

# POLISH AMERICAN PHARMACISTS' ASSOCIATION

## CONSTITUTION AND BY-LAWS

### CHANGES by RECORDING SECRETARY

1986	1ST MAJOR REVISION	SKRABACZ
10/15/86	MEMBERSHIP EXPANDED	SKRABACZ
3/15/89	COMMITTEES EXPANDED	BRODERICK
3/15/89	COMMITTEE MEMBERSHIP REDUCED	BRODERICK
9/14/89	EDWARD SKORCZEWSKI AWARD DEFINED	SKRABACZ
9/14/89	DISSOLUTION CLAUSE ADDED	SKRABACZ
4/17/91	CLARIFICATION DUES COLLECTION	SKRABACZ
1/03/93	ADDITION OF KOSLOW AWARD	SKRABACZ
2/17/93	INCREASE IN DUES	SKRABACZ
5/01/93	DEFINITION OF RECORDING SECRETARY	SKRABACZ
1/14/94	ESTABLISH. OF LOUIS ZAHN MEMORIAL	SKRABACZ
9/14/94	ARTICLE VI AND ARTICLE VII	SKRABACZ
4/27/95	DEFINITION OF RECORDING SECRETARY	SKRABACZ
2/1/97	PAPA FOUNDATION ADMINISTERING AWARDS	PODDIG
9/23/97	BY-LAWS ARTICLE 1 SECTION 1	
	HOTCHKISS	
	10 DAYS NOTICE OF MEETINGS TO MEMBERS	
9/23/97	BY-LAWS ARTICLE 1 SECTION 4	
	HOTCHKISS	
	FISCAL YEAR TO BEGIN JUNE 1	
9/23/97	BY-LAWS ARTICLE IV SECTION 3	HOTCHKISS
	DELINQUENT MEMBERS	
12/16/97	BY-LAWS ARTICLE 11 MEMBERSHIP ASSOCIATE MEMBERSHIP	HOTCHKISS

# CONSTITUTION

## ARTICLE I NAME

POLISH AMERICAN PHARMACISTS' ASSOCIATION

## ARTICLE II OBJECTIVES

The objectives of this organization shall be:

1. The recognition of Pharmacy as a profession.
2. The promotion of good fellowship and social activities among pharmacists.
3. Greater cooperation between pharmacists and allied professions.
4. Cultivation and retention of the public's respect for the pharmacist through favorable publicity and elevation of professional standards.
5. The curbing of any practice deleterious to the professional and business standing of the pharmacist.
6. The maintenance of an annual scholarship fund for deserving pharmacy students.

## ARTICLE III MEMBERSHIP

An individual qualified for membership shall be a Registered Pharmacist, Registered Student Pharmacist, Registered Pharmacy Technician or a Registered member of an allied health profession; and qualified under the by-laws.

## ARTICLE IV OFFICERS

The **OFFICERS** of the Association shall be:

PRESIDENT  
VICE-PRESIDENT  
RECORDING SECRETARY  
FINANCIAL SECRETARY  
TREASURER  
SERGEANT-AT-ARMS

Officers shall be elected for a term of **two years** at a regular meeting in May of the odd numbered years and installed in their respective offices at the September meeting immediately following such election.

No officer may be elected to more than two consecutive terms in the same office.

The **BOARD OF TRUSTEES** shall consist of five ex-Presidents of the Association, the one yielding the presidency most recently automatically becoming Chairman, and his predecessor becoming the recording-secretary of the Board.

<b>ARTICLE V</b>	<b>MEETINGS</b>
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Regular meetings shall be conducted at such time and place as specified in the by-laws.

<b>ARTICLE VI</b>	<b>AMENDMENTS</b>
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This Constitution shall be amended or additional articles adopted at any time thereafter. The proposed amendment must be

- A. Submitted in writing and signed by ten members in good standing.
- B. It shall be read at two regular meetings previous to the one at which it shall be acted upon.
- C. If approved by two-thirds of the members present, it shall be adopted.

# BY - LAWS

## ARTICLE I MEETINGS

- Section 1 A regular meeting shall be called by the President once each Month except in June, July, August, and January; and official notice of such meetings will be mailed to all dues paid members by the Recording Secretary in a sufficient time to allow for at least ten days notice.
- Section 2 Special meetings may be called at any time by the President or upon the written request of ten members in good standing who can compel the Board of Trustees to meet and their decision may or may not compel the President to call a special meeting. No other business may be transacted at such a special meeting except that which is contemplated in such a call.
- Section 3 Parliamentary practice shall be governed by Roberts Rules of Order.
- Section 4 The fiscal year begins June 1st.

## ARTICLE II MEMBERSHIP

**ACTIVE** Active membership shall be limited to Registered Pharmacists. Prospective active members shall support the goals and objectives of the PAPA organization and shall be approved by the membership committee. Active members shall have all privileges and voting rights.

**ASSOCIATE** Associate Membership shall be granted to all persons approved for membership by the membership committee, who support the goals and objective of the PAPA organization. Associate members shall have all privileges of membership except the right to vote on matters pertaining to the Constitution and By-laws. Should an associate member be elected as an officer or board member, he/she is granted full voting privilege on all matters concerning the Association, so long as he/she has tenure.

### **The procedure for the approval of new applicants follows:**

- A. The prospective member must be sponsored by a member.
- B. The prospective member must file an application form with the membership committee and must meet all qualifications as set forth in the Constitution.
- C. Upon approval of the membership committee, the prospective member attends a regular meeting. After approval of two-thirds of the members present at the meeting and payment of dues, the prospective member is eligible for formal initiation to membership.

## **ARTICLE III                      ELECTION OF OFFICERS**

- Section 1            Officers shall be elected as specified in Article IV of the Constitution.
- Section 2            The Board of Trustees shall act as a Nominating Committee to select a slate of officers for the coming year. The slate shall be presented at the April meeting of odd numbered years.
- Section 3            Members may nominate candidates other than those recommended by the nominating committee at the April meeting according to parliamentary procedure.
- Section 4            A candidate is elected by two-thirds of members attending the election year May meeting.

## **ARTICLE IV                      DUES AND ASSESSMENTS**

- Section 1            The period of membership dues shall be September 1st through August 1st.
- Section 2            All members shall pay as dues the sum of \$25.00 per year, payable no later than Jan 1st. Any person initiated at or after the February meeting, having paid dues of \$25.00, will be considered paid for 1.5 years.
- Section 3            Any member in arrears as of January 1st shall be suspended from membership and shall be dropped from the mailing list.
- Section 4            In the event of a financial deficit, the Treasurer shall notify the President who in turn will call a meeting of the elected officers and the Board of Trustees. The purpose of the meeting will be the determination of the need for, and the amount of, an assessment to the membership
- Section 5            In the event of dissolution of the Polish American Pharmacists' Association as evidenced by 1) non-renewal of the articles of incorporation and by 2) agreement to cause dissolution by the Board of Trustees and the Executive Committee, all monies held by the above said corporation or club, as the case may be at that time, which are available after paying all outstanding debts, shall be turned over to the University of Illinois for the purpose of distribution to the students eligible under the parameters of the "Edward F. Skorczewski Fund" distribution parameters, which are established in the by-laws under Article VII.

## ARTICLE V DUTIES OF OFFICERS

- Section 1 The **President** shall preside at all meetings, preserve order and decorum, properly enforce all laws and rules, and decide all points of order raised.
- The President shall appoint all permanent or temporary committees, which may become necessary from time to time, except as otherwise provided in the Constitution or By-laws.
- The President shall take no part in any debate while presiding. He must relinquish the Chair if he desires to speak on any question or subject.
- The President shall be an ex-officio member of all committees.
- Section 2 The **Vice-President** shall assume all duties of the President as set forth in Section 1 of this Article in the absence or disability of the President, and he will assume the responsibility of informing all available news media of pertinent organizational events.
- The Vice-President shall be chairman of the entertainment committee and as such shall be responsible for the general arrangements and programs of meetings.
- Section 3 The **Financial Secretary** shall keep proper books of accounts, collect dues and assessments (except the assessments for meetings assigned to Sergeant-At-Arms).
- The Financial Secretary shall be responsible for mailing dues notification to all members in Sept., and for notifying delinquent members of their arrears on or by Dec 1st and Feb 1st, and shall report such delinquency at the March meeting.
- Section 4. The **Treasurer** shall receive from the Financial Secretary and the Sergeant-At-Arms all monies collected.
- The Treasurer shall be responsible for the maintenance and separation of the operating funds and the scholarship fund.
- The Treasurer shall investigate instruments of investment for the scholarship fund and shall report to the executive committee for approval. Such monies must be available for the scholarship award as of May 1st.
- The Treasurer shall be responsible for the proper investment of the operating fund.

The Treasurer shall be responsible for filing of all tax forms required by the government.

The Treasurer shall give to the Board of Trustees and the Executive Committee an annual report of the net worth, prior to the regular May meeting.

The Treasurer shall keep an accurate account of all monies received and disbursed, and perform such other duties as may be required of him.

Checks can be withdrawn by order signed by the President, and Treasurer or Secretary.

Section 5 The **Board of Trustees** shall audit the books of the Financial Secretary and the Treasurer prior to the May meeting of each year, and submit their report to the body at the May meeting.

Also, they shall perform such duties as required of them by the Executive Committee.

Section 6 The **Recording Secretary** shall keep the minutes of the Organization and of the Executive Committee, attend to all correspondence, (except such as may be required of the Financial Secretary) make reports as may be required by the executive committee.

The Recording Secretary shall be responsible for maintenance of a mailing list of dues paid members.

Section 7 The **Sergeant-At-Arms** shall maintain order at all meetings and shall collect assessments during the meeting.

Section 8. The duly elected officers, committee chairman, and any Presidential designee shall constitute the **Executive Committee** of which the President shall be chairman.

## ARTICLE VI COMMITTEES

- A. The standing committees shall be:
- Executive
  - Membership
  - Continuing Education
  - Entertainment
- B. The President shall appoint the chairperson of the Membership and Continuing Education committees within 30 days of election to office.
- C. Each committee shall consist of at least two members. The chairman, appointed by the President (or by the by-laws), and the remaining member(s) appointed by the chairperson of the committee.

## ARTICLE VII AWARDS

**The Edward F. Skorczewski Award** shall be administered by the PAPA Foundation.

**The Joseph Koslow Book Award** shall be administered by the PAPA Foundation.

**Louis Zahn Memorial Award:**

The distribution of monies received from the Zahn Family, as promised by the Gunther family, will be determined yearly at the executive committee winter meeting. The result of the distribution will serve to commemorate the name of Mr. Louis Zahn, founder of the Louis Zahn Wholesale Drug Company.

The monies may be partially invested, partially spent, totally invested, or totally spent, or any combination thereof. Any investment of monies for this fund shall be kept separate from monies invested in other funds.

## ARTICLE VIII BY-LAWS AMENDMENTS

The by-laws may be amended by a **two-thirds** vote at any regular meeting.

## ARTICLE IX QUORUM

A quorum shall consist of **eight** members.

## **ARTICLE X OATH OF OFFICE**

I (name...office..) do solemnly pledge to uphold and defend the Constitution of the United States of America and of the Polish American Pharmacists' Association; to promote loyalty and good fellowship among persons of our profession, community, state, and nation; to abide by the laws and rules of the Polish American Pharmacists' Association; to all of which I pledge myself, so help me GOD.

## **ARTICLE XI ORDER OF BUSINESS**

1. Call to order
2. Pledge of Allegiance
3. Quorum Count
4. Reading and approval of minutes of the last meeting
5. Reading of Correspondence
6. Treasurer's Report
7. Committee/Officer's Reports
8. Installation of Officers
9. Unfinished (old) business
10. New Business
11. Program and/or Election of Officers
12. Assessment Collection
13. Adjournment