

# FLORIDA PHARMACY ASSOCIATION BYLAWS

## Article I

### Name & Location

**Section 1 - Name.** The name of the Association shall be the Florida Pharmacy Association, hereinafter referred to as the Association.

**Section 2 - Location.** Offices for transaction of business of the Association shall be located at such places as the Board of Directors shall from time to time determine and direct.

## Article II

### Membership

**Section 1 - Qualifications.** Any person may be admitted to membership of the Association, who shall qualify for membership pursuant to the Constitution and by making application to the Executive Vice President of the Association, together with the appropriate annual dues.

**Section 2 - Certificates.** A suitable certificate showing the member's name, membership classification and a membership card showing the term for which membership fee has been paid shall be furnished to all members by the Executive Vice President.

**Section 3 - Speaking on Behalf of the Association** - No member of the Florida Pharmacy Association is authorized to speak on behalf of the Association, either verbally or in writing, without the approval of the Board of Directors.

## Article III

### Annual Membership Fee

**Section 1 - Due Date.** The annual membership fee shall be an amount as hereinafter set forth and shall be due and payable on January 1 or July 1 of each calendar year in accord with the appropriate membership cycle.

#### **Section 2 - Dues Amount.**

A. The dues for Regular Members shall be determined by the Budget and Finance Committee and shall be approved by the Board of Directors.

B. The dues for Regular Associate Members shall be the same as dues for Regular Members.

C. The dues for Associate Pharmacy Technician Members shall be determined by the Budget and Finance Committee and shall be approved by the Board of Directors.

D. The dues for Student Members shall be determined by the Budget and Finance Committee and shall be approved by the Board of Directors.

E. The dues for Retired Pharmacists shall be one-half the dues for Regular Members.

F. The dues for Joint Membership with a spouse paying the Regular Member rate shall be one-half the dues for Regular Members.

G. The dues for Transitioning New Practitioners following graduation from pharmacy school shall be one-half the dues fee for Regular Members for the first year out of school and the Regular Members rate the second year after graduation from pharmacy school.

H. The dues for Honorary or Lifetime members shall be waived.

**Section 3 - Grace Period.** Any member not paying their annual dues within ninety (90) days after the due date shall have their services discontinued until said annual dues are paid in full. During times of national military service, established members shall have no less than a six (6) month grace period upon return to civilian status to pay their annual dues. Such members shall retain all rights and privileges of membership during the service and grace periods.

**Section 4 - Joint Billing of Membership Fees.** The Association shall bill jointly for the membership fee of the Association, as defined in these Bylaws, and for the membership fee of each affiliated county or local Association, hereinafter referred to as Unit Associations, if so requested. The membership fee for each Unit Association shall be determined by their own membership, and the amount collected shall be returned to the Unit Association.

**Section 5 - Budget Related Increases.** The Association with the recommendation of the Budget and Finance Committee may increase the dues amount in any or all membership categories, as listed in Section 2, by an amount not to exceed 3% annually. Any dues increase greater than 3% must be approved by the House of Delegates.

## Article IV

### Subdivisions

**Section 1 - Unit Associations.** The term Unit Associations shall be the term used to describe all local or county associations. The Unit Associations can best represent the local pharmacists in items of local interest and concern but should also be the means of communication with pharmacy, state and nationwide.

Any organized group of pharmacists within Florida may request to be designated an affiliated unit association of the Florida Pharmacy Association. Any such request must be made in writing and must be accompanied by the following: 1) a copy of the organization's current constitution and bylaws 2) a list of the names, addresses and phone numbers of the organization's officers 3) a list of the organization's members of which no fewer than 10 must be FPA members 4) a written statement signed by the officers of the association, which documents the organization's support for the FPA Mission Statement and the organizations' desire to participate fully and actively in the FPA House of Delegates. The Organizational Affairs Council shall certify in writing to the Board of Directors that the unit associations' constitution and bylaws are consistent with the objectives and organizational

characteristics of the Florida Pharmacy Association. Upon a majority vote by the Board of Directors the unit association may become affiliated.

The Board of Directors shall establish geographical areas comprised of approximately equal numbers of pharmacists within the State to be termed Regions, and will periodically re-evaluate the number and size of these Regions. Each region will have an elected regional director that will serve on the Board of Directors of the Association.

**Section 2 - Advisory Council on Pharmacy Practice.** There shall be an Advisory Council on Pharmacy Practice which should educate the FPA Board of Directors on emerging issues impacting pharmacy through written communications, formal presentations and discussion of these issues. The Advisory Council on Pharmacy Practice should meet with the FPA Board of Directors at some specified point in time in conjunction with a planned weekend gathering of the FPA Councils and Committees, as well as the FPA Board of Directors, so that presentation of issues (and any recommendations for action pertaining thereto) can be presented to the FPA Board of Directors and other interested FPA Councils and Committees.

**Section 3 - Foundation.** There shall be a foundation, the purpose and functioning of which shall be as described in the foundation's constitution and bylaws. The Chief Executive Officer of the foundation shall report on the foundation's activities at each meeting of the Board of Directors.

**Section 4 - Florida Pharmacy Today Corporation.** There shall be a *Florida Pharmacy Today* Corporation, the purpose and functioning of which shall be as described in the *Florida Pharmacy Today* Corporation constitution and bylaws. The Chairperson of the *Florida Pharmacy Today* Corporation shall report on the Journal Board's activities at each meeting of the Board of Directors.

**Section 5 - Academy of Pharmacy Practice.** There shall be an Academy of Pharmacy Practice composed of sections. These sections shall be recommended by members of the Academy and approved by the Board of Directors. The purpose of these sections of the Academy is to provide a forum for the exchange of ideas and to provide representation for Association members with differentiated pharmacy practice and business interests. Each section of the Academy is entitled to 2 delegates to the FPA House of Delegates.

The Academy of Pharmacy Practice shall have a Board of Directors composed of the Chairperson and Chairperson-elect of each section and a Chairperson and Chairperson elect of the Academy. The Academy shall establish their bylaws, dues structure and process for election of officers to be presented to the Board of Directors for approval. The Academy bylaws shall not be in conflict with the constitution and bylaws of the Association

Each Section may elect to develop an account within the FPPC. Contributions, if specified, shall be placed into their respective accounts. The Academy Board of Directors shall be responsible for allocation of funds.

Members of the Academy shall be members in good standing with the Florida Pharmacy Association.

## Article V

### House of Delegates

**Section 1 - Establishment of Rules.** The Association shall recognize, through its Board of Directors, all organizations entitled to representation in the House of Delegates.

**Section 2 - Apportionment.** Each organization officially recognized by the Association as being entitled to representation in the House of Delegates shall be entitled to two (2) delegates. Each affiliated Unit Association shall be entitled to these two (2) delegates plus one (1) additional delegate for each fifty (50) members or major fraction thereof, provided that no such association may be entitled to more than seven (7) delegates. The officers of each individual organization shall make a report to the Speaker of the House of Delegates once each year in order to verify the identity and address of the officers and number of members in each organization. An amended report may be made up to thirty (30) days prior to the Annual Conference if a change in membership will change the number of delegates to which the organization is entitled.

**Section 3 - Delegates.** The name and address of each official delegate shall be sent to the Speaker of the House of Delegates by the officers of the organization he represents. Each official delegate shall be a member in good standing of the Florida Pharmacy Association. Each delegate shall maintain their membership in the Association during their term of service as a delegate. The usual term of service of all delegates shall coincide with the usual term of office of the President of the Association.

**Section 4 - Meetings.** The House of Delegates shall meet during a meeting of the Association in order to act upon resolutions presented to the Association.

**Section 5 - Rules of the House of Delegates.** The House of Delegates shall adopt rules and regulations for the functioning of the House of Delegates which shall not conflict with the Constitution and Bylaws of the Association.

**Section 6 - Association Policy.** The official policy positions of the Florida Pharmacy Association shall be determined by the House of Delegates. Interim policy decisions may be made by the Board of Directors of the Association or the President's Committee, subject to review and approval at the next meeting of the House of Delegates.

**Section 7 - Who May Submit a Resolution.** All resolutions emanating from an individual member or group of members must conform to the resolutions format prescribed by the House of Delegates and bear the name(s) of the sponsor(s) at least one (1) of whom must be *present* at the House of Delegates session to introduce their resolution by reading.

## Article VI

### Quorum & Proxy Vote

**Section 1 - Annual and Special Meetings of the Association.** Fifty (50) voting members shall constitute a quorum for the transaction of business at any annual or special meeting of the Association.

**Section 2 - Board of Directors Meetings.** Attendance by more than 50% of the voting members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

**Section 3 - Proxy Vote.** Any member of the Board of Directors who is unable to attend a meeting of said Board of Directors may, by giving written notice to the chairman of the Board of Directors, specify a proxy to cast his vote at the meeting. Regional Directors must designate as proxy an FPA member in good standing from the same region. Organization directors must designate another FPA member from the same organization. The Chairman must inform the membership present of all written notices of proxy he has received as the first order of business. Representation by proxy may not be counted to make a quorum.

## Article VII

### Committees/Councils

**Section 1 - Appointment of Committees/Councils.** The President shall appoint committees/councils as listed in this article unless otherwise provided and such other committees/councils as the President shall deem necessary. The President shall appoint only members in good standing as members of all committees/councils and shall serve as an ex-officio member of each committee/council he appoints. The chairs of the standing councils should file reports with the President and President-elect. Any recommendations contained in those reports must include an indication of how many committee members were present. Any member of a Florida Pharmacy Association Council or Committee is not authorized to speak on behalf of the Association, either verbally or in writing without the approval of the Board of Directors.<sup>1</sup>

**Section 2 - President's Committee.** There shall be a President's Committee composed of the President, as Chairman, the President-Elect, the Treasurer, the Immediate Past President, the Speaker of the House of Delegates, Vice Speaker of the House of Delegates and the Executive Vice President.

This committee shall be charged with making the decisions required to implement the actions of the Board of Directors. The President's Committee may take actions on behalf of the Association and may make interim decisions between meetings of the Board of Directors, subject to review and approval by the Board of Directors. The President will report to the Board of Directors, at its regular meeting, the actions taken on their behalf, for their approval.

**Section 3 - Budget and Finance Committee.** The President's Committee shall appoint a Budget and Finance Committee composed of the:

1. Treasurer who shall serve as Chair
2. Immediate Past Treasurer, who shall serve as Vice Chair
3. President of the Association
4. Immediate Past President
5. Speaker of the House of Delegates
6. Two (2) members selected by the President as At-Large members who shall serve staggered terms of two (2) years and may be selected for reappointment; and
7. President-Elect
8. Executive Vice President

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<sup>1</sup> This revision to the bylaws approved by the 2011 House of Delegates required a change to Article V, Section 2 of the FPA Constitution during the 2011-2012 election cycle. The FPA membership approved the constitution change during the fall elections of 2011.

9. Vice Speaker of the House of Delegates

All members of the Budget & Finance Committee shall be voting members, except for the position of Immediate Past Treasurer.

The Budget and Finance Committee shall be responsible for the:

1. investment policy of the Association
2. preparation of an annual budget; and
3. development of reimbursement policies for travel and per diem expenses of representatives of the Association

The Board of Directors shall ratify all decisions of the Budget and Finance Committee; however, the Executive Vice President may obtain approval of the President's Committee to implement decisions of the Budget and Finance Committee in the interim between meetings of the Board of Directors. The members of the Budget & Finance Committee and the President's Committee will be indemnified for all investment decisions made within the parameters of the financial guidelines approved by the Board of Directors.

**Section 4 –Governmental Affairs Committee.** A Governmental Affairs Committee shall be formed to consider any matters or issues pertaining to rules and regulations affecting the profession of pharmacy, or any other matters referred to it for consideration. This committee shall meet at least once a year or more often as the legislative environment mandates. The membership of the Governmental Affairs Committee should consist of the following:

1. Chair, appointed by the President
2. The elected officers of the Association
3. The Executive Vice President of the Association, as secretary
4. FPA's governmental Affairs Advisor/Lobbyist, as a non-voting member
5. At-large members (not to exceed 5), appointed by the President including at least one student.
6. Past Chair
7. Political Committee Chair
8. FSHP Liaison

**Section 5 - Standing Councils.**

- A. Public Affairs.** A Public Affairs Council shall be formed to consider matters or issues inherent in or arising from the interface of the profession with the public, or any other matters referred to it for consideration.
- B. Professional Affairs.** A Professional Affairs Council shall be formed to consider matters or issues of interest to the pharmacy profession and arising from or inherent in the interface of the pharmacy profession with other professions, or any other matters referred to it for consideration.
- C. Organizational Affairs.** An Organizational Affairs Council shall be formed to consider matters and issues pertaining to the structure, function and development of the Association, or any other matters referred to it for consideration.

- D. **Educational Affairs.** An Educational Affairs Council shall be formed to consider any matters or issues pertaining to the pharmacy education, or any other matters referred to it for consideration.
- E. **Advisory Council on Pharmacy Practice.** An Advisory Council on Pharmacy Practice shall be formed and should educate the FPA Board of Directors on emerging issues impacting pharmacy through written communications, formal presentations and discussion of these issues.
- F. **Membership Council** – A Membership Council shall be formed to facilitate the Association’s membership recruitment and retention programs as well as to oversee the activities of the #1 Club or any other matters referred to it for consideration.
- G. **Student Affairs Council** – A student Affairs Council shall be formed to promote and encourage student involvement in the FPA, and to serve as a liaison between the FPA and Florida Colleges of Pharmacy.

**Section 6 - Council Membership.**

- A. **With the exception of the Advisory Council on Pharmacy Practice and the Student Affairs Council,** standing councils shall be composed of seven (7) members, one of shall be the chairman and one shall be a Pharmacy Technician. The term of office for each council member shall be for two (2) years. The terms of membership shall be staggered so that at least three (3) members will be appointed each year. In addition to the above, there will be no more than three (3) invited Student representatives from Florida schools/colleges of Pharmacy for a one year term. The chairman, members and invited Student representative shall be selected by the President.
- B. **The Advisory Council on Pharmacy Practice shall consist of, but not limited to, the following:**
  - 1. The President’s Committee of the FPA Board of Directors consisting of the President-elect (as Chair of the Advisory Council on Pharmacy Practice), President, Immediate Past-President, Treasurer, Speaker of the House of Delegates, Vice-Speaker of the House of Delegates, Executive Vice-President of the Association (as Secretary of the Advisory Council on Pharmacy Practice);
  - 2. The Deans of Florida’s Colleges of Pharmacy or their designees;
  - 3. The ASP Chapter Presidents from Florida’s Colleges of Pharmacy or their designees;
  - 4. An FPA member representing each a community, institutional, and a non-traditional pharmacy practice area;
  - 5. An invited representative of the Florida Chapter of the American Society of Consultant Pharmacists;
  - 6. An invited representative of any independent pharmacist organization in Florida;
  - 7. An invited representative of any pharmacy technician organization in Florida;
  - 8. The President of the Florida Society of Health-System Pharmacists; and
  - 9. Depending on the pharmacy issues under consideration, the Advisory Council’s Chair may invite additional representatives whose expertise in other areas of pharmacy practice, not otherwise noted above, is deemed of value to the discussions, with such invitations based upon the budgetary constraints of the Florida Pharmacy Association.

**C. The Student Affairs Council shall be composed of the following:**

1. Two (2) students from each Florida College of Pharmacy (to include the student chair).
2. Three (3) pharmacists (to include the pharmacist co-chair).
3. The term of office for each council member shall be for two (2) years.
4. The terms of membership shall be staggered so that at least one student from each school is appointed each year.
5. P4 students serving on the council would be encouraged to serve as a pharmacist on the council for the next year.
6. The chairman, co-chair, and council members shall be selected by the FPA President.

## Article VIII

### Delegates

**Section 1 - Appointment.** The President may appoint such delegates to commercial bodies, medical societies, state associations or like gatherings as he may deem necessary and shall appoint delegates and alternates to attend the annual meeting of the American Pharmacists Association as well as delegates and alternates to the annual meeting of the National Community Pharmacists Association. The priority of these appointments by the President of the aforementioned delegates shall be as follows:

1. The current seated President and President-elect
2. Members of the President's Committee
3. Members of the Board of Directors, and
4. Members of any Standing Council

**Section 2 - Expenses.** The actual expenses incurred for transportation, lodging and meals by the President, the President-Elect and the Executive Vice President while attending the annual meeting of the American Pharmacists Association and National Community Pharmacists Association shall be paid by the Association upon presentation of proper itemized statements of expenses to the Executive Vice President and approval by the Board of Directors. All money advanced to any delegates to these meetings must be accounted for by an itemized statement or returned to the general fund of the Association. The President and President-Elect of the Florida Pharmacy Association, who are in office on the first day of January shall be the proper officers to attend the annual meeting of the APhA which falls within that year.

**Section 3 - Reports of Meetings.** Officers attending said meetings shall make a full report of the meetings of the national bodies to this Association in person or by written report filed with the Executive Vice President to be published in the Journal.

## Article IX

### Rules of Order

Robert's Rules of Order shall be the authority on all points of order in the conduct of meetings of the Association. These Bylaws shall not be suspended without the consent of two-thirds of the members present.



## Article X

### Amendments to Bylaws

Amendments to these Bylaws shall be approved by the Board of Directors and proposed by them to the House of Delegates and approved by a two-thirds vote of those voting members present at a regular meeting or special meeting called for that purpose; provided, however, that thirty (30) days notice of that meeting shall be given by the House of Delegates in a manner approved by the Board of Directors.

## Article XI

### Publishing of Proceedings

**Section 1 - What to be Published.** The proceedings of the Association, the roll of officers, committees, and members shall be published annually under the supervision of the Executive Vice President and the Board of Directors and a copy of the proceedings sent to each member of the Association not in arrears for membership fees.

**Section 2 - When Published.** The Publication of the Proceedings shall be made and copies thereof mailed to members within two months after the close of the annual meeting.

## Article XII

### Expulsion or Removal of Members or Officers

Any member may be expelled from membership or removed from office for conduct which adversely affects the pharmacy profession the Association or the professional standing of a colleague, or for violating the Constitution or Bylaws. Any officer may be removed from office for non-residence, inability or unwillingness to perform his duties of office. No person shall be expelled or removed except by a two-thirds vote of all members of the Board of Directors present at a regular meeting or a special meeting called for such purpose and after he shall be given an opportunity to be heard in his own defense.

## Article XIII

### Nominations & Election

**Section 1 - Procedure for Nomination.** A Nominating Committee will be appointed by the President by September 1<sup>st</sup> of each year. The committee will consist of the immediate Past Chairman of the Board of Directors, who will serve as Chairman, and a representative from each FPA standing council. No member serving on the committee shall be eligible to run for office. The committee will establish guidelines.

Subdivisions or any FPA member in good standing may nominate one person for the office of President-Elect and one person for the office of Treasurer and one person for the office of Regional Director and one person for the office of Student Director and one person for the office of Technician Director. The Treasurer shall serve a two year term and may succeed to one consecutive term of office in that capacity. With the exception of the Student Director and Technician Director, a nominee

must be a Florida licensed pharmacist. The Student Director must be a licensed Florida Pharmacy Intern. The Technician Director must be a registered Florida Pharmacy Technician. All nominees must be in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy. The election process will be conducted by mail or electronic balloting. A Board of Canvassers composed of three (3) Past Presidents of the Florida Pharmacy Association appointed by the President, together with the Executive Vice President, shall tally the ballots. Balloting will be according to the following time schedule.

Nominations shall be received at the Association headquarters not later than September 1st of each year.

## **Section 2 – Procedures for Election**

With the exception of Student Director, the Executive Vice President of the Association shall determine every active member of the Association who, as defined in the Constitution, is qualified to vote by November 30, and shall issue to every active voting member a ballot which will contain the names of the nominees for President-Elect, Treasurer, Regional Directors, and Technician Director together with a biographical sketch and a picture, no later than January 1. The ballot for the position of Student Director shall be issued to every active Florida College of Pharmacy student FPA voting member.

A. The qualified membership shall submit an electronic ballot or mark, seal and mail a paper ballot to the address specified on the ballot by January 31.

B. With the exception of the Student Director, by the end of February the Board of Canvassers shall open and tally the ballots. The nominees receiving the majority of the votes shall be declared elected. If no single nominee shall receive a majority of the votes cast for the office, a run-off election shall be held between the nominees receiving the two highest number of votes for each office in the following manner.

- (1) A second ballot shall be prepared containing the names of the nominees receiving the two highest number of votes for each office affected, together with biographical sketch and a picture. The Executive Vice President shall issue these ballots to every active member of the Association who is qualified to vote, at least thirty (30) days in advance of the annual meeting.
- (2) The active qualified membership shall submit an electronic ballot or mark, seal and mail an approved paper ballot to the address specified on the ballot by seven (7) days prior to the annual meeting.
- (3) The ballots cast in the run-off election shall be tallied no later than the close of the first general session of the annual meeting by the Board of Canvassers. The nominee receiving the majority of votes shall be declared elected.
- (4) If a tie vote should occur in the run-off election, a general election will be held at the last general session of the annual meeting with a majority vote deciding the winner.

C. For the position of Student Director by the end of February, the Board of Canvassers shall tally the ballots submitted by students from each Florida College of Pharmacy. Each College of Pharmacy will

have one collective vote for the Student Director as determined by majority vote from each respective school. In the event a nominee does not receive the majority of votes, the Student Affairs Council will make a recommendation to the FPA President to cast the tie-breaking vote after the ballots were counted.

D. For elections that have only one candidate on the ballot, the addition of a write in candidate shall be allowed. The Nominating Committee with the approval of the Board of Directors shall determine the procedures for write in candidates.

**Section 3 - Elections of Board of Directors Regional Directors.** Nine Board of Directors shall be elected according to regional requirements and shall serve a two-year staggered term. A Nominee must be a Florida licensed pharmacist in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy. In the event that the Board of Directors Regional Director cannot fulfill the duties of the office, the President will appoint a replacement with the approval of the Board of Directors to complete the Director's term of office or until an election is held. Elections for regional directors shall be held such that directors representing even numbered regions shall be elected in even number years, and directors representing odd numbered regions shall be elected in odd number years. All newly elected Board of Directors Regional Directors shall take office on the last day of the annual meeting and shall continue in office until the last day of the annual meeting of the second ensuing year.

**Section 4 - Elections of Student Director.** The Student Director shall be elected according to Article VIII Section 2 Subsection C requirements and shall serve a two-year term. A Nominee must be a Florida licensed pharmacy intern in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy.

**Section 5 - Elections of Technician Director.** The Technician Director shall be elected according to Article VIII Section 2 Subsection B requirements and shall serve a two-year term. A Nominee must be a Florida Licensed Pharmacy Technician in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy.

**Section 6 - Assumption of Office.** All newly elected officers shall take office on the last day of the annual meeting, and shall continue in office until the last day of the annual meeting of the next ensuing year. All newly elected Board of Directors Regional Directors shall take office on the last day of the annual meeting, and shall continue in office until the last day of annual meeting of the second ensuing year. The President-Elect shall assume the duties of the President on the last day of the annual meeting of the year following his election as President-Elect.

## Article XIV

### Duties of Officers.

#### Section 1. President. The President of the Florida Pharmacy Association:

- I. Sets goals, themes and topics to be addressed by the councils/committees and chairs.
- II. Announces appointments of council/committee members and chairs for standing councils/committees.

- III. Chairs a leadership retreat, if funding allows, with incoming council/committee chairs and leadership to serve as an introduction to the President's theme and goals for the year.
- IV. Chairs the President's Committee that reviews and decides on issues in between Board of Directors meetings
- V. Shall form and appoint members to ad-hoc committees, on an as needed basis, to address topics of concern to the profession.
- VI. Participate in the Budget and Finance Committee and appoints the one at-large member, in coordination with the President's Committee.
- VII. May appoint delegates to represent the FPA and Florida Pharmacy to other state or national associations, governmental and/or other commercial bodies.
- VIII. Represents the FPA by attending appropriate pharmacy-related events and activities.
- IX. Uses all forms of communication to relate issues and topics to FPA membership and stakeholders. This communication includes contributions to the Florida Pharmacy Today Journal, STAT newsletter, website, or other media as issues require.
- X. Appoints the Nominating Committee.
- XI. Appoints the Canvassing Committee.
- XII. Presides and Chairs the annual business meeting at the convention.
- XIII. Presides over and inducts the Board of Directors at the President's breakfast.

**Section 2. President-Elect. The President-Elect of the Florida Pharmacy Association:**

- I. Chairs the Advisory Council on Pharmacy Practice meeting.
- II. Substitutes for the President in the event the President is unable to participate in activities.
- III. Reviews and approves the slate of officers of the political action committee Board of Directors.
- IV. Considers selection of upcoming council/committee members and chairs for standing councils/committees.

**Section 3. Chairman of the Board. The Chairman of the Board of the Florida Pharmacy Association:**

- I. Coordinates recommendations from Advisory Council on Pharmacy Practice.
- II. Chairs the Board of Directors meeting.
- III. Ensures the President-Elect reaches out to the chairs of FSHP L & R Committee and the FPA GAC and invites them to attend each meeting.

**Section 4. Treasurer. The Treasurer of the Florida Pharmacy Association:**

- I. Will work with the Executive Vice President and President to develop an annual budget for presentation to the Budget and Finance Committee and/or President's Committee;
- II. Will review the Association's expenditures and receipts prior to each Board of Directors meeting;
- III. Has oversight authority of the Budget and Finance Committee and will provide written certification to the Board of Directors during each Board of Directors Meeting;
- IV. Will as immediate past treasurer, serve on the Nominating Committee as an Ex-Officio member to screen nominees for the position of Treasurer and President-Elect;
- V. Will make a written Annual Report to the membership and present an oral report at the Annual Business meeting and be prepared to respond to questions;

**Section 5. Speaker. Speaker of the House of Delegates of the Florida Pharmacy Association**

- I. Will preside over the meetings of the House of Delegates
- II. Will ensure a quorum is established, call the meeting to order, maintain proper decorum, and proceed under Roberts Rules of Order
- III. Will be a delegate in case there is a tie breaker situation
- IV. Will be responsible for producing a report of the actions of the House of Delegates to the members of the Florida Pharmacy Association

**Section 6. Vice Speaker. Vice Speaker of the House of Delegates of the Florida Pharmacy Association**

- I. Will assist the Speaker in the performance of the Speaker's duties and/or perform such as specified by the House of Delegates.
- II. In the event of a vacancy in the position of Speaker of the House, or in the event the Speaker is unable to perform the duties of the office during a meeting of the House of Delegates, the Vice Speaker shall assume the duties of the Speaker.
- III. Will be the FPA liaison to local affiliated units and conduct their meeting at the FPA Annual Meeting.
- IV. Will be elected during the FPA Annual Meeting by the House of Delegates

*Revised 09/12/01, 6/24/03, 07/14/04, 08/08/06, 06/30/2007, 7/12/2008, 6/23/2011 (One Revision Requiring Constitution change), 07/05/2012, 07/11/2013, 7/10/2014, 6/25/2015, 6/30/2016, 7/13/2017, 7/12/2019, 7/9/2020, 7/8/2021, 7/7/2022*

# **ACADEMY OF PHARMACY PRACTICE BY-LAWS**

## **Independent Pharmacy Practice Section**

### **Article I - Name**

1.1 The name of this organizational element of the Academy of Pharmacy Practice of the Florida Pharmacy Association (FPA) shall be known as the Independent Pharmacy Practice Section.

### **Article II - Objectives**

2.1 The Independent Pharmacy Section shall exist for the purpose of uniting all Florida registered pharmacist who provide pharmacy services within independent pharmacy practices and who share in the goals and objectives of the Section such as, but not limited to, the following:

- A. To establish a forum in order to discuss pertinent practice issues, exchange ideas and provide a means for seeking resolutions to identified problems, needs and concerns;
- B. To serve as role models for other elements within Pharmacy which contribute to the overall improved delivery of existing professional services and to develop new avenues for the delivery of patient and professional services and to ensure patient outcomes.
- C. To provide a voice in the design and implementation of educational programming, policy development and legislative initiatives that benefit this element of pharmacy practice.
- D. To support and encourage the highest standards of individual professional services and among pharmacists.

### **Article III - Membership**

3.1 Membership shall be open to any FPA member in good standing who is actively engaged in or supports the interests of Independent Pharmacy Practice and the goals and objectives of this Section.

3.2 An active member shall be a Florida licensed pharmacist or an associate member or student member or a technician member of the FPA.

3.3 Membership within this section shall be renewable each membership year upon payment of FPA membership and additional section dues.

3.4 Only Active members in good standing with the FPA and the Section shall be entitled to vote at any regular or special meeting of the Section.

#### **Article IV - Officers**

4.1 Officers of the Section will be active members and shall consist of a Chairperson and Vice Chairperson.

4.2 The Chairperson shall serve a term for a period of one year to coincide with the installation of Officers of the Florida Pharmacy Association, at the Annual convention.

4.3 The Vice Chairperson shall serve a term for a period of one year to coincide with the installation of Officers of the Florida Pharmacy Association, at the Annual convention, after which the Vice Chairperson ascends to the Chairperson of the Section and shall serve a period of one year to coincide with the installation of Officers of the Florida Pharmacy Association, at the Annual convention.

4.4 In the event of death, disability, resignation or nonresident within the State of Florida, or in the event that any elected officer is unwilling to serve, the Section Chairperson shall nominate a successor, who shall serve said office for the balance of the unexpired term. If the Section Chairperson is unable to fulfill the term of office, then the Vice Chairperson can assume this position and serve for a period not to exceed two years.

4.5 Officers shall be elected by a mail ballot of the Section membership on an annual basis. Officers shall be installed annually at the FPA annual Meeting and Convention.

#### **Article V - Section Executive Committee**

5.1 The Section Board of Directors shall be composed of the Chairperson, Vice Chairperson and the Immediate Past Chairperson.

5.2 The Section Board of Directors shall approve the budget, emergency requests for expenditures, and when applicable membership dues structured on a cycle not to exceed one year.

5.3 The Section Board of Directors shall establish policy within the limits of the policies established by the FPA. Policies not pertaining to or within the confines of existing FPA policy shall be approved by the FPA Board of Directors.

5.4 The Section Board of Directors shall meet at least annually for the purpose of conducting Section Business, or upon the call by the Section Chairperson with majority approval by the members of the Section Board of Directors.

5.5 Communication among members of the Section Board of Directors is essential for the operational and overall success of the Section. Officers shall stay in regular contact via use of mail delivery, email, telephone, fax transfer of other interconnecting communication devices for the purpose of conducting Section Business. The Section notes on matters pertaining to the Section to the Chairperson of the Academy of Pharmacy Practice.

5.6 All members of the Section Board of Directors are members of the Board of Directors of the Academy of Pharmacy Practice (BODAPP). The BODAPP shall meet annually in conjunction with the FPA Annual Meeting and Convention. Other meetings may be called by the Chairperson of the Academy of Pharmacy Practice, and attendance at these meetings by Section officers is expected.

## **Article VI - Committees**

6.1 The Chairperson of the Section shall appoint all committees and identify individuals to serve as the Chairperson of each committee. Membership on any committee is open to any Section member of good standing. Each committee shall meet at least annually in conjunction with the FPA Annual Meeting and Convention in order to discuss Section business. It is expected that more frequent communication occurs between the Chairperson of each committee with the Section Board of Directors or Chairperson shall occur throughout the year via the use of mail, email, telephone, fax transfer or other interconnecting communication devices.



6.2 The Chairperson of each identified Section Committee will provide written progress reports on any issues assigned by the Section Chairperson on a quarterly basis or upon the request of the Section Chairperson. The Section Chairperson shall be an ex-officio member of all committees.

6.3 The Section shall have as many committees as the Section Chairperson deems necessary in order to address the needs and concerns of the Section. Such committees may include, but not limited to the following:

A. Educational Affairs Committee, which shall be chaired by a member of the Section Board of Directors or other Section member, shall be responsible for assisting the FPA in identifying educational needs of the Section. This committee may assist the FPA in the design and implementation of educational programs or other materials/vehicles of an educational nature.

B. Regulatory Affairs Committee, which shall be chaired by a member of the Section Board of Directors or other Section member, shall be responsible for assisting the FPA in identifying issues for future policy development by the Association, or issues requiring legislative or lobbying initiatives with any governmental agencies or other professional bodies.

C. Communications Committee, which shall be chaired by a member of the Section Board of Directors or other Section member shall be responsible for, developing the means with which printed matter or other media device can be utilized in sharing this information or other issues involving the interests of the Section, information with other Section members, FPA members, or other organized element within pharmacy, government, or other professional organizations.

D. Nominating committee, which shall be chaired by the Immediate Past Chairperson(s) of the Section along with one other member of the Section Board of Directors and other Section members, shall serve to identify individuals to run for vacancies in any Section office. This committee will also recommend the names of Section members to represent the Section office. This committee will also recommend the names of Section members to represent the Section as

'delegates', within the Academy of Pharmacy Practice, within the FPA House of Delegates. All nominees shall be made known to the Section Board of Directors and other Section members, shall serve to identify individuals to run for vacancies in any Section office. The committee will also recommend the names of Section Chairperson, as well as the Chairperson of the Academy of Pharmacy Practice.

### **Article VII - Membership Dues**

7.1 In order to be a member in good standing within the Section, a member must also be in good standing with the FPA. Any FPA member, associate member or student member can become a Section member included in the members FPA dues. Additional Academy membership, beyond the one allowed with FPA membership, shall be determined by each academy section per additional Section per year.

7.2 Any membership dues for the Section shall be established by the Section Board of Directors and be approved by the Academy Board of Directors, with final approval being the FPA Executive committee.

### **Article VIII - Miscellaneous**

8.1 All committee and business meetings of the Section shall be governed by these by-laws and Robert's Rules of Order.

8.2 Nothing in these by-laws, nor any amendment to them shall conflict with the Articles of Incorporation and by-laws of the FPA.

8.3 Amendments to these by-laws shall be presented by two (2) forms of written communication to the members of the Section and must be adopted by a two-thirds majority of those Section members responding to a mail ballot within a period of sixty (60) days following the final presentation of the amendments.