



**BYLAWS OF THE
CALIFORNIA SOCIETY OF HEALTH-SYSTEM PHARMACISTS –
at UC San Diego Student Chapter
(CSHP- at UC San Diego)**

ARTICLE I

NAME

The name of this organization shall be the “California Society of Health-System Pharmacists – at UC San Diego Student Chapter” (hereinafter referred to as the student society). CSHP- at UC San Diego is a non-profit student organization.

ARTICLE II

STATEMENT OF PURPOSE

The student society shall adopt the mission and objectives of the state society of health system pharmacists. In addition, the student society shall have the following mission:

“The mission of the California Society of Health-System Pharmacists – at UC San Diego Student Chapter is to make students aware of pharmacy practice in health systems and the potential of this setting for expanding the base of pharmacy practice, provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society and ASHP as a student and upon graduation.”

ARTICLE III

California Society of Health-System Pharmacists-at UC San Diego Student Chapter is a non-profit student organization.

ARTICLE IV

MEMBERSHIP

The membership of the student society shall consist of full-time students enrolled in the school of pharmacy in good academic standing who submit an application to the student society treasurer, pay the required dues, and support the objectives of the student society. Members of the student society automatically become student members of the state society of health system pharmacists. Student society membership is discontinued upon graduation, loss of academic standing at the school of pharmacy or failure to pay required annual dues.

ARTICLE V

MEETINGS

The following meetings shall be held:

The President shall conduct each regular Executive Committee business meetings and general membership meetings at least once per quarter during the academic year or as deemed necessary. Minutes will be required for all executive committee business meetings, however, are not required for general membership meetings.

Upon notice, special meetings may be called by the President.

A general meeting of the student society can be called if five members of the student society submit to the President a request for such a meeting with a proposed agenda at least seven days before such meeting is to be held.

A quorum to conduct the student society's regular business shall consist of 10 active members.

ARTICLE VI

Only registered UC San Diego students may hold office in the organization. Additionally, only registered UC San Diego students may vote in elections for the selection of officers.

OFFICERS

The officers of the student society shall be:

1. President
2. President-Elect
3. Secretary-Treasurer
4. Professional Affairs Chair
5. Educational Services Chair
6. Fundraising Chair
7. Community Affairs Chair (2)
8. Free Clinic Phun Run Chair
9. Tobacco Cessation Clinic Chair
10. Legislative/Current Affairs Chair
11. Poison Prevention Chair
12. Social Chair
13. Past President

These officers shall constitute the Executive Committee of the student society. In this body, the authority for the governance and general operation of the student society shall be vested. A faculty advisor will also serve as an ex-officio member of the Executive Committee.

DUTIES OF OFFICERS

- (1) **President.** The President shall be the principal elected officer of the student society, shall preside at all business meetings, and oversee, in consultation with the Executive Committee, the various roles and responsibilities of committees and their chairperson(s). The President shall represent the student society at the annual and business meetings of the state society and at such other times and places as in such capacities as the state society board of directors may determine. The President shall forward pertinent student society information to the state society and the ASHP Pharmacy Student Forum on a regular basis and will also be responsible for the chapter's correspondence. The President shall have the privilege of serving the state society according to the bylaws of the state society.
- (2) **President-Elect.** The President-Elect shall assume the responsibilities of the President in their absence or incapacities and shall succeed to the office of the President upon completing the term as President-Elect. He/she/they shall be assigned duties and responsibilities as determined by the President. The President-elect shall also serve as the Student Section Executive Committee (SSEC) Representative beginning in December of their elected term and concluding in the December of their Presidency. As SSEC representative, the President-elect will represent the chapter at all SSEC meetings and report back to the chapter.
- (3) **Secretary-Treasurer.** The Secretary-Treasurer shall maintain accurate society business records. The Secretary-Treasurer will be responsible for taking minutes at the executive board meetings and communicating with the general membership. The Secretary-Treasurer shall maintain an accurate record of the chapter's income and expenditures. Signatures of the Faculty Advisor or the Treasurer or the President shall be required to negotiate the society's checks. Responsibilities also include generating the biannual CSHP- at UC San Diego newsletter, as well as serving as publicity chair for event subcommittees as deemed necessary by the President.
- (4) **Professional Affairs Chair.** The Professional Affairs Chair shall create networking opportunities for students with professionals in the community to expose students to various health-system career options and plan all professionally related events hosted by the CSHP- at UC San Diego chapter. Responsibilities of this position include but are not limited to the Annual Residency Showcase and at least one informative session on pharmacy residency, fourth year rotations, health-system settings, and/or internship experiences per quarter.
- (5) **Educational Services Chair.** The Educational Services Chair shall create opportunities for students to learn, apply, and demonstrate the training and education pertinent to health-system pharmacy. Duties of this position include organizing and promoting the official and mock Clinical Skills Competition and holding at least one educational development program per quarter. The Education Services Chair will also oversee coordinating and planning any health-system setting tours throughout the academic year.

- (6) **Fundraising Chair.** The Fundraising Chair shall organize the annual Culture Fusion fundraiser and plan at least one fundraising event per quarter to generate funds for the CSHP- at UC San Diego student chapter.
- (7) **Community Affairs Chair (2).** Two Community Affairs Chairs shall together coordinate with local outreach efforts, form committees to execute community outreach events as deemed necessary, secure pharmacist preceptors to supervise students at community outreach events and lead the Organ Donation Awareness program. Responsibilities include organizing student participation at the Annual VA Stand Down and organizing at least one community outreach event per quarter.
- (8) **Free Clinic Phun Run Chair.** The Free Clinic Phun Run Chair shall organize a 5-kilometer run/walk fundraiser to support the UC San Diego Student-Run Free Clinics. Responsibilities include but are not limited to recruitment and oversight of volunteers for publicity, donations, and logistics committees.
- (9) **Tobacco Cessation Clinic Chair.** The Tobacco Cessation Clinic Chair shall manage the Tobacco Cessation Program at the UC San Diego Student-Run Free Clinic. The Tobacco Cessation Clinic Chair will be responsible for recruiting and coordinating student involvement for both programs and for finding alternate sources of funding for the Tobacco Cessation Program.
- (10) **Legislative/Current Affairs Chair.** The Legislative/Current Affairs Chair shall promote, recruit, and organize logistics for CSHP Seminar and CSHP-at UC San Diego's Annual Legislative Day. Responsibilities include representing the chapter at the House of Delegates at CSHP Seminar, informing the chapter of pharmacy-related events and scheduling and running the legislative elective for the fall quarter.
- (11) **Poison Prevention Chair.** The Poison Prevention Chair shall design and implement a Poison Prevention Program. The Poison Prevention Chair will recruit and oversee committees to design the curriculum and organize logistics. Responsibilities also include contacting local elementary schools and coordinating educational sessions.
- (12) **Social Chair.** The Social Chair shall be responsible for publicizing and promoting the CSHP- at UC San Diego chapter events, maintaining the chapter website and social networking site(s), and organizing one social event for student members at least once per quarter.
- (13) **Past President.** The immediate Past President shall provide consultation to the current executive board as well as serve as a liaison to the society from the fourth-year class.

A vacancy in any of the above offices, except for Presidents, shall be filled within two weeks by Executive Committee appointment. The appointed individual shall complete the designee's term of office.

The Faculty Advisor shall be present and participate at all meetings of the student society. The Faculty Advisor should be appointed by the Dean of the School of Pharmacy, in consultation with the Executive Committee of the student society.

ELECTION OF OFFICERS

The officers that constitute the Executive Committee shall be elected annually by secret ballot, by a majority vote of the members in good standing present and voting at a regularly designated meeting of each academic year. To hold an election, a minimum of 50% of active members must be present.

Newly elected officers shall be installed at the last general membership meeting or chapter event of the academic year in which they have been elected. They shall serve for a term of one school year unless otherwise noted. To hold office, a student shall be a member of the student society, must be in good academic standing, and be enrolled in the professional program. When possible, two names shall be submitted to the members for each available elected position, in accordance with the Rules for Election of student society officers developed by the Executive Committee.

ARTICLE VII

RISK MANAGEMENT

CSHP-at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

CSHP-at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

All events held by CSHP- at UC San Diego, or any event our organization is associated with, including off-campus events, must be in compliance with the risk management guidelines of UC SAN DIEGO Skaggs School of Pharmacy and Pharmaceutical Sciences.

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

ARTICLE VIII

DUES

The student society member dues level will be determined in cooperation and consultation with the state society. Application for student society membership with the required dues shall be submitted to the Secretary-Treasurer. The length of CSHP membership year (12 months) is based upon the time when dues are paid and received by the CSHP offices.

ARTICLE IX

COMMITTEES

The President, in consultation with the Executive Committee, shall appoint standing and special committees, as necessary, to carry out the programs and activities of the student society.

1. **First Year Liaison.** The First Year Liaison shall be a first-year student pharmacist elected during the first GBM of the academic year. They shall act as a liaison between the first-year class and the executive board. Responsibilities include informing and encouraging participation of the first-year class at upcoming chapter events.
2. **Delegate(s).** The Delegate(s) will represent the student chapter to the House of Delegates at Seminar.

ARTICLE X

LIAISONS

In consultation with the Executive Committee, the President may appoint student member(s) as liaison(s) to other organizations with which an arrangement of this nature will be mutually beneficial. The Liaison(s) will maintain communication with other organizations and inform the Executive Committee of any pertinent information.

ARTICLE XI

AFFILIATION

The student society of health-system pharmacy shall be an affiliate of the California Society of Health-System Pharmacists. The state society and student society shall meet annually to review the affiliation agreement between the two groups and conduct other business, as deemed necessary.

Delegates to the House of Delegates:

The number of Delegates to the House is determined as outlined by the CSHP bylaws. The Legislative & Current Affairs Chair will serve a one-year academic term and is to be elected by the members. The Executive Committee may appoint additional delegates to represent the chapter at Seminar from interested members in the general membership as stated in Article IX.

ARTICLE XII

AMENDMENTS

These documents may be amended at any regular general membership meeting by a two-thirds (2/3) vote of the members present. Any proposed changes shall be presented by two or more student members to the President in writing at least two weeks prior to a regularly scheduled meeting. The President shall schedule the amendment as an item of new business at the next regularly scheduled meeting. Once approved, it shall then be submitted to the entire active members by ballot and shall be approved by a majority vote of them.

ARTICLE XIII

PARLIAMENTARY PROCEDURE

The Modern Rules of Order, latest edition, shall be the parliamentary authority with respect to all procedures not specified in the governing documents of the student society.