

**SAN DIEGO COUNTY PHARMACISTS ASSOCIATION**  
**MISSION STATEMENT**

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

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

**BY-LAWS OF THE SAN DIEGO COUNTY PHARMACISTS ASSOCIATION**

**ARTICLE I – NAME**

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

**ARTICLE II – MEMBERSHIP**

Section 2.1 **TYPES OF MEMBERS:** The members of SDCPhA shall be divided among the following designated types:

- A. **Active Members:** Any pharmacist, meaning a person licensed to practice Pharmacy in the United States, or an individual with an earned degree in Pharmacy which qualifies the individual to obtain such license, who is current on SDCPhA membership dues, shall be designated as an Active Member of SDCPhA.
- B. **Sustaining Members:** Any reputable individual who is not eligible for Active Membership, but who is interested in advancing the interests of Pharmacy and willing to accept the obligations imposed by Membership shall be eligible for Sustaining Membership.
- C. **Honorary Members:** Persons who have given outstanding service to the profession and/or the delivery of health care and who are approved by the Board of Directors of SDCPhA by a two-thirds (2/3) majority vote at any regular or special meeting may be elected to Honorary Membership.
- D. **Student Members:** Any student enrolled in a College or School of Pharmacy holding membership in the American Association of Colleges of Pharmacy or accredited by the Accreditation Council for Pharmacy Education who is current on membership dues with SDCPhA is designated as a Student Member of SDCPhA.
- E. **Pharmacy Technician and Student Pharmacy Technician Members:** Any person who is a Registered Pharmacy Technician in the state of California and who is current on SDCPhA membership dues shall be designated a Pharmacy Technician Member of SDCPhA. Any person who is actively enrolled in a Pharmacy Technician education or training program in the state of California and who is currently on SDCPhA membership dues shall be designated as a Student Pharmacy Technician Member of SDCPhA.

Section 2.2 **ELECTION OF MEMBERS:** Applications for Active Members, Sustaining Members, Pharmacy Technician Members, Student Pharmacy Technician Members and Student Members shall be processed in accordance with CPhA guidelines as specified in the CPhA constitution and by-laws. Application for Honorary Member status shall be granted at the discretion of the SDCPhA Board of Directors as specified in Article 2, Section 2.1 of these by-laws.

Section 2.3 **MEMBERSHIP PRIVILEGES:** Active Members of SDCPhA shall have the right to vote, hold office and initiate motions or resolutions. Pharmacy Technician Members are entitled to vote and serve as a member of the Board of Directors as specified in Article V, Section

5.1 of these by-laws. All types of members shall be accorded the privilege of the floor, the right to attend all open meetings of the SDCPhA and may be appointed to serve on committees of SDCPhA.

Section 2.4 TERMINATION, SUSPENSION, AND DISCIPLINE OF MEMBERSHIP: A member of SDCPhA may be reprimanded, suspended, or expelled for unprofessional conduct, violation of these bylaws, violation of any association policy, failure to pay dues, or other conduct deemed detrimental to the interests of the Association.

No member shall be disciplined, suspended, or expelled unless:

- A. Written notice of the charges is delivered to the member, stating the basis for discipline; and
- B. The member is given a fair opportunity to respond and be heard before a board-appointed hearing body.

After the hearing, the Board of Directors may, upon a two-thirds (2/3) majority vote of the Board members present, affirm, modify, or reject the recommendation of the hearing body. No disciplinary action shall become effective until such Board approval has been obtained.

The Board may adopt procedures to govern the conduct of disciplinary proceedings, provided such procedures comply with applicable law.

### **ARTICLE III – VOTING**

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

Section 3.2 PROXY VOTING: Proxy voting is specifically prohibited.

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

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

### **ARTICLE IV – DUES**

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

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

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

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

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

Section 5.3 **ELECTIONS:**

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

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

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

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

- A. **Board of Directors:** The Board of Directors shall have full power to act for and have general charge of the affairs of SDCPhA. The Board of Directors has sole power to incur indebtedness and to authorize payments thereof.
- B. **President:** The President shall preside at all meetings of SDCPhA and of the Board of Directors. The President shall appoint, with the advice and consent of the Board of Directors, all members of Standing and Special Committees of SDCPhA and shall perform such other duties as pertains to the office.
- C. **President-Elect:** The President-Elect shall assume all the powers and duties of the President in the absence of the President and the Immediate Past President. The President-Elect shall assume the office of the President the year following his/her election to the office of President-Elect. The President-Elect shall also preside over nominations for the upcoming year.
- D. **Secretary:** The Secretary shall keep record of all proceedings of SDCPhA and shall keep available for all members the minutes of all meetings.
- E. **Treasurer:** The Treasurer shall have custody of all funds and securities of SDCPhA for which he/she will be personally responsible. The Treasurer shall issue checks in payment of bills upon direction of the Board of Directors.
- F. **Immediate Past President:** The Immediate Past President shall assume all the powers and duties of the President in the absence of the President.

- G. Board Member (3 positions): The duties of the general board members are determined by the President at the beginning of the term, but may be later amended if agreed upon by both parties.
- H. Student Liaison: The Student Liaison shall represent the interests of students with SDCPhA and shall promote student engagement in SDCPhA.

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

## **ARTICLE VI – COMMITTEES**

### **Section 6.1 DUTIES OF THE COMMITTEES:**

- A. Continuing Education and Scholarship Committee: It shall be the duty of this committee to concern itself with the development of continuing education programs for the membership and related health professions. Collaboration with other organizations is encouraged. This committee shall also manage scholarships awarded by SDCPhA.
- B. Social and Professional Affairs Committee: It shall be the duty of this committee to concern itself with developing networking opportunities in both social and professional environments. This committee shall manage the SDCPhA mentor-mentee program.
- C. Legislative Affairs and Advocacy Committee: It shall be the duty of this committee to concern itself with all matters pertaining to legislation of interest to the profession and affecting the health and welfare of the public.
- D. Communications Committee: It shall be the duty of this committee to compile information and disseminate it to the membership. This committee shall produce newsletters as needed to serve the needs of SDCPhA. This committee shall also ensure that all means of communication, including the website, are kept up to date.
- E. Nominating Committee: It shall be the duty of this committee to solicit and review potential candidates for office and to prepare a slate of candidates for all elective positions. The President-Elect shall chair this committee. The Nominating Committee shall also serve as Committee on Election for the purpose of tabulating the ballots.

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

## **ARTICLE VII – APPOINTED POSITIONS**

Section 7.1 The Board of Directors shall appoint a Member to the following positions:

- A. Any other position the Board of Directors deems necessary by majority vote may be appointed by the President for a term not to exceed one year. An individual may be appointed or reappointed after evaluation by the Board of Directors.

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

Section 8.1 AMENDMENTS TO BY-LAWS: Any proposed amendment to the by-laws of SDCPhA shall be sent to the Active Members of SDCPhA by ballot. Upon receiving the affirmative votes of two-thirds (2/3) of the eligible Members voting, amendments shall become part of the by-laws, effective immediately.

## **ARTICLE IX – RULES OF ORDER**

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

Amended

12/1/81

12/1/83

12/31/01

12/27/04

2/25/12

2/10/14

11/6/17

1/14/26