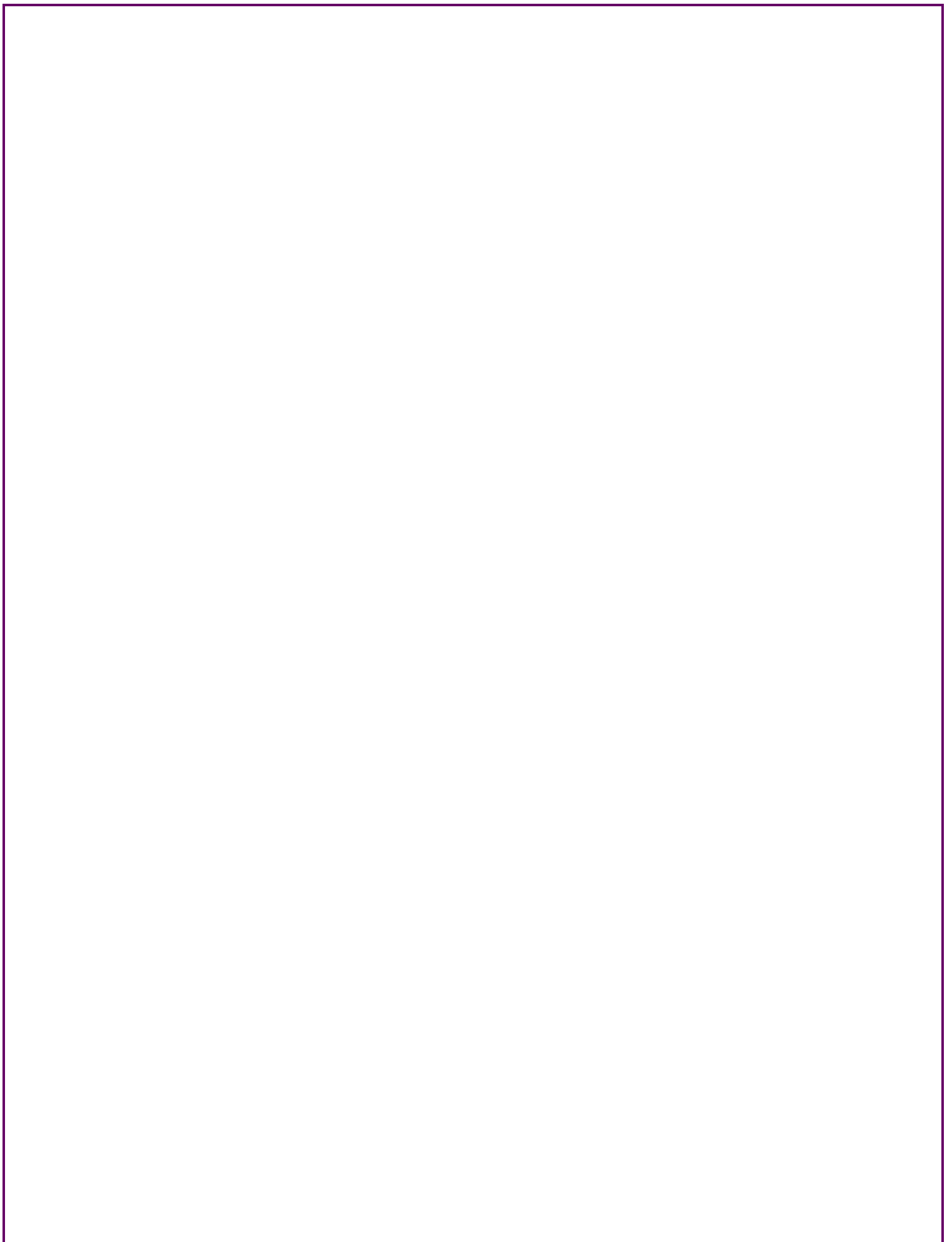




The Rho Chi Society

Advisor's Guidebook



Forward

In order to foster collaboration among the Rho Chi Society, a strategy to update and develop advisor guidelines was developed. This guide will serve as a resource for advisors to provide recommendations for the design and timing of induction ceremonies and chapter activities in order to encourage and recognize intellectual development.

The Rho Chi Society Collaborative Task Force 2017 desires that this guide serve in tandem with the bylaws and as a reference to Faculty Advisors for the Rho Chi Society, enabling them to convey the mission and vision of Rho Chi through the identification of eligible members inducted into membership at a distinctive ceremony and lead chapter activities which support the pursuit of intellectual achievement, critical inquiry and fellowship among the members.

Rho Chi Collaborative Task Force 2017 Members:

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March 2018

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I. Introduction

Mission and Vision

Since its establishment in 1922, the Rho Chi Society has been recognized as the organization representing and acknowledging academic excellence and intellectual leadership in pharmacy.

As indicated in and quoted from the current National Bylaws, the Executive Council of the Society, in July 1998, revised the vision and mission statements for the Society that have guided the Society into the 21st century. Those statements are:

The Rho Chi Society will achieve universal recognition of its members as lifelong intellectual leaders in pharmacy. As a community of scholars, the Society will instill the desire to pursue intellectual excellence and critical inquiry to advance the profession.

The Rho Chi Society, Pharmacy's academic honor society, encourages and recognizes excellence in intellectual achievement and fosters fellowship among its members. Further, the Society encourages high standards of conduct and character, and advocates critical inquiry in all aspects of pharmacy.

Significance of Rho Chi Membership

Membership in the Rho Chi Society is a distinct honor and, as such, represents significant achievement and the expectation of continued excellence. All aspects of the national organization and its chapters should be consistent with the mission and vision. When contemplating establishment of a new chapter, identification of faculty advisors, election of students and faculty members to membership, selection of chapter officers, planning induction ceremonies, and designing and executing chapter projects, it is expected that the significance and basic principles of the Society underlie all such considerations. Active involvement in discussions of issues important to the Society, including regional and chapter representation at the annual business meeting of the Society, are of major importance to move the Society forward and to maintain fellowship among its members.

Support

This handbook is designed to assist deans, faculty advisors, and student officers in making the most of your chapter and in upholding the distinctive nature of the Society. Utilize the guidance here to help in enhancing the work of your chapter. Reach out to your alumni members to maintain connections. For questions and concerns that may not be adequately addressed here, refer to materials on the national website, turn to our regional councilors, or contact the national office.

II. Membership Identification and Selection

Confidentiality Issues

The election to membership in an academic honor society by its very nature sets individuals apart as having achieved at a level above most of their peers. Given the confidentiality of student academic records, it is important for schools and colleges of pharmacy (and their Rho Chi Chapters) to follow proper procedures to assure that all student academic records remain confidential.

Chapter advisors should develop proper procedures for identifying students eligible for membership in conjunction with appropriate academic and student affairs officials at their school or college. These policies must comply with the Family Educational Records Protection Act (FERPA) and adhere to other school, college, and/or university policies and procedures. Chapter advisors should carefully review FERPA in order to comply with its requirements. It is important to note that FERPA primarily limits the disclosure of student records to unauthorized parties, but does allow sharing of the content of records to school/college officials who have a legitimate reason to access student academic information. Providing anything that could be considered to be a student academic record to chapter officers or other members is clearly considered to be a FERPA violation.

Identification of Eligible Members

Pharm.D. Students: As indicated in the National Bylaws, Pharm.D. students become eligible for membership after they have completed at least 50% of the required professional pre-Advanced Pharmacy Practice Experience (pre-APPE) course work as defined for their degree, rank in the top 20% of their class with a minimum GPA of 3.0 on a 4.0 scale, and have not been disciplined for violations of academic dishonesty, misconduct, or unprofessional behavior.

Since the current National Bylaws tie the point at which individuals become eligible for membership to the completion of 50% of the pre-APPE course work, each chapter must evaluate their particular curriculum to determine the point at which students have completed 50% of the pre-APPE course work. It is important to note that eligibility is based on the professional curriculum, and schools whose programs also contain an undergraduate component (such as 0-6 or 0-7 programs) must clearly differentiate the undergraduate and professional portions of their curricula. Eligibility for membership will generally be after the 3rd semester of enrollment for traditional programs (3 years of pre-APPE course work and one year of Advanced Practice Experiences) and after the completion of one academic year for 3-year accelerated programs. For schools/colleges with more non-traditional types of curricula, the point of membership eligibility may be different. Schools/colleges should carefully evaluate their curricula to determine the point when members become eligible, consulting the National Office for guidance in the case of unresolved issues.

The chapter shall base the determination of the highest 20 percent upon class (cohort) size at the time those students become eligible for membership in the Rho Chi Society. Schools/colleges with multiple campuses must include students from all campuses within a single cohort. The cohort size is fixed and cannot change from the original number due to addition, attrition, or early graduation. Individual chapters can choose a variety of options for electing members, as long as they do not exceed the 20% limit. In cases where the calculation of 20 percent of the class results in a fraction, the number of eligible members is rounded up or down to a whole number. Chapter advisors should contact the National Office regarding questions of membership eligibility or Bylaws interpretation. The following examples are provided to illustrate options that are available to chapters.

Example with a traditional 3+1 Pharm.D. program.

School X has an enrollment of 122 students at the end of Fall Semester of the P2 year (3rd semester of the program). Since the total number of students is 122, the eligible number of Rho Chi members from this cohort is 24, calculated as follows:

$$122 \times 0.20 = 24.4 \text{ (rounded down to 24)}$$

Some potential options available to this school's chapter:

- **Immediate initiation of all eligible members** – All 24 members are initiated after completion of the 3rd semester.
- **Delayed initiation** – All 24 members are initiated at the completion of the 4th semester. In this case, the school has decided to delay initiation for an additional semester, but wait until completion of all of the P2 year (i.e., 4 semesters) wanting to base their decisions on student performance in a greater part of the curriculum. The total cohort remains 122 (the number at the time this class initially became eligible for membership, but the top 20% is calculated based on academic rank after 4 semesters).
- **Split Initiation** – 18 members are initiated now (after the 3rd semester), and the remaining 6 members of this cohort are initiated at a later time (after the 4th semester or even later). In this case, the eligibility of the remaining 6 members would be determined based on their class ranking at the time they were selected for initiation.
- **Initiation of less than 20%** – 18 members from the cohort are admitted initially, now and none later. It is not required that chapters initiate 20%, they can choose to initiate a smaller percentage.

The maximum percentage of students that can be initiated from a given class (cohort) is 20%, with the cohort size being established at the initial time of eligibility. The class size cannot be increased or decreased due to addition, attrition or early graduation. The maximum number of initiates in the example provided will always remain 24.

Following the identification of eligible students, they must be elected to membership by a vote of the Chapter's active members. Prior to the election, the appropriate school administrator must verify that each candidate for membership has not been disciplined for violations of academic dishonesty, misconduct, or unprofessional behavior.

Additional information is provided in the National Bylaws. Advisors with questions regarding Bylaws interpretation should contact the National Office.

Post-Baccalaureate Pharm.D. Students: These students will typically be enrolled in one of the non-traditional Pharm.D. programs that operate in various schools/colleges, but may be enrolled in other types of programs where students with previous baccalaureate degrees in Pharmacy can obtain a Pharm.D. degree. As indicated in the National Bylaws, such students become eligible for membership after they have completed at least 50% of the Pre-APPE professional curriculum of their program, have a minimum GPA of 3.5 on a 4.0 scale, have been nominated by a current student member of Rho Chi or by a member of the faculty, have not been disciplined for violations of academic dishonesty, misconduct, or unprofessional behavior, and are elected by vote of the Chapter's active members. Prior to the election, the appropriate school administrator must verify that each candidate for membership has not been disciplined for violations of academic dishonesty, misconduct, or unprofessional behavior.

The above eligibility criteria are minimum standards, and chapters have the prerogative to develop standards that are more stringent.

Graduate Students: The National Bylaws state that students in Master of Science (M.S.) or Doctor of Philosophy (Ph.D.) Programs in Schools/Colleges of Pharmacy are eligible for membership after the completion of at least 50% of the coursework required for their program with a cumulative GPA of 3.5 or higher. They must be nominated by a member of the faculty (or may self-nominate) and must be elected by a vote of the Chapter's active members. Prior to the election, the appropriate school administrator must verify that each candidate for membership have not been disciplined for violations of academic dishonesty, misconduct, or unprofessional behavior.

Chapters do have the prerogative to develop standards that are more stringent, and this may be particularly pertinent for M.S. and Ph.D. students given that the grading format for most graduate degree programs results in most course grades being As and Bs. As a result, the percentage of eligible students in such programs may far exceed the 20% eligibility for Pharm.D. programs. Given this, schools/colleges should carefully evaluate their nomination and election procedures for this group of members in order to assure that highly qualified students are nominated and elected to membership. Available options could include the establishment of the percentage of total students that are eligible or establishment of a more stringent nomination process whereby nominees would need to be nominated by faculty members (self-nomination not allowed) and approved by Department Chairs or other administrative officials prior in order to be eligible for election to membership.

Faculty Members: The National Bylaws stipulate that faculty members in schools/colleges of pharmacy may be eligible for election to membership if nominated by a full collegiate member of Rho Chi or by self-nomination. To be considered for membership, they must be eligible to vote on faculty matters of the school or college of pharmacy and have a principal duty to instruct or hold research or administrative appointments in the school or college of pharmacy. Membership policies differ widely between individual chapters, from those who offer Rho Chi membership to all faculty members to those chapters who follow procedures that are more stringent so that Rho Chi membership becomes a distinct honor.

Chapters are advised to carefully consider the requirements and procedures for electing faculty members to Rho Chi. Those chapters that want to make faculty Rho Chi membership a more distinct honor may want to consider some of the following ideas:

- Not allowing self-nomination.
- Requiring a minimum number of years of faculty service before faculty members would become eligible for membership.
- Employ a nomination process where the nominator would need to provide written support for the faculty member being nominated.

Honorary Members: As stated in the Bylaws, Honorary Members are persons who have given evidence of distinguished scholarship or rendered distinguished service to pharmacy and have been elected to such membership. Honorary Membership is among the highest distinctions afforded by the Society.

Honorary members may be nominated by any chapter or by any member of the Executive Council. Nominations, including qualifications of the nominees, shall be submitted in writing to the National Office and thus to the Executive Council. Election to Honorary Membership requires a two-thirds majority vote of the National Executive Council.

It is important for chapters to recognize the distinction conferred by Honorary Membership in the Society. Honorary membership is designed to recognize individuals who have achieved national or international distinction; chapters should carefully consider this prior to submitting nominations to the National Office.

III. Induction Ceremony

Induction into Rho Chi is a special time that should be celebrated in a formal manner. By emphasizing the distinct honor that membership signifies, a member's insight into the nature of the organization and the mission and values supporting Rho Chi is enhanced.

Event Planning

During the semester prior to the chapter's selected membership initiation, the local chapter should conduct meetings to plan the initiation ceremony. Items on the agenda of those meetings conducted at least five to six months before the ceremony might include the following topics: a recap of previous ceremonies with reflection of successes and challenges that occurred, determination of a vision of what the ceremony should be and consideration of whether this is a reception or a dinner and location formality since this is a special occasion. Each chapter should create a ceremony suitable to the academic culture at its institution.

A discussion of resources available for the ceremony can provide an update on budget with assessment of monies available for the ceremony, potential dates for the event, and speakers for the induction. A budget for the event should consider review of available venues, possible menu, and speaker. Consider selecting members to contact venues for availability, menu selection, pricing, and accommodations for the potential guests.

When considering the location of the event, research what items are provided at the venue. Decide what style and number of tables are needed. Will the venue provide tablecloths or do you have to rent them? Will there be a check in table? Can the venue provide a table for the ceremonial items? Does the venue have a podium or will the speaker walk around the room? Does the group need any projectors or sound equipment? Will the venue provide this or does it have to be rented? Because certain venues may require a deposit to reserve the date, ensure that the members are in agreement for the venue. Remember that the balance for the event may be required the date of the event. Ensure that the treasurer or responsible party is prepared to pay.

As the menu is determined, ask if there is flexibility in menu selection. Does the chapter want a reception, a buffet or a served meal? Provide for varied tastes and nutritional requests. Are there individuals who are vegetarian or gluten-free? A reception can offer flexibility in timing for the event and may cost less. Discuss options for the venue. Some locations have a required list of caterers. Formal dinners usually include a salad option, one to two meal entrees with sides that may include starches and vegetables and several desserts. Water, coffee and tea are usually part of the package. If the membership decides on including a bar at the event, consider the cost of the bar. Who is responsible for checking identification? Additionally, some colleges require training of the hosts for serving alcohol.

When selecting speakers, review who has spoken in recent years and identify whether the group wants a local speaker or nationally known. Local speakers are able to connect

with the chapter in a more intimate manner and can be more cost effective. National speakers provide a different vision. It may be advantageous to approach the Dean of the College or other administration to ascertain if they could partner with the chapter in hosting the speaker. The speaker may provide other presentations within the college that day. Speakers usually will expect reimbursement for travel, accommodations and meals. This may require the provision of “payment”. Officers should meet with the Dean’s office or College finance office to discuss this matter.

Creating the Induction Committee/Advisor’s Role

A committee should be created for the induction ceremony for event planning. The following members should be included:

1. President/Vice President/ other officer to serve as chair
2. Treasurer for budget items
3. Secretary to record minutes of meetings
4. Other members as needed to coordinate on above agenda items
5. Chapter Advisor

The Chapter Advisor should check routinely with students regarding ceremony planning. Updates for the Induction should be discussed at faculty meetings to ensure that faculty members have the event on their agendas. The Advisor should contact the Dean’s Office to obtain a list of eligible students as set forth in the bylaws. Allow for several days to weeks for creation of the induction list depending on the capability of the office. Set forth specific requests as outlined in the bylaws. If graduate students are to be inducted, discuss with the Director for Graduate Studies at your program. If faculty members are to be inducted, follow the procedures outlined within this manual and the bylaws. The Advisor should meet with officers and obtain progress reports regarding the ceremony. The Advisor should plan to arrive at the venue at least one hour prior to the ceremony to assist with last minute details.

Membership Invitations

Once the list of eligible students is obtained, the current chapter members should convene to vote on membership of eligible individuals into the society. Names should be provided to the members in alphabetical order so as to de-identify rank. If there are issues with any individuals on the ballot, discuss concerns. Eligibility is determined on the basis of class rank and clearance by the dean or the dean’s designee who shall certify that candidates have no known disciplinary action for academic dishonesty, misconduct, or unprofessional behavior.

Once individuals are approved, the local chapter can send invitations for membership into Rho Chi. Because Family Educational Rights and Privacy Act (FERPA) should be followed, confidentiality and privacy regarding membership is necessary. Discuss how students should be initially contacted with the invitation for induction. The Dean’s office will have a list of emails for students. An email for membership should provide

information regarding Rho Chi including the mission and vision of the Rho Chi society as well as significance of membership. Additional information on the invitation should include the following:

1. Date, time and venue for the event
2. Information regarding dues and potential cost of the dinner for guests
3. Indication for dinner options
4. Appropriate dress
5. RSVP date
6. Other information such as parking or other specifics
7. Selection of pin or key as jewelry option.
8. Information of preference for initials and name on certificate
9. Contact information

The planning committee should determine the RSVP date and should allow students at least two weeks for response. Consider how the students will pay dues to the chapter. Payment may be with checks, online accounts or other electronic sources. Regardless of method, the chapter should have set consistent and reliable payment options.

As soon as the students have indicated acceptance of admission into Rho Chi, paid the dues and completed their jewelry and certificate requests, the chapter advisor should complete the appropriate online forms and mail the check for chapter dues to the National Office. Make sure to include an appropriate mailing address for jewelry and certificate delivery. These items will usually be delivered separately. Plan for appropriate delivery of items from the National Office. It may take as long as four or more weeks to obtain items.

It is appropriate to invite current Rho Chi members, alumni, and family and friends of the inductees. A special effort should be made to invite faculty. Coordination of the timing of the ceremony should be made with the Dean's office. The Dean of the College of Pharmacy and other administration should attend.

Order of Events

The creation of a program will enhance the flow of the evening and provide a special keepsake. Items on the program should include:

1. Title page with event name, location, date and time
2. Order of program with flow of evening including: Greeting and introduction with recognition of special guests (usually by the Chapter President or Advisor), prayer, meal, comments by the Dean, introduction of the guest speaker (prior to their presentation), Speaker's presentation, comments by the President and thanks to the speaker (with gift), directions for the induction ceremony and the induction ceremony.
3. List of the student inductees in alphabetical order and graduate students or faculty listed separately
4. Recognition of special guests or sponsors

Dress Rehearsal

Chapter members and the advisor benefit from a run through of the order of events prior to the ceremony. While this may occur at a meeting, it can occur prior to the induction (consider arriving at least one hour before). Assign members to bring ceremony items such as candlesticks and other ceremonial items, certificates, pins, programs, and nametags. Prior to the program, the induction ceremony should be copied with determination of who will be assigned to which part. A copy of the Induction Ceremony can be found on the Rho Chi website. Chapters should make sure to research their respective ordinal order of chapter instillation to include in the Induction Ceremony. This information may be found on the Rho Chi Website.

The Actual Induction Ceremony

The Advisor and the Chapter President should serve as hosts for the Induction Ceremony. While the Chapter officers will be responsible for the Induction Ceremony, the Advisor should be available for troubleshooting and any questions. With planning and coordination, the event should occur as planned. The Advisor should provide any needed support for the Chapter officers and members after the conclusion of the event.

IV. Chapter Activities

Submitting Chapter Reports

Every student chapter of Rho Chi is required to annually submit a report of the chapter's activities to the National Office. As part of the report, each chapter is asked to comment on meetings held throughout the year, a listing of current officers and advisors, strategic planning, activities accomplished, financial budgeting, and initiation practices. An Introduction and Reflective sections are also included. As part of the Introduction, chapters may consider inclusion of a brief summary of the highlights for the year. As part of the Reflective section, chapters may consider inclusion of how their efforts have upheld the mission and vision of Rho Chi and what they have contributed to the academy and/or pharmacy practice. As part of developing the Reflective section, chapters should consider the answers to these questions:

- If the chapter activities will be repeated next year, what improvements could be made to strengthen their effectiveness and value?
- What aspects of the activities did the chapter determine were NOT effective or valuable?
- How can resources be leveraged to help achieve the intended goals and activities?
- What challenges are anticipated in achieving the intended goals for the following year?

As part of the Strategic Planning section, chapters should clearly articulate how they proactively determine their goals that are related to the Rho Chi mission. Evidence of financial budgeting should also be included, and examples of sample budgets are attached. Budgets may be constructed in a variety of methods. Example 1 is constructed based on expenses for each event/activity, example 2 is based on the chronological expenditures, and example 3 is based on each item that was debited or credited. All three budgets clearly show the inflow and outflow of funds, along with remaining funds in the account. The deadline for submission of chapter reports is May 15. These reports are submitted electronically at: <http://rhochi.org/chapter-resources/annual-chapter-report/>.

Budget Example 1:

Event				
Item	Amount Credited (\$)	Amount Debited (\$)	Balance (\$)	Comments
Balance Forward			\$2857.33	From September 1st, 2016
Rho Chi Membership Fees				
New Member Fees (42@\$100/person)	\$4200.00		\$3527.17	
National Dues		\$3530.16		
Induction Dinner				
Room Rental		\$220.00	\$2265.64	
Food		\$709.00		
Service + Gratuity		\$332.53		
Chapter Event				
Team registration	\$360.00			*Application to the ___ Fund was approved for reimbursement. Miscellaneous refers to 20\$ surplus deposited from event, unaccounted for by registration fees.
Prizes		0.00 (170.25*)		
Supplies and printing		0.00 (54.66*)		
Miscellaneous	\$20.00		\$2645.64	
Outreach Initiative				
Printing		\$27.33 (\$54.66*)		*Cost was split with another chapter.
Supplies		\$4.46	\$2613.85	
Fundraiser				
Gift card donations	\$50.00			Donated gift cards from totaled \$50. The remainder (\$62.50) came out of the Rho Chi budget to maintain 100% donation of event proceeds.
Supplies		\$112.50		
Online donations	\$2988.93			
Cash donations	\$914.35			
XXX contribution		\$3903.28	\$2551.35	
Social				
Event Costs		\$39.40	\$2511.95	
Mock OSCE (Fundraising)				
Registration fees (\$10/person)	\$1230.00			
Supplies		\$126.01		Printing costs
Volunteer Refreshments		\$362.25		
Additional Costs*		\$123.00		*Cost for use of online ticketing service (10% of our raised amount)
			\$3130.69	
Miscellaneous				
Bank charges (monthly fee @2.50/mo + check transaction fee)		\$42.00 (04/22/17)		\$2.50/mo
Rho Chi Graduation Cords		\$218.29 (468.29*)	\$2870.40	*Cost (\$250.00) subsidized by faculty.

Budget Example 2:

DATE	ITEM	AMOUNT DEBITED	AMOUNT CREDITED	BALANCE
	Balance Forward			\$1,066.03
9/20/2016	Rent-a-Student		\$150.00	\$1,216.03
9/22/2016	Breakfast supplies/Residency Panel lunch (Spring 2016)	\$263.93		\$952.10
10/6/2016	Professor of the Month lunch	\$12.25		\$939.85
10/25/2016	Snacks for study jam	\$11.79		\$928.06
10/25/2016	Rent-a-Student		\$325.00	\$1,253.06
11/15/2016	Breakfast Payments		\$114.30	\$1,367.36
11/23/2016	Breakfast Supplies	\$42.50		\$1,324.86
11/25/2016	Professor of the Month lunch	\$14.65		\$1,310.21
12/5/2016	Items for Rent-a-Student activities	\$17.26		\$1,292.95
12/6/2016	Rent-a-Student (November)		\$60.00	\$1,352.95
12/11/2016	Professor of the Month lunch	\$9.25		\$1,343.70
1/28/2017	Food for Game Night	\$28.97		\$1,314.73
1/28/2017	Supplies to update display case in lobby of Pharmacy building	\$27.57		\$1,287.40
3/2/2017	Rho Chi Society New Member Dues	\$910.00		\$377.40
3/2/2017	New member dues		\$845.00	\$1,222.40
3/2/2017	Rent-a-Student (additional deposit from Fall)		\$10.00	\$1,232.40
3/6/2017	Snacks for study jam	\$27.57		\$1,204.83
3/26/2017	Professor of the Month lunch	\$12.75		\$1,192.08
4/4/2017	Graduation Honor Cords	\$162.50		\$1,029.58
4/11/2017	Professor of the Month lunch	\$14.25		\$1,015.33
4/25/2017	New member dues		\$65.00	\$1,080.33
4/25/2017	Rent-a-Student		\$175.00	\$1,255.33
4/27/2017	Food for residency panel and study jam	\$34.77		\$1,220.56
4/28/2017	Gifts for Professors of the Year	\$51.00		\$1,169.56
5/2/2017	Food for study jam	\$16.45		\$1,153.11

Budget Example 3:

ITEM	Amount Debited (\$\$ spent)	Amount Credited (\$\$ raised)	Balance	Comment
Balance forward		\$1024.46	\$1,024.46	Balance from last year
National Dues		\$2,250.00	\$3,274.46	Dues from new members
State Annual Renewal Fee	\$20.00		\$3,254.46	
National Dues Payment	\$1,625.00		\$1,629.46	Dues for 25 new members
Initiation Dinner	\$1,335.00		\$294.46	
Ornament Sales		\$925.00	\$1219.46	
Ornament Purchase	\$685.58		\$533.88	
XXX House Supplies	\$73.98		\$459.90	
Breakfast and Folio Sales		\$427.50	\$887.40	
Folio Purchase	\$744.26		\$143.14	
Game Ticket Sales		\$580.00	\$723.14	
Game Ticket Purchase	\$720.00		\$3.14	
Breakfast, Folio, Game Sales		\$510.00	\$513.14	
P4 Graduation Cords	\$337.50		\$175.64	Cords for students - \$12.50 each
Game Sales		\$180.00	\$355.64	
Dr. ____ Donation		\$500.00	\$855.64	Donation for selling MPJE books
P4 Graduation Cord Sales		\$220.00	\$1075.64	Cords for students – charged \$10
Ornament Sales		\$54.00	\$1129.64	
Tote Sales		\$718.05	\$1847.69	
Tote Purchase	\$770.84		\$1076.85	

Electing Chapter Officers

Each chapter of Rho Chi is required to have a faculty advisor and to elect members to the following offices: President, Vice-President, Secretary-Treasurer (or a Secretary and a Treasurer) and Historian. Additional officers may be elected if the chapter deems them necessary. Each chapter should develop its own bylaws which describe the duties of the officers, the length of their elected position and how they are elected. The chapter should submit a copy of and any updates/revisions to their chapter bylaws to the National Office. Additional duties may also be designated to the elected officers.

The National Bylaws found at www.rhochi.org describe the expectations for chapter officers in detail. Below are summarized descriptions:

- Chapter President
This member is the presiding officer of the chapter who oversees chapter meetings, agendas, activities and business items. This member ensures the chapter is responsible for carrying out the mission and vision of Rho Chi.
- Chapter Vice President
This member assumes the responsibilities of the President in the absence of the President.
- Chapter Secretary
This member serves as a record keeper for the Chapter, ensuring that minutes from meetings are maintained, a roster of members is maintained, and any file/document needed is provided.
- Chapter Treasurer
This member oversees the chapter's funds and preparation of the annual budget. This member helps to complete the budget section of the Annual Report.
- Chapter Historian
This member is responsible for the preparation and submission of the Annual Report to the National Office. The historian also maintains a narrative or photographic archive of the chapter's activities.

Some schools conduct officer elections within 1 to 2 weeks after the induction ceremony. Other chapters hold the elections as part of the induction ceremony, providing the inductees with officer descriptions prior to the ceremony so that they can determine interest in running for office. Newly elected officers should be reported to the National Office within 2 weeks of election. Advisors should consider the logistics of the School's program and members (i.e. most members are mostly fourth year pharmacy students, the School has numerous satellite campuses). The Society encourages advisors to hold a "Hand Me Down" meeting in which the incoming officers interact with the outgoing officers. Chapters which have overlap of the officers often generally have a greater sense of the Chapter's activities and how to continue and/or expand upon them.

Chapters are encouraged to inform appropriate representatives at the College/School of Pharmacy (i.e. Assistant/Associate Dean for Student Affairs, Student Councils, etc.) and

at the university level (i.e. student government) of the newly elected officers, as warranted.

Attending National Conventions

The Rho Chi Society conducts its annual meeting in conjunction with the annual meeting of the American Pharmacist's Association which is held in March/April of each year. Information about the Rho Chi annual meeting can be found at www.rhochi.org. The annual meeting serves as a business meeting and a celebratory meeting as individuals and chapters are recognized based on their achievements. It is highly desirable to have the chapter advisors in attendance for networking, better understanding the national organization, and seeing best practices of other chapters. All Rho Chi members (advisors, chapter delegates, alternate delegates, national officers, and members) and non-Rho Chi guests) are encouraged to attend the meeting and are not required to be a delegate or alternate delegate. Each Rho Chi chapter is required to have an official delegate present for the Society's annual meeting. Chapters not in attendance for three consecutive years will be placed on probation and are not allowed to elect new members. One month prior to the annual meeting, a chapter delegate report should be submitted electronically to the National Office to provide notification of who will be serving as delegate and alternate delegate. This can be found at: <http://rhochi.org/chapter-resources/chapter-delegate-report/>. If a chapter does not remember to submit this report and/or the delegate changes, the non-registered delegate must sign in/check in at the national meeting.

Supporting the Rho Chi Mission and Vision at the Local Chapter Level

With election into Rho Chi, members join the unique recognition of being intellectual leaders. With this recognition, comes the responsibility to advocate critical inquiry, pursue intellectual achievement, and encourage high standards of conduct and character. Chapters can accomplish the Rho Chi mission not only through expected activities such as new member induction, attendance at national meetings and nomination of persons for national awards, but also with projects that promote the Society's vision. Involvement in strategic planning at a chapter level can provide guidance to the members to achieve the vision. Creation of a strategic plan provides guidance through the year in deciding which projects support the Rho Chi mission and vision, determining what resources to allocate for each project, and promoting reflection at the end of the year as a chapter considers achievements.

While various methods exist to develop a strategic plan, common elements include inspection of a chapter's strengths and weaknesses (personnel, finances, and other resources), creation of a strategy to identify values based on mission as well as position within the school of pharmacy, development of a plan to conduct projects that align with the strategy as well as indicators of success for various projects, and implementation of plan. The Advisor should assist Chapter Officers with the development of a strategic plan.

If a current strategic plan exists, the officers should review the plan and collect information such as financial records, meeting minutes, and reflections from previous chapter projects. This can assist with the inspection of the chapter's strengths and weaknesses. The chapter should consider how current chapter activity supports the mission and values of the Rho Chi Society. If chapter created projects lack adequate resources, it may be prudent to consider the value of continuing the activity. If there is defined merit in an activity, expansion of the project may be in order. The chapter should consider if other school organizations are involved in similar or duplicate projects. Collaboration with other organizations is encouraged.

Assessment of the role of Rho Chi at the local level can assist with determination of decisions for project development. All projects should align with the mission and values of the national Rho Chi Society, but also the local school of pharmacy. The planning team should consult the Chapter Advisor for guidance on project development. As the planning team decides on activities and projects, it may be useful to ask questions regarding the project. Questions such as "What value does this project add to the chapter, the school or the community?", "How should this project be implemented in order to meet the goals we set?" or "What is our definition of success for this project?"

When projects are completed, the strategic plan can provide a framework for review of success. If a chapter determines that the plan needs revision, corrections should be incorporated for the strategic plan. At the end of each project, a reflection of how the project was carried out offers the opportunity for revision.

Conducting Local Chapter Meetings

Local Rho Chi chapters have great freedom in conducting chapter meetings. Meetings may be called as necessary or occur on a regular basis. Some chapters conduct meetings for the purposes of planning induction, electing members or voting on new officers. Other chapters may add meetings for fundraiser planning or service-based activities. The chapter officers may determine if it is necessary to have executive meetings for organization. Committees working on projects may need to plan additional meetings. Face to face meetings provide the forum for establishing relationships among the members, creating teamwork and conducting chapter business.

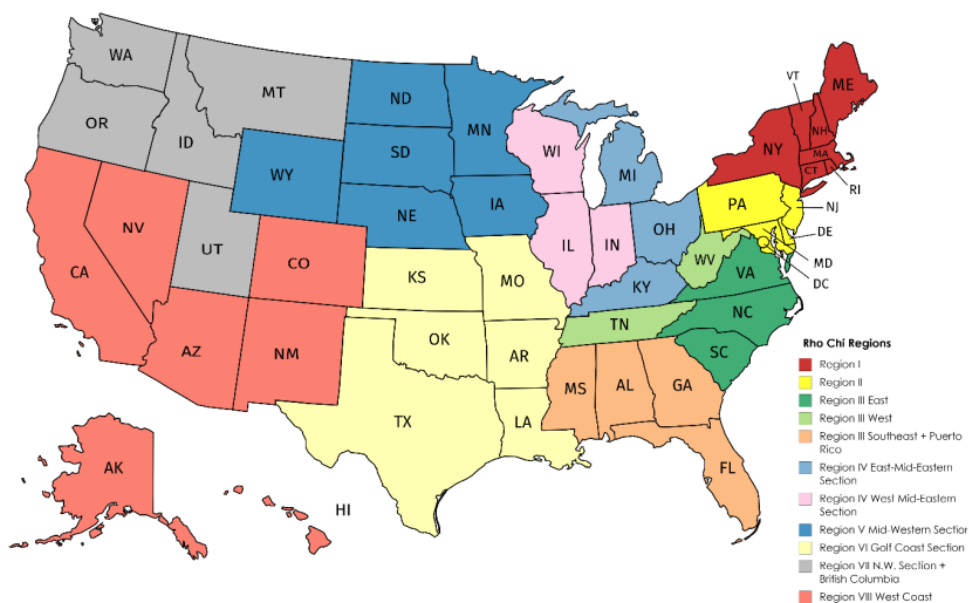
When it is determined that a meeting is needed, current chapter members should be notified about the date and time, meeting location and the purpose of the meeting. Officers should arrange the location and create the agenda for the meeting. The Chapter President typically presides at the meeting. In the absence of the Chapter President, the Vice-President should preside. The Chapter Secretary should record the minutes of the meeting, attendees and action items assigned to the responsible party. Minutes of the meeting are to be kept for reference and are useful for creating the Annual Chapter Report. Responsibilities of each officer are detailed in the Rho Chi Bylaws.

The Chapter Advisor should make it a priority to attend official local Chapter meetings. The Advisor can contribute knowledge of how students may conduct chapter business at

their specific pharmacy school. The Advisor not only serves as a liaison between the chapter and administration, but also other faculty. The Advisor represents the consistent connection between the national Rho Chi office and the local student chapter. In addition to having a working knowledge of the Rho Chi bylaws, Chapter Advisors should encourage the mission and vision of Rho Chi at the local Chapter level.

V. Establishing a New Chapter of The Rho Chi Society

Schools/Colleges of Pharmacy interested in establishing a chapter of the Rho Chi Society should consult the Society's National Office (email: rhochi@usc.edu or telephone: 323-442-1383) regarding the requirements for new chapters and for guidance in preparation and submission of the petition in a timely manner. The Society's Regional Councilors are also an invaluable source of information for new schools/colleges of pharmacy planning to submit a charter petition. The regions with the states represented are listed below. The Regional Councilors for the respective regions can be found on the Society's website (www.rhochi.org/directories/councilors).



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Regions with States	
Region – Section	States
Region I	Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont
Region II	Delaware, Maryland, New Jersey, Pennsylvania, Washington, DC
Region III – East Region III – West Region III – South	North Carolina, South Carolina, Virginia Tennessee, West Virginia Alabama, Florida, Georgia, Mississippi, Puerto Rico
Region IV – East Region IV – West	Kentucky, Michigan, Ohio Illinois, Indiana, Wisconsin
Region V	Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wyoming
Region VI	Arkansas, Kansas, Louisiana, Missouri, Oklahoma, Texas
Region VII	British Columbia, Idaho, Montana, Oregon, Utah, Washington
Region VIII	Alaska, Arizona, British Columbia*, California, Colorado, Hawaii, Nevada, New Mexico * not shown on above map

Requirements for Establishing New Chapters of The Rho Chi Society

Requirements for establishing new chapters are guided by the Bylaws of the Rho Chi Society. Chapters may be established at universities, schools, or colleges which are members of the American Association of Colleges of Pharmacy (AACP) and have professional curricular programs which are fully accredited by the Accreditation Council for Pharmacy Education (ACPE) or the Canadian Council for the Accreditation of Pharmacy Programs.

At least five professional students enrolled in a school or college of pharmacy who are eligible for election to membership in the Society must be among those who petition that a Rho Chi chapter be established. The petition for establishing a new chapter is sent to the National Office of the Society and once reviewed and found complete, will be referred to members of the Society's Executive Council for their consideration. Approval of the petition by a majority vote of the Executive Council refers the petition to active Rho Chi chapters for their consideration. An affirmative vote of three-fourths of active chapters is required to grant a charter for a new Rho Chi chapter. Once the petition is approved, plans are made for installation of the chapter and induction of new members.

Charter members in a new chapter may consist of professional and graduate students currently enrolled in the school or college of pharmacy, those students who have graduated within one year of the time the charter is granted, and members of the teaching staff of that institution who are eligible for membership in the Society at the time the charter is granted. Charter members must meet the minimum requirements for eligibility in accord with the Bylaws of the Society. No professional or graduate student or faculty member is eligible as a charter member if already elected to membership in another chapter of the Society. Alumni of the school or college who are beyond one year of their graduation are not eligible for charter membership, but, if eligible, may be elected as associate members.

The Petition: (Submission Deadline – October 1)

A petition to establish a new Rho Chi chapter should include the following:

1. A brief history of the university, if any, of which the school or college of pharmacy is a part. This history should include the date of founding, growth, present enrollment, recognition by accrediting agencies, physical facilities, and similar descriptive information.
2. A brief history of the school or college of pharmacy including: the date of its founding and subsequent growth (e.g., past, present and projected enrollment; type and record of degrees awarded; development of facilities (including descriptions of present classroom, laboratory, clinical, and library facilities; development of practice experiences), recognition by accrediting agencies, and similar descriptive information.
3. A description of school or college of pharmacy curricula including, as applicable:
 - o descriptions or explanation of the school or college admission requirements;

- course titles, credit hours, and brief course descriptions; describe the relationships among courses, e.g., list all courses by semester/quarter/etc.
 - a detailed description of the system of evaluation of professional and graduate students including:
 - grading system for professional didactic coursework (e.g., A = 4.0 grade points; B= 3.0 grade points, etc.; Pass/Fail).
 - practice experience/evaluation/grading (e.g., letter grades, Pass/Fail, other) and how those grades are incorporated (or not) into overall student standing.
 - grading system for graduate students (e.g., H,P,L, if so, H = 4.0 grade points; P = 3.0 grade points; L = 2.0 grade points for purposes of determining eligibility)
4. A description of how eligibility of petitioners was determined and for future members will be determined; if only “pass/fail” grading is employed, how eligibility will be determined.
 5. A list of other honor societies at the institution (i.e., university and/or school or college) with the date of installation of the local chapter of each. This list should include only those honor societies as defined by the Association of College Honor Societies (achsnatl.org) or by respective professional academic programs and not those of recognition or service societies.
 6. A list of the names of each member of the faculty of the school or college of pharmacy of the rank of full-time instructor or higher identifying his or her title or position on the faculty, academic degrees with dates and granting institution, and a brief description (e.g., one paragraph) of their area(s) of expertise and academic interests. (Practice experience of faculty should not be included.)
 7. A list of the names of professional or graduate students and members of the faculty, if any, who are members of the Rho Chi Society, giving the school or college, chapter and date of initiation for each member.
 8. A list of all petitioners to establish the Rho Chi chapter, grouped as:
 - eligible professional students identifying for each: the anticipated date of graduation, the fraction of total semester hours (credits; credit hours) completed,
 - eligible graduate students, identifying for each: the anticipated date of graduation, the fraction of total semester hours (credits; credit hours) completed, and the overall scholastic average (e.g., grade point average or equivalent);
 - eligible faculty members.
 9. A letter from the petitioners requesting that a Rho Chi chapter be established and bearing the signature of each petitioner.
 10. A letter of recommendation from the Dean of the school or college of pharmacy. The Dean’s recommendation should include a statement that the list of eligible petitioners have met the requirements set forth in Article III: Members of the 2018 Revision of the National Bylaws of The Rho Chi Society and that the petitioners have no known disciplinary action for academic reasons or for unprofessional conduct.

11. The name of the faculty advisor or names of co-advisors for the new chapter who will serve as the point of contact for correspondence during establishment of the Rho Chi chapter.

Submission

Submit all materials to the **Rho Chi Society National Office by the October 1 deadline** to provide sufficient time for review. Two copies of the petition are to be sent to the Society's National Office, the address for which appears below. An electronic copy should accompany the copies or can be forwarded via e-mail (rhochi@usc.edu).

Fees

The fee for establishing a Rho Chi chapter is \$250.00. Additional costs include the preparation and distribution of any copies of the petition and the costs of jewelry, membership certificates, and national dues for new members. Those costs associated with the installation of the new chapter and induction of new members or other special events associated with the induction ceremony will be the expense of the school or college of pharmacy or the new chapter being installed. The school or college will also be responsible for the expenses incurred for attendance (travel, housing, etc.) for both one National Rho Chi Officer and the Regional Councilor for the region in which the chapter will be a member who together will conduct the chapter installation and induction of new members.

Correspondence

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Fax: (323) 442-1681
Website: www.rhochi.org

VI. Conclusion

This handbook is a readily available resource and is designed as a supplement to the resources, including the National Bylaws found on the Society's website (www.rhochi.org). Chapters advisors, officers, and members are encouraged to visit the website on a regular basis. The Society's National Office (rhochi@usc.edu), national officers and regional councilors are excellent resources of information regarding the Rho Chi Pharmacy Honor Society.

Your commitment to the vision and mission of the Society is what will continue to move us forward as the organization representing academic excellence and intellectual leadership in pharmacy. Your energy and contributions are sincerely appreciated.