



NHPA Pharmacy School Student Chapter Bylaws

ARTICLE I. NAME, LOGO, COLORS and PIN

Section 1. NAME

The organization shall be called the National Hispanic Pharmacists Association (NHPA) [pharmacy school name] Student Chapter.

Section 2. OFFICIAL ABBREVIATIONS

The only officially accepted abbreviation of the National Hispanic Pharmacists Association [pharmacy school name] School Chapter is “NHPA [pharmacy school name] Student Chapter.”

Section 3. OFFICIAL LOGO

The official logo of the organization is a circular mortar and pestle symbol including the organization abbreviation, pictured on the right. The official logo shall be used for official business only and shall not be altered.



Section 4. COLORS

The official colors of the organization are Teal and Brown.

Section 5. PINS

The official lapel pin consists of the NHPA logo trimmed in metallic color.

ARTICLE II. PURPOSES

NHPA [pharmacy school name] Student Chapter shall have the following purposes:

- A. To promote the interests of NHPA [pharmacy school name] Student Chapter members;
- B. To define the future role of minority health professionals in the community;
- C. To develop a positive image of minority health professionals;
- D. To coordinate programs that will improve the healthcare awareness of minority communities;
- E. To encourage NHPA [pharmacy school name] Student Chapter members, upon graduation, to become active members of the profession of pharmacy.

ARTICLE III. MEMBERSHIP

Section 1. National Membership

Any dues-paying student enrolled in a professional pharmacy program recognized by ACPE (Accreditation Council for Pharmacy Education) is eligible for full national membership in NHPA.

Section 2. Chapter Membership

Any dues-paying student enrolled in a professional pharmacy program recognized by ACPE (Accreditation Council for Pharmacy Education) is eligible for full national membership in NHPA. Chapter membership is required to be a chapter member.

Section 3. Membership Year

NHPA Student Chapter membership is from September 1st through August 31st of the year to which the dues have been attributed.

Section 4. Membership Dues

Students who are members of the NHPA [pharmacy school name] Student Chapter will pay twenty-five dollars (\$25) dues. Any adjustment will be established and adjusted by a 2/3 vote of the NHPA Board of Directors. Dues are used as follows: \$15 for staff support to the NHPA National Office and planning activities and \$10 for Chapter Activities.

ARTICLE IV. OFFICERS

All elected and appointed officers must be dues-paying and in good academic and professional standing in their pharmacy year and coordinate a committee to assist with their duties, as needed.

ELECTED OFFICERS: NHPA [pharmacy school name] Student Chapter elected officers are the President, President-Elect, Vice President, Treasurer, Secretary, Historian, and Webmaster.

APPOINTED OFFICERS: NHPA will appoint officers for national committees as needed.

Section 1. PRESIDENT Duties

1. Presides over chapter meetings
2. Delegates chapter responsibilities to E-board members
3. Schedules and coordinates executive board meetings
4. Corresponds student chapter information to NHPA Board of Directors
5. Maintain relationships and collaborates with other pharmacy organizations
6. Coordinates E-board elections and co-chair applications
7. Submits quarter reports with event details and pictures to NHPA Board Student Chapter Liaison
8. Compiles annual report

Section 2. PRESIDENT-ELECT Duties

1. Shadows the President elect, assists with his/her duties, and assume his/her responsibilities when necessary
2. Plans and coordinates participation at regional and national convention
3. Assists other E-board and committee members with event planning and execution
4. Works alongside chapter secretary to ensure proper chapter correspondence and membership involvement

Section 3. VICE PRESIDENT Duties

1. Assistant to the President
2. Assumes the President's role and responsibilities in his/her absence
3. Assists other committee members with event planning and executing
4. Serves as a delegate at national and regional conventions
5. Ensures pre/post event requirements are fulfilled
6. Chairperson for committee(s)

Section 4. TREASURER Duties

1. Devises chapter budget, dependent on available funds for the student chapter, prior to school year for approval from the NHPA National Headquarters.
2. Submits chapter membership forms
3. Orders food and drinks for events and meetings
4. Distributes checks, file reimbursements, make deposits, etc.
5. Keeps record of chapter finances
6. Responsible for transitioning account from previous treasurer
7. Responsible for fundraising activities, as needed, and refers all potential funders to NHPA National Headquarters for payments and invoicing.
8. Chairperson for committee(s)

Section 5. SECRETARY Duties

1. Responsible for all outgoing and incoming chapter correspondence
2. Keeps concise and organized minutes during chapter meetings
3. Compiles chapter e-mail mailing list
4. Assists Student Chapter President with reports
5. Ensures proper membership involvement
6. Submits chapter events to NHPA calendar
7. Chairperson for committee(s)

Section 6. HISTORIAN Duties

1. Responsible for taking pictures from each event for website and quarter report
2. Maintains a strong presence on all social media pages (Facebook, Instagram, Twitter)
3. Works with Webmaster to update NHPA website
4. Works with committee chairs and other officers to develop flyers for events
5. Chairperson for committee(s)

Section 7. WEBMASTER Duties

1. Must be tech savvy and able to work on designing/maintaining a website
2. Regularly updates NHPA [pharmacy school name] Student Chapter website with information about E-board, committees, upcoming events, membership information, photos, etc.
3. Works with Historian to improve social media pages
4. Chairperson for committee(s)

Section 8. COMMITTEE CHAIR Duties

1. Creates, plans, and implements one event per school semester that relates to assigned committee.
2. Participates in NHPA [pharmacy school name] Student Chapter events throughout the school year.
3. Leads committee members to promote NHPA mission and work ethic.
4. All other duties, as assigned.

Section 9. TERM OF OFFICE

Elected and appointed officers serve a one (1) year term until their successors have been elected and installed.

Section 10. VACANCIES

The Vice President shall fill a vacancy in the office of the President. An NHPA [pharmacy school name] Student Chapter 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.

Section 11. IMPEACHMENT

Any elected or appointed officer remiss in his/her duties as stipulated by these Bylaws and the national Code of Business Conducts and Ethics shall be impeached according to Robert's Rules of Order.

ARTICLE V. STUDENT CHAPTER EXECUTIVE BOARD

Section 1. COMPOSITION

The Student Chapter executive board consists of the aforementioned elected officers and faculty advisor.

Section 2. DUTIES AND AUTHORITY

The NHPA [pharmacy school name] Student Chapter executive board may carry out student activities that are aligned with NHPA's national initiatives.

Section 3. NATIONAL AFFILIATE

The NHPA Board Member Student Chapter Liaison shall communicate with NHPA [pharmacy school name] Student Chapter president.

Section 4. ADVISOR

NHPA [pharmacy school name] Student Chapter must have an advisor who holds a faculty or administrative position at the university. It is also encouraged for the faculty advisor to become a member of NHPA. The advisor will provide direction and guidance to the chapter consistent with the goals set by NHPA.

Section 5. CHAPTER REPORT

NHPA [pharmacy school name] Student Chapter must submit chapter reports, as required, which includes a summary of their current activities and all related financial activities. A copy of the annual report, including [pharmacy school name] activities, must be submitted to the NHPA

National Headquarters by July 1 per NHPA policies and procedures. Student chapters who submit their student chapter report may be eligible for additional recognition for their efforts.

ARTICLE VI. ELECTIONS

Section 1. CANDIDATES

NHPA [pharmacy school name] Student Chapter members may run for any NHPA Student Chapter position for the upcoming school year. Candidates must be active participants and in good standing with NHPA membership and should have attended at least two NHPA [pharmacy school name] Student Chapter events. If a member wants to run for President-elect, Vice President, Treasurer, or Secretary, they must have held one project Co-Chair position in that current year.

Section 2. VOTING

Each active member and in good standing with NHPA membership (dues current), receives one vote in the elections of the new officers.

Section 3. ELECTION PROCEDURE

Candidates must prepare a one-to-two minute speech to explain why they are a qualified candidate and why they would like to run for that particular position.

Section 4. INSTALLATION

Newly elected officers are installed after elections based on majority voting. There will be a three (3)-month transition period at the end of which the newly elected executive student chapter board will take possession of their offices.

Section 5. COMMITTEES

The Student Chapter executive board appoints project committee chairs, as needed, consisted with the mission and vision of NHPA via interviews by NHPA [pharmacy school name] Student Chapter the summer prior to the school year. Committees include members with designated duties and authority as the executive board establishes. The Student Chapter President 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 Student Chapter President.

ARTICLE VII. FINANCES

Section 1. SOURCE OF FUNDS

Funds for organizational activities are obtained from NHPA National Headquarters (student chapter fundraising, corporate sponsorships, donations and from other sources that are approved by the NHPA Board of Directors) and [pharmacy school name] budgets.

Section 2. BUDGET

The treasurer shall prepare an ongoing annual budget sheet that is updated after every transaction. The pertinent annual budget is shared with the NHPA National Headquarters,

[pharmacy school name], and NHPA **[pharmacy school name]** student chapter President to ensure accuracy.

ARTICLE VIII. PARLIAMENTARY AUTHORITY AND PRECEDENCE

Section 1. PARLIAMENTARY AUTHORITY

The rules outlined in the current edition of Robert's Rules of Order shall govern NHPA **[pharmacy school name]** Student 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. The NHPA Board of Directors, whose decision shall be binding on all interested parties, shall resolve all such apparent conflicts.

ARTICLE IX. AMENDMENTS

Proposed amendments to the NHPA Student Chapter bylaws shall be voted on by the NHPA **[pharmacy school name]** Student Chapter Executive Board in collaboration with the faculty advisor and submitted for final approval by the NHPA Board of Directors.