

Phi Lambda Sigma
Beta Lambda Chapter
University of Maryland School of Pharmacy
Updated 4/4/18

By-Laws

I. Name and Purpose:

The name of this Chapter shall be Phi Lambda Sigma, Beta Lambda Chapter in accordance with the naming procedure outlined in the Phi Lambda Sigma National By-Laws.

The purpose of this Chapter shall be encouragement, recognition, and promotion of leadership and its qualities within the profession of pharmacy amongst student pharmacists, faculty, alumni, as well as members of the boards and all pharmacy associations within the state of Maryland.

II. Membership

1. Student - Those students attending the University of Maryland School of Pharmacy who demonstrate exemplary leadership, dedicated service to the advancement of the profession of pharmacy and are of high moral character and scholastic achievement.
2. Faculty - Those faculty members at the University of Maryland School of Pharmacy who demonstrate exemplary leadership, dedicated service, and contribute to the advancement of the pharmacy profession both within their field of specialization and through their ardent support of various pharmacy student activities. A faculty member is not required to be a pharmacist in order to be eligible for membership.
3. Alumni - Both those members of Phi Lambda Sigma inducted during enrollment at the School of Pharmacy, and those who graduated before the Chapter's inception. Alumni who graduated before the Chapter's inception shall demonstrate exceptional traits in two of the three following areas: (1) actively involved civically within their own community; (2) demonstrate exemplary leadership at the national, state, or local level within the pharmacy profession; (3) demonstrate their commitment for the future of pharmacy through their support of student pharmacist activities.
4. Honorary - Individuals who demonstrate to be clearly outstanding in two of the following three areas: (1) actively involved civically within their own community; (2) demonstrate exemplary leadership at the national, state, or local level within the pharmacy profession; (3) demonstrate their commitment for the future of pharmacy through their support of student pharmacist activities and are not included in the classification of Alumni or Faculty.

Honorary and Alumni members may not vote or hold office in the local Chapter. Faculty members may vote on policy, but may not vote on membership or hold office in the local Chapter. Honorary, Alumni, and Faculty members are encouraged to participate in all Chapter functions, meetings, and initiation ceremonies.

III. Eligibility Criteria for Membership

1. Student Membership

Individuals who meet the following criteria shall be deemed eligible for election into the Society's student membership:

- a. 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.
- b. In order to be considered for student membership, individuals:
 - i. Shall be actively enrolled in the School of Pharmacy PharmD program and be in the process of completing or have completed their first professional year.
 - ii. Shall have an overall scholastic grade point average of at least 2.50 on a 4.00 grading system.
 - iii. Shall be nominated by current Phi Lambda Sigma Beta Lambda members.

2. Faculty, Alumni, and Honorary Membership

Individuals who meet the criteria for their respective category as stated in Article II shall be deemed eligible for election into membership in the Society.

IV. Revocation of Membership

In addition to what is stated in Article IV of the National Constitution, the Chapter may also reevaluate the criteria stated in Article III, Ordinance 1 of the Beta Lambda By-Laws and vote on dismissal of a member. This shall be done by the current officers' unanimous vote after a first written notification of the member's inactivity.

V. Election and Initiation of Members

1. Student Nomination and Selection

- a. Selection for membership from the student body shall take place in the Spring semester of each academic year.
- b. Nominations for membership shall come from any member in good standing of the Beta Lambda chapter.
- c. The candidates shall prepare and submit an information sheet (Appendix I) detailing their qualifications for consideration by the voting members.
- d. After reviewing the qualifications of all candidates, the voting members may select up to 5% of the first professional year class, up to 15% of the second, and up to 10% of the third professional year class. Candidates in the fourth professional year class may be nominated and considered for extraordinary leadership. The maximum percentage of applicants that are selected applies independently to each campus that makes up the University of Maryland, School of Pharmacy (i.e. 5% of first professional year from the Baltimore campus and 5% of first years from the Shady Grove campus)
- e. The chapter shall admit, up to the maximum percentage of candidates allowed per class, the candidates who have been affirmed by at least a $\frac{2}{3}$ vote and have the highest number of affirmations. In the event of a tie between candidates at the cutoff percentage, a runoff vote of those candidates shall be held.
- f. The selection process is to be kept confidential and all candidates should be notified, preferably in person, or in class, with a letter detailing the outcome of their application. Those applicants who were not accepted for membership should be encouraged to continue their leadership activities.
- g. Faculty may vote for faculty membership, but not for student membership.
- h. Faculty and student members may vote for honorary membership from outside the School of Pharmacy.

2. Faculty Nomination and Selection

- a. Selection for membership from the faculty shall take place once per year. No more than two faculty members shall be inducted into the Chapter per year.
- b. The faculty candidates should submit a Curriculum Vitae or the application given by the leadership committee, detailing their qualifications for consideration by the voting members when requested.

- c. The Curriculum Vitae or the application 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.

3. Honorary and Alumni Nomination and Selection

- a. 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 towards the total membership allowed; but only those individuals who meet the requirements for honorary and alumni membership as stated in section II should be selected
- b. All honorary and alumni nominees can be asked by the voting membership to submit their qualifications, or qualifications can be submitted for them by another Phi Lambda Sigma member.
- c. The honorary and alumni nominees shall be selected by the same confidential two-thirds affirmative vote, and they will be informed as to their selection in the same manner as the student inductees.

4. Voting

Voting shall take place at a Chapter meeting. The Chapter Officers and Faculty Advisor shall determine eligibility of all applicants prior to voting.

5. Ritual

The initiation of new members shall be performed in accordance with the official ritual 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.

6. Certificate and Key

A membership certificate and key shall be given to each new member after being duly inducted. Members should wear their keys to each Chapter meeting and function.

7. New Inductees

The Chapter Vice President 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.

VI. Chapter Officers

1. 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 appoint the Faculty Advisor with the consent of the Chapter. The President shall chair the Professional Committee.

2. President - Elect

The President-Elect shall assist the President as necessary. The President-Elect will take over the office of President at the conclusion of the President's term. The President-Elect shall chair the Social Committee and is the officer primarily responsible for planning the Faculty Appreciation event and annual Initiation Banquet.

3. Vice President

The Vice President shall perform such duties as usually pertain to the office of the Vice President. In the absence of the President, the Vice-President shall be the presiding officer. The Vice President shall be in charge of ordering membership and other materials from the National Office of Phi Lambda Sigma as well as coordination of membership and officer elections. The Vice President shall chair the Leadership Development Committee.

4. 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 National Office at the time of initiation as well as collect and manage Chapter dues from new members. The Treasurer shall chair the Finance Committee.

5. 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 by June 1 and/or October 1. The Secretary shall promptly report any changes in this list that may occur during the year within 30 days of the change occurring. The Secretary shall also prepare minutes of each meeting of the Chapter. The minutes will be the official record of all business conducted by the Chapter. The Secretary shall chair the Constitution Committee.

6. Historian

The Historian shall serve in the capacity to maintain publicity and photographic records of the events of the year. The Historian shall be responsible for organizing the Chapter Newsletter, maintaining a web page for the Chapter, and assisting in the creation of the Phi Lambda Sigma page in the yearbook. The Historian shall chair the Alumni Committee.

7. Shady Grove Liaison

The Shady Grove Liaison shall communicate to the Baltimore Campus any issues or concerns from Shady Grove. The Shady Grove Liaison will also assist the other executive officers in organizing events that will happen concurrently on the Baltimore campus. Examples include picking up food for Shady Grove for the election meeting and coordinating New Member announcements in the Spring.

8. Faculty Advisor

The Faculty Advisor shall assist the other officers in their respective duties. The Faculty Advisor shall keep a record of all members of the Chapter, collect and preserve all information of interest to the Chapter, including addresses of graduate, Honorary, and Alumni members, and assist the Vice President in the ordering of official supplies.

VII. 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 simple majority of the ballots cast
 - b. The elected official taking the oath of office 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.

VIII. Initiation and Membership Dues

1. Initiation Dues

The initiation fee shall be set at five dollars more than the membership fee paid to the National Office in accordance with the granting of the Chapter. Dues are to be collected within two weeks of selection of new inductees.

2. Membership Dues

Chapter dues shall be set at \$25 a member for all current student members and shall be paid during the fall semester. Newly inducted members will pay their 4th year dues along with initiation dues.

IX. Meetings

1. Number of Meetings

- a. There shall be at least 3 meetings per semester.
- b. Members are required to attend all meetings. If a member is unable to attend a meeting, it is their responsibility to contact the Chapter Secretary at least 24 hours prior to the scheduled meeting time with the reason that they are unable to attend the meeting. If the member does not do this, it is considered an unexcused absence.

2. Quorum

A quorum for the conduction of business, that requires an official vote, shall be $\frac{2}{3}$ of the voting membership, excluding 4th year students unable to attend the meeting in the count for quorum ‘

3. 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.

X. Committees

Each member is required to participate in at least one of the following Committees chaired by a member of the Executive Board:

1. Community Service Committee, chaired by the President, is responsible for coordinating any community outreach events held throughout the year. This includes events such as Healthy Halloween.
2. Social Committee is chaired by the President-Elect and is responsible for organizing social events, in addition to Faculty Appreciation, Meet the Candidates Dinner, and Initiation Banquet.

3. Leadership Development Committee is chaired by the Vice President and is responsible for events that foster professionalism and leadership. This includes organizing Legislative Day and the Leadership Series Program.
4. Finance Committee is chaired by the Treasurer and is responsible for all fundraisers.
5. Alumni Relations Committee is chaired by the Historian and maintains good relations with alumni through avenues such as the Leadership Mentorship Program.
6. Constitutional Committee is chaired by the Secretary and is charged with making any amendments to the Constitution. This committee is also responsible for organizing the CV/Resume Workshop.
7. Shady Grove Liaison Committee is chaired by the Shady Grove Liaison. This committee is charged with synchronizing events between the Baltimore and Shady Grove campuses, as well as helping with any events hosted by the other committees.

XI. Delegate to the National Meeting

President and President-Elect act as delegates for the Chapter at National meetings. In the event that either the President or the President-elect cannot attend, a proxy shall be selected by the Executive Board to represent the Chapter at the annual meeting of Phi Lambda Sigma. This delegate shall have as his/her responsibility:

1. Preparing, in conjunction with the Chapter President or President-elect, an annual report to be presented at the annual meeting.
2. The voting privileges of the Chapter at the National Meeting
3. Preparing a full report for the Chapter on the events of the annual meeting.

XII. Amendments

1. Amendments to these by-laws require an affirmative $\frac{2}{3}$ vote of all those members in good standing present at the meeting.
2. All amendments shall be presented in writing to the Secretary one week prior to the meeting at which it will be placed on the agenda for discussion.
3. All amendments must be presented at least one general body meeting prior to the meeting where the vote will take place.

XIII. Membership Requirements

1. Members in Good Standing at a minimum:
 - a. Shall attend all scheduled meetings on time and in professional attire with no more than one (1) unexcused absence per year as decided by the discretion of the Executive Board or prior notice to the Secretary. This includes attending the Meet the Candidates Dinner, Initiation Banquet, and voting meetings;
 - b. Shall attend at least one (1) PLS sponsored event and one (1) PLS professional event per year. Professional events include forums, the Balassone Lecture, and Legislative Day;
 - c. Shall actively participate in one committee per year as determined by the Chair of the committee.
2. Members in the 4th year class are exempt from the first 3 requirements.
3. Members will be notified within 2 weeks of an infraction or at the end of the semester and will be given an opportunity to work with the Executive Board to find ways to remediate the offense. Any unfulfilled requirements or bad standing will carry over to the following academic year.
4. Failure for any member to remain in Good Standing will result in the following:
 - a. The member must pay the ticket price to attend the Initiation Banquet,
 - b. The member forfeits the privilege of receiving and wearing the honor cords at graduation.
 - c. The member forfeits his/her voting privileges at any and all meetings, AND
 - d. The member will be subject to revocation of membership either by 2/3 vote from the voting membership or a unanimous vote from the Executive Board.

XIV. Revocation of membership

Any revocation of membership shall occur in compliance with PLS National By-Laws.