

Pre-Pharmacy Society at UC San Diego Constitution 2025-2026

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Pre-Pharmacy Society at UC San Diego .

ARTICLE II. 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.

ARTICLE III. NONPROFIT STATEMENT

Pre-Pharmacy Society at UC San Diego is a non-profit student organization.

ARTICLE IV. HAZING PREVENTION

Pre-Pharmacy Society 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 V. REQUIREMENTS FOR MEMBERSHIP

To become an active member and receive e-mails from Pre-Pharmacy Society at UC

San Diego, 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.

ARTICLE VI. FREQUENCY OF ORGANIZATION MEETINGS

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.

ARTICLE VII. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego 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 are a total of eleven officer positions consisting of one president, one vice president internal, one vice president external, one treasurer, one secretary, two ambassadors, two publicity chairs, one media chair, and one service chair. The president plans general body meetings, oversees the activities of other officers, and holds officer meetings. Vice president internal heads the internship program, oversees fundraising, and assists the president in overseeing officers. Vice president external finds sponsorships, creates membership cards, and oversees the mentor-mentee program. 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, and requests funding for events from Associated Students. Ambassadors participate in the Southern California Pre-Pharmacy Committee, maintain relationships 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 intramural sports at UC San

Diego. Volunteer chairs oversee member participation in UC San Diego Student-Run Free Clinics, organizes service events, and heads the high school outreach program.

ARTICLE VII. SECTION 1. REMOVAL PROCESS

A. Outline

All **Members, Officers, and Executives** of Pre-Pharmacy @ UC San Diego, will be subject to ensuring fairness, transparency, and alignment with UC San Diego policies. If an officer is deemed to not be fulfilling their outlined duties, there will be two verbal/written warnings before subject to a general body vote to terminate the officer. A selected new officer will then go through an expedited process of getting added onto the board. If a general member violates UC San Diego community guidelines, that member will be removed from the organization. They will not be allowed to attend any events hosted by the organization for the rest of the academic year. There will be an evaluation if that member wants to become a member again for the next academic year. 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.

Officers may resign and will be required to present a statement of resignation to the president and vice presidents. 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.

B. Grounds for Removal

Warnings and removal may be initiated on the basis of:

1. Violation of the University's **Code of Conduct**, including but not limited to: harassment, discrimination, disrespect, or harmful behavior toward volunteers, patients, officers, or community partners.
2. Failure to fulfill position duties after progressive corrective action.

C. Procedural Principles

All removal actions shall be administered consistently and uphold **due process**. The organization encourages consultation with **Student Legal Services** as needed to ensure procedural fairness.

D. Support Resources

For legal or procedural guidance, reach out to **Student Legal Services**.

For administrative or policy assistance during the removal process, contact your **CSI Advisor** (contact available via CSI One Stop).

Student Accountability, Growth, and Education (SAGE) — see UC San Diego campus resources for reporting procedures.

Office for the Prevention of Harassment & Discrimination (OPHD) — report at <https://ophd.ucsd.edu/report-bias/>

ARTICLE VIII. RISK MANAGEMENT

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

ARTICLE IX. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR ELDERLY

Pre-Pharmacy Society at UC San Diego 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 UC Learning <https://uclearning.ucsd.edu>. Pre-Pharmacy Society at UC San Diego 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.

SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE In the event that the Pre-Pharmacy Society at UC San Diego 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 UC San Diego 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 UC San Diego 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 UC San Diego 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 X. COMMUNITY MENTOR

The Pre-Pharmacy Society will have a community advisor that may be a UC San Diego 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 professionals 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.