



Guide

to the

Formation

of a

Phi Lambda Sigma Chapter

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Using this Guide

The Phi Lambda Sigma Central Office is pleased to provide this “Guide To The Formation Of A New Phi Lambda Sigma Chapter.” This Guide is designed to assist the college or school of pharmacy desiring to establish a new Phi Lambda Sigma Chapter, as well as reactivate a previously established chapter.

This is a relatively simple process four-step process to establish a PLS Chapter at your school:

Step 1: Contact the PLS Central Office to learn what is needed to establish a chapter.

CONGRATULATIONS! You are already on your way.

Step 2: Establish and coordinate the interest among the various participants at your school.

It is important to identify and coordinate the interested students and faculty. In addition, connecting with your school’s administration, the Dean, to share the interest and ensure the proper procedures are followed for establishing a new student organization on campus. You may or may not have already accomplished this step, however, it is critical to your success.

Step 3: Review and complete the process mapped out by this Guide.

This Guide outlines the process each school must follow to establish a chapter, from identifying the paperwork requirements to the initiation ceremony procedures for formation of your chapter.

Step 4: Following the completion of the necessary forms, the Central Office will notify the PLS Board of Directors of the request. Upon approval of the Executive Committee, a mutually convenient date for the official “chartering” of your chapter will be coordinated by the Central Office. Every effort will be made to have at least one Board Officer attend and participate in the event.

Step 5: Upon chartering, the appropriate Greek “chapter designation” will be provided by the Central Office, together with the official Chapter Charter document that can be displayed at the college or school of pharmacy. The visiting Board Officer will conduct

an initiation ceremony for the charter members of the Chapter and install the initial Officers and Advisor for the Chapter.

Now, using this guide, begin your journey toward joining Phi Lambda Sigma, the Pharmacy Leadership Society!

PURPOSE

The purpose of Phi Lambda Sigma, also known as the international Pharmacy Leadership Society, is to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Since membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations.

Phi Lambda Sigma honors leadership. Members are selected by peer recognition. No greater honor can be bestowed upon an individual than to be recognized as a leader by one's peers. Such recognition instills and enhances self-confidence, encourages the less active student to a more active role and promotes greater effort toward the advancement of pharmacy.

HISTORY

Phi Lambda Sigma was organized in March, 1965 by then student Charlie Thomas on the campus of Auburn University, with the approval of the faculty of the School of Pharmacy. Following a two-year probationary period, the Auburn University Student Senate granted a charter to the Society on October 3, 1967. The Phi Lambda Sigma National Fraternity was legally incorporated in Lee County, Alabama on June 28, 1968. That same year, the name “Phi Lambda Sigma” was registered with the U.S. Bureau of Patents and Copyrights in Washington, D.C., and an official key was designed by the Balfour Company. The National Office was moved from Auburn University to Atlanta, Georgia in 1992. In 1996, Phi Lambda Sigma contracted with the University of Tennessee, College of Pharmacy, for administration of the Society, and the National Office was relocated from Atlanta to the campus of the University of Tennessee, College of Pharmacy in Memphis, Tennessee. In 1999 the Society relocated to the University of Missouri-Kansas City School of Pharmacy and in 2013 to Uniontown, PA where it makes its current home. Our first international chapter (Epsilon Nu, The University of British Columbia, Vancouver) was chartered in 2020 making us an international society. In 2023, The House of Delegates approved the name change from the National Executive Committee to the Board of Directors.

FOUNDER

Founded in 1965, through the creative imagination of Alabama Pharmacist Charlie Thomas, then a student at Auburn University School of Pharmacy, Phi Lambda Sigma celebrates many years of leadership recognition. Believing that leaders needed recognition for their contributions to our profession, the Alpha chapter of Auburn University was chartered in 1965 and thus began the tradition that is Phi Lambda Sigma today. The membership of the society is rich in leadership diversity and values the enduring support of the many friends, deans, advisors, faculty, alumni and student members. We are thankful to our founder for having the vision and dedication to leadership that allows us to recognize those individuals who have accepted the responsibility for leadership to this grand old profession...Pharmacy.

MISSION, VISION & COMMITMENT TO DEI

Mission Statement

Recognize leaders in the profession, cultivate leadership development, and inspire transformational change.

Vision Statement

Empowering lifelong leaders to positively influence the profession of pharmacy.

Our Commitment to DEI

In Phi Lambda Sigma, we are dedicated to reimagining and fostering leadership for a more diverse, equitable, and inclusive future. We strive to educate and provide opportunities in order to build a strong community of pharmacy professionals where everyone is included. By upholding these values, we are committed to positively impacting lives and inspiring transformational change within the pharmacy profession.

ORGANIZATIONAL STRUCTURE & MEMBERSHIP

International Leadership

Phi Lambda Sigma is led by an Board of Directors, consisting of 6 elected officers, 3 appointed officers, an Executive Director, and numerous Committee Chairpersons. The elected officers consist of President-Elect (who serves a three-year term with one year each as President-Elect, President and Immediate Past-President), Speaker of the House, and 2 Members-at-Large. The Parliamentarian and Treasurer serve in two-year appointed roles and with the Executive Director, are *ex-officio* members of the Board of Directors. The Executive Director serves the day-to-day needs of the Society. The specific descriptions for each position are mapped in the [Society Constitution and Bylaws](#).

Chapters

Phi Lambda Sigma established a system of chapters with the founding of the first chapter at Auburn University. Each chapter is affiliated with an accredited college or school of pharmacy and is designated by Greek letter. The most current listing of the [established chapters](#) may be found on the Phi Lambda Sigma web site.

Each chapter is charged with the recruitment of members. Initiated members at each chapter are members of both the national organization and the chapter and are responsible for the respective fees.

Membership

The [Society Bylaws](#) contain the specifics for the minimum membership criteria for the established categories (Bylaws Article II)

Any exceptions must comply with the Constitution and Bylaws of Phi Lambda Sigma. Nomination for all membership categories emanates from the present members of the Society. Prospective members are nominated on the basis of their demonstration of dedication, service and leadership in the advancement of pharmacy. By promoting such recognition, Phi Lambda Sigma provides an incentive for the development of future leadership potential for the profession.

For further details regarding membership and chapter, please refer to the document on the [Chapter Officer Resource page](#) of the website.

PLANNING FOR A CHAPTER CHARTER

To assure a pleasant and memorable installation of your chapter, the following description of events, is provided as a guide to assist the planning committee that molds in making informed and timely decisions.

Appointment of Faculty Advisor

The Dean of the School/College of Pharmacy must appoint a faculty advisor to serve as liaison to the Central Office. The appointment form must be filled out on the [Chapter Advisor Reporting Forms](#) page of the website. After receipt of the online Advisor Appointment Form, the Executive Director will send the necessary official forms and information to the newly identified advisor.

Formal Petition to Establish a New Chapter

(See [Appendix A](#))

- A. The new advisor and other petitioners (e.g. students who led the initiative to form a chapter, a PLS faculty member initiated elsewhere interested in helping to form a chapter) will complete this form. Forward the completed petition to the Executive Director.
- B. The Executive Committee will review the materials for completeness and acceptability. Upon approval, the Executive Director will notify the Advisor and Dean of their school's acceptance including the Greek designation of the charter.

Identifying the Charter Membership

- A. The newly identified chapter advisor and the initial group of petitioners should meet to begin the process of identifying the individuals who will become the charter members of the chapter. Eligible individuals for selection as charter members should include faculty, administrators, alumni and students who fit the criteria for leadership recognition as described in the [Membership section](#) of this guide (page 8) and in the [Society Constitution and Bylaws](#). As mentioned previously, the charter members are usually selected by the group of individuals who have actively participated in the development of the chapter to date. Examples of charter members may include but not limited to the Dean, faculty advisor, and any current student organization leaders. While there is no set policy for who selects the charter membership those involved should keep in mind that the basis they use to choose the membership will set the precedent for future initiates. An example of the selection committee has included the advisor, the students interested in forming the chapter, and current PLS members on faculty and staff that were initiated elsewhere. The Board of Directors recommend that the selection committee may request that interested individuals self-nominate for this initial chartering process.
- B. Once the charter members have been identified, invite each to become charter members. For those accepting your invitation, hold an informational meeting to educate the group about Phi Lambda Sigma (mission, vision, objectives), why the chapter is being formed at your school, and a tentative timeline for the installation of the chapter. At this or another meeting, the advisor and petitioners should identify candidates for the chapter officers. Again, since there is no set policy regarding this selection, the initial officer candidates could volunteer/be nominated or an election could be held. This choice is up to the advisor and petitioners based on the constraints of time and school/college/university policy.
- C. Once the charter members have been identified, the advisor shall inform the Executive Director of the charter members so that the membership certificates and key pins can be prepared. The Executive Director will create an invoice and send to the chapter. The full name and initials of each initiate should be typed and double-

checked for accuracy. The chapter must bear the costs of replacements caused by such errors.

Costs

Chapter Installation Fee - A chapter installation fee of \$200.00 is charged to partially offset the administrative costs associated with chartering a new chapter.

Membership Bundle Fee - An initiation fee of \$90.00 is charged for each full member, \$50.00 per honorary member. The bundle fee includes the membership certificate, key pin and lifetime dues.

Shipping and Processing - A flat S&P charge of \$10 per order is assessed. Rushed shipping can be purchased if needed.

See the [PLS Store](#) for more details

Recommended Timeline

Using the above background information, the following sequence of events should be planned:

- A. 6-8 weeks prior to chartering ceremony – Send the name and office address of the faculty advisor to the Executive Director of Phi Lambda Sigma along with the Formal Petition to Establish a New Chapter.
- B. 4 weeks prior to chartering ceremony – Following Board of Directors approval, invite individuals to become charter members. Hold an informative meeting for the charter members to learn about PLS and identify initial officers. Communicate with the Executive Director to identify a mutually convenient date for the official “chartering” of your chapter. Every effort will be made to have at least one Board of Director officer to attend (either in-person or virtually) and participate in the event.

In addition, send charter members to the Executive Director. Payment may be provided to the Central Office via check, or credit card (preferred). We will accept PO orders if your institution requires payment by this process.

- C. 2-4 weeks prior to chartering ceremony – Make arrangements for the chartering and induction ceremony. The type of event is determined by the chapter (i.e. dinner, reception, awards program). As the arrangements for this event are the responsibility of the chapter we suggest you do what is within your chapter's means to make the event memorable to the initiates. Guests and members of other chapters are encouraged to attend.

Official Charter Ceremonies

This collection of documents provides the details for the required set-up and three of the most common ceremonies for the Charter Chapter Event: Official Initiation Ceremony Set-up, Presentation of the Charter, Initiation of Charter Members, and Installation of Charter Chapter Officers. Please use the set-up description and scripts to conduct your event.

- Official Initiation Ceremony Set-up ([Appendix B](#)) – provides details about the set-up for the event, as well as the required supplies.
- Presentation of the Charter ([Appendix C](#)) – The Board officer present will make brief comments (congratulations and thanks to those instrumental in chapter chartering, acknowledge guests and members present) before reading the charter to the membership and guests present. The officer will then sign the charter and present to the Dean for his/her signature. Comments from the membership, Dean or Advisor are welcome at this time
- Initiation of Charter Members ([Appendix D](#)) – this script provides the process for the initiation of the charter members. The Board Officer present will make brief comments (congratulations and thanks to those instrumental in chapter chartering, acknowledge guests and members present) before reading the charter script.
- Installation of Charter Officers ([Appendix E](#)) – this script provides the process for the Board Officer to install the initial set of Chapter Officers for the new Chapter. The Chapter Officers having been designated/elected by the Charter Members of the new Chapter will be called forward by the Board Officer. The following procedure will then

be conducted to install the Chapter Officers in the order of Treasurer, Secretary, Vice President and President.

Using the above description, the chapter should plan whatever might best fit their situation. The charter presentation and initiation will require about 30 minutes.

In essence, we want to assist you in your celebration without restricting or stretching your plans. Whether small or large, each previous charter celebration has had its own character, and we have been very pleased with all of them. We want you to plan whatever best fits your needs in honoring your pharmacy leaders.

PLANNING FOR RE-ESTABLISHING A CHAPTER

It is possible to re-establish a previously chartered chapter at a college/school of pharmacy. This process is very similar to that of chartering a new chapter. Please contact the Society's Executive Director at executive_director@philambdasigma.org to discuss the steps necessary.

ANNUAL CHAPTER INSTALLATION CEREMONIES

Whether a newly chartered chapter or a re-established chapter, each must initiate new members and install new officers on an annual basis. The Official Initiation Set-up ([Appendix B](#)) remains the same for all ceremonies, however, [Appendix F](#) and [Appendix G](#) provide the scripts for the installation of officers and the initiation of new members.

Appendices

APPENDIX A. FORMAL PETITION TO ESTABLISH A NEW CHAPTER

We, the undersigned students and faculty of

respectfully petition the Board of Directors of Phi Lambda Sigma to establish a chapter at this institution. Being fully acquainted with the requirements of this Society we feel that each of us is eligible for membership.

REASON FOR PETITIONING: (brief statement)

SIGNATURES OF PETITIONERS:

NAME OF PROSPECTIVE FACULTY ADVISOR:

HISTORY OF SCHOOL OF PHARMACY (e.g. date founded, date accredited, member of AACP, last accreditation visit, etc.):

CONTROL OF SCHOOL (public, private, etc.):

DEGREES IN PHARMACY OFFERED:

CURRENT STUDENT ENROLLMENT:

NUMBER OF FACULTY MEMBERS:

ORGANIZATIONS AND ACTIVITIES OF THE SCHOOL OF PHARMACY:

Names of State and Local Pharmacy Organizations:

Names of National Professional Fraternities, Organizations and Societies:

**Please mail (or email) completed application to:
Dr. Brandon Jennings, Executive Director
40 Bailey Lane
Uniontown, PA 15401**

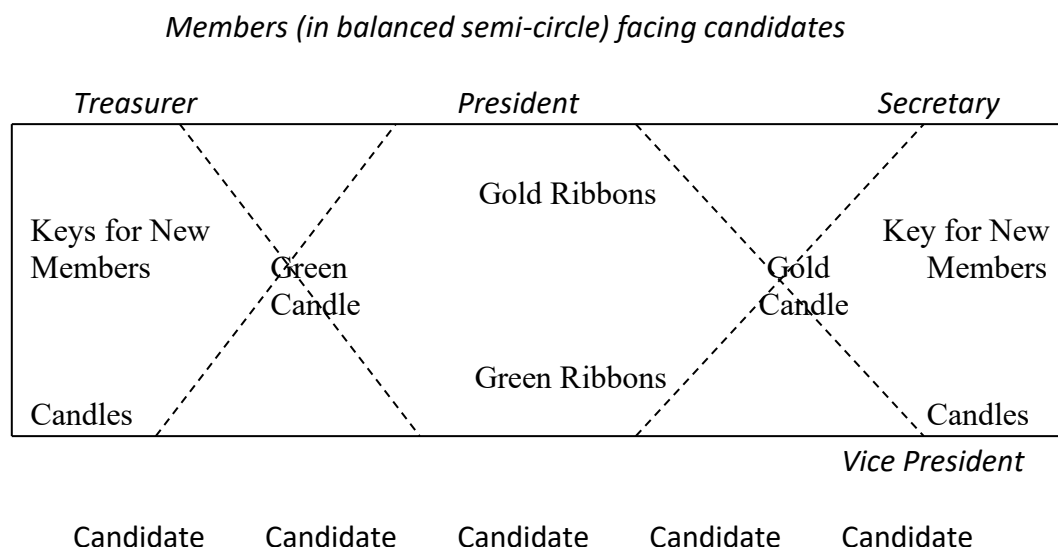
Questions: call 804-240-3615 or email executive_director@philambdasigma.org

APPENDIX B. OFFICIAL INITIATION CEREMONY SET-UP

Standing in a darkened room is a table covered with a white cloth and decorated with two green and two gold ribbons of twenty-four inches in length and one green and one gold candle, placed in holders and lighted. One candle for each candidate (small tapers) is placed in the right-hand corner of the table. Consider using paper or plastic wax catching rings for each candle or no-drip candles. One official key pin for each candidate is placed behind the row of candles. Certificates should be alphabetized and distributed after the pinning and induction ceremony. The chapter president reviews for accuracy and signs each certificate.

The *President* stands behind and at the center of the table. The *Secretary* or other officer stands to the right of the President, and the *Treasurer* or other officer to the left of the President. The other members stand in a balanced semi-circle either behind or to each side of the officers.

The candidates remain in another room until summoned by the *Vice President*. Prior to entering the initiation room, the *Vice President* explains the ceremonial procedure to the candidates. Arranged in alphabetical order, the candidates are then led before the ceremonial table by the *Vice President*, who moves to the right end of the table. The *Vice President* then announces the candidates by name to the president and other members present.



APPENDIX C. PRESENTATION OF THE NEW CHAPTER'S CHARTER

The Board Officer present will make some brief comments, such as:

Welcome to the Chartering of the New Chapter at the _____
College/School of Pharmacy;

Congratulations and thanks to those instrumental in chapter chartering;
Acknowledge Dean, advisor, guests and members present.

The Board Officer will then read the charter to the membership and guests present:

"Be it known by these present that the Board of Directors of the Phi Lambda Sigma Leadership Society does hereby grant this charter to (the undersigned initiates) who with their regularly initiated line of successors shall constitute the (Greek designation) in the (College or School of Pharmacy) at (Name of institution) with all rights and privileges of membership as granted under the Constitution and Bylaws of the Society. In testimony whereof, we the authorized officers of the Society, have hereunto affixed our signatures and the seal of the Society on this (date) day of (month/year)

The officer will then sign the charter and present to the Dean for his/her signature. Comments from the Dean, Advisor, or membership are welcome at this time.

APPENDIX D. INITIATION CEREMONY FOR CHARTER MEMBERS OF A NEW CHAPTER

Immediately following the formal Presentation of the Charter to the new Chapter, the Board Officer presiding and the Chapter Advisor will then initiate the Charter Members.

Chapter Advisor: I present these individuals to you for initiation into Phi Lambda Sigma.
(Each candidate should be announced individually)

Board Officer/Representative: Each of you has been tapped for membership in Phi lambda Sigma because of the outstanding qualities of leadership and service which you -- or the person you are representing -- have demonstrated in -- or for -- the profession of pharmacy, and because we believe that you have the moral character, the ethical standards, and the leadership ability to advance pharmacy to the highest level.

Phi Lambda Sigma is the Pharmacy Leadership Society. Our goal is to recognize outstanding leaders directly in -- or in support of -- our profession. The symbol of the society is the key which you are about to receive. It bears a mortar and pestle, long recognized as the symbol of the ethical pharmacist.

The mortar and pestle, which bears the letters of Phi Lambda Sigma, is surrounded by a wreath of laurel, symbolic of leadership and wisdom. The date of our founding, 1965, appears below the mortar and pestle. Our colors are green and gold; green, symbolizing strength, and gold, symbolizing fineness of character.

As we of Phi lambda Sigma have done before you, so are you required to take the following oath. Will you raise your right hand and repeat after me:

I, (please state your name), / do solemnly promise, / to uphold the standards and ideals / of Phi Lambda Sigma, / to work for the advancement of pharmacy / through leadership and service, /

and to practice the duties of my profession / with dignity, / knowledge, / ethics, / and a genuine concern / for the well-being of those I serve.

Board Officer/Representative assisted by the **Chapter Advisor and/or PLS members** present from other chapters pins each initiates and congratulates them.

Board Officer/Representative, assisted by the **Chapter Advisor and/or PLS members** present from other chapters distributes candles to initiates, then light initiates' candles with their own.

Board Officer/Representative: Just as the lighting of many candles from one does not diminish the light of the initial flame, so too adding other leaders to our circle does not diminish, but rather strengthens the existing members so that, together, we can strengthen . . . and shed light on . . . our profession.

As members of Phi Lambda Sigma, you are expected to uphold the high standards of our society and our profession in your own work. Further, you are expected to dedicate yourselves to the further advancement of pharmacy through exemplary leadership, character, encouragement and achievement.

I now declare you duly initiated into Phi Lambda Sigma.

APPENDIX E. INSTALLATION CEREMONY FOR CHAPTER OFFICERS UPON CHARTERING OF NEW CHAPTER

Immediately following the formal Chartering Ceremony for the new Chapter and the initiation of the Charter Members into Phi Lambda Sigma, the Board Officer presiding will then install the initial set of Chapter Officers for the new Chapter. The Chapter Officers having been designated/elected by the Charter Members of the new Chapter will be called forward by the Board Officer and will stand in a line facing the Charter Members, with the Chapter President in the center of the line. The following procedure will then be conducted to install the Chapter Officers in the order of Treasurer, Secretary, Vice President and President.

Board Officer/Representative: Upon initiation into Phi Lambda Sigma, each of you accepted a charge to uphold the high ideals of Phi Lambda Sigma, to promote the profession of pharmacy, and to strive for professionalism and leadership in the profession of pharmacy. In becoming a Chapter Officer, you accept a role of even greater responsibility in Phi Lambda Sigma.

When I call your name, please step forward and raise your right hand, and repeat after me:

I [name] do solemnly promise to carry out the duties of the office of [office] as stated in the Constitution and Bylaws to the best of my ability, to cooperate with the other officers and members of Phi Lambda Sigma, and to uphold the Constitution and Bylaws of Phi Lambda Sigma.

After each officer is sworn in, the **Board Officer/Representative** steps forward and congratulates the new officer. This procedure is repeated until all officers have been installed.

Board Officer/Representative: I now charge each of you with the responsibilities of your respective offices, and with the duty of upholding the honor and respect that is associated with you respective offices.

APPENDIX F. INITIATION CEREMONY FOR NEW MEMBERS (ESTABLISHED CHAPTER)

Vice President: [Mr. / Madame] President, I present these individuals to you for initiation into Phi Lambda Sigma.

President: Each of you has been tapped for membership in Phi lambda Sigma because of the outstanding qualities of leadership and service which you -- or the person you are representing -- have demonstrated in -- or for -- the profession of pharmacy, and because we believe that you have the moral character, the ethical standards, and the leadership ability to advance pharmacy to the highest level.

Secretary: Phi Lambda Sigma is the Pharmacy Leadership Society. Our goal is to recognize outstanding leaders directly in -- or in support of -- our profession. The symbol of the society is the key which you are about to receive. It bears a mortar and pestle, long recognized as the symbol of the ethical pharmacist.

Treasurer: The mortar and pestle, which bears the letters of Phi Lambda Sigma, is surrounded by a wreath of laurel, symbolic of leadership and wisdom. The date of our founding, 1965, appears below the mortar and pestle. Our colors are green and gold; green, symbolizing strength, and gold, symbolizing fineness of character.

President: As we of Phi Lambda Sigma have done before you, so are you required to take the following oath. Will you raise your right hand and repeat after me:

I, (please state your name), / do solemnly promise, / to uphold the standards and ideals / of Phi Lambda Sigma, / to work for the advancement of pharmacy / through leadership and service, / and to practice the duties of my profession / with dignity, / knowledge, / ethics, / and a genuine concern / for the well-being of those I serve.

Vice President: (Pins each initiate and congratulates each one. Recommend having all officers assist with this process.)

One Member

From Circle: (Member comes forward and asks the initiates to join their circle. He gives each of them a candle and lights it with his own. The new members join the other members in the semi-circle. If only a few old members and many new members - may wish to omit having them join circle.)

President: Just as the lighting of many candles from one does not diminish the light of the initial flame, so too adding other leaders to our circle does not diminish, but rather strengthens the existing members so that, together, we can strengthen . . . and shed light on . . . our profession.

As members of Phi Lambda Sigma, you are expected to uphold the high standards of our society and our profession in your own work. Further, you are expected to dedicate yourselves to the further advancement of pharmacy through exemplary leadership, character, encouragement and achievement.

I now declare you duly initiated into Phi Lambda Sigma.

(End of official ceremony)

Suggestion: Pose for officer/initiate photo...have new initiates sign membership book.

APPENDIX G. INSTALLATION OF NEW OFFICERS (ESTABLISHED CHAPTER)

The retiring officers stand in a line facing the members with the President in the center. Each officer holds an item signifying the respective office. The newly elected officers stand facing the respective officers. The order of installation is Treasurer, Secretary, Vice President, and President.

Outgoing President: Upon initiation, each of you accepted a charge to uphold the high ideals of Phi Lambda Sigma, to promote pharmacy, and to strive for professionalism and leadership in the field of pharmacy. In becoming an officer, you are accepting a role of greater responsibility in our society.

When I call your name, please step forward and raise your right hand, and repeat after me:

I, Name , do solemnly promise to carry out the duties of the office of office , as stated in the Constitution and Bylaws to the best of my ability, to cooperate with the other officers and members of the Society, and to uphold the Constitution and Bylaws of Phi Lambda Sigma.

(At this time, the corresponding retiring officer steps forward and gives the symbol of the office to the new officer. He congratulates the new officer and steps back to former position. The procedure is followed until all officers have been sworn in.)

President: I charge each of you now with the responsibilities of your respective positions, and with the duty of upholding the honor and respect that is associated with your office.