

Bylaws of the Vietnamese American Pharmacy Student Association (VAPSA) at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences

Article I: Name and Mission

Section 1: Name

The name of this organization shall be the Vietnamese American Pharmacy Student Association (VAPSA) at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences.

Section 2: Mission Statement

The Vietnamese American Pharmacy Student Association (VAPSA) is a cultural and professional organization that welcomes pharmacy students from all backgrounds, promoting Vietnamese heritage, community, and leadership. VAPSA seeks to support academic, professional, and personal growth among its members, foster mentorship and leadership development, and advocate for representation in pharmacy and healthcare. Through educational initiatives, community outreach, and service, VAPSA strives to improve the health and well-being of the communities we serve while empowering future leaders in pharmacy.

Article II: History

Section 1: History

The **Vietnamese American Pharmacy Student Association (VAPSA)** was founded in December **2001** at the **University of Southern California (USC)**. USC's chapter has been recognized for its community service and cultural initiatives, winning the school's Project of the Year Award multiple times. Since then, other pharmacy schools, including **Chapman University, Keck Graduate Institute (KGI), University of Houston, and University of California, San Francisco (UCSF)**, have established their own VAPSA chapters to promote mentorship, leadership, and Vietnamese heritage in pharmacy.

Article III: Nonprofit Statement

VAPSA at UC San Diego is a non-profit student organization.

Article IV: Objectives

Section 1: Objectives

The objectives of VAPSA are as follows:

1. To promote the representation of Vietnamese Americans in pharmacy and healthcare professions.
 2. To provide mentorship and leadership development opportunities for student members.
 3. To celebrate and preserve Vietnamese heritage and culture.
 4. To develop the role of minority health professionals as vital members of the healthcare team.
 5. To foster a positive image of minority health professionals within the communities we serve.
 6. To educate communities on better health practices and increase awareness and understanding of selected diseases.
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Article V: Membership

Section 1: Eligibility

Membership is open to all students enrolled in the UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences. Students must maintain an active enrollment status in the Doctor of Pharmacy (PharmD) program to be eligible for participation.

Section 2: Membership Dues

Membership in VAPSA is currently free of charge. A membership fee may be introduced in the future as the chapter expands and additional resources are needed.

Section 3: National Membership

In addition to being part of the local UC San Diego chapter, only board members are required to be national members of VAPhA. Registration for national membership can be completed through the VAPhA website. Regular members are welcome to join VAPhA, but it is not required.

Section 4: Membership Benefits

Members of VAPSA at UC San Diego will have access to:

- Leadership Opportunities
- Networking with professionals in pharmacy and healthcare
- Educational Programs and resources related to healthcare and pharmacy
- Community Outreach and involvement in public health initiatives

Section 5: How to Join

Students can join VAPSA during the annual membership registration period, which occurs at the beginning of the academic year, during recruitment periods such as orientation or informational sessions, or at any time throughout the year. Interested students should refer to chapter communications, such as emails or social media, for detailed instructions on how to sign up.

Section 6: Hazing Prevention

VAPSA at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a

person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Article VI: Officers and Duties

Section 1: Officers

The officers of VAPSA shall include the following:

1. President
2. President-Elect
3. Treasurer
4. Secretary
5. Patient Care VP
6. P1 Liasion

Section 2: Duties of Officers

(The detailed responsibilities of each officer are outlined below.)

President

- Secondary signer of the organization's financial account (University Credit Union)
- Lead all board and general body meetings
- Establish the chapter's mission, goals, and annual calendar
- Coordinate and oversee all events
- Add events to the Canvas Event Calendar
- Schedule rooms for events and meetings on campus
- Delegate tasks to officers during collaborations and when appropriate
- Facilitate communication with other chapters to organize joint events
- Serve as the primary contact for faculty advisors and community partners
- Represent UCSD VAPSA at interschool VPhA/VAPSA meetings and other external events
- Attend SSPPS Presidents' Circle quarterly meetings
- Meet regularly with the President-Elect for mentorship and guidance
- Organize a minimum of 1 event per quarter

President-Elect

- *Position is a 2-year commitment: President-Elect (P2) → President (P3)*
- President-Elect becomes President in the P3 year
- Lead at least one general body meeting
- Meet regularly with the President for mentoring
- Attend monthly webinars with the VAPhA
- Substitute the President's attendance (e.g., Presidents' Meeting)
- Assist officers in finding guest speakers/faculty advisors
- Help the President with the organization/set-up of various events
- Organize a minimum of 1 event per quarter

Treasurer

- Primary signer of the organization's financial account (University Credit Union)
- Order food for general body meetings (GBMs)
- Manage the organization's budget and bank account
- Track and record board member national membership dues
- Manage event budgets, income, expenses, and reimbursements, ensuring accurate records
- Maintain transparent communication with the board on financial status and fundraiser outcomes
- Pursue sponsorships, grants, and in-kind donations from community partners
- Apply for GPSA and TAP funding for on-campus events
- Organize a minimum of 2 fundraisers per quarter

Secretary

- Record meeting notes and minutes during all board meetings
- Track student attendance and membership for GBMs and events
- Send reminders and updates to the board, volunteers, and general members
- Maintain partner contact lists for temples, schools, and cultural organizations
- Collect and compile outreach and event metrics for quarterly and annual reports
- Create and send school-wide emails to advertise events
- Run social media page (Instagram)
- Take pictures of all VAPSA events for Instagram posts
- Create flyers/posts for events as needed
- Create bilingual monthly Vietnamese-specific health risks and access posts
- Organize a minimum of 1 social event per quarter

Patient Care VP

- Recruit, train, and manage all volunteers
- Create sign-up forms and coordinate volunteer registration
- Ensure all necessary forms (patient consent forms, CLIA waiver, medication waste permits) are prepared, archived, and accessible before events
- Track and manage supplies and kits, ensuring readiness and restocking as needed

- Verify SL-IPPE hours are approved or pending approval before volunteer recruitment
- Recruit preceptors to supervise health outreach events
- Organize a minimum of 1 health outreach event per quarter

P1 Liasion

- Promote all VAPSA events to the P1 class
- Serve as the primary communication channel between the P1 class and the Executive Board
- Organize a minimum of 1 event during their term

Section 3: Pertinent Resources to Officers

(Pertinent resources associated with the officers are outlined below.)

Affiliated Financial Institution

- University Credit Union
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Article VII: Meetings

Section 1: Executive Board Meetings

The Executive Board shall meet monthly, typically on the first Tuesday of each month.

Section 2: General Body Meetings (GBMs)

General Body Meetings will be held quarterly, with at least one event or initiative discussed and executed during each meeting.

Article VIII: Attendance and Performance Expectations

Section 1: Attendance and Engagement

All officers and board members are expected to:

- Attend all VAPSA events; if unable to attend, provide a reasonable excuse and notify the President and the event-hosting officer in advance
- Attend monthly Executive Board meetings (typically the first Tuesday of every month)
- Participate in quarterly general body meetings (GBMs)
- Regularly communicate and collaborate with other board members
- Recruit students to join VAPSA membership

Section 2: Failure to Meet Expectations

Failure to meet attendance and performance expectations outlined in the bylaws may result in the termination of the officer's position. This includes:

- Not attending a minimum of one VAPSA event per quarter (not including events hosted by the officer)
- Failure to attend monthly Executive Board meetings or neglecting to arrange a one-on-one with the President or President-Elect if unable to attend
- Not completing assigned tasks or failing to meet established deadlines for events, reports, or communications

Section 3: Process for Termination

In the event of consistent failure to meet the duties and responsibilities outlined in these bylaws, the following steps will be taken:

- 1. Initial Discussion:** A formal discussion between the officer and the Executive Board to address concerns and explore possible solutions.
 - 2. Performance Review:** If concerns are not addressed following the initial discussion, the board will conduct a performance review to assess whether termination is necessary.
 - 3. Consensus Decision:** Termination of a position can only occur through a consensus decision by the board. The board will vote to determine if the officer should be removed from their position.
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Article IX: Elections

Section 1: Election Process

Elections for officer positions will take place annually during the Spring Quarter and be conducted via an application process.

Section 2: Voting

Voting will be conducted by the Executive Board members of VAPSA, with each member allowed to submit one vote per position. In the event of a tie, the matter may be referred to the faculty advisor, who will help decide based on justification and reasoning provided for each candidate.

Article X: Risk Management

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

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

End of Bylaws