**The Industry Pharmacists Organization at The Ohio State University Constitution**

***The Industry Pharmacists Organization (IPhO) reserves the right to revoke any Student Chapter’s charter if, in the opinion of IPhO, the Chapter disregards the mission of IPhO or violates the policies set forth in the Chapter constitution approved by IPhO.***

**Article l - Name, Purpose, and Non-Discrimination Policy of the Organization**

*Section 1: Name*

This organization shall be known as the Industry Pharmacists Organization at The Ohio State University, hereinafter referred to as, “the Chapter.”

*Section 2: Purpose*

IPhO Student Chapters are dedicated to enhancing student pharmacists’ understanding of the pharmaceutical industry by:

* Raising awareness of the roles that industry pharmacists play in drug development, appropriate medication use, and other aspects of industry
* Creating opportunities for student pharmacists to connect with industry pharmacists
* Providing opportunities to participate in industry-focused scholarly activity
* Collaborating with IPhO National to create and distribute industry-focused resources and materials that are targeted to student pharmacists
* Working with IPhO National and local pharmacy school faculty/administration to promote access to industry-focused internship and other experiential opportunities

*Section 3: Non-discrimination Policy*

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. The Chapter does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

**Article II - Membership: Qualifications and Categories of Membership**

*Section 1*

All full-time student pharmacists at The Ohio State University are eligible to become Chapter members.

*Section 2*

All Chapter members must abide by the Chapter constitution and associated rules, regulations and policies, as well as those of The Ohio State University.

*Section 3*

All Executive Board members, as defined in Article III-Section 1, must be full IPhO National Members (at the academic rate) in order to be nominated and hold office for an executive board position AND during the duration of their elected term.

*Section 4:*

The Chapter percentage of IPhO National Members to local chapter members will be evaluated annually.

*Section 5:*

In the advent that local chapters dues are required, IPhO strongly recommends that those paying national member dues are exempt from paying local membership dues.

**Article III – Methods for Removing Members and Executive Officers**

*Section 1a*

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

*Section 1b*

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

*Section 1c*

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

*Section 2*

The Chapter shall abide by the laws of Ohio and the policies outlined by The Ohio State University regarding hazing. IPhO defines hazing as any degrading or dangerous activity or situation that puts anyone at risk of physical or mental harm. There are no eligibility criteria or further actions required for Chapter membership other than those defined in Article II of this document.

**Article IV - Organization Leadership**

*Section 1*

The Chapter Executive Board Officers shall consist of, at a minimum, President, President-Elect, Director of Social Media and Marketing, Director of Professional Programming, Director of Communications, and Director of Finances and Fundraising. *The Chapter may decide to create other officer positions as needed.*

*Section 2:*

*Section 2a*

The President is responsible for organizing and coordinating all of the Chapter’s meetings and ensuring that the Chapter’s mission is fulfilled. The President shall oversee the actions of the Executive Board Officers to ensure that they completely fulfill their individual and collective roles. The President is responsible for the actions of the Chapter and acts as the Chapter’s representative.  The President also acts as the primary liaison between the Chapter and i) its Chapter Faculty Advisor, and ii) IPhO National.

*Section 2b*

The President-Elect will serve as the trainer on ensuring that all e-board members are well versed on National programs, services, and resources provided by IPhO. The President-Elect will also serve as a local expert and resource to all local members regarding all of the IPhO benefits and services targets to students, in particular those available on the IPhO website. The President-Elect will be working closely with the chapter president to ensure that all requests sent from National Student Officers and Regional Student Officers are completed within requested deadlines. The President-Elect is responsible for understanding day-to-day responsibilities for the President/other board members.

*Section 2c*

The Director of Social Media and Marketing is responsible for responding to all communications issued by IPhO National Leadership regarding social media on behalf of the Chapter. The Direct of Social Media and Marketing will serve to promote the local chapter and national activities via the local chapter Facebook Page. The Director of Social Media and Marketing will be spearheading IPhO Nationals "Register All" initiative by registering all local members and

creating an account for each member on the IPhO website.

*Section 2d*

The Director of Professional Programming shall lead identification and development of professional development activities. The Director of Professional Programming is responsible for recruiting speakers for general body meetings and other creative events. The Director of Professional Programming is also responsible for maintaining relationships with alumni and industry professionals.

*Section 2e*

The Director of Communications shall record and distribute all Chapter activities and maintain an electronic warehousing of all pertinent documents. The Director of Communications is responsible for developing and distributing communication to chapter members and institution upon request. The Director of Communications will lead the development of documents for the annual reporting submission. The Director of Communications is responsible for setting-up and maintaining a chapter email account if available and or desired.

*Section 2f*

The Director of Finances and Fundraising is responsible for all of the Chapter financial transactions and reconciliations. The Director of Finances and Fundraising will serve to maintain a budget and updated and accurate records of all financial matters. The Director of Finances and Fundraising shall lead all chapter fundraising initiatives.

**Article V- Election / Selection of Organization Leadership**

*Section 1*

The Executive Board Officers will be elected by the conclusion of the spring semester.

*Section 2*

To become a Chapter Executive Board Officer, eligible student pharmacists must be in good academic standing, be a full time pharmacy student at The Ohio State University, must have attended a majority of IPhO meetings and events, and be a national IPhO member in good standing.

*Section 3*

Elections will be held under the direction of the Executive Board Officers.  Candidates will be nominated and voted into Office in the following order: President, President-Elect, Director of Social Media and Marketing, Director of Professional Programming, Director of Communications, and Director of Finances and Fundraising. Each nominee will have the opportunity to provide a brief oral presentation and respond to questions from Chapter members. The Executive Board Officers, excluding any officer(s) nominated for Office, will tabulate and communicate the results of the elections.

Elections shall be decided by a simple majority vote.  In the event of a tie, the current e-board shall conduct a separate binding vote.

*Section 3a*

If there is no valid candidate for a specific position, the Executive Board Officers shall nominate one or more candidates and hold a separate e-board election. Please note that newly elected e-boards are required to have a minimum of 5 officers. If vacant e-board positions remain open past 30 days post election, the chapter will not be in compliance and be in jeopardy of losing its IPhO charter.

**Article VI - Executive Committee: Size and composition of the Committee**

Refer to Article IV of this constitution.

**Article VII - Standing Committees (if needed): Names, purposes, and composition.**

Refer to Article IV of this constitution.

**Article VIII – Advisor(s) or Advisory Board:  Qualification Criteria**

*Section 1*

The Chapter’s Faculty Advisor will be nominated by the Executive Board, based upon the suggestions and recommendations of Chapter members under the guidance of IPhO leadership.

*Section 1a*

The Chapter Faculty Advisor must be a full-time member of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

*Section 1b*

The responsibilities of the Chapter Faculty Advisor may include, but are not limited to, actively participating in meetings and events and providing advice on chapter operations, promotion, activities and procedures.  In particular, the Chapter Faculty Advisor will actively liaise with and provide guidance to the Chapter President.

**Article IX – Meetings and events of the Organization: Required meetings and their frequency.**

*Section 1*

Only the Executive Board Officers will be required to attend each general body meeting, unless prior approval from the Chapter President is given to exempt a member from the meeting.  All other chapter members will be encouraged to attend each meeting and event, but will not be required to do so for membership.

*Section 2*

Attendance will be taken at each meeting and event. All Executive Board Officers are required to attend and actively participate in every meeting and event, unless excused by the President due to an outstanding circumstance.

*Section 2a*

Attendance and active participation at all events and meetings is strongly encouraged for all Chapter members.

*Section 2b*

Only Chapter members attending the majority of meetings and events shall be eligible to be nominated for an officer position.

**Article X – Attendees of Events of the Organization: Required events and their frequency.**

The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

**Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.**

*Section 1*

Any Chapter member may suggest an amendment to the constitution through a written proposal presented to the Executive Board or through a discussion at a regularly scheduled meeting. If the proposed amendment is considered valid and beneficial, then its inclusion into the Chapter constitution shall be voted on by all Chapter members. The amendment requires a majority vote to be included in the constitution.

Please note that IPhO is required to provide approval of all amendments to make sure they meet the vision, mission, and objectives of IPhO.

**Article XII – Method of Dissolution of Organization**

*Section 1*

In the event that the organization is to be dissolved, all existing assets that are direct property of the national branch of the Industry Pharmacists Organization will be donated to the national branch of the Industry Pharmacists Organization.  Any assets that are direct property of The Ohio State University will be returned to the university.  Any remaining assets will be donated to the national branch of the Industry Pharmacists Organization.  If the organization accrues any amount of debt and the debt still exists when the organization is dissolved, fundraising events must take place before the anticipated dissolution date in order to pay off the debt.  The Chapter will take steps to ensure that no debt will be accrued so that these fundraising events will never have to take place.  Upon dissolution of the chapter, the Student Activities staff will be contacted to remove the organization information from website.