THE ACADEMY OF MANAGED CARE PHARMACY

STUDENT PHARMACIST CHAPTER
BYLAWS

University of North Carolina

University of North Carolina
AMCP Student Chapter
301 Pharmacy Lane
Chapel Hill, NC 27599
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ARTICLE I: NAME AND ORGANIZATION

Section 1.1 Name
The name of this Student Pharmacist Chapter of the Academy of Managed Care Pharmacy (AMCP) will be the University of North Carolina AMCP Student Chapter.

Section 1.2 Organization
The Organization is a Chapter of the Academy of Managed Care Pharmacy (AMCP) existing under University of North Carolina.

ARTICLE II: AMCP BYLAWS AND POLICIES & PROCEDURES

The Chapter of the University of North Carolina is subject to the terms and conditions of the (See Appendix). No provision of these Bylaws shall conflict with, or contradict, the Bylaws of the Academy of Managed Care Pharmacy. In the event of any such conflict, the Bylaws of the Academy of Managed Care Pharmacy shall prevail.

ARTICLE III: MISSION AND PURPOSES

Section 3.1 Mission
The mission of the Chapter of the Academy of Managed Care Pharmacy, in keeping with the mission of the AMCP, is to encourage the education, development, and promotion of the principles and practices of managed care pharmacy.

Section 3.2 Purposes
The purposes for which the Chapter is organized are:
  a) to encourage the education and support the advancement of managed care pharmacy.
  b) to enhance the common academic and professional interests of the Chapter members.
  c) to offer professional opportunities and leadership within managed care pharmacy.
  d) to establish, develop, promote, and conduct educational programs relating to and improving the health and welfare of human beings, especially as it relates to the delivery of pharmacy services in a managed care setting.
e) to carry out such other acts and to undertake such other activities as may be appropriate or desirable, in furtherance of the Chapters’ and/or AMCP's purposes, so far as permitted by the rules and regulations of the University of North Carolina. The Chapter shall do no act which requires occupational or professional licensing under state law, such as, for example, the dispensing of medication.

ARTICLE IV: MEMBERS

Section 4.1 Definitions

Student Pharmacists are individuals enrolled in an ACPE-accredited school/college of pharmacy at the University of North Carolina.

Length of Chapter membership will be one year from date the application is received by AMCP Headquarters

Section 4.2 Membership

Membership in the Chapter is offered to individuals who are Student Pharmacists as defined above. Members of the Chapter in good standing are Students Pharmacists, who have registered for membership in the Chapter, and who have paid the applicable dues (if any). All members of the Chapter are Student Pharmacist Members of AMCP.

Section 4.3 Rights of Members

All members in good standing shall have the right to attend meetings of this chapter and those of AMCP, to receive the publications of AMCP, to receive a reviewed AMCP financial statement when available, and to receive miscellaneous services available to the membership.

Chapter Members shall be eligible to vote and hold office in the Chapter.

Section 4.4 Expulsion

Upon a vote of the chapter members entitled to vote, a chapter member may be expelled for (1) commission of a crime, or (2) acts materially detrimental to the chapter or AMCP.

Section 4.5 Dues

There may be an annual dues assessment as set from time to time by the Chapter.

ARTICLE V: MEETINGS OF CHAPTER MEMBERS

Section 5.1 Regular Chapter Meetings

A minimum of two (2) Chapter Meetings per semester (or four (4) per academic year) is to be conducted annually.

Section 5.2 Election Meetings
The meeting of the Chapter members for the election of chapter officers and the transaction of such business as may be considered shall be held annually at end of the academic year.

Section 5.3 Special Meetings
Special meetings of the chapter shall be held at the call of the Chapter President or by the majority of the Chapter Officers. Any action at a special meeting shall be limited to the purpose set forth in the notice of such special meetings.

Section 5.4 Notice of Chapter Meetings
Notice of the time, place, and purpose of each Chapter meeting shall be posted prior to such meetings by the Chapter Secretary/Membership Chairperson. Such notice shall be given, personally, email, text or by mail, no less than 48 hours nor more than 30 days before the date of the meeting.

Section 5.5 Absentee Voting
Absentee voting at the election meeting shall be permitted.

Section 5.6 Proxy Voting
Proxy voting shall not be permitted at any meeting of the Chapter members.

Section 5.7 Vote Required at Meetings of Members
The action of a majority (50% plus 1) of the voting Student Pharmacist Members present in person at a meeting at which a quorum is present shall constitute the action of the members, unless a greater plurality is required by these Bylaws.

ARTICLE VI: CHAPTER OFFICERS

Section 6.1 Composition & Election of Student Pharmacist Officers
The Student Pharmacist Officers of the chapter shall consist of minimum of four AMCP Student Pharmacist Members in good standing. The Officers shall include: the President, President-Elect/Program Chairperson, Treasurer and Secretary/Membership Chairperson. The chapter may, at its discretion, establish additional officers. Additional officers must be AMCP Student Pharmacist Members in good standing. All elected officers shall be eligible for re-election by the membership to successive terms, annually. Any officer may resign by written notice to the Chapter Officers of the chapter. The resignation shall become effective upon receipt thereof by the Chapter Officers or at such subsequent time as shall be specified in the notice of resignation.

Section 6.2 Term of Office
The term of office for each elected Chapter Officer is one year. Terms of office commences with the annual election meeting and terminates at the next annual election meeting.

Section 6.3 Nomination of Officers
Nominations for officers shall be made by the Chapter members. Nominations by Chapter members eligible for election shall be solicited at least fourteen (14) days prior to the election meeting. Seven (7) days prior to the election, the Secretary shall present a slate consisting of at least two (2) candidates for each position to be elected, chosen from among the voting Student Pharmacist Members, provided that persons nominated have given their consent.

Section 6.4 Election of Officers

All members of the Chapter in good standing are eligible to vote. At the election meeting, a written ballot shall be given to each Student Pharmacist Member present who is eligible to vote. A voting Student Pharmacist Member may, by written request to the Secretary, obtain an absentee ballot at least seven (7) days prior to each election meeting. All absentee ballots must be submitted by mail or in person to the Secretary in a sealed envelope dated at least three (3) days prior to such meeting. All ballots will list the candidates for each officer position. Write-in candidates shall not be permitted. Each voting Student Pharmacist Member shall have the right to cast one (1) vote for each officer position. Each officer shall be elected by a majority (50% plus 1) of the votes cast for that position. The Faculty Advisor and one appointed Chapter Member who shall collect and tally the written ballots cast and shall report the results to the Chapter Membership at the close of the election meeting. Newly elected officers shall be installed at the last Chapter meeting of the academic school year.

Section 6.5 Duties of Officers

The duties of Chapter Officers are described below. If the Chapter chooses to have additional officers, the description of duties for each officer must be filed with AMCP Headquarters.

a) President: The President shall preside at all meetings of the members and the Chapter Officers, and shall from time to time perform such other duties as the Chapter Officers shall designate. He/She shall also be the principal elected official of the chapter and shall be subject to the direction and affairs of the Chapter, its officers, and its members. Except as otherwise expressly set forth in these Bylaws, the President shall be the officer authorized to sign correspondence and documents on behalf of the Chapter; provided, however, that under no circumstances shall the Chapter, or any officer, enter into any contract or arrangement on behalf of AMCP, or one which purports to bind AMCP, without the express written authorization of the AMCP.

b) President-Elect/Program Chairperson: The President-Elect/Program Chairperson shall perform such duties as the President shall from time to time delegate to him/her and shall perform such other duties as the Chapter Officers shall designate. In the temporary absence or disability of the President, the President-Elect shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The President-Elect shall assume the position of President upon the conclusion of the term of the sitting President. The President-Elect shall also be responsible for the coordination, planning, marketing and execution of all Chapter meetings and programs.
c) Vice President: The Vice President shall advise/consult with President at all meetings of the members and the Chapter officers and perform such other duties as the Chapter officers shall delegate. He/she shall help organize fall and spring Information sessions/campaigns to help aid the recruitment process for AMCP School Chapter. In the temporary absence or disability of the President, and President Elect, he/she shall perform all the duties of President. He/she shall assist in new initiatives to help AMCP UNC Chapter more pronounced in Student Senate and School overall.

d) Treasurer: The Treasurer shall be responsible for overseeing the keeping of the accounts of the Chapter and the collection of its funds and disbursement of them under the direction of the membership. He/She shall render a report to the membership showing the financial condition of the chapter at each regular meeting of the chapter and forward a copy of that report to AMCP headquarters immediately following the close of each regular meeting. The Treasurer shall submit a proposed budget to be reviewed and approved by the membership, annually. (Copy to be submitted to headquarters once approved.) He/She shall assure the proper keeping of books of the account, showing all sums received by or due to the chapter. A chapter fiscal report shall be submitted to AMCP headquarters by fiscal year end. He/She shall have such powers in respect to signing drafts, checks, contracts, and other instruments incurring liabilities as the membership shall from time to time confer upon him/her. In general, the Treasurer shall perform all duties usually performed by the Treasurer and shall, subject to the foregoing limitations, have the power and authority commonly incident to such office.

e) Secretary/Membership Chairperson: The Secretary/Membership Chairperson shall attend all meetings of the members and the Chapter Officers. He/She shall keep the minutes of all meetings. He/She shall also give notice of all meetings. He/She shall, in general, have all the powers usually vested in the Secretary and shall perform the duties incident to such office. He/She is also responsible for the recruitment and maintenance of Chapter Membership.

Section 6.6 Removal of Officers

Officers may be recalled for (1) gross neglect of their duties, or (2) acts detrimental to the interests of AMCP or the Chapter. A special meeting shall be called expressly for this purpose, and special voting (2/3 of Student Pharmacist Members in good standing present) is requires for removal of an officer.

Section 6.7 Regular Chapter Officer Meetings

In addition to the election meeting, regular meetings of the Chapter Officers shall be held at least once (1) a month during the academic year.

Section 6.8 Special Chapter Officer Meetings

Special meetings of the Chapter Officers may be called by the President in his/her discretion, or by the majority of the Chapter Officers. Notice of the time, place, and purpose of each special meeting shall be provided prior to such meetings. Such notice shall be given, wither personally or by mail, no less than 48 hours nor more than 30 days before the date of the meeting.

Section 6.9 Vacancies

Vacancies among the Chapter Officers may be filled when a special Chapter election meeting is called. Vacant officer positions will be filled under the guidelines outlined in
Sections 5.2 and 5.3 and shall be effective immediately following the election outcome. Election to a vacated office shall be limited to its current term.

ARTICLE VII: FACULTY ADVISOR

Section 7.1 Faculty Advisor

A non-voting Faculty Advisor will be designated to the Chapter.

Section 7.2 Duties of the Faculty Advisor

The responsibilities and function of the Faculty Advisor will include but not limited to the following:

a) Liaison with the President of the Chapter to assure ongoing communication with AMCP Headquarters, Leadership and Schools of Pharmacy Committee.

b) In concert with the Treasurer, he/she will administer the Chapter’s petty cash account, oversee all budgeting, receipts, and disbursements, provide a Chapter fiscal report. The Faculty Advisor and the Treasurer will work in conjunction on contractual agreements and other instruments incurring liabilities.

c) Will make every effort to be present at all Chapter meetings and all Chapter Officer meetings. He/she must be notified of all such meetings. Any comments or announcements which he/she needs to communicate to the Chapter membership can be made in writing and stated by the President or designated officer.

d) Will administer the counting of the election ballots in conjunction with one Chapter Member.

e) Will file the IRS 990 ePostcard by November 15th each year on behalf of the chapter.

ARTICLE VIII: CHAPTER COMMITTEES

The membership shall be empowered to establish such committees as are necessary to conduct the Chapter's business by vote of the majority of the membership.

ARTICLE IX: FISCAL YEAR

The Fiscal Year of the Chapter shall be from July 1 - June 30.

ARTICLE X: NO DISCRIMINATION

The affairs of the chapter shall be carried on without discrimination as to: race, creed, gender, age, physical handicap, or national origin.

ARTICLE XI: AMENDMENTS

The Bylaws of the Chapter may be amended by (1) the recommendation of the membership of the Chapter, as evidenced by the affirmative vote of the majority (50% plus 1) of a quorum of the members in good standing, conducted as set forth below.
Amended Bylaws must be submitted to AMCP Headquarters for final approval before they can be enforced by the Chapter.

ARTICLE XII: FORCE AND EFFECT

The Bylaws are subject to the provisions of the University of North Carolina and subject to being non-contradictory to the Bylaws of AMCP. Policies and Procedures may vary from each Chapter but must be consistent with the Policies and Procedures of AMCP.

ARTICLE XIII: PARLIAMENTARY GUIDE

Roberts Rules of Order, as amended from time to time, shall be recommended as the Chapter’s parliamentary guide, and shall govern procedures of the Chapter Officers and members when not in conflict with the provisions of these Bylaws or the charter.

ARTICLE XIV: LOGO GUIDELINES

Introduction

The Academy of Managed Care Pharmacy is a national professional organization for individual pharmacists, health care practitioners (non-pharmacist) and associates who practice in managed care settings. The Academy has over 5,700 members providing comprehensive coverage to the more than 200 million Americans served by managed care.

These Chapter-Specific Logo Guidelines were developed to help AMCP Student Chapters ensure that Chapter materials and the Chapter itself are presented in a manner that is clear, consistent and representative of the Academy and its mission and vision.

The AMCP mission and vision:

Vision Statement
AMCP’s vision is managed care pharmacy improving health care for all.

Mission Statement
AMCP’s mission is to empower its members to serve society by using sound medication management principles and strategies to improve health care for all.

Chapter-Specific Logo

In 2009, AMCP launched a new logo (see above). As a part of AMCP, it is important for Student Chapters to be linked to AMCP through its logo, but also have their own identity. AMCP has designed custom logos for each Student Chapter that must be used in place of the AMCP logo for all AMCP Student Chapter activities.

The AMCP Chapter-specific logo consists of 3 parts – the AMCP logo, the chapter’s school name and “student chapter” block.

Your Chapter-specific logo must be used on your chapter’s letterhead, website, apparel, project materials, posters, etc. There are specific requirements for its use that follow in this guide. If you have any questions about your Chapter’s logo or its use, contact Sarah Vizcaino at AMCP headquarters at svizcaino@amcp.org.

Registered Trademarks
The AMCP logo is a registered trademark\(^1\) of the Academy of Managed Care Pharmacy. The AMCP Chapter-specific logos have not been registered; however, they include the AMCP logo which is registered. As a result, adherence to the guidelines for use must be followed.

**General Graphics Style**

**AMCP Chapter-Specific Logo Elements**
The AMCP Chapter-specific logo consists of three elements – the AMCP logo, the Chapter’s school name and the “student chapter” block. All three elements must be used together and may not be altered.

When using the logo on materials, a clear space must be maintained all around the logo equivalent to 0.25 inches.

**AMCP Chapter-Specific Logo Font**
The font used in the AMCP Chapter-Specific Logo is Myriad. Although use of this font on materials where the logo is used is not required for running text and display copy, it may provide consistency in style on official document. If you don’t have access to the Myriad font – a sans serif font such as Garamond is comparable.

**AMCP Chapter-Specific Logo Colors**
The AMCP Chapter-specific logo is comprised of two colors black and blue. The exact colors for printing are as follows:

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<tr>
<th></th>
<th>BLUE</th>
<th>BLACK</th>
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<tbody>
<tr>
<td>Pantone</td>
<td>301</td>
<td>100% Black</td>
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<tr>
<td>CMYK</td>
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<td>0/0/0/100</td>
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<td>RGB</td>
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The logo must be used as is and the colors cannot be modified. The logo can be used as a pure black and white by replacing the BLUE with BLACK.

**AMCP Chapter-Specific Logo Sizing**
Your logo is provided at 100%, but there may be times when you need it to fit on letterhead, a brochure or even a t-shirt. To properly size the logo, double right click on the logo. You will get a box that is “picture format”. This box includes a “size” tab. You adjust the size logo by changing the percent number in the box next to “height”. You do not need to change the width percent. Note: The boxes labeled “lock aspect ratio” and “relative to original picture size” must be checked to ensure that the proper ratios are maintained when enlarging or shrinking the logo.

**Logo and Graphic Elements**
The AMCP Chapter-specific logo is provided for the Chapter’s use on any materials associated with official activities or materials of the chapter. Your Chapter-specific logo was provided via email and CD-rom to your Chapter’s Faculty Advisor. If it has been misplaced, the Faculty advisor or Chapter President can request it from AMCP Headquarters by contacting Sarah Vizcaino at svizcaino@amcp.org.

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\(^1\) A trademark is a name, logo or other distinctive mark used by an entity to identify itself. The purpose of the trade mark is to exclusively indicate source of origin. The symbol (TM) can be used for any trademark but does not necessarily mean that it has been registered with the US Patent & Trademark Office (PTO). The (®) denoted that the trademark has been registered with the PTO. Use of trademarked material without the permission of the individual/organization holding the trademark can be associated with prosecution and/or fines.
AMCP Chapter-Specific Logo

Sample Logo
Your Chapter Logo will have your University/College name in the black bar. The logo consists of all elements presented to the left. No parts can be used without the others.

Improper Use of the Chapter-Specific Logo
The AMCP Chapter-Specific logo graphics may not be altered in any way including changes in color, removal of the AMCP logo or name above the school name, removal of the school/chapter name blocks, removal of the student chapter block or placement of other graphic elements on top of or around the logo. (See illustrations below) The logo may be placed on top of an appropriate background as long as it does not detract from the logo or affect its quality or readability. Samples of improper use of the logo are provided as Appendix A.

Questions
Direct all questions about the AMCP Chapter-specific logos to Sarah Vizcaino at svizcaino@amcp.org.

Appendix A - Examples of Improper Use of the AMCP Chapter-Specific Logo

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<td>Distracting Backgrounds</td>
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![AMCP Academy of Managed Care Pharmacy](image_url)