

# Articles of Incorporation and Bylaws

## Consortium of Academic Programs in Clinical Research

### Article I: Name

1.1 The organization shall be the Consortium of Academic Programs in Clinical Research (Consortium).

### Article II: Purposes and Responsibilities

2.1 Purposes. The Purposes of the Consortium shall include, but shall not be limited to the following: 2.1.1 To provide a medium for communication among educators of clinical research professionals.

2.1.2 To encourage and support the development and maintenance of academically based clinical research educational programs to meet the needs of the clinical research community.

2.1.3 To foster interinstitutional articulation among educational institutions, clinical institutions, professional associations, and industry.

2.1.4 To initiate and/or support research and studies relating to the educational, manpower and service needs of clinical research professionals.

2.1.5 To develop organizational and policy positions to be communicated to various agencies and associations.

2.1.6 To monitor legislation and policy regarding clinical research issues and insure professional representation and voice on these matters.

2.2 Responsibilities. As they relate to the interests of the Clinical Research professions, the Consortium may recommend, review and/or comment upon policies, programs, and activities. These responsibilities may be applied to the following: institutions with formal educational programs for any clinical research related discipline, clinical research related professional societies with formal organization on a local, state, national or world-wide level; groups expressing interest in the goals of Consortium; legislative bodies and governmental agencies.

2.3 General. The Executive Committee may at any meeting of the regular membership, upon a majority vote of those members present and voting, send recommendations or comments relative to its areas of interest to those concerned.

### Article III: Membership

3.1 Categories of Membership. The membership of the Consortium shall consist of the following categories:

3.1.1 Regular - Any academically based educational institution or clinical facility with a serious interest in educating clinical research professionals.

3.1.2 Sustaining - Any individual or organization that wishes to contribute annually to the financial support of the Consortium

3.2 Voting 3.2.1 Regular members shall have one (1) vote, but may send any number of representatives to meetings.

3.2.1.1 The member institution shall designate its voting member.

3.2.2 Sustaining members shall not vote.

3.3 Annual Dues and Other Fees. Annual dues fees shall be established by action of the membership on the recommendation of the Executive Committee.

3.4 The Membership Year shall be July 1 through June 30.

### Article IV: Officers and Their Duties

4.1 General. The officers of the Consortium shall be a President, a President-elect, a Secretary, a Treasurer, and an Immediate Past-President.

4.2 Eligibility for Office. Candidates for office shall be from member institutions in good standing.

4.3 Term of Office. The President and President-elect shall be elected for a term of one year. All other officers shall be elected to two-year terms at an assembly of the annual meeting by a majority vote of the eligible delegates present. Newly elected officers shall assume their responsibilities on July 1.

- 4.4 Eligibility for Continuance in Office. Any officer of the Consortium is eligible for re-election for one successive term.
- 4.5 Removal of Officers. Officers may be removed for cause by a three-fourths vote of the membership at large.
- 4.6 President. The President shall perform all duties normally incident to the office, preside over all meetings of the Consortium and Executive Committee, appoint all committees deemed necessary for the operation of the Association, serve as an ex-officio member of all committees except the Nominations and Elections Committee.
- 4.7 President-elect. The President-elect serves in the absence or disability of the President; shall perform other duties as assigned by the President; serves on the Executive Committee; serves as Chair of the Program Committee.
- 4.8 Secretary. The Secretary shall keep an accurate record of the proceedings of the Consortium, Executive Committee, and regular meetings of the Consortium; in the absence of the President or President-elect, shall call the meeting to order and preside until the election of an interim President; maintain a listing of current members; notify all members of the time and place of meetings; be responsible for the publication and distribution of Consortium newsletters; be custodian of all records and correspondence of the Consortium.
- 4.9 Treasurer. The treasurer shall receive and deposit all funds belonging to the Consortium; maintain proper accounts and file receipts, cancelled checks and vouchers covering all disbursements; prepare such financial statements as shall be directed by the Executive Committee; and prepare and present the annual budget to the Executive Committee for inclusion in the Annual Report.
- 4.10 Immediate Past President. The Immediate Past President serves on the Executive Committee, chairs the Nominations and Elections Committee and shall carry out other duties as assigned by the President.

#### Article V: Executive Committee

- 5.1 General. The Executive Committee shall manage the activities and affairs of the Consortium.
- 5.2 Composition. The Executive Committee shall consist of the elected officers of the Association plus the Immediate Past President. The President of the Consortium shall serve as chair-person.
- 5.3 Vacancies. Any vacancy shall be temporarily filled by election of the Executive Committee. An office holder shall be elected at the Annual Meeting and shall assume the role at the close of the meeting. The Executive Committee shall define the term of office prior to the nomination and election procedures.
- 5.4 Meetings. The Executive Committee shall meet on the call of the President or on a written request of to the Committee members by two officers. Notice, location, and format of the meeting shall be given to the officers at least seven (7) days in advance unless waived by all officers.
- 5.5 Quorum. The quorum for all meetings shall be three officers.
- 5.6 Voting. Each officer shall have one vote and action shall be taken at meetings by a majority vote of those participating.

#### Article VI: Committees

- 6.1 General. All committees of the Consortium shall be designated as standing or special committees.
- 6.2 Standing Committees. The following shall be the standing committees of the Consortium:
- 6.2.1 Nominations and Elections Committee - This committee consists of three (3) members as follows: two (2) members elected by the membership at the Spring meeting of the Consortium; and the Immediate Past President who shall serve as Chair-person.
- 6.2.1.1 Nomination Duties. The Committee shall prepare a slate of nominees for each elective office of the Consortium. This slate, including a biographical sketch of each nominee shall be distributed to the membership at least thirty (30) days prior to the Annual Meeting. In addition, the Committee may accept eligible nominations for any elective office from the floor. No person can be nominated whose consent to serve has not been obtained.
- 6.2.1.2 Election Duties. The Committee shall conduct the elections at the Annual Meeting.
- 6.2.2 Program Committee. The Program committee shall determine the date, site, and content of the meetings of the Consortium. The President-elect shall chair the committee.

6.3 Special Committees. All Chairpersons of the special committees shall be appointed by the President.

Article VII: Fiscal Year

7.1 The fiscal year of the Association shall be from July 1 to June 30.

Article VIII: Meetings

8.1 There will be a minimum of one meeting of the Consortium held each fiscal year.

8.1.1 The meeting held during the Annual Meeting of the Drug Information Association shall be designated the Annual Meeting.

8.1.2 Notice of the meetings shall be given to all members at least thirty (30) days prior to the date of the meeting.

Article IX: Parliamentary Authority

9.1 Robert's Rules of Order Newly Revised shall be the parliamentary authority of the Consortium.

Article X: Amendments

10.1 These Bylaws may be amended or repealed by an affirmation of two-thirds of the votes represented at any regular meeting of the Consortium provided that the Secretary shall have given thirty (30) days written notice of proposed amendments to all members.

10.2 Amendments may originate at any time from the membership by written request to the President or from the floor at the Annual Meeting.

Article XI: Signatures of Incorporators

_____	_____	_____
name	date	
_____	_____	_____
name	date	
_____	_____	_____
name	date	
_____	_____	_____
name	date	
_____	_____	_____
name	date	