

## **STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION**

### **University of Louisiana-Monroe School of Pharmacy Policies and Procedures**

#### **PURPOSE**

SNPhA is an educational service association of pharmacy students who are concerned about the profession of pharmacy, healthcare issues, and the poor minority representation in these areas. The purpose of SNPhA is to plan, organize, and coordinate and execute programs geared toward the improvement of the health, educational, and social environment of minority communities.

#### **OBJECTIVES**

- To offer student members the opportunity to develop leadership and professional skills.
- To educate students about, and promote active participation in national healthcare issues.
- To develop the role of the minority health professional as vital members of the healthcare team.
- To develop within communities, a positive image of minority health professionals.
- To educate communities on better health practices and to increase their awareness

and understanding of diseases.

## **ARTICLE I. NAME, LOGO, COLORS and PIN**

### **Section 1. NAME**

The student division of the National Pharmaceutical Association (NPhA) shall be called the Student National Pharmaceutical Association (SNPhA).

### **Section 2. LOGO**

The official logo of the organization is a circular mortar and pestle symbol including the organization abbreviation (as pictured). This official logo cannot be used in any form other than as described. This official logo cannot be changed, altered, or adulterated.



### **Section 3. COLORS**

The official colors of the organization are black and white.

### **Section 4. PIN**

The lapel pin is round in shape, with the SNPhA logo inside a glass cover, black and white trimmed in a metallic color.

## **ARTICLE II. PURPOSES**

SNPhA shall have the following purposes:

- A. To promote the interests SNPhA members;
- B. To define the future role of minority health professional in the community;
- C. To develop a positive image of minority health professionals;

- D. To coordinate programs that will improve the health care awareness of minority communities;
- E. To encourage SNPhA members upon graduation to become active NPhA members.

## **ARTICLE III. MEMBERSHIP**

### **Section 1: Definition**

All dues paying NPhA Student Members shall be SNPhA Members. All dues paying high school students shall be affiliate members. The SNPhA membership year is from August 1st through July 31st of the following year.

### **Section 2: Eligibility**

To be eligible for membership in the ULM-SNPhA Chapter the student must be currently matriculating at the University Of Louisiana School Of Pharmacy.

## **ARTICLE IV. OFFICERS**

### **Section 1. OFFICERS**

**ELECTED OFFICERS:** SNPhA elected officers are the President, President-Elect, Vice President, Secretary, Treasurer, Parliamentarian, Historian, and Webmaster.

**APPOINTED OFFICERS:** SNPhA appointed officers are the Committee Chairs not otherwise appointed, CIC Program Coordinator, CAPS Coordinator, Pharmacy Council Representative, Chapter Delegate

### **Section 2. PRESIDENT Duties**

- A. Serve as Executive Committee Chair
- B. Serve as Legislative Committee Chair
- C. Presides over chapter meetings
- D. Delegates chapter responsibilities
- E. Organizational Spokesperson
- F. To appoint all committee chairpersons not otherwise provided for by the Policies and Procedures, and other committees as may be deemed necessary
- G. Enforce the Constitution and By-laws and the chapter Policies and Procedures;

- H. Strengthen the public relations and maintain cooperative relations with other organizations
- I. Serve as ex-officio member of all standing committees, if feasible, with the exception of Nomination;
- J. Countersign checks with the Treasurer and/or Financial Secretary for the payment of monies from the treasury;
- K. Submit to National the revised Policies and Procedures by the date designated
- L. Maintain a file of administrative materials to be passed on to the succeeding President.

### **Section 3. PRESIDENT-ELECT Duties**

- A. Serve as Membership Committee Chair
- B. Plans and coordinate several membership drives throughout the year
- C. Notifies and encourages membership participation at SNPhA Events
- D. Works alongside chapter secretary to ensure proper chapter correspondence and membership involvement
- E. Becomes familiar with policies and procedures
- F. Serves as President the following academic year
- G. Maintain a file of administrative materials to be passed on to the succeeding President Elect

### **Section 4. VICE PRESIDENT Duties**

- A. Serves as Professional Committee Chair
- B. Plans professional programs and projects (e.g. inviting speakers, BP screening)
- C. Plan and coordinate the chapter's participation at regional and national meetings
- D. Assistant to the president, assumes the president's role and responsibilities in her/his absence
- E. Maintains the chapter test file bank
- F. Responsible for the complete process of requisitions and submit the appropriate person;
- G. Maintain a file of administrative materials to be passed on to the succeeding Vice-President.

## **Section 5: Secretary Duties**

- A. Publicity Committee Chair
- B. Keeper of minutes
- C. Responsible for all outgoing and incoming chapter correspondence
- D. Checks the chapter mailbox, reporting its contents to the general membership and responding to such
- E. Record and read all minutes of the Chapter and Executive Board meetings;
- F. Keep a written record of the attendance at and the proceedings of Chapter and Executive Board meetings;
- G. Submit to the Chapter a copy of the minutes 5 days after the meeting date;
- H. Acknowledge and/or send to the proper sources official correspondence of the Chapter excluding committees;
- I. Prepare Chapter Sign-In Sheets
- J. Maintains SNPhA Membership Directory and Alumni Directory
- K. Submits all chapter reports as outlined in Chapter Management Manual (i.e. Chapter Registration Form, Bimonthly/Annual Reports)
- L. Maintain a file of administrative materials to be passed on to the succeeding secretary

## **Section 6. TREASURER Duties**

- A. Fundraising and Finance Committee Chair
- B. Keeps an accurate and positive record of chapter finance
- C. Presents written financial report during chapter meetings
- D. Coordinates fundraising events
- E. Works with other members of the executive committee in devising a chapter budget
- F. Distributes budgeted money for SNPhA events (cuts checks, makes deposits, etc.)
- G. Keep an accurate ledger, in ink, of all financial transactions of the chapter;
- H. Deposit and Disburse all funds
- I. Combine a monthly financial report which contains an exact statement of income, disbursements, and current balance
- J. Complete all remittance of fund forms and forward to Secretary for mailing
- K. Countersign all checks with the President
- L. Coordinates funding for Regional Meeting and Annual Convention
- M. Maintain a file of administrative materials to be passed on to the succeeding treasurer

## **Section 7. PARLIAMENTARIAN Duties**

- A. Advise the President on the SNPhA Constitution and By-Laws, the Chapter's Policies and Procedures, and the orderly procedures of the Chapter business in accordance with Robert's Rules of Order;

- B. Keep time at Chapter meetings and make sure meetings are conducted according to Robert's Rules of Order;
- C. Serve as Chairperson of the Policies and Procedures Committee;
- D. Keep Order
- E. Distribute Vote Cards to members
- F. Maintain an attendance role and guest register at all monthly meetings and submit to secretary
- G. Maintain a file of administrative materials to be passed on to the succeeding Parliamentarian.

### **Section 7. HISTORIAN Duties**

- A. Scrapbook Committee Chair
- B. Photographs and documents all chapter activities
- C. Maintains chapter bulletin board
- D. Coordinates and displays a group photo
- E. Coordinates publication of chapter newsletter Collect from each committee chairperson documents, souvenirs, and clippings to be placed in Sorority scrapbook and/or file;
- F. Coordinate Scrapbook containing events and activities participated in and sponsored by the chapter and it's submission during Annual Convention
- G. Maintain a file of administrative materials to be passed on to the succeeding historian
- H. Assists CIC program coordinator with submissions to *The Signatura*
- I. Be present at all chapter functions or to delegate her duties in her absence;
- J. Maintain a file of administrative materials to be passed on to the succeeding Historian.

### **Section 8. WEBMASTER Duties**

- A. Maintains Chapter website/Facebook Page
- B. Ensures that all information is correct and up to date
- C. Trains SNPhA member to work in his/her capacity if unavailable
- D. Maintains documentation outlining the procedures for updating the web site

### **Section 9. Chauncey Ira Cooper (CIC) Program Coordinator Duties**

- A. Serve as Public Service Committee Chair
- B. Coordinates and plans chapter service projects and programs
- C. Assists Secretary in completing chapter reports as outlined in the chapter manual
- D. Works with secretary to ensure that all national deadlines are met
- E. Coordinates newsletter submissions for *The Signatura*

**Section 10. CAPs COORDINATOR Duties**

- A. Establish contact with the chapters' partner on an on-going basis
- B. Update the Chapter on any CAP related information

**Section 11. PHARMACY COUNCIL REPRESENTATIVE Duties**

- A. Social Committee Chair
- B. Plan periodic social events for the chapter
- C. Inform members about college-wide events to ensure SNPhA representation
- D. Keep college informed about SNPhA-related events

**Section 12. CHAPTER DELEGATE Duties**

- A. Prepares chapter report for regional meeting
- B. Represents chapter at the House of Delegates during national convention
- C. Reports regional meeting and national convention activities to local chapter members upon returning from these meetings.

**Section 13. TERM OF OFFICE**

Elected officers serve a one (1) year term until their successors have been elected and installed. No individual can serve more than one term as an elected officer in the same office.

**Section 14. VACANCIES**

The Vice President shall fill a vacancy in the office of the President. A SNPhA member appointed by the President and approved by the Executive Committee shall fill a vacancy in any office on a pro-tem basis. Any member appointed will fill the vacant office until a successor has been elected and installed.

**ARTICLE V. COMMITTEES**

The president appoints committees as deemed necessary with the approval of the executive committee. Committees include members with designated duties

and authority as the executive committee establishes. The committee chair establishes the time and location of the committee meetings. Members of the committees shall serve until submissions of the committee final report or until discharged by the president.

Committees should complete a report of activities as records for the general membership and incoming chapter officers. Further committees will be developed as needed.

### **Section 1. Public Service Committee**

- A. Formulate, coordinate and implement service/community projects to implement SNPhA' s social community program objectives
- B. It shall be the duty of this committee to select individuals in need of assistance;
- C. To develop at least two public service activities per semester for the chapter

### **Section 2. Professional Committee:**

- A. Vice President serves as committee Chair
- B. Plan professional programs and projects
- C. Develop at least two professional activities per semester

### **Section 3. Social Committee:**

- A. Pharmacy Council Representative serves as Committee chair
- B. Coordinate chapter social events that may include food and refreshments at meetings

### **Section 4. National Liaison Committee**

- A. Maintain correspondence with national executive committee and national headquarters (i.e. report chapter problems, updating national officers on chapter activities and progress, etc.)

### **Section 5. Membership Committee**

- A. President-Elect serves as committee chair
- B. Recruit members, host membership drives
- C. Keep accurate membership records
- D. Assist secretary in taking role at chapter meetings



## **Section 6. Policy Committee**

- A. Parliamentarian serves as committee chair
- B. keep members informed of issues affecting pharmacy
- C. Initiate the voter registration Initiative
- D. Research and formulate resolutions to submit during the regional meetings and national conference

## **Section 7. Scrapbook Committee:**

- A. Historian serves as committee chair
- B. Create a chapter scrapbook for submission to the scrapbook competition at the national conference

## **Section 8. Fundraising committee:**

- A. Treasurer Serves as committee chair
- B. Plan and coordinate chapter fundraising activities
- C. submit fundraising ideas for publication in the fundraising section of the chapter manual
- D. It shall be the duty of the Fundraising Committee to develop at least two major fundraising projects per academic year.
- E. It shall be the duty of the Fundraising Committee to make certain that there is a contact drawn for the necessary activities
- F.

## **Section VI. ADVISOR**

Each chapter must have an advisor who holds a faculty or administrative position at the university's chapter. The advisor will provide direction and guidance to the chapter.

The SNPhA chapter advisor plays a key role in the operations and growth of the chapter and membership. The advisor provides critical guidance to the organization:

- A. Serves as a liaison between the school's faculty/administration and the chapter
- B. Provides continuity from year to year
- C. Serves as a link between the local chapter and national headquarters
- D. Serves as a contact to receive materials from national headquarters for dissemination to the chapter
- E. Serves as a role model and mentor to the chapter and membership
- F. Overlooks the fiscal accountability of the chapter

- G. Manages the completion of tasks and activities
- H. Provides guidance and advice to assist the chapter in fulfilling projects and goals

## **ARTICLE VI. Chapter Responsibility**

### **Section 1. MEMBERSHIP**

Each chapter is **required to pay a \$45.00 annual membership fee.**

### **Section 2. CHAPTER REPORT**

The chapter shall conduct business and hold chapter meetings for its members. The chapter is responsible but not required for submitting at least one ARTICLE per membership year to the national newsletter ( *Signatura*). Each chapter shall adopt such bylaws and rules or procedures, as it deems necessary or desirable to conduct business. Each chapter is required to submit a bimonthly report (October, December, February, April) to their respective regional facilitators, which includes a summary of their present and/or upcoming activities. In addition they must submit an Annual Report at the end of May each academic year to the national president. Chapter should use the reporting forms found on the national website at [www.snpha.org](http://www.snpha.org).

### **Section 3. AUTHORITY**

The chapter shall establish their local chapter bylaws in accordance with the regulations and policies of their university or college.

## **ARTICLE VIII. ELECTIONS**

### **Section 1. NOMINATIONS**

The president-elect shall appoint a five member nomination committee that will slate candidates for each elected office.

### **Section 2. ELECTIONS**

Elections will take place during the April meeting of the academic school year by secret ballot and simple majority vote of all financial members. All candidates must submit an official candidate's sheet through the nomination committee at least one week prior to elections

### **Section 3. INSTALLATION OF OFFICERS**

The installation of newly elected officers will take place after the April Chapter meeting but before the first week of finals.

#### **Section 4. TERM OF OFFICE**

Officers elected shall serve for a term of one academic year.

### **ARTICLE IX. MEETINGS**

#### **Section 1. Chapter Meetings**

The chapter shall hold a meeting monthly, date to be determined by the executive committee

#### **Section 2. ANNUAL CONFERENCE**

The SNPhA national conference is held in conjunction with the NPhA Annual Meeting.

The national conference consists of sessions, workshops and order of business as specified by the national executive committee.

#### **Section 3. REGIONAL MEETINGS**

Two regional meetings are held each year for the SNPhA chapters and members in each region. The regional meetings are divided by Region 1 & 2 and Region 3, 4 & 5.

### **ARTICLE X. FINANCES**

#### **Section 1. DUES**

SNPhA membership dues are established by the national executive committee that are voted on in the House of Delegates at the national conference, and must be approved by the NPhA Board of Directors.

#### **Section 2. Local Dues**

The chapter shall determine yearly membership dues in addition to the national membership dues.

#### **Section 3. SIGNATURES ON CHECKS**

All organization checks will be paid out and signed by the treasurer and president

#### **Section 4. FISCAL YEAR**

The fiscal year shall coincide with the organizational calendar year.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY AND PRECEDENCE**

### **Section 1. PARLIAMENTARY AUTHORITY**

The rules outlined in the current edition of Robert's Rules of Order shall govern SNPhA's national and local chapter activities in all cases in which they are applicable.

### **Section 2. PRECEDENCE**

In the case of conflict between the bylaws, any parliamentary authority or other rules or procedures, these bylaws shall prevail.

## **ARTICLE XII. AMENDMENTS**

Proposed amendments to the chapters' policy and procedures shall be voted on by the chapter.