

# Tennessee Society of Chain Pharmacists

## Rules of Order

### Article I. Name and Objectives

#### A. Name

This organization shall be known as the "Tennessee Society of Chain Pharmacists", herein referred to as "TSCP".

#### B. Objectives

The objectives of TSCP shall be:

1. To ensure that the benefits, protection, and counsel of qualified chain community pharmacists are available to patients, organized governments, and regulatory bodies.
2. To assure a high quality professional practice through the establishment and maintenance of standards of professional ethics, programs of continuing education, and of training programs for students and those practitioners who are new to chain community pharmacy practice. TSCP will provide a forum for the interchange of information among chain community pharmacists and other members of health care professions.
3. To encourage and foster research in chain community pharmacy practice and in the pharmaceutical sciences.
4. To foster the advancement of the pharmacy profession, especially as applied to the community setting, through dissemination of information concerning the pharmacist's role on the health care team.
5. To assist in providing an adequate supply of qualified chain community pharmacists.

### Article II. Membership and Definitions

#### A. Membership

The membership of the Society shall consist of active members.

#### B. Definitions

1. Chain Community Pharmacists - A chain community pharmacist shall be defined as any legally qualified pharmacist who embraces the goals and objectives of TSCP and who is currently practicing the art and science of pharmacy in a chain community setting.
2. Active Member - An active member shall be a chain community pharmacist as defined in Article II, Section (b) of these Rules of Order of those who embrace the goals of the Tennessee Society of Chain Pharmacists.

### **Article III. Officers**

The officers of the Tennessee Society of Chain Pharmacists shall be a Chair, Chair-Elect, a Secretary/Treasurer, and a Secretary/Treasurer-Elect.

The Chair-Elect shall be elected annually for a term of one year and shall ascend upon completion of his/her term to the office of Chair. The Secretary/Treasurer-Elect shall be elected annually for a term of one year and shall ascend upon the completion of his/her term to the office of Secretary/Treasurer.

### **Article IV. Executive Committee**

The Executive Committee of TSCP shall consist of the current officers of TSCP and the Immediate Past-Chair.

### **Article V. Affiliation**

The Society may affiliate with other organizations only upon the approval of the Executive Committee and a majority of the membership present at an annual meeting.

### **Article VI. Amendments**

Every proposition to alter or amend these Rules of Order shall be submitted in writing by two or more voting members at any business meeting of the Society and must be approved by two-thirds of the votes cast.

### **Article VII. Dues**

Annual dues shall be collected by TSCP as determined by the Executive Committee. The membership year, either January 1 through December 31 or July 1 through June 30, shall be as determined by the Executive Committee. Any member whose dues are in arrears for ninety (90) days, shall cease to be a member of TSCP. Such a member may be reinstated provided the member's dues are paid for the delinquent year.

### **Article VIII. Officers**

#### **A. Composition**

The officers of TSCP shall be as stated in the Rules of Order.

#### **B. Nomination**

The Nominating Committee shall present at least two candidates for the office of Chair-Elect and Secretary/Treasurer-Elect at the Midyear Meeting.

C. Election

No later than seventy-five (75) days prior to the first day of the Annual Meeting the Secretary/ Treasurer of the Society shall mail a ballot to every active member of the Society who is qualified to vote.

D. Ballots

Society members receiving a ballot shall mark, seal, and return the ballot which must be postmarked no later than forty-five (45) days prior to the first day of the Annual Meeting.

The Chair of the Society shall request the Tennessee Pharmacists Association Balloting Committee to tabulate the TSCP ballots prior to the Annual Meeting. The TPA Executive Director shall notify all candidates of the outcome of the election. A report to the Society membership shall be rendered by the TPA Balloting Committee during the Annual Meeting. A candidate shall be declared elected to an office if he/she receives a majority of the votes cast.

In the event of a tie vote or where no single candidate receives a majority of votes cast, the two candidates receiving the most votes will be resubmitted to the membership by mail ballot within fifteen (15) days after the Annual Meeting at which the election results were announced. The ballot shall be marked, sealed, and returned within twenty (20) days of the date printed on the ballot. The TPA Board of Directors will be responsible for the counting of the ballots. The candidates will be notified of the results which will also be published an official media accessible to members of the Association.

E. Assumption of Office

The newly elected Chair-Elect and Secretary/Treasurer-Elect shall assume their respective offices at the Annual Meeting of the TSCP. In the event of a run-off election, the elected candidates shall take the oath of office at the next meeting of the TPA Executive Committee or Board of Directors, whichever is meeting first.

F. Duties

Chair- The Chair shall be the principal elected official of TSCP and shall be so recognized at all TSCP programs and activities. The Chair shall appoint the Chair and members of all standing committees, other committees as needed, and society delegates to the Tennessee Pharmacists Association House of Delegates. He/she shall be a member of the Executive Committee and serve as its Chair.

Chair-Elect- The Chair-Elect shall perform the duties of the Chair when the Chair is unable to do so. He/she shall be a member of the Executive Committee and serve as its Vice-Chair. He/she shall assume other duties as directed by the Chair.

Secretary/Treasurer - The Secretary/Treasurer shall keep minutes of all sessions of TSCP. He/she shall notify members of the time and place of meetings. He/she shall assist, where possible, with the secretarial activities of all standing and special committees. He/she shall keep the Chair informed of all activities by forwarding to him/her copies of all pertinent correspondence. He/she shall be a member of the Executive Committee.

Secretary/Treasurer-Elect - The Secretary/Treasurer-Elect shall assume the duties of the Secretary/Treasurer in the absence of the Secretary/Treasurer. He/she shall be a member of the Executive Committee.

G. Vacancies

The Executive Committee shall fill all vacancies which may occur by death or resignation, except as provided for elsewhere. If the Chair becomes unable to perform the duties of his office, the Chair-Elect shall immediately ascend to the office of Chair. If both the Chair and Chair-Elect become unable to perform the duties of their offices, the Executive Committee shall appoint, from its membership, a Chair to serve for the balance of the unexpired term. At the next balloting of the Society, nominations shall be presented by the Nominating Committee for the offices of Chair and Chair-Elect.

**Article IX. Standing Committees**

A. Executive Committee

The Executive Committee shall consist of the Chair, Chair-Elect, Secretary/Treasurer, Secretary/Treasurer-Elect, and the Immediate Past-Chair. Meetings shall be called when needed to make whatever decisions are necessary between business meetings of TSCP. The Executive Committee may appoint administrative personnel to perform assigned duties.

B. Membership

The Membership Committee shall obtain the names of all persons eligible for membership, but who are not members and invite and encourage them to join the Society. It shall determine the eligibility and category of membership for the Secretary/Treasurer when requested by him.

C. Nominating

The Nominating Committee shall consist of at least five members, one of whom shall be a Past-Chair of the TSCP and shall be the Committee Chair.

**Article X. Meetings**

A. Annual

The Society shall hold an annual meeting at a time and place which shall be determined by the Executive Committee.

**Article XI. Liquidation**

In the event of the liquidation and dissolution of the Society, any properties, funds or monies, securities or other assets remaining in the treasury of, or to the account of, or otherwise belonging to, the Society shall be disposed of as follows:

- A. All liabilities and obligations of the Society shall be paid and discharged, or adequate provision shall be made therefore;
- B. Assets held by the Society subject to legally valid requirements for their return, transfer and conveyance, upon dissolution and liquidation, shall be returned, transferred or conveyed in accordance with such requirements; and

- C. All remaining assets held by the Society shall be transferred or conveyed, without obligation or restriction, to the Tennessee Pharmacists Association to be used in whatever manner it shall deem appropriate.

**Article XII. Parliamentary Procedure**

*Robert's Rules of Order*, latest revised edition, shall prevail at all meetings of the Society except where contrary to these Rules and Orders or any standing rule.

**Article XIII. Quorum**

A majority of the active members registered at any meeting of the Society shall constitute a quorum.

*(As Amended June 16, 1991; February 17, 1997, February 28, 2006)*