Constitution of the Purdue University Student Chapter of the American Association of Pharmaceutical Scientists (AAPS)

PREAMBLE

The Purdue University Student Chapter of the American Association of Pharmaceutical Scientists (AAPS), hereafter referenced as the “Chapter”, recognizes pharmaceutical sciences as a multi-disciplinary field integrating the disciplines of engineering and health, life, and physical sciences. To this end, the Chapter has been established to meet the needs of our student members and shall be governed by the procedures outlined in this constitution.

In pursuit of the mission outlined below, the Chapter will comply with all policies and procedural guidelines set forth by Purdue University and the AAPS Executive Council. Through its actions, the Chapter is committed to provide programs that are of the highest quality to:

1. Increase student participation in AAPS local, regional, and national events and activities;
2. Increase student awareness of career opportunities in the pharmaceutical sciences;
3. Provide opportunities for academic growth, professional advancement, and leadership development related to all aspects of drug development;
4. Foster participation in outreach activities to further the goals and objectives of AAPS.

Further, the Chapter recognizes and values the inherent worth and dignity of every person and will promote tolerance, sensitivity, understanding, and mutual respect among its members. The Chapter will also strive to foster diversity among its members as a means of strengthening the organization, through creativity and the exchange of ideas.

ARTICLE I: MEMBERSHIP

1. All students, including undergraduate, graduate and post-doctoral, currently enrolled at Purdue University in disciplines directly or indirectly related to pharmaceutical science shall be eligible members.
2. The Chapter will maintain a minimum number of student members consistent with the requirements of the AAPS Operating Guidelines.
3. Each student will be responsible for submitting application for membership to AAPS within one semester after joining the Chapter. The Chapter may facilitate the recruitment and application for membership.
4. Each member shall be expected to maintain membership in good standing, including timely renewal of membership and conduct consistent with the mission of the Chapter and AAPS. Failure to maintain membership with AAPS or conduct not consistent with the mission set forth by the Chapter and AAPS will be grounds for dismissal subject to the discretion of the Executive Board.
4.1. A member shall be considered in “good standing” having met all requirements for membership as defined by AAPS and demonstrating a commitment to the mission of the Chapter through their support for and participation in Chapter activities.

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4.2. Members, who are unable to submit dues or renew membership in a timely manner, due to financial hardship or other unanticipated circumstance, may submit a written statement regarding their particular circumstance for consideration by the Executive Board.

4.3. Members with expired membership will be placed on probation, but will retain full membership privileges for up to one academic semester beyond the expiry of their membership. Upon completion of membership renewal, the member will be reinstated as a student member with full membership privileges. Failure to renew membership within the prescribed time period will result in suspension of membership privileges by the Executive Board.

5. Only members in good standing shall be eligible to vote in the election of officers to the Executive Board and on business properly brought before the Chapter.

6. Privileges of membership for any student leaving Purdue University for personal, academic or disciplinary reasons, shall be suspended or discontinued subject to the discretion of the Executive Board.

7. The Chapter recognizes the continued contribution of its graduates and those completing post-doctoral appointments at Purdue University to the development of the organization, and will therefore retain these members as alumni. Student membership of graduated students and those having completed post-doctoral positions will, however, be discontinued.

8. The Chapter also recognizes the valuable role of the faculty and staff of Purdue University in development of the organization and its programs and shall seek their active participation in the Chapter and encourage their full membership to AAPS. Membership of faculty and staff as student members will, however, not be permitted.

9. Membership and participation in the Chapter shall be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

ARTICLE II: THE EXECUTIVE BOARD

1. The Executive Board shall be responsible for day-to-day operations and general leadership of the Chapter and:

   1.1. Be composed of a Chair, Chair-Elect, Vice Chair, Secretary, Treasurer and Faculty Advisor. All officers must be active members in good standing with both the Chapter and AAPS;

   1.2. Meet a minimum of twice per semester or whenever deemed necessary by the Chair;

   1.3. Report all actions to Chapter members and, when necessary, directly to Purdue University and AAPS.

   1.4. On an annual basis, the Executive Board shall issue a financial report and a description of any activities the Chapter has undertaken during the year to AAPS.

   1.4.1. Financial and activity statements shall be reviewed and endorsed by each officer of the Executive Board and are due to the AAPS on July 31, one month after the end of each fiscal year. Financial recordkeeping and reporting obligations are mandated by applicable tax laws and regulations of the Internal Revenue Service and must be complied with by the Chapter without fail.
1.4.2. Chapter members shall be permitted to review annual statements issued to Purdue University and AAPS by the Executive Board.

2. Nomination and election of officers shall be completed prior to the end of each academic year to facilitate the transition of the Chapter to new leadership.

2.1. The Chair will appoint a committee to develop a slate of eligible nominees for each elected office and notify the Purdue University Office of the Dean of Students and AAPS of the slate prior to the election.

2.2. The Executive Board shall then submit the names of the nominees to the Chapter members for vote by ballot, with each member having one vote for each of the elected offices; Vice Chair, Secretary and Treasurer, and, only in special circumstances outlined in section 3.4, the Chair-Elect.

2.3. A candidate receiving the majority of votes shall be elected. If three or more candidates contend for one office, one candidate must receive more than 50 percent of the votes cast in order to be elected.

2.4. If no candidate receives a majority, there shall be a “run-off” of the top two candidates.

2.5. Purdue University Office of the Dean of Students shall be notified of newly elected officers and their terms of office within 10 days of the election.

2.6. AAPS shall be notified of newly elected officers and their terms of office within 30 days of the election.

3. Terms of Office

3.1. The term of office for all officers shall be one year subject to the special provisions of sections 3.3 – 3.5.

3.2. At the end of his or her term, the Chair-Elect shall assume the office of the Chair, and the Vice Chair shall assume the office of Chair-elect. Vice Chair, Secretary, and Treasurer shall be elected by the voting members each year. After serving as Chair, a member may not be eligible for nomination as Vice Chair until three years after his or her term as past Chair has expired.

3.3. The Executive Board is empowered with the responsibility to remove from office any officer whose conduct is not consistent with the mission of the Chapter or who is unable to properly perform his or her duties. Any decision to dismiss an officer will require an affirmative vote of 75 percent by the Executive Board.

3.4. If a vacancy occurs at the Chair and/or Chair-Elect, due to an action to dismiss taken by the Executive Board or due to the resignation of an officer;

3.4.1. The vacancy or vacancies shall be filled subject to the order of succession outlined in section 3.2.

3.4.2. A special election shall be held to fill the lowest unoccupied office(s) subject to the requirements of section 2. Under these circumstances, the officers assuming the Chair, Chair-Elect, and Vice Chair midterm shall be permitted to maintain their position for an additional term.
3.5. If a vacancy occurs in one of the elected offices (Vice Chair, Secretary or Treasurer), due to action taken by the Executive Board or to resignation of an officer;

3.5.1. A special election shall be held to fill the position subject to the requirements of section 2. An officer elected by special election shall maintain this position until the next general election.

4. The Chair shall be responsible for the general leadership and oversight of all internal and external Chapter activities of the Chapter and:

4.1. Preside at meetings of the Chapter and Executive Board;

4.2. Call special meetings when deemed necessary;

4.3. Appoint committee members and committee Chairs to the Standing Committees and any other committees deemed necessary to facilitate the functional responsibilities of the Chapter;

4.4. Dismiss any committee member or chairperson who fails to perform their requested duties;

4.5. Represent or appoint a representative of the Chapter to the annual AAPS national meeting and whenever possible, represent or appoint a representative to all other AAPS events;

4.6. Review and endorse all correspondence and reports of the Chapter issued to internal and external contacts, including but not limited to Purdue University and AAPS.

5. The Chair-Elect shall be responsible for assisting the Chair in the execution of his/her duties, assist the Treasurer in maintaining the financial records of the Chapter as required by the guidelines adopted by the AAPS Executive Council and:

5.1. Act as Chair in the absence of the Chair;

5.2. Preside as Chair of a committee when appointed by the Chair;

6. The Vice Chair shall be responsible for ensuring the Chapter and Executive Board subscribe to the requirements of this constitution, policies of the Purdue University Office of the Dean of Students and the AAPS Operating Guidelines and:

6.1. Act as Chair, in the absence of the Chair and Chair-Elect;

6.2. Preside as Chair of a committee when appointed by the Chair;

7. The Secretary shall be responsible for maintaining an accurate record of all internal and external correspondence, including but not limited to Chapter members, Purdue University and AAPS and:

7.1. Maintain minutes, documents, mailings, program or meeting materials, and all other significant information related to the Chapter;

7.2. Ensure that updated material is shared with AAPS in a timely manner and coordinate communications regarding annual elections;

7.3. Preside as Chair of a committee when appointed by the Chair;
8. Treasurer shall be responsible for maintaining an accurate record the financial activity of the Chapter and:
   8.1. Keep accounts, deposit funds and make expenditures in a manner approved by the Purdue University Business Office for Student Organizations;
   8.2. Prepare and submit the annual AAPS financial and activity statements for review and approval by the Executive Board and issue these reports to AAPS no later than July 31, one month after the end of each fiscal year.
   8.3. Perform additional financial and tax accounting tasks upon the request of AAPS;
   8.4. Preside as Chair of a committee when appointed by the Chair.

9. Faculty Advisor will be selected by the elected student officers from the faculty of any department at Purdue University.
   9.1. The Advisor must have a current research interests and/or industrial experience relevant to pharmaceutical sciences, and must be an AAPS member.
   9.2. The Advisor shall be active in the day-to-day operation of the Chapter and serve as a primary source of advice for the Executive Board.
   9.3. It is highly desirable that the Advisor hold this position for one academic year, unless circumstances do not permit the completion of this expectation.
   9.4. Under all circumstances, the elected student officers will be empowered with the responsibility for the selection of a faculty member to serve as Advisor. Approval of any appointment will require an affirmative vote of 75 percent by the Executive Board.

ARTICLE III: THE AMENDMENT PROCESS

1. Any proposed amendments to this constitution must be submitted by petition to the Executive Board with signatures of at least 25 percent of the total Chapter membership.

2. A motion to amend shall be voted on by the membership at the next Chapter meeting.

3. Approval shall require a 75 percent affirmative vote of the total Chapter membership.

4. Final Approval
   4.1. All amendments to this constitution and bylaws are subject to the approval of the Purdue University Office of the Dean of Students.
   4.2. Upon approval of the Office of the Dean of Students, all amendments to this constitution and bylaws shall be submitted to the AAPS Executive Council for final approval.

5. Ratification
   5.1. This constitution shall be ratified and adopted following a 75 percent affirmative vote of the total Chapter membership and approval of the Purdue University Office of the Dean of Students and AAPS Executive Council.
   5.2. This constitution shall be effective upon ratification and the officers at this time shall be retained in their positions until new officers are elected.
ARTICLE IV: BY LAWS

1. The rules provided within this constitution shall govern the Chapter and shall be superceded by the policies of Purdue University and AAPS.

2. All correspondence with internal or external contacts on behalf of the Chapter regardless of content shall require the prior endorsement of the Executive Board.

3. Committees
   3.1. The Chair shall appoint the following Standing Committees and any other committees deemed necessary to conduct the business of the Chapter. The Standing Committees shall include: Recruitment; Communications; Fund Raising; Academic and Industrial Relations; and Elections.
   3.2. All committees shall consist of at least three Chapter members each appointed by the Chair.
   3.3. All committees shall report to the Chair but should also be prepared to respond directly to the Purdue University Office of the Dean of Students and AAPS.
   3.4. The Executive Board shall be notified in advance of all committee meetings, and all committee minutes and other relevant material shall be disseminated to the Executive Board.

4. Meetings
   4.1. Chapter meetings shall be held a minimum of twice during the academic year and will be open to all Chapter members. Non-members are also welcome to attend but are prohibited from voting on Chapter business and the election of officers.
   4.2. Announcement of Chapter meetings will be given at least 3 days prior to the date of the meeting.
   4.3. A quorum for all regular and special meetings shall consist of a two-thirds majority of the total number of officers, including either the Chair or Chair-Elect, and a two-thirds majority of the total membership at the time of the meeting.
   4.4. At the discretion of the Chair, Robert's Rules of Order may be invoked at any meeting of the Chapter.
SIGNERS:

David Engers
Connie Paul
Peter Wildfong

Garry Morefield
Jeff Schwegman

Dr. Steven Nail [Faculty Advisor]

Date of Adoption
Date of Recognition

Purdue University,  
Office of the Dean of Students

Issued: May 14, 2002
AMENDMENTS:

No amendments have been ratified to this version of the constitution.