

The Rho Chi Society

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The Name Of The Local Chapter Shall Be The Upsilon Chapter Of The Rho Chi Society.

ARTICLE II. ORGANIZATION PURPOSE

The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The purposes of the corporation shall include, more specifically, to encourage and recognize academic and intellectual achievement in the science of pharmacy; to achieve universal recognition of its members as lifelong intellectual leaders in pharmacy; to instill the desire to pursue intellectual excellence and critical inquiry to advance the science of pharmacy; to stimulate critical inquiry in the science of pharmacy; to contribute to the development of intellectual leaders; to promote the highest ethical standards; and to foster collaboration to advance the science of pharmacy; to provide scholarships and awards to encourage education and achievements that advance the science of pharmacy; and anything reasonably related to the foregoing.

ACTIVITIES

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

The Rho Chi Society *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

Section B. Hazing

The Rho Chi Society agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

The Rho Chi Society retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility and Timeline

CHAPTER MEETINGS

Section 1. Regular Chapter Meetings

A minimum of one (1) Chapter Meeting per semester is to be conducted annually.

Section 2. Election Meetings

The meeting of the chapter members for the election of chapter officers and the transaction of such business as may be considered shall be held annually at the end of the academic year.

Section 3. Special Meetings

Special meetings of the chapter shall be held at the call of the Chapter President or by the majority of the Student Chapter Officers. Any action at a special meeting shall be limited to the purposes set forth in the notice of such special meetings.

Section 4. Notice of Chapter Meetings

Notice of the time, place, and purpose of each student chapter meeting shall be posted prior to such meetings by the Chapter Secretary. Such notice shall be given, either personally or by mail, no less than 48 hours nor more than 30 days before the date of the meeting.

Section 5. Absentee Voting

Absentee voting at the election meeting shall be permitted.

Section 6. Proxy Voting

Proxy voting shall not be permitted at any meeting of the Student Chapter members.

Section 7. Vote Required at Meetings of Members

The action of a majority (75%) of the voting Student Members present in person at a meeting at which a quorum is present constitute the action of the members.

Section 8. Minutes

The minutes of the Chapter meetings shall be disseminated by the Chapter Secretary to all members of the Chapter within one week of the meeting.

Eligible for election as full collegiate members are:

a) **Professional entry-level degree students** who:

1. are full-time students enrolled in the professional pharmacy program, and
2. have completed no less than one-half of the required professional didactic course work as defined for their degree (excluding experiential courses), and
3. rank in the highest 20 percent of their class as determined by the college and have attained a minimum professional grade point average (GPA) of 3.0 on a 4.0 scale, and
4. have been certified eligible for membership by the dean of the college of pharmacy or the dean's designee. The dean or the dean's designee shall certify that candidates have no known disciplinary action for academic dishonesty, misconduct, or unprofessional behavior.

b) **Post-Baccalaureate Membership.** All Non-traditional Doctor of Pharmacy students who:

1. have completed no less than one-half of the required professional didactic course work as defined for their degree with the stipulation outlined in Section 3. a) 2. above, and
2. have maintained a professional GPA of 3.5 or higher on a 4.0 scale in post-baccalaureate course work, and
3. are nominated for membership by a student member of Rho Chi or by member of the faculty, and
4. meet the requirements for membership set forth in Section 3. a) 4. above.

c) **Graduate Membership.** All graduate students who:

1. are pursuing a Master of Science or a Doctor of Philosophy degree and are majoring in one or more areas of pharmaceutical study mentored or supervised by a member of the pharmacy faculty, and

2. have completed no less than one-half of the required course work as defined for their degree by the program, and
3. have maintained the equivalent of a cumulative grade point average of 3.5 or higher on a 4.0 scale in graduate course work, and
4. are nominated for membership by a member of the faculty or self and
5. meet the requirements for membership set forth in Section 3. a) 4. above.

d) **Faculty Membership.** Faculty members who:

1. are appointed in a school or college of pharmacy, and
2. are eligible to vote on faculty matters of the school or college of pharmacy, and
3. have a principal duty to instruct or hold research or administrative appointments in the school or college of pharmacy, and
4. are nominated to membership by a full collegiate member of the Society or self, and
5. meet the requirements for membership set forth in Section 3. a) 4. above.

Section B. Member Selection

Individuals are elected to membership through member chapters of the Society. Individuals shall become members of the Society upon compliance with membership requirements, election to membership by the active members of local chapters, report and payment of member fees to the National Office, and after being duly initiated by the chapter membership.

An active application process may be used for candidates who meet all eligibility criteria. The application, if used, is an active part of the invitation process that educates candidates on the vision, mission, and objectives of the Society, while serving as a mechanism for collecting important membership data.

Vacancies among the Chapter Officers may be filled when a special chapter election meeting is called. Vacant officer positions will be filled under the guidelines outlined in Sections 5.2 and 5.3 and shall be effective immediately following the election outcome. Election to a vacated office shall be limited to its current term.

Section C. Membership Timeline

The initiation fee for active members shall be determined according to the current cost of Society jewelry and the Certificate of Membership, the National Membership Fee, and the Local Membership Fee. The Local Membership Fee shall be approved by the Chapter membership.

The membership shall be empowered to establish such committees as are necessary to conduct the Chapter's business by vote of the majority of the membership.

Chapter members shall be initiated according to the official ceremony.

- a) Initiation of new members shall be held in Spring Semester.

- b) The Chapter Vice President shall organize the initiation ceremony.
- c) A membership certificate shall be presented to each elected member at the time of initiation. The certificate will be signed by the National President and the Chapter President and shall bear the official seal of the Society. All certificates shall be obtained through the National Office and shall be the expense of the chapter ordering them.
- d) A membership insignia shall be presented to each elected member at the time of initiation. All insignia shall be obtained through the National Office and shall be the expense of the chapter ordering them.

Section D. Member Removal

Individual membership in the Corporation is not transferable or assignable and shall terminate upon the death of an individual member, voluntary resignation from membership in the Corporation, or as provided herein. Individuals whose employment or practice changes will be reassigned to the appropriate membership category, as required. No person shall be a member of the Corporation who has failed to pay any membership dues and assessments for a period of more than three (3) months from their due date, or for such other conduct inconsistent with the purposes of the Corporation as the Board of Directors shall determine, provided a statement of charges is sent to the address of the member as set forth on the books of the Corporation at least fifteen (15) days prior to the meeting of the Board of Directors at which such action shall take place. No refund of membership dues and assessments, or payment of any share of the Corporation's assets, shall be made to a member upon or by reason of a termination of membership in the Corporation.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The Chapter Faculty Advisor shall be a faculty member of the Ohio State University who is a member of The Rho Chi Society, who has an interest in the welfare of local student members and their chapter, and who is appointed in their role by the Dean (or designee) of the College of Pharmacy. The Faculty Advisor acts as the local representative of the Society. In that role, they should have a working knowledge of the Society and its Constitution and Bylaws, especially as it applies to local chapter conduct.

The responsibilities and function of the Faculty Advisor will include but not limited to the following:

- a) Direction and review of local determinations of eligibility for membership in the Society. Direction of local chapter elections of new members, review and timely submission of Chapter Membership Election Reports, and conduct of local initiation of new members.
- b) Ensuring that timely, complete, and accurate chapter reports are submitted to the National Office. Likewise, the advisor should distribute information from the National Office directed to Advisors, Officers, and Members.

- c) Informing and guiding local chapter officers and members regarding Society awards and scholarships.
- d) Timely reporting of chapter officers' names and contact information to the National Office.
- e) Ensuring Chapter representation at the Society's National Convention. Advisors are encouraged to attend the National Conventions of Rho Chi and may act as delegate in the absence of a student delegate.
- f) Attendance at all official Chapter meetings.
- g) Assuring that the financial matters of the local chapter are in good order.
- h) Attendance at Society-conducted Faculty Advisors' meetings.

Section B. Advisor Term

Advisor Term is the same as the term of office, July 1st to June 30th.

Section C. Advisor Selection

Advisor is selected based on the mutual decision of the student elected officers.

Section D. Advisor Replacement

Once the new annual student elected officers are chosen, they have the ability to choose a new advisor. A new advisor must be chosen before the end of the spring semester of their induction to facilitate uninterrupted communication and flow of the organization. The replaced advisor must be notified within a week of new advisor selection.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The elected officers of Upsilon Chapter shall be the President, Vice-President, Secretary, Treasurer, Historian, Initiation Chair, Fundraising Chair, and Service Chair. All elected officers shall be eligible for re-election by the membership to successive terms, annually. Any officer may resign by written notice to the Chapter Officers. The resignation shall become effective upon receipt thereof by the Chapter Officers or at such subsequent time as shall be specified in the notice of resignation.

The term of office for each selected Student Chapter Officer is one year. Terms of office commences on July 1 and terminates on June 30.

The duties of Student Chapter Officers are described below.

- a) **Chapter President:** The Chapter President is the presiding officer of the local Rho Chi Society Chapter and shall conduct the chapter business in a fashion consistent with the vision and mission of the Society. It shall be the responsibility of the Chapter President to:

1. in consultation with fellow officers and members, establish the agenda for Chapter meetings and at the appointed time, call the meeting to order after ascertaining that a quorum is present.
 2. conduct the business scheduled to come before the assembled Chapter members.
 3. state and put to vote all questions that legitimately come before the Chapter members as motions and to announce the result of each vote.
 4. expedite business in every way compatible with the rights of members, including deciding all questions of order.
 5. authenticate when necessary, all acts, orders and proceedings of the assembled membership.
 6. declare meetings adjourned when the assembled membership so votes or at the time prescribed.
- b) **Chapter Vice-President:** The Chapter Vice President, in the absence of the President, assumes the responsibilities of the President. S/He shall organize the initiation ceremony as noted in Article II, Section 5, b).
- c) **Chapter Secretary:** The Chapter Secretary is the recording officer for the chapter and custodian of its records, except those specifically assigned to others. It shall be the responsibility of the Chapter Secretary to:
1. serve as the primary communication conduit between the Chapter Officers and Chapter membership
 2. keep a record of all proceedings (minutes) of the chapter.
 3. keep on file all Chapter committee reports.
 4. keep the Chapter's official membership roll.
 5. make the minutes and records available to Chapter members as noted in Article V, Section 8.
 6. notify officers, committee members and delegates of their election or appointment and furnish committees with documents required to perform their duties.
 7. maintain paper-based or electronic records in which the bylaws, special rules of order, standing rules and minutes are entered
 8. prepare, in consultation with the presiding officer, an order of business for each meeting.
 9. in the temporary absence of the Chapter President and Vice President, call the meeting to order and preside. In the permanent absence of the Chapter President and Vice President, the Secretary shall serve as President until an election replacing the President is held.
- d) **Chapter Treasurer:** The Chapter Treasurer is the officer entrusted with the Chapter funds. The Treasurer should assume responsibility for the preparation of the budget for the year in which s/he holds office, and is required to make a full financial report annually

- e) **Chapter Historian:** Together with the Chapter Secretary, the Chapter Historian shall prepare and submit the Chapter's Annual Report to the Society's National Office, and maintain a narrative or photographic archive of significant chapter activities during his/her term of office.

Section B. Officer Eligibility

Any chapter member of the incoming class is eligible to become an officer.

Nominations for officers shall be made by the chapter members. Nominations by chapter members eligible for election shall be solicited at least fourteen (14) days prior to the election meeting. Seven (7) days prior to the election, the Secretary shall present a slate consisting of at least two (2) candidates for each position to be elected, chosen from among the voting Student Members, provided those people nominated have given their consent.

Section C. Officer Selection Process

All members of the Chapter in good standing are eligible to vote. At the election meeting, a written ballot shall be given to each Student member present who is eligible to vote. A voting student member may, by written request to the Secretary, obtain an absentee ballot at least seven (7) days prior to each election meeting. All absentee ballots must be submitted by mail or in person to the Secretary in a sealed envelope dated at least three (3) days prior to such meeting. All ballots will list the candidates for each officer position. Write-in candidates shall not be permitted. Each voting student Member shall have the right to cast one (1) vote for each officer position. Each officer shall be elected by a majority (50% plus 1) of the votes cast for that position. The Faculty Advisor and one appointed Chapter Member shall collect and tally the written ballots cast and shall report the results to the Chapter Membership at the close of the election meeting. Newly elected officers shall be installed at the last Chapter meeting of the academic year.

In addition to the election meeting, regular meetings of the Student Chapter Officers shall be held at least once (1) a month during the academic year.

Special meetings of the Chapter Officers may be called by the President in his/her discretion, or by the majority of the Chapter Officers. Notice of the time, place, and purpose of each special meeting shall be provided prior to such meetings. Such notice shall be given, either personally or by mail, no less than 48 hours nor more than 30 days before the date of the meeting.

Section D. Officer Removal

Officers may be recalled for (1) gross neglect of their duties, or (2) acts detrimental to the interests of the Chapter. A special meeting shall be called expressly for this purpose, and special voting (2/3 of Members in good standing present) is required for removal of an officer.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The rules contained in the Robert's Rule of Order shall govern the chapter in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.

Section B. Dissolution Procedures, including Assets and Debts

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Amendments to these Bylaws shall be presented, in writing, at any regular meeting of the Chapter, and shall be voted at the next regularly scheduled Chapter meeting. Acceptance of amendments shall require a two-thirds majority vote of those student and faculty members present and voting.