

STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION
University of Louisiana-Monroe College of Pharmacy Policies and Procedure

PURPOSE

SNPhA is an educational service association of pharmacy students who are concerned about the profession of pharmacy, healthcare issues, and the poor minority representation in these areas. The purpose of SNPhA is to plan, organize, and coordinate and execute programs geared toward the improvement of the health, educational, and social environment of minority communities.

OBJECTIVES

- A. To offer student members the opportunity to develop leadership and professional skills.
- B. To educate students about and promote active participation in national healthcare issues.
- C. To develop the role of the minority health professionals as vital members of the healthcare team.
- D. To develop a positive image of minority health professionals within communities.
- E. To educate communities on better health practices and to increase their awareness and understanding of diseases.

ARTICLE I. NAME

The University of Louisiana Monroe (ULM) chapter of the Student National Pharmaceutical Association (SNPhA) shall be called University of Louisiana Monroe – Student National Pharmaceutical Association (ULM-SNPhA).

ARTICLE II. PURPOSES

ULM-SNPhA shall have the following purposes:

- A. To promote the interests SNPhA members;
- B. To define the future role of minority health professionals in the community;
- C. To develop a positive image of minority health professionals;
- D. To coordinate programs that will improve the healthcare awareness of minority communities;
- E. To encourage SNPhA members to become active NPhA members upon graduation.
- F. To promote the involvement of Pre-Pharmacy Organization (PPO) members in ULM-SNPhA.

ARTICLE III. MEMBERSHIP

Section 1. Definition:

All dues paying NPhA Student Members shall be SNPhA Members. All dues paying high school students and pre-pharmacy students shall be affiliate members.

Section 2. Eligibility:

To be eligible for membership in the ULM-SNPhA Chapter, the student must be currently enrolled at the University of Louisiana Monroe College of Pharmacy (ULM-COP). Students enrolled in the University of Louisiana Monroe and pursuing the pre-pharmacy coursework are also eligible for pre-pharmacy SNPhA membership.

Section 3, Participation:

All ULM-SNPhA members are required to participate in at least one healthcare event per academic year or attend at least one general meeting per academic year.

Section 4, Graduation Honors Eligibility:

To qualify for graduation honors, members must:

- be a SNPhA member, as defined in Article III, for 4 years*
- attend at least two (2) chapter meetings per semester; P4 year exempt*
- participate in at least one (1) healthcare event (excluding BTG events) per academic year*
- attend at least one (1) conference (regional or annual) prior to graduation*

*Being a mentor or holding any leadership position (executive board, head chair or vice chair), in any academic year, exempts you from one (1) of the requirements listed above.

ARTICLE IV. OFFICERS

Twenty-four-hour notice must be given to the current president if an officer is not going to be present at an officer or general meeting.

Any serious questions, concerns, or conflicts of interest between SNPhA officers regarding SNPhA correspondence must be communicated via email. Both [All] SNPhA advisors must be CC'd on all above items of concern.

All monetary funds regarding membership, fundraising, etc. are only to be collected by the respective officer for each pharmacy class. For the P1 class, this is the P1 liaison; for the P2 and P3 classes, this can be the treasurer, fundraising chair, vice-president, or president. If all officers are in the P3 class, the president-elect may collect funds for the P2 class.

All money MUST be turned in to the treasurer at the conclusion of each day money.

ELECTED OFFICERS:

ULM-SNPhA elected officers are the President, President-Elect, Vice-President, Secretary, Treasurer, Parliamentarian, Historian, Fundraising Chair, Mentorship Coordinator, and Mentorship Co-Coordinator. Elected officers make up the executive board.

APPOINTED OFFICERS:

ULM-SNPhA appointed officers are the Initiative Chairs and the Pharmacy-year-1 (P1) Liaison.

ARTICLE V. Duties

Section 1. President Duties:

- A. Serve as Executive Board Chair
- B. Serve as the P3 class liaison
- C. Presides over officer and chapter meetings
- D. Delegates chapter responsibilities
- E. Organizational Spokesperson
- F. To appoint all chairpersons not otherwise provided for by the Policies and Procedures, and other committees as may be deemed necessary
- G. Enforce the Constitution and bylaws and the chapter Policies and Procedures
- H. Strengthen the public relations and maintain cooperative relations with other organizations
- I. Serve as ex-officio member of all standing committees, if feasible, with the exception of Nomination
- J. Countersign checks with the Treasurer for the payment of monies from the treasury
- K. Plan and coordinate the chapter's participation at regional and national meetings
- L. Maintain a file (electronic preferred) of administrative materials to be passed on to the succeeding President

Section 2. President-elect Duties:

- A. Serves as President the following academic year
- B. Serves as P2 Liaison
- C. Plans and coordinate several membership drives throughout the year
- D. Notifies and encourages membership participation at ULM-SNPhA and SNPhA Events, including keeping track of member involvement for the purpose of graduation honors
- E. Works alongside chapter secretary to ensure proper chapter correspondence and membership involvement
- F. Becomes familiar with policies and procedures
- G. Organizes and oversees officer elections and chair applications for his/her presidential year
- H. Assists both the mentorship coordinator and co-coordinator with any needed responsibilities in carrying out the tasks of the mentorship program

- I. Serve as alternate chapter delegate, or chapter delegate if no one is appointed, at regional and/or national SNPhA conferences.
- J. Maintain a file (electronic preferred) of administrative materials to be passed on to the succeeding President-Elect

Section 3. Vice-President Duties:

1. Plan professional programs and projects (e.g. plan a new member training day, ensure presence of advisor/faculty member are events where clinical screenings are being performed, etc.)
2. Track initiative chair activity and participation in CIC challenges, CIC reports, and monthly initiative webinars
3. Step in for monthly initiative webinars in the absence of a chair to ensure at least 2 ULM SNPhA members are in attendance
4. Develop at least one professional club-wide activity per semester
5. Assistant to the president, assumes the president's role and responsibilities in her/his absence
6. Responsible for the complete process of requisitions and submit the appropriate person
7. Establish contact with the chapters' partner on an on-going basis
8. Maintain a file (electronic preferred) of administrative materials to be passed on to the succeeding Vice-President

Section 4. Secretary Duties:

- A. Keeper of minutes for all official meetings
- B. Responsible for all outgoing and incoming chapter correspondence
- C. Checks the chapter mailbox if needed, reporting its contents to the general membership and responding if applicable
- D. Submit to the chapter a copy of the minutes within 48 hours after each meeting
- E. Maintain a file (electronic preferred) of administrative materials to be passed on to the succeeding secretary

Section 5. Treasurer Duties:

- A. Fundraising and Finance Organizer
- B. Keeps an accurate and positive record, either in ink or electronic, of all financial transactions of the chapter
- C. Combine a monthly financial report which contains an exact statement of income, disbursements, and current balance
- D. Presents financial report during chapter meetings
- E. Works with other members of the executive board in devising a chapter budget
- F. Distributes budgeted money for ULM-SNPhA events (cut checks, make deposits, etc.)
- G. Update the chapter budget by the end of each week based on any transactions made
- H. Deposit and disburse all funds
- I. Write a receipt for all cash and check payments received
- J. Write and sign checks

- K. Coordinate funding for Regional Meetings and Annual Conventions
- L. Check chapter mailbox at least once each month to collect monthly bank statements
- M. Balance the account based on monthly bank statements and the record of transactions
- N. Collect and deposit all money accumulated at the conclusion of each day
- O. Upload scans of bank deposit receipts, a scan of each monthly bank statement, and scans of recent checks written and cash/check receipts
- P. Maintain a file (electronic preferred) of administrative materials to be passed on to the succeeding treasurer

Section 6. Parliamentarian Duties:

- A. Advise the President on the SNPhA Constitution and bylaws, the Chapter's Policies and Procedures, and the orderly procedures of the Chapter business in accordance with Robert's Rules of Order
- B. Keep time at Chapter and officer meetings and make sure meetings are conducted according to Robert's Rules of Order
- C. Prepare a Google Sheets and QR code as a sign in sheet for each meeting
- D. Keep Order
- E. Aid in preparation of officers and all chapter members for election and voting process of new officers
- F. Maintain an attendance role at all monthly meetings and submit to President-elect
- G. Create an ice breaker game for each general meeting (e.g. a Kahoot game)
- H. Review the Chapter bylaws and check for necessary revisions yearly
- I. Present any bylaw revisions and conduct the voting process amongst Chapter membership if applicable
- J. Maintain a file (electronic preferred) of administrative materials to be passed on to the succeeding Parliamentarian

Section 7. Historian Duties:

- A. Photographs and documents all chapter activities
- B. Coordinates and displays a group photo on social medias
- C. Coordinates publication of chapter newsletter
- D. Collect from each chairperson documents, souvenirs, and clippings to be placed in scrapbook and/or file
- E. Coordinate, create, and design a scrapbook containing events and activities participated in and sponsored by the chapter and its submission during Annual Convention
- F. Assists CIC program coordinator with submissions to *The Signatura*
- G. Be present at all chapter functions or to delegate their duties in their absence
- H. Maintains all social media outlets
- I. Posts a minimum of 3 times to Facebook and Instagram each month
- J. Submit a CIC report for social media posts at the end of each month
- K. Maintain a file (electronic preferred) of administrative materials to be passed on to the succeeding historian

Section 8. Fundraising Chair Duties:

- A. Plan and direct all fundraising projects, both for profit and not-for-profit, for fall and spring fundraisers
- B. Communicate with advisors for approval on fundraisers
- C. Obtain official approval and coordinate planning of fundraisers through the ULM COP Council Secretary
- D. Collect funds for fundraising and work with the treasurer to appropriately track and deposit funds
- E. Maintain a file (electronic preferred) of administrative materials to be passed on to the succeeding fundraising chair

Section 9. P1 Liaison Duties:

- A. Bridge communication between the present year's P1 class and all other ULM-SNPhA members
- B. Encourage P1 involvement in healthcare outreaches and all other SNPhA events
- C. Attend all officer meetings
- D. Inform P1 members of upcoming SNPhA meetings, events, and fundraisers
- E. Inform P1 members about the different co-curricular domains each SNPhA event falls under in accordance with the ULM Personal Growth and Development Course
- F. Pick up food for Chapter meetings or delegate someone to pick up food in their absence

Section 10. Mentorship Coordinator Duties:

- A. Serve as the overall primary representative of the ULM-SNPhA Mentorship Program
- B. Reports to the current chapter president-elect
- C. Recruit ULM Pre-Pharmacy Organization (ULM PPO) and ULM COP-SNPhA members to participate in the program as mentees and mentors, respectively
- D. Collaborate with the current ULM PPO President to establish and present at ULM PPO meetings for outreach events, collection of applications and dues, and the distribution of ULM-SNPhA t-shirts
- E. Collaborate with both the chapter president-elect and mentorship co-coordinator during the mentor-mentee pairing process
- F. Serve as the liaison between ULM PPO-SNPhA and ULM COP-SNPhA members
- G. Coordinate *Mentor Training Day* and deliver proper training to mentors
- H. Collaborate with the chapter vice president to coordinate events inclusive to PPO members
- I. Assess survey responses, maintain the Mentorship Program section of the SNPhA Moodle page, and maintain files of program materials to pass on to the succeeding mentorship coordinator
- J. Must be an upcoming Pharmacy-year-3 (P3) student
- K. Serve as a mentor in the ULM-SNPhA Mentorship Program on an as needed basis
- L. Must have served a term as the Mentorship Co-Coordinator in the previous academic year to transition into the Mentorship Coordinator position

Section 11: Mentorship Co-Coordinator Duties:

- A. Assist the mentorship coordinator in most tasks associated with the ULM-SNPhA Mentorship Program
- B. Reports to mentorship coordinator
- C. Serve as a representative of the ULM-SNPhA Mentorship Program, and promote its membership and chapter engagement
- D. Assist mentorship coordinator on tracking and recording all member requirements and submitted fees
- E. Collaborates with the chapter president-elect and mentorship coordinator during mentor-mentee pairing process
- F. Assists mentorship coordinator with the preparation of *Mentor Training Day*
- G. Notify mentors of all upcoming inclusive PPO events and assist tracking mentor-mentee required health event participation
- H. Maintain files of program materials to pass on to the succeeding mentorship co-coordinator
- I. Must be an upcoming Pharmacy-year-2 (P2) student, become a ULM-SNPhA mentor in his or her P2 year
- J. Following election, must commit to a two year position to transition into the mentorship coordinator the following academic year, after serving as the mentorship co-coordinator

Section 12. Chauncey Ira Cooper (CIC) Program Duties:

The chair from each initiative, Historian, VP, President-elect, and President will be given access to online CIC reporting.

- I. Event submissions falls solely on the initiative chair in which the event took place
- II. Event report will be due 14+1 days after event has taken place, unless otherwise specified by national office

Section 13. Pharmacy Council Representative Duties:

Representative shall be the current president UNLESS they already hold a position within the Council, in which case, the representative will be the current president-elect. If neither can fill these roles and responsibilities, VP will take on these duties.

Section 14. Chapter Delegate Duties:

- A. Prepares chapter report for regional meeting
- B. Represents chapter at the House of Delegates during regional and national convention
- C. Reports regional meeting and national convention activities to local chapter members upon returning from these meetings.

Section 15. Advisor:

Each chapter must have an advisor who holds a faculty or administrative position at the university's chapter. The advisor will provide direction and guidance to the chapter. The

SNPhA chapter advisor plays a key role in the operations and growth of the chapter and membership.

The advisor provides critical guidance to the organization:

- A. Serves as a liaison between the school's faculty/administration and the chapter
- B. Provides continuity from year to year
- C. Serves as a link between the local chapter and national headquarters
- D. Serves as a contact to receive materials from national headquarters for dissemination to the chapter
- E. Serves as a role model and mentor to the chapter and membership
- F. Overlooks the fiscal accountability of the chapter
- G. Manages the completion of tasks and activities
- H. Provides guidance and advice to assist the chapter in fulfilling projects and goals

Section 16. Term of Office:

Elected officers serve a one (1) year term until their successors have been elected and installed. No individual can serve more than one term as an elected officer in the same Office unless there are no other applicants.

Section 17. Vacancies:

The Vice President shall fill a vacancy in the Presidency if needed. A SNPhA member appointed by the President and approved by the Executive Board shall fill a vacancy in any office on a temporary basis. Any member appointed will fill the vacant office until a successor has been elected and installed.

Section 18. Article v Committees:

The president appoints committees as deemed necessary with the approval of the executive committee. Committees include members with designated duties and authority as the executive committee establishes. The committee chair establishes the time and location of the committee meetings. Members of the committees shall serve until submissions of the committee final report or until discharged by the president. Committees should complete a report of activities as records for the general membership and incoming chapter officers. Further committees will be developed as needed.

Section 19. Resolution Committee Chair:

- A. Serve as the chapter's Delegate and must present the finalized resolution at the SNPhA Regional meeting. If unable to present resolution, the responsibility must fall to another member of the Resolution Committee or the President-Elect.
- B. Report Resolution updates at executive meetings
- C. Must present draft resolution(s) to executive board to be voted on.

ARTICLE VI. INITIATIVE CHAIR DUTIES

Section 1. Bridging the Gap:

- A. Secure a guest speaker for at least two meetings. All guest speakers should be presented to and approved by the executive board and current advisor before reaching out to any potential speaker
- B. Organize at least two Chapter Achievement Partner (CAP) call with at least two other SNPhA chapters.
- C. Must meet SNPhA requirements as outlined by national office
- D. Organize social events/joint socials with other professional pharmacy organizations
- E. Must attend conference calls. If unable to attend, must ensure the attendance of 2 members to represent the Bridging the Gap initiative.
- F. Twenty-four-hour notice must be given to the VP if a chair is not going to be present on the conference call.
- G. Update the Chapter on any CAP related information

Section 2. Chronic Kidney Disease:

- A. Responsible for developing and implementing two outreach events per semester
- B. Must meet SNPhA requirements as outlined by national office
 - a. He/she must send an email and receive approval by the VP at least two weeks PRIOR to event date. The current chapter president and chapter advisor should be CC'd on all email communications. Once an event has been approved by VP and current advisor, the chair is responsible for adding all applicable event information to the sign-up sheet
- C. Must attend conference calls. If unable to attend, must ensure the attendance of two members to represent the Chronic Kidney Disease initiative.
- D. Twenty-four-hour notice must be given to the VP if a chair is not going to be present on the conference call

Section 3. Fighting Diabetes:

- A. Responsible for developing and implementing two outreach events per semester
- B. Must meet SNPhA requirements as outlined by national office
 - a. He/she must send an email and receive approval by the VP at least two weeks PRIOR to event date. The current chapter president and chapter advisor should be CC'd on all email communications. Once an event has been approved by VP and current advisor, the chair is responsible for adding all applicable event information to the sign-up sheet
- C. Must attend conference calls. If unable to attend, must ensure the attendance of two members to represent the Fighting Diabetes initiative.
- D. Twenty-four-hour notice must be given to the VP if a chair is not going to be present on the conference call

Section 4. Legislative:

- A. Responsible for developing and implementing two outreach events per semester
- B. Must meet SNPhA requirements as outlined by national office
 - a. He/she must send an email and receive approval by the VP at least 2 weeks PRIOR to event date. The current chapter president and chapter advisor should be CC'd on all email communications. Once an event has been approved by VP and current advisor, the chair is responsible for adding all applicable event information to the sign-up sheet.
- C. Must attend conference calls. If unable to attend, must ensure the attendance of two members to represent the Legislative initiative.”
- D. Twenty-four-hour notice must be given to the VP if a chair is not going to be present on the conference call.

Section 5. Mental Health:

- A. Responsible for developing and implementing two outreach events per semester
- B. Must meet SNPhA requirements as outlined by national office
 - a. He/she must send an email and receive approval by the VP at least two weeks PRIOR to event date. The current chapter president and chapter advisor should be CC'd on all email communications. Once an event has been approved by VP and current advisor, the chair is responsible for adding all applicable event information to the sign-up sheet.
- C. Must attend conference calls. If unable to attend, must ensure the attendance of two members to represent the Legislative initiative
- D. Twenty-four-hour notice must be given to the VP if a chair is not going to be present on the conference call.

Section 6. Operation Immunization:

- A. Responsible for developing and implementing two outreach events per semester
- B. Must meet SNPhA requirements as outlined by national office
 - a. He/she must send an email and receive approval by the VP at least two weeks PRIOR to event date. The current chapter president and chapter advisor should be CC'd on all email communications. Once an event has been approved by VP and current advisor, the chair is responsible for adding all applicable event information to the sign-up sheet.
- C. Must attend conference calls. If unable to attend, must ensure the attendance of two members to represent the Operation Immunization initiative.
- D. Twenty-four-hour notice must be given to the VP if a chair is not going to be present on the conference call.

Section 7. Power to End Stroke:

- A. Responsible for developing and implementing two outreach events per semester
- B. Must meet SNPhA requirements as outlined by national office
 - a. He/she must send an email and receive approval by the VP at least two weeks PRIOR to event date. The current chapter president and chapter advisor should be

CC'd on all email communications. Once an event has been approved by VP and current advisor, the chair is responsible for adding all applicable event information to the sign-up sheet.

- C. Must attend conference calls. If unable to attend, must ensure the attendance of two members to represent the Power to End Stroke initiative.
- D. Twenty-four-hour notice must be given to the VP if a chair is not going to be present on the conference call.

Section 8. Remember the Ribbon:

- A. Responsible for developing and implementing two outreach events per semester
- B. Must meet SNPhA requirements as outlined by national office
 - a. He/she must send an email and receive approval by the VP at least two weeks PRIOR to event date. The current chapter president and chapter advisor should be CC'd on all email communications. Once an event has been approved by VP and current advisor, the chair is responsible for adding all applicable event information to the sign-up sheet.
- C. Must attend conference calls. If unable to attend, must ensure the attendance of two members to represent the Remember the Ribbon initiative.
- D. Twenty-four-hour notice must be given to the VP if a chair is not going to be present on the conference call.

ARTICLE VII. Breach of Responsibilities

If an officer, initiative chair, or member fails to comply to the responsibilities outlined in the aforementioned sections, they may incur consequences based on the judgment of the chapter president and/or advisor.

- A. 1st offense: Documented verbal/written reprimand stating the breach of responsibilities from current president.
- B. 2nd offense: Documented verbal/written conference with current chapter advisor and president.
- C. 3rd offense: Removal of individual from their office/chair position or membership within the organization.

ARTICLE VIII. MISCELLANEOUS

Section 1. Chapter Report:

The chapter shall conduct business and hold chapter meetings for its members. The chapter is encouraged to submit at least one ARTICLE per membership year to the national newsletter (*Signatura*). Each chapter shall adopt such bylaws and rules or procedures, as it deems necessary or desirable to conduct business. Each chapter is required to submit a bimonthly report (October, December, February, April) to their respective regional facilitators, which includes a summary of their present and/or upcoming activities. In addition, they must submit an Annual Report at the end of May

each academic year to the National President. Chapter should use the reporting forms found on the national website at www.snpha.org.

Section 2. Authority:

The chapter shall establish its local chapter bylaws in accordance with the regulations and policies of its university or college.

ARTICLE IX. ELECTIONS

Section 1. Nominations:

Any SNPhA member may submit an application to be nominated for an elected position. For elected positions, the winner shall be chosen by a simple majority of present SNPhA members.

Section 2. Elections:

Elections will take place no later than the March meeting of the academic school year by secret ballot and simple majority vote of all financial members. All candidates must submit an official candidate's sheet at least one week prior to elections.

Section 3. Installation of Officers:

The installation of newly elected officers will take place after the March Chapter meeting but before the first week of finals.

Section 4. Term of Service:

Officers elected shall serve for a term of one academic year.

ARTICLE X. MEETINGS

Section 1. Chapter Meetings:

The chapter shall hold a meeting monthly, date to be determined by the executive board.

Section 2. Annual Conference:

The SNPhA national conference is held in conjunction with the NPhA Annual Meeting. The national conference consists of sessions, workshops and order of business as specified by the national executive committee. If a student receives funding to attend annual conference, they are required to participate in the conference activities, including but not limited to House of Delegates sessions. The activities will be determined by the executive board and advisor based off the annual conference agenda and then disseminated to members attending the meeting prior to the trip.

Section 3. Regional Meetings:

Two regional meetings are held each year for the SNPhA chapters and members in each region. The regional meetings are divided by Regions I & II and Regions III, IV, & V. A student receiving funding to attend regional conference is required to participate in the conference activities, including but not limited to House of Delegates sessions.

ARTICLE XI. MEMBERSHIP DUES

Each ULM SNPhA member is required to pay dues during the fall semester of each academic year.

- a. National fee: \$35.00 annual membership fee.
- b. ULM Chapter fee: \$15.00
- c. Additional t-shirt fee if applicable

SNPhA membership dues are established by the national executive board that are voted on in the House of Delegates at the national conference and must be approved by the NPhA Board of Directors.

Section 1. Signature on Checks:

All organization checks will be paid out and signed by the treasurer or the president.

Section 2. Fiscal year:

The fiscal year shall coincide with the organizational calendar year.

Section 3. Monetary Collection:

All membership dues must be collected and turned into the treasurer at the conclusion of each day. See Article IV – Officers for further information regarding representatives collecting membership dues.

ARTICLE XII. PARLIAMENTARY AUTHORITY AND PRECEDENCE

Section 1. Parliamentary Authority:

The rules outlined in the current edition of Robert's Rules of Order shall govern SNPhA's national and local chapter activities in all cases in which they are applicable.

Section 2. Precedence:

In the case of conflict between the bylaws, any parliamentary authority or other rules or procedures, these bylaws shall prevail.

ARTICLE XI. Amendments:

Proposed amendments to the chapters' policy and procedures shall be voted on by the chapter. These proposed amendments can be submitted to the current president or the parliamentarian. All submissions will be voted on during the spring semester each academic year if applicable.