

**American Pharmacy Student Alliance
Constitution 2009-2010**

Article I. Name

This umbrella organization shall be called the "American Pharmacy Student Alliance." This organization is the USC student chapter to the American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP), California Pharmacists Association-Academy of Students of Pharmacy (CPhA-ASP), American Society of Health-System Pharmacists (ASHP), California Society of Health-System Pharmacists (CSHP), and International Pharmaceutical Student Federation (IPSF). The organization will use the acronym, APSA.

Article II. Mission Statement

The mission of this organization is to provide opportunities and empower students to develop the person, the passion, and the profession.

Article III. Objectives

The objectives of the organization shall be:

- A. To serve as the unified voice for student pharmacists. To increase student pharmacist involvement in APhA-ASP, CPhA-ASP, ASHP, CSHP and IPSF.
- B. To demonstrate the value of the pharmacist to the public.
 - i. Increase our chapter and individual member participation in health-based community service projects.
 - ii. Increase presentations to the community on the value of the pharmacist.
- C. To demonstrate the value of APSA membership.
 - i. Inform chapter members and chapter advisors about the benefits and opportunities available through APhA-ASP, CPhA-ASP, ASHP, CSHP, and IPSF membership.
 - ii. Increase access to and understanding of benefits and services provided by APhA-ASP, CPhA-ASP, ASHP, CSHP, and IPSF.
 - iii. Provide a mechanism to recognize the accomplishments of individuals whose involvement in APSA has contributed to their professional success.
 - iv. Promote the outcomes associated with successful APSA policies and programs that have significantly enhanced the profession of pharmacy.
 - v. Upholding our mission statement: "...to develop the person, the passion, and the profession"
- D. To increase the legislative awareness and involvement of student pharmacists. Emphasize the importance of being politically involved in the profession. Increase the political involvement of student pharmacists at the local, state, and national levels.
- E. To promote the development of professional attitudes and behaviors in student pharmacists.
- F. To advance pharmaceutical education to reflect a greater emphasis on pharmaceutical care.
- G. To promote interdisciplinary teamwork to foster professional relationships and increase the quality of patient care.
- H. To demonstrate the vital role of the pharmacist on the health care team.
- I. To improve and promote public health.
- J. To assist in providing a system of academic education and professional training in the science and art of pharmacy.
- K. To provide information to students about career directions and credentials needed for a pharmacy practice in an organized health care setting.

Article IV. Code of Ethics

APSA shall adopt the Code of Ethics as presented by APhA-ASP, CPhA-ASP, ASHP, and CSHP. Each member, as a condition of membership in APSA, shall adhere to these codes.

Article V. Membership

- A. **QUALIFICATIONS.** All students enrolled in the University of Southern California School of Pharmacy program accredited by the Accreditation Council for Pharmacy Education are eligible for Student Membership in APSA and are voting members of APSA. By joining APSA, students become members of APhA-ASP, CPhA-ASP, CSHP, IPSF, and ASHP. Alternatively, they have the option of joining exclusively APhA, CPhA, and IPSF or only ASHP, CSHP, and IPSF. This organization does not discriminate on the basis of gender, race, national origin, age, religion, disability, or sexual orientation.
- B. **REWARDS.** Members are eligible to receive an APSA cord at graduation if they fulfill 3 years of active membership based on the following requirements: Yearly attendance at:
 - 1) 1 General Meeting
 - 2) 1 Health Fair
 - 3) 1 Professional Event
 - 4) 1 Conference or Local Association Meeting
- C. **RIGHTS.**
 - Part 1. All members are eligible to attend all general meetings and events of this organization.
 - Part 2. If a fee is charged to attend a particular event, a fee scale will be established as appropriate.
- D. **RESIGNATION.** Any member may resign by filing a written resignation with the Director of Membership but such resignation shall not relieve the member of the obligation to pay any dues, assessments or charges previously accrued and unpaid.
- E. **TRANSFER OF MEMBERSHIP.** Membership in this organization is non-transferable and non-assignable.
- F. **WITHDRAWAL OF MEMBERSHIP.** Any member may be reprimanded, suspended, or expelled for matters related to non-payment of dues or unprofessional conduct as set forth by APhA-ASP, CPhA-ASP, ASHP, CSHP, and IPSF with the stronger measure prevailing.
- G. **DUES.** All members are required to pay a specified membership fee prior to taking part in any organization activity. The organization dues shall be determined by the Executive Board and collected in accordance with the rules prescribed by the Board. Association dues will be collected by APSA and APSA will be responsible for payment of dues to APhA, CPhA, ASHP, and CSHP on the students' behalf.

Article VI. Advisor, Officers, Organizational Representatives/Liaisons

- A. **Chapter Advisors.** Shall be elected by the APSA Board with at least a two-thirds majority and shall hold office until the installation of their successor. The advisor must be a member of their respective organization they are advisors to and faculty at the USC School of Pharmacy.
- B. **Officers.** The Officers of APSA who serve on the APSA Board shall be the APhA/CPhA and ASHP/CSHP Presidents, their respective President-Elects, Director of Financial Affairs, CPhA Board of Trustees Representative, Director of Membership, Directors of Internal and External Public Relations, Director of Professional Affairs, IPSF Representative, Director of Legislative Affairs, Directors of Local Associations (CPhA and CSHP), Director of Educational Programming, Directors of Project Hypertension, Directors of Operation Diabetes, Directors of AWARE/Poison Prevention, Director of Interdisciplinary Affairs, Director of Heartburn Awareness, Director of SHARE Programs, Director of Healthy Living/Alternative Medicine, and Director of Cancer Awareness. The officers shall be elected or appointed by way of an interview as provided by Article IX and shall hold office until the installation of their successors.
- C. **Executive Board.** The following officers shall serve on the Executive Board: Presidents, President-Elects, Director of Financial Affairs, CPhA Board of Trustees Representative, Director of Professional Affairs, Directors of Membership, and Directors of Public Relations.
- D. **Buddy System.** Executive board members shall be paired off with board members to serve as an "executive buddy" responsible for communicating updates from executive board meetings, issues regarding core matters of the organization, and providing assistance. Board members shall communicate project updates and discuss concerns with their executive buddy.
- E. **Organizational Representatives/Liaisons.** One liaison from each of the following School of Pharmacy organizations is appointed to the APSA Board: Academy of Managed Care Pharmacy, Alpha Iota Pi, Korean American Pharmacy Student Association, Lambda Kappa Sigma, National

Community Pharmacists Association, Phi Delta Chi, Rho Chi, Skull & Mortar, Student Industry Association, and Vietnamese American Pharmacy Student Association. Under the contingency of the bylaws, the liaisons shall hold office until the installation of their successors.

Article VII. Amendments

Every proposed amendment of the bylaws shall be reviewed and approved by the Executive Board or be in the form of a petition which shall bear the signatures of at least thirty-three percent (33%) of the Active Members of APSA. Every proposed amendment qualifying under the above stipulations must be approved by greater than fifty percent (50%) of votes of the members present at the time of voting, or at least two-thirds (2/3rd) vote by the APSA Board.

Article VIII. Bylaws

The bylaws as adopted by APSA shall govern and regulate the conduct of the business and affairs of APSA. Bylaws can be added by a simple majority vote of the APSA Board.

Article IX. Terms of the Officers

- A. ELECTIONS. APSA members will elect officers during the spring semester. Selected board positions as deemed necessary by the Presidents will be interviewed and then appointed by a panel consisting of the Presidents, President-Elects, current Board member holding that position, and advisors. All other officers are elected. Each candidate running for office must be an APSA member during their term.
- 1) In the event of an unmarked ballot, that ballot will not count towards the total number of votes cast for that position. However, any abstain votes will count towards the total number of votes cast.
 - 2) In the event of an unopposed election, the candidate must receive greater than fifty percent (50%) of the total number of votes cast on election day to be elected for the position.
 - 3) In the event of a two-candidate election, the winning candidate must receive greater than or equal to fifty five percent (55%) of all votes cast.
 - 4) If a fifty-five percent (55%) vote is not received by any candidate, a runoff election will be held between the two candidates receiving the most votes. The winner of the runoff election is the candidate who receives greater than fifty percent (50%) of all votes cast.
 - 5) The Year I Representatives are elected by the Board during the fall semester and he/she must be an APSA member. The two candidates receiving the most votes by the Board members present on election day will be elected as Year I Representatives. Each officer shall serve a term of one year.
 - 6) All candidates running for office must be APSA members in good academic standing in accordance to University Policy (GPA of 3.0 by the end of the academic year and full time status).
 - 7) In the event a recount is requested by a candidate, the ballots will be presented to the ASSP Honor Council to be recounted by the VP of Academic Affairs.
 - 8) All candidates must abide by the ASSP guidelines for campaigning as described in the ASSP Bylaws.
- B. DELEGATES. Delegates to CSHP and CPhA are appointed by the Presidents. The number of delegates to the CSHP and CPhA House of Delegates is determined by our total membership in the respective associations.
- C. DISMISSAL. Grounds for officer dismissal include removal for violation of membership clause, 2 or more unexcused absences from board meetings, and failure to perform job duties. Dismissals require a two-thirds majority vote by the APSA Board.
- D. VACANCY. The APSA Board may conduct an election within itself or the organization to fill a vacancy in the event of death, disability, resignation, or dismissal of a current officer.

- A. **Article X. Officer Duties** Presidents. The Presidents shall:
- i. Preside at all APSA General Meetings and APSA Board Meetings.

- ii. Maintain contacts with APhA, CPhA, ASHP, CSHP and IPSF Headquarters and attend respective annual and business meetings as appropriate.
 - iii. Work with chapter members, officers, and advisors to develop a mission statement, strategic plan, goals for the chapter, and maintain and improve faculty advisor and faculty administrative support.
 - iv. Serve as the liaison with other student organizations and state pharmacy associations.
 - v. Be responsible for communication of the information sent from APhA, CPhA, ASHP, CSHP and IPSF in Chapter management and other mailings to chapter officers and members.
 - vi. Serve as Chapter Delegate to the CPhA and CSHP Annual Meetings.
 - vii. ASHP/CSHP President only: Assume the office of CSHP Student Section Executive Committee (SSEC) Representative for the year following the presidential term.
 - viii. Serve as an ex-officio member of all chapter committees.
 - ix. Set the organization's budget for the year.
 - x. Develop professionally oriented Chapter programs.
 - xi. Be a voting member of the APSA Board.
- B. APhA/CPhA President-Elect. The President-elect shall:
- i. Be in good academic standing in accordance to University Policy (GPA of 3.0 at time of election and full time status).
 - ii. Assume all the powers and duties of the Presidency in the absence of the President. He/she shall be assigned additional duties and responsibilities by the President consistent with the needs of the USC APSA chapter.
 - iii. Assume the office of the APhA/CPhA President the year following the election to the office of APhA/CPhA President-elect.
 - iv. Co-coordinate the APSA Summer retreat with the ASHP/CSHP President-Elect
 - v. Organize CPhA Day during membership drive
 - vi. Organize APhA Outreach Day during membership drive
 - vii. Assist the Membership Director in registration for APhA Midyear Regional Meeting and APhA Annual Meeting
 - viii. Serve as Delegate at CPhA Outlook, APhA Midyear Regional Meeting, and APhA Annual Meeting
 - ix. Attend CPhA local association meetings
 - x. Attend CPhA Synergy Conference
 - xi. Attend the APhA Summer Leadership Institute (SLI) in July
 - xii. Assist the membership director with membership drive
 - xiii. Coordinate the APhA Book Sale with Director of Financial Affairs
 - xiv. Assist Presidents in presiding over board and general meetings
 - xv. Represent APSA at ASSP meetings if President is absent
 - xvi. Serve as an executive liaison to the Director of CPhA Local Associations and the IPSF Director
- C. ASHP/CSHP President-Elect. The President-elect shall:
- i. Be in good academic standing in accordance to University Policy (GPA of 3.0 at time of election and full time status).
 - ii. Assume all the powers and duties of the Presidency in the absence of the President. He/she shall be assigned additional duties and responsibilities by the President consistent with the needs of the USC APSA chapter.
 - iii. Assume the office of the ASHP/CSHP President the year following the election to the office of ASHP/CSHP President-elect.
 - iv. Co-Coordinate APSA Summer retreat with APhA/CPhA President-Elect
 - v. Organize CSHP Day during membership drive
 - vi. Organize ASHP Day during membership drive
 - vii. Assist the Membership Director in registration for CSHP Seminar
 - viii. Serve as a delegate at CSHP Seminar
 - ix. Assist ASHP/CSHP President with the annual report for ASHP SSHP Recognition Program
 - x. Attend CSHP Regional Chapter Presidents Meeting in the event that the President is unable to do so

- xi. Attend CSHP local association meetings
 - xii. Attend ASHP Pharmacy Student Leadership Development Program in June
 - xiii. Assist the membership director with membership drive
 - xiv. Represent APSA at ASSP meetings if President is absent
 - xv. Serve as an executive liaison to the Director of CSHP Local Associations and the Director of Interdisciplinary Affairs
 - xvi. Serve as CSHP SSEC Representative following presidency during 3rd/4th year
- D. Director of Financial Affairs. The Director of Financial Affairs shall:
- i. Report to Executive Board for supervision of all financial affairs
 - ii. Assist Presidents in finalizing budget for the upcoming year
 - iii. Maintain all financial records
 - iv. Disperse reimbursements for budgeted items
 - v. Work with Director of Media Relations in writing grants
 - vi. Coordinate the APhA Book Sale with APhA/CPhA President-Elect
 - vii. Coordinate all fundraising activities
 - viii. Serve as an executive liaison for Directors of Poison Prevention/AWARE
- E. CPhA Board of Trustees Representative. The CPhA Board of Trustees Rep. shall:
- i. Attend all CPhA Board of Trustee meetings (usually 4 in Sacramento with all expenses paid by CPhA)
 - ii. Work with CPhA Academy of Pharmacy Owners and Academy of Managed Care
 - iii. Report CPhA Board of Trustee activities to officers/members
 - iv. Assist Membership Director in registration for CPhA Outlook and Student Summit
 - v. Serve as Board of Trustee Delegate at CPhA Outlook
 - vi. Organize APO Night with NCPA
 - vii. Write the USC CPhA-ASP quarterly report for the CPhA journal
 - viii. Assist APhA/CPhA President-Elect in organizing CPhA Day
 - ix. Serve as an executive liaison for the Director of Legislative Affairs and Director of Pain Management
- F. CSHP Student Section Executive Committee Representative (SSEC)
- i. Will sit on SSEC board from January 2009 to January 2010
 - ii. Attend an annual CSHP SSEC meeting (occurs during Seminar)
 - iii. Participate in up to 4 teleconferences with SSEC
 - iv. Attend the annual Strategic Planning meeting with CSHP Board of Directors (if elected as co-chair of SSEC)
 - v. Attend at least 2 CSHP Board of Directors meeting (if elected as co-chair of SSEC)
 - vi. Serve as a student delegate at CSHP Seminar
 - vii. Report CSHP Board of Directors activities to officers/members
 - viii. Be a voting member of the APSA Board
- G. Director of Membership. The Director of Membership shall:
- i. Coordinate the membership drive along with the Director of Public Relations
 - ii. Maintain records of attendance at each APSA event
 - iii. Organize hotel and travel accommodations for all conferences
 - iv. Organize registration for all conferences
 - v. Determine the needs of the membership
 - vi. Conduct evaluations of programming and conferences to gather members' feedback (e.g. surveys, comment boxes, etc.)
 - vii. Serve as an executive liaison for the Director of Sexual Health Awareness and Director of Cancer Awareness
 - viii. Maintain APSA website, www.uscapsa.com along with Internal Director of Public Relations
- H. Director of Internal Public Relations/Historian. The Director of Internal Public Relations/Historian shall:

- i. Maintain APSA website
 - ii. Create and maintain APSA display case
 - iii. Assist board members in making flyers and posters for all meetings and conference
 - iv. Create a chapter poster for APhA Annual Meeting
 - v. Create video/slideshow of APSA events for APSA General Meetings
 - vi. Use videography to promote American Pharmacy Month
 - vii. Upkeep APSA photo website
 - viii. Serve as an executive liaison for Director of Healthy Living/Alternative Medicine
- I. Director of External Public Relations/Media. The Director of External Public Relations/Media shall:
- i. Work with the USC School of Pharmacy Public Relations Director to coordinate external media coverage of APSA events
 - ii. Seek out & maintain connections with media (print, television, radio, etc.)
 - iii. Coordinate American Pharmacy Month with Director of Professional Affairs
 - iv. Gather and archive articles of APSA events from project directors for media use
 - v. Serve on the Membership Committee during Membership Drive
 - vi. Serve as an executive liaison for the Director of Women's Health and Director of Geriatric Care
- J. Director of Professional Affairs. The Director of Professional Affairs shall:
- i. Keep minutes at all the meetings
 - ii. Coordinate Patient Counseling Competition and Clinical Skills Competition
 - iii. Coordinate American Pharmacy Month with ASSP and Director of External Relations
 - iv. Coordinate all event reports and compile Chapter Achievement Report
 - v. Coordinate "Beneath the White Coat" speaker series
 - vi. Serve as an executive liaison for the Director of Educational Affairs and Director of Mental Health
- K. Director of Legislative Affairs. The Director of Legislative Affairs shall:
- i. Coordinate Legislative Day Breakfast and Health Fair
 - ii. Gather and develop policies for submission at CSHP Seminar, APhA MRM, CPhA Outlook and APhA Annual
 - iii. Serve as Delegate at CPhA Outlook
 - iv. Attend United Pharmacy Network Inc. (UPNI) meetings
 - v. Coordinate policy meetings prior to conferences
 - vi. Inform students regarding current policies affecting the profession of pharmacy
 - vii. Submit at least 1 article on a featured event to Director of External Relations
- L. Director of Educational Programs. The Director of Educational Programs shall:
- i. Coordinate Spanish Sig & multi-language workshops
 - ii. Work with IPSF Director on training project directors & membership on cultural competency
 - iii. Bring in guest speakers from various practice settings (e.g. ambulatory care, pharmacy practice, psychiatric, community, managed care, industry, and specialty) to discuss careers, residencies, fellowships
 - iv. Organize Career Roundtable Night and/or Residency Workshop with ASHP/CSHP President-Elect
 - v. Organize guest speakers on board certification (BCPP, BCNP, BCOP, BCPS)
- M. Organizational Representatives. The Organizational Representatives shall:
- i. Work with their executive buddy and their respective organization on developing, implementing, supervising, and coordinating one project per semester aimed at promoting health and educating the members and/or the public about various health care issues.
- N. Delegates to CPhA/CSHP. The delegates to CPhA/CSHP shall:
- i. Serve as a Chapter Delegate to either CPhA or CSHP in the House of Delegates.
 - ii. Assist the Director of Legislative Affairs to coordinate our chapter's involvement with legislative issues.

- iii. Assist in helping develop proposals brought forth by the organizations that are to be addressed at state, regional, and national conventions.
- iv. Assist in the coordination of Legislative Day.

O. All officers will serve as voting members of the APSA Board.

Article XI. Meetings

- A. General Meetings. The organization shall hold at least 4 General Meetings per year. General Meetings are open to all APSA members. Subjects of General Meetings can include but are not limited to guest-speakers, educational or informational programs, industry internships, political caucuses, CPhA Day, CSHP Day, APhA Student Outreach, conferences, etc.
- B. APSA Board Meetings. The Board shall meet as determined by the Presidents. Mandatory attendance is required of all officers.

Article XII. Committees

- A. Patient Care Project Committees. All patient care projects are entitled to form a committee of the director(s)' choosing. Committee chairs are responsible for:
 - 1) Maintaining communication with the APSA executive board
 - 2) Ensuring appropriate use of funds
 - 3) Maintaining adequate and updated supplies for screening and education
 - 4) Promoting current events to the general membership
 - 5) Abiding by responsibilities as described in the APSA Officer Description distributed during elections
- B. Special Committees. The Presidents shall appoint, with the consent of the APSA Board, such Special Committees as are deemed necessary to carry on the work of the organization. Each Special Committee shall report to the Presidents.

Article XIII. Affiliations

A. USC

Part 1. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.

Part 3. APSA accepts full financial and production responsibility for all activities it sponsors.

Part 4. APSA agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of APSA differ, the policies and regulations of USC will take precedence.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

B. APhA

Part 1. APhA-ASP (APSA) is the USC chapter of the American Pharmacists Association-Academy of Student Pharmacists

Part 2. Where APhA guidelines, regulations, or policies differ from those of USC, USC's policies, regulations, and guidelines take precedence.

C. ASHP

Part 1. ASHP (APSA) is the USC chapter of the American Society of Health-System Pharmacists

Part 2. Where ASHP guidelines, regulations, or policies differ from those of USC, USC's policies, regulations, and guidelines take precedence.

D. CPhA

Part 1. CPhA-ASP (APSA) is the USC chapter of the California Pharmacists Association-Academy of Student Pharmacists

Part 2. Where CPhA guidelines, regulations, or policies differ from those of USC, USC's policies, regulations, and guidelines take precedence.

E. CSHP

Part 1. CSHP (APSA) is the USC chapter of the California Society of Health-System Pharmacists

Part 2. Where CSHP guidelines, regulations, or policies differ from those of USC, USC's policies, regulations, and guidelines take precedence.

F. IPSF

Part 1. IPSF (APSA) is the USC chapter of the International Pharmaceutical Students' Federation.

Part 2. Where IPSF guidelines, regulations, or policies differ from those of USC, USC's policies, regulations, and guidelines take precedence.

Article XIV. Parliamentary Authority

A. *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 Chapter.

We certify that these bylaws were approved by a majority of the members of the USC-APSA Student Board

on _____.

President

Faculty Advisor

Faculty Advisor