

I. CHAPTER DESIGNATION AND PURPOSE

The designation of each individual Phi Lambda Sigma chapter shall follow the Greek alphabet in consecutive order from the previously formed chapter.

The Purpose of each chapter shall be the encouragement, recognition, and promotion of leadership within the profession of pharmacy. This should include, but is not limited to, pharmacy students, faculty, and alumni, as well as members of boards and all pharmacy associations within Tennessee. Special attention should be given to the development of leadership qualities.

II. MEMBERSHIP

- A. Student - Those students of The University of Tennessee College of Pharmacy, who have demonstrated exemplary leadership, dedicated service to the advancement of the profession of pharmacy and are of high moral character and scholastic achievement.

- B. Faculty - Those members of The University of Tennessee College of Pharmacy who have demonstrated exemplary leadership and dedicated service, and contributed to the advancement of the profession of pharmacy both within their field of specialization and through their ardent support of various pharmacy student activities.

- C. Alumni - Both those associate members of Phi Lambda Sigma that were inducted during enrollment, and those that graduated before Theta's inception. Alumni who graduated before Theta's inception shall be judged to be clearly outstanding in two of the three following areas:

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- (1) Actively involved civically within their own community.
- (2) Have demonstrated exemplary leadership at the state or local level within the pharmacy profession.
- (3) Demonstrated their commitment for the future of pharmacy through their support of pharmacy student activities.

- D. Honorary - Those individuals that are judged to be clearly outstanding in two of the following three areas. (1) Actively involved civically within their own community. (2) Have demonstrated exemplary leadership at the state or local level within the pharmacy profession. (3) Demonstrated their commitment for the future of pharmacy through their support of pharmacy student activities and are not included in the classification of Alumni or Faculty.
- E. Honorary and Alumni students may not vote nor hold office in the local chapter. Faculty members may vote on policy, but may not vote on membership and may not hold office in the local chapter. However, Honorary, Alumni and Faculty members are encouraged to participate in all chapter functions, meetings, and initiation ceremonies.

III. ELIGIBILITY CRITERIA FOR MEMBERSHIP

(See Membership Application)

A. Student Membership

Individuals who meet the following criteria shall be deemed eligible for election into student membership in the Theta Chapter.

1. Those students, men and women, who have demonstrated leadership and service in the advancement of the profession of Pharmacy and are of high moral character.

2. Individuals to be considered for student membership must have completed the following conditions:
 - a. They shall have completed at least one professional year enrolled in the

University of Tennessee College of Pharmacy (refer to National Bylaws)

 - b. They shall have accumulated an overall scholastic grade point average of 2.50 on a 4.00 grading system. (refer to National Bylaws)

 - c. Students shall be an active member in either ASP, SNPhA, or both

 - d. Students should apply for membership, thereby giving all individuals who deem themselves eligible equal opportunity. (see Membership Application Form)

 - e. Election of those individuals found to be worthy into membership shall require a two-thirds vote of approval.

B. Graduate Student Membership

1. Those graduate students, men and women, who have demonstrated outstanding leadership and service to the profession of Pharmacy.
2. They shall have attained an overall scholastic grade point average of at least 3.00 on a 4.00 grading system.
 - a. They shall apply for membership and must be selected by a two-thirds vote, the same as the PharmD students.

IV. ELECTION AND INITIATION OF MEMBERS

A. Student Application and Selection

1. Selection for membership from the student body shall take place at least once per year.
2. The candidate shall prepare and submit an information sheet (or application if the chapter has them) detailing their qualifications for consideration by the voting members.
3. The slate of candidates will be selected and approved by a two-thirds majority
vote of the student membership.
4. The number of students selected will be based on a percent of the class size. There will be up to 10% selected from the second year students and up to 5% from the third year students (number will be rounded to the higher number if applicable).

5. The selection process is to be kept confidential and all candidates should be notified, preferably in person, with a letter detailing the outcome of their application. Those applicants who were not accepted for membership should receive a letter encouraging them to continue their leadership activities.

B. Faculty Nomination and Selection

1. Selection for membership from the faculty shall take place once per year. No more than two Faculty members shall be inducted into Theta chapter per year.
2. The Faculty candidates should submit Curriculum Vitae detailing their qualifications for consideration by the voting members when requested.
3. The Curriculum Vitae will be reviewed by the voting membership. The Faculty selected for membership must be approved by a two-thirds vote. The selection will be confidential and those selected shall be informed in the same manner as the student applicants.

C. Honorary and Alumni Nomination and Selection

1. Nominations for Honorary and Alumni members shall be made at least once per year and any Phi Lambda Sigma member (present, past, Honorary, Alumni or Faculty) may make the nomination. There should be no limit on the number of Honorary and alumni members selected as they are not voting members nor do they count toward the total membership allowed. However, only those deemed truly outstanding should be selected.

2. All honorary and alumni nominees can be asked by the voting membership to submit their qualifications, or their qualifications can be submitted for them by another Phi Lambda Sigma member.
3. The honorary and alumni nominees shall be selected by the same confidential two-thirds vote, and they will be informed as to their selection in the same manner as the student inductees.

D. Voting

Voting shall take place at a chapter meeting. A quorum (defined as >50%) of the members must be present and a two-thirds affirmative vote is needed for approval of new members. Eligibility of all applicants shall be determined by the voting membership just prior to voting. Absentee ballots shall not be accepted.

The voting process will be as follows:

- a. A respectful list of pros and cons for each applicant may be submitted by current Phi Lambda Sigma members to the President before the date voting will take place. The President will then compile these for each applicant.
- b. Before the voting the Executive Committee will review all applications and tally the number of points each applicant has accrued. These points will be based on the point system used for International rotations. Any discrepancies with these points will be resolved by an Executive Committee vote.
- c. At the beginning of the voting process the present members will vote whether to vote by silent ballot or by raising of hands.
- d. All application materials will be available for all present members to review, including the compiled list of pros and cons.
- e. Every present member will vote and if there is a tie there will be a revote. If there is still a tie after the 2nd vote the President will cast the deciding vote.

- f. All applicants will be listed on a board so that all members can see the complete list. Each member present can vote for up to the maximum number of possible inductees allowed per the aforementioned calculated percentage.

E. Ritual (Induction Ceremony)

The initiation of new members shall be performed in accordance with the official guidelines of the Society. All Phi Lambda Sigma members are invited to attend and efforts should be made to encourage all former inductees of the chapter to attend and participate.

F. Certificate and Key (Membership Materials Request Form)

A membership certificate and key shall be given to each new member after being duly inducted.

G. New Inductees

The Chapter Vice Presidents shall upon election of new members, forward to the National Office the membership forms of the new members on the forms provided by the National Office. The membership form shall include the initiation fee collected by the Chapter Treasurer.

V. CHAPTER OFFICERS

A. President

The President shall perform such duties as usually pertain to the office of President. The President shall preside at all meetings of the chapter. The President shall be in charge of organizing and implementing any Chapter fundraisers. The President will be responsible for representing the college during college admission interviews by performing an informative session with interviewees. The President will serve on PSGA. The President will perform any other duties deemed applicable. The President shall appoint the Faculty Advisor with the consent of the chapter (if applicable).

B. Vice Presidents

The Vice Presidents shall perform such duties as usually pertain to the office of Vice President. In the absence of the President, the Vice Presidents shall be the presiding officers. The Vice Presidents shall organize campus tours during college admission interview days, organize an apartment tour during Pharmacy weekend, and plan and organize both the information and induction dinners. The Vice Presidents shall be in charge of ordering membership and other materials from the National Office of Phi Lambda Sigma.

C. Treasurer

The Treasurer shall perform such duties as usually pertain to the office of Treasurer. The Treasurer shall collect and submit all appropriate dues to the Vice Presidents to send to the National Office. The Treasurer shall also be responsible for collecting monetary gifts from each organization that wishes to contribute to the P-3 ASP Banquet Award.

D. Secretary

The Secretary shall perform such duties as usually pertain to the office of Secretary. The Secretary shall report to the National Office the names and addresses of the Chapter officers. The Secretary shall promptly report any

changes in this list that may occur during the year. The Secretary shall also prepare minutes of each Chapter meeting. The minutes will be the official record of all business conducted by the Chapter. The Secretary shall be responsible for maintaining an accurate list of members. The Secretary shall type and submit the National Report during the spring semester. The Secretary shall also assist the Historian when deemed necessary.

E. Historian

The Historian shall perform such duties as usually pertain to the office of Historian. The Historian shall be responsible for updating the Phi Lambda Sigma board during each semester. The Historian shall be responsible for compiling and keeping pictures, programs, and any other items/information deemed appropriate. The Historian shall be responsible for sending an e-newsletter to all members once during the year. The Historian shall be responsible for up-keep of Theta Chapter's website.

F. Faculty Advisor

The Faculty Advisor(s) shall assist the other officers in their respective duties. The Faculty Advisor(s) shall keep a record of all the members of the Chapter, collect and preserve all information of interest to the Chapter, including addresses of graduates and assist in the ordering of membership materials.

G. Election of Officers

The election of officers should take place annually, preferably in the spring so the new officers will be in place for the start of the fall semester.

1. The election shall take place by secret ballot.

2. A valid election shall consist of:
 - a. A verifiable quorum (>50%) to elect
 - b. A simple majority (2/3) of the ballots cast
 - c. The elected official taking the oath as stated in the National Handbook

3. The President of the Society with the consent of the Chapter shall appoint the Faculty Advisor, when reasons so arise where the Advisor is to be replaced. The consent of the Chapter shall be determined by two-thirds affirmative vote.
 - a. Any changes in Faculty Advisor shall be reported immediately to the National Office (Chapter Officer/Advisor Appointment Form) by the Chapter Secretary.

H. Officer Installation and Reporting

1. Theta chapter, according to ceremony guidelines (Chapter Officer Installation), shall induct newly elected chapter officers

2. **The names of newly elected chapter officers shall be forwarded to the National Office within ten (10) days of induction. (Chapter Officer Election Report)**

I. Chapter Reporting

1. At least annually (March 1st) Theta chapter shall submit a written report to the National Office. Electronic submissions are acceptable and preferred (See Chapter Report Template on National Website). The Executive Committee will meet to review the year at which point the Secretary will take notes. The secretary will then format and submit the National Report.

J. Awards

Chapter

1. At the Election of Officers meeting the recipient of the P-3 Scholarship shall be decided. The process shall be as follows:
 - a) All nominees shall be submitted to the president at least one week prior to the meeting. A nomination will include the students' name and a short list of attributes to be read by the President at the meeting.
 - b) At the meeting the president will read the nominees' name and the attributes provided for all potential recipients.
 - c) The members shall vote for one nominee.
 - d) The president will then review the attributes of the three nominees with the highest number of votes.
 - e) The members will vote for one of the remaining three nominees.
 - f) A nominee must obtain greater than 50% of the votes to receive the scholarship. If after the 2nd vote this requirement has not been met then there will be a vote between the 2 nominees that received the highest number of votes.
 - g) If the vote is split 50/50 the President must cast the deciding vote.

2. Theta chapter is eligible to select one chapter member per year for the “Chapter Member of the Year Award”. The individual will be a member who is not an officer in Phi Lambda Sigma but has shown outstanding leadership through actions above and beyond expected. This individual should also show enthusiasm for Phi Lambda Sigma and the advancement of Pharmacy. Upon selection the name of the recipient should be forwarded to the National Office using the Member Award form found on the web-site (www.philambdasigma.org).

3. Leadership Challenge. Theta chapter is eligible to participate in the Leadership Challenge. Criteria are updated yearly and can be found on the web-site (philambdasigma.org). The winning chapter receives a plaque and cash prize. Awarded in conjunction with annual national award event

National

1. AFPE Gateway Scholarship- All members meeting the criteria set forth by AFPE and Phi Lambda Sigma are eligible to compete for this scholarship opportunity. Criteria updated yearly, and application process can be found on the web-site (philambdasigma.org).

2. Proctor and Gamble National Leadership Award- Each member is eligible to nominate an individual who has shown exemplary leadership and support to the profession of pharmacy. This will be awarded in conjunction with annual national award event.

VI. INITIATION AND MEMBERSHIP DUES

A. Initiation Dues

The initiation fee shall be \$50.00 (fifty dollars), to be paid to the National Office in accordance with the granting of the Chapter.

B. Membership Dues

Dues for Theta Chapter will be \$40.00 (forty dollars). The Chapter reserves the right to change chapter dues as approved by a two-thirds affirmative vote.

VII. MEETINGS

A. Number of Meetings

Meetings shall be scheduled as deemed necessary by the chapter.

B. Quorum

A quorum for the conduction of business, that requires an official vote, shall be greater than 50 % of the voting membership.

C. Robert's Rule of Order

Robert's Rule of Order, as interpreted by the Secretary, shall be the foundation for the orderly conduct of the meeting.

VIII. DELEGATE TO THE NATIONAL MEETING

(See Delegate Appointment form)

A delegate and alternate shall be elected by a simple majority vote to represent the Chapter at the annual House of Delegates meeting of Phi Lambda Sigma. This delegate shall have as his/her responsibility: (1) Representing the chapter at the House of Delegates; (2) The voting privileges of the Chapter at the House of Delegates; (3) Preparing a full report for the Chapter on the proceedings of the House of Delegates.

IX. National Offices

(See Intent to Run form and National Offices document)

- A. Student Members- Any student member in good standing is eligible to run for National Speaker or member-at-large.

- B. Alumni and Faculty Members- Any alumni or faculty member is eligible to run for National President or President-Elect.

IX. AMENDMENTS

- A. Amendments to these Bylaws require an affirmative vote of two-thirds on two consecutive meetings.

- B. All amendments shall be presented in writing to the Secretary one week prior to the meeting at which it will be placed on agenda for discussion.