

BY LAWS
OF
THE PHARMACY ALUMNI ASSOCIATION
OF DUQUESNE UNIVERSITY

ARTICLE I

Name and Address

The name of this Association shall be the Duquesne University Pharmacy Alumni Association. The principal office of the Association is Bayer Learning Center, 600 Forbes Avenue, Pittsburgh, PA 15282; its email address is pharmacyalumni@duq.edu.

ARTICLE II

Vision and Mission

The PAA vision is to provide a shared pathway of lifelong professional development and opportunities for Alumni and future graduates in partnership with the School of Pharmacy. PAA's mission is to...

- Provide programs, services, and resources that foster the continuous professional development of the alumni.
- Establish a support network that will provide benefit to both local and remote alumni members.
- Provide alumni with student mentoring and precepting opportunities and serve as a valuable resource to student pharmacists.
- Cultivate and nurture communication among the alumni, the School of Pharmacy and the University.
- Contribute to the advancement of pharmacy practice through service to the profession.
- Support and promote the mission of the School of Pharmacy and the Graduate School of Pharmaceutical Sciences.

ARTICLE III

Membership and Dues

Section 1. Individual memberships shall be of three types: Regular, Associate and Honorary. Only Regular members of active status shall be eligible to vote or hold office in the Association.

- A. Regular membership shall be restricted to and include all graduates of the Duquesne University School of Pharmacy.
- B. Associate membership shall be available to all faculty of the Duquesne University School of Pharmacy as well as to those individuals who possess a degree in pharmacy granted unto them by another school and who support the Association. Associate members shall have the right to participate in the meetings of the Association but they shall not have the right to vote or hold

elected office.

C. Honorary membership may be extended to those individuals who have made an outstanding contribution to the advancement or promotion of the profession of pharmacy. Any active member may nominate such an individual by submitting the nomination together with supporting documents to the Board. The Board shall act upon such nomination at its next regularly scheduled meeting and, if recommended, present the same to the membership at the next annual meeting of the Association. Approval must be by a minimum two-thirds approval vote of the members present. Provided further, that all recipients of an honorary degree from the Duquesne University School of Pharmacy shall automatically be granted Honorary membership in the Association. Honorary members shall have the right to participate in the meetings of the Association, but they shall not have the right to vote or hold elective office.

Section 2. Annual dues: Annual membership dues shall be payable by both Regular and Associate members, in advance, on or before May 31 of each year in an amount determined by the Executive Board.

A. Active status: All members subject to the payment of annual dues whose dues have been paid for the current calendar year shall be deemed to hold active status within the Association.

B. Honorary. Honorary members shall be exempt from the payment of annual dues and shall hold permanent active status.

Section 3. Voting rights as provided in these bylaws are limited to and may be exercised by Regular active members only.

ARTICLE IV

Executive Board

Section 1. Officers of the Association shall constitute the voting members of the Executive Board. The officers shall be a president, a president-elect, a vice-president, a secretary and a treasurer. Additionally, the Executive Board shall include as ex officio, non-voting members the following persons:

- A. The Dean of the Duquesne University School of Pharmacy, who serves as the Executive Director;
- B. A Director, who shall be a chief contact for the officers and will be appointed by them at the first meeting of each fiscal year;
- C. The President of each professional year class of the Duquesne University School of Pharmacy or his/her designee; and
- D. The Immediate Past-President.

Section 2. The Executive Board shall have full power and authority over the affairs of the

Association between its annual and/or special meetings. None of its acts shall conflict with the bylaws or action taken by the Association.

Section 3. Meetings of the Executive Board shall be held not less than two times each year and as determined by the Executive Board.

Section 4. The presence of a majority of the voting Board members shall constitute a quorum for the conduct of business at an Executive Board meeting.

Section 5. The Executive Board may itself serve as or appoint a nominating committee of five (5) Regular active members, one of whom will be the vice-president who will chair the committee. It shall be the duty of this nominating committee to nominate candidates for both of the offices to be filled at the annual meeting. The nominating committee shall report to the Executive Board at a regular meeting prior to the annual meeting.

- A. A vice-president shall be one of the officers elected each year and enters into the succession described below in Section 7.
- B. The other office to be filled shall be either the secretary or the treasurer. The terms of secretary and treasurer shall be staggered; the secretary shall be elected in the odd year while the treasurer shall be elected in the even year. The secretary and treasurer shall each serve a term of two (2) years.

Section 6. At the annual meeting, additional nominations from the floor shall be permitted before the new officers are elected. Election shall be by majority vote of the Regular active members present. Each of the newly elected officers shall enter into their respective offices and duties at the beginning of the fiscal year

Section 7. The officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Association.

- A. It shall be the duty of the president to preside at all meetings of the Association. The president shall present at the annual meeting a report of the operations of the Association during the year, with such recommendations for its future government or policy as may seem proper. The president shall serve a one (1) year term before progressing to Immediate Past President.
- B. The president-elect and the vice-president shall automatically succeed to the next higher office after the annual meeting of the Association and shall enter into their respective offices and duties at the beginning of the fiscal year. Each shall serve a term of one (1) year before progressing to president and president-elect, respectively. In case of the temporary absence or inability of the president to preside, the duties of that office shall fall upon the president-elect and vice-president in their respective order.
- C. The treasurer shall work closely with the Director of the Pharmacy Alumni Association in overseeing Association accounts, in receiving funds to the Association, and in disbursing Association funds from the account. He or she shall report the financial status of the Association's account at the Association's general meetings,

annual meeting, at Executive Board meetings and as requested by the President.

Section 8. If a vacancy in any office shall occur, the unexpired term of such office shall be fulfilled as prescribed in these bylaws.

A. If a vacancy in the office of the president shall occur, the president-elect shall immediately and automatically succeed to the office of president to serve both such unexpired term and the next regular term.

B. If a vacancy in the office of the president-elect shall occur, the vice-president shall immediately and automatically succeed to the office of president-elect to serve both such unexpired term and the next regular term.

C. If a vacancy in the office of vice-president, secretary or treasurer shall occur, the Executive Board shall appoint a Regular active member to serve the unexpired term of any such office.

Section 9. If an officer shall have been absent from three (3) Executive Board meetings, whether regular or special, held during the year between annual meetings, then he or she may be removed from office by a two-thirds vote of the Executive Board. Such a motion shall be preceded by a written notice sent by the Executive Board to the officer at least one month prior to the vote. The written notice should outline the reason for the motion for removal and request a written response in advance of the next meeting of the Board. If a written response is received, it will be made available to all those in attendance who are legible to vote on the issue.

ARTICLE V

Meetings

Section 1. A meeting of the Association shall be held annually in the last half of the fiscal year.

Section 2. Special meetings may be called by the president, at the direction of the Executive Board. The purpose of the meeting shall be stated in the call. At least thirty (30) days notice shall be given for a special meeting.

Section 3. Twenty-five (25) Regular active members shall constitute a quorum at any meeting of the Association.

ARTICLE VI

Committees

Such other committees, standing or special, shall be appointed by the president as the Association or the Executive Board shall, from time to time, deem necessary to carry on the

functions of the Association. The president shall be *ex officio* a member of all committees except the nominating committee. The Executive Director and the Director shall be *ex officio* members of all committees.

ARTICLE VII

Awards

Section 1. Alumni, in review for the Distinguished Alumnus Award, shall be evaluated on their professional achievements and contributions to the School, the University or the Association.

- Professional achievements would include, but is not limited to, professional recognition(s) and awards, community or institutional involvement in promoting the profession of pharmacy or innovative discoveries that lead to the improvement of patient care and the practice of pharmacy.
- Contributions would include, but are not limited to, involvement in university development programs, establishing meaningful roles for alumni volunteers, involving alumni in student recruitment mentorship and placement programs, fostering public acceptance and support of Duquesne University and its School of Pharmacy in achieving their goals, implementing programs of interest for alumni and providing opportunities to enhance friendships and camaraderie among alumni.

Section 2. Alumni, in review for the Alumnus(a) Achievement Award, shall be evaluated on their personal prominence in the practice of pharmacy or its related fields. Prominence would include, but is not limited to, professional recognition(s) and awards, community or institutional involvement in promoting the profession of pharmacy or innovative discoveries that lead to the improvement of patient care and the practice of pharmacy.

Section 3. Alumni in review for the Recent Graduate Alumnus(a) Achievement Award shall have graduated within the past ten years and shall be evaluated on their personal prominence in the practice of pharmacy or its related fields. Prominence would include, but is not limited to, professional recognition(s) and awards, community or institutional involvement in promoting the profession of pharmacy or innovative discoveries that lead to the improvement of patient care and the practice of pharmacy.

ARTICLE VIII

Fiscal Year

Section 1. The fiscal year of this Association shall be June 1st through May 31st to coincide with the school year.

Section 2. The treasurer shall submit the financial records of the Association to the Director for audit as soon as practical after the close of the fiscal year.

ARTICLE IX

Subordination

Section 1. The Association recognizes that the School of Pharmacy is an integral part of Duquesne University and that Duquesne University has a general alumni association known as the Duquesne University Alumni Association.

Section 2. The Association shall not cause any act to be done which shall be in conflict with or in contravention of the general alumni association.

Section 3. In the event that the within bylaws shall in any way conflict with or be in contravention with the purposes of the general alumni association, then and in that event, the within bylaws shall be subordinated to those purposes which shall prevail.

ARTICLE X

Parliamentary Authority

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules-of-order the Association may adopt.

ARTICLE XI

Amendment of Bylaws

These bylaws may be amended by a two-thirds vote of active alumni returning their ballots by the required date. The Regular membership is given at least thirty (30) days to review the amendments to these bylaws. Ballots may be cast by mail or electronically.