***Article I: Name***

The name of this organization shall be ISU Pre-Pharmacy Club.

***Article II: Purpose & Goals***

The purpose of the ISU Pre-Pharmacy Club is to present further information and provide opportunities to students interested in pursuing pharmacy school. The goals for the club are to visit a pharmacy school, tour a retail pharmacy, speak to a pharmacist, research career options in pharmacy, speak to current pharmacy rotation students, set up job shadows with pharmacists, speak to pharmacy school representatives and discuss the requirements for applying to pharmacy school. ISU Pre-Pharmacy Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and Regulations. Pre-Pharmacy Club agrees to annually complete Presidents Training, Treasurers Training, and Adviser Training (if required).

***Article III: Membership***

Membership shall be open to all registered students at Iowa State University. As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

***Article IV: Officers***

*Election to Office Statement:*

Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run off election will be held with the top two candidates that received the most votes. Members interested in becoming an officer

must meet academic requirements as established by the Student Organization Recognition Policy. Officer elections are held at the last meeting of every year, usually at the beginning of May or end of April.

*Term of Office Statement:*

The term of office will be one full year (from May to May). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

*The officers of this organization must meet the following requirements:*

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

*Officer Duties:*

1. President

• Preside over all meetings

• Risk management officer: will help minimize potential risks for club activities, recommend risk management policies or procedures to Pre-Pharmacy Club, submit documentation to ISU’s Risk Management Office, ensure that ISU policies are followed at all organization events, and ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

• Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

• Maintain communication with organization adviser

2. Vice-president

• Preside over meetings in the absence of the President

• Schedule meetings/events with appropriate University offices

• Coordinate organization promotion and publicity of events

3. Secretary

• Maintain an accurate record of all organization meetings and post for members

• Maintain membership directory

• Correspond when necessary with University administration and other recognized organizations

4. Treasurer

• Maintain accurate record of organization transactions

• Collect dues if required

• Develop organization budget and present to membership for ¾ vote

• Cosign organization checks along with the Adviser

• Arrange fundraising opportunities for the organization

• Solicits additional funding if needed from the Student Government

• Association in conjunction with the President

5. Adviser

• Maintain communication and meet with officer(s) regularly

• Awareness and approval of financial expenditures

• Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

*Officer/Advisor Removal:*

Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

*Officer/Advisor Replacement:*

An officer replacement will be handled in the same manner as electing new officers. Members will be notified that an officer position is up for election and those interested will prepare a speech and at the next meeting members will hear their reasoning and a vote will take place. Majority vote will take the officer position.

***Article V: Finances***

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Finances are collected from the Governmental Student Body (GSB). If GSB does not grant the ISU Pre-Pharmacy Club any funds, dues may be collected. Funds may be used for t-shirts, materials, food and trips that the ISU Pre-Pharmacy Club may need.

*Dues:*

The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues must be paid by the second club meeting. Dues shall not exceed $10.00, if they are to be collected, unless a trip for the club is planned. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

***Article VI: Amendments & Ratification***

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities Center within ten (10) days.

***Bylaws:***

* **Election of Officers**

An election must be held to select officers. Candidates must present a brief statement of why they feel they are qualified for the position. An anonymous vote will take place. The current president or advisor can tally the votes. Majority vote wins. Officer elections are held at the last meeting of every year, usually at the beginning of May or end of April.

*Election of advisor: The advisor for Pre-Pharmacy club is appointed by the Liberal Arts and Sciences College.*

* **Meetings**

The organization shall hold regular (monthly) meetings during the academic term except when holidays, examination periods or other events make meeting impractical. Organization meeting day/time will be determined in the beginning of each semester by a ¾ vote of the general membership. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is appreciated. A quorum shall consist of a simple majority of the membership plus one officer.

**Non-Discrimination Statement:**

Iowa State University (and Pre-Pharmacy Club) do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran