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 areas of leadership, professionalism, and service, we do hereby agree to establish this Constitution for this Society's government.

ARTICLE I
Name and Purpose

Section 1. The name of this Society 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
Insignia

Section 1. The insignia of the 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 Board of Directors.

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 III
Society Government

The governing power of this Society shall be vested in the House of Delegates and the Board of Directors.

ARTICLE IV
House of Delegates

Section 1. The House of Delegates, while in session, shall be the supreme governing body of the Society. The House of Delegates shall meet annually. The Board of Directors shall designate the time and place of the annual meeting of the House of Delegates. The House of Delegates shall consist of the Board of Directors and one (1) delegate from each chapter.

Section 2. The voting body shall consist of one (1) delegate from each chapter and the

President, President-elect, immediate past-president, Speaker of the House, and members-at-large. Voting delegates from greater than one-half (1/2) of the active chapters shall constitute a quorum.

Section 3. The House of Delegates shall consist of the Board of Directors and a delegate from each Chapter.

ARTICLE V
Board of Directors

Section 1. When the House of Delegates is not in session, the Board of Directors shall be the governing power of the Society. The Board of Directors shall transact business relating to the Society.

Section 2. The Board of Directors shall consist of the following elected Board Officers: President, President-elect, Speaker of the House, two (2) Members-at-Large, professional member-at-large, advisor-at-large, new practitioner member-at-large, and the immediate past-president. All elected Board Officers will have voting privileges. A quorum for business to be discussed shall be two-thirds (2/3) of the Board Officers.

Section 3. The Borda Count method will be used to elect each Board Officer. For Members-at-Large, the two (2) candidates with the highest number of points are elected. For the President-elect and Speaker of the House, the candidate with the highest number of points is elected. In the case of a tie, a runoff election will occur. If less than three (3) candidates are running for office, a simple majority vote will elect the winner.

Section 4. The President-elect shall serve a term of one (1) year. Following that term, the President-elect shall assume the position of President and then the Immediate Past-President position following the President term. The Speaker of the House, Members-at-Large, and New Practitioner Member-at-Large shall serve terms of one (1) year. The Professional Member-at-Large and the Advisor-at-Large shall serve for a term of two (2) years. The Professional Member-at-Large shall be elected on even years, and the Advisor-at-Large shall be elected on odd years.

Section 5. In the event of a vacancy in the office of President, the President-elect shall assume the duties of the President for the remaining term of office. In case of any other vacancy, the President, with the approval of the Board of Directors, shall appoint a member to serve the remainder of the unexpired term. If a Board member stops practicing pharmacy, leaves the field of pharmacy, or is no longer in the role of chapter advisor that member should finish their term of office.

Section 6. The Board of Directors shall be supported by the following ex officio, non-voting members: Parliamentarian, the Treasurer, and the Executive Director. The Treasurer and the Parliamentarian shall be appointed by the Board of Directors for a term of two (2) years. The Treasurer shall be appointed in even numbered years, and the Parliamentarian shall be appointed in odd numbered years. The Regional Liaisons shall be appointed by the Board of Directors for terms of one (1) year. The Executive Director shall be appointed by the Board of Directors and shall serve at the will of the Board of Directors for an indeterminant period. Anyone appointed to serve as the Parliamentarian, Treasurer, or Executive Director shall be a member of Phi Lambda Sigma. The Board of Directors shall work closely with the appointed people and with contracted entities to execute the strategic plan of the Society.

Section 7. A member of the BOD may be investigated for removal from office at any time by a "vote of no confidence" submission from at least 5% of voting chapters or three-fourths (3/4) of the BOD, including Society committee chairs, during the office tenure for proven behavior that is in conflict with the Constitution, Bylaws, Mission, or Vision of the Society.

Section 8. Just cause must be established and due process must be followed. The following steps are recommended to ensure the BOD member's rights and privacy are protected:

(a) Confidential investigation by an ad hoc investigative committee that is appointed by other BOD members and chaired by the Parliamentarian.
(b) Report of committee exonerating or confirming specific charges brought against the BOD member.
(c) Formal notification to the investigated BOD member.
(d) Formal hearing.
(e) Recommendation of the ad hoc investigative committee to the BOD.
(f) Notification of the outcome to the investigated BOD member by the Board of Directors.

Section 9. A member of the Board of Directors may be removed from office by three-fourths (3/4) of the voting of the chapters or by three-fourths (3/4) of the BOD, including Society committee chairs, at the subsequent BOD meeting. The Parliamentarian shall be responsible for confirming a quorum has been met, and as such, is not eligible to vote.

Section 10. The site of the Board Office of Phi Lambda Sigma shall be selected by the Board of Directors.

ARTICLE VI
Chapters

Section 1. Chapters may be established at schools and colleges located in the United States, if those schools and colleges are accredited, or are in the candidate status of accreditation, by the Accreditation Council for Pharmacy Education. Chapters located outside of the United States should be accredited, or in the process of being accredited by, the Accreditation Council for Pharmacy Education or with the recognized accrediting body for the country where they are located.

Section 2. Where schools, colleges, and faculties have multiple campus locations, separate chapters may be established, or all campus locations may be represented by a single chapter. If a separate chapter is desired, the separate chapter must meet all requirements for establishing a chapter, as well as obtain approval from the school's, college's, and faculties' established chapter and the Board of Directors. The Board of Directors 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 Board of Directors will provide a written approval or disapproval to both the candidate chapter and the established chapter.

Section 3. Where schools, colleges, and faculties merge, the chapters shall develop a proposal for sustaining the Society at the school, college, and faculty. The proposal will be presented to the Board of Directors for review and approval. All criteria, as described in Article II, Sections 1 and 2, must be met by the presenting chapter.

Section 4. Approved chapters that meet the requirements in this Constitution and are willing to conduct the chapter in accordance with the Constitution and Bylaws adopted pursuant to this Constitution will need to submit an application for a charter, which will outline the purpose, goals, structure, and operational guidelines of the chapter within Phi Lambda Sigma. The application for a charter must be made in writing, signed by at least four (4) collegiate and/or professional members affiliated with the school, college, or faculty seeking a charter. Of the signatures included on the application, one (1) must be that of the Dean, or the individual who is responsible for the academic, financial, and administrative affairs of the school, college, or faculty. All applications shall be submitted to the Executive Director.

Section 5. Each chapter shall have a faculty advisor who is a member of Phi Lambda Sigma.

Section 6. Each Phi Lambda Sigma chapter shall annually (1) submit a chapter report and (2) assign a delegate or an alternate delegate to attend the House of Delegates meeting. Reports are due annually by the date requested by the Board of Directors. The Executive Director, at the instruction of the Board of Directors, will notify Chapters a minimum of 30 days in advance of the report deadline.

Section 7. The Speaker of the House will attempt to contact chapters failing, for two (2) consecutive years, to have either a delegate or an alternate delegate in attendance at the annual House of Delegates. Failure to submit a chapter report and have a delegate attend the House of Delegates for two (2) consecutive years or to comply with this Constitution or the Bylaws of Phi Lambda Sigma will lead to a chapter review by the Board of Directors. Penalties to the chapter may include chapter inactivation or charter revocation as determined by a two-thirds (2/3) vote of the Board of Directors.

Section 8. A chapter may be reactivated by a two-thirds (2/3) vote of the Board of Directors.

Section 9. A chapter may be reinstated following revocation of a charter by meeting all requirements of a new chapter. If approved, the chapter shall receive a new charter listing its original name.

Section 10. Any chapter may vote to dissolve itself. Dissolution requires a two-thirds (2/3) vote of active chapter members attending the dissolution meeting. The Executive Director must be notified two (2) weeks prior to the chapter meeting at which the dissolution vote will be held.

Section 11. A dissolved chapter may be reinstated by meeting all requirements of a new chapter. If approved, the chapter shall receive a new charter listing its original name.

Section 12. 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 forwarded to the treasury of Phi Lambda Sigma or any other non-profit organization approved by the Board of Directors. Past and present members of a revoked or dissolved chapter shall remain members of Phi Lambda Sigma.

Section 13. In the event that a chapter is receiving collegiate members who were inducted from a different chapter, such as in the case of a school, college, or faculty of pharmacy closure, the received collegiate members will be assumed to have the same rights and privileges as an inducted collegiate member of the receiving chapter.

Section 14. Regional Liaisons shall support and provide guidance to chapters in accomplishing the goals of the Society and on opportunities within the Society. In consultation with the Members-at-Large, the Regional Liaisons will increase chapter awareness of Society announcements, award preparation activities, and chapter duties at the House of Delegates. Regional Liaisons are expected to be active, communicative, and accessible during their year of service. If the Board of Directors determines an individual Regional Liaison to be inconsistent in these responsibilities, the Regional Liaison may be removed from service and replaced at the discretion of the Board of Directors with a two-thirds (2/3) vote of voting members of the Board of Directors.

ARTICLE VII
Ritual

Section 1. The installation of new chapters, officers, and 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 Board of Directors.

ARTICLE VIII
Amendments

Section 1. Proposed amendments to this Constitution shall be presented to the Board of Directors, in writing, no less than sixty (60) days prior to the annual meeting of the House of Delegates. The Executive Director, at the instruction of the Board of Directors, shall distribute the proposed Constitutional amendments to each chapter no less than thirty (30) days prior to the annual meeting of the House of Delegates.

Section 2. Amendments to the Constitution shall require an affirmative vote of two-thirds (2/3) of the members of the House of Delegates present at the annual meeting of the House of Delegates.

ARTICLE IX
Ratification

Ratification of this Constitution shall require an affirmative vote of two-thirds (2/3) of the members of the House of Delegates present and voting at the annual meeting of the House of Delegates.

BYLAWS 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 is established.

ARTICLE II
Membership

Section 1. In order to be considered for membership in the Society, individuals must:
- (a) Be actively involved in advancing the profession of pharmacy through demonstrated dedication, leadership, and service in local, state, and/or national professional pharmacy organizations; and
- (b) Possess a high degree of moral and ethical character.

These shall be maintained throughout lifelong membership in the Society.

Section 2. The membership categories for the Society shall be:
- (a) Collegiate Member
  An undergraduate student, professional degree student, or graduate student shall have
  - i. Completed one (1) semester or two (2) quarters of appropriate pharmacy-related scholastic work, or the equivalent;
  - ii. Demonstrated the qualities of Society membership described in Section 1 of this Article
- (b) Professional Member
  Upon being awarded a terminal degree in pharmacy or pharmaceutical sciences, Collegiate members transition to Professional members. Professional members also include those who may not have been initiated into the Society as students. Professional members may be considered members of the inducting Chapter or any other Chapter they have a relationship with.
- (c) Honorary Member
  Honorary members are those people who are not practicing in the fields of pharmacy or pharmaceutical sciences but who are contributing to the profession of pharmacy and who have demonstrated the qualities of Society membership.

Section 3. Collegiate, Professional, and Honorary members may only belong to one chapter at a time.

Section 4. In the recruitment and initiation of individuals for membership, no solicitation, propaganda, or discrimination of any kind shall be employed. The Society's commitment to its mission and vision shall guide all recruitment and initiation activities.

ARTICLE III
Initiation of Members

Section 1. The initiation of new members, if any, shall be conducted by the chapters.

Section 2. Individual chapters must follow the Society member selection processes as outlined in the Society Standard Operating Procedures. Any significant updates to these processes proposed by the BOD will be distributed to Society members for a comment period of no less than 45 days prior to BOD vote.

Section 3. Individuals become members of the Society upon induction by the chapter.

Section 4. A membership certificate and a key pin shall be given to each member after being duly initiated.

Section 5. The chapter secretary shall supply a list of newly inducted members to the Executive Director.

ARTICLE IV
Membership Fee and Financial Obligation

Section 1. The Society membership initiation fee shall be established by a two-thirds (2/3) vote of the Board of Directors.

Section 2. The Society membership initiation fee shall cover the cost of:

1. Certificate of Membership
2. Business expenses
3. Official insignia (key pin)
4. Engraving of the key pin at the discretion of the Board of Directors

Section 3. Each chapter shall be allowed to assess local dues as are provided for in the chapter bylaws.

ARTICLE V
Revocation of Membership

Section 1. Membership in the Society may be revoked at any time by the inducting chapter, the current chapter of membership, or the Board of Directors for proven behavior that is in conflict with the Constitution, Bylaws, Mission, or Vision of the Society.

Section 2. Just cause must be established and due process must be followed. The following steps are recommended to ensure the member's rights and privacy are protected:

1. Confidential investigation by a committee (appointed preferably by the chapter), but as necessary, by the Board of Directors. If a school, college, or faculty has a formal committee (i.e., Honor Council, Integrity Board) that issues an action plan for addressing behavior of a member, the chapter can consider that the investigation.
2. Report of committee exonerating or preferring specific charges.
3. Formal notification of the accused member.
4. Formal hearing.
5. Recommendation of the committee to the inducting chapter or, if applicable, the Board of Directors.
6. Notification of the outcome to the accused member by the inducting chapter or Board of Directors.

Section 3. Revocation of membership shall be determined at a meeting of the inducting chapter by at least two-thirds (2/3) vote of the active chapter, or by two-thirds (2/3) vote of the Board of Directors.

Section 4. If a Chapter votes to revoke membership, a complete summary of the charges, the process of verification, and the vote shall be provided to the Executive Director.

ARTICLE VI
Chapter Officers

Section 1. Each chapter shall designate in its bylaws the following elected officers at a minimum: President, Secretary, and Treasurer. Other officers 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. The chapter secretary shall report the names of new chapter officers to the Executive Director within 30 days following the change.

ARTICLE VII
Board of Directors

Section 1. The President shall perform such duties as usually pertain to the office of president. The President shall be a professional member.

Section 2. The President-elect shall perform the duties of the President in the absence of the President and other duties assigned by the President. The President-elect shall be a professional member.

Section 3. The Speaker of the House of Delegates shall preside during the annual meeting of the House of Delegates and shall establish the annual meeting agenda, in coordination with other members of the Board of Directors. The Speaker of the House shall be a collegiate member while fulfilling the duties of the office.

Section 4. The two (2) Collegiate Members-at-Large shall assist other members of the Board of Directors in the performance of their duties when requested. Members-at-Large shall be collegiate members while fulfilling the duties of the office.

Section 5. The Professional Member-at-Large shall assist other members of the Board of Directors in the performance of their duties when requested. They will represent professional membership's interests to the Board of Directors and act as liaisons between professional associations within the profession of pharmacy and the Board of Directors. They shall be professional members while fulfilling the duties of the office.

Section 6. The Board Advisor-at-Large shall assist other members of the Board of Directors in the performance of their duties when requested. They will represent advisors' interests to the Board of Directors and act as liaisons between active chapters and the Board of Directors. They shall be professional members while fulfilling the duties of the office.

Section 7. The New Practitioner Member-at-Large shall assist other members of the Board of Directors in the performance of their duties when requested. They will represent recent collegiate-to-professional membership's interests to the Board of Directors and act as liaisons between collegiate members in their final year as they transition to professional members. They shall be professional members while fulfilling the duties of the office.

Section 8. The 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. The Treasurer shall be a professional member.

Section 9. The Executive Director shall act as the manager of the Society, who shall receive and file all valuable papers, reports, proceedings, publications, and historical records, conduct general correspondence, collect and disburse all funds, keep all membership records, record the minutes of all meetings, and such other duties as assigned by the Board of Directors. The Executive Director, at the direction of the Board of Directors, shall represent the Society in contractual relationships. The Executive Director shall make a complete report to the House of Delegates annually.

ARTICLE VIII
Standing Committees

Section 1. The Society will have four (4) standing committees: Awards, Bylaws and Constitution, Finance, and Nominating. The President, in consultation with the Board of Directors, may appoint other committees for specific purposes. The Board of Directors bears the ultimate responsibility for the management and oversight of all committees. All committees will have guidance by which to operate and shall meet at least annually.

Section 2. The purpose of the Awards Committee is to support pharmacy leadership commitment by recognizing leaders in the pharmacy profession, as well as other duties assigned by the Board of Directors, as needed. The Board of Directors shall appoint the Chairperson of the committee.

Section 3. The purpose of the Bylaws and Constitution Committee is to ensure the Bylaws and Constitution of Phi Lambda Sigma are up-to-date with current operations and needs of the Society, as well as other duties assigned by the Board of Directors. The Board of Directors shall appoint the Parliamentarian as Chairperson of the committee.

Section 4. The purpose of the Finance Committee is to assist the Board of Directors in fulfilling its responsibilities with respect to the monitoring and oversight of the Society's financial resources and strategies, as well as other duties assigned by the Board of Directors. The Treasurer shall serve as Chairperson of the Finance Committee and shall oversee the investment policy of the Society. The Finance Committee will consist of the Treasurer, Immediate Past-President, President, a collegiate member of the Board of Directors (as appointed by the President from either the Speaker of the House or Member-at-Large positions), at least one non-Board of Directors member of the Society, and others appointed by the President, as needed, to fulfill the requirements to maintain an odd number of voting members not to exceed 7 members. The Executive Director shall participate in operating and supervising responsibilities of this committee in an ex officio, non-voting capacity. The Finance Committee shall meet at least quarterly.

Section 5. The purpose of the Nominating Committee is to facilitate the election of strong leaders to the Board of Directors, as well as other duties assigned by the Board of Directors. The Members-at-Large shall serve as Chairpersons of the Nominating Committee.

ARTICLE IX
Amendments

Section 1. Proposed amendments to these Bylaws shall be presented to the Board of Directors, in writing, no less than sixty (60) days prior to the annual meeting of the House of Delegates. The Executive Director, at the instruction of the Board of Directors, shall distribute the proposed Constitutional amendments to each chapter no less than thirty (30) days prior to the annual meeting of the House of Delegates.

Section 2. Amendments to the Bylaws shall require an affirmative vote of two-thirds (2/3) of the members of the House of Delegates present at the annual meeting of the House of Delegates.

ARTICLE X
Ratification

Ratification of these Bylaws shall require an affirmative vote of two-thirds (2/3) of the members of the House of Delegates present and voting at the annual meeting of the House of Delegates.