

GOVERNING DOCUMENTS
OF THE
ILLINOIS COUNCIL OF HEALTH-SYSTEM PHARMACISTS
STUDENT CHAPTER AT _____ COLLEGE OF PHARMACY

I. Name

The organization shall be known as the Illinois Council of Health-System Pharmacists Student Chapter at _____ College of Pharmacy, hereinafter referred to as the student society.

II. Mission

The student society adopts the mission of the state society: "Advancing Excellence in the Practice of Pharmacy." In addition, the student society will:

1. Make students aware of pharmacy practice in health systems,
2. Provide information to students about career directions in and the credentials needed for pharmacy practice in health systems,
3. Encourage membership and participation in the state society and ASHP as a student and upon graduation,
4. Encourage development of all pharmacy students into knowledgeable and competent health care professionals by:
 - a. Providing leadership opportunities by holding elected offices and being appointed to committees,
 - b. Continually encouraging the development of new ideas that will enhance the students individual education,
5. Foster fellowship and good will among pharmacy students, educators, practitioners and those served by the pharmacy profession.

III. Membership

The membership of the student society shall consist of professional students enrolled in the school of pharmacy who submit an application to the student society, pay the required dues and support the goals of the student society and state society of health-system pharmacists. Student society membership is discontinued upon graduation or dismissal from the school of pharmacy.

IV. Chapter Dues

The student society membership dues will be determined in cooperation and consultation with the state society. Student society dues will include membership in the state society. National membership is encouraged, but not included in the annual dues. Applications with the required dues shall be submitted to the Treasurer.

V. Meetings

Regular executive board (e-board) meetings and general membership meetings will be held twice a month, or as deemed necessary by the President or two members of the e-board.

VI. Voting

Voting rights shall be given to all members of the student chapter in good standing and voting shall be scheduled at a time and place convenient to a majority of the members. Those not present may vote by proxy. Voting shall be done by secret ballot with the names of all the candidates listed alphabetically in accordance to the office they are seeking. The ballots shall be counted by at least two non-running members of the former e-board, the candidate receiving the majority of the votes will be elected to office, and the results will be posted immediately. The student society requires that a final slate of candidates is approved by the current e-board prior to the election of officers for the coming year. This will prevent any student running for more than one office.

VII. Officers (e-Board)

The officers of the student society shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Historian
6. Fundraising Chair
7. Professional Chair
8. Membership Chair
9. Social Chair
10. Philanthropy Chair

These officers shall constitute the **e-Board** of the student society. The authority for the governance and general operation of the student society shall be vested in this e-board. A faculty advisor will also serve as an ex-officio member of the e-board.

VIII. Duties of e-Board

All officers are expected to attend general membership meetings, e-board meetings, assist other members in completing ICHP assignments, and represent the student chapter at professional state and national meetings, when applicable. In addition, each officer is responsible for his or her corresponding duties of the office to which he or she was elected.

1. Duties of the President
 - a. To be familiar with all operations in the student society as well as in the state society,

- b. To schedule, announce, preside, and maintain order at all Chapter and e-board meetings,
 - c. To enforce By-Laws of the student society,
 - d. To prepare a proposed schedule of events for the year in which he/she is presiding, in conjunction with the e-board,
 - e. To maintain communication and close contact with all other members of the e-board, and Chapter advisors,
 - f. To act as a general representative of the Chapter, except when authority is given to another officer or member,
 - g. To establish any ad hoc committees needed during his or her term,
 - h. To appoint any liaisons and committee members,
 - i. To be the representative of the student society to the Board of Directors of the state society,
 - i. Be responsible for providing updates about the student society at the ICHP BOD meetings and attending the ICHP BOD meetings, when scheduling permits.
2. Duties of the Vice President
- a. To assist the President in the performance of his/her duties at all times,
 - b. To serve as an ex-officio member of all committees during his/her term,
 - c. To be familiar with all operations in the student society as well as in the state society,
 - d. To assume the duties of the President in the absence of the President due to impeachment, resignation, or other cause.
3. Duties of the Secretary
- a. To record complete minutes at all e-board and chapter meetings,
 - b. To submit all minutes in a typed form to the officers of the Chapter and to the faculty advisor(s) and to the state society within ten days of the meeting,
 - c. To assist the President and Vice President in publicizing all National, State, and Chapter events.
4. Duties of the Treasurer
- a. To record all of the Chapter's income and expenditures,
 - b. To file all forms regarding finances to the state office and/or College of Pharmacy student services as necessary,
 - c. To coordinate all cash receipt and disbursements from Chapter activities.
5. Historian
- a. To maintain the history of the student society through photographs, videos and/or written materials,
 - b. To organize and submit articles to be published in the ICHP KeePosted newsjournal.
6. Fundraising Chair
- a. To organize and implement at least one fundraising activity per quarter/semester,
 - b. To keep the fundraising binder updated with details of each task to help future fundraising chairs complete successful fundraisers,

- c. To coordinate all fundraising activities through the College of Pharmacy Student Services, as necessary.
- 7. Professional Chair
 - a. To coordinate the Residency Shadowing Program
 - b. To assist in the planning and execution of the Clinical Skills Competition
 - c. To coordinate professional speakers for chapter meetings
- 8. Membership Chair
 - a. To serve as the primary contact for new and old members joining the student society,
 - b. To serve as liaison between state society and student members concerning membership status,
 - c. To play an active role in recruiting new members.
- 9. Social Chair
 - a. To organize social events, including necessary advertising, setup and breakdown.
- 10. Philanthropy Chair
 - a. To research and discover new service opportunities in the surrounding community,
 - b. To establish contacts and good relations with service leaders,
 - c. To plan, organize and run service-related projects and events.

IX. Elections

1. Elections will be held at during the second half of the school year.
2. Current e-board Roundtable
 - a. Potential candidates will have the opportunity to attend a student society e-board roundtable/informational meeting to learn more about the duties, expectations and responsibilities of each respective position.
 - b. This meeting will be held during the second half of the year.
3. Election of President
 - a. Any person(s) interested in running for the position of President must have served at least 1-year on the student society e-board.
 - i. If no current e-board member is interested in the position of President, the position will then be open to the student membership.
4. The remaining spring quarter or remaining portion of the second semester following elections will be considered the “elect” period.
 - a. The current e-board and newly-elected e-board will work together on any remaining projects and familiarize the new e-board to the duties, expectations and responsibilities of their respective positions.
 - b. Any notes, contacts, materials, etc., that the current e-board member deems important to help the newly-elected e-board member be successful in their position will be passed-on during this time.
5. The newly elected e-board members will be installed at the last general membership meeting of the spring quarter or second semester.

X. Committees

The President, in consultation with the e-board, shall appoint standing and special committees, as necessary to carry out the programs and activities of the student society. Each committee shall consist of at least three members, including the chairperson. The following are standing committees of the student society: fundraising, professional practices, social, philanthropy, and membership. Additional ad hoc committees may be appointed by the president as necessary.

XI. Liaisons

1. In consultation with the e-board, the President may appoint student member(s) as liaison(s) to other organizations with which an arrangement of this nature will be mutually beneficial
 - a. 1st-year liaison(s)
 - i. The contact/connection between the student society e-board and the entire 1st-year class.
 - ii. The student society 1st-year Student Liaisons will be responsible to make official student society and state society announcements in class, to inform the 1st-year class of upcoming events, participate in and support any other student society or state society sponsored events as needed and shall attend any e-board meetings, if scheduling permits.

XII. Vacancy in Office

Any vacancy in one or more of the aforementioned offices, except for the President, shall be filled within one month by special election. With the vacancy in the office of President, the Vice President will assume the title and duties of the presidential office for the remainder of the term.

Impeachment from office can occur if an officer neglects his/her duties of the office they hold, is no longer in good academic standing, is found guilty of mishandling of Chapter funds, or fails to uphold the By-Laws. An officer may be impeached from office only after two-thirds (2/3) of the e-board votes in favor of impeachment based on the above mentioned criteria.

XIII. Affiliation

The student society shall be an affiliate of the Illinois Council of Health-System Pharmacists. The Council and student society shall meet annually to review the affiliation agreement between the two groups and conduct other business, as deemed necessary.

XIV. Amendments

1. Two or more student members shall present any proposed changes to the President in writing at least two weeks prior to a regularly scheduled general membership meeting.
2. The President shall schedule the amendment as an item of new business at the next regularly scheduled general membership meeting.
 - a. The amendment must be affirmed by a two-thirds (2/3) vote of the members present at the meeting.

3. Once affirmed, it shall then be submitted to the entire active membership by electronic ballot and must be approved by a majority vote of completed ballots.

XV. Parliamentary Authority

Robert's Rules of Order, latest revision, shall be the parliamentary authority with respect to all procedures not specified in the governing documents of the student society.