

SAN DIEGO COUNTY PHARMACISTS ASSOCIATION  
MISSION STATEMENT

The mission of this organization is to promote the profession of pharmacy in the San Diego community.

The goals of this association are to advocate for patient care, promote the integrity and pride of the profession, advocate for the profession, provide continuing education, and serve as a liaison to other healthcare organizations.

BY-LAWS OF THE SAN DIEGO COUNTY PHARMACISTS ASSOCIATION

**ARTICLE I – NAME**

The name of the organization shall be the “San Diego County Pharmacists Association, Inc.,” herein after SDCPhA

**ARTICLE II – MEMBERSHIP**

- Section 2.1 **TYPES OF MEMBERS:** The members of SDCPhA shall be divided among the following designated types:
- A. **Active Members:** Any individual licensed to practice pharmacy or an individual holding an earned degree in pharmacy from an accredited college of pharmacy in the United States, who is also a member of or has applied for membership in the California Pharmacists Association (CPhA), shall be eligible for Active Membership.
  - B. **Associate Members:** Any individual not licensed to practice pharmacy, but having an interest in the profession of pharmacy shall be eligible for Associate Member status.
  - C. **Honorary Members:** An Honorary Member shall be any person deemed worthy of this honor and shall be elected by the Board of Directors of SDCPhA by a two-thirds (2/3) majority vote at any regular or special meeting.
  - D. **Student Members:** Any undergraduate or graduate student enrolled in any college of pharmacy shall be eligible for Student Membership in SDCPhA.
  - E. **Technician Members:** Any individual licensed in California as a Pharmacy Technician and who is also a member of or has applied for membership in the California Pharmacists Association (CPhA) shall be eligible for Technician Membership in SDCPhA.
- Section 2.2 **ELECTION OF MEMBERS:** Applications for Active Members, Associate Members, Technician Members and Student Members shall be processed in accordance with CPhA guidelines as specified in the CPhA constitution and by-laws. Application for Honorary Member status shall be granted at the discretion of the SDCPhA Board of Directors as specified in Article 2, Section 2.1 of these by-laws.
- Section 2.3 **MEMBERSHIP PRIVILEGES:** Active Members of SDCPhA shall have the right to vote, hold office and initiate motions or resolutions. Technician members are entitled to vote and serve as a member of the Board of Directors as specified in Article V, Section 5.1 of these by-laws. All types of members shall be accorded the privilege of the floor, the right to attend all open meetings of the SDCPhA and may be appointed to serve on committees of SDCPhA.
- Section 2.4 **TERMINATION AND DISCIPLINE OF MEMBERSHIP:** The SDCPhA Board of Directors may suspend, expel or terminate an individual’s membership by a two-thirds (2/3) majority vote.

**ARTICLE III – VOTING**

Section 3.1 **METHOD OF VOTING:** Voting at all regularly constituted or special meetings of SDCPhA shall be by voice vote. If the presiding officer is not able to determine the result of the vote by this method, the officer may request a rising vote or showing of hands. Any Active Member in attendance may have the privilege of demanding a roll-call on any question.

Section 3.2 **PROXY VOTING:** Proxy voting is specifically prohibited.

Section 3.3 **QUORUM:** For the purpose of voting at all regular and special meetings seven (7) Active Members, of which five (5) must be current Board of Directors, shall constitute a quorum.

Section 3.4 Each Active member (including Technician members and the Student Liaison) can vote.

#### **ARTICLE IV – DUES**

Section 4.1 **DUES:** Annual membership dues shall be processed in accordance with CPhA guidelines.

Section 4.2 **DEFAULT AND TERMINATION OF MEMBERSHIP:** Any member who becomes ineligible for membership as specified in Article II Section 2.1 will terminate membership with SDCPhA effective the date eligibility ceases.

#### **ARTICLE V – BOARD OF DIRECTORS**

Section 5.1 The Board of Directors shall consist of the President, President-Elect, Immediate-Past President, Secretary, Treasurer, and three (3) Board Members (one of which may be a Technician Member), and Student Liaison.

Section 5.2 **MEETINGS:** The Board of Directors shall meet in accordance with a schedule adopted by the Board of Directors at the beginning of each year. Special meetings of the Board of Directors may be called at any time by the President or upon the request of at least three (3) officers. The request shall be filed with the President no later than seven (7) days prior to the proposed meeting date. Notification of such special meetings shall be sent by the President to all Directors at least four (4) days prior to the meeting date.

Section 5.3 **ELECTIONS:**

1. The election of the Board of Directors shall be by electronic ballot.
2. Any Active Member may submit the name of a qualified member for nomination to the President-elect.
3. A ballot of nominees for the Board of Directors shall be sent to all Active Members during the month of November of each year.
4. Ballots must be received no later than December 1 of each election year.
5. The elected Board of Directors shall officially take charge of SDCPhA's function at the first regular meeting of the Board of Directors in January, which shall be a joint meeting of the old and new Board of Directors.

Section 5.4 **VACANCIES:** In the event of a vacancy, through death, disability, resignation, removal for cause or absenteeism as defined in this Section, an appointment shall be made by a majority vote of the Board of Directors. The term shall be only for the remainder of the existing term which was left vacant.

Section 5.5 **ABSENCE FROM MEETINGS:** Any member of the Board of Directors who is absent from three (3) meetings during a period of one (1) year may be replaced at the discretion of the Board of Directors by a majority vote.

Section 5.6 **DUTIES OF THE BOARD OF DIRECTORS:**

- A. **Board of Directors:** The Board of Directors shall have full power to act for and have general charge of the affairs of SDCPhA. The Board of Directors has sole power to incur indebtedness and to authorize payments thereof.
- B. **President:** The President shall preside at all meetings of SDCPhA and of the Board of Directors. The President shall appoint, with the advice and consent of the Board of Directors, all members of Standing and Special Committees of SDCPhA and shall perform such other duties as pertain to the office.
- C. **President-Elect:** The President-Elect shall assume all the powers and duties of the President in the absence of the President and the Immediate Past President. The President-Elect shall assume the office of the President the year following his/her election to the office of President-Elect. The President-Elect shall also preside over nominations for the upcoming year.
- D. **Secretary:** The Secretary shall keep record of all proceedings of SDCPhA and shall keep available for all members the minutes of all meetings.
- E. **Treasurer:** The Treasurer shall have custody of all funds and securities of SDCPhA for which he/she will be personally responsible. The Treasurer shall issue checks in payment of bills upon direction of the Board of Directors.
- F. **Immediate Past President:** The Immediate Past President shall assume all the powers and duties of the President in the absence of the President.
- G. **Board Member (3 positions):** The duties of the general board members are determined by the President at the beginning of the term, but may be later amended if agreed upon by both parties
- H. **Student Liaison:** The Student Liaison shall represent the interests of students with SDCPhA

Section 5.7 **TERM OF OFFICE:** The term of office for the elected Board of Directors shall be one (1) year except for the office of Treasurer, which shall be a two (2) year term.

## **ARTICLE VI – COMMITTEES**

Section 6.1 **DUTIES OF THE COMMITTEES:**

- A. **Continuing Education and Scholarship Committee:** It shall be the duty of this committee to concern itself with the development of continuing education programs for the membership and related health professions. Collaboration with other organizations is encouraged. This committee shall also manage scholarships awarded by SDCPhA.
- B. **Social and Professional Affairs Committee:** It shall be the duty of this committee to concern itself with developing networking opportunities in both social and professional environments. This committee shall manage the SDCPhA mentor-mentee program.
- C. **Legislative Affairs and Advocacy Committee:** It shall be the duty of this committee to concern itself with all matters pertaining to legislation of interest to the profession and affecting the health and welfare of the public.
- D. **Communications Committee:** It shall be the duty of this committee to compile information and disseminate it to the membership. This committee shall produce

newsletters as needed to serve the needs of SDCPhA. This committee shall also ensure that all means of communication, including the website, are kept up to date.

- E. Nominating Committee: It shall be the duty of this committee to solicit and review potential candidates for office and to prepare a slate of candidates for all elective positions. The President-Elect shall chair this committee. The proposed slate shall be presented to the President by the September meeting of the Board of Directors of each year. The Nominating Committee shall also serve as Committee on Election for the purpose of counting and tallying the ballots.

Section 6.2 COMMITTEES: The President shall form or dissolve committees to meet the current needs of SDCPhA. The President shall appoint, with the approval of the Board, Chairs of these committees. The Chair of each committee shall report to the Board of Directors and the membership when called for by the President. All members of SDCPhA shall be eligible to join committees. The Chair of each committee shall report to the Board of Directors and the membership when called for by the President.

## **ARTICLE VII – APPOINTED POSITIONS**

- Section 7.1 The Board of Directors shall appoint a Member to the following positions:
- A. Webmaster: It shall be the duty of this appointee to maintain the website under the direction of the Communications Committee and Board of Directors. The President shall appoint this position as the beginning of their term, or as the position is vacated.
  - B. Any other position the Board of Directors deems necessary by majority vote may be appointed by the President for a term not to exceed one year. An individual may be appointed or reappointed after need of the position is evaluated by the Board of Directors. No appointed position shall have voting rights at meetings but may contribute to all deliberations.

## **ARTICLE VIII - CHANGES IN BY-LAWS**

- Section 8.1 AMENDMENTS TO BY-LAWS: Any proposed amendment to the by-laws of SDCPhA shall be sent to the Active Members of SDCPhA together with a ballot in which their votes may be recorded and returned within thirty (30) days of the date printed on the ballot. Upon receiving the affirmative votes of two-thirds (2/3) of the eligible Members voting, amendments shall become part of the by-laws, effective immediately.

## **ARTICLE IX – RULES OF ORDER**

- Section 9.1 The rules of order for SDCPhA shall be Robert’s Rules of Order (as revised). The order of business for the meetings of SDCPhA shall be such as prescribed by the Board of Directors.

Amended 12/1/81

12/1/83

12/31/01

12/27/04

2/25/12

2/10/14

11/6/17