

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 go through them
- 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'
Office.

E)

In all parliamentary situations not specifically covered by these bylaws or the National Constitution and Bylaws, the order of business shall be as follows: 1. Roll Call; 2. Reading of the Minutes of the last meeting; 3. Reports of the Officers and Committees; 4. Financial Report; 5. Correspondence; 6. New Business; 7. Old Business; 8. Adjournment.

ARTICLE IX AMENDMENTS

Section 1. Amendments to these bylaws shall be presented at any meeting and shall be voted upon at the next scheduled meeting.

Section 2. A three-fourth (3/4) vote of the membership shall be required for approval of an amendment to the bylaws.

ARTICLE X ACTIVITIES

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XI DISSOLUTION

Section 1.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 2.

In the event the Beta Chi Chapter becomes inactive or its charter is revoked, all funds on hand after liabilities have been paid, all equipment bearing the name of the Society, and all records pertaining to chapter activities shall revert to the Society.

Section 3.

Upon dissolution of the Beta Chi Chapter, the assets of the Chapter shall, after payment of all liabilities, be distributed equally to the University of Louisiana Monroe.