

# **Phi Lambda Sigma Beta Pi Chapter Bylaws**

## **ARTICLE I: Name and Purpose**

Section 1. The name of the Texas Tech University Health Sciences Center School of Pharmacy Chapter of Phi Lambda Sigma shall be Beta Pi as jointly chosen by the chapter organizing committee and the national executive director of Phi Lambda Sigma.

Section 2. The purpose of Phi Lambda Sigma and the Beta Pi Chapter shall be the encouragement, recognition, and promotion of leadership within the profession of pharmacy. Special attention should be given to the development of leadership qualities.

## **ARTICLE II: Chapter Membership**

Section 1. Collegiate Membership

(a) Those students of Texas Tech School of Pharmacy who have demonstrated exemplary leadership, dedicated service to the advancement of the profession of pharmacy and are of high moral and ethical character.

Section 2. Faculty Membership

(a) Those members of the staff, faculty and administration of Texas Tech School of Pharmacy who have demonstrated exemplary leadership, dedicated service and contributed to the advancement of the profession of pharmacy both within their field or specialization and through their ardent support of various pharmacy student activities.

(b) Faculty members MAY vote on policy and may or may not vote on membership. Faculty members may not hold office in the local chapter.

Section 3. Alumni Membership

(a) Both those associate members of Phi Lambda Sigma who were inducted during enrollment and those that graduated before the chapter's inception. Alumni who graduated before the chapter's inception shall be judged to be clearly outstanding in two of the three following areas:

- (1) Actively involved civically within their community.
- (2) Have demonstrated exemplary leadership at the state or local level within the pharmacy profession.
- (3) Demonstrated their commitment for the future of pharmacy through their support of pharmacy student activities.

(b) Alumni members may not vote or hold office in the local chapter but are encouraged to participate in all chapter functions, meetings, and initiation ceremonies.

#### Section 4. Honorary Membership

(a) Those individuals that are judged to be clearly outstanding in two of the following three areas:

- (1) Actively involved civically within their community.
- (2) Have demonstrated exemplary leadership at the state or local level within the pharmacy profession.
- (3) Demonstrated their commitment for the future of pharmacy through their support of pharmacy student activities

(b) These members may include those pursuing degrees in pharmaceutical sciences.

(c) Honorary members may not vote nor hold office in the local chapter but are encouraged to participate in all chapter functions, meetings and initiation ceremonies.

### **ARTICLE III: Membership Eligibility Criteria**

The following shall be deemed eligible for election to active membership in the Society.

#### Section 1. Collegiate Membership Eligibility

(a) Those students, men and women, who have demonstrated leadership and service in the advancement of the profession of pharmacy and are of high moral character.

(b) Individuals to be considered for student membership must meet the following conditions:

- (1) Shall have completed all requirements for the first professional year while enrolled at Texas Tech School of Pharmacy.
- (2) Shall have accumulated an overall scholastic GPA of 75 on a 100 point grading system and be in good academic standing.
  - (a) Special consideration may be given to students with lower grade point averages if these individuals have demonstrated exceptionally outstanding leadership and service.
  - (b) Election of these special individuals to membership shall require a **unanimous** vote of approval by the voting members of the chapter.

- (3) Shall not have record of disciplinary or professionalism concerns on file with the Office of Professional Affairs.
- (c) Beta Pi members may nominate new members, but nominees must still apply for membership. However, all students can apply for membership, thereby giving all individual who deem themselves eligible equal opportunity.
- (d) Applicants must be an active student member of at least one national pharmacy organization or university organization at the time of application (i.e. APhA, ASHP, TSHP, Kappa Psi, Phi Delta Chi, Rho Chi, Student Government, etc).

#### Section 2. Faculty Membership Eligibility

- (a) Those members of the staff, faculty, and administration of Texas Tech School of Pharmacy who shall be initiated by local chapters, or were formerly initiated and presently serve as staff, faculty, or administrators in Texas Tech School of Pharmacy.

#### Section 3. Alumni Membership Eligibility

- (a) Those members of the Society who were initiated during their collegiate enrollment.

#### Section 4. Honorary Membership Eligibility

- (a) Any person demonstrating dedication, leadership, and service to the profession of pharmacy, including those persons pursuing degrees in pharmaceutical sciences, can be considered for membership
- (b) All candidates applying as a graduate student for membership (i.e. Pharmaceutical Sciences) must meet the following criteria for membership:
  - (1) Demonstrated outstanding leadership and service to the profession of pharmacy can be considered for membership upon application.
  - (2) Attained an overall scholastic grade point average of at least 3.00 on a 4.00 grading system.

### **ARTICLE IV: Election and Initiation of Members**

#### Section 1. Student Nomination, Application and Selection

- (a) Nomination of prospective applicants will occur by voting members. Notification of nomination will be provided to candidates at least one week before application is opened to all students.
- (b) Applying candidates must submit an application and current CV by the established deadline detailing their qualifications for consideration by

the voting membership. All applicants shall be reviewed by the chapter advisor before voting and selections to ensure academic and professional standards are met.

(c) Nomination and selection of student members shall take place at least once per year.

#### Section 2. Faculty Nomination and Selection

(a) Nominations of faculty members for potential membership shall take place at least once per year. No more than two faculty members will be inducted into the chapter in a single academic year.

(b) The faculty candidates desiring consideration will submit their Curriculum Vitae detailing qualifications for consideration by the voting membership.

(c) All applying faculty CVs will be reviewed by the voting membership.

#### Section 3. Alumni and Honorary Member Nomination and Selection

(a) Nomination for Alumni and Honorary members shall be made at least once per year, and any Phi Lambda Sigma member (present, past, Honorary, Alumni or Faculty) may make nominations. There will be no limit placed on the number of Alumni and Honorary members selected as they are not voting members and do not count in terms of membership numbers.

(b) All Alumni and Honorary nominees will be asked to submit their qualifications for membership or these qualifications can be submitted on their behalf by a current member.

#### Section 4. Voting and Selection of Members

(a) Voting on new members shall take place during a chapter meeting and will occur via secret ballot. Absentee ballots will accepted in select circumstances with prior approval of the Chapter President and Advisor.

(b) Eligibility of all applicants shall be determined by the chapter advisor prior to voting.

(c) A quorum, or two-thirds (2/3) of the voting membership, must be present, either in person or via approved absentee, to proceed with selection of members. Three-fourths (3/4) affirmative vote of the quorum is needed for approval of all new members.

(d) The selection process will be kept completely confidential.

(e) Following voting and selections, all applicants shall be notified via e-mail or letter of the outcome of their application in a timely manner. Those

applicants not accepted for membership will be encouraged to continue their leadership activities and reapply in the future.

- (f) All collegiate members will count toward the quorum.
- (g) Faculty members may or may not vote on membership.
- (h) Honorary and alumni members are non-voting members.

#### Section 5. Ritual

- (a) Induction or initiation of new members shall be performed in accordance with the Official Ritual of the Society. All current members are invited to attend.
- (b) Any member unable to attend their induction ceremony shall be duly inducted at the start of the next scheduled meeting.
- (c) An induction ceremony should occur in a timely manner following the selection of new members. When possible and if multiple induction ceremonies occur in an academic year, the ceremony should alternate between campuses regions (Abilene-Dallas, Lubbock-Amarillo).

#### Section 6. Certificate and Key

- (a) A membership certificate and key pin shall be given to each new member after being duly inducted.

#### Section 7. New Inductees

- (a) Upon selection of new members, the chapter secretary shall forward to the Phi Lambda Sigma National Office all new membership request forms as provided by the National Office.
- (b) National dues/initiation fee shall accompany all new membership forms upon submission to the National Office.

### **ARTICLE V: Chapter Officers**

#### Section 1. Chapter President

- (a) The President shall perform such duties as usually pertain to the office of President.
- (b) The President shall preside over all officer and chapter meetings.
- (c) The President shall appoint the faculty advisor(s) with consent of the chapter.

#### Section 2. President Elect

- (a) The President Elect shall be selected from all current and eligible membership willing to assume the position of President Elect and of President in the following academic year.

- (b) The President Elect will be inducted at the same time as other officers, preferably the final meeting of the spring semester.
- (c) Once selected, the President Elect shall work closely with the President for the remainder of the academic year. The President Elect shall be inducted as President during the final meeting of the spring semester.
- (d) The President Elect shall serve as the presiding officer in the absence of the President.

### Section 3. Campus Vice Presidents

- (a) One Vice President shall be selected by membership from each campus (Amarillo, Lubbock, Dallas, and Abilene). The Campus Vice President shall serve as the representative for their respective campus.
- (b) All Vice Presidents will delegate amongst themselves and share in performing all duties as usually pertain to the office of Vice President.
- (c) In the absence of the President and President Elect, one Campus Vice President, as selected by the chapter advisor, shall act as the presiding officer.
- (d) The campus Vice President shall serve as the treasurer for their campus, with the exception of the Amarillo Campus Vice President. The Amarillo Campus Vice President will be in charge of ordering membership and other materials from the National Office of Phi Lambda Sigma.

### Section 4. Treasurer

- (a) One campus-wide treasurer shall be selected.
- (b) The Treasurer shall perform such all duties as usually pertain to the office of Treasurer.
- (c) The Treasurer will collect all appropriate dues throughout the year. The Treasurer will work with the Secretary to submit any dues/initiation fees with the new member request forms to the Phi Lambda Sigma National Office following induction of new members.

### Section 5. Secretary

- (a) The Secretary shall perform such duties as usually pertain to the office of Secretary.
- (b) The Secretary shall work with the Treasurer to send the Phi Lambda Sigma National Office all new member request forms following induction of new members. The Secretary shall also report to the National Office the name, address, and respective office for each Chapter officer following his/her induction. The Secretary shall also promptly report any changes to this list that may occur during the year.

(c) The Secretary shall prepare the minutes of each chapter meeting, and submit to the Chapter President and Advisors for review and delivery to the chapter. The minutes will be the official record of all business conducted by the Chapter.

(d) The Secretary shall be responsible for making all room reservations for general and officer meetings. If possible, room reservations shall be made at least two weeks before the scheduled meeting. It is preferred that all room reservations be made at one time with the start of the school year and/or before the first official meeting of the fall semester.

(e) The Secretary shall serve as the liaison between the chapter and the National Office.

#### Section 6. Faculty Advisor

(a) The Faculty Advisor shall assist all officers in their respective duties.

(b) The Faculty Advisor shall keep a record of all the members of Beta Pi and collect/preserve all information of interest to the chapter, including addresses of Honorary and Alumni members.

#### Section 7. Election of Officers

(a) The election of the Beta Pi President Elect, Campus Vice Presidents, Treasurer, and Secretary shall take place annually, preferably in the spring so the new officers will be in place for the start of the fall semester.

(b) Special elections may take place as needed.

(c) Criteria for election of officers:

(1) The election shall take place by secret ballot

(2) A valid election shall consist of:

(a) A verifiable quorum, defined as the presence of two-thirds (2/3) of voting membership

(b) A simple majority of the ballots cast

(c) The elected official taking the oath as stated in the National Handbook

(d) In the event that the current Faculty Advisor should need to be replaced, a new Faculty Advisor shall be appointed by the President of the Society with the consent of Beta Pi.

(1) The consent of Beta Pi shall be determined by two-thirds affirmative vote.

## **ARTICLE VI: Initiation and Membership Dues**

### Section 1. Initiation Dues

- (a) The initiation fee shall be the value of current national dues as determined by the National Office.
- (b) The initiation fee is paid only in the year of initiation. One hundred percent of the initiation fee will be paid to the National Office in accordance with the granting of the chapter.

### Section 2. Chapter Membership Dues

- (a) All current student members shall pay chapter dues at the beginning of the fall semester in the amount of \$10 per member, per year, and this shall include the year of initial induction.
- (b) The Beta Pi Chapter reserves the right to establish, abolish, and/or modify chapter dues as approved by a two-thirds (2/3) affirmative vote.
  - (1) In the event that the Beta Pi Chapter is dissolved for any reason, all monies obtained from the membership shall be contributed to the National Office.

## **ARTICLE VII: Meetings**

### Section 1. Number of Meetings

- (a) There shall be at least eight meetings per academic year.

### Section 2. Quorum

- (a) A quorum for the conduction of business requiring an official vote shall be defined as two-thirds (2/3) of the voting membership.

### Section 3. Robert's Rule of Order

- (a) Robert's Rule of Order, as interpreted by the Secretary, shall be the foundation for the orderly conduct of the meeting.

### Section 4. Attendance

- (a) Attendance is required for at least 6 out of 8 meetings in an academic year.
  - (1) In certain circumstances, a member's absence may be excused, but the reason for absence must be reported via phone or e-mail to the President and/or the Chapter Advisor prior to the scheduled meeting.
- (b) When a member acquires two unexcused absences from regularly scheduled meetings in a single academic year, they will be informed and warned about having reached the absence limit in writing via e-mail.

(c) If a member has more than two unexcused absences from regularly scheduled meetings in an academic year, the member will officially notified about their status, and will be required to respond, either at the next regularly scheduled meeting or via email correspondence with the Chapter President and Faculty Advisor before the next regularly scheduled meeting or in two weeks, whatever is longer. Through one of the two mediums, the member will be given the opportunity to defend their absences.

(d) After the member in question has had the opportunity to defend their absences, a secret vote will be taken to determine membership status.

(1) If the member is responding in person at a general meeting, a two-thirds (2/3) vote of the present members is necessary for revocation of membership status.

(2) If responding via e-mail, their defense will be presented at the next regularly scheduled meeting, and a two-thirds (2/3) vote is necessary for revocation of membership status.

### **Article VIII: Revocation of Membership**

#### **Section 1. Attendance-based Revocation of Membership**

(a) If the member in question achieves a two-thirds (2/3) vote in support of membership revocation, the member will no longer be considered a member of Phi Lambda Sigma or the Beta Pi Chapter.

(b) If the member in question fails to respond to the official notification of their status before the close of the next regularly scheduled meeting or two weeks from the date of notification, whatever is longer, then membership will automatically be revoked.

#### **Section 2. Behavior-based Revocation of Membership**

(a) Membership in the society may be revoked at any time for proven behavior that is in conflict with the goals and purposes of Phi Lambda Sigma. Just cause must be established and due process must be followed. The following steps are recommended to ensure the member's rights and privacy are protected:

(1) Confidential investigation by a committee – appointed or lead solely by the Faculty Advisor.

(2) Report of committee exonerating or preferring specific charges.

(3) Formal notification to the accused member.

(4) Formal hearing.

(5) Recommendations of the committee or Faculty Advisor.

- (6) Notification of the outcome to the accused member by the Faculty Advisor.

### Section 3. Failure to Pay Dues

- (a) Failure to pay dues is cause for membership revocation, unless the debt has been forgiven by the chapter.

## **ARTICLE IX: Delegate to the National Meeting**

### Section 1. National Delegate Selection

- (a) The President Elect shall be offered first opportunity to serve as the Phi Lambda Sigma Beta Pi Chapter Delegate to the National Meeting.
- (b) In the event that the President Elect is unwilling or unable to serve as the delegate, potential delegates shall volunteer and/or be nominated for the honor.
  - (1) If more than one member is nominated or wishes to serve, election of a person to represent the chapter at the annual meeting of Phi Lambda Sigma shall occur by a simple majority vote.
- (c) The Beta Pi Chapter delegate shall have as his/her responsibility: (refer to national by-laws for mandatory attendance of chapter to national meetings)
  - (1) Preparing, in conjunction with the Beta Pi President, an annual report to be presented at the annual meeting
  - (2) The voting privileges of the Chapter at the National Meeting
  - (3) Preparing a full report for the Chapter on the events of the annual meeting.
- (d) To ensure funding for the chosen delegate, membership shall vote on the amount to be allocated for travel expenses to be reserved for the delegate on an annual basis.

## **ARTICLE X: Amendments & Temporary Deviation from By-Laws**

### Section 1. Amendments to By-Laws

- (a) All amendments shall be presented in writing to the Secretary one week prior to the meeting at which it will be placed on agenda for discussion.
- (b) The necessary majority for amending the constitution or bylaws is three-fourths (3/4) of the total PLS membership, whose individual votes can be cast either in person, electronically, or via email.

## Section 2. Temporary Deviation from By-Laws

- (a) Any temporary deviation from the PLS by-laws shall first be approved by the Chapter Advisor(s). If deemed necessary, a secondary ratification must be achieved by vote three-fourths (3/4) affirmative vote of a quorum of PLS membership.
- (b) Such a deviation will not amend the by-laws. If the temporary deviation is desired for implementation into the by-laws, the proper aforementioned steps in *Article X, Section 1* must be taken.