

Chapter By-Laws

Southwestern Pharmacy Association

I. NAME

The name of this organization shall be known as the Southwestern Pharmacy Association (SWPhA) a chapter of the American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP).

II. CHAPTER GOALS

The Chapter will exist for the following purposes and goals:

- 1) To encourage all Student Pharmacists to become more knowledgeable about APhA and the profession of pharmacy by:
 - a) Providing opportunities for student participation in the decision-making process of the profession on the Chapter, State, Regional and National levels.
 - b) Encouraging student attendance at Chapter, Regional and National APhA meetings.
 - c) Increasing student awareness of current issues facing the pharmacy profession by means of programs, meetings, speakers, etc.
 - d) Making information in all fields of pharmacy practice readily available to all student pharmacists and to support their pursuits in these areas.
- 2) To encourage development of all student pharmacists into knowledgeable and competent health care professionals by:
 - a) Providing opportunities to develop leadership capabilities by holding APhA elected offices or being appointed to one of the APhA-ASP Standing Committees.
 - b) Continually encouraging the development of new ideas and projects which will enhance each student's individual education.
 - c) Working with the administration and faculty members of each individual college/university in an effort to continually provide an innovative and progressive academic curriculum.
- 3) To support and actively participate in projects which will advance the pharmacy profession.
- 4) To uphold and elevate the professional aspects of the pharmacy profession.
- 5) To provide a mechanism for APhA-ASP members to voice opinion on

activities, policies, and issues of the APhA, as well as that of the pharmacy profession.

- 6) To encourage APhA-ASP members upon graduation to continue as active members in either the Academy of Pharmacy Practice and Management (APPM) or the Academy of Pharmaceutical Research and Science (APRS) of APhA, as well as in their state associations and other professional associations in general.
- 7) To promote interest and participation in the advancement of the profession of pharmacy, pharmaceutical education, and professional service to the public.
- 8) To foster fellowship and goodwill among student pharmacists, educators, practitioners, and persons who support, are interested in, and are served by the profession of pharmacy.
- 9) To increase and enhance public awareness of comprehensive pharmaceutical services provided by the pharmacy profession.

III. MEMBERSHIP IN THE SOUTHWESTERN PHARMACY ASSOCIATION, CHAPTER OF APhA-ASP

- 1) Any student enrolled in the College of Pharmacy or declared as a pre-pharmacy major at Southwestern Oklahoma State University shall be eligible for active membership upon submission of the proper membership enrollment form and payment of the dues set by APhA and the Chapter.
- 2) Dues shall consist of APhA (National), OPhA (State) and SWPhA (local) Chapter fees, when applicable.
- 3) Dues shall be paid upon submission of a membership enrollment form to the designated member(s) of the local chapter.

IV. CHAPTER FUNDS

- 1) Any activity recommended by the Chapter may serve as a source of income for the Chapter, upon approval of the Executive Committee. Additionally, any Chapter dues shall be funds of the Chapter.
- 2) Appropriations shall require a majority vote of the Executive Committee prior to disbursement.
- 3) A point system will be used to reward members who participate in chapter functions. One point will be given for each hour of service, or as designated by the Executive Committee. These points will be redeemable

as defined by the Executive Committee. Double points will be awarded to the Executive Committee.

V. CHAPTER OFFICERS AND DUTIES

The officers of the Southwestern Pharmacy Association will consist of the following: President, President-Elect, Vice President, Membership Vice President/Historian, Treasurer, Secretary/Publicist, and Student Political Information Network (SPIN) Coordinator. These officers comprise the Executive Committee, either partially or in its entirety. Other duties listed are of the Chapter Advisor.

1) Responsibilities of the President

- a) To be familiar with all operations of APhA and APhA-ASP on the National, Regional, State, and local chapter levels.
- b) To schedule, announce, preside, and maintain order and decorum at all Chapter and Executive Committee meetings.
- c) To enforce and promote enforcement of the Constitution and By-Laws of APhA, and the Chapter.
- d) To serve as the Chairperson of the Executive Committee.
- e) To assume the duties as may be imposed by official vote of the membership.
- f) To maintain contact with and to disseminate all pertinent information received from APhA headquarters to the other officers and chapter members.
- g) To work with chapter members, officers, and advisors to develop a mission statement, strategic plan, and goals for the chapter; maintains and improves faculty advisor and faculty administrative support.
- h) To appoint and remove the chairpersons and members of all committees of the Chapter, upon approval of the Executive Committee.
- i) To serve as an ex-officio member of all committees.
- j) To maintain close contact and communication with the other members of the Executive Committee and the Chapter advisor on a regular basis.
- k) To act as a general representative of the Southwestern Pharmacy Association, Chapter of APhA-ASP, except in cases where authority is given to another officer or member.
- l) To call special meetings of the Chapter upon written request of one-tenth of the Chapter members. The President shall have the power to call special meeting.
- m) To perform the duties of the President-Elect in the interim during which there is no such officer.
- n) To serve as a liaison to the state pharmacists association

2) Responsibilities of the President-Elect

- a) To serve a one year term of office as President-elect and a one year term as President.
- b) To become conversant in all aspects of the office of the President.
- c) To serve as an ex-officio member on all committees.
- d) To serve as an advisor to the President.
- e) To attend all functions and meetings at which the President's attendance is required, so as to be fully trained before assuming the presidential office.
- f) To oversee the completion of the Chapter Achievement Award Report due to APhA every July 15th.

3) Responsibilities of the Vice-President

- a) To be familiar with all the operation of APhA and APhA-ASP on the National, Regional, State, and local Chapter levels.
- b) To serve as an advisor to the President.
- c) To assume the duties of the President in the absence of the President due to impeachment, resignation, election to National office, or other cause.
- d) To assist the President in the performance of his/her duties at all times, especially in the coordination of the activities of the Executive Committee and other committees.
- e) To serve as coordinator of professional committees.
- f) To develop professionally orientated Chapter programs.
- g) To disseminate all pertinent information received from the he APhA-ASP National office to other officers and members.
- h) To serve as an ex-officio member of all committees, for the purpose of record-keeping, i.e., taking minutes.
- i) To oversee the appointed delegate in the planning of accommodations and travel to Regional and/or National APhA-ASP functions.
- j) To serve as a resource person for all procedures and policies by having a copy of the Chapter's Constitution and by-laws.

4) Responsibilities of the Membership Vice President/Historian

- a) To oversee efforts to recruit and sustain active membership in the chapter.
- b) To organize fall and spring membership campaigns.
- c) To oversee proper collection and procession of forms and dues.
- d) To organize comprehensive orientation program for new members.
- e) To serve as the coordinator of the membership drive.
- f) To be responsible for arranging a meeting place, time, and speaker for all Chapter meetings and functions.

5) Responsibilities of the Treasurer

- a) To record all cash receipts and disbursement from Chapter accounts and to oversee all chapter fundraising activities.
- b) To provide a detailed annual report of expenses and income to the Executive Committee and advisor by April 15th of presiding year.
- c) To file the appropriate tax worksheet with APhA Headquarters no later than April 15th of every year.
- d) To assist in all activities that involves Chapter monies.
- e) To coordinate all cash receipts and disbursements from all Chapter activities. This involves maintaining a balanced checkbook and entering all information into the treasury transaction book, i.e., ledger.
- f) To act as the Chapter purchasing agent which involves the following responsibilities:
 - i) ordering supplies
 - ii) communicating with the University mailroom and filing proper purchase order forms for Chapter items to be shipped to the University
 - iii) researching the marketplace when major purchases are proposed and reporting price and quality variances to the Executive Committee.
- g) To give a projected budget for the academic year.
- h) To develop and help coordinate fund raising programs and events.

6) Responsibilities of the Secretary/Publicist

- a) To record complete minutes at all Chapter meetings.
- b) To submit said minutes in typed form to the officers of the Chapter and the advisor within ten days of said meeting. To post a copy of said minutes in a conspicuous place within ten days of said meeting.
- d) To give a report of the minutes recorded at the previous meeting at each general meeting.
- e) To make copies of such minutes available upon request of the membership
- f) To assist the Vice-President in publicizing all National, Regional and Chapter APhA-ASP events at least two weeks prior to that event, if possible.
- g) To be responsible for corresponding with Regional and National APhA-ASP officers.
- h) To assist with the completion of the Chapter Achievement Award

Report.

- i) To maintain a scrapbook of Chapter Activities throughout the academic year.
- j) To write and distribute the chapter newsletter.
- k) To be responsible for publicity concerning meetings using such means as monthly calendars and bulletin boards, etc.

7) Responsibilities of the Student Political Information Network (SPIN) Coordinator

- a) To function as a liaison between the Chapter and the State and National associations regarding legislative and government affairs.
- b) To promote involvement of chapter members in the legislative process at the local, state, and national levels
- c) To coordinate the Patient Counseling Competition each year.

VI. CHAPTER ADVISORS

- 1) The Chapter will have two Chapter Co-Advisors who must be full time faculty members of the College of Pharmacy and members of APhA.
- 2) The Chapter Advisors shall be proposed by the Executive Committee of the Chapter and shall be elected upon two-thirds (2/3) vote of the Chapter membership, subject to approval by the Dean of the College of Pharmacy.
- 3) Responsibilities of the Chapter Advisors will include the following:
 - a) To act as a consultant to members and officers of the Chapter on matters pertaining to APhA-ASP.
 - b) To provide continuity to the Chapter's operations from one year to the next.
 - c) To be available for advice and ideas as needed on subjects such as internal Chapter problems, fundraising activities, community service projects, patient care projects, relationship with the College of Pharmacy and the University, etc.
- 4) The Chapter Advisors will be invited to attend all Chapter, Regional and National APhA-ASP meetings that students are attending; and will attend when possible.
- 5) The Chapter Advisors will assist in reviewing any needed changes in the By-Laws necessary to insure that they are current and responsive to the needs of the Chapter. It is suggested that the review take place on a yearly basis.
- 6) The Chapter Advisors may, but are not required to participate as members of

the Chapter's Executive Committee.

- 7) A Chapter Advisor shall be subject to removal upon petition, by two-thirds (2/3) of the Chapter members. The Executive Committee shall submit the Petition to the Dean of the College of Pharmacy to be approved. A Chapter Advisor may be removed for failure to perform any of his/her duties stated in the By-Laws. The Executive Committee will seek a person to fill the position only after it has been informed of the current Advisor's formal removal. Upon removal or resignation, a new Chapter Advisor shall be selected in accordance with section VI, part 2 of these By-Laws within seven (7) days of removal of the Chapter Advisor.

VII. ELECTIONS OF OFFICERS

Elections for APhA-ASP Chapter officers are to be planned and executed in accordance with the criteria stated in this section.

1) Qualifications for Candidates

- a) Must be an active member of the APhA-ASP Chapter at Southwestern Oklahoma State University.
- b) Must meet the academic requirements set forth by the College of Pharmacy to run for an office in an organization.
- c) Must be enrolled in the College of Pharmacy at the same time he/she receives the oath of office.
- d) Each candidate for office shall be a student member in good scholastic standing.
- e) Must show evidence of active participation in the Chapter and should possess necessary qualities of leadership.
- f) Must be able to complete his/her term of office while enrolled in the College of Pharmacy program at Southwestern Oklahoma State University.

2) Elections

- a) The privilege of voting shall be confined to members of the Chapter in good standing at the time of the election.
- b) Elections shall be scheduled at a time and place convenient to all members in the Fall Semester.
- c) The elections will follow the stated process: President-elect, Vice President, Membership Vice President/Historian, Treasurer, Secretary/Publicist, and Student Political Information Network Coordinator
- d) Voting shall be by secret ballot with the names of the candidates listed in alphabetical order according to the office being sought.
- e) A candidate must receive a majority (>50%) of the votes cast to be

- elected to office.
- f) The Executive Committee shall count the ballots.
- g) Results shall be posted immediately after the ballots have been tabulated.
- h) Candidates not elected to his/her specified office may run for any of the remaining offices.
- i) All officers shall be elected to a term of one (1) year except that of the President-Elect who will serve two (2) years.
- j) In the event of a tie a revote will be immediately taken.

VIII. FILLING OF VACATED OFFICES

1) Removal of an Officer/Disciplinary Action

- a) An officer shall be removed from office if he/she:
 - i) Willfully neglects the duties of his/her office;
 - ii) Is no longer in good academic standing;
 - iii) Is found guilty of mishandling of Chapter funds; or
 - iv) Neglects to uphold the Chapter By-Laws.
- b) An officer shall not be removed from office unless his/her charges are discussed in an Executive Committee meeting and grounds for removal shall be established by majority vote of the Executive Committee.
- c) An officer may also be removed from office if he/she is excessively absent from meetings during the academic year. In this situation, the officer will be issued a written warning from the Executive Committee. If the officer continues to be absent, he/she may be asked to attend a hearing at the next Executive Committee meeting. If the Executive Committee finds the officer's absence explanation to be unacceptable, the Committee may ask the officer to resign.
- d) When an officer is removed from office, he/she shall never be able to be a candidate for any office in the Chapter.

2) Upon removal of an officer from his/her position, the President shall have the authority to appoint a replacement, with the approval of the Executive Committee unless the officer being removed is the President.

3) Upon removal of the President from his/her position, the Vice-President will assume the title and duties of the presidential office for the remainder of the term, at which time the President-Elect will become the President. The membership will nominate and vote for a new Vice-President, as specified by the election procedures.

4) In the event that the President-Elect should choose not to assume the duties of the President, the Executive Committee shall have two options:

- a) If there are more than two months remaining in the current President's term, the general membership shall elect a new President-Elect. Nominations are to be taken from the floor and must be seconded. Election procedures must meet the criteria set forth in these By-Laws. Nominees must meet all of the candidacy requirements as set forth in these By-Laws.
- b) If less than two months remain in the President-Elect's term, any duties or activities held or participated in by the President-Elect shall then be performed by the Vice-President for the remainder of the term. In the yearly elections, however, there will be the need to elect a President.

IX. Committees and Appointment of Committee Chairpersons

1) Structure

- a) The Executive Committee shall be the only permanent committee.
- b) The Executive Committee shall establish such standing and ad hoc committees as are necessary to conduct the programs and business of the Chapter.
- c) Committee members may both volunteer and agree to serve at the request of the Executive Committee.

2) Appointment of Committee Chairpersons

- a) The members of any committee may elect a Chairperson by majority vote, or the Executive Committee may designate Chairpersons.

3) Responsibilities of Committee Chairpersons

- a) To organize members to work on particular committees and their respective projects.
- b) To call meetings of their respective committees on a regular basis.
- c) To report to the Executive committee regularly on the progress or results of that committee when called upon.

4) Executive Committee

- a) The Executive Committee shall consist of the elected officers of the Chapter and such chairperson of the designated standing committees as the President may determine.
- b) One or both Chapter Advisors may participate as a member of the Executive Committee.
- c) Duties/responsibilities of the Executive Committee include:
 - i) To advise the Chapter regarding its various actions and

functions.

- ii) To coordinate the activities of the Chapter;
- iii) To prepare meeting agenda prior to the respective meeting;
- iv) To help the Treasurer with the proposed annual budget and assist in presenting the budget to the Chapter for approval;
- v) To maintain a regularly updated notebook describing the responsibilities and duties of each officer
- vi) To discuss the functions and obligations of each office with the respective members-elect;
- vii) To approve all committee appointments made by the President.

X. MEETINGS

1) Chapter Meetings

- a) There shall be at least six Chapter meetings per academic school year at which time the membership can transact business.
- b) The President or a majority of the Executive Committee may call Chapter meetings.
- c) Meetings may also be called by the general membership on petition signed by not less than one-tenth of the current, eligible members and upon the approval of a majority of the Executive Committee.
- d) The time and place of the Chapter meetings shall be determined by the Executive Committee.
- e) The membership shall be notified at least three working days in advance of the time and place of the Chapter meetings.

2) Executive Committee Meetings

- a) There shall be at least six Executive Committee meetings per academic school year.
- b) Meetings may be called by the President or two Executive Committee members.
- c) Executive Committee members shall be notified at least one week in advance of the time and place of Executive Committee meetings, when possible, a reasonable attempt must be made to inform each Executive Committee member of the meeting.

XI. QUORUM

- 1) For a business meeting, a quorum shall consist of not less than 20% of the current members.
- 2) For an Executive Committee Meeting, a quorum shall consist of those members present.

XII. RULES OF ORDER

- 1) The rules of order and procedures at all general Chapter and Executive Committee meetings should be those set out in Robert's Rules of Order, if the president so chooses, when they are not in conflict with the By-Laws of the American Pharmacists Association or these By-Laws. In the event of a conflict, the president, who has the final decision, shall resolve it.

XIII. AMENDMENTS

The Chapter By-Laws may be amended at any time by following these procedures:

- 1) Amendments of the Chapter By-Laws must be submitted in writing to the Executive Committee.
- 2) The proposed amendment(s) will be announced by the Secretary at the next general meeting and will be posted in a conspicuous place and/ or written copies will be made available for general member review at least one week prior to the next general meeting.
- 3) The proposed amendment(s) will be announced a second time and voted on following an open review for all members at the next general meeting.
- 4) Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the members present.
- 5) The adopted amendments(s) shall become effective immediately.