

## Recommended By-Laws

Last revised 10/7/04

### **GENeric Section of the American Association of Pharmaceutical Scientists**

#### **ARTICLE I: Name**

This section shall be named the **Generic** Section of the American Association of Pharmaceutical Scientists. Abbreviated, it is the **GEN** Section of AAPS.

#### **ARTICLE II: Objective**

*[Specific to each section. Should be aligned with the vision, mission, and values of the AAPS (see below).]*

##### ***AAPS VISION***

The American Association of Pharmaceutical Scientists will be the premier organization of all scientists dedicated to the discovery, development and manufacture of pharmaceutical products and therapies through advances in science and technology.

##### ***AAPS MISSION***

The American Association of Pharmaceutical Scientists provides a dynamic international forum for the exchange of knowledge among scientists to enhance their contributions to health. We offer timely scientific programs, ongoing education, opportunities for networking and professional development.

##### ***AAPS VALUES***

- **Communication** – AAPS is committed to effective communication throughout the Association, with other organizations and with the public.
- **Inclusiveness** – AAPS values diversity in its membership and scientific disciplines and promotes inclusiveness.
- **Innovation** – AAPS is committed to innovation in science and technology.
- **Integrity** – AAPS is committed to the highest standards of ethical conduct.
- **Member Focus** – AAPS is an organization driven by the needs of its members.
- **Member Involvement** - AAPS supports and encourages the active participation of all its members.
- **Professional Development** – AAPS values professional development through networking, mentoring, education and scientific exchange.
- **Quality** – AAPS is committed to promoting quality science and offering quality programming, publications, and other services to its members, the scientific community and the public.

### **ARTICLE III: Membership**

- Any member in good standing of AAPS whose scientific interests are related to the area of **Generics** shall be eligible for membership in the **GEN** Section.
- Individuals may apply for **GEN** membership through the AAPS national office. Information about the section can be obtained by contacting the **GEN** officers or a member of the **GEN** Membership Committee.
- If the interests of the member change, they can change their section affiliation anytime.
- A primary **GEN** member may be a secondary member of multiple sections.
- All primary and secondary members in good standing in **GEN** shall be eligible to vote.

### **ARTICLE IV: Officers and Succession**

*[These are Section specific. Two examples are provided]*

The officers of **GEN** shall consist of five individuals: chair, chair-elect, vice chair, secretary/treasurer and immediate past chair. These officers shall constitute the **GEN** Section Executive Committee (EC). The order of succession is as follows: chair becomes past chair, chair-elect becomes chair, and vice chair becomes chair-elect.

Alternatively, the order of succession is as follows: chair becomes past chair, chair-elect becomes chair, vice chair becomes chair-elect, and secretary/treasurer becomes vice chair.

If a vacancy in an office should occur, the executive committee of **GEN** may appoint a replacement.

### **ARTICLE V: Terms of Office**

*[Section specific depending on succession. Example provided]*

The term of office shall be one year for all offices, except for the secretary/treasurer which shall be three years.

### **ARTICLE VI: Duties of Officers**

*[Combined duties from multiple sections]*

#### **Section 1. Chair**

- Leads the **GEN** Section.
- Holds regular meetings of the **GEN** Executive Committee.
- Presides at the **GEN** EC and business meetings and prepares agenda for such meetings.
- Leads strategic discussion and develops planning which may occur at an annual offsite face-to-face meeting.
- Represents **GEN** as appropriate outside of the **GEN** Section, including the AAPS Executive Council.

- Serve as **GEN** Section representative to AAPS Nominations Committee (i.e., AAPS President-Elect and Members-at-Large).
- Relays and receives communications to the AAPS Executive Council directly or through the assigned Member-at-Large.
- Sits on the **GEN** Nominations Committee.
- Provides direction to **GEN** committees.
- Appoints members and chairs of existing **GEN** committees and AAPS committees.
- Creates new **GEN** committees and provides direction as needed.
- Communicates by-laws and job function to nominees for all section offices.
- Attends the AAPS leadership retreats as invited.

### **Section 2. Chair-Elect**

- Chairs the **GEN** Program Committee and serves as the **GEN** Section representative on the Annual Meeting Programming Committee (AMPC).
- Coordinates **GEN** programming for the year.
- Generally serves as **GEN** Section representative on the AAPS Program Coordinating Committee (PCC). *[The section may appoint either the chair, the past chair, or the chair-elect as the section representative to the AAPS Program Coordination Committee. Approved by AAPS EC 10/04.]*
- Serves as liaison for AAPS Focus Groups.
- Develops agenda for tenure as chair, consistent with AAPS goals and objectives.
- Acts as chair in the absence of the chair.

### **Section 3. Vice Chair**

- Acts as chair in the absence of both chair and chair-elect.
- Develops an understanding of **GEN** Section and AAPS operations and by-laws.
- Serves as the **GEN** programming co-chair along with the chair-elect.
- Serves on the **GEN** Program Committee for the current year's annual meeting, and chairs the **GEN** Program Committee for next year's annual meeting.
- Coordinates offsite **GEN** face-to-face meetings.

### **Section 4. Secretary/Treasurer**

- Records the minutes of all **GEN** meetings and distributes as directed.
- Corresponds with **GEN** membership as directed by the chair.
- Coordinates correspondence of the **GEN** Executive Committee as directed.
- Provides copies of pertinent **GEN** correspondence and records to AAPS **GEN** staff liaison.
- Prepares information as necessary for inclusion in the *AAPS Newsmagazine*.

- Maintains and reviews financial records of section through the AAPS **GEN** staff liaison.
- Serves as acting chair of **GEN** Finance Committee.
- Archives all **GEN** records (e.g. minutes, memos, brochures, and financials).
- Responsible for the content of the **GEN** section of the AAPS website (some sections may want a different person responsible for this).

#### **Section 5. Past Chair**

- Acts as advisor to the section officers.
- Serves as chair of the **GEN** Section Nomination Committee).
- Serves as chair of the **GEN** Section Awards Committee.

#### **ARTICLE VII: Executive Committee**

*[If not different than the officers listed in Article IV then this section could be omitted]*

These **GEN** Section officers, appointed committee chairs, and a student member (described below) shall compose the **GEN** Executive Committee.

#### **ARTICLE VIII: Appointed Section Liaisons**

##### **Section 1. Executive Council Member-at-Large**

- Represents the **GEN** Section on the AAPS Executive Council.
- Will be the **GEN** section spokesperson on all AAPS Executive Council conference calls/meetings.
- Will be invited to participate on all **GEN** Section conference calls and meetings.
- Will inform the **GEN** Section of any necessary AAPS Executive Council procedures, policies and/or changes.

##### **Section 2. Staff Liaison**

- Will be invited to participate on all **GEN** Section conference calls and meetings.
- Represents the **GEN** Section on AAPS Executive Council conference calls/meetings if the AAPS Executive Council Member-at-Large is unable to participate on the call or meeting.
- Assists the AAPS Executive Council Member-at-Large in informing the section of any changes, new policies or procedures made by the AAPS Executive Council.

##### **Section 3. Member Groups Manager**

- Will be the point of contact for the **GEN** Section for all staff-related questions.
- Assists the **GEN** Section Secretary/Treasurer in maintaining the section financial records and meeting minutes.

## **ARTICLE IX: Section Committees**

*[Section specific, examples provided. Not all sections have all of these committees. Some sections have combined multiple committees into one.]*

The standing committees and their duties are described below. Those underlined are considered mandatory AAPS committees. The **GEN** Chair will select the committee chairs which are then approved by the **GEN** Executive Committee. An effort should be made each year to replace some of the committee members. Committee Chairs should be primary members of the **GEN** Section. The term as committee chair shall be three (3) years *[section specific]*. Term of committee chair is assumed immediately following the AAPS annual meeting. In order to ensure appropriate training and continuity, each committee should make attempts to have both a chair and chair-elect. The following are two succession plan examples which provide for a three year term as committee chair.

Example 1:

- Year 1: Chair and past chair work together
- Year 2: Chair
- Year 3: Chair trains the chair-elect

Example 2:

- Year 1-2: Chair
- Year 3 Chair trains chair-elect

### **Section 1. GEN Membership Committee**

The function of this committee shall be to recruit and maintain membership in the **GEN** Section. The committee chair will also be responsible for disseminating information about the section and its activities as well as other scientific or practical information useful to the members.

### **Section 2. GEN Nominations Committee**

The **GEN** Nominations Committee nominates members of the **GEN** Section as candidates for section office. The committee is headed by the section past chair and shall consist of the **GEN** Section Executive Committee and additional members selected by the committee, as needed. The **GEN** Nominations Committee is responsible for providing nominations for vice chair annually and for secretary/treasurer every three years. At least two candidates should be nominated for each office. The function of this committee shall be to identify criteria for selecting nominees and based on these criteria, to provide a slate of nominees for the annual section election.

### **Section 3. GEN Awards Committee**

The **GEN** Awards Committee is responsible for seeking out nominees and for selecting recipients of **GEN** Section awards.

*[Awards should be listed. As examples: Research Achievement Award, Graduate Student Award, Young Investigator Award.]*

#### **Section 4. Fellows Committee**

The Fellows Committee seeks out nominees for Fellow status and ensures that GEN Section candidates are properly presented to the AAPS Fellows Committee. A GEN Section Fellow represents the GEN Section on the AAPS Fellows Committee and chairs the GEN Section Fellows Committee. The GEN Section Chair and Past-Chair will be a member of the committee.

#### **Section 5. Program Committee**

The GEN Program Committee shall be composed of at least five *[section specific]* members that will be responsible for yearly programming. The function of this committee shall be to organize and arrange all programming aspects of the GEN Section's contribution to the AAPS Annual Meeting and Exposition, the AAPS National Biotechnology Conference and to coordinate all activities for ancillary programming (workshops, short courses, open forums). This committee will interface with existing AAPS Focus Group Chairs to solicit programming input.

The chair of the Program Committee will be the GEN Chair-elect who will serve as the section's representative to the AAPS Annual Meeting Planning Committee (AMPC) and the AAPS Program Coordination Committee (PCC). The GEN Vice Chair shall be the Programming Committee Co-Chair. The Co-Chair will be responsible for organizing the program plans for the subsequent annual meeting. Therefore, GEN programming represents a two year commitment, initiated when an individual is elected as vice chair and following through until the annual meeting the following year as chair-elect.

*[Due to the significant effort involved in programming, some sections have created additional subcommittees (Open Forums, Workshop, Short Course, etc.) which report up through the Program Committee. These subcommittees recruit additional members to assist on specific programming issues.]*

#### **Section 6. Finance Committee**

There shall be a GEN Section Finance Committee that is chaired by the GEN Section Secretary/Treasurer and up to three (3) members nominated by the secretary/treasurer and elected by the GEN Executive Committee. The function of this committee will be to organize sponsorship solicitations in coordination with the AAPS Associate Director of Meetings and Expositions.

#### **Section 7. Abstract Screening Committee**

The GEN Abstract Screening Committee is responsible for the review and evaluation of abstracts submitted for presentation to the AAPS Annual Meeting and Exposition, the AAPS National Biotechnology Conference, specialty meetings and workshops. The chair of this committee is responsible for selecting GEN volunteers to assist in the review process and for coordinating with the AAPS Abstract Manager to assign abstracts, decide abstract acceptances and handle the abstract appeals process.

## **Section 8. Student/Post Doc Outreach and Development Committee**

*(formerly the Education Committee)*

The Student/Post Doc Outreach and Development Committee representative acts as liaison for the GEN Section to professional and graduate student education programs. The committee is responsible for fostering relations between the section and educational programs related to the advancement of the pharmaceutical sciences. The chair of the committee will represent the section on the AAPS Student/Post Doc Outreach and Development Committee. The chair will inform the section officers of any activities from the AAPS Student/Post Doc Outreach and Development Committee and suggest ways in which the section can participate.

## **Section 9. Section Website Committee**

The AAPS Section Website Committee is responsible for maintaining the content on the GEN website of AAPS *Pharmaceutica*.

## **Section 10. Graduate Student Committee**

There shall be a Graduate Student Committee that is chaired by a graduate student member of the GEN Section. This person shall be appointed by the GEN Section Executive Committee and serve for a renewable term of one (1) year. The chair of the Graduate Student Committee may appoint additional committee members for at maximum the duration of the chair's term. The function of this committee is to represent the needs of GEN Section graduate student members to the GEN Section and to enhance graduate student input on many of the current GEN committees. Specific responsibilities include but are not limited to, generation of graduate student related programming and submission of articles to the graduate student section of the *AAPS Newsmagazine*. The chair of the committee will participate in monthly GEN Section teleconferences.

## **Section 11. AAPS and Ad Hoc Committees**

The GEN Chair, in consultation with the GEN Executive Committee, will appoint GEN representatives to standing and ad hoc AAPS committees and task forces, as requested by the AAPS Executive Council.

*[Standing and ad hoc committees and task forces should be listed.]*

## **ARTICLE X: Nominations and Elections**

*[Section specific, examples provided. The four sections listed below, however, should be included.]*

### **Section 1. Eligibility**

Members who have selected GEN as their primary section within AAPS are eligible for election as officers to the GEN Section or appointment to the GEN Executive Committee. All members of GEN, primary and secondary, shall be eligible for appointment to standing committees or special committees of GEN. No person who has served as section chair is eligible for nomination as vice chair for five (5) *[section specific]* years after serving as chair of the section.

## **Section 2. Solicitation of Nominations**

Nominations shall be selected from the **GEN** Section membership by nomination from the floor at the annual meeting and/or through correspondence with the membership. From these nominations, the **GEN** Nominations Committee should select at least two (2) nominations for each elective office. Nominations for vice chair are provided annually. Nominations for secretary/treasurer are provided every two or three years *[section specific]*. All nominations are subject to approval by the **GEN** Executive Committee.

## **Section 3. Elections**

All procedures for election of new officers shall be the same as those for AAPS Executive Council elections as defined by the AAPS By-Laws. The winner will be determined by simple majority of the votes cast in the election.

## **Section 4. Term of Service**

The term of office shall be one (1) year for all offices, except for the secretary/treasurer which shall be three (3) years. *[Section specific.]*

## **ARTICLE XI: Membership Meeting**

The **GEN** Section will have an annual membership meeting in conjunction with the AAPS Annual Meeting and Exposition. The agenda for this meeting is the decision of the **GEN** Chair, who presides at the meeting. The purpose of the meeting is to inform the **GEN** membership about section activities and provide the opportunity for solicitation of nominations for section officers. The meeting will include a report from selected **GEN** Section committees. The intent of the meeting is to provide a forum where **GEN** membership may raise issues and concerns pertaining to the **GEN** Section.

## **Article XII - Amendments**

The **GEN** Section By-Laws should be reviewed annually. **GEN** Section officers or section members may propose amendments to the **GEN** Section By-Laws. Proposals must be made in writing and submitted to the section chair. Approval must be sought from the membership at the next meeting of the section held in conjunction with the AAPS Annual Meeting and Exposition or through a vote by an accepted media (mail, email, fax or website). Approval will be made based on a simple majority of the votes returned.