

**North Dakota State University  
College of Pharmacy, Nursing, and Allied Sciences**

**Bylaws Governing the Pharmacy National Advisory Board**

**COLLEGE DESCRIPTION**

The College of Pharmacy, Nursing, and Allied Sciences, a major academic unit of North Dakota State University (NDSU), serves the state, region, and nation through its programs in pharmaceutical, nursing, and allied sciences education, research, patient care, and public service. The college is comprised of four academic departments: the Department of Nursing, the Department of Pharmaceutical Sciences, the Department of Pharmacy Practice, and the Department of Allied Sciences. The pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE). Academic degrees offered by the NDSU pharmacy program include: Doctor of Pharmacy and Bachelors of Science, Masters and Doctor of Philosophy in Pharmaceutical Sciences.

**PHARMACY NATIONAL ADVISORY BOARD**

A Pharmacy National Advisory Board for the College of Pharmacy is established at the direction of the Dean of the College of Pharmacy, Nursing and Allied Sciences to provide alumni support to the mission, vision and core values of the University and College and to assist the College in addressing issues which are vital to the future success and quality of the program. The Pharmacy National Advisory Board focuses on issues related to mission of the College in the areas of Pharmaceutical Sciences and Pharmacy Practice including opportunities for interprofessional cooperation.

**I. Purpose/Function**

The Pharmacy National Advisory Board shares in the mission, vision, and core values of North Dakota State University and its Pharmacy Program to continue to provide excellence through its educational programs, patient care, research, and public service. To insure the quality of these programs is maintained and enhanced, the advisory board will seek to:

- A. Assist the College in building and maintaining its advancement program including recommending and supporting strategies to cultivate and engage alumni, corporations, and other friends into a long-standing relationship with the College;
- B. Assist the College with its fund-raising efforts for its annual giving program including strategies for cultivation, communication, friend-raising, fund-raising, and donor recognition;
- C. Assist the College in developing and maintaining its tradition of excellence as a progressive, nationally competitive, high quality pharmacy program;
- D. Assist the College in ensuring its accreditation and satisfying the current ACPE accreditation standards including curriculum review, assessment, and continuous quality improvement efforts;

- E. Assist the College in identifying the necessary human, financial, and physical resources needed to deliver a high quality, nationally competitive, fully accredited, pharmacy program;
- F. Assist the College in identifying global, national, state, and university-wide issues, needs, and trends affecting the profession, pharmacy education, and the College;
- G. Assist the College in identifying current and future challenges and opportunities relating to advancing the College;
- H. Assist the College in strategic planning and problem-solving;
- I. Assist the College in developing strategies to promote and encourage interprofessional collaborations among the College's academic disciplines;
- J. Assist the College in identifying strategies in disseminating information about the College, its programs, faculty, staff, and students;
- K. Act as a sounding board for activities and programs proposed by the College relative to its growth and development; and
- L. Help the College understand the expectations/needs of its various constituents and what external factors it needs to consider in being successful.

## **II. Governance of the Board**

Under the leadership of the dean of the College and with the assistance of the director of advancement, the advisory board chair and advisory board vice-chair will assist in directing and overseeing the activities, meetings, membership, and committees of the advisory board. The dean may appoint one or more of the members of the advisory board to assist in this effort.

## **III. Membership and Qualifications**

### **A. Membership**

Members are invited and appointed by the dean of the College. Nominations for membership are received by the dean from the Pharmacy National Advisory Board. Nominees are selected for membership by action of the dean, director of advancement, advisory board chair and advisory board vice chair. The membership of the Board shall not exceed 20 members and shall consist of 1.) pharmacist members selected from various aspects of pharmacy including but not limited to community pharmacy, health system pharmacy and industry, 2.) a broad geographical distribution with consideration given to nationwide alumni distribution, and 3.) at least two alumni who have graduated not more than 10 years prior to service on the board.

Members serve a three year term with one-third of the board renewing every year. Terms begin on October 1 and end on September 30. If they desire, members may renew for one additional term. If a member resigns mid-term, the dean may appoint a new member to serve out the remaining time of the resigning member's term.

An official membership list with term dates is maintained by the College director of advancement or designee. Members appearing on this list are eligible to vote.

### **B. Qualifications/Responsibilities of Board Members**

Criteria for board member selection will include the following responsibilities:

1. Knowledge and shared vision of the Mission, Vision, and Core Values of NDSU and the College
2. Commitment (time, talent, and financial support) to advancing the College
3. Willingness to use influence and stature to attain the objectives of the College
4. Attendance at 50% of yearly board meetings.
5. Ability to maintain correspondence as needed with the board chair, other board members, the dean, and director of advancement
6. A personal financial commitment toward the needs of the College
7. Ability to positively communicate the needs, plans, and goals of the College to broader constituencies
8. Ability to solicit meaningful gifts from prospective donors
9. Declaration of potential conflict of interest

### **C. Leadership**

The advisory board shall conduct nominations and elections for officers including chair, vice-chair and secretary. Election of leadership positions are held at a meeting of the board and elections require a quorum of at least 50% of the members eligible to vote at the time of the election. The term of the officers elected is two years with a limit of two terms in office.

### **D. Committees (General Provisions)**

The advisory board chair, advisory board vice-chair, secretary, dean of the College, and director of advancement shall determine committees by title, function, and membership. Committee chairs shall be appointed by dean of the College in consultation with the director of advancement, advisory board chair, advisory board vice-chair, secretary and one or more of the members of the Advisory Committee as selected by the Dean. Ad-hoc committees of the board may also be appointed by the dean of the College for such purposes as may be deemed necessary by the dean or the board. When appropriate, all committees shall provide a progress report to the full board on any actions or informational items requiring board consideration and a general progress report to the full board at board meetings. In addition, committee chairs shall keep the board officers, dean, and director of advancement informed of any meetings being held including the agenda for the meetings and any actions or outcomes of such meetings.

## **IV. Board Meetings**

### **A. Frequency**

Face to face meetings of the full advisory board shall be held at least two times per year, or upon the written request of three members of the advisory board, or upon request of the dean or advisory board chair. Teleconference meetings may also be called by the dean or the advisory board chair.

### **B. Order of Business**

A meeting agenda shall be established by the advisory board chair, advisory board vice chair, dean, and director of advancement and shall be distributed no later than one month prior to each meeting. Any member of the advisory board may suggest items be placed on the agenda by contacting the advisory board chair. Meeting minutes will be distributed by the advisory board chair (or his/her designee) to all advisory board members within one month of an advisory board meeting which summarizes the actions and recommendations made by the advisory board. A quorum of at least 50% of the voting members of the advisory board must be present to conduct official business including agenda items which seek full board action and approval.

### **C. Presiding Officer**

The advisory board chair shall be the presiding officer of the Pharmacy National Advisory Board. In the absence of the advisory board chair or the chair's inability to preside, this function shall be exercised by the advisory board vice chair, or an advisory board member designated by the dean of the College.

### **D. Bylaws**

The Bylaws of the Pharmacy National Advisory Board are presented to the Board at a meeting of the full Board. They are approved by 67% of all eligible voting members. The Bylaws of the Pharmacy National Advisory Board may be amended. Proposed amendments are submitted to the chair of the board at least one month prior to a meeting of the board. Each proposed amendment is reviewed and discussed by the advisory board at two separate and consecutive meetings of the board and passed by 67% of the eligible voting members.

*Bylaws adopted: May 15, 2007*