

## **Pre-Pharmacy Society (PPS) Constitution**

1) The organization shall be called Pre-Pharmacy Society @ UC San Diego .

2) Statement of Purpose:

Pre-Pharmacy Society is an organization that promotes the career of pharmacy through a variety of resources that include workshops, volunteer opportunities, guest speakers, and networking to complement the interests of our members. Our main objectives are to better prepare our members for pharmacy school admission and to learn and explore the multitude of career options for pharmacists. While providing essential information to our members, PPS also strives to make the club as fun as possible for our members.

3) Pre-Pharmacy Society at UCSD is a non-profit student organization.

4) Requirements for Membership:

To become an active member and receive e-mails from PPS, a one-time membership fee must be paid, which will cover membership for the entire school year. Anyone may become a member with no restrictions. The fee is \$25. Members are identified by a provided membership card. Any student who does not pay dues will not receive a membership card, which provides discounts from our sponsors and will not receive our emails but is always welcome to attend any events hosted by the organization.

5) Frequency of the Organization's Meetings:

The Pre-Pharmacy Society conducts 3-4 General Body Meetings per quarter. Minutes and notes will be taken by our Secretary.

6) 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. The first requirement for holding office is to be an active and paid member. Officer applications will be released at the end of winter quarter, and applicants will be chosen by PPS officers based on their level of involvement throughout the year, leadership and teamwork potential, and interview performance. Officers who wish to return must also go through the same process. Officers are elected in April and assume their positions after the matriculation dinner and hold their positions until the end of the next school year.

There is a total of ten officers positions consisting of one president, one vice president, one treasurer, one secretary, two ambassadors, two publicity chairs, one media chair, and one service chair. The president plans general body meetings, oversee the activities of other officers, and hold officer meetings. Vice president heads the mentor-mentee program, assist president in overseeing officers, and find sponsorships. Secretary takes notes at general body meetings, oversees the organization email, sends out weekly newsletters to members, and handles membership statistics and status. Treasurer holds the organization bank account, handles reimbursements, collects fees, oversees fundraisers,

and request funding for events from Associated Students. Ambassadors participate in the Southern California Pre-Pharmacy Committee, maintains relationship with students from the Skaggs School of Pharmacy and Pharmaceutical Sciences, and host certification workshops. Publicity chairs head member recruitment and plan social events. Media chair maintains the organization website, updates the organization social media pages, heads the design of organization apparel, and oversees the participation in intermural sports at UCSD. Volunteer chairs oversees member participation in Healing Hearts Across Borders, organizes service events, and heads the high school outreach program.

Officers may resign and will be required to present a statement of resignation to the president and vice president. The position will be open to application and the resigning officer will still be responsible for their duties until a new officer is elected to hold the position. The replacement officer will be selected through an application and interview process.

Officers that are found not fulfilling their duties or responsibilities will be given a strike by the president. After two strikes, the offending officer must face trial where they will present a statement defending themselves, and the president and vice president will vote on their removal. Under the circumstance that the offending officer is an executive officer, general board officers can reach out to the community advisor to initiate a trial with all board members in attendance as well.

7) Risk Management: The Pre-Pharmacy Society at UCSD at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself. The Pre-Pharmacy Society at UCSD understands that the University does not assume legal liability for the actions of the organization.

In our organization's history, we have never participated in activities where officers or members were exposed to hazardous materials or infectious agents. However, if an activity that poses a threat to the health or wellbeing of our members arises, appropriate safety precautions will be taken. This includes, but is not limited to, acquisition of proper safety equipment (e.g., lab coats, goggles, gloves, etc.) and proper instructional training from safety officials. Finally, it is extremely important that all safety documentation regarding the hazardous materials used for an activity are physically present with the group at the activity's location.

We will be volunteering at a clinic in Mexico. Some risks may include exposure to medications. Appropriate safety precautions will be taken to prevent these risks and ensure the safety of our officers, members, and community. This includes but is not limited to: proper instructional training from safety officials and licensed healthcare professionals, detailed protocols that will be reviewed by the proper officials, and direct supervision by trained pharmacists during all our activities. It is extremely important that every activity is documented to prevent risks from occurring.

Section 1. In Case of Interaction with Minors and/or the Elderly (**CANRA**)

The Pre-Pharmacy Society at UCSD is aware that all registered student organizations that serve minors have access to Child Abuse Neglect Reporting Act (CANRA) 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). Pre-Pharmacy Society 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 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.

## Section 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE

In the event that the Pre-Pharmacy Society 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.

## Section 3. IN CASE OF INTERNATIONAL TRAVEL

Pre-Pharmacy Society 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.

## Section 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS/MATERIAL/EQUIPMENT/MACHINERY

Pre-Pharmacy Society at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state, and local laws. Additionally, Pre-Pharmacy Society 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.

8) The Pre-Pharmacy Society will have a community advisor that may be a UCSD alumni or a professional. The community advisor will be selected by the president and vice president based on their prior involvement with the Pre-Pharmacy Society or professional

involved in healthcare or pharmacy. The community advisor will hold their role for the school year and will be required to attend a minimum of two events hosted by the Pre-Pharmacy Society every quarter, excluding summer session. The community advisor will guide and assist the officers in planning of functions and events if guidance or feedback is required and help resolve any conflict within the officers.