

**BYLAWS**  
**of**  
**The University of Texas**  
**American Pharmacists Association**  
**Academy of Student Pharmacists**  
**Effective Date: November 5, 2009**

**Bylaw I. Membership**

Section 1. MEMBERSHIP YEAR

- a) The membership year shall be November 1 through October 31.

Section 2. TYPES OF MEMBERSHIP

- a) Active membership of the Association shall consist of professional or graduate students enrolled in the College of Pharmacy and pre-pharmacy students of The University of Texas at Austin.
- b) Honorary membership shall consist of those persons not eligible for active membership under the provisions of Article II, Section 1 of the Constitution but who may be elected honorary members by a quorum.

Section 3. MEMBERSHIP DUES

- a) The Executive Committee shall establish the dues for UT-APhA-ASP members annually.
- b) Active members shall pay annual dues per year, which includes membership in the American Pharmacists Association (APhA) and the Texas Pharmacy Association (TPA) as well as UT-APhA-ASP.

Section 3. MEMBERSHIP RIGHTS AND RESPONSIBILITIES

- a) Active membership entitles the member to all benefits offered by each affiliated organization. Active members may vote in elections, apply to serve as committee chairs, and run for elected office in accordance with the provisions Article III of the constitution.
- b) Each member is automatically a member of the four nationally sponsored patient care committees (Operation Diabetes, Operation Immunization, Heartburn Awareness Challenge, and Operation Heart). Each active member is also expected to join one other committee within UT-APhA-ASP.
- c) Members are considered active and become eligible to receive points after joining a committee (other than the four patient care committees listed above).
- d) Active members receive activity points in recognition for participation in chapter activities. Points earned are used to determine travel stipends and other awards given to members.

**Bylaw II. Point System and Travel Stipends**

## Section 1. ASSIGNMENT OF POINTS

- a) Points will be assigned by the Corresponding Secretary based on the points schedule.
- b) The Executive Committee may determine or assign other point-earning events and/or activities.
- c) In the event that an officer or chair is removed from office, all points assigned based on officer or chair status will be forfeited.

## Section 1. POINTS SCHEDULE

- a) General, Executive, and Committee meeting attendance is worth one (1) point.
- b) Attending a social event will be worth one point, regardless of duration. Attendance at other chapter events will be worth one (1) point for every hour attended with a minimum of one point (1) and a maximum of five (5) points per event.
- c) Fundraising events will be worth two (2) points per hour attended with a minimum of one (1) point and a maximum of five (5) points. Chairpersons of the Fundraising Committee are awarded one (1) point per hour attended in accordance with points awarded to other Chairpersons attending their committee's events.
- d) Planning chapter events will be worth one (1) point for every two (2) hours with a minimum of one (1) point and a maximum of five (5) points per event. At the discretion of the Executive Committee, multiple planning sessions for the same event shall be considered one planning event. In special events that exceed five (5) hours of planning, extra points can be awarded at the discretion of the Executive Committee.
- e) Attending the TPA Annual Meeting will be worth five (5) points. To be eligible for any points for attending, student members must attend the sessions discussed and approved by the Executive Committee and required for travel stipend eligibility.
- f) Attending the APhA Annual Meeting and expo will be worth four (4) points. To be eligible for any points for attending, student members must attend the sessions discussed and approved by the Executive Committee and required for travel stipend eligibility.
- g) Attending the Midyear Regional Meeting will be worth three (3) points. To be eligible for any points for attending, student members must attend the sessions discussed and approved by the Executive Committee and required for travel stipend eligibility.
- h) Serving as an elected officer will be worth five (5) points per year. Timely and accurate completion and/or submission of required paperwork, forms, or other required items will be worth an additional five (5) points per year.
- i) Serving as an appointed chair will be worth three (3) points per year. Timely and accurate completion and/or submission of required paperwork, forms, or other required items will be worth an additional three (3) points per year.
- j) Members may submit photos of UT-APhA-ASP official events for one (1) point per five (5) photos with a minimum of one (1) point and a maximum of five (5) points per semester.
- k) The President and Vice President may award members points for "Outstanding Contributions to UT-APhA-ASP" for a minimum of one (1) point and a maximum of five (5) points per semester.

### Section 3. POINTS SYSTEM TIME PERIOD

- a) Upon adoption, the points system will go into effect immediately.
- b) In subsequent years, the points system will run from the beginning of the TPA Annual meeting to the beginning of the following TPA Annual meeting.

### Section 4. USE OF THE POINTS SYSTEM

- a) Disbursement of travel stipends and other awards will be based primarily, but not exclusively, on the point system and determined by the President, Vice-President, President-Elect, and chapter Advisors. Other criteria may be considered in addition to the points system, such as unbecoming conduct or outstanding service to the chapter.

## **Bylaw III. Sectors**

### Section 1: LEGISLATIVE AFFAIRS SECTOR

- a) The Legislative Affairs Sector will be chaired by the Policy Vice-President and consist of the Committee Chairpersons and volunteer members.
- b) The Legislative Affairs Sector will be composed of the following Committees: the TPA-ASP Committee and the Student Political Advocacy Committee.

### Section 2: THE PROFESSIONAL AND ADMINISTRATIVE GROWTH SECTOR

- a) The Professional and Administrative Growth Sector will be chaired by the Communications Vice-President and consist of the Committee Chairpersons and volunteer members.
- b) The Professional and Administrative Growth Sector will be composed of the following Committees: the Professional Development Committee, the Patient Care Competition Committee, the International Pharmaceutical Students Federation Committee, the Social Committee, the Fundraising Committee, the Public Relations Committee, the Pharmacy Phollies Committee, the Senior Awareness: Guiding Education and Service Committee, and the Nuclear Pharmacy Committee.

### Section 3: THE PATIENT CARE SECTOR

- a) The Patient Care Sector will be chaired by the Patient Care Vice-President and consist of the Committee Chairpersons and volunteer members.
- b) The Patient Care Sector will be composed of the following Committees: the Operation Heart Committee, the Operation Diabetes Committee, the Operation Immunization Committee, the Operation Self-Care Committee, the Generation Rx Committee, and the Project Collaborate Committee.

## **Bylaw VI. Committees**

### Section 1: QUALIFICATIONS FOR COMMITTEE CHAIRS

- c) Candidates must be enrolled in the Professional or Graduate sequence of courses in the College of Pharmacy at the time they receive the Oath of Office.
- d) Candidates shall not be on scholastic or disciplinary probation at the time they receive the Oath of Office.
- e) Candidates must be able to complete their respective terms of office.
- f) All Committee Chairpersons are to be appointed by the Executive Board.

## Section 2: RESPONSIBILITIES OF COMMITTEE CHAIRS

- a) Committee Chairs are expected to hold one event a month.
- b) Each committee will host one large event a semester.
- c) All Committee Chairs will need to create, maintain, and submit committee event documentation forms
- d) Attend all committee, sector, general, and executive meetings.

## Section 3: THE OPERATION HEART COMMITTEE

- a) The Operation Heart Committee shall consist of an appointed chairperson, the Patient Care Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in various service projects, patient care initiatives, and health screenings; including education presentations in the community and participate in the Austin Heart Walk.

## Section 4: THE OPERATION DIABETES COMMITTEE

- a) The Operation Diabetes Committee shall consist of an appointed chairperson, the Patient Care Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in various service projects, patient care initiatives, and health screenings; including education presentations in the community and participate in the ADA Diabetes Walk.

## Section 5: THE OPERATION IMMUNIZATION COMMITTEE

- a) The Operation Immunization Committee shall consist of an appointed chairperson, the Patient Care Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in various service projects, patient care initiatives, and health screenings; including education presentations designed to increase the public's awareness about the safety and importance of immunizations.

## Section 6: THE OPERATION SELF-CARE COMMITTEE

- a) The Operation Self-Care Committee shall consist of an appointed chairperson, the Patient Care Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in various service projects, patient care initiatives, and health screenings; including education presentations designed to educate the community on proper use of Over-the-Counter medications.

## Section 7: THE GENERATION RX COMMITTEE

- a) The Generation Rx Committee shall consist of an appointed chairperson, the Patient Care Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in various service projects, patient care initiatives, and health screenings; including education presentations designed to increase public awareness of prescription medication abuse and misuse.

Section 8: THE PROJECT COLLABORATE COMMITTEE

- a) The Project Collaborate Committee shall consist of an appointed chairperson, the Patient Care Vice-President, and volunteer members.
- b) The committee shall be responsible for coordinating and organizing health screening events by acquiring supplies, volunteers, preceptors and all other resources necessary.
- c) The committee will be chaired by a Senior and Junior Project Collaborate Representative.

Section 9: THE PROFESSIONAL DEVELOPMENT COMMITTEE

- a) The Professional Development Committee shall consist of an appointed chairperson, the Communications Vice-President, and volunteer members.
- b) The committee shall be responsible for aiding the President and Vice President in securing professional speakers for UT-APhA-ASP general meetings.

Section 10: THE PATIENT CARE COMPETITION COMMITTEE

- a) The Patient Care Competition Committee shall consist of an appointed chairperson, the Communications Vice-President, and volunteer members.
- b) The committee shall be responsible for organizing and planning all Association competitions on the local, state, and national level, including the Patient Counseling and Self-Care Championship Competitions.

Section 11: THE INT'L PHARMACEUTICAL STUDENTS FEDERATION COMMITTEE

- a) The International Pharmaceutical Students Federation (IPSF) Committee shall consist of an appointed chairperson, the Communications Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in various service projects, patient care initiatives, and health screenings; including education presentations in the community and participate in the Austin AIDS/HIV Walk.

Section 12: THE SOCIAL COMMITTEE

- a) The Social Committee shall consist of an appointed chairperson, the Communications Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in various social events; including the end-of-year banquet and organizing lunches at general meetings.

Section 13: THE FUNDRAISING COMMITTEE

- a) The Fundraising Committee shall consist of an appointed chairperson, the Communications Vice-President, and volunteer members.
- b) The committee shall be responsible for coordinating the Association's fundraising efforts including designing and ordering merchandise, planning fundraising events, and ordering nametags, patches, and white coats.

#### Section 14: THE PUBLIC RELATIONS COMMITTEE

- a) The Public Relations Committee shall consist of an appointed chairperson, the Communications Vice-President, and volunteer members.
- b) The committee shall be responsible for coordinating the Association's communication efforts via weekly e-mails, social media updates, and articles in community media outlets (i.e. The Daily Texas).

#### Section 15: THE PHARMACY PHOLLIES COMMITTEE

- a) The Pharmacy Phollies Committee shall consist of an appointed chairperson, the Communications Vice-President, and volunteer members.
- b) The committee shall be responsible for coordinating the Association's annual talent show, Pharmacy Phollies; including advertising, recruitment of acts and volunteers, production of the show, hosting the show, etc.

#### Section 16: THE SENIOR AWARENESS: GUIDING EDUCATION AND SERVICE COMMITTEE

- a) The Senior Awareness: Guiding Education and Service (SAGES) Committee shall consist of an appointed chairperson, the Communications Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in various service projects, patient care initiatives, and health screenings; including Holiday card making and geriatric community visits.

#### Section 17: THE NUCLEAR PHARMACY COMMITTEE

- a) The Nuclear Pharmacy Committee shall consist of an appointed chairperson, the Communications Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in events promoting and education student pharmacists about nuclear pharmacy practice. Events should include a nuclear pharmacy tour.

#### Section 18: THE TEXAS PHARMACY ASSOCIATION – ACADEMY OF STUDENT PHARMACISTS COMMITTEE

- a) The Texas Pharmacy Association – Academy of Student Pharmacists (TPA-ASP) Committee shall consist of an appointed chairperson, the Policy Vice-President, and volunteer members.
- b) The committee shall be responsible for involving the Association in various service projects, patient care initiatives, and health screenings in coordination with the Texas Pharmacy Association.
- c) The committee shall be chaired by a Senior and Junior State Association Liaison in which the Senior State Association Liaison shall serve as a TPA Director and have voting privileges on the TPA-ASP Student Executive Board.

#### Section 19: THE STUDENT POLITICAL ADVOCACY COMMITTEE

- a) The Student Political Advocacy (SPA) Committee shall consist of an appointed chairperson, the Policy Vice-President, and volunteer members.

- b) The committee shall be responsible for informing and educating the association regarding legislative affairs and involving the members in legislative activities. The SPA Committee is also responsible for creating policy proposals that are taken to the Mid-year Regional and APhA Annual meetings.

#### Section 20: SPECIAL COMMITTEES

- a) The Executive Board has the power to appoint other committees and committee chairpersons as it deems necessary.

### **Bylaw V. Appointed Positions**

#### Section 1: COMMITTEE CHAIRPERSONS

- a) The Executive Board shall appoint all Committee Chairpersons.

#### Section 2: PHARMACY COUNCIL REPRESENTATIVE

The duties of the Pharmacy Council Representative shall be:

- a) Officially represent UT-APhA-ASP by attending all Pharmacy Council meetings.
- b) Report activities of the Council to UT-APhA-ASP Executive Committee and members.

### **Bylaw VI: Elections and Voting**

#### Section 1: REGULAR MEETINGS

- a) Elections will be held under the supervision of the President and be in accordance with UT-APhA-ASP's Constitution and Bylaws. The President will confirm candidates' eligibility.
- b) Elections will be held during general meetings designated for elections. For each election, the President shall provide blank paper ballots to the membership. Electronic voting may be permitted through the use of the TurningPoint clickers on the condition that the president provides notification to voting members in advance to ensure that they bring the clickers to the designated meeting. All members at off-site campuses will have the same ability to use electronic voting.
- c) Subsequent to nomination and acceptance of the nomination, each candidate will be allowed time to briefly address the membership. Candidate speeches may take place at the same meeting just after nominations or, at the discretion of the President, may be deferred to the next General Meeting.
- d) After each candidate for a particular office has addressed the membership, members will be asked to vote for the candidate of their choice by writing the candidate's name on the ballot or selecting their choice via TurningPoint clickers.
- e) The Vice-President, one other student designated by the President, and an advisor will collect the ballots, leave the meeting room, and count the votes.
- f) After counting the votes, the advisor will present the results to the President who will announce the winner to the members. The winner is the candidate who receives a majority of the votes. If no candidate receives a majority of the votes, a runoff will be held between the two candidates who receive the highest number of votes. A second paper ballot will be distributed and members will be asked to cast their votes again.

- g) In the event of a tie on the first ballot or on the runoff ballot, the candidates will be given another opportunity to address the membership. Another paper ballot will be distributed and members will be asked to cast their votes again. The candidate who receives a majority of the votes will be declared the winner. In the event of a second tie, the advisor will flip a coin to determine the winner.
- h) Steps b through f will be repeated for each office up for election. Business items for the meeting may be presented and discussed between elections for offices.

## **Bylaw VII. Method to Amend Bylaws**

### Section 1. GUIDELINES

- a) Any member of UT-APhA-ASP may propose amendments by presenting such proposed amendments to the Executive Board.
- b) After consideration of the proposed amendment(s), the Executive Board will vote on a recommendation to accept or reject the proposed amendments.
- c) Proposed amendments along with the Executive Board's recommendation to accept or reject will be presented to the general membership in writing and posted at an announced location at least two weeks in advance of the meeting at which the vote will be held.
- d) Debate and discussion on the proposed amendment(s) will take place at the next general meeting, followed by a membership vote (providing a quorum is present) to accept or reject the proposed amendments.
- e) The proposed amendments will be adopted or rejected based on a two-thirds (2/3) vote of the student members present.
- f) Adopted bylaws shall become effective immediately.

## **Bylaw VIII: Quorum**

### Section 1: GENERAL MEETINGS

- a) A quorum at a general meeting shall be constituted by not less than twenty percent of the membership of the student membership. A two-thirds (2/3) vote is necessary in order for an item of business to pass.

### Section 2: EXECUTIVE BOARD MEETINGS

- a) A quorum at Executive Board meetings shall consist of two-thirds (2/3) of the members of the Executive Board.

## **Bylaw IX: Parliamentary Authority**

### Section 1: SOURCE OF AUTHORITY



- a) When deemed necessary for voting and other official business, the rules of order and procedures should be those set forth by the Texas Pharmacy Association, when they are not in conflict with the Bylaws of the American Pharmacists Association or these Bylaws. In the event of a conflict, the Bylaws of this organization supersede.