

**BYLAWS  
OF THE  
ALLEGHENY COUNTY PHARMACISTS ASSOCIATION**  
Revised May 2019

**ARTICLE I  
NAME**

Section 1 -

The name of this corporation is the Allegheny County Pharmacists Association.

Section 2 -

This association shall transact its business at such places within western Pennsylvania as shall be determined by the Board of Directors.

**ARTICLE II  
PURPOSE**

The purpose of the corporation shall be to uphold the charter by promoting the profession of Pharmacy in the southwestern Pennsylvania area, promulgate the highest of ideals in the standards of practice regarding the health and welfare of the public, work for the benefit of its members, and foster good will among all segments of the profession. In addition, the association will promote the professional education and protect the prerogatives, economic viability and security of its members.

**ARTICLE III  
MEMBERSHIP**

Section 1 -

Allegheny County Pharmacists Association utilizes the Constitution and Bylaws of the Pennsylvania Pharmacists Association to define its membership categories and the qualifications for each category of membership.

Section 2 -

Application and election to membership - No person shall be considered eligible for membership in this association until he or she has indicated approval of its purposes by signing an application for membership and has paid the annual membership fee for the current year, which fee must accompany each application.

Section 3 -

Voting rights - Each active voting member, life active voting member, and retired active voting member who has paid his/her dues as prescribed by the Board of Directors shall have the right to one vote on all matters. No other category of member shall have any right to vote at General Membership meetings; however, each member of the Board of Directors has the right to vote at Board of Directors meetings.

Section 4 -

The annual dues structure shall be determined by the Board of Directors and such dues shall be due annually.

## **ARTICLE IV OFFICERS**

### **Section 1 -**

The officers of the association shall consist of a president, a president-elect, a vice president, a secretary, and a treasurer.

### **Section 2 -**

The president shall preside at all meetings; he/she shall appoint all committees and be an *ex-officio* member of all committees; he/she shall execute all documents of the association requiring a seal; he/she shall supervise the operation of and duties customarily incident to the office of the president. He/she shall submit a report of the operation of the association at each annual meeting.

The president shall appoint members of committees; the appointments are subject to the approval of the Board of Directors.

### **Section 3 -**

The president-elect shall exercise all functions of the president during the absence or disability of the president.

### **Section 4 -**

The vice president shall exercise all functions of the president during the absence or disability of the president and the president-elect. The vice president shall be responsible for representing the views of the associate membership and has all voting privileges.

### **Section 5 -**

The treasurer shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements; he/she shall collect the fees and dues of all applicants and members; he/she shall keep the monies of the association in a bank or banks in the name of the association. He/she shall disburse the funds of the association by checks, which checks shall be signed by such persons as shall be designated by the Board of Directors. He/she shall render a full report of the finances of the association at each annual meeting and shall be prepared to render a current report at each meeting of the Board of Directors and of the association.

### **Section 6 -**

The secretary shall take meeting minutes and ensure that the Pennsylvania Pharmacists Association receives a copy, draft correspondence, and perform such other duties as may be prescribed by the president.

### **Section 7 -**

Each officer of the association shall have been a member of the association for a period of at least one year immediately prior to election. The president-elect, president, and vice president of the association shall each be a licensed pharmacist.

## **ARTICLE V DIRECTORS**

### **Section 1 -**

The business of the association shall be conducted and the property of the association shall be managed by a Board of Directors. Each director shall be a member of the association and have one vote.

### **Section 2 -**

The Board of Directors shall consist of: the president, president-elect, vice president, secretary, and treasurer of the association; six members who shall be elected by the membership of the association; the Dean of the University of Pittsburgh School of Pharmacy or an alternate chosen by the Dean to represent the School; the Dean of the Duquesne University School of Pharmacy or an alternate chosen by the Dean to represent the School; the immediate past president; one member of the student body of the School of Pharmacy at Duquesne University, and one member of the student body of the University of Pittsburgh School of Pharmacy.

### **Section 3 -**

In case of a vacancy on the Board of Directors, the remaining directors shall fill the vacancy, by majority vote, and such person shall occupy the office as a director for the unexpired term.

### **Section 4 -**

The student members shall be chosen by the schools they represent and shall be afforded one vote each on the Board of Directors.

## **ARTICLE VI MEETINGS**

### **A. ASSOCIATION MEETINGS**

#### **Section 1 -**

The annual meeting of the association shall be held during the first half of the calendar year, at such place and time as shall be determined by the Board of Directors.

#### **Section 2 -**

Special meetings of the members of the association may be called at any time by the president or by a vote of the majority of the Board of Directors, or upon a petition of ten active members.

The president shall call such meetings upon the order of any of the above, at a time and place to be fixed not less than 10 nor more than 30 days after receipt of such call, request or petition.

#### **Section 3 -**

Notice of all meetings of the association shall be sent to each member of the association at least five (5) days in advance of said meeting.

Section 4 -

A quorum for the transaction of business at any special or annual meeting of the association shall be either one-fifth (1/5) of the entire active membership or twenty (20) active members, whichever is the lesser.

**B. DIRECTORS MEETINGS**

Section 1 -

Regular meetings of the Board of Directors shall be held at such times and places as shall be determined by the Board of Directors. The Board will meet at least once each calendar quarter.

Section 2 -

Elected board members are required to attend at least 50% of the meetings. Elected board members are subject to replacement by the board for attending less often.

Section 3 -

Special meetings of the board of directors may be called at any time by the president. Special meetings shall be called by the president upon the written request of three (3) directors.

Section 4 -

Notices of all meetings of the Board of Directors shall be sent at least five (5) days in advance of said meeting.

Section 5 -

A quorum for the transaction of business at any meeting of the Board of Directors shall consist of a majority of the directors in office or six directors, whichever is the lesser.

The acts of a majority of the directors present at a meeting at which a quorum is present shall constitute the acts of the Board of Directors.

**ARTICLE VII  
ELECTIONS**

Section 1 -

Annually, the active membership of the association shall elect by ballot for a one year term, a president-elect, a vice president, a secretary, and a treasurer. They shall also elect, annually, two members of the Board of Directors, who shall serve for three years.

Section 2 -

A nominating committee shall consist of the three immediate past presidents. In the event that two or more past presidents are no longer active members of the association or are not able to serve, one or more replacements may be appointed by the president. The nominating committee shall consist of not less than 3 members.

Section 3 -

The newly elected officers and members of the Board shall be installed at the annual president's dinner. The one year term of each office shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.

## **ARTICLE VIII RULES OF ORDER**

### **Section 1 -**

All points of order and parliamentary procedure shall be governed by the most recent edition of "Robert's Rules of Order."

## **ARTICLE IX AMENDMENTS**

### **Section 1 -**

The members of the association may amend or repeal any of the bylaws of the association. All members will receive notice of proposed changes 30 days in advance of the meeting at which they will be voted on. Any proposed amendment or repeal shall be presented at a properly convened meeting of the association at which a quorum shall be present. The proposal shall be adopted by affirmative vote of the majority of votes cast.

**END**