BYLAWS OF THE UNIVERSITY OF CALIFORNIA, SAN DIEGO STUDENT CHAPTER OF THE INTERNATIONAL SOCIETY FOR PHARMACEUTICAL ENGINEERING

ARTICLE I

NAME

Section 1. The name of this organization shall be the University of California, San Diego Student Chapter of The International Society for Pharmaceutical Engineering, Inc., hereinafter called the Student Chapter.

Section 2. The local ISPE San Diego Chapter or Affiliate will sponsor the University of California, San Diego Student Chapter and all Members of the Student Chapter are considered Members of the ISPE San Diego Chapter or Affiliate.

ARTICLE II

OBJECTIVES

Section 1. The objectives of the Student Chapter shall conform to those of the International Society for Pharmaceutical Engineering, Inc., hereinafter called ISPE.

Section 2. In furtherance of these objectives, the non-profit Student Chapter shall hold meetings for the presentation of appropriate papers and the interchange of ideas and information. Where practical, the Student Chapter shall promote plant tours/site visits and educational lecture courses.

ARTICLE III

MEMBERSHIP

Section 1. All Members of ISPE attending University of California, San Diego as students shall be considered Members of this Student Chapter. Student Members are individuals enrolled full-time at a college, university, or other educational institution. We realize circumstances occur when an individual may not be enrolled full-time as a student, however if the primary intention of the individual is education, student membership is allowed. **These individuals may enter the Society as Student Members of the Society and the Chapter.**

Section 2. All Members of the Student Chapter who are in good standing shall have the right to vote and hold office in the Student Chapter.

ARTICLE IV

ADVISORS

Section 1. There shall be at least two Advisors to the Student Chapter whose duties shall be to consult with and advise the Student Chapter on matters relating to the general conduct of the Student Chapter. Each Advisor shall be a Member of ISPE. One

Industry Advisor shall be named by the local ISPE Chapter or Affiliate and one Faculty Advisor selected from the sponsoring educational institution.

Section 2. The Advisors shall be ex-officio Members of the Student Chapter's Executive Committee.

ARTICLE V

MEETINGS

Section 1. Regular meetings of the Student Chapter shall be held at such time and place as may be selected by the Executive Committee.

Section 2. At least two meetings shall be held during each regular academic period.

Section 3. Officers of the Student Chapter will be elected by the membership by April 25 each year and shall hold office for one year.

ARTICLE VI

MANAGEMENT

Section 1. The Officers of the Student Chapter shall consist of a President, a Vice President, a Secretary, a Treasurer, a Public Relations Officer, a Bioengineering Day Chair, and a Webmaster, all of whom shall be elected for a term of one academic year by the Student Chapter at the organizational meeting and at each April thereafter. The offices of Secretary and Treasurer may be combined, if desired.

Section 2. The management of the Student Chapter shall be vested in an Executive Committee consisting of the officers of the Student Chapter and the Advisors, Faculty and Industry.

Section 3. The Executive Committee shall have power to fill vacancies in its membership; such appointees will hold office for the remaining term of the vacating members.

Section 4. The Executive Committee may hold meetings, subject to the call of the President, as often as the interests of the Student Chapter demand.

Section 5. At all meetings of the Executive Committee, a majority of Members shall constitute a quorum.

Section 6. Each Executive Board Officer shall submit all required reports within the required deadlines as specified in Appendix E to ISPE Headquarters and each Advisor.

ARTICLE VII. EXECUTIVE BOARD

PRESIDENT

Section 1. Supervise and promote affairs of the Student Chapter with help of the Executive Committee

Section 2. Preside at meetings of the Student Chapter, Executive Committee and be an ex-officio member (with voting rights) of all committees

Section 3. Call meetings of the Executive Committee as needed

Section 4. Maintain records and correspondence of the office and turn over all records to successor

Section 5. Appoint chairs of various committees, subject to approval of Executive Committee

Section 6. Require periodic progress reports of all committee chairs

Section 7. Appoint nominating committee at least 30 days before annual elections and accept nominations 15 days prior to annual elections

Section 8. Submit Student Chapter Fall Roster between Nov. 15 and Dec. 15 and the Presidents Report between April 25 and June 1 to each Advisor and ISPE Headquarters

VICE PRESIDENT

Section 1. Serve as first assistant to the President and assume all duties of the President in his/her absence or disability

Section 2. At the President's direction, accept responsibility for specific Student Chapter activities

Section 3. Serve as ex-officio member (with voting rights) of all committees

Section 4. Submit tentative calendar of activities between Aug. 30 and Sept. 30 to ISPE Headquarters and each Advisor

Section 5. Function as the organization's primary liaison with industry

Section 6. Work with the treasurer and finance committee to oversee the

organization's finances

TREASURER

Section 1. Official custodian of funds of the Student Chapter with responsibility for receipts and disbursements of funds.

Section 2. Maintain Student Chapter financial records and turn over all records and correspondence to his/her successor

Section 3. Attend meetings of the Executive Committee and provide periodic reports as requested

Section 4. Arrange for safekeeping of the Student Chapter funds in a checking or special funds account as approved by the Executive Committee

Section 5. If applicable, arrange a satisfactory method, approved by the Executive Committee, for the management of the Chapter checking account with approved officer signatures

for withdrawal, etc. The account should be carried as the "(Name of School) Student Chapter of ISPE," to avoid any possible conflict with International funds

Section 6. Deposit all funds in the bank account as soon as received and reconcile the monthly bank statement

Section 7. Prepare and submit budget between Aug. 30 and Sept. 30, treasurer's report and income/expenses between Nov. 15 and Dec. 15, and treasurer's report and income/expenses between April 25 and June 1 to ISPE Headquarters and each Advisor

SECRETARY

Section 1. Official correspondent for the Student Chapter: maintain correspondence and records of the office and turn over to their successor

Section 2. Serve as Secretary for all Executive Committee meetings and prepare minutes – send copies of minutes to ISPE Headquarters and each Advisor between Nov. 15 and Dec. 15 for the fall and between April 25 and June 1 for the spring

Section 3. Prepare agenda, under direction of President for all meetings and distribute meeting notices in a timely fashion

Section 4. Preside at meetings in the absence of the President and Vice President

Section 5. Provide copies of minutes of all meetings to Executive Committee members and Advisors, as soon after the meeting as possible, and at least ten days prior to the next meeting

Section 6. Review all correspondence from the local Chapter or Affiliate and ISPE Headquarters and bring to the attention of the President all correspondence, bulletins, notifications and matters affecting the Student Chapter's activities, especially those that should be discussed at meetings of the Executive Committee

Section 7. Turn over all financial documents to Student Chapter Treasurer

Section 8. Send all applications with payments for dues covering memberships received in the Student Chapter to the ISPE International office for processing immediately after received

Section 9. Maintain a current roster listing addresses, telephone numbers, and e-mails of all Student Chapter members, with copies to each Advisor and the ISPE International office between Nov. 15 and Dec. 15 for the fall and between April 25 and June 1 for the spring

PUBLIC RELATIONS

Section 1. Will consist of one or two chairs. Committee size will be determined by the President.

Section 2. Publicize all organization events as needed through flyering, chalkboarding, sending department emails, and weekly newsletters.

Section 3. Responsible for weekly organization emails.

BIOENGINEERING DAY CHAIR

Section 1. Will work with the Bioengineering Day Committee to work on Bioengineering Day.

WEBMASTER

Section 1. Responsible for organizing and updating student chapter website as necessary.

ARTICLE VIII. SUBCOMMITTEES

FINANCE

Section 1. The subcommittee will consist of one to three members as will be determined by the President.

Section 2. Subcommittee members will assist the treasurer in raising funds through AS funding and industry connections.

PUBLIC RELATIONS

Section 1. The subcommittee will consist of one to three members as will be determined by the President.

Section 2. Subcommittee members will assist the public relations chairs in any event planning.

Section 3. Subcommittee will include one Triton Student Engineering Council (TESC) Representative who will serve as a liaison between the engineering student council and the student chapter. Representative will attend weekly TESC meetings and report to student chapter.

BIOENGINEERING DAY

Section 1. The subcommittee will consist of one to four members. The size will be determined jointly by the President and the Bioengineering Day Chair.

Section 2. Members will assist the Bioengineering Day Chair in tasks associated with planning Bioengineering Day.

ARTICLE VIII

ELECTIONS

Section 1. Fifteen days prior to the elections, nominations for the Executive Committee will be opened. Nominations will be submitted to the Secretary prior to the elections.

Section 2. Other nominations for office may be presented from the floor at the election meeting.

Section 3. Voting for officers shall be by secret ballot.

Section 4. ISPE advisors should be consulted by the former presidents about the presidential candidates prior to election, and have ability to veto candidates.

ARTICLE VIII

OTHER

Section 1. The Executive Committee is empowered to appoint committees for special purposes.

Section 2. The President shall be ex-officio, a voting Member of all committees.

Section 3. Proposals for amendment to these Bylaws may be submitted in writing at any regular meeting of the Student Chapter and, if approved by a majority of the voting Members present at the meeting, shall then be submitted at the next regular meeting of the Student Chapter for final ballot. If approved by two-thirds of the votes cast, the amendment or amendments shall become a part of the Bylaws provided they are not in conflict with the Constitution and Bylaws of ISPE International. Amendments to the Bylaws are subject to review and approval by the ISPE International Board of Directors.

Section 4. These Bylaws shall go into effect immediately upon their adoption by a vote of the Student Chapter, such adoption requiring at least two-thirds vote of the Members voting.