**Constitution**

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

Section 1: Name: American Association of Pharmaceutical Scientists student chapter at The Ohio State University.

Section 2 - Purpose:

The primary purpose of AAPS is to serve its membership, the pharmaceutical sciences as a whole, the biomedical and biotechnological communities, the health professions, and the public interest by:

* Providing a student chapter for interchanging scientific knowledge in the pharmaceutical sciences.
* Promoting the pharmaceutical sciences.
* Providing for recognition of individual achievement and fostering career growth and the development of members.

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.

*Article II - Membership: Qualifications and categories of membership.*

Members: Any student currently enrolled at Ohio State University who supports the objectives of the organization and is willing to contribute to the achievement of those objectives is eligible for membership.

Honorary Members: Any individual(s) such as faculty, alumni, professionals, etc. may be granted honorary membership. They shall have no voting rights.

*Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

Chair: For a year long, the Chair shall represent or appoint a representative of the Student Chapter at AAPS meetings; direct the Student Chapter and preside at its meetings; appoint committee members and Committee Chairs as necessary.

Chair elect: The Chair-Elect shall act as Chair in the absence of the Chair or as necessary for the first year. He is also elected to become the chair of the following year.

Vice chair: The Vice Chair shall act as Chair if necessary for a year.

Secretary: For a year long, the secretary shall correspond with the Student Chapter members; record minutes and other actions of the Student Chapter; maintain records, minutes, documents, mailings, program or meeting materials, and all other significant information related to the Student Chapter and ensure that updated material is shared with AAPS in a timely manner; coordinate communications regarding elections.

Treasurer: For a year long, the treasurer shall record all financial income and expenses and maintain financial records in association with the Chair-elect. Take financial related decisions.

*Article IV - Executive Committee (if needed): Size and composition of the Committee.*

Not applicable

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

Not applicable

*Article VI – Method of Selecting and/or Removing Officers and Members.*

Officers are elected based on their ideas and commitment to the organization’s goal. At the beginning of each school year, an election is held in front of the members where the officers speak about their upcoming plans for the organization and all members vote. Votes are counted and the advisor will announce the officer with the most votes for each position to be appointed. All members/officers shall not be discriminated against, but if for any reason an elected officer or member does not respect the regulations or does not reflect well on the organization, a unanimous decision from the members and other officers is needed to remove him.

Nominations: The chair shall appoint a Committee on Nominations which shall nominate at least two candidates for chair-elect, and for Treasurer when necessary. The Committee on Nominations shall be chaired by the previous chair that has most recently served in addition to the rest of the officers. Additional nominations may be made by members if desired.

Election Schedule and Procedures: The Chair-elect, Treasurer, and Secretary shall be elected by ballot of the entire voting membership according to a schedule. Elections may be conducted using any method approved by the Executive Council, accessible and available to members, and permitted by applicable law.

Installation: The Chair-elect, upon completion of a one-year term shall be installed in the office of Chair. Other individuals are elected for a one-year term.

Vacancies: A vacancy in the office of the Chair shall be filled by the Chair-elect, or should the office of the Chair-elect also be vacant, then by the Vice-Chair.

Removal: All members/officers shall not be discriminated against but for certain reasons such as guilty of neglect of duty, improper conduct, a violation of these Bylaws, officers may by a two-thirds vote of its members remove any officer or member from office who is, or other causes. Prior to voting on an expulsion the members shall provide the member or officer with written notice of the reasons for the expulsion and an opportunity to appear before the members for a due and proper hearing.

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

The organization has already an advisor. The advisor attends all elections and we discuss all the year’s plans to get advice on how everything should be made in a professional time efficient manner. Advisor has to be a faculty member in Ohio State University and preferably with good understanding of the pharmaceutical industry needs.

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

Members shall meet twice each semester at least.

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

Each proposed amendment of these Bylaws, with the approval of the officers, shall be submitted by ballot to all organization members entitled to vote. Ballots may be in whatever form is deemed by the officers to facilitate the voting procedure.

 *Article X – Method of Dissolution of Organization*

The procedure to dissolve the student organization will be stated. In case of any organization asset or debt exists, appropriate means to settle those assests and debts shall be clearly and unequivocally specified.

**By-Laws**

By-Laws states that the Executive Council shall serve as the corporate board of directors and shall be responsible for the general supervision and management of Association affairs, including, but not limited to, any specific duties. The Executive Council may by a two-thirds vote of its members remove any officer or Council member from office who is guilty of neglect of duty, improper conduct, a violation of these Bylaws, or other causes. The Association shall indemnify any Executive Council member, officer committee chair or employee, against expenses actually and necessarily incurred in connection with the defense of any action, suit or proceedings in which such person is made party by reason of being or having been such Executive Council member, officer, committee chair or employee, except in relation to matters as to which the officer, Council member, committee chair or employee shall have been adjudged to be liable for negligence or willful misconduct in the performance of a duty. Such indemnification shall not be deemed exclusive of any other rights to which such Executive Council member or officer or employee may be entitled, under any Bylaw, agreement, and vote of the Board of Directors or members or otherwise.

*Article 1 – Parliamentary Authority*

The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable.

*Article II- Membership*

Membership is free and the organization welcomes any enrolled Ohio State student.

*Article III- Election / Appointment of Government Leadership*

Elections are held in the beginning of a school year around September. All members are allowed to run for an officer position and based on their plans, members will write the name of each officer he/she elects. Elections duration is an hour during which the advisor and previous year’s officers will sort the ballots and the new elected officers will be announced.

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

Article IV- Executive Committee (if needed)

Not applicable

*Article V- Standing Committees (if needed)*

Chair: For a year long, the Chair shall represent or appoint a representative of the Student Chapter at AAPS meetings; direct the Student Chapter and preside at its meetings; appoint committee members and Committee Chairs as necessary.

Chair elect: The Chair-Elect shall act as Chair in the absence of the Chair or as necessary for the first year. He is also elected to become the chair of the following year.

Vice chair: The Vice Chair shall act as Chair if necessary for a year.

Secretary: For a year long, the secretary shall correspond with the Student Chapter members; record minutes and other actions of the Student Chapter; maintain records, minutes, documents, mailings, program or meeting materials, and all other significant information related to the Student Chapter and ensure that updated material is shared with AAPS in a timely manner; coordinate communications regarding elections.

Treasurer: For a year long, the treasurer shall record all financial income and expenses and maintain financial records in association with the Chair-elect. Take financial related decisions.

*Article VI - Advisor/Advisory Board Responsibilities*

Advisor shall attend meetings when possible.

*Article VII - Meeting Requirements*

All five officers shall attend any meeting and as many members of the organization as well as the advisor if possible.

*Article VIII - Method of Amending By-Laws*

Executive Council, shall be submitted by ballot to all organization members entitled to vote. Ballots may be in whatever form is deemed by the Executive Council to facilitate the voting procedure. Executed ballots must be received by the Association by the date indicated on the ballots to be included in the vote tally. A proposed amendment of these Bylaws shall become effective upon receiving a two-thirds (2/3) majority of votes cast.

The content of this constitution is retrieved from the national American Association of Pharmaceutical Scientists By-Laws with slight modifications to fit the student chapter at The Ohio State University.

http://www.aaps.org/uploadedFiles/Content/About\_AAPS/Mission\_and\_Vision/AAPSBylawsRevAug2011.pdf