

NATIONAL COMMUNITY PHARMACY ASSOCIATION/
LOUISIANA INDEPENDENT PHARMACIES ASSOCIATION

CHAPTER BY-LAWS

University of Louisiana at Monroe
College Of Pharmacy
Monroe, LA

ARTICLE I – NAME

- A. The name of this organization shall be “The University of Louisiana at Monroe National Community Pharmacists Association (NCPA)/Louisiana Independent Pharmacists Association (LIPA) Student Chapter.”
- B. The University of Louisiana at Monroe NCPA/LIPA Student Chapter is a non-profit organization.

ARTICLE II – PURPOSE AND GOALS

- A. The purpose of the University of Louisiana at Monroe NCPA/LIPA Student Chapter is to provide a forum for pharmacy students to learn about the many career opportunities available in independent pharmacy practice.
- B. The objectives of the student chapter are:
 - 1.To promote the pharmacy profession and the role of independent pharmacy in the health care system.
 - 2.To maintain and expand educational programs, to strengthen student members' professional, business, and leadership abilities, and to encourage schools of pharmacy to place emphasis on the practical realities of modern community pharmacy practice.
 - 3.To provide effective support and sponsorship of programs which encourage careers in independent pharmacy practice.
 - 4.To promote communication and mutual understanding among health professionals in areas affecting the practice and education of these disciplines.
 - 5.To educate the public on the proper use of prescription and non-prescription medication and on the pharmacist's role in providing patient care.
 - 6. To provide networking opportunities for its student members

ARTICLE III - MEMBERSHIP QUALIFICATIONS

- A. Any student enrolled in the College of Pharmacy in the professional pharmacy practice 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. Active members shall include members who are present for Chapter meetings and have actively participated in Chapter activities. Only active members are allowed to hold and elected office for the student Chapter.

ARTICLE IV – CHAPTER FUNDS

- A. Any activity recommended by the Chapter 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, any chapter dues shall be funds of the Chapter.
- B. Checks shall require a signature from both the President and the Treasurer.
- C. An Annual Operating Budget shall be assembled which shall 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 Board of Directors.
- D. For all expenditures that are requiring reimbursement, the person needing the reimbursement must present the Treasurer with a receipt within 14 days of the purchase. If the receipt is lost or not given to the Treasurer within the 14 days, the reimbursement will not be made.

ARTICLE V – CHAPTER OFFICERS/APPOINTED POSITIONS AND RESPONSIBILITIES

The elected officers of the National Community Pharmacy Association/Louisiana Independent Pharmacies Association ULM chapter will consist of the following: President, President-Elect, Secretary, Treasurer and 1st year student representative.

The appointed officers of the National Community Pharmacy Association/Louisiana Independent Pharmacies Association ULM Chapter will consist of the following: Community Service Committee Chair, Program Committee Chair and Membership Committee Chair.

A. Duties of the Elected Officers:

- 1. The responsibilities of the President:
 - a. To be familiar with all the operations of NCPA/LIPA on the National, State and local Chapter levels.
 - b. To preside and maintain decorum at all Chapter, Board of Directors and Executive Committee Meetings.
 - c. To enforce and promote the By-Laws of NCPA/LIPA.
 - d. To serve as the Chairperson of the Executive Committee.
 - e. To assume such duties as may be imposed by official vote of the membership.
 - f. To appoint and remove chairpersons and, if necessary, members of all committees of the Chapter, upon approval of the Executive Committee.
 - g. To serve as an ex-officio member of all committees.
 - h. To attend all Pharmacy Council meetings scheduled by the College.
 - i. To maintain close contact and communication with the other members of the Board of Directors and the Chapter Advisor(s) on a regular basis.
 - j. To act as a general representative of the NCPA/LIPA University of Louisiana at Monroe Chapter, except in cases where authority is granted to another officer or member.
 - k. To call special meetings of the Chapter upon written request of one-tenth (1/10) of the Chapter members. The President shall have the power to call special meetings.
 - l. 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 Board of Directors to perform such duties as he/she deems necessary.

- m. To maintain a record of activities undertaken during his/her term in order to pass said record on to his/her successor.

2. The responsibilities of the President-Elect:

- a. To be familiar with all the operations of NCPA/LIPA on the National, State and local Chapter levels.
- b. To serve as an advisor to the President.
- c. To assist the President in the performance of his/her duties at all times, especially in coordination of the activities of the Board of Directors, Executive Committee and related committees.
- d. To assume the duties of the President at the end of the current President's term of office.
- e. To serve as an ex-officio member on all committees.
- f. To ensure the Chapter By-Laws are updated annually for review by the Chapter Advisor and Executive Committee.
- g. To assume the duties of the president in his or her absence, dismissal, or resignation from the chapter or college of pharmacy.
- h. To chair the Conventions Committee and appoint members.
- i. To coordinate and officiate Convention Committee meetings.
- j. To act as Parliamentarian at all Chapter meetings.
- k. To attend all Pharmacy Council meetings in the event that the President is unable to attend.
- l. To maintain a record of activities undertaken during his/her term in order to pass said record on to his/her successor.

3. The responsibilities of the Secretary:

- a. To be familiar with all the operations of NCPA/LIPA on the National, State and local Chapter levels.
- b. To conduct all official correspondence under the direction of the President.
- c. To keep a record of the minutes of each meeting of the organization to be read and approved by its members at the next scheduled meeting of the body, then turned in to the technology manager at ULM for uploading.
- d. To submit the biennial reports and chapter of the year application on time to NCPA, Attention Student Affairs Department.
- e. To maintain a readily retrievable record of all programs, projects, and other related activities of the organization.
- f. To chair the Public Relations Committee and appoint members.
- g. To coordinate and officiate Public Relations Committee meetings.
- h. To attend all Pharmacy Council meetings in the event that the president and president-elect cannot attend.
- i. To maintain a record of activities undertaken during his/her term in order to pass said record on to his/her successor.

4. The responsibilities of the Treasurer:

- a. To be familiar with all the operations of NCPA/LIPA on the National, State and local Chapter levels.
- b. To maintain all financial records for the organization in readily retrievable form.

- c. To be accountable for all financial transactions within the organization.
- d. To provide reports on the status of the treasury when called upon to do so by the membership and/or president.
- e. To chair the Fundraising Committee and appoint members.
- f. To coordinate and officiate Fundraising Committee meetings.
- g. To attend all Pharmacy Council meetings in the event that the president, president-elect, and secretary cannot attend.
- h. To file appropriate tax forms with the IRS in accordance with all laws and regulations appertaining no later than April 15th of each year.
- i. To maintain a record of activities undertaken during his/her term in order to pass said record on to his/her successor.

5. The responsibilities of the 1st year student representative:

- a. To be familiar with all the operations of NCPA/LIPA on the National, State and local Chapter levels.
- b. To be a liaison between the Board of Directors and Executive Committee and the 1st year class.
- c. To work with the Membership Committee Chairperson to encourage membership during fall campaign.
- d. To attend all chapter Board of Directors and Executive Committee meetings.
- e. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.

B. Duties of Appointed Officers:

1. The responsibility of the Community Service Chairperson:

- a. To be familiar with all the operations of NCPA/LIPA on the National, State and local Chapter levels.
- b. To appoint Community Service Committee Members.
- c. To coordinate and officiate Community Service Committee meetings.
- d. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.

2. The responsibility of the Program Committee Chairperson:

- a. To be familiar with all the operations of NCPA/LIPA on the National, State and local Chapter levels.
- b. To appoint Program Committee Members.
- c. To coordinate and officiate Program Committee meetings.
- d. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.

3. The responsibility of the Membership Committee Chairperson:

- a. To be familiar with all the operations of NCPA/LIPA on the National, State and local Chapter levels.
- b. To appoint Membership Committee Members.
- c. To coordinate and officiate Membership Committee meetings.
- d. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.

Article VI – CHAPTER ADVISOR(S)

- A. The chapter will have a Chapter Advisor(s) who must be a full-time faculty member at the ULM College of Pharmacy.
- B. The Chapter Advisor(s) will be appointed by the Dean of the College of Pharmacy.
- C. Duties of the Chapter Advisor(s) will include the following:
 - a. Act as a consultant to members and officers of the Chapter on matter pertaining to NCPA/LIPA ULM Student Chapter
 - b. Provide continuity to the Chapter's operations from one year to the next.
 - c. Be available for advice and ideas as needed on subjects as internal Chapter problems, fundraising, community service projects, etc.
- D. The Chapter Advisor(s) will be subject to removal upon:
 - a. Resignation announced or submitted to the NCPA/LIPA Executive Committee with preferable notice of one month prior to semester break.
 - b. Petition by a NCPA/LIPA Chapter member to the NCPA/LIPA Chapter Executive Committee. The board must review this petition and agree upon removal by a two-thirds (2/3) decision. This decision must be accepted by two-thirds (2/3) vote of the membership at the next General Chapter Meeting. The Executive Committee shall then submit the petition to the Dean for final action.
- E. Upon removal or resignation, the NCPA/LIPA Chapter Executive Committee will seek to identify a new advisor according to Article VII, Part B of these By-Laws.

Article VII – CHAPTER COMMITTEES AND RESPONSIBILITIES

- A. The Board of Directors shall:
 - 1. Consist of the elected officers, appointed officers, and the Chapter Advisor(s).
 - 2. Hold such powers and authority expressly granted it by these By-Laws including, but not limited to:
 - a. Approve, reject, and amend the Chapter's Annual Operating Budget at the first meeting of each new academic year.
 - b. Set dates for General Chapter and Board of Directors meetings prior to the start of the academic year.
 - c. Be vested with any authority not expressly designated otherwise by these By-Laws pertaining to the governance of the Chapter.
- B. The Executive Committee shall:
 - 1. Consist of those officers duly elected by the Chapter membership, specifically the President, President-Elect, Secretary, Treasurer and 1st year student representative as well as the Chapter Advisor(s)
 - 2. Be the only permanent committee.
 - 3. Serves as the governing body of the Chapter and shall hold any powers and authority expressly granted it by these By-Laws including, but not limited to:
 - a. Establish such standing and ad-hoc committees as are necessary to conduct the programs and business of the Chapter.
 - b. Make amendments to the Chapter By-Laws in accordance with Section XIV.
 - c. Make determinations as to the qualifications of individuals seeking candidacy for elected office within the Chapter and slate candidates for such offices.

C. The Conventions Committee shall:

1. Consist of the President-Elect and any such members appointed by the President-Elect. The Chapter Advisor(s) may serve in an advisory capacity on the committee.
2. Promote and assist with organizing the travel to NCPA Annual Convention, NHIA Conference, and NCPA/LIPA Legislative and Government Affairs Conference for students and faculty.

D. The Public Relations Committee shall:

1. Consist of the Secretary and any such members appointed by the Secretary. The Chapter Advisor(s) may serve in an advisory capacity on the committee.
2. Be responsible for assisting with and submitting quarterly (midyear & EOY) reports to the NCPA Student Affairs Department for use in The New Independent and any other student publications as well as promoting the student chapter projects.

E. The Fundraising Committee shall:

1. Consist of the Treasurer and any such members appointed by the Treasurer. The Chapter Advisor(s) may serve in an advisory capacity on the committee.
2. Be responsible for organizing fundraisers to raise money for the chapter once discussed and decided on by the Board of Directors.

F. The Community Service Committee shall:

1. Consist of the Community Service Committee Chairperson and any such members appointed by the Chairperson. The Chapter Advisor(s) may serve in an advisory capacity on the committee.
2. Be responsible for organizing health care events for the organization/school and the surrounding community.
3. Should consider any project that provides information to the public, enhances knowledge of health issues, or provides assistance/services to health care facilities in the community.

G. The Program Committee shall:

1. Consist of the Program Committee Chairperson and any such members appointed by the Chairperson. The Chapter Advisor(s) may serve in an advisory capacity on the committee.
2. Be responsible for scheduling speakers, panels, and programs for the organization/students on campus to enhance knowledge of pharmacy issues, with an emphasis on Independent Pharmacy.

H. The Membership Committee shall:

1. Consist of the Membership Committee Chairperson, 1st year student representative and any such members appointed by the Chairperson. The Chapter Advisor(s) may serve in an advisory capacity on the committee.
2. Organize and promote the membership drive for the student chapter.
3. The Membership Committee should assist the President with organizing and presenting a presentation for P1 bootcamp.
4. Working with the Treasurer, shall also submit the completed membership forms to the NCPA Student Affairs Department in bulk to expedite the listing of students on the NCPA student membership roster.

Article VIII – ELECTIONS

Elections for NCPA/LIPA ULM 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 NCPA/LIPA 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 be enrolled in the ULM College of Pharmacy at the time he/she takes the oath of office.
4. Must be able to complete his/her term of office while enrolled in the didactic coursework at the ULM College of Pharmacy.

B. Requirements of 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 candidacy that will include the goal statement for the desired office. The application can be found in Appendix A. The application is due to the President no later than one week before elections are held or the application deadline set forth by the Executive Committee. The goal statement of each candidate will be read aloud on the day of the elections.

C. Election procedures

1. The privilege of voting will be confined to members of NCPA/LIPA in good standing.
2. Elections will be held at last meeting of the Academic year.
3. Voting will be by secret ballot with the names of the candidates listed in alphabetical order according to the secret office being sought.
4. Whoever received plurality is elected to office.
5. If there is only one person running for a given office, then a vote of voice will be used to fill the position.
6. On the day of elections, if a candidate fails to be elected to a specified office, he/she may be nominated by a fellow member to run for a remaining office. If the candidate accepts the nomination, he/she may give a speech in the allotted time if desired. The candidate's name will then be written in on the ballot for the nominated office.
7. The ballots will be counted by the Chapter President-Elect and an Executive Committee member who is not seeking an elected or appointed office for the upcoming year or by the Chapter President-Elect and Chapter Advisor(s).
8. Results will be announced following the counting of ballots.
9. 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. The changing of office for the Executive Committee will take place at the last meeting of the Academic year.
2. 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 the year following his term as President-Elect.

E. NCPA/LIPA Student Chapter officer installation ceremony

1. To be read by a designated NCPA/LIPA member "At this time, I would like to formally induct the student chapter officers at the University of Louisiana at Monroe. I now ask prospective NCPA/LIPA chapter officers to raise their right hands as I read the NCPA/LIPA Student Chapter oath:

"I hereby pledge to uphold the highest standards of ethics and principles of the profession of pharmacy, both during my education and in my practice, and to take an active role in the stewardship of my profession. I pledge to fulfill with enthusiasm and prudence all responsibilities of office as a leader of an NCPA/LIPA Student Chapter, and to uphold the bylaws of the NCPA/LIPA Chapter Program. I further pledge to encourage others to seek a career in independent pharmacy, and that I will not, by my action or inaction, bring dishonor on myself, my colleagues, my chapter, or my profession."

If you are willing to accept this pledge without reservation, please signify by saying, "I will". By the authority granted to me by NCPA/LIPA, and by virtue of my unequivocal belief that the individuals gathered here today seek induction of a new NCPA/LIPA Student Chapter with the most noble and appropriate motivations, I hereby declare the newly elected NCPA/LIPA Student Chapter officers at the University of Louisiana at Monroe officially installed."

Article IX – APPOINTMENTS

Appointment of NCPA/LIPA Appointed Officers is to be planned and executed in accordance with the criteria stated in this section.

A. Qualifications for candidacy

1. Must be an active member of NCPA/LIPA 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 enrolled in the ULM College of Pharmacy at the time he/she is appointed to the position for which he/she has applied.
5. Must be able to complete his/her term of office while enrolled in the didactic coursework at the ULM College of Pharmacy.

B. Requirements of candidacy

The following will be required of the candidate before being eligible to apply for a position:

1. Application for candidacy that will include the goal statement for the desired office. The application can be found in Appendix A. The application is due to the President no later than the application deadline set forth by the Executive Committee. The goal statement of each candidate will be read aloud on the day of the elections.
2. Each candidate for an appointed position on the Board of Directors shall be interviewed by the Executive Committee within two calendar weeks following the application deadline for declaring candidacy for appointed office.

C. Appointment Procedures

1. The Appointed Officers Selection Meeting shall be held within two calendar weeks following the application deadline for declaring candidacy for appointed office.
2. The President shall nominate one applicant for each appointed position after which the Executive Committee shall vote to approve or reject, by majority vote, his/her nomination.
3. Should the President's nominee be rejected by vote of the Executive Committee, a member of the Executive Committee may nominate another applicant. Such nomination shall require a second. A majority vote is then required for the candidate to be appointed.
4. A candidate must receive a plurality of the votes cast to be appointed to office.
5. The Executive Committee may offer a candidate an appointment to an office other than that which was applied for if the Executive Committee deems such action to be appropriate. The candidate shall have the power to reject appointment to an office other than that indicated on his/her application for candidacy.

D. Term of Office

1. General Appointment
 - a. General Appointment shall include Programs Chairperson, Membership Chairperson and Community Service Chairperson
 - b. The term of office for the applied position shall be from the time of appointment until the changing of office, except as otherwise stated in these By-Laws.
 - c. The changing of office shall take place at the final General Meeting of the Spring Semester.

Article X – Removal 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 majority vote.

1. Resignation announced or submitted to NCPA/LIPA Chapter President, with preferable notice of two weeks.
2. Petition by a NCPA/LIPA Chapter member to the Chapter Executive Committee indicating sufficient cause or grounds for removal as enumerated in Article IX Section B of these By-Laws or as determined by the Executive Committee. The Executive Committee must review this petition and agree upon removal by a majority two-thirds (2/3) vote.

B. Grounds for removal:

3. Willfully neglecting the duties of his/her office.

4. Failure to maintain the academic requirements set forth by the ULM College of Pharmacy for good academic standing.
 5. Mishandling of chapter funds.
 1. Willfully neglecting to uphold the Constitution and By-Laws of NCPA and this Chapter.
 2. Withdrawing from enrollment in the ULM College of Pharmacy.
 3. 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 Chapter for the remaining duration of his/her enrollment at the ULM College of Pharmacy.

Article XI – Filling of Vacated Offices

- A. In the event that the office of the President shall become vacant, the President-Elect 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 with more than two months left in the current President's term, then a special election shall be held in which the general membership shall elect a new President-Elect. Nominations are to be taken from the floor and must be seconded. Election procedures and nominees must meet the criteria set forth in these By-Laws.
- C. In the event that the office of President-Elect shall become vacant with less than two months left in the current President's term, then the President shall perform the duties of the President-Elect during the interim in which there is not a President-Elect. In the yearly elections, however, a candidate for the offices of President and President-Elect shall be elected for the upcoming year.
- D. If any 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 Board of Directors. The procedures for appointment shall comply with Article IX of these By-Laws.

Article XII - MEETINGS

A. Chapter Meetings

1. There shall be at least six Chapter meeting per academic year school year at which time the membership can transact business.
2. The President or a majority of the Executive Committee may call Chapter meetings.
3. Meetings may also be called by the general membership on petition signed by not less than one-tenth (1/10) of the current, eligible members and upon approval of a majority of the Executive Committee.
4. The tentative time and place of the Chapter Meetings shall be determined by the Executive Committee before the start of each semester.
5. The membership shall be notified at least one week in advance of the time and place of the Chapter meetings.

B. Board of Directors Meetings

1. There shall be at least three Board of Directors meetings per academic school year.
2. Meeting may be called by the President or two Board members.

3. Board members shall be notified at least five days in advance of the time and place of the Board meeting, when possible. When advance notice is not possible, a reasonable attempt must be made to inform each Board member of the meeting.

C. Executive Committee Meetings

1. An Executive Meeting shall be called at the discretion of the President or two Executive Board Members.
2. Board Members shall be notified at least five days in advance of the time and place of the Board meeting, when possible. When advance notice is not possible, a reasonable attempt must be made to inform each Board member of the meeting.

D. Committee Meetings

1. The Chapter committees shall meet at least once per semester.
2. Meeting may be called by the committee Chairperson or two members of the committee.
3. Committee members shall be notified at least seven days in advance of the time and place of the meeting, when possible. When advance notice is not possible, a reasonable attempt must be made to inform each member of the meeting.

ARTICLE XIII – RULES OF ORDER

In all meetings, whether of the chapter, the executive committee or any other committees of this chapter, Robert's Rules of Order, Revised, shall be the authority on Parliamentary Law & Procedure by which every meeting shall be governed. In the event of a conflict with these By-Laws or the By-Laws of NCPA, the President-Elect, as Parliamentarian, shall resolve it.

ARTICLE XIV – AMENDMENTS

- A. Amendments to the chapter constitution may be presented at any meeting of the body for reading. Amendments shall be proposed and discussed at one meeting and voted on by the body at a subsequent meeting. Amendments are passed by a two-thirds (2/3) majority vote of those present.
- B. Amendments so adopted shall become effective immediately and these changes shall be added to the chapter's constitution.

Appendix A:

NCPA/LIPA
Elected Position Application for Candidacy

Name: _____

Phone #: _____

Email: _____

Classification: P1 P2 Other

Position Sought (please circle only one):

President-Elect

Secretary

Treasurer

P1 Student Representative

Goal Statement: Please limit to the space provided.

What are three goals for the upcoming year regarding the position you seek and how do you plan to achieve them?

By signing and submitting this application, I acknowledge I have read and understand organization bylaws and operating procedures, including the responsibilities pertaining to the office I seek.

Signed: _____ Date: _____

NCPA/LIPA
Appointed Position Application for Candidacy

Name: _____

Phone # _____

Email: _____

Classification: P1 P2 MP

Position Sought (please circle only one):

Community Service Committee Chair

Membership Committee Chair

Programming Committee Chair

Goal Statement: Please limit to the space provided.

What are three goals for the upcoming year regarding the position you seek and how do you plan to achieve them?

By signing and submitting this application, I acknowledge I have read and understand organization bylaws and operating procedures, including the responsibilities pertaining to the office I seek.

Signed: _____ Date: _____