

# A Handbook for Delegates to the AACP House

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### Responsibilities of Administrative and Faculty Delegates

AACP is a voluntary membership association with membership comprised of both institutions and individuals who are the faculty and professional staff of member institutions. The House of Delegates (HOD) is the democratic body of the Association.

The AACP Bylaws impart significant authority to the AACP HOD, including responsibility to:

1. determine the Association’s policies as expressions of positions, values, and beliefs consistent with AACP’s vision and mission,
2. ratify, reject, or refer back to the Board of Directors any Association policies established by the Board of Directors between meetings of the House,
3. approve the Association's strategic plan as developed by the Board of Directors,
4. approve institutional memberships,
5. review programs established by the Board of Directors to ensure alignment with and progress toward strategic plan priorities, goals, and objectives,
6. set the annual dues for the members of the Association as described in Article IV,
7. adopt and amend the Bylaws of this Association, and
8. elect a Speaker of the House every three years.

This handbook provides an overview of how and where the business before the HOD is generated and the role of the delegate in representing the appointing institution and in conducting HOD business.

## Selection of Delegates

According to Article VI of the Association's Bylaws, each regular institutional member (i.e., college or school of pharmacy with an ACPE-accredited pharmacy program with candidate or full accreditation that has been accepted into the Association by a vote of the HOD) is entitled to two voting delegates and two alternate delegates appointed to the HOD:

- one administrative delegate and one alternate administrative delegate — **selected** by the administrative staff of the regular institutional member (i.e., school or college of pharmacy) from active individual members of the Association who are deans, associate deans, assistant deans, or administrative heads of the institution (interpreted to include presidents and vice presidents of the college or school of pharmacy; exclude deans and other heads of other units of the university; exclude department chairs/heads unless they hold the rank of dean, associate dean, or assistant dean);
- one faculty delegate and one alternate faculty delegate — **elected** by the faculty of the regular institutional member (i.e., college or school of pharmacy) from active individual members of the Association who are members of the faculty of the school or college and who are not eligible for membership in the Council of Deans (i.e., do not hold the rank of dean, associate dean, or assistant dean).

Programs with pre-candidate status are eligible for Associate Institutional Membership in AACP. Upon approval by the HOD, these member institutions may appoint one non-voting member to the HOD. The college or school automatically progresses to Regular Institutional Membership status when granted Candidate status by ACPE.

On or before September 1<sup>st</sup> each year, the Executive Vice President sends to the dean of each regular institutional member a notice requesting the selection and reporting of the delegates. Delegates serve until a successor is named. The roster of current delegates is maintained on the AACP Web site ([www.aacp.org](http://www.aacp.org)) for reference. Updates to the roster should be submitted via email to [hod@aacp.org](mailto:hod@aacp.org). Schools are encouraged to complete delegate selection and notify AACP by October 1<sup>st</sup>.

## Role of the Delegate

As a member of the HOD, delegates work with fellow members of the Association and colleagues at their own college or school and are asked to represent the ideas and concerns of colleagues at their school. In addition to the important role of officially representing either the faculty or the administration of the school during sessions of the HOD, it is the goal of the Board of Directors and staff that each delegate serves as a communication link between the school and the Association throughout the year. This communication is two-way by nature: delegates will receive communication from the Association when they join the HOD Community on AACP Connect. Delegates are expected to share this information with their institutional colleagues, respond to information requests and forward to the Association those pharmaceutical education issues of importance for study and appropriate action.

Delegates receive guidance from the work of the Bylaws and Policy Development Committee (BPDC) appointed annually by the President. Regardless of the source of business brought before the House (e.g., standing committee, Council, Board of Directors, individual member), delegates receive the Preliminary, Interim and Final Reports of the

BPDC during each cycle of business. The BPDC serves as the Rules Committee and a reference committee during the AACCP Annual Meeting and offers delegates a set of recommendations on the disposition of resolutions, Bylaws amendments and other business before the House.

## Specific Areas of Responsibility

1. **Determine the Association's policies** as expressions of positions, values, and beliefs consistent with AACCP's vision and mission.

Proposed policies come in the form of a resolution and are managed by the HOD using parliamentary procedures.

*Resolutions* are statements of action, formal positions or beliefs that are consistent with the Association's mission. Resolutions may be brought before the House through the BPDC in the following manner:

- The HOD will accept for consideration resolutions that have been developed and forwarded to it through the BPDC by the Board of Directors, councils, sections, SIGs, or individual members.
- In the case of a resolution by an individual member, the signatures of 5 AACCP members, in addition to the originator, are required for consideration by the BPDC.

Policy is "adopted" as a result of an affirmative vote of the HOD following its deliberation on the issue(s) contained within the resolution.

Any entity within the Association may propose business to the HOD, including new resolutions and amendments to current policy. All HOD business is submitted to the BPDC via an [online form](#) no later than December 1<sup>st</sup> or April 1<sup>st</sup> preceding the convening of the HOD.

Adopted policy statements are later compiled in the official policy compendium of AACCP accessible via the AACCP Web site and reported in the minutes that will be published via AACCP Connect and AJPE within 30 days of the Final HOD Session. Delegates should communicate the results of the HOD Sessions to their institutions.

2. **Ratify, reject, or refer back to the Board of Directors any Association policies established by the Board of Directors between meetings of the HOD.**

The HOD amended the Association's bylaws in 1999 to allow the Board of Directors to make policies on critical issues arising between meetings of the HOD. This authority is envisioned to be used rarely by the Board and is subject to the following conditions:

- would be employed only when no formal Association policy on the issue under consideration currently exists;
- would not be in conflict with existing Association policies adopted by the HOD;
- would solicit and incorporate input from administrative and faculty delegates in the formulation of policy by the Board of Directors;
- would require an affirmative "on the record" vote of two-thirds of the members of the Board of Directors, with documentation in the minutes of the Board of Directors' meeting; and
- would be submitted by the Board of Directors, through the BPDC, to the HOD at its next regularly scheduled meeting. The HOD would vote either to adopt the policy, not adopt the policy, or refer the policy back to the Board of Directors

with recommendations for change that would facilitate subsequent adoption as Association policy.

In instances where the HOD is presented with a Board-developed policy at the next regularly scheduled meeting of the HOD, the HOD may ratify the policy, reject the policy, or refer it back to the Board of Directors with comment for further consideration.

### **3. Approve the Association's strategic plan**

The AACP Board of Directors establishes the vision, mission and strategic directions for the Association through the work of its Strategic Planning Committee and with input from many sources. The plan will be updated on a regular basis, for approval by delegates before the end of the term listed in the current plan.

### **4. Approve institutional memberships**

The AACP Bylaws provide for Regular and Associate Institutional Membership for colleges and schools of pharmacy that are recognized by the Accreditation Council for Pharmacy Education (ACPE).

Eligibility for Association membership requires pre-candidate recognition by ACPE. Following action by the AACP Board of Directors to recognize a prospective member, a membership resolution is forwarded to the BPDC for action by the HOD. Once a member institution progresses to candidate status with ACPE they automatically progress to Regular Institutional Membership without subsequent action by the House.

### **5. Review programs established by the Board of Directors to ensure alignment with and progress toward strategic plan priorities, goals, and objectives**

Annually, the AACP President, Treasurer and Executive Vice President report to delegates and other interested members on progress the Association has made in implementing the strategic plan through programs, products and services. A written annual report is also prepared and distributed to delegates and others, both in writing and electronically.

### **6. Establish annual dues**

The HOD has the authority and responsibility to establish dues for both institutional and individual members as described in Article IV of the AACP Bylaws. Resolutions related to dues changes are forwarded by the Board of Directors which has fiduciary responsibility for the Association. Dues resolutions will be communicated to delegates via the reports of the BPDC.

### **7. Adopt and amend the Bylaws**

The AACP Bylaws guide the Association and its components of governance (e.g., Board, sections, councils, HOD) and provide clarity on roles, responsibilities and duties for each group. The HOD maintains the authority to adopt amendments to the Bylaws that come either from the Board of Directors or the BPDC. Individual members may initiate a Bylaws amendment by directing a recommendation for change to either the Board or the BPDC.

### **8. Elect a Speaker of the HOD**

The presiding officer of the HOD is the Speaker who serves a 3-year term. The Speaker is a member of the AACP Board of Directors. The HOD holds an election for the position of Speaker in accordance with the AACP Bylaws and HOD Rules of Procedure.

## Additional Responsibilities of Delegates

### A. Review and amend the Rules of Procedure for the HOD

These *Rules*, subject to AACP Bylaws and established by the HOD via majority vote, establish the guidelines under which the HOD operates and conducts its business. The latest edition of *Robert's Rules of Order* governs all points of order not covered by the *Rules* or Bylaws. The Rules may be amended by a majority vote of delegates.

### B. Recognize how the Association processes formal recommendations

Formal recommendations are written statements summarized in reports of the Standing or Special Committees, Councils, Sections or SIGs suggesting that another entity within or external to the Association consider a particular issue/topic. Formal recommendations are not presented to the HOD for approval; however, they are forwarded to the Board of Directors. Recommendations reflect the sense of an Association component (committees, other Association subunits, or ad hoc units) and do not require action by the HOD. They are forwarded to the target subunit of the Association for consideration and disposition. If the BPDC, the HOD or anyone else desires the HOD to take action on a recommendation, the appropriate mechanism is to change the recommendation into a resolution and considered as described above.

### C. Serve as a well-informed representative of AACP and their institution

- Delegates are expected to be knowledgeable about the Association, including current Association policy, Association structure and governance and membership opportunities.
- Delegates are the communication link between the Association and faculty and administrators at their schools or colleges. The HOD Connect Community is a great way to stay informed.
- Delegates should become familiar with AACP member services (including grant programs, resource materials, etc.) and keep their constituency(ies) informed of the activities and programs of the Association.
- Delegates should speak with colleagues at their institutions to obtain their valuable perspectives on items of business facing the Association.
- Delegates represent their institutions and their constituents' perspectives. Delegates should come to sessions of the HOD prepared to discuss items of business before the HOD.

## Business Cycle of the HOD

Business is due no later than December 1 or April 1 for the Virtual or Annual Meeting HOD Sessions respectively. The business cycle of the HOD and delegates' responsibilities are similar during both cycles, although delegates have additional responsibilities during the Annual Meeting, detailed below.

[Note: When the need arises, the Board of Directors has the authority to convene special meetings of the HOD. The President of the Association shall call a special meeting of the HOD upon the written application of a majority of the members of the HOD.]

1. **Preliminary report of the BPDC.** The BPDC will prepare a preliminary report of all business received to be brought before delegates during the next HOD Session. Delegates are responsible for reviewing the business included in the report and to share and discuss within their institutions.

2. **Policy discussion with delegates.** The Speaker of the House will convene at least one virtual Policy Webinar during which delegates will have the opportunity to ask questions and provide feedback to the original submitters of business.
3. **Interim report of the BPDC.** Following the Policy Webinar, the BPDC will publish an Interim Report incorporating changes made to business by the original submitters. An Open Hearing version of this Interim Report will also include any emergent business items received and will be shared with all members.
4. **Open Hearing of the BPDC.** The Chair of the BPDC will convene an Open Hearing, virtually or during the Annual Meeting respectively. The Open Hearing is open to all members and offers the opportunity to listen to and participate in discussion related to resolutions and other items of business under consideration by the BPDC for action by the HOD.
5. **Final report of the BPDC.** Following the Open Hearing, the BPDC generates a report with recommendations for delegates on each item of business. The BPDC might recommend adoption of the statement as written, amendment of the statement, rejection or referral of the statement. Delegates vote on items as presented in the Final Report.
6. **HOD Session(s).** The number and logistics of the HOD Sessions vary between Virtual and Annual Meeting Sessions, as detailed below.

### Responsibilities of the Delegate During Asynchronous Sessions

A Virtual HOD Session may be convened (typically in January or February) to approve resolutions and other business items received before December 1.

During asynchronous HOD Sessions, no changes to the delegates of record will be allowed after the Session has been called to order. Voting takes place virtually and asynchronously over the course of one week.

1. **Attend the Policy Webinar.** The date and time of the virtual policy webinar will be communicated to delegates at the beginning of the business cycle. The Policy Webinar is convened by the Speaker and open only to delegates.
2. **Attend the Virtual Open Hearing of the BPDC.** The date and time of the virtual Open Hearing will be communicated to members at the beginning of the business cycle. The Open Hearing is convened by the chair of the BPDC and open to all members.
3. **Ensure that institutional delegates of record are up to date.** Only faculty and administrative delegates of record will receive access to the virtual ballot. Any changes to delegate appointments must be received no later than one week before voting is scheduled to begin.
4. **Participate in the virtual asynchronous HOD Session.** During asynchronous voting, delegates will electronically vote on proposed resolutions or other business items. Delegates will have one week to submit their ballots.

Due to the constraints of online voting, no amendments may be made. Proposed business must achieve at least 85% approval of all votes cast by Delegates to be adopted. Those not reaching that level of consensus will be considered by the HOD at the next synchronous HOD Session and may be amended then. Items approved during asynchronous voting may be reconsidered at the next synchronous HOD Session if requested by Delegates.

Following the conclusion of voting during an asynchronous HOD Session, the Credentials Committee will receive and credential the results and confirm that quorum was met before results are reported in the HOD minutes.

### Responsibilities of the Delegate During the Annual Meeting

The Association holds at least one regular meeting of the HOD at a time and place (i.e., Annual Meeting) determined by the Board of Directors. A HOD meeting is composed of two sessions and delegates are required to check in with the Credentials Committee prior to each session in order to confirm the quorum for voting.

1. **Participate in the First HOD Session** during which reports of Association officers and committees are received by the HOD. Several other organizations and the *Journal* editor also present brief reports at this session of the HOD. The BPDC presents resolutions for new institutional memberships for delegate action during this session.
2. **Attend the Open Hearing** held by the Bylaws and Policy Development Committee. The date, time, and location of the Open Hearing will be listed in the Annual Meeting program, as well as in communications to delegates in advance of the Meeting.
3. **Participate in the Final HOD Session** where business of the Association is conducted (i.e., voting on proposed resolutions and other business items). It is the responsibility of the delegate officially recognized and seated to participate in the entire session.

### Scheduling Attendance at the AACP Annual Meeting

The designated delegates from each school will be officially received by the Credentials Committee prior to each session. Delegates should sign in as described in the bulletins and final meeting program prior to each session. The Credentials Committee may authorize changes in the Delegate list only upon receipt of authorizing credentials in writing (delivered to the AACP office via U.S. mail, express delivery service, fax, or electronic mail) from the office of the institution's chief academic officer no later than **one week prior** to the first session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate.

The designated individual who establishes a record of attendance with the Credentials Committee at the first session will carry the delegated vote for the entire meeting of the HOD unless the Credentials Committee approves the change to the other authorized (alternate) person (under the above procedures) during the meeting of the HOD. In the absence of a delegate or alternate delegate at the first session, the voting seat will be declared vacant for that session.

**Arrival** - Delegates should plan to arrive in the host city for the Annual Meeting no later than one day before the first HOD Session

**Departure** - Departures from the host city should be scheduled **after the conclusion of the Final HOD Session**.

### Delegate Resources, Support and Communications

AACP provides several opportunities and resources to orient and inform delegates of their roles and responsibilities and the business coming before the HOD for action. Delegates receive notification of these resources and opportunities by email and through the HOD Connect Community. These are:

1. **Delegate Orientation**

A virtual orientation for delegates is scheduled annually. A summary of orientation information and other materials is maintained on the AACP website and in Connect.

## 2. **Policy Webinars**

Following the release of the Preliminary Reports of the BPDC in December and April respectively, webinars for delegates are scheduled to review the business before the HOD and to generate dialogue with delegates.

## 3. **HOD Bulletins**

Bulletins are published in October, December, March and June to provide updates to delegates regarding HOD business and association activities.

## 4. **Coffee with the Speaker**

At least once a year, the Speaker convenes an informal virtual meeting with delegates to network, answer questions and discuss any relevant issues related to HOD business and activities.

## 5. **Guide to Parliamentary Procedure (coming in 2025!)**

This guide will serve as a reference for how AACP conducts business during HOD Sessions, which may vary from procedures with which delegates are familiar from other organizations.

## 6. **Delegate Packet**

The Delegate Packet includes the Handbook for Delegates and important association governance documents for convenient reference.

Finally, the Speaker and Secretary of the House (AACP Executive Vice President & CEO) are accessible via email, phone and in person to provide information and answer delegate's questions. The AACP Parliamentarian is also available during the AACP Annual Meeting for consultation on Robert's Rules of Order, HOD Rules and other matters related to the conduct of business.



American Association of  
**Colleges of Pharmacy** **AACP**

**Bylaws**

**for the**

**American Association of Colleges of Pharmacy, Inc.**

**Approved by AACP House of Delegates  
July 2024**

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# **Bylaws**

## **American Association of Colleges of Pharmacy, Inc.**

### **ARTICLE I.** **Name and IRS Status**

The name of the Association is the American Association of Colleges of Pharmacy (AACP), hereafter referred to as the Association.

The Association is organized and is to be operated exclusively for charitable and educational purposes within the meaning of Sections 501(c)(3) and 170(c)(2)(B) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law) (the "Code").

### **ARTICLE II.** **Vision and Mission**

#### **A. Vision**

Academic pharmacy will transform the future of healthcare to create a world of healthy people.

#### **B. Mission**

The mission of AACP is to lead and partner with our members in advancing pharmacy education, research, scholarship, practice and service to improve societal health.

The purposes and objectives of the Association, are as follows:

1. To promote the advancement of pharmacy education, research, and service in all institutions that offer accredited programs for the education of pharmacists.
2. To stimulate the production, exchange, and dissemination of ideas and information among pharmacy educators, educators of other health professions, and educators in the community of higher education.
3. To study and investigate the educational aspects concerned with providing and maintaining optimal drug usage by the public.
4. To communicate with the public, the pharmacy profession, other health professions, and the community of higher education to improve their understanding of the importance of proper drug utilization in relation to the general health and well-being of individuals and society.
5. To establish and maintain liaison with other health professions, governmental and other appropriate agencies, and members of the pharmacy industry and their associations that may further the development, support, and improvement of pharmacy education, research and service.
6. To assume its advisory role for the development of policies and standards used for the accreditation of programs of pharmacy education.
7. To advise and provide consultants and consultant services regarding pharmacy education programs.

**ARTICLE III.**  
**Members**

**SECTION 3.1 Institutional Members.**

Institutional Members shall be either Regular or Associate. There shall also be Organizational Members.

**A. Regular.** Regular institutional membership shall be restricted to colleges or schools of pharmacy whose professional degree programs have been granted full or candidate accredited status by the Accreditation Council for Pharmacy Education (ACPE). If a regular institutional member's accreditation changes, that institution's membership will automatically revert to the level for which they are then eligible. Regular institutional members are entitled to be represented by two voting delegates in the House of Delegates, one serving as an administrative delegate and one as a faculty delegate. Regular membership requires the approval of the House of Delegates.

**B. Associate.** Associate institutional membership shall be restricted to colleges and schools of pharmacy that have been granted precandidate status by the Accreditation Council for Pharmacy Education (ACPE). Associate institutional members may appoint one non-voting delegate to the House of Delegates. Associate membership requires the approval of the House of Delegates.

**C. Organizational Membership.** Organizational membership shall be available to non-U.S. based colleges and schools of pharmacy, pharmacy associations, associations of other health disciplines, as well as relevant government agencies and not-for-profit organizations.

**SECTION 3.2 Individual Members.**

Individual Members shall be of four types: Active Members, Affiliate Members, Student, Resident, Fellow Members, and Emeritus Members.

**A. Active.** Active individual membership shall be restricted to administrators, faculty, staff, and librarians of regular and associate institutional members. Active individual members shall have the right to serve as delegates to the House of Delegates in accordance with their institution's membership status and the right to hold elective office. Active individual members shall elect the Association's officers as provided in Article XI. Active individual members shall also have the right to vote to elect officers of their respective Councils and Academic Sections and to vote on any matter submitted to them for a vote by the House of Delegates pursuant to Article IX of these Bylaws. A current AACP "active member" who is leaving employment at a regular or associate member institution may petition in writing to the AACP Board of Directors to continue their active membership until the individual qualifies for Emeritus Membership, as per Article 3.2D.

**B. Affiliate.** Affiliate individual membership shall be available to administrators, faculty, staff, and librarians of colleges and schools of pharmacy which have not been granted precandidate status by ACPE, employees of organizational members and corporate members, and others not otherwise eligible for membership in another category. Affiliate individual members shall have the right to participate in the meetings of the appropriate Councils and Academic Sections of the Association, but they shall not have the right to serve as delegates or the right to vote or hold elective office.

**C. Student, Resident, and Fellow.** Student, resident, and fellow individual membership shall be available to any professional or graduate degree student enrolled at a regular or associate member institution, as well as residents and post-doctoral or clinical fellows. Student, resident, and fellow individual members shall have the right to participate in the meetings of the Association and become individual members of the Council of Faculties and appropriate Academic Sections of the Association, but they shall not have the right to serve as delegates to the House of Delegates or the right to vote or hold elective office.

**D. Emeritus.** Emeritus individual membership shall be granted for life to any former active individual member who has retired from full time employment and who has paid membership dues for at least five years prior to retirement. Emeritus individual members shall have the right to participate in the meetings of the Association and become emeritus individual members of appropriate Councils and Academic Sections of the Association, but they shall not have the right to serve as delegates to the House of Delegates or the right to vote or hold elective office.

**SECTION 3.3 Suspension And Expulsion of Members.**

**A. Institutional Membership.** Any institutional member of the Association may have charges brought (i) for failure to comply in a satisfactory manner with the Articles of Incorporation and the Bylaws of this Association or (ii) for conduct which reflects adversely in a material way upon the Association's reputation.

With respect to institutional members, such charges must be made in writing and filed with the Executive Vice President at least thirty (30) days prior to any annual or special meeting of the House of Delegates. Immediately after the filing of charges, the Executive Vice President shall furnish the institutional member against whom the charges are made, and each member of the House of Delegates, a copy of the charges. The member against whom the charges have been proffered shall be given a hearing before the House of Delegates at the first annual or special meeting to occur at least thirty (30) days after the filing of the charges. After the hearing, an institutional member can be suspended or expelled by a majority vote of the House of Delegates.

**B. Individual Members.**

Failure to pay dues in a timely manner will result in a revocation of individual membership.

**SECTION 3.4 Questions Concerning Eligibility For Membership.**

Any question concerning eligibility for institutional membership or any questions concerning a change in membership or revocation, suspension, or reinstatement of membership may be brought before the House of Delegates by any delegate or by the Board of Directors and shall be resolved by a majority vote of the House.

**SECTION 3.5 Right of Withdrawal.**

Any institutional member may withdraw from membership in the Association, after the payment of all dues owed the Association, by giving written notification to the Executive Vice President of the Association.

**ARTICLE IV.  
Annual Dues**

**SECTION 4.1 Institutional Members.**

**A. Regular and Associate.** The dues for regular and associate institutional members of the Association shall be determined by the House of Delegates and shall include a subscription to the American Journal of Pharmaceutical Education.

**B. Organizational and Corporate.** The dues for organizational members and corporate members shall be determined by the Board of Directors and shall include a subscription to the American Journal of Pharmaceutical Education.

**SECTION 4.2 Individual Memberships.**

The dues for each individual membership category as established in Article III, Section 2, shall be determined by the House of Delegates.

**ARTICLE V.  
Organization**

The Association shall be organized into three Councils: the Council of Deans, the Council of Faculties, and the Council of Sections. These Councils shall offer the means by which members of comparable duties and responsibilities may examine both matters of general interest and matters of specific interest to that Council. An individual member may join either the Council of Deans or the Council of Faculties as defined in these Bylaws. The Council of Sections, which is established to coordinate Section activities, is composed of elected Section leadership as stated in these Bylaws.

**SECTION 5.1 Council of Deans.**

The Council of Deans shall be composed of individual active, affiliate, and emeritus members who are deans or administrative heads (or their designee) of regular or associate institutional members, who are associate or assistant deans of regular or associate-institutional members who select membership in the Council of Deans, who are professional staff members of the Association or the ACPE, or who have achieved emeritus status in such positions. Among the interests of this Council are the educational policies, the internal administration of colleges and schools, and relationships to other elements of the community of higher education and to society at large. The Council of Deans shall organize by adopting standing rules of procedure and by electing officers and representatives. The Administrative Board of the Council shall consist of the Chair, the Chair-elect, and the Immediate Past Chair of the Council of Deans; the Secretary; and the At-large Representative to the Council's Administrative Board.

**SECTION 5.2 Council of Faculties.**

The Council of Faculties shall be composed of all individual members not eligible for or not holding membership in the Council of Deans. Among the interests of the Council are interdisciplinary matters of curriculum, course contents, education methods, faculty/administration relations, and national issues of general interest to pharmacy faculties. Associate and assistant deans may select membership in either the Council of Deans or Council of Faculties. The Council of Faculties shall organize by adopting standing rules of procedure and by electing officers and representatives. The Administrative Board of the Council of Faculties shall consist of the Chair, the Chair-elect, and the Immediate Past Chair of the Council of Faculties and the Council Secretary.

**SECTION 5.3 Council of Sections.**

The Council of Sections shall include the Chairs, Chairs-elect and Immediate Past Chairs of each Section and shall work to coordinate the activities of the Academic Sections. The officers of the Council shall be a Chair, Chair elect, Immediate Past Chair and Secretary of Knowledge Management. The Council of Sections shall organize by adopting standing rules of procedure and by electing officers.

**SECTION 5.4 Sections.**

To establish a Section, interested active members shall submit by September 1 a proposal to the Board of Directors with a statement of mission for the Section. The establishment and dissolution of Sections is approved by the Board of Directors based on the needs of faculty, administrators, and professional staff members that support the mission of academic pharmacy. The Board of Directors will develop criteria for forming and dissolving Sections. Each Section shall be composed of individual active, affiliate, student, and emeritus members. Members may join up to two sections. Each Section shall elect a Chair-elect and other officers from the active individual members of that Section.

**SECTION 5.5 Special Interest Groups.**

To establish a Special Interest Group (SIG), interested active members shall submit by September 1 a proposal to the Board of Directors with a statement of mission for the SIG. Special Interest Groups are approved by the Board of Directors based on members' common interests related to their staff and/or academic responsibilities in a particular area of pharmacy education and on criteria developed by the Board. The Board of Directors will develop criteria for forming and dissolving SIGs. Special Interest Groups shall be composed of individual active, affiliate, student, and emeritus members. Members may select up to two primary SIGs and an unlimited number of secondary/informational SIGs. Each SIG shall elect a Chair-elect and other officers from the active individual members of that SIG. Each SIG must have a statement that establishes the purpose of the SIG and clearly differentiates the group from existing Sections and other SIGs.

A SIG may apply for Section status to the Board of Directors.

**SECTION 5.6 Special Interest Group Cabinet**

The Special Interest Group Cabinet shall include the elected leaders from each Special Interest Group (SIG) and will work to coordinate the activities of the SIGs. The officers of the Cabinet shall be a Chair, Chair elect, Immediate Past Chair and Secretary of Knowledge Management and shall be elected by the members of the Cabinet. The SIG Cabinet shall organize by adopting standing rules of procedure.

**SECTION 5.7 Financing of Councils, Sections, and Special Interest Groups**

Each council, section SIG and SIG Cabinet shall organize itself, but may not assess or collect dues from its members. Guidelines for annual budgets and disbursements for Councils, Sections, SIGs and SIG Cabinet shall be adopted by the Board of Directors and administered by the Executive Vice President.

**ARTICLE VI.  
House of Delegates**

**SECTION 6.1 Composition of Regular and Associate Institutional Delegates.**

By October 1 each year the Secretary of the House of Delegates (House) shall send each institutional member a notice requesting the reporting of the appointed delegates as specified in the House Rules of Procedure. Each regular institutional member is entitled to two voting delegates and two alternates appointed to the House. In a single, term a person may serve as a delegate for only one constituency.

**A. Administrative Delegate:** One delegate and one alternate delegate selected by the administrative staff of the regular institutional member from active individual members of the Association who are deans, associate deans, assistant deans, or administrative heads of the institutional member.

**B. Faculty Delegate:** One delegate and one alternate delegate elected by the faculty of the regular institutional member from active individual members of the Association who are members of the faculty of the institutional member and who are not eligible for membership in the Council of Deans.

**C. Associate Member Delegate:** Each associate institutional member is entitled to one non-voting delegate to the House of Delegates. The delegate shall be appointed by the dean.

**SECTION 6.2 Speaker of the House of Delegates.**

The presiding officer of the House of Delegates shall be the Speaker whose term of office shall be three years. The Speaker may stand for re-election for a second three-year term. The Speaker shall be elected by the delegates present and voting in the final session of the House in the year of an election. The Speaker shall serve as a member of the Board of Directors and Executive Committee. In the event the Speaker is unable to fulfill the duties of the office the Immediate Past Speaker shall serve as Speaker for the conduct of the business of the House. The Speaker may vote in the House only in the case of a tie vote.

**SECTION 6.3 Secretary of the House of Delegates.**

The Executive Vice President shall serve as Secretary of the House without vote.

**SECTION 6.4 Rules of Procedure.**

The House shall adopt its own standing rules of procedure.

**SECTION 6.5 Duties of the House of Delegates.** The duties of the House shall be:

1. to determine the Association's policies as expressions of positions, values, and beliefs consistent with AACCP's vision and mission,
2. to ratify, reject, or refer back to the Board of Directors any Association policies established by the Board of Directors between meetings of the House,
3. to approve the Association's strategic plan as developed by the Board of Directors,
4. to approve institutional memberships,
5. to review programs established by the Board of Directors to ensure alignment with and progress toward strategic plan priorities, goals, and objectives,
6. to set the annual dues for the members of the Association as described in Article IV, and



7. to adopt and amend the Bylaws of this Association.

**SECTION 6.6 Voting Under Virginia Nonstock Corporation Act.**

All votes required to be cast by “voting members” as defined by the Virginia Nonstock Corporation Act shall be cast by the members of the House.

**SECTION 6.7 Meetings of the House of Delegates.**

The Association shall hold at least one regular annual meeting of the House of Delegates at a time and place to be determined by the Board of Directors. When the need arises, the Board of Directors shall have the authority to convene special meetings of the House. Meetings will be conducted under procedures described by House of Delegates Standing Rules of Procedure. In addition to scheduled House meetings, a special meeting of the House may be called upon the written application of a majority of the delegates, with details determined by the Board of Directors. Notice of the time, location and agenda of all meetings of the House must be given to the membership at least 30 days in advance of the meeting date.

During each annual meeting of the Association, there shall be at least one general session open to all individual members and visitors. Such sessions shall be presided over by the Speaker of the House of Delegates. The general session shall constitute the annual meeting of the members.

**SECTION 6.8 Quorum.**

Fifty (50) percent of the delegates of record eligible to participate in the meeting of the House as stipulated in the House of Delegates Rules of Procedure shall constitute a quorum for the transaction of business at any meeting of the House. No business shall be conducted by the House in the absence of a quorum. In any action taken by the House which requires a simple majority or a two-thirds majority, the controlling vote shall be determined from the total number of delegates present and voting.

In any action taken by the total members on a mail ballot which requires a simple majority or a two-thirds majority, the controlling vote shall be determined from the total number of ballots with a vote for or against the issue returned by the eligible members of this Association by the return date printed upon the ballots.

**ARTICLE VII.  
Officers**

The officers of this Association shall be a President, an Immediate Past President, a President-elect, a Treasurer, a Speaker of the House and an Executive Vice President/Secretary. The officers shall serve as the Executive Committee of the Association.

**SECTION 7.1 President, President-elect, Immediate Past President, Speaker of the House and Treasurer.** The President-elect shall be elected each year by a vote of the active individual membership of this Association. Upon the death, incapacity, departure from academic pharmacy, resignation, or removal in accordance with the provisions of Article IX, Section 3 of the:

**A. President.** The President-elect shall automatically succeed to the office of President of this Association and serve the remainder of the term plus one full term. At the conclusion of the President's term of office, normally one year, and when a successor has been properly installed, the President shall automatically succeed to the office of Immediate Past President.

**B. President-elect.** The office will remain vacant until the next regularly scheduled election and the President will serve his/her remaining term plus one full term.

**C. Immediate Past President.** The most recent and eligible Past President will be asked to serve as Immediate Past President until a new President is installed.

**D. Treasurer.** A Treasurer shall be elected by the membership for a three-year term and shall chair the Finance

Committee. The Treasurer may stand for re-election for a second three-year term. Upon the death, incapacity or departure from academic pharmacy of the treasurer, the Immediate Past President will serve as Chair of the Finance Committee until the next nomination and election cycle when a new treasurer can be elected by the membership.

**E. Speaker of the House.** The election of the Speaker is described in Article VI Section 2.

**SECTION 7.2 Executive Vice President.**

The Executive Vice President shall be appointed by the Board of Directors for a term of not more than five years to serve as a full-time chief executive officer of the Association with suitable compensation as determined by the Board of Directors. Upon approval of the Board, the Executive Vice President may be reappointed.

Upon termination, resignation, death or incapacity, or removal in accordance with the provisions of Article IX, Section 3 of the Executive Vice President, the Board of Directors shall appoint an individual to assume the duties of the Executive Vice President on an interim basis until such time as the Board of Directors appoints a new Executive Vice President. The Executive Vice President shall also serve as the Association's Secretary during the term of appointment

**SECTION 7.3 Officers of the Councils.**

Each Council created by Article V of these Bylaws shall be organized by electing a Chair-elect and such other officers as may be deemed necessary. Once a Council officer is duly installed, he/she may complete the term of office, usually one year, for which elected as long as he/she remains an active individual member of the Association. Upon the death, incapacity, or departure from academic pharmacy, resignation, or removal in accordance with the provisions of Article IX, Section 3 of the:

- A. Chair.** The Chair-elect shall automatically succeed to the office of Chair of the Council and serve the remainder of the term plus one full term. At the conclusion of the Chair's term of office, normally one year, and when a successor has been properly installed, the Chair shall automatically succeed to the office of Immediate Past Chair.
- B. Chair-elect.** The office will remain vacant until the next regularly scheduled election and the Chair will serve his/her remaining term plus one full term.
- C. Immediate Past Chair.** The most recent and eligible Past Chair will be asked to serve as Immediate Past Chair until a new Chair is installed.

**ARTICLE VIII.  
Duties and Evaluation of the  
Executive Vice President**

**SECTION 8.1 Duties.**

The Executive Vice President is the chief administrative officer of the Association and implements all policy decisions of the House of Delegates and the Board of Directors. Duties of the EVP include to hire and supervise Association staff, to coordinate all governance activities, to represent the Association to advance its mission and goals, to prepare for consideration by the Finance Committee and Board the annual budget of the Association and receive and disburse all funds in accord with the adopted budget and direction of the Board, to serve as Secretary of the House of Delegates and the Board of Directors and report annually to the House and members on the activities of the Association and its finances.

**SECTION 8.2 Performance Evaluation of the Executive Vice President.**

The President-elect shall appoint an Executive Vice President Performance Evaluation Committee at maximum intervals of five years and designate its Chair. The Committee shall consist of no fewer than four members of the current Board. The Chair of the Committee shall submit a report of findings to the Board of Directors.

**ARTICLE IX.**  
**Board of Directors**

**SECTION 9.1 Membership.**

The number of directors of the Association shall be fifteen (15). The members of the Board of Directors (Board) shall be the President, who shall be Chair; the President-elect, who shall serve as Chair in the absence of the President; the Immediate Past President; the Treasurer, the Speaker of the House of Delegates, the Chairs, Immediate Past Chairs, and Chairs-elect of the Council of Deans, the Council of Faculties and the Council of Sections; and the Executive Vice President, who shall be Secretary of the Board.

**SECTION 9.2 Duties.**

All corporate powers shall be exercised under the authority of the Board. The duties of the Board shall be:

1. To develop the Association's strategic plan,
2. To implement the policies established by the House of Delegates (House),
3. To establish programs consistent with the strategic plan approved by the House,
4. To appoint or otherwise contract with advisors,
5. To carry on the operation of the Association, including the establishment of Association policies, between meetings of the House,
6. To issue statements on behalf of the Association that are consistent with approved Association policies, mission, vision and strategic priorities in response to emerging conditions,
7. To develop criteria for and subsequently approve the forming of Academic Sections,
8. To review problems and identify actions which require the attention of the House,
9. To appoint the Executive Vice President of the Association for a specified term,
10. To appoint the Editor of the American Journal of Pharmaceutical Education,
11. To appoint individuals, representatives or delegates at the request of other organizations desiring representation from the Association, and
12. To approve the annual budget and review staff organization and administrative policies.

The Board shall also provide for the dissemination of information to the members of the Association including submitting for the review by the House, an annual report of all programs initiated by the Board since the last meeting of the House.

**SECTION 9.3 Removal**

Directors may be referred to a vote for removal from their position for (i) failure to comply in a satisfactory manner with the Articles of Incorporation, the Bylaws of this Association, and policies of the Association or (ii) for conduct which reflects adversely in a material way upon this Association's reputation. A director may be removed by the applicable vote described below, which shall in each case be held in a manner consistent with provisions of the Virginia Nonstock Corporation Act: Each director elected by a voting group of members may be removed by the voting group of members entitled to elect such director; and the Executive Vice President may be removed by the Board of Directors of this Association (excluding, for purposes of such vote, the Executive Vice President, who shall not be entitled to vote thereon) and in accordance with the provisions of the Executive Vice President's employment agreement with the Association, if any.

A request for referral for a vote on the removal of a director must be made in writing and filed with the Executive Vice President (or, if such request for removal is with respect to the Executive Vice President, the President) and must include public and credible findings of conduct that violates this Association's Articles, Bylaws, or policies or reflects adversely in a material way upon this Association's reputation. Requests for referral for a vote on the removal of a director elected by a voting group of members will be considered by the Board of Directors, which will decide whether or not to refer the applicable director to the appropriate voting group of members for a vote on removal of such director. Any vote to be taken by a voting group of members on the removal of a director may be conducted by such means of electronic transmission as the Board of Directors may from time to time authorize, whether pursuant to a written policy or procedure of this Association or otherwise.

Any individual who is removed as a director in accordance with the terms of this Article IX, Section 3 shall automatically and concurrently be deemed to have been removed from such individual's corresponding officer position with this Association by virtue of which such individual was previously entitled to serve as a director.

**SECTION 9.4 Vacancies**

In the event of any vacancy, regardless of reason, in any officer position by virtue of which an individual holds her/his director position, the corresponding director position shall automatically and concurrently be vacated.

Any director vacancy shall be filled in the manner described in Article VII, with each individual so appointed as a successor officer in accordance therewith to automatically and concurrently be deemed appointed to fill the corresponding director vacancy associated with the applicable officer position.

**ARTICLE X.  
Appointees to the Accreditation Council for Pharmacy Education**

The Board of Directors shall appoint three individuals to serve on the Accreditation Council for Pharmacy Education (ACPE), each to serve for a term of three years. These appointments shall be made on the termination of office of the incumbents. Only persons who are actively engaged in pharmacy education at a pharmacy program accredited by ACPE shall be eligible for appointment to the Council. In case of a vacancy due to death, resignation, or other cause, the appointment shall be made for the length of the unexpired term of the individual whose position is vacated.

**ARTICLE XI.  
Nominations and Elections**

The Nominating Committee for AACP Officers shall nominate the President-elect as described in Article VII, Section 1. In the year prior to the end of the term of the Treasurer, the Nominating Committee for AACP Officers shall nominate two candidates for the office of Treasurer to be presented to the membership on the same ballot used for the election of the President-elect.

Two candidates for Speaker will be nominated every three years by the Nominating Committee for AACP Officers. Nominations from the floor will be accepted for Speaker only from those candidates whose credentials have been reviewed in advance by the Nominations Committee.

With the exception of officers in the Council of Sections and SIG Cabinet, no member of the Association may hold more than one office concurrently. Councils and Sections shall also appoint nominating committees as required by their respective standing rules of procedure. All Association nominating committees shall advance two candidates for each office.

Elections may be conducted via electronic and/or printed ballots. The Executive Vice President shall distribute the names of the candidates for all offices to all active individual members of the Association. The names of the candidates must be accompanied by biographical data and a request that the member indicate on a print or electronic ballot, included for that purpose, the choice of candidates for the offices to be filled and return by the same mechanism within 30 days of the date indicated on the ballot.

In the event a candidate withdraws from or is otherwise unable to complete an election, the other qualified candidate, in the case of a two-party election, shall be declared the winner. In the case of an election between three

or more parties, the election shall continue until a candidate receives a majority of votes. If the election results in a tie, the President of the Association in office at that time shall cast a vote to break the tie. The names of the successful candidates shall be disseminated in Association communications vehicles.

In the event an elected individual withdraws prior to or is otherwise ineligible for installation into office, a new election shall be held within 45 days.

## ARTICLE XII. Association Committees

Committee members shall be appointed for a term of one year by the President. Committee members shall be active individual or student individual members of the Association and may be reappointed. When appropriate, the President may also appoint other individuals with special expertise to fulfill committees' assigned agendas. The Chair of each committee shall be designated by the President. Both standing and special committees shall report to the House of Delegates at the annual meeting.

### SECTION 12.1 Standing Committees.

**A. Program Committee.** The Program Committee may consist of five members, including one member selected from each of the Councils. It shall be the duty of the Program Committee to plan the program for each Annual Meeting.

**B. Bylaws and Policy Development Committee.** The Bylaws and Policy Development Committee may consist of seven members, at least two from each of the Councils of the Association, and the Speaker of the House of Delegates. Members from the Councils will usually serve for two years with appointments staggered so that only one new member from each Council is appointed in any year. The charge of the Committee will be to ensure that resolutions, position papers and similar proposals to the House of Delegates which seek to establish Association policy or action are made appropriate to and ready for consideration by the House. The Bylaws and Policy Development Committee also serves as the House of Delegates Rules Committee and as the designated committee to receive all House of Delegates proposed business.

**C. Finance, Investment and Audit Committees.** The Finance Committee may consist of six members and shall be comprised of the Treasurer, the presidential officers, and two active members of the Association. It shall be the duty of the Committee to advise the Executive Vice President in creating the annual budget of the Association for approval of the Board of Directors and establishing guidelines for the budgeting process for each Council, Section and SIG.

The Investment Committee shall be comprised of the President, Treasurer, Immediate past chairs of the three Councils and one member at large from the Finance Committee. It shall be the duty of the Committee to advise the Board of Directors on the management of Association investment funds.

The Audit Committee is responsible for oversight of the annual audit process and selecting the independent auditor. It is comprised of six members each serving two-year terms with equal representation from the Council of Deans and Council of Faculties. No member may currently serve on the Board of Directors.

**D. Academic Affairs Committee.** The Academic Affairs Committee may consist of seven members. The Committee shall be concerned with the intellectual, social and personal aspects of pharmacy education. It is expected to identify practices, procedures, and guidelines which will aid faculties in developing students to their maximum potential.

**E. Professional Affairs Committee.** The Professional Affairs Committee may consist of seven members. It shall be the duty of the Professional Affairs Committee to study issues associated with professional practice as they relate to pharmacy education, and to establish and improve working relationships with all other organizations in the field of health affairs.

**F. Research and Graduate Affairs Committee.** The Research and Graduate Affairs Committee may consist of seven members that will be appointed in such a way as to represent the multiple research disciplines in

pharmacy education. The duties of the Committee shall include assistance with the development of the Association's research, graduate education and scholarship agenda.

**G. AACP Nominating Committee.** The Nominating Committee for AACP Officers may consist of five members, including the Immediate Past President who shall be the Chair, and to include two from the Council of Deans and two from the Council of Faculties.

**H. Strategic Engagement Committee.** The Strategic Engagement Committee will be comprised of no fewer than five members who will advise the Board of Directors on the formation of positions on matters of public policy and on strategies to advance those positions to the public and private sectors on behalf of academic pharmacy.

**I. Student Affairs Committee.** The Student Affairs Committee may consist of seven members. The Committee shall be concerned with issues regarding admissions, recruitment and student affairs related policies and practices and will assist with the development of the Association's relevant research agenda.

### **SECTION 12.2 Special Committees.**

Whenever important matters requiring review do not fall logically into the purview of any standing committee, the President may appoint a special committee (e.g., task force) for such specific purpose with the advice and consent of the Board of Directors. A special committee shall be assigned clear responsibility for a specific time period and dismissed when the special task has been completed.

### **SECTION 12.3 Committee Reports.**

All committees shall present written reports to the House of Delegates. Reports must be submitted to the Executive Vice President at least 40 days prior to the next meeting of the House of Delegates and distributed to delegates at least two weeks before the next meeting.

## **ARTICLE XIII. Fiscal Year and Disbursement of Funds**

The fiscal year of the Association shall be July 1 to June 30.

All disbursements of monies shall be made by the Executive Vice President. Audits of the financial accounts of the Association shall be made at the direction of the Board of Directors who shall receive and examine the reports of auditors. The annual disbursements shall not exceed the total amount of the budget or of its major parts except on approval of the Board of Directors.

## **ARTICLE XIV. American Journal of Pharmaceutical Education**

The American Journal of Pharmaceutical Education shall be an official publication of the Association. All papers presented to the Association, to the House of Delegates, to any Council, or to any of the Academic Sections shall become the property of the Association with the understanding that they are not to be submitted to any other publication unless and until released by the Editor of the Journal who has the authority to determine whether or not they will be published in the Journal. The Journal shall have an Editorial Board to help the Journal meet its responsibility to the Association and the needs of its membership. The Editorial Board shall consist of sufficient numbers to be representative of the academic disciplines, who will serve in an advisory capacity to the Editor and shall meet annually to review the publishing activity of the Journal.

## **ARTICLE XV. Points of Order**

On all points of order not covered by these Bylaws or by relevant House Rules of Procedure, the business of the Association shall be governed by the latest edition of Robert's Rules of Order.

**ARTICLE XVI.**  
**Amendments**

These Bylaws may be altered, added to, or amended at the annual meeting of the House of Delegates provided (i) that such alteration, addition, or amendment shall be initiated by the Board of Directors or the Bylaws and Policy Development Committee, and shall be referred to the Committee on Bylaws and Policy Development for clarity of wording and consistence with other Sections of the Bylaws, and (ii) that such alteration, addition, or amendment shall be presented in writing and shall receive a two-thirds majority vote of the delegates of regular institutional members present and voting.



**RULES OF PROCEDURE**  
**for the**  
**American Association of Colleges of Pharmacy**  
**House of Delegates**

As approved by the 2024 AACCP House of Delegates  
[2024 Virtual Asynchronous House of Delegates Session]



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# **American Association of Colleges of Pharmacy**

## **House of Delegates**

### **Rules of Procedure**

*According to Article VI Section 4 of the Association's Bylaws, the House of Delegates shall adopt its own Standing Rules of Procedure. Resource documents on the responsibilities of individual administrative and faculty delegates are available on the AACP House of Delegates Web site.*

#### **1. Authority and Process to Adopt or Suspend Rules**

The House of Delegates shall adopt its own standing Rules of Procedure under authority of the Bylaws of the Association (Article VI Section 4).

The latest edition of Robert's Rules of Order shall govern all points of order not covered by these Rules of Procedure or the Association's Bylaws (Article XV).

Rules of Procedure may be adopted by majority vote of the House of Delegates.

A motion to suspend a House Rule requires a two-thirds vote of the delegates present and voting without debate, amendment, or any subsidiary motion.

Rules of Procedure may not be suspended for amendments to the Association's Bylaws or to the House of Delegates Rules of Procedure.

The Bylaws and Policy Development Committee (BPDC) (Article XII Section 12.1.B) serves as the Rules Committee of the House of Delegates. The BPDC will make recommendations for structure and content of the Rules of Procedures in the final report of the committee for consideration at the subsequent House of Delegates.

#### **2. Composition of the House of Delegates**

##### **Credentials Committee**

The Credentials Committee is made up of the chair of the Council of Deans, the chair of the Council of Faculties, and the staff liaisons to both Councils. In alternating years, the Chair of the Council of Deans or the Chair of the Council of Faculties will serve as Chairperson of the Credentials Committee.

Following the selection process for Delegates, the Credentials Committee shall receive a report from the Executive Vice President naming the Delegates and alternates from each institution. The report shall be delivered prior to a House Session. Then, the Credentials Committee will authorize the seating of each Delegate, or, in their absence, the designated alternate. The Credentials Committee may authorize changes in the Delegate list only upon receipt of authorizing credentials from the institution one week prior to the House Session. No other person shall have the authority to assume the seat of an authorized delegate or authorized alternate delegate.

During synchronous House Sessions, the Credentials Committee is responsible for seating voting Delegates prior to each Session of the House of Delegates. The designated individual, who establishes a record of attendance with the Credentials

Committee at the first Session, will carry the delegated vote for the entire meeting of the House unless the Credentials Committee approves the change to the other authorized person during the meeting of the House. No changes to the delegates of record will be allowed after the conclusion of the first Session of the House of Delegates. In the absence of the credentialed delegate or credentialed alternate delegate, the Credentials Committee will declare the voting seat vacant for that Session. The Chairperson will report delegate attendance after the Call to Order of each House of Delegates Session in order to establish the quorum (Article VI.8).

During asynchronous House Sessions, no changes to the delegates of record will be allowed after the Session has been called to order. Following the conclusion of voting during an asynchronous House Session, the Credentials Committee will receive and credential the results and confirm that quorum had been met before they are reported in the minutes of the asynchronous House Session.

### **Speaker of the House**

The presiding officer of the House of Delegates is the Speaker (Article VI Section 2).

The Speaker will:

- be responsible for communications with delegates and orientation of new delegates,
- designate the format for Committee and Council Reports to the House of Delegates, with provisions for both majority and minority opinions,
- conduct House business according to the established Order of Business,
- establish a reasonable time limit for delegates' and non-delegates' presentations to the House of Delegates,
- rule any delegate attempting to make a friendly amendment out of order,
- serve as a member of the AACP Board of Directors, Executive Committee, and Bylaws and Policy Development Committee, and
- perform other presiding officer duties consistent with the latest edition of Robert's Rules of Order and not prohibited by the AACP Articles of Incorporation, Bylaws, or House of Delegates Rules of Procedure.

The Speaker will vote in the House of Delegates only in the case of a tie vote (Article VI Section 2).

### **Delegates**

The House of Delegates is composed of Regular and Associate Institutional Delegates under the authority of the Association Bylaws (Article VI Section 1).

The term of office for delegates, alternate delegates, and associate institutional delegates is one year beginning September 1.

Delegates will be identified by a delegate ribbon attached to their official meeting nametag. Ribbons and nametags are non-transferrable.

Only credentialed delegates may vote in the House of Delegates, and each delegate is entitled to one vote.

Delegates are encouraged to engage the faculty and administrators at their school/college in House proceedings. Delegates may vote as instructed by their faculties on specific issues presented to the House but should consider open discussions, debates and amendments which may alter meanings when preparing to vote.

### **3. Business of the House of Delegates**

The duties of the House of Delegates are described in Article VI, Section 5 of the AACP Bylaws.

Any entity within the Association may propose business to the House of Delegates. Business includes new resolutions, proposals for institutional memberships, Association dues, amendments to current policies and bylaws, as well as updates to the strategic direction of AACP. New resolutions should be statements of action, formal positions or beliefs that are consistent with the Association's mission. Business proposed by an individual member requires the documented support of 5 AACP members, in addition to the originator for submission.

All business must be submitted no later than 11:59 p.m. PST April 1 and December 1 of each year and will be routed to the BPDC for inclusion, as appropriate, in the Preliminary Report of the BPDC.

Formal recommendations are written statements summarized in reports of the Standing or Special Committees, Councils, Sections or SIGs suggesting that another entity within or external to the Association consider a particular issue/topic. Formal recommendations are not presented to the House of Delegates for approval; however, they are forwarded to the Board of Directors.

Business for the House of Delegates should be submitted using the online business submission form hosted on the AACP website and available to association members. The business cycle of the House of Delegates is as follows:

- Business submission
- Preliminary report of the BPDC
- Policy discussion with delegates
- Interim report of the BPDC
- Open Hearing
- Final report of the BPDC
- House of Delegates Session(s)

The business cycle of the House of Delegates may include multiple House Sessions in one academic year. House of Delegates Sessions outside of the Annual Meeting can be conducted virtually. Delegates will be informed of scheduled House of Delegates Sessions that occur outside of the Annual Meeting at least three months in advance.

Emergent Business items are those in response to topics that arise after the deadline for submission of business and require immediate action by the House. Emergent Business should be submitted to the House using the standard online form no later than 6:00pm on the day prior to the Open Hearing for potential consideration at the House of Delegates Session where voting occurs. The BPDC will determine if an item qualifies as Emergent Business using the definition of Emergent Business provided above and in consultation with the originator.

At the request of the Speaker, the BPDC may be asked to conduct a review of existing AACP policy statements. The purpose of the review is to identify any statements that should be moved to policy archives, be rescinded, or amended. The BPDC has authority to propose minor edits to existing policy statements. Any statements requiring editing of a substantial nature must be reintroduced as a proposed policy revision in the preliminary report of the BPDC as individual statements for debate and action by delegates.

The House shall allow the Speaker and Secretary of the House to make corrections for grammar and/or punctuation to adopted policies, resolutions, and new business items after the conclusion of the House Session. The BPDC will review and approve corrected statements to assure that corrections do not inadvertently change the meaning of the adopted policy, resolution, or business item.

#### **4. Bylaws and Policy Development Committee**

It shall be the duty of the BPDC to ensure that resolutions, position papers and similar proposals to the House of Delegates which seek to establish Association policy or action are made appropriate to and ready for consideration by the House. The Committee shall not process proposals submitted from the floor of the House.

The Committee's functions shall include:

1. returning to the originators with appropriate explanations those proposals which lack clarity or are duplicative, non-substantive, poorly formulated, inconsistent with the Articles of Incorporation and Bylaws, or submitted past the deadline and do not qualify as Emergent Business,
2. referring to proper units or officials of the Association those proposals appropriate for their action or for preliminary processing or study prior to submission to the House of Delegates,
3. clarifying, consolidating, and coordinating those proposals wherein potential confusion or duplication exists,
4. presenting to the House of Delegates with recommendations for disposition those proposals which are appropriate to and ready for action by the House of Delegates,
5. advising the Councils on the structure and content of their standing rules of procedures so as to make them in harmony with the Articles of Incorporation and the Bylaws of the Association, and
6. reviewing the House of Delegates Rules of Procedure, AACP Cumulative Policies, and AACP Bylaws for needed modifications.

The Committee shall establish guidelines for submission of proposed actions, policies or organizational positions and establish timetables for consideration of such proposals. The guidelines and timetables, after approval by the Board of Directors, should be made known to all members of the Association at least six months in advance of the annual meeting.

The Committee will consider only resolutions and policy statements of a substantive nature affecting Association policy or pharmacy education and practice submitted before April 1 and December 1 from various sources and will process them according to the above list of functions. Resolutions received after the deadlines will be handled as Emergent Business. It is the responsibility of committees and groups preparing statements on policy to notify the BPDC of proposed Emergent Business no later than 6pm (time zone where the Annual Meeting is held) the evening before the Open Hearing of the BPDC. In the absence of action by the Committee, the proposals shall be forwarded to the Board of Directors.

The Speaker of the House, in conjunction with the Chair of the BPDC, shall convene one or more webinars for delegates and alternate delegates in advance of House Sessions to review the business submitted. The BPDC shall also hold an Open Hearing to accept comments on the business from any member of the Association or interested parties

prior to the House Session where voting occurs. It also shall be the duty of the Committee to receive suggestions for the alteration of the Articles of Incorporation or the Bylaws from any source. The Committee shall then prepare appropriate amendments in suitable wording which clearly express the intent of the proposal and which are consistent with other Sections of the Articles of Incorporation or Bylaws.

The Committee shall make a preliminary report prior to the policy webinars, an interim report prior to the Open Hearing, and a final report prior to each House Session where voting occurs. The final report shall be submitted to the delegates by the Secretary of the House.

The Committee shall serve as the Rules Committee of the House of Delegates. The Committee shall advise the Councils on the structure and content of their standing rules of procedures so as to make them in harmony with the Articles of Incorporation and the Bylaws of the Association.

## **5. Reports to the House of Delegates**

Reports are included in the Order of Business of the House of Delegates.

Reports to the House from the Committees and Councils shall be in a form designated by the Speaker for presentation to the Delegates in accordance with the Bylaws. A verbal synopsis of the full written report may be extracted at the discretion of the Speaker. Complete reports will be available to Delegates and will be received by an affirmative vote of the House of Delegates.

## **6. Gaining the Floor**

Delegates will be recognized by the Speaker to gain the floor of the House of Delegates and will be given preference to speak.

The Speaker will recognize non-delegate Association members who desire to gain the floor to speak on a topic following debate or discussion of all Delegates present who desire to be recognized.

Guests who are not Association members may be recognized at the discretion of the Speaker.

## **7. Voting**

Voting may be conducted by voice, electronic or written ballot, a show of hands, or a rising vote.

During synchronous House Sessions, Delegates will vote to adopt, amend, reject or refer proposed policy statements, resolutions, or other business items by majority vote of delegates present and voting unless otherwise specified in the Association's Bylaws or these Rules of Procedure.

A voice vote shall be satisfactory to settle issues put to motion before the House (unless specified otherwise) unless the Speaker or a voting Delegate has a doubt as to the results, in which case a division of the House may be requested and an electronic or rising vote for yeas and nays shall be used. The resulting count will be recorded in the minutes of the motion.

Motions requesting roll call ballots will be determined by the affirmative vote of a majority of the Delegates present and voting. Roll call votes shall be in alphabetical order by school with the faculty delegate vote to precede the administrative delegate vote.

The Speaker shall grant a request from a voting Delegate for a secret ballot on any issue upon confirmation by a majority of the voting Delegates present.

Voting to amend the Bylaws requires two-thirds majority of those delegates present and voting (Article XVI).

A motion to lay on the table is debatable in the House of Delegates.

During asynchronous voting, delegates will electronically vote on proposed policy statements, resolutions, or other business items. Due to the constraints of online voting, no amendments may be made. Proposed business must achieve at least 85% approval of all votes cast by Delegates, including votes for adoption, rejection, and abstention, to be adopted. Those not reaching that level of consensus will be considered by the House of Delegates at the next synchronous House Session and may be amended then. Items approved during asynchronous voting may be reconsidered at the next synchronous House Session if requested by Delegates.

## **8. Special or Executive Sessions**

The Board of Directors maintains the authority to convene a Special Session or meeting of the House of Delegates when the need arises, with details determined by the Board of Directors.

In the situation where the status of an Institutional Membership is in question, an Executive Session will be convened to consider the question of suspension or expulsion of such membership.

An Executive Session is a meeting of the credentialed Delegates and officers of the Association. Other Association members may be invited when they have relevant information to share, but they do not have a right to attend.

The Speaker should allow the views of the Institutional Member in question to be presented. The institution will be entitled to closing remarks after all delegates have been heard. Executive Session records maintained by the Executive Vice President will be designated for use only within the Association and not for publication, except that the results of the Executive Session may be reported in brief to the reassembled House and in the official minutes of the Association. The final motion shall be decided by a two-thirds majority vote of Delegates present at the Executive Session.

## **9. Nomination and Election of Speaker**

The AACP Nominations Committee shall review and slate two candidates for the office of Speaker Designate of the House of Delegates every three years. The Committee will review nominations received from Active Individual Members (Article III Section 2A). The Speaker Designate must be an active member of the Association. The Committee will present the report with the slate of nominees at the first Session of the House of Delegates during the Annual Meeting that occurs at the end of the current Speaker's second year of the three-year term. No member of the Nominations Committee shall be

nominated for Speaker Designate. All candidates examined by the Committee shall be notified as soon as possible after the nominees have been slated.

Nominations may be made by any Delegate from the floor at the first Session of the House of Delegates immediately following the Report of the Nominations Committee. Nominations from the floor will be accepted for Speaker only from those candidates whose credentials have been reviewed in advance by the Nominations Committee.

Candidates will be introduced at the first Session of the House of Delegates and each will be permitted to speak for no more than two (2) minutes. Candidates will be allowed for a maximum of three (3) minutes each at the final Session of the House of Delegates prior to a secret ballot. Candidates will be listed in alphabetical order on the ballot at the final Session. A majority vote of delegates present and voting is required for election. If a majority is not obtained on the first ballot, a second secret ballot shall be cast for the two candidates who received the most votes on the first ballot.

If a vacancy occurs in the office of Speaker, the Speaker Designate will assume the responsibilities as Speaker. If there is not currently a Speaker Designate at the time of the vacancy the Immediate Past Speaker will serve as Speaker to conduct House of Delegates business.

## **10. Records of the House**

The Executive Vice President serves as Secretary, ex officio, of the House of Delegates. The Executive Vice President will maintain the records of the House of Delegates. Business transacted at each House of Delegates meeting will be recorded as minutes and duly retained and published at the discretion of the Board of Directors. The Minutes will be distributed to each Delegate and Alternate Delegate within 90 days after a meeting of the House of Delegates. Delegates will have a maximum of 30 days to comment on the minutes after which they will be deemed approved unless comment is received.

## **11. Order of Business**

The House of Delegates will follow an agenda known as the Order of Business. The House of Delegates may change the Order of Business according to Rule 1.

### **Annual Meeting Synchronous First House Session**

- Call to Order
- Report of the Credentials Committee
- Greetings from Other Associations
- In Memoriam
- Recognition of New Deans and New Faculty
- Interim Report of the Bylaws and Policy Development Committee
- Vote on New Institutional Members
- Incoming President's Remarks
- Treasurer's Report
- Report of the Board of Directors on Strategic Plan Programs
- Report of the American Journal of Pharmaceutical Education Editor
- Report of the Accreditation Council for Pharmacy Education
- Report of the American Foundation for Pharmaceutical Education
- Report of the AACP Nominations Committee and Introduction of Candidates
- Adjournment until Final Session



## **Annual Meeting Synchronous Final House Session**

Call to Order  
Report of the Credentials Committee  
Report of Council and SIG Cabinet Chairpersons  
Report of the Executive Vice President  
Final Report of the Bylaws and Policy Development Committee  
Voting on House Business  
Election of Speaker (every three years only)  
Unfinished Business  
Installation of Officers and New Members of the Board of Directors  
Adjournment

## **Asynchronous House Session**

Electronic Call to Order  
Interim Report of the Bylaws and Policy Development Committee  
Open Hearing (synchronous)  
Final Report of the Bylaws and Policy Development Committee  
Voting on House Business (1 week, asynchronous)  
Adjournment