



Polish American Pharmacists Association

Polsko-Amerykańskie Stowarzyszenie Farmaceutów

www.polishamericanpharmacistsassociation.com



CONSTITUTION and BY-LAWS

REVISION HISTORY

Date	Revision	Secretary
1986	Constitution and By-Laws 1 st Major Revision	Carl Skrabacz
10/15/1986	Membership Expanded (BL II)	Carl Skrabacz
03/15/1989	Committees Expanded (BL VI)	Ray Broderick
03/15/1989	Committee Membership Reduced (BL VI)	Ray Broderick
09/14/1989	Edward Skorczewski Award Defined (BL VII)	Carl Skrabacz
09/14/1989	Dissolution Clause Added (BL IV.5)	Carl Skrabacz
04/17/1991	Clarification Dues Collection (BL IV.2)	Carl Skrabacz
01/03/1993	Addition of Koslow Award (BL VII)	Carl Skrabacz
02/17/1993	Increase in Dues (BL IV.2)	Carl Skrabacz
05/01/1993	Definition of Recording Secretary (BL V.6)	Carl Skrabacz
01/14/1994	Establishment of Louis Zahn Memorial (BL VII)	Carl Skrabacz
09/14/1994	Article VI and Article VII	Carl Skrabacz
04/27/1995	Definition of Recording Secretary (BL V.6)	Carl Skrabacz
02/01/1997	PAPA Foundation Administering Awards (BL VII)	Barbara Poddig
09/23/1997	Ten Days Notice of Meetings to Members (BL I.1)	Eva Hotchkiss
09/23/1997	Fiscal Year to Begin June 1 (BL I.4)	Eva Hotchkiss
09/23/1997	Delinquent Members (BL IV.3)	Eva Hotchkiss
12/16/1997	Associate Membership (BL II)	Eva Hotchkiss
05/06/2010	Constitution and By-Laws 2 nd Major Revision	Diana Bubalo-Markocki
1/13/2011	Member Initiation (BL II.C)	Diana Bubalo-Markocki
1/13/2011	Dues (BL IV.2/3/4, renumbering)	Diana Bubalo-Markocki
12/14/2011	Exec Committee Vacancy	Patrick Meade
12/14/2011	Dues Paid after April 1st	Patrick Meade
12/14/2011	Student Organizations	Patrick Meade
12/14/2011	Committee Participation by Student Organizations	Patrick Meade
12/13/2012	Fiscal year (BL I.4)	Patrick Meade
12/13/2012	Dues and Assessments (BL IV.1, 2, 4, 5 ,6)	Patrick Meade
12/13/2012	Duties of Officers (BL V.5)	Patrick Meade
11/17/2015	PAPA Student Scholarship Award (replaces Koslow)	Anna Ratka



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CONSTITUTION

ARTICLE I: NAME

POLISH AMERICAN PHARMACISTS' ASSOCIATION

ARTICLE II: OBJECTIVES

The objectives of this organization shall be to:

1. Promote pharmacy as a profession.
2. Promote good fellowship and social activities among pharmacists.
3. Cultivate and retain the public's respect for the pharmacist through favorable publicity and elevation of professional standards.
4. Promote collaboration between pharmacists and allied health professionals.
5. Promote participation of pharmacy students in professional organizations.
6. Provide an annual award for deserving pharmacy students.
7. Promote knowledge and awareness of Polish and American traditions.

ARTICLE III: MEMBERSHIP

An individual qualified for membership shall be a Pharmacist, Pharmacy Student, Pharmacy Technician, an Allied Health Professional; or other, as qualified under the by-laws.

ARTICLE IV: OFFICERS

The **OFFICERS** of the Association shall be:

PRESIDENT

VICE-PRESIDENT

SECRETARY

TREASURER

HISTORIAN

IMMEDIATE PAST PRESIDENT, as applicable

Officers, other than the Immediate Past President, shall be elected for a term of **two years** at a regular meeting in May of the odd numbered years and installed in their respective offices at the September meeting immediately following such election.

The Immediate Past President shall serve as an officer of the association for the **two years** following the completion of their term as President. During the term of a re-elected President, there shall be no Immediate Past President.



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No officer may be elected to more than two consecutive terms in the same office.

ARTICLE V: MEETINGS

Regular meetings shall be conducted at such time and place as specified in the by-laws.

ARTICLE VI: AMENDMENTS

This Constitution shall be amended or additional articles adopted at any time thereafter. The proposed amendment must be:

- A. Submitted in writing and endorsed by **ten** members in good standing.
- B. Disseminated (by mail, electronic or other means) to members prior to a regular meeting at which it shall be acted upon. The date, time, and place of this meeting shall be provided in this communication.
- C. If approved by two-thirds of the members present, it shall be adopted.



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BY-LAWS

ARTICLE I: MEETINGS

- Section 1 A regular meeting shall be called by the President at least four times per fiscal year, except in June, July, and August; and official notice of such meetings will be sent to all dues paid members by the Secretary in a sufficient time to allow for at least ten days notice.
- Section 2 Special meetings may be called at any time by the President or upon the written request of ten members in good standing who can compel the Executive Committee a special meeting. No other business may be transacted at such a special meeting except that which is contemplated in such a call.
- Section 3 Parliamentary practice shall be governed by *Roberts Rules of Order*.
- Section 4 The fiscal year shall begin January 1st and end December 31st.

ARTICLE II: MEMBERSHIP

- ACTIVE Active membership shall include Pharmacists, who shall have all privileges and voting rights.
- ASSOCIATE Associate Membership shall be granted to all persons approved for membership by the membership committee. Associate members shall have all privileges of membership except the right to vote on matters pertaining to the Constitution and By-Laws. Should an associate member be elected as an officer, he/she is granted full voting privilege on all matters concerning the Association, so long as he/she has tenure.

The procedure for the approval of new applicants follows:

- A. The prospective member shall be sponsored by a member.
- B. The prospective member shall file an application form with the membership committee and shall meet all qualifications as set forth in the Constitution.
- C. Upon approval of the membership committee, the prospective member attends a regular meeting. After payment of dues, the prospective member is eligible for formal initiation at the next regular meeting of the association.



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ARTICLE III: ELECTION OF OFFICERS

- Section 1 Officers shall be elected as specified in Article IV of the Constitution.
- Section 2 The Executive Committee shall act as a Nominating Committee to select a slate of officers for the coming year. The slate shall be presented at the April meeting of odd numbered years.
- Section 3 Members may nominate candidates other than those recommended by the Nominating Committee at the April meeting according to parliamentary procedure.
- Section 4 A candidate is elected by simple majority of members voting by ballot.
- Section 5 In the event of an officer vacancy the Executive Committee shall appoint another member to serve as the interim officer to serve for the remaining term of the vacated office.

ARTICLE IV: DUES AND ASSESSMENTS

- Section 1 The period of membership dues shall be January 1st through December 31st.
- Section 2 All members shall pay dues no later than March 1st of each year. The amount shall be set by the Executive Committee (“the Established Rate”) prior to September 1st of every other year on the odd numbered years.
- Section 3 Dues will be assessed at 50% of the Established Rate for the following member classifications after September 1, 2011:
1. Pharmacy Students, as evidenced by licenses reflecting same,
 2. Pharmacy Technicians or Certified Pharmacy Technicians,
 3. Pharmacists in Residency Programs,
 4. Any classification of member living in excess of 75 miles distant from State and Madison Streets in the City of Chicago,
 5. Fully retired members, and
 6. Pharmacists who are initiated after April and prior to September of and for the initiation year.
- Section 4 Section deleted.
- Section 5 Any member in arrears as of March 1st shall be suspended from membership and shall be dropped from the active membership list.



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- Section 6 Dues of new members paid between July 1st and December 31st will be attributable to the remainder of the current fiscal year and also to the subsequent fiscal year.
- Section 7 In the event of a financial deficit, the Treasurer shall notify the President who in turn will call a meeting of the Executive Committee. The purpose of the meeting will be the determination of the need for, and the amount of, an assessment to the membership.
- Section 8 In the event of dissolution of the Polish American Pharmacists' Association as evidenced by 1) non-renewal of the articles of incorporation and by 2) agreement to cause dissolution by the Executive Committee, all monies held by the above said corporation or club, as the case may be at that time, which are available after paying all outstanding debts, shall be turned over to the University of Illinois at Chicago (UIC) College of Pharmacy for the purpose of distribution to students eligible under the parameters of the "Edward F. Skorczewski, Jr. Memorial Award", as established in the by-laws under Article VII.

ARTICLE V: DUTIES OF OFFICERS

- Section 1 The **President** shall be the principal executive officer of the Association, and be in charge of the business and affairs of the Association.
- He or she shall preside at all meetings, preserve order and decorum, properly enforce all laws and rules, and decide all points of order raised.
- The President shall appoint all chairs of permanent committee or temporary committees which may become necessary from time to time, except as otherwise provided in the Constitution or By-laws.
- The President shall take no part in any debate while presiding. He or she must relinquish the Chair if he or she desires to speak on any question or subject.
- The President shall be an ex-officio member of all committees.
- The President may execute for the Association any contract, deeds, or other instruments that the Executive Committee has authorized.
- Section 2 The **Vice-President** shall assume all duties of the President as set forth in Section 1 of this Article in the absence, disability, or refusal to act of the



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President, and when so acting, shall have all the powers of and be subject to all the restrictions of the President.

The Vice-President shall be chairperson of the **Meetings Committee** and as such shall be responsible for the general arrangements and programs of meetings.

The Vice-President, at the completion of his/her term, is strongly encouraged to be slated as a candidate for President in the upcoming election.

Section 3

The **Treasurer** is the principal accounting and financial officer of the Association. He or she shall (a) have charge of and be responsible for the maintenance of adequate books of account for the Association; (b) have charge and custody of all funds and securities of the Association. The Treasurer shall collect dues and assessments at regular meetings. .

The Treasurer shall be responsible for the maintenance of the operating fund.

The Treasurer shall be responsible for the proper investment of the operating fund.

The Treasurer shall be responsible for filing of all tax forms required by the government.

The Treasurer shall give the Executive Committee an annual report of the net worth, prior to the regular May meeting.

The Treasurer shall keep an accurate account of all monies received and disbursed, and perform such other duties as may be required of him or her, including providing a treasurer's report at each Executive Committee meeting and each regular membership meeting.

Checks can be drawn by order of the President, Treasurer or Secretary.

Section 4

The **Executive Committee** shall audit the books of the Treasurer prior to the May meeting of each year, and submit their report at the May meeting.

Section 5

The **Secretary** shall keep the minutes of the Association and of the Executive Committee, attend to all correspondence, and make reports as may be required by the Executive Committee.

The Secretary, in collaboration with the Treasurer, shall be responsible for maintenance of a list of dues paid members.



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The Secretary, in collaboration with the Treasurer, shall be responsible for dues notifications to all members in November. The Secretary shall be responsible for notifying delinquent members of their arrears on or by March 1st, and shall report such delinquency at the next scheduled meeting.

The Secretary, in collaboration with the Historian, shall perform a quorum count at each regular meeting.

Section 6 The **Historian** shall maintain an attendance record and arrange for photographic documentation at meetings. The Historian shall be responsible for the content of the Website and social media, and shall appoint a Webmaster to assist in this function.

The Historian, in collaboration with the Secretary, shall perform a quorum count at each regular meeting.

Section 7 The duly elected officers and the Immediate Past President shall constitute the **Executive Committee** of which the President shall be chairperson. The Executive Committee shall meet at least quarterly to conduct the business of the Association. The Chairperson of each standing committee will be invited to participate in the **Executive Committee** meetings but is not allowed to vote on matters not pertaining to said committee business.

Section 8 Elected officers may be compensated for reasonable expenses but in no case shall they be compensated for service to the Association. Compensation for expenses must be authorized by the Treasurer. Compensation of the Treasurer must be authorized by the President.

ARTICLE VI: COMMITTEES

Section 1 Standing committees shall be:

1. The **Executive Committee**, as defined in Article V, Section 7.
2. The **Membership Committee** determines methods for maintaining and increasing association membership. It acts as a liaison to new members and to colleges of pharmacy. Its Chair administers the Oath of Membership at member initiation.
3. The **Meetings Committee**, as defined in Article V, Section 2.



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4. The **Awards Committee** administers all association awards, including the Skorczewski, Koslow, Honorary Member, and Member of the Year awards. It canvases membership for member award nomination candidates.
5. The **Student Organizations** using the Polish American Pharmacist association name will be allowed to form within Colleges of Pharmacy provided that:
 - 1) The school approves of the formation and
 - 2) The by-laws of such organization are approved by the **Executive Committee**.
- 5a. The goals of the **Student Organization** shall be reviewed and approved by the **Executive Committee annually**.
- 5b. Dues collected for Polish American Pharmacists Association membership from students of a pharmacy school approved organization shall be rebated at the rate of 40% to the **Student Organization**.
- 5c. Each **Student Organization** will be named “school acronym PAPA Committee” e.g.: UIC PAPA Committee; and will be allowed one person representation on the **Executive Committee** as defined in Article V Section 7 of these By-Laws.

Section 2 The President shall appoint the chairperson of the Membership and Awards committees within 30 days of election to office.

Section 3 Each committee shall consist of at least two members. The chairperson is appointed by the President or by By-law, and the remaining member(s) are appointed by the chairperson of the committee.

ARTICLE VII: AWARDS

Section 1 **The Edward F. Skorczewski, Jr. Memorial Award**, instituted in 1989, shall be administered by the Awards Committee. This award, the amount or nature of which will be set yearly by the Awards Committee and approved by the Executive Committee, shall be given to a student or students, from the University of Illinois at Chicago College of Pharmacy. The student or



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students shall be chosen whose contributions to others best evoke the caring qualities of pharmacists committed to the communities they serve.

Section 2

The PAPA Student Scholarship Award, instituted in 2016, shall be administered by the Awards Committee. This award, the value or nature of which shall be set yearly by the Awards Committee and approved by the Executive Committee, shall be given to a student or students from a Chicago-area College of Pharmacy. The College to which the Award will be made available shall be chosen based on an active PAPA student body, support of the PAPAs through allowance of scheduled meeting location and/or continuing education, request for an award by the College, and other considerations deemed of sufficient nature by the Awards Committee. The student shall be chosen by their respective College of Pharmacy on the basis of financial need and community contribution.

Section 3

The **Honorary Member Award**, instituted in 2010, shall be administered by the Awards Committee and honors a senior PAPA member who has contributed to the Association over the years. This award will include lifetime membership without dues, and a commemorative token presented at the first fall regular meeting. Candidates for this award are nominated by letter to the Awards Committee from within the PAPA membership. Nominations shall be submitted no later than April 1st of the award year.

Section 4

The **Member of the Year Award** instituted in 2010, shall be administered by the Awards Committee and will honor a PAPA member who has contributed to the Association over the previous year. This award will include a commemorative token presented at the first fall regular meeting. Candidates for this award are nominated by letter to the Awards Committee from within the PAPA membership. Nominations shall be submitted no later than April 1st of the award year.

ARTICLE VIII: BY-LAWS AMENDMENTS

The by-laws may be amended by a **two-thirds** vote at any regular meeting.

ARTICLE IX: QUORUM

A quorum shall consist of **nine** members.



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ARTICLE X: OATH OF OFFICE AND MEMBERSHIP

I (name, office, if applicable) do solemnly pledge to uphold and defend the Constitution of the United States of America and of the Polish American Pharmacists' Association; to promote loyalty and good fellowship among persons of our profession, community, state, and Nation; to abide by the laws and rules of the Polish American Pharmacists' Association; to all of which I pledge myself, so help me God.

ARTICLE XI: ORDER OF BUSINESS

1. Call to order
2. Pledge of Allegiance
3. Quorum Count
4. Reading and approval of minutes of the last regular meeting
5. Reading of Correspondence
6. Treasurer's Report
7. Committee/Officer's Reports
8. Installation of Officers
9. Initiation of New Members
10. Unfinished (old) business
11. New Business
12. Program and/or Election of Officers
13. Assessment Collection
14. Adjournment