Constitution

Pre-Pharmacy Learning and Leadership Society
Date Prepared: March 2016
Date Amended: September 2017
Date Approved: 
Approved by:

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 haze according to California State Law. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including

Updated September 2017
pregnancy, childbirth, and medical conditions related to pregnancy
or childbirth), physical or mental disability, medical condition
(cancer related or genetic characteristics), ancestry, marital status,
age, sexual orientation, citizenship, or service in the uniformed
services (including membership, application for membership,
performance of service, application for service, or obligation for
service in the uniformed services).

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.

Updated September 2017
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 executive committee shall consist of the officers.

**Section 4:** The aforementioned officers will hold their posts for an academic year.

**Section 5:** The primary signatory of PILLS is the president.

**Section 6:** 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 7:** If an officer fails to perform his specified duties he/she may be removed

Updated September 2017
from office with a 2/3 votes of the entire executive committee.

Section 8: No one person may hold more than one executive officer position.

Article V: 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: Members will be notified of emergency meetings by email.

Section 8: The executive committee meetings shall be run loosely based on Robert’s Rule of Order.

Article VI. 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 final vote must be conducted no later than 2 weeks after the proposed amendment.

Section 4: Members will be notified by email that an amendment is going to be voted upon.

Section 5: A constitutional amendment shall be made with a 2/3 vote of the entire executive committee and majority vote of active members.
Section 6: All amendments, additions or deletions to this document must be filled with the LEAD Center in 432 Eshleman Hall.

Article VII: DISSOLUTION

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

Section 2: If the organization is ASUC or GA Sponsored, all unspent ASUC funds shall return to the ASUC; all Graduate Assembly funds shall return to the Graduate Assembly. If the organization is defunct for five (5) or more years, any privately obtained funds (including any funds left in miscellaneous accounts) shall be donated to a non-profit organization to be determined by the President & Vice President.

Section 3: In the event that the designated nonprofit organization no longer exists or has ceased to be a nonprofit, then the unspent funds shall be donated to the ASUC.

Adopted October 1999