

BYLAWS OF THE INTERNATIONAL SOCIETY FOR PHARMACEUTICAL ENGINEERING AT UCSD

Article I. Name of Student Organization

Section 1. The name of this organization shall be called The International Society for Pharmaceutical Engineering, Inc. at UCSD, hereinafter called the Student Chapter.

Section 2. The local ISPE San Diego Chapter or Affiliate will sponsor the Student Chapter at UCSD and all Members of the Student Chapter are considered members of the ISPE San Diego Chapter or Affiliate.

Section 3. The ISPE student chapter is a non-profit student organization.

Article II. Statement of Purpose

Section 1. The objectives of the Student Chapter shall conform to those of the International Society for Pharmaceutical Engineering, Inc., hereinafter called ISPE.

Section 2. In furtherance of these objectives, the non-profit Student Chapter shall hold meetings for the presentation of appropriate papers and the interchange of ideas and information. Where practical, the Student Chapter shall promote plant tours/site visits and educational lecture courses.

Article III. Nonprofit Statement

ISPE at UCSD is a non-profit student organization.

Article IV. Requirements for Membership

Section 1. All Members of ISPE attending University of California, San Diego as students shall be considered Members of this Student Chapter. Student Members are individuals enrolled full-time at a college, university, or other educational institution. We realize circumstances occur when an individual may not be enrolled full-time as a student, however if the primary intention of the individual is education, student membership is allowed. **These individuals may enter the Society as Student Members of the Society and the Chapter.**

Section 2. All Members of the Student Chapter who are in good standing shall have the right to vote and hold office in the Student Chapter.

Article V. Frequency of Organization Meetings

Section 1. Regular meetings of the Student Chapter shall be held at such time and place as may be selected by the Executive Committee.

Section 2. At least two meetings shall be held during each regular academic period.

Section 3. Officers of the Student Chapter will be elected by the membership by May 25 each year and shall hold office for one year.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

Section 1. The Officers of the Student Chapter shall consist of a President, Vice Presidents, a Secretary, a Treasurer, a Public Relations Officer, a Bioengineering Day Chair, a Mentorship Chair, a Department Outreach Chair, a Member Development Chair, and a Webmaster, all of whom shall be elected for a term of one academic year by the Student Chapter at the organizational meeting and at each May thereafter. The offices of Secretary and Treasurer may be combined, if desired.

Section 2. The management of the Student Chapter shall be vested in an Executive Committee consisting of the officers of the Student Chapter and the Advisors, Faculty and Industry.

Section 3. The Executive Committee shall have power to fill vacancies in its membership; such appointees will hold office for the remaining term of the vacating members.

Section 4. The Executive Committee may hold meetings, subject to the call of the President, as often as the interests of the Student Chapter demand.

Section 5. At all meetings of the Executive Committee, a majority of Members shall constitute a quorum.

Section 6. Each Executive Board Officer shall submit all required reports within the required deadlines as specified in Appendix E to ISPE Headquarters and each Advisor.

Article VIA. Executive Board

PRESIDENT

Section 1. Supervise and promote affairs of the Student Chapter with help of the Executive Committee

Section 2. Preside at meetings of the Student Chapter, Executive Committee and be an ex-officio member (with voting rights) of all committees

Section 3. Call meetings of the Executive Committee as needed

Section 4. Maintain records and correspondence of the office and turn over all records to successor

Section 5. Appoint chairs of various committees, subject to approval of Executive Committee

Section 6. Require periodic progress reports of all committee chairs

Section 7. Appoint nominating committee at least 30 days before annual elections and accept nominations 15 days prior to annual elections

Section 8. Submit Student Chapter Fall Roster between Nov. 15 and Dec. 15 and the Presidents Report between April 25 and June 1 to each Advisor and ISPE Headquarters

VICE PRESIDENT INTERNAL

Section 1. Serve as assistant to the President and assume all duties of the President in his/her absence or disability

Section 2. At the President's direction, accept responsibility for specific Student Chapter activities

Section 3. Serve as ex-officio member (with voting rights) of all committees

Section 4. Submit tentative calendar of activities between Aug. 30 and Sept. 30 to ISPE Headquarters and each Advisor

Section 5. Serve as ISPE representative for Triton Engineering Student Council (TESC)

Section 6. Manage and train leadership training program members

VICE PRESIDENT EXTERNAL

Section 1. Serve as assistant to the President and assume all duties of the President in his/her absence or disability

Section 2. At the President's direction, accept responsibility for specific Student Chapter activities

Section 3. Function as the organization's primary liaison with industry

Section 4. Work with VP Finance to oversee the organization's finances and maintain contact with company sponsors

Section 6. Review all correspondence from the local Chapter or Affiliate and ISPE Headquarters and bring to the attention of the President all correspondence, bulletins, notifications and matters affecting the Student Chapter's activities, especially those that should be discussed at meetings of the Executive Committee

Section 9. Maintain a current roster listing addresses, telephone numbers, and e-mails of all Student Chapter members, with copies to each Advisor and the ISPE International office between Nov. 15 and Dec. 15 for the fall and between April 25 and June 1 for the spring.

VICE PRESIDENT FINANCE

Section 1. Official custodian of funds of the Student Chapter with responsibility for receipts and disbursements of funds.

Section 2. Maintain Student Chapter financial records and turn over all records and correspondence to his/her successor

Section 3. Arrange for safekeeping of the Student Chapter funds in a checking or special funds account as approved by the Executive Committee

Section 4. If applicable, arrange a satisfactory method, approved by the Executive Committee, for the management of the Chapter checking account with approved officer signatures

for withdrawal, etc. The account should be carried as the "(Name of School) Student Chapter of ISPE," to avoid any possible conflict with International funds

Section 5. Deposit all funds in the bank account as soon as received and reconcile the monthly bank statement

Section 6. Prepare and submit budget between Aug. 30 and Sept. 30, treasurer's report and income/expenses between Nov. 15 and Dec. 15, and treasurer's report and income/expenses between April 25 and June 1 to ISPE Headquarters and each Advisor

Section 7: Serve as Secretary for all Executive Committee meetings and prepare minutes – send copies of minutes to ISPE Headquarters and each Advisor between Nov. 15 and Dec. 15 for the fall and between April 25 and June 1 for the spring

MENTORSHIP CHAIR

Section 1. Heads the mentorship program and organizes the induction ceremony and closing ceremony through cost-effective organization.

Section 2. Maintains professional relationship with all professionals participating in the program. Based on student interest, the chair will need to recruit additional professionals as mentors.

Section 3. Interviews and selects student mentees to participate in the program

Section 4. Works with VP Finance and VP External to recruit professionals, and to cost-effectively organize networking events.

Section 5. Officer team may select Mentorship Program committee members to assist Mentorship Chair.

Section 6. Communicates with mentors and mentees to observe progress and efficiency of program.

PUBLIC RELATIONS CO-CHAIR

Section 1. Will consist of one to three chairs. Committee size will be determined by the President(s).

Section 2. Publicize all organization events as needed through flyering, chalkboarding, sending department emails, and weekly newsletters.

Section 3. Responsible for weekly organization emails.

Section 4. Responsible for organizing and updating student chapter website as necessary.

BIOENGINEERING DAY CHAIR

Section 1. Will work with the Bioengineering Day Committee to plan for Bioengineering Day such as finding a key note speaker, catering, venue, etc.

Section 2. Attend bioengineering department outreach meetings to work with Bioengineering Graduate Society (BEGS), Biomedical Engineering Society (BMES), and the department administration.

Section 3. Responsible for getting volunteers from ISPE to help out during the events at Bioengineering Day.

MEMBER DEVELOPMENT CHAIR

Section 1. Will consist of one or two chairs.

Section 2. Create new strategies to generate more membership and student involvement.

Section 3. Responsible maintaining the satisfaction of members by listening to their wants, needs, and concerns.

DEPARTMENT OUTREACH CHAIR

Section 1. Will consist of one or two chairs.

Section 2. Facilitate cooperation between ISPE and departments on campus to discuss goals of events.

Section 3. Connect with other student organizations to create events that fulfill the needs of the student population.

Article VIB. Subcommittees

FINANCE

Section 1. The subcommittee will consist of one to three members as will be determined by the President.

Section 2. Subcommittee members will assist the treasurer in raising funds through AS funding and industry connections.

PUBLIC RELATIONS

Section 1. The subcommittee will consist of one to three members as will be determined by the President.

Section 2. Subcommittee members will assist the public relations chairs in any event planning.

Section 3. Subcommittee will include one Triton Student Engineering Council (TESC) Representative who will serve as a liaison between the engineering student council and the student chapter. Representative will attend weekly TESC meetings and report to student chapter.

BIOENGINEERING DAY

Section 1. The subcommittee will consist of one to four members. The size will be determined jointly by the President and the Bioengineering Day Chair.

Section 2. Members will assist the Bioengineering Day Chair in tasks associated with planning Bioengineering Day.

Article VIC. Elections

Section 1. Fifteen days prior to the elections, nominations for the Executive Committee will be opened. Nominations will be submitted to the Secretary prior to the elections.

Section 2. Other nominations for office may be presented from the floor at the election meeting.

Section 3. Voting for officers shall be by secret ballot.

Section 4. ISPE advisors should be consulted by the former presidents about the presidential candidates prior to election, and have ability to veto candidates.

Article VID. Other

Section 1. The Executive Committee is empowered to appoint committees for special purposes.

Section 2. The President shall be ex-officio, a voting Member of all committees.

Section 3. Proposals for amendment to these Bylaws may be submitted in writing at any regular meeting of the Student Chapter and, if approved by a majority of the voting Members present at the meeting, shall then be submitted at the next regular meeting of the Student Chapter for final ballot. If approved by two-thirds of the votes cast, the amendment or amendments shall become a part of the Bylaws provided they are not in conflict with the Constitution and Bylaws of ISPE International. Amendments to the Bylaws are subject to review and approval by the ISPE International Board of Directors.

Section 4. These Bylaws shall go into effect immediately upon their adoption by a vote of the Student Chapter, such adoption requiring at least two-thirds vote of the Members voting.

Article VII. Risk Management

Section 1. ISPE at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Section 2. ISPE at UCSD understands that the University does not assume legal liability for the actions of the organization.

Section 3. The International Society for Pharmaceutical Engineering at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself. The International Society for Pharmaceutical Engineering at UCSD understands that the University does not assume legal liability for the actions of the organization.

Article VII. Section 1. In Case of Interaction with Minors and/or the Elderly

ISPE at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). ISPE will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Article VII. Section 2. In Case of the Provision of Medical Assistance

In the event that ISPE at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Article VII. Section 3. In Case of International Travel

ISPE at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

Article VII. Section 4. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

ISPE at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, ISPE at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article VIII. Community Advisor

Section 1. There shall be at least two Advisors to the Student Chapter whose duties shall be to consult with and advise the Student Chapter on matters relating to the general conduct of the Student Chapter. Each Advisor shall be a Member of ISPE. One Industry Advisor shall be named by the local ISPE Chapter or Affiliate and one Faculty Advisor selected from the sponsoring educational institution.

Section 2. The Advisors shall be ex-officio Members of the Student Chapter's Executive Committee.

Article IX. Financial Management

ISPE at UCSD will finance its activities through funds provided by the San Diego chapter of International Society for Pharmaceutical Engineering and potentially industry sponsorships. Money that the organization gathers will be handled by the VP Finance towards events and programs held by the organization to enhance professional development and industry readiness for student attendees. The organization will not submit a budget to the A.S. or G.S.A. finance committee quarterly.

Financial responsibilities are to be handed off to the following year's VP Finance at the termination of the year, by recording meeting minutes to that effect in order for the switch to be officially made at the organization's bank account, USE Credit Union.

Article X. Affiliation with Other Groups

ISPE at UCSD is affiliated with the San Diego chapter of International Society for Pharmaceutical Engineering. Organization members may therefore enjoy facilitated access to networking and outreach events held by the San Diego parent chapter. The affiliation does not come with any additional requirements of the organization or its members.