

Phi Lambda Sigma  
Upsilon Chapter  
Bylaws

**Article I: Chapter Name and Purpose**

- Section I:** Beginning February 29, 1988, the organization of members duly initiated at University of Houston College of Pharmacy shall be named Upsilon Chapter in accordance with the Constitution and Bylaws of Phi Lambda Sigma National Fraternity, Incorporated, School of Pharmacy, Auburn University, AL 36849. Phi Lambda Sigma may also be referred to as PLS.
- Section II:** The purpose of Upsilon Chapter shall be the encouragement, recognition, and promotion of leadership in pharmacy, with emphasis on quality of leadership and to serve as the diplomatic liaison for the University of Houston College of Pharmacy.

**Article II: Eligibility for Membership**

- Section I:** Collegiate membership: The following shall be deemed eligible for the election to active membership in the society.
- a. Those students of pharmacy, men and women, who have demonstrated dedicated service and leadership in the advancement of pharmacy and are of high moral and ethical character.
  - b. Persons to be considered for membership must have complied with the following conditions:
    1. They must be enrolled in at least their fourth semester of pharmacy school and have attained a scholastic grade point average of at least 2.5 on a 4.0 grading system with majority vote or 2.0 on a 4.0 grading system with a unanimous vote.
    2. They should be a current member of ASP, CPFI, NCPA, SSHP, SPhA, or AMCP-SIPS.
- Section II:** Faculty, Alumni, and Honorary Membership:
- a. Faculty: Those members of the staff, faculty, and administration of the University of Houston College of Pharmacy who have been initiated by this chapter or who were previously initiated by another Phi Lambda Sigma Chapter.
  - b. Alumni: Those members who were initiated during their collegiate enrollment.

- c. Honorary: Those individuals who have demonstrated dedication, leadership, and service in the profession of pharmacy and are initiated as honorary members into the Upsilon Chapter.

**Article III: Election and Initiation of Members**

- Section I:** Election of new members shall take place on an annual basis. The time and place of the tapping shall be left to the discretion of the presiding officers.
- Section II:** Any person meeting the criteria in Article II may submit an application for membership. The application must be submitted in accordance with the deadline set by the presiding officers.
- a. Members may discuss any person or persons leadership qualities and/or contributions to the University of Houston College of Pharmacy.
  - b. Members shall vote for those person(s) they feel deserve the membership based on their contributions and leadership in pharmacy-related activities.
  - c. The votes shall be collected and then counted by the presiding officers. All discussions during the voting of prospective nominees and tallying of the prospective nominees shall be confidential.
  - d. Prospective members will be notified via telephone and/or by mail by the current members.
- Section III:** A quorum for the tapping of new members shall require two-thirds of the voting membership. A three-fourths affirmative vote of the membership present shall be required for the approval of the new member. No proxy voting will be allowed.
- Section IV:** All the regulations discussed in Article III Section II shall apply in the tapping of new members.
- Section V:** Individuals shall become members of the society upon complying with membership requirements: approval of membership by the active members of the Upsilon Chapter, payment of initiation fees, and being duly initiated.
- Section VI:** The initiation of new members shall be in accordance with the official ritual manual provided by the national office.

**Section VII:** After initiation, the new members shall receive a membership certificate and a key. The chapter secretary shall, upon election of new members, forward to the National Office membership forms provided by the National Office.

**Article IV: Chapter Officers**

**Section I:** The elected officers of this chapter shall be the President, Vice President, Secretary, Treasurer, and Leadership Challenge Chair. This cabinet shall comprise the executive committee. Nominations for officers shall take place after the tapping of new members in the spring semester.

**Section II:** Election of officers: All officers of this chapter shall be elected on an annual basis. The election shall take place after the initiation of the members at the end of the spring semester.

- a. A majority of all members present, including new members, shall be necessary for the election of any officer. The newly installed officers shall assume their duties the following year.
- b. The election of officers shall be reported to the National Office along with new members immediately.
- c. In the event of academic probation, or some other situation that renders the officer unable to productively function with the rest of the officers, resignation of the officer shall be in order.
- d. An officer may be impeached with a unanimous vote of the remaining officers. A concrete explanation must be documented for the action and an advisor must be notified of the action taken.

**Section III:** Duties of officers

- a. Each officer shall be familiar with the National and Local Bylaws.
- b. Each officer shall keep record of the activities during his/her term of office and transfer it to his/her successor at the close of his/her term of office. The record shall contain the duties, all proceedings, and other information pertaining to that particular office.
- c. The President shall preside at all meetings of the chapter, appoint officer vacancies upon approval of the executive committee, update application and point system when deemed necessary, approve all expenditures, attend the national meeting during his/her term and report formally of the activity there to the chapter at the next meeting and perform all duties pertaining to the office of President.

- d. The Vice President shall assume the duties of President when for any reason that officer is unable to do so. The Vice President shall assist the President in any manner concerning Phi Lambda Sigma-Upsilon Chapter. The Vice President shall represent the chapter at pharmacy council meetings and attend all meetings throughout their term, reporting back to the members at each scheduled meeting. The Vice President will also be responsible for organizing the service project(s).
- e. The Secretary shall keep record of the proceedings of the chapter and shall furnish a copy to the President. The Secretary shall maintain and keep accurate minutes of all chapter meetings. The Secretary shall also keep a record of each member and shall provide the active members an updated phone and address list each semester. The secretary is responsible for all correspondence including the nomination, acceptance, and non-acceptance letters, mailing of such letters, and all reports required by the National Office.
- f. The Treasurer shall keep an accurate record of all money received and expended and shall make the report to the chapter when required to do so. The Treasurer shall pay all financial obligations of the chapter and shall collect all dues from the members and new members. The Treasurer is also responsible for money making projects and fundraising.
- g. The Leadership Challenge Chair will work with the executive committee to coordinate the Leadership Challenge in the Fall Semester of each year. This individual will complete all proposals and submit an application to the Nationals for Awards. The budget will be submitted to the Dean for approval of the program. The Leadership Challenge Chair will complete the poster for presentation at the National Convention.
- h. An Alternative Delegate is to perform the duties in the event the President is not able to attend the National Convention.
- i. The Executive Committee is responsible for the tallying of votes of all tapping proceedings. No member of the Executive Committee shall offer information to another individual outside or inside this chapter. Confidentiality is a must and may lead to suspension of membership if broken.

**Article V: Meetings**

- Section I:** Meeting shall be set at the beginning of each semester and may be changed according to the exam schedules throughout the semester.
- Section II:** All meetings are highly recommended (required). There shall be no voting by proxy, thus attendance is important.
- Section III:** There will be at least one service project per year. Attendance at this special project is highly recommended (mandatory).

**Article VI: National Convention**

- Section I:** The President and another alternative delegate shall be required to attend the annual National Convention
- Section II:** The alternate delegate shall be appointed by the executive committee.
- Section III:** The expenses of the delegates may be paid partially or in full by the chapter and/or the College of Pharmacy

**Article VII: Membership Fees and Financial Obligations**

- Section I:** Active membership fee shall not be more/less than ten dollars (\$10) per semester.
- Section II:** Initiation fees shall not be less than thirty five dollars (\$35) to cover official insignia, engraving, certificate of membership, and national business expenses.
- Section III:** Dues for the Upsilon Chapter may be subject to change upon the discretion of the executive committee with a majority vote by the active membership. (Current membership dues in 2003 are \$90)

**Article VIII: Phi Lambda Sigma Award**

- Section I:** The Upsilon Chapter may award a Phi Lambda Sigma Chapter Award to its most active senior.
- Section II:** The provisions and procedures for the awarding of this honor shall be

based on their contributions to Phi Lambda Sigma throughout the year, including attendance at meetings. This honor shall be presented to the person who best exemplifies leadership within this honor society.

- Section III:** Teacher of the year award.  
**Section IV:** Student Appreciation Award.

**Article IX: Chapter Advisor**

- Section I:** A faculty advisor shall be elected by the chapter with the approval of the Dean of Pharmacy. A change of faculty advisor shall be reported to the National Executive Office immediately.
- Section II:** A co-advisor may be elected if deemed necessary by a majority vote of the active members upon approval of the faculty advisor and the Dean of Pharmacy.

**Article X: Amendments**

- Section I:** Amendments to the Bylaws shall require an affirmative vote by three-fourths (3/4) of the total number of active members. Proposed amendments shall be presented to the executive committee in writing and then presented for voting purposes at the following meeting.

**Article XI: Ratification**

- Section I:** Ratification of these Bylaws shall be by a three-fourths (3/4) affirmative vote of the executive committee with further approval by three-fourths (3/4) of the active members.
- Section II:** With ratification of these Bylaws, any resolution or Bylaws previously adopted by the chapter which are in conflict with the provisions herein set forth, shall be declared invalid.

**Article X: Non-Discrimination**

- Section I:** As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity

institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

**Article XI: Anti-Hazing**

**Section I:** This organization will not initiate, participate in or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Chapter Bylaws revised May 2017; Adopted April 2003