**NAPT CONSTITUTION AND BYLAWS**

CONSTITUTION

ARTICLE I: Name, Objectives

1. This organization shall be known as the Northland Association of Pharmacy Technicians, hereafter referred to as NAPT:
	1. The NAPT shall be a functioning academy of the North Dakota Pharmacists Association.
	2. Active members of the NAPT will have full voting rights within this Academy.
2. Objectives:
	1. To establish and promote a group of recognized, qualified pharmacy technicians.
	2. To promote the profession of pharmacy technicians.
	3. To establish and promote a closer liaison between pharmacy technicians and other organizations, whose purposes are to improve and maintain high standards of public health and quality patient care.
	4. To promote educational programs and provide for interchange of information.
	5. To participate in other activities for the advancement of the profession.

ARTICLE II: Membership

1. The membership of the NAPT shall consist of active and associate members as provided in the bylaws. Members may continue active membership if they are primarily engages in the profession of pharmacy.

ARTICLE III: Officers

1. The officers of the NAPT shall be Chairperson, President, Vice President, Secretary and Treasurer.

ARTICLE IV: Executive Board

1. The Executive Board shall consist of the Chairperson, President, Vice-President, Secretary, Treasurer, Parliamentarian and Two Members at Large; hereafter referred to as the Board.
2. Ex-Officio members of the Board shall be:
	1. The North Dakota State Board of Pharmacy, Pharmacy Technician Member
	2. The Director or Assistant Director of the NDSCS Pharmacy Technician Program
	3. The Director or Assistant Director of the NCTC Technician Program
	4. NDPhA Executive Vice President or their designee
	5. Other members as deemed necessary and appointed by the Chairperson

ARTICLE V Meetings

1. The officers and the NAPT shall meet at the call of the Chairperson and/or as needed by any NAPT Officer.

BYLAWS

**CHAPTER I Membership**

ARTICLE I Members

1. This membership of the NAPT shall consist of individuals currently working as a Registered Pharmacy Technician and/or technician-in-training. Shall be defined as:
	1. Active Member:

A member actively listed as a registered pharmacy technician by the state of North Dakota. Shall be a full voting member and able to hold office of the NAPT.

* 1. Associate Member:

A member actively listed as a technician-in-training by the state of North Dakota. Is able to attend meetings, may be granted the privilege of the floor but may not be entitled to vote or hold an elected/appointed office.

**CHAPTER II Duties of Officers and Board Members**

ARTICLE II Installation of Board Members

1. The duly elected officers shall be installed at the ND Annual Pharmacist Convention during the NAPT General Business Meeting.
2. Elected officers shall serve a one-year term unless otherwise specified in their job duty.
3. Terms shall run from ND Annual Pharmacist Convention to the next ND Annual Pharmacist Convention.

ARTICLE III Description of Executive Board Members

1. Chairperson:

The Chairperson shall be an active member of the NAPT and will be a progressive office which will be a three-year from Vice-President to President to Chairperson. Shall preside at all meetings, and shall appoint all committees not otherwise provided for. The Chairperson will ensure appropriate representation of NAPT on the NDPhA Board of Directors as the NAPT representative and shall have full voting rights on such board. Performs all duties as outlined in the NAPT guideline book.

1. President:

The President shall be an active member of the NAPT and shall be a progressive office which will be a continued three-year term from Vice-President to President to Chairperson. Shall perform the duties of the office of Chairperson whenever the Chairperson is unable to do so and shall act as a liaison between all committees and the NAPT. Performs all duties as outlined in the NAPT guideline book.

1. Vice-President:

The Vice-President is an elected position and shall be an active member of the NAPT and shall be a progressive office which will be a three-year term from Vice-President to President to Chairperson and shall conduct business in the absence of the Chairperson and President. Performs all duties as outlined in the NAPT guideline book.

1. Secretary:

The Secretary is an elected position and shall be an active member of the NAPT, shall keep the minutes, and shall carefully preserve and file all reports and papers of every description presented to the NAPT with special attention being made to any changes in the Constitution and Bylaws. Performs all duties as outlined in the NAPT guideline book.

1. Treasurer:

The Treasurer shall be an active member of the NAPT, shall be responsible for all NAPT financial activity. Performs all duties as outlined in the NAPT guideline book.

1. Parliamentarian:

The Parliamentarian shall be an active member of the NAPT, shall serve as an expert on parliamentary procedures rules or debate using the Robert’s Rules of Order as a resource. This office shall be appointed by the President as they prepare for transition to the Chairperson role. Performs all duties as outlined in the NAPT guideline book.

1. Member-At-Large x 2:

The Member-At-Large shall be an active member of the NAPT, and shall serve as a voice for the general membership. This office shall be appointed by the President as they prepare to transition to the Chairperson role. Performs all duties as outlined in the NAPT guideline book.

1. Ex-Officio Members:

The Ex-Officio Member shall serve as a liaison of their professional affiliation working in collaboration on behalf of the members of NAPT. Performs all duties as outlined in the NAPT guideline book.

ARTICLE IV Duties of Executive Board Members

1. Detailed job duties are listed in the NAPT Guideline Manual. It is the responsibility of all NAPT Executive Board Members to ensure all Executive Board Members are performing their duties as outlined in the NAPT Guideline Manual and as discussed during meetings in a timely fashion to meet the needs of the NAPT membership.
2. Duly elected officers shall represent the NAPT as the official voice of pharmacy technicians.
3. Shall have charge of the property of NAPT, shall have authority to control and manage the affairs and funds of the NAPT.
4. Shall supervise all publication and shall make decisions regarding the acts of the membership.
5. Officers shall act on professional policy matters on administrative, fiscal and other matters and shall have authority to accept, on behalf of the NAPT, grants, contributions, gifts and bequests.

ARTICLE V Meetings

1. Executive Board Meetings
	1. A minimum of four meetings a year shall be held to ensure all business is completed to meet the needs of the NAPT membership.
	2. Based on the needs of the association, additional meetings can be scheduled as needed by the call of the Chairperson and/or by any Executive Board Officer.
2. General Business Meetings: Two meetings shall be held annually:
	1. During ND Annual Pharmacist Convention
	2. During NAPT Annual Fall Conference

ARTICLE VI Disqualification of an Executive Board Member

1. Any officer who does not adequately fulfill the duties of their office or committee may be removed from the position by two-thirds (2/3) vote of the NAPT Executive Board provided:
	1. Member be notified in writing at least ten (10) days prior to the meeting that includes disqualification of the member on the agenda.
	2. Member has the opportunity to address the concerns of the NAPT Executive Board. If the member chooses to not attend the meeting, the NAPT Executive Board may proceed with the meeting without their attendance.
	3. Upon disqualification, the NAPT Executive Board will decide if the member is disqualified honorably or non-honorably.
		1. Honorable disqualification means the board feels the current duties of the member is not being met. The member may run for office in the future.
		2. Non-honorable disqualification means the board feels the duties of the member is not being met and has caused a negative impact on the association. The member will not be able to serve on the NAPT Executive Board again.

ARTICLE VII Vacancies

1. If the Chairperson shall become unable to perform the duties of their office the President shall become Pro-Tempore. The NAPT Executive Board shall pursue candidates to fill the vacant position.
2. If the President, Vice-President, Secretary or Treasurer becomes unable to perform the duties of their office, the NAPT Executive Board is empowered and directed to fill such position. The NAPT Executive Board shall pursue candidates to fill the vacant position.
3. If any nominated/appointed position is vacant at the time of installation of officers, it becomes the responsibility of the NAPT Executive Board to fill the vacant position(s).

ARTICLE VIII Nominations

1. Nominations shall be completed annually for all expiring terms. As outlined in the NAPT Guideline Manual.

**CHAPTER III COMMITTEES**

ARTICLE IX

1. Committees shall be designated by the NAPT Executive Board
2. Committees are outlined in the NAPT Guideline Manual (See the Committees Procedures in the NAPT Guideline Manual for further details).

**CHAPTER IV Amendment of Bylaws**

ARTICLE X

 Every proposition to alter or amend these Bylaws shall be submitted in writing to the elected officers, it shall be discussed and refined by the officers who shall submit it at the next meeting. The proposition must be approved by two-thirds (2/3) active members in attendance at such meeting.

Bylaws revised 4-98

Bylaws revised 10-99

Bylaws revised 4-2008

Bylaws revised 10-2012

Bylaws revised 10-2015

Bylaws revised 9-2021