

New Mexico State University Pre-Pharmacy Society By-Laws

ARTICLE I: NAME

The name of this organization shall be the Pre-Pharmacy Society at New Mexico State University.

ARTICLE II: PURPOSE

The purpose of the Pre-Pharmacy Society is to provide information, resources, and opportunities that introduce students to the profession of pharmacy.

The goals and objectives of this organization include:

- To foster professional development through leadership opportunities, academic support, and community involvement.
 - To function as an academic, informational, and social support system for pre-pharmacy students at New Mexico State University.
 - To promote awareness and understanding of the pharmacy profession and related healthcare careers.
 - To provide students with guidance, mentorship, and resources that support successful admission into pharmacy school.
 - To encourage service, leadership, and collaboration within the university and surrounding community.
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ARTICLE III: MEMBERSHIP

Membership shall be open to any currently enrolled student at New Mexico State University who is interested in pharmacy or healthcare-related careers.

Members are encouraged to participate in meetings, events, volunteer opportunities, and organization activities throughout the academic year.

ARTICLE IV: OFFICERS

The executive board shall consist of the following officers:

- President
- Vice President
- Secretary/Media Officer
- Community Outreach Chairs

All officers are expected to maintain professionalism, communicate effectively, and support the mission of the organization.

The Advisor and Co-Advisor reserve the right to remove an officer from their position for failure to communicate, failure to fulfill the responsibilities of their office, repeated unexcused absences, or conduct detrimental to the organization. Whenever possible, the officer will be informed of the concerns and given an opportunity to correct the issue before removal.

A. President Responsibilities

The President shall:

- Attend all officer and general meetings
 - Schedule, announce, preside over, and maintain order at meetings
 - Coordinate organization activities and events
 - Maintain communication with faculty advisor(s) and officers
 - Delegate responsibilities and monitor officer tasks and deadlines
 - Serve as the primary representative of the organization
 - Coordinate guest speakers and collaborations with other organizations
 - Appoint temporary committees when needed
 - Oversee updates to organization documents and by-laws as necessary
 - Oversee Crimson Connection, update current information, and new events
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B. Vice President Responsibilities

The Vice President shall:

- Attend all officer and general meetings
- Assume duties of the President in the President's absence

- Assist the President with organization operations and event planning
 - Help coordinate meetings, activities, and guest speakers
 - Support communication among officers and members
 - Assist with organizational planning and leadership transitions
 - Assist in the oversight of Crimson Connection
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C. Secretary/Media Officer Responsibilities

The Secretary/Media Officer shall:

- Attend all officer and general meetings
 - Record and maintain meeting minutes
 - Share meeting summaries and important announcements with members
 - Manage and maintain organization social media platforms
 - Promote meetings, events, volunteer opportunities, and organization updates
 - Document organization activities through photos and media content
 - Maintain organization records and communication materials
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D. Community Outreach Chair Responsibilities

The Community Outreach Chair shall: To maintain this position there must be at least one person as chair, however up to 3 individuals can maintain this role in collaboration.

- Attend all officer and general meetings
 - If there is more than 1 individual serving in this role, equal collaboration must be maintained. If individuals feel like they are not harmonious in sharing the workload, they must report it to the President and Advisor
 - Plan and coordinate community outreach and service activities
 - Organize volunteer opportunities for members
 - Collaborate with schools, organizations, and community partners
 - Promote healthcare and pharmacy awareness within the community
 - Assist with health fairs, educational presentations, and outreach events
 - Communicate outreach updates and plans with officers and faculty advisor(s)
 - Support organization engagement and member involvement throughout the year
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E. Qualifications of Officers

Officers must:

- Be enrolled students at New Mexico State University
 - Be active members of the organization
 - Attend every meeting, if unable to attend, inform advisor or co-advisor with appropriate reasoning of why missed.
 - Be able to fulfill the responsibilities of their position for the academic year
 - Maintain conduct consistent with university policies and the organization's mission
 - Maintain satisfactory academic progress. Officers whose academic performance falls below a level necessary for academic success or who are unable to balance their coursework with their officer responsibilities may be required to step down from their position, as academic achievement is the primary responsibility of all student leaders.
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F. Election Procedures

- Officer elections shall be held annually during the Spring semester.
 - Candidates may speak to members regarding their interest and qualifications for office.
 - Voting shall be conducted by members present at the election meeting.
 - A simple majority vote shall determine the elected officer.
 - Officers shall serve for one academic year.
 - In the event only one candidate runs for a position, a vote of affirmation may be conducted.
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G. Vacancies and Removal of Officers

- Officers may be removed if they fail to uphold the responsibilities of their position, violate university policies, or act against the mission of the organization.
- If an officer position becomes vacant, the executive board may appoint an interim officer or hold a special election to fill the position.
- Decisions regarding officer removal or replacement may involve consultation with the faculty advisor(s).

ARTICLE V: UNIVERSITY ADVISOR

The organization shall have one or more faculty or staff advisors.

The advisor(s) shall:

- Serve as consultants and mentors to officers and members
 - Provide guidance regarding organization operations and university policies
 - Encourage leadership development and professional growth
 - Support organizational planning, events, and communication efforts
 - Assist in connecting members with pharmacy-related opportunities and resources
 - Maintain compliance with university organization policies and procedures
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ARTICLE VI: COMMITTEES

- Committees may be established as needed by the executive board.
 - Committees shall assist with events, outreach, fundraising, recruitment, and other organizational activities.
 - The executive board shall determine committee responsibilities and membership.
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ARTICLE VII: MEETINGS

- General meetings shall be held regularly during the academic year.
 - Meeting dates, times, and locations shall be determined by the executive board.
 - Members shall receive advance notice of meetings and events when possible.
 - Officer meetings and special meetings may be scheduled as needed.
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ARTICLE VIII: FINANCES

- No membership dues are required unless otherwise determined by the executive board and approved according to university policies.
- Organization funds shall be used to support events, activities, and organizational operations.

ARTICLE IX: PARLIAMENTARY AUTHORITY

- Meetings and organizational procedures may follow Robert's Rules of Order when applicable.

ARTICLE X: AMENDMENTS TO THE BY-LAWS

- Proposed amendments to the by-laws may be submitted by officers or members.
- Amendments shall be reviewed and discussed before voting.
- Adoption of amendments shall require a two-thirds majority vote of members present.