

**Constitution & Bylaws**  
**of the**  
**Mercer University**  
**College of Pharmacy and Health Sciences**  
**American Pharmaceutical Association-**  
**Academy of Students of Pharmacy (APhA-ASP)**

Written: January 1992  
Revision of: August 2008

**ARTICLE I - ORGANIZATION NAME AND OBJECTIVES**

A. This organization shall be known from this point forward as the Mercer College of Pharmacy and Health Sciences chapter of the American Pharmaceutical Association Academy of Students of Pharmacy (APhA-ASP).

B. The objectives of this organization shall be as follows:

1. To provide service to the profession of pharmacy, to the community, and to student pharmacists.
2. To encourage all student pharmacists to become more knowledgeable of the profession of pharmacy and its operation within a society by:
  - a) Providing opportunities for student pharmacist participation in the decision-making process of pharmacy on the chapter, state, and national levels.
  - b) Encouraging student pharmacist attendance at chapter, regional, and national APhA-ASP and APhA meetings.
  - c) Increasing student pharmacist awareness of current issues facing pharmacy through programs, meetings, speakers, etc.
3. To encourage development of student pharmacists into knowledgeable and competent health care professionals by:

- a) Providing opportunities to develop leadership capabilities by holding elected offices or appointments as committee members.
  - b) Continually encouraging the development of new ideas and projects, which will enhance each student pharmacist's individual education.
4. To support and participate in activities which will advance the professional development of student pharmacists and the profession of pharmacy.
  5. To make information available to student pharmacists regarding various fields of pharmacy practice, and to encourage, support, and advance their pursuits in these areas.
  6. To provide a mechanism through which student pharmacists can express their ideas and opinions concerning the policies of APhA and the profession of pharmacy.
  7. To cooperate with the Georgia Pharmaceutical Association (GPhA), whenever possible, in matters involving the advancement of pharmacy.
  8. To promote a closer relationship between the Mercer University College of Pharmacy and Health Sciences APhA-ASP chapter and other APhA-ASP chapters.
  9. To promote closer relationships between pharmacists and other health care professionals.
  10. To uphold and elevate the professional standards of pharmacy.

## **ARTICLE II - MEMBERSHIP**

A. Any student pharmacist enrolled in the Mercer University College of Pharmacy and Health Sciences or any student currently enrolled in the pre-pharmacy curriculum at Mercer University is eligible for membership in the chapter upon payment of dues and fulfillment of membership requirements by APhA and the chapter Constitution and Bylaws.

B. Dues shall consist of fees paid to APhA and GPhA in the amounts requested by each organization respectively, in addition to a chapter fee.

C. There shall be no refunds on membership.

## **ARTICLE III - OFFICERS**

A. The Executive Committee shall consist of nine elected officers as follows: President, President-Elect, Executive Secretary, Membership Vice President, Treasurer, Recording Secretary, Historian, Council of Students Representative, and Member at Large.

B. The APhA-ASP Chapter Advisor shall be an ex-officio member of the Executive Committee.

C. The Executive Committee shall exist for the purpose of carrying out the wishes of the chapter as expressed through the Constitution and Bylaws. The Executive Committee exists for the purpose of conducting routine business, coordinating chapter activities, representing the chapter to individuals or organizations outside of the chapter, and encouraging and promoting continued professional growth.

D. Duties of the officers shall include, but not be limited to, the following:

1. President

- a) Shall schedule and preside at all chapter meetings and Executive Committee meetings.
- b) Shall serve as the official spokesperson for Mercer University College of Pharmacy and Health Sciences APhA-ASP except in cases when authority is delegated to another member.
- c) Shall be an ex-officio member of all standing and ad hoc committees, except the Constitution and By-Laws Committee.
- d) Shall appoint committee chairpersons in conjunction with the Executive Committee.
- e) Shall become familiar with all operations of APhA-ASP on the chapter, state, regional, and national levels.
- f) Shall maintain close contact and communication with the members of the Executive Committee and the Chapter Advisor on a regular basis.
- g) Shall call special chapter meetings at his/her discretion or upon the written request of one-tenth of the chapter membership. These special meetings are not to be in conflict with other COS established organizational meetings.
- h) Shall perform the duties or delegate the duties of the President-Elect in the event said office is vacated.
- i) Shall assume such duties as may be directed by the chapter membership.
- j) Shall serve as special advisor to the Board of Directors the year following term of office.

k) Shall serve as Georgia Pharmacy Association – Academy of Pharmacy Students and Academicians Chairman every third year. The office shall rotate between APhA-ASP Presidents of the three pharmacy schools of Georgia.

l) Shall serve on the Georgia Pharmacy Association Board of Directors as the ex-officio representative for Mercer University APhA-ASP Chapter the other two years of the three-year rotation.

m) Shall assist the Executive Secretary and President-Elect in the compilation of APhA-ASP Chapter and Patient Care Project award reports.

n) Shall attend all meetings of the Council of Students (COS).

o) Shall attend all APhA-ASP meetings and conferences including but not limited to: Summer Leadership Institute, Midyear Regional Meeting, APhA Annual Meeting and Exposition, and GPhA Board of Directors meetings and local region meetings.

p) The chapter will reimburse at least one-half of the president's transportation, lodging, and registration cost for the attendance at all meetings mentioned in 1o) above.

## 2. President-Elect

a) Shall observe and aid the President in his/her respective duties for the purpose of learning to function as President and to share in the responsibilities associated with such duties.

b) Shall serve as an ex-officio member of all committees, except the Constitution and By-Laws Committee.

c) Shall attend, whenever possible, all functions and meetings at which the President's presence is required so as to be fully trained before assuming the presidential office.

d) Shall assist the Membership Vice President with the annual membership recruitment activities.

e) Shall assist the Executive Secretary and President in the compilation of APhA-ASP Chapter and Patient Care Project award reports.

f) Shall serve a one-year term as President-Elect and a one-year term as President.

g) Shall coordinate all fundraising events.

h) Shall serve as Parliamentarian.

i) Shall serve on the Georgia Pharmacy Association Board of Directors as the representative for Mercer University ASP Chapter when the current ASP President serves as the GPhA-ASA Chairman. Every third President-Elect shall serve two years on the GPhA Board of Directors.

### 3. Executive Secretary

a) Shall assist the President and President-Elect in the compilation of APhA-ASP Chapter and Patient Care Project award reports. Shall compile, edit, and type the chapter reports.

b) Shall serve as special assistant to the President and President-Elect.

c) Shall disseminate all pertinent information received from the APhA-ASP National Office to other officers and/or members.

d) Shall publish a chapter calendar by the second week of each semester. This calendar shall include the dates of all scheduled chapter meetings in addition to any scheduled APhA-ASP events, if possible.

e) Shall serve as Chairman of the Board.

f) Shall serve on the Constitution and Bylaws Committee.

### 4. Membership Vice President

a) Shall coordinate the annual Fall membership recruitment activities.

b) Shall conduct a membership drive targeting the third-year professional class during the Spring semester.

c) Shall conduct a membership drive targeting the fourth-year professional class.

d) Shall coordinate the annual APhA-ASP Chapter Booksale Program in the fall.

e) Shall coordinate the sale of the commencement recording during the summer before the school year of office.

f) Shall attend, whenever possible, all functions and meetings.

### 5. Treasurer

a) Shall coordinate cash receipts and disbursements from all chapter activities. This shall include maintaining a balanced checkbook and entering all information into the treasury transaction book.

b) Shall submit a monthly written financial report to the Executive Committee. This report shall include the exact current balance in the checking account, a list of all expenditures and deposits since the last monthly report, and any anticipated expenses.

c) Shall assist in all activities regarding chapter monies, particularly in coordinating the collection of annual dues.

d) Shall assist the President-Elect in developing and coordinating fundraisers.

#### 6. Recording Secretary

a) Shall record complete minutes of all chapter meetings.

b) Shall post minutes of all chapter meetings to the Mercer University College of Pharmacy and Health Sciences APhA-ASP website no later than seven days following the chapter meeting.

c) Shall record, and make available upon request, complete minutes of all Executive Committee meetings and shall distribute copies to all officers no later than seven days following the Executive Committee meeting.

d) Shall be responsible for coordinating article submissions to the Student Pharmacist Magazine, Journal of the American Pharmacists Association (JAPhA), Pharmacy Today, and the Georgia Pharmacy Journal.

#### 7. Historian

a) Shall take photos and maintain a chapter scrapbook.

b) Shall maintain a chapter bulletin board, portable board and display case.

c) Shall give a slide show of chapter activities at the Annual Spring Banquet.

d) Shall be responsible for the APhA-ASP or Mercer University cameras and audio-visual equipment.

#### 8. Council of Students Representative

a) Shall attend all meetings of the Council of Students (COS).

b) Shall submit a typed report of the COS meeting no later than seven days following the COS meeting to the Executive Committee.

c) Shall prepare a report of each COS meeting for distribution to the chapter members within one week following each COS meeting. This report may be distributed through hardcopy or electronic means.

#### 9. Member-at-Large

a) Shall arrange for speakers at each chapter meeting as requested by the President.

b) Shall arrange for funding of lunch at each chapter meeting.

c) Shall be responsible for publicity concerning all chapter meetings and all other APhA-ASP activities.

d) Shall coordinate registration, lodging, and travel arrangements for APhA-ASP activities/conventions as required, under the guidance of the Executive Committee.

#### 10. Chairman of the Board

a) Shall be the current Executive Secretary.

b) Shall preside over all meetings of the Board of Directors.

c) Shall serve as a link between the Executive Committee and the committee chairs.

d) Shall serve as special advisor to the President.

e) Shall encourage and offer assistance to committee chairpersons.

#### 11. Immediate Past President

a) Shall serve as an advisor to the President.

b) Shall serve as an advisor to the Board of Directors.

c) Shall serve as an advisor to the Constitution and Bylaws Committee.

d) Shall serve as a contact between fourth year professional student pharmacists and the Executive Committee.

e) Shall serve as the Mercer chapter contact with APhA for the New Practitioner Network Program to obtain pertinent program information from APhA.

f) Shall promote the APhA New Practitioner Network Program to the third and fourth year professional classes during late spring semester.

g) Shall serve in this office for one year following his/her end of term as President.

E. Officers begin their terms immediately upon taking the oath of office, and terms end upon the swearing in of new officers. Swearing in of officers should occur as soon as possible but no later than thirty days after the final elections.

F. Each Executive Committee member shall serve as a liaison to one or more standing committees and shall report the activities of their respective committees to the Executive Committee at each Executive Committee meeting.

#### **ARTICLE IV - ELECTIONS**

A. Elections shall be conducted by the following guidelines:

##### 1. Qualifications for candidates

a) Shall be a member of the APhA-ASP chapter at Mercer University College of Pharmacy and Health Sciences and shall maintain their membership throughout their term of office.

b) Shall be enrolled in Mercer University College of Pharmacy and Health Sciences at the time he/she takes the oath of office and must be able to complete his/her term while enrolled.

c) All candidates, excluding those for President/President-Elect, shall have a 2.25 grade point average or better and be in current good academic standing.

d) All candidates for President/President-Elect shall have a 2.5 grade point average or better and be in current good academic standing.

e) Candidates for the office of President-Elect must be able to complete their term of President during the third professional year of pharmacy school.

##### 2. Parliamentarian

a) The Parliamentarian shall be the President-Elect.

b) Shall be in charge of all APhA-ASP elections.

- c) Shall be responsible for posting dates of nominations and elections.
- d) Shall be responsible for nomination proceedings at the APhA-ASP chapter meeting.
- e) Shall obtain and post candidate profiles and statements.
- f) Shall be responsible for the voting booths, i.e. staffing, ballots, etc.

### 3. Nominations

- a) A description of offices to be filled and a list of dates including nomination date, election date, and run-off date shall be posted in a conspicuous location and announced to all classes.
- b) Nominations shall be held during a chapter meeting in the month of March within the dates specified by the Mercer College of Pharmacy and Health Sciences Council of Students.
- c) Candidates should make every effort to be present during nominations. If a candidate is unable to accept his/her nomination personally, he/she shall select a representative to accept in his/her absence, and must submit a note to the chapter President accepting his/her nomination prior to the nominations meeting. This note must identify the representative who will be present to accept his/her nomination in his/her absence.

### 4. Officer Elections

- a) Candidates for election shall submit a statement to the Parliamentarian. The statement should include reasons for running and goals if elected to office.
- b) Elections shall be held on the following Thursday after nominations.
- c) Campaigning shall begin after verified nominations are posted, and all campaign materials must be removed prior to the beginning of classes on the day of elections.
- d) Voting shall be via secret ballot. Only current members may vote.
- e) A majority vote greater than fifty percent constitutes election. In the event that no one candidate receives a majority vote, a run-off election between the top two candidates will be held on the Monday following initial election. In the case of a special election, a run-off election shall take place as soon as possible.
- f) Results of both the initial election and any run-off elections will be posted the next day following the respective election.

g) The following persons are to be present when votes are to be counted:

APhA-ASP Faculty Advisor

Chapter President

Chapter President-Elect

Dean of Student Affairs

h) Poll hours will be posted at least two days prior to the election.

i) Absentee ballots/ voting will be considered. The APhA-ASP Faculty Advisor must be notified at least three days prior to the election date of a planned absence.

## 5. Contesting an election

a) Any person(s) contesting an election, for the purpose of a recount, must make their complaint to the parliamentarian within seventy-two hours (excluding weekends).

b) The parliamentarian will immediately contact the Chapter Advisor and Chapter President. The recount shall occur in the presence of the Chapter Advisor, Chapter President, Parliamentarian, and the candidates involved in that election.

## B. Removal of Officers

1. An officer shall be removed from office if he/she:

- ï willfully neglects the duties of his/her office; or
- ï no longer meets the minimum GPA requirements for that office; or
- ï is found guilty of mishandling chapter funds; or
- ï neglects to uphold the Chapter Constitution and Bylaws; or
- ï withdraws from enrollment at the Mercer University College of Pharmacy and Health Sciences

2. An officer shall not be removed from office unless his/her charges are discussed at an Executive Committee meeting and grounds for removal shall be established by a two-thirds vote of the Executive Committee.

3. An officer may also be removed from office if he/she is excessively absent from meeting during the academic year. In this situation, the officer will be issued a written warning from the Executive Committee. If the officer continues to be absent, he/she may be asked to attend a hearing at the next Executive Committee meeting. If the Executive Committee finds the officer's absence explanation to be unacceptable, the Committee may remove he/she from office.

4. Replacement of offices vacated by removal of an officer shall be conducted in accordance with Article IV.C.

### C. Office Vacancies

1. In the event that the office of President shall become vacant, the President-Elect shall assume the position of President if the President-Elect has been in office for at least four months.

2. If the President vacates his/her position for any reason before the President-Elect has been in office for four months, the immediate past president shall serve as President Pro-Temp or until the President-Elect has gained experience from serving in that capacity for a time of no less than four months.

3. If any officer, excluding President, vacates his/her office for any reason with four or more months left in the term, a special election shall be held to fill the office.

4. If any officer, excluding President or President-Elect, vacates his/her office for any reason with fewer than four months left in the term, the President shall appoint a replacement for the remainder of the term.

5. If the President-Elect vacates his/her office for any reason with fewer than four months left in the term, the position shall remain vacant until regular yearly elections at which time both a President and President-Elect will be elected.

6. All special elections shall follow guidelines set forth in Article IV, and shall take place as soon as possible.

## **ARTICLE V - MEETINGS OF THE ORGANIZATION**

A. Chapter meetings shall be held at least six times each semester, if possible, without conflicting with the Mercer University College of Pharmacy and Health Sciences administration, faculty, or Council of Students.

B. Chapter meetings shall be held on the days as arranged by the President through the Council of Students planning mechanism with the approval of the Executive Committee.

## **ARTICLE VI - AMENDING THE CONSTITUTION AND BYLAWS**

A. A Policy Committee shall be maintained as a standing committee.

B. Structure and Membership

1. All current members are eligible to serve following submission of a letter of interest. Final appointment shall be made by the President with the approval of the Executive Committee.
2. The committee shall consist of at least one and not more than two representatives from the second and third year professional classes.
3. A one-year appointment to the committee shall take place during the month of September, and the committee shall elect its own Chairperson and Vice-chairperson at the first committee meeting following appointment. The Chairperson shall be a third year student pharmacist and the Vice-chairperson shall be a second year student pharmacist.
4. No member of the current Executive Committee shall serve on the Constitution and Bylaws Committee, with the exception of the Executive Secretary. The Executive Secretary shall serve on the Constitution and Bylaws Committee to serve as a link between the Constitution and Bylaws Committee and the Executive Committee.
5. The Immediate Past President shall serve as an advisor to the Constitution and Bylaws Committee.

#### C. Duties and Responsibilities

1. The Constitution and Bylaws Committee shall be responsible for amending the constitution and bylaws as outlined in Article VI, Section D below.
2. The Constitution and Bylaws Committee shall be responsible for promptly initiating amendment procedure upon the written request of chapter members or officers.
3. The Constitution and Bylaws Committee shall meet, as needed, to review any proposed amendments. The committee shall also meet annually to review the Constitution and Bylaws, and to propose amendments at their discretion.
4. In all voting concerns a quorum shall consist of at least fifty percent of voting members of the By-Laws Committee.

#### D. Requirements for amending the constitution and bylaws shall be as follows:

1. Proposed amendments to the constitution and bylaws shall be submitted in writing by any current member to the Constitution and Bylaws Committee. Submitting members must attend the Constitution and Bylaws Committee meeting at which the amendment will be reviewed.
2. The proposed amendment will be announced by a Constitution and Bylaws Committee member at the chapter meeting immediately following the committee review.

3. After announcing the proposed amendment, the Constitution and Bylaws Committee shall post the proposed amendment on the APhA-ASP website for general member review at least one week prior to the next general meeting.
4. The proposed amendment shall be discussed and voted on at the chapter meeting following the meeting at which it was announced.
5. Adoption of the proposed amendment shall require an affirmative two-thirds vote of the members present.
6. A chapter vote on a proposed amendment cannot be taken unless a quorum of the membership is present.
7. A quorum shall consist of a minimum of 10% of the total chapter membership.
8. The adopted amendment shall become effective immediately upon approval by the Council of Students.

## **ARTICLE VII POLICY COMMITTEE**

A. A Policy Committee shall be maintained as a standing committee.

### B. Structure and Membership

1. The Policy Committee shall consist of a Chair, Vice-Chair, Secretary, and a maximum of 8 committee members.
2. The Chair shall be the Student Political Action Network Coordinator.
3. Chapter members desiring to serve the positions of Delegate, Alternate Delegate, or Policy Committee Members shall submit applications to the Chair of the Policy Committee when called for by the Chair in the Fall semester. The Policy Committee Chair shall review the applications and submit recommendations and all applications to the Executive Committee.
4. The Executive Committee shall make the appointments of Vice-Chair, Alternate Delegate, and all Committee Members.
5. Any member of the Policy Committee may serve as a Delegate or Alternate Delegate, and may hold multiple offices within the committee.
6. The chapter will reimburse at least one-half of the Delegate's transportation, lodging, and registration cost for the attendance at the APhA Annual Meeting and Exposition, providing the Delegate attends all required APhA-ASP resolutions/policy activities.

### C. Duties and Responsibilities

1. Accept proposed resolutions, or ideas for proposed resolutions, in writing from Mercer University College of Pharmacy and Health Sciences APhA-ASP members. The committee shall then review the proposals and prepare them for review and debate at the chapter level. Following debate at the chapter level, the committee shall be responsible for coordinating any changes to the proposals. These changes should be coordinated with the originator to ensure the intent of the resolution is not changed. Upon acceptance of the resolution at the chapter level, the committee shall prepare the resolution proposals for submission to APhA-ASP for presentation at the MRM.
2. Review all resolutions and policy proposals submitted by regional members for consideration at the MRM and/or APhA-ASP National House of Delegates. It shall be the responsibility of this committee to present such proposals to the chapter for information, review, and debate. Furthermore, the policy committee should provide a recommendation to the membership on whether the chapter should accept or reject the proposal. This committee shall coordinate a vote by the chapter on whether we, as a chapter, shall accept or reject the proposal at the MRM and/or APhA-ASP National House of Delegates. If necessary, it will be the responsibility of this committee to contact regional officers, or chapters submitting proposals, in order to gain further understanding of the background and intent of the proposals.
3. Provide training to the Chapter Delegate and Alternate Delegate to the MRM and APhA-ASP National Convention in order to allow them to function in a more effective manner. This training shall include education in parliamentary procedure.

### **ARTICLE VIII - SUPPORT OF MEMBERS**

A. Membership involvement is rewarded through recognition at chapter meetings. The Executive Committee shall ~~nominate and~~ determine members deserving of recognition at each meeting. These members shall be acknowledged at each of the chapter meetings following an Executive Committee meeting.

B. Membership involvement may alternatively be rewarded with reimbursement for registration, travel and lodging for pharmacy conventions.

### **ARTICLE IX - PATIENT COUNSELING COMPETITION**

A. The winner of the patient counseling competition represents Mercer University College of Pharmacy and Health Sciences at the APhA Annual Competition.

B. The chapter will reimburse at least one-half of the winner's transportation, lodging, and registration cost for the attendance at the APhA Annual Meeting and Exposition, providing the student pharmacist attends all required APhA-ASP Patient Counseling Competition activities.

C. This competition is open to all student pharmacists of Mercer University College of Pharmacy and Health Sciences.

**BYLAWS**  
**of the**  
**Mercer University**  
**College of Pharmacy and Health Sciences**  
**American Pharmaceutical Association-**  
**Academy of Students of Pharmacy (APhA-ASP)**

**ARTICLE I - COMMITTEES AND APPOINTMENT OF CHAIRPERSONS**

A) Structure

1. The following committees shall be standing committees:

- a) Executive Committee
- b) Constitution and Bylaws Committee
- c) Policy Committee

2. The President, with the approval of the Executive Committee, shall establish such standing committees as are necessary to conduct the programs and business of the chapter. The president shall approve ad hoc committees at his/her discretion.

3. Examples of working committees may include, but not be limited to:

a) Operation Diabetes	k) Special Populations
b) Operation Immunization	l) Cancer Awareness
c) Heartburn Awareness	m) AIDS/Sexual Awareness
d) Student Political Action Network	n) Tobacco Awareness
e) National Patient Counseling Competition	o) Public Relations
f) Southeast Pharmacist Recovery Network	p) Intl Pharmaceutical Students' Federation
g) Hypertension/Cholesterol	
h) Pediatrics/ Poison Prevention	
i) Senior Interest	
j) Women's Health	

## B. Appointment of Committee Chairpersons

1. The President shall appoint all committee chairpersons in conjunction with the Executive Committee with the exception of the Constitution and Bylaws Committee and the Policy Committee.
2. The incoming President and Executive Committee shall accept applications for committee chairpersons no later than one week after officer elections are complete.
3. The announcement regarding who will be appointed as chairpersons should be made and publicized as soon as possible after the decisions are finalized.

## C. Duties of Committee Chairpersons

1. Shall organize members to work on their respective committee projects.
2. Shall call at least one meeting per semester of their respective committees.
3. Shall submit written reports to include progress, results, minutes of meetings, and activities of the respective committee to the Executive Secretary for inclusion in the Chapter Achievement Report.
4. Shall attend all meetings of the Board of Directors.

## D. Removal of a Committee Chairperson

1. The Executive Committee shall have the conditional authority to remove any chairperson.
2. In order to have the authority to remove a chairperson from his/her appointment, the Chairman of the Board must present proof to the Executive Committee regarding the non-compliance of the duties listed in Article I, Section C of the bylaws.
3. Prior to removal of any committee chairperson from their position, the Chairman of the Board shall inform the chairperson in writing of the consequences of continued non-compliance with the duties of chairpersons as referred to above.
4. The written statement regarding consequences of continued non-compliance from the Chairman of the Board must be presented to the chairperson no later than thirty days prior to removing the chairperson from his/her position. During that thirty days, if the chairperson becomes compliant, he/she will not be subject to removal at that time.

## E. Board of Directors

1. Every committee chairperson shall be a member of the Board of Directors.
2. The functions of the Board of Directors are as follows:
  - a) To advise the Executive Committee. This shall include instances as described in the bylaws where the Board is asked to propose a slate of nominees for some award or position.
  - b) To plan and coordinate activities for the committees.
3. The Board of Directors shall meet at least twice a semester.
4. In the event that a chairperson cannot attend a meeting of the Board of Directors, he/she can designate another committee member to substitute for them.

## **ARTICLE II - REGIONAL/NATIONAL APHA-ASP OFFICES**

### **A. Qualifications**

1. Any candidate for regional or national office shall meet the same requirements for officers as set forth by the Constitution in Article IV, Section A.
2. Any candidate for regional or national office shall have a 2.5 grade point average or better and be in current good academic standing.
3. Any candidate for regional or national office shall submit a statement signed by the Dean of Student Affairs to the chapter's Executive Committee certifying academic eligibility prior to running for the office.

### **B. Running for Regional/National Office**

1. Potential candidates are strongly urged to express their interest in running for a particular office to the chapter's Executive Committee as soon as possible.
2. No two chapter members shall run for the same regional or national office. In the event of regional or national office election defeat, no candidate may be nominated for a regional or national office currently being sought by another chapter member.
3. In the event that two chapter members wish to run for the same regional office, the following election procedure shall occur:
  - a) The President shall call a special meeting not to conflict with other COS established organizational meetings, or shall designate a particular chapter meeting as an election meeting.

b) Notice of this election meeting shall be given by the President to the chapter at least one week prior to the election meeting.

c) At the election meeting, each candidate shall have the opportunity to speak for five minutes.

d) After the candidate's speeches have been completed, the members present at the meeting shall vote by secret ballot. Only current chapter members may vote.

e) The candidate earning the greatest number of votes shall be the chapter's candidate at the regional or national meeting.

### C. Regional Nominating Committee Appointment

1. Any current member may be appointed to serve on the Regional Nominating Committee by the President with the approval of the Executive Committee.

### **ARTICLE III - APhA-ASP OUTSTANDING SENIOR AWARD**

A. The Chapter Advisor and the Board of Directors shall each submit two names to the Executive Committee for consideration for the APhA-ASP Outstanding Senior Award.

B. The Executive Committee shall vote by secret ballot on the two nominees suggested by the Chapter Advisor and the Board of Directors. The nominee receiving the majority of votes from the Executive Committee shall be the official chapter nominee for the award.

### **ARTICLE IV - APhA-ASP MEMBER OF THE YEAR AWARD**

A. The Board of Directors shall each submit two nominees to the Executive Committee for consideration for the APhA-ASP Member of the Year Award.

B. The Executive Committee shall vote by secret ballot on the two nominees suggested by the Board of Directors. The nominee receiving the majority of votes from the Executive Committee shall be the official chapter nominee for the award. Any member of the Executive Committee who is nominated for the award will not be permitted to vote.

### **ARTICLE V - APhA-ASP COMMITTEE OF THE YEAR AWARD**

A. The Executive Committee members shall each submit a nominee at an Executive Committee meeting for consideration for the APhA-ASP Committee of the Year Award.

B. The Executive Committee shall vote by secret ballot on the nominees. The nominee receiving the majority of votes from the Executive Committee shall be the official recipient of the award.

## **ARTICLE VII - APhA-ASP FRIENDS OF THE YEAR AWARDS**

A. The Executive Committee members shall submit nominees at an Executive Committee meeting for consideration for the APhA-ASP Friend of the Year and Corporate Friend of the Year Awards.

B. The Executive Committee shall vote by secret ballot on the nominees for each award. The nominees receiving the majority of votes from the Executive Committee shall be the official recipient the awards.

## **ARTICLE VII - RULES OF ORDER**

The rules of order and procedures at all general chapter meetings and Executive Committee meetings should be those set in Robert's Rules of Order, when they are not in conflict with the bylaws of APhA or the chapter bylaws.

NOTE: Copies of this document are available for review on the Mercer University APhA-ASP website.