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**THE ACADEMY OF MANAGED CARE PHARMACY**

**STUDENT CHAPTER CONSTITUTION**

**University of Florida College of Pharmacy**

Constitution written by:

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On

**August 18, 2013**

Amended by:

**Darlene Adirika**

On

**August 22, 2024**

**University of Florida College of Pharmacy**

**AMCP Student Chapter
1225 Center Drive Gainesville, Fl 32611**

**ARTICLE I: NAME OF ORGANIZATION**

**Section 1.1 Name**

The name of this Student Chapter is the Academy of Managed Care Pharmacy and will utilize the acronym AMCP when needed.

**Section 1.2 Organization**

The Organization is a Chapter of the Academy of Managed Care Pharmacy (AMCP) existing under University of Florida College of Pharmacy.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Academy of Managed Care Pharmacy is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

**ARTICLE III. PURPOSE STATEMENT**

**Section 3.1 Purpose**

The purpose of the AMCP Student Chapter of the Academy of Managed Care Pharmacy, in keeping with the mission of the AMCP, is to encourage the education, development, and promotion of the principles and practices of managed care pharmacy.

The purposes for which the AMCP Chapter is organized are:

1. to encourage the education and support the advancement of managed care pharmacy.
2. to enhance the common academic and professional interests of the AMCP Chapter members.
3. to offer professional opportunities and leadership within managed care pharmacy.
4. to establish, develop, promote, and conduct educational programs relating to and improving the health and welfare of human beings, especially as it relates to the delivery of pharmacy services in a managed care setting.
5. to carry out such other acts and to undertake such other activities as may be appropriate or desirable, in furtherance of the Chapters’ and/or AMCP's purposes, so far as permitted by the rules and regulations of the University of Florida College of Pharmacy. The Chapter shall do no act, which requires occupational or professional licensing under state law, such as, for example, the dispensing of medication.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, Academy of Managed Care Pharmacy shall be a registered student organization at the University of Florida. Academy of Managed Care Pharmacy shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**Section A. Non-Discrimination**

Academy of Managed Care Pharmacy agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

**Section B. Sexual Harassment**

Academy of Managed Care Pharmacy agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.  Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

**Section C. Hazing**

Academy of Managed Care Pharmacy agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

**Section D. Responsibility to Report**

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Academy of Managed Care Pharmacy becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

**Section E. Officer Eligibility**

Academy of Managed Care Pharmacy understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility)

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR Academy of Managed Care Pharmacy**

Academy of Managed Care Pharmacy may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Academy of Managed Care Pharmacy agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

**Section 7.1 Faculty Advisor Selection**

A non-voting Faculty Advisor will be designated to the Chapter. The Faculty Advisor is chosen by voluntary service and best interest in the Academy of Managed Care Pharmacy. The term of office is indefinite once designated unless the faculty advisor notifies the student chapter of withdrawal. In the event that the faculty advisor has retired, left, or otherwise been de-selected to represent the student chapter then it is required that the President, President-Elect, and Vice President of the student chapter find a new faculty advisor for replacement within 30 days of knowing that the current faculty advisor will no longer be representing the student chapter.

**Section 7.2 Faculty Advisor**

The Academy of Managed Care Pharmacy will have an advisor who shall be a full-time member of the UF faculty, administration, or staff.

**Section 7.3 Duties of the Faculty Advisor**

The responsibilities and function of the Faculty Advisor will include but not limited to the following:

1. Liaison with the President of the Chapter to assure ongoing communication with AMCP Headquarters, Leadership and Schools of Pharmacy Committee.
2. Will make every effort to be present at all Chapter meetings and all Chapter Officer meetings. He/she must be notified of all such meetings. Any comments or announcements which he/she needs to communicate to the Chapter membership can be made in writing and stated by the President or designated officer.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility). The elected officers of Academy of Managed Care Pharmacy shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

**Section 8.1 Composition of Student Officers**

The Student Officers of the chapter shall consist of minimum of four AMCP Student Members in good standing. The elected officers shall include: the President, President-Elect/Program Chairperson, Vice President, Treasurer, Marketing Director (2), Community Outreach Directors (3), P&T Coordinator, Historian/PR, Webmaster, Student Council Representative, and Secretary. The chapter may, at its discretion, establish additional officers. Additional officers must be AMCP Student/Resident members in good standing. The president-elect will have to be a first year pharmacy to be elected, and is required to uphold the presidency of the subsequent year. All elected officers shall be eligible for re-election by the membership to successive terms, annually. Any officer may resign by written notice to the Chapter Officers of the chapter. The resignation shall become effective upon receipt thereof by the Chapter Officers or at such subsequent time as shall be specified in the notice of resignation.

**Section 8.2 Term of Office**

The term of office for each elected Chapter Officer is one year. Terms of office commences with the annual election meeting and terminates at the next annual election meeting.

**Section 8.3 Duties of Officers**

The duties of Chapter Officers are described below. If the Chapter chooses to have additional officers, the description of duties for each officer must be filed with AMCP Headquarters.

1. President: The President shall preside at all meetings of the members and the Chapter Officers, and shall from time to time perform such other duties as the Chapter Officers shall designate. He/She shall also be the principal elected official of the chapter and shall be subject to the direction and affairs of the Chapter, its officers, and its members. Except as otherwise expressly set forth in these Bylaws, the President shall be the officer authorized to sign correspondence and documents on behalf of the Chapter; provided, however, that under no circumstances shall the Chapter, or any officer, enter into any contract or arrangement on behalf of AMCP, or one which purports to bind AMCP, without the express written authorization of the AMCP. The President shall also be responsible for the coordination, planning, marketing and execution of all Chapter meetings and programs.
2. President-Elect/Program Chairperson: The President-Elect shall perform such duties as the President shall from time to time delegate to him/her and shall perform such other duties as the Chapter Officers shall designate. In the temporary absence or disability of the President, the President-Elect shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The President-Elect shall assume the position of President upon the conclusion of the term of the sitting President.
3. Vice President: The Vice President shall perform such duties as the President shall from time to time delegate to him/her and shall perform such other duties as the Chapter Officers shall designate. He/she shall assist the President or President-elect in the coordination, scheduling, and execution of events and meetings.
4. Secretary: The Secretary shall attend all meetings of the members and the Chapter Officers. He/She shall keep the minutes of all meetings. He/She shall also give notice of all meetings. He/She shall, in general, have all the powers usually vested in the Secretary and shall perform the duties incident to such office as well as keep a record of all active members at all times. He/She will be responsible for announcing the timing and location of all general meetings.
5. Treasurer: The Treasurer shall be responsible for overseeing the keeping of the accounts of the Chapter and the collection of its funds and disbursement of them under the direction of the membership. He/She shall render a report to the membership showing the financial condition of the chapter at each regular meeting of the chapter and forward a copy of that report to AMCP headquarters immediately following the close of each regular meeting if required. The Treasurer shall submit a proposed budget to be reviewed and approved by the membership, annually. He/She shall assure the proper keeping of books of the account, showing all sums received by or due to the chapter. A chapter fiscal report shall be submitted to AMCP headquarters by fiscal year end. He/She shall have such powers in respect to signing drafts, checks, contracts, and other instruments incurring liabilities as the membership shall from time to time confer upon him/her. In general, the Treasurer shall perform all duties usually performed by the Treasurer and shall, subject to the foregoing limitations, have the power and authority commonly incident to such office.
6. Webmaster: The webmaster shall be responsible for all matters concerning publication of events and news of all meetings through social media avenues (facebook, twitter, etc).
7. Marketing Directors (2): He/She is will be responsible for the recruitment and maintenance of Chapter Membership. He/She will be in charge of holding a membership drive every semester or year as deemed necessary by the organization. He/She with the help of the Co-membership chair will be responsible for holding various days for the membership-drive. He/She will also, with support from the other Chapter Officers, fundraise and promote active revenue for the chapter to support events.
8. Community Outreach Directors (3): He/She will work as a team in creating, supporting, and continuing community outreach events throughout the year as part of the AMCP Student Chapter. There is a minimum of 1 required community outreach organized event per month, a total of at least 4 events that need to be completed during an academic semester.
9. SC Representative: The Student Council representative will be present at all club meetings of the Student Council of the University of Florida College of Pharmacy. If in the case the SC Representative cannot make it to the meeting, a self-appointed SC Representative Alternative can go in his/her stead.
10. P&T Coordinator: The P&T Coordinator shall be responsible for organizing and helping coordinate and set up the annual P&T Competition in the research and development of lecturers, resources, catering, and room events for the event.
11. Historian: The Historian is required to be present at major events and continue to support public relation campaigns for the AMCP Student organization. They are required to publicize photos on social media sites and keep photos on record for meeting presentations.

**Section 8.4 Removal of Officers**

Officers may be recalled for (1) gross neglect of their duties, or (2) acts detrimental to the interests of AMCP or the Chapter. A special meeting shall be called expressly for this purpose, and special voting (2/3 of Student Members in good standing present) is requires for removal of an officer.

**Section 8.5 Regular Chapter Officer Meetings**

In addition to the election meeting, regular meetings of the Chapter Officers shall be held at least once (1) a month during the academic year excluding summers in which there will only be (1) required teleconference meeting during the summer with all chapter officers.

**Section 8.6 Special Chapter Officer Meetings**

Special meetings of the Chapter Officers may be called by the President in his/her discretion, or by the majority of the Chapter Officers. Notice of the time, place, and purpose of each special meeting shall be provided prior to such meetings. Such notice shall be given, wither personally or by mail, no less than 48 hours nor more than 30 days before the date of the meeting.

**Section 8.7 Vacancies**

Vacancies among the Chapter Officers may be filled when a special Chapter election meeting is called. Election to a vacated office shall be limited to its current term.

**ARTICLE IX. ELECTIONS**

**Section 9.1 Time of Elections**

Elections will be held annually during the Spring semester of the Academic School year in the beginning of February. All members of the Chapter in good standing are eligible to vote. At the election meeting, a written ballot shall be given to each Student member present who is eligible to vote. A voting student member may, by written request to the Secretary, obtain an absentee ballot at least seven (7) days prior to each election meeting. All absentee ballots must be submitted by mail or in person to the Secretary in a sealed envelope dated at least three (3) days prior to such meeting. All ballots will list the candidates for each officer position. Write-in candidates shall not be permitted. Each voting student Member shall have the right to cast one (1) vote for each officer position. Each officer shall be elected by a majority (50% plus 1) of the votes cast for that position. The President and one appointed Chapter Member who shall collect and tally the written ballots cast and shall report the results to the Chapter Membership at the close of the election meeting. In the event of a tie or if no majority is reached, then the faculty advisor will decide on selecting a student for the officer position. Newly elected officers shall be installed at the last Chapter meeting of the academic school year during the Spring semester.

**Section 9.2 Training of Newly Elected Chapter Officers**

Training will be provided in a transition Chapter Officer meeting following the Election, to offer opportunity of current Chapter Officers to train new Chapter Officers. It is expected that all old chapter officers support and aid in this.

**Section 9.3 Nomination of Chapter Officers**

In order to be eligible to be elected as an officer, an individual must have been a member of AMCP.

Nominations for officers shall be made by the Chapter members. Nominations by Chapter members eligible for election shall be solicited at least fourteen (14) days prior to the election meeting. Seven (7) days prior to the election, the Secretary shall present a slate consisting of at least two (2) candidates for each position to be elected, chosen from among the voting Student Members, provided that persons nominated have given their consent.

In the absence of clear direction on election, amendment, and /or voting procedures, Academy of Managed Care Pharmacy agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE X. FINANCE**

As a General Registered Student Organization, Academy of Managed Care Pharmacy does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

**Section 10.1**

AMCP will be funded part by the collection of annual student membership in the amount of $10.00 to be paid anytime during the academic year. This fee covers food during meetings provided to members and other operational expenses of the organization. AMCP will also raise funds through fundraisers as well.

**Section 10.2**

The Fiscal Year of the Chapter shall be from March 1 – February 28.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Academy of Managed Care Pharmacy will leave any assets and outstanding funds to be donated to the Sebastian Ferrero Foundation.

**ARTICLE XII: AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

The constitution of the Chapter may be amended by (1) the recommendation of the membership of the Chapter, as evidenced by the affirmative vote of the majority (2/3rds majority / majority vote) of a quorum of the members in good standing, conducted as set forth below. The amended constitution does not need to be submitted to AMCP Headquarters for final approval before they can be enforced by the Chapter.

All amended constitutions must be submitted directly to Student Engagement for review and approval.