

Longhorn Pre-Pharmacy Association Constitution

Preamble

The name of this organization, Longhorn Pre-Pharmacy Association, shall remain a part of the College of Natural Sciences at the University of Texas at Austin.

- ***Section 1 – Organization Purpose***
 - The purpose or mission of this organization shall be to inform and prepare Pre-Pharmacy students who are entering the College of Pharmacy of their choice. Guest speakers shall appear at most general meetings to discuss a range of topics such as admissions, career opportunities, continuing education, and personal experiences within the field of pharmacy. This organization will also provide volunteering, social, and fundraising opportunities for all members.
- ***Section 2 – Organization Goals***
 - Our goal is to be an organization that promotes Pharmacy and gives its members deserved membership benefits. We support and actively participate in projects related to the advancement of careers in Pharmacy. We keep our members informed about advancements in the Pharmaceutical world, with the hope to instill a deep and lasting pride and understanding of the profession. We promote closer relationships between Pharmacists and other Public Health workers. We care about each one of our members' success, and we want to do our best to help establish them as well-rounded individuals.

Article I – University Compliance

This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the Institutional Rules on *Student Services and Activities and Information on Students' Rights and Responsibilities*.

Article II – Prohibition of Hazing

State law and Sec. 6-404 of the Institutional Rules on *Student Services and Activities and Information on Students' Rights and Responsibilities* define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

Article III – Membership & Eligibility

- **Section 1 – Membership Restriction**
 - In accordance with Sec. 6-203 of the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*, this organization restricts membership to students, faculty members, and staff members of the University.
- **Section 2 – Eligibility of Membership**
 - In accordance with Sec. 6-203 of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.
- **Section 3 – Membership Dues**
 - Dues are required of all members and prices are to be set by the Executive Committee each year. These dues are nonrefundable under all circumstances. The dues will cover all general meetings and most of the projects and trips that are carried out by the organization. Additional fees may be incurred on members throughout the year and will be kept to a minimum. All members must pay dues by a deadline determined by the officers. If their dues are not paid they will not be considered an official member of the organization.
- **Section 4 – Membership Status Criteria**
 - In order to be considered an Active, Honorable, or Distinguished Member by LPPA, the member must have accumulated the minimum criteria determined by the Executive Committee at the end of each semester. Points will be determined by the following guidelines:

EVENT	POINTS
Attending a General Meeting	2
Attending an Officer Meeting	1
Per Hour of Volunteering	2

Playing in LPPA Intramural Game	2
Attending/Cheering a LPPA Intramural Game	1
Attending a Professional Development Workshop	2
Per hour of LPPA Social Event	1
Per hour of LPPA Fundraising Event	2
Driving Others to an Event	1
Wearing an LPPA Shirt to an Event	1
Submitting 5 pictures from an Event (limit 20 pictures a semester)	1
***Points may be given for any other LPPA related event, or whatever deemed appropriate by the Secretary ***Point system is used for choosing the winner pharmily only, not for member status.	

Active membership in LPPA shall come with full voting privileges in the annual election of officers.

- *Section 5 – Privacy*
 - All members may reserve the right to withhold any personal information from the organization.
- *Section 6 – Membership Removal*
 - Any member may be removed from membership for violation of the purposes of the organization by a unanimous vote of the officers. Written charges by a member are to be presented at an officer meeting where an anonymous vote will take place. Both parties involved (accuser and defendant) must be notified immediately after the accusation and decision has taken place.

Article IV – Officers

- *Section 1 – Executive Board Responsibilities*
 - (i) The elected officers shall form the Executive Committee. As such, they are to serve the members of this organization to the best of their ability, and to work together on all projects and tasks. It is required that members of the Executive Committee be involved in organizing events as much as possible.
 - (ii) The Executive Committee shall consist of a: President, Vice President, Secretary, Treasurer, and Historian. These officers shall be responsible for all administrative duties of the club.

(iii) All elected officers must reach the status of Distinguished Member to maintain their position or forfeit their position for the following semester.

(iv) All elected officers must be present at ALL Officer Meetings and General Meetings of the semester. Allowing an "OTE" is up to the President's discretion and must be announced by the first Officer Meeting.

(v) All officers have the authorization to check out keys to the locker, the mailbox, and consoles for meetings.

(vi) All elected officers must be a registered University of Texas at Austin student during their term. A replacement must be found, by the remaining Executive Committee, otherwise.

- *Section 2 – President*

(i) The President shall have the power to establish and maintain operation procedures of the club, call meetings, and answer for all actions of other officers. The President is the only owner of the UT Lists.

(ii) Other duties of the President include: attending and facilitating the General and Officer meetings as well as reserving rooms, attending Health Profession Council meetings, attending "CNS Student Organization Welcome Luncheon" meetings, sending out emails, and attending the majority of projects conducted by the organization.

(iii) The President is in charge of contacting the Faculty Advisor to secure speakers for General Meetings in the Fall and Spring semester.

(iv) The President is accountable for handling all businesses related to Officer Elections for the following school year.

(v) The President cannot override the decisions of the other officers regardless of any circumstances. All major decisions which include all basic planning and budgeting must be made by a vote amongst the officers.

- *Section 3 – Vice President*

(i) The Vice President shall help the President organize events and assist with the semester reports and projects in the organization. If the President is found to be incompetent and unable to fulfill the duties required of the Presidential position, the Vice President may assume the position of President.

(ii) The Vice President is responsible for coordinating the University of Texas Brown Bag Socials and Faculty-Student Events.

(iii) The Vice President is responsible for overseeing volunteering events for the Fall and Spring semesters. All decisions regarding volunteer events must go through the Vice President.

(iv) The Vice President is in charge of organizing LPPA scholarships and selecting recipients with the help of the President.

(v) The Vice President is in charge of the partnership between Kaplan and LPPA.

- *Section 4 – Secretary*

(i) The Secretary is responsible for obtaining sign-in sheets from the officer running the event or meeting and allotting points according to the point system rules (**Article III, Section 4**) to members who have successfully completed the event. The points should be archived at the end of each year. Points will be delivered at a member's request via confidential email. Any discrepancies should be discussed with the Executive Committee.

(ii) It is the responsibility of the Secretary to sign in members at General Meetings. The Secretary can ask anyone to help him/her to assist in signing-in members.

(iii) The Secretary is responsible for organizing the Agenda (minutes) for the General Meetings. It is his/her responsibility to organize the meeting in a timely manner, and to send updated copies until it is approved by the Executive Committee. He/She will work closely with the Historian on the agenda so that the Historian can prepare a presentation for the General Meeting in a timely manner.

(iv) The Secretary is responsible for finding appropriate “Make-Up Meeting” opportunities.

(v) The Secretary is responsible for promoting the organization and recruiting new members via social media and tabling events.

(vi) The Secretary has the responsibility of maintaining the organization's website.

- *Section 5 – Treasurer*

(i) The Treasurer is responsible for handling all records, receipts, and proof of all purchases. The Treasurer is responsible for making deposits, writing checks for events, and reimbursements. The Treasurer must keep the balance sheet accurately.

(ii) The Treasurer is responsible for collecting dues from prospective members and T-Shirt payments. He/She must keep a record of all these payments.

(iii) The Treasurer is responsible for ordering and paying for the food provided at the end of general meetings.

(iv) The Treasurer is responsible for providing the Executive Committee with a financial report during each Officer Meeting.

(v) The Treasurer is responsible for organizing and overseeing Fundraising events.

- ***Section 6 – Historian***

(i) The Historian is required to conduct Social events each semester.

(ii) The Historian must make sure events are documented through some type of media whether it is film or photography. A scrapbook must be produced by the Historian. Historian has the discretion to hold scrapbook meetings with the members.

(iii) The Historian will be in charge of making sure that LPPA's assigned bulletin board in Welch (WEL) is kept up-to-date and informative.

(iv) The Historian is also responsible for organizing all banquet related business in the Spring semester.

(v) The Historian is also responsible for preparing icebreakers and other activities for General Meetings.

Article V – Committee Chairs

- ***Section 1 – Committee Chair Responsibilities***

(i) The Committee Chairs are not considered Officers and do not serve on the Executive Committee. They are appointed by the Officers and elected through an application and interview process. The Committee Chair departments include Outreach Chair(s), Volunteer Chair(s), Publicity Chair(s), Fundraising Chair(s), Social Chair(s), and Banquet Chair(s)

(ii) All Committee Chairs must attend *all* General Meetings and Officer Meetings. Allowing an OTE (by semester or by year) is up to the President.

(iii) All Committee Chairs must reach the status of at least Distinguished Member to maintain their position or forfeit their position for the following semester.

(iv) A candidate may run for no more than 2 positions.

- *Section 2 – Outreach Department*

- (i) The Outreach Chair will be delegated by the President.

- (ii) The Outreach Chair(s) will be responsible for organizing all Intramural Sports that LPPA chooses to participate in. They are expected to attend the majority of Intramural events.

- (iii) The Outreach Chair(s) are responsible for organizing Pharmacy school visit(s) and contacting the appropriate representative(s) at the respective school(s).

- (iv) The Outreach Chair(s) must help to promote LPPA by working with other organizations that share similar interests that will aid LPPA and its members.

- *Section 3 – Volunteer Department*

- (i) The Volunteer Chair(s) will be delegated by the Vice President

- (ii) The Volunteer Chair(s) are in charge of organizing the volunteer projects for the Fall and Spring semesters.

- (iii) Volunteer Chair(s) must call and preside over all Volunteer Committee Meetings, and is expected to attend the majority of volunteer events.

- (iv) If a volunteer event is canceled, the Vice President will be notified as soon as possible. If it is an emergency and there is a decision that needs to be made, the Volunteer Chair in charge must contact the Vice President immediately. In the case the chair cannot get in touch with the Vice President, the President should be contacted. If neither can be reached, the Volunteer Chair in charge has the right to make the decision.

- *Section 4 – Publicity Department*

- (i) The Publicity Chair(s) will be delegated by the Secretary.

- (ii) The Publicity Chair(s) are responsible for creating advertisements for the club's meetings, service projects, socials, or any other LPPA sponsored event.

- (iii) The Publicity Chair(s) are responsible for maintaining LPPA's social media accounts.

- *Section 5 – Fundraising Department*

- (i) The Fundraising Chair(s) will be delegated by the Treasurer.

- (ii) The Fundraising Chair(s) must work directly with the Treasurer in organizing all of the fundraising events for the Fall and Semester semesters.

- (iii) The Fundraising Chair(s) is expected to attend the majority of fundraising events.

- *Section 6 – Social Department*

- (i) The Social Chair(s) will be delegated by the Historian.

- (ii) The Social Chair(s) must work directly with the Historian in organizing all of the social events for the members and preside over the scrapbook committee. They must call and preside over all social committee meetings, and is expected to attend the majority of social events.

- *Section 7 –Banquet Department*

- (i) The Banquet Chair(s) will be delegated by the Historian. The Banquet Chair(s) will only be appointed for the Spring semester.

- (ii) The Banquet Chair(s) must work directly with the Historian in organizing and planning for the Spring semester banquet. They must be responsible for attending the banquet and decoration meetings. They are required to attend the banquet.

Article VI – Elections

- *Section 1 – Procedure*

- (i) The President, Vice President, Secretary, Treasurer, and Historian shall be elected by the members of the organization to serve a term of one academic year. Elections shall be held at the second to last general meeting of the Spring semester.

- (ii) The incoming officers will facilitate the last General Meeting of the Spring semester under the supervision of the outgoing officers.

- (iii) The officers shall be elected by means of a secret ballot by the vote of all active members of LPPA who wish to vote. The officers will collect the ballot, and the count will be done only by the President.

- *Section 2 – Eligibility*

- (i) In order to run for any position, all candidates must be active per semester and must prepare a short speech within the designated time limit.

- (ii) Current Officers may run for an Officer position a second term, but it cannot be for the same position.

- (iii) If a current Officer wishes to hold a position for a second term, they must reach Distinguished Member status to do so.

- (iv) If a current Committee Chair wishes to run for an Officer position, they must reach Distinguished Member status to do so.

Article VII – Meetings

- ***Section 1 – General Meetings***
 - General Meetings are held during the Fall and Spring semesters. The organization will meet once every two weeks for one hour or more if necessary. The President will decide what day, time, and location the meetings will be held. The President must fill out a room application and turn it into the Dean of Students to secure a room.
- ***Section 2 – Officer Meetings***
 - Office meetings shall be held throughout the entire year for planning and budgeting. The Executive Committee will meet at the same time of the General Meetings but on the off-week to that of the General Meetings.

Article VIII – Faculty Advisor

- ***Section 1 – University Advisor Policy***
 - In accordance with Sec. 6-101 (6) of the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*, this organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either:
 - (a). a part-time or full-time employee of the University.
 - (b). a representative of a national organization that is associated with the registered student organization (registered student organizations only).

The Faculty Advisor of LPPA is currently Brian Becker. Their contact information is shown below:

Name: Brian Becker

Email: brian.becker@austin.utexas.edu

Job Title: Recruiting and Admissions Coordinator

Department: College of Pharmacy

Office Phone: (512) 475-9756

Office Location: PHR 5.112b

Office Address:

The University of Texas at Austin
College of Pharmacy
2409 University Ave – Station A1900
Austin, TX 78712

Campus Mail Code: A1910

- ***Section 2 – Organizational Oversight***
 - The organization of LPPA is in the hands of the Executive Committee, however, it is strongly urged that the Officers consult with the Faculty Advisor before making any major decisions.

Article IX – Finances

- *Section 1 – Allocation of Funds*
 - Funding lies under the responsibility of the Treasurer and Fundraising Chair. LPPA will receive money through dues, T-Shirts, and fundraising projects that are designated by the chair.
 - The number of fundraising projects will be directly correlated to the amount of money the organization needs to carry out all of their projects, socials, awards, and donations.

Article X – Scholarships

- *Section 1 – Eligibility*

(i) At the end of every Spring semester, a number of scholarships are given out to those members who exhibited the most dedication, spirit, along with other factors.

(ii) Members must apply for the scholarship through an application/interview process where the executive committee will choose the award recipients. The actual number of scholarship awards and the actual dollar amount is to be determined by the Executive Committee depending on their current monetary balance.
- *Section 2 – Selection Criteria*

Elements reviewed for the selection and distribution of any LPPA scholarship must include:

 - I. Dedication (Member status; Point total)
 - II. Personal Statement Quality
 - III. Enthusiasm and Spirit
 - IV. Organizational Impact
 - V. Interview Skills
 - VI. Attitude and Morale
- *Section 3 – Restrictions*
 - Members on the Executive Committee and Committee Chairs are not eligible to apply for any LPPA scholarship(s).

Article XI – Impeachment

- *Section 1 – Executive Board Removal*
 - Any member of the Executive Committee can have their responsibilities and position revoked at any time throughout their term for violating organizational terms.
- *Section 2 – Criteria*
 - I. Failure to attend meetings regularly without notice
 - II. Failure to carry out position duties
 - III. Failure to cooperate with other officers on a regular basis

- IV. Causing disruption at projects and meetings
 - V. Failure to reach Distinguished Member status at the end of the semester
 - VI. Other criteria may be possible depending on a case by case basis
- **Section 3 – Impeachment Process**
 - The process of impeachment shall be presented at the Executive Committee meeting only. The committee will then decide whether grounds for termination are applicable.
 - An anonymous voting system will be incurred and a unanimous decision must be made in order to take the process to the next level. If a unanimous vote has been made, the case is sent to the Faculty Advisor for final review.
 - If the case is approved by the Faculty Advisor, the Officer in question will be released of all ranks and responsibilities effective immediately, and the remaining Officers shall appoint a member who they feel is able to fulfill the duties.

Article XII – Media

- **Section 1 – UT Lists**
 - (i) The owners of the UT Lists business interface shall be the President.
 - (ii) All e-mails that are sent to the LPPA UT Lists must concern LPPA business only, and shall not function towards an owner's social agenda or anything of that matter.
- **Section 2 – Website and Social Media**
 - (i) The website and official LPPA social media platforms are under the control of the Secretary. Any update or request to improve or edit website contents must be sent to the Secretary.
 - (ii) The purpose of the website is to inform members of upcoming events, archive the agenda of the General Meetings for a year, provide a picture gallery, hold the contact information of the Executive Committee/Committee Chairs, and house this Constitution to be available to the public eye.

Article XIII – Amendments

- **Section 1 – Amendment Process**
 - (i) This Constitution shall have the right to be amended at any time by the unanimous vote of the Executive Committee.
 - (ii) Any member of LPPA has the power to approach the Executive Committee to reject any section or article they desire. This proposal shall be discussed by the Executive Committee to reach a final decision.
- **Section 2 – Constitution Amendment Submission**

- All amendments or changes to this constitution must be reflected in an updated constitution that must be submitted to *Student Activities in the Office of the Dean of Students* within 14 days of its approval.

Article XIV – Jurisdiction and Ratification

- *Section 1 – Jurisdiction*

- The power of the Executive Committee and Faculty Advisor is limited to LPPA and may not translate to any other organization, group, or society outside of LPPA at the University of Texas at Austin.

- *Section 2 – Ratification*

- This Constitution shall be presented to all the Executive Committee of this organization including the Faculty Advisory, and shall be ratified by a unanimous vote thereof. Upon ratification, it will serve as the Official Constitution of the Longhorn Pre-Pharmacy Association.