



RULES OF THE CLINICAL ADVISORY PHARMACISTS ASSOCIATION

1.0 NAME

- 1.1 The name of the Association shall be "The New Zealand Clinical Advisory Pharmacists Association Incorporated"

2.0 OBJECTIVES

The objectives for which the Association is established are:

- 2.1 To promote and recognise pharmacists who have achieved high standards of education and practice.
- 2.2 To promote and recognise pharmacists who have achieved high standards of pharmacy education and clinical practice, as integral members of the health care team.
- 2.3 To promote member's expertise and professional roles to government departments, other health care professionals and the public
- 2.4 To provide peer support and be a resource for member's education, training and competence for specialised practice roles.
- 2.5 To mentor and encourage Associate Members to continue their educational pursuits.
- 2.6 To provide a means of assessing and enhancing standards of specialist pharmacy practice.
- 2.7 To promote research and development opportunities for the advancement of advanced clinical medication reviews, prescribing, and other forms of professional pharmacy practice that focus on the management and utilisation of medicines to optimise medicines related health outcomes .

- 2.8 To encourage and facilitate members to publish and achieve recognition for research undertaken.
- 2.9 To work to provide proactive strategies for professional pharmacy practice implementation.
- 2.10 To promote and support the professional activities of members of the Association.
- 2.11 To co-ordinate and provide accredited education and training programmes and clinical pharmacy courses for members.
- 2.12 To provide a mechanism for member pharmacists to receive recognition for participation in continuing professional development.
- 2.13 To promote continuing professional development for member pharmacists.
- 2.14 To do such other things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Association.
- 2.15 To co-operate with any other association, society, corporation or organisation having similar objectives.

3.0 ADMISSION TO MEMBERSHIP

- 3.1 A pharmacist who:
 - (i) is prepared to make a commitment to continuing professional development as demonstrated by the fulfilment of conditions as prescribed from time to time by the Board of the Association;
 - (ii) is eligible to make written application for admission to the Association.
 - (iii) is working in the recognised health related or educational sector which fits within the Rules of the Association
- 3.2 Approval of applications for admission to the Association shall be at the discretion of the board of the Association.
- 3.3 All applications for admission to the Association must be accompanied by the appropriate fees.

4.0 LEVELS OF MEMBERSHIP

The Association shall offer membership at three levels - Associate, Member and Fellow

4.1 Associate

An Associate shall be a registered pharmacist and:

- 4.1.1 Demonstrate enrolment and involvement in an approved postgraduate study;
- 4.1.2 Demonstrate that they are actively practising in an arena that focuses on improving the management and/or utilisation of medicines or other activity approved by the Board of the Association
- 4.1.3 Pay an annual subscription;
- 4.1.4 Will receive a certificate of association and be permitted to use the letters AMCAPA.
- 4.1.5 The use of the letters AMCAPA is dependent on membership fees being current

4.2 Member

A Member shall be a registered pharmacist and

- 4.2.1 Have completed a prescribed programme of postgraduate education as approved by the Board of the Association, to at least the level of postgraduate Diploma.
- 4.2.2 Pay an annual subscription;
- 4.2.3 Will receive a Membership certificate and be entitled to use the letters MCAPA;
- 4.2.4 The use of the letters MCAPA is dependent on membership fees being current

4.3 Fellow

A Fellow shall be a registered pharmacist:

- 4.3.1 Have been approved by the Board of the Association as an individual who has achieved academic excellence, is actively practising medicine management within the Rules of the Association, and/or has demonstrated excellence in their specialised area of pharmacy practice and is promoting the philosophies of CAPA.
- 4.3.2 Have completed a prescribed programme of postgraduate study as approved by the Board of the Association;

- 4.3.3 Pay an annual subscription;
- 4.3.4 Will receive a Fellowship certificate and be entitled to use the letters FCAPA
- 4.3.5 The use of the letters FCAPA is dependent on membership fees being current
- 4.3.5.1 Once awarded, nominal letters may be retained as long as financial membership is current.

5.0 HONORARY MEMBERSHIP/HONORARY FELLOWSHIP

- 5.1 An Honorary Membership or Honorary Fellowship may be awarded to a person who, in the opinion of the Board of the Association, has made an outstanding contribution to CAPA or to the advancement of pharmacy practice in New Zealand.

6.0 SUBSCRIPTIONS

- 6.1 The annual subscription shall be fixed at an Annual General Meeting on the recommendation of the Board of the Association and shall remain current until altered at a subsequent Annual General Meeting.
- 6.2 The financial year of the Association shall commence on 1st July.
- 6.3 The first subscription shall be accompanied by an entrance fee which shall be fixed at an Annual General Meeting on the recommendation of the Board of the Association

7.0 TERMINATION OF MEMBERSHIP

Any member of the Association shall cease to be a member if they:

- 7.1. Give written notification of resignation to the Secretary.
- 7.2 Cease to make the required commitment to continuing professional development as required by the Pharmacy Council of NZ or the comparative body in their country of practice, for an Annual Practising Certificate.
- 7.3 Fail to maintain standards of practice and competence as required by the Association.
- 7.4 Act or behave in any manner likely to bring CAPA or the profession of pharmacy into disrepute
- 7.5 Are in arrears with payment of the annual subscription at the end of the financial year.

7.6 The Board of the Association shall have the power to reinstate membership upon payment of the subscription in arrears and a reinstatement fee as shall from time to time be determined by the Board of the Association.

8.0 ANNUAL GENERAL MEETING

- 8.1 A general meeting of members, to be called the Annual General Meeting of the New Zealand Clinical Advisory Pharmacists Association, shall be held once each year.
- 8.2 Notice of meeting (specifying the place, the day and the hour) shall be given in writing by the secretary of the Association to members at least 30 (thirty) days prior to the meeting date.
- 8.3 A quorum for the Annual General Meeting shall be 10 (ten) members of the Association.
- 8.4 At any Annual General Meeting of the Association any member who is present in person and is not in arrears with their subscription shall have one vote.
- 8.5 Remits, proposals and reports may be put forward by members for discussion at the Annual General Meeting. These must be submitted in writing to the secretary of the Association at least 14 (fourteen) days prior to the Annual General Meeting.
- 8.6 Members may vote on Remits by proxy.
- 8.7 Items of general business may be discussed at the Annual General Meeting providing prior notice has been given in writing to the Secretary of the Association or at the discretion of the Chairperson.
- 8.8 Every question submitted to a meeting shall be determined by a majority of votes.
- 8.9 Voting at the meeting shall be by voice or a show of hands and will include proxy votes. In the case of an equality of votes the Chairperson shall have a casting vote in addition to the vote he or she is entitled to as a member.
- 8.10 At each Annual General Meeting, the Board of the Association shall present a report of the Association's activities during the previous year together with the audited financial statements for the previous year.
- 8.11 All general meetings other than the Annual General Meeting shall be called Extraordinary General Meetings. An Extraordinary General Meeting may be called by the secretary, in writing, with 14 (fourteen) days notice upon instruction by the Board of the Association or in response to a written petition from at least 10 (ten) members of the Association. In each case the general nature of the business to be considered shall be given with the notice of the meeting. The consideration of accounts, the annual report of the Board of the Association, the

election of members of the Board and appointment of Auditors may only be considered at the Annual General Meeting.

- 8.12 An Extraordinary General Meeting may take place by teleconference if the Board so decides.

9.0 THE BOARD OF THE ASSOCIATION

- 9.1 The administration and control of the Association between Annual General Meetings shall be vested in a Board consisting of: five members who shall be elected by members of the Association by postal ballot or presence at an Annual General Meeting.
- 9.1 The Board shall appoint a chairperson from within its membership
- 9.2 The Board shall have responsibility for the appointment of staff to provide services to the Association.
- 9.3 The Board shall have the power to appoint a member to fill any casual vacancy on the Board of the Association until the next Annual General Meeting
- 9.4 The Board may set up standing committees to which responsibility for any particular phase or phases of the Association's work may be delegated.
- 9.5 The Board shall appoint the members of such standing committees and shall define the scope and nature of the activities of the committees.
- 9.6 The Board shall have the power to co-opt such persons as it deems fit to advise the Board of the Association or its committees. Co-opted persons shall not be entitled to vote at meetings of the Board
- 9.7 The election of members of the Board of the Association shall take place in the following manner:
- 9.8 Any two members of the Association may nominate any other member to serve as a member of the Board
- 9.9 The nomination shall be in writing and be signed by the member, his/her proposer and seconder.
- 9.10 It shall be lodged with the secretary of the Association at least 20 (twenty) days before the date of election
- 9.11 The Secretary shall prepare a list, in alphabetical order, of the candidates and shall circulate this with the notice of election. Brief biographical notes may be submitted by nominees for circulation with this list
- 9.12 Where there are more nominations than vacancies, a ballot will be held. In the event of a tied result scrutineers shall draw lots to resolve the issue.

- 9.13 The term of office for elected members shall be three years
- 9.14 Any retiring elected member of the Board shall be eligible for re-election.

10.0 MANAGEMENT OF BUSINESS

- 10.1 Meetings of the Board shall be held at least quarterly at agreed dates and at such other times as the Chairperson may direct.
- 10.2 Any 4 members of the Board shall form a quorum.
- 10.3 Every question at meetings of the Board shall be determined by a majority vote. In each case of an equality of votes the Chairperson shall have a casting vote in addition to the vote he or she is entitled to as a member.
- 10.4 The Secretary shall manage the affairs of the Association, and all activities carried on by or on account of CAPA.
- 10.5 The Treasurer will be accountable for the management of all income and expenditure and will be responsible for ensuring appropriate financial accounting practices including the presentation of audited annual accounts.
- 10.6 The Board shall have the power to enter into and make contracts on behalf of the Association for any of its objectives.
- 10.7 The Board shall be responsible for the development of the Mission and Vision statements and the strategic plan of the Association.
- 10.8 *Any income benefit or advantage shall be applied to the objectives of the organisation.***
- 10.9 *No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit, of advantage whatsoever.***
- 10.10 *Any such income shall be reasonable and relative to that which would be paid in an arms length transaction (being open market value).***

11.0 EXECUTIVE AUTHORITY

- 11.1 The Board will approve the strategic/business plans and annual budgets for the Association.

12.0 AUDITOR

- 12.1 An auditor shall be appointed by the Board and the Auditor's report shall be submitted with the annual financial statements.
- 12.2 The auditor shall be appointed for a term of one year.

13.0 COMMON SEAL

- 13.1 The Common Seal of the Board shall be kept in safe custody and shall not be affixed to any document except by order of the Board of the Association and in the presence of at least two members of the Board who shall affix their signatures to every document to be sealed.

14.0 REGISTERED OFFICE

- 14.1 The registered office of the Board shall be at such place as shall be determined by the Board of the Association.

15.0 ALTERATION OF RULES

- 15.1 These Rules may be altered, added to or rescinded at a general meeting of the Association by a resolution passed by two-thirds majority of the votes cast. At such a meeting, members may vote in person or by postal vote received by the Secretary at least 24 hours prior to the nominated time of the meeting.
- 15.2 At least 14 (fourteen) days notice of any proposed alterations shall be given in writing by the Secretary to all members of the Association. Such notice shall contain a copy of the proposed amendments and a voting form.
- 15.3 ***No addition to or alteration shall be approved if it affects the objects personal benefit clause or the winding up clause.***
- 15.4 ***The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.***

16.0 WINDING UP

- 16.1 In the event of winding up of the Association the property and assets of the Association shall be disposed of as determined by a general meeting of the Association convened for that purpose, and will conform to the legal requirements associated with our charitable trust status.
- 16.2 ***If upon winding up or dissolution of the association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among members of the organisation but shall be given or transferred to some other organisation or body with similar objects to the first organisation or for some other charitable purpose within New Zealand***

17.0 SCHEDULE

- 17.1 A Schedule determining such things as fees, course requirements, and the operations of the Association shall accompany but not form part of these Rules.
- 17.2 The Schedule may be amended by a majority vote at any Board Meeting.