**PRE-PHARMACY CLUB**

**At**

**THE OHIO STATE UNIVERSITY**

**CONSTITUTION**

**ARTICLE I**

**NAME**

Section 1 The name of this organization shall be the Pre-Pharmacy Club at The Ohio State University; herein after referred to as Pre-Pharmacy Club.

**PURPOSE**

Section 2 It shall be the purpose of the Pre-Pharmacy Club to present its members with a variety of information about the field of pharmacy, to familiarize them with the college and its requirements, and to develop social ties with other students interested in pharmacy.

**NON-DISCRIMINATION POLICY**

Section 3 The Pre-Pharmacy Club and its members shall not discriminate against any person for reasons 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 basis in accordance with the Registration Guidelines for Student Organizations at The Ohio State University.

**ARTICLE II**

**MEMBERSHIP**

Section 1 Membership is open to all currently enrolled university students who express an interest in the field of pharmacy.

Section 2 Membership fees may be paid throughout the academic year, but must be paid in full prior to obtaining full membership privileges.

Section 3 Full membership privileges entail the right to vote, the right to run for office, and the right to represent the club at a university or community function.

Section 4 Membership is withdrawn upon removal from the email listserv. Any member may contact a club board member to be removed from the contact list. Removal is completed upon request.

Section 5 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 6 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 7 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), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

**ARTICLE III**

**EXECUTIVE COMMITTEE**

Section 1 The Pre-Pharmacy Club Executive Committee shall consists of a President, Vice-President, Secretary, Treasurer, and a Social Chair.

Section 2 The Executive Committee shall determine the goals and direction of the organization through ongoing evaluations, listening to problems, complaints, and suggestions, generate possible constitutional amendments, and initiate appropriate actions.

Section 3 The Executive Committee shall appoint up to six members to fulfill the Junior Executive Board position.

Section 4 The term of office for all Executive Committee members shall be one year beginning at the completion of spring semester of the current academic year and lasting until the completion of spring semester of the next academic year.

Section 5 Any Executive Committee member may be removed from their position by a majority vote of the Executive Committee. Any Executive Committee member removed may appeal to the general membership. Said member shall be reinstated with a majority approval of the members.

Section 6 The President

1. The President shall be the chief executive officer.
2. The President shall call and chair all Pre-Pharmacy Club and Executive Committee meetings.
3. The President shall maintain communication between the staff adviser to Pre-Pharmacy Club, the Executive Committee members, and the general members.
4. The President, with approval of the Executive Committee, directs the budget.

Section 7 The Vice-President

1. The Vice-President shall be the parliamentarian for the organization.
2. The Vice-President shall assume the duties of the President should the office become vacant or in the absence of the President.
3. The Vice-President will keep and have available current copies of the constitution and by-laws.

Section 8 The Secretary

1. The Secretary shall be responsible for keeping the minutes of all meetings and the meetings of the Executive Committee.
2. The Secretary will provide a copy of the minutes for each Executive Committee member and keep a master file.
3. The Secretary shall maintain a complete and accurate account of attendance and membership status.
4. It shall also be the responsibility of the Secretary to keep all records of Pre-Pharmacy Club meetings, to inform Executive Committee members of the times and locations of all Executive meetings, and to inform all general members of the times and locations of all general meetings.

Section 9 Treasurer

1. The Treasurer shall keep a current record of all financial transactions.
2. The Treasurer shall develop semester financial reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The Treasurer will prepare the annual budget and the Executive Committee must approve it before it is presented to the Pre-Pharmacy Club once yearly.

Section 10 Special Projects and Resource Chair (SPARC)

1. The SPARC shall head any temporary committee needed as deemed necessary by the Executive Committee.
2. The SPARC is responsible for those projects which the club is involved with.
3. The SPARC will perform other duties as directed by the President.

Section 11 Junior Executive Board

1. The Junior Executive Board shall assist the Executive Committee when

needed.

1. The Junior Executive Board is expected to attend all meetings and events.

**ARTICLE IV**

**ADVISER**

Section 1 The Adviser shall assist the group in their execution of roles and responsibilities.

Section 2 The Adviser shall provide feedback to the organization regarding its operations and functioning.

Section 3 The Adviser shall serve as a resource.

Section 4 The Adviser should provide advice upon request and also should share knowledge, expertise, and experience with the group.

**ARTICLE V**

**ELECTIONS AND APPOINTMENTS**

Section 1 Election of Executive Committee members shall be held annually during spring semester in the month of May. At least two weeks’ notice shall be given before the election meeting.

Section 2 Nominations shall be held during each of the two meetings prior to the election meeting. Nominations shall be initiated from the floor and any member with full membership privileges shall be eligible for nomination.

Section 3 Elections will be done by paper ballot. Absentee ballots will be accepted prior to the election meeting. No absentee ballot will be accepted after the start of the election meeting.

Section 4 Executive Committee members who are not running on the ballot shall collect and tally the ballots while the meeting takes place and will announce the newly elected Executive Committee at the end of the meeting.

Section 5 The member who receives the majority vote will be elected to the office in which they ran.

Section 6 Any vacancy which may occur in an office shall be filled by appointment of the President pending ratification at the next group meeting.

Section 7 If the President position is the vacant office, the Vice-President will fill the void and become the President for the remainder of the election term and appointment to the Vice-President position will be made accordingly.

**ARTICLE VI**

**MEETINGS**

Section 1 The Pre-Pharmacy Club shall meet at a minimum of two times per semester during Fall and Winter semesters of the academic year.

Section 2 Days, times, and locations for all meetings will be determined by the Executive Committee.

Section 3 At least a one week notice shall be given for each scheduled meeting.

Section 4 Executive Committee meetings will be made on an as-needed basis and proper notice shall be given to its members.

**ARTICLE VII**

**PARLIAMENTARY PROCEDURE**

Section 1 Roberts Rules of Order Revised shall be followed by the organization in all cases involving parliamentary procedures when it does not conflict with the constitution.

Section 2 The rules may be suspended by two-thirds vote of the present membership.

**ARTICLE VIII**

**AMENDMENTS**

Section 1 The constitution shall be amended by a ¾ majority vote of the voting members present, provided that a written notice of the proposed amendment is presented at least on meeting prior to the vote.

Section 2 The proposed amendment shall be read, not acted on at the meeting in which it was proposed.

Section 3 The proposed amendment shall be read again at the following meeting and the vote will then be taken.

**ARTICLE IX**

**ADOPTION**

Section 1 The constitution shall be officially adopted upon its approval by a majority vote of those members in attendance.

December 1, 1999; Revised 11/6/2023