**CHAPTER BYLAWS**

**AMERICAN PHARMACISTS ASSOCIATION ACADEMY OF STUDENT PHARMACISTS**

**UNIVERSITY OF LOUISIANA AT MONROE**

**(Revised August 24, 2015)**

1. **NAME**

The name of this organization shall be known as the University of Louisiana at Monroe Chapter of the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP), herein after referred to as the Chapter.

1. **MISSION**

The mission of the American Pharmacists Association Academy of Student Pharmacists (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.

1. **CHAPTER GOALS**

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

1. To encourage all student pharmacists to become more knowledgeable about the pharmacy profession and its operation within society by:
2. Providing opportunities for student participation in the policy-making process of pharmacy on the Chapter, State, Regional, and National levels.
3. Encouraging student attendance at Louisiana Pharmacists Association meetings as well as Chapter, Regional, and National APhA-ASP and APhA meetings.
4. Increasing student awareness of current issues facing the pharmacy profession.
5. Making information in all fields of pharmacy practice readily available to all student pharmacists and to support their pursuits in these areas.
6. To encourage development of all student pharmacists into knowledgeable and competent health care professionals by:
7. Providing opportunities to develop leadership capabilities by holding elected offices or being appointed to chapter, regional or national APhA-ASP committees.
8. Continually encouraging the development of new ideas and projects that will enhance each student pharmacist’s professional development and education.
9. Working with the administration and faculty of the ULM School of Pharmacy in an effort to continually provide an innovative and progressive academic curriculum.
10. To support and actively participate in projects which will advance the pharmacy profession and which will foster interprofessional collaboration between pharmacists and other healthcare professionals.
11. To uphold and elevate the professional aspects of the pharmacy profession.
12. To provide a mechanism for Chapter members to voice opinions on activities, policies, and issues of the APhA and the pharmacy profession.
13. To encourage Chapter members, upon graduation, to continue as active members in either the New Practitioner Network (NPN), the Academy of Pharmacy Practice and Management (APPM) or the Academy of Pharmaceutical Research and Science (APRS) of APhA, as well as the Louisiana Pharmacists Association (LPA).
14. To promote interest and participation in the advancement of the pharmacy profession, pharmaceutical education, and professional service to the public.
15. To foster fellowship and goodwill among student pharmacists, educators, practitioners, and persons who support, are interested in, and are served by the pharmacy profession.
16. To increase and enhance the public awareness of comprehensive pharmaceutical services provided by practitioners of the pharmacy profession.
17. **MEMBERSHIP**
18. Any student enrolled in the School of Pharmacy in either a pre-pharmacy or a 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 APhA and the Chapter.
19. Dues shall consist of APhA and Chapter fees. The amount of the Chapter dues shall be set by the Executive Committee.
20. Dues shall be paid upon submission of a membership enrollment form to the Membership Vice President and/or Finance Vice President or by online enrollment.
21. There shall be no refund on membership.
22. Active members shall include members who are present for Chapter meetings and have actively participated in Chapter activities.
23. All first year student pharmacists will not be allowed to actively participate in clinical screenings, until their second semester of pharmacy school. They are allowed to provide education on the screenings and attend the events to better familiarize his or her self with the clinical screenings.
24. **CHAPTER FUNDS**
25. Any activity recommended by the Chapter membership may serve as a source of income for the Chapter, upon approval of the Board of Directors, the Chapter Advisor, and, if necessary, the Dean of the School of Pharmacy. Additionally, any chapter dues shall be funds of the Chapter.
26. An Annual Operating Budget shall be assembled and 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.
27. Appropriations in excess of $500, which are not set forth in the annual 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 budget, may be dispersed by the Finance Vice President 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 Board of Directors meeting.
28. Checks shall require the signature of the President and the Finance Vice President.
29. Midyear Regional Meeting and APhA National Meeting and Exposition attendees may be eligible for reimbursement, if available upon meeting the following criteria: a) the attendees are deemed to be active members as defined by Section IV, Part E, and b) they attend functions at the above meetings that are designated by the Board of Directors as mandatory.
30. **CHAPTER OFFICERS AND RESPONSIBILITIES**

The elected officers of the Chapter will consist of the following: President, President-Elect, Patient Care Vice President, Membership Vice President, Logistics Vice President, Finance Vice President, Communications Vice President, and 1st year student representative.

The appointed officers of the Chapter will consist of the following: Fundraising Chairperson, Policy Vice President, Operation Diabetes Chairperson, Heartburn Awareness Challenge Chairperson, Operation Immunization Chairperson, Operation Heart Chairperson, Generation Rx Chairperson, International Vice President, Community Service Chairperson, and Trip Coordinator.

1. Duties of Elected Officers:
2. The responsibilities of the President:
	1. To be familiar with all the operations of APhA and APhA-ASP on the National, Regional, State and local Chapter levels.
	2. To enforce and promote enforcement of the Constitution and Bylaws of APhA and the Chapter.
	3. To preside and maintain order and decorum at all Chapter, Board of Directors and Executive Committee meetings.
	4. To serve as the Chairperson of the Executive Committee.
	5. To serve as an ex-officio member on all Chapter committees.
	6. To act as a general representative of the Chapter, except in cases where such privilege is granted to another officer or member.
	7. 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.
	8. To oversee the Board of Directors in preparing a proposed schedule of events for the Chapter for the year in which he/she will be presiding.
	9. To appoint and remove chairpersons and, if necessary, members of all committees of the Chapter, upon approval of the Executive Committee.
	10. To maintain close contact and communication with the other members of the Board of Directors and the Chapter Advisor(s) on a regular basis.
	11. To inform the membership and Chapter Advisor of all pertinent chapter activities.
	12. To disseminate all pertinent information received from the APhA-ASP National office to the other officers and membership.
	13. 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.
	14. To oversee the completion of the Chapter Achievement report due to APhA every July 15th.
	15. To assume such duties as may be imposed by official vote of the membership.
	16. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
3. The responsibilities of the President-Elect:
	1. To be familiar with all operations of APhA and APhA-ASP on the National, Regional, State, and local Chapter levels.
	2. To assist the President in the performance of his/her duties at all times, especially in the coordination of the activities of the Board of Directors, Executive Committee, and related committees.
	3. To ensure that the Chapter Bylaws are updated annually for review by the Chapter Advisor and that any changes are submitted to APhA along with the Chapter Achievement Award Report.
	4. To serve as an advisor to the President.
	5. To serve as an ex-officio member on all Chapter committees.
	6. To serve as Chapter Delegate to the Regional and National APhA-ASP House of Delegates and other bodies where such representation is warranted.
	7. To serve as a liaison between the Chapter and the ULM Student Government Association Representatives for the College of Health and Pharmaceutical Sciences.
	8. To serve as liaison to the Louisiana Pharmacists Association (LPA) Board of Directors.
		1. To coordinate Chapter member attendance at district and state LPA meetings.
		2. To inform the Chapter of relevant LPA events.
		3. To keep LPA Board members updated with relevant APhA-ASP and Chapter events.
	9. To work with the Patient Care Vice President to oversee and foster professional development programs.
	10. To coordinate with the Chapter Communications Vice President in the updating and maintaining the chapter website.
	11. To assist with the completion of the Chapter Achievement Award Report.
	12. To assume the duties of the President at the end of the current President’s term of office.
	13. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
4. The Responsibilities of the Patient Care Vice President
	1. To be familiar with all operations of APhA and APhA-ASP on the National, Regional, and local Chapter levels.
	2. To serve as an advisor to the President.
	3. To assist the President in the performance of his/her duties at all times, especially in the coordination of activities of the Board of Directors, Executive Committee, and related committees.
	4. To assume the duties of the President in the absence of the President due to impeachment, resignation, election to National office or other circumstances in which the President cannot fulfill his/her duties.
	5. To work with the President-Elect to oversee and foster professional development programs.
	6. To serve as an ex-officio member on all Chapter patient care committees.
	7. To oversee all patient care, community service, and other projects undertaken by the chapter and its committees
	8. To coordinate events for American Pharmacists Month.
	9. 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 Membership Vice President:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and local Chapter levels.
	2. To oversee efforts to recruit and sustain active membership in the chapter.
	3. To organize fall and spring membership campaigns.
	4. To oversee proper collection and processing of forms and dues in coordination with the Finance Vice President.
	5. To organize a comprehensive orientation program for new members.
	6. To continually ensure that members are aware of their membership benefits.
	7. To maintain records of membership that shall be kept on file for not less than four years.
	8. To coordinate the local Patient Counseling Competition, to be held no later than the beginning of the spring semester.
	9. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
6. The responsibilities of the Logistics Vice President:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and local Chapter levels.
	2. To record complete minutes at all General Chapter, Board of Directors, and Executive Committee Meetings.
	3. To submit said minutes in typed form to the Chapter President and to post them in a conspicuous place, readily accessible to membership, within ten days of the above mentioned meetings.
	4. To give a report of the minutes recorded at the previous meetings for adoption at each Board of Directors meeting.
	5. To schedule and organize meetings at the request of the President.
	6. To maintain a record of activities undertaken during his/her term in order to pass said record on to his/her successor.
7. The responsibilities of the Finance Vice President:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and local Chapter levels.
	2. To assist in all activities involving Chapter monies.
	3. To record all cash receipts and disbursements from Chapter accounts.
	4. To maintain a balanced checkbook and enter all information into the treasury transaction book, i.e. the ledger.
	5. To assemble and maintain the Chapter’s Annual Operating Budget.
	6. To submit a balance and account history to the President and the Chapter Advisor(s) at each Board of Directors meeting.
	7. To provide a detailed annual report of expenses and income to the Executive Committee and Chapter Advisor by April 15th of the presiding year.
	8. To file all applicable forms regarding finances and membership with the National office.
	9. To file appropriate tax forms with the IRS in accordance with all laws and regulations appertaining.
	10. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
8. The responsibility of the Communications Vice President:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and local Chapter levels.
	2. To write and distribute a chapter newsletter, the contents of which shall be approved by the Board of Directors prior to publication.
	3. To publicize APhA-ASP and Chapter activities on campus.
	4. To keep record of chapter events with photographs, statistics, and other documentation for inclusion in the Chapter Achievement Award Report and future reference by Chapter officers.
	5. To coordinate the Chapter’s participation in the APhA-ASP PharmFlix program.
	6. To update and maintain the Chapter website.
	7. To coordinate all Chapter social media endeavors, as well as maintain and update all Chapter social media pages.
	8. To coordinate all Chapter media endeavors, including, but not limited to: newspaper, television, and radio.
	9. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
9. The responsibilities of the 1st year representative:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and local Chapter levels.
	2. To be a liaison between the Board of Directors and Executive Committee and the 1st year class.
	3. To work with the Membership Vice President to encourage membership during fall and spring membership campaigns.
	4. To attend all chapter Board of Directors and Executive Committee meetings.
	5. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
10. Duties of Appointed Officers:
11. The responsibility of the Operation Immunization Chairperson:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To develop and assemble a budget for Operation Immunization to be submitted to the Finance Vice President, on a date designated by the Finance Vice President, for incorporation into the Chapter’s Annual Operating Budget.
	3. To appoint Operation Immunization Committee members.
	4. To coordinate and officiate Operation Immunization Committee meetings.
	5. To develop and plan pharmaceutical care activities to:
		1. Increase community awareness of immunization information.
		2. Advise patients where they can obtain the proper immunizations.
		3. Promote immunization services of pharmacies.
		4. Increase the public’s awareness of the important role both pharmacists and student pharmacists can play in public health.
	6. To report to activities Communications Vice President in a timely manner and provide summaries with photos for potential press releases.
	7. To compose and submit the Operation Immunization Award Report to APhA-ASP and the Chapter President by May 31st.
	8. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
12. The responsibilities of Operation Self Care Chairperson:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To develop and assemble a budget for Operation Self Care to be submitted to the Finance Vice President., on a date designated by the Finance Vice President., for incorporation into the Chapter’s Annual Operating Budget.
	3. To appoint Operation Self Care Committee members.
	4. To coordinate and officiate Operation Self Care Committee meetings.
	5. To develop and plan pharmaceutical care activities to:
		1. Assist pharmacists and student pharmacists in educating community members about the risk factors of heartburn.
		2. Identify patients who are at risk for developing a more serious condition as a result of persistent heartburn.
		3. Refer patients to their primary health care practitioner if needed.
	6. To report to activities Communications Vice President in a timely manner and provide summaries with photos for potential press releases.
	7. To compose and submit the Operation Self Care Award Report to APhA-ASP and the Chapter President by May 31st.
	8. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
13. The responsibilities of the Operation Diabetes Chairperson:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To develop and assemble a budget for Operation Diabetes to be submitted to the Finance Vice President, on a date designated by the Finance Vice President, for incorporation into the Chapter’s Annual Operating Budget.
	3. To appoint Operation Diabetes Committee members.
	4. To coordinate and officiate Operation Diabetes Committee meetings.
	5. To develop and plan pharmaceutical care activities to:
		1. Assist pharmacists and student pharmacists in educating community members about the risk factors of diabetes.
		2. Identify patients who are at risk for the disease.
		3. Refer patients to their primary health care practitioner if needed.
	6. To report to activities Communications Vice President in a timely manner and provide summaries with photos for potential press releases.
	7. Compose and submit the Operation Diabetes Award Report to APhA-ASP and the Chapter President by May 31st.
	8. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
14. The responsibilities of the Operation Heart Chairperson:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels
	2. To develop and assemble a budget for Operation Heart to be submitted to the Finance Vice President, on a date designated by the Finance Vice President, for incorporation into the Chapter’s Annual Operating Budget.
	3. To appoint Operation Heart Committee members.
	4. To coordinate and officiate Operation Heart Committee meetings
	5. To develop and plan pharmaceutical care activities to:
		1. Assist pharmacists and student pharmacists in educating community members about the risk factors for developing cardiovascular disease.
		2. Identify patients at particular risk of cardiovascular disease.
		3. Refer patients to their primary healthcare practitioner if needed.
	6. To report to activities Communications Vice President in a timely manner and provide summaries with photos for potential press releases.
	7. Compose and submit the Operation Heart Award Report to APhA-ASP and the Chapter President by May 31st.
	8. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
15. The responsibilities of the Generation Rx Chairperson:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To develop and assemble a budget for Generation Rx to be submitted to the Finance Vice President, on a date designated by the Finance Vice President, for incorporation into the Chapter’s Annual Operating Budget.
	3. To appoint Generation Rx Committee members.
	4. To coordinate and officiate Generation Rx Committee meetings.
	5. To develop and plan pharmaceutical care activities to:
		1. Increase awareness among community members and healthcare professionals about prescription drug abuse.
		2. Provide education and resources to community members and healthcare professionals that will allow them to offer support and help for those affected by prescription drug abuse.
		3. Implement a prescription medication abuse prevention program in the community.
	6. To report activities to Communications Vice President in a timely manner and provide summaries with photos for potential press releases.
	7. Compose and submit the Generation Rx Award Report to APhA-ASP and the Chapter President by December 31st
	8. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
16. The responsibilities of the OTC Literacy Chairperson:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To develop and assemble a budget for OTC Literacy to be submitted to the Finance Vice President, on a date designated by the Finance Vice President, for incorporation into the Chapter’s Annual Operating Budget.
	3. To appoint OTC Literacy Committee members.
	4. To coordinate and officiate OTC Literacy Committee meetings.
	5. To develop and plan pharmaceutical care activities to:
		1. Increase awareness among community members and healthcare professionals about the safe use and storage of over-the-counter medicines.
		2. Provide education and resources to 5th and 6th graders, as well as their parents and care givers on reading medicine directions, following OTC label directions, and proper measurement of medicine.
		3. Provide education on safe storage and disposal of medication and knowing how to consult with parents or guardians before taking medications.
	6. To report activities to Communications Vice President in a timely manner and provide summaries with photos for potential press releases.
	7. Compose and submit the OTC Literacy Award Report to APhA-ASP and the Chapter President by May 31st
	8. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
17. The responsibilities of the International Vice President:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To be familiar with IPSF current issues and activities on the International, National, Regional, and Local levels.
	3. To develop and assemble a budget for IPSF activities to be submitted to the Finance Vice President, on a date designated by the Finance Vice President, for incorporation into the Chapter’s Annual Operating Budget.
	4. To appoint IPSF Committee members.
	5. To coordinate and officiate IPSF Committee meetings.
	6. To coordinate and promote Chapter IPSF activities, which may include but are not limited to tobacco awareness, AIDS awareness, and International textbook drive.
	7. To organize the international pharmacy student exchange program.
	8. To collaborate with the trip coordinator in organizing member attendance at IPSF midyear and annual meetings.
	9. To keep the Chapter abreast of the current IPSF issues and activities.
	10. To report activities to Communications Vice President in a timely manner and provide summaries with photos for potential press releases.
	11. To submit a brief summary of activities and statistical information to the Chapter President at the end of each semester to be kept on file in the Chapter Office.
	12. To maintain a record of activities undertaken during his/her term in order to pass said records onto his/her successor.
18. The responsibilities of the Policy Vice President:
	1. To be familiar with the operation of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To develop and assemble a budget for SPAN activities to be submitted to the Finance Vice President, on a date designated by the Finance Vice President, for inclusion into the Chapter’s Annual Operating Budget.
	3. To appoint SPAN Committee members.
	4. To coordinate and officiate SPAN Committee meetings.
	5. To encourage and promote student pharmacist involvement in National, State, and Organizational policy making process.
	6. To assist the Chapter in being aware of and formulating Regional and National resolutions which are brought forward at the APhA-ASP Mid-Year Regional and Annual Meetings.
	7. To investigate current legislation that affects the practice of pharmacy, pharmacists or student pharmacists, and informs fellow Chapter members of such legislation.
	8. To work to support passage of legislation that facilitates the furtherance of, or protects, the practice of pharmacy.
	9. To organize events and activities related to Legislative activities held at the State Capitol.
	10. To report policy activities to Communications Vice President in a timely manner and provide summaries with photos for potential press releases.
	11. To submit a brief summary of activities and statistical information to the Chapter President at the end of each semester to be kept on file in the Chapter Office.
	12. To maintain a record of activities undertaken during hi/her term in order to pass said records on to his/her successor.
19. The responsibilities of the Fundraising Chairperson:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To organize activities that will raise funds for the Chapter.
	3. To appoint Fundraising committee members.
	4. To coordinate and officiate Fundraising Committee meetings.
	5. To coordinate with the Finance Vice President to formulate and present a budget for Chapter events that shall be reviewed by the Board of Directors.
	6. To work closely with the Finance Vice President to ensure proper management of chapter funds.
	7. To submit a brief summary of activities and statisitical information to the Chapter President within ten (10) business days following any fundraising activity to be kept on file in the Chapter Office.
	8. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
20. The responsibilities of the Community Service Chairperson:
	1. To be familiar with the operations of APhA and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To develop and assemble a budget for community service activities to be submitted to the Finance Vice President, on a date designated by the Finance Vice President, for incorporation into the Chapter’s Annual Operating Budget.
	3. To develop and maintain a regular schedule of service projects available to the chapter.
	4. To organize and utilize a Community Service Committee to coordinate and mobilize activities.
	5. To work with the University office and/or Pharmacy Council to coordinate service- learning programs.
	6. To collaborate with other health care professionals to coordinate joint service activities.
	7. To serve as a positive chapter role model by actively participating in all service projects.
	8. To create an atmosphere that expects and encourages active participation by the executive officers and organizational members in community service activities, even beyond chapter events or projects.
	9. To report service activities to Communications Vice President in a timely manner and provide summaries with photos for potential press releases.
	10. To maintain a current contact list for all service agencies for future chapter or individual service opportunities.
	11. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
21. The responsibilities of the Trip Coordinator:
	1. To be familiar with the operations of APhA-ASP and APhA-ASP on the National, Regional, State, and Local Chapter levels.
	2. To develop and assemble a budget for Chapter trips to be submitted to the Finance Vice President, on a date designated by the Finance Vice President, for incorporation into the Chapter’s Annual Operating Budget.
	3. To encourage members to attend APhA-ASP Midyear Regional Meetings and the APhA Annual Meeting and Exposition.
	4. To set a member attendance goal for Mid-Year Regional Meetings and APhA Annual Meeting and Exposition.
	5. To provide registration material and other trip information to students.
	6. To arrange lodging and travel plans.
	7. To arrange dates for student deposits.
	8. To obtain liability and consent forms from each traveling member.
	9. To work closely with the Fundraising Chairperson to secure financing for any trips.
	10. To work closely with the Finance Vice President to ensure timely allocation of reimbursement to members who attend Chapter trips, where applicable.
	11. To submit a brief summary of activities and statistical information to the Chapter President at the end of each semester to be kept on file in the Chapter Office.
	12. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.
22. **CHAPTER ADVISOR(S)**
	* + 1. The chapter will have a Chapter Advisor(s) who must be a full-time faculty member of the ULM School of Pharmacy and a member of APhA.
			2. The Chapter Advisor(s) will be appointed by the Dean of the School of Pharmacy.
			3. Duties of the Chapter Advisor(s) will include the following:
23. Act as a consultant to members and officers of the Chapter on matters pertaining to the Chapter.
24. Provide continuity to the Chapter’s operations from one year to the next.
25. Be available for advice and ideas as needed on subjects such as internal Chapter problems, fundraising, community service projects, etc.
26. Be prepared for other such duties as determined by consultation with members of the Board of Directors.
27. The Chapter Advisor(s) will be invited to attend all Chapter, State, Regional, and National APhA-ASP meetings that the students are attending, and will attend when possible.
28. The Chapter Advisor(s) will assist in reviewing any needed changes in the Bylaws necessary to ensure that they are current and responsive to the needs of the Chapter.
	* + 1. The Chapter Advisor(s) will be subject to removal upon:
29. Resignation announced or submitted to the Executive Committee with preferable notice of one month prior to semester break.
30. Petition by a Chapter member to the Executive Committee. The Executive Committee must review this petition and agree upon removal by a two-thirds (2/3) affirmative vote. This decision must be accepted by two-thirds (2/3) affirmative vote of the membership at the next General Chapter Meeting. The Executive Committee shall then submit the petition to the Dean of the School of Pharmacy for final action.
	* + 1. Upon removal or resignation, the Executive Committee will seek to identify a new advisor according to Section VII, Part B of these Bylaws.
31. **CHAPTER COMMITTEES AND REPONSIBILITIES**
	* + 1. The Board of Directors shall:
32. Consist of the elected offices, appointed officers, and the Chapter Advisor(s).
33. Hold such powers and authority expressly granted it by these Bylaws including, but not limited to:
	1. Approve, reject, and amend the Chapter’s Annual Operating Budget at the first meeting of each new academic year.
	2. Set dates for General Chapter and Board of Directors meetings prior to the start of the academic year.
34. Be vested with any authority not expressly designated otherwise by these Bylaws pertaining to the governance of the Chapter.
	* + 1. The Executive Committee shall:
35. Consist of those officers duly elected by the Chapter membership, specifically the President, President-Elect, Patient Care Vice President, Membership Vice President, Finance Vice President, Logistics Vice President, Communications Vice President Historian/Publicist, and 1st Year Representative, as well as the Chapter Advisor(s).
36. Be the only permanent committee.
37. Serve as the governing body of the Chapter and shall hold any powers and authority expressly granted it by these Bylaws including, but not limited to:
	1. Establish such standing and ad hoc committees as are necessary to conduct the programs and business of the Chapter.
	2. Make amendments to the Chapter Bylaws in accordance with Section XV.
	3. Approve or reject applicants nominated by the President for appointed offices.
	4. Approve or reject proposed appropriations in excess of $500.00, which are not set forth in the Chapter’s Annual Operating Budget.
	5. Make determinations as to the qualifications of individuals seeking candidacy for elected office within the Chapter and slate candidates for such offices.
		* 1. The Membership Committee shall:
38. Consist of the Membership Vice President and any such members appointed by the Membership Vice President. The Chapter Advisor(s) may serve in an advisory capacity on the committee.
39. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
40. Plan and execute membership recruitment campaigns throughout the year under the direction of the Membership Vice President.
41. Promote APhA-ASP and the importance of involvement in professional organizations.
42. Promote continued involvement in APhA after graduation.
43. Plan and execute social events to promote Chapter involvement and camaraderie.
	* + 1. The Operation Diabetes Committee shall:
44. Consist of the Operation Diabetes Chairperson and any such student pharmacists or pre-pharmacy student appointed by the Operation Diabetes Chairperson. A faculty member of the ULM School of Pharmacy may serve in an advisory capacity on the committee.
45. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
46. Develop innovative patient care activities to enhance attainment of the goals and objectives of Operation Diabetes.
47. Plan and execute Operation Diabetes activities in the community throughout the year under the direction of the Operation Diabetes Chairperson.
48. Promote involvement in Operation Diabetes among student pharmacists, pharmacists, and other healthcare professionals.
49. Assist the Operation Diabetes Chairperson in writing the Operation Diabetes Award Report.
	* + 1. The Operation Heart Committee shall:
50. Consist of the Operation Heart Chairperson and any such student pharmacist or pre-pharmacy student appointed by the Operation Heart Chairperson. A faculty member of the ULM School of Pharmacy may serve in an advisory capacity on the committee.
51. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
52. Develop innovative patient care activities to enhance attainment of the goals and objectives of Operation Heart.
53. Plan and execute Operation Heart activities in the community throughout the year under the direction of the Operation Heart Chairperson.
54. Promote involvement in Operation Heart among student pharmacists, pharmacists, and other healthcare professionals.
55. Assist the Operation Heart Chairperson in writing the Operation Heart Award Report.
	* + 1. The Operation Immunization Committee shall:
56. Consist of the Operation Immunization Chairperson and any such student pharmacist or pre-pharmacy student appointed by the Operation Immunization Chairperson. A faculty member of the ULM School of Pharmacy may serve in an advisory capacity on the committee.
57. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
58. Develop innovative patient care activities to enhance attainment of the goals and objectives of Operation Immunization.
59. Plan and execute Operation Immunization activities in the community throughout the year under the direction of the Operation Immunization Chairperson.
60. Promote involvement in Operation Immunization among student pharmacists, pharmacists, and other healthcare professionals.
61. Assist the Operation Immunization Chairperson in writing the Operation Immunization Award Report.
	* + 1. The Generation Rx Committee shall:
62. Consist of the Generation Rx Chairperson and any such student pharmacist or pre-pharmacy student appointed by the Generation Rx Chairperson. A faculty member of the ULM School of Pharmacy may serve in an advisory capacity on the committee.
63. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
64. Develop innovative patient care activities to enhance the attainment of the goals and objectives of Generation Rx.
65. Plan and execute Generation Rx activities in the community throughout the year under the direction of the Generation Rx Chairperson. Promote involvement in Generation Rx among student pharmacists, pharmacists, and other healthcare professionals.
66. Assist the Generation Rx Chairperson in writing the Generation Rx Award Report.
	* + 1. The Operation Self Care Committee shall:
67. Consist of the Operation Self Care Chairperson and any such student pharmacist or pre-pharmacy student appointed by the Operation Self Care Chairperson. A faculty member may serve in an advisory capacity on the committee.
68. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
69. Develop innovative activities to enhance the attainment of the goals and objectives of Operation Self Care.
70. Plan and execute Self-Care activities in the community throughout the year under the direction of the Operation Self Care Chairperson.
71. Assist the Operation Self Care Chairperson in writing the Operation Self Care Award Report.
	* + 1. The OTC Literacy Committee shall:
72. Consist of the OTC Literacy Chairperson and any such student pharmacist or pre-pharmacy student appointed by the OTC Literacy Chairperson. A faculty member may serve in an advisory capacity on the committee.
73. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
74. Develop innovative activities to enhance the attainment of the goals and objectives of OTC Literacy.
75. Plan and execute OTC Literacy activities in the community throughout the year under the direction of the OTC Literacy Chairperson.
76. Assist the OTC Literacy Chairperson in writing the OTC Literacy Award Report.
	* + 1. The Policy Committee shall:
77. Consist of the Policy Vice President and any such student pharmacists or pre-pharmacy student appointed by the Policy Vice President. A faculty member may serve in an advisory capacity on the committee.
78. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
79. Provide students the opportunity to voice ideas and concerns and to develop proposals for future consideration for APhA and APhA-ASP policy.
80. Assist the Policy Vice President in providing information for student involvement in the legislative process and its effect on the pharmacy profession.
81. Monitor information on the APhA Legislative Action Center.
82. Organize, when necessary, the chapter’s activities regarding specific APhA Call to Action items provided in the APhA Legislative and Regulatory Update sent to all Policy Vice Presidents.
83. Develop and execute innovative programs to promote student pharmacists, pharmacist, and other with vested interest in the pharmacy profession to become involved in the policy and legislative process.
	* + 1. The Fundraising Committee shall:
84. Consist of the Fundraising Chairperson and any such student pharmacist or pre-pharmacy student appointed by the Fundraising Chairperson. A faculty member may serve in an advisory capacity on the committee.
85. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
86. Develop and execute programs to create revenue for the Chapter.
87. Assist the Fundraising Chairperson and Chapter Finance Vice President with Chapter financial reporting requirements when needed.
	* + 1. The Communications and Public Relations Committee shall:
88. Consist of the Chapter Communications Vice President and any such student pharmacist or pre-pharmacy student appointed by the Communications Vice President. A faculty member may serve in an advisory capacity on the committee.
89. Elect a Vice Chair from among the members of the committee. The committee vice chair shall be a student pharmacist, preferably in his/her first or second professional year, who shall be enrolled in professional didactic course work at the ULM School of Pharmacy. The committee vice chair shall not hold any other elected or appointed position within the Chapter.
90. Works with the Chapter Communications Vice President to maintain chapter communication through a chapter newsletter, website, bulletin board, etc.
91. Provides information and coordinates publications for the Chapter, State, Regional, and National associations.
92. Develop and utilize media contacts for the benefit of promoting Chapter Patient Care Projects, community educational opportunities, public service announcements, etc.
93. **ELECTIONS**

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

* + 1. Qualifications for candidacy
1. Must be an active member of the Chapter as determined by the Executive Committee.
2. Must meet the academic requirements set forth by the ULM School 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 Doctor of Pharmacy program of the ULM School of Pharmacy at the time he/she takes the oath of office.
5. Must be able to complete his/her term of office while enrolled in didactic course work at the ULM School of Pharmacy.
	* 1. 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 candidacy that will include the goal statement for the desired office. The application is due to the Logistics Vice 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.
2. Candidates for President-Elect, Patient Care Vice President, and Membership Vice President must 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.
	* 1. Election procedures
3. The privilege of voting will be confined to members of the Chapter in good standing.
4. Elections will be scheduled at a time and place convenient to all on-campus members, which will be no later than the general meeting immediately following the APhA Annual Meeting and Exposition.
5. Voting will be by secret ballot with the names of the candidates listed in alphabetical order according to the office being sought.
6. In the event that a candidate is uncontested, his/her election shall be by acclamation.
7. A candidate must receive at least fifty percent (50%) of the votes cast to be elected to office.
8. On the day of elections, if a candidate fails to be elected to a specified office, he/she may be nominated by a Chapter member 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.
9. 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).
10. Results will be announced following the counting of ballots.
11. 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.
	* 1. Terms of Office
12. 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.
13. The changing of office for the Executive Committee will take place at the final General Meeting of the Spring semester, which shall be held no sooner than two weeks but no later than three weeks following elections.
14. 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.
15. The transition period will serve as training time for all of the newly elected officers; therefore, the duties of all of the Executive Committee will be jointly delegated to the departing and incoming officers.
16. **APPOINTMENTS**

Appointment of APhA-ASP ULM Appointed Officers is to be planned and executed in accordance with the criteria stated in this section.

1. Qualifications for candidacy
2. Must be an active member of the Chapter as determined by the Executive Committee.
3. Must meet the academic requirements set forth by the ULM School of Pharmacy for good academic standing.
4. Must show evidence of active participation in the Chapter and should possess necessary qualities of leadership.
5. Must be enrolled in the Doctor of Pharmacy program of the ULM School of Pharmacy at the time he/she is appointed to the position for which he/she has applied.
6. Must be able to complete his/her term of office while enrolled in didactic course work at the ULM School of Pharmacy.
7. Requirements for candidacy

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

1. The candidate must submit an application for candidacy that will include the goal statement for the desired office. 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 distributed to the members of the Executive Committee.
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.
3. Appointment procedures
4. The privilege of voting will be confined to members of the newly elected Executive Committee.
5. The Appointed Officers Selection Meeting shall be held within two calendar weeks following the application deadline for declaring candidacy for appointed office.
6. 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.
7. 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.
8. 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.
9. Once a selection is made, the President shall notify all the applicants of the Executive Committee’s decision.
10. Terms of office
	* + 1. All appointed officers shall serve a term of one year, from the time of appointment until the changing of office.
			2. The changing of office will take place at the final General Meeting of the Spring semester, 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.
11. The transition period will serve as training time for all of the newly elected officers; therefore, the duties of all of the appointed officers will be jointly delegated to the departing and incoming officers.
12. **REMOVAL OF OFFICERS**
	* 1. 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.
13. Resignation announced or submitted to the Chapter President, with preferable notice of two weeks.
14. Petition by a Chapter member to the Chapter Executive Committee indicating sufficient cause or grounds for removal as enumerated in Article XI Section B of these Bylaws or as determined by the Executive Committee. The Executive Committee must review this petition and agree upon removal by a two-thirds (2/3) vote.
15. Violation of the ULM School of Pharmacy Code of Ethical and Professional Conduct as determined by the ULM School of Pharmacy Board of Ethical and Professional Conduct shall result in immediate termination of the officer’s tenure.
	* 1. Grounds for removal:
16. Willfully neglecting the duties of his/her office.
17. Failure to maintain the academic requirements set forth by the ULM School of Pharmacy for good academic standing.
18. Mishandling of chapter funds.
19. Willfully neglecting to uphold the Constitution and Bylaws of APhA-ASP and this Chapter.
20. Withdrawing from enrollment in the ULM School of Pharmacy.
21. Excessive unexcused absences from meetings or other mandatory events.
22. Violation of the ULM School of Pharmacy Code of Ethical and Professional Conduct.
	* 1. When an officer is removed from office, he/she shall be precluded from seeking candidacy for any office in the Chapter for the remainder of his/her enrollment at the ULM School of Pharmacy.
23. **FILLING OF VACATED OFFICES**
24. In the event that the office of the President shall become vacant, the Patient Care Vice President shall assume the title and duties of the President for the remainder of the term.
25. 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 Bylaws.
26. 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.
27. 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 Bylaws.
28. **MEETINGS**
29. Chapter Meetings
30. There shall be at least eight Chapter meetings per academic school year at which time the membership can transact business.
31. The President or a majority of the Board of Directors may call Chapter meetings.
32. 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 Board of Directors.
33. The tentative time and place of the Chapter meetings shall be determined by the Board of Directors before the start of each semester.
34. The membership shall be notified at least one week in advance of the time and place of the Chapter meetings.
35. Board of Directors Meetings
36. There shall be at least eight Board of Directors meetings per academic school year.
37. Meetings may be called by the President or two Board members.
38. Board members shall be notified at least one week in advance of the time and place of Board meetings, when possible. When advance notice is not possible, a reasonable attempt must be made to inform each Board member of the meeting.
39. Committee Meetings
40. The various Chapter committees shall meet at least 3 times each semester.
41. Meeting may be called by the committee Chairperson or two members of the committee.
42. Committee members shall be notified at least one week in advance of the time and place of the committee meeting, when possible. When advance notice is not possible, a reasonable attempt must be made to inform each committee member of the meeting.
43. **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 Bylaws of the American Pharmacists Association or these Bylaws. In the event of a conflict, the President, who has the final decision, shall resolve it.

1. **AMENDMENTS**

The Chapter Bylaws may be amended at any time by the following procedures:

1. Amendments of the Chapter Bylaws must be submitted in writing to the Chapter Logistics Vice President.
2. 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.
3. The proposed amendment(s) will be announced discussed at an open review for all members at the next General Chapter meeting.
4. 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.
5. Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the Executive Committee members present.
6. The adopted amendment(s) shall become effective immediately.