

# NMSU Pre-Pharmacy Society By-Laws (October 3, 2017)

## **ARTICLE I: NAME**

The name of this organization shall be the Pre-Pharmacy Society at New Mexico State University.

## **ARTICLE II: PURPOSE**

The purpose of the Pre-Pharmacy Society is to provide information, resources, and opportunities to introduce students to the profession of pharmacy.

The goals and objectives of this organization include:

- To foster professional development through leadership opportunities, academic support, and community involvement.
- To function as an academic, information, and social support system for pre-pharmacy students at New Mexico State University.
- To facilitate understanding of the pharmacy profession and professional pharmacy roles within the organization.
- To provide information and resources to assist students in the College of Pharmacy admission process.

## **ARTICLE III: MEMBERS AND MEMBERSHIP**

Any student enrolled at New Mexico State University who is pursuing or plans to pursue pre-pharmacy coursework with the intent of applying to a College of Pharmacy shall be a member upon completion of an initial membership application form.

Members will be required to complete a renewal membership form for the subsequent academic year to continue their membership.

To be considered an active member you must attend four (4) general body meetings and complete four (4) Pre-Pharmacy Society approved community service events annually; two (2) general body meetings and events in the Fall semester, and two (2) general body meetings and events in the Spring semester. Students joining in the Spring semester will be handled on an individual basis by president and faculty advisor in order to obtain a PPS certificate.

All active members will receive a certificate (*or similar documentation*) at the end of the year rewarding their contribution to the Pre-Pharmacy Society. Alternate types of community service may be offered and will be announced and approved by the current president and a faculty advisor.

## **ARTICLE IV: OFFICERS**

- A. President will assume the following responsibilities:
- Attend all officer and general meetings
  - Schedule, announce, preside, and maintain order at all meetings
  - Coordinate activities for members of the society
  - Distribute and monitor officer project tasks and deadlines
  - Maintain communication with faculty advisor and other officers
  - Serve as a liaison with the president of the other health related student organizations
  - Appoint chairs for temporary committees
  - Update the by-laws as necessary for the upcoming academic year
- B. Vice-President will assume the following responsibilities:
- Attend all officer and general meetings
  - Assume duties of the president in the president's absence
  - Assist the president in his or her duties including coordinating activities for various committees
  - Assist with coordination of activities for members of the society
  - Assist with revision of by-laws for the upcoming calendar year
  - Communicate ideas between president and other officers when needed
- C. Secretary will assume the following responsibilities:
- Attend all officer and general meetings
  - Record complete minutes of all officer and general meetings
  - Submit typed meeting summary to the officers and faculty advisor
  - Maintain society files including records of current memberships and member participation
- D. Media Officer will assume the following responsibilities:
- Attend all officer and general meetings
  - Create, maintain and update social media sites to include meeting announcements, minutes, agendas, pharmacy related information, activities, pictures, etc.
  - Coordinate distribution of information and other forms of communication to group via NMSU channels of communication (example: NMSU Student Hot Mail)
  - Document activities throughout the year with photos of various activities
- E. Qualifications of Officers:
- Must be a member of the Pre-Pharmacy Society
  - Must be able to complete the term of office for the academic year
  - Must understand and accept the duties and responsibilities of their office

- Must be a full time NMSU student
- Must have a minimum cumulative GPA of 3.0

F. Election Procedure:

- Elections will be held annually at the last general body meeting of the Spring semester
- To run for office, an eligibility application with bio and qualifications must be submitted prior to the announced deadline.
- Candidates will address the members of the organization about their reasons for seeking office
- Voting will be done by secret ballot by those in attendance
- All officers will be elected for one academic year
- Ballots will be tabulated by the Faculty Advisor, with the simple majority of the vote (51%, i.e. Robert's Rule of Order) needed to be elected to office

G. Filling of Vacated Offices:

- An officer may be removed from duty if he or she fails to uphold the bylaws of the organization and/or the NMSU Student Code of Conduct
- If an office is vacated, one of the other officers will have an opportunity to fill any remaining positions. Once officers are content with their positions, the members of the Society will have the opportunity to run for the remaining available positions.

## **ARTICLE V: UNIVERSITY ADVISOR**

The Society will have one or more faculty/staff advisors.

The faculty advisor(s) will assume the following responsibilities:

- Act as a consultant to members and officers in matters pertaining to the organization
- Encouraged to attend and participate in all meetings and events
- Act as resource for advice and ideas as needed
- Abide by the guidelines of the Campus Activities Advisor Agreement

## **ARTICLE VI: COMMITTEES**

- Will be convened by direction of officers as needed to obtain goals and complete tasks throughout the year
- Officers will determine scope and membership of various committees

## **ARTICLE VII: MEETINGS**

- Meetings will be held monthly during the academic school year
- Meetings will be conducted by the organization's president
- The time and place of meetings will be determined by the officers and approved by the faculty advisor

- Members will be notified at least one week in advance of planned meetings
- Officers will arrange specific officer meetings and committee meetings
- Special meetings may be arranged by the officers as needed. Members shall be notified at least 24 hours in advance by email.
- Quorum will consist of members present with majority required to conduct business

**ARTICLE VIII: FINANCES**

- No membership dues are required

**ARTICLE IX: PARLIAMENTARY AUTHORITY**

- Meeting will be conducted and questions will be resolved according to Robert’s Rules of Order

**ARTICLE X: AMENDMENT OF THE BY-LAWS**

- Proposed amendments of Society by-laws must be submitted in writing to officers.
- Proposed amendments will be announced at the meeting and will be posted via email for member review at least one week prior to the next general meeting.
- Proposed amendments will be announced a second time and a vote will be taken.
- Adoption of proposed amendments will require an affirmative two-thirds majority vote of members present, providing quorum is met.

President: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_