

THE ACADEMY OF MANAGED CARE PHARMACY

Student Pharmacist Chapter Activation Kit

Section I

How to Activate an AMCP Student
Pharmacist Chapter

Getting Started

Congratulations on taking the first step in starting an AMCP Student Pharmacy Chapter! This Toolkit provides you with step-by-step instructions to apply for Chapter activation, all the forms you will need, and lots of background information. Please carefully review the materials provided before you begin and contact AMCP headquarters if you have any questions.

About AMCP

The Academy of Managed Care Pharmacy is the national professional association of pharmacists and other health care practitioners who serve society by the application of sound medication management principles and strategies to improve health care for all. The Academy's 5,900 members develop and provide a diversified range of clinical, educational and business management services and strategies on behalf of the more than 200 million Americans covered by a managed care pharmacy benefit.

AMCP Vision

Managed care pharmacy improving health care for all.

AMCP Mission

To empower its members to serve society by using sound medication management principles and strategies to improve health care for all

AMCP Student Chapters

A complete list of the **AMCP Student Chapters** - with officer and advisor contact information – can be found on the AMCP web site (www.amcp.org/studentcenter). Important Chapter Operations information, Diplomat contact information and Resources for your Student Chapter are also available at the Student Center online.

AMCP Student Chapter Resources & Benefits

AMCP Leadership & Representation

AMCP members are well represented by those members in leadership roles. AMCP Chapter Officers are encouraged to get to know your elected and appointed representatives.

- **AMCP Board of Directors** is composed of nine pharmacists members elected to provide strategic direction for the Academy and representing all members.
- **AMCP Committees** direct the Academy's activities ranging from professional practice to planning the educational programming for AMCP national meetings. There is even a committee specifically for AMCP's student pharmacist members. The AMCP Student Pharmacist Committee is charged with providing guidance on topics of importance to pharmacy students, recommending programming ideas and initiating projects related to meetings, resources and Chapters. The Student Pharmacist Committee holds a meeting in conjunction with each of the AMCP national meetings and via conference call. Chapter officers and members are invited to attend the Student Pharmacist Committee meetings held at the national meetings.

AMCP Diplomat Program

The AMCP Diplomat Program is a great resource for AMCP Chapters because it puts Chapter members in contact with real world managed care professionals! How does it work? An AMCP member volunteers to be assigned to a school/college of pharmacy to serve as a resource on managed care pharmacy information and opportunities. Diplomats can speak or find speakers and assist with projects or meetings. To learn more about the AMCP Diplomat Program and to access a roster of Diplomats, visit the Diplomat Center on the AMCP web site: www.acmp.org/diplomat.

Membership Materials

Recruiting and retaining members is an important part of starting and maintaining AMCP Chapter activation. Chapters will be sent a Fall Membership Kick-off kit in late summer. This kit will have enrollment forms and brochures, managed care topics' booklets and other types of giveaways. Chapters that are preparing an event or membership drive may request additional materials by contacting the AMCP Student Pharmacists staff at least three (3) weeks prior to the date of the event.

Annual AMCP Chapter Leadership Academy

AMCP Chapter officers are invited to participate in the half-day AMCP Chapter Leadership Academy held each year in conjunction with the AMCP Annual Meeting & Expo. Up to four Chapter leaders will learn the needed "how to's" to ensure a successful AMCP Student Chapter. A stipend for travel and one night's hotel accommodations is provided to two of the four leaders from each Chapter.

FMCP National P&T Competition

The FMCP National Pharmacy and Therapeutics Competition (P&T Competition) challenges student pharmacist Chapter members to think in terms of a real world experience in implementing AMCP's *Format for Formulary Submissions*. The deadline for submitting the Chapter's P&T Competition registration form is generally in mid-October with the submission due in late January/early February. Eight (8) AMCP Chapters from the submissions will be selected to compete at the national competition held in conjunction with the AMCP Annual Meeting & Expo. The National P&T Competition winning team is announced at the Student Pharmacist Reception during the AMCP Annual Meeting & Expo.

www.AMCP.org

AMCP's website offers a vast array of tools and resources for Student Pharmacists that will help in transitioning from pharmacy school to career including:

- Chapter Operations
- Chapter Project Toolkits
- FMCP National P&T Competition Information
- Managed Care Pharmacy Residencies
- Managed Care Pharmacy Internships
- Experiential Education Resources
- Managed Care Pharmacy Topic Slide Presentations
- Federal Legislative & Regulatory Updates
- Publications
- AMCP News
- ...and much more!

Additional Information

FMCP/AMCP Summer Internships

The FMCP/AMCP Summer Internships seek to enhance a student pharmacists' awareness of career options in managed care pharmacy or Veterans Affairs Medical Center (VAMC) practice by involvement in a structured preceptorship program associated with the daily activities of managed care or VAMC practice sites, a managed care professional society, and the pharmaceutical industry. More information regarding FMCP/AMCP Summer Internship program can be found at www.fmcenet.org.

AMCP National Meetings

AMCP holds two national meetings each year – the Fall Educational Conference and the AMCP Annual Meeting & Expo. Each offers attendees three-plus days of a wide variety of continuing education and networking opportunities. Student pharmacist-specific educational sessions are also conducted at each of the meetings. To view upcoming meetings, visit www.amcp.org and click on “Meetings”.

AMCP Contact Information

Address: Academy of Managed Care Pharmacy
675 North Washington Street
Suite 220 Alexandria, VA 22314

Phone: 703/684-2600 **Fax:** 703/684-2651 **Web:** www.amcp.org

Student Development

Phone: 703/684-2600 **e-Mail:** studentdevelopment@amcp.org

Susan Noell, Manager, Member Services & Marketing

Phone: 703/684-2600 **e-Mail:** snoell@amcp.org

What are AMCP Student Chapters?

What are AMCP Student Pharmacist Chapters?

AMCP Student Pharmacist Chapters are unincorporated groups authorized by AMCP to meet and discuss matters of mutual interest, and generally, further the purposes of AMCP through educational and community service endeavors. An AMCP Student Pharmacist Chapter consists of a group of at least ten (10) AMCP student pharmacist members that is chartered by the Academy with authorization to operate at a specific school/college of pharmacy.

Only one AMCP Student Pharmacist Chapter may be established at a school/college of pharmacy. Official activation of a Student Pharmacist Chapter requires AMCP approval, completion of the activation requirements, adherence to the requirements of an AMCP Student Pharmacist Chapter, and adherence to the AMCP mission and purposes set forth in the AMCP Student Pharmacist Chapter Bylaws that were established to ensure that Student Pharmacist Chapter officers and members understand what is expected.

What are the Requirements for AMCP Student Chapters?

For an AMCP Student Chapter to be in good standing, the Chapter must adhere to all provisions of the AMCP Student Chapter Bylaws and meet the following requirements including:

- Must maintain at least ten (10) AMCP Student Members.
- Must hold an annual election of Chapter officers.
- Must have a faculty advisor.
- Must assure that the Chapter's activities and programs do not conflict with the mission and objectives of the Academy.
- Must maintain its name as identified in the Bylaws with no alteration.
- Must establish:
 - A legal address
 - A bank account (either at a bank or an account through the college/university (it must be segregated and attributable to the chapter)
 - An Internal Revenue Service Tax Identification Number (EIN#) for the Chapter (not the college/university EIN).
*NOTE: If your chapter does not have a separate bank account, or does not operate as an independent financial entity from your school/college of pharmacy, or other organization, **an EIN# is not required.***
- Must conduct its business affairs in accordance with federal, state, and local jurisdictions' rules and regulations, and with AMCP guidelines for operations.
- Must forward all national AMCP membership dues and membership applications directly to AMCP Headquarters for processing. Any portion of the membership fees due to the Student Pharmacist Chapter shall be routed back to the Student Pharmacist Chapter if included in the payment.
- Must submit the minutes of each meeting to AMCP Headquarters within 21 working days of the meeting.
- Must use the AMCP Chapter-specific logo provided to each chapter in accordance with the Logo Use & Guidelines. (Provided when the chapter is activated)
- AMCP Student Pharmacist Chapter Bylaws, approved by the Academy, shall continue in

force and effect until revoked or until notification is received from the chapter of its dissolution.

- The AMCP Student Chapter must not enter into any contracts that would bind the Academy. Under no circumstances may the Chapter use AMCP's name without the chapter name for events, programs, activities or contracts.

Activation Steps

Now that you have some background, it's time to get started on steps you need to take to be an AMCP Student Chapter! The following checklist walks you through all you need to do. The forms are provided at the end of this document. If you have any questions through the checklist, please contact AMCP Student Development at studentdevelopment@amcp.org.

Step 1: Hold Chapter Formation Meeting

- _____ Schedule and hold your first chapter formation meeting.
- _____ Assure that all non-members in attendance complete AMCP membership application form and submit them along with the appropriate dues to the AMCP Membership Department or have them apply online. *Note: Until a Treasurer is elected, the responsibility of this function rests with the Faculty Advisor or Chapter President.*
- _____ Elect or appoint your founding officers. Complete the Inaugural Officer Contact Form and return to AMCP or enter them online at www.amcp.org/chpaterofficer. You should elect or appoint a President, President-elect, Treasurer or Secretary/Treasurer at a minimum to start the chapter.
- _____ Establish the frequency of the Chapter's meetings (e.g., weekly, monthly, bi-monthly) and the site and date for the next general membership meeting of the new AMCP Student Pharmacist Chapter.

Step 2: Complete Activation Forms

- _____ Complete and receive a tax Id number – EIN from the IRS. AMCP will not activate a Student Chapter prior to receiving EIN if the Chapter has a separate bank account.
NOTE: *If your chapter does not have a separate bank account, or does not operate as an independent financial entity from your school/college of pharmacy, or other organization, an EIN# is not required.*

How to apply for an EIN

Apply Online

The Internet EIN application is the preferred method for customers to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. The online application process is available for all entities whose principal business, office or agency, or legal residence (in the case of an individual), is located in the United States or U.S. Territories. The principal officer, general partner, grantor, owner, trustor etc. must have a valid Taxpayer Identification Number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) in order to use the online application.

Step 3: Submit Activation Application

Submit the following information to AMCP:

1. Letter of Petition
2. List of Founding AMCP Chapter Members
3. List of Founding Officers or indication that it has been submitted online
4. Chapter Bylaws

Submit to AMCP:

Via Mail: AMCP Student Chapter Activation
ATTN: Student Development AMCP
675 N. Washington Street Suite 220
Alexandria, VA 22314

Via eMail: Student Development at studentdevelopment@amcp.org

Once received by AMCP, the activation application materials will be reviewed and the Chapter Advisor and President will be notified via email of the Chapter's activation. A formal hard copy letter will be sent shortly thereafter.

Step 4: After Activation

A grant totaling \$500* will be sent to each chapter after activation. This grant is provided by AMCP to the Student Pharmacist Chapter to help cover start-up expenses.

** The grant will be dispersed over three years -- with \$200 being given to the chapter following activation, \$200 the second year, and \$100 the third year. The grant check will be sent to the Chapter c/o the Faculty Advisor. The Chapter President and Dean will be notified when the check is mailed.*

A Chapter-Specific AMCP Logo will be emailed to the Chapter President and Faculty Advisor upon activation of the Student Pharmacist Chapter with the Logo Guidelines for Use.

Once Activated a Chapter may be deactivated by AMCP if any of the following occur:

1. The Chapter fails to hold elections or report current Chapter Officers to AMCP headquarters.
2. The Chapter no longer has a Faculty Advisor.
3. The Chapter's membership falls below 10 AMCP Student Members.
4. The Chapter fails to comply with Internal Revenue Service reporting requirement.
5. Written notification of dissolution is received by AMCP.

A Chapter may be reactivated if it follows all steps as required to Activate a new chapter. It does not need to apply for a new EIN if the old chapter's EIN is available. A reactivated chapter is not eligible for the new chapter start-up grant.

Section II

AMCP Bylaws

AMCP BYLAWS

Adopted February 26, 2013

ARTICLE I: NAME AND ORGANIZATION

Section 1.1 Name — The name of the corporation is the Academy of Managed Care Pharmacy, a New Jersey Nonprofit Corporation (the "Corporation").

Section 1.2 Organization — The Corporation is a nonprofit corporation organized and existing under the New Jersey Non-profit Corporation Act (the "Act") and is registered as a foreign corporation conducting business in the Commonwealth of Virginia. The Corporation is recognized as tax-exempt under Section 501(c)(6) of the Internal Revenue Code.

ARTICLE II: VISION, MISSION AND PURPOSES

Section 2.1 Vision and Mission – The Corporation Board may by resolution establish a vision and mission for the Corporation consistent with the Corporation's tax-exempt purposes.

Section 2.2 Purposes — The purposes for which the Corporation is organized shall be as set forth in the Corporation's Certificate of Incorporation.

ARTICLE III: MEMBERS

Section 3.1 Preamble — Membership in the Corporation is offered to individuals and organizations which are involved in, or have interest in, the delivery of pharmacy services to members enrolled in managed health care systems.

Section 3.2 Definitions

- (a) Pharmacists are individuals who are licensed or eligible for licensure to practice pharmacy in the United States and its possessions.
- (b) Physicians are individuals who are licensed or eligible for licensure to practice medicine in the United States and its possessions.
- (c) Physician Assistants are individuals who are licensed or eligible for licensure to practice as a physician assistant in the United States and its possessions.
- (d) Nurses are individuals who are licensed or eligible for licensure to practice nursing in the United States and its possessions.

Section 3.3 Categories of Membership

- (a) Active Members – Pharmacists, Physicians, Physician Assistants and Nurses (as defined in Section 3.2) who support the mission and objectives of AMCP.
- (b) Associate Members – Individuals not eligible for Active membership, who support the mission and objectives of AMCP.
- (c) Corporate Members – Any organization or corporation which shows a community of interest in managed care pharmacy and wishes to promote and support the mission and objectives of AMCP. Each Corporate Member may appoint one or more individuals to represent the Corporate Member, as provided by resolution of the Board of Directors. If the appointed individual would otherwise be eligible to be an Active Member of the Corporation, that individual may vote on behalf of the Corporate Member (such Corporate Member shall be referred to in these Bylaws as a "Voting Corporate Member Representative"). If the appointed individual would not be otherwise eligible to be an Active Member of the Corporation, that individual may not vote on behalf of the Corporate Member (such Corporate Member shall be referred to in these Bylaws as a "Non-Voting Corporate Member Representative").
- (d) Honorary Members – Individuals who are elected for life by unanimous vote of the Board of Directors from among persons who are recognized for their outstanding contributions to managed care pharmacy.
- (e) Student Pharmacist Members – Any individual enrolled full-time in a first professional pharmacy degree program at a school or college of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE).
- (f) Resident/Fellow/Graduate Student Members – Individuals who would otherwise be eligible as an Active Member who are enrolled full-time in a graduate school program at a school or college of pharmacy at an ACPE-recognized institution or practicing full-time in a residency or fellowship related to pharmacy or managed care pharmacy.

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AMCP BYLAWS

Adopted February 26, 2013

Membership In General – The Board of Directors may establish further membership criteria for all categories of membership to assure all members support the purposes of the Corporation.

Section 3.4 Rights of Members

- (a) Active Members (as defined in Section 3.3(a)), Resident/Fellow/Graduate Student Members (as defined in Section 3.3(f) and Voting Corporate Member Representatives (as defined in Section 3.3(c)) and Honorary Members (as defined in Section 3.3(d) and Section 3.4(d)) that are otherwise eligible for the Active Member category of membership as defined in Section 3.2 shall be eligible to vote in the Corporation. The Active Members, Voting Corporate Member Representatives and Honorary Members shall be referred to collectively as the “Voting Members”.
- (b) Active Members and Voting Corporate Member Representatives in good standing shall be eligible to hold the offices of Treasurer and Director in the Corporation. Only Pharmacists (as defined in Section 3.2(a)) that either (i) hold membership in the Active Member Category or (ii) serve as the Voting Corporate Member Representative in good standing shall be eligible for the Presidency of the Corporation.
- (c) Associate Members, designated Non-Voting Corporate Members, and Student Pharmacist Members shall be nonvoting members of the Corporation.
- (d) Honorary Members may vote and hold office in accordance with Section 3.4(a) and Section 3.4(b) if otherwise eligible for the Active Member category of membership. No dues shall be required of Honorary Members.
- (e) All Members in good standing shall have the right to attend meetings of the members of the Corporation, to receive the Corporation’s publications, to receive a reviewed financial statement upon request and as available, and to receive miscellaneous services available from time to time to the membership.

Section 3.5 Application for Membership — Any person or organization desiring to become a member of the Corporation, and meeting the requirements for membership set forth in these Bylaws, shall submit an application for membership and dues, as may be established by the Board of Directors.

Section 3.6 Establishing Dues for Classes of Membership — The Board of Directors of the Corporation may establish different dues and assessments for different classes of members and may adopt reasonable regulations for enforcement and collection thereof.

Section 3.7 Transfers of Membership and Termination — Individual membership in the Corporation is not transferable or assignable and shall terminate upon the death of an individual member, voluntary resignation from membership in the Corporation, or as provided herein. Individuals whose employment or practice changes will be reassigned to the appropriate membership category, as required. No person shall be a member of the Corporation who has failed to pay any membership dues and assessments for a period established by the Corporation Board of Directors. Further, the Corporation Board of Directors may terminate the membership of any person or organization for such other conduct inconsistent with the purposes of the Corporation, applicable law; or the terms of these Bylaws, the Corporation’s Certificate of Incorporation, or any policies or procedures established by the Board of Directors. The Corporation Board of Directors shall carry out the process for termination pursuant to policies and procedures adopted by the Corporation Board of Directors for such purposes.

Section 3.8 Membership Benefits and Services — Membership benefits and services for each class of membership will be established by the Corporation Board of Directors and can be modified as the Board deems necessary or desirable in furtherance of the Corporation’s purposes.

continued on the next page

AMCP BYLAWS

Adopted February 26, 2013

ARTICLE IV: MEETINGS OF MEMBERS

Section 4.1 Annual Meeting — The annual meeting of the Members shall be held at a time and place to be fixed by the Board of Directors.

Section 4.2 Special Meetings

Special meetings of the Members shall be held at the call of the President, the Secretary upon the vote of the Board of Directors, or upon receipt by the Secretary of a petition signed by twenty-five percent (25%) of the Voting Members. The following specific requirements apply to special meetings of the Members:

- (a) Petitions — Voting Members may petition to call a special meeting. The petition must state the action to be voted upon by the Members who are eligible to vote. If the action to be voted upon at the special meeting is an action that, pursuant to these Bylaws, the Certificate of Incorporation, or the Act, does not require a member vote, the Corporation Board of Directors may act upon the subject matter of the petition prior to the special meeting. In the event a special meeting is held to address the matter raised by the petition, the initiator of the petition must attend the special meeting.
- (b) Any action at a special meeting shall be limited to the purpose set forth in the notice of such a meeting.
- (c) All voting at special meetings shall be by ballot.
- (d) At least twenty-five percent (25%) of the Voting Members must pre-register to hold a special meeting. If there is not adequate pre-registration for a special meeting or if a Quorum is not established, the vote to be held at the special meeting may be conducted at a subsequent meeting or through other means as permitted by these Bylaws.

Section 4.3 Notice of Members' Meetings — Written notice of the time, place and purpose of every meeting (annual or special) of Members shall be given by the Secretary to each Member by either postal or electronic means. Notice of the annual meeting must be given at least thirty (30) days, but not more than sixty (60) days in advance of the meeting. Notice of special meetings must be provided at least fifteen (15) days

but not more than sixty (60) days prior to the designated date of the meeting. When a meeting is adjourned to another time and place, it shall not be necessary to give notice of the adjourned meeting if the time and place to which the meeting is adjourned are announced at the meeting at which adjournment is taken and at the adjourned meeting only business shall be transacted as might have been transacted at the original meeting.

Section 4.4 Quorum — The presence in person of at least 5% of Voting Members shall constitute a quorum for the transaction of business at any meeting of the membership. Except in the event of an election of Directors (as provided for in Section 5.3 of these Bylaws), the participation of a majority of Voting Members shall constitute a quorum for the purposes of a ballot vote.

Section 4.5 Voting Specifications

- (a) Only the Voting Members shall be entitled to vote.
- (b) Proxy voting shall not be permitted at any meeting of the Members or for any election conducted by the Corporation.
- (c) The Corporation Board of Directors shall establish a date as the record date for determining the Corporation's Voting Members. The Secretary (or delegate of the Secretary) shall make and certify a list of Voting Members and their addresses listed in the Corporation records, for use in connection with carrying out of any Member vote.

Section 4.6 Manner of Acting

Except as otherwise required by these Bylaws or the Act, the Members may vote to take action on a matter in the following ways:

- (a) Action at a Meeting. The action of a majority of Voting Members present in person at a meeting at which a quorum is present shall constitute the action of the Members, unless a greater proportion is required by these Bylaws, the Certificate of Incorporation or the Act.
- (b) Action Without a Meeting

continued on the next page

AMCP BYLAWS

Adopted February 26, 2013

- (1) Director Election by Ballot. Voting Members may vote to elect the Directors of the Corporation by transmission of ballot as provided in Section 5.3.
- (2) Other Action by Ballot. Voting Members may vote take action by ballot on matters put to a vote of the members by the Board of Directors upon sufficient notice and subject to the quorum requirements of Section 4.4 and the procedures set forth herein. Any action by written ballot may be considered the act of the Voting Members if: (1) a majority of all Voting Members submit an affirmative ballot approving the action and (2) the Corporation follows such notice and other applicable procedures required by the Act for such ballots. The submission of an affirmative ballot by a voting Member shall be deemed to be the member's written consent to action. All ballots will be filed with the minutes of proceedings of members.

ARTICLE V: BOARD OF DIRECTORS

Section 5.1 Composition and Term of Board of Directors and Officers — The Board of Directors of the Corporation shall consist of nine (9) voting directors and the Chief Executive Officer/Secretary, who shall be a non-voting member of the Board. The voting members of the Board of Directors shall consist of the President, President-Elect, Immediate Past-President, Treasurer, and five other Directors at large.

At annual meetings of the Members in odd numbered years, the President-Elect shall automatically succeed to the office of President, the President shall automatically succeed to the office of Immediate Past-President, and the following members of the Board of Directors shall be installed into office for the terms indicated:

President-Elect One-Year Term
Treasurer Two-Year Term
Two Directors Two-Year Term

At annual meetings of the Members occurring in even numbered years, the President-Elect shall automatically succeed to the office of the President, the President shall automatically succeed to the office of the Immediate Past-President, and the

following members of the Board of Directors shall be installed into office for the terms indicated:

President-Elect One-Year Term
Three Directors Two-Year Term

All elected Officers and Directors shall be eligible for re-election by the Members to successive terms, provided that no Officer or Director shall be elected by the Members for more than two (2) consecutive elected terms in the same office or position and shall in no case serve as a member of the Board of Directors in one or more positions for more than nine (9) consecutive years. The term of office of a Director appointed by the Board of Directors to fill a vacancy in accordance with Section 5.10 shall not be counted as an election by the Members or as service on the Board of Directors for the purpose of the preceding sentence. The Board of Directors shall serve without compensation as such, except that reasonable reimbursement shall be made for expenses incurred in accordance with policies established by the Board of Directors. Any Director may resign by written notice to the Secretary of the Corporation. The resignation shall become effective upon receipt thereof by the Secretary of the Corporation or at such subsequent time as shall be specified in the notice of resignation.

Section 5.2 Nomination of Directors and Officers

- (a) Nominations for Director and Officer positions shall be made by the Committee on Nominations. The Committee on Nominations shall consist of six (6) members: five (5) Active Members and Voting Corporate Member Representatives, including the Chairperson, and one (1) non-voting staff member. A non-voting alternate Active Member or Voting Corporate Member Representative will also be selected. All Committee Members are selected by the Chairperson and the President and approved by the Board of Directors. The Committee must submit for election two candidates for the following elected positions, which are or will be vacant: President-Elect, and Treasurer. The Committee must submit for election two candidates for each position of

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Director that will become vacant. Candidates will be chosen from among the nominations made or received and approved by the majority of the members of the Committee on Nominations, provided that persons nominated have given their consent.

- (b) The schedule for the nomination and election of directors and Officers shall be approved annually by the current Corporation Board of Directors so that the election is certified not later than thirty (30) days prior to the meeting where the newly elected Directors and Officers will be installed. The Corporation Board of Directors shall establish a date by which all ballots for the election of Directors and Officers must be returned and shall be considered the closing date of the election.

Section 5.3 Election of Directors and Officers

- (a) A ballot shall be sent to each Voting Member at the address shown on the Corporation's records. The ballot will list the candidates approved by the Committee on Nominations for each vacant/expiring Director and Officer position. Write-in candidates shall not be permitted. Each Voting Member shall have the right to cast one (1) vote for each vacant/expiring Director or Officer position. Candidates receiving the highest number of votes for each vacancy to be filled shall be elected. There shall be no cumulative voting. A tie shall be decided by lot. The Board of Canvassers shall certify the ballots received by the Secretary of the Corporation by the closing date of the election as specified by the Corporation Board of Directors at which time the vote shall be closed and the Secretary shall report the results to the President. The election results shall be reported to the Members during the annual meeting. There shall be no minimum quorum level necessary for such ballot elections. Once the election is certified and reported by the Board of Canvassers, the results of the election shall not be subject to challenge.
- (b) The Term of Office of all Director and Officer positions shall be from installation at the annual meeting subsequent to their election for either one (1) or two (2) year terms as set forth in Section 5.1.

Section 5.4 Annual Meeting — The annual meeting of the Board of Directors shall be held without notice in conjunction with the annual meeting of the Members. The President shall preside at the annual meeting of the Board of Directors.

Section 5.5 Regular Meetings — In addition to the annual meeting, regular meetings of the Board of Directors shall be held at least two (2) times annually. Notice of the time and place of each regular meeting of the Board of Directors shall be given to each Director at the address that appears on the records of the Corporation, by mail, electronic mail, or telephone, no less than fifteen (15) days prior to the date of the meeting.

Section 5.6 Special Meetings — Special meetings of the Board of Directors may be called by the President in his or her discretion, or shall be called by the President upon the request of four (4) members of the Board. Notice of the time, place and purpose of each special meeting of the Board of Directors shall be given at the address that appears on the books of the Corporation, by mail, electronic mail or telephone, at least three (3) days prior to the date of such meeting.

Section 5.7 Quorum — A majority of the Board of Directors then in office shall constitute a quorum for the transaction of business at any meeting.

Section 5.8 Manner of Acting — Except as otherwise required by these Bylaws or the Act, the Board of Directors may vote to take action on a matter in the following ways:

- (a) Action at a Meeting/Meeting by Telephonic Means. The action of a majority of Directors attending any duly convened meeting at which there is a quorum present shall be the act of the Board of Directors, unless a greater proportion is required by these Bylaws or the Act. The members of the Board of Directors or any committee of the Board may participate in a meeting of the Board or such committee by telephonic means or any other means of communication by which all persons participating are able to hear each other.
- (b) Action Without a Meeting. The members of the Board of Directors or any committee of the Board may act without a meeting, if, prior to or subsequent to such action, each member of the Board of Directors or

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AMCP BYLAWS

Adopted February 26, 2013

committee member shall consent in writing to such action. Such written consents may be transmitted electronically, and shall be filed with the minutes of the proceedings of the Corporation.

(c) Proxy voting by Directors shall not be permitted.

Section 5.9 Policy-Making Powers — The policy-making powers of the Corporation shall be vested in the Board of Directors, which shall have charge, control, and management of the policies, property, affairs, and funds of the Corporation; and shall have the power and authority to do and perform all acts or functions not inconsistent with law, these Bylaws or the Corporation's Certificate of Incorporation. The Directors shall issue a report regarding the policies, property, affairs and funds of the Corporation at least once each year. A copy of the report shall be made available to each member.

Section 5.10 Vacancies — Vacancies among the Board of Directors or Officers other than a vacancy in the office of the President-Elect may be filled at any time by the affirmative vote of a majority of the remaining members of the Board of Directors of the Corporation. Any Director chosen to fill a vacant office shall hold such office until the expiration of the term of office of his or her predecessor and until his or her successor is duly elected and qualified. Any person chosen to fill a vacant Directorship shall hold office until the expiration of the term of the office to which he or she is elected and until his or her successor is duly elected and qualified. Notwithstanding the foregoing, any vacant Director position resulting from an increase in the total number of Directors or any vacancy in the office of the President-Elect at any time, shall be filled by an election process in accordance with the procedure set forth in Section 5.3. The results of such election shall be reported by the Chairman of the Committee on Nominations to the members at the next succeeding meeting of the Members.

Section 5.11 Removal of Officers and Directors — Any elected Director at large may be removed for cause by the affirmative vote of two-thirds (2/3) of the whole Board of Directors, excluding the affected Director. A call for removal for cause may occur when, in the judgment of the Board of Directors, the best interest of the Corporation would be served thereby.

A vote for removal will be conducted by written ballot, in person — face-to-face — at an assembled meeting of the Board of Directors. No proxies, mail, telephone, other electronic means or indirect means of voting shall be permitted. Written ballots shall be tallied by third party legal counsel who is not a member of the Corporation, its Board, or staff. This provision does not pertain to the Secretary of the Corporation (Chief Executive Officer), whose service for the Corporation shall be subject to the terms of a contract with the Corporation or to any Presidential Office or Treasurer. Any Presidential Officer or the Treasurer may be removed, with or without cause, only by vote of the Voting Members; however, the authority to act as an officer may be suspended by the Board of Directors for cause. A vote for removal may be conducted by written ballot or in person at an assembled meeting of the Voting Members. Written ballots shall be tallied by third party legal counsel who is not a member of the Corporation, its Board or staff.

Section 5.12 Advisory Members — The Board of Directors may from time to time designate non-voting advisory members to the Board of Directors, who shall be entitled to notice of all meetings and who may express their views at any Board meeting.

Section 5.13 Finance Committee — The Finance Committee shall report to the Board of Directors and shall consist of seven (7) voting members and one (1) non-voting member: the Past-President, President, President-Elect, Treasurer, and three (3) other Active Member or Voting Corporate Member Representatives shall be voting members, and the Chief Executive Officer shall be a non-voting member. The Finance Committee shall review a proposed budget for the forthcoming year and submit it to the Board of Directors for approval; review, assess, and monitor operations of the Corporation to assure that budget objectives are met or that appropriate changes thereto are made; review and assess performance of investments and assets of the Corporation; review all investment policies and financial policies of the Corporation; oversee the responsibilities of the Treasurer set forth in Section 6.2(e); and oversees the financial operations of AMCP.

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ARTICLE VI: OFFICERS

Section 6.1 Officers — The officers of the Corporation shall consist of a President, President-Elect, Past-President, Secretary, and Treasurer, who shall be members of the Board of Directors by virtue of their office. The Board of Directors may elect an Assistant Secretary and Assistant Treasurer, who need not be members of the Board of Directors. The Chief Executive Officer of AMCP shall serve as the Secretary.

Section 6.2 Duties of Officers

- (a) The President — The President shall preside at all meetings of the Members and shall from time to time perform such other duties as the Board of Directors shall designate. The President shall also be the principal elected official of the Corporation and shall, subject to the direction and control of the Board of Directors, have general supervision, the direction, and control of the business and affairs of the Corporation and its officers and agents. The President shall perform all the duties commonly incident to such office and such other duties as the Board of Directors shall from time to time designate.
- (b) The President-Elect — The President-Elect shall perform such duties as the President shall from time to time delegate to him and shall perform such other duties as the Board of Directors shall designate. In the absence or disability of the President, unless otherwise determined by the Board of Directors, the President-Elect shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.
- (c) The Immediate Past-President — The Immediate Past-President shall serve as the Chair of the Board of Directors, shall preside at all meetings of the Board of Directors, and shall perform such other duties as the President shall delegate from time to time.
- (d) The Secretary — The Chief Executive Officer shall serve as Secretary of AMCP. As Secretary, the Chief Executive Officer shall attend all meetings of the Members and the Board of Directors. The Secretary (or his/her designee) shall keep the minutes of all meetings and give notice of

all meetings. He or she shall, in general, have all the powers usually vested in the Secretary of a corporation and shall perform the duties incident to such office.

(e) The Treasurer

- (1) The Treasurer shall serve as Chair of the Finance Committee, as specified in Section 5.13; be responsible for overseeing the keeping of the accounts of the Corporation and the collection of its funds and disbursement of them under the direction of the Board of Directors. He or she shall report to the Corporation Board of Directors setting forth the financial condition of the Corporation at each regular meeting of the Board of Directors and shall provide any additional information requested by the Board. The books shall at all times be subject to the inspection of the Board of Directors of the Corporation. The outgoing Treasurer shall retain oversight responsibility for fiscal year end financial statements.
- (2) In general, the Treasurer shall perform all duties usually performed by the Treasurer of a Corporation and shall, subject to the foregoing limitations, have the power and authority commonly incident to such office.

Section 6.3 Execution of Documents, Checks, Etc. — Any two (2) or more offices may be held by the same person, but no Officer shall execute, acknowledge or verify any instrument in more than one capacity if the instrument is required by law or by the Bylaws to be executed, acknowledged or verified by two or more Officers. The President, Treasurer, and Chief Executive Officer shall have the authority to sign all checks, withdrawals or transfers from the Corporation's bank or investment accounts under policies established by the Corporation Board.

Section 6.4 Resignation — All officers shall hold office for their specified terms and until their successors are elected and qualified. Any officer may resign by written notice to the Secretary of the Corporation. The resignation shall be effective upon receipt thereof by the Secretary of the Corporation or at such subsequent time as shall be specified in the notice of resignation.

AMCP BYLAWS

Adopted February 26, 2013

ARTICLE VII: COMMITTEES

The Board of Directors shall be empowered to establish such committees as are necessary to conduct the Corporation's business by vote of a majority of the Directors then in office. The President of the Corporation shall designate members of the committees so established. Any committee that is to have the authority of the Board of Directors must be established by resolution adopted by a majority of the entire Board, and must consist solely of Directors. However, no committee shall make, alter or repeal any Bylaw of the Corporation; elect or appoint any Director, or remove any Officer or Director; or amend or repeal any action previously adopted by the Board. The designation of any committee and the delegation of authority thereto shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon them by law.

ARTICLE VIII: CHIEF EXECUTIVE OFFICER (CEO)

Section 8.1 Employment — The Board of Directors shall, on behalf of the Corporation, enter into a contract with an individual to serve as the Chief Executive Officer (CEO), with such terms and for such fixed period as the Board of Directors deems reasonable and in the best interests of the Corporation. The Chief Executive Officer shall be chosen by and serve at the pleasure of the Board of Directors pursuant to the terms of his or her contract.

Section 8.2 Duties — The Chief Executive Officer shall be responsible for the management, implementation, and execution of the activities of the Corporation. The Chief Executive Officer shall serve as the Corporate Secretary and shall be a non-voting member of the Board of Directors. By virtue of the office, the Chief Executive Officer shall be a non-voting, ex-officio member of all Corporation committees, councils, commissions, and any other group established by the Board of Directors, and shall be the non-voting Chair of the Foundation for Managed Care Pharmacy Board of Trustees. The Chief Executive Officer is responsible for day-to-day operations and supervision of staff and the Executive Director of the Foundation for Managed Care Pharmacy.

Section 8.3 Bonding — The Chief Executive Officer and/or any other individual who may be responsible for the Corporation's funds, shall be bonded by a bonding firm approved by the Board of Directors in such amount consistent with the Corporation's funds.

ARTICLE IX: CORPORATION'S MARK OR LOGO

The name, logo, and other marks of the Corporation shall be used on official Corporation letterhead and printed and electronic materials issued by the Corporation. The Corporation's marks or logo shall not be used by Members without approval by the Corporation CEO. The Board of Directors shall take reasonable measures to ensure that the Corporation's marks, logo, and the name of the Corporation are not misused and are protected under the applicable laws.

ARTICLE X: INDEMNIFICATION OF DIRECTORS AND OFFICERS

The Corporation shall indemnify every agent of the Corporation as defined in, and to the fullest extent permitted by, the Act.

ARTICLE XI: FISCAL YEAR AND FINANCIAL REVIEW

Section 11.1 Fiscal Year — The Fiscal Year of the Corporation shall be established by resolution of the Corporation Board of Directors.

Section 11.2 Financial Review — A review in accordance with generally accepted accounting standards by independent certified public accountants shall be made of the financial condition and results of operations of the Corporation on an annual basis.

ARTICLE XII: NO DISCRIMINATION

The affairs of the Corporation shall be carried on without discrimination as to race, creed, gender, age, physical handicap, or national origin.

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AMCP BYLAWS

Adopted February 26, 2013

ARTICLE XIII: DISSOLUTION

Any liquidation or dissolution of the Corporation shall be approved and carried out in accordance with the terms of the Corporation's Certificate of Incorporation and the provisions of the Act.

ARTICLE XIV: AMENDMENTS; POLICIES AND PROCEDURES

The Bylaws of the Corporation may be amended By the Corporation Board of Directors pursuant to the following procedure. The Corporation Board of Directors shall send notice of proposed amendments to the Bylaws to all Voting Members and provide the Voting Members with ninety (90) days to comment on the proposed amendments. Following the ninety (90) day period, the Corporation Board of Directors shall approve the proposed amendments at a meeting of the Corporation Board of Directors by a majority vote of those Directors present and voting. Notwithstanding the foregoing, the Board of Directors may establish supplemental information related to and consistent with these Bylaws, the Certificate of Incorporation and the Act in the Corporation's Policies and Procedures Manual and in other policies or procedures that the Board of Directors may resolve to adopt from time to time.

ARTICLE XV: FORCE AND EFFECT

The Bylaws are subject to the provisions of the Act and the Certificate of Incorporation of the Corporation as they may be amended from time to time. If any provision of the Bylaws is inconsistent with a provision in the Act or in the Certificate of Incorporation; the provision of the Act or the Certificate of Incorporation shall govern to the extent of such inconsistency.

ARTICLE XVI: PARLIAMENTARY GUIDE

Roberts Rules of Order, as amended from time to time, shall be the Corporation's parliamentary guide, and shall govern procedures of the Board and Members but only when not in conflict with the provisions of these Bylaws the Certificate of Incorporation, or any policies or procedures adopted by the Board of Directors. Any such apparent conflict shall be resolved by the Board of Directors, whose decision shall be binding on all interested parties.

ARTICLE XVII: WAIVER OF NOTICE

Any notice of meetings required to be given under these Bylaws may be waived in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein. Such waiver shall be filed by the Secretary with the minutes of the meeting. Attendance at a meeting without protesting the lack of notice of such meeting shall constitute waiver of notice.

Section III

Appendix:

- Appendix 1: Letter of Petition & Founding Members Template
- Appendix 2: Inaugural Officer Form
- Appendix 3: AMCP Student Pharmacist Chapter Bylaws

LETTER OF PETITION
[on chapter or school/college letterhead]

[DATE]

AMCP Student Pharmacist Chapter Activation
 Academy of Managed Care Pharmacy
 675 N. Washington Street, Suite 220
 Alexandria, VA 22314

Dear AMCP Board of Directors:

On behalf of the students of the **[NAME OF SCHOOL]**, I am hereby petitioning the Academy of Managed Care Pharmacy to officially recognize the **[NAME OF SCHOOL]** AMCP Student Chapter as an official Student Chapter of the Academy.

MEMBERSHIP

At least **ten (10)** AMCP student pharmacist members at **[NAME OF SCHOOL]** are provided as an Attachment. These individuals are the founding members of our Chapter.

ADDRESS

We have established a legal address:

[ADDRESS]

FINANCIAL

[Note: If your chapter has established an account through the college/university complete Section A. If your chapter has established an account at an separate financial institution, complete Section B.]

Section A

___ We have established an account through **[NAME OF SCHOOL]**. The funds are segregated and attributed to the AMCP Student Chapter at **[NAME OF SCHOOL]**.

Section B

___ We have established a bank account:

[DATE ESTABLISHED]

[BANK NAME]

[BANK ADDRESS]

[BANK ACCOUNT NUMBER]

___ We have established a Chapter-specific Employer Identification Number (EIN) and have certified that this does not belong to the School/College of Pharmacy or any other entity associated with the School/College of Pharmacy *[Note: You may NOT use the EIN number for your college/university]*

[EIN NUMBER]

CHAPTER BYLAWS

The AMCP Student Chapter Bylaws for our Chapter are provided as an Attachment.

CHAPTER OFFICERS

The founding officers for our Chapter **[were entered via the AMCP website on DATE]** or **[provided as an Attachment]**.

Sincerely,

[Signature of Faculty Advisor]

[NAME AND CONTACT INFORMATION FOR FACULTY ADVISOR]

Faculty Advisor

**[NAME OF SCHOOL]
AMCP STUDENT PHARMACIST CHAPTER
FOUNDING STUDENT PHARMACIST MEMBERS**

Print or type name.

1	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	
2	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	
3	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	
4	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	
5	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	
6	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	
7	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	
8	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	
9	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	
10	<i>Name:</i>	AMCP Member ID#
	<i>Signature:</i>	

Faculty Advisor Name (Please Print): _____

Signature: _____



AMCP STUDENT CHAPTER INAUGURAL OFFICER CONTACT REPORT

The AMCP Student Chapter Annual Officer Contact Report must be completed and forwarded to
AMCP Headquarters each year or when an officer changes.
Send form to studentdevelopment@amcp.org or fax to 703/684-2600.

Please type or print.

Name of Chapter: _____

Date: _____

President: _____ Term Ends (mm/yy) _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

President-elect: _____ Term Ends (mm/yy) _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

Treasurer: _____ Term Ends (mm/yy) _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

Secretary: _____ Term Ends (mm/yy) _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

Faculty Advisor: _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

Name and Title of Other Officers: (If applicable)

Office Held: _____

Name: _____ Term Ends (mm/yy) _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

Office Held: _____

Name: _____ Term Ends (mm/yy) _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

**THE ACADEMY OF
MANAGED CARE PHARMACY
STUDENT PHARMACIST CHAPTER
BYLAWS**

(Name of School/College)

[Name of School/College]
AMCP Student Chapter
[School Address]
[City, State, Zip]

AMCP STUDENT PHARMACIST CHAPTER BYLAWS

(Name of School/College)

as authorized by the Academy of Managed Care Pharmacy Board of Directors,
on this _____ day of _____, 20_____.

ARTICLE I: NAME AND ORGANIZATION

Section 1.1 Name

The name of this Student Pharmacist Chapter of the Academy of Managed Care Pharmacy (AMCP) will be the _____ (Name of School/College) AMCP Student Chapter.

Section 1.2 Organization

The Organization is a Chapter of the Academy of Managed Care Pharmacy (AMCP) existing under _____ (Name of School/College).

ARTICLE II: AMCP BYLAWS AND POLICIES & PROCEDURES

The Chapter of the _____ (Name of School/College) is subject to the terms and conditions of the Bylaws of the Academy of Managed Care Pharmacy. No provision of these Bylaws shall conflict with, or contradict, the Bylaws of the Academy of Managed Care Pharmacy. In the event of any such conflict, the Bylaws of the Academy of Managed Care Pharmacy shall prevail.

ARTICLE III: MISSION AND PURPOSES

Section 3.1 Mission

To promote sound managed care pharmacy principles through education and professional development of its student pharmacist members.

Section 3.2 Purposes

The purposes for which the Chapter is organized are:

- a) to encourage the education and support the advancement of managed care pharmacy.
- b) to enhance the common academic and professional interests of the Chapter members.
- c) to offer professional opportunities and leadership within managed care pharmacy.
- d) to establish, develop, promote, and conduct educational programs relating to and improving health, especially as it relates to the delivery of pharmacy services through managed care pharmacy.
- e) to undertake other activities as may be appropriate or desirable, in furtherance of the Chapters' and/or AMCP's purposes, so far as permitted by the rules and regulations of the _____ (Name of School/College).
The Chapter shall do no act which requires occupational or professional licensing under state law.

ARTICLE IV: MEMBERS

Section 4.1 Definitions

Student Pharmacists are individuals enrolled full-time in an ACPE-accredited school/college of pharmacy at the _____ (*Name of School/College*).

Section 4.2 Membership

Membership in the Chapter is offered to individuals who are Student Pharmacists, as defined in Section 4.1. Members of the Chapter in good standing are Students Pharmacists, who have registered for membership in the Chapter, and who have paid the applicable dues (if any). All members of the Chapter must also be Student Pharmacist Members in good standing with AMCP.

Section 4.3 Rights of Members

All members in good standing shall have the right to attend meetings of this chapter and those of AMCP, to receive the publications of AMCP, to receive a reviewed AMCP financial statement when available, and to receive miscellaneous services available to the membership. AMCP Student Pharmacists are afforded all the rights and privileges as allowed by the AMCP Bylaws. Chapter Members shall be eligible to vote and hold office in the Chapter.

Section 4.4 Chapter Dues

In addition to AMCP Membership Dues, there may be an annual Chapter dues assessment as set from time to time by the Chapter. Length of membership in the AMCP Chapter shall be _____ (*enter the length of time or the actual months*).

ARTICLE V: MEETINGS OF CHAPTER MEMBERS

Section 5.1 Regular Chapter Meetings

A minimum of two (2) Chapter Meetings per semester (or four (4) per academic year) are to be conducted annually.

Section 5.2 Election Meetings

The meeting of the Chapter members for the election of chapter officers and the transaction of such business as may be considered shall be held annually _____ (*enter when your chapter conducts its elections – i.e. month*).

Section 5.3 Special Meetings

Special meetings of the chapter shall be held at the call of the Chapter President or by the majority of the other Chapter Officers. Any action at a special meeting shall be limited to the purpose set forth in the notice of such special meetings.

Section 5.4 Notice of Chapter Meetings

Notice of the time, place, and purpose of each Chapter meeting shall be posted prior to such meetings by the Chapter Secretary (or designee). Such notice shall be given, personally, email, text, or by mail, no less than forty-eight (48) hours nor more than thirty (30) days before the date of the meeting.

Section 5.5 Absentee Voting

Absentee voting at the election meeting may be permitted at the discretion of the chapter officers as long as it is determined and posted prior to the vote.

Section 5.6 Proxy Voting

Proxy voting shall not be permitted at any meeting of the Chapter members.

Section 5.7 Vote Required at Meetings of Members

The action of a majority (50% plus 1) of the voting Student Pharmacist Members present in person at a meeting and those absentee votes (if allowed) at which a quorum is present shall constitute the action of the members, unless a greater plurality is required by these Bylaws.

ARTICLE VI: CHAPTER OFFICERS

Section 6.1 Composition of Student Pharmacist Officers

The Student Pharmacist Officers of the chapter shall consist, *at minimum*, of the following positions:

- a) President
- b) President-Elect*
- c) Treasurer
- d) Secretary
- e) Membership

**Student chapters at schools with only two (2) years of didactic curriculum may forego filling the president-elect position for the entire school year.*

The chapter may, at its discretion, establish additional officer positions. All officers must be AMCP Student Pharmacist Members in good standing. All elected officers shall be eligible for re-election by the membership to successive terms, annually. Any officer may resign from their post by submitting a letter in writing or by e-mail to the other Chapter Officers. The resignation shall become effective upon receipt thereof by the Chapter Officers or at such subsequent time as shall be specified in the notice of resignation.

Section 6.2 Term of Office

The length of term for all Chapter Officers is one (1) year. Terms of office commences with the annual election meeting and terminates at the next annual election meeting.

Section 6.3 Nomination of Officers

Nominations for officers shall be made by the Chapter members. Nominations by Chapter members eligible for election shall be solicited at least fourteen (14) days prior to the election meeting. Seven (7) days prior to the election, the Secretary shall present a slate consisting of at least two (2) candidates for each position to be elected, chosen from among the voting Student Pharmacist Members, provided that persons nominated have given their consent.

Section 6.4 Election of Officers

All members of the Chapter in good standing are eligible to vote. At the election meeting, a written ballot shall be given to each Student Pharmacist Member present who is eligible to vote. A voting Student Pharmacist Member may, by written request to the

Secretary, obtain an absentee ballot at least seven (7) days prior to each election meeting. All absentee ballots must be submitted by mail or in person to the Secretary in a sealed envelope dated at least three (3) days prior to such meeting. All ballots will list the candidates for each officer position. Write-in candidates shall not be permitted. Each voting Student Pharmacist Member shall have the right to cast one (1) vote for each officer position. Each officer shall be elected by a majority (50% plus 1) of the votes cast for that position. The Faculty Advisor and one (1) appointed Chapter Member who shall collect and tally the written ballots cast and shall report the results to the Chapter Membership at the close of the election meeting. Newly elected officers shall be installed at the last Chapter meeting of the academic school year.

Section 6.5 Duties of Officers

The duties of Chapter Officers are described below. If the Chapter chooses to have additional officers, the description of duties for each officer must be filed with AMCP Headquarters.

- a) **President**: The President shall preside at all meetings of the chapter members and shall from time to time perform such other duties as the Chapter shall designate. The President shall also be the principal elected official of the Chapter and shall, subject to the direction of the other Officers, have general supervision, the direction, and control of the general business of the Chapter and its Members. The President shall also be the chief spokesperson for the Chapter and be empowered to represent the Chapter.
- b) **President-Elect**: The President-Elect shall perform such duties as the President shall, from time to time, delegate and shall perform such other duties as the other Officers shall designate. Unless otherwise designated by the Officers, in the absence or disability of the President, the President-Elect shall perform all of the duties of the President. When acting in this capacity, the President-Elect shall have all of the powers of, and be subject to all of the restrictions on, the President. This office may be left unfilled for chapters at schools with only two (2) years of didactic curriculum. In such cases, the responsibilities of this office shall be delegated to the Secretary.
- c) **Treasurer**: The Treasurer shall be responsible for overseeing the keeping of the accounts of the Chapter and the collection of its funds and disbursement of them under the direction of the Officers. (S)He shall have duties as follows:
 - i) Render a report of the financial condition of the Chapter at each regular meeting of the Members
 - ii) Submit an annual proposed budget for the academic year to be reviewed and approved by the Members
 - iii) Assure proper keeping of books of the account, showing all sums received by or due to the Chapter
 - iv) Ensure that the Chapter Advisor completes the IRS 990epostcard tax filing prior to November 15th each year. (This does not apply to chapters with bank accounts that are held by the University, College or School.

The Treasurer shall have such powers in respect to signing drafts, checks, contracts, and other instruments incurring liabilities as the Officers shall from time to time confer upon him/her. In general, the Treasurer shall perform all duties typically performed by the Treasurer and shall, subject to the foregoing limitations, have the power and authority commonly incident to such office.

- d) **Secretary:** The Secretary shall attend all meetings of the members and the Chapter Officers. (S)He shall give notice of all meetings and keep the minutes. The Secretary shall, in general, have all the powers typically vested in the Secretary and shall perform the duties incident to such office. The Secretary is also responsible for the recruitment and maintenance of Chapter Membership.

Section 6.6 Removal of Officers

Officers may be recalled for:

- a) Gross neglect of their duties, or
- b) Acts detrimental to the interest of the Chapter.

A special meeting shall be called expressly for this purpose. A vote of two-thirds (2/3) of AMCP Student Pharmacist Members in good standing with the chapter is required for removal of an officer. The casting of ballots for this vote must be in person. No absentee or proxy balloting is allowed.

Section 6.7 Regular Chapter Officer Meetings

In addition to the election meeting, regular meetings of the Chapter Officers shall be held at least once (1) a month during the academic year.

Section 6.8 Special Chapter Officer Meetings

Special meetings of the Chapter Officers may be called at the discretion of the President or by a majority of the Chapter Officers. Notice of the time, place and purpose of each special meeting shall be provided prior to such meetings. Such notice shall be given, either personally, by mail or email, no less than forty-eight (48) hours nor more than thirty (30) days before the date of the meeting.

Section 6.9 Vacancies

Vacancies among the Chapter Officers may be filled when a special Chapter election meeting is called. Vacant officer positions will be filled under the guidelines outlined in Sections 5.2 and 5.3 and shall be effective immediately following the election outcome. Election to a vacated office shall be limited to its current term.

ARTICLE VII: FACULTY ADVISOR

Section 7.1 Faculty Advisor

A Faculty Advisor will be assigned to the Chapter by the school/college or selected by the Chapter. The Chapter will cease operations if a Faculty Advisor is not designated.

Section 7.2 Duties of the Faculty Advisor

The responsibilities and function of the Faculty Advisor will include but not limited to the following:

- a) Liaison with the Chapter President to assure ongoing communication with AMCP Headquarters, Chapter Leadership and Chapter members.
- b) In concert with the Treasurer, (s)he will administer the Chapter's finances, oversee all budgeting, receipts, and disbursements. The Faculty Advisor and the Treasurer will work in conjunction on contractual agreements and other instruments incurring liabilities.
- c) Will make every effort to be present at all Chapter meetings and all Chapter Officer meetings. The Faculty Advisor must be notified of all such meetings. If the Faculty Advisor cannot attend a meeting, any comments or announcements

which (s)he needs to communicate to the Chapter membership can be made in writing and reported at the meeting by the President or designated officer.

- d) If the Chapter holds a bank account separate from the university/college/school, the Faculty Advisor will file the Chapter's IRS 990epostcard tax return between July 1 and November 15 each year. If the Chapter has a non-school bank account, and has revenues in excess of \$50,000 (or the current IRS limit), the Faculty Advisor must file a full 990 tax return. Failure to do so may result in the Chapter's EIN being revoked by the IRS. If the EIN is revoked, the Chapter is responsible for all paperwork and fees to reinstate the Chapters EIN.
- e) Will administer the counting of the election ballots in conjunction with one (1) Chapter Member.

ARTICLE VIII: CHAPTER COMMITTEES

The Officers of the Chapter shall be empowered to establish such committees as are necessary to conduct the Chapter's business by vote of the majority of the membership.

ARTICLE IX: FISCAL YEAR AND IRS REPORTING

Section IX.1 Fiscal Year

The Fiscal Year of the Chapter shall be from July 1st through June 30th of the following calendar year.

Section IX.2 IRS Reporting

If the Chapter holds a bank account separate from the university/college/school, the chapter must maintain a valid EIN (IRS tax identification). If the Chapter's revenue is less than \$50,000 (or amount established by the IRS), the Faculty Advisor must file the Chapter's IRS 990epostcard tax return between July 1 and November 15 each year. If the Chapter's revenue is greater than \$50,000 (or amount established by the IRS), a full 990 tax return must be completed.

Failure to do so may result in the Chapter's EIN being revoked. If the Chapter's EIN is revoked, the Chapter will be held responsible for all IRS paperwork and fees to reinstate the Chapters EIN. Failure to be compliant with IRS requirements may lead to the deactivation of the Chapter.

ARTICLE X: AWARDS

Section X.1 Chapter Awards

The Chapter may establish awards for members of the Chapter. The awards, eligibility and selection processes shall be established and announced to the membership at the start of each academic year. The Chapter's awards monographs including eligibility, selection process and nature of the award are to be kept in the Chapter's operations manual.

ARTICLE XI: NO DISCRIMINATION

The affairs of the Chapter shall be carried on without discrimination.

ARTICLE XII: AMENDMENTS

The Bylaws of the Chapter may be amended by the recommendation of the membership of the Chapter, as evidenced by the affirmative vote of the majority (50% plus 1) of a

quorum of the Chapter members in good standing. Amended Bylaws must be submitted to AMCP Headquarters for final approval before they can be enforced by the Chapter.

ARTICLE XIII: CHAPTER LOGO

The Chapter may not use the AMCP logo at any time. The Chapter is allowed to use the AMCP Chapter logo created for this Chapter by AMCP Headquarters. The Chapter-specific logo shall be use in accordance with the guidelines set forth by AMCP and provided and an Addendum to these Bylaws.

ARTICLE XIII: DEACTIVATION OF A CHAPTER

The Chapter may be deactivated by a two-thirds (2/3) majority vote of the Members. The President shall submit notification of Chapter deactivation to AMCP headquarters by mail or e-mail immediately.

AMCP may deactivate the Chapter if the Chapter for any of the following

- Failure to elect or report Chapter Officers;
- Maintain at least 10 AMCP members in good standing as listed in the AMCP national membership: and/or,
- Maintain a designated Faculty Advisor

The Chapter President and Advisor will be notified by AMCP Headquarters of the pending deactivation and given a period of time to rectify the problem.

ARTICLE XI: FORCE AND EFFECT

The Bylaws are subject to the provisions of _____ (*Name of School/College*) and subject to being non-contradictory to the Bylaws of AMCP. The policies and procedures of AMCP Chapters may vary; however, Chapters must follow policies and/or procedures request of AMCP Headquarters.

ARTICLE X: PARLIAMENTARY GUIDE

Roberts Rules of Order, as amended from time to time, shall be recommended as the Chapter's parliamentary guide, and shall govern procedures of the Chapter Officers and members when not in conflict with the provisions of these Bylaws.

AMCP Logo Guidelines for AMCP Student Chapter Logo

Introduction

The Academy of Managed Care Pharmacy is a national professional organization for individual pharmacists, health care practitioners (non-pharmacist) and associates who practice in managed care settings. The Academy has more than 8,000 members providing comprehensive coverage to the more than 200 million Americans served by managed care.

These Student Chapter Logo Guidelines were developed to help AMCP Student Chapters ensure that Chapter materials and the Chapter itself are presented in a manner that is clear, consistent and representative of the Academy and its mission and vision.

The AMCP mission and vision:

Vision Statement

AMCP's vision is managed care pharmacy improving health care for all.

Mission Statement

AMCP's mission is to empower its members to serve society by using sound medication management principles and strategies to improve health care for all.

Chapter Logo

In 2009, AMCP launched a new logo (see above). As a part of AMCP, it is important for Student Chapters to be linked to AMCP through its logo, but also have their own identity. AMCP has designed a custom logo for Student Chapters that must be used in place of the AMCP logo for all AMCP Student Chapter activities.

The AMCP Chapter logo consists of 2 parts – the AMCP logo and “student pharmacist chapter” block.

Your Chapter logo must be used on your chapter's letterhead, website, apparel, project materials, posters, etc. There are specific requirements for its use that follow in this guide. If you have any questions about your Chapter's logo or its use, contact AMCP Student Development at AMCP headquarters at studentdevelopment@amcp.org.

Registered Trademarks

The AMCP logo is a registered trademark¹ of the Academy of Managed Care Pharmacy. The AMCP Chapter logo has not been registered; however, they include the AMCP logo which is registered. As a result, adherence to the guidelines for use must be followed.

General Graphics Style

AMCP Chapter Logo Elements

The AMCP Chapter logo consists of two elements – the AMCP logo and “student pharmacist chapter” block. All two elements must be used together and may not be altered.

When using the logo on materials, a clear space must be maintained all around the logo equivalent to 0.25 inches.

¹ A trademark is a name, logo or other distinctive mark used by an entity to identify itself. The purpose of the trade mark is to exclusively indicate source of origin. The symbol (™) can be used for any trademark but does not necessarily mean that it has been registered with the US Patent & Trademark Office (PTO). The (®) denoted that the trademark has been registered with the PTO. Use of trademarked material without the permission of the individual/organization holding the trademark can be associated with prosecution and/or fines.

AMCP Chapter Logo Font

The font used in the AMCP Chapter Logo is Myriad. Although use of this font on materials where the logo is used is not required for running text and display copy, it may provide consistency in style on official document. If you don't have access to the Myriad font – a sans serif font such as Garamond is comparable.

AMCP Chapter Logo Colors

The AMCP Chapter logo is comprised of two colors, blue and black. The exact colors for printing are as follows:

	BLUE	GRAY
Pantone	301	40% Black
CMYK	100/ 45/5/15	0/0/0/40
RGB	0/82/147	153/153/153
HEX	005293	999999

The logo must be used as is and the colors cannot be modified. The logo can be used as a pure black and white by replacing the BLUE with BLACK/GRAY.

AMCP Chapter Logo Sizing

Your logo is provided at 100%, but there may be times when you need it to fit on letterhead, a brochure or even a t-shirt. To properly size the logo, double right click on the logo. You will get a box that is "picture format". This box includes a "size" tab. You adjust the size logo by changing the percent number in the box next to "height". You do not need to change the width percent. Note: The boxes labeled "lock aspect ratio" and "relative to original picture size" must be checked to ensure that the proper ratios are maintained when enlarging or shrinking the logo.

Logo and Graphic Elements

The AMCP Chapter logo is provided for the Chapter's use on any materials associated with official activities or materials of the chapter. Your Chapter logo was provided via email to your Chapter's Faculty Advisor and Chapter President. If it has been misplaced, the Faculty Advisor or Chapter President can request it from AMCP Headquarters by contacting AMCP Student Development at studentdevelopment@amcp.org.

AMCP Chapter Logo



Sample Logo

The logo consists of all elements presented to the left. No parts can be used without the others.

Improper Use of the Chapter-Specific Logo

The AMCP Chapter logo graphics may not be altered in any way including changes in color, removal of the AMCP logo or "student pharmacist chapter" block, or placement of other graphic elements on top of or around the logo. (See illustrations below) The logo may be placed on top of an appropriate background as long as it does not detract from the logo or affect its quality or readability. Samples of improper use of the logo are provided as Appendix A.

Questions

Direct all questions about the AMCP Chapter logos to AMCP Student Development at studentdevelopment@amcp.org.

Appendix A - Examples of Improper Use of the AMCP Chapter-Specific Logo

Change in Color



Distortion



Tilting/Rotating



Graphic Effects



Distracting Backgrounds

