***Pediatric Pharmacy Association at The Ohio State University Constitution***

Revised October 20, 2020

**Article I: Name, Jurisdiction, Purpose and Non-Discrimination Policy**

Section 1. Name and Jurisdiction. The name of this organization shall be the Pediatric Pharmacy Association at The Ohio State University (PPA-OSU) hereinafter referred to as this organization. This is an organization run by student pharmacists within The Ohio State College of Pharmacy.

Section 2. Purpose. The purpose of this organization is to serve as pediatric pharmacy advocates within the greater Columbus community in order to promote safe and effective medication use in children through collaboration, advocacy, research and education. We promote medication safety awareness for the pediatric population through the education of future pharmacists, parents, and children. We also have a strong focus on volunteering in the pediatric community, with an emphasis on working with children and families.

Section 3. Non-Discrimination Policy. This organization 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. As a student organization at The Ohio State University (OSU), PPA-OSU expects members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to The Ohio State University Policy 1.15 which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually assaulted or harassed, you may find the appropriate resources at [http://titleIX.osu.edu](http://titleix.osu.edu) or by contacting The Ohio State Title IX coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

**Article II: Statement of Purpose**

The purpose of Pediatric Pharmacy Association at The Ohio State University is as follows:

1. Develop a network of professionals to educate the community and healthcare professionals about pediatric healthcare and improving the health of children within the state of Ohio.
2. Emphasize the importance of pediatric pharmacists within healthcare through community service and outreach events.
3. Advance the awareness of optimal pediatric medication therapy from all healthcare professionals by creating effective communication networks. We will serve as advocates and address patient specific needs of the pediatric population.
4. Promote safe and effective medication use in children through collaboration, advocacy, research, and education and encouraging and supporting innovative strategies and research in all areas of pediatric pharmacy.

**Article III: Membership Definitions, Qualifications, Applications and Dues**

Section 1. Membership Definitions and Qualifications. Membership in the organization shall consist of full time Ohio State pharmacy, Bachelor of Science in pharmaceutical sciences (BSPS) students, faculty advisor, and a pharmacy resident advisor(s).

1. A regular student member shall be an individual who is a student pharmacist or has intentions to become a student pharmacist and is committed to the goals of this organization as well as connected with OSU.
2. The member must have paid national and local chapter dues (see section III) to be considered a member of the organization.
3. In order to obtain an active membership in this organization, a student must be a paid member and attend at least half of all meetings, a minimum of 8 will be held. An active membership will give the student voting rights and the ability to participate in community service and outreach events.

1. Full time BSPS students at OSU who are interested in pediatrics may be full active members but may not serve as an officer of PPA-OSU.
2. A faculty member from the College of Pharmacy shall serve as the faculty advisor(s). The faculty or staff advisor(s) must be selected from full-time faculty, administrative, or professional staff members. The faculty advisor(s) must be a paid national member of The Pediatric Pharmacy Association. Advisor(s) will serve as a mentor and assist in all activities (within their means) and participate in executive board meetings as their time permits.
3. PGY2 Pediatric Resident Co-Advisor(s) will serve alongside faculty advisor and be selected from Nationwide Children’s Hospital PGY2 program based on interest and commitment to PPA-OSU. Resident advisor(s) must be a paid national member of The Pediatric Pharmacy Association. Advisor(s) will serve as a mentor and assist in all activities (within their means) and participate in executive board meetings as their time permits.
4. Each membership term shall last for one (1) year period. If members chose to be members in sequential years, national and local chapter dues must be paid again and an active membership must be upheld.

Section 2. Applications. All applications for membership in the organization shall be submitted to the Secretary on forms to be provided by the organization. Membership may also be purchased directly through the Pediatric Pharmacy Association and proof of membership should be provided to the Secretary. If directly registering, local chapter dues are not included and must be paid separately.

Section 3. Dues will be collected from all members. The cost of dues will be $60 per semester collected by October 1st of the respective school year, unless otherwise decided upon by the executive board for extenuating circumstances. $45 shall be dedicated to national membership dues and $15 for local chapter dues. Dues will be used to serve the pediatric population and support members during chapter meetings. Chapter dues are subject to change each year based on national and/or chapter needs and will be decided upon by the executive board, resident and faculty advisor(s). Students may still attend general body meetings if not a registered member, but such students be ineligible to participate in community service and outreach event activities within the PPA-OSU chapter.

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

Section 1. A faculty member from the College of Pharmacy shall serve as the faculty advisor(s). The faculty or staff advisor(s) must be selected from full-time faculty, administrative, or professional staff members. The faculty advisor(s) must be a paid national member of The Pediatric Pharmacy Association. Advisor(s) will serve as a mentor and assist in all activities (within their means) and participate in executive board meetings as their time permits.

Section 2. PGY2 Pediatric Resident Co-Advisor(s) will serve alongside faculty advisor and be selected from Nationwide Children’s Hospital PGY2 program based on interest and commitment to PPA-OSU. Resident advisor(s) must be a paid national member of The Pediatric Pharmacy Association. Advisor(s) will serve as a mentor and assist in all activities (within their means) and participate in executive board meetings as their time permits.

**Article V: Organizational Leadership**

Section 1. Positions of Office. All positions will serve for one-year terms beginning upon their installation at the election meeting to be held in March of each school year. Required leadership positions include Primary Leader (President), Primary Leader in Training (President-Elect), Secondary Leader in Training (Vice President-Elect), Treasurer, and Secretary. Appointed elective positions include P4 Liaison, P1 Liaison, Committee Chair.

Section 2. Duties of Officers

2.1 Duties of the President (and President-Elect)

* 1. Work cooperatively with each officer and maintain open lines of communication with their classmates.
  2. Schedule and preside over all meetings during his/her term.
  3. Maintain membership status through PPA.
  4. Serve as a liaison within pharmacy council.
  5. Update members with the latest announcements through The Ohio State College of Pharmacy email listserv in collaboration with the secretary.
  6. Arrange speakers for meetings when desired. The speakers should be healthcare professionals working in the field of pediatrics.
  7. Cooperate with other organizations through event planning and meeting times/dates.
  8. Appoint all committees not otherwise provided for in these bylaws.
  9. Manage the appointment or dismissal of officers and/or members.
  10. Assist all officers with duties and tasks.
  11. Preside over elections.

2.2 Duties of the Vice President (and Vice President-Elect)

1. Work cooperatively with each officer and maintain open lines of communication with their classmates.
2. Oversee philanthropic activities and maintain a list of members who participate in these events.
3. Maintain membership status through PPA.
4. Assist President in arranging speakers for meetings.
5. Promote upcoming events and ensure all events proposed by PPA-OSU are approved by the College of Pharmacy.
6. Serve as a liaison with the President and President-Elect within pharmacy council.
7. Recruit people for service activities and brainstorm ideas.
8. Act as the responsible party for coordinating opportunities to raise funds for the various charitable organizations involving the well-being and health of children in the greater Columbus area.
9. Provide members via the secretary an up-to-date list of upcoming events including the date, time, and description of each event.
10. Provide a list well in advance of all events to ensure that adequate time and effort can be given to each project.
11. Work alongside the other officers to promote service projects and hospital or school-related events.

2.3 Duties of the Treasurer

* 1. Work cooperatively with each officer and maintain open lines of communication with their classmates.
  2. Oversee and balance the transactions and expenses of PPA-OSU.
  3. Maintain membership status through PPA.
  4. Act as a responsible party for ordering fundraising items.
  5. Act as responsible party for maintaining connections with the other professional organizations represented at The Ohio State College of Pharmacy

2.4 Duties of the Secretary

1. Work cooperatively with each officer and maintain open lines of communication with their classmates.
2. Organize membership forms and to maintain an up-to-date list of active members.
3. Maintain membership status through PPA.
4. Record attendance at meetings.
5. Act as a responsible party for recording and distributing the minutes to members. In the event of an absence meeting minutes will be taken by any executive member who volunteers willingly.
6. Work closely with the Vice President and Vice President-Elect to ensure that an up-to-date list of upcoming events is sent to members.
7. Act as a responsible party for creating fliers or pamphlets for various events when necessary.

2.5 Duties of P1 Liaison

1. Keep first year student pharmacists updated on events in which PPA-OSU and PPA at large is participating in.
2. Work cooperatively with each officer and maintain open lines of communication with their classmates.
3. Maintain membership status through PPA.
4. To garner interests from fellow first-year student pharmacists and invite interested persons to PPA-OSU
5. Update the officers and members with information from first year student pharmacists relating to pediatrics.

Section 3. All board members will work cooperatively with each other to finalize decisions regarding event coordination and fundraisers. In the event of a vacancy in any of the above positions, that position shall be filled within two weeks by appointment by the President, executive board, and resident and faculty advisors.

**Article VI: Method of Amending Constitution: Proposals, Notice, and Voting Requirements**

Section 1. Proposals to amend, repeal, or suspend the PPA-OSU bylaws shall be submitted by any active member in writing to the President who shall then publish it in the notice of the next regularly scheduled meeting. The proposal shall be acted upon at the next regular meeting and voted upon by PPA-OSU members. The proposal(s) shall then become part of the bylaws based on majority approval.