

## PRELIMINARY REPORT OF THE COMMITTEE ON CONSTITUTION AND BY-LAWS.

The following suggestions relating to Rules and By-Laws of the Association have been presented to the Committee on Constitution and By-Laws by Messrs. A. G. DuMez, E. F. Kelly and S. L. Hilton. These suggestions will be considered at the Buffalo meeting of the A. PH. A.

### *Suggested Changes in By-Laws of the Association.*

#### CHAPTER I.

Changes suggested by Chairman Walton are covered in the By-Laws of the House of Delegates submitted herewith. In our opinion, it is preferable to provide for these details in the By-Laws of the House of Delegates where they can be changed as found desirable by action of the House alone.

#### CHAPTER II.

ARTICLE I. It is understood that all By-Laws not specifically mentioned which are in conflict with those adopted at Asheville are automatically repealed. If this is not clearly understood, *all* old By-Laws should be repealed by one action.

ARTICLE III. The insertion of the words "and delegates" as suggested by Chairman Walton is approved, but to avoid any misunderstanding, we suggest that it be made to read "and delegates of the Association to other bodies."

ARTICLE IV. In our opinion, the amount of this bond, if stated at all, should appear in the By-Laws of the Board of Directors.

ARTICLE V. Since the appointment of the Local Secretary, who is not a general officer of the Association, is a function of the Board of Directors, a By-Law setting forth his duties should properly be included in the By-Laws of the Board of Directors, where they can be changed by action of the Board alone.

#### CHAPTER III.

ARTICLE II. Vacancies occurring among the elected members of the old Council were filled by nomination from the floor and election by vote taken in open meeting. In drawing up the By-Laws adopted at Asheville, the wording of the old By-Laws bearing on such vacancies was taken verbatim, see Chap. VII, Article IV of the old By-Laws. If it seems desirable to make this more specific, the words "*in open session*" might be added after the word "meeting."

ARTICLE V. This article of the new By-Laws provides that the Board of Directors shall act for the Association and House of Delegates in the interim between annual meetings. Under this provision, it can do only what these

bodies are authorized to do. Since neither of these bodies can act for the Judicial Committee at any time, it follows that the Board of Directors cannot act for this committee, and that as provided, this committee shall at all times exercise final judgment in all matters of controversy arising under the Constitution and By-Laws of the Association. We think that the qualification suggested is unwise.

#### CHAPTER IV.

*Comment.* Since the appointment of the Reporter of the Progress of Pharmacy (Editor of the YEAR BOOK, new By-Laws) is a function of the Board of Directors, a By-Law setting forth his duties should be included in the By-Laws of the Board of Directors if deemed desirable. This can easily be done by the incorporation of Chapter VI of the old By-Laws of the Association in the By-Laws of the Board of Directors, making the change in wording suggested by Chairman Walton.

This will obviate the necessity for a change in the numbering of the chapters as suggested.

#### CHAPTER V.

In view of the explanation given in Chapter IV this chapter should remain Chapter IV.

We can see no advantage in changing the title of the chapter as suggested.

#### CHAPTER VI.

For reasons before mentioned, this should remain Chapter V.

#### ARTICLE I.

(d) We agree with Chairman Walton that no delegate from an association not approved by the Judicial Committee should be seated, but the change in the Cleveland plan made at Asheville was made by the Council.

(f) This is a typographical error and should be corrected.

In reference to the suggested inclusion of representatives from local associations, other than local branches of the Association, it is our opinion that this would be highly undesirable because it would result in a House membership so large as to make this body un-

wieldy and ineffective and would almost certainly bring about conflict in the work of the House between such local associations and their state associations.

ARTICLE IV. The words "at its first meeting held prior to the first General Session" should be changed to read "at its second session."

With reference to the election of the Chairman and Vice-Chairman of the House, see Chapter III of the By-Laws of the House submitted herewith.

ARTICLE V. The words "at its first meeting" should be changed to read "at its second session."

Referring to the suggestion that the chairmen of the Sections should be included among the general officers, it is pointed out that the chairmen of the Sections are now the Vice-Presidents of the Association and are therefore included among the general officers.

With reference to the annual report of the House of Delegates to the General Session, see Article I, Chapter II of the suggested By-Laws of the House of Delegates submitted herewith.

With reference to the annual address of the Chairman of the House of Delegates, this was provided for in a resolution adopted at the New Orleans meeting, which please see. In our opinion, this address may now be omitted and such recommendations and statements as the Chairman may desire to make be included in the annual report of the House of Delegates.

#### CHAPTER VII.

For reasons already stated, this should remain Chapter VI.

Article IV of Chapter VI of the new By-Laws provides that "each Section may, with the approval of the Board of Directors, adopt such By-Laws, rules and regulations, and appoint such committees, as may be necessary to the proper conduct of its work." Under this provision, the officers of each Section should be requested to submit such By-Laws, rules and regulations as they deem desirable.

#### CHAPTER VIII.

For reasons already stated, this should remain Chapter VII.

#### CHAPTER IX.

For reasons already stated, this should remain Chapter VIII.

The duties formerly discharged by the committees on transportation and on program under the new By-Laws of the Association become a part of the duties of the Secretary (see Article III, Chapter II of the new By-Laws) and these committees are, therefore, no longer necessary.

The Committee on Time and Place of Meeting is provided for in Article II of Chapter III of the suggested By-Laws of the House of Delegates submitted herewith.

With reference to Article V of Chapter VIII of the new By-Laws, the words "except change to nominated by the President" are necessary since Article V of Chapter III provides that standing committees shall be nominated by the President and ratified by the Board of Directors.

With reference to Article VII of Chapter VII, the same comment as made above applies.

With reference to committee on transportation, see comment at the beginning of this chapter.

#### CHAPTER X.

For reasons already stated, this should remain Chapter IX.

In our opinion the Special Committees should not be specifically mentioned in the By-Laws of the Association, since these committees are not permanent, but are appointed to discharge special duties as the necessity arises and are intended to continue only until their assignment is completed. Specific mention of these committees in the By-Laws would make them permanent.

#### CHAPTER XI.

For reasons already mentioned this should remain Chapter X.

In the new By-Laws, provision is already made for changing "Council" to "Board of Directors" and "General Secretary" to "Secretary."

Article II should be changed so that it will conform with the procedure which is actually carried out.

#### CHAPTER XII.

For reasons already mentioned this should remain Chapter XI.

ARTICLE I. We approve of the change as suggested, except add after the word "President" in line 4, the words "or Acting President."

ARTICLE III. We heartily concur in the view expressed by Chairman Walton and suggest that the wording appearing in the plan approved at Cleveland be adopted. This wording is as follows: "Any action taken by the House of Delegates can be negated at a General Session by a vote of not less than fifty members present and voting."

*By-Laws of the Board of Directors.*

CHAPTER I.

ARTICLE I. *Officers of the Board of Directors.* The officers of the Board of Directors shall be a Chairman, a Vice-Chairman and a Secretary. These officers shall be elected annually and shall serve for a term of one year, or until their successors are installed. They shall be installed at the organization meeting of the Board held immediately after the final general session of the Association at its Annual Meeting.

ARTICLE II. *Duties of the Chairman and Vice-Chairman.* The Chairman shall preside at all meetings of the Board of Directors, shall call special meetings of the Board, shall make the appointments hereinafter directed, and shall discharge such other duties as are or may be prescribed. In the absence of the Chairman, or on account of his inability to preside from any other causes, the Vice-Chairman shall assume the duties of the Chairman. In the event of the inability of both the Chairman and Vice-Chairman to preside, a temporary Chairman shall be elected by the Board.

The Chairman shall prepare, with the assistance of the Secretary of the Board, and present to the House of Delegates at its first session during the Annual Meeting an annual report covering the Board's transactions.

ARTICLE III. *Duties of the Secretary of the Board.* The Secretary shall keep fair and correct minutes of the proceedings of the meetings and preserve all reports and communications received by the Board. He shall conduct the official correspondence of the Board of Directors and arrange for the transaction of the business of the Board in the interim between meetings. He shall promptly announce the result of all votes and shall at regular intervals keep the members of the Board informed of all business before it.

CHAPTER II.

ARTICLE I. *Meetings of the Board of Directors.* The Board of Directors shall meet

immediately after the Annual Meeting of the Association, prior to the first session of the House of Delegates at the next Annual Meeting, at such other times as it may determine, at the call of the Chairman, or as otherwise provided for.

ARTICLE II. *Special Meetings of the Board.* On the written applications of six voting members, the Chairman shall call a special meeting of the Board.

ARTICLE III. *Quorum.* Six voting members shall constitute a quorum.

CHAPTER III.

ARTICLE I. *Standing Committees.* The Standing Committees of the Board of Directors shall consist of a Committee on Finance, a Committee on Property and Funds and a Committee on Publications.

ARTICLE II. *Committee on Finance.* The Committee on Finance shall consist of three members of the Board of Directors to be appointed by the Chairman of the Board, subject to the approval of the Board and shall each year, previous to January 1, present to the Board for its consideration a list of appropriations to cover the various expenditures of the ensuing fiscal year. No payment shall be made in excess of any of the said appropriations, except by a special vote of the Board of Directors. Provided, however, that the Treasurer is authorized to transfer from one appropriation account to another such amount as may be needed at any time, the amount of any such transfer not to exceed the sum of fifty (\$50.00) dollars.

All motions and resolutions involving the expenditure of any sum in excess of \$25.00 shall have the approval of the Finance Committee before being acted upon by the Board of Directors.

All appropriations made for any fiscal year shall lapse at the end of the said fiscal year. Provided, however, that accounts properly chargeable against any of said appropriations prior to their expiration, but not received by the Secretary of the Association until after the end of the fiscal year, may be paid from such appropriation, in case the warrant for such payment be drawn not later than thirty days after the expiration of said fiscal year.

The bonds required to be given by the Secretary and Treasurer of the Association shall be approved by the Committee on Finance before being accepted by the Board of Directors.

ARTICLE III. *Committee on Property and Funds.* The Committee on Property and Funds shall consist of the President, the Treasurer, the Chairman of the Board, the Chairman of the Committee on Finance and the Secretary of the Association.

It shall have charge of the administration of all of the property and established funds of the Association.

The Committee shall consider applications for grants from the interest derived from the established funds and at as early a date as possible shall report to the Board of Directors such recommendations as may be deemed proper.

The Board of Directors shall pass upon the recommendations of the Committee and in case the grants are approved, the Chairman of the Board shall direct orders to be drawn upon the Treasury in favor of those to whom grants have been made.

ARTICLE IV. *Committee on Publications.* The Committee on Publications shall be appointed by the Chairman of the Board and shall consist of three members of the Board of Directors, subject to approval by the Board of Directors, the Editor-in-chief of the JOURNAL, the Secretary of the Association, the Editor of the YEAR BOOK and the Treasurer. The Chairman of the Committee shall be appointed by the Chairman of the Board. The Editor of the JOURNAL and the Editor of the YEAR BOOK shall have no vote in the Committee.

The Committee on Publications shall have charge of the editing, publication and distribution of the YEAR BOOK and the JOURNAL of the Association and such other publications as may be issued under the rules and regulations to be approved by the Board of Directors. The Committee may delegate the authority for editing, publishing and distributing the JOURNAL and YEAR BOOK to the respective editors subject to such rules and regulations as the Committee may pass from time to time.

In case of resignation, illness or other inability of an Editor to carry on the work of the JOURNAL, or the YEAR BOOK or other publications, the Committee on Publications shall be authorized to make the best arrangements possible to continue the work.

ARTICLE V. *Special Committees.* Special Committees may be appointed as needed and shall expire at the end of the next annual meeting unless specific provision is made for their continuance.

#### CHAPTER IV.

ARTICLE I. *Appointment of Local Secretary.* The Chairman of the Board of Directors shall appoint annually the Local Secretary on recommendation of the Secretary of the Association.

ARTICLE II. *Duties of the Local Secretary.* The Local Secretary shall coöperate with the Secretary of the Association, the Board of Directors and any local committees in making arrangements for the annual meeting and the promotion of its objects. He shall have the custody of specimens, papers and apparatus destined for use or exhibition at the meeting.

ARTICLE III. *Historian of the Association.* The Editor of the JOURNAL shall be *ex-officio* Historian of the Association.

ARTICLE IV. *Duties of the Historian.* The Historian shall collect and preserve for the Association all articles and materials pertaining to the history of pharmacy in America, and especially the history of the Association and its members.

#### CHAPTER V.

ARTICLE I. *Election of Acting President.* In case of the death, absence or incapacity of the President of the Association, the Board of Directors shall elect an Acting President in accordance with Article V of Chapter III of the By-Laws of the Association.

ARTICLE II. *Nomination of the Honorary President, the Secretary and the Treasurer.* The Board of Directors shall annually select and submit to the House of Delegates prior to the second session of the House, held during the annual meeting, a nominee or nominees for the offices of Honorary President, Secretary and Treasurer of the Association.

ARTICLE III. *Ratification of Standing Committees of the Association.* The Board of Directors shall promptly ratify or reject the Standing Committees appointed by the President.

#### CHAPTER VI.

ARTICLE I. *Appointment of the Editor of the JOURNAL, the Editor of the YEAR BOOK and the Necessary Assistants.* The Chairman of the Board of Directors shall appoint annually the Editor of the JOURNAL, the Editor of the YEAR BOOK and the necessary assistants, upon the nomination of the Committee on Publications, and subject to confirmation by the Board of Directors.

ARTICLE II. *Duties of the Editor of the JOURNAL.* The Editor of the JOURNAL shall have charge of the editing, publication and distribution of the JOURNAL and other publications of the Associations, unless otherwise provided for, subject to the supervision, rules and regulations of the Committees on Publications.

ARTICLE III. *Editor of the YEAR BOOK.* The Editor of the YEAR BOOK shall prepare from available sources, a comprehensive report on the improvements and discoveries in pharmacy, chemistry and *materia medica* and the collateral branches of knowledge, including such data as will furnish an epitome of the progress and changes in the science and practice of pharmacy, and of its votaries, at home and abroad. This report, together with Association data furnished by the Secretary, shall be issued as a yearly volume covering each fiscal year of the Association. This volume known as the YEAR BOOK of the Association shall be published and distributed to dues-paid members and others under the supervision, rules and regulations of the Committee on publications.

The Editor of the YEAR BOOK shall also prepare an index or brief abstracts of current pharmaceutical and chemical literature for publication in the JOURNAL of the Association.

#### CHAPTER VII.

ARTICLE I. *Salary of the Secretary of the Board of Directors.* The Secretary of the Board of Directors shall receive an annual salary not to exceed \$300 and, in addition thereto, the amount of his expenses incident to the annual meeting of the Association.

ARTICLE II. *Salaries of the Editors and Assistants.* The Editor of the JOURNAL, the Editor of the YEAR BOOK and the necessary assistants shall each receive an annual salary, the amount in each case to be fixed by the Board of Directors on the joint recommendation of the Committees on Publications and Finance.

ARTICLE III. *Salaries of the Secretary and Treasurer and Other Paid Employees of the Association.* The Secretary, Treasurer and other paid employees of the Association, not otherwise provided for, shall each receive an annual salary, the amount in each case to be fixed by the Board of Directors upon recommendation of the Committee on Finance.

ARTICLE IV. *Expenses Incident to Meetings.* The actual and necessary expenses incurred by members in attending meetings of the

Board of Directors held in the interim between the annual meetings of the Association shall be paid by the Association.

The actual and necessary expenses of the respective editors of the JOURNAL and the YEAR BOOK when required to attend the meetings of the Board of Directors held during the interim between annual meetings, and the actual and necessary expenses incident to the attendance of the Editors, the Secretary and Treasurer at the annual meeting of the Association shall be paid by the Association.

#### CHAPTER VIII.

ARTICLE I. *Election of Members of the Association.* Candidates for membership in the Association shall be elected by the Board of Directors in accordance with Article II of Chapter X of the By-Laws of the Association.

#### CHAPTER IX.

ARTICLE I. *Order of Business.* The order of business at regular meetings of the Board of Directors shall be as follows unless otherwise determined:

1. Call to order and roll call.
2. Reading and approval of minutes.
3. Reading of communications.
4. Reports of committees.
5. Election and installation of officers of the Board.
6. Nomination of officers of the Association.
7. Appointment of committees, etc.
8. Ratification of appointments.
9. Unfinished and deferred business or such business as is especially referred to the Board from the Association and the House of Delegates.
10. Election of members of the Association.
11. New business.
12. Adjournment.

#### CHAPTER X.

ARTICLE I. *Quorum of Committees.* A majority of the members of any of the standing committees of the Board of Directors shall constitute a quorum for the transaction of business.

ARTICLE II. *Motions by Mail.* Questions arising in the interim between meetings may be submitted to the members by mail and motions so submitted shall not require a second. A majority of the votes cast, provided they

constitute a quorum of the Board or Committee, shall decide the question.

ARTICLE III. *Amendment of By-Laws.* Every proposition to alter or amend these By-Laws shall be submitted in writing at one session and may be balloted for at the next meeting of the Board, when upon receiving an affirmative vote of three-fourths of the members present it shall become a part of these By-Laws.

*By-Laws of the House of Delegates.*

CHAPTER I.

ARTICLE I. *Opening of the House of Delegates.* The first session of the House of Delegates at each Annual Meeting shall be called to order by the Chairman, the Vice-Chairman or the Secretary.

ARTICLE II. *Delegates.* Immediately after the first session of the House of Delegates has been called to order, the Secretary shall report the accredited representatives, who shall then compose the House of Delegates.

ARTICLE III. *Voting.* Each delegate shall be entitled to one vote. No delegate shall act as proxy of another delegate who has not been seated, nor as delegate for more than one association, organization, or department of the Federal Government.

ARTICLE IV. *Privileges.* Any member of the American Pharmaceutical Association may attend any session of the House of Delegates, other than an executive session, and shall have the privilege of the floor.

CHAPTER II.

ARTICLE I. *Officers of the House.* The officers of the House of Delegates shall be a Chairman, a Vice-Chairman and a Secretary. The Secretary of the Association shall act as Secretary of the House. These officers shall be elected annually as hereinafter provided, and shall serve for a term of one year, or until their successors are installed. The Chairman and Vice-Chairman shall be installed at the second session of the House held during the Annual Meeting of the Association.

ARTICLE II. *Election of the Honorary President, the Secretary and Treasurer of the Association.* At the second session of the House of Delegates held during the annual meeting of the Association, the House shall elect the Honorary President, the Secretary and Treasurer of the Association on nomination of the Board of Directors.

CHAPTER III.

ARTICLE I. *Duties of the Chairman and Vice-Chairman.* The Chairman shall preside at all meetings of the House of Delegates, except in the case of his absence or on account of inability to preside from any other causes, when the Vice-Chairman shall preside. In the event of the inability of both, the Chairman and Vice-Chairman, to preside, a temporary Chairman shall be elected by the House of Delegates, except at the opening of the first session of the House when the Secretary shall preside as hereinbefore provided. The presiding Chairman shall perform the duties specified or referred to in the By-Laws of the Association and the customary and parliamentary duties established by usage.

The Chairman shall prepare, with the assistance of the Secretary and present at the first General Session of the Association the annual report of the House of Delegates.

ARTICLE II. *Duties of the Secretary.* The Secretary shall perform the duties specified in the By-Laws of the Association. He shall read all papers received for the purpose; shall call and record the ayes and naves whenever they are required to be called; he shall notify committees of the House of Delegates of their appointment, stating the business on which the respective committees are to act. With respect to the verification of credentials of the members of the House of Delegates, the Secretary shall in January of each year send appropriate blank credentials for delegates to the various bodies entitled to representation in the House of Delegates and notify the said bodies of the time when the credentials properly filled out, shall be returned to him. He shall report the verified credentials to the first session of the House of Delegates as hereinbefore provided. Credentials received and verified after the first session of the House of Delegates shall be reported at the second session. The proceedings of the House of Delegates as submitted by the Secretary shall be printed annually in the JOURNAL of the Association and the Secretary shall procure a sufficient number of reprints of the same for distribution among the members of the House of Delegates and the officers of the Association. Said reprints shall also contain a list of the members, officers and committees of the House of Delegates.

CHAPTER IV.

ARTICLE I. *Committee on Nominations.*

At its first session held during the Annual Meeting of the Association, the Chairman shall appoint a Committee on Nominations consisting of five members, whose duty it shall be to nominate the candidates for the office of President and the candidates for membership in the Board of Directors as provided in Chapter I of the By-Laws of the Association. They shall also nominate the Chairman and Vice-Chairman of the House of Delegates. The report of the Committee on Nominations shall be received and acted upon at the second session of the House of Delegates as directed in Chapter I of the By-Laws of the Association. Additional nominations may be made from the floor by members of the House.

ARTICLE II. *Committee on Time and Place of Meeting.* At the first session held during the annual meeting of the Association, the Chairman of the House of Delegates shall appoint a Committee on Time and Place of Meeting consisting of five members, whose duty it shall be to consider invitations and make recommendations with respect to the time and place of the next annual meeting. The report of this committee shall be received and acted upon at the second session of the House of Delegates.

ARTICLE III. *Committee on Resolutions.* At the first session held during the Annual Meeting of the Association, the Chairman shall appoint a Committee on Resolutions consisting of nine members to which shall be referred the address of the President of the Association, resolutions and reports, and which shall report to the House of Delegates at each of its sessions on the matters referred to it.

ARTICLE IV. *Special Committees.* The Chairman shall appoint such special committees of the House of Delegates as may be necessary. Special committees shall expire at the end of the next annual meeting unless specific provision is made for their continuance.

#### CHAPTER V.

ARTICLE I. *Motions.* All motions shall receive the affirmative vote of a majority of the members present for adoption.

ARTICLE II. *Amendments.* Every proposition to amend the By-Laws of the House of Delegates shall be submitted in writing at one session of the House and may be balloted upon at the next session, when upon receiving the affirmative vote of three-fourths of the members present, it shall become a part of these By-Laws.

#### CHAPTER VI.

ARTICLE I. *Order of business.* The following shall be the order of business unless otherwise determined:

1. Call to order.
2. Roll call of delegates.
3. Reading and adopting of the minutes.
4. Appointment of committees.
5. Ratification of Special Committees of the Association.
6. Receipt of reports and other communications from the Association, the Board of Directors and Sections, all of which shall be in writing.
7. Receipt of resolutions, reports and other communications, all of which shall be in writing.
8. Unfinished business.
9. New business.
10. Nomination and election of officers of the Association.
11. Election and installation of officers of the House.
12. Adjournment to a certain time.

#### CHAPTER VII.

ARTICLE I. *Rules of Order.* The procedure of the House of Delegates shall be governed by Robert's Rules of Order, Revised, when not in conflict with these By-Laws or with any rules adopted by the house.

##### *Note.*

Chapter V of the By-Laws of the Association provides for the composition of the House of Delegates, term of office of delegates and the verification of their credentials; the time and number of meetings of the House; what shall constitute a quorum; the organization of the House; length of terms of officers; and the duties of the House.

*Comment.* This note might well be appended to the By-Laws of the House of Delegates for the guidance of delegates and officers.

##### *General Rules of the Association.*

##### *A—Finance.*

*Rule 1. Deposit of Moneys:* The Treasurer shall deposit all moneys received by him with a reliable banking company, or companies, recommended by the Committee on Property and Funds and approved by the Board of Directors, where said moneys may be drawing interest for the benefit of the Association, unless otherwise provided for. Said moneys shall be deposited in the name of the American

Pharmaceutical Association, and such deposit shall be made daily whenever the Treasurer's receipts amount to \$100 or more.

*Rule 2. Payment of Moneys or Funds:* Moneys of funds shall be paid out by numbered voucher checks certified by the Secretary and drawn by the Treasurer.

*Rule 3. Payment of Bills:* Unless otherwise provided for, the correctness of every bill shall be certified by the person contracting the same and by the Secretary, and the latter shall note on the bill the appropriation against which the bill is to be charged. The bill shall then be submitted to the Committee on Finance, through its chairman, for approval before payment is made. A voucher check showing the appropriation against which the payment is charged shall then be drawn and signed by the Secretary. Upon receipt of which check, together with the original bill, the Treasurer shall complete the check, affix his signature and forward it to the payee, filing the original bill.

*Rule 4. Investment of Money or Funds:* Unless otherwise provided for, the money or the funds of the Association may be invested in bonds, deeds and other securities upon recommendation of the Committee on Property and Funds and the approval of the Board of Directors.

*Rule 5. Designation of Banks and Safe Deposit Vaults for Funds, Securities and Deeds:* The Committee on Property and Funds shall annually recommend to the Board of Directors for approval the banks and safe deposit vaults in which the funds, securities and deeds of the Association shall be kept for the ensuing year.

*Rule 6. Custodian of Funds, Securities and Deeds:* The bank books, securities and deeds shall be in the name of the American Pharmaceutical Association with the Treasurer as custodian, and the accounts of the same shall be kept by him.

*Rule 7. Auditing of Accounts:* The Committee on Finance shall on December the first of each year recommend to the Board of Directors for their approval a certified public accountant, or accountants, who shall audit all accounts of the Association before March the first of the next fiscal year, and who shall report the results of the audit promptly to the Board of Directors through its secretary.

*Rule 8. Annual Reports of Treasurer, Secretary and Editor of the Journal:* The Treasurer, Secretary and Editor of the JOURNAL shall

balance their books on January the first of each year and shall make out previous to the 10th day following their financial reports for the fiscal year just closed. Such reports, together with their books, accounts, vouchers, etc., shall promptly be placed at the disposal of the accountant or accountants for audit as provided for under *Rule 7*. Such books, accounts, vouchers, etc., shall be returned to the Treasurer, Secretary and Editor of the JOURNAL, respectively, within 15 days thereafter.

*Rule 9. Expense of Bonds of Treasurer, Secretary and Editor of the Journal:* The expense of the bonds required to be given by the Treasurer, the Secretary and the Editor of the JOURNAL shall be paid by the Association.

*Rule 10. Merging of Balances:* All balances remaining from appropriations at the close of each fiscal year shall be turned back into the treasury unless otherwise ordered by the Board of Directors.

*Rule 11. Disposal of Receipts from the National Formulary:* The Treasurer shall keep a separate and accurate account of all receipts of and disbursements for the National Formulary. Any balance of receipts in excess of disbursements, remaining at the end of any fiscal year, after making due allowance for any outstanding indebtedness on behalf of the National Formulary, shall be credited as follows: Fifty per cent. to the general funds of the Association as partial repayment for that portion of the overhead charges of the Association incurred on behalf of the National Formulary; and the remaining fifty per cent. to the credit of the American Pharmaceutical Association Research Fund. This fund is to be held as a permanent fund by the American Pharmaceutical Association through its Board of Directors.

Until such time as the American Pharmaceutical Association Research Fund has accumulated from this source or from bequests, contributions, etc., a fund of not less than one hundred thousand (\$100,000.00) dollars, the Board of Directors may expend not more than fifty per cent. of the net income of said fund. When this Research Fund shall exceed one hundred thousand (\$100,000.00) dollars, then the Board of Directors may expend annually a sum not exceeding the income derived from the investments held by the said Research Fund.

From the funds thus available, the Board of Directors may grant such honorariums or



awards to encourage investigation and research upon any subjects relating in any way to pharmacy or to the collateral sciences as may in their judgment be deemed proper. In the granting of such honorariums or awards, preference shall be given to such applications or subjects as are recommended by the committees of Revision of the United States Pharmacopœia or the National Formulary.

*Rule 12. Salary Year of Officers:* At the fifty-seventh annual meeting (1909), it was ordered that the salary year of the officers of the American Pharmaceutical Association be changed so as to run from July of one year to July of the next year, instead of, as heretofore, from September to September.

*Rule 13. Secretary's Account:* All money received by the Secretary through the collection of membership and other fees and through the sales of publications shall be deposited in a separate account and at regular intervals shall be turned over by him to the Treasurer.

*Rule 14. Approval and Payment of Bills of Journal:* All bills on account of the JOURNAL shall be certified by the Editor and sent as soon as possible to the Chairman of the Committee on Publications for approval and then sent by the latter to the Secretary for payment in accordance with *Rule 3*, of the General Rules of Finance, except bills for postage, stationery, drayage, freight, expressage, miscellaneous and clerical expenses of the office of the JOURNAL (Petty and Clerical Expenses, JOURNAL Office), which shall be paid as provided for in *Rule 15* of these rules.

*Rule 15. Bills for Petty and Clerical Expenses, Journal Office:* Bills for postage, stationery, drayage, freight, expressage, miscellaneous and clerical expenses of the Office of the JOURNAL (Petty and Clerical Expenses, JOURNAL Office), shall be paid by check by the Editor of the JOURNAL OF THE AMERICAN PHARMACEUTICAL ASSOCIATION out of a deposit of \$300 to be made to the credit of the Editor of the JOURNAL OF THE AMERICAN PHARMACEUTICAL ASSOCIATION in a bank to be approved by the Committee on Publications. The Editor shall be bonded for \$500 at the expense of the Association.

The procedure for the payment of such bills shall be as follows: (1) at the end of each month the Editor shall send all paid-and-receipted bills and cancelled checks, with an itemized bill or statement, to the Chairman of the Committee on Publications for approval; (2) after approval, the Chairman of the Com-

mittee on Publications shall send the bills and checks to the Secretary for payment in accordance with *Rule 3* of the General Rules of Finance; and (3) the Treasurer shall send the Editor a check to cover the amount of the bills and thus increase the bank balance.

*Rule 16. Bills for Year Book, National Formulary and Publications:* All bills on account of the YEAR BOOK, National Formulary and other publications of the Association, unless otherwise provided for, shall be certified to by the person contracting the same and the Chairman of the Committee on Publications, and sent by the latter to the Secretary for payment in accordance with *Rule 3* of the General Rules of Finance.

#### B—Publications.

*Rule 1. Proceedings of National Association of Boards of Pharmacy and American Conference of Pharmaceutical Faculties in A. Ph. A. Journal:* Space shall be annually set aside in the JOURNAL OF THE AMERICAN PHARMACEUTICAL ASSOCIATION for abstracts of the Proceedings of the meetings of the National Association of Boards of Pharmacy and the American Conference of Pharmaceutical Faculties.

*Rule 2. Names of Life Members:* At the fifty-seventh annual meeting (1909), it was ordered that the names of life members, new style, be designated in the published Roll and List of Members by means of heavy-faced or black-faced type.

#### C—Miscellaneous.

*Rule 1. Resignation of Members:* At the fifty-eighth annual meeting (1910), it was ordered that the resignation of a member may be accepted during the first six months of the fiscal year for which his annual dues are payable.

*Rule 2. Address of Welcome at Opening General Session:* Address of welcome and responses thereto at the opening general session shall be omitted.

Fraternal delegates from associations and other bodies without representation in the House shall be received by the House of Delegates.

*Rule 3. Concurrent Meetings of Sections:* The principle of concurrent meetings of the Sections shall be established. There shall be used a series of bulletins in the section rooms notifying members what papers are being read and discussed in the different several Sections.

*Rule 4. Manuscript for Section Meetings:*

The chairmen of the Sections shall use every endeavor to secure all manuscripts within four weeks of the annual meeting, and shall immediately send them to the Secretary.

*Rule 5. Printing of Accepted Manuscripts:* The Secretary shall have accepted manuscripts printed in advance of the annual meeting, whenever in the judgment of the chairman of the Section and the Secretary it is desirable.

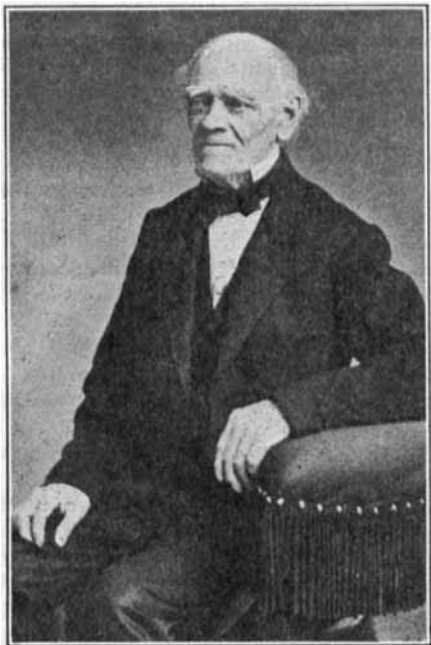
*Rule 6. Collective Program of Sections:* With all manuscripts in hand three or four weeks before the annual meeting, the Secretary shall prepare a collective program containing the detailed programs of the different Sections and indicating at what particular session any given paper shall come up for reading and discussion.

*Rule 7. Procedure for Electing Members:* Every completed application for membership in the Association, accompanied by the proper fee, shall be forwarded to the Secretary of the Association. He shall deposit this fee in a separate account and shall promptly forward the application, with any information in his possession pertinent to the eligibility of the

applicant, to the Secretary of the Board of Directors, who shall promptly submit the same to the Board for election, and as soon as possible thereafter inform the Secretary of the Association of their action. The Secretary shall promptly notify the applicant of the action of the Board of Directors, returning the fee of a rejected applicant and depositing the fee of an elected applicant with the Treasurer.

*Rule 8. Revision of Roll of Members:* Promptly after July the first of every fiscal year, the Secretary shall revise the roll of members, reporting the names of the members who have been dropped in accordance with Article III of Chapter X of the By-Laws of the Association, to the Editor of the JOURNAL and to the Board of Directors through its Secretary for their information.

*Rule 9. Report on Loss of Members:* The loss of any members through death or resignation coming to the attention of the Secretary shall be reported by him promptly after the first of every month to the Editor of the JOURNAL and to the Board of Directors, through its Secretary, for their information.



HENRY T. KIERSTED,  
President, A. P. H. A., 1860-1862.



A handwritten signature in dark ink, appearing to read "Gustav H. Heindel". The signature is written in a cursive style with a large, sweeping initial "G".

President, A. P. H. A., 1882-1883.