

MODEL LOCAL ASSOCIATION BYLAWS

BYLAWS

OF

(name of local association)

A
Component Organization
of
Michigan Pharmacists Association
408 Kalamazoo Plaza
Lansing, MI 48933
(517) 484-1466

The Michigan Pharmacists Association is a non-profit corporation organized in 1883; incorporated in Lansing under the provisions of Act 327 of the Public Acts of 1931, as amended February 7, 1979, provides for the recognition of component organizations of pharmacists.

CHAPTER I – ORGANIZATION

SECTION 1 -- NAME -- The name of the local component organization of the Michigan Pharmacists Association shall be the _____.

SECTION 2 -- PURPOSE -- This Association is the component organization of the Michigan Pharmacists Association (MPA) which represents the pharmacy profession in Michigan, united with this Organization for the common good to advance public health and patient care and the interest of the pharmacy profession.

SECTION 3 -- OBJECTIVES -- The objectives of this Organization shall be:

- A. To advance pharmacy services and pharmacy unity
- B. To conduct organizational activities in advancing public health, education and professional pharmacy practice
- C. To advance the profession's Code of Professional Ethics
- D. To advance membership and the communication of information to members
- E. To advance the public image of the profession of pharmacy and pharmacists

SECTION 4 -- GOVERNMENT -- This Organization shall be governed by its Executive Board, consistent with the provisions of these Bylaws and Robert's Rules of Order, and according to the terms of recognition and privileges for component organizations of the Michigan Pharmacists Association.

CHAPTER II - CODE OF PROFESSIONAL ETHICS

SECTION 1 -- CODE OF PROFESSIONAL ETHICS -- All members subscribe to the code of Professional Ethics of the Michigan Pharmacists Association, serving as the judicial division of the profession in Michigan. The Public Affairs Committee of this Organization is responsible for the review and the referral as necessary to the Commission of matters associated with the Code of Professional Ethics and the Practice standards of the profession.

CHAPTER III – MEMBERSHIP

SECTION 1 -- MEMBERSHIP PRINCIPLE -- Every pharmacist in Michigan is considered a citizen of the profession and a candidate for professional standing as an active member of the Michigan Pharmacists Association. A pharmacist who is a member of the state professional society and associated with this component Organization shall be entitled to be recognized in good professional standing, eligible for all membership rights, privileges and services. Persons other than pharmacists may be eligible for other classifications of membership.

SECTION 2 -- MEMBERSHIP CLASSIFICATIONS -- Membership classifications of this Organization shall include:

A. ACTIVE MEMBER

A person who has completed the educational requirements to be a pharmacist is eligible for active membership in the Michigan Pharmacists Association. An active member associated with this Organization shall be entitled to all rights and privileges, and eligible for the services of this organization.

An active member shall pay no dues to be associated with the component organization of his/her choice. Component organizations receive operational funding from the Michigan Pharmacists Association according to an allocation formula adopted by the House of Delegates and the Executive Board of the Michigan Pharmacists Association.

B. SUSTAINING MEMBER

A person not eligible for active membership who is interested in advancing the profession of pharmacy is eligible for sustaining membership in this Organization. Yearly dues may be assessed to help cover costs of mailings and other member services. Dues will be set on a yearly basis by the MPA Executive Board.

A sustaining member shall be eligible for the services of the Component Organization. A sustaining member may not vote or hold office in the Component Organization. A sustaining member may not represent this Organization at the MPA House of Delegates.

CHAPTER IV - THE EXECUTIVE BOARD

SECTION 1 -- COMPOSITION -- The Executive Board is the executive governing body of the Organization. The Executive Board shall consist of four officers and six members.

SECTION 2 -- RESPONSIBILITIES -- The Executive Board shall be vested with the authority and responsibility of conducting the business and administering the finances of the Organization consistent with the objectives of the Organization specified in the Bylaws. It shall schedule the meetings of the Executive Board and of the membership and approve the committees of the Organization. It shall fill all vacancies which may occur on the Board. The Executive Board shall operate and function consistent with Robert's Rules of Order. It shall assure that all necessary communications and reports as submitted according the terms of recognition and privileges for component organizations of the Michigan Pharmacists Association.

SECTION 3 -- QUORUM -- A majority of the members of the Executive Board shall constitute a quorum.

SECTION 4 -- PRESIDENT -- The President shall preside at meetings of the Executive Board. The President shall appoint, with the consent of the Executive Board, the Budget Committee and the Nominations Committee of the Executive Board. The President shall preside at meetings of the membership. The President shall present a report of the actions of the Executive Board at meetings of the membership. The President shall appoint, with the consent of the Executive Board, the standing and special committees of the Organization.

SECTION 5 -- PRESIDENT-ELECT -- The President-elect shall assume all powers and duties of the President in the absence of the President. The President-elect shall serve as Chairman of the Budget Committee of the Executive Board. The President-elect shall assume the office of President the next operational year of the Association following election to the office of President-elect.

SECTION 6 -- SECRETARY -- The Secretary shall keep minutes of all Executive Board and membership meetings of the Organization, and shall maintain all files and records in serving as general manager for the good and welfare of the local association. The Secretary shall coordinate all communications with the Michigan Pharmacists Association and with the responsible officers and committee members of the Organization.

SECTION 7 -- TREASURER-- The Treasurer shall maintain the financial records of the Organization. The Treasurer shall present a financial report at all meetings of the Executive Board and the membership. The Treasurer shall be a member of the Budget committee of the Executive Board.

CHAPTER V - NOMINATIONS & ELECTIONS

SECTION 1 -- NOMINATIONS COMMITTEE -- The President shall appoint, with the consent of the Executive Board, the Nominations Committee. The Nominations Committee shall consist of the number of members determined by the Executive Board, the chairman of which shall be the President of the Executive Board. It shall be the responsibility of the Nominations Committee to select a slate of nominees for officer and Executive Board positions. No person shall be nominated for more than one position on the same ballot.

SECTION 2 -- ELECTIONS & TERM OF OFFICE -- The Secretary shall mail ballots to every active member associated with the Organization at least sixty days prior to the end of the Organization's operational year. The completed ballots returned shall be tallied by a Board of Canvassers. The results of the election shall be immediately communicated to the Michigan Pharmacists Association and announced at a meeting or in a publication of the Organization. No elective office of this Organization, except the Secretary and the Treasurer, shall hold the same officer position for more than one term in succession, and no person shall hold two elective positions during the same operational year.

CHAPTER VI – COMMITTEES

SECTION 1 -- STANDING COMMITTEES --The president shall appoint, with the consent of the Executive Board, the following standing committees of the Organization:

- A. Membership Committee
- B. Programs Committee
- C. Public & Professional Affairs Committee

SECTION 2 -- COMPOSITION & RESPONSIBILITIES -- The committees shall consist of the number of persons determined by the Executive Board. The responsibilities of the standing committees shall be as follows:

A. MEMBERSHIP COMMITTEE

The Membership Committee shall organize and conduct a membership enrollment campaign consistent with the statewide plan. The activities of the Membership Committee shall be directed by the President.

B. PROGRAMS COMMITTEE

The Programs Committee shall arrange the programs of the Organization as approved and authorized by the Executive Board.

C. PUBLIC & PROFESSIONAL AFFAIRS COMMITTEE

The Public & Professional Affairs Committee shall organize the public education programs in coordination with the Michigan Pharmacists Association and other special programs approved and authorized by the Executive Board. The Public & Professional Affairs Committee shall also review and refer as necessary to the Ethics & Practice Commission of the Michigan Pharmacists Association matters associated with the Code of Professional Ethics and the practice standards of the profession.

SECTION 3 -- SPECIAL COMMITTEES -- The president may appoint, with the consent of the Executive Board, the special committees deemed necessary for the conduct of organization affairs.

CHAPTER VII - GENERAL OPERATIONAL PROVISIONS

SECTION 1 -- OPERATION PERIODS -- The operational year and fiscal year of the Component Organization shall be the same as that established for the Michigan Pharmacists Association.

SECTION 2 -- VOTING -- Every active member of the Michigan Pharmacists Association associated with the component Organization is entitled to vote at any official meeting of the component Organization.

SECTION 3 -- ORDER OF BUSINESS -- The rules of order for the conduct of the Organization shall be Robert's Rules of Order, as revised. The order of Business shall be established by the presiding officer.

SECTION 4 -- FINANCES -- The finances of the Organization shall be properly accounted. All finances of the Organization shall be under the direction and supervision of the Executive Board.

CHAPTER VIII

SECTION 1 -- AMENDMENT -- A proposal to amend the Bylaws shall be adopted by the Executive Board of the local association. It shall then be submitted in writing to the Michigan Pharmacists Association. Within sixty days after review by the Michigan Pharmacists Association, the proposal to amend the Bylaws shall be submitted to the active members associated with the Component Organization in the form of a mail ballot. The Bylaws amendment shall be adopted upon receipt of a majority vote of those voting for the Bylaws amendment.