NORTH CAROLINA ASSOCIATION OF PHARMACISTS

New Practitioners Network
Administrative Procedures

Approved by the North Carolina Association of Pharmacists’ Board of Directors on October 18, 2007

Article I - Name

The name of this entity shall be the North Carolina Association of Pharmacists New Practitioners Network.

Article II - Purpose and Objectives

Section 1. Purpose: The New Practitioners Network, a division of the parent organization, serves to unite and advance new practitioners in the profession of pharmacy for the benefit of society. The group was formed with the approval of the North Carolina Association of Pharmacists’ Board of Directors on November 30, 2006 as a result of the need discovered through focus groups of new North Carolina pharmacists.

Section 2. Objectives: The objectives of the New Practitioners Network shall be:

2.1 To present a unified voice to the North Carolina Association of Pharmacists’ Board of Directors and the North Carolina Association of Pharmacists’ Executive Committee for new pharmacists on practice, political, financial, and social issues.
2.2 To provide a forum for exchange of information, education, professional development strategies, and innovative ideas among new pharmacists.
2.3 To promote the future of pharmacy and enhance patient care by fostering the growth and development of new pharmacists practicing in North Carolina.
2.4 To anticipate future information and professional development needs for practitioners new to the practice of pharmacy.
2.5 To strengthen relationships among pharmacy students, new practitioners, seasoned pharmacy practitioners, and other health professionals.
2.6 To promote leadership development and professional involvement among new pharmacists.

Article III – Governance

Section 1. The New Practitioners Network shall be governed according to the Bylaws of the North Carolina Association of Pharmacists and the Operational Plan (Administrative Procedures and Goals & Objectives) of the New Practitioners Network.
1.1 The New Practitioners Network Executive Committee is the governing body for the New Practitioners Network.
1.2 All policy-based and resource-requiring recommendations of the New Practitioners Network are subject to the approval of the North Carolina Association of Pharmacists’ Board of Directors.

Article IV - Membership

Section 1. Membership: Any licensed pharmacist in practice for seven (7) years or less is a candidate for active membership in the New Practitioners Network and is eligible for membership rights, privileges, and services. Pharmacists in all practice settings; such as community, ambulatory, hospital, academia, managed care, long-term care, and others; will be represented while also having an affiliation with a primary Forum.

Section 2. Enrollment: Any active member of the North Carolina Association of Pharmacists in practice for seven (7) years or less is a candidate for membership in the New Practitioners Network.

2.1 The Bylaws of the North Carolina Association of Pharmacists defines an “active” member as a pharmacist licensed in any U.S. state or territory who is entitled to full benefits, and may vote in Board elections and hold office.

2.2 Automatic Enrollment – all active members of the North Carolina Association of Pharmacists in practice for seven (7) years or less will be automatically enrolled in the New Practitioners Network based on information provided on application for membership in the North Carolina Association of Pharmacists.

2.3 Disenrollment – any member of the North Carolina Association of Pharmacists enrolled in the New Practitioners Network may be immediately disenrolled upon individual request.

Section 3. Membership Dues: The North Carolina Association of Pharmacists’ Board of Directors sets the dues of the various membership classifications, including any discounts offered to pharmacists enrolled in the New Practitioners Network. Each member of the North Carolina Association of Pharmacists in practice seven (7) years or less shall be entitled to membership in the New Practitioners Network in addition to membership in other Practice Forums with all rights and privileges. Each member of the New Practitioners Network is entitled to join primary and secondary Practice Forums as defined in the North Carolina Association of Pharmacists Bylaws, but shall be unable to hold office in the New Practitioners Network and their primary Practice Forum concurrently.

Article V - Executive Committee
Section 1. Composition: The New Practitioners Network Executive Committee is the governing body of the New Practitioners Network. The New Practitioners Network Executive Committee shall consist of:

1.1 The New Practitioners Network officers:
   1.1.1 The Chair
   1.1.2 The Chair-Elect
   1.1.3 The Immediate Past Chair
   1.1.4 The Secretary
   1.1.5 The Secretary-Elect

1.2 A liaison to each of the Practice Forums

1.3 The five (5) at-large members

All officers and at-large members shall be appointed by the North Carolina Association of Pharmacists’ Board of Directors in conjunction with the New Practitioners Network Executive Committee. All members of the New Practitioners Network Executive Committee shall be entitled to one (1) vote.

All appointments are for a one (1) year term with the exception of the Chair, Chair-Elect, Immediate Past Chair, Secretary, and Secretary-Elect. The Chair-Elect shall serve a three (3)-year term to include one (1) year as the Chair-Elect, one (1) year as the Chair, and one (1) year as the Immediate Past Chair. The Secretary-Elect shall serve a two (2)-year term to include one (1) year as the Secretary-Elect and one (1) year as the Secretary. Each subsequent year of service is dependent upon annual review by the North Carolina Association of Pharmacists’ Board of Directors. It is not required that appointees be in practice seven (7) years or less for the entirety of their terms.

Section 2. Responsibilities: The New Practitioners Network Executive Committee shall be vested with the authority and responsibility of conducting the business of the New Practitioners Network. The New Practitioners Network Executive Committee shall also be responsible for the following:

2.1 When needed, development and implementation of New Practitioners Network Goals & Objectives.

2.2 Approval of the time and place for New Practitioners Network meetings and professional networking functions.

2.3 Development of requests to the North Carolina Association of Pharmacists’ Board of Directors for funding assistance and project support to support the aims of the network.

2.4 Establishment of subcommittees and other component groups identified in accordance with a policy process adopted by the North Carolina Association of Pharmacists’ Board of Directors, subject to approval by the North Carolina Association of Pharmacists’ Board of Directors.
2.5 Appointment of all vacancies of the New Practitioners Network Executive Committee.
2.6 Establishment and maintenance of affiliation agreements with national pharmacy organizations’ new practitioner groups in accordance with the North Carolina Association of Pharmacists’ Board of Directors as appropriate.
2.7 Nomination and selection of all official New Practitioners Network award recipients.

Section 3. Quorum and Attendance at Board Meetings: A majority of the voting members of the New Practitioners Network Executive Committee, defined as one over one-half, shall constitute a quorum. Two (2) unexcused absences from meetings or conference calls of the New Practitioners Network Executive Committee within one (1) year may result in termination from the New Practitioners Network Executive Committee.

Article VI - Officers

Section 1. Officers: The officers of the New Practitioners Network shall be the Chair, Chair-Elect, Immediate Past Chair, Secretary, Secretary-Elect.

The Chair will serve as the New Practitioners Network representative, to the North Carolina Association of Pharmacists’ Board of Directors with full voting privileges.

Section 2. Responsibilities of Officers: The responsibilities of officers shall include:

2.1 Chair - The Chair shall preside at all meetings of the membership and at all meetings of the New Practitioners Network Executive Committee. The Chair shall appoint, with the consent of the North Carolina Association of Pharmacists’ Board of Directors and the New Practitioners Network Executive Committee, any subcommittees or constituent groups and serve as an ex officio member of all subcommittees and other constituent groups. The Chair shall present reports of the actions of the New Practitioners Network Executive Committee and other related business to the North Carolina Association of Pharmacists’ Board of Directors at regular Board meetings.

2.2 Chair-Elect - The Chair-Elect shall assume all powers and duties of the Chair in the absence of the Chair. The Chair-Elect shall assume the office of the Chair the next operational year of the New Practitioners Network subject to approval of the North Carolina Association of Pharmacists’ Board of Directors.

2.3 Immediate Past Chair – The Immediate Past Chair shall be the immediate past chair of the New Practitioners Network and shall serve to coordinate the annual New Practitioners Network Executive Committee nominations process.

2.4 Secretary - The Secretary shall take attendance and record the minutes of each New Practitioners Network Executive Committee meeting and conference call.

2.5 Secretary-Elect - The Secretary-Elect shall assume all powers and duties of the Secretary in the absence of the Secretary. The Secretary-Elect shall assume the office of the Secretary the next operational year of the New Practitioners Network subject to approval of the North Carolina Association of Pharmacists’ Board of Directors.
Article VII - Nominations, Elections, and Terms of Office

Section 1. Committee on Nominations: The current New Practitioners Network Executive Committee shall serve as the nominations committee for the upcoming year.

Section 2. Nominations: A call for nominations shall be published in the regular publication(s) of the North Carolina Association of Pharmacists and/or the New Practitioners Network prior to the nominations meeting of the New Practitioners Network Executive Committee. Nominations may be submitted in writing to the New Practitioners Network Executive Committee prior to the deadline for such nominations. The New Practitioners Network Executive Committee shall submit, from the active members of the New Practitioners Network, one (1) nominee for each appointed office of the New Practitioners Network to the North Carolina Association of Pharmacists’ Board of Directors. In the event that the candidate selected by the New Practitioners Network Executive Committee does not meet the approval of the North Carolina Association of Pharmacists’ Board of Directors, another candidate will be selected by the New Practitioners Network Executive Committee and presented to the North Carolina Association of Pharmacists’ Board of Directors for approval.

Section 3. Appointments: The results of the appointments shall be announced in the next regular publication(s) of the North Carolina Association of Pharmacists and/or the New Practitioners Network.

Section 4. Terms of Office: No appointed officer of the New Practitioners Network Executive Committee shall hold the same officer position for more than one (1) appointed term, and no person shall hold more than one (1) appointed office during the same operational year.

Article VIII – Subcommittees

Section 1. Subcommittees: The New Practitioners Network Executive Committee will establish subcommittees as is necessary for addressing various issues. Upon the establishment of these subcommittees, the Chair, with the consent of the North Carolina Association of Pharmacists’ Board of Directors, shall appoint one (1) member of the New Practitioners Network Executive Committee to serve as Chair of each subcommittee.

The New Practitioners Network Executive Committee, with the approval of the North Carolina Association of Pharmacists’ Board of Directors, will determine the subcommittees’ agendas. The recommendations will be reported to the New Practitioners Network Executive Committee by the Chair of the subcommittee. Recommendations requiring request or consent from the North Carolina Association of Pharmacists’ Board of Directors will be presented to the North Carolina Association of Pharmacists’ Board of Directors by the Chair of the New Practitioners Network Executive Committee for consent, implementation, and/or action as needed.
Article IX - General Operation Provisions

Section 1. Order of Business: The rules of order for the conduct of business at official meetings of the New Practitioners Network Executive Committee shall be Robert's Rules of Order, Newly Revised. The order of business for official meetings of the New Practitioners Network shall be established by the presiding officer.

Section 2. Personal Liability and Indemnification: An officer, member, or volunteer of the New Practitioners Network shall not be liable for its debts or obligations; and any officer, member or other volunteer shall not be personally liable in that capacity for a claim based upon an act or omission of the person performed in the discharge of the person's duties, except for a breach of duty of loyalty to the North Carolina Association of Pharmacists for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit.

Section 3. Operational Year: The operational year of the New Practitioners Network shall be the calendar year, unless the operational year is otherwise defined by the North Carolina Association of Pharmacists’ Board of Directors. If the operational year defined by the North Carolina Association of Pharmacists’ Board of Directors is not the calendar year, the definition provided by the North Carolina Association of Pharmacists’ Board of Directors will prevail.

Article X - Amendment Procedures

Section 1. Amendments: A proposal to amend the Administrative Procedures of the New Practitioners Network shall be received in writing at the North Carolina Association of Pharmacists' headquarters office at least ninety (90) days in advance of a meeting or conference call of the New Practitioners Network Executive Committee. The proposal shall be considered by the New Practitioners Network Executive Committee and reported to the next meeting of the North Carolina Association of Pharmacists’ Board of Directors. If the North Carolina Association of Pharmacists’ Board of Directors deems the changes are warranted, a two-thirds (2/3) vote of the New Practitioners Network Executive Committee and approval by the North Carolina Association of Pharmacists’ Board of Directors, the proposed amendment shall be adopted.

October 2007