

**ASSOCIATION OF PHARMACY TECHNICIANS
CONSTITUTION AND BYLAWS**

(Revised 2017)

CONSTITUTION

ARTICLE I Name, Objectives

(A) Name

This organization shall be known as the South Dakota Association of Pharmacy Technicians, hereafter referred to in the Constitution and Bylaws as the Association.

(B) Objectives

1. To establish and promote a group of recognized, qualified pharmacy technicians.
2. To promote the profession of pharmacy technicians.
3. To establish and promote a closer liaison between pharmacy technicians and other pharmacy organizations in South Dakota, the United States and other countries, whose purposes are to improve and maintain high standards of public health and quality patient care.
4. To provide educational programs and opportunities that allow for the exchange of information pertaining to pharmacy.
5. To encourage participation in other activities for the advancement of the profession.

ARTICLE II Membership

The membership of the Association shall consist of Active, Honorary members and Members at Large as provided in the Bylaws. (Refer to Article I, Bylaws page 1).

ARTICLE III Officers

The officers of the Association shall be President, Immediate Past President, President-Elect, Secretary and Treasurer. The President-Elect shall be elected biannually and shall ascend successively to the office of President and Immediate Past President; serving for two years in each of these positions. All officers shall be elected biannually but may not hold the same office for more than two consecutive terms. No person may hold more than one office concurrently. The officers shall presently be members directly involved with the Association activities and shall have been a member the previous year.

ARTICLE IV National Convention

No more than two (2) representatives and one (1) alternate may be chosen to attend. Applicants must be current members and have been actively involved with the Association for the two (2) previous years. Applicants must be Nationally Certified. Application forms must be obtained from the President Elect and submitted to the President Elect by April 1st prior to the national convention. Applications will be reviewed by the executive board and the representatives chosen by April 15. Representatives are responsible for paying their membership fees to the national pharmacy organization of the convention they choose to attend. Representatives must submit convention expense reports and a copy of all CE received to the secretary within 60 days following the National Convention. Failure to do so may result in forfeiting your funding/reimbursement.

ARTICLE V Meetings

Meetings for the officers and the general assembly shall be held as provided in the Bylaws.

ARTICLE VI Amendments

Every proposition to alter or amend this constitution shall be submitted to the President in writing by an Active member by July 1. It shall then be posted on our official web site. Written comments in response to the proposed alterations shall be directed to the President by September 1. Proposed changes shall then be read at the annual fall business meeting to be held before the end of October. Proposed changes shall be voted on and passed by the majority of the voting members present. Adopted changes will then be posted on the official web site for all Association members to view.

ASSOCIATION OF PHARMACY TECHNICIANS

CONSTITUTION AND BYLAW

BYLAWS

CHAPTER I Membership

ARTICLE I Members

The membership of the Association shall consist of individuals interested in and supportive of the objectives of the Association.

(A) Active Members

Active membership in the Association shall consist of pharmacy technicians who are currently employed in a licensed pharmacy setting and/or are currently involved in technician education within the state of South Dakota.

(B) Honorary Members

Honorary membership in the association will consist of individuals who are or have been especially interested in the support of pharmacy technicians or who have made outstanding contributions to the pharmacy profession.

Honorary members need not pay dues, but may receive publications and notices of the Association as posted on the official web site.

Honorary members may attend meetings, may be granted the privilege of the floor, but shall not be entitled to vote or hold an elected office.

Honorary members shall be nominated by an active member by completing the Honorary Membership form as posted on the official website.

Honorary members may remain members for life.

Honorary members shall be voted on by the majority of the members at the fall business meeting.

(C) Members at Large

Pharmacists, pharmacy students, pharmacy technicians, and pharmacy technician students may become members at large as approved by the board.

Members at large receive publications and general communications of the Association. Members at Large may attend all meetings.

Members at large have no voting powers and can not hold an office.

ARTICLE II DUES

Dues shall be set and collected by the Association of Pharmacy Technicians and will coincide with the fiscal year **October 1-September 30**. Former members will cease to receive publications if dues are not paid by October 31

ARTICLE III APPLICATIONS

(A) Active and Members at Large

Membership applications for Active and Members at Large shall be submitted to the Treasurer.

Dues must accompany the application for membership. When an Active member changes his vocation as to no longer fit the definition of an Active member, he /she shall automatically become a Member at Large with the rights and privileges of said membership.

(B) Honorary Members

Nominations for honorary membership may be made by any Active Member.
(See Article 1, Section B of the Bylaws)

ARTICLE IV PERIOD OF MEMBERSHIP

(A) Active Members

This period of membership shall coincide with the fiscal year, October 1-September 30. Dues must be paid prior to or on the day of the annual fall meeting in order to vote. Anyone may apply for membership during the year. Members who do not pay dues by October 15th will cease to be members. Membership may be reactivated by paying dues anytime during the fiscal year.

(B) Honorary Members

Honorary members shall be members for life.

(C) Members at Large

This period of membership shall coincide with the fiscal year, October 1-September 30. Anyone may apply for membership during the year.

ARTICLE V MEETINGS

There shall be no less than one annual state meeting each year.
General meetings shall be called at the discretion of the officers.

CHAPTER II OFFICERS

ARTICLE I NOMINATIONS

Prior to the annual fall meeting, the President of the Association shall appoint a Nominating Committee of not less than three members who shall nominate two candidates for each office. The committee shall present the nominations and a brief resume at the annual fall meeting at

which time additional nominations may be made by an members present. All nominees shall be current, active Association members and shall have been a member the previous year.

ARTICLE II ELECTION BALLOT

The ballot, which consist of the names of candidates, shall be submitted by the Nominating Committee to members present at the annual convention business meeting.

Additional nominations may be submitted at this time.

The members shall indicate on the ballot their choice of candidates for the office to be filled.

ARTICLE III COUNTING OF BALLOTS

Ballots shall be counted by the President and the President Elect.

Results of the election will be announced at the Annual Meeting.

ARTICLE IV INSTALLATION OF OFFICERS

The duly elected officers shall be installed at the Annual Meeting.

Current officers shall serve until their successors have been elected and installed.

ARTICLE V DUTIES OF OFFICERS

(A) President

The President shall preside at all meetings, shall appoint all committees not otherwise provided for and shall be ex-officio of all committees.

(B) President-Elect

The President-Elect shall perform the duties of the office of the President whenever the President is unable to do so and shall be a member, ex-officio of all committees.

The President-Elect shall be responsible for the display booths at conventions.

(C) Immediate Past President

In the absence of both the President and President-Elect, the Immediate Past President shall serve as the presiding officer of all meetings.

(D) Secretary

The Sectary shall be a member, ex-officio, of all committees.

The Sectary shall keep the minutes, shall keep the roll of all members of the Association, shall carefully preserve and file all reports and papers of every description presented to the Association with special attention being made to any changes in the Constitution, and shall see that an attendance sheet is circulated and signed by the members and guests and shall collect it at each meeting.

The Secretary shall be responsible for all membership information.

(E) Treasurer

The Treasurer shall be a member, ex-officio, of all committees.

The Treasurer shall receive all membership applications and fees.

The Treasurer shall serve as custodian of the Association funds and shall invest and distribute them at the direction of the Association officers.

The Treasurer shall present records to be audited on a yearly basis or upon request of the President.

ARTICLE VI MEETINGS

Officers will meet as necessary.

ARTICLE VII DISQUALIFICATIONS OF OFFICER

Any officer who does not adequately fulfill the duties of the office or Committee may be removed from that position by a two-thirds vote of the Active members of the Association providing that the member has been notified at least then (10) days prior to the vote of the impending action.

ARTICLE VIII VACANCIES

(A) The Association officers are empowered and directed to fill all vacancies which may occur by death or resignation or for any other reason.

Should a vacancy occur in the list of nominees prior to the Annual election, the Association officers are empowered and directed to fill such vacancy.

(B) If the President shall become unable to person the duties of the office, the President-Elect shall succeed the Office of the President. He/She shall continue to serve as President for the subsequent Association year.

(C) If both the President and President-Elect shall become unable to perform the duties of their offices, the Association shall appoint from the membership of the membership of the Association a President Pro-Tempore to serve for the remaining portion of the unexpired term. At the next election, nominations for the offices of the President and President-Elect shall be presented by the Nominating Committee and election conducted in accordance with the permissions of these Bylaws.

(D) If the Secretary or Treasurer become unable to perform the duties of the office, the Association officers are empowered and directed to fill such vacancy until such time as a duly elected Secretary or Treasurer is installed.

CHAPTER III COMMITTEES

The Association officers will designate committees as deemed necessary. Committees shall consist of a chairman and as many members as may be deemed necessary. Committee members who have not paid dues by October 15 will be removed and the President will appoint another member to fill that vacancy if necessary.

- (A) State Convention Committee
- (B) Membership Committee
- (C) Fund-Raising Committee
- (D) Nominating and Honorary Membership Committee
- (E) Continuing Education Committee
- (F) National Convention Committee. Chaired by the President-Elect.
- (G) Scholarship Committee

CHAPTER IV REQUIREMENTS AND RESPONSIBILITIES OF MEMBERS

ARTICLE I REQUIREMENTS

- (A) Each active member shall either live in or practice in the state of South Dakota.
- (B) The Constitution and Bylaws of the Association shall be approved by the current active Association of Pharmacy Technicians. Any subsequent changes to the Constitution and Bylaws must be approved in accordance to Article VI of the Constitution.

ARTICLE II RESPONSIBILITIES

- (A) The responsibilities listed in the article herein pertain to all members of the Association including the following: active, members at large and honorary.
- (B) The Association shall promote established standards for pharmacy technicians at all times in the Association designated geographic area.
- (C) The Association shall foster the objectives of the Association of Pharmacy Technicians.
- (D) The officers of the Association of Pharmacy Technicians may report, consolidate and delineate problems, issues and programs which are of general importance to pharmacy technicians and the profession of pharmacy and otherwise participate in formulating the Association of Pharmacy Technicians policy.
- (E) The Association is privileged to adopt official policies of the National and other State Associations of Pharmacy Technicians.
- (F) The Association may not adopt, publicize, promote or otherwise convey any policy or principle in the name of the Association of Pharmacy Technicians which has not been officially adopted by the Association of Pharmacy Technicians.
- (G) Acts of the Association shall in no way commit or bind the officers of the Association of Pharmacy Technicians.

CHAPTER V PARLIAMENTARY PROCEDURE

The rules contained in the revised Robert's Rule of Orders, Latest Edition, shall govern the association except where contrary to this Constitution and Bylaws.

CHAPTER VI AMENDMENTS TO BYLAWS

Every proposition to alter or amend these Bylaws shall be submitted to the President in writing by a member by July 1.

It shall then be posted on our website by August 1. Written comments in response by the proposed alterations to the Bylaws shall be submitted to the President by September 1. Proposed changes shall be read at the annual fall business meeting. The proposed changes to the Bylaws will be voted on and must be passed by the majority of the voting members present at the fall meeting. The adopted changes will then be posted on the website for all Association members to view.