I. Name

The organization shall be known as the “Georgia Society of Health-System Pharmacists Student Chapter at Mercer University College of Pharmacy and Health Sciences,” (hereinafter referred to as the student society).

II. Mission

The student society shall adopt the mission and objectives of the state society of health-system pharmacists. In addition, the student society shall have the following mission:

“The mission of the Mercer University College of Pharmacy and Health Sciences student society is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society and ASHP as a student upon graduation.”

III. Membership

The membership of the student society shall consist of: full time Doctor of Pharmacy candidates enrolled in the school of pharmacy in good academic standing, who submit an application to the student society membership chair, pay the required dues, and support the objectives of the student society. Members of the student society may automatically become student members of the state society of health-system pharmacists. Student society membership is discontinued upon graduation or loss of academic standing at the school of pharmacy.

The Mercer University College of Pharmacy and Health Sciences policies regarding non-discrimination and applicable rules and regulations shall be adhered to.

IV. Officers

The officers of the student society shall be as follows:

(1) President
(2) President-Elect
(3) Vice-President
V. Duties of Officers

(1) **President.** The President shall be the principal elected officer of the student society, shall preside at all business meetings and appoint, in consultation with the Executive Committee, the various committees and their chairperson(s). The President shall represent the student society at the annual and business meetings of the state society and at such other times and places and in such capacities as the state society board of directors may determine. The President shall have the privilege of serving the state society according to the bylaws of the state society. The President, in consultation with Executive Committee, shall recommend other students for state society student appointments.

(2) **President-Elect.** The President-Elect shall assume the responsibilities of the President in his or her absence or incapacity. The President-elect shall plan the annual spring banquet and hospital tours, and assist the faculty advisor with the school-wide Clinical Skills Competition. He/she shall also review and revise the bylaws annually, if necessary, with the assistance of the executive committee. He/she shall be assigned duties and responsibilities as determined by the President and shall succeed to the office of the President upon completing the term as President-Elect.

(3) **Vice-President.** The Vice-president shall serve as an ex-officio member of each student society standing and special committee, unless another Executive Committee member is so designated a member of a committee by authority of these bylaws. The Vice-President shall succeed to the office of the President upon resignation or incapacity of the President. The Vice-President shall coordinate all community service and special projects for the student society. The Vice-President shall be assigned additional duties and responsibilities by the President consistent with the needs of the student society.

(4) **Secretary.** The Secretary shall maintain accurate society business records. The Secretary shall forward pertinent student society information to the state society
and the ASHP Pharmacy Student Forum on a regular basis, and will also be responsible for the chapter’s correspondence. The Secretary shall record and keep minutes at Executive Committee and general membership meetings and provide these minutes to the members within a week of the meeting. The secretary shall be assigned additional duties and responsibilities by the President consistent with the needs of the society.

(5) **Treasurer.** The Treasurer shall maintain accurate society financial records. The Treasurer shall compile records of the chapter’s income and expenditures. Signatures of the Faculty Advisor(s) and the Treasurer shall be required to negotiate the society’s checks. The Treasurer shall provide the Executive Committee with a financial report at the start of each semester. He/she shall collect all money obtained at student society meetings and events. The treasurer shall be assigned additional duties and responsibilities by the President consistent with the needs of the society.

(6) **COS Representative.** The COS Representative shall attend and speak on behalf of the student society at all Council of Students meetings. The COS Representative shall be responsible for communicating pertinent information between COS and the student society. The COS Representative shall be assigned additional duties and responsibilities by the President consistent with the needs of the society.

(7) **Education Chair.** The Education Chair shall obtain speakers for each student society meeting. He/she shall also keep records of the all speakers for the academic year and provide each speaker with a thank you note, not more than one week from the date of the meeting. The Education Chair shall be assigned additional duties and responsibilities by the President, consistent with the needs of the society.

(8) **Fundraising Chair(s).** The Fundraising chair(s) shall coordinate fundraising activities for the student chapter. The chair(s) shall keep accurate records of all expenses incurred in such fundraisers and of all monies obtained. The Fundraising Chair(s) shall be assigned additional duties and responsibilities by the President consistent with the needs of the society.

(9) **Publicist.** The Publicist shall publicize all student society sponsored events. He/she shall update the bulletin at least once per semester. The Publicist shall be assigned additional duties and responsibilities by the President consistent with the needs of the society.

(10) **ASHP Liaison.** ASHP Liaison shall maintain correspondence with American Society of Health-System Pharmacists and disseminate information obtained from ASHP to student society members. The Liaison shall be assigned additional duties and responsibilities by the President consistent with the needs of the society.

A vacancy in any of the above offices, except for the President, shall be filled within two weeks by Executive Committee appointment. The appointed individual shall
fulfill the duties of the role until a replacement is elected. A special election shall be conducted to fill any officer vacancies in accordance with the election process, as defined in section VI.

Failure to uphold the responsibilities of an executive office will result in removal from the position by the faculty advisors. This will further result in a professionalism violation and will be reported to the Dean of the College of Pharmacy and Health Science.

The faculty advisor(s) shall be appointed by the Dean of the College of Pharmacy and Health Sciences, in consultation with the Executive Committee of the student society.

Election of Officers

The executive offices of the student society for the next academic year shall be elected annually by secret ballot upon a majority vote of the members in good standing during the spring semester of each academic year. Newly elected officers shall be installed at the annual spring banquet for which they have been elected. They shall serve for a term of one school year. To hold office, a student shall be a member of the student society, must be in good academic standing, and have completed at least, one semester of the professional program. In addition, candidates for the Executive Committee must demonstrate active involvement within the chapter and have consistent attendance at student society meetings and chapter events. When possible, two names shall be submitted to the members for each available elected position.

Dues

The student society member dues will be determined in cooperation and consultation with the state society. Application for student society membership with the required dues shall be submitted to the Membership Chair and/or Treasurer. The Executive Committee shall determine the length of the membership year for which the dues paid are applicable. Membership in ASHP is suggested but not required.

Meetings

The President shall conduct bimonthly general membership meetings during the academic year. The President shall conduct a minimum of one monthly Executive Committee meeting.

Upon notice, the President may call special meetings.

Committees
The President, in consultation with the Executive Committee, shall appoint standing and special committees, as necessary, to carry out the programs and activities of the student society. Each standing or special committee shall consist of at least three members, including a chairperson. The Vice-President shall serve as an ex-officio member of each standing or special committee, unless another Executive Committee member is designated to serve on the committee.

**Liaisons**

In consultation with Executive Committee, the President may appoint student member(s) as liaison(s) to other organizations with which an arrangement of this nature will be mutually beneficial.

**Affiliation**

The student society of health-system pharmacy shall be affiliate of the Georgia Society of Health-System Pharmacists. The student society agrees to uphold and abide by the rules and regulation of Mercer University’s College of Pharmacy and Health Sciences pertaining to student organizations. The state society and student society shall meet annually to review the affiliation agreement between the two groups and conduct other business, as deemed necessary.

**Amendments**

These documents may be amended at any regular general membership meeting by a two-thirds (2/3) vote of the members present. Two or more student members shall present any proposed changes to the President in writing at least two weeks prior to a regularly scheduled meeting. The President shall schedule the amendment as an item of new business at the next regularly scheduled meeting. Once approved by the majority vote of them.

**Parliamentary Authority**

*Robert’s Rules of Order*, latest revision, shall be the parliamentary authority with respect to all procedures not specified in the governing documents of the student society.