

American Pharmacists Association - Academy of Student Pharmacists/California Pharmacists Association - Academy of Student Pharmacists at UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences

Chapter Constitution and Bylaws

I. Name of Student Organization

The organization shall be called American Pharmacists Association - Academy of Student Pharmacists/California Pharmacists Association - Academy of Student Pharmacists (APhA-ASP/CPhA) at the University of California, San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences (UCSD SSPPS).

II. Statement of Purpose

The mission of the chapter is:

- a. To conduct and participate in projects that help advance the pharmacy profession.
- b. To uphold and elevate the professional aspects of the pharmacy profession.
- c. To encourage all pharmacy students to become more knowledgeable about the pharmacy profession and its operation within society by:
 - i. Providing opportunities for student participation in the decision-making process of pharmacy on the chapter, State, Regional, and National levels.
 - ii. Encouraging student attendance at chapter, Regional, State, and National APhA meetings.
 - iii. Increasing student awareness of current issues facing the pharmacy profession by means of programs, meetings, speakers, etc.
 - iv. Making information in all fields of pharmacy practice readily available to all pharmacy students and to support their pursuits in these areas.
- d. To encourage development of all pharmacy students into knowledgeable and competent health care professionals by:
 - i. Providing opportunities to develop leadership capabilities by holding elected offices or being appointed to committees of national APhA-ASP.
 - ii. Continually encouraging the development of new ideas and projects which will enhance each student's individual education.
- e. To provide a platform for APhA-ASP/CPhA members to voice opinion on activities, policies, and issues of APhA and CPhA, as well as that of the pharmacy profession.
- f. To encourage APhA-ASP/CPhA members upon graduation to continue as active members in the American Pharmacists Association (APhA), the California Pharmacists Association (CPhA), the San Diego County Pharmacists Association (SDCPhA) and other professional associations in general.

- g. To promote interest and participation in the advancement of the pharmacy profession, pharmaceutical education, and professional service to the public.
- h. To foster fellowship and goodwill among pharmacy students, educators, practitioners, other health care professionals and students and persons who support, are interested in, and are served by the pharmacy profession.
- i. To increase and enhance public awareness of comprehensive pharmaceutical services provided by the pharmacy profession.

III. Nonprofit Statement

APhA-ASP/CPhA at UCSD SSPPS is a non-profit student organization.

IV. Requirements for Membership

- a. Any student enrolled in the School of Pharmacy shall be eligible for active membership upon submission of the proper membership enrollment form and payment of the dues set by APhA, CPhA and the APhA-ASP/CPhA chapter.
- b. Dues shall consist of National, State and local chapter fees.
- c. Dues shall be paid upon submission of a membership enrollment form to the Membership Vice President, or by completion of the online membership form on pharmacist.com.

V. Frequency of Organization Meetings

- a. Chapter Meetings
 - i. There shall be at least six chapter meetings per academic school year at which time the membership can transact business.
 - ii. The President or a majority of the Executive Committee may call chapter meetings.
 - iii. Meetings may also be called by the general membership on petition signed by not less than one-tenth of the current, eligible members and upon the approval of a majority of the Executive Committee.
 - iv. The time and place of the chapter meetings shall be determined by the Executive Committee.
 - v. The membership shall be notified at least one week in advance of the time and place of the chapter meetings.
- b. Executive Committee Meetings
 - i. There shall be at least six Executive Committee meetings per academic school year.
 - ii. Meetings may be called by the President or two Executive Committee members.
 - iii. Executive Committee members shall be notified at least one week in advance of the time and place of Executive meetings; when possible. When advance notice is not

possible, a reasonable attempt must be made to inform each Executive Committee member of the meeting.

c. Quorum

- i. For a general meeting, a quorum shall consist of not less than 20% of the current members.
- ii. For an Executive Committee Meeting, a quorum shall consist of those members present.

d. Rules of Order

- i. The rules of order and procedures at all general chapter and Executive Committee meetings should be those set out in Robert's Rules of Order, when they are not in conflict with the By-Laws of the American Pharmaceutical Association or these By-Laws. In the event of a conflict, it shall be resolved by the President, whose decision will be final.

VI. Chapter Officers and Duties

The executive officer positions of the UCSD SSPPS APhA-ASP/CPhA chapter will consist of the President, President-Elect, Membership Vice President, Patient Care Vice President (2), Finance Vice President, Communications Vice President, Policy Vice President, Special Events Vice President, International Vice President, CPhA Board of Directors Representative, and Chapter Advisor. These officers form the UCSD SSPPS APhA-ASP/CPhA Executive Committee.

Executive committee members shall be subject to removal upon petition, by two-thirds ($\frac{2}{3}$) of the chapter members and/or by two-thirds ($\frac{2}{3}$) of the executive committee members. The executive committee shall submit the petition to the chapter advisor to be approved.

Executive committee members may be removed for failure to perform any of his/her duties stated in the by-laws. If an executive officer member is removed or is unable to fulfill his or her duties, it is to the discretion of president and/or president-elect to assign those duties to another board member in the interim time it takes to fill the vacated position.

a. Duties of the President

- i. To be familiar with all operations of APhA, APhA-ASP, and CPhA on the national, regional, state and local levels.
- ii. To schedule, announce, preside, and maintain order and decorum at all chapter meetings.
- iii. To enforce and promote enforcement of the Constitution and By-Laws of UCSD SSPPS APhA-ASP/CPhA.
- iv. To manage, coordinate and delegate chapter operations.
- v. To be responsible for projecting and setting the budget allocations of chapter funds for chapter use according to the guidelines, or with the majority vote of the UCSD SSPPS APhA-ASP/CPhA Executive Committee.

- vi. To assume such duties as may be imposed by official vote of the membership.
- vii. To prepare a proposed schedule of events of the UCSD SSPPS APhA-ASP/CPhA chapter for the year in which he/she will be presiding.
- viii. To disseminate all pertinent information received from the APhA-ASP National office to the other officers and membership.
- ix. To appoint and remove the chairpersons and members of all committees of the chapter, upon approval of the UCSD SSPPS APhA-ASP/CPhA Executive Committee.
- x. To make executive decisions when necessary.
- xi. To serve as an ex-officio member of all committees.
- xii. To maintain continued close contact and communication with the other members of the UCSD SSPPS APhA-ASP/CPhA Executive Committee and the chapter advisor throughout the year.
- xiii. To maintain continued close contact and communication with other UCSD SSPPS local organizations and the local San Diego County Pharmacists Association (SDCPhA) chapter.
- xiv. To act as a general representative of the UCSD SSPPS APhA-ASP/CPhA chapter, except in cases where authority is given to another officer or member.
- xv. To be responsible for corresponding with Regional and National APhA-ASP officers, except in cases where the responsibility is delegated to another officer or member.
- xvi. To inform the membership and chapter advisor of all actions taken.
- xvii. To call special meetings of the chapter upon written request of one tenth of the chapter members. The President shall have the power to call special meetings.
- xviii. To be responsible for arranging a meeting place and time for all chapter meetings.
- xix. To be responsible for publicity concerning meetings by using such means as monthly calendars and bulletin boards, etc.
- xx. To be responsible for the organization of the chapter Google account.
- xxi. To serve as UCSD SSPPS APhA-ASP/CPhA chapter representative for the third-year students.
- xxii. To maintain an updated executive committee roster and listserv.
- xxiii. To work with the-entire executive committee to complete and submit the annual chapter Achievement Report to APhA-ASP for award considerations.

b. Duties of the Membership Vice-President

- i. To be familiar with all operations of the APhA, APhA-ASP, and CPhA on the National, Regional, State, and local levels.
- ii. To serve as an advisor to the President.

- iii. To assume the duties of the President in the absence of the President due to impeachment, resignation, election to National office, or other cause.
- iv. To assist the President in the performance of his/her duties at all times, especially in coordination of the activities of the UCSD SSPPS APhA-ASP/CPhA chapter.
- v. To develop professionally oriented chapter programs, such as leadership/skills workshops, innovative careers in pharmacy speaker presentations, patient counseling workshops, etc.
- vi. To serve as coordinator of fall and spring membership drives.
- vii. To do everything within his/her power to meet the chapter's annual membership goals.
- viii. To serve as coordinator of the annual A/C Party following the fall membership drive.
- ix. To perform a chapter survey to assess the wants and needs of chapter members.
- x. To work closely with the UCSD Pre-Pharmacy Society to plan events for the mentor-mentee program.
- xi. To update the chapter listserv in a timely manner following the fall and spring membership drives.
- xii. To work with the President to complete and submit the annual chapter Achievement Report to APhA-ASP for awards consideration.

c. Duties of the President-Elect

- i. To become conversant in all aspects of the office of the President.
- ii. To serve as an ex-officio member on all committees.
- iii. To attend all functions and meetings at which the President's attendance is required, so as to be fully trained before assuming the presidential office.
- iv. To serve as resource person for all procedures and policies by having a copy of the chapter's By-Laws.
- v. To assist the President and/or Membership Vice-President in coordinating the activities of the UCSD SSPPS APhA-ASP/CPhA chapter, as well as various other committees.
- vi. To serve a one-year term of office as President-Elect and a one-year term as President, for a total of two years of service to the Executive Committee.
- vii. To organize chapter elections.
- viii. To coordinate the chapter Patient Counseling Competition.
- ix. To serve as UCSD SSPPS delegate to APhA Annual Meeting.
- x. To serve as UCSD SSPPS APhA-ASP/CPhA chapter representative for the second-year students.

- xi. To work with the President to complete and submit the annual chapter Achievement Report to APhA-ASP for awards consideration.

d. Duties of the Patient Care Vice President (2)

- i. To be familiar with all operations of the APhA and CPhA on the National, Regional, State, and local chapter levels.
- ii. To serve as advisor to the President.
- iii. To oversee and plan all health and pharmacy related community outreach and service projects, including all relevant insurance forms, waivers, and other pertinent materials and processes that must be completed prior to the event.
- iv. To promote development of new and innovative community outreach and service projects.
- v. To serve on all committees regarding community outreach and service projects.
- vi. To oversee and advise all operation chairs on planning and development of community outreach and service projects.
- vii. To report on progress and goals of all community outreach and service projects at each UCSD SSPPS APhA-ASP/CPhA chapter meeting.
- viii. To work with the President and the rest of the executive committee to complete and submit the annual chapter Achievement Report to APhA-ASP for awards consideration.

e. Duties of the Special Events Vice President

- i. To plan, organize, and coordinate special and social events for APhA-ASP/CPhA members of the UCSD chapter.
- ii. To be responsible for coordinating National Pharmacy Week events.
- iii. To serve as coordinator for the chapter's annual Mr. Pharmacy fundraiser.
- iv. To serve as coordinator for the CV review and internship workshop preceding the SSPPS Internship Fair.
- v. To be responsible for catering at chapter meetings and events when necessary.
- vi. To support the UCSD APhA-ASP/CPhA Executive Committee.
- vii. To work with the President and the rest of the executive committee to complete and submit the annual chapter Achievement Report to APhA-ASP for awards consideration.

f. Duties of the Finance Vice President

- i. To record all cash receipts and disbursements from chapter accounts.
- ii. To file all forms regarding finance and membership to the National office.
- iii. To assist in all activities that involve money belonging to the chapter.

- iv. To coordinate all cash receipts and disbursement from all chapter activities. This involves maintaining a balanced checkbook and entering all information into the treasury transaction book, i.e., ledger.
- v. To act as the chapter purchasing agent which involves the following responsibilities:
 - 1. Ordering supplies
 - 2. Researching the marketplace when major purchases are proposed
 - 3. Reporting price and quality variances to the UCSD SSPPS APhA-ASP/CPhA Executive Committee
- vi. To work closely with the President in assessing the chapter's financial needs.
- vii. To coordinate quarterly chapter fundraising events.
- viii. To encourage member participation in fundraising events.
- ix. To report on current chapter finances and progress of fundraising events at each UCSD SSPPS APhA-ASP/CPhA chapter meeting.
- x. To handle all chapter finances with honesty and integrity.
- xi. To manage the chapter's bank account and ensure that it is properly transferred to the appropriate person(s) with transitions of officers each year.
- xii. To manage the chapter Venmo account.
- xiii. To seek out and obtain monetary and in-kind donations for the chapter to maintain its functions.
- xiv. To assist the Special Events Vice President in obtaining monetary and in-kind donations for Mr. Pharmacy.
- xv. To work with the President and the rest of the executive committee to complete and submit the annual chapter Achievement Report to APhA-ASP for awards consideration.

g. Duties of the Communications Vice President

- i. To be responsible for maintaining and updating the chapter website, Facebook page, and Instagram account.
- ii. To be responsible for the submission of articles for the SSPPS and SDCPhA Newsletters and any other publications requesting articles by the UCSD SSPPS APhA-ASP/CPhA chapter.
- iii. To assist the President in communications with the UCSD SSPPS APhA-ASP/CPhA chapter members, faculty, pharmacists and UCSD School of Medicine students.
- iv. To record complete minutes at all UCSD SSPPS APhA-ASP/CPhA chapter member meetings and Executive Committee meetings.

- v. To submit said minutes in typed form to the officers of the chapter and the advisor within ten days of said meeting.
- vi. To post a copy of said minutes within ten days of said meeting.
- vii. To assist in publicizing all National, Regional and chapter APhA, APhA-ASP, and CPhA events.
- viii. To assist in announcing all meetings.
- ix. To maintain a written record of all events held by the UCSD SSPPS APhA-ASP/CPhA chapter.
- x. To coordinate and submit the chapter's PharmFlix video to APhA-ASP national prior to the deadline each year.
- xi. To help coordinate the executive board fall retreat after fall elections have taken place.
- xii. To work with the President and the rest of the executive committee to complete and submit the annual chapter Achievement Report to APhA-ASP for awards consideration.

h. Duties of the CPhA Board of Directors Representative

- i. To promote and announce chapter activities and events at all CPhA Board of Directors conference calls and on all CPhA reports.
- ii. To maintain communications between CPhA and the chapter.
- iii. To report all relevant CPhA happenings to the executive committee and the chapter.
- iv. To serve as the CPhA Board of Directors (BOD) Representative for the UCSD SSPPS APhA-ASP/CPhA, attend all BOD meetings, submit quarterly leadership reports to CPhA Board of Trustees, and submit campus reports to CPhA for each journal issue.
- v. To report all updates and news from each CPhA BOD meeting at the UCSD SSPPS APhA-ASP/CPhA chapter meeting following the BOD meeting.
- vi. To attend and represent UCSD APhA-ASP/CPhA at CPhA Western Pharmacy Exchange.
- vii. To properly transition the newly elected CPhA BOD Representative at CPhA Western Pharmacy Exchange.

i. Duties of the Policy Vice President

- i. To inform the UCSD SSPPS APhA-ASP/CPhA membership of current pharmacy related issues passing through the state and national legislatures at each UCSD SSPPS APhA-ASP/CPhA chapter meeting, and where deemed appropriate, obtain the consensus of those members regarding the chapter's official stance on the issue.
- ii. To organize any petitions or formal correspondence to state legislators stating the UCSD SSPPS APhA-ASP/CPhA chapter's official stance on the issue at hand.

- iii. To assist the President in creating policy proposals for APhA, APhA-ASP, and CPhA conferences.
- iv. To coordinate events that promote pharmacy legislation.
- v. To organize a Legislative Day for the UCSD SSPPS APhA-ASP/CPhA chapter.
- vi. To coordinate with the CSHP-UCSD Legislative Chair when appropriate.
- vii. To serve as UCSD SSPPS delegate to APhA-ASP Region 8 Midyear Regional Meeting (MRM).
- viii. To work with the President and the rest of the executive committee to complete and submit the annual chapter Achievement Report to APhA-ASP for awards consideration.

j. Duties of the International Vice President

- i. To serve as the liaison to International Pharmaceutical Students' Federation (IPSF).
- ii. To plan IPSF and pharmacy advocacy events at UCSD and throughout the San Diego community.
- iii. To inform UCSD SSPPS APhA-ASP/CPhA members of international pharmacy opportunities.
- iv. Collaborate with other members of the executive committee to organize awareness talks related to diabetes, heart health, immunizations, prescription drug abuse, over the counter medications, and more.
- v. Organize clinic trips and emphasize the importance of global pharmacy experience among pharmacy students.
- vi. Reach out to local schools and present pharmacy talks and spread awareness about the profession to young students.

k. Chapter Advisor

- i. The chapter will have a chapter Advisor who must be a full-time faculty member of the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences and a member of APhA.
- ii. The chapter Advisor shall be proposed by the Executive Committee of the chapter and shall be elected upon two-thirds (2/3) vote of the chapter membership, subject to approval by the Dean of the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences.
- iii. Duties of the chapter Advisor will include the following:
 - 1. To act as a consultant to members and officers of the chapter on matters pertaining to APhA and CPhA.
 - 2. To provide continuity to the chapter's operation from one year to the next.

3. To be available for advice and ideas as needed on subjects such as internal chapter problems, fundraisers, community service projects, etc.
- iv. The chapter Advisor will be invited to attend all chapter, Regional, and National APhA and CPhA meetings that the students are attending; and will attend when possible.
- v. The chapter Advisor will assist in reviewing any needed changes in the Bylaws necessary to insure that they are current and responsive to the needs of the chapter. It is suggested that the review take place on a yearly basis.
- vi. The chapter Advisor shall be subject to removal upon petition, by two-thirds (2/3) of the chapter members. The Executive Committee shall submit the Petition to the Dean of the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences to be approved. The chapter Advisor may be removed for failure to perform any of his/her duties stated in the Bylaws. The Executive Committee will seek a person to fill the position only after it has been informed of the current Advisor's formal removal. Upon removal or resignation, a new chapter Advisor shall be elected in accordance with section VI, part 2 of these Bylaws within seven (7) days of removal of the chapter Advisor.

VII. 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.

Elections for the UCSD SSPPS APhA-ASP/CPhA chapter officers are to be planned and executed in accordance with the criteria stated in this section.

- a. Qualifications for candidates
 - i. Must be an active member of the APhA-ASP/CPhA chapter at the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences.
 - ii. Must meet the academic requirements set forth by the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences to run for an office in an organization.
 - iii. Each candidate for office shall be a student member in good scholastic standing.
 - iv. Must show evidence of active participation in the chapter and should possess necessary qualities of leadership.
 - v. Must be enrolled in the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences at the time he/she receives the oath of office.
 - vi. Must be able to complete his/her term of office while enrolled in the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences.
 1. The official term begins on June 1 of that year for all officers elected in the spring.
 2. The official term begins on December 1 of that year for all officers elected in the fall, with the exception of the CPhA Board of Directors Representative,

whose term begins and ends in conjunction with the timing of the CPhA Western Pharmacy Exchange.

- vii. Must maintain active membership in the chapter for the duration of their term.
 - viii. The office of President-Elect shall be filled by a second-year student, therefore providing that the office of President be held by a third-year student.
 - ix. The office of CPhA Board of Directors Representative shall be filled by a second year student, therefore ensuring that one full term is completed before the end of his/her third year.
 - x. The executive committee position of Operation Heart: Cholesterol Chair shall be filled by a second-year student, therefore ensuring adequate knowledge has been taught to fulfill the role.
 - xi. Operation Chair positions will be reserved for first-year students at UCSD SSPPS, therefore ensuring potential involvement for students in all years to serve on the UCSD APhA-ASP/CPhA Executive Committee.
 - xii. The candidates of Patient Care Vice Presidents must run in pairs instead of individually. The goal of such revision is to ensure chemistry of two patient care vice presidents as they will work closely together.
 - xiii. Must follow the rules for election set forth below and by the President-Elect.
 - 1. Must be nominated or nominate themselves and confirm this nomination with intent to run for office with the President-Elect.
 - 2. Must give a brief speech during elections.
- b. Elections
- i. Elections shall be organized by the President-Elect and supervised by the members of the current Executive Committee who are not candidates for election.
 - ii. Elections shall be held in May for all offices with the following exceptions: Committee chairpersons, International Vice President, and CPhA Board of Directors Representative, for whom elections shall be held in October.
 - iii. Any position(s) left unfilled will be addressed via a second election to be held before the end of that quarter.
 - iv. The President-Elect is responsible for verifying all declarations of candidacy.
 - v. The privilege of voting shall be confined to members of the chapter in good standing. A member of good standing has paid national, state, and chapter dues and is also in good standing at UCSD SSPPS.
 - vi. The President-Elect shall schedule elections at a time and place convenient to all members.

- vii. Voting shall be by secret ballot with the names of the candidates listed in alphabetical order according to the office being sought.
 - viii. Before speeches commence, nominations from the floor will be allowed.
 - ix. A vote of no confidence shall be included on the ballot.
 - x. A candidate must receive a majority vote by alternative vote of the votes cast to be elected to office.
 - xi. In the case of a tie, candidates shall submit statements that will be emailed out to all members. A second vote will be recorded in person by the Membership Vice President.
 - xii. Members of the Executive Committee supervising the Elections shall count the ballots.
 - xiii. Results shall be posted immediately after the ballots have been tabulated.
 - xiv. In the case of a tie, a revote between the tied candidates will be conducted.
 - xv. All officers shall be elected for a term of one (1) year, except that the President-Elect shall automatically ascend to the office of President after one year of holding the office of President-Elect.
 - xvi. A candidate must submit candidacy statement in writing to the President-Elect in order to be eligible for voting.
 - xvii. Members of UCSD APhA-ASP/CPhA who are unable to attend the election may, at the discretion of the president and president-elect, vote online. Online voting will take place starting immediately after the election and end at midnight of the election day.
- c. Filling of Vacated Offices
- i. Removal of an Officer/Disciplinary Action
 - 1. An officer shall be removed from office if he/she:
 - a. Willfully neglects the duties of his/her office.
 - b. Is no longer in good academic standing.
 - c. Is found guilty of mishandling chapter funds.
 - d. Neglects to uphold the chapter Bylaws.
 - 2. An officer shall not be removed from office unless his/her charges are discussed at an Executive Committee meeting and grounds for removal shall be established by majority vote of the Executive Committee.
 - 3. An officer may also be removed from office if he/she is excessively absent from meetings during the academic year. In this situation, the officer will be issued a written warning from the Executive Committee. If the officer continues to be absent, he/she may be asked to attend a hearing at the next Executive

Committee meeting. If the Executive Committee finds the officer's absence explanation to be unacceptable, the Committee may ask the officer to resign.

4. When an officer is removed from office, he/she shall never be able to be a candidate for any office in the chapter.
- ii. Upon removal of an officer from his/her position, the President shall have the authority to appoint a replacement with the approval of the Executive Committee, unless the officer being removed is the President.
- iii. Upon removal of the President from his/her position, the Membership Vice-President will assume the title and duties of the presidential office for the remainder of the term, at which time the President-Elect will become President. The membership will nominate and vote for a new Membership Vice-President, as specified by the election procedures.
- iv. In the event that the President-Elect should choose not to assume the duties of the President, the Executive Committee shall have two options:
 1. If there are more than two months remaining in the current President's term, the general membership shall elect a new President-Elect. Nominations are to be taken from the floor and must be seconded. Election procedures must meet the criteria set forth in these By-Laws. Nominees must meet all candidacy requirements as set forth in these Bylaws.
 2. If less than two months remain in the President-Elect's term, any duties or activities held or participated in by the President-Elect shall then be performed by the Membership Vice President for the remainder of the term. In the yearly elections, however, there will be the need to elect a President, as well as a President-Elect for the upcoming year.

VIII. Committees and Appointment of Committee Chairpersons

- a. Structure
 - i. The following committees shall be permanent committees: Executive Committee, Generation Rx, Operation Diabetes, Operation Immunization, Operation Heart, and OTC Medicine Safety .
 - ii. The President or other presiding officer shall establish such standing and ad hoc committees as are necessary to conduct the programs and business of the chapter.
 - iii. Committee members may both volunteer and agree to serve at the request of the President.
- b. Appointment of Committee Chairpersons
 - i. Committee Chairpersons shall be elected following officer protocol during October.
- c. Duties of the Committee Chairpersons
 - i. To organize members to work on particular committees and their respective projects.

- ii. To call meetings of their respective committees on a regular basis.
 - iii. To attend all executive committee meetings.
 - iv. To work with the Vice-Presidents of Community Affairs to coordinate and meet the goals of the project in question.
 - v. To report to the members and UCSD SSPPS APhA-ASP/CPhA Executive Committee at each UCSD SSPPS APhA-ASP/CPhA chapter meeting.
 - vi. To submit Annual Reports to APhA-ASP during the June following their term.
- d. Executive Committee
 - i. The Executive Committee shall consist of the elected officers of the chapter and such chairpersons of the designated standing committees as the President may determine.
 - ii. The chapter Advisor may participate as a member of the Executive Committee.
 - iii. Duties/responsibilities of the Executive Committee include:
 - 1. To advise the chapter regarding its various actions and functions.
 - 2. To coordinate the activities of the chapter.
 - 3. To prepare meeting agendas prior to the respective meetings.
 - 4. To maintain a notebook describing the responsibilities and duties of each officer.
 - 5. To discuss the functions and obligations of each office with the respective members-elect.
 - 6. To approve all committee appointments made by the President.
 - 7. To attend all executive committee and general body meetings, unless reason for absence is given ahead of time and excused by the President.
 - 8. To attend at least one of the following conferences: APhA Midyear Regional Meeting, CPhA West Coast Pharmacy Exchange, and APhA Annual Meeting.
- e. Initiation of New Project Committees
 - i. Any chapter member may propose the initiation of a novel project committee.
 - ii. That member will must complete a "New Project Proposal" form and present their proposal, including project goals, objectives, and logistics, to the Executive Committee.
 - iii. The Executive Committee must approve the new project proposal by majority vote before the pilot project can be initiated.
 - iv. Once approved, the pilot project will have 3-6 months to satisfactorily achieve its proposed goals and objectives.

- v. After 1 quarter, the Executive Committee must approve by majority vote the adoption of the pilot project as a permanent committee.

IX. Risk Management

APhA-ASP/CPhA at UCSD SSPPS is a registered student organization at University of California, San Diego, but not part of the University itself.

APhA-ASP/CPhA at UCSD SSPPS understands that the University does not assume legal liability for the actions of the organization.

APhA-ASP/CPhA at UCSD SSPPS provides medical assistance to the community under the direction of licensed professionals (pharmacist preceptors). Services may include conducting blood glucose screenings, blood cholesterol measurements, blood pressure screenings, providing immunizations, primarily the seasonal flu vaccine, and other services as appropriate.

Risks associated with the aforementioned activities include exposure to blood products when taking small blood samples from patients. Standard precautions when handling blood includes good hand hygiene practices such as using hand disinfectant before and after retrieving samples from patients, the use of gloves and the safe disposal of waste.

If blood is spilled on surfaces, the following cleaning procedures will be used:

1. Remove as much of the spill as possible with a paper towel
2. Clean the area with warm water and detergent using disposable cloth and disinfect the area with household bleach
3. Gloves, paper towels and cleaning cloths must be sealed in a plastic bag after use and thrown away

If any individual has contact with blood, the following procedures will be followed:

1. Contaminated clothing will be removed
2. For any event concerning the physical contact with blood the following steps must be adhered:
 - a. If an individual's skin comes into contact with blood, the area will be washed well with soap and water
 - b. If an individual orally comes into contact with blood, the person must immediately spit it out and rinse the mouth with water several times
 - c. If an individual's eyes are exposed to blood, the area will be rinsed thoroughly with water while the eyes are open.

In the event that APhA-ASP/CPhA at UCSD SSPPS 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.

X. Chapter Funds

- a. Any activity recommended by the chapter may serve as a source of income for the chapter, upon approval of the Executive Committee. Additionally, any chapter dues shall be funds of the chapter.

- b. Appropriations shall require a majority vote of the Executive Committee prior to disbursement or according to published chapter guidelines.

XI. Amendments

The chapter By-Laws may be amended at any time by following these procedures:

- a. Amendments of the chapter By-Laws must be submitted in writing to the Executive Committee.
- b. The proposed amendment(s) will be announced by the Secretary at the next general meeting and will be posted in a conspicuous place and/or written copies will be made available for general member review at least one week prior to the next general meeting.
- c. The proposed amendment(s) will be announced a second time and voted on following an open review for all members at the next general meeting.
- d. Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the members present.
- e. The adopted amendment(s) shall become effective immediately.

Last Revision 5/04, DF.

Last Revision 5/07, KC

Last Revision 4/11, SB/TP

Last Revision 4/13, MV

Last Revision 9/15, FM

Last Revision 11/16, KS

Last Revision 11/17, BZ

Last Revision 08/19, SC

Last Revision 8/24 KH