

**AMERICAN COLLEGE HEALTH ASSOCIATION  
PHARMACY SECTION**

**Articles of Operation**

**ARTICLE I**

**NAME**

This section of the American College Health Association will be known as the Pharmacy Section as detailed in the ACHA Bylaws Article XI, Section 3.

**ARTICLE II**

**PURPOSE**

The purpose of the Pharmacy Section of the American College Health Association is to promote the delivery of high quality health care by providing a means of addressing the knowledge and skill enhancement needs of pharmacists and their support staff as well as creating a forum for networking on practice issues unique to pharmacists working in college health.

**ARTICLE III**

**MEMBERSHIP**

Membership in the Section is open to all interested in the stated purpose of the Section and qualified for Section membership in accordance with the ACHA Bylaws Article III.

**ARTICLE IV**

**DUES**

Dues are detailed in the ACHA Bylaws, Article IV.

**ARTICLE V**

**OFFICERS**

*Section 1. Officers and Terms of Office*

The core leadership positions of the section shall be Section Chairperson, Section Chair-elect, Secretary, Planner, and Planner-Elect. The Chair-Elect, and Planner-Elect are elected on the national ballot and serve one year terms. The Secretary is elected on the national ballot and serves a two year term. The Planner also serves a two year term. The Chair-elect and the

Planner-elect ascend to their respective positions the following year. All officers serve until their successors are elected and assume office. Chair and Planner officer positions may be served concurrently. The Section Chairperson may appoint such other officers, as determined by the needs of the section, to serve one year terms.

### *Section 2. Eligibility*

Only persons who are individual members of the Pharmacy Section in good standing are eligible to hold office in the section. All officers must be on the staff of an institution of higher education during their term of office. Eligibility to vote is detailed in ACHA Bylaws Article V, Section 2.

### *Section 3. Elections*

The core leadership officers shall be elected by members of the section on the national ballot. In October of each year the Section Officer Nominating Committee will solicit nominations from the section for developing the ballot. The final ballot will include at least one, preferably two or more, candidate(s) for each core leadership officer positions who, in the opinion of the Nominating Committee members, would well serve the section with leadership and vision. The Section Officer Nominating Committee will prepare the ballot of nominees and forward the ballot to the ACHA staff for an election to follow the outlined election process detailed in ACHA Bylaws Article V, Section 3.

### *Section 4. Installation*

The installation process is detailed in ACHA Bylaws Article V, Section 4. All officers of the Association shall assume their office at the end of the annual business meeting, the Assembly of Representatives at the Annual Meeting.

## **ARTICLE VI**

### **DUTIES OF OFFICERS**

#### *Section 1. Section Chairperson*

1. Provides leadership to the section in meeting section goals and objectives.
2. Calls and chairs Section Executive Committee meetings at least quarterly.
3. Plans and conducts the Section Business Meeting at the Annual Meeting, in consultation with the Section Executive Committee.
4. Presents progress on section goals and objectives at Annual Section Business Meeting.
5. Makes all section committee appointments and serves as an ex-officio member of all section committees.
6. Appoints section members to conduct special functions for the section.
7. Advises the ACHA President of section members to serve on ACHA standing ad hoc committees.
8. Communicates with the ACHA Board of Directors liaison and the ACHA staff for all matters affecting the section.
9. Serves as a Representative to the Assembly of the American College Health Association

(ACHA Bylaws, Article VII).

10. Submits budget requests to the ACHA Board of Directors in early fall, and assures appropriate use of any funding.
11. Prepares Mid-Year and Final reports for ACHA Board of Directors.
12. Assures that no officer or committee member incur expenses until approval has been given and funds granted by the ACHA Board of Directors.

### *Section 2. Chair-Elect*

1. Assists the Section Chairperson as assigned.
2. Assumes the Section Chairperson's responsibilities in the absence of the Section Chairperson.
3. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VII).
4. Assists the Section Chairperson in reviewing section goals and objectives.
5. Assists the Section Chairperson with establishing a budget in the early fall.
6. Reviews ACHA leadership development materials and advises the Section Executive Committee.
7. Assists the Association in recruiting and welcoming new members.

### *Section 3. Secretary*

1. Keeps minutes and official documentation of section business meetings and Section Executive Committee meetings.
2. Maintains a portfolio of all section records and documents including: Official minutes of all section meetings and section Executive Committee meetings, documents submitted for section approval (i.e., proposals, reports), section newsletters, current section membership list.
3. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VII).
4. Submits portfolio to the incoming Secretary at the end of the term.

### *Section 4. Planner*

*(Section Annual Meeting Program Planning Committee Representative)*

1. Serves as a member of the ACHA Annual Program Planning Standing Committee (ACHA Bylaws, Article IX, Section 2).
2. In consultation with the Section Executive Committee, coordinates the selection of sessions to be hosted by the section at the Annual Meeting.
3. Maintains a portfolio documenting the annual meeting program planning process, including:
  - a. A detailed checklist and timeline of all necessary duties.
  - b. Minutes from subcommittee meetings.
  - c. Copies of the Annual Meeting Final Program.
  - d. An evaluation report on the Annual Meeting.
4. Submits portfolio documents to the Chair-elect for record keeping, and to the Planner-elect, at the end of the term.

*Section 5. Planner-Elect*  
*(Section Annual Meeting Program Planning Committee Representative-Elect)*

1. Assists the Planner as assigned.
2. Assumes the Section Planner responsibilities in their absence.

*Section 6. Vacancies*

Vacancies parallel the process outlined in the ACHA Bylaws Article VI, Section 7. So that vacancies in office which occur between Annual Meetings shall be filled as follows: If the office of Section Chairperson/Planner becomes vacant, the Chair-Elect/Planner-elect shall assume the office for the remainder of the term and shall continue in the office until the end of their term and the Chair-Elect/Planner-elect position will be filled at the next election. The Section Chairperson, in consultation with and through majority vote of the Section Executive Committee, shall fill a vacant Secretary, Chair-elect, or Planner-elect position by appointment, to serve until the next election.

**ARTICLE VII**

**ASSEMBLY OF REPRESENTATIVES**

The section Chairperson, Chair-Elect, and Secretary represent the Section at the ACHA Assembly of Representatives.

The Assembly of Representatives meets annually to hear open debate of issues, to vote on Resolutions, to establish overall organizational policies and to review the activities of the American College Health Association.

Any member of the Assembly of Representatives can present an item to the Assembly. The Resolutions Committee provides a vehicle for agenda items to come before the Assembly of Representatives. At any time during the year, a member of the Association can present a resolution to the Committee, which will forward their recommendations to the ACHA Board of Directors, and the Assembly of Representatives. The Assembly of Representatives is detailed in ACHA Bylaws Article VII.

**ARTICLE VIII**

**ACHA BOARD OF DIRECTORS**

The Board of Directors is the chief operating body of the American College Health Association, and as such, it develops procedures to implement the policies of the Association as established by the Assembly of Representatives. The Board is detailed in Article VIII of the ACHA Bylaws.

## **ARTICLE IX**

### **COMMITTEES**

#### *Section 1. Executive Committee* (chaired by the section chairperson)

The governing body of the section shall be the Section Executive Committee. The Section Executive Committee shall be composed of the Section Chairperson, the Chair-Elect, Planner, Planner-Elect, and the Secretary. The Section Chairperson shall be the presiding officer. The Section Executive Committee shall, under the leadership of the Section Chairperson, participate in the coordination and implementation of all section activities. Section Executive Committee responsibilities include collaborative decision making regarding current and future section concerns, and helping to set the agenda for the annual Section Business Meeting.

#### *Section 2. Nominating Committee* (chaired by a past section chairperson)

There shall be a standing nominating committee consisting of a past section chairperson, the secretary and one other member of the section not currently serving on the Executive Committee. The committee shall prepare a slate of candidates for section officers. The committee will make every effort possible to submit the names of two or more candidates for each vacancy. A write-in candidate will be acceptable.

#### *Section 3. Ad Hoc Committees*

The Chairman will appoint such other committee members as are needed to promote the affairs of the Pharmacy Section. Such committees shall be disbanded by the Section Chairman upon completion of the assigned function.

## **ARTICLE X**

### **MEETINGS**

#### *Section 1. Frequency*

There shall be an annual Section Business Meeting at a time and place designated by the ACHA Board of Directors.

#### *Section 2. Quorum*

A quorum is detailed in ACHA Bylaws Article XIII, Section 2. At business meetings, a quorum shall be constituted by those members present and eligible to vote.

## **ARTICLE XI**

### **RULES OF ORDER**

All motions brought forward for a vote shall be decided by a majority vote of current section members in attendance at the Annual Section Business Meeting. The Chairperson votes only in case of a tie. Robert's Rules of Order, Newly Revised, or modification thereof, shall govern. The rules of order are detailed in ACHA Bylaws Article XIV.

## ***ARTICLE XII***

### **AMENDMENTS**

Changes in these operating guidelines of the sections must be adopted by the ACHA Bylaws Committee. Amendments to these Section Articles of Operation may be adopted by a two-thirds vote of the eligible members present and voting at the Section Business Meeting or by electronic means.

Revision to these Articles of Operation AMENDED June 2010.