

Chapter By-Laws
University of Louisiana at Monroe
Phi Lambda Sigma
Alpha Omega Chapter

Article I. Name

The name of this organization shall be Phi Lambda Sigma, hereafter referred to as PLS. Our chapter designation is Alpha Omega.

Article II. Purpose and Objectives

A. Purpose

The purpose of PLS will be to promote leadership among students at ULM School of Pharmacy.

B. Objectives

The objectives of the student chapter are:

1. Recognizing student and faculty leaders by inducting them into our chapter.
2. Organizing leadership activities open to all students in the College of Pharmacy.
3. Enhancing the leadership skills of current members.
4. Encouraging participation in College of Pharmacy activities.

Article III. Membership Qualifications

A. Nomination

1. Pharmacy students become eligible for nomination at the end of their first year of pharmacy school.
2. Prospective members are determined by nominations from current members, faculty members, or the Office of Student and Professional Affairs. The nomination form can be found in Appendix A.

B. Application:

1. After nomination, prospective members must complete and return the Phi Lambda Sigma Application for Membership, which can be found in Appendix B.
2. Each application will be reviewed by executive committee and PLS' faculty advisor. Points will be allotted for leadership activities and totaled according to the guidelines stated in Appendix B. If a prospective member accrues a number of points greater than or equal to the minimum number of points allotted for membership for the prospective member's respective class, the prospective member shall be offered membership. Prospective members who have not accrued enough points may still be offered membership pending unanimous vote of the executive committee.
3. Changes may be made to application as members see fit. Any member, including PLS' faculty advisor, may suggest changes. Changes must be approved by unanimous vote of the executive committee.

Article IV -- Chapter Funds

- A. Any activity recommended by the Chapter may serve as a source of income for the Chapter, upon approval of the Executive Committee, the Chapter Advisor, and if necessary, the Dean of the College of Pharmacy. Additionally, any chapter dues shall be funds of the Chapter.
- B. Appropriations shall require the approval of the President and Chapter Advisor prior to disbursement
- C. Checks shall require a signature from both the President and Treasurer.

Article V -- Chapter Officers

- A. The officers of this chapter shall be:
 - 1. President
 - 2. President-Elect
 - 3. Vice-President
 - 4. Treasurer
 - 5. Secretary
- B. This collection of officers shall constitute the executive committee of the student chapter.
- C. There shall be a non-voting faculty advisor (e.g. PLS Faculty Liaison) appointed by the dean, to oversee student chapter operations.

Article VI -- Duties of the Officers

- A. Duties of the President
 - 1. To be familiar with all the operations of PLS on the national, regional and local chapter levels.
 - 2. To preside and maintain order and decorum at all chapter and executive board meetings.
 - 3. To enforce and promote enforcement of the constitution and bylaws of PLS and the chapter.
 - 4. To serve as the chairperson of the executive committee.
 - 5. To assume such duties as may be imposed by official vote of the membership.
 - 6. To serve as an ex-officio member of all committees.
 - 7. To inform the membership and chapter advisor of all pertinent chapter activities.
 - 8. To oversee the completion of the Annual Chapter Report with the assistance of president-elect by July 31st of each year.
 - 9. To coordinate the leadership lecture series.
 - 10. To assist the president-elect in initiation of Leadership Challenge plan.
 - 11. To reserve rooms for meetings/events.***
 - 12. To act as Parliamentarian at all chapter meetings.
 - 13. To communicate with advisor/OSPA as well as National PLS Office.
 - 14. To communicate the newly elected executive committee information to the national PLS Office.
 - 15. To maintain a record of activities undertaken during his/her term in order to pass said records on the his/her successor.
- B. Duties of the President-Elect
 - 1. To be familiar with all the operations of PLS on the national, regional, and local chapter levels.
 - 2. To serve as an advisor to the President.
 - 3. To assume the duties of the President at the end of the current President's term of office.
 - 4. To ensure that the Chapter Bylaws are updated annually for review by the Chapter Advisor and that any changes are voted upon by the executive committee.**
 - 5. To Chair the Leadership Challenge committee. ***
 - 6. To name the delegate to House of Delegates at APHA annual as well as alternate.
 - 7. To maintain a record of activities undertaken during his/her term in order to pass said record on to his/her successor.
- C. Duties of the Vice-President:
 - 1. To be familiar with all the operations of PLS on the national, regional and local chapter levels.
 - 2. To coordinate initiation of new members before the end of the spring semester of each year.
 - 3. To serve as an advisor to the President.

4. To assume the duties of the President in the absence of the President due to impeachment, resignation, or other circumstances in which the President cannot fulfill his/her duties.
5. To maintain a record of activities undertaken during his/her term in order to pass said records on to his/her successor.

D. Duties of the Secretary:

1. To be familiar with all the operations of PLS on the national, regional, and local chapter levels.
2. To collect new member applications.
3. To submit said minutes in types form to the Chapter President.
4. To write thank-you notes to teachers who participate in leadership lecture series.***
5. To give a report of the minutes recorded at the previous meetings for adoption at each executive board meeting.
6. To take meeting minutes at all general chapter and executive committee meetings.
7. To notify the chapter of general meetings at least three days in advance.***
8. To maintain a record of activities undertaken during his/her term in order to pass said record on to his/her successor
9. To update member lists and chapter information on all correspondence media (such as e-mails, social media, organization webpage, etc.).

E. Duties of the Treasurer

1. To be familiar with all the operations of PLS on the national, regional, and local chapter levels.
2. To record all cash receipts and disbursements from chapter accounts.
3. To provide detailed annual report of expense and income to the executive committee and chapter advisor by April 30th of each year.
4. To create and maintain an ongoing budget report to be presented at executive committee meetings.
5. To file appropriate tax forms with the IRS in accordance with all laws and regulations appertaining no later than April 15th of the presiding year.
6. To maintain a balanced checkbook and enter all information into the treasury transaction book.
7. To chair the fundraising committee.
8. To maintain a record of activities undertaken his/her term in order to pass said records on to his/her successor.

Article VII -- Chapter Advisor(s)

- A. The chapter will have a Chapter Advisor who must be full-time member of the ULM School of Pharmacy.
- B. The chapter advisor(s) will be appointed by the Dean of the School of Pharmacy.
- C. Duties of the Chapter Advisor(s) will include the following:
 1. Act as a consultant to members and officers of the Chapter on matter pertaining to the PLS Alpha Omega Chapter.
 2. Provide continuity to the Chapter's operations from one year to the next.
 3. Be available for advice and ideas as needed on subjects as internal Chapter problems, fundraising, community service projects, etc.
- D. The Chapter Advisor(s) will be subject to removal upon:
 1. Resignation announced or submitted to the PLS Alpha Omega Chapter Executive Committee with preferable notice of one month prior to semester break.
 2. Petition by a PLS Alpha Omega Chapter member to the PLS Alpha Omega Chapter Executive committee. The board must review this petition and agree upon removal by a two-thirds (2/3) decision. This decision must be accepted by two-thirds (2/3) vote of the membership at the next

General Chapter Meeting. The Executive Committee shall then submit the petition to the Dean for final action.

- E. Upon removal or resignation, the PLS Alpha Omega Chapter Executive Committee will seek to identify a new advisor according to Article VII, Part B of these By-Laws.

Article VII -- Chapter Committees and Responsibilities

- A. The Executive Committee shall:
 - 1. Consist of those officers duly elected by the Chapter membership, specifically the President, President-Elect, Vice-President, Secretary, and Treasurer, as well as the Chapter Advisor(s).
 - 2. Be the only permanent committee.
 - 3. Serves as the governing body of the Chapter and shall hold any powers and authority expressly granted it by these By-Laws, including, but not limited to:
 - a. Establish such standing and ad-hoc committees as are necessary to conduct the programs and business of the Chapter.
 - b. Make amendments to the Chapter By-Laws in accordance with Section XV.
 - c. Make determinations as to the qualifications of individuals seeking candidacy for elected office within the Chapter and slate candidates for such offices.
- B. The Leadership Challenge Committee shall:
 - 1. Consist of the President-Elect as Chairperson and any such student pharmacist member appointed by the Chairperson.
 - 2. The President will serve as Vice-Chair of the committee.
 - 3. Plan meetings to discuss and formulate ideas for the Leadership Challenge.
 - 4. Submit the completed application packet to the PLS Executive Director by January 31st each year.
 - 5. Be prepared to present the plan at APhA Annual Meeting if chosen.
 - 6. Be prepared to implement the plan at the local level if chosen.
- C. The Fundraising Committee shall:
 - 1. Consist of the Treasurer as Chairperson and any such student pharmacist member appointed by the chairperson.
 - 2. Elect a Vice-Chair if deemed necessary by the Treasurer
 - 3. Develop and execute programs to create revenue for the Chapter.
 - 4. Assist the Chairperson with Chapter financial reporting requirements when needed.

Article IX -- Election

Elections for PLS Alpha Omega Chapter officers are to be planned and executed in accordance with the criteria set forth in this section.

- A. Qualifications for candidacy
 - 1. Must be an active member or initiate of the PLS Alpha Omega Chapter as determined by the Chapter Executive Committee.
 - 2. Must meet the academic requirements set forth by the ULM College of Pharmacy for good academic standing.
 - 3. Must be enrolled in the ULM College of Pharmacy at the time he/she takes the oath of office.
 - 4. Must be able to complete his/her term of office while enrolled in the didactic coursework at the ULM College of Pharmacy.
- B. Requirements of candidacy
 - Upon the announcement of elections by the Executive Committee, the following will be required of the candidate before being eligible to run for office.
 - 1. Application for candidacy that will include the goal statement for the desired office. The application can be found in Appendix C. The application is due to the President no later than one

week before elections are held or the application deadline set forth by the Executive Committee. The goal statement of each candidate will be read aloud on the day of the elections.

C. Election procedures

1. The privilege of voting will be confined to members of the PLS Alpha Omega Chapter in good standing.
2. Elections will be held at the time of the initiation of new members each year in May.
3. Voting will be by secret ballot with the names of the candidates listed in alphabetical order according to the secret office being sought.
4. A candidate must receive at least fifty percent (50%) of the votes cast to be elected to office.
5. If there is only one person running for a given office, then a vote of acclamation will be used to fill the position.
6. On the day of elections, if a candidate fails to be elected to a specified office, he/she may be nominated by a fellow member to run for a remaining office. If the candidate accepts the nomination, he/she may give a speech in the allotted time if desired. The candidate's name will then be written in on the ballot for the nominated office.
7. The ballots will be counted by the Chapter President-Elect and an Executive Committee member who is not seeking an elected or appointed office for the upcoming year or by the Chapter President-Elect and Chapter Advisor(s).
8. Results will be announced following the counting of ballots.
9. In the event of a tie, a revote will be taken immediately. If more than two candidates are slated for said office, the candidate receiving the least number of votes will be dropped from the ballot and a revote taken for the remaining candidates.

D. Terms of Office

1. The changing of office for the Executive Committee will take place at initiation of new members.
2. All officers will be elected for a term of one year except the President-Elect, who will automatically ascend to the Office of the President the year following his/her term as President-Elect.

Article XI -- Removal of Officers

A. Removal of officers will be carried out through one of the following recourses. No officer shall be removed unless his/her charges are discussed at an Executive Committee meeting and grounds for removal agreed upon by a majority vote.

1. Resignation announced or submitted to PLS Alpha Omega Chapter President, with preferable notice of two weeks.
2. Petition by a PLS Alpha Omega Chapter member to the Chapter Executive Committee indicating sufficient cause or grounds for removal as enumerated in Article XI Section B of these By-Laws or as determined by the Executive Committee. The Executive Committee must review this petition and agree upon removal by a majority two-thirds ($\frac{2}{3}$) vote

B. Grounds for removal

1. Willfully neglecting the duties of his/her office
2. Failure to maintain the academic requirements set forth by the ULM School of Pharmacy for good academic standing.
3. Mishandling of chapter funds.
4. Willfully neglecting to uphold the Constitution and By-Laws of PLS and this Chapter.
5. Withdrawing from enrollment in the ULM School of Pharmacy.
6. Executive unexcused absences from meetings or other mandatory events.

C. When an officer is removed from office, he/she shall be precluded from seeking candidacy for any office in the Chapter for the remaining duration of his/her enrollment at the ULM School of Pharmacy.

Article XII -- Filling of Vacated Offices

- A. In the event that the office of the President shall become vacant, the Vice-President shall assume the title and duties of the President for the remainder of the term.
- B. In the event that the office of President-Elect shall become vacant with more than two months left in the current President's term, then a special election shall be held in which general membership shall elect President-Elect. Nominations are to be taken from the floor and must be seconded. Election procedures and nominees must meet the criteria set forth in these By-Laws.***
- C. In the event that the office of President-Elect shall become vacant with less than two months left in the current President's term, then the President shall perform the duties of the President-Elect during the interim in which there is not a President-Elect. In the yearly elections, however, a candidate for the offices of President and President-Elect shall be elected for upcoming year.
- D. If any officer, excluding President or President-Elect vacates his/her office for any reason, the President shall have the authority to appoint a replacement, with the majority approval of the Executive Committee.

Article XII -- Meetings

- A. Chapter Meetings
 - 1. There shall be at least **six** Chapter meetings per academic year at which membership can transact business.
 - 2. The President or a majority of the Executive Committee may call Chapter meetings.
 - 3. Meetings may also be called by the general membership on petition signed by not less than one-tenth (1/10) of the current, eligible members and upon approval of a majority of the Executive Committee.
 - 4. The tentative time and place of the Chapter Meetings shall be determined by the Executive Committee before the start of each semester.
 - 5. The membership shall be notified at least one week in advance of the time and place of the Chapter meetings.
 - 6. It is mandatory that members attend at least two-thirds ($\frac{2}{3}$) of the meetings throughout the academic year.
- B. Initiation Meeting
 - 1. There will be one meeting in which initiation of new members will take place.
 - 2. The election and installation of the new Executive Committee shall also be carried out.
- C. Executive Committee Meetings
 - 1. An Executive Meeting shall be called at the discretion of the President or two Executive Board Members.
 - 2. Board Members shall be notified at least five days in advance of the time and place of the Board meeting, when possible. When advance notice is not possible, a reasonable attempt must be made to inform each Board member of the meeting.
- D. Committee Meetings
 - 1. The two Chapter committees shall meet at least 2 times per semester.
 - 2. Meetings may be called by the committee Chairperson or two members of the committee.
 - 3. Committee members shall be notified at least seven days in advance of the time and place of the meeting, when possible. When advance notice is not possible, a reasonable attempt must be made to inform each member of the meeting.

Article XIV -- Rules of Order

The rules of order and procedures at all general Chapter, Executive and Committee meetings should be those set out in Robert's Rules of Order, when they are not in conflict with the National By-Laws of PLS or these By-Laws. In the event of a conflict, the President, who has the final decision, shall resolve it.

Article XV -- Amendments

The Chapter By-Laws may be amended at any time by the following procedures:

- A. Amendments of the Chapter By-Laws must be submitted in writing to the Chapter Secretary.
- B. The proposed amendment(s) will be provided in written form for general member review at least one week prior to the next General Chapter meeting.
- C. The Proposed amendment(s) will be voted on the next Executive Committee Meeting following the open review for all members at the preceding General meeting.
- D. Adoption of the proposed amendment(s) will require an affirmative two-thirds ($\frac{2}{3}$) vote of the Executive Committee members present.
- E. The adopted amendments(s) shall be effective immediately.

Appendix A

PLS Nomination Form

Student Name:
Class:
Contact Information:
Reasons for nominations:

Student Name:
Class:
Contact Information:
Reasons for nominations:

Student Name:
Class:
Contact Information:
Reasons for nominations:

Nomination Instructions:

You may nominate up to 3 students of your choosing. The only caveat is that you must have personal experience working with this person in an organization or project who displays leadership abilities. Phi Lambda Sigma membership is an honor, please choose students who you feel truly deserve to be recognized.

Appendix B

Phi Lambda Sigma Application for Membership

Name:

Phone number:

Warhawk E-mail:

Personal E-mail:

Date of Entry into Pharmacy School:

Expected Graduation Date:

GPA:

*A cumulative GPA of 2.5 is required for consideration.

Pharmacy Organization Membership

Organization Name	Dates of Membership	Office Held/Committees Chaired	Dates of Office Held/Committee Chaired

*If you have held multiple offices in one organization, please list each office on a single line. If you hold/have held a national regional office, please make that clear.

Each organization counts as ½ a point. You can achieve a maximum of 3 points for the organization involvement. 1 point for a recognized position held in an organization: chairperson, liaison, etc. 1.5 points for officer position: treasurer, secretary, president-elect, and vice president. 2 points for officer position of President.

Other organization Membership

Organization Name	Dates of Membership	Office Held/Committees Chaired	Dates of Office Held/Committee Chaired
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*Use this space to list campus organizations that are not pharmacy related, fraternities/sororities, honor societies, church groups, etc. Please only list organizations that you participated in while you were in college.

Maximum of 5 points total. Point allocation same as above.

Each organization counts as 1/2 a point with a maximum of 3 points. Any position held in these organization will be 1 point. Officer positions: President, Vice President, Treasurer, Secretary, President-Elect will be 2 points. The maximum points from this section is 4 points.

Participation in Pharmacy School Activities

Have you participated in the Patient Counseling Competition? If so, please list dates.

1 point

List any organizational conventions you have attended.

1/2 point for each convention, max 3 points.

Have you participated in the College of Pharmacy Orientation?

1 point

List any other volunteer work that you have done. Please do not list activities involved with pharmacy organizations, service learning, or course participations.

1/2 point for each, maximum of 2 points.

Have you published any articles or presented any posters on pharmacy related-topics since you've been in pharmacy school? If so, list the title of the article or poster and date/place published or presented.

1 point per poster or article.

Have you assisted any professors in performing scientific or clinical research while in pharmacy school? If so, please list the professor's name and dates you were involved.

1 point for each semester involved.

The maximum number of points from these questions are 10 points.

P1- 5 points
P2- 15 points
P3- 20 points