

Amended 11/28/22

**BYLAWS REGULATING THE PRACTICES AND PROCEDURES
OF BETA CHI CHAPTER OF RHO CHI SOCIETY**

**ARTICLE I
NAME**

The name of this organization shall be Beta Chi Chapter of the Rho Chi Soci

Section 5. Chapter Vice President: It shall be the responsibility of the The Chapter Vice President to:

- a) in the absence of the President, assume the responsibilities of the President
- b) Coordinate fundraising efforts for the Chapter

Section 6. Chapter Secretary: The Chapter Secretary is the recording officer for the chapter and custodian of its records, except those specifically assigned to others. It shall be the responsibility of the Chapter Secretary to:

- a) serve as the primary communication conduit between the Chapter Officers and Chapter membership
- b) keep a record of all proceedings (minutes) of the chapter.
- c) keep on file all Chapter committee reports.
- d) manage the Chapter records and ensure they are accurate and up-to-date.
- e) make the minutes and records available to Chapter members upon request.
- f) notify officers, committee members and delegates of their election or appointment and furnish committees with documents required to perform their duties.
- g) maintain paper-based or electronic records in which the bylaws, special rules of order, standing rules and minutes are entered
- h) prepare, in consultation with the presiding officer, an order of business for each meeting.
- i) in the temporary absence of the Chapter President and Vice President, call the meeting to order and preside. In the permanent absence of the Chapter President and Vice President, the Secretary shall serve as President until an election replacing the President is held.

Section 7. The Chapter Treasurer: Is the officer entrusted with the Chapter funds. The Treasurer cannot disburse funds except by authority of the Chapter or as the Chapter Bylaws prescribe. The Treasurer should assume responsibility for the preparation of the budget for the year in which s/he holds office, and is required to make a full financial report annually or as prescribed.

Section 8. Chapter Historian: Together with the Chapter Secretary, the Chapter Historian shall maintain a narrative or photographic archive of significant chapter activities during his/her term of office.

Section 9. Faculty Advisor(s): Rho Chi Society Faculty Advisors are faculty members of their respective institution who are members of The Rho Chi Society, who have an interest in the welfare of local student members and their chapter, and who are appointed in their role by the Dean (or designee) of the School or College of Pharmacy. The Society does not require a limit in the length of an appointment as Faculty Advisor. Faculty Advisors are a critical link to the National organization and in effect, act as the local representative of the Society. In that role, they should have a working knowledge of the Society and its Bylaws, especially as they apply to local chapter conduct. Advisor responsibilities include but are not limited to:

- A) Direction and review of local determinations of eligibility for membership in the Society. Direction of local chapter elections of new members, review and timely submission of Chapter Membership Election Reports, and conduct of local initiation of new members.
- B) Ensuring that timely, complete, and accurate chapter reports are submitted to the National Office. Likewise, the advisor should distribute information from the National Office directed to Advisors, Officers, and members.
- C) Informing and guiding local chapter officers and members regarding Society awards and scholarships.

D) Timely rgr qt vpi "qh'ej cr vt "qhegtuø'pco gu'cpf "eqpvcevlphqto cvkpp"v'j g'P cvkppcn'
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