



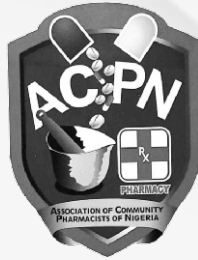
BYE-LAWS *of*

THE ASSOCIATION OF COMMUNITY PHARMACISTS OF NIGERIA (ACPN) AKWA IBOM STATE

(A Technical Group of the Pharmaceutical Society of Nigeria)

Revised
Edition

2026



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ARTICLE 1: PREAMBLE

We, the Registered Pharmacists in Community Practice in Akwa Ibom State having solemnly resolved: to establish and sustain a high standard for the profession, by empowering the Community Pharmacists while protecting members to join hands as men of Honour to protect the pharmacy profession: DO HEREBY make, enact and give to ourselves the following Bye-laws:

ARTICLE 2: NAME, REGISTERED OFFICE AND OBJECTIVES OF THE CHAPTER

2.1 Name of the Chapter

The name of the Chapter shall be the Association of Community Pharmacists of Nigeria (ACPN), Akwa Ibom State hereinafter called “the Chapter”.

2.2 Registered Office of the Chapter

The registered and administrative office of the Chapter shall be situated in Akwa Ibom State.

2.3 Aims and Objectives of the Chapter

The aims and objectives of the Chapter shall include but not limited to the following:

1. To protect, project, and harmonize the overall interests of the members of the Chapter.



2. To update the practice methods of the members through seminars and continuing educational programmes.
3. To establish and maintain cordial relationships with the Pharmaceutical Society of Nigeria (PSN) in Akwa Ibom State, all technical and interest groups of the PSN and indeed, all other professional bodies.
4. To maintain and uphold the Code of Ethics and Code of Conduct of the Pharmacy Profession.
5. To promote programmes that will further enhance the prestige and image of the Profession and Pharmacists.



ARTICLE 3: MEMBERSHIP OF THE CHAPTER



3.1 Membership of the Chapter

Full membership of the Chapter shall be open to all Pharmacists in Akwa Ibom State who satisfy all the following conditions:

- a. Registered by the Pharmacy Council of Nigeria (PCN)
- b. In full-time distribution, wholesale, or retail pharmacy practice in a PCN registered Pharmaceutical Premises, and
- c. Are active, and have paid State and National ACPN annual dues and other official levies.

3.2 There shall be Zonal Branches of the Chapter established according to the geographical mapping of the State.

3.3 Annual dues to be paid by members shall be as determined by the Chapter's State Executive Council (SEC) not more than once in the lifespan of that Executive Council.

3.4 Loss of Membership

1. Any person whose name is removed from the Register of Pharmacists within the meaning and application of the Pharmacy Council of Nigeria (Establishment) Act 2022 and subsequent legislation shall cease to be a member of the Chapter for as long as the reason for the removal subsists.



2. Any person who is declared by a Registered Psychiatrist as unfit to perform the functions of a Registered Pharmacist, shall cease to be a member of the Chapter.
3. Any person who is found guilty of gross misconduct as may be determined by the disciplinary committee of the Chapter and upon the approval of the State Executive Council (SEC) of the Chapter may also have his/her membership suspended.
4. It shall be lawful to suspend any Zonal Coordinator or Zonal Secretary of the Chapter by the State Executive Committee (EXCO) for any act of indiscipline, gross misconduct, and/or disservice to the Chapter.

3.5 Restoration of Membership

1. Any loss of membership, occasioned by the removal of name from the Register of Pharmacists by the Registrar of the Pharmacy Council of Nigeria (PCN), shall be restored immediately the name is re-enlisted in the Register of Pharmacists.
2. Where the loss of membership is because of mental ill health, membership shall be restored as soon as he/she is certified to be mentally sound to perform the functions of a pharmacist by the appropriate authority.
3. The membership of a suspended person shall be restored when he/she complies with the directive(s) of the State Executive Council (SEC) as in section 3.4 subsection 3 above or the State Executive Committee (EXCO) as in section 3.4 subsection 4 above and/or when he/she purges him/herself of the behaviour that led to his/her suspension.



ARTICLE 4: THE STATE EXECUTIVE COUNCIL (SEC)



4.1 The SEC shall consist of:

1. The State Executive Committee (EXCO) members.
2. The Coordinators and Secretaries of all the Zonal Branches.
3. The Chairmen of all constituted standing committees.

4.2 Functions of the SEC

1. To ratify the policies of the Chapter, on the recommendation of the EXCO.
2. To investigate and make pronouncements on all matters referred to it by the Annual General Meeting (AGM).
3. To fix annual dues and other levies on the recommendation of the EXCO.
4. To discipline any member for any act that seems or intends to bring the Chapter to ridicule or any act of gross indiscipline to the constituted authorities of the Chapter through ways and means the Chapter may deem appropriate, including suspension and imposition of fine on the recommendation of the Disciplinary Committee.

4.3 Removal from Office

1. It shall be lawful for the SEC to remove from Office any State Executive Officer who is found to have abandoned his duty or has failed to uphold the dignity of his office.
2. Such removal shall be by a valid motion moved by any SEC member in a SEC meeting and ratified by a two-third majority of members in attendance.
3. The removal of a State Executive Officer as in (1) above shall be subject to ratification by two-third majority of members at the next general meeting or AGM of the Chapter.



ARTICLE 5: THE STATE EXECUTIVE COMMITTEE (EXCO)

5.1 The State Executive Committee of the Chapter shall comprise nine (9) elected Executive Officers and the Immediate Past State Chairman (IPSC).

5.2 The Elected State Executive Officers of the Chapter shall be:

1. The State Chairman
2. The State Vice Chairman
3. The State Secretary
4. The State Assistant Secretary
5. The State Treasurer
6. The State Financial Secretary
7. The State Publicity Secretary
8. The State Internal Auditor
9. The State Welfare Officer
10. The State Editor-in-chief

5.3 Qualifications of the EXCO Members

1. To qualify for election into any State office, the aspirant must satisfy the following conditions:
2. Must be an active member of the Chapter and have practiced community pharmacy with proof of PCN licensure in full-time distribution, wholesale, or retail for at least three years immediately preceding the year of the election.
3. Must not hold any elective position at the National or State level of the PSN or ACPN that its term will not have expired before being sworn into the new office,



except upon resignation before the time of the election. For the purpose of this section, the time of election commences the day the Electoral Committee is duly constituted.

4. Must be a financial member of the chapter for a minimum period of three (3) years immediately preceding the election, inclusive of the election year. For the purpose of this section, a “financial member” shall mean a member who has fully paid all prescribed dues, levies, and other financial obligations as determined by the Chapter.
5. Must have fully discharged his or her financial obligations for the election year on or before the 30th day of June of that year.
6. Must have attended at least fifty (50) percent of statutory meetings of the Chapter in each of the three (3) years immediately preceding the year of the election.
7. Must be sponsored by at least two (2) community pharmacists who must be in good financial standing with the Chapter.
8. Must complete a nomination form which must be returned to the State Secretariat no later than the deadline set by the Electoral Committee.
9. Only candidates who satisfy the criteria outlined in this section and so recommended by the Electoral Committee upon screening will be eligible to stand for election.



10. Nobody shall be qualified to contest for the post of State Chairman or State Vice Chairman unless he/she owns a viable community pharmacy practice in Akwa Ibom State with proof of PCN licensure in full-time distribution, wholesale, or retail at least five (5) years preceding the year of election.
11. Nobody shall be qualified to contest for the post of State Secretary unless he/she owns a viable community pharmacy practice in Akwa Ibom State with proof of PCN licensure in full-time distribution, wholesaling, or retail at least three (3) years preceding the year of election.
12. For the post of the State Chairman, the State Vice Chairman and the State Secretary, an aspirant must have held an elective office in ACPN or PSN at the National or State level for three (3) years including the year of election.
13. Aspirants for the post of the State Chairman, the State Vice Chairman and the State Secretary must have attended three (3) recent national conferences of the ACPN and/or the PSN before the election year.
14. A letter of recommendation from a community pharmacist who must be a financial member of the PSN Board of Fellows (BOF) must accompany the nomination forms of aspirants for the post of State Chairman, State Vice Chairman, and State Secretary.
15. All candidates shall sign an agreement to abide by the final decision of the Screening Committee as approved by the State Executive Council (SEC).



5.4 Functions of the State Executive Officers

1. The State Chairman

- a) Shall be the Chief Accounting Officer of the Chapter.
- b) Shall be the Chief Spokesman of the Chapter and may delegate such power if necessary.
- c) Shall preside over the meetings of the State Executive Committee (EXCO), the State Executive Council (SEC), Emergency meetings, General meetings, and Annual General Meetings (AGM) of the Chapter.
- d) Shall coordinate the activities of the other members of SEC and the EXCO.
- e) Shall have an original vote, however where there is a tie, a casting vote as well in meetings he presided over.
- f) Shall be the signatory 'A' to the Chapter's bank account(s).

2. The State Vice Chairman

- a) Shall take full charge of the Chapter in the event of any occasion of incapacitation or inability of the State Chairman to perform the duty of his/her office.
- b) Shall assist the State Chairman in the execution of his/her duties.
- c) Shall act for the State Chairman at all material times, whenever he or she is absent, provided the State Chairman authorizes such delegation.



3. The State Secretary

- a) Shall be the Secretary of the EXCO, SEC, general meetings, emergency meetings and AGM.
- b) Shall send or cause to be sent notices and agenda of all SEC, EXCO, general meetings, emergency meetings, and AGM.
- c) Shall conduct correspondences as may be directed by the State Chairman, SEC, or the EXCO.
- d) Shall submit an annual report of the activities of the Chapter to the EXCO for approval before presentation to the SEC and the AGM.
- e) Shall carry out all duties that may be assigned to him/her by the State Chairman.
- f) Shall be signatory 'B' to the Chapter's bank account(s).

4. The State Assistant Secretary

- a) Shall assist the State Secretary in the execution of his duties.
- b) Shall act as the State Secretary in his absence or whenever it becomes necessary
- c) Shall carry out all duties that may be assigned to him/her by the State Chairman and State Secretary.

5. The State Treasurer

- a) Shall receive all monies from the State Financial Secretary and issue a receipt for same.
- b) Shall bank all monies received within seventy-two



(72) hours of receipt of same.

- c) Shall present an audited balance sheet of the chapter to the State Executive Council (SEC) when needed.
- d) Shall carry out all duties that may be assigned to him by the State Chairman.
- e) Shall be the signatory "C" to the Chapter's bank account(s).

6. The State Financial Secretary

- a) Shall transfer all monies collected to the State Treasurer not more than seventy-two (72) hours after collection of same.
- b) Shall keep a proper and accurate account of the Chapter's funds.
- c) Shall give an Annual Report to SEC for approval before presentation to AGM.
- d) Shall present quarterly financial reports to the EXCO, SEC and general meeting.
- e) Shall make the books of the chapter available to External and Internal Auditors whenever such demand is made.

7. The State Publicity Secretary

- a) Shall be the image maker and spokesperson of the Chapter.
- b) Shall be responsible for the publicity of the activities of the Chapter as the need arises.



8. The State Internal Auditor

- a) Shall ensure that checks and balances for the Chapter's finances are enforced in all aspects of documentation and activities.
- b) Shall periodically and at reasonable intervals cross-check the following account books of the chapter:
 - i. Bank statement
 - ii. Cashbook
 - iii. Other documents relating to the finances of the Chapter
 - iv. Other properties of the Chapter.
- c) Shall at the end of each fiscal year check all books and return them before reporting findings to the AGM.
- d) Shall submit internal audit report twice a year to the SEC of the Chapter.

9. The State Welfare Officer

- a) Shall see to the general welfare of members.
- b) Shall organize social or condolence visits to members.
- c) Shall work with the Zonal Coordinators to report to the State Executives about ailing members or members in distress.



10. The State Editor-in-chief

- a) Shall be responsible for the timely publication of all publications of the Chapter, ensuring that every publication reports a balanced representation of all activities of the Chapter.
- b) Shall double as the Chairman of the ACPN Media Committee.

11. The Immediate Past State Chairman

- a) Shall advise the State Chairman and SEC whenever necessary.

5.5 FUNCTIONS OF THE STATE EXECUTIVE COMMITTEE

The functions of the State Executive Committee (EXCO) shall include:

1. Formulation of policies for the Chapter with the approval of the State Executive Council (SEC).
2. The execution of the policies and decisions of the Chapter as determined by the State Executive Council (SEC).
3. Determination of the conditions of service of the Secretariat staff.
4. Responsible for the hiring, welfare, discipline, and firing whenever necessary of the Chapter employees.



ARTICLE 6: RESIGNATION FROM OFFICE



Any Executive Officer of the Chapter who wishes to resign from their position shall;

1. Indicate same in writing to the State Chairman through the Secretary not later than thirty (30) days from the intended date of resignation.
2. Without prejudice to Subsection (1) above, the State Chairman shall indicate his/her intention to resign through a written letter to the CPSC not later than thirty (30) days from the intended date of resignation.
3. Upon resignation, for offices that has deputies, the deputy shall take over the office to complete the tenure of the officer who resigns. Any other vacant position created through resignation shall be filled on interim basis through by-election conducted at the next general meeting or AGM to complete the tenure of the officer who resigns from office.
4. Vacant positions shall be filled as in (3) above in the case of loss of membership as in Article 3, numbers 3.1 and 3.4, or removal from office as in Article 4, number 4.3, or death, or relocation out of Akwa Ibom State, or permanent disability involving any Executive Officer.



ARTICLE 7: THE EXCO AND SEC MEETINGS



A. The State Executive Committee (EXCO) Meeting

1. The EXCO may make major policy decisions affecting the Chapter, but such decisions are subject to ratification by SEC and/or AGM as may be necessary.
2. The quorum shall be formed by four (4) members, one of whom must be the State Chairman or the State Vice Chairman and the State Secretary or the State Assistant Secretary.
3. Where there is failure to form a quorum for two (2) consecutive times, a quorum shall be formed by any four (4) EXCO members present at the third attempt.
4. There shall be a meeting of the EXCO at least once every two (2) months.
5. It shall be lawful for the State Chairman to invite any person or a group of persons to an EXCO meeting if he reasonably believes that such a person or group of persons can make major contributions during the said meeting.

B. The State Executive Council (SEC) Meeting

1. The SEC shall meet at least two times a year; one of such meetings shall be the Pre-Conference SEC meeting.
2. The quorum for SEC meeting shall be formed by four (4) State Executive Officers, one of which must be the State Chairman or State Vice Chairman and the State Secretary or the State Assistant Secretary, and representation from at least one-third of the functional zones.
3. Where there is failure to form a quorum for two (2) consecutive times, a quorum shall be formed by any six (6) SEC members present at the third attempt.



ARTICLE 8: THE GENERAL MEETING, EMERGENCY MEETING AND ANNUAL GENERAL MEETING (AGM)

1. The Annual General Meeting (AGM) of the Chapter shall be the highest decision body of the chapter and shall be held once a year in the last quarter of the year, or as exigencies may determine.
2. The General Meeting of the Chapter shall be held once every two (2) months, with the exception of the month in which the AGM shall be held. Where unforeseen circumstances arise rendering such meeting impracticable, the General Meeting may be postponed or rescheduled by the EXCO.
3. A General Meeting or Emergency Meeting of the Chapter shall be a well constituted and announced formal gathering of members to discuss and deliberate on issues affecting the Chapter.
4. Meetings of the Chapter shall be physical but may also be virtual or hybrid (encompassing physical and virtual) utilizing any medium agreed upon and duly announced by the Chapter.
5. Resolutions at General Meetings or the AGM shall be binding on all members.
6. A quorum of a General Meeting or the AGM shall be one-tenth (1/10) of Financial Members and a quorum for Emergency Meetings shall be any number of Financial Members present.



7. For any General Meeting or Annual General Meeting to be valid, publicity of not less than one (1) week must have been given through the official platforms of the Chapter, stating the available mode of participation of members whether offline and/or online.
8. A resolution shall be deemed passed at a General Meeting or the AGM only when a quorum is properly formed and such resolutions are duly accepted by the members at that meeting through a voice vote, head or hand count or any other means adopted by the majority of members at that meeting.

ARTICLE 9: THE ZONAL COORDINATORS AND ZONAL SECRETARIES

1. There shall be Zonal Coordinators and Zonal Secretaries for the eleven (11) zones of the Chapter, namely: Abak Zone, Eket Zone, Etinan Zone, Ikono Zone, Ikot Abasi Zone, Ikot Ekpene Zone, Itu Zone, Oron Zone, Ukanafun Zone, Uyo-Aka Road Zone, and Uyo-Oron Road Zone.
2. The Zonal Coordinators and Zonal Secretaries shall be appointed by the EXCO, while their tenures shall run concurrently with that of the EXCO.
3. The Zonal Coordinators and Zonal Secretaries shall assist the Chapter in the areas of intelligence gathering, Chapter activities and welfare of members within their zones.



ARTICLE 10: CONDUCT OF ELECTIONS



1. There shall be elections of the Chapter once every three (3) years to elect Executive Officers of the Chapter. No elected officer shall remain in the EXCO beyond two (2) consecutive tenures, irrespective of the office.
2. Elections in the Chapter shall be conducted by an Electoral Committee established for the purpose of the particular election, which shall announce vacant positions and procedure/guidelines for the election not later than sixty (60) days to the day of the election. Such procedure/guidelines announced by the Electoral Committee shall be accepted by a simple majority of members at a general meeting of the Chapter.
3. The Chapter elections shall be held at the AGM of the election year, based on secret ballot system, with the names of the candidates printed on a paper and handed to eligible voters to vote candidates of their choice.
4. For the purpose of this section, an eligible voter is a financial member who has fully discharged his or her financial obligations to the Chapter for the election year, whose name appears on the Chapter's financial register (clearance register) prior to the election, and who has attended at least twenty-five (25) percent of meetings of the Chapter within the election cycle. The names of eligible voters must be published by the Electoral Committee at the Secretariat and/or at the official platform(s) of the Chapter not later than two (2) days before the AGM/election.



5. Any aspirant disqualified by the Electoral Committee shall have the right to appeal to the CPSC for redress within one week after publication of the list of aspirants to contest the elections.
6. The recommendation of the CPSC in respect of sub section (5) above shall be communicated to SEC within one week after the reception of the appeal for ratification and final decision.
7. A list of candidates who satisfy the requirements of the Electoral Committee shall be displayed at the State Secretariat or the official platform(s) of the Chapter, at least one (1) month before the AGM/election.
8. There must be a minimum period of two (2) weeks from the day of screening of aspirants to the day of commencement of campaign.
9. The Electoral Committee may conduct debate for candidates for the post of the State Chairman as they may deem necessary and appropriate.
10. In the event of an election not being held during the AGM of the election year, a three-man caretaker committee shall be set up by the State Chairman that will conduct the election within two (2) months in office. The elections shall be held during the next General Meeting of the Chapter, where a special AGM will be convened.



ARTICLE 11: CODE OF ETHICS AND CONDUCT



The following statements shall always guide all members on professional ethics and any offending member shall be disciplined as deemed fit by the Chapter.

1. A high standard of practice and efficient pharmaceutical services shall be maintained in the overall interest of the public.
2. All acts of the members shall be geared towards inspiring confidence in the pharmacy profession.
3. Where the maintenance of standards fails because of the acts or omissions of the management of the premises, the Superintendent Pharmacist is under a duty to report such acts or omissions to the Chapter. However, where the Superintendent Pharmacist is responsible for the fall of standard, the Chapter shall discipline him/her accordingly.
4. A pharmacist must not accept employment as the Superintendent Pharmacist where he is not able to perform the full duties of a Superintendent Pharmacist.
5. A Pharmacist should at all times assist other Pharmacists in providing efficient pharmaceutical services to the public.
6. A Pharmacist must not be involved in any promotional activity, designed to encourage the public to purchase or obtain more medicines than they may reasonably require.
7. The display of materials for sale in a pharmacy must be dignifying.



8. Prescriptions should not be discussed with patients of any other healthcare practitioner, in such a way as to impair the confidence of the patient on the prescriber.
9. A Pharmacist is under a duty to offer comprehensive pharmaceutical services. A Pharmacist should not refuse to supply medicines in an emergency.
10. The layout and the general conditions of a pharmacy should be such as to prevent contamination in the preparation or dispensing of drugs or the supply of other health products/commodities.
11. A pharmacist should not dispense any medication or medical appliance which he knows or has reason to believe, is intended to be used in a manner that would be detrimental to health.
12. It is unethical for a pharmacist to pay commission to anybody, clinic, or hospital for prescriptions dispensed or in anticipation of prescriptions.
13. The pharmaceutical wholesale premises shall strictly adhere to wholesale practice and desist from community pharmacy retail practice.
14. The Pharmacist Director and Superintendent Pharmacist found guilty of engaging in Community Pharmacy retail practices when their Pharmacy is being registered as Wholesale Pharmacy shall be made to face the Disciplinary Committee of the Chapter.



ARTICLE 12: THE ANNUAL STATE SCIENTIFIC CONFERENCE

1. The Annual State Scientific Conference of the Chapter, tagged “Ibom Day” shall be held in June or any other month as may be decided by the SEC based on the current state of affairs in the State.
2. Attendance to the Annual State Scientific Conference of the Chapter is compulsory for every member.
3. The State Annual Conference of the Chapter shall feature the Anti-Drug Abuse School Competition (ADASC), award presentations, company presentations, exhibitions, training, lectures and any such other activities as may be approved by the SEC.



ARTICLE 13: COMMITTEES OF THE CHAPTER



The State Chairman in consultation with EXCO shall set up the following Committees and shall spell out the terms of reference for all the Committees. The State Chairman shall have the right to dissolve non performing committee(s) and reconstitute them when deemed necessary.

1. Standing Committees

- a) Disciplinary Committee
- b) Research and Educational Committee (the ACPN Research Unit)
- c) Project Committee
- d) Media Committee
- e) Committee of Past State Chairmen (CPSC)

2. Ad-hoc Committees

- a) Electoral Committee
- b) Programmes Planning Committee
- c) Bye-laws Review Committee
- d) Any other Committee which is deemed necessary to achieve the objective of the Chapter.



ARTICLE 14: COMMITTEE OF PAST STATE CHAIRMEN (CPSC)

There shall be established a committee of Past State Chairmen of the Chapter which shall be self-regulating.

14.1 Functions of CPSC

1. The CPSC shall be the moral compass of the Chapter.
2. Shall be the apex advisory body of the State Chairman.
3. Shall mediate in conflicts between the Chapter and government agencies, corporate bodies, and individuals.
4. Shall hear appeals against any decision of the SEC or the EXCO or the Electoral Committee or the Disciplinary Committee by any aggrieved member of the Chapter.
5. Shall act on any other matter referred to it by the State Chairman or the SEC.



ARTICLE 15: FINANCE



1. The sources of Funds for the Chapter shall include:
 - a) Annual dues and other levies or fines as may be prescribed for members in a general meeting and ratified at the AGM.
 - b) Donations from individuals, trustees, friends, charity, corporate bodies and associations across the world.
 - c) Grants or assistance from individuals, trust-funds and other charitable or philanthropic associations across the world.
 - d) Revenue from sales of materials owned by the Chapter and investments by the Chapter.
 - e) Interest from savings and deposits in financial institutions by the Chapter.
2. The financial year of the Chapter shall commence on April 1 and end on March 31 of the next calendar year.
3. All disbursements of funds must be approved by the State Chairman.
4. The State Chairman, State Secretary, and the State Treasurer shall be the signatories to the accounts of the Chapter.
5. The State Chairman shall present the annual budget estimates for the following fiscal year during the first SEC meeting of the calendar year for approval.



ARTICLE 16: BENEFITS AND WELFARE OF MEMBERS



16.1 GROUP LIFE INSURANCE AND WELFARE SUPPORT SCHEME

1. **Establishment:** The Chapter shall maintain a compulsory Group Life Insurance Scheme complemented by an internal welfare support system for the benefit of members.
2. **Compulsory Participation:** Participation in the scheme shall be mandatory for all members, and the prescribed contributions shall form part of annual dues.
3. **Eligibility for Payout:** A member shall be eligible for coverage only if:
 - a) The member is financially up to date; and
 - b) The member has maintained continuous membership for at least one (1) year.
4. **Grace Period:** A member who defaults in payment of dues and levies shall remain eligible for a period not exceeding three (3) months to settle all outstanding obligations, after which the member shall become ineligible if not compliant.
5. **Benefit Structure:** Upon the death or permanent disability of an eligible member, the sum assured payable shall be based on age as agreed in a general meeting or the AGM.



6. **Immediate Relief Benefit:** The Chapter shall provide an immediate welfare payment of **Hundred Thousand Naira (₦100,000) only** to the family within a reasonable time pending receipt of insurance proceeds.
7. **Funding:** The scheme shall be funded through mandatory contributions by members, which may be structured on an age-based basis, and may be supplemented by the Chapter funds as approved by the general meeting or the AGM.
8. **Administration:** The scheme shall be administered by the Welfare Officer, who shall also facilitate claims. The Chapter shall appoint a licensed insurance company as agreed in a general meeting or the AGM.
9. **Beneficiary Nomination:** Every member shall nominate a beneficiary and keep such information updated.
10. **Condition for Payment:** Only members who meet eligibility requirements, including financial status, shall qualify for benefits.
11. **Review:** The scheme shall be reviewed periodically and may be amended by resolution of the general meeting or the AGM.

16.2 MARRIAGE OF A MEMBER

In the event of a marriage of a member of the Chapter;

1. The Chapter shall be invited formally in writing or by use of an invitation card addressed to the State Chairman.



2. The Chapter shall endeavour to make a representation at the event.
3. The financially up-to-date member getting married shall be entitled to financial support of ***Fifty Thousand Naira (#50,000.00) only.***

16.3 MARRIAGE BETWEEN A MEMBER AND ANOTHER MEMBER

In the event of a marriage between two members of the Chapter;

1. The Chapter shall be invited formally in writing or by use of an invitation card addressed to the State Chairman.
2. The Chapter shall endeavour to make a representation at the event.
3. The financially up-to-date members getting married shall be entitled to financial support of ***One Hundred Thousand Naira (#100,000.00) only.***

16.4 BURIAL CEREMONIES (FOR SPOUSES, CHILDREN AND PARENTS OF MEMBERS)

1. The Chapter shall be invited formally in writing or by use of an invitation card addressed to the State Chairman.
2. The Chapter shall endeavour to make a representation at the event.
3. The financially up-to-date member inviting the Chapter for burial shall be entitled to financial support of ***Fifty Thousand Naira (#50,000.00) only.***



ARTICLE 17: PENALTIES



1. Any member who is absent from any general meeting or AGM of the Chapter without a formal letter of apology sent to the official email of the Chapter shall attract a fine of ***Five Thousand Naira (#5,000) only***, provided such letter of apology does not exceed two (2) meetings in a calendar year unless under certain circumstances as may be determined by the EXCO.
2. Any member who is absent from the Annual State Conference of the Chapter (Ibom Day) attracts a fine of ***Twenty Thousand Naira (#20,000)*** on each day he/she is absent from the conference.
3. Absolute absenteeism to all activities of the Chapter for an entire licensing year shall attract a fine of ***Three Hundred Thousand Naira (#300,000) only***.

ARTICLE 18: EXTERNAL AUDITORS



The EXCO shall appoint an external auditor to audit the account of the Chapter. The auditor shall audit the account(s) of the Chapter at such times as may be required and shall present the report to the Annual General Meeting of the Chapter.



ARTICLE 19: DISCIPLINE



1. The SEC shall maintain discipline within the Chapter on the recommendation of the Disciplinary Committee through every appropriate means, which may include suspension or expulsion of any member whose acts constitute insubordination, disciplinary breach, denigration, or are considered as inimical to the aims or objectives of the Chapter.

ARTICLE 20: PRIVILEGES



1. The Chapter shall recognize and honour its members who have distinguished themselves in the service of the Chapter, the Profession, the Community, or the Nation, with the "Award of Recognition for Excellence and Distinguished Service".
2. It shall be lawful for the chapter to recognize individuals (who may not necessarily be Pharmacists) or organizations that have immensely contributed to the growth and enhancement of Community Pharmacy practice, the Pharmacy profession, and the State, with "Awards of Recognition for Excellence and Distinguished Service" which shall be conferred at the Opening Ceremony of the State Conference.



ARTICLE 21: OFFICIAL COMMUNICATION CHANNELS

1. The Chapter shall create and maintain an official website and official platforms on WhatsApp, Facebook, X, and Instagram and any other social media platform(s) as may be agreed in a general meeting or the AGM.
2. The platform(s) shall be managed by the EXCO, who shall set operational guidelines from time to time, subject to approval by the general meeting or the AGM

ARTICLE 22: AMENDMENT OF THE BYE-LAWS

1. No part of this Bye-laws shall be deleted, altered, set aside, or amended in any form except as prescribed by the Bye-laws.
2. Any request for the amendment of this Bye-laws shall be forwarded to the SEC on or before the 30th day of April of the year, provided that such a request or notice is supported by details of the proposed amendment.
3. The Bye-laws shall be amended during the Annual General Meeting provided a two-thirds (2/3) majority of registered members accredited, present, and voting at the AGM endorse it.



ARTICLE 23: INTERPRETATIONS, CITATIONS AND COMMENCEMENTS

In this Bye-laws, unless it is otherwise expressly provided, or the context otherwise requires:

1. AGM means the meeting of registered financial members of the Chapter which will, among others, consider the Annual reports of the officers of the Chapter, propose motions, make resolutions, and elect new officers.
2. State Annual Conference means the Annual Scientific Conference of all registered Community Pharmacists in Akwa Ibom State, tagged the "Ibom Day".
3. In this Bye-laws, unless the context otherwise requires, the pronouns 'He', 'She', 'His', or 'Her', shall refer to all members of the Chapter of any gender.
4. The Electoral Committee is saddled with the responsibility of conducting elections for the Chapter, including the screening of aspirants.
5. Ad-hoc Committee means a committee set up for a specific task or objective and dissolved after the completion of the task or achievement of the objectives.
6. "EXCO" or "Exco" means State Executive Committee of the Chapter.
7. "Financial Member" means a pharmacist who has paid all the required annual dues/financial obligations to the Chapter and the ACPN National.



8. “Standing Committee” means a committee set up with continuing existence throughout the tenure of the EXCO.
9. “Functional Zone” means a Zone that has attended at least three meetings of the SEC in a given period of twenty-four (24) months.
10. The 'time of election' commences immediately the Electoral Committee is duly constituted in a general meeting of the Chapter.
11. The 'Electoral Committee' is deemed duly constituted if appointed by the State Chairman and approved by the simple majority of financial members at a general meeting of the Chapter.
12. “Election Cycle” means the period from the end of one election to the time the electoral committee is duly constituted for the next election.
13. An “Active” member is a member who attends at least fifty (50) percent of all meetings and activities of the Chapter in a given calendar year.
14. The provisions of the Bye-laws shall come into effect after the 2026 AGM of the Chapter.



ARTICLE 24: SUPREMACY OF THE BYE-LAWS

This Bye-laws is supreme and its provisions remain sacrosanct, and shall have a binding effect on all members of the Chapter irrespective of rank, position and status. Where any provision of this bye-laws is not consistent with a provision of the Constitution of the Association of Community Pharmacists of Nigeria (ACP/N), the latter takes precedence to the extent of such inconsistency.

Pharm. Donatus Onyeka Adigom

*Chairman,
Association of Community Pharmacists of Nigeria (ACP/N)
Akwa Ibom State.*

Pharm. Otobong Amana

*Chairman,
Association of Community Pharmacists of Nigeria (ACP/N)
Akwa Ibom State Bye-laws Review Committee.*

Pharm. Precious Success Ukpe

*Secretary,
Association of Community Pharmacists of Nigeria (ACP/N)
Akwa Ibom State Bye-laws Review Committee.*



 **+234 (0)810 8759 087**

 **hello@acpnakwaibom.org**

 **www.acpnakwaibom.org**