

Section Creation, Change and Dissolution Guidelines

AACP Bylaws. Article V. Section 5. The establishment of Sections is approved by the Board of Directors based on the needs of faculty, administrators, and professional staff members that support the mission of academic pharmacy. The Board of Directors will develop criteria for forming sections. Each Section shall be composed of individual active, affiliate, student, and emeritus members. The individual Sections will focus their programs and activities on academic and administrative matters.

Developing a Section

Applications to become a Section will be reviewed once a year, prior to the fall Board of Directors meeting. This will give the section the opportunity to create programming for the Annual Meeting and utilize a special project/operations budget in their development.

An application should include:

- A mission statement
- Goals and objectives
- Standing Rule of Procedure
- A letter to the Council of Sections (COS) and Board
 - Expressing why the section is necessary and provide an evidence-based description of why their needs are not met by an existing Special Interest Group (SIG) or Section.
 - In the case of existing SIGs wishing to transition into a Section, expressing why the section is necessary and why their needs are not met in their current form.
- The letter should be signed by the proposed chair and chair-elect and should include a list of AACP members who have expressed interest in becoming members of the proposed section. In addition, the proposal should include a list of 100 AACP members affirming support and interest in joining the proposed Section.
- Applications must be submitted no later than September 14.

Application review process:

- Council of Sections
 - Verifies that all materials have been submitted and are complete.
 - Determines if there is an existing Section or SIG that can meet the needs of the proposed section.
 - Confirms a SIG's need to transition into a Section.
 - In the case of a newly-proposed Section:
 - The COS votes (online or in-person) whether the proposed section's application has met the requirements of becoming a Section.
 - In the case of existing SIGs wishing to transition to a Section:
 - The COS votes (online or in-person) if they verify that the SIG's needs cannot be met in their current form.
- Board of Directors
 - Reviews the application and recommendation of COS and takes actions.
 - Actions consists of:

- Approving the application.
- Rejecting the application.
- Deferring the application and requesting more information from the Section proposers.
- Upon approval by the AACP Board of Directors, the proposed chair and chair-elect will be notified and provided information on annual meeting programming and budgets.

Substantive Changes to a Section

Substantive Changes to a Section that require Council of Sections and Board of Directors approval include change to the Section's:

- Name
- Purpose
- Group representing

The leaders of the Section must bring these changes to their section members and receive affirmation. The change(s) will then be sent to the COS for a recommendation to the Board of Directors who will make the final decision regarding approval or rejection.

Changes to the Sections' standing rules of procedure, mission, goals and objectives should be approved by section's leaders and members but do not have to be approved by the Board of Directors.

Dissolving a Section

A Section (section) will be automatically dissolved if the section is inactive for three consecutive years.

A Section should consider dissolving if one or more of the follow occurs:

- Current leaders are unable to identify new leaders (i.e., the chair-elect position cannot be filled or the chair has had to serve for numerous years).
- The listserv is inactive. Listservs are a forum for sections to discuss topics of interest or concern.
- The section has not held a program or business meeting annual meeting in three years.
- The section's focus is no longer deemed pertinent. This can be determined through an online survey of current section members.

To dissolve a Section:

- The chair must submit a letter to the Board of Directors expressing why the section is no longer necessary or viable; the letter will be sent to the Council of Sections for information.
- The Board may dissolve a Section, if:
 - The Board is taking action based on the recommendation of the chair
 - The Board has evidence the Section is no longer functioning
 - The Section has knowingly and willingly violated the Association's policies
- A section can be dissolved during any Board meetings held through the year.