

Bylaws of The University of Louisiana Monroe Student College of Clinical Pharmacy
A Student Chapter of the American College of Clinical Pharmacy

University of Louisiana Monroe
College of Pharmacy
Monroe, Louisiana
Adopted: TBD

I.Name

This organization shall officially be known as: The University of Louisiana Monroe College of Pharmacy Student College of Clinical Pharmacy a Student Chapter of the American College of Clinical Pharmacy, this organization may also be referred to as ULM SCCP.

II.Purpose

The SCCP shall adopt the purposes of the American College of Clinical Pharmacy. In addition, SCCP shall have the following mission:

To orient students to the practice of clinical pharmacy by:

- Providing information to students about careers and opportunities within the field of clinical pharmacy.
- Promoting dedication to excellence in patient care, research, and education.
- Encouraging skill development necessary to function within an interdisciplinary team.
- Advocating the role of clinical pharmacists within healthcare.
- Encouraging participation in the American College of Clinical Pharmacy at the national level and/or the local/regional chapters

III.Membership and Dues

Membership shall be available to full-time students enrolled at the University of Louisiana Monroe College of Pharmacy in good academic standing, who are current members of the American College of Clinical Pharmacy (ACCP). Prospective members shall submit an application, pay the required dues, and support the purposes of ULM SCCP. Eligibility for renewal of ULM SCCP membership shall discontinue upon graduation, or loss of academic standing at the College of Pharmacy.

IV.Officers

ACCP requires the SCCP hold five (5) officer positions at minimum: President, President-Elect, Secretary, Treasurer, and Student Liaison. The officers of ULM SCCP shall be the President, President-Elect, Vice President, Secretary, Treasurer, Student Liaison, and Historian. These officers shall constitute the Executive Committee of the SCCP, and the authority for the governance and general operation of ULM SCCP shall be vested in this body. To hold office, a student shall be a member in good-standing of ULM SCCP as well as in good academic standing at ULM College of Pharmacy.

a. **President**

The President shall be the principal elected officer of ULM SCCP, shall preside at all business meetings and appoint, in consultation with the Executive Committee, the various committees and their chairperson(s). The President shall represent ULM SCCP at such times and places deemed necessary by ULM SCCP. The President shall be a student who is in their P4 or final academic year.

b. **President-Elect**

The President-Elect shall assume the responsibilities of the President in his or her absence or incapacity and may be assigned other duties and responsibilities as determined by the President. The President-Elect shall preside over the standing committees, facilitating communication between committee chairs and the executive committee. The President-Elect shall succeed to the office of the President upon

completing the term as President-Elect. The President-Elect must be a student who is in their P3 or third academic year.

c. Vice President

The Vice President shall assist the President in the performance of his or her duties at all times, shall communicate and update the ULM SCCP of the activities highlighted on the national and local level. The Vice President shall preside over the PRN committees and facilitate communication between the PRN committee chairs and the executive committee.

d. SCCP Student Liaison

The ULM SCCP Student Liaison shall work with the Faculty Liaison to communicate the activities of ULM SCCP to the American College of Clinical Pharmacy (ACCP) at the national level.

e. Secretary

The Secretary shall maintain accurate records of the ULM SCCP membership and minutes of proceedings and serve as correspondent.

f. Treasurer

The Treasurer shall, in consultation with the Executive Committee, develop an annual budget, and maintain an accurate record of ULM SCCP dues, receipts, other income, and expenditures. Signatures of the ACCP College of Pharmacy Faculty Liaison and the Treasurer, or the President, shall be required to negotiate the SCCP's checks.

g. Historian

The Historian shall maintain a record of the ULM SCCP activities and events undertaken during his or her term, shall oversee the distribution and creation of a chapter newsletter, shall coordinate all chapter social media endeavors, as well as maintain and update all chapter social media pages.

Election and Terms of Office

Officers for President-Elect shall be elected annually by secret ballot by a majority vote of the members in good standing present and voting at the last regular meeting of the spring term of each academic year, and shall take office immediately for a term of one year. The Vice President, Student Liaison, Secretary, Treasurer, and Historian shall be appointed by the President and President-Elect in conjunction with the College of Pharmacy Faculty Liaison.

A vacancy in any office, except for President (which shall be filled by the President-Elect) shall be filled within two (2) weeks by Executive Committee appointment. The appointed individual shall complete the designee's term of office.

V. Meetings

The President shall conduct regular Executive Committee business meetings and meetings of the general membership at least monthly during the academic year, or as deemed necessary. All meetings of the Executive Committee shall be open to the general membership of ULM SCCP. A general meeting of the SCCP can be called if three members of the SCCP submit to the President a request for such a meeting with a proposed agenda at least seven (7) days before such a meeting is to be held. A quorum to conduct the business of either the Executive Committee or the general membership shall consist of a majority of the members of each group, respectively.

VI. Faculty Advisor

The ACCP College of Pharmacy Faculty Liaison shall serve as the faculty advisor to ULM SCCP. If a faculty liaison has not been identified by ACCP, members of ULM SCCP shall identify a member of the faculty of the school to serve in this capacity and report his or her name to ACCP.

VII. Amendments

These documents may be proposed to be amended at any regular general membership meeting by a two-thirds (2/3) majority vote of the members present and voting. Two or more members shall present any proposed amendment to the President in writing at least two (2) weeks prior to a regularly scheduled meeting. The President shall schedule the amendment as an item of new business at the next regularly scheduled meeting. Once approved at that meeting by a two-thirds (2/3) majority vote of those present and voting, the amendment shall be adopted.

VIII. Dissolution

If the SCCP should dissolve, following the settlement of all outstanding debts, any remaining funds in the treasury shall be transferred to the College of Pharmacy Faculty Liaison, who will determine how the remaining funds shall be disbursed.