

# Constitution of the Apothecary Medicinal Plant Society

## ARTICLE I: NAME

The name of this organization shall be the Apothecary Medicinal Plant Society (AMPS).

## ARTICLE II: PURPOSE

The purpose of the Apothecary Medicinal Plant Society is to unite the faculty, students, and staff of the Appalachian College of Pharmacy in order to foster an increase in awareness, knowledge, and understanding of medicinal plants and their properties and uses for health benefits. We will explore the roots of our profession as well as multi-cultural traditions that use medicinal plants. We wish to share what we learn with each other, and with the community, in order to become better pharmacists and to provide a valuable informed outreach in this increasingly popular area of public health interest to promote better health outcomes in the Appalachian Region.

It is also the purpose of this organization to abide by the Student Conduct and Professionalism Guidelines & Honor Code as outlined in the Student Handbook, the Constitution and Bylaws of the Student Leadership Council, and uphold the educational mission of the Appalachian College of Pharmacy.

## ARTICLE III: MEMBERSHIP & DUES

**Section A: Eligibility-** Membership shall be open to all students at the Appalachian College of Pharmacy (ACP) upon payment of dues as outlined in Section F. Associate membership (non-voting member) shall be open to all faculty, staff, and alumni of the ACP.

**Section B: Standing-** Members shall be considered in good standing if they attend 3 business meetings per semester, participate in 2 community outreach projects per academic year, and help the organization with 1 event co-hosted by AMPS.

**Section C: Conduct-** Any act of unprofessional behavior or misconduct while representing this organization will be addressed by the Executive Committee and the Faculty Advisor(s) and may result in suspension or loss of membership. All members are expected to project a positive image of the organization and ACP at all times in the classroom, at practice sites, and school functions. This extends to outreach activities and events in the community as well.

**Section D: Non-discrimination Statement-** Active membership of this student organization shall be open without discrimination on the basis of race, religion, gender, sexual orientation, disability, national origin, age, marital status, or political affiliation.\*

\*We will foster respect for ethnic and cultural diversity, as an integral part of the purpose of this organization itself is to explore multi-cultural uses of medicinal plants in their unique and diverse traditions. We choose to learn from each other to become better pharmacists.

**Section E: Voting-** Only currently registered students, faculty, staff, and alumni of the Appalachian College of Pharmacy may be active members in this organization. Only active members may vote.

**Section F: Dues-** Membership dues shall be required. They shall be payable to the Chief Financial Officer at the time and amount specified in the Bylaws. Generally, they shall be paid at the beginning of the semester, and be less than \$25 per semester.

#### **ARTICLE IV: OFFICERS**

**Section A: Positions-** The Officers of this organization shall be: President, Vice-President, Chief Financial Officer, Scribe/ Historian, Project Director, Planning Coordinator, and Faculty Liaison. This composes the Executive Committee.

There will be semi-permanent Committee Chairs designated for ongoing organizational activities that require them as needed. These will be appointed by the President and report on their respective activities to the Executive Committee and Advisor.

**Section B: Eligibility-** Only currently registered full-time students in good standing may hold an officer's position on the Executive Committee.

In the event an officer is unable to fulfill their duties for the organization, the Executive Committee may replace them with a member of their choosing temporarily or until the next general election. It is recommended that they choose from among the long-standing committee chairs. This does not apply to the office of President, who will be replaced by the Vice-President for the term of absence or until the next general election to ensure smooth operations.

**Section C: Election-** The Officers shall be elected by ballot at the last meeting of the spring semester by a majority of all members in good standing. The President will vote in case of a tie.

**Section D: Term-** Officers shall serve for one full academic year and terms shall begin with the commencement of the fall semester. It is hoped that the students elected to office will benefit from observing the operations and activities of the organization for a full calendar year before taking on these responsibilities. Previous officers shall try to remain accessible for the newly elected during the transitional summer semester.

**Section E: Vacancy-** If the office of President becomes vacant; the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be by appointment of the Executive Committee or if they choose by special election.

**Section F: Signatory-** The President and Vice-President shall act as joint signatories for the organization.

## **ARTICLE V: DUTIES OF OFFICERS**

### **Section A: President:**

- Preside over all meetings and notify scribe to call special meetings when necessary
- Cast deciding vote in event of tie
- Appoint committee chairs and special committees, and dissolve them as needed
- Serve as an ex-officio member of all committees
- Approve all official correspondence and records
- Act as primary signatory for the organization and as its representative
- Serve as Chair of the Executive Committee
- Serve on the SLC

### **Section B: Vice-President:**

- Perform all duties of the President *in absentia*
- Assist President and Executive Committee in all decision making
- Act as joint signatory for the organization and as its representative
- Serve as Assistant to Chair on the Executive Committee
- Serve on the SLC

### **Section C: Chief Financial Officer:**

- Act as Chief Financial Officer for the organization and perform duties of same
- Handle receipts and deposits of all monies collected
- Issue funds for projects approved by the Executive Committee
- Maintain a log of financial transactions for the organization
- Serve on the Executive Committee
- Assist in other duties as deemed necessary by the Executive Committee

### **Section D: Scribe/Historian:**

- Maintain records for the organization
  - Agendas as directed by Executive Committee
  - Minutes of all meetings- approved by President before becoming official
  - Current membership roster with contact information
  - Take pictures and document organizational activities
- Issue notices of meetings
- Conduct general correspondence of the organization as approved by the President
- Prepare organizational calendar with dates for all activities for membership reference
- Serve on the Executive Committee
- Assist in other duties deemed necessary by the Executive Committee

### **Section E: Project Director:**

- Advise the Executive Committee on projects
- Ensure completion of any permits and proper safety procedures
- Manage ordering and transportation of materials to and from project sites
- Direct construction and installation of structures for the organization
- Monitor sub-committees with activity that involves any type of construction
- Serve on the Executive Committee
- Assist in other duties as deemed necessary by Executive Committee

### **Section F: Planning Coordinator:**

- Advise the Executive Committee on planned activities of sub committees
- Research and recommend potential projects and outreach opportunities that align with the purpose of the organization
- Submit eligible project proposals for PICS hours approval
- Oversee coordination of project volunteers and track participants for the organization
- Serve as coordinator for all committees and receive their reports on behalf of the Executive Committee to be related at the next EC meeting.
- Serve on the Executive Committee
- Assist in other duties as deemed necessary by Executive Committee

### **Section G: Faculty Liaison:**

- Advise the Executive Committee on matters related to ACP Policy & Codes
- Assist organization representatives in submitting project proposals to the appropriate faculty members for advisor signature and approval by the college
- Act as a liaison between the organization and the college faculty members
- Serve on the Executive Committee
- Assist in other duties as deemed necessary by the Executive Committee

## **ARTICLE VI: EXECUTIVE COMMITTEE**

The management and administration of this organization shall be vested in the Executive Committee, consisting of the officers listed in Article V, and the Faculty Advisor(s) as ex-officio members of the Executive Committee. The committee will meet quarterly to organize and plan the future projects and activities of the organization. It is the responsibility of the Executive Committee to uphold the Constitution and Bylaws of the organization for the entire membership.

## **ARTICLE VII: FACULTY ADVISOR(S)**

**Section A: Selection-** The membership of the organization will select Faculty Advisor(s) each year. According to ACP policy, the Faculty Advisor must be a full-time permanent member of the ACP Faculty.

**Section B: Duties-** The responsibilities of the Faculty Advisor(s) shall be to:

- Attend regular meetings and Executive Committee meetings when possible
- Act as ex-officio member(s) of the Executive Committee
- Meet with the President and Vice-President about
  - organizational goals, projects, long-range direction
  - difficulties- to discuss and answer questions pertaining to their resolution
  - campus policy and procedures that affect the organization and activities
- Provide direction in the areas of
  - parliamentary procedure
  - orientation of new officers
  - organizational responsibilities
- Assist with monitoring expenditures and application(s) for reimbursement
- Be available to mentor the organization toward successful attainment of its purpose
- Approve official activities prior to submission to the assistant Dean of Student and Alumni Affairs, and maintain contact with that office on behalf of the organization

## **ARTICLE VIII: MEETINGS**

**Section A: Regular Meetings-** Meetings shall be held monthly on the third Tuesday during the regular academic year. These meetings will be held before or after school unless otherwise noted in the announcement.

**Section B: Special Meetings-** When deemed necessary by the President, special meetings may be called with 24 hours advance notice.

**Section C: Quorum-** A quorum shall consist of a 65% majority of members.

**Section D: Meeting Conduct-** The organization will use Robert's Rules of Order to conduct its regular business and for cases of clarification that do not contradict the Constitution or Bylaws.

## **ARTICLE IX: COMMITTEES**

Committees may be formed to handle short or long term projects of the organization as warranted. These committees will be directed by a Committee Chair appointed by the President. The Committee Chair Shall report to the Executive Committee and work in cooperation with the Project Director and Planning Coordinator to ensure smooth conduct of their activity and success of the projects.

## **ARTICLE X: FINANCES**

**Section A: Documentation-** All financial activities will be documented by the Chief Financial Officer (CFO) for the organization.

**Section B: Transactions-** Transactions from expenditures and fundraisers will be handled by the officers participating in the activities, with proof of all transactions provided for record keeping and all monies given to the CFO within 3 business days.

**Section C: Requests-** Requests for funds will be presented to the Executive Committee with pertinent information supplied by the committee, by the CFO or the Committee Chair making the request. Approval will be by 75% majority vote. Requests will be decided within two meetings.

**Section D: Deposits-** Monies collected from dues, fundraisers, donations, and other sources must be deposited in the organization's account. The CFO will be responsible for this.

## **ARTICLE XI: AUTHORITATIVE REFERENCE**

**Section A: Information-** This organization will use the 1996 copyrighted 1st American edition of *The Encyclopedia of Medicinal Plants* by Andrew Chevallier as the authoritative reference for questions about the plants we will be researching. Additional sources may be used for research that requires more comprehensive or recent data than it provides; however this will be our primary reference for general use. Once another source is approved, it need not be resubmitted.

**Section B: Authority-** Information regarding medicinal plants from sources other than our accepted reference(s) listed in Section A will be proofed by ACP faculty member(s) with expertise in the field of Natural Medicine for accuracy before being presented for organizational projects, or placed on the organizational website.

We will relate accurate information to others regarding the plants and practices we investigate. It is the members' responsibility to relate all information respectfully as professionals not experts.

## **ARTICLE XI: AMENDMENTS & REVISIONS**

**Section A: Selection-** Amendments to the organizational Constitution may be approved by a 75% majority vote of the membership. The President shall have the authority to veto proposed amendments to the Constitution or Bylaws. The Executive Committee can override the veto by 85% majority vote.

**Section B: Notice-** Amendment proposals shall warrant advance notification to all members at least two meetings before the vote.

**Section C: Filing-** All amendments, additions, and deletions to the Constitution or Bylaws must be approved and filed with the Dean of Students.

# **Bylaws for the Apothecary Medicinal Plant Society**

**ARTICLE I: DUES-** Members of the Apothecary Medicinal Plant Society will pay dues to the Chief Financial Officer in the amount of \$25 per academic year or \$15 per semester at the 2nd monthly meeting each semester or at the new member's 2nd attendance after joining. Dues will not be prorated. Monies collected from dues will be deposited for use towards projects and community outreach.

## **ARTICLE II: MEETINGS**

**Section A: Regular Meetings-** General membership meetings will be held monthly on the third Tuesday of each month. Members are highly encouraged to attend all meetings.

**Section B: Executive Committee Meetings-** Meetings of the Executive Committee will be held immediately prior to regular monthly meetings or at a separate time in the third week of the month. A quorum of 65% shall be necessary to conduct business.

**Section C: Special Meetings-** Meetings may be called for special purposes to conduct the business of the organization with 24 hours prior notification for general membership meetings.

**Section D: Committee Meetings-** Committee meetings to organize and handle business related to specific projects may be scheduled as needed with 48 hours notification to committee members by the Committee Chair. A summary of business conducted in these meetings should be reported to the Executive Committee at its next monthly meeting.

## **ARTICLE III: COMMITTEES**

**Section A: Establishment-** Committees may be established by the President as warranted to handle short term, long term, and ongoing projects of the organization.

**Section B: Chair-** All committees will have a Committee Chair appointed by the President to oversee and supervise its activities.

**Section C: Reports-** Progress and activities of the committee will be reported by the Chair to the Executive Committee directly or through the Planning Coordinator at the monthly meetings.

**Section D: Dissolution-** Committees may be dissolved at the discretion of the President.

**ARTICLE IV: FUNDRAISERS -** The organization will adhere to the college policy not to directly compete with local businesses. Therefore fundraising activities will be conducted in a manner that does not forfeit that pledge. We will offer our fundraising items to the faculty, staff, and students of the college. Items offered to the public will be donated to promote our organization and to foster goodwill in the community. Monies collected from the sale of all fundraising items will be deposited for use towards the projects and outreach of the organization.

**ARTICLE V: DONATIONS-** The organization reserves the right to accept donations of plants and materials, monetary gifts, or other such donations to benefit the stated purpose of the organization and to use those donations at the discretion of the Executive Committee for that purpose. We will accept only unencumbered donations freely given from reputable sources, or those from anonymous donors.

**ARTICLE VI: PROJECTS-** It is the intention of the organization to provide several projects for membership participation. We will strive to offer a wide range of activities that include various levels of physical work. There will be plenty of opportunity for those who wish to do physically active outdoor service as well as for academically oriented research and writing. We will have a variety of activities that are related to our purpose such as poster presentations, a newsletter, and speakers. We will strive to embrace as much diversity and student interest in the activities of this organization as possible without detriment to its unity and purpose. We welcome ideas from members for more projects and activities in focus with our mission.

**ARTICLE VII: PARTICIPATION-**

**Section A: Volunteerism-** The organization welcomes and promotes the full participation of all members in any or all of its open activities and projects. Volunteerism is at the heart of the mission of our college and the organization wishes to join in promoting all members of the college to volunteer their service to others in the community.

**Section B: PICS hours-** The organization will seek to offer projects that are approved for PICS hours but we do not promise eligibility on all of the projects of the organization. All approved PICS project hours will be made preferentially available to members first, then to the whole student body.

**Section C: Miscellaneous-** The organization welcomes friends and family of members to participate in activities, so long as they observe the rules and safety requirements and have adult supervision if they are minors. Some activities may exclude the participation of non-members and we will strive to give members advance notification if that is the case. Members wishing to bring family to projects should inquire if there is any uncertainty about a specific project site or activity.

**Section D: Pets-** Pets will not be allowed on any project site of the organization. Some members may have allergies or phobias and we must remain open to their full participation.