

AMCP

Optimizing medicine.
Improving lives.

Congratulations on taking the first step in starting an AMCP Student Pharmacy Chapter! This toolkit provides step-by-step instructions to apply for chapter activation, all the forms you will need, and all necessary background information. You may also find it helpful to read our AMCP Student Chapter Operations Manual to get a full picture of our student pharmacist program. Please carefully review the materials provided ***before you begin and*** contact the AMCP headquarters if you have any questions.

About AMCP

AMCP is the professional association leading the way to help patients get the medications they need at a cost they can afford. AMCP's diverse membership of pharmacists, physicians, nurses, and professionals in life sciences and biopharmaceutical companies leverage their expertise in clinical evidence and economics to optimize medication benefit design and population health management and help patients access cost-effective and safe medications and other drug therapies. AMCP members improve the lives of nearly 300 million Americans served by private and public health plans, pharmacy benefit management firms, and emerging care models.

AMCP advocates at the national and state level for developing and applying evidence-based medication use strategies that improve access to medication, enhance patient and population health outcomes, and safeguard the wise use of health care dollars.

AMCP Vision
Optimizing medicine. Improving lives.

AMCP Mission
To improve patient health by ensuring access to high-quality, cost-effective medications and other therapies.

AMCP Student Development Team

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Overview

What are AMCP Student Pharmacist Chapters?

AMCP Student Pharmacist Chapters are unincorporated groups authorized by AMCP to meet and discuss matters of mutual interest and further the purposes of AMCP through educational and community service endeavors. An AMCP Student Pharmacist Chapter comprises at least ten (10) AMCP student pharmacist members that AMCP charters with authorization to operate at a specific school/college of pharmacy.

Only one AMCP Student Pharmacist Chapter may be established at a school/college of pharmacy. Official activation of a Student Pharmacist Chapter requires:

1. AMCP approval
2. Completion of the activation requirements
3. Adherence to the requirements of an AMCP Student Pharmacist Chapter
4. Adherence to the AMCP mission and purposes set forth in the AMCP Student Pharmacist Chapter Bylaws. These ensure that Student Pharmacist Chapter officers and members understand what is expected.

Current Student Chapters

A complete list of the **AMCP Student Chapters**, with officer, advisor and diplomat contact information, can be found on the AMCP website at AMCP Student Pharmacist Chapter Contacts. In addition, essential chapter operations information and resources for your student chapter are also available at the Student Pharmacists Center.

AMCP Diplomats

The AMCP Diplomat Program is an excellent resource for AMCP Chapters because it puts chapter members in contact with real-world managed care professionals! How does it work? An AMCP member volunteers to be assigned to a school/college of pharmacy to serve as a resource on managed care pharmacy information and opportunities. Diplomats can speak or find speakers and assist with projects or meetings. To learn more about the AMCP Diplomat Program, visit the Diplomat Center on the AMCP website.

Student Pharmacist Committee

AMCP's Student Pharmacist Committee guides the AMCP Chapter program. They have specific task groups to help develop tools and guidelines that support chapter success. They also oversee the Chapter Collaboration Program that matches up chapters so they can learn from and support each other.

If you would like to speak to a Student Pharmacist Committee member as you move through this process, please e-mail AMCP, and we will facilitate an introduction.

AMCP Student Pharmacist Chapter Requirements

For an AMCP Student Chapter to be in good standing, the Chapter must adhere to all provisions of the AMCP Student Chapter Bylaws (See page 9) and meet the following requirements:

- Must maintain at least ten (10) AMCP Student Members.
- All members must pay AMCP national membership dues
- Must hold an annual election of chapter officers.
- Must have a faculty advisor.
- Must assure that the chapter's activities and programs do not conflict with the mission and objectives of the Academy.
- Must maintain its name as identified in the Bylaws with no alteration.
- Must establish:
    - A legal address
    - A bank account (either at a bank or an account through the college/university (it must be separated and attributable to the chapter)
    - An Internal Revenue Service Tax Identification Number (EIN#) for the chapter (not the college/university EIN).
        - *NOTE: If your chapter does not have a separate bank account, or does not operate as an independent financial entity from your school/college of pharmacy, or other organization,* ***<u>an EIN# is not required</u>****.*
- Must conduct its business affairs in accordance with federal, state, and local jurisdictions' rules and regulations and with AMCP guidelines for operations.
- Must forward all national AMCP membership dues and membership applications directly to AMCP Headquarters for processing. Any portion of the membership fees due to the Student Pharmacist Chapter shall be routed back to the Student Pharmacist Chapter if included in the payment.
- Must use the AMCP Chapter-specific logo provided to each chapter in accordance with the Logo Use & Guidelines. A custom chapter-specific logo will be provided to you upon activation.
- AMCP Student Pharmacist Chapter Bylaws, approved by the Academy, shall continue in force and effect until revoked or until notification is received from the chapter of its dissolution.
- The AMCP Student Chapter must not enter into any contracts that would bind the Academy. Under no circumstances may the chapter use AMCP's name without the chapter name for events, programs, activities, or contracts.

Starting a Student Chapter

Now that you have some background, it's time to get started on the steps you need to take to be an AMCP Student Chapter! The following checklist walks you through all you need to do. The forms are provided at the end of this document. If you have any questions through the checklist, please contact AMCP Student Development at studentdevelopment@amcp.org.

Step 1: Hold a Chapter Formation Meeting

- ✓ Schedule and hold your first chapter formation meeting.
- ✓ Assure that all non-members in attendance complete the AMCP membership application form and submit them along with the appropriate dues to the AMCP Membership Department or have them apply online. *Note: Until a Treasurer is elected, the responsibility of this function rests with the Faculty Advisor or Chapter President.*
- ✓ Elect or appoint your founding officers. Complete the **Inaugural Officer Contact Form** and return it to AMCP or enter them online at the Chapter Officer Contact Form. You should elect or appoint a President, President-elect, Treasurer, or Secretary/Treasurer at a minimum to start the chapter.
- ✓ Establish the frequency of the chapter's meetings (e.g., weekly, monthly, bi-monthly), location, and date for the next general membership meeting of the new AMCP Student Pharmacist Chapter.

Step 2: Obtain an EIN

If you will have your own bank account, you will need to receive a tax ID number – EIN from the IRS. AMCP will not activate a student chapter before receiving an EIN **if** the chapter has a separate bank account.

If your chapter does not have a separate bank account or does not operate as an independent financial entity from your school/college of pharmacy, or other organization, an EIN is not required.

How to apply for an EIN

Apply Online

The Internet EIN application is the preferred method for customers to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. The online application process is available for all entities whose principal business, office or agency, or legal residence (in the case of an individual), is in the United States or
U.S. Territories. The principal officer, general partner, grantor, owner, trustor etc., must have a valid Taxpayer Identification Number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) to use the online application.

Most school chapters use"other non-profit/tax-exempt organization" as their legal structure.

Step 3: Submit Activation Application Packet

Submit the following information to AMCP (samples are included in the Appendix) to studentdevelopment@amcp.org or the address on page 2 of this document.

1. Letter of Petition
2. List of Founding AMCP Chapter Members
3. List of Founding Officers or indication that it has been submitted online
4. Chapter Bylaws

Once received by AMCP, the activation application materials will be reviewed, and the Chapter Advisor and President will be notified via e-mail of the chapter's activation. A formal hard copy letter will be sent shortly after that.

Step 4: After Activation

Congratulations! A grant totaling $500* is provided to each chapter after activation. AMCP provides this grant to the Student Pharmacist Chapter to help cover start-up expenses. The grant will be dispersed over three years -- with $200 being given to the chapter following activation, $200 in the second year, and $100 in the third year. The grant check will be sent to the chapter c/o the Faculty Advisor. The Chapter President and Dean will be notified when the check is mailed.

A chapter-specific AMCP Logo packet will also be e-mailed to the Chapter President and Faculty Advisor upon activating the Student Pharmacist Chapter, along with guidelines for use.

AMCP staff will also set up a webinar to introduce your board to the different tools AMCP provides and the AMCP Student Pharmacist Center.

Chapter De-activation

Once activated, a Chapter may be deactivated by AMCP if any of the following occur:

1. The chapter fails to hold elections or report current chapter officers to AMCP headquarters.
2. The chapter no longer has a Faculty Advisor.
3. The chapter's membership falls below 10 AMCP Student Members.
4. The chapter fails to comply with Internal Revenue Service reporting requirements.
5. Written notification of dissolution is received by AMCP.

A chapter may be reactivated if it follows all steps required to activate a new chapter. It does not need to apply for a new EIN if the old chapter's EIN is available. A reactivated chapter is not eligible for the new chapter start-up grant.

Appendix: Templates

This section includes the templates you will need to submit your request to start a chapter. Please contact studentdevelopment@amcp.org to receive Word versions of these documents.

- Appendix 1: Letter of Petition
- Appendix 2: Founding Members Template
- Appendix 3: Inaugural Officer Form
- Appendix 4: AMCP Student Pharmacist Chapter Bylaws

Appendix 1

LETTER OF PETITION
[on chapter or school/college letterhead]

[DATE]

AMCP

675 N. Washington Street, Suite 220
Alexandria, VA 22314
studentdevelopment@amcp.org

Dear AMCP Board of Directors:

On behalf of the students of the **[NAME OF SCHOOL**], I am hereby petitioning the Academy of Managed Care Pharmacy to officially recognize the **[NAME OF SCHOOL]** AMCP Student Chapter as an official Student Chapter of the Academy.

MEMBERSHIP

At least **ten (10)** AMCP student pharmacist members at [NAME OF SCHOOL] are provided as an Attachment. These individuals are the founding members of our Chapter.

ADDRESS

We have established a legal address:

[ADDRESS]

FINANCIAL

[Note: If your chapter has established an account through the college/university, complete Section A. If your chapter has established an account at a separate financial institution, complete Section B.]

Section A

___We have established an account through **[NAME OF SCHOOL].** The funds are separated and attributed to the AMCP Student Chapter at **[NAME OF SCHOOL].**

Section B

____We have established a bank account:

[DATE ESTABLISHED] [BANK NAME]
[BANK ADDRESS]
[BANK ACCOUNT NUMBER]

____We have established a Chapter-specific Employer Identification Number (EIN) and have certified that this does not belong to the School/College of Pharmacy or any other entity associated with the School/College of Pharmacy *[Note: You may NOT use the EIN number for your college/university]*

[EIN NUMBER]

CHAPTER BYLAWS

The AMCP Student Chapter Bylaws for our Chapter are provided as an Attachment.

CHAPTER OFFICERS

The founding officers for our Chapter **[were entered via the AMCP website on DATE]** *or* **[provided as an Attachment].**

Sincerely,
[Signature of Faculty Advisor]

[NAME AND CONTACT INFORMATION FOR FACULTY ADVISOR]
Faculty Advisor

Appendix 2

[NAME OF SCHOOL]

AMCP STUDENT PHARMACIST CHAPTER
FOUNDING STUDENT PHARMACIST MEMBERS

Print or type name.

1	*Name:* *Signature:*	AMCP Member ID#
2	*Name:* *Signature:*	AMCP Member ID#
3	*Name:* *Signature:*	AMCP Member ID#
4	*Name:* *Signature:*	AMCP Member ID#
5	*Name:* *Signature:*	AMCP Member ID#
6	*Name:* *Signature:*	AMCP Member ID#
7	*Name:* *Signature:*	AMCP Member ID#
8	*Name:* *Signature:*	AMCP Member ID#
9	*Name:* *Signature:*	AMCP Member ID#
10	*Name:* *Signature:*	AMCP Member ID#

*Faculty Advisor Name (Please Print):*_____

Signature:

Appendix 3

AMCP STUDENT CHAPTER
INAUGURAL OFFICER CONTACT REPORT

The AMCP Student Chapter Annual Officer Contact Report must be completed and forwarded to AMCP Headquarters each year or when an officer changes.
Send form to studentdevelopment@amcp.org

Please type or print.

Name of Chapter: _____

Date: _____

President:_____Term Ends (mm/yy)_____

Address:_____

Primary Phone:_____Alternate Phone: _____

E-mail: _____

President-elect:_____Term Ends (mm/yy)_____

Address:_____

Primary Phone:_____Alternate Phone: _____

Email: _____

Treasurer:_____Term Ends (mm/yy)_____

Address:_____

Primary Phone:_____Alternate Phone: _____

Email: _____

Secretary:_____Term Ends (mm/yy)_____

Address:_____

Primary Phone:_____Alternate Phone: _____

Email: _____

Faculty Advisor: _____

Address:_____

Primary Phone:_____Alternate Phone: _____

Email: _____

Name and Title of Other Officers: (If applicable)

Office Held: _____

Name:_____Term Ends (mm/yy)_____

Address:_____

Primary Phone:_____Alternate Phone: _____

Email: _____

Office Held: _____

Name:_____Term Ends (mm/yy)_____

Address:_____

Primary Phone:_____Alternate Phone: _____

Email: _____

Appendix 4

THE ACADEMY OF MANAGED CARE PHARMACY

STUDENT PHARMACIST CHAPTER BYLAWS

_____

(*Name of School/College*)

[Name of School/College]
AMCP Student Chapter [***School Address***]
[***City, State, Zip***]

AMCP Revised and Approved July 2019

AMCP STUDENT PHARMACIST CHAPTER BYLAWS

_____

(*Name of School/College*)

as authorized by the Academy of Managed Care Pharmacy Board of Directors, on this_____day of_____, 20_____.

ARTICLE I: NAME AND ORGANIZATION

Section 1.1 Name

The name of this Student Pharmacist Chapter of the Academy of Managed Care Pharmacy (AMCP) will be the_____(*Name of School/College*) AMCP Student Chapter.

Section 1.2 Organization

The Organization is a Chapter of the Academy of Managed Care Pharmacy (AMCP) existing under _____(*Name of School/College*).

ARTICLE II: AMCP BYLAWS AND POLICIES & PROCEDURES

The Chapter of the_____(*Name of School/College*) is subject to the terms and conditions of the Bylaws of the Academy of Managed Care Pharmacy. No provision of these Bylaws shall conflict with, or contradict, the Bylaws of the Academy of Managed Care Pharmacy. In the event of any such conflict, the Bylaws of the Academy of Managed Care Pharmacy shall prevail.

ARTICLE III: MISSION AND PURPOSES

Section 3.1 Mission

To promote sound managed care pharmacy principles through education and professional development of its student pharmacist members.

Section 3.2 Purposes

The purposes for which the Chapter is organized are:

a. to encourage education and support the advancement of managed care pharmacy.
b. to enhance the common academic and professional interests of the Chapter members.
c. to offer professional opportunities and leadership within managed care pharmacy.
d. to establish, develop, promote, and conduct educational programs relating to and improving health, especially as it relates to the delivery of pharmacy services through managed care pharmacy.
e. to undertake other activities as may be appropriate or desirable, in furtherance of the Chapters' and/or AMCP's purposes, so far as permitted by the rules and regulations of the _____(*Name of School/College*). The Chapter shall do no act which requires occupational or professional licensing under state law.

ARTICLE IV: MEMBERS

Section 4.1 Definitions

Student Pharmacists are individuals enrolled full-time in an ACPE-accredited school/college of pharmacy at the_____(*Name of School/College*).

Section 4.2 Membership

Membership in the Chapter is offered to individuals who are Student Pharmacists, as defined in Section 4.1. Members of the Chapter in good standing are Student Pharmacists, who have registered for membership in the Chapter, and who have paid the applicable dues (if any). All members of the Chapter must also be Student Pharmacist Members in good standing with AMCP.

Section 4.3 Rights of Members

All members in good standing shall have the right to attend meetings of this chapter and those of AMCP, to receive the publications of AMCP, to receive a reviewed AMCP financial statement when available, and to receive miscellaneous services available to the membership. AMCP Student Pharmacists are afforded all the rights and privileges as allowed by the AMCP Bylaws. Chapter Members shall be eligible to vote and hold office in the Chapter.

Section 4.4 Chapter Dues

In addition to AMCP Membership Dues, there may be an annual Chapter dues assessment as set from time to time by the Chapter. Length of membership in the AMCP Chapter shall be_*(enter the length of time or the actual months)*.

ARTICLE V: MEETINGS OF CHAPTER MEMBERS

Section 5.1 Regular Chapter Meetings

A minimum of two (2) Chapter Meetings per semester (or four (4) per academic year) are to be conducted annually.

Section 5.2 Election Meetings

The meeting of the Chapter members for the election of chapter officers and the transaction of such business as may be considered shall be held annually_____*(enter when your chapter conducts its elections – i.e. month)*.

Section 5.3 Special Meetings

Special meetings of the chapter shall be held at the call of the Chapter President or by the majority of the other Chapter Officers. Any action at a special meeting shall be limited to the purpose set forth in the notice of such special meetings.

Section 5.4 Notice of Chapter Meetings

Notice of the time, place, and purpose of each Chapter meeting shall be posted prior to such meetings by the Chapter Secretary (or designee). Such notice shall be given, personally, by e-mail, text, or by mail, no less than forty-eight (48) hours nor more than thirty (30) days before the date of the meeting.

Section 5.5 Absentee Voting

Absentee voting at the election meeting may be permitted at the discretion of the Chapter officers as long as it is determined and posted prior to the vote.

Section 5.6 Proxy Voting

Proxy voting shall not be permitted at any meeting of the Chapter members.

Section 5.7 Vote Required at Meetings of Members

The action of a majority (50% plus 1) of the voting Student Pharmacist Members present at a meeting, either in person or virtually, and those absentee votes (if allowed) at which a quorum is present shall constitute the action of the members unless a greater plurality is required by these Bylaws.

ARTICLE VI: CHAPTER OFFICERS

Section 6.1 Composition of Student Pharmacist Officers

The Student Pharmacist Officers of the chapter shall consist, ***at minimum***, of the following positions:

a. President
b. President-Elect or Vice President*
c. Treasurer
d. Secretary
e. Membership Coordinator

**Student chapters at schools with only two (2) years of the didactic curriculum may forego filling the president-elect position for the entire school year.*

The chapter may, at its discretion, establish additional officer positions. All officers must be AMCP Student Pharmacist Members in good standing. All elected officers shall be eligible for re-election by the membership to successive terms annually. Any officer may resign from their post by submitting a letter in writing or by e-mail to the other Chapter Officers. The resignation shall become effective upon receipt thereof by the Chapter Officers or at such subsequent time as shall be specified in the notice of resignation.

Section 6.2 Term of Office

The length of term for all Chapter Officers is one (1) year. Terms of office commence with the annual election meeting and terminate at the next annual election meeting.

Section 6.3 Nomination of Officers

Nominations for officers shall be made by the Chapter members. Nominations by Chapter members eligible for election shall be solicited at least fourteen (14) days prior to the election meeting. Seven (7) days prior to the election, the Secretary shall present a slate consisting of at least two (2) candidates for each position to be elected, chosen from among the voting Student Pharmacist Members, provided that persons nominated have given their consent.

Section 6.4 Election of Officers

All members of the Chapter in good standing are eligible to vote. At the election meeting, a written or electronic ballot within a secure voting platform shall be granted to each Student Pharmacist

Member present who is eligible to vote. A voting Student Pharmacist Member may, by written request to the Secretary, obtain an absentee ballot at least seven (7) days prior to each election meeting. All absentee ballots must be submitted electronically or in person to the Secretary at least three (3) days prior to such meeting. All ballots will list the candidates for each officer position.

Write-in candidates shall not be permitted. Each voting Student Pharmacist Member shall have the right to cast one (1) vote for each officer position. Each officer shall be elected by a majority (50% plus 1) of the votes cast for that position. The Faculty Advisor and one (1) appointed Chapter Member who shall collect and tally the written ballots cast and shall report the results to the Chapter Membership at the close of the election meeting. Newly elected officers shall be installed at the last Chapter meeting of the academic school year.

Section 6.5 Duties of Officers

The duties of Chapter Officers are described below. If the Chapter chooses to have additional officers, the description of duties for each officer must be filed with AMCP Headquarters.

a. **President**: The President shall preside at all meetings of the chapter members and shall from time to time perform such other duties as the Chapter shall designate. The President shall also be the principal elected official of the Chapter and shall, subject to the direction of the other Officers, have general supervision, the direction, and control of the general business of the Chapter and its Members. The President shall also be the chief spokesperson for the Chapter and be empowered to represent the Chapter.
b. **President-Elect**: The President-Elect shall delegate and perform such duties as the President and other Officers from time to time. Unless otherwise designated by the Officers, in the absence or disability of the President, the President-Elect shall perform all of the duties of the President. When acting in this capacity, the President-Elect shall have all of the powers of, and be subject to all of the restrictions on, the President. This office may be left unfilled for chapters at schools with only two (2) years of didactic curriculum. In such cases, the responsibilities of this office shall be delegated to the Secretary.
c. **Treasurer**: The Treasurer shall be responsible for overseeing the keeping of the accounts of the Chapter and the collection of its funds and disbursement of them under the direction of the Officers. This officer shall have duties as follows:
    a. Render a report of the financial condition of the Chapter at each regular chapter meeting of the Members
    b. Submit an annual proposed budget for the academic year to be reviewed and approved by the Members
    c. Ensure proper keeping of books of the account, showing all sums received by or due to the Chapter
    d. Ensure that the Chapter Advisor completes the IRS 990 e-postcard tax filing prior to November 15th each year. (This does not apply to chapters with bank accounts that are held by the University, College or School.
    e. The Treasurer shall have such powers in respect to signing drafts, checks, contracts, and other instruments incurring liabilities as the Officers shall from time to time confer upon them. In general, the Treasurer shall perform all duties typically performed by the Treasurer and shall, subject to the foregoing limitations, have the power and authority commonly incident to such office.
d. **Secretary**: The Secretary shall attend all meetings of the members and the Chapter Officers and shall give notice of all meetings and keep the minutes. The Secretary shall, in general,

have all the powers typically vested in the Secretary and shall perform the duties incident to such office. The Secretary is also responsible for the recruitment and maintenance of Chapter Membership.

Section 6.6 Removal of Officers

Officers may be recalled for:

a. Gross neglect of their duties, or
b. Acts detrimental to the interest of the Chapter.

A special meeting shall be called expressly for this purpose. A vote of two-thirds (2/3) of AMCP Student Pharmacist Members in good standing with the chapter is required for the removal of an officer. The casting of ballots for this vote must be in person. Only in exceptional circumstances can this vote be conducted virtually. No absentee or proxy balloting is allowed.

Section 6.7 Regular Chapter Officer Meetings

In addition to the election meeting, regular meetings of the Chapter Officers shall be held at least once (1) a month during the academic year.

Section 6.8 Special Chapter Officer Meetings

Special meetings of the Chapter Officers may be called at the discretion of the President or by a majority of the Chapter Officers. Notice of the time, place, and purpose of each special meeting shall be provided prior to such meetings. Such notice shall be given, either personally, by mail or e-mail, no less than forty-eight (48) hours nor more than thirty (30) days before the date of the meeting.

Section 6.9 Vacancies

Vacancies among the Chapter Officers may be filled when a special Chapter election meeting is called. Vacant officer positions will be filled under the guidelines outlined in Sections 5.2 and 5.3 and shall be effective immediately following the election outcome. Election to a vacated office shall be limited to its current term.

ARTICLE VII: FACULTY ADVISOR

Section 7.1 Faculty Advisor

A Faculty Advisor will be assigned to the Chapter by the school/college or selected by the Chapter. The Chapter will cease operations if a Faculty Advisor is not designated.

Section 7.2 Duties of the Faculty Advisor

The responsibilities and functions of the Faculty Advisor will include but are not limited to the following:

a. Liaison with the Chapter President to ensure ongoing communication with AMCP Headquarters, Chapter Leadership, and Chapter members.
b. In concert with the Treasurer, will administer the Chapter's finances and oversee all budgeting, receipts, and disbursements. The Faculty Advisor and the Treasurer will work in conjunction on contractual agreements and other instruments incurring liabilities.
c. Will make every effort to be present at all Chapter meetings and all Chapter Officer meetings. The Faculty Advisor must be notified of all such meetings. If the Faculty Advisor

cannot attend a meeting, any comments or announcements which they need to communicate to the Chapter membership can be made in writing and reported at the meeting by the President or designated officer.

d. If the Chapter holds a bank account separate from the university/college/school, the Faculty Advisor will file the Chapter's IRS 990 e-postcard tax return between January 1 and April 15 each year. If the Chapter has a non-school bank account and has revenues in excess of $25,000 (or the current IRS limit), the Faculty Advisor must file a full 990 tax return. Failure to do so may result in the Chapter's EIN being revoked by the IRS. If the EIN is revoked, the Chapter is responsible for all paperwork and fees to reinstate the Chapters EIN.
e. Will administer the counting of the election ballots in conjunction with one (1) Chapter Member.

ARTICLE VIII: CHAPTER COMMITTEES

The Officers of the Chapter shall be empowered to establish such committees as are necessary to conduct the Chapter's business by vote of the majority of the membership.

ARTICLE IX: FISCAL YEAR AND IRS REPORTING

Section 9.1 Fiscal Year

The Fiscal Year of the Chapter shall be from January 1st through December 31st of the following calendar year.

Section 9.2 IRS Reporting

If the Chapter holds a bank account separate from the university/college/school, the chapter must maintain a valid EIN (IRS tax identification). If the Chapter's revenue is less than $25,000 (or amount established by the IRS), the Faculty Advisor must file the Chapter's IRS 990 e-postcard tax return between January 1 and April 15 each year. If the Chapter's revenue is greater than $25,000 (or amount established by the IRS), a full 990 tax return must be completed.

Failure to do so may result in the Chapter's EIN being revoked. If the Chapter's EIN is revoked, the Chapter will be held responsible for all IRS paperwork and fees to reinstate the Chapter's EIN. Failure to be compliant with IRS requirements may lead to the deactivation of the Chapter.

ARTICLE X: AWARDS

Section 10.1 Chapter Awards

The Chapter may establish awards for members of the Chapter. The awards, eligibility, and selection processes shall be established and announced to the membership at the start of each academic year. The Chapter's awards monographs, including eligibility, selection process, and nature of the award, are to be kept in the Chapter's operations manual.

ARTICLE XI: NO DISCRIMINATION

The affairs of the Chapter shall be carried on without discrimination.

ARTICLE XII: AMENDMENTS

The Bylaws of the Chapter may be amended by the recommendation of the membership of the Chapter, as evidenced by the affirmative vote of the majority (50% plus 1) of a quorum of the Chapter members in good standing. Amended Bylaws must be submitted to AMCP Headquarters

for final approval before they can be enforced by the Chapter.

ARTICLE XIII: CHAPTER LOGO

The Chapter may not use the AMCP logo at any time. The Chapter is allowed to use the AMCP Chapter logo created for this Chapter by AMCP Headquarters. The Chapter- specific logo shall be used in accordance with the guidelines set forth by AMCP.

ARTICLE XIV: DEACTIVATION OF A CHAPTER

The Chapter may be deactivated by a two-thirds (2/3) majority vote of the Members. The President shall submit a notification of Chapter deactivation to AMCP headquarters by mail or e-mail immediately.

AMCP may deactivate the Chapter for any of the following

- Failure to elect or report Chapter Officers;
- Failure to maintain at least 10 AMCP members in good standing as listed in the AMCP national membership: and/or,
- Failure to maintain a designated Faculty Advisor

The Chapter President and Advisor will be notified by AMCP Headquarters of the pending deactivation and given a period of time to rectify the problem.

ARTICLE XV: FORCE AND EFFECT

The Bylaws are subject to the provisions of_____(*Name of School/College*) and subject to being non-contradictory to the Bylaws of AMCP. The policies and procedures of AMCP Chapters may vary; however, Chapters must follow policies and/or procedures requested of AMCP Headquarters.

ARTICLE XVI: PARLIAMENTARY GUIDE

Robert's Rules of Order, as amended from time to time, shall be recommended as the Chapter's parliamentary guide and shall govern procedures of the Chapter Officers and members when not in conflict with the provisions of these Bylaws.