

ACADEMY CHARTER

BACKGROUND. The board of directors of the Kansas Pharmacists Association, in accordance with bylaws approved on November 28, 2008, authorized the creation of seven charter academies for the purpose of providing equitable board representation from each practice area.

KPhA bylaws require academies to submit to the Association Board a Charter that sets out goals for the academy that are consistent with the Association's mission and purpose. The Charter shall also include a proposed budget sufficient to enable the Academy to ensure fiscal support for its activities and events.

It should be noted that the only requirements of KPHA bylaws are that charters include goals and a budget. However, for purposes of establishing the academy, charters should also include a basic outline of how the academy will function. Academy charters are NOT bylaws, nor should they be structured as such. All academies function under the bylaws established by the Association. Academies operate with express approval of the KPhA Board of Directors. Therefore, academies will not create any structures, policies or practices that do not conform to KPHA bylaws, or that contradict the mission and purpose of the Kansas Pharmacists Association.

What follows is a DRAFT Academy Charter. The format is meant to initiate discussion among Academy members as to the structure of the academy.

NAME. *KANSAS SOCIETY OF HEALTH-SYSTEMS PHARMACISTS (KSHP) Academy*

PURPOSE. The purpose of the KSHP Academy is to:

1. Support KPhA in its mission to the *promote and advance quality and rational public health, with particular reference to assuring optimal pharmacotherapy for the citizens of Kansas* (KPhA Bylaws, Article III Section 2).
2. Represent the interest of pharmacists practicing in Health-Systems Pharmacy on the KPhA Board of Directors.

GOALS.

A. To advance public health by promoting the professional interests of pharmacists practicing in Health-Systems Pharmacy practice area by:

1. Supporting pharmacists in the delivery of pharmaceutical care.
2. Fostering pharmaceutical services aimed at appropriate drug-use control and rational drug therapy.
3. Improving communication among pharmacists, pharmacy students, other members of the health-care industry, and the public.
4. Promoting research in the area of patient's outcomes, adherence, and pharmacoconomics.
5. Advocating for public policies, statutes and regulations which foster rational and safe use of medication, access and pharmaceutical care.
6. Disseminating information about pharmaceutical services and rational and safe use of medication.

B. To promote the special interests of pharmacists through the establishment of programs, professional policies and priorities related to pharmacy practice within the KSHP academy by:

1. Developing professional standards for pharmaceutical services.
2. Fostering an adequate supply of well-trained, competent pharmacists and associated personnel.
3. Promoting the economic welfare of pharmacists and associated personnel.
4. Developing and conducting programs for maintaining and improving the competence of pharmacists and associated personnel.

C. To advise and make recommendations to the KPhA Board of Directors on behalf of academy membership.

MEMBERSHIP

Membership shall be granted to pharmacists and non-pharmacists who practice in health systems industry and related practice areas and who are current members, in good standing, of the Kansas Pharmacists Association.

Membership types

1. *Pharmacists working for health systems, pharmacists with dual role (community and critical access hospital), academia and retired pharmacists with special interest in health systems.*
2. *Student pharmacists who are currently enrolled an accredited school of pharmacy and have an interest in health-systems industry.*
3. *Non-Pharmacists who work in the health-systems industry supporting pharmacists. This could include pharmacy technicians, health-systems managers, and pharmaceutical company representatives and consultants.*

Application for membership shall be indicated on the standard application or annual renewal form submitted to KPhA.

Academy membership shall be valid for 1 year and will reoccur automatically during yearly KHPA renewals.

DUES

Yearly dues will be accessed during annual KPHA renewal.

Pharmacist	\$0
Pharmacy Technicians	\$0
Non-Pharmacists	\$0
Pharmacy Students	\$0

ACADEMY LEADERSHIP

The members of the academy will elect a chairperson who will represent the academy as a Director on the KPhA board. The chairperson will be responsible for the following:

1. Attending KPhA board meetings and representing the KSHP academy membership.
2. Preside over the academy annual membership meeting.
3. Identify and execute educational programming at KPhA Annual and outreach meetings that meet the needs of health-systems pharmacists.
4. Encourage membership and participation in the KSHP academy.

The academy will also elect a Secretary/Treasurer. The secretary/treasurer will be responsible for the following:

1. Maintain minutes of academy meetings and functions.
2. Direct correspondence in and outside the academy membership and KPhA.
3. Develop budget, collect dues and maintain records of all academy financial transactions.

The academy will also elect a Assistant Chairperson. The Assistant director will be responsible for the following:

1. Assisting the Director in all the above mentioned responsibilities.
2. Assume the responsibilities of director after the first 1 year term.

The academy Chairperson, Assistant Chairperson and Secretary/Treasurer will be elected to a two year term, in accordance with KPhA bylaws.

NOMINATIONS

The Chairperson shall issue a call for nominations for candidates for each office. Notification shall be made to the membership electronically, and/or through the academy newsletter at least thirty calendar days prior to submission deadline. Election will be held by electronic ballot, with all votes due within printed date on ballot. A simple majority of votes shall constitute election. Ties will be decided by a coin toss. Newly elected officers will be installed at the KPhA annual meeting, and terms will begin on January 1, of the year following election.

VACANCIES

If the Chairperson can no longer perform her/his duties, the assistant chairperson assumes the role of Chair and appoints a replacement for the remainder of the term. If the Secretary/Treasurer can no longer perform his/her duties the chairperson will appoint a replacement for the remainder of the term. KPhA bylaws state that if an academy fails to fill its position on the board for two years, the academy shall be deemed to have forfeited Board representation and shall be deemed dissolved upon resolution of the Association Board.

CHANGES TO ACADEMY CHARTER

As the academy evolves, it is likely the membership will want to redefine or expand on items contained in this charter. There should be a mechanism for doing so. Should proposed changes be presented to the membership for a vote? Should vote occur at annual meeting when officers are elected? Is there a less formal way to record changes?

Changes to the Academy Charter will be submitted to the KPhA Board of Directors for approval.

SUGGESTED ITEMS FOR INCLUSION IN ACADEMY BUDGET

REVENUE

Membership Dues **One Academy Membership Free with KPHA membership, additional academy membership dues are \$25**

Event Fees **Educational Programs will be accessed on as needed basis**

Donations

EXPENSES

Administrative **\$2,500**

Publications **\$1,000**

Mailings **\$1000**

Copies **\$150**

Postage **\$250**

Telephone **\$100**

Meeting Expenses **\$500**

Meals **\$450**

Facility Rentals **\$50**

Programs **\$2,000**

Speaker Fees **\$1,000**

Marketing **\$500**

Travel **\$500**

Other **TBD**