

# Academy of Managed Care Pharmacy at OSU

## Constitution

Est. October 2024

### ARTICLE I: PURPOSE AND OBJECTIVES

#### Section 1. Purpose

The OSU AMCP Chapter aims to advance knowledge and interest in managed care pharmacy among students, providing a platform for professional development and leadership opportunities.

#### Section 2: Objectives

- A. **Educational Development:** Provide members with educational resources about managed care principles and practices.
- B. **Networking:** Connect students with managed care professionals and organizations to facilitate networking opportunities.
- C. **Professionalism and Advocacy:** Encourage members to engage in pharmacy advocacy, particularly regarding policies that impact managed care.
- D. **Community and Outreach:** Promote awareness of managed care pharmacy through events and partnerships with local organizations.

### ARTICLE II: MEMBERSHIP

#### Section 1. Membership Eligibility

Membership is open to all students enrolled in the Ohio State University College of Pharmacy who express interest in managed care pharmacy and support the mission of AMCP.

## **Section 2. Categories of Membership**

- A.     **Active Members:** Pharmacy students who participate in chapter meetings, events, and elections.
  
- B.     **Associate Members:** Faculty, alumni, or other professionals interested in supporting the chapter's goals but without voting rights.
  
- C.     **Honorary Members:** Individuals who have made exceptional contributions to managed care and are recognized by the executive board.

## **Section 3: Membership Requirements**

- Members are expected to attend at least 50% of chapter meetings per semester to maintain active status.
  
- Members should participate in at least one chapter event or project per semester to stay engaged and contribute to the chapter's mission.
  
- Members are encouraged to support the AMCP mission, demonstrate professional behavior, and uphold OSU's code of conduct.

## **Section 4: Rights and Responsibilities of Members**

- **Rights:** Active members have voting rights in elections, can run for executive positions, and may participate in chapter activities.

- **Responsibilities:** Members must adhere to the OSU AMCP code of conduct, attend meetings, and contribute to chapter goals.

## **ARTICLE III: OFFICERS AND DUTIES**

### **Section 1. Executive Board Composition**

The executive board will consist of the following elected positions:

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**

### **Section 2. Duties of Officers**

#### **President:**

- Leads all chapter meetings and ensures chapter goals are met.
- Represents the OSU AMCP Chapter in interactions with the national AMCP organization and at local events.
- Oversees committees and appoints committee chairs as needed.

#### **Vice President:**

- Supports the President in executing chapter goals and serves as acting President in their absence.
- Organizes events, including educational seminars, outreach programs, and chapter workshops.
- Works closely with committee chairs to ensure successful event planning.

#### **Secretary:**

- Records minutes of all meetings and maintains organized records of chapter activities.
- Manages chapter communications, including email announcements and updates to members.
- Coordinates with the national AMCP office to update membership records and maintain compliance.

**Treasurer:**

- Oversees chapter finances, including the budget, receipts, and reimbursements.
- Manages fundraising activities to support chapter events and initiatives.
- Ensures compliance with OSU and AMCP financial policies and reports on chapter finances at each meeting.

**Section 3: Terms and Eligibility**

Officers are elected annually and serve one-year terms. Candidates must be in good academic standing and have demonstrated active involvement in chapter activities.

**ARTICLE IV: ELECTION PROCESS****Section 1: Nominations**

- A. Nominations for executive board positions shall open at least four weeks prior to the end of the academic year.
- B. Any active member in good standing may be nominated or self-nominate by submitting a nomination form to the current executive board.
- C. Nominees will be verified for eligibility by the executive board based on membership participation and academic standing.

**Section 2: Election Procedures**

- A. **Campaigning:** Nominees may present their platforms and plans at a chapter meeting before elections, allowing members to assess their qualifications.

B. **Voting:** Voting shall occur by secret ballot during the last chapter meeting of the academic year. Only active members are eligible to vote.

C. **Quorum:** A quorum, defined as at least 50% of active members, must be present for the election to be valid.

D. **Majority Vote:** The candidate receiving the highest number of votes for each position shall be elected. In the event of a tie, a runoff vote will be conducted.

### **Section 3: Transition of Officers**

Outgoing officers are responsible for training incoming officers to ensure a smooth transition. This includes passing on records, introducing them to chapter resources, and setting up any necessary accounts.

## **ARTICLE V: MEETINGS**

### **Section 1: Regular Meetings**

1. Chapter meetings shall be held bimonthly during the academic year.
2. The executive board will determine the date, time, and location of meetings and notify members at least one week in advance.

### **Section 2: Executive Board Meetings**

1. The executive board shall meet monthly to plan activities, discuss chapter affairs, and review financial status.
2. Executive board meetings are open to all members, though voting on executive matters is restricted to board members.

### **Section 3: Special Meetings**

1. Special meetings may be called by the President or by a majority of the executive board to address urgent matters.
2. Notification of special meetings shall be sent to all members at least 48 hours before the meeting.

## **ARTICLE VI: COMMITTEES**

### **Section 1: Standing Committees**

1. **Professional Development Committee:** Organizes events related to career advancement, such as resume workshops and guest speaker sessions.
2. **Community Outreach Committee:** Coordinates volunteer activities and awareness campaigns for managed care.
3. **Fundraising Committee:** Manages chapter fundraising efforts to support activities and events.

### **Section 2: Ad Hoc Committees**

The President may establish ad hoc committees as needed with the approval of the executive board. Each committee shall have a chairperson appointed by the President.

### **Section 3: Committee Meetings**

Each committee shall meet at least once per semester and report on their activities at chapter meetings.

## **ARTICLE VII: NON-DISCRIMINATION POLICY**

The OSU AMCP Chapter does not discriminate on the basis of race, ethnicity, age, religion, gender identity, sexual orientation, national origin, disability, or any other characteristic protected by law. We are committed to creating an inclusive environment for all members.

## **ARTICLE VIII: AMENDMENTS**

### **Section 1: Proposing Amendments**

Any active member may propose an amendment to the constitution. Proposals must be submitted in writing to the executive board.

## **Section 2: Approval of Amendments**

1. Proposed amendments shall be presented to members at a regular meeting, with a two-week period for review and discussion.
2. A two-thirds vote of active members is required to adopt an amendment.

## **ARTICLE IX: REMOVAL OF OFFICERS**

### **Section 1: Grounds for Removal**

An officer may be removed from their position if they fail to perform their duties, violate the code of conduct, or engage in actions detrimental to the chapter.

### **Section 2: Removal Process**

1. A petition for removal must be submitted by at least 25% of active members or by a majority of the executive board.
2. The petitioned officer will have an opportunity to respond to the concerns at a chapter meeting.
3. A two-thirds vote by active members is required to remove an officer from their position.

Constitution

Rev.

11/8/2024