

D.Rx.U.G.S. Constitution and Bylaws

An Affiliate of APhA-ASP, ASHP, NCPA, SNPhA, AMCP, CPFI, SCCP, IPA
(Revised 3-11-15)

Mission Statement

Drake Pharmacy Unified Group of Students (DRxUGS) is a collaborative organization dedicated to the professional development and advancement of pharmacy students. The organization provides an environment, which fosters campus and community involvement to further the ideals of the profession through education, service learning, and professional camaraderie.

I. General Information

A. Rules of Order

The rules of order and procedures at all general and Board of Trustees meetings shall be those set out in Robert's Rules of Order, when they are not in conflict with the Bylaws of DRxUGS or the bylaws of any national affiliate. In the event of a conflict, the Chairperson of the Board of Trustees, whose decision shall be final, shall resolve it.

In order to meet the organizational test for exemption under sections 501 (c) (3),

- a. DRxUGS organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except compensation for services rendered and to make payments and distribution in furthermore of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purpose 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. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

B. Attendance

1. Board of Trustees

- Board of Trustees members must attend all Board of Trustees meetings. If a Board of Trustees member is absent or does not send a proxy in his or her place for one or more unexcused absence, the member will receive a warning email. If the member or proxy is absent for more than one meeting, he or she will be required to meet with the DRxUGS advisor. If absences continue, refer to Section III. to address this issue.
- In the event that the Board of Trustees member is unable to attend a meeting, the member needs to contact the DRxUGS secretary at least 24 hours prior to that meeting with the name of the proxy

2. General Membership

- All DRxUGS members are advised to attend all respective general and task group meetings.

C. Finances

1. Dues

- Dues are to be determined by the Board of Trustees prior to the beginning of each academic year.
- Dues for DRxUGS shall be deposited into a central DRxUGS account. Funds from these dues shall be allocated to each affiliate organization based on a budget submitted to and approved by the Board of Trustees. (See Section I.C.2)
- Dues must be paid by each member in order for them to be considered in good standing.
- Dues will be allocated in the following way:
 - DRxUGS will receive \$4 per member.
 - Each national organization will receive dues for their respective national organization.
 - The remaining dues will be placed into the each national organization general fund.

2. Budget

- The Board of Trustees at the first Board of Trustees meeting for the academic year shall determine the budget process.
- Budgets will be submitted to the Director of Finance and DRxUGS advisor for approval as needed for DRxUGS-sponsored events.

3. Compensation

- No Board of Trustee member or a DRxUGS member will receive compensation for any event, skill, or products provided to DRxUGS.

4. Reimbursement

A. Professional Meetings

- Only receipts for lodging and meeting registration for national and regional meetings can be submitted for reimbursement.
- Partial reimbursement based on a percentage of the total cost in proportion to the amount of available funds will be communicated to each national organization president.
- Each national president will be responsible for determining reimbursement to members who attended the meeting using their point system.
- All reimbursement must be included on a reimbursement form with the receipt or invoice attached.
- All receipts must be received by the date set according to the current Director of Finance on a semester basis.
- Reimbursement will be received by national organization president within 30 days of the last day of the semester.

B. DRxUGS Expenses

- Reimbursement forms must be submitted to the DRxUGS Director of Finance within 90 days of purchase.
- All reimbursement must be included on a reimbursement form with the receipt or invoice attached.

D. Quorum

DRxUGS members present in good standing will constitute a quorum. A majority vote from members voting electronically will be required for all votes. (See Section I.C.1. for the definition of good standing.)

E. Election Process

1. Interest Indicators

- Electronic interest indicators for all student Board of Trustees positions, except the National Liaison, will be made available to all DRxUGS members at least two weeks prior to elections. The interest indicators should be completed before the election ballot is opened for voting.
- When re-election for a position is required, such as after a member has been removed from a position and a vacancy for the position then exists, the interest indicator for that position will be made available within one week after the removal of the previous member from the position.

- Interested members seeking positions on the Board of Trustees are required to submit an interest indicator to the current Board of Trustees.
- Interested members seeking the position of Liaison-Elect are required to follow the election process determined by the respective national affiliate.

2. Election Proceedings

- Liaison-Elects will only be voted on by active members of the respective national affiliate. These elections will occur as determined by that affiliate. When necessary, such as in merging an organization, National Liaisons will be elected in this same manner.
- The DRxUGS advisor will be elected from a compiled slate of nominations that have been received by the DRxUGS Director of Communications at least one week prior to the general meeting at which the position shall be voted upon.
- The Chairperson of the Board of Trustees along with the DRxUGS advisor will coordinate DRxUGS elections.
- The current Board of Trustees will form a slate from the interest indicators for each Board of Trustees position, except the National Liaison positions. The slate will be incorporated into the electronic ballot
- The order of elections will begin with the Chairperson of the Board of Trustees and will proceed through the remaining Board of Trustees positions (excluding National Liaisons) as determined by the current Chairperson of the Board.
- DRxUGS advisors must oversee the election proceedings.
- Each position will be announced via email in the week following the ballot close.
- When a tie-vote occurs, a re-vote will occur between the top two vote recipients.
- When re-election for a position is required, such as after a member has been removed from a position and a vacancy for the position then exists, the election for that position will take place as determined by the current Board of Trustees.

F. Voting Process

The Board of Trustees will determine the type of vote used and allowed, i.e. electronic or proxy voting. (See Section D. to ensure quorum prior to voting.)

1. General Meeting

- Voting Eligibility
 - All members are eligible to vote. (See Section I.C.1.)
 - All advisors are not eligible to vote.
- Notification of Voting

All members will be notified electronically of matters requiring a vote at least one week prior to the closing of online voting.

2. Board of Trustees Meeting

- Voting eligibility

- All Board of Trustees members in good standing are eligible to vote, except the Chairperson of the Board and advisors. (See Section I.C.1.)
 - The Chairperson of the Board will cast a single vote in instances where a majority vote is not reached.
- Notification of voting
 - All Board of Trustees members will be notified of meetings requiring a vote at least one day prior to that meeting.

G. Hazing

Hazing, the practice of forcing or coercing an individual or group of individuals to participate in ritualistic, embarrassing, undesirable, and/or unpleasant tasks, events or rituals, will not be tolerated. Any individual or group of individuals suspected of hazing will be investigated under the discretion of the Drake University College of Pharmacy and Health Sciences Honor Code Committee.

H. Internal Review of DRxUGS

An internal review of DRxUGS should be performed every year at the DRxUGS retreat to make sure DRxUGS is still appropriate in regards to Drake University College of Pharmacy curriculum. This measure is to ensure that DRxUGS has an opportunity to fulfill and prove its need for the unification and collaboration of the Drake University College of Pharmacy organization chapters. These chapters include: APhA-ASP (American Pharmacists Association – Academy of Student Pharmacists), ASHP (American Society of Health-Systems Pharmacists), NCPA (National Community Pharmacy Association), SNPhA (Student National Pharmacy Association), AMCP (Academy of Managed Care Pharmacy), CPFPI (Christian Pharmacist Fellowship International), SCCP (Student College of Clinical Pharmacy) and IPA (Iowa Pharmacy Association).

I. Merging of Another Organization

In the event of another organization having interest in joining DRxUGS the following will apply:

1. The interested organization will notify the members of DRxUGS of its interest to join. This shall occur at least one Board of Trustees meeting prior to the DRxUGS elections in the spring when the decision to merge will be voted upon. (See Section F.1. for voting process.)
2. Prior to the vote, the interested organization will need to demonstrate sustainability for the new organization with proof of interest from at least 20 students P2 or younger
3. After notification from the interested organization, the active members will vote on whether or not to allow the interested organization into DRxUGS. A majority vote

from member in good standing must be reached to allow the interested party to merge with DRxUGS.

4. If the voted is less than majority, the current Chairperson of the Board of Trustees will contact the interested organization. The subject regarding the merging will then be dismissed.
5. If a majority is reached, the current Chairperson of the Board of Trustees will contact the interested organization. The organization shall then begin processes to comply with the DRxUGS Constitution and Bylaws.
6. If the interested organization is a chapter represented at the national level, then a Liaison and Liaison-elect will be elected, following the DRxUGS election process. (See Section I.E.) The first Liaison and Liaison-Elect will be elected in the spring the merger decision is reached. If the interested organization has annually sponsored or required events or activities then the associated task group(s) must be formed under that affiliate, and a chairperson shall be assigned to each task group. (See Section V. to model the task group(s).)
7. The interested organization can only join DRxUGS in the spring semester. The vote to merge the interested organization shall occur at the same time as the DRxUGS Board of Trustees elections. The organization will officially merge with DRxUGS at the beginning of the following academic year.
8. The interested organization's elections will occur as stated in the DRxUGS election process. (See Section I.E.)

J. Dissolution of an Affiliate Organization of DRxUGS

In the event of dissolution of an affiliate organization of DRxUGS, the Board of Trustees will determine the removal and dissolution processes of all associated task groups and members.

K. Repealing or Amending DRxUGS Constitution and Bylaws

The DRxUGS Constitution and Bylaws may be repealed or amended by a majority electronic vote of the members in good standing. In order for such an action to take place, the proposal must be presented to the Board of Trustees at least one week prior to the vote in the spring. The change(s) must be clearly outlined in the ballot in which the change will be voted upon.

L. Dissolution of DRxUGS

In the event of dissolution of DRxUGS the remaining assets will go to Drake University College of Pharmacy and Health Sciences.

II. Qualifications and Duties

A. All Members

1. Qualifications

- Must be enrolled in the Drake University College of Pharmacy curriculum at any level.
2. Duties
 - Encouraged to attend all respective general meetings, DRxUGS events, and chosen task group meetings.
 - Pay dues to DRxUGS and state dues to IPA.
 - Join at least one national affiliate organization and pay appropriate dues for the respective organization.

B. Board of Trustees

1. Description
 - Consists of the Chairperson of the Board, the National Liaisons, the Director of Communications, the Director of Finance, Director of Finance-Elect, Director of Membership, Director of Membership-Elect, the IPA Liaison, the Director of Community Service, Director of Community Service-Elect, and the advisor for DRxUGS, and the College of Pharmacy's Assistant Dean of Student Affairs).
2. Compensation
 - No compensation will be given to Trustees by the DRxUGS organizations.
3. Qualifications
 - Qualifications for each student position on the Board of Trustees are listed in Section IV.
4. Duties
 - All student members must be in attendance at all Board of Trustees meetings.
 - Determine the time and location of all meetings.
 - Perform an administrative role for DRxUGS at each Board of Trustees meeting.
 - Review, revise, and delegate duties to board members at the beginning of each academic year in order to organize and carry-out activities and events.
 - The Board of Trustees will meet and discuss important dates and issues at the beginning of the academic year before the first General meeting.

C. DRxUGS Advisor

1. Qualifications
 - Shall be nominated by DRxUGS members. A nomination letter must be submitted to the DRxUGS Director of Communications. Upon acceptance of the nomination, the individual will retain the position after an election has occurred. (See Section I.E.)
 - Must be a member of any national pharmacy organization.
 - May serve more than a one-year term.

2. Duties

- Oversee the DRxUGS organization and the Board of Trustees.
- Must oversee tabulation of ballots from the election process.
- Presence is encouraged at all Board of Trustees and general meetings.

D. Affiliate Organization Advisor

1. Qualifications

- Must be a pharmacy faculty member.
- Must be a member of the respective national organization.
- May serve more than a one-year term.

2. Duties

- Advise the affiliate National Liaison with information from the national level.
- Facilitate communication with the national organization.
- Presence is encouraged at all Board of Trustees and general meetings.

III. Removal and Re-election Processes for Board of Trustees Members

In the event of unforeseen circumstances that cause the member in question to become unable to fulfill or fully perform their duties of their elected position, the removal and re-election of the Board of Trustees member will follow in this fashion:

A. Removal Process

1. The problem must be brought to the attention of the DRxUGS advisor.
2. The DRxUGS advisor will meet separately with the member in question and discuss the situation. If the problem is resolved during this meeting, no further disciplinary action will need to be taken. If the problem is not resolved, the DRxUGS advisor will present the problem at the next Board of Trustees meeting.
3. At this Board of Trustees meeting, the member in question will be able to discuss the problem with the other Board of Trustees members.
4. If the Board of Trustees deems that the member in question must be removed, then the Board of Trustees must vote on the removal of the member in question. A majority vote from members present is required for removal of the member. The member in question must abstain from this voting.

B. Re-election Process

1. If the member in question is removed and the member in question has an elect, then the elect will fill the position effective immediately. The elect position will be filled as described in the DRxUGS election process. (See Section I.E.)
2. If the member in question does not have an elect position, then the position will be filled as described in the DRxUGS election process. (See Section I.E.)

IV. Student Positions

A. DRxUGS Chairperson of the Board of Trustees

1. Qualifications

- Must be a member in good standing with a minimum 2.0 GPA. (See Section I.C.1.)
- Position will be filled by the Chairperson-Elect from the previous academic year.

2. Duties

- Enforce and promote the DRxUGS Constitution.
- Maintain close contact and communication with the Board of Trustees and members on a regular basis.
- Determine the issues to be addressed during Board of Trustees meetings at least one day prior to the meeting.
- Lead general meetings prior to Organization of the Month's speaker on the 3rd Thursday of each month.
- Send out a monthly email with updates to all DRxUGS members.
- Must attend all DRxUGS Board of Trustees and general meetings.
- Facilitate all Board of Trustees and general meetings.
- Act as parliamentarian for all Board of Trustees and general meetings.
- Call Board of Trustees meetings as needed.
- Appoint temporary positions as deemed necessary by the Board of Trustees.
- May only serve a one-year term.

B. DRxUGS Chairperson-Elect

1. Qualifications

- Must be a member in good standing with a minimum 2.0 GPA. (See Section I.C.1.)
- Must be elected by the majority of DRxUGS members voting in the election. (See Section I.E.)

2. Duties

- Be familiar with the duties and responsibilities of the Chairperson of the Board of Trustees.
- Assume the duties of the Chairperson in the absence of the Chairperson due to impeachment, resignation, or other cause.
- Attend all functions and meetings at which the Chairperson's attendance is required, in order to be fully trained before assuming the Chairperson position.
- Serve a one-year term of the office as Chairperson-Elect and a one-year term as Chairperson of the Board of Trustees.

C. National Liaison

1. Qualifications

- Must be a member in good standing. (See Section I.C.1.)

- Must currently be a member of the respective national affiliate.
- Must have been a member of the respective national affiliate for a least one academic year prior to holding this position, unless the national affiliate has recently merged with DRxUGS.
- Position must be filled by the National Liaison-Elect or Vice President from the previous academic year.
- In the event that there is no National Liaison-Elect, another member of the respective national affiliate will be nominated and then elected by the national affiliate's members. (See Section I.E.)

2. Duties

- Be familiar with all operations for the respective nation affiliate at the national, regional, state, and local chapter levels.
- Enforce the DRxUGS constitution and bylaws, as well as the constitution and bylaws of the respective national affiliate.
- Assume such duties as delegated by the Board of Trustees at the beginning of each academic year.
- Disseminate all pertinent information received from the respective national affiliate to the respective members.
- Appoint or elect a chairperson for each assigned task group. (See Section V. for task group assignments.)
- Maintain close contact and communication with the chairperson and members of each task group.
- Maintain close contact and communication with the affiliate advisor on a regular basis, at least monthly.
- Represent the respective national affiliate on the DRxUGS Board of Trustees.
- Perform the duties of the liaison-elect in the interim during which there is no such officer.
- Correspond with respective regional and national affiliate officers.
- Submit a budget to the Director of Finance as determined by the Board of Trustees. (See Section I.C.2.)
- Must attend all DRxUGS Board of Trustees meetings.
- Serve as a voting member on the Board of Trustees.
- May serve only a one-year term unless otherwise approved by the Board of Trustees and advisors.

D. National Liaison-Elect

1. Qualifications

- Must be a member in good standing. (See Section I.C.1.)
- Must currently be a member of the respective national affiliate.
- Elected as stated in the DRxUGS election process. (See Section I.E.)

2. Duties

- Be familiar with all operation for the respective nation affiliate at the national, regional, state, and local chapter levels.
- Become conversant in all aspects of the office of the respective National Liaison.
- Assume the duties of the respective National Liaison in the absence of the National Liaison due to impeachment, resignation, election to chosen national office, or other cause.
- Together with the respective National Liaison, organize and coordinate at least one event per semester for members of the respective national affiliate.
- Together with the other National Liaison-Elects or a representative from each organization, plan and coordinate a DRxUGS social event each semester, i.e. Mistletoe Mingle.
- Attend all functions and meetings at which the respective National Liaison's attendance is required, in order to be fully trained before assuming the National Liaison position.
- Serve a one-year term of office as National Liaison-Elect and a one-year term as National Liaison unless otherwise approved by the Board of Trustees and advisors

E. College of Pharmacy Senator

1. Qualification

- Must be elected to the College of Pharmacy Student Senator position during the Drake University Student Senate elections during the prior academic year.

2. Duties

- Maintain communication between the Board of Trustees, Student Senate, and the rest of Drake University.
- Inform the Board of Trustees of any concerns that relate to DRxUGS, the College of Pharmacy, and campus activities.
- Must attend all DRxUGS Board of Trustees meetings.

F. DRxUGS Director of Communications

1. Qualifications

- Must be a member in good standing. (See Section I.C.1.)
- Must be elected by the majority of DRxUGS members voting in the election. (See Section I.E.)

2. Duties

- Maintain communication between the Board of Trustees and membership.
- Have the DRxUGS Constitution and Bylaws available at all Board of Trustees and general meetings.
- Maintain communication with DRxUGS members through an e-mail list serve.
- Disseminate the minutes of every Board of Trustees meeting to all Board of Trustees members within one week after the meeting.

- Disseminate the minutes of every Board of Trustees meeting to all members and advisors within one week after the meeting.
- Contact the Assistant Dean of Student Affairs about weekly announcements.
- Maintain DRxUGS display case monthly.
- Coordinate advertising along with Director of Membership regarding DRxUGS activities and events through e-mail, posters, class announcements, etc.
- Must have announcements posted at least one week prior to the event, as well as during the week of the event.
- Update the DRxUGS bulletin board at the beginning of each semester.
- Appoint or elect a chairperson for each assigned task group. (See Section V. for task group assignments.)
- Receive nominations for DRxUGS Advisor.
- Must attend all DRxUGS Board of Trustees.
- Serve as a voting member on the Board of Trustees.

G. DRxUGS Director of Finance

1. Qualifications

- Must be a member in good standing. (See Section I.C.1.)
- Must be elected by the majority of DRxUGS members voting in the election. (See Section I.E.)
- Position will be filled by the Director of Finance-Elect from the previous academic year.

2. Duties

- Appoint or elect a chairperson for each assigned task group. (See Section V. for task group assignments.)
- Maintain the status of DRxUGS as a non-profit organization.
- Complete tax paperwork for DRxUGS yearly in the spring.
- Compile a budget based on the requirements determined by the Board of Trustees. (See Section I.C.2.)
- Maintain checkbook, including the recording of all transactions, for the DRxUGS central account.
- Provide yearly financial reports for the national affiliates, if applicable, and when requested.
- Distribute allocated state and national money as appropriate.
- Coordinate the DRxUGS live and silent auctions at Pharmacy and Health Sciences Day in the spring.
- Coordinate any DRxUGS fundraisers.
- After submission of an approved expense, reimburse the individual(s) or affiliate(s) within 2 weeks of the submission.
- Call for a Board of Trustees vote on any DRxUGS expenses exceeding \$1000.
- Must present a financial summary to the Board of Trustees.
- Must attend all DRxUGS Board of Trustees and general meetings.
- Serve as a voting member on the Board of Trustees.

H. DRxUGS Director of Finance-Elect

1. Qualifications

- Must be a member in good standing. (See Section I.C.1.)
- Must be elected by the majority of DRxUGS members voting in the election. (See Section I.E.)

2. Duties

- Be familiar with the duties and responsibilities of the Director of Finance.
- Assume the duties of the Director of Finance in the absence of the Director of Finance due to impeachment, resignation, or other cause.
- Attend all functions and meetings at which the Director of Finance's attendance is required, in order to be fully trained before assuming the position.
- Serve a one-year term of the office as Director of Finance-Elect and a one-year term as Director of Finance.
- Serve as a voting member on the Board of Trustees.

I. DRxUGS Director of Membership

1. Qualifications

- Must be a member in good standing. (See Section I.C.1.)
- Must be elected by the majority of DRxUGS members voting in the election. (See Section I.E.)
- Position will be filled by the Membership-Elect from the previous academic year.

2. Duties

- Must hold at least one membership drive per year.
- Responsible for collecting membership forms and dues.
- Forms and dues collected shall be turned over to the Director of Finance.
- Coordinate national membership information with National Liaisons.
- Coordinate with National Liaisons to create, update, and distribute a membership pamphlet.
- Coordinate with National Liaisons to create a summer mailing for entering first-year students, as well as for students already in the pre-pharmacy and professional programs.
- Coordinate promotional activities surrounding P1 Orientation and White Coat Ceremony.
- Coordinate IPA membership with the IPA Liaison.
- Create membership roster, and make available to all Board of Trustees members.
- Must attend all DRxUGS Board of Trustees meetings.
- Serve as a voting member on the Board of Trustees.

J. DRxUGS Director of Membership-Elect

1. Qualifications

- Must be a member in good standing. (See Section I.C.1.)
- Must be elected by the majority of DRxUGS members voting in the election. (See Section I.E.)

2. Duties

- Be familiar with the duties and responsibilities of the Director of Membership
- Assume the duties of the Director of Membership in the absence of the Chair due to impeachment, resignation, or other cause.
- Attend all functions and meetings at which the Director of Membership's attendance is required, in order to be fully trained before assuming the position.
- Serve a one-year term of the office as Director of Membership-Elect and a one-year term as Director of Membership.
- Serve as a voting member on the Board of Trustees.

K. DRxUGS Director of Community Service

1. Qualifications

- Must be a P1 or P2 member in good standing. (See Section I.C.1.)
- Must be elected by the majority of DRxUGS members present. (See Section I.E.)
- Position will be filled by the Community Service-Elect from the previous academic year.

2. Duties

- Serve as co-chair of Health Fair Planning Committee with the Director of Community Service-Elect.
- Organize and plan the various health fair and health-related events throughout the year.
- Seek out service opportunities and bring them to the chapter
- Encourage member involvement in service activities

L. DRxUGS Director of Community Service-Elect

1. Qualifications

- Must be a member in good standing. (See Section I.C.1.)
- Must be elected by the majority of DRxUGS members voting in the election. (See Section I.E.)

2. Duties

- Be familiar with the duties and responsibilities of the Director of Community Service
- Serve as co-chair of the Health Fair Planning Committee with the Director of Community Service.

- Assume the duties of the Director of Community Service in the absence of the Chair due to impeachment, resignation, or other cause.
- Attend all functions and meetings at which the Director of Community Service's attendance is required, in order to be fully trained before assuming the position.
- Serve a one-year term of the office as Director of Community Service-Elect and a one-year term as Director of Community Service.
- Serve as a voting member on the Board of Trustees.

M. IPA Liaison

1. Qualifications

- Must be a member in good standing. (See Section I.C.1.)
- Must be elected by the majority of DRxUGS members present. (See Section I.E.)

2. Duties

- Maintain contact with IPA.
- Contact IPA with the list of student members and dues for their membership.
- Inform members of legislative events and political news concerning pharmacy in the state of Iowa and the nation.
- Help coordinate Drake University College of Pharmacy representation at the IPA Legislative Day with the *SPAN* Chair.
- Attend all IPA Board of Trustees meetings and events.
- Must attend all DRxUGS Board of Trustees and general meetings.
- Serve as a voting member of the Board of Trustees.

V. Task Groups

The chairperson of each task group must be a member of the respective national affiliate in charge of the task group. However, any member of DRxUGS may participate with any committee irrespective of whether they are a member of the national affiliate in charge of the task group.

The current task groups will be outlined in the DRxUGS Constitutional Addendum. The DCA will consist of Sections and Subsections. Sections consist of the DCA Purpose and national affiliates and may not be altered without following section I.J. Subsections may be changed by the respective National Liaison following their official election cycle. Changes along with the names and contact information of task group chairmen should be reported to the Board of Trustees Chairperson and Director of Communications. The Director of Communications is in charge of officially editing the DCA.

Each task force will also be responsible for raising funds in the amount set by the Board of Trustees at the first Board of Trustees meeting of the academic year.