

_____ Chapter of the American Association of Pharmacy Technicians
Bylaws

Chapter I – Name, Affiliation, Objectives, Responsibilities

- A. This organization shall be known as the _____ Chapter of the American Association of Pharmacy Technicians (AAPT), hereafter referred to in these Bylaws as the Chapter.
- B. The Chapter shall be organized pursuant to criteria established in the Constitution and Bylaws of the AAPT. Chapter activities shall be consistent with the AAPT Constitution and Bylaws, and with policies set by the AAPT House of Representatives.
- C. The Bylaws of the Chapter shall be submitted for consideration and approval to the AAPT Executive Board. Future amendments to the Chapter Bylaws shall be submitted to the AAPT Executive Board for approval, and to ensure consistency with the provisions of the AAPT Constitution and Bylaws.
- D. The Objectives of the Chapter are:
 - 1. To establish and promote a group of recognized and qualified pharmacy technicians.
 - 2. To promote the profession of pharmacy technicians.
 - 3. To improve the delivery of pharmacy services through the development of the pharmacy technician profession.
 - 4. To establish a close relationship with other healthcare providers.
 - 5. To offer educational opportunities for its members.
- E. Responsibilities
 - 1. The Chapter shall foster the objectives of the AAPT.
 - 2. Through its representative to the AAPT House of Representatives, the Chapter may report, consolidate, and delineate any problems, issues, and programs which are of general importance to pharmacy and pharmacy technicians, and otherwise participate in formulating the AAPT policy.
 - 3. The Chapter is privileged to adopt official policies of the AAPT.
 - 4. The Chapter may not adopt, publicize, promote, or otherwise convey any policy or principle in the name of the AAPT, which has not been officially adopted by the AAPT.
 - 5. Acts of the Chapter shall in no way commit or bind the AAPT.

Chapter II – Membership

- A. Qualification
 - 1. The membership of the Chapter shall consist of active members who are primarily engaged in the profession of pharmacy, student members who are currently attending a pharmacy technician school, and associate members.
 - 2. No individual may be granted active or student Chapter membership without first being an active or student member of the AAPT in good standing.
 - 3. Chapter membership shall terminate when a member no longer qualifies for active or student membership in the AAPT, or has her/his AAPT membership terminated in accordance with provisions established in the AAPT Constitution and Bylaws.
- B. Dues
 - 1. AAPT membership dues shall be collected by the AAPT.
 - 2. Chapter dues may be set in an amount determined by a majority vote of the Chapter membership, and collected by the Chapter. This decision shall be reported to the AAPT.
- C. Application
 - 1. Applications for membership shall be sent to the AAPT for consideration and approval.
 - 2. Dues must accompany the application for membership.

Chapter III – Meetings

- A. There shall be at least two (2) general business meetings every year. They will be held at the call of the President, or upon written request of at least four (4) active Chapter members, or as otherwise provided in the Bylaws. The Secretary shall send written notice to all Chapter members at least seven (7) days in advance of the meeting date.
- B. The Chapter shall conduct an annual business meeting during the month of January. At this time officers for the year shall be elected in accordance with the provisions of the Bylaws.
- C. Robert's Rules of Order, latest edition, shall govern all Chapter meetings, except where contrary to these Bylaws.

Chapter IV – Officers

- A. The officers of the Chapter shall be the President, Vice-President, Secretary, and Treasurer.
- B. At least one (1) of the officers must be an active AAPT member. The other officers may be active or student AAPT members.
- C. The officers shall be elected at the annual January Chapter meeting. Voting shall be by secret ballot, with the results reported in writing to the AAPT within sixty (60) days of the election.
- D. The officers shall serve a one (1) year term of office. No one person may hold more than one office concurrently.
- E. In the event of a vacancy of an office, the President shall appoint a replacement to serve for the remainder of the term.
- F. In the event of a vacancy in the office of the President, the other officers shall appoint a replacement from amongst themselves to serve for the remainder of the term, and replace the office that becomes open as noted above.
- G. The President shall preside at all business meetings, and shall serve as the liaison to the AAPT. The President may create committees and appoint their members, and may call business meetings in conjunction with the provisions of the Bylaws.
- H. The Vice-President shall assume the duties of the President in her/his absence.
- I. The Secretary shall keep the minutes of all Chapter meetings, provide notice of all activities to the membership, and maintain the records of the Chapter. The Secretary shall also provide all required Chapter information to the AAPT in accordance with provisions and timelines in the AAPT Constitution and Bylaws.
- J. The Treasurer shall be responsible for Chapter funds, and shall invest and disburse them at the direction of the Chapter officers.

Chapter V – Status

A. Active Status

- 1. In order for the Chapter to maintain its active status with the AAPT, it must:
 - a) Have at least two (2) elected officers, with at least one (1) of them being an active AAPT member.
 - b) Send a representative to the annual AAPT House of Representatives meeting.
 - c) If the Chapter cannot send a representative to the meeting, the officers shall request a continuation of active status in accordance with AAPT Constitution and Bylaws.

B. Inactive Status

- 1. The Chapter will be considered on inactive status if:
 - a) The Chapter petitions the AAPT Executive Board for inactive status;
 - b) The Chapter does not have at least two (2) elected officers actively handling the affairs of the Chapter for a period of six (6) months: or

- c) The Chapter does not have a representative attend the AAPT house of Representative annual meeting as noted above.
 - 2. As soon as the Chapter achieves inactive status, any properties, funds or monies, securities, or other assets remaining in the treasury of, or to the account of, or otherwise belonging to, the Chapter, and all official documents pertaining to all business and activities of the Chapter shall be handled as follows:
 - a) All liabilities and obligations of the Chapter shall be paid and discharged, or adequate provision shall be made therefore;
 - b) All remaining assets and official documents shall be sent to the AAPT National Office to be held for the Chapter.
- C. Dissolution
- 1. In the event that the Chapter is inactive for more than two (2) years, or the officers decide to dissolve the Chapter, the procedure above regarding the disposition of the Chapter assets will be followed, if not already completed.
 - 2. All remaining Chapter assets will become the property of AAPT.

Chapter VI – Amendments

- A. Proposed amendments to the Bylaws shall be submitted in writing to the President for consideration at the next business meeting.
- B. The Secretary shall provide written notice of the proposed amendment to all Chapter members at least fifteen (15) days in advance of the meeting at which the amendment is to be considered.
- C. Amendments must be approved by two-thirds (2/3) of the members voting and present at the business meeting.
- D. After approval by the Chapter members, all amendments shall be forwarded to the AAPT for final approval before becoming effective.

Date Approved by Chapter:

Date Approved by AAPT:

(Date Update Approved by Chapter:)

(Date Update Approved by AAPT:)