**American Society of Consultant Pharmacists**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is the American Society of Consultant Pharmacists*.* This organization will utilize the acronym *ASCP* in all publicity materials and correspondences. This organization is affiliated with the American Society of Consultant Pharmacistsoperating inAlexandria, Virginia. The website of the American Society of Consultant Pharmacistsis [www.ascp.com](http://www.ascp.com/).

**ARTICLE II.** **ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, American Society of Consultant Pharmacists 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 purpose of the American Society of Consultant Pharmacists is to further disseminate knowledge and information about the profession of consultant and senior care pharmacy and to play an integral part in carrying out the mission and specific goals of the national chapter of the American Society of Consultant Pharmacists*.*

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

Upon approval by the Department of Student Engagement, American Society of Consultant Pharmacists shall be a registered student organization at the University of Florida. American Society of Consultant Pharmacists 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 Society of Consultant Pharmacists 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 Society of Consultant Pharmacists 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 Society of Consultant Pharmacists 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 Society of Consultant Pharmacists 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 Society of Consultant Pharmacists 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.

**ARTICLE V.** **MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida College of Pharmacy. 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 SOCIETY OF CONSULTANT PHARMACISTS**

American Society of Consultant Pharmacists 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 Society of Consultant Pharmacists 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 be nominated by the officers and confirmed by a majority vote of the members. There shall be no term limits for the faculty advisor. If the advisor were to leave or unable to fulfill their duties, the e-board must find a new advisor before moving forward.

**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.

The elected officers of American Society of Consultant Pharmacists shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

Section A: The elected officers of the American Society of Consultant Pharmacists shall be President, Vice President and Treasurer, Student Council Representative, Fundraising Chair, Secretary

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 Vice President shall serve as an aide to the President and shall perform the duties of the President in his/her absence or inability to serve. The Vice President shall help organize brown bag events at local senior care living facilities.

Part 3: The Treasurer shall receive all monies of the American Society of Consultant Pharmacists; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every meeting of Gator Leaders and at other times when requested by the President or Vice President

Part 4: The Student Council Representative shall attend every College of pharmacy student council GBM and speak on behalf of ASCP’s latest events and update the college on our events.

Part 5: The fundraising chair shall help the raise funds for the organization coordinating with the treasurer

Part 6: The Secretary shall take notes in organization meetings as well as help the president run the election.

Section B: No officers shall be appointed; all officers will be elected based on majority vote of the members

Section C: Elected Officers shall assume their duties after the transition meeting that shall occur within a month of elections.

Section D: Any officer of the American Society of Consultant Pharmacists may be removed from their position through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, 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.

Section E: Handling Vacancies

In the case of an unexpected vacancy the e-board may choose to elect a member in the e-board to assume the responsibilities left by the vacant officer.

**ARTICLE IX. ELECTIONS**

Section A. Criteria for officer eligibility

Only active members may vote in elections. An active member is defined as a member of ASCP who has gone to 2 ASCP activities (meetings, volunteering) each semester, totaling 4 ASCP activities within a year.

Section B. Nomination procedures

There shall be no nomination process. Members eligible to run may register to run.

Section C. Election timeline

Nominees will present a PowerPoint as to why they are the most fit for the position. The presentation may be a maximum of three minutes, for the president position it may be five minutes. Elections shall be held in the first week of April in the spring semester.

Section D. Balloting procedures

Elections shall be held in March or April. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. Voting shall be done confidentially and anonymously through Poll Everywhere. In the case of a tiebreaker, there must be a second vote.

In the absence of clear direction on election, amendment, and/or voting procedures, American Society of Consultant Pharmacists agrees to follow the guidance and instruction of Robert’s Rules of Order for the election or amendment process.

**ARTICLE X. FINANCE**

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

Selling merchandise such as t-shirts, sweatshirts, and stickers which are intended to be used for food at meetings and conference registrations.

**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 Society of Consultant Pharmacists will leave any assets and outstanding funds to “The American Parkinson Disease Association.”

**ARTICLE XII. AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

This constitution may be amended at any regular meeting of the American Society of Consultant Pharmacists by two thirds vote of the executive board. Any member of the e-board may propose an amendment to the constitution. Amendments to the constitution shall be presented holistically to the whole e-board and voted in by two thirds vote.

All amended constitutions must be submitted directly to Student Engagement for review and approval.