



Bylaws of the
Stevens Institute of Technology Student Chapter
of the International Society for
Pharmaceutical Engineering

Ratified: February 9, 2005

Article I. Name

- Section 1.01 The name of this organization shall be the Stevens Institute of Technology Student Chapter of The International Society for Pharmaceutical Engineering, Inc., hereinafter called the Student Chapter.
- Section 1.02 The local ISPE New Jersey Chapter will sponsor the Student Chapter and all members of the Student Chapter are considered members of the ISPE New Jersey Chapter.

Article II. Objectives

- Section 2.01 The objectives of the Student Chapter shall conform to those of the International Society for Pharmaceutical Engineering, Inc., hereinafter called ISPE.
- Section 2.02 In furtherance of these objectives, the 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 plan tours/site visits and educational lecture courses.

Article III. Membership

- Section 3.01 All student members of ISPE attending Stevens Institute of Technology as students shall be considered members of this Student Chapter.
- (a) *A student member of ISPE is defined as an individual enrolled full-time at a recognized accredited educational institution, and may enter the Society as a Student Member of the Society and the Chapter.*
- (b) *Membership fees of \$30 are due and payable with the initial application. Subsequent \$30 renewal fees occur annually. The \$30 fee is extended to all student members one year after graduation. The local ISPE New Jersey Chapter may budget appropriate funds to subsidize some of these student fees.*
- Section 3.02 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 4.01 There shall be 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.
- Section 4.02 Each Advisor shall be a member of ISPE. One Industry Advisor shall be named by the local ISPE New Jersey Chapter or Affiliate and one Faculty Advisor selected from Stevens Institute of Technology.
- Section 4.03 The Advisors shall be ex-officio members of the Student Chapter's Executive Committee.

Article V. Management

- Section 5.01 The Officers of the Student Chapter shall consist of a President, a Vice President, a Secretary, and a Treasurer, all of who shall be elected for a term of one academic year by the Student Chapter at the organizational meeting and at each April or May thereafter. The offices of Secretary and Treasurer may be combined if desired. Prior to full organization of the Chapter and formal elections, officers may be appointed by the Faculty Advisor.
- Section 5.02 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 5.03 The Executive Committee shall have power to fill vacancies in its membership, such appointees to hold office for the remaining term of the vacating members.
- Section 5.04 The Executive Committee may hold meetings, subject to the call of the President, as often as the interests of the Student Chapter demands.
- Section 5.05 At all meetings of the Executive Committee, a majority of members shall constitute a quorum.
- Section 5.06 Executive Committee Duties and Responsibilities

(a) President

- (i) The President shall supervise and promote the affairs of the Student Chapter with help of the Executive Committee.
- (ii) The President shall preside at meetings of the Student Chapter, of the Executive Committee and be an ex-officio member, with voting rights, of all committees.
- (iii) The President shall call meetings of the Executive Committee as needed.
- (iv) The President shall maintain the records and correspondence of the office and turn over all records to the successor.
- (v) The President shall appoint chairpersons of various committees, subject to the approval of the Executive Committee.
- (vi) The President shall require periodic progress reports of all committee chairpersons.
- (vii) The President shall appoint a nominating committee at least 30 days before the annual elections begin accepting nominations 15 days prior to annual elections.
- (viii) The President shall submit the Student Chapter's Annual Report to each Advisor and ISPE International Headquarters by February 1st. Three current Student Chapter officers must sign the report.

(b) Vice President

- (i) The Vice President shall assume all duties of the President in their absence or disability.
- (ii) The Vice President shall serve as first assistant to the President.
- (iii) The Vice President shall accept responsibility for specific Student Chapter activities, at the President's direction.

- (iv) The Vice President shall serve as ex-officio member, with voting rights, of all committees.

(c) Secretary

- (i) The Secretary shall maintain the correspondence and records of the office and turn over all records and correspondence to the successor.
- (ii) The Secretary shall serve as Secretary for all Executive Committee meetings and prepare minutes of each.
- (iii) The Secretary shall prepare an agenda, under direction of the President for all meetings and distribute meeting notices in a timely fashion.
- (iv) The Secretary shall preside at meetings in the absence of the President and Vice President.
- (v) The Secretary shall 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.
- (vi) The Secretary shall review all correspondence from the local Chapter or Affiliate and ISPE International Headquarters.
- (vii) The Secretary shall 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.
- (viii) The Secretary shall turn over all income, bills, receipts, and other financial matters to the Student Chapter Treasurer.
- (ix) The Secretary shall send all membership applications, proof of full-time student, and payments for dues covering memberships to the local ISPE New Jersey Chapter.
- (x) The Secretary shall maintain a current roster listing addresses, telephone numbers, and email addresses of all Student Chapter members, Executive Committee and others designated by the Executive Committee, with copies to each Advisor and ISPE International Headquarters.
- (xi) The Secretary shall assist in the preparation of the Student Chapter Annual Report.
- (xii) The Secretary shall be responsible for adding approved amendments to the Student Chapter Constitution and Bylaws and distributing the Constitution and Bylaws to the Executive Committee, Advisors, Stevens Institute of Technology Student Government, local ISPE New Jersey Chapter, and IPSE International Headquarters.

(d) Treasurer

- (i) The Treasurer shall be responsible for receipts and disbursements of Student Chapter funds.
- (ii) The Treasurer shall maintain Student Chapter financial records and turn over all records and correspondence to the successor at the end of their term.
- (iii) The Treasurer shall attend meetings of the Executive Committee and provide periodic reports as requested.
- (iv) The Treasurer shall arrange for safekeeping of the Student Chapter fund in a checking or special funds account as approved by the Executive Committee.

- (v) The Treasurer shall arrange a satisfactory method, approved by the Executive Committee, for the management of Chapter checking account with approved officer signatures for withdrawal, etc. The banking account should be carried as the "Stevens Institute of Technology Student Chapter of ISPE," to avoid any possible conflict with International funds.
- (vi) The Treasurer shall deposit all receipts in the bank account as soon as received.
- (vii) The Treasurer shall reconcile the monthly bank statement.
- (viii) The Treasurer shall obtain invoices or receipts for disbursements.
- (ix) The Treasurer shall prepare and submit Quarterly Financial Reports as defined by ISPE International Headquarters.
- (x) The Treasurer shall assist in the preparation of the Student Chapter Annual Report including the Treasurers Report.

Section 5.07 The Executive Committee is empowered to appoint committees for special purposes.

Article VI. Elections

Section 6.01 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 6.02 Other nominations for office may be presented from the floor at the election meeting.

- (a) *Any Student Chapter member who runs for, or holds an elected or appointed position under the jurisdiction of these Bylaws shall make public any past honor board violations.*

Section 6.03 Voting for officers shall be secret ballot.

Article VII. Proposal for Amendments

Section 7.01 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(s) shall become a part of the Bylaws provided the amendments are not in conflict with the Constitution and Bylaws of ISPE International.

Section 7.02 Amendments are subject to review and approval by the ISPE International Board of Directors.

Section 7.03 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.

Article VIII. Amendments

Section 8.01 Amendments to these Bylaws shall be listed under this section.