



TSACP Rules of Order

Article I. Name and Objectives

A. Name

This organization shall be known as the "Tennessee Society of Ambulatory Care Pharmacists", herein referred to as "TSACP".

B. Objectives

The objectives of TSACP shall be:

- a. To **advance the practice of ambulatory care pharmacy** in Tennessee by promoting the integration of pharmacists into team-based, patient-centered care across diverse practice settings.
- b. To serve as a **central forum for communication, collaboration, and professional exchange** among ambulatory care pharmacists and other healthcare stakeholders, including the facilitation of **statewide initiatives and regular forums** that promote alignment and shared learning.
- c. To support the **development, dissemination, and adoption of best practices** in ambulatory care pharmacy, including innovative care models, clinical services, and practice frameworks.
- d. To promote high-quality patient care through ongoing **professional development, education, and training opportunities** relevant to ambulatory care practice.
- e. To provide **resources, guidance, and peer support** to pharmacists seeking to establish, expand, or optimize ambulatory care services.
- f. To support and advance **advocacy efforts** that enhance the role, recognition, and sustainability of ambulatory care pharmacy practice in collaboration with state and national partners.
- g. To encourage and support **research, quality improvement, and outcomes evaluation** that demonstrate the value of ambulatory care pharmacy services.
- h. To foster **leadership development and engagement** among pharmacists to sustain and grow ambulatory care practice within Tennessee.

Article II. Membership and Definitions

A. The membership of the Society shall consist of active members.

B. Definitions



- a. Pharmacist – A pharmacist shall be defined as any legally qualified pharmacist who embraces the goals and objectives of TSACP.
- b. Active Member – An active member shall be a pharmacist as defined in Article II, Section (b) of these Rules of Order and who embrace the goals of the Tennessee Society of Ambulatory Care Pharmacists.

Article III. Officers

The officers of TSACP shall be a Chair, Chair-Elect, a Secretary, and Secretary-Elect. The Chair-Elect shall be elected annually for a term of one year and shall ascend upon completion of his/her term to the office of Chair. The Secretary-Elect shall be elected annually for a term of one year and shall ascend upon the completion of his/her term to the office of Secretary.

Article IV. Executive Committee

The Executive Committee of TSACP shall consist of the current officers of TSACP and the Immediate Past-Chair.

Article V. Amendments

Every proposition to alter or amend these Rules of Order shall be submitted in writing by two or more voting members at any business meeting of the Society and must be approved by two-thirds of the votes cast.

Article VI. Dues

Annual dues are set by the TPA Board of Directors and are collected annually by TPA on a rolling membership cycle.

Article VII. Officers

A. Composition

The officers of TSACP shall be stated in the Rules of Order.



B. Nomination

Members of TSACP may self-nominate for officer positions within TSACP or be nominated by a fellow member.

C. Election

The TSACP election shall occur as part of the TPA election.

D. Ballots

Ballots will be distributed to TSACP members as part of the TPA election. A candidate shall be declared elected to an office if he/she receives the highest number of votes. All candidates shall be notified of the outcome of the election.

In the event of a tie vote, the process outlined in the TPA by-laws related to resolving a tie vote shall be followed.

E. Assumption of Office

The newly elected Chair-Elect and Secretary-Elect shall assume their respective offices in tandem with the administrative cycle of TPA.

F. Duties

Chair - The Chair shall be the principal elected official of TSACP and shall be so recognized at all TSACP programs and activities. The Chair shall appoint the chair and members of all TSACP committees as needed. He/she shall be a member of the Executive Committee and serve as its Chair.

Chair-Elect - The Chair-Elect shall perform the duties of the Chair when the Chair is unable to do so. He/she shall be a member of the Executive Committee and serve as its Vice-Chair. He/she shall assume other duties as directed by the Chair.

Secretary - The Secretary shall keep minutes of all sessions of TSACP. He/she shall notify members of the time and place of meetings. He/she shall be a member of the Executive Committee.



Secretary-Elect - The Secretary-Elect shall assume the duties of the Secretary in the absence of the Secretary. He/she shall be a member of the Executive Committee.

G. Vacancies

The Executive Committee shall fill all vacancies which may occur by death or resignation, except as provided for elsewhere. If the Chair becomes unable to perform the duties of his/her office, the Chair-Elect shall immediately ascend to the office of Chair. If both the Chair and Chair-Elect become unable to perform the duties of their offices, the Executive Committee shall appoint, from its membership, a Chair to serve for the balance of the unexpired term.

Article VIII. Committees

A. Executive Committee

The Executive Committee shall consist of the Chair, Chair-Elect, Secretary, Secretary-Elect, and the Immediate Past Chair. Meetings shall be called when needed to make whatever decisions are necessary between business meetings of TSACP. The Executive Committee may appoint administrative personnel to perform assigned duties.

B. Ad hoc committees

The TSACP Chair may appoint ad hoc committees as needed or as directed by TPA executive leadership.

Article IX. Meetings

A. Business meetings

TSACP may hold business meetings at a time and place which shall be determined by the Executive Committee, such as any of the TPA annual conferences.

Article XI. Parliamentary Procedure

Robert's Rules of Order, latest revised edition, shall prevail at all meetings of the Society except where contrary to these Rules and Orders or any standing rule.



Article XII. Quorum

A majority of the active members registered at any meeting of the Society shall constitute a quorum.

Approved June 8, 2026