

# NATIONAL CONSTITUTION OF THE PHI LAMBDA SIGMA SOCIETY

## PREAMBLE

Recognizing that there is a need, within the profession of pharmacy, to recognize those people who have contributed much of their time and effort toward the advancement of pharmacy, and to form a society which will serve as the highest goal that a person in pharmacy can achieve in the area of leadership, professionalism and service, we do hereby agree to establish this constitution for its government.

## ARTICLE I

### Name and Purpose

- Section 1. The name of this organization shall be the Phi Lambda Sigma Society. It shall be known as a pharmacy leadership society.
- Section 2. The purpose of the Society shall be the encouragement, recognition, and promotion of leadership in pharmacy. Special attention shall be given to the development of leadership qualities.

## ARTICLE II

### Chapters

- Section 1. Chapters may be established at schools and colleges which were accredited (or are in the candidate status of accreditation) by the Accreditation Council for Pharmacy Education.
- Section 2. Where schools and colleges have multiple campus locations, separate chapters may be established. The separate chapter must meet all requirements for establishing a chapter, as well as obtain approval from the college's and school's established chapter and the Executive Committee. The Executive Committee will base its decision upon the need as well as the sustainability of establishing a separate chapter and the consequences upon both the new chapter and the established chapter. The Executive Committee will provide a written approval or disapproval to both the candidate chapter as well as the established chapter.
- Section 3. Where schools and colleges merge, the chapters shall develop a proposal for sustaining the Society at the colleges and schools. The proposal will be presented to the Executive Committee for review and approval. All criteria as described in Article II must be met by the presenting chapter.
- Section 4. When establishing a chapter outside of the United States, the application for a charter must be made in writing, signed by at least four collegiate and/or faculty members affiliated with the academic pharmacy institution seeking a charter, and submitted to the Executive Director of Phi Lambda Sigma.
- Section 5. Of the signature included on the application, one must be that of the Dean, or the individual who is responsible for the academic, financial, and administrative affairs of the institution.
- Section 6. Charters may be given to any schools and colleges or faculty of pharmacy that meets with the above requirements and is willing to conduct the business of that chapter according to the Constitution of Phi Lambda Sigma.
- Section 7. The activities of a chapter may be suspended by a two-thirds (2/3) vote of the Executive Committee for failure to comply with these bylaws or policies and regulations. While the

chapter is suspended, no persons may be elected or inducted into Phi Lambda Sigma membership through this chapter.

- Section 8. Upon recommendation of the Executive Committee, the House of Delegates may revoke the charter of a chapter. A two-thirds (2/3) vote of the House of Delegates is required for revocation. The revocation will be noted in the House of Delegates meeting minutes.
- Section 9. Any chapter may vote to dissolve itself, which requires a two-thirds (2/3) vote of the active chapter. The Executive Committee of Phi Lambda Sigma must be notified 2 weeks prior to the chapter meeting at which the vote will be held.
- Section 10. Upon revocation of a charter, or dissolution of a chapter, all cash and other assets remaining after the chapter's outstanding debts are paid shall be returned to the treasury of Phi Lambda Sigma, or any other appropriate non-profit organization approved by the Executive Committee. Past and present members of a dissolved chapter will not have membership privileges revoked.
- Section 11. A chapter may be reactivated following suspension by action of the Executive Committee.
- Section 12. A chapter may be reinstated following revocation of its charter by meeting all the requirements of a newly organizing chapter. If approved, the chapter shall receive a new charter, but retain its original name.
- Section 13. A chapter may be reinstated following dissolution by meeting all the requirements of a newly organizing chapter. If approved, the chapter shall receive a new charter, but retain its original name.

### ARTICLE III Membership

The Society shall consist of collegiate, faculty, alumni and honorary members.

### ARTICLE IV Election of Members

The election of members may take place at any time as provided by the bylaws of the chapter.

### ARTICLE V National Officers

- Section 1. The Executive Committee shall consist of a president, president-elect, speaker, member-at-large, immediate past-president, parliamentarian, treasurer, and an executive director (ex officio). The Executive Committee shall be supported by eight regional liaisons.
- Section 2. The president-elect shall be elected to hold office for a three-year term. The speaker and member-at-large shall be elected to hold office for a term of one year. The treasurer and parliamentarian shall be appointed by a vote of the elected national officers in alternating years for a term of two years. The eight regional liaisons shall be appointed by a vote of the elected national officers for a term of one year. The executive director, who shall reside at the National Office, shall be appointed by vote of the elected national officers. The regional liaisons shall be appointed by the Executive Director for a term of one year. The webmaster shall be appointed by the Executive Committee and serve a two year term.
- Section 3. The National Webmaster shall work closely with the Executive Committee to identify areas of improvement for the site. The Webmaster will also continuously improve the layout, update the published information, and trouble shoot problems with regards to the website.

- Section 4. Any appointed persons shall be a member of Phi Lambda Sigma (honorary, alumni, faculty or student).

## ARTICLE VI National Government

- Section 1. The governing power of this Society shall be vested in a House of Delegates and an Executive Committee.
- Section 2. The House of Delegates shall consist of the elected National Officers and a delegate and alternate delegate from each chapter. In the absence of the delegate, the alternate delegate may replace the chapter delegate. Additionally, if no delegates from a chapter are available, an alumni member of the chapter may serve as a member of the House of Delegates.
- Section 3. The Executive Committee shall consist of the National Officers. The parliamentarian, treasurer and Executive Director shall serve as ex officio members of the Executive Committee.
- Section 4. The House of Delegates in session shall be the supreme governing body of the Society.
- Section 5. The Executive Committee shall be the governing power of the Society in the interim between the sessions of the House of Delegates. It shall transact all business relating to the Society as a whole.
- Section 6. The site of the National Office of Phi Lambda Sigma shall be selected by the Executive Committee.

## ARTICLE VII National Conventions

- Section 1. The House of Delegates of the Society shall be held annually.
- Section 2. The Executive Committee shall have the power to designate the time and place of the House of Delegates. Whenever possible, the time and place shall be coincident with that of the annual meeting of the Academy of Students of Pharmacy of the American Pharmaceutical Association.

## ARTICLE VIII Chapter Officers

- Section 1. Each chapter shall designate in its bylaws the following elective officers at a minimum: president, secretary and/or secretary/treasurer. Other officers such as vice-president, president-elect, alumni liaison and historian may be designated in the chapter bylaws at the discretion of each chapter.
- Section 2. Each chapter shall designate in its bylaws the duties of the officers, the duration of their office and the manner of their election.
- Section 3. Each chapter shall have a faculty advisor.
- Section 4. Using the appropriate form, each chapter shall electronically file a Phi Lambda Sigma Officers Report with the National Office. Reports are due by July 31 each year. Chapter officers shall submit address changes within thirty (30) days of the change.

## ARTICLE IX Amendments

- Section 1. Proposed amendments shall be presented to the National Office in writing no less than sixty (60) days prior to the annual meeting of the House of Delegates. The-National Office shall distribute the proposed amendments to all chapters no less than thirty (30) days prior to the annual meeting of the House of Delegates at which the proposed amendments shall be submitted for vote.
- Section 2. Amendments to the Constitution shall require an affirmative vote of two-thirds (2/3) of the delegates and voting Executive Committee members present at the annual meeting of the House of Delegates.

#### ARTICLE X Ratification

Ratification of this Constitution shall be a three-fourths (3/4) affirmative vote of the active chapters.

## NATIONAL BY-LAWS OF THE PHI LAMBDA SIGMA SOCIETY

### ARTICLE I Chapter Names

Each chapter shall be designated by a Greek letter or letters in the alphabetical order in which the chapter was established.

### ARTICLE II Eligibility for Membership

The following shall be deemed eligible for election to active membership in the Society.

Persons to be considered for membership must have complied with the following conditions:

- (a) They shall be actively involved in advancing the profession of pharmacy through demonstrated leadership in local, state and national professional pharmacy organizations.
- (b) They shall possess a high degree of professionalism upon entrance to the Society, as well as the capability to maintain this professionalism throughout their membership in the Society.

#### Section 1. Collegiate Membership

Those student pharmacists, men and women, who have demonstrated dedicated service and leadership in the advancement of pharmacy and are of high moral and ethical character.

- (a) They shall have completed one professional year of scholastic work applicable toward the pharmacy degree.
- (b) They shall be in good academic standing.

#### Section 2. Faculty Membership

Those members of the staff, faculty and administration of schools and colleges of pharmacy who shall be initiated by local chapters or were formerly initiated and presently serve as staff, faculty or administrators in schools and colleges of pharmacy.

#### Section 3. Alumni Membership

Those members of the Society who were initiated during their collegiate enrollment.

#### Section 4. Honorary Membership

Those individuals who have demonstrated dedication, leadership, and service to the profession of pharmacy, including those members pursuing degrees in pharmaceutical sciences.

### ARTICLE III Election and Initiation of Members

- Section 1. The election of new members shall be annually, preferably in the spring of each year.
- Section 2. A quorum for the election of new members shall be two-thirds (2/3) of the voting membership as defined by the local by-laws. A three-fourths (3/4) affirmative vote of the membership present shall be required for approval of new members.
- Section 3. Nominations for membership shall come from any voting member of the local chapter.
- Section 4. Individuals shall become members of the Society upon complying with membership requirements, approval of membership by the active members of local chapters, payment of initiation fees, and being duly initiated.
- Section 5. A membership certificate and a key pin shall be given to each member after being duly initiated.
- Section 6. The chapter secretary shall, upon election of new members, forward to the National Office membership request forms provided for that purpose by the National Office.

#### ARTICLE IV

##### Revocation of Membership

- Section 1. Membership in the society may be revoked at any time by the inducting chapter or the Executive Committee for proven behavior that is in conflict with the goals and purposes of Phi Lambda Sigma. Just cause must be established and due process must be followed. The following steps are recommended to ensure the member's rights and privacy and protected:
1. Confidential investigation by a committee--appointed preferably by the chapter, but as necessary, by the Executive Committee.
  2. Report of committee exonerating or preferring specific charges.
  3. Formal notification to the accused member.
  4. Formal hearing.
  5. Recommendation of the committee to the inducting chapter, or as applicable, the Executive Committee.
  6. Notification of the outcome to the accused member by the inducting chapter or Executive Committee.
- Section 2. Revocation of membership shall be determined at a meeting of the inducting chapter by at least 2/3 votes for revocation, or by 2/3 votes of the Executive Committee.
- Section 3. Additionally, the Executive Committee shall be provided a summary of the revocation documenting the revoked member, describing just cause and due process, the number of members present, the number of active members in the chapter, the votes for revocation, the votes against revocation, and the date the membership was revoked.

#### ARTICLE IV

##### Ritual

- Section 1. The installation of new chapters and all national and local officers, and the initiation of new members shall be in accordance with the Official Ritual of the Society.
- Section 2. Changes may be made in the Official Ritual of the Society by the Executive Committee.

#### ARTICLE V

##### National Officers

- Section 1. The National President shall perform such duties as usually pertain to the office of president. He/she shall be alumnus or faculty member.

- Section 2. The National President-elect shall perform the duties of the National President in his/her absence and other duties assigned by the President. He/she shall be responsible for chapter expansion and chartering. He/she shall be an alumnus or faculty member.
- Section 3. The National Speaker shall preside at the House of Delegates and establish the agenda in coordination with the other national officers. He/she shall be a collegiate member while fulfilling the duties of the office.
- Section 4. The National Member-at-Large shall assist the National Speaker in the performance of his/her duties and shall assist the National President-elect in the performance of his/her duties. He/she shall be a collegiate member while fulfilling the duties of the office.
- Section 5. The National Treasurer shall assist the Executive Director in managing the finances, audit at reasonable intervals the financial records and deliver a report to the House of Delegates on an annual basis. He/she shall be an alumnus or faculty member.
- Section 6. The Executive Director shall act as the manager of the national office who shall receive and file all valuable papers, reports, proceedings, publications and historical records, shall conduct general correspondence, shall collect and disburse all funds, shall keep all membership records, shall record the minutes of all meetings and such other duties as assigned by the Executive Committee. The Executive Director shall make a complete report to the House of at each meeting.
- Section 7. The Regional Liaisons shall support the Executive Committee in accomplishing the goals of the Society by facilitating communication with chapters in their assigned regions. The Regional Liaisons shall help support and provide guidance to chapters on opportunities within the Society as well as increase chapter awareness of Society announcements, award preparation activities, and chapter duties at the House of Delegates.
- Section 8. The nominating committee shall be composed of three (3) members; at least one of who must be a student, appointed by vote of the executive committee no later than three (3) months prior to the annual meeting of the House of Delegates. The student Member-at-large shall chair the committee. The committee shall work with the Executive Director to announce to the chapters the upcoming election of national officers at the annual meeting of the House of Delegates. All interested persons must submit their qualifications, a goal statement of less than one hundred (100) words and A Statement of Intent to Stand as a Candidate (available on the web-site or from a national officer) to either a national officer or a member of the committee at least one (1) hour prior to the annual meeting of the House of Delegates. The nominating committee shall meet at least one (1) hour prior to the annual meeting of the House of Delegates to review each person's qualifications and goal statement. The nominating committee shall give a report to the House of Delegates announcing those persons who have been slated for each office. Those not slated by the nominating committee but meeting the above deadline for submission of required paperwork may be nominated by a seated delegate provided the nominee consents to the nomination.
- Section 9. The officers thus elected shall assume their duties at the close of the annual meeting.
- Section 10. A National Officer may be removed from office by a three-fourths (3/4) vote of the chapters.
- Section 11. In the event of a vacancy in the office of National President, the president-elect shall assume the duties of the president for the remaining term of office. In case of any other vacancy, the National President, with the approval of the Executive Committee, shall appoint a member to serve the remainder of the unexpired term.

## ARTICLE VI Chapter Officers

- Section 1. The Chapter Secretary shall report to the National Office by June 1 and/or October 1 of each year the names and addresses of the chapter officers. The Secretary shall report to the National Office any changes in names or addresses of chapter officers within thirty (30) days of the change occurring.

## ARTICLE VII

### Insignia

- Section 1. The insignia of this Society shall be a key pin, which bears a mortar and pestle and the Greek letters of Phi Lambda Sigma. A wreath of laurel shall surround the mortar and pestle. Below the mortar and pestle shall be the date of the founding of the Society, 1965, in Roman numerals.
- Section 2. All manufacturing and distribution of the insignia shall be under the auspices of the National Office.
- Section 3. The colors of the Society shall be green and gold.
- Section 4. The official seal shall be of the same configuration as the insignia.

## ARTICLE VIII

### House of Delegates

- Section 1. Each active chapter shall be entitled to a voting delegate and an alternate delegate. Alternate delegates shall be allowed all the privileges except that of the voting but shall be allowed to vote in the absence of the voting delegate.
- Section 2. Any chapter failing for three successive years to have either a delegate or an alternate delegate in attendance at the annual House of Delegates may be declared inactive by the Executive Committee.
- Section 3. The voting body shall consist of one seated delegate from each chapter and the president, president-elect, immediate past president, speaker and student member-at-large.
- Section 4. Voting delegates from greater than one-half (1/2) of the active chapters shall constitute a quorum.
- Section 5. The chapter may pay the expenses of a delegate.
- Section 6. A suggested order of business at the House of Delegates is:
1. Call to order by the Speaker of the House.
  2. Roll call of delegates.
  3. Reading of minutes.
  4. National Officer's Reports.
  5. Executive Director's Report.
  6. Chapter reports.
  7. Committee reports.
  8. Unfinished business.
  9. New business.
  10. Installation of officers.
  11. Appointment of committees.
  12. Adjournment

## ARTICLE IX

### Membership Fee and Financial Obligation



- Section 1. The National membership-initiation fee shall be established by vote of the Executive Committee.
- Section 2. The National membership-initiation fee shall cover the cost of:
- a. Certificate of Membership
  - b. National business expenses
  - c. Official insignia (key pin)
  - d. Engraving of the key pin at the discretion of the Executive Committee.
- Section 3. Each chapter shall be allowed to assess local dues as may be provided in their chapter by-laws.

## ARTICLE X

### Phi Lambda Sigma Award

- Section 1. In addition to other awards (see separate document on awards), the Phi Lambda Sigma National Leadership Award may be awarded in any year to a person the chapters of Phi Lambda Sigma feel has most exemplified outstanding leadership in the profession of pharmacy.
- Section 2. All awards shall be awarded at the National Awards Reception.
- Section 3. Each chapter may award a Phi Lambda Sigma Chapter Award to its most outstanding member each year. The provisions and procedures for the awarding of this honor are left to the individual chapters.
- Section 4. All national awards and award recipients shall be determined by the Awards Committee, which shall be composed of the five (5) immediate past presidents and immediate past recipient of the national leadership award. The Awards Committee shall be chaired by the most immediate past president. The Awards Committee shall review all nominations and submit a list of recommended award recipients to the executive committee no later than two (2) months prior to the annual meeting of the House of Delegates. All award recipients shall be notified no later than one (1) month prior to the annual meeting of the House of Delegates.

## ARTICLE XI

### Amendments

- Section 1. Proposed amendments shall be presented to the National Office in writing no less than sixty (60) days prior to the annual meeting of the House of Delegates. The National Office shall distribute the proposed amendments to all chapters no less than thirty (30) days prior to the annual meeting of the House of Delegates at which time the proposed amendments shall be submitted for vote.
- Section 2. Amendments to the By-laws shall require an affirmative vote of two-thirds (2/3) of the delegates and voting Executive Committee members present at the annual meeting of the House of Delegates.

## ARTICLE XII

### Ratification

Ratification of these by-laws shall be a three-fourths (3/4) affirmative vote of the active chapters.