

By-Laws

The Rho Chi Society

Delta Iota Chapter

The Daniel K. Inouye College of
Pharmacy at the University of Hawai'i
at Hilo

BY-LAWS

Article I: Membership

Section 1. The full collegiate membership of the Society shall consist of professional students (entry-level PharmD candidates, post-baccalaureate, and non-traditional), graduate students, and members of the teaching staff who have been duly elected in accordance with the provisions of these Bylaws.

Section 2. In regular meetings of the active Chapter, associate members shall have all privileges of full collegiate members except the right to vote and to hold office.

Section 3. The Charter members of a Chapter shall consist of professional and graduate students enrolled in the school of pharmacy at the time the charter is granted and of members of the institution's teaching staff who are eligible for induction as full collegiate members. No student, graduate or professional, or faculty member is eligible as a charter member if already elected to full collegiate membership in another Chapter of the society. Alumni of the College are not eligible for charter membership, but may be elected as associate members.

Section 4. Honorary membership in the Society shall be restricted to those who have given evidence of distinguished scholarship, rendered distinguished service to pharmacy, and who have been elected to such membership in accordance with the provisions stated in these Bylaws. Honorary members shall not have the right to vote or hold office.

Section 5. Any member of the Society who may change residence shall be entitled to affiliation with the local Chapter upon presentation and acceptance of satisfactory credentials from the National Office. Such members shall have the same active, alumni, or honorary status in the Chapter as was held in the one from which membership was transferred. Such status may be altered by vote of the Chapter in accordance with the provisions as outlined in the Bylaws.

Article II: Eligibility for Membership

Section 1. The qualifications as outlined are considered to be minimal standards, and academic qualifications are the essential criteria. Discrimination in membership selection that is based on race, color, creed, religion, gender, national origin or ancestry, age, or disability is prohibited. An application process to educate candidates about mission, vision, and objectives of the Society is required. The application shall include a summary of the applicant's involvement in student organizations, professional pharmacy organizations, community involvement, and extracurricular activities. Information provided via the application process shall be considered when determining candidate eligibility as a component of the minimal membership requirements.

Section 2. Eligible for election as full collegiate members are:

a) **Professional entry-level PharmD candidates** who:

1. Are enrolled as full-time students in a professional pharmacy program that is (fully) accredited by the Accreditation Council for Pharmacy Education (ACPE), or the Canadian Council for the Accreditation of Pharmacy Programs, and
2. Have completed not less than 50 percent of the didactic coursework required for their degree, and
3. Rank in the highest 20 percent of their class as determined by the College.
 - i. The Chapter shall base the determination of the highest 20 percent upon class size at the time those students become eligible for membership in the Rho Chi Society. If the 20 percent calculation results in a fraction, the number should be rounded up or down to the

nearest whole number. Once the class size is determined, the number may not be increased or decreased due to addition, attrition, or early graduation.

- ii. In calculating class standing, Chapters are to use the same criteria for transfer students, including those who may hold a prior degree as for students who have been enrolled in the parent institution for their entire academic career, and
 4. Maintained an average overall cumulative GPA > 3.6 at the completion of 50 percent of the didactic coursework, and
 5. Must have attained a grade of at least a C in all courses, and
 6. Has not had to retake a course, and
 7. Is certified eligible for membership by the dean of the pharmacy school or the dean's designee. The dean or the dean's designee shall certify that the candidate has no known disciplinary action for academic reasons or for unprofessional conduct.
- b) All graduate students who:
1. Are pursuing a Master of Science or a Doctor of Philosophy degree and are majoring in one or more areas of pharmaceutical study mentored or supervised by a member of the pharmacy faculty, and
 2. Have complete no less than one-half of the required course work as defined for their degree by the program, and
 3. Have maintained a cumulative grade average of 3.6 or higher in graduate course work, and
 4. Have not failed any courses, and
 5. Are nominated for membership by a member of the faculty or self, and
 6. Is certified eligible for membership by the dean of the pharmacy school or the dean's designee. The dean or the dean's designee shall certify that the candidate has no known disciplinary action for academic reasons or for unprofessional conduct.
- c) Faculty members who:
1. Are licensed pharmacists and possess a bachelor or doctorate degree in pharmacy.
 2. Are appointed at the College, and
 3. Are eligible to vote on faculty matters of the College, and
 4. Have principle duty to instruct either professional or graduate students in one or more of the professional areas of the pharmacy curriculum, or
 5. Hold research or administrative appointments in the College.

Section 3. Eligible for election as associate members are graduates of an ACPE-accredited Baccalaureate or Doctor of Pharmacy degree program who:

- a. Earned a professional and cumulative GPA of 3.6 at graduation, and
- b. Have, since graduation, exhibited evidence of intellectual excellence and critical inquiry, and
- c. Are nominated by a full member of the Society, and
- d. Are invited to apply for associate membership by an established collegiate chapter, and
- e. Have their application favorably reviewed by the sponsoring chapter, the College dean, and the appropriate Regional Councilor.

Section 4. Honorary membership in the society shall be restricted to those who have given evidence of distinguished scholarship, rendered distinguished service to pharmacy, and who have been elected to such membership in accordance to the provisions stated in these bylaws:

Honorary membership shall be conveyed by:

- a. Nomination by a current chapter member
- b. Confirmation by unanimous vote, and
- c. Nominations, including qualifications of the nominees, shall be submitted in writing to the National Office and thus to the Executive Council. To achieve the goal of induction into membership during the

National Convention, nominations must be in the National Office three months before the Convention. Election to honorary membership requires the affirmative vote of two-thirds of the membership of the Executive Council. Induction of honorary members shall usually occur during the National Convention. An appropriate certificate and insignia shall be issued to each honorary member.

Honorary members shall not have the right to vote or hold office.

Article III: Election of Members

Section 1. Duly qualified candidates for collegiate or associate membership in the Society shall become members upon receiving the affirmative vote of not less than a majority of the voting members present after review of eligibility requirements and application for membership.

- a. Delta Iota Chapter will elect members annually.
- b. A majority vote of the membership present is required for election of new members.
- c. Individuals shall become members of the Society upon complying with membership requirements, election to membership by the active members of the Chapter, payment of initiation fees, and after being duly initiated in the presence of the Chapter membership.

Article IV: Initiation

Section 1. Notice of election to Chapter membership shall be made in writing by the secretary.

Section 2. Successful candidates for full collegiate and associate membership shall be initiated according to the official ceremony.

Section 3. Successful candidates for honorary membership shall be inducted into membership at the annual convention if possible. Otherwise the Chapter concerned shall conduct the initiation.

Section 4. A membership certificate shall be presented to each elected member at the time of initiation. The certificate will be signed by the National President and the Chapter President and shall be stamped with the official seal of the Society.

Section 5. All certificates issued shall be ordered from the National Office and shall be paid for by the Chapter ordering them.

Section 6. A key shall be presented to each elected member at the time of initiation. The key shall be ordered through the National Office and shall be paid for by the Chapter ordering it.

Article V: Chapter Officers, Faculty Advisor, and Elections

Section 1. The president shall perform such duties as usually pertain to the office of president including, but not limited to, planning and presiding over the general meetings of the Delta Iota Chapter and meetings of the Executive Committee.

Section 2. The vice-president is the chief administrative officer of the Chapter. The vice-president shall conduct the business of the Chapter in accord with the Society's Constitution and Bylaws and the policies established by the Executive Committee. The vice-president shall be a member of the Executive Committee. In addition, the

vice-president must also serve as one of two co-chairs of the SOAP Collaboration Committee.

Section 3. In absence of the president, the vice-president shall perform the duties of the office of the president.

Section 4. The secretary shall, in consultation with the president and executive committee members, develop the agenda for the general meetings of the Chapter and the executive committee meetings. The secretary shall record and maintain the records of the proceedings of those meetings and distribute copies to the members. The Chapter secretary shall report the names and addresses of the Chapter officers to the National Office at the time of the election. The secretary shall promptly report any changes in this list that may occur during the year. The secretary shall be a member of the Executive Committee.

Section 5. The treasurer shall keep all money and securities of the Chapter, to render an account of the same at each meeting, to pay all bills and obligations subject to the order of the Chapter, and to deliver to his/her successor all documents and property belonging to his/her office. Along with the president and vice-president, he/she is responsible for annually auditing the financial records of the Chapter. The treasurer shall be a member of the Executive Committee.

Section 6. The historian shall serve as the collector of the archival records of the society and shall forward these to the incoming historian or the executive committee, which shall serve as the repository for these records. The historian shall be a member of the Executive Committee.

Section 7. Election of Chapter officers shall be conducted during the first appointed general meeting of the spring semester. It shall be secret ballot or electronic vote. Officers shall be elected by a majority of votes cast. In case of ties, runoffs will be conducted with the members present and the executive committee.

- a. Those who are absent but excused from attending the election of Chapter officers shall be allowed to watch a video recording of the candidates' speeches before casting their votes.

Section 8. The officers thus elected shall take office upon installation at the initiation banquet during the spring semester. The term of office for all officers shall be 1 full year (initiating immediately following the completion of each spring semester) or until their successors are duly elected and installed; however, subsequent elections for the same individual to the same office can be made.

Section 9. The officers shall maintain the minimum membership requirements while in office. If minimum membership requirements are not met, membership in the Executive Committee and/or the term in office shall be dissolved.

Section 10. An officer may be removed from office by a three-fourths vote of the Chapter members.

Section 11. If for any reason a vacancy occurs in any Chapter office, the Executive Committee, until the succeeding election, shall fill it.

Section 12. The chapter shall choose 1 member of the faculty who shall act in an advisory capacity.

Article VI: Committees

Section 1. The Chapter Executive Committee shall consist of the president, vice-president, secretary, treasurer, and historian.

- a. The Chapter Executive Committee shall perform such duties as usually pertain to an executive committee including, but not limited to, meeting no less than one time per semester, hosting an officer retreat for newly elected officers before said officers are installed into office, and submitting a complete chapter

report to National Office.

- b. The Chapter Executive Committee shall consist of the current members elected into office after the first appointed general meeting of the spring semester, and the former members installed into office, until the end of the spring semester.
 1. After installation into office at the initiation banquet until the first appointed general meeting of the spring semester, the Chapter Executive Committee shall consist of only the new members installed into office.

Section 2. The Chapter Executive Committee shall annually appoint active members to serve as a committee chair (or chairs) of all other committees.

Section 3. Officer Nominations Committee.

- a. The officer nominations committee shall be responsible for a fair, just, and unbiased election of members into office.
- b. The Chapter advisor shall oversee the activities of the officer nominations committee to ensure that appropriate procedures are used throughout the nomination and election process.
- c. The duties of the officer nominations committee shall include, but shall not be limited to, holding a meeting to formulate the official email and paper ballots, call a general meeting to announce officer nominations, set voting deadlines, and collect/tally votes.

Section 4. Initiation Banquet Committee.

- a. The duty of the initiation banquet committee shall include hosting a proper banquet for the installation of new members. A proper banquet will be executed by, but is not limited to, proper storage and display of the ritual and all artifacts included in ritual and securing a guest speaker, location, and time for the banquet.

Section 5. Journal Club Committee.

- a. The duties of the journal club committee shall include, but are not limited to, organizing monthly formal journal club presentations, supervising student-led journal club presentations, and recruiting faculty members to attend and critique journal club presentations.

Section 6. Pre-pharmacy Committee.

- a. The duties of the pre-pharmacy committee shall include, but are not limited to, coordinating the mentorship program and mock interviews for pre-pharmacy students, and working with the University of Hawai'i at Hilo Health Professions Center to offer any services solicited.

Section 7. Quiz Bowl Committee.

- a. The duties of the quiz bowl committee shall include, but are not limited to, hosting quiz bowl sessions for first and second-year pharmacy student, and maintaining correspondence with faculty to review the questions and answers for each session.

Section 8. Tutor Committee.

- a. The duty of the tutor committee shall include, but is not limited to, providing tutor services to the student body for the College.
- b. The duties of the tutor committee chair shall include, but are not limited to, maintaining the chapter email at least every other day; matching tutors with tutees; updating the tutor sign-up sheet, track form, and satisfaction survey at least once a semester or as needed; ensuring tutors fill out the tutor track form and reminding the tutor to have their tutee complete a satisfaction survey; to collect payment for services to deliver to the treasurer; and to verify with the treasurer that all payment from services are accounted for.
- c. The tutor committee chair shall keep all tutee information confidential between them, the tutor, and the

tutee. The Executive Committee and all other members are exempt from this information.

Section 9. SOAP Collaboration Committee

- a. The duties of the SOAP collaboration committee shall include, but are not limited to, hosting formal and informal sessions to discuss and present SOAP cases, working with the Professional Development Co-Chairs and President of the Hawaii Student Society of Health-System Pharmacy (HSSHP) in planning and supervising the events, corresponding with faculty to review presentations and questions presented at events, and recruiting faculty to attend and critique SOAP presentations.

Article VII: Insignia

Section 1. The insignia of the Society shall be in the form of an old-fashioned watch key, embodying the Greek letters Rho Chi in a definite configuration raised upon an oblong eight-sided base.

Section 2. The colors of the Society shall be purple and white.

Section 3. The official seal shall be the same general configuration as the insignia.

Section 4. The official banner should be purple and white with the official insignia of the Society in the center, the words “Rho Chi Society” appearing above the insignia and the words “Pharmacy Honor Society” appearing below the insignia.

Section 5. Official medallions/cords may be worn by members of the active Chapters during commencement exercises conducted by the College. These honorary medallions/cords shall be purple and/or white in color.

Article VIII: National and Regional Conventions

Section 1. Delegates.

- a. The Chapter shall send representatives to the National Convention yearly
 1. These representatives shall be confirmed by a majority vote by the Executive Board based on hours of participation and involvement in the chapter.
 2. Chapter participation and involvement records shall be held by the Delta Iota Chapter Secretary.
- b. The Chapter secretary shall report the delegate’s information to the National Office thirty days prior to the convention.

Section 2. The Chapter will be responsible to pay the travel expenses of the delegate, funds permitting.

Article IX: Chapter Fees

Section 1. The initiation fee shall include the cost of the official key, the certificate of membership, and the national membership fee. The cost of a banquet or other special event associated with the initiation ceremony may be assessed in excess of the initiation fee.

Section 2. There shall be no initiation fee for honorary members.

Section 3. National fees will be collected by the chapter and forwarded to the National Rho Chi Office. These fees are set by the National Office.

Section 4. Chapter fees will be a one-time fee to be assessed prior to initiation.

Section 5. Chapter and national fees must be paid prior to being initiated into the chapter.

Article X: Dissolution of Local Chapters

In the event the Chapter becomes inactive or the charter is revoked, all funds on hand after liabilities have been paid, all equipment bearing the name of the Society, and all the books and records pertaining to the Chapter activities shall revert to the Society. The National Office shall make appropriate arrangements for storage or disposition of these materials.