

Constitution

Article I: NAME

Section 1: The name of this organization shall be Pre-Pharmacy Informational, Learning, & Leadership Society. It was previously known as Pharmacists' Informational, Learning & Leadership Society. Its acronym will be PILLS.

Article II: PURPOSE

Section 1: The purpose of this organization is:

- (1) To inform fellow Berkeley students about the opportunities in the pharmaceutical industry.
- (2) To educate students interested in pre-pharmacy on the basic requirements of different pharmacy schools.
- (3) To provide a networking environment for members to continue communication beyond PILLS sponsored events.

Article III: MEMBERSHIP

Section 1: Only currently registered students, faculty, and staff at the University of California, Berkeley, who are interested in its purpose, are eligible for membership to this organization.

Section 2: An active member shall be defined as a member who has registered his/her contact information with the organization, paid any required dues, performed four hours of community service approved by the Executive Committee, attended two general meetings and one social per semester. Only active members are eligible to vote, hold office, or participate in any exclusive PILLS sponsored event. Members, who are potentially eligible for active membership but is missing any of the aforementioned requirements, may waive a requirement per the Executive Committee approval and consent.

Section 3: **Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office. We will not have according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran**

who served on active duty during the war in a campaign or expedition for which a campaign badge has been authorized).

Article IV: OFFICERS/ELECTIONS

Section 1: Officers for the upcoming year are selected by the last week of April, on basis of an application available no later than the first week of April, and an interview. Only current active members will be considered as applicants. To help facilitate transitioning between Executive Committees, selected applicants will meet with their predecessor and speak directly with them regarding the responsibilities of the position and how to successfully fulfill the duties of the position.

Section 2: The officers and their duties will be as provided:

2.1. **President:** The duties of the President will be to run the executive committees and general meetings, represent the organization in external affairs, serve as an oversight person, provide general leadership and guidance for the organization, layout the club activities and timeline of events, and direct the student activity group in his/her vision.

2.2 **Vice President:** The duties of the Vice President will be to aid the President in his/her duties and to assume the responsibilities of the President provided the President is not available or is incapacitated to perform his/her duties. The Vice President will also send event invitations and weekly newsletters to members.

2.3 **Secretary:** The duties of the Secretary will be to take minutes at the executive committee meetings and to upload them to the club Dropbox. The Secretary will prepare and compile evaluations for each general meeting from members. The Secretary is also responsible for reserving rooms for all club events.

2.4 **Treasurer:** The duties of the Treasurer will be to act as the trustee of finances, keeping track of the club's current ASUC and miscellaneous funds and turning in necessary paperwork and applying for grants to gather funding for the club. The Treasurer is also responsible for aiding in reimbursements and other money issues dealing with costs and spending. The Treasurer will head the Budget and Sponsorships Committee for NCPPS.

2.5 **Internal Affairs Officer:** The duties of the Internal Affairs Officer will be to manage club membership and event attendance. The Internal Affairs Officer will contact other organizations on campus, career center advisors, school counselors and other personnel associated with the University of California, Berkeley.

2.6 External Affairs Officer: The duties of the External Affairs Officer will be to contact and organize community service projects and volunteer opportunities for PILLS members. The External Affairs Officer will contact pharmacy schools, guest speakers, pharmacies, and other personnel outside of the University of California, Berkeley.

2.7 Webmaster: The duties of the Webmaster will be to take full responsibility of maintaining the club's website (ie posting dates of upcoming meetings and events, deleting old information, posting important resources and links). The Webmaster will be in charge of updating and managing the NCPPS website.

2.8 Public Relations Chair: The duties of the Public Relations Chair will be to publicize for PILLS inside and outside of the University of California, Berkeley campus, take charge of the Public Relations Committee members and run PR committee meetings, and organize social events. Publicizing includes but is not limited to flyering and tabling. The Public Relations Chair will head the Publicity Committee for NCPPS.

2.9 Northern California Pre-Pharmacy Symposium (NCPPS) Chair: The duties of the NCPPS Chair are to plan and execute the annual pre-pharmacy conference consisting of pre-pharmacy and pharmacy students, and pharmacy professionals held every spring. This includes the selection and management of NCPPS staff consisting of the active members of PILLS. The staff should be divided into committees including but not limited to building, sponsors, technical, food, programs, publicity, registration, and gifts.

- Section 3: The aforementioned officers will hold their posts for an academic year.
- Section 4: The primary signatory of PILLS is the president.
- Section 5: In the event of a vacancy, the executive committee will solicit applications for the vacancy no later than one week after the vacancy. The executive committee will consider and select a new officer with a 2/3 approval of those executive members present, no later than three weeks after the vacancy. Current officers are eligible to apply for a new post.
- Section 6: If an officer fails to perform his specified duties he/she may be removed from office with a 2/3 votes of the entire executive committee.
- Section 7: No one person may hold more than one executive officer position.

Article V: THE EXECUTIVE COMMITTEE

- Section 1: The executive committee shall consist of the officers.
- Section 2: The duties of the executive committee will be to carry out the purpose, general policies, and program of this organization as efficiently as possible; this committee is also responsible with seeing the continuance of this organization from year to year.

Article VI: MEETINGS

- Section 1: The executive committee will meet no less than twice per month; the general meetings will be held no less than every six weeks.
- Section 2: The meeting will be called to order by the President.
- Section 3: All decisions of this organization will be passed by a majority vote of those voting from the executive committee.
- Section 4: A quorum shall be comprised of 2/3 of the entire executive committee.
- Section 5: An emergency meeting may be called by a written request by three of the executive officers.
- Section 6: In a state of emergency, to be determined by the President and one additional executive officer, the President and/or Vice President may pass a presidential order to make required decisions.
- Section 7: The executive committee meetings shall be run loosely based on Robert's Rule of Order.

Article VII. CONSTITUTIONAL AMENDMENTS

- Section 1: Amendments may be proposed to the executive committee by any three active members.
- Section 2: All proposed amendments must be considered at the next executive committee meeting; the proposers of the amendments must be present to argue their case.
- Section 3: A constitutional amendment shall be made with a 2/3 vote of the entire executive committee and majority vote of active members.

Section 4: **All amendments, additions or deletions must be filed with the Office of Student Affairs, 337 Sproul Hall.**

Article VIII: DISSOLUTION

Section 1: The organization may be dissolved with a unanimous vote of the entire executive committee.

Section 2: All unspent ASUC funds shall remain the property of the ASUC, all remaining privately obtained funds shall be donated to a non-profit organization to be determined by the President & Vice President.

Adopted October 1999