

PRE-PHARMACY ASSOCIATION OF UIW
“The Remedies”
Constitution

Name

*The name of this pre-pharmacy organization has been elected by majority vote to be: Pre-Pharmacy Association of University of the Incarnate Word; nickname: “The Remedies”.

Mission Statement

*The mission of this organization shall include but not be limited to functioning as a social, academic, and informative support system to all pre-pharmacy students, while learning about the pharmacy profession and its operation in society. This will be accomplished while fostering fellowship and goodwill among pre-pharmacy students, pharmacy students, and educators in the Christian manner instilled through the University of the Incarnate Word.

Objectives/Goals

*To promote and to encourage educational development and advancement into the field of pharmacy

*To represent the University of the Incarnate Word with pride and to contribute to our community

*To provide an informative, social and civically responsible association for the pre-pharmacy students

*To cultivate fellowship and goodwill among all students in the School of Pharmacy, the educators and advisors

Membership

*This organization will consist of its elected officers and organization members. Membership will require being enrolled at UIW as a pre-pharmacy student, completing the membership application, and paying annual dues. Dues will consist of \$25 per academic year or \$40 for 2 years. No refunds or partial credit. Application deadline will be January 15th for the academic year.

Elections

*Elections will be held each March at the organizational meeting. Closed ballot will be the designated election method.

*Students holding club membership status, meeting the 25 hrs of community service minimum, having a minimum cumulative GPA of 3.0 prior to the election in March, may run for election.

Chapter Officers and Duties

*The officers of our organization will consist of the following elected officials: President, Vice President, Secretary, Treasurer, Special Events Coordinator, and Student Government Association (SGA) Representative/Historian. The Executive Committee will be comprised of these officers. Other positions and duties listed are of the organizational liaisons, membership subcommittees, and faculty advisors.

Responsibilities of the President

*Schedule, announce, preside over, and maintain order and decorum at all meetings.

*Assume duties imposed by an official vote of the membership.

*Work with the other officers to develop a mission statement, strategic plan, and goals for the group.

*Act as a general representative of the group, except in the cases where authority is given to another officer or member.

*Assist the vice president in coordinating student competitions and service programs.

*Act as chairman of the subcommittees

Responsibilities of the Vice President

*Assume the duties of the President when the President is not available/is absent

*Assist the President in the performance of his/her duties at all times

*Act as chairperson of the subcommittees

Responsibilities of the Secretary

- *Take complete minutes at all Chapter meetings and submit them to officers and faculty advisor within two weeks of each meeting, in electronic form.
- *Provide a report of the previous meeting's minutes at each meeting
- *Establish plans and write grant proposals to obtain funding for activities
- *Write activity reports and submit to the appropriate organizations in conjunction with liaisons.
- *Act as chairperson of the subcommittees

Responsibilities of the Treasurer

- *Under supervision of the organization's officers and advisors, the treasurer will be responsible for the financial matters of the organization.
- *Notify the Executive Committee of available funds from the budget per event.
- *Oversee efforts to recruit and sustain active membership in the group
- *Oversee proper collection and processing of forms and dues

Responsibilities of the SGA Representative

- *Attend all Student Government Association meetings as a representative and "voice" of the Pre-pharmacy Association of UIW
- *Inform UIW group representatives of upcoming Pre-pharmacy Association events
- *Inform Pre-pharmacy Association of upcoming UIW group events

Responsibilities of the Historian

- *Document the group's activities in written and picture form (scrapbook, group newspaper, webpage, etc)
- * Assist other officers as needed.

Responsibilities of the Public Relations Officer

- *Work on scheduling speakers and special presentations that may be of interest and benefit to the organization.
- *Obtain information on service projects that may be of interest and benefit to the community and the organization.
- *Coordinate service projects and other membership functions approved by Executive Committee and/or organization membership.
- *Work with other officers to promote awareness of the organization to UIW and the community.
- *Promote/publicize/announce group functions through flyers, bulletin boards and posters to bring awareness to the association and its efforts. This will encourage maximum participation from the organization members and our community.

Responsibilities of the Senator

- *Attend all senate meetings as a representative and “voice” of the Pre-pharmacy Association of UIW
- *Inform other senators of upcoming Pre-pharmacy Association events
- * Assist other officers as needed.

Membership subcommittees

Subcommittees will be formed to assist the Executive Committee members with their specific duties and to promote involvement of the entire membership.

Faculty Advisor

- *Faculty advisor(s) will be appointed by the school to provide the organization and its officers with feedback on the operations of the organization and to help foster professionalism in the group.
- *A second faculty advisor or committee of faculty members may be requested by the officers to aid the organization through experience in national and state professional organizations, and to take on the duties of the primary faculty advisor in his or her absence.

Meetings

*Meetings will be held once a month during the academic year. In the event that there are extenuating circumstances, and all officers consent, a meeting may not be held during a month. Meetings and events will be posted at least one week prior to event stated.

*The time and place of the meeting will be determined by the officers and approved by the club advisor(s).

*A minimum of six organization meetings must be attended in an academic year.

Filling of Vacant Offices

*If an Officer is admitted into pharmacy school during their term in office, the vacancy will be filled by the criteria stated under “Resignation”.

***Resignation:** General Officers consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer

Specialized Officers consist of:

1. Public Relations/ SGA Representative
2. Senate
3. Historian

- Resignations must be in writing, and submitted to the President and Faculty Advisor.
- If a General Officer resigns or is admitted into pharmacy school during his/her term the General Officers will move up into the next position and Secretary/Treasurer will be combined.
- If a Specialized Officer resigns or is admitted into pharmacy school during his/her term, first the position should be offered to the runner up. If there is more than one runner up, another election will be held.

***Grounds for Removal from Officer Position:**

- Grounds for removal from office may occur if an Officer: practices academic dishonesty, willfully neglects duties and responsibilities of his or her office; is found guilty of mishandling club funds; has excessive absences from events and meetings; neglects to uphold the organizations constitution; if he or she behaves in a manner unbecoming of a representative of the University of the Incarnate Word, on or off of the campus, or if the individual is no longer in the pre-pharmacy cohort at the University of The Incarnate Word, or if the individual changes their primary track from pharmacy.

- The Officer must be approached by the President and Faculty Advisor regarding the grounds for removal. The Executive Committee will vote to remove the Officer from office with a majority vote. Replacement of the Officer will follow the process listed under “Resignation.”

Finances

- *The organization will incur expenses for guest speakers, food, and beverage. Transportation to and from any event will be provided by the individual member.
- *The Treasurer, under supervision of the organizations Officers and advisors, will be responsible for financial matters of the organization.
- *All funds appropriated by UIW must be filed in accounts through the university’s business office. Records of the organizations accounts will be held in the organizations office.

Committees

- *All Executive Officers have the authority to appoint committees at their discretion. Committees will be organized to carry out basic organization functions. It is the duty of the Executive Officers to oversee all committees.

Amendments

- *This constitution may be amended at any meeting by two-thirds vote of those in attendance. Any Officer may propose an amendment to this constitution. Amendments submitted by members, must be done so in writing. Proposed amendments will be added to the meeting’s agenda and be posted a minimum of one week prior to the next meeting.

Non-Discrimination Statement

- *Membership requirements must not violate, as stated in the Texas Constitution, Bill of Rights:
“Section 3a. Equality: Sex, Race - Equality under the law shall not be denied or abridged because of sex, race, color, creed, or national origin.”