

American Pharmacists Association - Academy of Student Pharmacists

**APhA-ASP**  
AMERICAN PHARMACISTS ASSOCIATION  
ACADEMY OF STUDENT PHARMACISTS



## **APhA-ASP Student Government Bylaws**

University of the Pacific  
Thomas J. Long School of Pharmacy  
Academy of Student Pharmacists: A constituent of ASUOP

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The Academy of Student Pharmacists at Thomas J. Long School of Pharmacy at the University of the Pacific, a chapter of the American Pharmacists Association - Academy of Student Pharmacists, a student branch of the California Pharmacists Association, and the Student Body Government, established in November 1955.

## ARTICLE 1. NAME

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The name of this organization shall be the American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP) of the Thomas J. Long School of Pharmacy at the University of the Pacific (the "School"), which is also a student branch of the California Pharmacists Association (CPhA-ASP), and shall be referred to as APhA-ASP, or "Chapter" in this constitution. APhA-ASP also serves as the official body of student government for the School of Pharmacy.

## ARTICLE 2. MISSION STATEMENT

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The mission of APhA-ASP is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy. APhA-ASP also emulates the goals and visions of the administration of the Thomas J. Long School of Pharmacy at the University of the Pacific.

## ARTICLE 3. CHAPTER GOALS AND OBJECTIVES

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### SECTION 3.01 GOALS

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GOAL 1: TO ADVANCE AND EXPAND THE PROFESSIONAL ASPECTS OF PHARMACY PRACTICE.

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**Objective 1:** Encourage student involvement in innovative programs.

**Objective 2:** Increase public awareness of the changing role of the pharmacist as a health care provider through community outreach events.

GOAL 2: TO PROMOTE THE PROFESSION OF PHARMACY THROUGH STUDENT INVOLVEMENT IN POLITICAL AND LEGISLATIVE ACTIVITIES.

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**Objective 1:** Keep student membership informed and involved in legislative issues.

**Objective 2:** Empower and motivate student membership to submit and evaluate policies at APhA and CPhA House of Delegate meetings.

**Objective 3:** Increase the number of active student members attending and participating in all APhA and CPhA conference meetings.

GOAL 3: TO DEVELOP COLLABORATIVE EFFORTS AMONG PHARMACY STUDENTS, EDUCATORS, PHARMACISTS, AND OTHER HEALTH CARE PROVIDERS TO BETTER SERVE OUR COMMUNITY.

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**Objective 1:** Work within an integrated student government that collaborates with the various programs at the Thomas J. Long School of Pharmacy at the University of the Pacific.

**Objective 2:** Provide and promote the opportunities for the exchange of information between healthcare providers by means of symposiums, outreach events, and health fairs.

## ARTICLE 4. MEMBERSHIP

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All student pharmacists and the students in the Pre-Pharmacy Advantage program at the Thomas J. Long School of Pharmacy at the University of the Pacific shall be members of APhA-ASP upon payment of dues set by APhA.

### SECTION 4.01 ELIGIBILITY

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Any student enrolled in the School of Pharmacy shall be eligible for active membership in the Chapter upon submission of the proper membership enrollment form and payment of dues set by APhA. Members with professional school standing are referred to as Student Pharmacist members.

### SECTION 4.02 DUES

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Dues shall consist of national, state, and local chapter fees and shall be paid upon submission of a completed membership form to the APhA-ASP Vice President of Membership and Finance.

### SECTION 4.03 CONFERENCE REIMBURSEMENTS/SCHOLARSHIPS

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- (a) Students, student delegates, and the APhA-ASP Executive Board attending conferences may be subject to fines or denial of partial or full reimbursement if they are tardy or absent from required events as set by the Executive Board.
- (b) Reimbursement requests must conform to current business practices of the School, as managed by the Office of Student Affairs.
- (c) Travel and lodging expenses will only be reimbursed if deemed cost effective and approved by the President, VP of Membership and Finance, and the Office of Student Affairs.
- (d) Deadline for payment and proof of payment will be set at the discretion of the APhA-ASP Vice President of Membership and Finance.
- (e) Students considered for conference scholarships must meet leadership requirements of the Doctor of Pharmacy Program.



#### SECTION 4.04 HONOR CORD

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Honor cord recognition will be given to student pharmacist members who meet the following requirements:

- (a) Attend at least 8 APhA-ASP General Meetings by the end of 8<sup>th</sup> professional semester
  - Attending CPhA Legislative Day will count as 1 General Meeting
  - Other events may be added throughout the year at the discretion of the Executive Board
- (b) Attend at least one conference by the end of 8<sup>th</sup> professional semester
  - Conferences include APhA-ASP Midyear Regional Meeting, APhA Annual, CPhA Western Pharmacy Exchange
  - Each additional conference attended will count as 3 General Meetings
  - Other events may be added throughout the year at the discretion of the Executive Board
- (c) Maintain an active APhA/CPhA-ASP membership as a full-time student

## ARTICLE 5. CHAPTER FUNDS

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Any activity recommended by the Chapter may serve as a source of income for the Chapter, upon approval of the Executive Board. Additionally any chapter dues shall be funds of the Chapter. An approved budget and appropriations shall require the consent of the Executive Board.

## ARTICLE 6. EXECUTIVE OFFICERS

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The Executive Board consists of a President, Vice President of Student Affairs, Vice President of Professional Affairs, Vice President of Membership and Finance, Vice President of Legislative Affairs, Vice President of Communications, and Vice President of Correspondence.

These officers comprise the Executive Board and each executive officer serves as a voting member of the Board with the exception of the President. The President only becomes a voting member in the event of a tied vote. The Executive Board abides by the duties and responsibilities set forth in the School's APhA-ASP Policy and Procedures manual.

### SECTION 6.01 TERMS OF OFFICE

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- (a) The Executive Board will serve until the installation of newly elected officers, held customarily at the start of the summer semester.
- (b) The Executive Board may not hold a co-chair or executive board position for any committee, fraternity, organization, Professional Pharmacy Fraternity Council, or Senior Board unless there is compelling reason with the documented approval of the APhA-ASP faculty advisor and the respective committee or organization faculty advisor and unanimous agreement among the Executive Board and all other involved parties.
- (c) The past Executive Board will serve as advisors to the current executive board while enrolled as students at the School.
- (d) The elected Executive Board will shadow and perform tasks as assigned by the current executive officers until the installation of the newly elected officers is held.

## ARTICLE 7. CHAPTER ADVISORS

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There shall be a chapter advisor for the Executive Board and chapter co-advisors if deemed appropriate. The advisor may be present at Chapter meetings unless two-thirds of the Boards' vote to exclude the advisor's attendance. The chapter advisor and any co-advisors must hold membership in APhA and CPhA and must be faculty at the Thomas J Long School of Pharmacy.

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## ARTICLE 8. APhA-ASP ASSOCIATE OFFICER

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The “APhA-ASP Associate Officer” will consist of a Class Representative.

- (a) The APhA-ASP Vice President of Student Affairs will oversee all activities of the APhA-ASP Associate Officer, including, but not limited to, elections.
- (b) The APhA-ASP Associate Officer will serve a term of office commencing at their election and terminating at the next election of their office unless they fail to meet the necessary qualifications outlined below:
  - a. Must meet leadership requirements of the Doctor of Pharmacy program
  - b. And, must be enrolled full-time in the School
- (c) Should vacancies arise for the APhA-ASP Associate Officer, the APhA-ASP President may hold interviews to appoint officers, with the approval of the Executive Board.
  - a. If an associate officer position becomes vacant nearing the end of their term (within one semester), it is up to the discretion of the ASP Executive Officers how they would like to proceed.

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### SECTION 8.01 JOB DESCRIPTIONS OF ASSOCIATE OFFICER

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#### **APhA-ASP Associate Officer Class Representative**

- Acts as a class spokesman
- Serves as liaison between the first year class and the ASP board as well as between the class and faculty
- Sends weekly emails and reminders to the class about upcoming events and announces activities and general information to the class as needed
- Maintains a class calendar
- Promotes and assists with general ASP events, including American Pharmacist Month
- Serves as president for senior board, interviews and elects board members, and oversees coordination of board events (i.e. senior auction, senior formal, fundraising
- Required to attend all APhA-ASP general meetings

## ARTICLE 9. APPOINTED OFFICERS

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The APhA-ASP Vice President of Legislative Affairs shall appoint students to the positions of delegates.

### **APhA-ASP PRESIDENT**

- Ultimately responsible for all APhA-ASP activities, events, and officers
- Acts as a liaison with APhA-ASP National in Washington D.C.
- Assists in planning the Annual Compliance Meeting and orientation events
- Presides over all general and executive meetings and prepares agendas
- Submits quarterly and annual Chapter Achievement reports and documented events to APhA ASP National in conjunction with the Executive Advisory Committee
- Responsible for overseeing and appointing students to serve on joint faculty/student and Ad Hoc committees
- Represents the University of the Pacific Thomas J. Long School of Pharmacy and its student body at professional association meetings and school events
- Assists the other APhA-ASP Board members in planning and executing professional projects and social events
- Collaborates with presidents from other organizations on the pharmacy campus to promote unity among our student pharmacists
- Develops President and conference budgets
- Collaborates with the APhA-ASP Vice President of Membership and Finance to select scholarship recipients to attend ASP conferences
- Creates a list of required events with the Vice President of Membership and Finance for all conference attendees to attend in order to be honor cord eligible
- Works with the VP of Communications to track progress for any APhA-ASP Nationally eligible awards
- Advises the next APhA-ASP President to ensure adequate transition of duties and responsibilities
- Works with board members to promote American Pharmacist Month and other ASP general events
- Conducts an annual review of bylaws to make any necessary amendments

### **APhA-ASP VICE PRESIDENT OF STUDENT AFFAIRS**

- Coordinates the APhA and School of Pharmacy Patient Counseling Competition
- Organizes and supervises the APhA-ASP Executive Board and Associate Officer Elections
- Maintains the All-School Calendar for all organizations, committees, student groups and events
- Replaces the president at meetings and other ASP functions if necessary
- Guides and assists newly elected Class Representative in any duties

- Coordinates the Spring Picnic, social events and orientation events (e.g. Welcome Back BBQ, Pharmacy Mentor-Mentee Mixer, etc.)
- Assists the Senior President with Senior Board Events
- Works with board members to promote American Pharmacists Month and other ASP general events
- Assists in planning of the Annual Compliance Meeting
- Develops VP of Student Affairs budget
- Advises the next APhA-ASP Vice President of Student Affairs to ensure adequate transition of duties and responsibilities
- Assists the ASP President with annual bylaw revisions

### **APhA-ASP VICE PRESIDENT OF PROFESSIONAL AFFAIRS**

- Oversees all APhA-ASP committee business (e.g. co-chair elections, co-chair placement, co-chair initiation and appreciation, PM elections, PM placements, removal of an officer, budget requests for the new academic year, ordering committee polos, maintaining job aids.)
- Maintains an updated list of organizations, committees, and student groups
- Coordinates with the VP of Communications and VP Membership and Finance in setting fundraising items for each semester
  - Oversees all fundraising related items; establishes contracts with fraternities and organizations by granting approval for desired fundraising items.
- Develops VP of Professional Affairs budget
- Relays final approval or denial of committee budget requests for the upcoming academic year after decision made by ASP executive board
- Coordinates collaborative health fair efforts
- Informs student population of professional activities and events
- Works with board members to promote American Pharmacists Month and ASP general events
- Advises the next APhA-ASP Vice President of Professional Affairs to ensure adequate transition of duties and responsibilities
- Assists the President and VP of Student Affairs with orientation events
- Assists the ASP President with annual bylaw revisions

### **APhA-ASP VICE PRESIDENT OF MEMBERSHIP AND FINANCE**

- Collaborates with other ASP board members to create a budget for the upcoming school year
- Updates, maintains and monitors the budget throughout the academic year
- Processes reimbursements in a timely manner and keeps record of all reimbursements and other expenditures for future reference
- Responsible for ordering APhA-ASP Executive Board team polos and name tags
- Organizes textbook sales and distribution to students

- Runs APhA-ASP's three fundraising events in the Summer, Fall, and Spring by managing white coat and other items for sale
- Runs the membership drive by promoting and encouraging all pharmacy students and pre pharmacy students to join (ideally 90% of the pharmacy student population)
- Coordinates with the VP of Communications and VP of Professional Affairs to set the Catalog of Fundraising Items every semester
- Takes attendance at every ASP General Meeting, MRM, WPE and Annual conferences and keeps an accurate record of attendance to refer to for Honor Cord credit
- Collaborates with the APhA-ASP President to select scholarship recipients to attend ASP conferences
- Creates a list of required events with the APhA-ASP President for all conference attendees to attend in order to be honor cord eligible
- Responsible for Honor Cord eligibility and ensuring that all students who receive it have met the requirements
- Manages the Bank of Stockton Checking account (i.e. writing checks and making deposits)
- Works with board members to promote American Pharmacists Month and other ASP general events
- Coordinates with VP of Communications to create flyers and graphics to promote ASP fundraising weeks
- Advises the next APhA-ASP Vice President of Membership and Finance to ensure adequate transition of duties and responsibilities
- Assists the President and VP of Student Affairs with Orientation events
- Assists the ASP President with annual bylaw revisions

### **APhA-ASP VICE PRESIDENT OF LEGISLATIVE AFFAIRS**

- Organizes events and programs promoting the importance of advocacy and legislative affairs to undergraduate students, pharmacy students, faculty/staff, and our community
- Serves as the CPhA Board of Directors (BOD) student representative as the state liaison to represent the student body and compiles student leadership reports for CPhA Board of Trustee meetings
- Organizes CPhA student outreach programs and collaborates with local CPhA associations to promote the importance of being actively involved with organizations/associations on a local, state, and national level
- Selects and collaborates with student delegates and policy writers for state and national conferences
- Serves on the Student Pharmacist Advocacy Coalition (SPAC) executive board
- Advocates for the pharmacy profession by gathering support or opposition for



pharmacy-related legislation in collaboration with students and pharmacists

- Provides legislative updates during ASP General Meetings to increase student awareness of current legislation
- Attends monthly San Joaquin Pharmacist Association, Sacramento Valley Pharmacist Association, and Contra Costa Pharmacist Association meetings as the student liaison between the associations and the student body and hosts events in collaboration with these associations such as the Welcome Back Student BBQ
- Assists the President and VP of Student Affairs with Orientation events
- Develops VP of Legislative Affairs budget
- Works with board members to promote American Pharmacists Month and other ASP general events and applies for city proclamation from Stockton City mayor's office
- Advises the next APhA-ASP VP of Legislative Affairs to ensure adequate transition of duties and responsibilities

Applies for awards at state and national conferences such as the Chapter of Excellence Award.

#### **APhA-ASP VICE PRESIDENT OF COMMUNICATIONS**

- Acts as the head of public relations by advertising and promoting the University and the profession of pharmacy through social media
- Brings awareness to the functions and responsibilities of Pacific's APhA-ASP chapter
- Manages digital signage in the Chan Building
- Takes and edits photographs and videos of APhA-ASP events
- Writes and submits articles about APhA-ASP events to local newspapers
- Coordinates with the VP of Professional Affairs and VP of Membership and Finance to set the Catalog of Fundraising Items every semester
- Records and Distributes APhA-ASP Pacific general meeting minutes
- Updates and Monitors APhA-ASP Pacific chapter website, Facebook page, Instagram account, and YouTube channel
- Updates the APhA-ASP resfile
- Maintains a contact list Works with the board members to promote American Pharmacists Month and other ASP general events of visiting legislators, pharmacists and sponsors
- Creates media content for video showcases such as the WPE Film Festival and APhA Pharmflix Contest.
- Coordinates with VP of Membership and Finance to create flyers and graphics to promote ASP fundraising weeks
- Works with the President to track progress for any APhA-ASP Nationally and state eligible awards
- Advises the next APhA-ASP Vice President of communications to ensure adequate transition of duties and responsibilities
- Assists the President and VP of Student Affairs with Orientation events

- Assists the ASP President with annual bylaw revisions

### **APhA-ASP VICE PRESIDENT OF CORRESPONDENCE**

- Serves as the ambassador between the pharmacy student government, which is ASP, and the Associated Students of the University of the Pacific (ASuop) and other disciplines at the School of Health Sciences and Dentistry.
- Keeps pharmacy students informed of events, changes, and issues on the main campus that pertain to pharmacy graduate students
- Collaborates with the PFFC President to inform the pharmacy fraternities of any fraternity/pledging/etc. changes that may occur in ASUOP
- Represents the pharmacy student body in issues concerning budget and voting amendments
- Coordinates the Pharmacy Leadership/Etiquette Dinner/Professional Polish Program for Pacific alumni
- Sits on subcommittees in addition to ASuop Senate meetings
- Oversees the Pre-Pharmacy Society (PPS)
- Works with board members to promote American Pharmacists Month and other ASP general events
- Hosts other events that are required to be planned and hosted unless otherwise determined by the current ASP Board
  - AHA BLS Provider Classes for P1s in Fall
  -
- Advises the next APhA-ASP Vice President of Correspondence to ensure adequate transition of duties and responsibilities
- Assists the President and VP of Student Affairs with Orientation events
- Assists the ASP President with annual bylaw revisions

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#### SECTION 9.01 DELEGATES

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- (a) Appointed delegates shall attend state or national conferences
- (b) Delegates shall abide by the duties and responsibilities set forth by the APhA-ASP Vice President of Legislative Affairs
- (c) Delegates must be a member of APhA and/or CPhA
- (d) Delegates must meet leadership requirements of the Doctor of Pharmacy program.

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## ARTICLE 10. ELECTIONS

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Elections for the Executive Board and Class Representative are to be planned and executed in accordance with the criteria stated in this section. Only Student Pharmacist Members are eligible for elected chapter positions.

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### SECTION 10.01 CANDIDATE QUALIFICATIONS

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- (a) Must be an active member of the Chapter at the School.
- (b) Must meet leadership requirements of the Doctor of Pharmacy program.
- (c) And, must be enrolled full-time in the School when he/she receives the oath of office.
- (d) May not hold a committee co-chair position.
- (e) May not hold an executive board position of any organization or student group.
- (f) May not hold more than 2 leadership positions by the time of initiation.
- (g) May not serve as President or any equivalent position of any Fraternity Executive Board or the Professional Pharmacy Fraternity Council by the time they are initiated.
- (h) Candidates running for APhA-ASP President or APhA-ASP Vice President of Legislative Affairs may not hold a position in CAPSLEAD.

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### SECTION 10.02 ELECTION ELIGIBILITY

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Upon the announcement of elections by the Executive Board, the following will be required of each candidate before being eligible to run for office:

- (a) Active Chapter members may submit an application for the position that he or she desires candidacy. The application must be submitted to the APhA-ASP Vice President of Student Affairs before candidate speeches are presented. Candidate review should include oversight and consultation with the chapter's faculty advisor(s). Speeches and platforms will later be posted for the student body to view;
- (b) Present a speech at an appropriate length as determined by the current Executive Board at the election forum held prior to elections.

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SECTION 10.03 ELECTION PROCEDURES

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- (a) All students enrolled in the Doctor of Pharmacy program who have paid ASP-ASuop student fees are eligible to vote.
- (b) Elections will be scheduled to be convenient for all eligible to vote. Elections are customarily held during the first 4 weeks of classes of the spring semester.
- (c) Voting shall be done by electronic secret ballot, or an alternative mechanism determined by the Executive Board.
- (d) If two or more candidates are running, a candidate may be elected into office if the candidate receives a majority of votes cast over 50 percent.
  - a. In the event of a failure to receive a majority of votes cast, a run-off election will be held for a duration determined by the current Executive Board with the intention of one candidate receiving a majority of votes cast.
  - b. In the event of a failure to receive a majority of votes cast in the run-off election, the current Executive Board will determine the elected individual by majority votes cast in a timely manner.
  - c. In the event of a failure to receive a majority of votes cast from the current Executive Board, the current faculty advisors will make the appointment.
- (e) If only one candidate is running and the majority of votes cast is listed as "no confidence", then the position will be considered "vacant".
  - a. In the event of a failure to receive a majority of votes cast, a run-off election will be held without the option of "no confidence" and will be held for a duration determined by the current Executive Board with the intention of the candidate receiving a majority of votes cast.

- b. In the event of a failure to receive a majority of votes cast in the run-off election, the current Executive Board will determine the elected individual by majority votes cast in a timely manner.
- c. In the event of a failure to receive a majority of votes cast from the current Executive Board, the current faculty advisors will make the appointment.
- (f) In the event that there are no eligible candidates, the position is considered “vacant”.
  - a. A second election will be held, following procedure as outlined above in Article 10 Section 3 Subsection D (10.03.d) and Article 10 Section 3 Subsection E (10.03.e), until a majority of votes cast is established.
- (g) Results shall be announced as soon as possible after the ballots have been tabulated and verified by the Office of Student Affairs and Organizations.
- (h) Terms of office are as outlined in the in Article 6 Section 1 (6.01).
- (i) All forms of campaigning are prohibited. Campaigning includes, but is not limited to, flyers, emails, or social media posts directed to the student body for the purpose of advocating for a candidate.
- (j) Executive officer elections for other student organizations shall not be held until after the APhA-ASP (Student Body Government) executive officer elections are held and officers have been announced. Exceptions to the timeline of elections are reserved for Vice President of Correspondence and run-off elections.
- (k) The APhA-ASP Candidate Application rules will be considered valid with the stipulation that they are in accordance with the APhA-ASP Bylaws. The APhA-ASP Candidate Application is subject to change at the discretion of the Executive Board at any time.

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## ARTICLE 11. FILLING OF VACATED OFFICES

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### SECTION 11.01 REMOVAL OF AN OFFICER/DISCIPLINARY ACTION

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- (a) An officer or officer-elect may be removed from their elected position after due process for any of the following causes: willful neglect of duties; failure to maintain good academic standing (on academic probation); found guilty of mishandling of chapter funds; found guilty of academic misconduct; excessive absence or tardiness for meetings or events; willful neglect to uphold chapter bylaws; failure to maintain confidentiality in any ASP-related business; or failure to abide by policies listed in the University's Tiger Lore Handbook or the School of Pharmacy's Professional Code of Conduct as determined by the Associate Dean of Pharmacy Student Affairs.
- (b) An officer or officer-elect will not be removed from office before the charges are discussed by the remaining Executive Board members and advisor(s). Grounds for removal are established by a unanimous vote by the remaining Executive Board members and the advisor(s). The current board has full autonomy to vote on this decision at any time of the elected term.
- (c) An officer removed from office will be ineligible for candidacy for any future office in the Chapter.

### SECTION 11.02 REPLACEMENT OF VACANCIES

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- (a) Upon vacancy of the APhA-ASP President from his/her position, the order of succession will be as follows: Vice President of Student Affairs, Vice President of Professional Affairs, Vice President of Membership & Finance, Vice President of Legislative Affairs, Vice President of Communications, and then Vice President of Correspondence. The successor will assume the President's position and responsibilities for the remainder of the term.
- (b) Upon vacancy of an executive officer position not that of President, an active officer may assume the responsibilities of that role with a majority vote from the current APhA-ASP board and approval from faculty advisor(s). That officer's previous position will then be considered vacant. A student body election will then be held and voted on to fill any vacant position. Refer to Article 10 for election procedures.
  - a. If no candidates apply for the vacant position, the APhA-ASP Executive board reserves the right to install a new officer via majority vote.

## ARTICLE 12. COMMITTEES AND APPOINTMENT OF COMMITTEE CHAIRPERSONS AND PROJECT MANAGERS

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### SECTION 12.01 COMMITTEE CO-CHAIRS AND PROJECT MANAGERS

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- (a) An announcement of the availability of co-chair positions for the upcoming academic year shall be made by the current APhA-ASP Vice President of Professional Affairs.
- (b) Interested students will be instructed to submit applications to the current APhA-ASP Vice President of Professional Affairs.
- (c) Committee applications will not be opened to the student body until after the APhA-ASP officer elections have concluded.
- (d) Two students per committee will be selected by the respective current co-chairs pending final approval by the APhA-ASP Vice President of Professional Affairs. Committee co-chairs will submit their recommendations to the APhA-ASP Vice President of Professional Affairs for approval.
- (e) Every committee co-chair will be subjected to an evaluation by their fellow project managers each semester. These evaluations will be anonymous and used exclusively by the APhA-ASP Vice President of Professional Affairs to determine if the Executive Board will need to intervene within committee affairs. Any decisions rendered by the Executive Board will require final approval by the chapter advisor and the Associate Dean of Student Affairs.
- (f) Appointed co-chairs may not hold an executive board position for other organizations.
- (g) All student leaders may not hold more than 2 leadership positions at one time.
  - a. Only the President position on Fraternity Executive boards will count towards the maximum of 2 positions.
  - b. Professional Pharmacy Fraternity Council positions will not count towards the max of 2 positions.
- (h) Committees that fail to sustain or obtain the proper committee representation may be penalized.
  - a. Examples of failure to sustain or obtain proper representation include, but are not limited to:
    - i. Deficiency in the number of applicants or members
  - b. If the committee cannot meet minimum requirements by the next academic year, they are subject to inactivation by VP of Professional Affairs unless they find other groups to collaborate with or receive approval from the committees'

advisors and the VP of Professional Affairs to remain as is. Each committee must have a set of job aids for the most essential events they wish to carry out annually.

- i. Job aids should include a description of the event detailing the purpose, time-frame, and points of contact with a general idea of how to plan the event.
  - ii. Job aids must be reviewed annually and updated if needed by the out-going members.
- c. Inactive committees may reactivate upon finding at least 4 new members who have met the leadership requirements for the Doctor of Pharmacy Program. and the committee must have approval from the ASP board and the committees' advisor(s).

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#### SECTION 12.02 REMOVAL OF A COMMITTEE CHAIR OR PROJECT MANAGER/DISCIPLINARY ACTION

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- (a) A co-chair or project manager may be removed from their elected position after due process for any of these causes: willful neglect of duties; failure to maintain good academic standing (is on academic probation); found guilty of mishandling of committee funds; found guilty of academic misconduct; excessive absence or tardiness for meetings or events; willful neglect to uphold chapter bylaws; or failure to abide by policies listed in the University Tiger Lore Handbook or the School of Pharmacy's Professional Code of Conduct as determined by the Associate Dean of Pharmacy Student Affairs.
- (b) A co-chair or project manager will not be removed from office before the charges are discussed by the committee advisor(s). In addition, any consequences will be determined by the committee advisor(s).
- (c) Any positional changes must be updated with the Vice President of Professional Affairs.

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#### SECTION 12.03 REPLACEMENT OF VACANCIES

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- (a) Upon vacancy, replacement or resumption of a leadership position is up to the discretion of the committee advisor(s) and committee members
  - (i) Students removed from office may rejoin the committee the following semester if Academic Standards are met and with approval for the committee advisor(s).
- (b) Committees may choose to fill open positions by contacting individuals from the student body. Those selected, prior to any fulfillment of vacancies, are subject to review by the Office of Student Affairs (OSA). Student names must be submitted to OSA for screening.
- (c) Any positional changes must be updated with the Vice President of Professional Affairs and with the approval of the Office of Student Affairs (OSA).



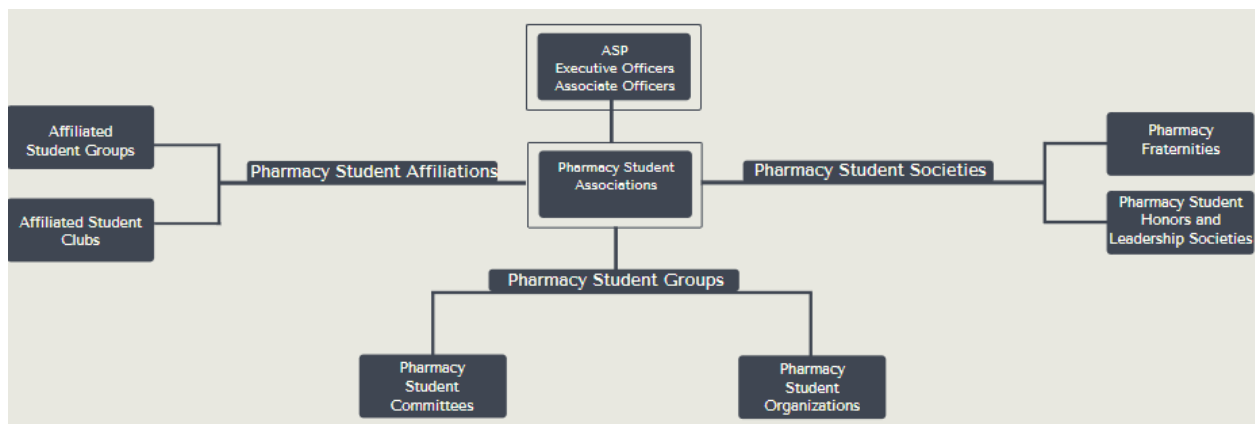


**ARTICLE 13. PHARMACY STUDENT ASSOCIATIONS (PHARMACY STUDENT GROUPS, AFFILIATIONS AND SOCIETIES)**

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Pharmacy Student Associations and Pharmacy Organizations recognized by or affiliated with the Thomas J. Long School of Pharmacy are subject to following the APhA-ASP Pacific rules of conduct and all matters related to the ASP Calendar of events and fundraising. Pharmacy Student Associations (includes Pharmacy Student Organizations, Pharmacy Student Committees, Affiliated Student Clubs, Affiliated Student Groups, Pharmacy Student Honors and Leadership Societies, Pharmacy Fraternities, as well as Provisional New Student Groups) must collaborate with and work in compliance with all ASP rules and regulations and the Office of Pharmacy Student Affairs Codes of Conduct and Code of Professional Conduct.

- (a) ASP is the central governing power that functions to oversee all pharmacy student related activities and events.
  - a. Underneath ASP are divisions of leadership known collectively as Pharmacy Student Associations.
  - b. Within the Pharmacy Student Associations are subgroups based on structural similarities:
    - i. Pharmacy Student Societies (Includes Pharmacy Fraternities & Pharmacy Student Honors and Leadership Societies)
    - ii. Pharmacy Student Groups (Includes Pharmacy Student Committees & Pharmacy Student Organizations)
    - iii. Pharmacy Student Affiliations (Includes Affiliated Student Groups and Affiliated Student Clubs)
  - c. A diagram of the arrangement can be seen below:



- (b) Pharmacy fraternity rules and regulations are overseen by PPFC except when activities and events hosted by the fraternities involve the school of pharmacy. In such a case, the fraternities must collaborate with ASP to ensure their events abide by the rules set forth by ASP and the school of pharmacy.

- (c) All Pharmacy Student Committees must actively support their mission and vision, which requires commitment to and executing the following:
- a. Must hold business meetings at least once monthly.
  - b. Must organize and host 2 activities/events/advocacy activities each year specifically targeting their mission, vision, specified population or concept.
  - c. Must actively support and engage in American Pharmacist Month if/when applicable. The ASP board may call upon certain committees to assist with events during this month.
  - d. Must actively support a theme month that is aligned with the mission and vision of the group if/when applicable (i.e. Breast Cancer Awareness Month – American Cancer Society)
  - e. Must actively support student group/student leadership fairs held during the fall semester including the pre-pharmacy student group fair if/when applicable
  - f. Must submit to ASP and the Associate Dean of Pharmacy Student Affairs an annual report of all of the above activities and accomplishments
  - g. Must submit to the VP of Professional Affairs and the Associate Dean of Pharmacy Student Affairs annual budget and allocations audit documentation. This must be before the annual ASP Retreat.
  - h. Must use resources, which includes funds, to support their mission and vision where no more than 10% of any group's annual budget should be used to directly benefit the membership of the student group.
  - i. All student groups are not permitted to host raffles or reward gift cards for any of their events held on campus.
  - j. Student groups excluding fraternities and organizations are not permitted to fundraise for their own benefit. However, they may host donation drives in which all proceeds will be given to a charity of their choice that supports the goals of their mission statement.
  - k. Groups who do not meet the above mentioned commitments will be placed on probationary status. If the group is unable to meet the probationary requirements, their recognition will be revoked.
- (d) All Pharmacy Student Organizations are overseen by their national organization except when activities and events involve the school of pharmacy. In those cases, they must collaborate with ASP to ensure their events abide by the rules set forth by ASP and the school of pharmacy.
- a. Pharmacy student organizations must submit their candidates to the office of student affairs for approval prior to announcing election results to ensure they meet the minimum requirements to hold office as outlined in the PharmD Student Affairs Handbook.
- (e) Executive officer elections for existing and probationary New Student Groups shall not be held until after the APhA-ASP (Student Body Government) executive officer elections are held and officers have been announced. The exceptions to the timing of elections are ASP-ASuop and run-off elections.

SECTION 13.01 FUNDRAISING WEEKS & DONATION DRIVES

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- (a) A Donation Drive is a period of time in which a Pharmacy Student Group (Pharmacy Student Committee & Pharmacy Student Organization), a Pharmacy Student Society (Pharmacy Fraternities & Pharmacy Student Honors and Leadership Societies), or affiliated student groups are allowed to host events in which all proceeds must go to a charity of their choice that advances the mission of their group.
- (b) A Fundraising Week is defined as a week from the academic calendar in which an eligible Pharmacy Student Group (Pharmacy Student Organization, Pharmacy Fraternity, or Pharmacy Student Honor and Leadership Society) is allowed to earn funding to promote their mission statement and host events that encourage new and existing student membership.
- (c) Fundraising weeks shall be set during the “Calendar Meeting” at the behest of the Vice President of Student Affairs prior to the start of the next academic year. Fundraising weeks are set at the calendar meeting for the entire academic year.
  - (i) During a predetermined and scheduled fundraising week of a Pharmacy Student Association, no other fundraising weeks may be held without explicit permission of the host of the established fundraising week.
- (d) Fundraising items shall be submitted to the ASP Executive Board at the beginning of every semester for the following semester, which will be compiled into a Fundraising Catalog. Failure to submit the items for that semester on time shall result in penalties, including, but not limited to, exclusion of the new proposed items for said semester.
  - (i) The Catalog of Fundraising Items shall be organized by the Vice President of Professional Affairs and sent out to the student body by the start of the first fundraising week of each semester.
  - (ii) The Catalog excludes restaurant-related fundraising items, offers, or collaborations.
  - (iii) Student groups that are eligible for fundraising weeks are allowed a maximum of 10 fundraising items per trimester
  - (iv) Eligible student groups are not allowed to fundraise items that another student group is selling until the next academic year
    - (1) At the start of each academic year, eligible student groups must renew items they plan on reselling the following year with the VP of Professional Affairs

- (2) Eligible student groups are only allowed to renew a maximum of 5 fundraising items per academic year
- (3) Items that are not renewed may be sold by other eligible student groups

(e) Any Pharmacy Student Organization or Pharmacy Fraternity that fundraises on a week not approved by the VP of Student Affairs are subject to disciplinary action as determined by the current ASP executive board.

ARTICLE 14. NEW STUDENT GROUPS (PHARMACY STUDENT ORGANIZATIONS, COMMITTEES, CLUBS & AFFILIATES, HONOR SOCIETIES)

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- (a) Students direct and lead new Student Group formation. The Associate Dean of Pharmacy Student Affairs serves as administrative oversight, while the faculty advisor(s) serve to advise student groups.
- (b) New Student Groups must petition to the ASP Executive Board for approval of the charter before they can interact with members of the School of Pharmacy student body. All petitions must be forwarded by the Executive Board to the Associate Dean of Pharmacy Student Affairs after receipt.
- (c) New Student Group petitions are only accepted from September 1 to November 1 of each calendar year.
- (d) The proposed new student group must support the mission of Pharmacy, Pharmacists and/or the Pharmacy Profession with Pharmacists values and ideals being the central and overriding mission.
- (e) If the new student group is to be a Pharmacy Student Organization or Pharmacy Fraternity, the local, regional, state, national or international parent organization must be supported by a membership made up of at least 75% Pharmacist members.
- (f) New Student Groups must demonstrate value to the School of Pharmacy student body. The proposed New Student Group **must** fulfill an unmet need and/or unmet needs of a specified population or concept. Additionally, the proposed group **must** not serve an overlapping interest as outlined in the mission and vision statements of the proposed New Student Group. Competing interest(s) or overarching interest(s) may include; collaborations, audience, participant or service overlap, project(s) and fundraising/financial support.
- (g) All new Pharmacy Student Groups will be considered part of APhA-ASP (Student Body Government), unless otherwise stated and approved by the Associate Dean of Pharmacy Student Affairs. All new groups are subject to Chapter bylaws and policies and procedures.
- (h) To petition, a New Pharmacy Student Organization requires a proposal supported by a minimum of 12 students. Of the 12 students, a team of 4 executive student members must be identified on a New Pharmacy Student Organization petition. The 4 executive student members will serve as the founding leadership team, who must meet all the requirements for student leadership within the School of Pharmacy. Each New Pharmacy Student Organization must include at minimum a President, Vice President, Treasurer, Secretary position executive structure where applicable.

To petition for a Pharmacy Student Committee, this would require support by a minimum of 12 students. Of the 12 students, a team of 6 committee leaders must be identified on a New Pharmacy Student Committee petition. The 6 Committee leaders (2 Co-chairs and 4 Project Managers) will serve as the founding leadership team, who must meet all the requirements for student leadership within the School of Pharmacy. Each New Pharmacy Student Committee must include at minimum 2 Co-chairs, and 4 Project managers. The positions of each project manager should be clearly defined in regards to their role in the committee.

- (i) The proposed New Pharmacy Student Organization and Committee must survey the faculty of the School of Pharmacy seeking a student Faculty Advisor. The name of the Faculty Advisor candidate must be submitted on the petition. New Pharmacy Student Organizations with a student membership up to 25 will have a Faculty Advisor. New Pharmacy Student Organizations with a student membership greater than 25 in addition to a Primary Faculty Advisor, may have a Co-Advisor. If the faculty advisor is for a New Pharmacy Student Committee that plans to participate in clinics or health fairs, then the faculty advisor must have the necessary credentials of study. The proposed New Pharmacy Student Group should meet with their faculty advisor(s) a minimum of three times a semester.
- (j) In all cases, garnering the support of the Associate Dean of Pharmacy Student Affairs and the Executive board of ASP, the voting faculty of the Thomas J Long School of Pharmacy serve as the final authoritative approval body of all student groups. Provisional approval of a New Pharmacy Student Group requires approval of the voting faculty by a 2/3 approval majority.
- (k) If provisionally approved by the faculty, New Student Groups will be provisionally approved for 1 calendar year. During the provisional approval period, the New Student Group must formalize their petition, prepare a strategic plan, annual budget, and activities calendar. Provisional groups must meet all the requirements of approved groups (**listed under Article 13**) and upon doing so and completing the duration of the provisional period, will be reviewed by ASP Executive Board for full approval. They will then be subsequently reviewed and presented to the faculty by the Associate Dean of Pharmacy Student Affairs for final approval in the fall semester.
- (l) The petition process for the recognition of New Student Groups is as follows:
  - a. The group must petition to the APhA-ASP Executive Board for formal recognition. The petition must include the following:
    - i. Cover letter of application from the proposed leader of the group;
    - ii. Official name;

- iii. Mission statement;
  - iv. List of proposed officers and supportive members;
  - v. Statement describing the unique contribution of the group that is not served by any current student group;
  - vi. Proposed bylaws (necessary only for organizations);
  - vii. Budget that includes plans for sources of funding (IPPE, ASP, and external), fundraising and dues, as well as all anticipated costs of activities and events;
  - viii. Statement of affiliations with any external organizations if applicable;
  - ix. Proposed activities and outreach that support the (see Article 13 subsection (a)) Groups mission and vision;
  - x. Faculty member who agrees to serve as advisor (the advisor must be a full-time faculty member of the School of Pharmacy who is approved by their department chair and appointed by the Dean of the School of Pharmacy on the recommendation of Associate Dean of Pharmacy Student Affairs).
  - xi. Any additional relevant supporting documentation requested.
- b. On receipt, the APhA-ASP President reviews the petition for consideration and forwards a copy of the group's petition to the Associate Dean of Pharmacy Student Affairs. If needed, the Executive Board may elect to interview individuals from the proposed group for clarification of any unclear aspects of the petition or documentation.

APhA-ASP Executive Board's recommendation to approve or deny probationary status is discussed with the chapter's advisor(s). The final recommendation is then forwarded to the Associate Dean Office of Pharmacy Student Affairs. Unless a justifiable reason to overturn the recommendation surfaces, all decisions should be considered final.

- c. If Provisional approval is granted, the APhA-ASP President informs the group of the decision and any condition(s) of approval. Provisional status is good for one academic year, and allows the group to operate under the Chapter's rules and authorities.



- d. The probation period assessment will be used to ensure the long-term stability and viability of the proposed group. The group must operate as described in the application and under **Article 13**.
- e. Nearing the end of the provisional/probation status period, the group must petition to the APhA-ASP Executive Board for removal of probationary status and final approval.
  - i. The petition should include, but is not limited to the following:
    - 1. Documentation of the group's activities;
    - 2. Letter to the APhA-ASP Executive Board approval of reasons why the group should be granted full New Student Group status;
    - 3. Probation/Provisional period Finance and Audit documentation.
- f. Upon the recommendation of the APhA-ASP Executive Board, the removal of probation status and granting final approval of New Student Groups is based on the following condition:
  - i. The proposed group receives approval by a 2/3rds majority of the votes cast by the voting faculty of the Thomas J. Long School of Pharmacy based on the recommendation of the Associate Dean Office of Pharmacy Student Affairs. The determination of the faculty is considered final.

## ARTICLE 15. MEETINGS

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### SECTION 15.01 APhA-ASP GENERAL MEETINGS

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- (a) There shall be at least six general meetings per academic school year where membership can transact business at that time.
- (b) The APhA-ASP President or a majority of the Executive Board may call general meetings. The Chapter Faculty Advisor(s) may call upon the Executive Board to hold a meeting when necessary.
- (c) Meetings may also be called by the general membership on a petition signed by no less than one-tenth of the current eligible members and upon the approval of a majority of the remaining Executive Board members.
- (d) The Executive Board shall determine the time and place for general meetings. The APhA-ASP President shall reserve the appropriate room for that meeting.

### SECTION 15.02 APhA-ASP EXECUTIVE BOARD MEETINGS

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- (a) There shall be at least 10 Executive Board meetings per academic year.
- (b) The APhA-ASP President or two Executive Board members may call a meeting.
- (c) The Chapter Faculty Advisor(s) may call upon the Executive Board to hold a meeting when necessary.

## ARTICLE 16. QUORUM

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### SECTION 16.01 APhA-ASP GENERAL MEETINGS

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- (a) For a general meeting, a quorum shall consist of at least 5% of the current 1<sup>st</sup> and 5% of the current 2<sup>nd</sup> year APhA-ASP student pharmacist members.

### SECTION 16.02 APhA-ASP EXECUTIVE BOARD MEETINGS

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- (a) For an Executive Board meeting, a quorum shall exist when at least 50% of Executive Board members are present.

## ARTICLE 17. RULES OF ORDER

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The rules of order and procedures followed at all APhA-ASP general and Executive Board meetings shall follow *Roberts Rules of Order*, unless they conflict with the bylaws of the American Pharmacists Association or the University of the Pacific APhA-ASP bylaws. In the event of a conflict, the APhA-ASP President, who has the final decision, shall resolve the meeting order and procedure conflict.

## ARTICLE 18. AMENDMENTS

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These chapter bylaws may be amended at any time following the procedures outlined below.

### SECTION 18.01 PROCEDURES

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- (a) Amendments of the Chapter bylaws must be submitted in writing to the Board by recognized members, the chapter's faculty advisor(s) or the Associate Dean Office of Pharmacy Student Affairs.
- (b) Major changes to the bylaws shall be posted for a minimum of 2 weeks to allow for membership commentary or objection. Members will be notified of bylaw changes by the appropriate mechanism determined by the Board. Minor changes and edits will be handled by the chapters executive body.
- (c) Proposed amendments cannot be approved without at least 1 chapter advisor in attendance.
- (d) Adoption of the proposed amendment(s) will require an affirmative 2/3 vote of the Board.
- (e) The adopted amendment(s) shall become effective immediately.

## ARTICLE 19. SANCTIONS

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Failure to adhere to the Chapter bylaws and Policies and Procedures, may result in sanctions, or Code of Conduct, Professional Code violations. This may include, but is not limited to, warnings, fines, removal of privileges, loss of recruitment weeks, etc., being levied at the discretion of the Board after due process.

### SECTION 19.01 WARNINGS

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- (a) Warnings will be issued at the discretion of any member of the Board.
- (b) In the event that a warning is issued to any student group or a member of the student group, the student group's advisor(s), the Board, Chapter Advisor(s) and the Associate Dean Pharmacy Student Affairs will all be notified.
- (c) Any warning issued will remain on record for 2 academic years during which any following infractions may warrant more severe sanctions.