

Requirements for the Establishment and Continuation of Pharm D Student Organizations Within the School of Pharmacy, University of Pittsburgh¹

Draft Version 3

The School of Pharmacy, University of Pittsburgh, is committed to routinely (i.e., on an ongoing basis) permitting and supporting the operation of the following PharmD student organizations:

- American Pharmacist Association- Academy of Student Pharmacists (APhA-ASP)
 - Our APhA-ASP Chapter represents the School of Pharmacy’s “umbrella” student organization, and is inclusive of the Pennsylvania Pharmacist Association (PPA) and the International Pharmacy Student Federation (IPSF). The School of Pharmacy and its Alumni Association provide financial support so as to encourage all of our Pharm D students to become members of the School’s APhA-ASP Chapter.

- Phi Lambda Sigma (PLS)
 - PLS is a honor society to support pharmacy leadership commitment by recognizing student and faculty leaders and fostering leadership development.

- Rho Chi
 - Rho Chi is an academic honor society that encourages and recognizes excellence in intellectual achievement and fosters fellowship among its members.

The School of Pharmacy will consider proposals to establish and maintain other Pharm D student organizations (including societies, associations, academies, etc.); subject to the following requirements and procedures:

¹ For the purpose of this document, student organizations do not include national, pharmacy-based social fraternities such as Kappa Psi, Lambda Kappa Sigma, and Phi Delta Chi. The recognition of national social fraternities by the University of Pittsburgh is subject to the requirements and procedures of the University’s Office of Fraternity and Sorority Life.

1. Establishing a new student organization: Pharm D students who are interested in establishing a new student organization must prospectively notify the School's Student Program Administrator of their intent to obtain certification of the organization through the University's Student Organization Resource Center (SORC).
 - The following information (i.e., certain of which is also required for SORC certification) must accompany this notification:
 - The name and, if applicable, external affiliation of the proposed student organization.
 - The identities of a minimum of ten (10) full-time Pharm D students who are interested in participating in the proposed student organization.
 - The identities of the president, vice-president and business manager for the proposed student organization.
 - The identity of the full-time, School of Pharmacy faculty member who will serve as the advisor to the proposed student organization.
 - The constitution for the proposed student organization.
 - The budget for the proposed student organization; to include the respective source of funding or a request for School of Pharmacy funding.
 - A statement of what new opportunities or programs that the proposed student organization will bring to the School's Pharm D students.
 - Subsequent to obtaining the approval of the Office of the Dean, School of Pharmacy, for establishing the new student organization and for the corresponding budget, the president may proceed with its certification through the University's SORC.
2. Continuation of Existing Student Organizations: Pharm D students who are interested in maintaining an existing student organization must notify the School's Student Program Administrator of their respective intent within 2 weeks prior to the start of the Fall semester.
 - The following information must accompany this notification:
 - The name and, if applicable, external affiliation of the proposed student organization.
 - The identities of the Pharm D students (i.e., minimum of 10) who will participate in the student organization during the forthcoming academic year.
 - The identities of the president, vice-president and business manager (or other designated officers) of the student organization for the forthcoming academic year.

- The identity of the full-time, School of Pharmacy faculty member who will serve as the advisor to the student organization for the forthcoming academic year.
- The current version of the constitution for the student organization.
- Subsequent to obtaining the approval of the Office of the Dean, School of Pharmacy, for continuation of the student organization and for the corresponding budget, the president (or principal designated officer) may proceed with its re-certification through the University's SORC.

3. Requirements and procedures applicable to all Pharm D student organizations.

- All Pharm D student organizations must initially and on an annual basis (i.e., at the beginning of the Fall semester) obtain certification through the University's SORC and comply with respective policies and procedures.
- Within two weeks prior to the start of the Fall semester, all Pharm D student organizations must provide the following information to the School's Student Program Administrator:
 - The previously established, annual budget for the student organization; to include the respective source of funding.
 - The budget balance from the previous academic year; to include a summary of the respective budget allocations.
 - A request, if applicable, for any changes to the budget of the student organization; to include a justification for this request and the proposed, respective source of funding.
 - A summary of the accomplishments of the student organization during the previous academic year.
 - A statement of the goals and objectives of the student organization for the forthcoming academic year.
- Each Pharm D student organization must identify an officer who will actively participate in meetings of the Professional Council of the School's APhA-ASP Chapter.
- Each Pharm D student organization must identify a member who will actively participate in meetings of the Social Council of the School's APhA-ASP Chapter.

- Each Pharm D student organization must identify an officer who will actively participate in meetings of the Dean's Advisory Committee.
- All requests for funding or other forms of support (e.g., provision of guest speakers) from the School's alumni or from commercial entities (e.g., pharmacies or pharmacy chains, pharmaceutical companies) must be prospectively submitted through and approved by the School's Student Program Administrator in consultation with the School's Director of Development.
- All speakers for student organization events must be prospectively approved by the School's Student Program Administrator.
- Student organization budgeted monies shall be retained within a School of Pharmacy account that is under the oversight of the School's Student Program Administrator. A designated officer of the student organization shall interact with Student Program Administrator regarding all requests for disbursements from the budget and appropriate documentation of expenditures.
- School of Pharmacy monetary support for the approved budget of a student organization shall be for the next academic year only; i.e., unspent monies will not be carried over to the budget for the following year.
- All requests to reallocate monies from one approved budget category to another shall be prior approved by the executive committee of the student organization and by its faculty advisor. The Student Program Administrator shall be promptly notified of the approved reallocation of monies within the budget.