

**CONSTITUTION  
of  
The University of Texas  
American Pharmacists Association  
Academy of Student Pharmacists  
Effective November 05, 2009**

**MISSION STATEMENT:**

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.

**PREAMBLE:**

We, the students of the College of Pharmacy at The University of Texas at Austin, make it known that The University of Texas chapter of the American Pharmacists Association – Academy of Student Pharmacists is an organization operating exclusively for the students of the Pharmacy profession. Believing that this association, with the broad principles of pharmaceutical advancement, involvement, and research would be an incentive to greater achievements in the Pharmacy profession, we do hereby adopt this constitution as a guiding instrument for this Association.

**ARTICLE 1: NAME, OBJECTIVES, AND AFFILIATIONS**

Section 1: NAME

The name of this organization shall be The University of Texas - American Pharmacists Association - Academy of Student Pharmacists and may be referred to as UT-APhA-ASP.

Section 2: OBJECTIVES

The objectives of UT-APhA-ASP are:

- a) To promote a student pharmacy organization for the mutual benefit of its members;
- b) To support and actively participate in all projects which will advance the profession of pharmacy;
- c) To instill in its members a deep and lasting pride in pharmacy as a profession;
- d) To make available to student pharmacists information in all fields of pharmacy and to encourage and support their pursuits into these areas;
- e) To promote a closer relationship between the local Association and the Academy of Student Pharmacists collegiate chapters of Texas and other states;
- f) To cooperate with the Texas Pharmacy Association and the American Pharmacists Association in all matters involving the advancement of Pharmacy;
- g) To promote closer relationships between pharmacists and other public health workers; and

- h) To foster interest in and loyalty to the College of Pharmacy of The University of Texas at Austin and to promote a community of interest and activities between the students and the faculty.

### Section 3: AFFILIATIONS

This Association maintains affiliations as a component chapter of the American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP) and Texas Pharmacy Association Academy of Student Pharmacists (TPA-ASP) and encourages UT-APhA-ASP members to maintain memberships in both associations.

## **Article II: MEMBERSHIP**

### Section 1: MEMBERSHIP ELIGIBILITY

Students enrolled in The University of Texas College of Pharmacy and pre-pharmacy students of The University of Texas at Austin are eligible for membership in the Association. Membership shall be open to students regardless of race, color, national origin, religion, sex, sexual orientation, age, disability or veteran status.

### Section 2: MEMBERSHIP EXCLUSIONS

Membership is limited to students, faculty, and staff of The University of Texas.

## **Article III: OFFICERS AND FACULTY ADVISORS**

### Section 1: THE PRESIDENT

The President shall have the following duties and responsibilities:

- a) Preside at all sessions of the Association and perform the customary and established parliamentary duties.
- b) Chair the Executive Board and Executive Committee.
- c) Call special meetings of the Association upon written request of the Executive Board or Executive Committee or upon written request of one-tenth of the Association membership. The President shall have the power to call special meetings.
- d) Appoint committees and committee chairpersons as directed by the Constitution and Bylaws and other committees as he/she may deem necessary.
- e) Serve as an ex-officio member of all committees.
- f) Perform the duties of the President-Elect in the interim during which there is no such officer.
- g) Prepare and distribute a current telephone list of both the Executive Board and the Executive Committee to their respective members.
- h) Serve as an official representative of UT-APhA-ASP to the Pharmacy Council.
- i) Serve as an ex-officio member of Capital Area Pharmacy Association Board of Directors.
- j) Ensure that UT-APhA-ASP is an officially registered student organization with the UT Office of Student Activities and Organizations.

- k) Officially represent the views and interests of UT-APhA-ASP by attending all required meetings of the academy including the TPA-ASP executive meeting at the TPA Annual Meeting.
- l) Serve one year tenure as TPA Director and vote on behalf of UT-APhA-ASP on the TPA-ASP Executive Board.
- m) Train the President-Elect and delegate specific responsibilities to assist in the learning process.

## Section 2: THE PRESIDENT-ELECT

The President-Elect shall have the following duties prior to assuming the office of President:

- a) Observe and aid the President and Vice-President in execution of their respective functions, particularly those dealing with activities of the Executive Committee.
- b) Shall develop and/or coordinate chapter projects or activities for UT-APhA-ASP.
- c) Shall serve as a member of the Professional Development Committee.

## Section 3: THE VICE-PRESIDENT

The Vice-President shall have the following duties and responsibilities:

- a) In the absence of the President due to impeachment, resignation, or other cause, the Vice-President shall assume the duties of the President.
- b) Serve as UT-APhA-ASP's liaison at the Longhorn Pre-Pharmacy Association (LPPA) meetings. If the Vice-President is not able to attend the LPPA meetings, he/she should find another member to attend on his/her behalf.
- c) Assist the President in the performance of his/her duties especially in coordination of the activities of the Executive Committee.
- d) Have at all meetings a copy of the Constitution and Bylaws of UT-APhA-ASP.
- e) Serve as ex-officio member of all committees.
- f) Aid the committee chairpersons in the coordination of their activities.
- g) Report on progress of committees to the Executive Board.
- h) Prepare and distribute an activities calendar at the beginning of and throughout each semester to UT-APhA-ASP members.
- i) Train the Vice-President-Elect and delegate specific responsibilities to assist in the learning process.

## Section 4: THE VICE-PRESIDENT-ELECT

The Vice-President-Elect shall have the following responsibilities prior to assuming the office of Vice-President:

- a) Observe and aid the Vice-President in execution of his/her responsibilities.

## Section 5: THE BUDGET AND FINANCE VICE-PRESIDENT

The Budget and Finance Vice-President shall have the following responsibilities:

- a) Collect and assume custody of all monies and property belonging to UT-APhA-ASP.
- b) Make payments in accordance with the rules of The University of Texas.

- c) Report at each Executive Board meeting the financial status of the Association.
- d) Maintain an up-to-date balance sheet and ledger and have them available at the College at all times.
- e) Prepare an audit report of the Association's financial status annually.
- f) Serve as Corresponding Secretary in the absence of this officer.
- g) Prepare and deliver the bank authorization form to the Office of Student Activities and Organizations upon change of officers.
- h) Supervise the official ticket procedure for ticket sales and raffles of the organization.
- i) Work with the President in developing a comprehensive financial budget for the fiscal year.
- j) Work with the Executive Board in maintaining an accounting system of income and expenditures for the committees and the organization as a whole.
- k) Complete and file UT-APhA-ASP taxes with APhA every spring semester.
- l) Train the Budget and Finance Vice-President-Elect and delegate specific responsibilities to assist in the learning process.

#### Section 6: THE BUDGET AND FINANCE VICE-PRESIDENT-ELECT

The Budget and Finance Vice-President-Elect shall have the following responsibilities prior to assuming the office of Budget and Finance Vice-President:

- a) Observe and aid the Budget and Finance Vice-President in execution of his/her responsibilities.

#### Section 7: THE CORRESPONDING SECRETARY

The Corresponding Secretary shall have the following responsibilities:

- a) Prepare the annual reports that are submitted to the APhA-Academy of Student Pharmacists.
- b) Conduct correspondence with the Academy of Student Pharmacists National Officers and Regional organizations and keep files of all letters sent and received.
- c) Complete reports required by the Executive Board.
- d) Assign and track member activity points according to the chapter bylaws..
- e) Keep track of available scholarships/awards and being responsible for completing necessary applications.
- f) Keep accurate minutes of all general and executive meetings of UT-APhA-ASP and keep a copy on file in the UT-APhA-ASP office.
- g) Post the minutes of the most recent general meeting of UT-APhA-ASP onto UT-APhA-ASP's website.
- h) Keep roll at all UT-APhA-ASP meetings.
- i) Train the Corresponding Secretary-Elect and delegate specific responsibilities to assist in the learning process.

#### Section 8: THE CORRESPONDING SECRETARY-ELECT

The Corresponding Secretary-Elect shall have the following responsibilities prior to assuming the office of Corresponding Secretary:

- a) Observe and aid the Corresponding Secretary in execution of his/her responsibilities.

## Section 9: THE MEMBERSHIP VICE-PRESIDENT

The Membership Vice-President shall have the following responsibilities:

- a) Handle all correspondence returned from the incoming PharmD students regarding UT-APhA-ASP membership, lab jackets, nametags, and patches.
- b) Serve as coordinator of UT-APhA-ASP's delegation for the Academy of Student Pharmacists Mid-Year Regional Meeting, the American Pharmacists Association Annual Meeting, and the Texas Pharmacy Association Annual Meeting.
- c) Organize fall and spring semester membership drives for new and renewing UT-APhA-ASP members.
- d) Lead UT-APhA-ASP's recruitment efforts.
- e) Communicate with students in San Antonio, El Paso and Pan-Am in the spring to renew membership for the upcoming year.
- f) Correspond with APhA and TPA regarding all matters of membership (request for additional membership forms, sending in dues, etc.).
- g) Train the Membership Vice-President-Elect and delegate specific responsibilities to assist in the learning process.

## Section 10: THE MEMBERSHIP VICE-PRESIDENT-ELECT

The Membership Vice-President-Elect shall have the following responsibilities prior to assuming the office of Membership Vice-President:

- a) Observe and aid the Membership Vice-President in execution of his/her responsibilities.

## Section 11: THE POLICY VICE-PRESIDENT

The Policy Vice-President shall have the following responsibilities:

- a) Lead the Legislative Affairs Sector Meetings by keeping sector agendas, holding sector meetings at least twice a semester, and support committee chairpersons in planning and executing their initiatives.
- b) Report on sector activities to the Executive Board.
- c) Oversee all policy activities within UT-APhA-ASP.
- d) Keep members up-to-date on most recent legislative news in the Pharmacy profession.

## Section 12: THE POLICY VICE-PRESIDENT-ELECT

The Policy Vice-President-Elect shall have the following responsibilities prior to assuming the office of Policy Vice-President:

- a) Observe and aid the Policy Vice-President in execution of his/her responsibilities.

## Section 13: THE COMMUNICATIONS VICE-PRESIDENT

The Communications Vice-President shall have the following responsibilities:

- a) Lead the Professional and Administrative Growth Sector Meetings by keeping sector agendas, holding sector meetings at least twice a semester, and support committee chairpersons in planning and executing their initiatives.

- b) Report on sector activities to the Executive Board.
- c) Keep photographic, video, and written records of all UT-APhA-ASP activities.
- d) Update the UT-APhA-ASP website(s) with photos and information on chapter events.
- e) Work with the Public Relations Committee to submit announcements for display on the college video boards and to report to news media information worthy of publication.
- f) Work with the Public Relations Committee to update the UT-APhA-ASP bulletin board and glass display case on a semester basis.
- g) Responsible for keeping UT-APhA-ASP members updated via a monthly newsletter or regular BlackBoard postings and announcements.

#### Section 14: THE COMMUNICATIONS VICE-PRESIDENT-ELECT

The Communications Vice-President-Elect shall have the following responsibilities prior to assuming the office of Communications Vice-President:

- a) Observe and aid the Communications Vice-President in execution of his/her responsibilities.

#### Section 15: THE PATIENT CARE VICE-PRESIDENT

The Patient Care Vice-President shall have the following responsibilities:

- a) Lead the Patient Care Sector Meetings by keeping sector agendas, holding sector meetings at least twice a semester, and support committee chairpersons in planning and executing their initiatives.
- b) Report on sector activities to the Executive Board.

#### Section 16: THE PATIENT CARE VICE-PRESIDENT-ELECT

The Patient Care Vice-President-Elect shall have the following responsibilities prior to assuming the office of Patient Care Vice-President:

- a) Observe and aid the Communications Vice-President in execution of his/her responsibilities.

#### Section 17: FACULTY ADVISOR(S)

- a) Responsible for reviewing the Constitution and Bylaws to insure that it is current and responsive to the needs of the Association. The Constitution and Bylaws shall be reviewed for necessary changes every summer.
- b) Shall call for an Executive Committee meeting prior to each General meeting of the semester and additional meetings as deemed necessary. There shall be one Executive Board meeting within three weeks of the beginning of every semester. The goals of UT-APhA-ASP shall be set by the Executive Committee every September and January and be reviewed by the Executive Committee every December and May, respectively.
- c) Shall attend the majority of general meetings and must give prior notice to the President in the event of an absence.
- d) Shall be responsible for implementing and monitoring the budget of UT-APhA-ASP and report these activities to the Assistant Dean for Student Affairs.
- e) Has the power to call an Executive Board or Executive Committee meeting as needed.
- f) Shall provide continuity to the Association and facilitate Association activities.

- g) Shall ensure compliance with the rules and regulations of The University of Texas at Austin governing student organizations.

## **Article IV: ELECTION OF OFFICERS**

### **Section 1: QUALIFICATIONS**

- a) 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.
- b) Candidates shall not be on scholastic or disciplinary probation at the time they receive the Oath of Office.
- c) Candidates must be able to complete their respective terms of office.

### **Section 2: ELECTION AND TERM OF OFFICERS**

- a) Candidacy filing deadlines and election dates shall be set by the Executive Board. These dates must be announced at least one week in advance of any filing deadline or election.
- b) Election of officers and terms of office shall occur on the following schedule:

| <b>Office</b>                           | <b>Election Date*</b>                                | <b>Term of Office</b>                          |
|-----------------------------------------|------------------------------------------------------|------------------------------------------------|
| President                               | Not Applicable                                       | Start of Summer through end of Spring semester |
| Vice-President                          |                                                      |                                                |
| Membership Vice-President               |                                                      |                                                |
| Policy Vice President                   |                                                      |                                                |
| Communications Vice President           |                                                      |                                                |
| Patient Care Vice President             |                                                      |                                                |
| Budget and Finance Vice-President       |                                                      |                                                |
| Corresponding Secretary                 | Not Applicable                                       | Start of Fall through end of Summer semester   |
| President Elect                         | 1 <sup>st</sup> or 2 <sup>nd</sup> meeting in Spring | Election date through end of Spring semester   |
| Vice-President Elect                    |                                                      |                                                |
| Membership Vice-President Elect         |                                                      |                                                |
| Policy Vice President Elect             |                                                      |                                                |
| Communications Vice Pres Elect          |                                                      |                                                |
| Patient Care Vice President Elect       |                                                      |                                                |
| Budget and Finance Vice-President Elect |                                                      |                                                |
| Corresponding Secretary Elect           | 1 <sup>st</sup> or 2 <sup>nd</sup> meeting in Spring | Election date through end of Summer semester   |

- c) Candidates for President-Elect and Vice President-Elect must have completed at least one semester in the Professional Sequence of the College of Pharmacy.

- d) If the President is unable to preside over the Association in the summer months of June through August, the Vice-President shall preside over the summer months and an interim Vice-President shall be elected.
- e) If any officer is unable to complete his or her term, an election will be held to fill the vacant position.

### Section 3: INSTALLATION OF NEW OFFICERS

- a) The Oath of Office is to be administered by the UT-APhA-ASP advisor during the first meeting of the newly elected Executive Committee or at the Awards Banquet at the end of the spring semester.
- b) The out-going officers shall transfer information and any new or other materials of importance to the incoming officers, which may aid in understanding and fulfilling the responsibilities of the office.
- c) The newly elected officers shall take this oath upon installation, "I do solemnly swear that I will actively support The University of Texas APhA-Academy of Student Pharmacists and its constitution. I do further swear, that in my capacity as an official representative of The University of Texas APhA-Academy of Student Pharmacists, I will conduct myself honorably in all matters pertaining to the Profession of Pharmacy and to the College of Pharmacy."

### Section 4: IMPEACHMENT

A move for impeachment shall occur when ten percent of the membership of the Association submits a written request to the Corresponding Secretary of UT-APhA-ASP. The Executive Board, upon being informed, shall call a special election at the next regularly scheduled UT-APhA-ASP meeting.

### Section 5: RESIGNATION

Resignation by any appointed or elected Executive Committee member prior to the end of his/her term shall require a written notice of resignation to the advisor and to the President.

## **Article V: APPONTMENT OF FACULTY ADVISORS**

### Section 1: SELECTION OF FACULTY ADVISOR(S)

- a) The faculty advisor(s) shall be a current APhA member and TPA member.
- b) The faculty advisor(s) shall be appointed by the Dean of the College of Pharmacy and approved by the Executive Board members.

### Section 2: REMOVAL OF THE FACULTY ADVISOR(S)

- a) The advisor(s) shall be subject to removal upon petition by two-thirds of the Executive Committee and two-thirds of the chapter, subject to approval by the Dean of the College of Pharmacy.

- b) The advisor(s) may be removed for failure to perform any of his/her constitutional duties.
- c) The Executive Committee, upon being informed by the Dean that the advisor has been removed, shall approve with a two-thirds vote the appointment of a new advisor(s) within seven days of the termination of the faculty advisor(s).

## **Article VI: THE EXECUTIVE BOARD AND EXECUTIVE COMMITTEE**

### **Section 1: VOTING MEMBERS**

- a) The Executive Board shall be comprised of all officers of UT-APhA-ASP.
- b) The Executive Committee shall consist of the Executive Board and Committee Chairpersons. The Executive Committee will hold meetings as deemed necessary by the President.

### **Section 2: EX OFICIO MEMBERS**

- a) The faculty advisor(s), the immediate past President of UT-APhA-ASP, and chapter members holding national or regional offices in APhA-ASP shall be ex-officio members of the Executive Board and Executive Committee.

### **Section 3: DUTIES OF THE EXECUTIVE BOARD**

- a) Members must attend all meetings of the Executive Board and Executive Committee, with prior notice given to the President and advisor if an absence will occur. Two (2) unexcused absences will be cause for immediate dismissal.
- b) Draft proposals pertinent to the functioning of the Association and present the proposals for membership approval.
- c) Call special elections.
- d) Submit an annual budget request to the Dean.
- e) Submit a written report of activities to the Corresponding Secretary for inclusion into the Annual Report.
- f) Members have the power to call their own meetings.

### **Section 4: DUTIES OF THE EXECUTIVE COMMITTEE**

- a) Committee chairs must attend all meetings of the Executive Committee, with prior notice given to the President and advisor(s) if an absence will occur. Two unexcused absences will be cause for immediate dismissal.
- b) Submit a written report of activities to the Corresponding Secretary for inclusion into the Annual Report.
- c) Committee chairs shall hold regular meetings of their respective committees.

## **Article VII: CONVENTIONS**

### **Section 1: VOTING DELEGATES FOR APhA ANNUAL MEETING**

- a) The Association may send one or more voting delegates to the American Pharmacists Association Annual Meeting each year. The Delegate(s) and Alternate Delegate(s) shall be appointed by the Executive Board.

## Section 2: VOTING DELEGATES FOR APhA-ASP MID-YEAR REGIONAL MEETING

- a) The Association may send one or more voting delegates to the Mid-Year Regional Meeting of the APhA - Academy of Student Pharmacists each year. The Delegate(s) and Alternate Delegate(s) shall be appointed by the Executive Board.

## Section 3: DELEGATES FOR TPA ANNUAL MEETING

- a) The Association may send one or more voting delegates to the House of Delegates at the Texas Pharmacy Association Annual Meeting. All delegates shall be appointed by the Executive Board.

# Article VIII: AMENDMENTS

## Section 1: GUIDELINES

Amendments to this Constitution shall be presented and accepted in the following manner:

- 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 ten (10) days 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 amendments shall become effective immediately.

# Article IX: DECLARATION

## Section 1: DECLARATION

This Constitution and Bylaws shall have precedence over and take the place of any previous Constitution and Bylaws of UT-APhA-ASP and become effective on acceptance.