

BYLAWS OF THE JOHNSON COUNTY PHARMACY ASSOCIATION

Article I Membership, Meetings, and Quorums

Section 1: Membership

The Johnson County Pharmacy Association is open to all pharmacists, technicians, students, and other parties interested in pharmacy practice in the following membership categories:

Active Membership Any pharmacist, technician, or pharmacy student residing in Johnson County, Iowa or surrounding counties is eligible for active membership. Licensure to practice in Iowa is not required.

Associate Membership Associate membership is available to those persons/organizations interested in the practice of pharmacy. Associate members may not vote on Association business or hold office in the Association.

Section 2: Meetings

General Meetings JCPA will plan to meet monthly, from September through May. The meeting schedule will be determined by the Executive Committee, and additional meetings may be scheduled. Members will be notified of meetings by electronic mail at least 10 days prior to the scheduled date.

Special Meetings Special meetings may be called at any time by the President, upon the request of any five active members. A request for a special meeting must be filed in writing with the Association Secretary. Members will be notified of any special meeting electronic mail, at least 10 days prior to the meeting date.

Section 3: Quorums

Quorum for general Association business meetings will be 20% of the active members.

Quorum for special business meetings will be 3 of the 5 members requesting the meeting, plus 10% of active members.

Quorum for Executive Committee meetings will be 7 committee members.

Quorum for other committee meetings will be 51% of the members of the committee, rounded up to the next whole number.

Article II Elected Officers

Section 1: Association Officers, Respective Duties, and Terms of Office

The offices of the Association shall consist of President, President-Elect, Secretary, and Treasurer. The duties of the officers will be those listed below, but may also include other duties assigned by the Executive Committee.

President It is the duty of the President to preside at all meetings of the Association, to appoint chairpersons and members of committees, to serve as chairperson of the Executive Committee, and to serve as the official representative of the JCPA. The President's term of office will be one year. Term limit is one consecutive term.

President-Elect President-Elect will serve in the absence of the President and will chair the Executive Committee when necessary. The President-Elect will be elected to a one year term, then assume the office of President. The President-Elect and President will work in a coordinated fashion to establish programming and meeting schedule for members. The President-Elect will keep a file of past meeting speakers and topics. Term limit is one consecutive term.

Secretary Secretary will maintain a record of any business matters discussed at meetings. With the assistance of the Treasurer, the Secretary will maintain an official membership list, be responsible for sending meeting notices, and keep a file of general association activity. The term of office for the Secretary is two years, alternating with the term of the Treasurer. Term limit is 2 consecutive terms.

Treasurer Treasurer will serve as custodian of all Association funds, including membership dues and any association disbursements. The Treasurer will provide an annual financial statement to the Executive committee. The Treasurer will assist the Secretary in maintaining an official Association membership list. The term of office for the Treasurer is two years, alternating with that of the Secretary. Term limit is 2 consecutive terms.

Board of Trustees The Board of Trustees will consist of five active members, four pharmacists and one Technician Representative, selected at-large to be members of the Executive Committee. The members of the Board of Trustees will represent as many practice areas of pharmacy as are reasonably possible. Trustees will assist in planning meals at monthly meetings. Their term of office is two years. Each year there will be 2 pharmacist trustees elected and the Technician Representative will be elected every 2 years. Term limit is 2 consecutive terms

Student Representatives Student representatives will consist of two University of Iowa pharmacy students. Student representatives will serve as liaison between JCPA and the University of Iowa College of Pharmacy and assist in planning meals at monthly meetings. Their term of office is one year. Term limit is 2 consecutive terms.

Section 2: Nomination and Election of Officers

By the month of March of each year, the President will ask active members for nominations for the open Executive Committee positions, to be voted on at the April Association meeting, or delayed until a quorum exists, but no later than the May meeting.

Election of officers and members of the Board of Trustees will be made by secret ballot. The winner of the election is the member receiving the majority of votes cast for that office. Newly elected officials will assume office at the summer Executive Committee meeting.

Section 3: Tied Vote

If the election of officers or members of the Board of Trustees results in a tie, the position(s) will be voted on again at the following regular meeting. If the second vote also results in a tie, the Executive Committee will review and appoint one of the nominees to the vacant position.

Section 4: Vacancies

If the President is unable to fulfill the responsibilities of the office, the President-Elect will assume the office of President for the remainder of the term and will continue with the responsibilities of the office for the following term.

If there are no nominations for an open position, voting members may write-in a candidate. If a candidate is written-in, the President-Elect will be responsible for contacting the member about their nomination and determining whether or not they would like to accept.

If vacancies still remain, the Executive Committee will appoint other, non-elected, active members to fill all other vacant officer or Board of Trustee positions until the next regular election takes place.

Article III Committees

Section 1: Executive Committee

The Executive Committee of the Association will consist of the following members: President, President-Elect, Secretary, Treasurer, and Board of Trustees. The Executive Committee will meet at such times as it may determine, or at the request of the President. This committee will aid and assist the officers in managing the affairs of the Association. It will supervise all property, funds, finances and publications of the Association or assigned to it by the Association. The Executive Committee will act for the Association in the interim between meetings.

Section 2: Other Committees

Other committees may be appointed at the discretion of the President or Executive Committee, for whatever purposes deemed necessary.

Article IV Association Finances

The Association finances will consist of a General Fund and optional Reserve Fund(s).

1. The General Fund will consist of a regular checking account, used to conduct Association business.
2. Optional Reserve Fund account(s) may be established at the discretion of the Executive Committee to fund the needs of JCPA or to support educational needs, such as scholarships as specified by the Executive Committee. These accounts will be savings accounts.
3. The Association Treasurer and one other officer will be authorized to sign checks for all financial transactions.
4. The Association bank accounts will be audited annually by two members designated by the Executive Committee (not selected by the Treasurer). These two members will not be members of the Executive Committee.
5. The Executive Committee will be responsible for filing both the required Federal and State of Iowa informational returns in compliance with the Internal Revenue Service Code.
6. In the event of dissolution of JCPA, any remaining funds shall be distributed for an exempt purpose as described in Section 501 (c)(3) of the Internal Revenue Service Code.