

Constitution of Pharmacy Council

University of Louisiana at Monroe  
College of Pharmacy  
Monroe, LA

Adopted: September 7, 2011

**Article I-Name**

The name of this organization shall be the Pharmacy Council of the ULM College of Pharmacy, hereafter referred to as the College.

**Article II-Purpose and Authority**

We, the students of the College of Pharmacy, in order to promote the general welfare and best interest of the College, to promote coordination and collaboration between the various interest groups within the College, to provide for the expression of student opinions on all matters of interest to students, to develop a meaningful exchange of ideas between students, staff, faculty, and administration, and to exercise our capacity for self-government, do hereby establish this Constitution.

The purpose of the Pharmacy Council will be:

- A. To promote organizational activities of the College.
- B. To provide an official voice through which student opinions may be expressed within the College-of Pharmacy.
- C. To enhance communication and collaboration between professional and social organizations within the College.
- D. To serve as a coordinating link between the students, faculty, and administration of the College to enhance the quality and scope of education within the College of Pharmacy.
- E. To provide for the academic, professional, and general welfare of the students within the College.

The Pharmacy Council has the authority to do the following:

- A. Promote other such functions as the Pharmacy Council deems necessary
- B. Establish qualifications for its own members
- C. Determine rules for proceedings
- D. Oversee the election of class representatives
- E. Oversee the election of Honor Board Members
- F. Authorize all fundraisers within the College of Pharmacy
- G. Oversee all ULM College of Pharmacy events

- H. Oversee all ULM College of Pharmacy fundraisers
- I. By quorum vote, have the power to enact, enforce, repeal, and amend by-laws, rules, and regulations to carry into effect provisions of this constitution
- J. Oversee and participate in other special projects appointed by a dean

### **Article III-Membership and Eligibility**

#### **A. Membership:**

- a. All members of the PSS shall be currently registered Student Pharmacists in the ULM College of Pharmacy, where Student Pharmacist is defined as a student admitted to and currently enrolled in good standing in the pharmacy professional degree program. Membership or the benefits thereof shall not be denied on the basis of race, color, religion, sexual orientation, national origin, age, gender, or disability.

#### **B. Representation: The membership of the Pharmacy Council shall consist of:**

- a. Officers: The following shall be members of the PSS Executive Committee
  - i. The President of Pharmacy Council- in general meetings votes only to break ties
  - ii. The Vice President of Pharmacy Council
  - iii. The Secretary of Pharmacy Council
  - iv. The Treasurer of Pharmacy Council
- b. Elected Members: Effective September 2010 there shall be sixteen elected members consisting of four members from each of the P1, P2 and P3 classes, two members from the P4 class and two modified progression members, one that must be classified as a P1 and one that must be classified as a P2 student.
- c. Organizations: The president of the following active organizations and others that may arise and be approved by the College shall be a member of the Pharmacy Council:
  - i. Kappa Epsilon
  - ii. Phi Delta Chi
  - iii. Phi Lambda Sigma
  - iv. Rho Chi
  - v. College of Pharmacy Alumni Liaisons
  - vi. American Pharmacists Association – Academy of Student
  - vii. Louisiana Society of Health System Pharmacists
  - viii. National Community Pharmacist Association/Louisiana Independent Pharmacies Association
- d. If the president of an organization is elected as a class representative, the vice-president of that student organization will serve as the representative on the Pharmacy Council. The organization's president must remove all bias associated with their organization and act solely on the behalf of the general student body of the class they represent.
- e. If the Vice-President is not eligible for representation of a student organization, the Director of Student and Professional Affairs will appoint a representative for the organization.

C. Powers and Duties of Pharmacy Council Representatives:

- a. Each representative should recognize that his/her actions as a PSS member reflect not only upon his/herself, his/her class or organization, but also the College of Pharmacy. He/She shall perform all the duties as provided in the by-laws of Pharmacy Council.
  - i. If at any time a member is not in good standing of the group they represent, a new representative will be chose. No Executive officer shall serve as a representative for any other organization. Each member will have full voting privileges within the Pharmacy Council.
- b. The two class representatives receiving the most votes of the four elected class representatives from each of the P1, P2, and P3 class will also serve as members of the Dean's Advisory Council along with other nominees from the Dean of the College of Pharmacy.
- c. Each member of the Pharmacy Council must join at least one subcommittee during each semester of office.
- d. In the event a member cannot attend a meeting; an alternative executive member of the representative's organization should be chosen to attend the meeting. If this procedure is followed, the absence will be excused.
- e. In the event of three unexcused absences the representative will be replaced and the organization will be put on suspended rights for the remainder of the semester. Suspended rights include attendance or involvement in only professional events as well as loss of voice and vote for the remainder of the semester.
- f. Representative must attend meetings and any Pharmacy Council sponsored events deemed appropriate by the executive committee.

D. Powers and Duties of the President of Pharmacy Council:

- a. The President of Pharmacy Council shall be the spokesperson of the student body on all matters. On matters upon which the Senate has acted, he/she shall present the view of the Senate.
- b. The President shall be the executive head of the PSS and all its activities. He/She shall preside over meetings. He/She may call special meetings of the PSS when it is deemed necessary as long as 24 hours of notice is given to all PSS members.
- c. The President shall appoint chairpersons to subcommittees.
- d. The President may act for the PSS upon matters that have not been acted on between fall and spring semesters. However, all action taken is not final until ratified by the PSS at the next meeting.
- e. The President and three other members of the PSS along with the consent of the faculty advisor may act for the PSS upon matters not acted upon during the summer months. However, all action taken is not final until ratified by the PSS at the next meeting.

- f. The President may delegate the Vice-President to serve as Chairman of the Pharmacy Council in his/her absence.
  - g. Effective 2010 the President shall oversee P1 orientation and white coat ceremony.
  - h. The President will serve as the student contact for the Dean of the College of Pharmacy.
  - i. The President may, if circumstances arise, enlist or defer any of these responsibilities to a fellow Pharmacy Council member as deemed appropriate by the executive committee.
- E. Powers and Duties of the Vice-President of Pharmacy Council:
- a. The Vice-President shall execute all duties of the President in his/her absence.
  - b. The Vice-President shall serve as the Chair-Person of the College of Pharmacy Homecoming festivities and other social events as assigned by the President.
  - c. The Vice-President shall coordinate the compilation of organizational events for monthly website updates.
  - d. The Vice-President shall assist the President in all election processes that are the responsibility of the Council.
- F. Powers and Duties of the Secretary of Pharmacy Council:
- a. The Secretary shall keep a record of attendance and the minutes of all meetings of the Pharmacy Council. He/She shall be responsible for the timely publication of the minutes after they have been approved.
  - b. The Secretary shall take care of all correspondence in connection with the PSS, which will include notification of members about meetings and appropriate notes of gratitude when necessary.
  - c. The Secretary shall be responsible for the maintenance of all permanent records of the PSS.
  - d. The Secretary shall be responsible for the performance of clerical duties assigned by the President.
  - e. The Secretary, along with the President, shall be responsible for organizing and completing class elections as outlined in the PSS Constitution
- G. Powers and Duties of the Treasurer of Pharmacy Council:
- a. The Treasurer shall perform all the functions necessary regarding keeping the financial records of the Pharmacy Council, which includes maintaining the bank account of PSS along with the faculty advisor.
  - b. The Treasurer shall serve as the Chair-Person for the College of Pharmacy Spring Event.
- H. Succession
- a. In the event of a vacancy in the position of President of Pharmacy Council, the position will be filled by the Vice-President for the remainder of the term.
  - b. In the event of a vacancy in the position of Vice-President, Secretary, or Treasurer of the Pharmacy Council, an election shall be held at the next meeting.

#### **Article IV By-laws**

The Pharmacy Council, by majority vote, in a regular or special meeting, shall have the power to adopt and amend, as deemed necessary, by-laws for the proper governance of the organization.

#### **Article V- Advisor**

The advisor to the Pharmacy Council shall be the Director of Student and Professional Affairs and others as appointed by the Dean of the University of Louisiana College of Pharmacy and shall not have the right to vote at the meetings of PSS.

#### **Article VI- Meetings**

- A. The Pharmacy Council shall be held as scheduled in the first two weeks of the respective Fall and Spring semesters. Regular meetings may be omitted at the discretion of the President of the Pharmacy Council.
- B. A quorum must be present before an official meeting can be held.
- C. At all meetings of the Pharmacy Council, more than one-half the total voting members shall constitute a quorum.
- D. Each member shall receive due notice of all meetings.
- E. Meeting Procedure:
  - a. The body shall determine when and where meetings should be held.
  - b. Meetings shall begin with the approval of the minutes from the last meeting.
  - c. New business will be discussed as it occurs and will be allotted a limited time for discussion at the President's discretion.
  - d. Pharmacy Council meetings are open to the general student body. However, anyone that wishes to address the Pharmacy Council should inform the President prior to the meeting to ensure ample speaking time.
  - e. Meetings shall be adjourned by a motion of adjournment and a second.

#### **Article VII- Elections**

- A. Method of Election of Officers
  - a. The officers shall be elected from those students eligible by an absolute majority of the voting members of the Pharmacy Council.
  - b. To be eligible to run for President of Pharmacy Council, the student must have served on the PSS for one full year prior to elections.
  - c. Elections will be held at the second to last meeting of the Spring Semester.
  - d. The last meeting will contain all outgoing and incoming members of PSS and will be when new officers shall assume their duties.

- e. A quorum must be present to hold elections.
- f. Voting shall be by secret ballot.
- B. Method of Election of Class Representatives
  - a. Elections will be held within the last 5 weeks of school of the Spring semester for the P2, P3, and P4 classes.
  - b. Elections will be held by the first two weeks of the Fall semester each year to elect the P1 class representatives.
  - c. Nominations will be open for at least three business days before elections are to be held.
  - d. Voting will be by secret ballot.
  - e. Candidates for class representative may give a brief introduction of themselves and speech prior to the election.
- C. Method of Election of Modified Progression Representatives
  - a. Elections will be held by the first two weeks of the Fall semester each year to elect the modified progression representatives.
  - b. Nominations will be open for at least three business days before elections are to be held.
  - c. Voting will be by secret ballot.
  - d. Each student should only vote one time for their respective representative.
  - e. Modified progression students will be notified by the Pharmacy Council to place their vote in a collection box in the OSPA office during a designated time.
  - f. Voting should be open for at least one full business day to allow time for all modified progression students to place their vote.
  - g. Candidates will be able to provide a brief written introduction and description of themselves. There will also be a photo of each candidate near the collection box for modified progression students to identify the nominees.
- D. Method of Election of Honor Board/Ethics Committee Representatives
  - a. Elections will be held within the last 5 weeks of school of the Spring semester for the P2, P3, and P4 classes.
  - b. The elections for P1 class shall be held by the first two weeks of the Fall semester
  - c. Nominations will be open for at least three business days before elections are to be held.
  - d. Voting will be by secret ballot.

#### **Article VIII- Parliamentary Authority**

The rules contained in Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable, unless they are inconsistent with the constitution and by-laws of this organization.

#### **Article IX- Amendments**

This constitution shall be amended in the following manner:

- A. A proposal for amendment shall be submitted in writing to the Pharmacy Council at a regular meeting and filed with the Secretary.
- B. A second reading shall occur at the next scheduled meeting where it will be voted upon and require a two-thirds vote of Senate members to pass.
- C. Amendments adopted by the Pharmacy Council shall go into effect immediately, unless a time is specified therein.

#### **Article X- ULM College of Pharmacy Website**

- A. All member organizations represented on the Pharmacy Council shall have representation on the College's website.
- B. Each organization shall update their webpage each semester to reflect the current members, minutes, officers, events, and other information deemed necessary by the organization.
- C. Each organization shall submit events to the Secretary of the Pharmacy Council by the 25<sup>th</sup> day of each month for posting to the Student section of the website.
- D. It is encouraged that organizations use their website space to encourage communication to both current and prospective students.
- E. If any organization does not update their webpage by the end of the Fall semester, that organization will lose website privileges for the following Spring semester. Technical difficulties will not result in organizational penalties.

#### **Article XII- Fundraisers**

Each student organization shall complete and submit a fundraiser form to the Pharmacy Council Secretary two weeks before the requested fundraising dates for approval prior to initiating the fundraiser. Fundraisers will be held to the following fundraising standards:

- a. Each student organization shall have no more than **one** fundraiser each semester targeting the students except approved apparel fundraisers that remain within the guidelines set forth. Other fundraisers may be held as long as they are not targeted toward students and are approved by the Council.
- b. Each student organization shall have no more than two apparel fundraisers each year.
- c. Fundraisers which provide materials necessary required by a class will not count toward that organization's semester fundraiser.
- d. There shall only be **one** fundraiser permitted per week to prevent overlapping of any fundraising events.