

# **Constitution and Bylaws of National Community Oncology Dispensing Association, Inc. Professional Student Organization Chapter at The Ohio State University**

## **Article I – Name and Mission**

### **Section 1**

The organization shall be known as *National Community Oncology Dispensing Association, Inc. Professional Student Organization Chapter at The Ohio State University*, hereinafter referred to as “NCODA OSU.”

### **Section 2**

NCODA Professional Student Organization Chapters are dedicated to enhancing students’ understanding of oncology by:

- Raising awareness of the roles that oncology pharmacists play in medically integrated dispensing (MID) organizations
- Working with NCODA and local pharmacy school faculty/administration to promote awareness to industry-focused internship and other opportunities
- Creating networking opportunities with clinical and industry professionals as well as NCODA team members
- Creating new educational materials that will help cancer patients nationwide
- Participating in community service events through NCODA-led initiatives/partnerships
- Offering students the opportunity to participate at NCODA international meetings and present research
- Facilitating site-visits and shadowing opportunities at membership practices

# **Article II – Membership and Eligibility**

## **Section 1**

- Any student enrolled in the Doctor of Pharmacy program at The Ohio State University and in good academic standing can join NCODA.
- All Chapter members must abide by the Chapter Bylaws and associated rules, regulations, and policies, as well as those of The Ohio State University.
- Membership in NCODA OSU shall include free student membership in the International NCODA organization and have opportunities to attend NCODA international meetings, hold a National Officer Position, and present relevant research/posters.
- Eligibility for renewal of membership shall terminate upon the member's graduation or withdrawal from the College of Pharmacy.
- Each Chapter member will be afforded all the rights, privileges, programs, and other activities available through the Chapter.
- All student members, as defined in Article III – Section 1, must be full NCODA Members to be nominated and hold office for an Executive Board position AND during the duration of their elected term.
- Local Chapter dues may be determined by the local Executive Board officers.
- NCODA Professional Student Organizations will host two (2) community service events per academic year (e.g., Be the Match Donor Drives, Terry Fox Foundation).

### **The member removal process will proceed as follows:**

1. Two members will submit in writing a formal complaint to the President and/or President-Elect. A copy of the letter will be distributed immediately to the executive board for review.
2. At the next scheduled executive meeting, the general body member in question will be allowed a defense before the executive board.
3. A vote will be taken at the executive board meeting on the impeachment. A majority vote of greater than 50% by the executive board is required to remove the officer in question.
4. A quorum of five Executive Board members is required for voting on impeachment of a general body member.

## **Article III – Chapter Government**

### **Section 1**

The Chapter Executive Board officers shall consist of, at a minimum, six (6) Executive Board officers:

- President
- President-Elect
- Director of Professional Programming
- Director of Finances and Fundraising
- Director of Finances and Fundraising-Elect
- Director of Social Media, Marketing, and Communications

#### **General Duties of the Executive Committee Members:**

- The Executive Committee shall act as a Board, wherein each full member shall have one equal vote.
- The Executive Committee shall oversee the operations and governance of NCODA OSU.
- The Executive Committee maintains parliamentary procedures of NCODA OSU. Voting shall be carried out by a majority vote.
- The Executive Committee shall be responsible for preparing their incumbent successors, once elected, for assuming the duties of their respective offices.
- The Executive Committee shall be responsible for developing a budget and overseeing NCODA OSU finances.
- The Executive Committee shall be responsible for sending appropriate documentation for reimbursement for the events of the chapter on the condition of a copy of the receipt must be sent to the treasurer email.

- If a copy of the receipt is not sent to the treasurer within 90 days of purchase, your reimbursement may not be approved.
  - The Executive Committee shall be responsible for making their best effort to come to NCODA OSU EBMs, GBMs, and events.
  - Issues with attendance will be handled at the discretion of the President, President-Elect, and Faculty Advisor(s).
  - The Director of Finances and Fundraising-Elect position is not required to be filled for the chapter to remain active.
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## **Executive Board Positions**

### **President**

#### **Responsibilities:**

- Organize and coordinate all Chapter meetings and ensure the Chapter mission is fulfilled
- Oversee the actions of the Executive Board officers to ensure that they fulfill their individual and collective roles
- Responsible for the actions of the Chapter and acts as the Chapter representative
- Attend training through The Ohio State University as required after assuming office in the fall

### **President-Elect**

#### **Responsibilities:**

- Responsible for learning and assisting with all the duties of the President
- Act as President if the current President is absent or unable to fulfill his/her duties
- Oversee committees/committee chairs, if required
- Elected by NCODA OSU members from rising P2 members

- At the end of his or her term during P2 year, shall assume the duties of the President for his or her P3 year

## **Director of Professional Programming**

### **Responsibilities:**

- Lead identification and development of professional development activities
- Recruit speakers for general body meetings and other creative events
- Maintain relationships with alumni and industry professionals
- Oversee general body meeting logistics, including ordering food/drinks, if required, and gifting thank-you card(s) to all speakers

## **Director of Finances and Fundraising**

### **Responsibilities:**

- Maintain a budget and updated and accurate ledgers of all financial matters
- Coordinate distribution of yearly stipend
- Lead all Chapter fundraising initiatives
- Signatures of the Director of Finances and Fundraising and the Director of Finances and Fundraising-Elect are required on the NCODA OSU bank account, if required
- Apply for funding through The Ohio State University or other resources as needed or available
- Attend training through The Ohio State University as required after assuming office in the fall

## **Director of Finances and Fundraising-Elect**

### **Responsibilities:**

- Elected by NCODA OSU members from rising P2 members

- Assist the Director of Finances and Fundraising with financial activities
- Signatures of the Director of Finances and Fundraising and the Director of Finances and Fundraising-Elect are required on the NCODA OSU bank account, if required
- At the end of his or her term during P2 year, shall assume the duties of the Director of Finances and Fundraising for his or her P3 year

## **Director of Social Media, Marketing, and Communications**

### **Responsibilities:**

- Responsible for sharing/re-posting all NCODA Facebook posts along with creating posts of key Chapter activities
- Encourage members to follow NCODA social media outlets
- Assist in registering ALL local members and creating an account for each member on the NCODA website
- Record and distribute information for all Chapter activities throughout the year for the annual reporting submission
- Develop and distribute e-mail, social media, and/or print communications to Chapter members and institution upon request, as well as the weekly PharmD and monthly NCODA OSU newsletter communications
- Set-up and maintain a Chapter email account if available and/or desired

## **Article IV – Chapter Operations**

### **Section 1 – Attendance Requirements**

- 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 1a – Member Participation**

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

## **Section 1b – Executive Board Eligibility**

- Only Chapter members who attend most meetings and events shall be eligible to be nominated for an Executive Board position.

## **Section 2 – Chapter Faculty Advisor(s)**

- The Chapter's Faculty Advisor(s) will be selected by the Executive Board.

### **Section 2a – Faculty Advisor(s) Requirements**

- The Chapter Faculty Advisor(s) should preferably be a full-time employee or adjunct faculty member at The Ohio State University College of Pharmacy.

### **Section 2b – Faculty Advisor(s) Responsibilities**

- The responsibilities of the Chapter Faculty Advisor(s) may include, but are not limited to:
  - Meeting regularly with the President and President-Elect
  - Attending training through The Ohio State University every two years as required
  - Actively participating in meetings and events
  - Providing advice on Chapter operations, promotion, activities, and procedures
  - Liaising with and providing guidance to the Chapter

## **Section 3 – Hazing Policy**

- The Chapter shall abide by the laws of Ohio and the policies outlined by The Ohio State University regarding hazing.
- NCODA 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.

## **Section 4 – Dues**

- The Executive Committee shall establish student Chapter dues.
- The Director of Finances and Fundraising shall oversee the dues collection process.
- Dues shall be payable upon application for membership and renewable annually on the anniversary date of membership.
- The Director of Finances and Fundraising, in concert with the Executive Committee, reserves the right to observe and negotiate special circumstances.

## **Section 5 – Meetings**

- NCODA OSU shall hold a general body meeting at least twice a semester while the college is in session.

- The Executive Committee shall meet at least once a month.
- Special meetings and joint meetings with other professional organizations may be called at the discretion of the Executive Committee.
- Meetings may be cancelled at the discretion of the Executive Committee, but every effort must be made to notify members of the cancellation in advance.
- An “open-door” policy for all meetings and events shall be enforced.

## **Section 6 – Affiliation**

- NCODA OSU shall be a Local Affiliated Chapter of the international NCODA Professional Student Organization.
- NCODA OSU officials shall meet routinely with the appropriate officials of NCODA to review affiliation issues and conduct business as deemed necessary.

## **Section 7 – Parliamentary Procedure**

- Robert's Rules of Order, latest revision, shall be the parliamentary authority with respect to all procedures not specified in the Bylaws of NCODA OSU.

## **Section 8 – Dissolution of Chapter**

- If NCODA OSU should dissolve, following the settlement of all outstanding debts, any remaining funds in the treasury shall be transferred to the treasury of the international NCODA Professional Student Organization.
- If there is no international NCODA Professional Student Organization, such remaining funds shall be transferred to the Cancer Immunotherapy Research Fund at The James Cancer Hospital and Solove Research Institute.

## **Section 9 – 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 V – Amendments**

## **Section 1 – Proposal of Amendments**

- Any Chapter member may suggest an amendment to the Chapter Bylaws 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 Bylaws shall be voted on by all Chapter members.



- The amendment requires a majority vote, only if a quorum of greater than 50% of active Chapter members is in attendance, to be included in the Bylaws.

#### **Section 1a – Amendments by Executive Board**

- If the Executive Board suggests an amendment to the Chapter Bylaws, no vote of local members is required, and all Executive Board members must agree unanimously.

#### **Section 1b – Annual Review**

- The President and the President-Elect will review the Bylaws annually and present any changes to the Executive Committee before the academic year.

#### **Section 2 – Reporting Amendments**

- Any amendments made by the Chapter to its Bylaws must be submitted to NCODA within 14 days of the amendment change.
- The Chapter will not comply and be in jeopardy of losing its NCODA Professional Student Organization Chapter charter.
- NCODA is required to provide approval of all amendments to make sure they meet the vision, mission, and objectives of NCODA.