

## **Guidelines for Organizing a New AAPS Section**

An Organizing Committee Chair is appointed by the president of the AAPS in order to implement the organizing of a new section. Approval to initiate such activity is made by the Executive Council.

The Organizing Committee Chair shall announce an organizing meeting at the annual AAPS meeting and assemble all interested AAPS members and/or guests to solicit interest from the general membership on the feasibility of creating a new section of the AAPS. The agenda of such a meeting may be posted in advance in the program of the meeting or may be generated ad hoc at the meeting. The organizing meeting shall be used to propose a statement of purpose for the new section and outline a preliminary mission of the section, including a definition of scientific interests to be served, programs to be planned, membership services to be offered, and justification for inclusion within the sphere of interests of the pharmaceutical sciences. Any other items of business, which are of interest to prospective members of the new section, would also be solicited at this time.

At the time of the organizing meeting or at some later date, a solicitation of interest for prospective membership in the new section will be made. All AAPS members who wish to be considered for membership in the new section will be enrolled as founding members at that time. This list of founding members will be used to substantiate the formal interest in establishing the new section. From this list, an official roster of members will later be compiled based on more formal registration in the new section.

Prior to the accumulation of 200 registered members in a new section, the provisional section can meet and conduct business with appointed officers initially, and later with appropriate officers who are elected at its business meetings according to usual parliamentary procedures. A provisional section is eligible for the same privileges in establishing programming schedules (e.g. symposia and invited papers, etc.) for meetings as all other established sections as long as arrangements are made with the programming chair or committee in the usual manner. Provisional sections are not entitled to the usual financial subsidies as are current sections, except as may be done by special action of the Executive Council.

Once a provisional section has identified 75 individuals indicating potential primary interest and 125 individuals indicating potential secondary interest, it can formally apply to the Executive Council for approval as an official section of AAPS. The election of officers and the development of section by-laws can then be undertaken.

After a new section has progressed from provisional status through one year's probationary status as a fully constituted section, it shall become an established current section if it retains a re-registration of at least 200, of whom at least 75 must have the new section as their primary AAPS section, for its second year of operation. Thereafter, the new section will be treated as all other sections.