

# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION BYLAWS

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## **Article I. NAME, LOGO, COLORS and PIN**

### **Section 1. NAME**

The student division of the National Pharmaceutical Association (NPhA) shall be called the Student National Pharmaceutical Association (SNPhA).

### **Section 2. LOGO**

The official logo of the organization is a circular mortar and pestle symbol including the organization abbreviation (as pictured on the right). This official logo cannot be used in any form other than as described. This official logo cannot be changed, altered, or adulterated.



### **Section 3. COLORS**

The official colors of the organization are black and white.

### **Section 4. PIN**

The lapel pin is round in shape, with the SNPhA logo inside a glass cover, black and white trimmed in a metallic color.

## **ARTICLE II. PURPOSES**

SNPhA shall have the following purposes:

- A. To promote the interests SNPhA members;
- B. To define the future role of minority health professional in the community;
- C. To develop a positive image of minority health professionals;
- D. To coordinate programs that will improve the health care awareness of minority communities;
- E. To encourage SNPhA members upon graduation to become active NPhA members.

## **ARTICLE III. MEMBERSHIP**

All dues paying NPhA Student Members shall be SNPhA Members. All dues paying high school students shall be affiliate members. The SNPhA membership year is from August 1<sup>st</sup> through July 31<sup>st</sup> of the following year.

## **ARTICLE IV. OFFICERS**

## **Section 1. OFFICERS**

**ELECTED OFFICERS:** SNPhA elected officers are the President, President-Elect, Vice President, Corresponding Secretary, Recording Secretary, and Public Relations Liaison.

**APPOINTED OFFICERS:** SNPhA appointed officers are the Region 1, 2, 3, 4 & 5 Facilitators, Legislative Chair, Remember the Ribbon, Operation Immunization Chair, Power to End Stroke Chair, Chronic Kidney Disease Chair, Membership Benefits Chair, Bridging the Gap (BTG) Chair, Executive Chairman, and Executive Consultant.

## **Section 2. PRESIDENT Duties**

1. Preside at the Annual Convention and at meetings of the Executive Committee
2. Appoint members of committees with the approval of the Executive Committee
3. Present a report of SNPhA activities at the Annual Convention
4. Serve as spokesperson for SNPhA to the NPhA Executive Committee
5. Attend leadership retreat, regional and national meetings
6. Set yearly agenda for organization
7. Submit an official officer report at the end of term

## **Section 3. PRESIDENT-ELECT Duties**

1. To assist the SNPhA National Executive Director, National President and the Executive Committee
2. To coordinate and assist NPhA on projects and programs
3. Perform duties that are assigned by the national executive committee
4. To become familiar with and learn SNPhA's policies and procedures
5. Establish and maintain relationships with other student pharmacy organizations
6. To solicit sponsorship from professional pharmacy organizations
7. Chair the House of Delegates business sessions at both the regional meetings and annual convention
8. Attend leadership retreat, regional and national meetings
9. Submit an official officer report at the end of term

## **Section 4. VICE PRESIDENT Duties**

1. Preside over the executive committee meetings and other appropriate functions in the absence of the National President
2. Serve as liaison to the regional facilitators
3. Perform duties assigned periodically by the Executive Committee
4. Monthly conference calls with regional facilitators
5. Coordinate of Clinical Skills Competition
6. Coordinate the Chapter Achievement Partners (CAPs) Program with assistance of the National President
7. Attend leadership retreat and regional and national meetings
8. Submit an official officer report at the end of term

## **Section 5. CORRESPONDING SECRETARY Duties**

1. Support the executive board in decisions regarding the financial wellbeing of the organization.
2. Though not directly involved in the flow of monetary resources, the position requires one to engage in the organization's fiscal policy management.
3. Support membership benefit, national fundraising, national programming funds and scholarships
4. Write the Financial column in the *Signatura*
5. Participate in all conference calls and committees
6. Engage in the collaborative support of other executive board members on various projects
7. Help chapters with ideas in local fundraising
8. Attend leadership retreat, regional and national meetings
9. Submit an official officer report at the end of term
10. Completely updating the chapter manual every 3 years.

### **Section 6. RECORDING SECRETARY Duties**

1. Participate in each executive conference call
2. Maintain minutes of each call
3. Submit minutes to Executive Committee
4. Create the *Monthly Message* with approved topics from the President– a bi-monthly publication posted on the website (September, November, January and March)
5. Submit bi-monthly reports to the president
6. Serve as Secretary in the House of Delegates (Regional and National)
7. Maintain minutes of all Business Sessions
8. Receive and organize resolutions submitted from SNPhA chapters
9. Maintain a record of resolutions passed and failed in the House of Delegates
10. Serve as a Member of the Legislative Committee
11. Review resolutions that passed in the House of Delegates for grammar and spelling
12. Create a final draft of edited resolutions to be discussed at the National Convention
13. Chair of the Trademark Committee
14. Maintain information regarding the trademark process and answer questions related to the trademark process
15. Attend leadership retreat, regional and national meetings
16. Submit an official officer report at the end of term

### **Section 7. PUBLIC RELATIONS LIAISON**

1. Organize *Signatura* submissions
2. Create new ideas for the *Signatura*
3. Format and edit *Signatura* issues (Five times a year)
4. Receive approval from the Executive Committee prior to sending out *Signatura* to the chapters
5. Participate in Executive Committee conference calls
6. Place pertinent news from Executive Committee and conference calls into the *Signatura*

7. Sell ads to be placed in the National Convention issue of the *Signatura* for fundraising
8. Participate with fundraising
9. Keep track of chapter submissions for CIC points
10. Partake with Bridging the Gap committee
11. Attend leadership retreat, regional and national meetings
12. Submit an official officer report at the end of term

**Section 8. EXECUTIVE DIRECTOR Duties**

1. Appointed by NPhA National President
2. Responsible for the SNPhA executive committee in the exercise of assigned duties and for executive and administrative decisions or actions with regards to SNPhA business matters
3. May appoint staff and/or executive assistants as deemed necessary with the voting approval of the SNPhA Executive Committee
4. Shall serve a three-year term, renewed by the NPhA Board of Directors
5. Attend leadership retreat, regional and national meetings

**Section 9. REGION FACILITATOR (1, 2, 3, 4, & 5) Duties**

1. Serve as liaison between SNPhA chapter officers in Region and the SNPhA Headquarters
2. Keep in continuous contact with chapter officers via Google groups, personal e-mails, conference calls and phone calls
3. Make sure chapters have all of the information needed concerning SNPhA national initiatives to participate in, professional meetings, membership drive guidelines, and deadlines to submit various forms, reports, pictures, dues, etc.
4. Provide contact information to allow any chapter to contact me for assistance or information
5. Facilitate in establishing new chapters in schools without a SNPhA chapter
6. Compile Bi-monthly reports which consist of activities from each chapter
7. Attend leadership retreat, regional and national meetings
8. Submit an official officer report a the end of term

**Section 14. MEMBER BENEFITS CHAIR Duties**

1. Secure benefits and discounts for SNPhA members nationwide
2. Develop list of benefits for inclusion on membership cards
3. Participate in conference calls
4. Help with national fundraising
5. Attend leadership retreat, regional and national meetings
6. Submit an official officer report at the end of term

**Section 15. LEGISLATIVE CHAIR Duties**

1. Create “Legislative Update” column for the *Signatura*
2. Stay abreast with drug approvals, drug recalls, new generics and any industry news relevant to the profession of pharmacy

3. Receive daily updates from FDA and other organizations (NPhA, APhA, and so on) via e-mail.
4. Collaborate with each chapter about their voting registration drives providing state specific information and to provide registration data to USHLI.
5. Review proposals for the business meetings at National Convention working with National Recording Secretary and President-Elect.
6. Participate in conference calls
7. Attend leadership retreat, regional and national meetings
8. Submit an official officer report at the end of term

**Section 16. WEBMASTER Duties**

1. Obtain proposals for updating and maintaining the website
2. Update postings on website
3. Attend leadership retreat, regional and national meetings
4. Submit an official officer report at the end of term

**Section 17. “REMEMBER THE RIBBON” CHAIR Duties**

1. Collect all RTR reports submitted by chapters
2. Send reports to the National Headquarters at end of year
3. Encourage chapter participation and verify member acknowledgement of national health initiatives
4. Remind chapters of observance days (i.e. World AIDS Day) throughout the year
5. Create a picture slide show of RTR activities to present at the national convention
6. Attend conference calls and submit bimonthly reports about recent activities
7. Attend leadership retreat, regional and national meetings
8. Submit an official officer report at the end of term

**Section 18. “OPERATION IMMUNIZATION” CHAIR Duties**

1. Promote and encourage chapters to get Involved with vaccinations through administration or education, especially during flu season
2. Inform chapters of alternate ways to still get involved (i.e. passing out vaccine literature) if their state does not allow them to immunize
3. Set deadlines for collection of reports submitted by chapters
4. Forward reports to National Headquarters at end of year
5. Participate in conference calls
6. Submit Bi-monthly reports
7. Attend leadership retreat, regional and national meetings
8. Submit an official officer report at the end of term

**Section 19. “POWER TO END STROKE” CHAIR Duties**

1. Promote the PTES Initiative to SNPhA chapters and encourage chapters to pursue stroke outreach events to underserved populations in their local communities
2. Organize PTES information events at SNPhA Regional and National Conferences to further promote the PTES Initiative

3. Maintain PTES SNPhA (download newly published stroke guidelines, PTES tools, update the SNPhA PTES Supplemental Guide and SNPhA PTES PowerPoint presentation)
4. Answer chapter questions regarding the PTES initiative
5. Collect PTES Initiative chapter reports
6. Maintain strong communication ties with the NPhA PTES chair (Dr. Yolanda Hardy) and Kelvin Sapp, MPH from ASA/AHA to ensure the viability of the SNPhA PTES Stroke Initiative and various SNPhA PTES projects and events.
7. Attend leadership retreat, regional and national meetings
8. Submit an official officer report at the end of term

### **Section 21. CHRONIC KIDNEY DISEASE “KEEP SAKE” CHAIR Duties**

1. Coordinate CKD awareness events
2. Communicate with the Abbott Representative to set up speaker presentations for the chapters
3. Communicate with the CKD chapter representatives
4. Provide chapters with the tools/information to start a CKD community project
5. Provide the chapters with contact information/support
6. Promote the “Train the Trainer” CKD Initiative
7. Promote World Kidney Day – March 13<sup>th</sup>
8. Provide chapters with current National Kidney Foundation information so that they may set up a kidney walk/ KEEP Screening
9. Update current CKD handbook as needed
10. Keep records/documentation of chapter participation for submission to National Headquarters at end of year
11. Provide awards or incentives for participation
12. Provide quarterly and annual officer reports
13. Participate in conference calls.
14. Attend leadership retreat, regional meeting and national conference
15. Submit an official officer report at the end of term

### **Section 22. BRIDGING THE GAP CHAIR Duties**

1. Promote the importance of BTG program to SNPhA chapters by encouraging members to participate in mentorship program with NPhA
2. Promote and acknowledge the successful relationships that have formed during the course of the school year
3. Submit at least one (1) success story bi-monthly to the Signatura and the national SNPhA website
4. Plan and implement BTG networking events at *each* SNPhA Regional and National Conference.
5. Maintain an accurate BTG Mentorship Program Database
6. Develop a leadership workshop that will assist with the professional development of SNPhA members at the National Conference, i.e. resume building and interview workshop.

7. Keep an accurate log of all receipts for the BTG program. Receipt book and/or ledger must be turned into the Executive Director *before* the national conference in July
8. Answer email questions and correspondence regarding the BTG program and initiatives
9. Collect BTG Mentor, Leadership Development, and Networking Event surveys at the close of all BTG events
10. Attend leadership retreat, regional conference, and national meetings
11. Submit an official officer report at the end of term

### **Section 23. TERM OF OFFICE**

Elected officers serve a one (1) year term until their successors have been elected and installed. No individual can serve more than one term as an elected officer in the same office.

### **Section 24. VACANCIES**

The Vice President shall fill a vacancy in the office of the President. A SNPhA member appointed by the President and approved by the Executive Committee shall fill a vacancy in any office on a pro-tem basis. Any member appointed will fill the vacant office until a successor has been elected and installed. A vacancy in the office of the Executive Director shall be filled by a NPhA Board of Director Member, appointed by the NPhA President, with the approval of the NPhA Board of Directors, until a successor has been appointed.

### **Section 25. IMPEACHMENT**

Any elected officer remiss in his/her duties as stipulated by these Bylaws and the national Code of Business Conducts and Ethics shall be impeached according to Robert's Rules of Order.

## **ARTICLE V. EXECUTIVE COMMITTEE**

### **Section 1. COMPOSITION**

The national executive committee consists of six elected officers, fourteen appointed officers, one executive director, and two executive assistants.

### **Section 2. DUTIES AND AUTHORITY**

The national executive committee conducts business of the organization, determines all SNPhA programs and activities, and assists in the planning of the regional and national meetings.

### **Section 3. QUORUM**

Three voting members of the National Executive Committee constitute a quorum for business transactions.

### **Section 4. VOTING**

SNPhA issues must be decided by vote at national executive committee meetings or conference calls. Votes can be taken by mail, electronic mail, or by telegraphic or telephone ballot.

## **ARTICLE VI. HOUSE OF DELEGATES**

### **Section 1. COMPOSITION**

The House of Delegates is comprised of delegates representing SNPhA chapters. Each delegate must be a SNPhA member and registered at a regional meeting and/or at the national annual conference. Affiliate members cannot serve as delegates.

### **Section 2. OFFICERS**

The President-Elect serves as the Speaker of the House in the House of Delegates. The Recording Secretary serves as Secretary of the House in the House of Delegates.

### **Section 3. DUTIES AND AUTHORITY**

The House of Delegates serves as the legislative body that develops SNPhA policies and elects the national officers. The house acts on policy recommendations and resolutions that come before it and may adopt appropriate rules or procedures to conduct business.

### **Section 4. APPOINTMENT OF DELEGATES**

Each SNPhA chapter shall have one (1) delegate and each school with SNPhA members shall have one (1) delegate. The delegate shall be elected or appointed at the discretion of the chapter or school.

### **Section 5. QUORUM**

A majority (2/3 vote) of the delegates registered and present at the House of Delegates at the regional meetings and/or national annual conferences constitutes a quorum for transaction of business.

### **Section 6. NPhA PARTICIPATION**

All registered delegates and the national executive committee **MUST** attend the NPhA opening session at the national annual conference.

## **ARTICLE VII. CHAPTER AFFILIATES**

### **Section 1. COMPOSITION**

Any group/organization in accordance with the mission and purpose of SNPhA may charter a chapter, with the exception of high school members. All chapters are under the jurisdiction of SNPhA and NPhA.

### **Section 2. DUTIES AND AUTHORITY**



The chapters shall conduct business and hold chapter meetings for its members. The chapter is responsible but not required for submitting at least one article per membership year to the national newsletter (*Signatura*). The chapter shall submit an annual report of their chapter activities by May 30<sup>th</sup> of the membership year. Each chapter shall adopt such bylaws and rules or procedures, as it deems necessary or desirable to conduct business.

### **Section 3. FINANCES**

Local chapters can establish membership dues in addition to the national membership dues.

### **Section 4. AUTHORITY**

The chapter shall establish their local chapter bylaws in accordance with the regulations and policies of their university or college.

### **Section 5. ADVISOR**

Each chapter must have an advisor who holds a faculty or administrative position at the university's chapter. The advisor will provide direction and guidance to the chapter.

### **Section 6. MEMBERSHIP**

Each chapter is **required to pay a \$45.00 annual membership fee.**

### **Section 7. CHAPTER REPORT**

Each chapter must submit a chapter report every two months (bimonthly report) to receive Chauncey I. Cooper points, which includes a summary of their current and upcoming activities. A copy of this report must be submitted to the SNPhA National Headquarters by email and/or mail.

## **ARTICLE VII. ELECTIONS**

### **Section 1. NOMINATIONS**

The national president-elect shall appoint a five member nomination committee that will slate two (2) candidates for each elected office. The nomination committee members **MUST** not be from the same chapter than the candidates applying for elected office.

### **Section 2. VOTING**

Each chapter or member school receives one (1) vote in the elections of the new officers for the first 10 members registered at the national conference and may receive one (1) vote for each additional 10 members registered at the national conference.

### **Section 3. ELECTION PROCEDURE**

The election procedures established by the national executive committee takes place during the House of Delegates at the national conference.

### **Section 4. INSTALLATION**

Newly elected officers are installed during the banquet at the national annual conference by the NPhA President based on the procedures established by the national executive committee.

## **ARTICLE IX. COMMITTEES**

### **Section 1. COMMITTEES**

The national president appoints committees as deemed necessary with the approval of the national executive committee. Committees include members with designated duties and authority as the executive committee establishes. The president establishes the time and location of the committee meetings. Members of the committees shall serve until submissions of the committee final report or until discharged by the president.

**Section 2. QUORUM.** A majority of the members of any committee constitute a quorum for the transaction of business.

**Section 3. VOTING.** Issues and policies that must be decided by vote can be taken at the committee meetings or decided by vote taken by mail, electronic mail, telegraphic mail or telephone ballot.

## **ARTICLE X. MEETINGS**

### **Section 1. ANNUAL CONFERENCE**

The SNPhA national conference is held in conjunction with the NPhA Annual Meeting. The national conference consists of sessions, workshops and order of business as specified by the national executive committee.

### **Section 2. REGIONAL MEETINGS**

Two regional meetings are held each year for the SNPhA chapters and members in each region. The regional meetings are divided by Region 1 & 2 and Region 3, 4 & 5. Each hosting chapter must submit to the national executive committee a proposal for approval that includes the time, place, program and order of business for the regional meeting. Please contact the national home office for guidelines and sample proposals.

## **ARTICLE XI. FINANCES**

### **Section 1. SOURCE OF FUNDS**

Funds for organizational activities are obtained from NPhA appropriations, sponsorships, donations and from other sources that are approved by the SNPhA national executive committee and the NPhA Board of Directors.

### **Section 2. BUDGET**

The SNPhA national executive director shall prepare an annual budget sheet and submit the annual budget to the national executive committee for approval and to the NPhA Board of Directors for reference.

### **Section 3. DUES**

SNPhA membership dues are established by the national executive committee that are voted on in the House of Delegates at the national conference, and must be approved by the NPhA Board of Directors.

### **Section 4. SIGNATURES ON CHECKS**

All organization checks will be paid out and signed by the national executive director.

### **Section 5. REPORTS TO INTERNAL REVENUE SERVICE**

The financial reports shall be submitted to the Internal Revenue Service on a yearly basis.

### **Section 6. FISCAL YEAR**

The fiscal year shall coincide with the organizational calendar year.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY AND PRECEDENCE**

### **Section 1. PARLIAMENTARY AUTHORITY**

The rules outlined in the current edition of Robert's Rules of Order shall govern SNPhA's national and local chapter activities in all cases in which they are applicable.

### **Section 2. PRECEDENCE**

In the case of conflict between the bylaws, any parliamentary authority or other rules or procedures, these bylaws shall prevail. The national executive committee, whose decision shall be binding on all interested parties, shall resolve all such apparent conflicts.

## **ARTICLE XIII. GEOGRAPHICAL SECTIONS**

There shall be geographical sections that serve as regional designations of the chapters and are determined by the national executive committee. Please refer to Appendix A for a list of chapters categorized by region.

## **ARTICLE XIV. AMENDMENTS**

Proposed amendments to the SNPhA bylaws, with the approval of the SNPhA executive committee and the NPhA Board of Directors, shall be submitted to the House of Delegates at the national conference for vote. In the case of a mail ballot, each chapter or school with SNPhA members shall have one (1) vote. Ballots may be in whatever

form as deemed necessary to facilitate the voting process, including ballots, which can be tallied by automatic data processing methods. SNPhA must receive executed mail ballots by the date printed on the ballots to be included in the vote tally. A proposed amendment of the bylaws shall become effective upon receiving a two-thirds (2/3) vote.