

# GOVERNING DOCUMENTS OF THE UNIVERSITY OF LOUISIANA AT MONROE STUDENT CHAPTER OF THE LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

*Revised February 7, 2023*

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## **I. Name**

The organization shall be known as the “University of Louisiana at Monroe Student Chapter of the Louisiana Society of Health-System Pharmacists” (herein after referred to as the Chapter).

## **II. Mission**

The mission of the University of Louisiana at Monroe Student Chapter of the Louisiana Society of Health-System Pharmacists is to promote pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society and ASHP as a student and upon graduation.

The Chapter shall, furthermore, support and promote the mission and objectives of the Louisiana Society of Health-System Pharmacists.

## **III. Chapter Goals**

The Chapter shall exist for and pursue the following purposes and goals:

- A. Cultivate a community of actively engaged pharmacy students who are inspired to pursue a career in health-system practice and through the development of a strong foundation, remain lifelong, dedicated LSHP and ASHP members
  1. Deliver tangible member benefits
  2. Strive to improve communication to showcase membership value by improving the visibility and dissemination of relevant tools and resources available to members

3. Foster continued involvement with LSHP and ASHP during transition from student to practitioner
- B. Strengthen the relationship between the Chapter, LSHP, and ASHP to establish an organizational home that supports professional growth and development
  1. Seek opportunities to connect students with LSHP through programming and networking opportunities
  2. Support robust Chapter outreach to connect leaders from the state and national level with members
  3. Encourage student attendance at the LSHP Midyear and Annual Meetings, as well as the ASHP Summer and Midyear Clinical Meetings
- C. Expand the engagement of students and faculty in important professional issues and the ASHP and LSHP programs and initiatives that address these issues.
  1. Develop tools and resources to facilitate discussion of key ASHP projects and initiatives by faculty, students, preceptors, and state affiliate leaders.
  2. Encourage student participation in education, programs, or events that are focused on ASHP's major initiatives
  3. Utilize Chapter newsletters, social media, and other communications to build awareness of ASHP and LSHP and their impact on practice.
- D. Encourage and support the development of leadership skills across the continuum of student's education.
  1. Encourage and promote the offering of leadership programs for students at LSHP and Chapter events.
  2. Provide opportunities for students to meet and interact with ASHP and LSHP leaders in both live and virtual events.
- E. Assist students in career planning and their successful transition from student to new practitioner.
  1. Encourage and provide opportunities to cultivate mentoring relationships
  2. Provide resources and guidance to support students preparing to enter an uncertain professional landscape after graduation
  3. Promote and support students pursuing residency training
  4. Increase awareness and educate students on board certification opportunities.
- F. Inspire and empower students to become agents of change in the advancement of health-system pharmacy practice.
- G. To uphold and elevate the professional aspects of the pharmacy profession.

#### **IV. Membership**

- A. Any student enrolled in the College of Pharmacy in the Doctor of Pharmacy degree program shall be eligible for active membership upon submission of the proper membership enrollment form and payment of the dues set by the Chapter.

- B. Dues shall consist of Chapter fees; the amount of which shall be determined by the Executive Committee.
- C. Dues shall be paid to the Chapter Treasurer upon submission of a membership enrollment form to the Chapter Secretary. There shall be no refund on membership.
- D. Active members shall include members who are present for Chapter meetings and have actively participated in Chapter activities.
- E. Members of the student society automatically become student members of the Louisiana Society of Health-System Pharmacists.

#### **V. Chapter Funds**

- A. Any activity recommended by the Chapter membership may serve as a source of income for the Chapter, upon approval of the Executive Committee, the Chapter Advisor, and, if necessary, the Dean of the College of Pharmacy. Additionally, all Chapter dues shall be funds of the Chapter.
- B. An annual operating Budget shall be assembled and serve as a projection for the Chapter's revenue and expenditures throughout the year. The annual operating budget shall reflect the perceived needs of the Chapter as determined by the Executive Committee.
- C. Appropriations in excess of \$500, which are not set forth in the annual operating budget, shall require a majority vote of the Executive Committee prior to disbursement. Appropriations less than \$500, which are not set forth in the annual operating budget, may be dispensed by the Chapter Treasurer at the discretion of the President after which he/she will make full disclosure of said appropriations to the Executive Committee at the next regularly convened Executive Committee meeting.
- D. Checks shall require the signature of the President and the Treasurer.

#### **VI. Chapter Officers and Responsibilities**

The officers of the Chapter will consist of the following: President, President-Elect, Vice President, Treasurer, and Secretary.

- A. The responsibilities of the President shall be:
  - a. To be familiar with the operations of ASHP, LSHP and the Chapter.
  - b. To preside and maintain order and decorum at all Chapter and Executive Committee meetings.
  - c. To enforce and promote enforcement of the Constitution and Bylaws or ASHP, LSHP and the Chapter.

- d. To serve as Chairperson of the Executive Committee.
  - e. To oversee the preparation of a proposed schedule of events of the Chapter for the year in which he/she shall be presiding.
  - f. To disseminate all pertinent information received from ASHP or LSHP to the Executive Committee and the membership.
  - g. To serve as an ex officio member on all committees.
  - h. To maintain close contact and communication with members of the Executive Committee and the Chapter Advisor(s) on a regular basis.
  - i. To act as a general representative of the Chapter, except in cases where such privilege is granted to another officer or member.
  - j. To inform the membership and Chapter Advisor(s) of all pertinent Chapter activities.
  - k. To ensure that the Chapter Bylaws are updated annually for review by the Executive Committee and Chapter Advisor(s).
  - l. To call special meetings of the Chapter upon written request of not less than one-tenth (1/10) of the Chapter members. The President shall, also, have the power to call special meetings as he/she deems necessary.
  - m. To perform the duties of the President-Elect in the interim during which there is no such officer or to designate such other members of the Executive Committee to perform such duties as he/she deems necessary.
  - n. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
  - o. To assume such duties as may be imposed by official vote of the membership.
- B. The responsibilities of the President-Elect shall be:
- a. To be familiar with the operations of ASHP, LSHP and the Chapter.
  - b. To serve as an advisor to the President.
  - c. To assist the President in performing his/her duties at all times, especially in coordinating the activities of the Executive Committee and related committees.
  - d. To serve as chairperson of the Professional Development Committee.
  - e. To serve as an ex-officio member on all committees.
  - f. To assume the duties of the President at the end of the current President's term of office.
  - g. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
- C. The responsibilities of the Vice President shall be:
- a. To be familiar with the operations of ASHP, LSHP and the Chapter.
  - b. To serve as an advisor to the President.
  - c. To assist the President in performing his/her duties at all times, especially in coordinating activities of the Executive Committee and related committees.
  - d. To serve as chairperson of the Service Committee.
  - e. To assume the duties of the President in the absence of the President due to impeachment, resignation, or other circumstances in which the President is unable to fulfill his/her duties.

- f. To maintain a record of activities undertaken during his/her term in order to pass said record on to his/her successor.
- D. The responsibilities of the Treasurer shall be:
  - a. To be familiar with the operations of ASHP, LSHP, and the Chapter.
  - b. To record all cash receipts and disbursements from the Chapters accounts.
  - c. To provide a detailed annual report of expenses and income to the Executive Committee and Chapter Advisor by April 15<sup>th</sup> of the presiding year.
  - d. To file the appropriate tax forms with the IRS in accordance with all laws and regulations appertaining.
  - e. To assist in all activities involving Chapter monies.
  - f. To maintain a balanced checkbook and enter all information into the treasury transaction book, i.e. the ledger.
  - g. To submit a balance and account history to the Executive Committee and the Chapter Advisor(s) at each Executive Committee meeting.
  - h. To assemble and maintain the Chapter's annual operating budget.
  - i. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
- E. The responsibilities of the Secretary shall be:
  - a. To be familiar with the operations of ASHP, LSHP, and the Chapter.
  - b. To record and complete minutes at all General Membership and Executive Committee meetings.
  - c. To submit meeting minutes in typed form to the Chapter President and to post them in a conspicuous place, readily accessible to members within ten days following the above-mentioned meetings.
  - d. To give a report of the minutes recorded at the previous meetings for adoption at each Executive Committee meeting.
  - e. To schedule and organize meetings at the request of the President.
  - f. To ensure the Chapter website is updated and maintained during his/her term.
  - g. To coordinate Chapter elections.
  - h. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
- F. The responsibilities of the ULM LSHP chapter P1 liaison shall be:
  - a. To be familiar with the operations of ASHP, LSHP, and the Chapter.
  - b. To represent the ULM LSHP chapter within the P1 class.
  - c. To collect funds for fundraising from the P1 class.
  - d. To make announcements deemed necessary to the P1 class.
  - e. To assist with all chapter activities.
  - f. To maintain a record of activities undertaken and maintained during his/her term in order to pass said records on to his/her successor.
- G. The responsibilities of the ULM LSHP chapter Fundraising Chair shall be:
  - a. To serve as the Chairperson on the fundraising committee.

- b. To plan and direct all fundraising projects of the organization with the help of the appointed fundraising committee members.
  - c. To submit ideas and designs of all fundraisers to the LSHP president and LSHP advisor for approval.
  - d. To submit ideas approved by the Chapter president and advisor to the Pharmacy Council for official approval.
  - e. To coordinate the fundraiser with the Pharmacy Council.
  - f. To maintain a record of activities undertaken and maintained during his/her term in order to pass said records on to his/her successor.
- H. The responsibilities of the ULM LSHP chapter Policy Chair shall be:
- a. To provide updates regarding local and national pharmacy-specific policies during chapter meetings or through chapter newsletters.
  - b. To coordinate with the Pharmacy Council regarding LSHP's participation in Pharmacy Advocacy Day.
  - c. To Coordinate activities surrounding ASHP's Policy Week.
  - d. To maintain a record of activities undertaken and maintained during his/her term in order to pass said records on to his/her successor.

**VII. Chapter Advisor(s)**

- A. The Chapter will have a Chapter Advisor(s) who must be a full-time faculty member of the ULM College of Pharmacy and a member of ASHP and LSHP.
- B. The Chapter Advisor(s) shall be appointed by the Dean of the College of Pharmacy.
- C. Duties of the Chapter Advisor(s) will include the following:
  - a. Serve as an ex-officio member of the Chapter Executive Committee.
  - b. Act as a consultant for members and officers of the Chapter on matters pertaining to the Chapter.
  - c. Provide continuity to the Chapter's operations from one year to the next.
  - d. Be available for advice and ideas as needed on subjects such as internal Chapter problems, fundraising, community service projects, etc.
  - e. Be prepared for other such duties as determined by consultation with members of the Chapter Executive Committee.
  - f. The Chapter Advisor(s) will assist in reviewing any needed changes in the Bylaws necessary to insure they are current and responsive to the needs of the Chapter.
- D. The Chapter Advisor(s) will be subject to removal upon:
  - a. Resignation announced or submitted in writing to the Chapter Executive Committee with preferable notice of one month prior to semester breaks.

- b. Petition by a Chapter member to the Executive Committee. The Executive Committee must review the petition and agree upon removal by a two-thirds (2/3) affirmative vote. The decision must then be accepted by a two-thirds (2/3) affirmative vote of the membership at the next General Membership meeting. The Executive Committee shall then submit the petition to the Dean of the College of Pharmacy for final action.
- E. Upon removal or resignation, the Chapter Executive Committee will seek to identify a new advisor according to Article VII, Section B of these Bylaws.

### **VIII. Chapter Committees and Responsibilities**

- A. The Executive Committee shall:
  - 1. Consists of those officers duly elected by the Chapter membership, specifically the President, President-Elect, Vice President, Treasurer, and Secretary, as well as the Chapter Advisor(s).
  - 2. Be the only permanent committee
  - 3. Serve as the governing body of the Chapter and shall hold any such powers and authority necessary to execute the business of the Chapter.
- B. The Professional Development Committee shall:
  - 1. Consist of the President-Elect, as chairperson, and any such student pharmacists appointed by the chairperson.
  - 2. Develop innovative professional development programming consistent with the ASHP's Leadership Agenda.
  - 3. Plan and coordinate all professional development events for the school year.
- C. The Community Service Committee shall:
  - 1. Consist of the Vice President, as chairperson, and any such student pharmacists appointed by the chairperson.
  - 2. Plan and execute at least 2 community service activities throughout the year under the direction of the chairperson.
- D. The Fundraising Committee shall:
  - 1. Consist of the Fundraising Chair, as chairperson, and any such student pharmacists appointed by the chairperson.
  - 2. Develop and execute programs to create revenue for the Chapter.
  - 3. Assist the Treasurer with Chapter financial reporting requirements when needed.

### **IX. Elections**

Elections for the Chapter officers are to be planned and executed in accordance with the criteria set forth in this section.

A. Qualifications for candidacy

1. Must be an active member of the Chapter as determined by the Chapter Executive Committee
2. Must meet the academic requirements set forth by the ULM College of Pharmacy for good academic standing.
3. Must show evidence of active participation in the Chapter and should possess necessary qualities of leadership.
4. Must be able to complete his/her term of office while enrolled in didactic courses at the ULM College of Pharmacy.

B. Requirements for candidacy

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

1. Application for a candidacy that will include the goal statement for the desired office.
2. The application is due to the Secretary by the application deadline set for by the Executive Committee. The goal statement of each candidate will be read aloud on the day of the elections.
3. Candidates for President-Elect, Vice President, Treasurer, Secretary, Policy Chair, and Fundraising Chair may present a brief speech to the membership on the day of the elections. The time limit of the speech will be determined by the presiding officer and will be announced to the candidate after all applications are obtained.

C. Election Procedures

1. The privilege of voting will be confined to members in good standing of the Chapter.
2. Elections will be scheduled to take place at the second to last regularly scheduled General Meeting of each spring semester.
3. Voting will be by secret ballot with the names of the candidates listed in alphabetical order according to the office being sought; except in the event that a candidate is uncontested in which case the election shall be by acclamation.
4. A candidate must receive at least fifty percent (50%) of the votes cast to be elected to office.
5. On the day of elections, if a candidate fails to be elected to a specific office, he/she may be nominated by a fellow member to run for a remaining office. Such a nomination will be seconded by another member of the Chapter. If the candidate accepts the nomination, then his/her name will be written in on the ballot for the nominated office.
6. The ballots will be counted by the Chapter President and President-Elect and/or Chapter Advisor(s).
7. Results will be announced following the counting of ballots.
8. In the event of a tie, a revote will be taken immediately. If more than two candidates are slated for said office, the candidate receiving the least number



of votes will be dropped from the ballot, and a revote taken for the remaining candidates.

D. Terms of office

1. All officers will be elected for a term of one year, except the President-Elect who will automatically ascend to the Office of the President on the day of elections following his/her term as President-Elect.
2. The changing of office for the Executive Committee will take place at a special Executive Committee meeting, which shall be held no sooner than two weeks but no later than three weeks following elections.
3. The term from elections to the changing of office will serve as the transition period in order to allow for more continuity and smoother transition.
4. The transition period will serve as training time for all the newly elected officers; therefore, the duties of all the Executive Committee will be jointly delegated to the departing and incoming officers.

X. Removal/Vacation of Officers

A. Removal of officers will be carried out through one of the following recourses.

No officer shall be removed unless his/her charges are discussed at an Executive Committee meeting and grounds for removal agreed upon by a unanimous vote, except in the case of Item 3 of this Section.

1. Resignation announced or submitted to the President, with preferable notice of two weeks.
2. Petition by a Society member to the Executive Committee indicating sufficient cause or grounds for removal as enumerated in Article X, Section B of these Bylaws or as determined by the Executive Committee. The Executive Committee must review the petition and agree upon removal by unanimous consent.
3. Violation of the ULM College of Pharmacy Code of Ethical and Professional Conduct as determined by the ULM College of Pharmacy Board of Ethical and Professional Conduct shall result in immediate termination of the officer's tenure.

B. Grounds for removal shall include, but not be limited to

1. Willfully neglecting the duties of his/her office.
2. Willfully neglecting to uphold the Constitution and Bylaws of LSHP and the Society.
3. Failure to maintain the academic requirements set forth by the ULM College of Pharmacy for good academic standing.
4. Violation of the ULM College of Pharmacy Code of Ethical and Professional Conduct.
5. Withdrawing from enrollment in the ULM College of Pharmacy.
6. Mishandling of Society funds
7. Excessive unexcused absences from meetings or other mandatory events.

- C. When an officer is removed from office, he/she shall be precluded from seeking candidacy for any office in the Society for the remainder of his/her enrollment at the ULM College of Pharmacy.

**XI. Filling of Vacated Officers**

- A. In the event that the office of the President shall become vacant, the Vice President shall assume the title and duties of the President for the remainder of the term.
- B. In the event that the office of President-Elect shall become vacant, the following procedure shall be employed to fill the office:
  - 1. If there are more than two months remaining in the current President's term, then a special election shall be held in which the Society's Membership shall elect a new President-Elect. The procedure for this special election shall follow the procedures delineated in Article IX of these Bylaws.
  - 2. If there are two months or fewer remaining in the current President's term, then the President shall perform the duties of the President-Elect during the period between vacancy of said office and elections. In the yearly elections, however, a candidate for the office of President and President-Elect shall be elected for the upcoming year.
- C. If an officer, excluding the President or President-Elect, vacates his/her office for any reason, the President shall have the authority to appoint a replacement, with the majority approval of the Executive Committee.

**XII. Rules of Order**

The rules of order and procedures at all general Chapter, Board of Directors, and Executive Committee meetings should be those set out in *Robert's Rules of Order*, 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 the following procedures:

- A. Amendments of the Chapter By-Laws must be submitted in writing to the Chapter Secretary.
- B. The proposed amendment(s) 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 Chapter meeting.
- C. The proposed amendment(s) will be discussed at an open review for all members at the next General Chapter meeting.

- D. The proposed amendment(s) will be voted on at the next Executive Committee meeting following the open review for all members at the preceding General Chapter meeting.
- E. Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the Executive Committee members present.
- F. The adopted amendment(s) shall become effective immediately.