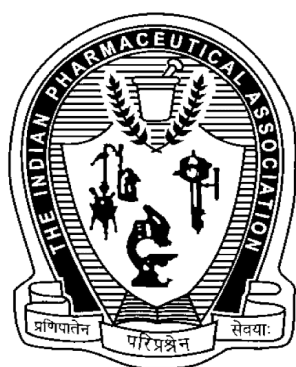


The Indian Pharmaceutical Association-Students' Forum



IPA-SF

Indian
Pharmaceutical
Association
Students' Forum

The Students' wing of

THE INDIAN PHARMACEUTICAL ASSOCIATION

Registered under the Societies Registration Act XXXI of 1860

No. Bom. 10 of 1960 G B B S D and under the Bombay Public Trusts Act, 1950(Registration No. F 746 (Bom) dated 4-4-1960

IPA-SF Rules and By-Laws

| *Approved at the Annual General Meeting (AGM) held on 21st January 2023 at Nagpur* |

Mission

The Indian Pharmaceutical Association Students Forum (IPA-SF) is the national professional body of pharmacy students engaged in various facets of the profession. The IPA-SF is committed to promoting the highest professional and ethical standards of the pharmacy profession, focusing on the image of pharmacists as competent healthcare professionals, sensitizing the students' community, government, and others on vital professional issues, and supporting pharmaceutical education and sciences in all aspects.

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1. About the Association

IPA-SF was formed on August 16, 2008, in Mumbai in the presence of the former president of India, Late Dr.A.P.J Abdul Kalam. It works under the Indian Pharmaceutical Association.

2. Aims and Objectives

IPA-SF is the leading national advocacy organisation for pharmaceutical students and recent graduates, promoting improved public health through the provision of information, education, networking, and a range of publications and professional initiatives.

3. Membership

To be part of IPA-SF, the student must be a Pharmacy professional and should have membership in the Indian Pharmaceutical Association.

(Note: IPA-SF does not have any provision for special memberships)

4. National Executive Council

The affairs of the Forum shall be managed by the National Executive Council which shall consist of the following members.

- a. President
- b. Vice-President
- c. Secretary
- d. Joint Secretary (need-based)
- e. Treasurer
- f. Chairperson of Liaisons
- g. Chairperson of Public Relations
- h. Chairperson of Projects
- i. Imm. Past President of the National Student Executive Council

Note: For effective execution of IPA-SF objectives nationwide, it is subdivided into four zones namely, the North, the South, the East, and the West zones, and each of these zones will have a zonal head. Apart from these, the IPA-SF will also function in association with the 5 divisions of the IPA, which are Education, Community Pharmacy, Hospital Pharmacy, Industry, and Regulatory Affairs. IPA-SF will have representatives in each of the divisional councils of the IPA.

5. Student Chapter Establishment:

- Student Chapters are the clusters of representation of IPA-Students Forum at the College Level (College Chapter), District Level (Local Chapter), and State Level (State Chapter).
- To establish an IPA-SF Student Chapter, a college must fulfil the minimum required number of Student Membership of the IPA as mentioned under section 5.1

5.1 Membership Requirement:

1. To establish a college-level chapter there should be a minimum of 10 students holding a Student Life Membership (SLM) or Life Membership (LM) in the current tenure & also must ensure at least 30 students with Annual Membership.
2. To establish a Local level chapter there should be a minimum of 20 (SLM) or (LM) and at least 30 students with Annual Membership.
3. To establish a State level chapter there should be a minimum of 30 (SLM) or (LM) and at least 30 students with Annual Membership.
4. If the number of Annual Memberships falls below the required number, it should be supplemented by SLM/LM.
5. Once the institute fulfils the minimum number of IPA members required, the Verification Committee (IPA-SF National Executive Council & Geographical Divisional Heads) verifies the criteria and seeks the same confirmation from the IPA centre.
6. The National Executive Council issues the Letter of Approval for initiating the Chapter at the respective institute.

5.2 Process of Student Chapter Establishment:

- Before establishing a student chapter, the level of interest among the students in forming a chapter at their institution is to be determined.
- A minimum number of IPA members is required to form a Student Chapter as mentioned under section 5.1
- A faculty must be nominated as the advisor/mentor from the Institute: The Mentor will guide in electing the Student Chapter Council and mentor the students in executing the student chapter-related activities.
- **Recruitment of members:** The required number of memberships must be fulfilled as per section 5.1. Each of the committee members should be proactive in signing up new members, helping them join online, or completing membership applications.

- **Student Chapter Start-up Kit:** A student chapter start-up kit consisting of student benefits brochures, and membership forms for enrolling new members can be obtained from IPA-SF.
- Email or a letter should be sent to IPA-SF at ipasforg@gmail.com, requesting official authorization to operate as a student chapter. Included with this should be a list of the elected student chapter council, the names, addresses, telephone numbers, and email addresses of the advisors.
- Written notification of approval will be sent to the student chapter from IPA-SF headquarters, then the student chapter will be officially recognized as operational.

5.3 Student Chapter Name:

- A student chapter that fulfils the membership requirement and receives the approval of the IPA-SF National Executive Council will function as the affiliated chapter of IPA-SF. Once approved the chapter can carry the name according to the affiliated institution or local area. **Example: IPA-SF Bihar State Chapter/ IPA-SF PIET Student Chapter.**

6. Student Chapter Rules and Regulations:

6.1 Student Chapter Council:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Contact Person
- Public Relations Officer
- Editor
- Pharmacy Education Officer
- Programme Executive Officer
- Student Exchange Officer
- Public Health Officer

Chairperson:

Chairing the committee and coordinating its actions.

The Chairperson of the Council must fulfil his/her obligations towards the rest of the Council.

- To represent the organization and ensure the planning and execution of the different activities.
- Providing leadership to the board.
- Taking responsibility for the board's composition and development.
- Planning and conducting meetings effectively.
- Ensuring the team remains focused on its key tasks and responsibilities.
- Have proper knowledge about IPA-SF and IPA memberships and conduct membership drives on college campuses effectively to encourage fellow students to join the IPA-SF with IPA membership.

Vice Chairperson:

To assist the Chairperson in his/her roles and responsibilities and organize the annual update of the working plan of chapter activities.

In the absence of the Chairperson, chair Committee meetings ensure that they are run efficiently and effectively.

Assist the Chairperson in deciding which matters are dealt with by the Executive, the full Committee, and delegated to Committees.

Coordinate organization planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required.

Represent the organization at meetings and forums as agreed with by the Chairperson

Other duties as nominated by the Chairperson and/or Committee.

Secretary:

Ensuring meetings are effectively organized and minutes and maintaining effective records and administration.

Given these responsibilities, the Secretary often acts as an information and reference point for the Chair and other committee members: clarifying past practices and decisions.

Ensuring meetings are effectively organized and minuted.

- Liaising with the Chair to plan meetings.
- Receiving agenda items from committee members.
- Circulating agendas and reports.
- Taking minutes.
- Circulating approved minutes.
- Checking that agreed actions are carried out and preparing an action to be taken in the reports.
- Keeping up-to-date contact details of the chapter student members (i.e. names, addresses, and telephone numbers) for the management committee and (where relevant) ordinary members of the organization.
- Filing minutes and reports.
- Keeping a note of future activities.
- Communication and correspondence.
- Responding to all committee correspondence.
- Keeping a record of any of the chapter's publications (e.g., Student Chapter Articles submitted for Panache).
- Reporting the activities of the Student Chapter and future Programmes to members.

Treasurer:

The treasurer is expected to control finances and perform and maintain records of all financial transactions of the Forum.

- Make sure that every event is budgeted and that the forum makes the most out of the money spent.
- Creating pre- and post-budgets for the events to analyze the chapter expenses and potential earners quickly.
- Collaborating with the Public Relations Officer to get sponsors for the various events by approaching relevant businesses and trying to generate funds for the committee.
- Maintaining a profitable cell but managing the inflow and outflow of the cash so that the chapter always has money at hand.
- Always ensure that the inflow of funds exceeds the outflow to maintain a positive cash surplus for the Forum/Chapter
- Maintain a year-round budget and keep all the bills documented for a year-end audit of the expenses.

Sanction budgets to events only after approval from the Chairperson of the chapter.

Contact Person:

- The contact person is expected to maintain good relations with the Student Chapter Council and National IPA-SF Team.
- He/She is involved in communicating with IPA-SF and bringing collaborative initiatives with the national team and with other chapters.
- Prepare the Student Chapter activities report with the support of the Secretary and submit the same to the national IPA-SF council for publication in Panache Live.
- Should extend support to the Public Relations Officer for the membership drive.

Editor:

From making creative posters to handling administration work, the head needs to be involved in all.

- The Editor must be well versed in basic editing applications like Canva (Mandatory) and Microsoft (Word, Excel, PowerPoint).
- The Editor shall be good at English vocabulary communication and content articulating skills.
- He/she must have a good knowledge of colour combinations, font style, and the latest trends in design.
- He/she must be quick and efficient in design.

The skills are to be shown at/in:

- Events (Online & Offline)
- Social Media
- Article writing

The Editor can form an editorial committee in their respective chapter to ensure the smooth functioning of the Chapter's administrative and creative work.

Public Relations Officer:

- Having Complete knowledge about the IPA & IPA-SF.
- He/She must know the type of memberships and should be involved in increasing the IPA memberships and making students join the IPA-SF chapter with the support of student chapter council members.
- Maintain a year-round activity and engage students in different activities.
- Must be involved in all promotional activities for IPA-SF and Chapter activities.
- The Public Relations Officer can form a Public Relations Committee for the smooth functioning of the Chapter.

Public Health Officer:

- A Public Health Officer shall lead the Public Health Committee and engage in initiating community outreach activities that aim to improve the health of the public and the general well-being of the community.
- Spreading public health awareness is the Public Health Office's primary objective and the committee members' primary objective.
- Educates the public about basic health topics through educational programs and sessions.
- A Public Health Officer's role also includes organizing health drives and health camps to serve the Community to the best of their abilities.
- It is the Public Health Officer's primary interest to fill the gap between the general population's basic medical knowledge and what is available to them.
- The role of the Public Health Officer is to facilitate & organize blood donation drives and promote them.
- As part of the mission, we are dedicated to the general well-being of women in our community, educating them on menstrual hygiene and providing them with sanitary napkins.
- The Public Health Officer with their committee strives to promote the importance of a pharmacist in society by organizing health campaigns, rallies, and awareness programs. These programs aim to educate the local people about common diseases which are on the rise.

Pharmacy Education Officer:

- The Pharmacy Education Officer shall lead the Pharmacy Education Committee including events for advocacy of traditional education, whilst promoting the development of supportive skills in the pharmacy student community.
- He/She must take the responsibility of organizing various seminars in accordance with the Student Exchange Officer for the benefit of the pharmacy students.
- He/She must plan and assist the committee to take care of conducting different competitions like
 - Essay Writing
 - PIL Designing
 - Comic Poster Designing
 - Patient counselling
 - Clinical Skills Event
 - Scientific Poster Presentations

He/She must encourage the students of the chapter to participate in the National Quiz, National Elocution Competition, or any other competitions organized by the IPA.

Program Executive Officer:

- The Programme Executive Officer shall work in accordance with the Pharmacy Education Officer, Public Health Officer, and Student Exchange Officer.
- Planning and designing the program, proactively monitoring its progress, resolving issues, and initiating appropriate corrective action.
- Ensuring effective quality assurance and the overall integrity of the program focusing inwardly on the internal consistency of the program, and outwardly on its coherence with infrastructure planning, interfaces with other Programmes, and corporate, technical, and specialist standards.

Student Exchange Officer:

- The Student Exchange Officer shall plan and initiate student exchange activities by collaborating with the other student chapters.
- Organising Scientific Posters or Oral presentations with the support of the Pharmacy Education Officer on college premises to build up the public speaking skills of the students who have Enrolled in IPA membership and are part of IPA-SF. The Student Exchange officer shall identify the potential students through these activities and can consider them to represent their chapter in other chapters as part of the student exchange program. He/ She should render support at any time as per requirement and support the chapter council in executing activities.

Note:

- Co-ordinator and committee members can be recruited under each committee.
- If a Chapter is allocated, the **President and Vice-President position** the same should be immediately withdrawn and replaced with **"Chairperson" and "Vice-Chairperson,"** respectively.
- Wherever the portfolio is being mentioned in any promotional material it should be properly defined with its respective Chapter Name. (Eg: Secretary, IPA-SF Gujarat State Branch)

6.2 Regulation of Active IPA Memberships

A chapter must consist of members of the Indian Pharmaceutical Association and should have an IPA membership that can be verified with the IPA Secretary, it is the responsibility of the chapter council to update the membership status of the chapter students every six months to ipasforg@gmail.com.

6.3 Logo

1. The IPA-SF logo must be collected from the National Council and should make sure to add it in all the editorial/ promotional content of the chapter.
2. IPA-SF logo with the chapter name written below will be the Chapter logo. Chapters cannot have independent logos.
3. The IPA-SF logo is to be added to all event posters/flyers.

6.4 Social Media Etiquettes:

1. All members and chapter page(s) must follow all the IPA-SF Pages in all the available social handles and should tag IPA-SF in the post(s).
2. Refrain from duplicating the posts posted by the National IPA-SF page.
3. To promote all the events organized by the National IPA-SF council.
4. The chapter handle should only promote their chapter activities and national IPA-SF activities. Refrain from promoting/advertising any individual(s) or any other organization (s).

6.5 Communication, Reporting, and Events:

1. Reporting the chapter activities every two months to the divisional heads and should have constant communication at least once in bimonthly Zoom calls.
2. Should maintain an official student chapter email id for official communication with the National Executive Council.
3. Every newly elected council detail must be submitted to the National IPA-SF council before being announced on any platform which is duly signed by the head of the institution or head of the local/state branch of IPA.
4. All new initiative(s)/event(s) are to be shared with the National IPA-SF council along with event details, posters, and brochures.
5. Any national scale event before organisation or announcement is to be intimated to the National Executive Council at least 2 months prior.
6. An intimation of all collaborations and/or sponsorships is to be submitted to the National Executive Council after signing the memorandum of understanding (MoU).

7. All student chapters are expected to actively participate in all activities /initiatives taken up by the National Council.
8. If any chapter is interested in collaborating with the other chapter(s) can propose a mail to the Chairperson of Liaisons at ipasforg@gmail.com.

6.6 Panache:

1. All chapter activities are to be submitted for publication in Panache.
2. Along with the student chapter activities report, any other articles can also be submitted by students of the chapter.

6.7 Revocation:

1. If the chapter is inactive for more than 3 months, the student chapter status will be revoked without prior information.
2. ***Failure to abide by any of the chapter by-laws will result in the suspension of the chapter status.***

If you have any queries, Kindly write us at ipasforg@gmail.com

OUR JOURNEY TOGETHER IN IPA-SF BRINGS US HERE!!