**CONSTITUTION**

**The Ohio State University College of Pharmacy**

**Student Association of Specialty Pharmacy Chapter**

**of the National Association of Specialty Pharmacy, Inc.**

1. Name and Affiliation. The name of the organization is the Student Association of Specialty Pharmacy (SASP) **The Ohio State University** Chapter of the National Association of Specialty Pharmacy, Inc. (“NASP”). The Student Chapter is a division of NASP, and is subject to the authority of NASP.
2. Purpose and Mission. The purpose of Chapter is to serve as a presence of NASP at The Ohio State University. Chapter shall promote student engagement in specialty pharmacy at the School through education, professional development, and networking with members and affiliated partners of NASP.
3. Non-Discriminatory 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.
4. Sexual Misconduct Policy. As a student organization at The Ohio State University, the Student Association of Specialty Pharmacy (SASP) The Ohio State University Chapter of the National Association of Specialty Pharmacy, Inc. (“NASP”)) expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to 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 harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.
5. Membership. Membership in the Chapter is available to full-time students enrolled in the School who are in good academic standing. Applicants for membership must complete and submit the application form as provided by the Chapter. Chapter members must be members of NASP and pay the required student membership dues to NASP. Eligibility for Chapter membership shall be discontinued upon graduation or loss of academic standing at the School. Chapter members are eligible to serve on the Chapter Board or to participate in Chapter committees, as appointed or selected according to the policies of the Chapter and NASP. Chapter members are eligible to receive preferred access to NASP education programs and discounted member fees for NASP meetings. Members may vote on Chapter matters only as provided in this Charter, or when otherwise requested to do so by the Chapter Board with the assent of the NASP Board of Directors. Meetings of the membership shall be held at least annually, and may be called by the Chapter Board and held at the time and place specified by the Board.
6. Methods for Removing Members and Executive Officers. 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 and the NASP Board of Directors.
7. **Organization Leadership.** The Chapter Officers shall be elected annually by the general membership. The Officers are a President, President-Elect, Vice-President, Secretary, Treasurer. Each is elected to serve a one-year term with the elections subject to approval by the NASP Board of Directors. The President officiates at Chapter meetings and communicates the activities of the Chapter to the School and NASP; the President-Elect observes the responsibilities of the President, and may be assigned other duties and responsibilities as determined by the President and the Chapter Board; the Vice-President represents the chapter in the absence of the President and coordinates membership events; the Secretary maintains accurate records of the Chapter membership and records minutes of every meeting; the Treasurer oversees the Chapter’s finances and budgeting process. Officers shall perform other duties as the Chapter Board may designate. If a vacancy occurs among the officers for any reason, that position is filled for the unexpired portion of the term by the Chapter Board.
8. **Faculty Advisor.** Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. The responsibilities of the Faculty Advisor are to provide continuity to the organization and its operations from year to year, to be a guide for building relationships within the specialty pharmacy industry, to be available for advice on activities, education programs, etc., to assist in reviewing any needed changes in the Chapter charter to ensure that they are current and appropriate to the needs of the Chapter, and in collaboration with the Treasurer, to oversee the Chapter’s finances and budgeting process
9. **NASP Advisor.** A designated NASP member shall serve as the NASP Advisor to the chapter. The NASP Advisor shall be appointed by the NASP Education Committee and/or Executive Director to serve this position and provide support to the student body. The responsibilities of the NASP Advisor are to provide continuity to the organization and its operations from year to year, to be a guide for building relationships within the specialty pharmacy industry, to be available for advice on activities, education programs, etc., to assist in reviewing any needed changes in the Chapter charter to ensure that they are current and appropriate to the needs of the Chapter, and in collaboration with the Treasurer, to oversee the Chapter’s finances and budgeting process.
10. **Election/Selection of Organization Leadership.** Only Chapter members may serve in the Organizational Leadership. Chapter Board members are elected by the Chapter membership each year at the annual meeting, where a quorem is present and any member interested in running for a Board position shall present a short speech to the Chapter membership. The election shall be conducted via balloting procedures, and the newly elected Chapter Board member shall be announced at the annual meeting and electronically. In the event of a tie, a re-election may occur with or without another speech. Chapter Board members serve one-year terms, and serve until their successors are elected and qualified; they may be elected for successive terms. If a vacancy occurs on the Chapter Board for any reason, that position may be filled for the unexpired portion of the term by the Chapter Board.
11. **Board Duties.** Chapter Board members have obligations regarding confidentiality, conflicts of interest, and non-competition with regard to the Chapter and NASP. Chapter Board members are required to maintain the confidentiality of NASP and Chapter-related materials and information, whether or not the materials and information are marked “confidential,” using the same level and type of security that the Chapter Board members would use for their own most confidential materials and information. Chapter Board members are required to disclose any other interests which might be seen as biasing the Board members in their decision-making capability regarding any Chapter activity. Chapter Board members are required to avoid competing with the Chapter or NASP in any way.
12. **Board Meetings.** The Chapter Board shall meet at least annually at whatever time and place that it selects. Additional meetings may be called by the President, or by 50% or more of the members of the Chapter Board. Chapter Board members must be notified of the time and place of a meeting no less than forty-eight (48) hours and no more than thirty (30) days prior to the date of the meeting by regular or electronic mail. A majority of the Chapter Board forms a quorum. A majority of those voting, where a quorum is present, carries an action. The Chapter Board may meet in person, by telephone conference call or other electronic means where all participating Board members can speak and be heard by the others participating.
13. **Chapter Meetings.** The Chapter shall meet at least six (6) times per academic school year. The President and/or a majority of the Officers must be present to conduct each chapter meeting, and chapter members shall be notified of the time and place of the chapter meetings at least seven (7) days in advance of the meeting by regular or electronic mail.

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1. **Committees.** The Chapter Board may appoint one or more committees to assist in Chapter’s responsibilities; the composition of a committee may include Board members and others; the Chapter Board may not delegate its responsibilities to a committee but may only be assisted by the committee. The Chapter Board shall appoint a Chairperson to head each committee.
2. **Awards**. The Chapter may establish awards to be given to active members of the Chapter at the end of the academic year. The eligibility of the awards and selection process must be established and announced to the membership at the beginning of the academic year and approved by the Chapter Board and by the NASP Board of Directors
3. **Certificate**. The Chapter will receive an official SASP certificate from NASP upon approval of Chapter activation. Each year, the activated Chapter will receive an updated certificate from NASP identifying that it is in good standing with NASP and Chapter requirements. This certificate is to be displayed or kept on file with the School throughout the Chapter’s activation period(s).
4. **Indemnification**. Chapter Board members are indemnified by NASP against claims arising from their Chapter-related activities to the extent permitted by law, however in no circumstances shall Chapter Board members be indemnified for activities that are fraudulent, grossly negligent, or beyond their authority under this Charter or otherwise.
5. **Finances**. The Chapter Board shall develop a budget for the Chapter’s programs, subject to final approval by the NASP Board of Directors, and must assure that the budget is adhered to. All assets of Chapter are the property of NASP, and all Chapter financial matters are subject to disclosure to the NASP Board of Directors for its use in preparing audits, tax returns, and other matters. All Chapter-related contracts are entered in the name of NASP, and consistent with the mission and purposes of NASP. Each Student Chapter will receive $500.00 initially to assist with chapter start-up expenses. Additional funds may be requested by submitting a detailed request including the amount requested, the intended use, organization benefits, and a detailed document outlining expenses to the NASP Board of Directors for consideration.
6. **Records and Reporting.** Minutes are prepared and maintained for all Chapter meetings, with copies provided to the NASP Advisor and Executive Director. Minutes are prepared and maintained for all Chapter Board meetings, with copies provided to the NASP Advisor and Executive Director. Chapter must provide a report to the NASP Board of Directors on all activities of the Chapter at least annually, or as requested by NASP.
7. **Amendments**. This Charter may be amended by the Chapter Board, subject to the approval of the NASP Board of Directors.
8. **Dissolution of Organization**. The Chapter may be dissolved or deactivated by action of the NASP Board of Directors in the event that Chapter violates the terms of this Charter or applicable NASP policies and procedures, including failure to maintain a minimum number of Chapter members.

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