

SOCIETY OF AIR FORCE PHARMACY BYLAWS

2021

ARTICLE I: NAME

The name and title, by which this organization shall be known is the Society of Air Force Pharmacy, hereinafter referred to as the Society.

ARTICLE II: PURPOSE

The purposes of this Society are to render loyal and dedicated service to our patients, the pharmaceutical profession, and the Air Force Medical Service. The Society is organized and shall be operated for educational, professional, and scientific purposes and to promote and develop pharmacy or medically related education and mentorship programs. In furtherance of these purposes, the Society shall, through appropriate mechanisms, further the practice of pharmacy within the Air Force and assist members in fulfilling continuing education requirements to achieve the highest standards of practice.

ARTICLE III: CLASSES OF MEMBERSHIP

Section 1: MEMBERSHIP – Membership of the Society shall consist of those who meet the requirements for membership as defined below. The classes of membership shall consist of: a) Full Members, hereinafter referred to as Members, b) Affiliate members, c) Corporate members, d) Honorary members, and e) such other members as may be recognized by the Board of Directors.

Section 2: MEMBER – A Member shall be a current or former active duty, guard or reserve pharmacy officer or enlisted pharmacy technician of the United States Air Force or a civil service pharmacist or pharmacy technician working in an Air Force facility. Members shall be eligible to hold office, make motions during meetings, and to vote on all issues concerning the Society.

Section 3: AFFILIATE MEMBER – Affiliate membership shall be available to individuals from any health profession who desire to associate with the Society and shall include contract pharmacists and contract pharmacy technicians working in Air Force facilities, and current or former active duty, guard or reserve pharmacy officers or enlisted pharmacy technicians of the United States Army, Navy, Coast Guard, or civil service or contract pharmacists and pharmacy technicians working in a sister service or a Defense Health Agency facility. Affiliate members shall be approved by the membership committee and shall be entitled to vote in elections and meetings, but may not hold office.

Section 4: CORPORATE MEMBER – Corporate membership shall be available to any legally chartered corporation currently engaged in the delivery of healthcare products or services which desires to associate with the Society. Corporate members shall be entitled to vote in elections and meetings but may not hold office. The membership categories for corporate entities are listed below in section 6.

Section 5: HONORARY MEMBER – Upon confirmation by a majority vote of the Board of Directors, honorary membership may be conferred upon persons who have rendered distinguished service to the

pharmacy profession. Honorary members shall have all the rights and privileges of the Society with the exception of holding office, chairing committees, and/or voting.

Section 6: DISTINGUISHED MEMBER – Distinguished member status is conferred upon an individual or corporate member in recognition of contributions made to the Society. The designation level and contribution minimums are:

- a) Platinum Member (\$10,000 +)
- b) Gold Member (\$5,000 – \$9,999)
- c) Silver Member (\$2,500 - \$4,999)
- d) Bronze Member (\$1,000 - \$2,499)

Cumulative contributions received throughout the Society’s fiscal year will determine the category of distinguished membership. Distinguished members shall be entitled to privileges of the floor but may not hold office.

Section 7: APPLICATION – All applications for membership shall be on an application form approved by the Board of Directors and may be in paper or electronic format. Applications will be received by either the Technician or Pharmacist Secretary/Treasurer and forwarded to the Membership Committee, if necessary.

ARTICLE IV: GOVERNANCE

Section 1: OFFICERS – The Officers of the Society shall be a President, Vice President, President-Elect, Secretary, Treasurer, and the Immediate Past President. All the above officers will be pharmacist members of the Society except the Technician Secretary.

Section 2: DIRECTORS – The board of directors shall have eleven (11) Directors: the six (6) Officers as listed in Section 1, and the five (5) Directors at Large. The Associate Chief for Pharmacy, and the Air Force Enlisted Career Field Manager, will be invited to fill two of the five Director positions. If they so choose, the Associate Chief for Pharmacy and the Air Force Enlisted Career Field Manager may appoint someone to serve on the board as their proxy. The remaining Director at Large positions will be elected by the membership and must be filled by one active duty pharmacy technician, one active duty pharmacist, and one retired pharmacy technician or pharmacist.

Section 3: ADVISORY BOARD MEMBERS – Prior Associate Corps Chiefs, Enlisted Career Field Managers, or individuals with particular skillsets who are members in good standing will be invited, at the Board’s discretion, to participate in a non-voting, advisory support role.

Section 4: DUTIES OF OFFICERS

- a) President – The President shall preside at all business meetings of the Society and the Board of Directors. The president shall appoint standing committees and ad hoc committees of the Board of Directors and shall designate a chairman thereof, subject to the approval of the Board of Directors. The President shall provide a full report on the activities of the Board of

Directors to the membership at least annually.

- b) President-Elect – The President-Elect shall preside at meetings of the Society in the absence of the President and Vice President. He/She shall succeed to the office of President at the expiration of the President's term, or earlier should the office become vacant for any reason. He/she shall chair the Elections Committee. He/She shall serve as the Editor-In-Chief of the Journal of The Society of Air Force Pharmacy while serving as President-Elect.
- c) Vice President – The Vice President shall preside at meetings of the Society in the absence of the President. The Vice President shall be the Chair of the Conference Committee. The Vice President shall perform other duties as assigned by the Board of Directors.
- d) Pharmacist Treasurer – The Pharmacist Treasurer shall maintain accurate records of the financial status of the Society, collect all monies received into the Society, and deposit such funds into an account with a financial institution. The Pharmacist Treasurer shall disburse funds of the Society as directed by the President or Board of Directors and shall render to the Board of Directors, whenever they request it, an account of all transactions and shall make available all financial records for audit at the discretion of the Board of Directors. The Pharmacist Treasurer shall make a financial report available to the membership at least annually and will provide the report upon request from a member. The Pharmacist Treasurer shall be responsible for filing an annual tax return on behalf of the Society to the Internal Revenue Service for both calendar years served. The Pharmacist Treasurer shall be chairman of the Finance Committee and shall have other duties as may be prescribed by the Board of Directors.
- e) Technician Secretary – The Technician Secretary shall keep minutes of all Board of Directors, annual, and special meetings. The Technician Secretary shall execute general correspondence, and notify all members of meetings. Assists the Society Board on general technician issues. Specifically assists the Pharmacist President in general correspondence to technician members and notifies all technician members of meetings. Assists the Pharmacist Treasurer in collecting dues and updating membership status in the Society database. Markets Society membership to eligible pharmacy technicians. Assists the Board of Directors with other projects.
- f) Immediate Past President – The Immediate Past President shall perform such duties as may be assigned by the President or the Board of Directors. The Immediate Past President shall provide counsel to the President and other members of the Board of Directors. He/she shall chair the Awards Committee.

ARTICLE V: DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall have the following duties and responsibilities:

- a) **POLICY** -- Adopt, amend, repeal, and implement policy. A quorum should be present, defined as 6 of 11 board members for any vote to take place. A majority vote of those board members present (after quorum has been met) will be required to adopt, amend, or repeal policy. Policies will be reviewed annually by the appropriate committee, and recommended changes will be forwarded to the Board of Directors for action.
- b) **MANAGEMENT** – To provide for the management of the Society in such a manner as may be necessary.
- c) **COMMITTEES** – To establish standing and ad hoc committees necessary for the performance of its duties.
- d) **REPORTS** – To report the activities of the Board for the preceding year to the general membership at least annually. A written report shall be submitted to the Secretary & the Treasurer for the record.

ARTICLE VI: MEETINGS OF THE BOARD OF DIRECTORS

Section 1: MEETINGS - The Board of Directors shall hold meetings at such times and at such places as may be designated by the President, but in no event shall there be less than one (1) such meeting each year. A quorum (as defined in article v) must be met for the purpose of transacting business such as utilization and expenditures of funds, and a majority vote of the members present shall constitute the action of the Board of Directors.

Section 2: SPECIAL MEETINGS – Special meetings may be called at the request of the President, or upon written request to the President of at least 35 percent of the voting members of the Society. The object of such special meeting shall be stated in the call and no other business shall be transacted. If a majority of the Board is unable to attend, a telephone or e-mail poll of the Board members shall be conducted by the President, with the vote recorded for each director by name. A majority vote of the Board members present shall constitute the action of the Board of Directors.

ARTICLE VII: MEETINGS OF THE GENERAL MEMBERSHIP

Section 1: MEETINGS – At least one general membership meeting shall be held each year. Special meetings may be called by two-thirds (2/3) majority of the Board of Directors or upon written request of 35 percent of the voting membership.

Section 2: VOTING – The total number of voting members present shall constitute a quorum at any meeting of the general membership. Unless otherwise stated in these Bylaws, an affirmative vote by a majority of the voting membership present shall constitute the action of the membership.

Section 3: NOTIFICATION – Each member shall be notified of special meetings not later than fourteen (14) days prior to the date of the meeting.

ARTICLE VIII: ELECTIONS

Section 1: ELECTED OFFICERS - The elected officers of the Society include a President-Elect, Vice President, Treasurer, Secretary, and three (3) of the five (5) Director Positions.

Section 2: TERM OF OFFICE – The term of office for all officers shall be one year, with the exception that the Secretary, Treasurer, and the Directors at Large shall serve for two years. The three Directors at Large shall be elected on alternate years.

Section 3: ELIGIBILITY – A candidate for elected office must be a Member of the Society in good standing.

Section 4: DECLARATION - The call for nominations for elected office in the Society shall be sent to the membership not later than 30 days prior to the time of the election, which shall be no later than the first week in December.

Section 5: TIME OF ELECTION – The Elections Committee shall distribute a ballot to each Member and Affiliate member on the membership roster as of the 20th of the previous month. Final tally of votes will take place after two weeks and winners announced by the end of December.

Section 6: ELECTION PROCEDURE - An elections committee, approved by the President and chaired by the President-elect, shall establish all rules and regulations governing the election process. The President shall appoint one elected Director at Large board member to serve as the responsible party for tabulation of ballots. The President-elect will certify the ballot count.

Section 7: VOTE NECESSARY TO ELECT – Officers shall be elected by a plurality of votes cast. In case of a tie vote, the Immediate Past President will draw a lot.

Section 8: BEGINNING OF TERM – The Officers shall be declared elected by the end of December and will begin their terms of office on January 1.

Section 9: VACANCIES IN OFFICE –

- a) In the event of a vacancy in the office of President, the President-Elect shall become the President to serve the unexpired term, and shall serve his/her own successive term as President.
- b) In the event of a vacancy in the office of President-Elect, the Vice President shall assume the duties and office of the President-Elect.
- c) All other vacancies in the Board of Directors shall be appointed by a majority of the remaining members of the Board of Directors. All terms of office for appointees shall expire

at the time of the next regularly scheduled election, at which time the vacated office shall be filled by election.

ARTICLE IX: ETHICS AND PROFESSIONAL AFFAIRS

Section 1: JUDICIAL BODY – The Board of Directors shall serve as the judicial body.

Section 2: IMPEACHMENT – Any member of the Board of Directors may be suspended or removed from office for cause as determined by the remaining board members. A 2/3 vote of the remaining board members shall be needed for impeachment.

ARTICLE X: COMMITTEES

Section 1: STANDING COMMITTEES – Standing committees may be designated by the Board of Directors or established by the President with the consent of the Board of Directors. When appointed, standing committees shall hold regular meetings and provide reports to the Board of Directors.

Section 2: STANDING COMMITTEES – Standing committees of the Society may include:

- a) Awards Committee
- b) Conference/CHE Committee
- c) Bylaws Committee
- d) Elections Committee
- e) Ethics & Professional Affairs
- f) Finance Committee
- g) Goals Committee
- h) Membership Committee
- i) Journal Committee

ARTICLE XI: RULES OF ORDER

In the absence of any provision to the contrary in the Bylaws, all meetings of the Society and the Board of Directors shall be governed by the parliamentary rules and usages contained in the current edition of STURGIS: STANDARD CODE OF PARLIAMENTARY PROCEDURES.

ARTICLE XII: DUES AND ASSESSMENTS

Section 1: SPENDING AUTHORITY - For events in which the Society may have a role, the President will have the authority to approve spending up to \$2,500.00 per event. Spending above this amount must be approved by a board member majority vote.

Section 2: The Board of Directors shall establish dues and membership periods for all members.

Section 3: Failure to pay dues at renewal due date constitutes termination of membership.

ARTICLE XIII: AWARDS

Section 1:

The Society may annually award the following awards. Nominees may only submit for one award per year. Once someone has been awarded a rank-specific award, they may not be nominated for that award again. I.e. Once someone has won the Fred Coleman Company Grade Officer of the Year Award, they may not be nominated for that award again, but will be eligible for the Maxine Beatty Field Grade Officer of the Year Award once they are promoted to a Field Grade Officer rank.:

- a) The SAFF Maxine Beatty Field Grade Pharmacy Officer of the Year Award. Nominees must be an AF pharmacist (Maj - Lt Col, military or civilian equivalent) who has demonstrated distinguished service to Air Force pharmacy over the last year.
- b) The SAFF Fred Coleman Company Grade Pharmacy Officer of the Year Award. Nominees must be an AF pharmacist (company grade military or civilian equivalent) who has significantly contributed to Air Force pharmacy over the last year. Award recognizes outstanding performance and achievements in a practice setting.
- c) The SAFF Civilian Pharmacy Technician of the Year Award. Nominees must be a civilian or a contract employee in a pharmacy within the DoD/VA system.
- d) The SAFF Ed Zastawny Clinical Pharmacist of the Year. Nominees must be an AF pharmacist (Capt - Lt Col, military or civilian equivalent). Award honors outstanding performance and achievements in clinical pharmacy.
- e) The SAFF Team Awards. The SAFF Team awards will be divided into three categories; Small Team, Medium Team, and Large Team. Team size is determined by the total number of Active Duty, Civilian, and Contractor members assigned to an Air Force Pharmacy as indicated on the USAF Master Program Objective Memorandum (POM) document for the current FY. Pharmacy volunteers will not count toward team size.

- Small Teams will be made up of less than 11 members assigned.

- Medium Teams will be made up of 11 to 24 members assigned.

- Large Teams will be made up of greater than 25 members assigned.

- f) SAFF members assigned to geographically separated units may be submitted as members of their parent or host Military Treatment Facility Pharmacy.
- g) The SAFF Leadership and Innovation Award. This award recognizes superior achievement by an individual to lift an individual's or organization's vision to a higher standard recognized as functioning beyond the norm. Submissions must be limited in scope and showcase demonstrated excellence in leadership through innovation in improving patient care, operational efficiency, cost effectiveness, or other such notable improvements in pharmacy practice.
- h) The SAFF Educator of the Year Award. This award recognizes superior achievement by an instructor, preceptor, or mentor who has made a significant impact on developing the knowledge, skills, and abilities of pharmacy personnel and/or patients. This award is not limited to pharmacy personnel education and can be awarded for specific patient education efforts resulting in documented improved patient outcomes.
- i) The SAFF Michael Gambuti Junior Pharmacy Technician of the Year Award. Nominees must be in the grade of AB through SrA and have performed Pharmacy duties for at least 6 months during the award period. In addition, nominees will compete in the category for which they have held their rank for more than 6 months during the eligibility period. If a nominee has exactly 6 months' time in grade in two ranks then they will compete in the higher category.
- j) The SAFF "Leadership Excellence" Intermediate Pharmacy Technician of the Year Award. Nominees must be in the grade of SSgt through TSgt and have performed Pharmacy duties for at least 6 months during the award period. In addition, nominees will compete in the category for which they have held their rank for more than 6 months during the eligibility period. If a nominee has exactly 6 months' time in grade in two ranks then they will compete in the higher category.
- k) The SAFF "Leadership Pinnacle" Senior Pharmacy Technician of the Year Award. Nominees must be in the grade of MSgt through SMSgt and have performed Pharmacy duties for at least 6 months during the award period. In addition, nominees will compete in the category for which they have held their rank for more than 6 months during the eligibility period.
- l) The Society may, at any time, award a Career Sustained Achievement Award. The SAFF Career Sustained Achievement Award is awarded to a distinguished member who has made significant, lasting, and consistent contributions to Air Force pharmacy encompassing an entire career.

Section 2: Call for Nominations for SAFP awards will be sent to all Air Force Pharmacy members no later than the first week in January each year. Nominations will be due to the Chairman of the Awards Committee by 31 January of each year. All nominees must be members of the Society in good standing.

Section 3: Selection Process

- a. With the exception of the Career Sustained Achievement awards, all awards will be given annually on a calendar year schedule. Nomination packages will consist of one (1) Air Force form 1206 detailing the individual or team's accomplishments in narrative format. Narratives will speak specifically to how the nominee is deserving based on the nature of the award and will contain no more than 300 words. No acronyms list will be allowed, acronyms may be used but will be at the risk of being misunderstood.
- b. Individual Award Selections. Each award will be graded by a selected team of individuals as determined by the Board Members in accordance with currently accepted practices.
 - i. The SAFP Maxine Beatty Award will be selected by a team of two SAFP members in good standing who have attained the rank of Lieutenant Colonel or Colonel, proposed by the Associate Corps Chief for Pharmacy and approved by the Board of Directors. The board president will be a rank appropriate member of the Board of Directors
 - ii. The SAFP SNCO Pharmacy Technician Award will be selected by a team of two SAFP members in good standing who have attained the rank of Chief Master Sergeant, proposed by the Career Field Functional Manager and approved by the Board of Directors. The board president will be a rank appropriate member of the Board of Directors
 - iii. The SAFP Fred Coleman Award will be selected by a team of two SAFP members in good standing who have attained the rank of Major, Lieutenant Colonel or Colonel, proposed by the Associate Corps Chief for Pharmacy and approved by the Board of Directors. The board president will be a rank appropriate member of the Board of Directors
 - iv. The SAFP Civilian technician Award will be selected by a team of two SAFP members in good standing who have attained the rank of Master Sergeant, Senior Master Sergeant or Chief Master Sergeant, proposed by the Career Field Functional Manager and approved by the Board of Directors. The board president will be a rank appropriate member of the Board of Directors
 - v. The SAFP Ed Zastawny Clinical Pharmacy Award will be selected by a team of two senior active duty pharmacists proposed by the President and approved by the Board of Directors, preferably Colonels or the most senior Lieutenant Colonels possessing sound clinical pharmacy knowledge. The board president will be a rank appropriate member of the Board of Directors
- c. The SAFP Career Sustained Achievement Awards (Pharmacist and Technician) need not be annual awards, but will be awarded at the discretion of the Society of Air Force Pharmacy

Board of Directors based on any nominations received during the year. There is no limit to the number of awards presented.

- d. SAFP Career Sustained Achievement Award - Pharmacist Category board will consist of three active duty and/or retired SAFP Colonels (selected by the Associate Corps Chief for Pharmacy and approved by the Board of Directors), and the current Enlisted Career Field Manager. The board president will be a rank appropriate member of the Board of Directors
- e. SAFP Career Sustained Achievement Award - Technician Category (SNCO or GS-7 or higher). The Board will consist of three active duty and/or retired SAFP Chiefs (selected by the Enlisted Career Field Manager and approved by the Board of Directors), and the current Associate Corps Chief for Pharmacy. The board president will be a rank appropriate member of the Board of Directors
- f. Packages for the Career Sustained Achievement awards will be submitted in the same format as the other awards. The selection board will determine if the candidate meets the criteria for the award.

Section 4. Society-sponsored award winners will be appropriately recognized by the Board of Directors.

Section 5. Winners of Society-sponsored awards, to include sponsorship for attendance to a Society of Air Force Pharmacy Conference or the Joint Federal Pharmacy Seminar up to \$750 (for conference registration, lodging, or travel only if not unit funded), will be officially notified of their award by telephone call and/or by electronic mail. The monetary award will be paid upon receipt submission to the President and Treasurer. Only one monetary award will be given per team award. Awards remain valid for a claim period of one year from the date of the electronic mail.

ARTICLE XIV: SUPPORT PERSONNEL

Section 1. Webmaster - The webmaster will be appointed by the Board and reports to the Board.

Section 2. Journal of The Society of Air Force Pharmacy Editor - The Editor is the President-Elect and reports to the Board. The Editor will forward the Journal to all Board members prior to publication.

Section 3. The Webmaster and Journal of The Society of Air Force Pharmacy Managing Editor appointments will be reviewed by the Board annually for reappointment. The minimum term for appointed support personnel will be one year and consecutive appointment terms may be served at the discretion of the Board.

ARTICLE XV: AMENDMENTS

Section 1: POWER TO AMEND – The power to amend the Bylaws shall be vested solely in the Members of the Society.

Section 2: WHO CAN PRESENT – Proposed changes to the Bylaws may be presented by any Member of the Society.

Section 3: AMENDMENTS – Proposed amendments may be presented to the Board of Directors of the Society at any time, in such form as the Board might prescribe. Such amendments shall be considered at the next scheduled meeting of the Board of Directors.

Section 4: VOTING - The Board of Directors shall publish and distribute to each member any proposed amendment, and shall determine by what method the membership shall respond. If notified thirty (30) days prior to a general membership meeting, a two-thirds (2/3) vote by the members attending said meeting will be required to adopt the proposed change. The Board may elect to utilize a numbered, mailed ballot which would also require a two-thirds (2/3) vote.

Section 5: SPECIAL VOTING – By a 2/3 majority vote of all members at a general membership meeting, a proposal to amend the Bylaws may be made and acted upon at the same meeting without prior notice. A 2/3 majority vote of the members present shall likewise be required for adoption of such amendments.

Bylaws adopted: December 1990
Bylaws amended: March 1993
Bylaws amended: May 1995
Bylaws amended: December 1995
Bylaws amended: September 1998
Bylaws amended: January 1999
Bylaws amended: March 2001
Bylaws amended: October 2004
Bylaws amended: October 2006
Bylaws amended: November 2008
Bylaws amended: October 2009
Bylaws amended: November 2011
Bylaws amended: October 2012
Bylaws amended: December 2014
Bylaws amended: November 2015
Bylaws amended: November 2021