

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.

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.