

AAPS Student Chapter Constitution

Article I: Chapter Name

The name of the chapter shall be AAPS (American Association of Pharmaceutical Scientists) Student Chapter.

Article II: Chapter Objectives

The AAPS student chapter was established in 2002 with the following objectives:

- 1) To act as an open forum for the exchange and dissemination of knowledge among students, post doctoral fellows and faculty and to promote professional development through networking, mentoring, and education.
- 2) To foster development of the values of integrity, teamwork, innovation and leadership among students.
- 3) To promote membership among students from the pharmaceutical sciences as well as from non-pharmaceutical disciplines such as biomedical or chemical engineering, public health, nursing, chemistry, material sciences etc.
- 4) To encourage student participation in activities of the AAPS at the local, regional and national level.
- 5) To help attain/fulfill the overall objectives of the AAPS.
- 6) To operate as a non-profit organization and abide by the applicable rules and policies of the University of Minnesota pertaining to student organizations.

Article III: Membership

- 1) Membership is open to all students, staff, and faculty without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation.
- 2) Any person who is interested in pharmaceutical sciences and/or the AAPS may

participate in chapter activities. Non-members are welcome to participate but will not have voting privileges.

- 3) Membership to the student chapter is free and requires a short application. Chapter members are, however, encouraged to become a member of the AAPS, which requires an application fee.
- 4) Not more than 1/3 of the voting membership will be comprised of non-University of Minnesota students.

Article IV: Leadership and Committees

- 1) **Requirements:** All officers must be currently enrolled graduate students at the University of Minnesota, and a member of the AAPS.
- 2) **Officers of the Executive Committee:** All officers are responsible for maintaining the integrity of the chapter and to uphold its responsibility to carry out chapter objectives. In addition to their overall responsibility, each officer has their own specific responsibilities:

a. Chair


- 1) Act as the liaison between the chapter and the AAPS as well as other departments and institutions.
- 2) Responsible for acquiring funds for chapter activities including the annual stipend from the AAPS as well as funding from external agencies and institutions.
- 3) Oversee that the chapter provides adequate events for members.
- 4) If public introductions or announcements must be made and an individual for this responsibility cannot be found, the responsibility defaults to the Chair.
- 5) Chair/designee is responsible for representing the chapter at the annual meeting of the AAPS.
- 6) Work with the Treasurer to complete the annual AAPS report by October 15th of each year.

b. Vice-Chair

- 1) Work with Chair to learn responsibilities for the upcoming term.

- 2) Responsible for checking, maintaining, and forwarding communication through the official AAPS student chapter e-mail address.
- 3) It is the responsibility of the Vice-Chair to undertake the duties of the Chair in his/her absence.
- 4) Renew the AAPS Student Chapter as an official University of Minnesota student group each year.

c. Secretary

- 1) Maintain an updated list of all members and affiliates of the chapter.
- 2) Keep organized records of attendance of members as well as non-members at different events.
- 3) Be in charge of maintaining an inventory and storage of materials purchased by the chapter.
- 4) Inform all members of upcoming meetings and meeting nda prior to each meeting.
- 5) Record the minutes of meetings and distribute them to members in a timely and organized fashion.

d. Treasurer

- 1) Maintain detailed and organized accounts of chapter funds.
- 2) Provide financial updates at monthly meetings.
- 3) Responsible for setting and overseeing a budget for each event.
- 4) Work with the Chair to complete the annual AAPS report by October 15th of each year.

e. Web Coordinator

- 1) Maintain and organize the chapter website.
- 2) Keep the website up to date with details of past and upcoming events.
- 3) Responsible for taking/delegating the task of photographing each event.

2. **Faculty Advisor:** Open to any one faculty member who is willing to assist the chapter members with the objectives of the chapter. The faculty advisor must be a member of the AAPS.

The position of Faculty advisor is a two year commitment. A new faculty advisor

should be chosen after each term to add diversity to the chapter.

3. **Committees:** To help forward the objectives of the chapter committees will be formed.
 - a) The Executive Committee will consist of the five elected officers.
 - b) Five sub-committees will be formed including but not limited to educational activities/workshops, invited speakers, social events, membership/recruiting.
 - c) Each sub-committee will consist of an officer from the Executive Committee and at least two chapter members/volunteers.
 - d) Additional subcommittees may be formed based on the discretion of chapter members.

Article V: Elections

- 1) The Officers of the Chapter shall be a Chair, Vice-Chair, Treasurer, Secretary and Web Coordinator. These positions will constitute the Executive Committee of the AAPS Student Chapter.
- 2) The term of office shall be for one year, beginning in the month of October.
- 3) The Vice-Chair shall assume the office of the Chair at the end of the term. Chapter members shall elect a new Vice-Chair, Secretary, Treasurer and Web Coordinator each year. No member can serve the same position for three consecutive years; however individuals may run for other positions on the executive committee.
- 4) The nomination and election of officers shall be held during the month of October prior to the filing of renewal documents.
 - a) After serving as Chair, a member will not be eligible for nomination as Vice-Chair.
 - b) All nominees must be current members of the AAPS and willing to serve in the committee. Nominations for officers shall be provided by members of the chapter.
 - c) The Executive Committee shall submit the names to the members of the chapter for vote by ballot, with each member having one vote for each office.
 - d) A candidate receiving the majority of votes shall be elected. If three or more candidates contest for one office, one candidate must receive more than 50% of

the votes in order to be elected. If no candidate receives a majority, there shall be a “run off” of the top two candidates.

- e) The AAPS shall be notified by the outgoing Chair of the newly elected officers and their terms of office within 30 days of the election.
- 5) In the case of a vacancy of a position, the AAPS Student Chapter members shall elect a new officer during the month following the occurrence of said vacancy.

Article VI: Impeachment

- 1) Impeachment of an elected officer may occur for misconduct (to be defined by the group e.g. failure to perform duties, attendance or misuse of funds.
- 2) A new election shall be conducted to fill the vacant spot left behind by the impeached officer(s), or a suitable candidate may be appointed by the remaining committee members.
- 3) Any impeached officer cannot site his serving in the chapter on personal statements such as resume, CV etc.

Article VII: Meetings

- 1) Student Chapter members and non members are welcome to attend general meetings held every month but non-members will be ineligible to vote on any issues requiring the majority approval of the Chapter’s membership.
- 2) Meetings notice will be given at least 3 days in advance by e-mail, bulletin board postings, announcements proceeding weekly departmental seminars, or otherwise.
- 3) An attendance of at least 5 members is required to constitute a quorum for a meeting. In case of elections or for amendments to the constitution, no less than 15 members should be present to constitute a quorum.
- 4) It is the responsibility of the Student Chapter Chair to inform all members and affiliates the meeting agenda prior to the meeting and the Chair has the authority to call and preside over general meetings. In the absence of the Chair, the Vice-Chair will assume this authority.

- 5) The order of business for a general meeting will be conducted as outlined below:
 - a) Record of Attendance
 - b) Reading of minutes of previous meeting
 - c) Officer Reports
 - d) Committee Reports
 - e) Unfinished Business
 - f) New Business
 - g) Adjournment
- 6) Special meetings of the Student Chapter may be called when deemed necessary by the Executive Committee.

Article VIII: Financial Matters

- 1) The Student Chapter shall maintain financial records as required by the guidelines adopted by the AAPS Executive Council and shall submit to AAPS on an annual basis a financial report and a description of any activities the Student Chapter has undertaken during the year. The financial and activity reports are due to the AAPS by October 15th every year.
- 2) AAPS shall provide an annual allocation to the Student Chapter to further its activities. AAPS may provide additional financial support to the Student Chapter, if such a request is made and approved by the AAPS Executive Council.
- 3) The Student Chapter is included under the AAPS group exemption that AAPS holds with the IRS. Being included makes the student chapter a Federally Tax Exempt 501 (c) (3) organization, without having to file all the paper work with the IRS and also without having to pay the filing fee.
- 4) Unless otherwise specified by the membership at the time of dissolution of the organization, residual assets shall be distributed to the department of pharmaceuticals at the University of Minnesota.

Article IX: Amendments

- 1) Amendments to the Constitution of the AAPS Student Chapter shall be made by a two-thirds vote of the members present of any meeting where a quorum is reached.
- 2) Amendments to the Constitution shall be presented, by a member, to the members at least one meeting before they are to be voted upon.