be a party to or may be interested in any contract or transaction of this corporation or in which this corporation is interested and no such contract shall be affected or invalidated thereby; and each and every person who may become a member, trustee, director, or officer of this corporation is hereby relieved from any liability that might otherwise exist from his or her contracting with this corporation for the benefit of himself or herself or for any other person, firm, association or corporation in which he or she may be in any wise interested.

12. The corporation shall have the following powers, in addition to those provided by law:

- a. to buy, sell, deal in, handle, hold, own, lease, devise, transfer, and receive title to real and personal property in its own name, by devise, bequest, gift, grant, purchase, or other conveyance, as may be necessary for the conduct of the business of the corporation; and
- b. to produce and present to the public exhibitions, movies, radio programs, and other information, verbal and written to promote the purposes of the corporation.

Signature:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**VERIFICATION**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, the undersigned, a notary public, do hereby certify that on the day of \_\_, 20\_\_, the following

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

personally appeared before me and being first duly sworn by me severally acknowledged that they signed as their free act and deed the foregoing document in the respective capacities therein set forth and declared that the statements therein contained are true, to their best knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year above written.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

EXHIBIT "A"



# MINUTES OF FIRST MEETING OF MEMBERS

The first meeting of the members of the \_College of Clinical Pharmacy, Inc., a chapter of the American College of Clinical Pharmacy was held on the day of\_, 20\_. The meeting convened at \_.  
The following persons were nominated and elected for officers of the corporation to serve until their respective successors are chosen and elected:

\_\_\_\_\_, President  
\_\_\_\_\_, Secretary-Treasurer

There being no further business to come before the meeting, the meeting was adjourned at .

\_\_\_\_\_  
Secretary-Treasurer

APPROVED:

\_\_\_\_\_  
President

## Template Chapter Bylaws

\_\_\_\_\_ COLLEGE OF CLINICAL PHARMACY  
A Chapter of the American College of Clinical Pharmacy

### *BYLAWS*

*Required elements are **bolded** and **underlined**.*

Other elements are recommendations that may be adapted by each chapter.

#### ARTICLE I. NAME, PURPOSE AND GOALS

##### Section 1. Name

**The name of this organization shall be the \_\_\_\_\_ (name here) \_\_\_\_\_ College of Clinical Pharmacy, A chapter of the American College of Clinical Pharmacy (ACCP). (In the event the state of incorporation does not approve the above name, the alternate name shall be (name here) \_\_\_\_\_ Chapter of the American College of Clinical Pharmacy.)**

##### Section 2. Purpose and Goals

The purpose of this organization shall be to:

- 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. provide an advanced level of continuing education programs in the area of clinical pharmacy and therapeutics;
- E. provide a forum for the expression of opinion on pharmacy practice, education, and research from the perspective of clinical pharmacists;
- F. **support, promote, and advance the goals and objectives of the ACCP as outlined in its constitution and bylaws; and**
- G. **provide a local recruiting base for ACCP.**

#### ARTICLE II. MEMBERSHIP

##### Section 1. Members

**Active members shall consist of individuals interested in the goals and objectives of the ACCP regardless of race, creed, gender, or national origin. Both ACCP and non-ACCP members may be chapter members, and be equally involved in contributing to the chapter, with the exception that non-ACCP chapter members shall not hold office. To maintain ACCP chapter status, this chapter must have at least twenty (20) paid ACCP members. In the event the chapter does not maintain twenty (20) ACCP members for two (2) consecutive years, the affiliation with ACCP will terminate.**

## Section 2. Application

Application for membership shall be made on a standard form and forwarded to the chapter Secretary-Treasurer with any appropriate dues.

## ARTICLE III. GOVERNANCE

### Section 1. Voting Members

All active members (ACCP and non-ACCP members) shall have equal voting privileges.

### Section 2. Officers

**Only active members who are also ACCP members can be chapter officers.** The officers shall consist of a President, President-Elect, and Secretary-Treasurer, who will serve as directors of the corporation. The term of office for President and President-Elect shall be one year. The Secretary-Treasurer shall be elected for a term of \_\_\_\_year(s). The President, President-Elect, and Secretary-Treasurer **(the officers) will assume office on January 1.**

The President shall appoint, as needed, additional directors of the corporation as may be required by law. The chapter may elect additional officers after an amendment to the chapter bylaws.

### Section 3. Elections

**Annual elections shall occur during the fourth quarter of each year.** Not less than sixty (60) days prior to the annual election, the Nominations Committee shall present via mail or at a regularly scheduled meeting of the active membership two (2) candidates for each elective office. In addition, other nominations from any active member may be made in writing to the Nominations Committee, or from the floor at any regularly scheduled meeting of the active membership, not less than thirty (30) days prior to the annual election. Elections will take place by secret ballot at a regularly scheduled meeting of the active membership. Active members who cannot be in attendance may leave a written proxy vote with the President. 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. Ballots will be tallied by at least two (2) members of the Nominations Committee and certified accurate by the President. The candidate receiving the largest number of votes shall be declared the winner. **The voting results shall be forwarded to the ACCP Director of Professional Development within thirty (30) days of the tally.**

### Section 4. Duties of Officers

A. *President* - The President shall be the chief elected officer. The President shall preside at all regular and special meetings. The President shall have the right to call special meetings of the active membership, upon at least twenty-one (21) days written notice to each member.

Within thirty (30) days of taking office, the President shall appoint all committee chairpersons and members and provide written charges to all standing and ad-hoc committees. The President may appoint additional committees throughout the year as needed. The President shall be the chair of the Nominations Committee, ex-officio member on all other committees, or may delegate this ex-officio responsibility to the President-Elect or Secretary-Treasurer.

- B. *President-Elect* - The President-Elect will become familiar with the operations of the chapter and prepare for the future presidential term. The President-Elect may serve as an ex-officio member on some committees.
- C. *Secretary-Treasurer* - The Secretary-Treasurer shall be custodian of the organization's funds; shall supervise receipts and expenditures; shall render an annual statement to the membership on the financial condition of the organization; shall prepare and submit any reports required by law; shall record and maintain minutes of all meetings; shall have charge of all papers, archives, records and property; shall issue all notices of meetings; shall maintain an up-to-date membership roster; shall provide periodic reports on the activities of the organization to ACCP; and may be the ex-officio member of some committees.

#### Section 5. Vacancies

- A. *President* - During the temporary absence of the President, the President-Elect shall assume the duties of the President Pro Tempore. If the office of President becomes vacant for any reason, the President-Elect shall immediately assume the office of President. S/he shall succeed to fill his/her own elected term as President at the end of the substitution.
- B. *President-Elect* - If the office of President-Elect should become vacant for any reason, the President should appoint a President-Elect Pro Tempore until a special election can be held for the purpose of electing a new President-Elect. Such election must be held within ninety (90) days of the vacancy of the President-Elect office.
- C. *Secretary-Treasurer* - If the office of Secretary-Treasurer should become vacant for any reason, the President shall appoint a Secretary-Treasurer Pro Tempore until a special election can be held for the purpose of electing a new Secretary-Treasurer. Such election must be held within ninety (90) days of the vacancy of the Secretary-Treasurer office.

### ARTICLE IV. FINANCES

#### Section 1. Sources

Funds may be derived from an annual rebate from ACCP only for those chapter members who are also ACCP members. The amount of this rebate shall be determined by the Board of Regents of ACCP based upon the number of active members present in this organization. Funds may also be derived from dues collected from each active member, income from educational programs, endowments, gifts, grants, and bequests.

## **Section 2. Fiscal Year**

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

## **Section 3. Dues**

Annual dues, whose amount shall be set by the active membership **not to exceed \$100 U.S.**, may be required of all active members. An equitable dues structure may be established requiring a differential fee for chapter members who are non-ACCP members, **not to exceed \$100 U.S. annually. Dues shall be payable on January 1 each year and become delinquent sixty (60) days thereafter.** Any member delinquent in his or her dues may be removed from the membership rolls.

## **Section 4.**

No loans shall be contracted on behalf of the organization and no evidence of indebtedness shall be issued in its name unless authorized by a two-thirds majority vote of the active membership.

## **Section 5. Authority**

The active membership, by majority vote of those present at any regular or special meeting, must approve any project requiring the expenditure of funds in excess of \$.

## **ARTICLE V. MEETINGS**

**At least two (2) educational programs or meetings shall be held per year. (For this document, an educational program is defined as a session of 1-4 hours in duration.)**

## **ARTICLE VI. COMMITTEES**

### **Section 1. Membership**

All ACCP and non-ACCP members can be committee members and chairs.

### **Section 2. Responsibilities**

Standing and ad-hoc committees shall function in an advisory capacity to the President, President-Elect, Secretary-Treasurer, and membership. Committees may develop and implement programs and policies authorized by the active membership. Committees shall not independently contact other organizations nor secure or attempt to secure funds from outside sources without the prior approval of the President.

Committee chairpersons shall report on their activities at least annually and at such other times as directed by the President. The members of all standing committees shall hold office until relieved by their successors.

### Section 3. Standing Committees

A. *Nominations Committee* - The Nominations Committee shall be composed of the President and at least two (2) active members other than the President-Elect and Secretary-Treasurer, appointed from the active membership. The President shall chair the Nominations Committee. The Nominations Committee is responsible for reviewing the credentials of interested members, preparing a final slate of candidates for all elective offices, and tallying the votes.

**B. *Membership Committee* - The Membership Committee will conduct an on-going recruitment effort that actively identifies potential new members and recruits them into the organization and into ACCP. This committee shall also develop a formal mechanism for encouraging chapter members who are non-ACCP members to join the College, which shall be implemented not less than annually. A summary of the effects of these efforts must be submitted with the chapter's annual report.**

C. *Other* - Membership can create new standing committees after an amendment to the bylaws.

### Section 4. Ad-Hoc Committees

Ad-hoc committees may be appointed at the discretion of the President. Such committees shall remain active until they have accomplished the purposes for which they were appointed or until inauguration of the succeeding President.

## ARTICLE VII. EXPULSION

Members may be expelled from active membership for unprofessional conduct or for violation of the obligations of these Bylaws or the Constitution or Bylaws of ACCP. Submission of charges shall be made in writing to the President by at least two (2) active members in good standing. No person shall be expelled unless that person shall have been given notice of the charges in writing by the President and shall have had a chance to reply in writing to those charges for a period of sixty (60) days. A review panel composed of the President, President-Elect, Secretary-Treasurer, and three (3) active members, other than those submitting the charges, shall be convened and the person in question shall have the right to attend that hearing. If a majority vote of the review panel finds the charges to be valid and warranting expulsion, then the question shall be brought before the active membership. No person shall be expelled unless two-thirds of the active members present at a regular or specially called meeting vote for expulsion, and said decision shall be final.

## ARTICLE VIII. AFFILIATION

**The (name here) College of Clinical Pharmacy is an affiliated chapter of the American College of Clinical Pharmacy (ACCP) and as such supports and promotes the goals and objectives of ACCP as outlined in its constitution and bylaws.**

## ARTICLE IX. AMENDMENTS

Amendments to these Bylaws may be considered at any meeting of the membership. Amendments may be initiated by a proposal signed by at least two (2) voting members, and shall be delivered to the Secretary-Treasurer. Within thirty (30) days thereafter, the Secretary-Treasurer shall send notice of the proposed amendment to all voting members. Such notification must be sent to all voting members not less than thirty (30) days prior to a meeting of the membership where such amendment is to be considered. Amendments to these Bylaws shall be approved by a majority of votes cast. Active members who cannot be in attendance may leave a written proxy vote with the President. 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. Ballots will be tallied by at least two (2) members of the Nominations Committee and certified accurate by the President.

**All amendments of these chapter Bylaws shall be approved by a designated ACCP staff member and the ACCP Organizational Affairs Committee before they become officially active.**

## ARTICLE X. PARLIAMENTARY PROCEDURE

The latest revised edition of Robert's Rules of Order shall prevail at all meetings, except when contrary to the Bylaws or any standing rule.

## ARTICLE XI. DISSOLUTION

### Section 1. Procedure

In order to dissolve this organization, the President must present a resolution recommending that the organization be dissolved to the active membership. A proposal for dissolution may be considered at a regular or special meeting of the active membership only after thirty (30) days notice in writing is given to each member in good standing. The resolution to dissolve shall be adopted upon receiving at least 80% of the votes entitled to be cast by active members present at such regular or special meeting. This organization shall not be dissolved while 20% of the members in good standing dissent.

### Section 2. Final Dissolution Procedures

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

Date first adopted:

Date(s)/section(s) amended:

*Template Bylaws Adopted by ACCP Board of Regents: November 7, 1997*

*Amended by ACCP Board of Regents: Cwi ww 19, 3; ; ;*

*Co gpf gf "d{"CEER"Dqctf "qhTgi gpw<QevqdgT "36."4233"*

## **FEDERAL EMPLOYER IDENTIFICATION NUMBER**

All business entities must have a Federal Identification Number (FID; also referred to as an Employer Identification Number), even though your chapter will probably not have any employees. The FID number is a nine-digit number issued by the Internal Revenue Service. The digits are arranged: 12-3456789.

A Federal Identification Number may be requested by completing Form SS-4, Application for Employer Identification Number. An example copy follows. Form SS-4 may be obtained from the IRS at 1-800-424-3676.

## **STATE EMPLOYER IDENTIFICATION NUMBER**

Most states do not require you to have a State Employer Identification Number unless you actually have employees. Annual informational tax returns filed with the state are identified through your Federal Identification Number described above.

## **ANNUAL REGISTRATION REPORT**

Every year the State will send an “Annual Registration Report” (or similar form) to your Registered Agent. An example of the Annual Registration Report submitted by ACCP to the State of Missouri is attached.

This form MUST be completed and submitted with a (usually) nominal fee (for example, \$1.00 in Missouri). Failure to submit the form may result in a loss of your corporate status.

# **MEMBERSHIP APPLICATIONS**

# MEMBERSHIP INFORMATION AND APPLICATION

\_\_\_\_\_ COLLEGE OF CLINICAL PHARMACY  
A Chapter of the American College of Clinical Pharmacy

The \_\_\_\_\_ College of Clinical Pharmacy has among its general goals to:

- promote the rational use of drugs;
- advance the principles and practice of clinical pharmacy in the state of \_\_\_\_\_;
- promote the full-time, advanced practice of clinical pharmacy in the state of \_\_\_\_\_;
- provide an advanced level of continuing education programs in the area of clinical pharmacy and therapeutics; and
- provide a forum for the expression of opinion on pharmacy practice, education, and research from the perspective of clinical pharmacists.

Chapters of the American College of Clinical Pharmacy:

- provide a means for professional interaction, continuing education, problem solving, and discussion among ACCP members;
- increase the opportunity for member participation in ACCP activities; provide a mechanism for regional program development; and
- provide a network for member feedback on issues of concern to ACCP.

Any person interested in its goals and objectives can be an active member of the \_\_\_\_\_ College of Clinical Pharmacy.

## PLEASE TYPE OR PRINT ALL INFORMATION:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Check address for correspondence:

[1] Work address: \_\_\_\_\_

\_\_\_\_\_

*City*

*State*

*Zip/Postal Code*

Work Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

[2] Home address: \_\_\_\_\_

\_\_\_\_\_

*City*

*State*

*Zip/Postal Code*

Home Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

# Membership Application

American College of Clinical Pharmacy



## ACCP Membership Categories

**Full Member—\$235**

Pharmacists who have been practicing clinical pharmacy for three or more years since graduation from a college of pharmacy. Complete pages 1 through 4 and return *with your curriculum vitae*.

**Associate Member—\$235**

Pharmacists who have been practicing clinical pharmacy for less than three years since graduation from a college of pharmacy. Complete pages 1 and 2.

**Affiliate Member—\$235**

Individuals from pharmacy disciplines other than clinical pharmacy or from other health science professions. Complete pages 1 and 2.

**Resident Member—\$80**

Residents in a pharmacy residency program. **Please provide residency program director's name and anticipated completion date in the space provided.**

\_\_\_\_\_

**Fellow/Graduate Student Member—\$80**

Fellows in a fellowship program or full-time graduate students. **Please provide program director's name and anticipated completion date in the space provided.**

\_\_\_\_\_

**Student Member—\$35**

Students in a pharmacy degree program earning their first professional degree.

**Please list college of pharmacy and anticipated year of graduation in the space provided.**

\_\_\_\_\_

**Change from Associate to Full Member—No Fee**

Complete pages 1 through 4 and return *with your curriculum vitae*.

**Mail or fax application and payment to:**

American College of Clinical Pharmacy  
Credentials Committee  
13000 West 87th Street Parkway  
Lenexa, Kansas 66215-4530  
Phone: (913) 492-3311  
Fax: (913) 492-0088

## ACCP Member Profile

**Name**

First Name/M.I. \_\_\_\_\_

Last Name \_\_\_\_\_

Professional Designation \_\_\_\_\_  
(e.g., Pharm.D., Ph.D. BCPS)

Title/Position \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Preferred Mailing Address: Home/Business (please circle one.)**

Company/Institution \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City/State or Province/Zip \_\_\_\_\_

Country \_\_\_\_\_

**Preferred Phone Number: Home/Business (please circle one.)**

Phone Number \_\_\_\_\_

## Method of Payment

**ACCP Membership Dues**

Full/Associate/Affiliate Member Dues—\$235 \$ \_\_\_\_\_

Resident/Fellow/Graduate Student Member Dues—\$80 \$ \_\_\_\_\_

Student Member Dues—\$35 \$ \_\_\_\_\_

**PRN Membership Dues**

\$20 x # \_\_\_\_\_ PRNs (see PRN list on page 2) \$ \_\_\_\_\_

**Total Dues Payment Enclosed** \$ \_\_\_\_\_

Check Enclosed, U.S. Funds, payable to the American College of Clinical Pharmacy

Charge to AMEX DISC MC VISA

Card Number \_\_\_\_\_

Exp. Date (mm/yy) \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

### Demographic Information

**Gender**

Male      Female

**Date of Birth (mm/dd/yyyy)**

\_\_\_\_\_

### Education, Training, & BPS Certification

**Education**

Degree	Completion Date
Pharm.D.	_____
Ph.D.	_____
M.S. Pharm	_____
B.S. Pharm	_____
Other (list)	_____

**Training**

Program	Completion Date
PGY1	_____
PGY2	_____
Fellowship	_____

### BPS Certifications

Certification	BPS #
BCACP	_____
BCNP	_____
BCNSP	_____
BCOP	_____
BCPP	_____
BCPS	_____

### Practice & Research Networks (PRNs)

Enhance your membership through participation in any of the 22 ACCP PRNs. Select as many as you like for \$20 each.

- Adult Medicine
  - Ambulatory Care
  - Cardiology
  - Clinical Administration
  - Central Nervous System
  - Critical Care
  - Drug Information
  - Education & Training
  - Emergency Medicine
  - Endocrine & Metabolism
  - Geriatrics
  - GI/Liver/Nutrition
  - Health Outcomes
  - Hematology/Oncology
  - Immunology/Transplantation
  - Infectious Diseases
  - Nephrology
  - Pain & Palliative Care
  - Pediatrics
  - Pharmaceutical Industry
  - PK/PD/PG\*
  - Women's Health
- \*Pharmacokinetics/Pharmacodynamics/Pharmacogenomics

### Interest Areas (check all that apply)

- Administration
- Adult Medicine
- Adverse Drug Reactions
- Advocacy
- AIDS/HIV
- Ambulatory Care
- Analgesia
- Anticoagulation
- Biotechnology
- Cardiology
- Clinical Research
- Community Practice
- Critical Care
- Dermatology
- Drug Abuse
- Drug Information
- Drug Interactions
- Drug Utilization Review/MUE
- Education & Training
- Emergency Medicine
- Endocrinology
- Family Medicine
- Gastroenterology
- General Medicine
- Geriatrics
- Hematology
- Herbal Medicine
- Home Health Care
- Immunology
- Infectious Diseases
- Managed Care
- Medical Ethics
- Nephrology
- Neurology
- Nutrition
- Obstetrics & Gynecology
- Oncology
- Pain & Palliative Care
- Pediatrics
- Pharmaceutical Industry
- Pharmacology
- Pharmacoeconomics
- Pharmacoepidemiology
- Pharmacogenomics
- Pharmacokinetics/Pharmacodynamics
- Pharmacotherapy
- Postmarketing Surveillance
- Psychiatry
- Pulmonary
- Rheumatology
- Specialty Certification/Recertification
- Surgery
- Toxicology
- Transplantation
- Urology
- Women's Health
- Other \_\_\_\_\_

**ACCP Professional Dues** are not deductible as charitable contributions for U.S. federal income tax purposes. However, they may be deducted as ordinary and necessary business expenses except for the amount attributable to lobbying activities. ACCP estimates that 22% of annual dues may be allocated to lobbying.

**All ACCP Memberships** include an electronic subscription to *Pharmacotherapy*. Full, Associate, and Affiliate Members within the U.S. (including Guam, Puerto Rico, U.S. Virgin Islands, APO/FPO) also receive a print subscription.

## Application for Full Membership

### American College of Clinical Pharmacy



Membership in the American College of Clinical Pharmacy is based on past and present contributions to clinical pharmacy practice, research, education, and professional leadership. Full Membership is open to pharmacists who: 1) subscribe to the vision and mission of the College; and 2) fulfill at least one of the following criteria.

**All applicants for Full Member should enclose a copy of their curriculum vitae with their completed application.**

Please circle the criterion under which you are applying:

#### **Practice:**

I hold current board certification(s) in a specialty practice of pharmacy recognized by the Board of Pharmaceutical Specialties. Please select which BPS certification(s) you hold from the list below and attach a copy of your certificate to this application.

- Ambulatory Care Pharmacy (BCACP)
- Nuclear Pharmacy (BCNP)
- Nutrition Support Pharmacy (BCNSP)
- Oncology Pharmacy (BCOP)
- Pharmacotherapy (BCPS)
- Psychiatric Pharmacy (BCPP)

#### **OR**

I have completed at least one year of formalized residency training plus three or more years of clinical pharmacy practice experience. Applicant's curriculum vitae should list residency site, year of completion, and post-residency clinical practice experiences (e.g., positions as Clinical Pharmacy Specialist, Clinical Pharmacist, Clinical Manager, Clinical Coordinator, Pharmacotherapist, etc.).

#### **Education:**

I am employed as a full-time faculty member of a College of Pharmacy or other health science for three or more years post-training. Applicant's curriculum vitae should list full-time faculty appointment and years of employment.

#### **Scholarship/Research:**

I have published at least four peer-reviewed research papers, journal articles, books, or book chapters. Applicant's curriculum vitae should clearly indicate the full citation for at least four peer-reviewed research papers, journal articles, books, or book chapters. Do not include letters to the editor, abstracts, or other brief publications.

#### **Industry:**

I have practiced in the pharmaceutical industry for three or more years post-training in the areas of clinical research, medical affairs, regulatory affairs, medical information, product safety, or surveillance. Applicant's curriculum vitae should show evidence of these activities.

*If you circled at least one criterion above, it is not necessary to complete page four. Return the completed application and your curriculum vitae to the address at the left. If you have not circled one of the above criteria, please circle the criterion below and complete page four of the application.*

#### **Practice/Education/Research/Leadership:**

Please complete page four of this application.

**Scoring Criteria**

*Applicants for Full Member must complete this page only if the criteria listed on page 3 do not apply.*

All applicants using the criteria on this page must have been practicing clinical pharmacy for three or more years since graduation from a college of pharmacy.

The requirements for Full Member may be met in any one or a combination of four areas—Practice, Education, Research, and Leadership. All areas are given equal weight during review by the Credentials Committee.

Scoring criteria used by the Credentials Committee are summarized in the table below. The Committee recommends an applicant for Full Member when the score in any one area is 15 or more, or the total of the scores from all areas is 30 or more.

Contributions to practice will be based on your response to the questions listed and evidence of such in your curriculum vitae. Activities performed during your residency or fellowship may be included.

The Committee will objectively evaluate contributions to education, research, and professional leadership based on a thorough review of your curriculum vitae.

**Maximum Points Possible**

<b>Practice:</b>	
Each Activity Checked	2
Subtotal	20
<b>Education:</b>	
Didactic/Clinical/Distance Teaching of Students/Residents/Fellows/Scientists	8
CE Presentations	4
Publications	5
Editor/Referee	3
Subtotal	20
<b>Research:</b>	
Protocol Design/Implementation	6
Research Reports	14
Subtotal	20
<b>Leadership:</b>	
Honors/Awards	5
Establish New Programs or Services	5
Organization Membership	3
External Consultant	2
Committees	5
<b>Subtotal</b>	<b>20</b>

**PRACTICE:** Check each of the activities you *routinely perform now, or did in the past*, as part of your usual duties. Please be certain your CV provides evidence of this practice. Where possible, identify these activities by writing the corresponding number (below) directly on your CV next to the appropriate entries.

- 1. Directly manage the drug therapy of patients in collaboration with other health care professionals.
- 2. Provide pharmacotherapy management as part of a multidisciplinary patient care team.
- 3. Use patient care assessment skills routinely, including physical assessment, to formulate drug therapy recommendations.
- 4. Design therapeutic plans for identified patient-specific problems or populations or patients.
- 5. Recommend therapeutic plans for identified patient-specific problems or populations of patients.
- 6. Implement pharmacotherapy or drug policy plans.
- 7. Monitor and modify therapeutic or drug policy plans.
- 8. Evaluate biomedical literature with regard to study design and methodology, statistical analysis, and significance of reported data and conclusions.
- 9. Document and report new, unusual, or severe pharmacotherapeutic events.
- 10. Teach and provide pharmacotherapeutic knowledge to patients, students, practitioners, health care team members, or health care managers about safe, effective, and economic use of therapeutic agents.
- 11. Prepare and disseminate written drug information (e.g., drug monographs, consultations, newsletters).
- 12. Provide expertise to or serve on patient care of research-related committees (e.g., Pharmacy & Therapeutics/Formulary, Institutional Review Board, Critical Pathway, Quality Improvement, Medication Use Evaluation, Infection Control, others).
- 13. Other: Any additional training received or service information that is not in your CV may be included as an addendum to this application. Please describe how this training or service has been incorporated into your practice.

**EDUCATION:** If you are now or have in the past been responsible for didactic or clerkship education, please circle “yes” or “no” below (as appropriate) for each category of students.

Education Type	Pharmacy Students		Medical Students		Other Health Profession Students	
	Yes	No	Yes	No	Yes	No
Didactic Lectures	Yes	No	Yes	No	Yes	No
Clerkship Preceptor	Yes	No	Yes	No	Yes	No
Distance Learning	Yes	No	Yes	No	Yes	No

Check if you have now or in the past precepted:

- pharmacy residents
- pharmacy fellows
- visiting scientists/graduate students
- medical residents

Your curriculum vitae should provide a list of all noteworthy educational presentations (inservices at local, regional, state, national, and international meetings). **Any additional educational or inservice presentations may be provided as an addendum to this application.**

**RESEARCH AND SCHOLARLY ACTIVITY:** Your curriculum vitae should list all activities related to research grants (e.g., Principal Investigator, Co Investigator, Monitor); funding; publications (refereed and non refereed, e.g., journal articles; book chapters; case reports; letters to the editor; abstracts; book reviews; books; newsletters; formulary reviews; drug monographs), and unpublished research reports for INDs, NDAs, SNDAs, FDA submissions, etc. If this information is not in your curriculum vitae, please provide it as an addendum to this application.

**LEADERSHIP—PROFESSIONAL SERVICE:** Your curriculum vitae should provide details about your membership in various local, state, national, and international organizations; honors and awards; service as a consultant; reviewer for grants and manuscripts; editorial activities; service on committees at local, state, national, and international level; and leadership in developing innovative pharmacy programs. If this information is not in your curriculum vitae, please provide it as an addendum to this application.

**LEADERSHIP—ADMINISTRATION:** Your curriculum vitae should indicate your role as chair/head of a department, division, or committee; service as a member of professional, work, and community committees; director of a program or laboratory; and other administrative activities, including activities as a clinical coordinator. If this information is not in your curriculum vitae, please provide it as an addendum to this application.

**ADDITIONAL INFORMATION/ADDENDA:** Attach additional pages to describe any aspects of your practice that are not addressed in this application.

*All applicants for Full Member must enclose a current curriculum vitae with the completed application. Mail or fax application, CV, and payment to:*

**ACCP Credentials: Membership Committee**  
 13000 W. 87th St. Parkway Lenexa, KS 66215-4530  
 Fax: (913) 492-0088

# **HOW TO RECEIVE ACPE-APPROVED CONTINUING EDUCATION CREDIT**

## **APPLICATION FOR ACPE CONTINUING PHARMACEUTICAL EDUCATION CREDIT AMERICAN COLLEGE OF CLINICAL PHARMACY**

The following guidelines have been developed to assist chapters in obtaining ACPE continuing pharmaceutical education credit for their Activities from ACCP and to assure that these co-sponsored activities adhere to ACPE guidelines.

1. A completed Activity Description Form (copy attached) should be ***submitted to the ACCP office at least 60 days prior*** to the continuing education Activity (***do not send this to ACPE***). This will allow assignment of a Universal Activity Number by ACCP and our submission of this Activity to ACPE by its stated deadline. For Activities containing multiple topics, a separate ADF and Universal Activity Number will be required for each topic area.
2. A Universal Activity Number, unique to your continuing education Activity, will be assigned by ACCP.\* Once numbered, an activity retains its number even if repeated on another date or in a different location. A new number is assigned only if the activity is updated or otherwise significantly modified.
3. Credit may generally NOT be given for such activities as “keynote addresses” or motivational lectures. The maximum amount of credit which may be awarded for participation in an activity should be indicated in contact hours. A contact hour is the equivalent of 50–60 minutes of instruction. An activity must provide at least one (1) contact hour of continuing education credit, presentations, poster or scientific paper sessions, or exhibit activities.
4. In addition to the completed Activity Activity Form, a draft copy of the Activity announcement should be provided to ACCP. Activity announcements (brochures, letters of invitation, etc.) must include at least the following:
  - a. the educational goals and two to three specific learning objectives for the activity;
  - b. the nature of the target audience that may best benefit from the activity;
  - c. the faculty members and their credentials;
  - d. any applicable fees, those items covered and not covered by the fee, and a deadline for pre-Activity cancellations and fee refunds;
  - e. the Activity’s schedule;
  - f. the amount of continuing education credit that can be earned, specified in contact hours or CEUs;
  - g. the official ACPE logo (photocopy enclosed; photo-ready art may be obtained from ACCP) and the exact statement: “The American College of Clinical Pharmacy is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.”;
  - h. the Universal Activity Number assigned by ACCP;
  - i. the official ACCP logo (photocopy enclosed; photo-ready art may be obtained from ACCP);
  - j. a statement of how a participant will receive credit for successful completion of the Activity (i.e., “Continuing education credit will be awarded to all who sign the attendance log.”);
  - k. acknowledgment of outside organizations, if any, providing financial support for any component of the educational activity; and
  - l. when and how statements of credit will be issued (i.e., “Statements of credit will be available from ACCP.COM within two (2) business days of complete activity materials from the cosponsoring organization.”).
5. Forty-five (45) days prior to the Activity, the following should be provided to ACCP:
  - a. copy of a needs assessment;

- b. description of how attendee's will assess their learning during the session;
- c. three to five self-assessment questions and answers for each presentation, provided to allow attendees to assess their learning;
- d. a copy of any handout materials to be provided to attendees;
- e. a copy of each speaker's curriculum vitae;
- f. a copy of the budget for the Activity;
- g. a copy of the speaker confirmation letter, including speaker guidance and financial arrangements;
- h. a copy of the speaker's conflict of interest disclosure form, and IF applicable a copy of the Speaker Materials Evaluation form (if a conflict is disclosed by the speaker a Speaker Materials Evaluation form must be completed, ACPE requires that all conflicts be resolved prior to the presentation); and
- i. a copy of all grant requests.

\*NOTE: The Universal Activity Number will not be released to any chapter until all materials are submitted to ACCP.

- 6. Within fifteen (15) days of the completed activity, the following should be provided to ACCP:
  - a. a summary of the complete evaluation scores of each Activity conducted by attendees. *An evaluation must be completed for each activity.* (A standardized sample evaluation form is available. Additional information may be collected as desired.);
  - b. a tabulated summary of the activity evaluation.
- 7. ACCP will provide continuing pharmaceutical education credit to all activity attendees and make statements of credit available for download from *accp.com* two (2) business days after the receipt of all activity materials from cosponsor.



# ACTIVITY DESCRIPTION FORM

**DIRECTIONS:** A completed copy of this form is to be submitted to the ACCP office at least 60 days prior to the scheduled date for each program offered for continuing education credit.

**Universal Activity No.:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

<input type="checkbox"/> <b>New Submission</b>	<input type="checkbox"/> Ongoing program, please note additional date and locations
<input type="checkbox"/> <b>A ADF has been previously submitted for this program.</b>	<input type="checkbox"/> Please note the below marked changes in information

<b>Provider Name:</b> American College of Clinical Pharmacy
Cosponsor: _____
Program Title: _____
Learning Objectives: _____

Would you like this program listed in the Pharmacist Learning Assistance Network (PLAN<sup>®</sup>) directory?

Yes       No

Contact Hours: \_\_\_\_\_

CEUs: \_\_\_\_\_

**Live Format:**

Teleconference

Seminar

Internet

**Home Study Format:**

<input type="checkbox"/> Internet	<input type="checkbox"/> Journal Article
<input type="checkbox"/> Monograph	<input type="checkbox"/> Audio Cassette
<input type="checkbox"/> Video Cassette	<input type="checkbox"/> Computer Assisted
<input type="checkbox"/> Other _____	

**Ongoing Programs:**

Initial Release Date: \_\_\_\_\_

Date of Last Review or Revision: \_\_\_\_\_

Planned Expiration Date: \_\_\_\_\_

**Return to:**

Emma Webb  
 American College of Clinical Pharmacy  
 13000 W. 87<sup>th</sup> Street Parkway  
 Lenexa, KS 66215  
 phone: (913) 492-3311  
 fax: (913) 492-0088

**Live and Teleconference Programs:**

Date(s)	City	State
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
*signature*

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Types of Activities

**Knowledge-based activity:** These activities should be designed primarily for pharmacists to acquire factual knowledge. This information must be based on evidence as accepted by the literature by the health care professions. The minimum credit for these activities is .25 contact hours.

**Application-based activity:** These activities should be designed primarily for pharmacists to apply the information learned in the time frame allotted. The information must be based on evidence as accepted in the literature by health care professions. The minimum credit for these activities is one contact hour.

**Practice-based activity:** These activities should be designed primarily for pharmacists to systematically acquire specific knowledge, skills, attitudes, and performance behaviors that expand or enhance practice competencies. The information within the practice-based activity must be based on evidence as accepted in the literature by the health care professions. The formats of these activities should include a didactic component and a practice component. The minimum credit for these activities is 15 hours.

Most chapter programs will be either Knowledge-based or Application-based activities.

## Needs Assessment Information

**What is meant by needs assessment?** Needs assessment is a process for identifying gaps in your targeted attendance's knowledge base. These gaps are discrepancies between what this group of pharmacists should know and what they currently know. The most important identified needs are selected for program development.

**How can needs assessment be used?** Needs assessment can be used in several ways. Sometimes, the gap between "what is" and "what should be" establishes the objectives for programs. For example, in examining the teenage pregnancy rate, classes might be established to help these individuals adjust to their parental roles. Other options might be to present birth control information to young people or encourage them to abstain from sexual activity until after they marry. Any or all these objectives could result from conducting a needs assessment.

Sometimes needs assessment information is used for designing or modifying an instructional program. For example, unsatisfactory academic performance can be attributed to inappropriate teaching styles. Individuals who learn by concrete examples often find it difficult to comprehend ideas presented in an abstract manner. Determining the learning styles of students and comparing it with the teaching style of instructors can provide helpful information in this modification process.

Needs assessments also can be used to evaluate progress. By administering a needs assessment instrument again, it would be possible to check the headway made in reducing a discrepancy or gap. This is similar to the procedures used in administering pre- and post- tests.

**What are examples of a needs assessment?** Needs assessment can come in several different forms. They can consist of a survey of members, literature review of content, or consultation of experts in the field.

### **Below is a sample of a description of needs assessment provided to ACCP:**

Heart failure (HF) is a major public health concern within the United States. Over 5.3 million adult Americans suffer from this debilitating syndrome, and an estimated 550,000 new cases are diagnosed annually. According to the American Heart Association (AHA), the general prevalence of HF in the US is estimated to be 2.5%. Beginning at the age of 40, data from the National Health and Nutrition Examination Survey suggest that the percentage of the population afflicted with HF increases 2-3 fold with each decade of life. Despite the tremendous strides that have been made in the treatment of HF, the overall morbidity and mortality of this condition remain unacceptably high. Each year, HF results in over 1 million hospital admissions and 285,000 deaths. As pharmacists are an integral part of the management of these patients' pharmacotherapy, they need to be at the forefront of innovative and future management strategies for this patient population. Through the provision of case-based interactive lectures with thought-leaders in both medicine and pharmacy, the proposed program will not only elaborate upon the present collaborations between pharmacist and cardiologist but also build upon pharmacists' knowledge base surrounding past and future pharmacotherapies.

## Sample

# Learning Assessment Exercises

Listed below is a small sample of different learning assessment techniques categorized by Bloom's Taxonomy labeled according to knowledge, skills, or attitudes attributes. Any of these techniques may be used in live or home study activities, small or large audiences. Remember that there are two components to learning assessment: the learning exercise itself and the feedback given to the participant.

### Assessing recall and understanding (KNOWLEDGE)

- A. *Memory Matrix*: is a 2-dimensional diagram, divided into rows and columns, to organize information and illustrate relationships. Row and column headings are given, but cells within are left empty. This learning strategy assesses the ability to recall content and display skill in organizing information. The activity may be used after videotapes, monograph, talk, etc.

Sample Memory Matrix for Differentiating Type 1 and 2 Diabetes

Characteristic	Type 1	Type 2
Age of onset		
Weight		
Use of insulin		

- B. *The Minute Paper*: is a quick and simple way to collect written feedback on participant learning. After a videotape or certain part of a presentation, for 1-2 minutes, ask the question(s): "What was the most important thing you learned during this presentation?" and/or "What important question remains unanswered?" The participant will write on a piece of paper the answers. The responses may be collected so the speaker can identify the extent of the participants' learning or they may be exchanged with other people among the group and these participants would read each other's answers.
- C. *The Muddiest Point*: is the most highly efficient strategy to find what participants find least clear or most confusing about a particular lesson or topic. Faculty uses it as feedback and to guide their talks. This strategy may be done at the beginning or end of the topic, close of a discussion or in the middle. Example: In the beginning of the topic, the faculty asks: "Many of you heard about the different treatment options for Helicobacter pylori for peptic ulcer disease. What question would you still like answered regarding the treatment options?"
- D. *Background Knowledge Probe*: are short, simple questionnaires for use at the beginning of a presentation. Example: pre-test.

### Assessing skill in analysis and critical thinking (SKILL)

- A. *Defining a Features Matrix*: categorizes concepts according to the presence (+) or absence (-) of important defining features. This activity allows participants to quickly distinguish similar concepts.

Sample Feature Matrix

Symptoms/Signs	Systolic CHF	Diastolic CHF
Shortness of breath		
Cough		
Peripheral edema		
Dyspnea on exertion		
Orthopnea		

- B. *Pro and Con Grid*: is an analysis of the pros and cons, costs and benefits, or advantages and disadvantages of a topic. This learning strategy forces participants to search for two sides to the issue in question.

Sample Pro and Con Grid:

A mother brings her 5-year-old son, TJ, into the clinic. You recognize TJ because he has been in the clinic at least two times in the past 3 months for otitis media. The mother says he is running a fever and keeps tugging on his left ear, most likely another bout of otitis media. As you look at his profile he has a penicillin allergy in which he experienced a rash. The clinic's pharmacy carries the following products. While the physician is verifying the diagnosis, which agent do you believe would be best for TJ?

Treatment	Pro	Con
Ampicillin		
Trimethoprim-sulfamethoxazole		
Azithromycin		

### Assessing skill in problem solving (SKILL)

*Problem Recognition Tasks*: involves presenting to the participants a few examples of common problem types. The participants are to recognize and identify the particular type of problem each example presents. Sample:

Marge Simpson presents to the counter of the pharmacy with a prescription for erythromycin. She says, "I need this fast. My nose does not stop running and I have this cough,..aachoo.., and I keep sneezing. I went to the doctor and he gave me this...FILL IT NOW!!! This is all Homer's fault!!" You, as the pharmacist, ask, "Have you taken anything for your symptoms?" She denies anything and thinks the erythromycin "...will fix everything!!!" On her profile she's on the following medications: Theo-Dur® 400 mg bid, Albuterol MDI 2 puffs prn, and metoprolol 25 mg bid started 2 weeks ago.

Identify and assess Mrs. Simpson's problems.

### Assessing skill in application and performance (SKILL)

- A *Directed Paraphrasing*: the participant translates information into terms they will understand. This strategy assesses the learners' ability to summarize and restate important information and concepts in their own words so they may be able to explain to others.

Sample: In one or two sentences, explain how the mechanism of action of furosemide relates to the pathophysiology of congestive heart failure.

- B. *Application Cards*: is a technique used after participants have heard an important principle, theory, or procedure. The instructor then, hands out an index card and asks the participants to write down at least one possible, real-world application for what they have just learned.

This strategy allows faculty to know how well the participants understand the possible

applications of what they have learned. For the participants, it prompts them to quickly relate the newly learned concepts with their prior knowledge. Sample: In what type of patient would you use the combination of insulin and glipizide?

### **Assessing performance (PRACTICE)**

- A. *Standardized Patients:* are trained actors who portray patients during an interview and physical examination with a student in training. As part of pharmacy/medical education, schools now often use standardized patients to depict realistic patient interactions and presentations of disease. These standardized patients discuss their symptoms with the student. The student in turn conducts a patient interview and then may perform a task to solve the problem.
- B. *Objective Structured Clinical Examination (OSCE):* is a type of examination often used in medicine to test skills such as communication, clinical examination, medical procedures, prescribing and interpretation of results. It has also been used to assess clinical skills performance in non medical prescribers. It normally consists of several short (5-10 minute) stations and each is examined on a one-to-one basis with either real or simulated patients (actors). It is considered to be an improvement over traditional examination methods because the stations can be standardized enabling fairer peer comparison and complex procedures can be assessed without endangering patients health.

### **Assessing Participants' Awareness of Their Attitudes and Values (ATTITUDE)**

- A. *Opinion Polls:* is a strategy to indicate agreement or disagreement with a particular statement. It provides anonymity for the participants and it allows the faculty to understand the level of their audience. This assessment technique may be used in the beginning, middle or end of a topic.  
Sample:
  - ? What percentage of patients want to quit smoking?
  - ? What percentage of patients use the nicotine patch? nicotine gum?
  - ? How many people conduct a smoking cessation program?
- B. *Double-Entry Journals:* The first half of the journal notes ideas, assertions, and arguments that the participants find most meaningful/controversial. The second half in the journal explains the personal significance of the item noted and responds to that item.
- C. *Self-Confidence Surveys:* consist of a few simple questions aimed at getting a rough measure of the students' self-confidence in relation to a specific skill or ability.  
Example: How confident do you feel in monitoring the drug therapy for a patient with congestive heart failure?

*Information adapted by: Angelo TA and Cross KP. Classroom Assessment Techniques, A Handbook for College Teachers. (2<sup>nd</sup> ed.) San Francisco: Jossey-Bass, 1993.*

*This document is provided by ACPE as samples towards meeting the requirements of the CPE Standards. The items may need modification and should be altered as necessary to meet the specific needs of each provider.  
Released\_March 2009*

# American College of Clinical Pharmacy

## Disclosure of Potential Conflict of Interest



All activities in which ACCP is any way involved, whether as sole provider or cosponsor, shall exhibit fair content balance, providing the audience with information of multiple perspectives from which to form a professional opinion. In addition, the fair balance will assure that information provided does not discuss any single commercial product. Brand names of all products included in the content may be mentioned for identification purposes only.

Presenters in any educational services offering will acknowledge and disclose any affiliation with the provider and such information will be made available to the audience. The disclosure forms for all presenters will be kept on file; in the event of future presentation, the contributor will be asked to review and update the disclosure statement.

The intent of this disclosure is to allow a presenter to make known any significant financial or other relationship in advance of the presentation to the American College of Clinical Pharmacy (ACCP) and/or to the audience so that ACCP and session attendees may form their own judgments about the presentation.

I understand that I have been asked to participate as a faculty member in an educational symposium of ACCP. All program content has been developed and coordinated by ACCP members and staff. The following information is being provided to identify any potential conflicts of interest that may exist. Any identified relationships which I may have with any external organization will be disclosed to symposium attendees in the activity/program book distributed at the meeting.

Name of Presenter: \_\_\_\_\_

Please indicate any disclosures for your presentation below.

\_\_\_\_\_ I have no actual or potential conflict of interest in relation to this presentation or program.

\_\_\_\_\_ I have a current, recent, or pending (within the last 12 months and the known future) financial interest or affiliation with one or more organizations that could be perceived as real or apparent conflict of interest in the context of the subject of this presentation. I have indicated the company names and the nature of my relationships below (i.e., shareholder, speaker's bureau, research support, etc.).

<u>Financial Interest</u>	<u>Name of Organization</u>
_____ Employee of company	_____
_____ Consultant/member of advisory board	_____
_____ Clinical investigator	_____
_____ Speaker's bureau	_____
_____ Major stock holder	_____
_____ Received grant funding/research support	_____
_____ Received assistance to attend this meeting	_____
(specify): _____	
_____ Other: _____	_____

Title of Session: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Date/Time of Presentation \_\_\_\_\_

My signature below indicates that I have fully disclosed all potential conflicts of interest which might compromise, or appear to compromise, actions taken by me on behalf of the American College of Clinical Pharmacy.

\_\_\_\_\_  
Signature of Presenter

\_\_\_\_\_  
Date

# Chapter Speaker Materials Evaluation Form

## Review for Commercial Bias

Name of Reviewer: \_\_\_\_\_

Therapeutic Areas of Reviewer's Expertise: \_\_\_\_\_

\_\_\_\_\_

Therapeutic Area of Presentation Reviewed: \_\_\_\_\_

ACPE requires ACCP to evaluate all materials including handouts, powerpoints, etc., where one or more conflicts of interest have been disclosed by the speaker. All materials must be reviewed to ensure that their content is free from the control of any commercial interest. ACPE defines commercial interest as "any proprietary entity producing health care goods or services, with the exemption of non-profit or government organizations and non-health care related companies." (ACPE; Criterion 17)

This speaker has indicated the following conflicts:

- Conflict #1
- Conflict #2

Please review the speaker materials for the presence of any commercial bias.

1) If you do not discover any bias please complete the following:

I have reviewed the materials assigned to me, and to the best of my review, these materials appear to be free of any commercial bias.

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2) If you DO discover potential bias please complete the following:

I have reviewed the materials assigned to me, and I have noted that potential commercial bias exists.

The case of biased is limited to: \_\_\_\_\_ Individual Slides\* \_\_\_\_\_ Entire Presentation

\*Please note the slides where you have identified potential bias below.

Thank you for assisting us with the 2011 Chapter Speaker Materials Review.  
Your time and energy is appreciated.

# AMERICAN COLLEGE OF CLINICAL PHARMACY

Conference: \_\_\_\_\_

## Part I

Please circle the number which best indicates your opinion:

1. What is your overall evaluation of this educational activity?

<u>1</u>	2	3	4	<u>5</u>
Not at all satisfied		Somewhat satisfied		Very well satisfied

2. How well did this activity live up to your expectations?

<u>1</u>	2	3	4	<u>5</u>
Not at all satisfied		Somewhat satisfied		Very well satisfied

3. How well did this activity meet your needs?

<u>1</u>	2	3	4	<u>5</u>
Not at all satisfied		Somewhat satisfied		Very well satisfied

4. Please rate if each of the following learning objectives was achieved:

- a. Objective 1

<u>1</u>	2	3	4	<u>5</u>
Not at all satisfied		Somewhat satisfied		Very well satisfied

- b. Objective 2

<u>1</u>	2	3	4	<u>5</u>
Not at all satisfied		Somewhat satisfied		Very well satisfied

- c. Objective 3

<u>1</u>	2	3	4	<u>5</u>
Not at all satisfied		Somewhat satisfied		Very well satisfied

**Part II**

Please circle the number which best indicates your opinion:

5. Presentation scope, depth, and relevance to practice:

1                      2                      3                      4                      5  
Inadequate                      Adequate                      Excellent

6. Objectivity and balance:

1                      2                      3                      4                      5  
Inadequate                      Adequate                      Excellent

7. Instructional materials:

1                      2                      3                      4                      5  
Inadequate                      Adequate                      Excellent

8. Effectiveness of presenter:

1                      2                      3                      4                      5  
Inadequate                      Adequate                      Excellent

9. Overall evaluation:

1                      2                      3                      4                      5  
Inadequate                      Adequate                      Excellent

Please indicate the area of your professional practice:

- clinical pharmacist       student
- hospital pharmacist       resident
- community pharmacist       fellow
- other

# Sample Speaker Confirmation Letter

**DATE**

**SPEAKER MAILING ADDRESS**

Dear **SPEAKER'S NAME**;

Thank you for accepting our invitation to speak at the next meeting of the **CHAPTER NAME** College of Clinical Pharmacy. Our chapter's meeting will take place on **MONTH DAY, YEAR** at the **MEETING PLACE** at **STREET ADDRESS** in **CITY, STATE**. We anticipate approximately **NUMBER EXPECTED** attendees.

We are pleased that you have agreed to present the topic "**TITLE OF PRESENTATION**" scheduled for **DATE**, from **STARTING TIME** a.m./p.m. to **ENDING TIME** a.m./p.m. [**IF APPLICABLE: This is part of the overall session "TITLE OF SESSION"**].

**[MODIFY AS NECESSARY]** As we discussed on the telephone, the general goals of the program are to \*\*\*\*\*. Your presentation should specifically discuss \*\*\*\*\*. This presentation must include elements of learning assessment and feedback, please see the attached list of activities for potential ways of constructing your presentation so that appropriate provides learner assessment and feedback. This is a <**KNOWLEDGE/APPLICATION**> based presentation and it should specifically discuss the following:

<**LIST LEARNING OBJECTIVES**>

It will be our pleasure to provide you with the following compensation for your participation in our meeting [**INCLUDE WHATEVER IS APPLICABLE**]:

- an honorarium of \$\*\*\*;
- complimentary registration for the meeting; and
- travel and up to # days' lodging and meal expenses.

## **Meeting Registration/Travel and Hotel Reservations**

We ask that you please make your own hotel and travel reservations. After the meeting is over, we will look to receive a listing of expenses, with copies of your receipts, which we will use to provide reimbursement for the expenses discussed above.

## **Materials Needed by 10 WEEKS PRIOR TO MEETING**

Several items are needed from each speaker to complete our planning and comply with continuing education requirements:

- a copy of your Curriculum Vitae;
- two or three educational objectives for your presentation;
- three to five multiple choice self-assessment questions with answers;
- an indication of your audiovisual equipment needs; and
- an original, or camera-ready, copy of handout materials to be handed out to attendees.
- self-disclosure/conflict of interest form.

If you foresee difficulty meeting this deadline please contact **CONTACT NAME** as soon as possible at **PHONE NUMBER**. Please send all materials to **NAME**'s attention at **ADDRESS**.

## **Audience/Level of Presentation**

To help you target your presentation to the meeting's audience, our chapter is composed of clinical pharmacy scientists, practitioners, and educators. Most of our members are Doctors of Pharmacy (Pharm.D.s) and have completed postgraduate residency or fellowship training. They typically practice, teach, and conduct clinical research in academic health science centers, community hospitals, ambulatory settings, managed care, and the pharmaceutical industry. Your audience will be a highly sophisticated group with a strong background in physiology, pathology, pharmacology, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. They also have extensive clinical practice experience.

*One of the most common comments made by our meeting attendees is that a speaker did not aim high enough with the material or present anything new. Please plan to present your topic at the highest level of sophistication possible. Do not feel compelled to review basic information; rather, it is recommended that you go right to the heart of your subject.*

Thank you again for your participation. Please do not hesitate to contact me if I can be of any assistance.

Sincerely:

**CHAPTER PROGRAM CHAIR**

cc: Name, **CHAPTER PRESIDENT**  
Emma Webb, ACCP Education Project Manager

## Logos

These may be e-mailed to you electronically.



**INTERNAL REVENUE SERVICE:  
ANNUAL CHAPTER REPORTS TO ACCP**

# **INSTRUCTIONS FOR CHAPTER ANNUAL REPORTS OF REVENUES AND EXPENDITURES**

1. The starting balance (balance forward) should be equal to your ending balance for the previous year.
2. List each contribution of educational grants and amount received separately. Send addresses of contributors.
3. List only revenues and expenses that occurred in the year being reported. Activities in other years should not be included.
4. To arrive at the ending balance, add the balance forward from the previous year to the revenues for the year being reported and subtract the total expenses for the year being reported.
5. Other common mistakes:
  - do not list check numbers on this report
  - do not use parentheses around numbers, except around a credit of an expense
6. If you need assistance, please contact ACCP's Operations Manager, Rick Collins, at (913) 492-3311 or at [rcollins@accp.com](mailto:rcollins@accp.com)

Your Chapter Name  
Address  
“Year; e.g., 2007” Annual Report of Revenue and Expenditures

Balance Forward      From 12/31/2006      \$ \_\_\_\_\_

REVENUE

Membership Dues      \$ \_\_\_\_\_

ACCP Rebate for Dues      \$ \_\_\_\_\_

Meeting Registrations      \$ \_\_\_\_\_

Interest      \$ \_\_\_\_\_

Industry Support (list each company separately with amount)      \$ \_\_\_\_\_

Itemize any other sources of revenue      \$ \_\_\_\_\_

**TOTAL REVENUES**      \$ \_\_\_\_\_

EXPENSES

Educational Programs      \$ \_\_\_\_\_

Postage/Mailing      \$ \_\_\_\_\_

Supplies/Copies      \$ \_\_\_\_\_

Bank Service Charges      \$ \_\_\_\_\_

Awards      \$ \_\_\_\_\_

Gifts      \$ \_\_\_\_\_

Plaques      \$ \_\_\_\_\_

Scholarships      \$ \_\_\_\_\_

Secretary of State      \$ \_\_\_\_\_

Itemize any other expenses      \$ \_\_\_\_\_

**TOTAL EXPENSES**      \$ \_\_\_\_\_

**Ending Balance**      \$ \_\_\_\_\_

## ANNUAL AUTHORIZATION FOR INCLUSION IN ACCP GROUP EXEMPTION

Michael S. Maddux, Pharm.D., FCCP  
Executive Director  
American College of Clinical Pharmacy  
13000 W. 87<sup>th</sup> St. Parkway  
Lenexa, Kansas 66215

Dear Dr. Maddux:

This letter shall serve as authorization for the \_\_\_\_\_ College of Clinical Pharmacy, a Chapter of the American College of Clinical Pharmacy, to be included under the Group Exemption Letter of the American College of Clinical Pharmacy.

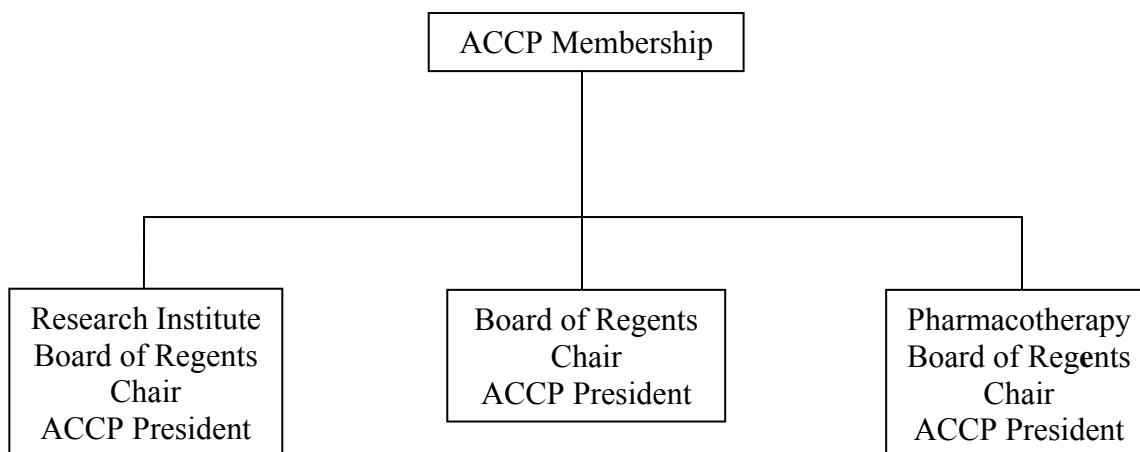
In accordance with this authorization, enclosed please find a completed Form 990 describing the chapter's revenue, expenses, and activities during 20 \_\_\_\_.

Sincerely,

Name  
Secretary-Treasurer  
\_\_\_\_ College of Clinical Pharmacy

# **ACCP GOVERNANCE**

# The American College of Clinical Pharmacy



# AMERICAN COLLEGE OF CLINICAL PHARMACY CONSTITUTION AND BYLAWS

## CONSTITUTION

### ARTICLE I

Same, 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, dentistry, and other health professions and sciences;
- E. Assure a high quality of clinical pharmacy practice by establishing and maintaining standards of practice, education, and training in clinical pharmacy;
- F. Provide an advanced level of continuing education programs in the area of clinical pharmacy and therapeutics;
- G. Encourage research and communication 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
- J. Clinical Pharmacy is a health science specialty which embodies the application and development, by pharmacists, of the scientific principles of pharmacology, toxicology, therapeutics, clinical pharmacokinetics, and other life sciences for the care of patients. Clinical Pharmacy expertise requires advanced education in the pharmaceutical and biomedical sciences and rigorous clinical training and experience.
- K. A Clinical Pharmacist is a pharmacy graduate with advanced education and training who is involved in clinical pharmacy practice, research, and/or education as the 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, 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 other members or fellows 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 a certification process which establishes 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 Constitution and Bylaws 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 the voting members at the annual meeting. A two-thirds majority of the voting members present and voting shall be required to adopt any amendment.

*July, 1983*

# BYLAWS

## ARTICLE I

### Membership

#### Section 1

The membership shall consist of Fellows, Honorary Fellows, Members, Associate Members, Affiliate Members, and Honorary Members. Section 2 Qualifications for Membership

- A. Membership shall be open to all qualified individuals regardless of race, creed, gender, or national origin.
- 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 three years;
  - 2 Has a record of sustained contributions to the College in elected or appointed offices or through presentations of scholarly work in college-sponsored publications and meetings;
  - 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. Nominations and supporting documents must be submitted to the Board of Regents no less than six months prior to the annual 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 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 an advanced 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 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 pharmacology, toxicology, and therapeutics. 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 the Chairperson of the Credentials Committee for review by that committee.
- C. Nomination of a Member for fellowship may be submitted to the Chairperson of the Credentials Committee by
  - (a) any two Members other than the nominee,
  - (b) the Credentials Committee,
  - (c) a member of the Board of Regents, or
  - (d) 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. Special application forms will be sent to nominees by the Credentials Committee chairperson.
- D. The Board of Regents shall act upon the recommendation of the Credentials Committee and shall decide by majority vote whether an application shall be approved or rejected. If the information contained in the application is contested, the Credentials Committee shall be responsible for clarifying the contested issues. Contested applications must be considered at the next meeting of the Board of Regents.

- E. Completed applications for Associate Member or Affiliate Member, including those of students in training, shall be submitted to the Chairperson of the Credentials Committee and shall be accompanied by the required fee. Following review and acceptance by the Chairperson, 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 fellowship or admission to membership 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 sign the register of the College during the annual meeting prior to the Convocation. Under exceptional circumstances and at the discretion of the President of the College, the certificate may be conferred in absentia. The certificate shall be inscribed: "This is to certify that (name of Fellow) has been elected a Fellow of the College in recognition of sustained excellence in the discipline of Clinical Pharmacy."
- H. When an application is rejected, the Credentials Committee chairperson shall inform the applicant of such rejection, and all 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 fellowship status earlier than three years after acquiring elective Membership or less than six years after completion of academic training.

## **ARTICLE II**

### Bylaws

#### **Section 1**

Following recommendation by the Constitution and Bylaws Committee and endorsement by the Board of Regents, amendments to the Bylaws shall be placed before the voting membership for approval. Such vote will usually occur at the time of the College's annual elections of officers and regents. 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 so as not to delay action until the College's annual election. 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 collected from each Fellow, Member, Associate Member, and Affiliate Member, as fixed by the Board of Regents, as well as from endowments, gifts, grants, and bequests to the College, and from income from the various scientific sessions, publications, 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

**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 the annual meeting and at such other 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 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 thirty (30) days from the date the ballots were provided to the Members of the College. A group of three persons appointed by the Board of Regents, who are not voting members of the College, shall ascertain if a qualified member cast the vote, and if so the vote shall be counted in the election results.

**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 President. 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 office 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 at 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**

A representative of the Board of Directors of Pharmacotherapy, Inc. shall be an ex-officio, non-voting member of the Board of Regents.

#### **Section 4**

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 5**

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 6**

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 Fellow or 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 or the establishment or amending of a salary for any corporate employee.

#### **Section 9**

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 payment of expenses of attendance at meetings of the Board of Regents.

#### **Section 10**

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 the Board member who voted in favor of such action.

#### **Section 11**

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, setting forth the action so taken, shall be signed 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.

## **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 at 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 fellowship certificates.

#### **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 supervise receipts and expenditures of the College. The Treasurer shall render an annual statement summarizing the receipts and disbursements of his office, which statement shall be presented to the Board of Regents 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 operations 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. If between fellowship and membership dues a difference exists, no additional dues will be assessed for the period between election and the beginning of the succeeding dues cycle.

#### **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 and Fellows will receive from the President an appropriate certificate attesting to membership or fellowship 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.

#### **Section 2**

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 ddate of its execution.

#### **Section 3**

The College shall conduct an open scientific session 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 education, 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 and Fellows 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 and Fellow 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 and Fellows present at such annual meeting. The College shall not be dissolved while five percent (5%) of the Members and Fellows 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.

*July, 1985*

Amended July 18, 1987: Article I, Section 2C Article I, Section 2G Article VI, Section 4 Article IX, Section 1  
Amended October 15, 1988: Article V, Section 1 Article VII, Section 3 Article IX,  
Section 3  
Amended December 3, 1988: Article VII, Section 2 Article VIII, Section 7 Article VIII,  
Section 9  
Amended August 5, 1989: Article I, Section 3A Article VII, Sections 2 and 3 Article VIII, Section 9  
Amended December 1, 1989: Article VIII, Section 2  
Amended March 4, 1990: Article V, Section 2 Article V, Section 5  
Amended May 2, 1993: Article I, Section 2D  
Amended August 13, 1993: Article V, Sections 5A and 5B Article VI, Sections 1 and 4  
Article IX, Sections 3 and 4  
Amended May 9, 1995: Article I, Section 2A Article II, Section 1 Article V, Section 1 Article V, Section 5A Article VII,  
Section 5 deleted and sections 6-12 renumbered  
Amended December, 1995: Article IX, Section 1 and 3  
Amended April, 1997: Article XVI Article XVII  
Amended April, 2005: Article II, Section 1 Article V, Section 1 Article V, Section  
5 Article VI, Section 1 Article VI, Section 2  
(April, 2005)

# BYLAWS of the ACCP RESEARCH INSTITUTE

## ARTICLE I

### Offices

The principal offices of the Corporation shall be located at 13000 West 87<sup>th</sup> Street Parkway, Lenexa, Kansas, 66215.

## ARTICLE II

### Objects and Purposes

The objects and purposes for which the Corporation is formed are set forth in the Articles of Incorporation.

## ARTICLE III

### Board of Directors

1. The affairs of the Corporation shall be managed by its Board of Directors, to be referred to as the Board of Trustees, and the Board of Trustees shall be responsible for, but not limited to, accomplishing the following:
  - A. Develop strategic plans and policies to conduct business and for future growth;
  - B. Identify, prioritize, and implement research and education agendas and programs for the corporation; and
  - C. Guide and actively participate in the fund raising efforts of the Corporation.
2. The Trustees need not be residents of Missouri.
3. The number of Trustees shall be thirteen (13) to sixteen (16) members. The Trustees shall be made up of the following individuals:
  - A. Ex-Officio Members - Four individuals designated as Trustees by virtue of their positions with the American College of Clinical Pharmacy, a Missouri general not-for-profit corporation, ("ACCP"):
    - i) The Immediate Past President of the ACCP, a voting member, who shall function as the Vice-Chair;
    - ii) The President of the ACCP, a voting member;
    - iii) The Executive Director of the ACCP, a non-voting member
    - iv) The Director of the ACCP Research Institute, a non-voting member.
  - B. Elected Trustees - Six (6) individuals elected from the full membership of the ACCP in a manner consistent with paragraph 13 of this ARTICLE III. The chair will be selected from this group and
  - C. Appointed Trustees - Between three (3) and six (6) individuals as appointed by the Chair of the Board of Trustees in consultation with the Board of Trustees and in a manner consistent with paragraph 14 of this Article III.
4. Vacancies of ex-officio members will be replaced according to the ACCP Constitution and Bylaws. Vacancies in the elected trustees may be filled by an ACCP member either by selection by the remaining Trustees at any regular or special meeting by the vote of the majority of the Trustees present at such meeting at which a quorum is present. Vacancies in an appointed trustee will be filled by an approved appointee by the Board of Trustees and complete the term length of the position vacated. Vacancies in the Director or Executive Director position will remain open until that position is filled.
5. The Board of Trustees shall meet at least twice a year in person or through technology based conferencing for the purpose of electing, appointing, or installing the Board of Trustees and for the transaction of such other business as may come before the meeting.
6. Special meetings of the Board of Trustees may be called by the Chair of the Board or by written resolution or consent of the Board of Trustees. The Research Institute Director will give notice of special meetings of the board and may designate any place, either within or without the state, or use technology based conferencing for the holding of any special meeting.
7. Notice of annual and special meetings of the Board shall be given to each Trustee with two (2) weeks advance notice by email, facsimile, or registered letter. However, such notice may be waived in writing if signed by the Trustees. The

business to be transacted at the meeting need not be specified in the waiver of notice of such meetings, unless specifically required by law or by these Bylaws.

8. A majority of the voting members of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting, and be required for adjourning the meeting. Unless otherwise required by charter or statute, the act of a majority of the Trustees present at any properly convened meeting at which there is a quorum shall be deemed the act of the Board.
9. At any meeting of the Board of Trustees, a Trustee entitled to vote may vote by proxy executed in writing by the Trustee or by his duly authorized attorney. No proxy shall be valid after (11) months from the date of its execution, unless otherwise provided in the proxy.
10. The Board of Trustees may appoint standing or temporary committees and invest such committees with such powers as the Trustees see fit. The committees shall be required to keep regular minutes of their transactions and shall report the same to the Board at their regular meetings or upon request.
11. The Board of Trustees shall make all rules governing the conduct and management of the Corporation that it deems advisable and which are not in conflict with the purpose of the Corporation, its Articles of Incorporation, or its Bylaws.
12. Trustees shall receive no stated salary for their services as such but by resolution of the Board of Trustees may direct a fixed sum and expenses to be paid to the Trustee or Trustees for attendance at meetings of the Board. Nothing herein contained shall be construed to prevent any Trustee from receiving compensation for services to the Corporation rendered in a capacity other than Trustee.
13. The six individuals elected from the full membership of the ACCP shall be elected from a ballot of individuals recommended by the ACCP Nominations Committee. The two individuals so elected each year shall serve a three-year term, said term being staggered with the terms of the other four individuals so elected, such that two of the six positions are up for election each year. Individuals elected under this paragraph shall be eligible to immediately succeed themselves, presuming nomination by the ACCP Nominations Committee and election by the ACCP membership, once for a maximum of six continuous years.
14. No greater than six (6) nor fewer than three (3) individuals are to be appointed to the Board of Trustees by the Chair after consultation with the Board of Trustees. Each individual so appointed shall serve a two-year term. Individuals appointed under this paragraph shall be eligible to immediately succeed themselves twice for a maximum of six continuous years. Trustees do not need to be ACCP members or pharmacists.

#### **ARTICLE IV**

##### **Officers**

1. The officers of the Corporation shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer, and such other officers as may be elected by the Board of Trustees. The Chair shall be selected by the Board of Trustees from the elected Trustees and serve a one-year term, with the option to be annually re-elected as Chair by the Board of Trustees for a maximum of three one-year terms. The Vice-Chair shall be the immediate Past President of ACCP and serve a 1-year term. The Secretary will be the Director of the Research Institute. The Treasurer shall be an elected or appointed Trustee and will be selected by the Board for a two-year term. The Board of Trustees may designate additional officers from time to time, as determined to be necessary for the operation of the Corporation.
2. If the Chair position becomes vacated, the Vice-Chair shall finish the year until a new Chair is elected in the subsequent year. Vice-Chair vacancy is filled per ACCP Constitution and Bylaws. If both the Chair and Vice-Chair positions are vacated in a given year, the Board of Trustees will elect a chair from the elected trustees for the remainder of the year. The Executive Director of ACCP shall fill the vacancy of secretary until another Director of the Research Institute is hired. Treasurer replacement will be elected by the Board of Trustees from the current elected and appointed trustees and serve for the remaining term. Vacancies in an office may be filled by the Trustees at any regular or special meeting.
3. Any officer may be elected or removed without cause by the affirmative vote of a majority of the Board of Trustees.
4. The Chair shall preside at all meetings of the Board of Trustees, shall be the chief executive officer of the Corporation, and shall have general supervision and management of the affairs of the Corporation subject, however, to the control, when exercised, of the Board of Trustees. The Chair shall make reports to the Trustees and perform all such other duties as are incident to this office or are properly required by the Board of Trustees.
5. The Vice Chair shall perform all such duties as may be properly required by the Board of Trustees or by the Chair, and in the absence or inability of the Chair, shall exercise and perform the functions and exercise all the powers of the

Chair.

6. The Secretary shall keep the minutes of the meetings of the Trustees, shall have the charge of the corporate books, and shall make such reports and perform such other duties as are incident to the office or are properly required of the Secretary by the Board of Trustees or the Chair.
7. The Treasurer shall have oversight of all monies, transactions, securities, and accounting books of the Corporation. Together with the Director of the Research Institute, they will prepare reports for all regularly scheduled Board of Trustee meetings.
8. The Director of the Research Institute shall have custody of all monies and securities of the Corporation and shall keep regular books of account. The Director shall disburse the funds of the Corporation as may be ordered by the Board Trustees or the Chair, shall render an account of all transactions and of the financial condition of the Corporation, and shall perform all duties incident to that office or that are properly required by the Board of Trustees or the Chair. The Director may give a bond or may be bonded for the faithful discharge of duties, if so determined by the Board of Trustees, in such sums as the Board of Trustees from time to time determine, the expense of such bonding to be paid for by the Corporation.
9. The salaries of the consultants, employees, and the officers shall be fixed by the Board of Trustees.

## **ARTICLE V**

### Standing Committees of the Board of Trustees

1. The standing committees of the Corporation are:
  - A. The Community Advisory Panel (CAP), which shall operate in an advisory capacity to the BOT. The CAP provides feedback to the ACCP PBRN leadership and the Board of Trustees regarding prospective ACCP PBRN projects, reviews applications of all CAPs panel members and accomplish any other tasks as directed by the Board of Trustees. CAP members will be ACCP PBRN members and other appointed experts at the direction of the Board of Trustees.
  - B. Organizational Affairs Committee, which shall evaluate and recommend changes in the infrastructure, organization, and Bylaws of the Research Institute and propose the language for changes to the Bylaws.
  - C. Frontiers Fund Committee, which shall make specific recommendations to the Board of Trustees about short- and long-term issues related to the Research Institute's fundraising efforts. Members of the Frontiers Fund Committee will consist of a Chair, appointed by the Director, and ACCP members at large. One Board of Trustee will serve on the committee. Members of the Frontiers Committee will have a history of being significant contributors to the Frontiers Fund.

## **ARTICLE VI**

### Contracts, Loans, Checks, and Deposits

1. Contracts. The Board of Trustees may authorize any officer or officers and any agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.
2. Loans. No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Trustees. Such authority may be general or confirmed to specific instances.
3. Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers or agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Trustees. Endorsements of instruments for deposit to the credit of the Corporation in any of its duly authorized depositories may be made by rubber stamp of the Corporation or in such other manner as the Board of Trustees may from time to time determine.
4. Deposits. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Trustees may select.

## **ARTICLE VII**

### Management of Corporate Funds

No funds received by donation, bequest, or any other means shall be diverted from the use to which they may be assigned by the donor, testator, or testatrix, unless such use is contrary to, or in conflict with, the purposes of the Corporation. The Board of Regents of ACCP, its governing body, shall annually approve in advance, a budget of revenues and expenses for this Corporation.

## **ARTICLE VIII**

### Seal

The Corporation shall have a corporate seal which shall have inscribed around the circumference thereof A.C.C.P. - RESEARCH INSTITUTE, and elsewhere thereon shall bear the words "Corporate Seal." The corporate seal may be affixed by impression or may be by facsimile.

## **ARTICLE IX**

### Fiscal Year

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

## **ARTICLE X**

### Amendments

The Board of Trustees shall have the power to make, amend, and repeal the Bylaws of this Corporation by an affirmative vote of a majority of Trustees present at any regular or special meeting of the Board.

## **ARTICLE XI**

### Parliamentary Procedures

The latest edition of Robert's Rules of Order shall govern parliamentary procedures of meetings of the Board of Trustees and any committee or task force meetings, except where the Bylaws take precedent.

## **ARTICLE XII**

### Waiver of Notice

Whenever any notice whatever is required to be given under the laws of the state of Missouri or by provision of these Bylaws, a waiver thereof in writing, signed by 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**

### Indemnification

Every person who is or shall be or shall have been a Trustee or officer of the Corporation and his personal representative shall be indemnified by the Corporation against all costs and expenses reasonably incurred or imposed upon him in connection with or resulting from any action, suite, or proceeding to which he may be made a party by some reason of his being or having been a Trustee or officer of the Corporation or of any subsidiary or affiliate thereof, except in relation to such matters as to which he shall finally be adjudicated in such action, suit, or proceeding to have acted in bad faith and to have been liable by reason of willful misconduct in the performance of his duty as such Trustee or officer. "Costs and expenses" shall include, but without limiting the generality thereof, attorneys' fees, damages, and reasonable amounts paid in settlement.

## **ARTICLE XIV**

### Informal Action

Any action required or permitted to be taken at any meeting of the Board of Trustees or any committee thereof may be taken without a meeting if, prior to such action, a written consent thereto is signed by a majority of the members of the board or of the committee, as the case may be, and such written consent is filed with the minutes of the proceedings of the Board or the

committee.

## **ARTICLE XV**

### Dissolution

#### **Section 1**

In order to dissolve the Research Institute, the Board of Trustees must adopt a resolution by a vote of three-fourths (3/4) of the Board members present at such regular or special meeting of the Board recommending that the Research Institute be dissolved. Said resolution is then to be referred to the ACCP Board of Regents for their consideration. If adopted by a vote of three-fourths (3/4) of the Board of Regents members present at such regular or special meeting called to consider the resolution, then the Research Institute shall be dissolved.

#### **Section 2**

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

Amended December 17, 2004:

Article III, Section 1, 3-8,11,13,14  
Article IV, Section 1,2,4-9  
Article V, Section 1, removed 2-6  
Article XI, Section 1  
Article XII, numbering  
Article XIII, numbering  
Article XIV, numbering  
Article XV, added

Amended November 29, 2005:

Article III, Section 14:

14. No greater than six (6) nor fewer than three (3) individuals are to be appointed to the Board of Trustees by the Chair after consultation with the Board of Trustees. Each individual so appointed shall serve a ~~three-two~~-year term. Individuals appointed under this paragraph shall be eligible to immediately succeed themselves ~~one~~ twice for a maximum of six continuous years. Trustees do not need to be ACCP members or pharmacists.

Amended November 14, 2009

Article V, Section 1, removed A, B and D.

- A. The Grants and Fellowship Selection Committee, which shall determine with approval from the Board of Trustees the selection criteria for all grants and fellowships, appoint and supervise all Grant Review Panels, review all submitted grants and fellowships, select from the submissions the award recipients for all competitions, and accomplish any other tasks as directed by the Board of Trustees.
- B. Research Advisory Committee, which shall be responsible for recommending a research agenda and the funding priorities for the Research Institute.
- D. Finance and Development Committee, which shall make specific recommendations to the Board of Trustees about short- and long-term issues related to the Research Institute's budget, investments, and fundraising. At least annually, this committee will submit a detailed written analysis of the current and projected financial needs of the Research Institute that has been prepared in collaboration with the Research Institute Director, Treasurer, and Chair.

Article V, Section 1. Replaced with.

- A. The Community Advisory Panel (CAP), which shall operate in an advisory capacity to the BOT. The CAP provides feedback to the ACCP PBRN leadership and the Board of Trustees regarding prospective ACCP PBRN projects, reviews applications of all CAPs panel members and accomplish any other tasks as directed by the Board of Trustees. CAP members will be ACCP PBRN members and other appointed experts at the direction of the Board of Trustees.
- B. Frontiers Fund Committee, which shall make specific recommendations to the Board of Trustees about short- and long-term issues related to the Research Institute's fundraising efforts. Members of the Frontiers Fund Committee will consist of a Chair, appointed by the Director, and ACCP members at large. One Board of Trustee will serve on the committee. Members of the Frontiers Committee will have a history of being significant contributors to the Frontiers Fund.

## **Board of Trustees Nominations Committee**

### **Background:**

The Research Institute's Bylaws, as amended in December 2004, indicate that the officers of the Research Institute Board of Trustees shall include a Chair, Vice-Chair, Secretary, and Treasurer. The Bylaws stipulate that the Immediate Past President of ACCP hold the office of Vice-Chair and that the staff Director of the Research Institute hold the office of Secretary.

The Bylaws indicate that: (1) the office of Board Chair shall be selected by the Board of Trustees from among the Elected Trustees, and that he/she serve a one-year term with the option to be annually re-elected as Chair for a maximum of three one-year terms; and (2) the Treasurer shall be an Elected or Appointed Trustee and will be selected by the Board for a two-year term.

1. The Board of Trustees Nominations Committee shall consist of four (4) individuals: the ACCP Executive Director, the Immediate Past President of the ACCP, and the two Elected Trustees scheduled to complete their elected terms on the Board at the end of the current year.
2. The ACCP Executive Director shall serve as Chair of the Nominations Committee.
3. The Nominations Committee shall annually prepare a slate for the office of Board of Trustees Chair. Because the Treasurer is elected for a two-year term, the Committee shall prepare a slate for the office of Treasurer every other year or as necessitated by a vacancy in the office of Treasurer.
4. The slate prepared by the Nominations Committee shall consist of at least one (1) and not more than two (2) candidates for each office.
5. The slate shall be forwarded to the Board of Trustees for their consideration and action at a designated meeting of the Board.