

NATIONAL CONSTITUTION OF THE PHI LAMBDA SIGMA (PLS) 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 its 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
Chapters

- Section 1. If in the United States, chapters may be established at schools and colleges which were accredited (or are in the candidate status of accreditation) by the Accreditation Council for Pharmacy Education. If International, chapters should be accredited or in the process of with the recognized accrediting body for that country.
- Section 2. Where schools and colleges have multiple campus locations, separate chapters may be established. The separate chapter must meet all requirements for establishing a chapter, as well as obtain approval from the school's and college's established chapter and the National Executive Committee. The National Executive Committee 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 National Executive Committee will provide a written approval or disapproval to both the candidate chapter and the established chapter.
- Section 3. Where schools and colleges merge, the chapters shall develop a proposal for sustaining the Society at the schools and colleges. The proposal will be presented to the National Executive Committee for review and approval. All criteria, as described in Article II, must be met by the presenting chapter.
- Section 4. The application for a charter must be made in writing, signed by at least four (4) collegiate and/or faculty members affiliated with the academic pharmacy institution seeking a charter, and submitted to the Executive Director of Phi Lambda Sigma.
- Section 5. 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 institution.

- Section 6. Charters may be given to any school or college or faculty of pharmacy that meets with the above requirements and is willing to conduct the business of that chapter according to the Constitution of Phi Lambda Sigma.
- Section 7. The activities of a chapter may be suspended by a two-thirds (2/3) vote of the National Executive Committee for failure to comply with these bylaws or policies and regulations. While the chapter is suspended, no persons may be elected or inducted into Phi Lambda Sigma membership through this chapter.
- Section 8. Upon recommendation of the National Executive Committee, the House of Delegates may revoke the charter of a chapter. A two-thirds (2/3) vote of the House of Delegates is required for revocation. The revocation will be noted in the House of Delegates meeting minutes.
- Section 9. Any chapter may vote to dissolve itself, which requires a two-thirds (2/3) vote of the active chapter. The National Executive Committee of Phi Lambda Sigma must be notified two (2) weeks prior to the chapter meeting at which the vote will be held.
- Section 10. 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 returned to the treasury of Phi Lambda Sigma, or any other appropriate non-profit organization approved by the National Executive Committee. Past and present members of a dissolved chapter will not have membership privileges revoked.
- Section 11. A chapter may be reactivated following suspension by action of the National Executive Committee.
- Section 12. A chapter may be reinstated following revocation of its charter by meeting all the requirements of a newly organizing chapter. If approved, the chapter shall receive a new charter, but retain its original name.
- 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 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.

ARTICLE III Membership

The Society shall consist of collegiate, faculty, alumni and honorary members.

ARTICLE IV Election of Members

The election of members may take place at any time as provided by the bylaws of the chapter.

ARTICLE V National Officers

- Section 1. The National Executive Committee shall consist of a president, president-elect, speaker, two (2) members-at-large, and the immediate past-president with voting

privileges. The parliamentarian, treasurer, and an executive director support the National Executive Committee ex officio. The National Executive Committee shall be supported by regional liaisons.

- Section 2. The president-elect shall be elected to hold office for a three (3) year term. The speaker and members-at-large shall be elected to hold office for a term of one (1) year. The treasurer and parliamentarian shall be appointed by a vote of the elected national officers in alternating years for a term of two (2) years. The regional liaisons shall be appointed by a vote of the elected national officers for a term of one (1) year. The executive director shall be appointed by vote of the elected national officers.
- Section 3. The National Executive Committee shall work closely with appointed and contracted entities to execute the strategic plan of the society.
- Section 4. Any appointed persons shall be a member of Phi Lambda Sigma (honorary, alumni, faculty or student).

ARTICLE VI National Government

- Section 1. The governing power of this Society shall be vested in a House of Delegates and a National Executive Committee.
- Section 2. The House of Delegates shall consist of the elected National Officers and a delegate and alternate delegate from each chapter. In the absence of the delegate, the alternate delegate may replace the chapter delegate. Additionally, if no delegates from a chapter are available, an alumni member of the chapter may serve as a member of the House of Delegates.
- Section 3. The National Executive Committee shall consist of the National Officers. The parliamentarian, treasurer and Executive Director shall serve as ex officio members of the National Executive Committee.
- Section 4. The House of Delegates in session shall be the supreme governing body of the Society.
- Section 5. The National Executive Committee shall be the governing power of the Society in the interim between the sessions of the House of Delegates. It shall transact all business relating to the Society as a whole.
- Section 6. The site of the National Office of Phi Lambda Sigma shall be selected by the National Executive Committee.

ARTICLE VII National Conventions

- Section 1. The House of Delegates of the Society shall be held annually.
- Section 2. The National Executive Committee shall have the power to designate the time and place of the House of Delegates.

ARTICLE VIII Chapter Officers

- Section 1. Each chapter shall designate in its bylaws the following elective officers at a minimum: president, secretary and/or secretary/treasurer. Other officers such as vice-president, president-elect, alumni liaison and historian 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. Each chapter shall have a faculty advisor who is a member of Phi Lambda Sigma.
- Section 4. Using the appropriate form, each chapter shall electronically file a Phi Lambda Sigma Officers Report with the National Office. Reports are due by July 31 each year. Chapter officers shall submit address changes within thirty (30) days of the change.

ARTICLE IX Amendments

- Section 1. Proposed amendments shall be presented to the National Office in writing no less than sixty (60) days prior to the annual meeting of the House of Delegates. The National Office shall distribute the proposed amendments to all chapters no less than thirty (30) days prior to the annual meeting of the House of Delegates at which the proposed amendments shall be submitted for vote.
- Section 2. Amendments to the Constitution shall require an affirmative vote of two-thirds (2/3) of the delegates and voting National Executive Committee members present at the annual meeting of the House of Delegates.

ARTICLE X Ratification

Ratification of this Constitution shall be voted on at the annual House of Delegates.

NATIONAL BY-LAWS 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 was established.

ARTICLE II Eligibility for Membership

In the recruitment and initiation of individuals for membership, no solicitation, propaganda, or discrimination on any basis shall be used. Only official chapters are eligible to extend invitations for membership. The following persons, having complied with the following conditions, shall be deemed eligible for consideration and election to active membership in the Society:

- (a) They shall be actively involved in advancing the profession of pharmacy through demonstrated leadership in local, state and national professional pharmacy organizations.
 - (b) They shall possess a high degree of professionalism upon entrance to the Society, as well as the capability to maintain this professionalism throughout their membership in the Society.
- Section 1. Collegiate Membership
Those student pharmacists who have demonstrated dedicated service and leadership in the advancement of pharmacy and are of high moral and ethical character.
- (a) They, undergraduate professional or graduate student, shall have completed one (1) semester or two (2) quarters of the first professional year of scholastic work.
 - (b) Additionally, chapters may consider fall initiations to recognize students early in the second professional year.
 - (c) They shall be in good academic standing.
- Section 2. Faculty Membership
Those members of the staff, faculty and administration of schools and colleges of pharmacy who shall be initiated by local chapters or were formerly initiated and presently serve as staff, faculty or administrators in schools and colleges of pharmacy.
- Section 3. Alumni Membership
An example of an alumni member is someone who was inducted into a chapter as a student and is now an alumnus of the chapter. Another example of an alumni member is someone who was not initiated into their PLS chapter during pharmacy school, but is initiated into that chapter after they graduate.
- Section 4. Honorary Membership

Those individuals who have demonstrated dedication, leadership, and service to the profession of pharmacy, including those members pursuing degrees in pharmaceutical sciences. An honorary member is someone who has been initiated into a chapter at a university different than their place of collegiate enrollment. This category of membership includes professionals other than pharmacists.

ARTICLE III

Election and Initiation of Member

- Section 1. The election of new members shall be annually, preferably in the spring of each year.
- Section 2. A quorum for the election of new members shall be two-thirds (2/3) of the voting membership as defined by the local by-laws. A majority of the voting membership present shall be required for approval of new members.
- Section 3. Current chapter members bear the responsibility of selecting and inducting new members from those nominated. New member candidates may be self-nominated, nominated by a member of the chapter (collegiate, faculty, alumni, or honorary), or nominated by a nonmember of the chapter with intimate familiarity with the leadership qualities of the candidate. Each of these methods of nomination are to be accepted by all chapters.
- Section 4. Individuals shall become members of the Society upon complying with membership requirements, approval of membership by the active members of local chapters, payment of initiation fees, and being duly initiated.
- Section 5. A membership certificate and a key pin shall be given to each member after being duly initiated.
- Section 6. The chapter secretary shall, upon election of new members, forward to the National Office membership request forms provided for that purpose by the National Office.

ARTICLE IV

Revocation of Membership

- Section 1. Membership in the society may be revoked at any time by the inducting chapter or the National Executive Committee for proven behavior that is in conflict with the goals and purposes of Phi Lambda Sigma. 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 National Executive Committee. If a university 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 National Executive Committee.
 6. Notification of the outcome to the accused member by the inducting chapter or National Executive Committee.
- Section 2. 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 National Executive Committee.
- Section 3. Additionally, the National Executive Committee shall be provided a summary of the revocation documenting the revoked member, describing just cause and due process, the number of members present, the number of active members in the chapter, the votes for revocation, the votes against revocation, and the date the membership was revoked.

ARTICLE V Ritual

- Section 1. The installation of new chapters, all national and local officers, and new 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 National Executive Committee.

ARTICLE VI National Officers

- Section 1. The National President shall perform such duties as usually pertain to the office of president. The National President shall be alumnus or faculty member.
- Section 2. The National President-elect shall perform the duties of the National President in the absence of the President and other duties assigned by the President. The President-elect shall be an alumnus or faculty member.
- Section 3. The National Speaker of the House shall preside at the House of Delegates and establish the agenda in coordination with the other national officers. The National Speaker of the House shall be a collegiate member while fulfilling the duties of the office.
- Section 4. The National Members-at-Large shall assist the National Speaker in the performance of the Speaker's duties and shall assist the National President-elect in the performance of the President-elect's duties. They shall be collegiate members while fulfilling the duties of the office.
- Section 5. The National 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 National Treasurer shall be an alumnus or faculty member.
- Section 6. The Executive Director shall act as the manager of the national office 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 National Executive Committee. The Executive Director shall make a complete report to the House of Delegates at each meeting.

- Section 7. A simple majority will elect each officer (51% or more). If necessary, candidate pools of more than 3 people will include a run off until a simple majority is identified. For Members-at-Large, if one (1) candidate has received the majority, that candidate is elected. If not, or if more than two (2) are left on the ballot, the candidate with the lowest number of votes is removed from the ballot for voting to occur again. For any elected position, this procedure occurs again in attempt to elect by majority. After the third round of voting, the candidates are elected by a plurality.
- Section 8. The officers thus elected shall assume their duties at the close of the annual meeting and through the National Executive Committee retreat the following year.
- Section 9. A National Officer may be removed from office by a three-fourths (3/4) vote of the chapters.
- Section 10. In the event of a vacancy in the office of National President, the president-elect shall assume the duties of the president for the remaining term of office. In case of any other vacancy, the National President, with the approval of the National Executive Committee, shall appoint a member to serve the remainder of the unexpired term.
- Section 11. The Regional Liaisons shall support the National Executive Committee in accomplishing the goals of the Society. The Regional Liaisons shall help support and provide guidance to chapters on opportunities within the Society as well as 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 National Executive Committee 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 National Executive Committee with a two-thirds (2/3) vote of voting members of the National Executive Committee.
- Section 12. The National Executive Committee may appoint other committees for specific purposes. All committees will have a guideline document regarding scope and a framework by which to operate.
- Section 13. The purpose of the Nominating Committee is to facilitate the election of strong leaders to the National Offices of Phi Lambda Sigma. The National Executive Committee of Phi Lambda Sigma bears the ultimate responsibility for the management and oversight of the Nominating Committee. The Members-at-Large shall serve as Chairpersons of the Nominating Committee. Parliamentarian is a member of the Committee. The Nominating Committee shall meet as frequently as necessary to fulfill its duties and responsibilities as deemed necessary by the Chairpersons, but not less frequently than annually. The Chairpersons or a designee will report Nominating Committee actions to the National Executive Committee with such recommendations, as the Nominating Committee may deem appropriate.

- Section 13a. The National Executive Committee delegates to the Nominating Committee the following responsibilities:
1. Announce to the chapters the upcoming election of national officers. All interested persons must submit their qualifications (CV), a goal statement of less than one hundred (100) words on the Statement of Intent to Stand as a Candidate (available on the web-site or from a national officer) to either a national officer or a member of the committee by the time designated by the National Executive Committee.
 2. Review qualifications and goal statement of each candidate and communicate slating results to candidates in a timely manner prior to elections.
 3. Provide a report to the chapters announcing those persons who have been slated for each office.
 4. Report periodically to the National Executive Committee on the status of the Nominating Committee.

Section 14. The purpose of the Finance Committee is to assist the Phi Lambda Sigma National Executive Committee in fulfilling its responsibilities with respect to the monitoring and oversight of the society's financial resources and strategies. The National Executive Committee of Phi Lambda Sigma bears the ultimate responsibility for the management and oversight of endowment assets. The National Executive Committee has delegated implementation of an investment policy to the Finance Committee, which is overseen by the Chairperson, who shall be the Treasurer of the Society. Voting members shall include the Treasurer, Immediate Past President, President, a Student National Executive Committee Member (as appointed by the President from either the Speaker of the House or Member at Large positions), at least one non-National Executive Committee member of the Society, and others appointed by the President as needed to fulfill the requirements to maintain an odd number of voting members. The Executive Director of the Society shall participate in operating and supervising responsibilities of this committee in a non-voting, ex officio capacity. The Finance Committee shall meet as frequently as necessary to fulfill its duties and responsibilities as deemed necessary by the Chairperson, but not less frequently than quarterly. The Chairperson or a designee will report Finance Committee actions to the National Executive Committee with such recommendations, as the Finance Committee may deem appropriate.

- Section 14a. The National Executive Committee delegates to the Finance Committee the following responsibilities:
1. Maintain oversight of the financial records for the Society.
 2. Maintain oversight of the annual budget planning process.
 3. Provide recommendation, along with the Treasurer, to the National Executive Committee regarding financial oversight policies and procedures, including but not limited to advisement on the annual risk tolerance assessment and investment objectives.
 4. Develop, implement, and monitor financial management policies.

5. Recommend custodians, investment managers, and consultants as needed for the management of the funds and report actions to the National Executive Committee.
6. Evaluate and monitor custodians, investment managers, and consultants and report to the National Executive Committee at least annually.
7. Monitor the effects of the spending policy and recommend modifications as appropriate.
8. Report periodically to the National Executive Committee on the status of the funds relative to the satisfaction of the investment objectives.

Section 15. The purpose of the Bylaws Committee is to ensure the bylaws of Phi Lambda Sigma are updated to current operations and needs of the society. The National Executive Committee of Phi Lambda Sigma bears the ultimate responsibility for the management and oversight of the Bylaws Committee. The Parliamentarian shall serve as Chairperson of the Bylaws Committee. Members shall be comprised of the Speaker of the House and other requested members of the National Executive Committee. The Bylaws Committee shall meet as frequently as necessary to fulfill its duties and responsibilities as deemed necessary by the Chairperson, but not less frequently than annually. The Chairperson or a designee will report Bylaws Committee actions to the National Executive Committee with such recommendations, as the Bylaws Committee may deem appropriate.

Section 15a. The National Executive Committee delegates to the Bylaws Committee the following responsibilities:

1. Update bylaws no less than annually to reflect current operations and needs of the society.
2. Review bylaws upon request of chapter members, leaders, or advisors.
3. Submit proposed edits to the National Executive Committee for approval prior to the annual meeting of the House of Delegates.
4. Present proposed changes to bylaws at the annual meeting of the House of Delegates for approval/rejection by the society.
5. Report periodically to the National Executive Committee on the status of the Bylaws Committee.

Section 16. The purpose of the Awards Committee is to support pharmacy leadership commitment by recognizing leaders in the pharmacy profession. The National Executive Committee of Phi Lambda Sigma bears the ultimate responsibility for the management and oversight of the Awards Committee. The President-elect shall serve as Chairperson of the Awards Committee. Members shall be comprised of individuals appointed by the National Executive Committee. The Awards Committee shall meet as frequently as necessary to fulfill its duties and responsibilities as deemed necessary by the Chairperson, but not less frequently than annually. The Chairperson or a designee will report Awards Committee actions to the National Executive Committee with such recommendations, as the Awards Committee may deem appropriate.

Section 16a. The National Executive Committee delegates to the Awards Committee the following responsibilities:

1. Determine national awards to be awarded yearly.
2. Review all award nominations.

3. Submit a list of recommended award recipients to the National Executive Committee no later than two (2) months prior to the annual meeting of the House of Delegates.
4. Notify award recipients no later than one (1) month prior to the annual meeting of the House of Delegates.
5. Report periodically to the National Executive Committee on the status of the Awards Committee.

ARTICLE VII Chapter Officer

The Chapter Secretary shall report to the National Office by June 1 and/or October 1 of each year the names and addresses of the chapter officers. The Secretary shall report to the National Office any changes in names or addresses of chapter officers within thirty (30) days of the change occurring.

ARTICLE VIII Insignia

- Section 1. The insignia of this 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 National Office.
- 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 IX House of Delegates

- Section 1. Each active chapter shall be entitled to a voting delegate and an alternate delegate. Alternate delegates shall be allowed all the privileges except that of the voting, but shall be allowed to vote in the absence of the voting delegate.
- Section 2. National Executive Committee Members will attempt to contact chapters failing for two (2) successive years to have either a delegate or an alternate delegate in attendance at the annual House of Delegates. Consistent attendance is encouraged, and after missing three (3) successive years, a chapter may be moved to inactive status.
- Section 3. The voting body shall consist of one (1) seated delegate from each chapter and the president, president-elect, immediate past president, speaker and student members-at-large.
- Section 4. Voting delegates from greater than one-half (1/2) of the active chapters shall constitute a quorum.
- Section 5. The chapter may pay the expenses of a delegate.
- Section 6. A suggested order of business at the House of Delegates is:

1. Call to order by the Speaker of the House.
2. Roll call of delegates.
3. Reading of the minutes.
4. National Officer's Reports.
5. Executive Director's Report.
6. Chapter reports.
7. Committee reports.
8. Unfinished business.
9. New business.
10. Installation of officers.
11. Appointment of committees.
12. Adjournment.

ARTICLE X

Membership Fee and Financial Obligation

- Section 1. The National membership-initiation fee shall be established by vote of the National Executive Committee.
- Section 2. The National membership-initiation fee shall cover the cost of:
1. Certificate of Membership.
 2. National business expenses.
 3. Official insignia (key pin).
 4. Engraving of the key pin at the discretion of the National Executive Committee.
- Section 3. Each chapter shall be allowed to assess local dues as may be provided in their chapter by-laws.

ARTICLE XI

Phi Lambda Sigma Award

- Section 1. In addition to other awards (see separate document on awards), the Phi Lambda Sigma National Leadership Award may be awarded in any year to a person the chapters of Phi Lambda Sigma feel has most exemplified outstanding leadership in the profession of pharmacy.
- Section 2. All awards shall be awarded at the National Awards Reception.
- Section 3. Each chapter may award a Phi Lambda Sigma Chapter Award to its most outstanding member each year. The provisions and procedures for the awarding of this honor are left to the individual chapters.

ARTICLE XII

Amendments

- Section 1. Proposed amendments shall be presented to the National Office in writing no less than sixty (60) days prior to the annual meeting of the House of Delegates. The National Office shall distribute the proposed amendments to all chapters no less

than thirty (30) days prior to the annual meeting of the House of Delegates at which time the proposed amendments shall be submitted for vote.

Section 2. Amendments to the By-laws shall require an affirmative vote of two-thirds (2/3) of the delegates and voting National Executive Committee members present at the annual meeting of the House of Delegates.

ARTICLE XIII
Ratification

Ratification of these by-laws shall be voted on at the annual House of Delegates.