

Bylaws of Pre-Pharmacy Club

Article I

Parliamentary Authority

"The Rules contained in *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws of this organization."

Article II

Membership

A. Requirements

Membership to the Pre-Pharmacy Club will be granted to the candidate upon his/her completion of the Pre-Pharmacy Club application and payment of the annual dues.

B. Continued Membership

The above stipulations, payment of dues and completion of application, must be met every fall for continued membership.

C. Dues

The aforementioned dues will be decided by the Pre-Pharmacy Club officers in the summer proceeding the fall semester or during the fall semester and published at the first club meeting.

D. Member Rights

All planned activities of the Pre-Pharmacy Club are open to Pre-Pharmacy Club members but are not required to maintain membership. Other privileges of the Pre- Pharmacy Club include participation in the intra-club Mentor program, community services activities provided by the officers, and any other social, academic, or service activities planned by the Pre-Pharmacy Club officers. Members are also encouraged to submit suggestions for improvement to the Pre-Pharmacy Club Advisor or officers of the Pre-Pharmacy Club.

E. Membership Resignation

Members may resign their membership at any time by contacting the Pre-Pharmacy Club Advisor and President.

F. Membership Expulsion

Members will be expelled from club membership upon recommendation of the Pre-Pharmacy Club Advisor and a-majority vote of the Advisor, President, and Vice President.

Article III

Elections

A. Executive Committee

- a. The Executive Committee shall be the governing body of the Pre- Pharmacy Club and will include, but is not limited to, the offices of President and Vice President. When appointing upcoming officers of the Pre-Pharmacy Club, the current Executive Committee and club Advisor may eliminate offices or add new offices to the Pre- Pharmacy Club, as they deem appropriate.

B. Obtaining Office

- b. Each spring, the Pre-Pharmacy Club Executive Committee and the Club Advisor will review the offices of the previous year and determine the available offices for the coming year. At this time, the Executive Committee and the Advisor will publish applications for the available offices. The Executive Committee will then

provide applications upon request. The applicants will then be chosen to fill in the available positions upon a 2/3-majority vote of the Executive Committee and the club Advisor.

C. Officer Resignation

1. If an officer of the Pre-Pharmacy Club chooses to resign, they must notify the Pre-Pharmacy Club Advisor and Pre-Pharmacy Club Executive Committee.
2. In the event that an officer of the Pre-Pharmacy Club resigns, the Pre-Pharmacy Club Executive Committee and club Advisor will appoint a member of Mentor status from a list of interested Mentors to the office in question. In the event that the Pre-Pharmacy Club President chooses to resign, the Vice President will be appointed to the office and the previously stated procedure for replacing a Pre-Pharmacy Club officer will be followed in filling the emptied Vice President office. For the time period between resignation of the office and the appointment of a new officer, the duties of the empty office will be divided amongst the members of the Pre-Pharmacy Club Executive Committee.

Article IV

Executive Committee

The duties of the Executive Committee shall be as follows:

- A. For the Executive Committee as a whole, the responsibility of electing officers as mentioned in Article III, the ability to change the formation of the Pre-Pharmacy Club by adding or removing positions of the club and by as they deem appropriate for the following year. The offices that are listed in the Executive Committee shall meet before the Pre-Pharmacy Club meetings to discuss any necessary business at that time.
- B. For the office of President, the responsibility of - executing public relations of the Pre-Pharmacy Club, working as a liaison between the Pre-Pharmacy Club Advisor and the Pre-Pharmacy Club, and overseeing all meetings and activities of the Pre- Pharmacy Club and its main Executive Committee, and arranging speakers for the Pre- Pharmacy Club meetings. The following offices also include coordinating the committee that corresponds to their office.
- C. For the office of Vice President, the responsibility of assisting the President in hosting the workshops and presenting gifts and/or thank you notes to speakers for the Pre-Pharmacy Club meetings.

Article V

General Officers of the Pre-Pharmacy Club

These positions will not meet with the Executive Committee unless their presence is needed and thus will be requested.

- A. For the office of Secretary, the following responsibilities are distributed: charge of activity records, taking minutes at all official Pre-Pharmacy Club meeting and at all official Pre-Pharmacy club officer meetings.
- B. The office of Treasure entails the following responsibilities: to collect yearly club dues, to sell Pre-Pharmacy Club t-shirts, to create a yearly budget for the Pre- Pharmacy Club, and to balance the accounts of the Pre-Pharmacy Club.
- C. The Director of Volunteers of the Pre-Pharmacy Club shall coordinate all philanthropic efforts of the Pre-Pharmacy Club and create community service opportunities for the members of the Pre-Pharmacy Club.

- D. The Social Chair of the Pre-Pharmacy Club shall act as liaisons to the AED club and Harrison School of Pharmacy Organizations making announcements for the Pre-Pharmacy Club during AED meetings as needed.
- E. The Director of Mentors of the Pre-Pharmacy Club shall coordinate all activities of the Pre-Pharmacy Club Mentors; including, but not limited to, study sessions, campus involvement, and special activities for the Mentors and their mentees. Along with this, the Mentor Director will have the option of conducting meetings specifically for the Mentors at their time and date of choice or to send out emails detailing what they choose to discuss with the Mentors instead of an official meeting.
- F. The Mentors of the Pre-Pharmacy Club shall guide freshman and others under their jurisdiction throughout the pre-pharmacy curriculum, meeting with the Mentor Director as he/she deems by either meeting or through e-mail.

Article VI

Selection of Advisor

The Advisor will be an academic Advisor in the College of Sciences and Mathematics and will remain club Advisor each consecutive year as approved by the Associate Dean of Student Affairs of the College of Sciences and Mathematics. Responsibilities of the Advisor include meeting periodically with the Executive Committee, which includes the aforementioned positions. The Advisor will take an active role in planning and implementing club activities.

Article VII

Standing Committees

Members of the Mentoring program are requested, and members are large are invited to join one of the following committees and assist in the efforts of the corresponding officer: The Publicity Committee shall assist the vice President in their duties. The Public Relations Committee shall assist the Newsletter Coordinator in her or her duties. The Mentor Committee shall consist of the Mentors and mentees and will participate in activities of the Mentor program. The Fundraising Committee shall assist the treasure in his or her duties. The Service Committee shall assist the Service Chair in his or her duties and participate in community service activities organized by the Service Chair.

Article VIII

Meeting Requirements

No specific actions are required at the meetings of the Pre-Pharmacy Club. In situations not otherwise specified, quorum shall be 2/3-majority of those present and voting shall be counted by the show of hands.

Article IV

Reports

Reports required by the student interest committee will be completed by the Pre- Pharmacy Club Advisor.

Article V

Amendment of Bylaws

Bylaws may be amended by proposing in writing and reading the change at an officer meeting and following the presentation of the amendment with a quorum vote at the following officer meeting.

Constitution of The Pre-Pharmacy Club

Article I Name

Section I: The name of this organization is the Pre-Pharmacy Club

Section II: Because pre-pharmacy is one of several pre-health programs, it falls under the auspices of a general pre-health organization, the Alabama Gamma Chapter of Alpha Epsilon Delta, AED. AED is a national honor society devoted to preparing students for careers in medicine, dental medicine, osteopathic medicine, optometric medicine, physical therapy, pharmacy, and allied health professions. It is an affiliated society of the American Association for the Advancement of Science and a member of the Association of College Honor Societies.

Article II Purpose

Section I: The primary purpose of this organization is to help pre-pharmacy students become a competitive applicant to pharmacy schools, to promote the profession of pharmacy, to provide service to the Auburn Community, and to cultivate friendship and cooperation among its members.

Article III Membership

Section I: General Members

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.

Section II: Voting Members

Voting members must have paid their dues and must be on a current roster.

Article IV Officers

Section I: The officers shall be President, Vice President, Secretary, Treasurer/Fundraiser, Director of Volunteers, Publicity Officer, Social Chair, Director of Mentors, and Mentors.

Section II: The entire membership is invited to submit applications for officer positions to a nominating Executive Committee.

Section III: Officers shall hold office from May of one school year until May of the next school year.

Section IV: Roles of the Officers:

1. President

1. In charge of public relationship and requirement
2. Presides over general and Executive Committee meetings
3. Coordinates all committees
4. Gathers speakers for general meetings
5. Assists other officers when needed
6. Oversee all PPC activities for officers and members
7. Maintain list-serv (AU Involve) for officers and members
8. Formulate informative emails for PPC members regularly
9. Fulfill presidential obligations per SGA requirements
10. Plan agenda for events/meetings and correspond with guests/speakers

11. Respond to questions from PPC members in a timely manner
 12. Consistently communicate with club advisor on information/updates
2. Vice President
 1. Serves as hospitality coordinator for refreshments, speaker appreciation and thank you notes, and guest hosting
 2. Assists the president in giving presentations during the semester for helping with applying for pharmacy school
 3. In charge with helping with the application process to pharmacy schools upon request
 4. Assists other officers when needed
 5. Help arrange and prepare materials for PharmCAS workshops, mock interviews, personal essays, recommendation letters, etc.
 6. Head philanthropy ideas and work with other officers to implement fundraising
 3. Secretary
 1. In charge of activities record
 2. Takes minutes and attendance at all meetings: Executive Committee meetings and general.
 3. Keeps records of all club activities
 4. In charge of mass mailing
 5. Prepare thank-you notes for guest/speakers
 6. Accept and keep an organized record of club membership/attendance
 7. Produce the newsletter, *The Dose*, for each monthly meeting
 8. Create flyers and/or social media posts for events and meetings
 4. Treasurer
 1. Collects and deposits Club dues
 2. Creates specialty items: t-shirts, mugs, and anything with the Pre-Pharmacy Club logo; in charge of sales and distribution
 3. Balances the checkbook
 4. In charge of setting up fundraisers
 5. Keep/log all club financial records
 6. Create a working budget for the school year
 7. Forefront of event budgeting
 5. Event Coordinator(s)
 1. Plan events/socials for the club
 2. Plan/make catering arrangements
 3. Help with decision making for all events
 4. Work alongside Vice President and Treasurer regarding event budgets
 5. Arrange concourse hours/volunteer opportunities for the club to participate in
 6. EAP Liason
 1. Provide information and resources for members who are part of HSOP's EAP program
 2. Inform prospective members of the requirements of the EAP program
 3. Facilitate communication between HSOP and PPC members

7. Membership Chair(s)

1. Inform club of volunteer opportunities
2. Help with check-in for all events and meetings
3. Oversee PPC AU Involve page, Instagram, and Facebook page

The impeachment of an officer can only occur when an officer reneges on performing his or her duties. The impeachment will occur when 2/3 of all officers of the club vote in approval.

Article V Advisors

The faculty Advisor will be an academic Advisor in the College of Science and Mathematics and will remain club Advisor each consecutive year as approved by the Dean of Student Affairs of the College of Sciences and Mathematics.

Responsibilities of the Advisor include meeting periodically with the Executive Committee. The Advisor will take an active role in planning and implementing club activities.

Article VI Meeting

General meetings of all club members will occur at least once a month with additional special event meetings occurring occasionally.

Officers in conjunction with the Advisor can call special meetings. Members will be notified in at least two days in advance of the special event. At least ten percent of membership should be present to conduct business where a vote of the Pre-Pharmacy Club is needed.

Article VII Amendments

Amendments to the constitution and bylaws can be submitted to Executive Committee at any time by any club member. Submit such amendments to the officers at an officer meeting. A 2/3 majority vote of those present will be necessary for approval.

Article VIII Nondiscriminatory Clause

The Pre-Pharmacy Club does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, membership, service, fundraisers, socials, officer positions, and workshops. The Pre-Pharmacy Club is committed to providing an inclusive and welcoming environment for all members of the organization.