



WesternU Pharmacy Alumni Association By-Laws

Article I – Name

The name of this organization shall be the “WesternU Pharmacy Alumni Association,” herein referred to as the WPAA.

Article II – Members

Any person who attended the Western University of Health Sciences College of Pharmacy and completed either a Doctor of Pharmacy or Master of Science in Pharmaceutical Sciences degree will be considered members of the WPAA and are eligible for Association benefits.

Article III – Board of Directors

A. Board Members

1. The WPAA Board of Directors shall be composed of no fewer than 12, but no more than 20, voting members at any given time.
2. The members shall represent a variety of class years, practice settings, and geographic locations.
 - i. No more than two WPAA Board of Directors shall have graduated in the previous twelve months.
3. There shall be one student representative from each class serving on the WPAA Board of Directors in a non-voting capacity.
4. Board members must be current, contributing members of the WPAA
 - i. For members who have graduated within 12 months, the minimum contribution to the WPAA shall be \$250.00 annually
 - ii. For members who have graduated within 12-24 months, the minimum contribution to the WPAA shall be \$500.00 annually
 - iii. For members who have graduated more than 24 months ago, the minimum contribution to the WPAA shall be \$1000.00 annually
 - iv. Student members shall not have a minimum contribution to the WPAA.
5. The Executive Director of the WPAA shall be appointed by the Dean of the Western University of Health Sciences College of Pharmacy, shall be from among the faculty, and shall be a voting member of the WPAA Board of Directors.

6. The Dean of the Western University of Health Sciences College of Pharmacy shall serve as an ex-officio, non-voting member.
7. There shall be five officers: President, Vice President, Immediate Past President, Secretary, and Treasurer.

B. Elections of Officers

1. Members must be on the WPAA Board of Directors for one year before becoming eligible to run for office (with the exception of Founding members).
2. Newly elected officers shall be installed at the first meeting of the subsequent calendar year.
3. The term of the Board calendar shall match the Western University of Health Sciences' fiscal year.

C. Terms of Office

1. The term of office for WPAA Board of Directors shall be three calendar years. Board members may serve no more than two consecutive terms (for a total of six years). Alumni may be reappointed to the Board after a one-year hiatus following their second term.
2. The offices of President, Vice President, and Secretary shall be elected and the term of office shall be one year or until their successors are duly installed.
3. Upon completion of the President's term of office, the President shall automatically assume the office of Immediate Past President and the term of office shall be one year or until their successors are duly installed.
4. The office of Treasurer will be assumed by the Executive Director of the WPAA Board of Directors.
5. In the event of a vacancy on the WPAA Board of Directors, the President may appoint with a majority vote of the Board, an individual to fill the vacancy for the remainder of the term. The appointed member shall be eligible to serve two full terms following the appointment.
6. In the event of a vacancy of a WPAA Board of Directors officer, the President may appoint a current Board member, with a majority vote of the Board, to fill the vacancy for the remainder of the term. The individual shall be eligible to run for office for the following term.

D. Meetings of the Board

1. The frequency of meetings shall be determined by the Board during its annual retreat every year.
2. A quorum shall be present in any official meeting of the WPAA Board of Directors in order for the Board to conduct its business.
3. Additional meetings may be scheduled at the discretion of the President.
4. Any Board member who has two consecutive, unexcused absences for official Board meetings shall be considered resigned from the Board. Authorized excuse from a Board meeting shall be at the discretion of the President.

E. Responsibilities of Board Members

1. Attend Board meetings and Board-sponsored functions.
2. Serve as a voting member of the WPAA.
3. Develop alumni engagement initiatives and other strategies to enhance the relationship between alumni and Western University of Health Sciences College of Pharmacy.
4. Contribute to the WPAA with annual giving.

F. Responsibilities of Officers

1. President
 - i. Takes office at the first meeting of the WPAA calendar year.
 - ii. Represents the WPAA at Western University of Health Sciences functions and serve as a liaison to other organizations on behalf of the WPAA.
 - iii. Chair the WPAA Board of Directors meetings.
 - iv. Maintain close contact with the Executive Director to provide guidance on ongoing operations of the WPAA.
2. Vice President
 - i. Assume all duties of the President in the absence of the President.
3. Immediate Past President
 - i. Assume all duties of the President in the absence of the President and Vice President.
 - ii. Ensure adherence of operations with WPAA by-laws and serve as Chair of the By-Laws Committee.
 - iii. Serve as an advisor to the President.
4. Secretary
 - i. Record minutes of all official Board meetings.
 - ii. Correspond with alumni regarding alumni initiatives and related matters.
5. Treasurer
 - i. Keep a record of all income and expenses of the WPAA
 - ii. Give a financial report at every official Board meeting to the WPAA Board of Directors.
 - iii. Create an annual report at the close of each Board calendar year and distribute to all the alumni.
 - iv. Collaborate with Western University of Health Sciences to maintain stewardship of the funds donated from College of Pharmacy alumni.

Article IV – Committees of the Board

A. Standing Committees

1. The President shall appoint, with the advice and consent of the Board, the Chair and members of the standing committees.
2. The standing committees consist of: Board Member Nominating Committee, By-Laws Review Committee, Elections Committee, and Awards Committee.
3. Members of these committees may be any active WPAA member.
4. The Chair of each committee shall report to the President and the Board.

B. Ad hoc Committees

1. The President may create ad hoc committees when deemed necessary to carry out the work of the Board.
2. The President shall appoint, with the advice and consent of the Board, the Chair and members of the ad hoc committees.
3. Members of these committees may be any active WPAA member.
4. The Chair of each committee shall report to the President and the Board.

C. Duties of the Standing Committees

1. Elections Committee
 - i. The Elections Committee is responsible for identifying potential Board member candidates for consideration by the Board and for nominating candidates for officers of the WPAA Board of Directors
 - ii. The Elections Committee shall put out a call for nominations no less than three months prior to the final Board meeting of the Board calendar year.
 - iii. The Elections Committee shall send out the election ballot to all WPAA members via electronic mail no more than one month prior to the final Board meeting of the Board calendar year.
 - iv. Elections will be open for a period of 14 calendar days.
 - v. The majority of votes cast will be required to elect a new Board member or WPAA officer.
2. By-Laws Review Committee
 - i. The By-Laws Review Committee shall be responsible for reviewing the by-laws on a biennial basis and recommending amendments to them.
 - ii. All amendments to these by-laws shall be presented to all WPAA members for approval.
 - iii. All amendments shall be published via electronic mail to all WPAA members for no less than one month prior to calling for a vote on the amendments. The voting period shall be open for a specified time, no less than two weeks, and voting shall be closed at the pre-specified date and time.

- iv. A two-thirds (2/3) majority of votes cast by WPAA members shall be required to pass an amendment.
 - v. Twenty percent (20%) of all WPAA members shall constitute a quorum for passing amendments.
 - vi. The Immediate Past President shall serve as Chair of the By-Laws Review Committee.
3. Awards Committee
- i. The Awards Committee shall be responsible for calling for nominees, reviewing submissions, and selecting recipients for the annual WPAA student, alumni, and other WPAA awards.

Article V – Quorum

Unless otherwise specified, the quorum necessary for the transaction of business at any meeting of the WPAA Board of Directors shall be no less than one-half (1/2) of the WPAA Board members.

Article VI – Parliamentary Procedure

Parliamentary conduct at all meetings shall be closely adhered to, and shall be governed by the current edition of *Robert's Rules of Order – Newly Revised*.