**Bylaws of the**

**American Pharmacists Association**

**Academy of Student Pharmacists**

**Gainesville Chapter**

**ARTICLE I. American Pharmacist Association Academy of Student Pharmacists Gainesville Chapter**

The name of this organization is American Pharmacists Association Academy of Student

Pharmacists Gainesville Chapter. This College of Pharmacy Gainesville campus organization in

cooperation with Jacksonville, Orlando, and St. Petersburg College of Pharmacy campuses are

nationally recognized as one united chapter of the American Pharmacists Association – Academy

of Student Pharmacists. This organization will utilize the acronym APhA-ASP in all publicity

materials and correspondence. This organization is a chapter of the Academy of Student

Pharmacists (ASP) which is a subdivision of the American Pharmacists Association (APhA). The website of the American Pharmacists Association is [www.pharmacist.com](http://www.pharmacist.com).

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, American Pharmacist Association Academy of Student Pharmacists Gainesville Chapter is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

**ARTICLE III. PURPOSE STATEMENT**

The Chapter will exist for the following purposes and goals:

1. To encourage all student pharmacists to become more knowledgeable about the profession of

pharmacy and its operation within society by:

a. Recruiting and retaining active membership within our organization.

b. Providing opportunities for student participation in the decision-making process of

pharmacy on the chapter, state, regional, and national levels.

c. Encouraging student attendance at chapter, regional, state, and national meetings.

d. Providing opportunities to develop leadership skills by holding elected officer

positions or being appointed to committees at the regional or national level of APhA and

our state association.

e. Increasing student awareness of current issues facing the pharmacy profession by

means of programs, meetings, speakers, etc.

f. Making information in all fields of pharmacy practice readily available to student

pharmacists and to support their pursuits in these areas.

2. To encourage development of all student pharmacists into knowledgeable and competent

health care professionals by:

a. Providing opportunities to develop leadership capabilities by holding elected offices or

being appointed to a committee of national APhA-ASP.b. Exposing student pharmaciststo

hands-on experience through live patient contact and access to disease state monitoring

devices for management of chronic conditions.

3. To encourage all student pharmacists to participate in patient care projects to serve the local

and outlying communities by:

a. Continuing to provide patient care opportunities through the following patient care

Projects:

•Operation Diabetes

•Operation Immunization

•Operation Self-Care

•Operation Heart

•Generation Rx

•Pediatric Awareness

•Geriatric Awareness

•Men's Health

•Women's Health

•Tobacco and Alcohol Awareness

•Poison Prevention

4. To actively promote the profession of pharmacy to others during this time of healthcare reform

By:

a. Publicly promoting all pharmacy-implemented health fairs and screenings.

b. Being politically active within our state association at Legislative Days and other

lobbying events.

c. Providing clinical services for our legislators to demonstrate the benefit and

importance of our profession of pharmacy.

d. Increasing interdisciplinary collaboration at patient care events by fostering the

professional relationships that will ultimately benefit our patients.

5. To encourage new practitioners to continue their involvement in APhA and their state

association to advance the profession of pharmacy by:

a. Fostering mentorship relationships between pharmacy students and pharmacy leaders

through sponsorships including Florida Pharmacist Association (FPA) “Adopt-A-

Student”.

b. Providing networking opportunities through pharmacy specialist presentations and

meetings, as well as maintaining professional relationships with pharmacy leaders.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement,, American Pharmacists

Association Academy of Student Pharmacists Gainesville Chapter shall be a registered student

organization at the University of Florida. American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Section A. Non-Discrimination

American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter  becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR American Pharmacist Association Academy of Student Pharmacists Gainesville Chapter**

American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter may elect to maintain separate bylaws document 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 sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term**.** The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

The faculty advisor shall serve as a resource person and provide advisory support for the officers

and members of the organization. The faculty advisor should attend executive and general

meetings; however, the faculty advisor may not vote in any APhA-ASP Chapter matters. The

faculty advisor shall be nominated and confirmed by a majority vote of the members. He or she

shall serve as faculty advisor a minimum of one year, with no limit on the maximum duration of

term. If the members of the organization are not satisfied with the current faculty advisor, at least

three (3) students must present a formal request to the Dean of the college. In the event that the

faculty advisor is no longer able to fulfill his/her duties, the Dean shall name a replacement

within 30 days.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

The elected officers of American Pharmacist Association Academy of Student Pharmacists Gainesville Chapter shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

This Chapter of the American Pharmacists Association Academy of Student Pharmacists (APhA-

ASP) has multiple campuses. Each campus is an equal member of the chapter. The President’s

Committee, which serves as the chapter-wide executive committee, will consist of each campus

President and is chaired by the Executive Liaison.

Section A: At each campus, the elected officers of this APhA-ASP Chapter shall be the

President, President-elect, Membership Vice President, Communications Vice President,

Finance Vice President, International Vice President, and Policy Vice President.

Part 1: The President shall preside at all meetings of the organization and shall

coordinate the work of the officers and committees.

Part 2: The President-elect shall serve as an aide to the President and shall perfrom the duties of the President in her/his absence or inability to serve.

Part 3: The Membership Vice President shall organize membership recruitment

activities and serve as a resource to all new members.

Part 4: The Communications Vice President shall record the minutes of all

meetings, document all activities with multimedia and prepare a final report at the

end of their term and shall perform other duties as may be delegated.

Part 5: The Finance Vice President shall receive all monies; shall keep an accurate

record of receipts and expenditures; shall pay out local funds in accordance with

the approved budget authorized by the organization.

Part 6: The International Vice President shall organize all activities in international

affairs, including but not limited to the Global Health Outreach Trips and shall

perform other duties as may be delegated.

Part 7: The Policy Vice President shall organize all activities in legislative affairs.

Section B: The appointed officers of American Pharmacists Association Academy of

Student Pharmacists shall be Executive Liaison, Patient Care Project Chars,

Professionalism Chairs, Career Day Chair, Newsletter Chairs Fundraising Chairs,

Historian, Student Council Representative, Local County Pharmacy Association

Representative, and Webmaster.

Part 1: The Executive Liaison shall be appointed by the Chapter Advisors.

Part 2: The Executive Liaison shall organize and preside over all Presidents’

Committee meetings.

Part 3: The Patient Care Project Chairs shall plan, coordinate and execute health

screenings and education related to their specific project.

Part 4: The Professionalism Chairs shall plan and organize events to promote

professionalism within the College of Pharmacy.

Part 5: The Career Day Chair shall work with Student Affairs in the planning and

executing of the Annual College of Pharmacy Career Day.

Part 6: The Newsletter Chairs shall plan, organize and develop monthly

newsletter for our APhA-ASP Chapter.

Part 7: The Fundraising Chairs shall develop and coordinate activities or

merchandise to raise funds.

Part 8: The Historian shall document all activities of APhA-ASP with

multimedia and prepare a final report at the end of their term.

Part 9: The Student Council Representative shall attend all College

of Pharmacy Student Council meetings and report all pertinent

chapter activities.

Part 10 The Local County Pharmacy Association Representative

shall attend all local pharmacy association meetings and report a

summary to the general membership.

Part 11: The Webmaster shall be in charge of updating the chapter website and

any social media outlets.

Section C: Officers shall assume their official duties at the close of the last general

meeting of the Fall semester and shall serve for a term of one academic year and/or until

their successors are elected/appointed.

Section D: Any officer of this Chapter of the APhA-ASP may be removed from office

through the following process.

Part 1: A written request by at least three voting members of the organization

shall be submitted to the President, President-elect, or Treasurer. Written

notification shall be sent to the officer in question asking that officer to be

present at the next meeting and prepared to respond to the removal request.

Part 2: A two-thirds majority vote of members present is necessary to remove the

Officer.

Part 3: In the event of the removal of an officer, a special provision may be

granted to the remaining officers to appoint an interim replacement until an

election may be held.

**ARTICLE IX. ELECTIONS**

In the absence of clear direction on election, amendment, and /or voting procedures, American Pharmacist Association Academy of Student Pharmacists Gainesville Chapter agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

Nominations for all officers will take place annually in the month of November from the

members at the second to last meeting of the Fall semester. Any member may nominate any other voting member, including him or herself. Nominations may also be made during the election meeting prior to the closing of nominations. Elections will occur at the last meeting of the Fall semester in the month of December. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. Only active members are eligible to run for office.

**ARTICLE X: FINANCE**

As a General Registered Student Organization, American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

American Pharmacists Association Academy of Student Pharmacists requires each member to

pay $55 for annual dues. This fee covers association and chapter dues. The maximum amount

allocated to the chapter shall be $20. Appropriations shall require the consent of the Secretary,

Treasurer, President or President-elect prior to disbursement. Checks shall require a signature

from one of the following officers: President or Treasurer.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, American Pharmacists Association Academy of Student Pharmacists Gainesville Chapter will leave any assets and outstanding funds to “University of Florida College of Pharmacy Foundation.”

**XII: AMENDMENTS TO CONSTITUTION**

This constitution may be amended at any regular meeting or other correspondence of the

American Pharmacists Association Academy of Student Pharmacists University of Florida by a

two thirds vote of the members present and voting, provided that notice of the proposed

amendment was given at the previous meeting and that the proposed amendment shall be subject

to approval of the Department of Student Activities and Involvement.