

Amended 11/28/22

## BYLAWS REGULATING THE PRACTICES AND PROCEDURES OF BETA CHI CHAPTER OF RHO CHI SOCIETY

### ARTICLE I NAME

The name of this organization shall be Beta Chi Chapter of the Rho Chi Society.

### ARTICLE II OBJECTIVES

Section 1. The objectives of the Chapter shall be those of the Society, the promotion of scholarship and friendship and the recognition of high attainments in the pharmaceutical sciences.

Section 2.

The Society's vision is to achieve universal recognition of its members as lifelong intellectual leaders in pharmacy. As a community of scholars, the Society will instill the desire to pursue intellectual excellence and critical inquiry to advance the profession.

Section 3.

The mission of the Society is to encourage and recognize excellence in intellectual achievement and foster fellowship among its members. Further, the Society encourages high standards of conduct and character, and advocates critical inquiry in all aspects of pharmacy.

Section 4.

Purpose - The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The purposes of the corporation shall include, more specifically, to encourage and recognize academic and intellectual achievement in the science of pharmacy; to achieve universal recognition of its members as lifelong intellectual leaders in pharmacy; to instill the desire to pursue intellectual excellence and critical inquiry to advance the science of pharmacy; to stimulate critical inquiry in the science of pharmacy; to contribute to the development of intellectual leaders; to promote the highest ethical standards; and to foster collaboration to advance the science of pharmacy; to provide scholarships and awards to encourage education and achievements that advance the science of pharmacy; and anything reasonably related to the foregoing.

### ARTICLE III INSIGNIA

The insignia of the Chapter shall consist of the key, the colors and the seal described in Article III, Section 11 of the National Bylaws.

## ARTICLE IV MEMBERSHIP

Section 1. The Chapter shall consist only of collegiate, alumni and honorary members of the Society as described in Article III of the National Bylaws.

Section 2. Eligibility for election to collegiate and faculty membership shall be determined as described in Article III, Section 3 of the National Bylaws.

a) Professional entry-level degree students who:

- 1) are full-time students enrolled in a professional pharmacy program with Accreditation Status from the Accreditation Council for Pharmacy Education (ACPE), or the Canadian Council for the Accreditation of Pharmacy Programs, and
- 2) have completed no less than one-half of the required pre-Advanced Pharmacy Practice Experience (pre-APPE) professional course work as defined for their degree, and
- 3) are among the highest 20 percent of their class as determined by the school or college in which they are enrolled using one or a combination of procedures described below, and
  - i) Professional Grade Point Average (GPA);
  - ii) Cumulative GPA;
  - iii) When non-traditional grading systems are used such as High pass/Pass/Low pass/Fail, professional grades may be converted to weighted scales using H=4.0, P=3.0, L=2.0, and F=0, and a GPA may be calculated;
- 4) are among the highest 20 percent of their class, where the chapter shall base the number of students in the highest 20 percent upon class size at the time those students become eligible for membership in the Rho Chi Society, and (NOTE: If the 20 percent calculation results in a fraction, the number shall be rounded down to the nearest whole number. Once the class size is determined, the number may not be increased or decreased due to addition, attrition, or early graduation. In exceptional circumstances, e.g., an arithmetic tie that cannot otherwise be resolved, a chapter may petition the National Office for an exception providing clear explanation for consideration of the request. Such petition is to be signed by both the Chapter Advisor and the Dean, or designee, of the school/college or university)
- 5) have attained a minimum professional GPA of 3.0 on a 4.0 scale, when the school or college in which they are enrolled uses GPA, and
- 6) have been certified eligible for membership by the dean of the pharmacy school or the dean's designee. The dean or the dean's designee shall certify that candidates have no known disciplinary action for academic dishonesty, misconduct, or unprofessional behavior.

b) Faculty Membership. Faculty members who:

- 1) are appointed in a school or college of pharmacy, and
- 2) are eligible to vote on faculty matters of the school or college of pharmacy, and
- 3) have a principal duty to instruct or hold research or administrative appointments in the school or college of pharmacy, and
- 4) are nominated to membership by a full collegiate member of the Society or self, and meet the requirements for membership set forth in Section 3. a) 6. above.

Section 3. Election of qualified associate members shall be consistent with Article III, Section 1 of the National Bylaws and may take place annually or each semester as conditions warrant.

Section 4. Election of honorary members shall be consistent with Article III, Section 5 of the National Bylaws.

Section 5. Initiation of members shall be consistent with the provisions of Article III, Section 10 of the National Bylaws.

- a. A membership certificate shall be presented to each elected member at the time of initiation. The certificate will be signed by the National President and the Chapter President and shall bear the official seal of the Society. All certificates shall be obtained through the National Office and shall be the expense of the chapter ordering them.
- b. A membership insignia shall be presented to each elected member at the time of initiation. All insignia shall be obtained through the National Office and shall be the expense of the chapter ordering them.

Section 6. Collegiate members (professional students, graduate students, and members of the faculty) may be disqualified and removed from membership following disciplinary action taken against the member for reasons of academic dishonesty, misconduct, or unprofessional behavior in accord with college or university policies. Please reference National Bylaws Section 3 Article 12.

## ARTICLE V OFFICERS

Section 1. The Chapter officers shall be, a president, a vice president, a secretary, a treasurer and a historian elected annually for a term of one year, by a majority vote at the first regular meeting following the initiation during the final semester of the academic year.

Section 2. The Chapter Secretary shall report the names and addresses of the chapter officers to the National Secretary in accordance with Article VIII of the National Bylaws.

Section 3. The duties of the officers shall be those usually assigned to such offices under good parliamentary procedure and as described in Article X, paragraphs 58, 59 and 62 of Robert's Rules of Order.

Section 4: Chapter President: The Chapter President is the presiding officer of the local Rho Chi Society Chapter and shall conduct the chapter in a fashion consistent with the vision and mission of the Society. It shall be the responsibility of the Chapter President to:

- a) in consultation with fellow officers and members, establish the agenda for Chapter meetings and at the appointed time, call the meeting to order after ascertaining that a quorum is present.
- b) conduct the business scheduled to come before the assembled Chapter members.
- c) state and put to vote all questions that legitimately come before the Chapter members as motions and to announce the result of each vote.
- d) expedite business in every way compatible with the rights of members, including deciding all questions of order.
- e) authenticate when necessary, all acts, orders and proceedings of the assembled membership.
- f) declare meetings adjourned when the assembled membership so votes or at the time prescribed.

Section 5. Chapter Vice President: It shall be the responsibility of the The Chapter Vice President to:

- a) in the absence of the President, assume the responsibilities of the President
- b) Coordinate fundraising efforts for the Chapter

Section 6. Chapter Secretary: The Chapter Secretary is the recording officer for the chapter and custodian of its records, except those specifically assigned to others. It shall be the responsibility of the Chapter Secretary to:

- a) serve as the primary communication conduit between the Chapter Officers and Chapter membership
- b) keep a record of all proceedings (minutes) of the chapter.
- c) keep on file all Chapter committee reports.
- d) keep the Chapter's official membership roll.
- e) make the minutes and records available to Chapter members upon request.
- f) notify officers, committee members and delegates of their election or appointment and furnish committees with documents required to perform their duties.
- g) maintain paper-based or electronic records in which the bylaws, special rules of order, standing rules and minutes are entered
- h) prepare, in consultation with the presiding officer, an order of business for each meeting.
- i) in the temporary absence of the Chapter President and Vice President, call the meeting to order and preside. In the permanent absence of the Chapter President and Vice President, the Secretary shall serve as President until an election replacing the President is held.

Section 7. The Chapter Treasurer: Is the officer entrusted with the Chapter funds. The Treasurer cannot disburse funds except by authority of the Chapter or as the Chapter Bylaws prescribe. The Treasurer should assume responsibility for the preparation of the budget for the year in which s/he holds office, and is required to make a full financial report annually or as prescribed by the Chapter's Bylaws.

Section 8. Chapter Historian: Together with the Chapter Secretary, the Chapter Historian shall prepare and submit the Chapter's Annual Report to the Society's National Office, and maintain a narrative or photographic archive of significant chapter activities during his/her term of office.

Section 9. Faculty Advisor(s): Rho Chi Society Faculty Advisors are faculty members of their respective institution who are members of The Rho Chi Society, who have an interest in the welfare of local student members and their chapter, and who are appointed in their role by the Dean (or designee) of the School or College of Pharmacy. The Society does not require a limit in the length of an appointment as Faculty Advisor. Faculty Advisors are a critical link to the National organization and in effect, act as the local representative of the Society. In that role, they should have a working knowledge of the Society and its Bylaws, especially as they apply to local chapter conduct. Advisor responsibilities include but are not limited to:

- A) Direction and review of local determinations of eligibility for membership in the Society. Direction of local chapter elections of new members, review and timely submission of Chapter Membership Election Reports, and conduct of local initiation of new members.
- B) Ensuring that timely, complete, and accurate chapter reports are submitted to the National Office. Likewise, the advisor should distribute information from the National Office directed to Advisors, Officers, and members.
- C) Informing and guiding local chapter officers and members regarding Society awards and scholarships.

- D) Timely reporting of chapter officers' names and contact information to the National Office.
- E) Ensuring Chapter representation at the Society's National Convention. Advisors are encouraged to attend the National Conventions of Rho Chi and may act as delegate in the absence of a student delegate.
- F) Attendance at all official Chapter meetings.
- G) Assuring that the financial matters of the local chapter are in good order.
- H) Attendance at Society-conducted Faculty Advisors' meetings.

## ARTICLE VI MEETINGS

Section 1. The Chapter shall meet regularly and/or on special call, following an advance notice by the President, as determined by the membership at the beginning of the school year.

Section 2. A quorum shall consist of 1/3 of the membership, plus two of the duly elected officers.

Section 3. The order of business and its conduct shall be consistent with the provisions of the National Constitution and Bylaws and conform to the principles set forth in Robert's Rules of Order.

Section 4. The Chapter is responsible for attendance at the National Convention of the Society as outlined in Article XI of the National Bylaws.

- a) The Chapter shall be entitled to one voting delegate and one alternate. Alternate delegates shall be allowed all privileges, but may only vote in the absence of the voting delegate. Chapters will assist delegates and alternates in meeting expenses associated with attendance at the National Convention.
- b) The Chapter shall report their official delegates to the National Office prior to the National Convention as directed by the Society's National Office.
- c) The voting body of the National Convention shall consist of one delegate or alternate delegate from each chapter and the National Officers. Proxies shall not be recognized. Voting delegates from one-third of the active chapters shall constitute a quorum. In the event of a quorum being unobtainable, business may be transacted and then communicated to chapters for ratification, which will require a two-thirds affirmative vote.

## ARTICLE VII FEES

Section 1. The Chapter fees and dues, consistent with Article III, Section 9 of the National Bylaws are: Initiation fee; \$100.00, including the cost of the key, the national membership fee, and the certificate of membership. Annual chapter dues; \$25.00

Section 2. The Chapter may assess its members in the amount and for the purpose approved by a majority vote of the membership.

## ARTICLE VIII PARLIAMENTARY AUTHORITY

In all parliamentary situations not specifically covered by these bylaws or the National Constitution and Bylaws, decisions shall be based on the principles set forth in Robert's Rules of Order.

## ARTICLE IX AMENDMENTS

Section 1. Amendments to these bylaws shall be presented at any meeting and shall be voted upon at the next scheduled meeting.

Section 2. A three-fourth (3/4) vote of the membership shall be required for approval of an amendment to the bylaws.

## ARTICLE X ACTIVITIES

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## ARTICLE XI DISSOLUTION

Section 1.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 2.

In the event the Beta Chi Chapter becomes inactive or its charter is revoked, all funds on hand after liabilities have been paid, all equipment bearing the name of the Society, and all records pertaining to chapter activities shall revert to the Society.

Section 3.

Upon dissolution of the Beta Chi Chapter, the assets of the Chapter shall, after payment of all liabilities, be distributed equally to the University of Louisiana Monroe.