

**BYLAWS OF THE (School Name) STUDENT CHAPTER OF
THE INTERNATIONAL SOCIETY FOR PHARMACEUTICAL ENGINEERING**

ARTICLE I

NAME

- Section 1. The name of this organization shall be the (School Name) Student Chapter of The International Society for Pharmaceutical Engineering, Inc., hereinafter called the Student Chapter.
- Section 2. The local ISPE _____ Affiliate or Chapter will sponsor the _____ Student Chapter and all Members of the Student Chapter are considered Members of the ISPE _____ Affiliate or Chapter.

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 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 _____ (College, University, Technical School, or Community College) 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 ISPE as Student Members of ISPE and the Affiliate or 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 Affiliate or Chapter 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 _____ 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 and a Treasurer, all of whom shall be elected for a term of one academic year by the Student Chapter at the organizational meeting and at each _____ (name month of the year) 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 Member Relations and each Advisor.

ARTICLE VII

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.

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.