

Constitution of Pharmacy Council

University of Louisiana at Monroe
College of Pharmacy
Monroe, LA

Adopted: April 26, 2021

Article I-Name

- A. The name of this organization shall be the Pharmacy Council, also referred to as Pharmacy Student Council, Council, or PC 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 hereby establish this Constitution to promote the general welfare and best interest of the College. We shall promote coordination and collaboration between the various interest groups within the College and provide for the expression of student opinions on all matters of interest to students. This Council shall act to develop a meaningful exchange of ideas between students, staff, faculty, and administration, and to exercise our capacity for self-government..

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 mediator 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 any other functions deemed necessary by the Pharmacy Council.
- B. Establish qualifications for its own members
- C. Determine rules for proceedings
- D. Oversee the election of class representatives
- E. Oversee the election of Academic Standards and Ethics Committee Members
- F. Oversee and Authorize all ULM College of Pharmacy fundraisers.
- G. Oversee all ULM College of Pharmacy events
- H.
- 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
- K. Oversee and authorize all meeting dates for College of Pharmacy organizations

Article III-Membership and Eligibility

A. Membership:

- a. All members of the PC 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 PC Executive Committee
 - i. The President of Pharmacy Council
 - ii. The Vice President of Pharmacy Council
 - iii. The Secretary of Pharmacy Council
 - iv. The Treasurer of Pharmacy Council
 - v. The Historian of Pharmacy Council
- b. Class Representatives: Effective August 2021, there shall be seventeen elected class representatives consisting of four members from each of the P1, P2 and P3 classes, two members from the P4 class, and three modified progression members.
- c. Organization Representatives: 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. 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
 - ix. Christian Pharmacists Fellowship International
 - x. Student National Pharmaceutical Association
 - xi. Student Research Club
- d. If the president of an organization is elected as a class representative or Council officer, 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.
- f. Effective April 2014 if elected onto the executive board of Pharmacy Council, the student forfeits their opportunity to run as class representative.

C. Powers and Duties of Pharmacy Council Representatives:

- a. Each representative should recognize that their actions as a Council member reflect not only upon themselves but also their class, their organization, and the College of Pharmacy. They shall perform all the duties as provided in the by-laws of Pharmacy Council. If at any time a member is not in good standing of the group they represent, a new representative will be chosen. No Executive officer shall serve as a representative for any other organization. Each member will have full voting privileges within the Pharmacy Council.
- b. Each member of the Pharmacy Council must join at least one subcommittee during each semester of office.
 - i. The Executive Board will determine the number of representatives they need for their respective event committees at the beginning of the school year.
- c. 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.
- d. In the event of one unexcused absence per semester, the representative will be replaced and the organization will be put on suspended rights for the remainder of the semester.
- e. Representatives must attend meetings and any Pharmacy Council-sponsored events deemed appropriate by the executive committee.
- f. No student may represent multiple organizations on Pharmacy Council.
 - i. In the event that a student is a Class Representative and an Organizational President they must sit on Council as a Class Representative and choose a delegate to represent their organization:
 - ii. In the event that a student is the president of multiple organizations they may represent the organization of their choosing on Council, and appoint a delegate for the other organization(s).

D. Powers and Duties of Class Representatives:

- a. A Class Representatives' primary responsibility is to uphold the high standard of professionalism set by the College of Pharmacy in their communications with other students, faculty, and administration. A Class Representative shall:
 - i. Communicate their class's concerns with integrity and respect through the chain of command outlined in the Student Concerns Process.
 - ii. Be the intermediary between students and faculty, ensuring both groups are understood in a way that is appropriate and professional.
 - iii. NOT solicit exam information from other students to advocate on their behalf. This is the responsibility of the individual student.
- b. Other responsibilities of the Class Representatives include:
 - i. Distributing, collecting, and filing roll sheets for each class and mandatory events.
 - ii. Communicating relevant, non-sensitive information from the Pharmacy Council to their classes.
 - iii. Scheduling a Town Hall Meeting each semester with the Dean.
 - iv. Collecting class T-shirt sizes at the beginning of every fall semester and submitting that information to the OSPA.
 - v. Moderating their class's social media and communication platforms.
- c. Meetings

- i. Class Representatives shall attend Council meetings as outlined in Article 3 Section A.
 - ii. Class Representatives shall schedule at least one meeting per semester prior to the start of the semester with the Council Advisor and the Council President.
 - iii. Class representatives shall meet alongside the Council Executive Board and the Council Advisor to review and propose changes to the Spring Exam Schedule.
- d. P1 Representatives are responsible for:
 - i. Creating their class holiday board in the fall semester of P1 year
 - ii. Scheduling an additional meeting with the Council Advisor and/or the Council President as stated above in their first Fall Semester.

E. Powers and Duties of Organization Representatives:

- a. Organization Representative are responsible for:
 - i. Communicating relevant information from the Pharmacy Council to their members.
 - ii. Advocating for their organization on matters of the Pharmacy Council.
 - iii. Ensuring their organizations representation at Council-sponsored events, If not through themselves then through an appointed liaison.
- b. All organizations shall submit an officer or delegate to serve on Pharmacy Council event committees.

F. 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 Council has acted, the President shall present the view of the Council.
- b. The President shall be the executive head of the PC and all its activities. They shall preside over meetings and may call special meetings of the PC when it is deemed necessary as long as 24 hours of notice is given to all PC members.
- c. The President shall oversee the process of selecting the Committee Heads of the Council-sponsored events. If a consensus is not met within the Executive Board, a hierarchy system of selecting will take place in this order: President, Vice-President, Treasurer, Secretary, and Historian. Each Committee Head will be responsible for organizing and ordering the shirts for their designated event.
- d. The President may act for the PC upon matters that have not been acted on between fall and spring semesters. However, all action taken is not final until ratified by the PC at the next meeting.
- e. The President and three other members of the PC along with the consent of the faculty advisor may act for the PC upon matters not acted upon during the summer months. However, all action taken is not final until ratified by the PC 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. In general meetings, the President only votes to break ties.
- h. The President will serve as the student contact for the Assistant Dean of Student Affairs and Development.
- 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.

G. Powers and Duties of the Vice-President of Pharmacy Council:

- a. The Vice-President shall execute all duties of the President in their absence.
- b. The Vice-President shall coordinate the compilation of organizational events for monthly website updates.
- c. The Vice-President shall assist the President in all election processes that are the responsibility of the Council.
- d. The Vice-President shall be responsible for the communication between the non-PharmD students.
 - i. The entire College of Pharmacy will be invited to all of the major events hosted by the Pharmacy School. All non-Pharm. D. students will have the opportunity to buy a shirt for a fee of \$20 for event

H. Powers and Duties of the Secretary of Pharmacy Council:

- a. The Secretary shall keep a record of attendance and minutes of all meetings of the Pharmacy Council. The Secretary 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 PC, 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 PC.
- 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 PC Constitution.
- f. The Secretary is responsible for the scheduling, coordination, and approval of all Pharmacy organizations' fundraisers.

I. 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 PC along with the faculty advisor.

J. Powers and Duties of the Historian of Pharmacy Council:

- a. The Historian shall perform all tasks necessary to maintain an accurate record of events held by Pharmacy Council.
- b. The Historian shall make a summary book, which may include photos or other documentation, of what goes on in Pharmacy Council throughout that academic year.
- c. Effective September 2019, the Historian shall be responsible for ordering shirts of all Pharmacy Council-related events or additional matters.
 - i. Shirts will be ordered upon request from the student body. Automatic ordering of all Pharmacy Council event T-shirts shall be relinquished.

K. Succession:

- a. In the event of a vacancy in the position of President of the 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. All changes to this Constitution will be entered directly into the appropriate section after voted into effect. If no such section exists, by-laws may be added below.

1. Effective August 2020:

- a. The Dean's Student Advisory Council (SAC) is to be comprised of:
 - i. Pharmacy Council President
 - ii. Pharmacy Council Secretary
 - iii. Elected woman delegate from each class
 - iv. Elected man delegate from each class
- b. The male and female delegates of the Dean's SAC will be elected at the same time and in the same manner as University of Louisiana Monroe College of Pharmacy class representatives and committee members.
 - i. If no individual is elected to these delegate positions, then students will be randomly selected and appointed from their respective classes.

Article V- Advisor

The advisor to the Pharmacy Council shall be the Assistant Dean for Student Affairs & Development and others as appointed by the Dean of the University of Louisiana Monroe College of Pharmacy and shall not have the right to vote at the meetings of PC.

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 student body which they represent.

- b. To be eligible to run for President of Pharmacy Council, the student must have served on the PC 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 PC 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. Election of Modified Progression Representatives will be held amongst modified progression students.
 - b. Election conducted by Pharmacy Council Advisor.
- D. Method of Election of Committees to Include the Academic Standards and Ethics Committee Members and Dean's Student Advisory Council 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 25th 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.

Article XIII- P1 Student Fee

- A. A mandatory student fee of \$200.00 will be collected from the incoming P1 class to the Pharmacy Council. Students should make checks payable to "Pharmacy Council" and receipts must be written for cash payments (may write receipts for checks upon student request). This is a one-time fee for incoming P1's and should be paid at the beginning of the first P1 semester. This fee is non-refundable.
- B. A Student Activity fee of \$50.00 will be collected P1 year prior to October 1 of that year. This is a one-time fee. Students should make checks payable to "Pharmacy Council" and receipts must be written for cash payments (may write receipts for checks upon student request). This fee is non-refundable.
- C. This fee is utilized by the Pharmacy Council to fund events for pharmacy students. This fee provides students with t-shirts for pharmacy council sponsored events throughout their four years as a pharmacy student. This fee also helps fund the events put on by Council. Funding for these events can include catering, security, entertainment, etc.
- D. This student fee is used for the "P3 Year Send Off Party" of \$500.
- E. This student fee is used for the P1 Breakfast for Boot Camp of \$500.
- F. The student fee may be used at the discretion of the Pharmacy Council for other appropriations to the College of Pharmacy and Students.

Article XIV- Facebook Bulletin Board

- A. An executive member of Pharmacy Council will be appointed as administrator to the SOP-Bulletin Board Facebook Page along with appointed faculty and staff appointed administrators. This page is for CURRENT Pharmacy Students, Faculty and Staff. Graduated Students will be deleted from the Facebook Page to keep current. This page is designed for posting information such as job openings, rent places (homes, apartments, townhouse, etc.), and things for sale.
- B. Designated administrator is responsible for approving and monitoring posts and members to the page.
- C. Rules of the SOP-Bulletin Board Facebook Page:
 - a. This is exclusive for CURRENT PHARMACY STUDENTS and FACULTY. All members will be approved by designated admins for this page and posts will be monitored.
 - b. Feel free to post items for sale: books, furniture, etc. Things that are appropriate.
 - c. You can post rental properties: houses, townhouses, etc.
 - d. You can make a post if you are looking for a roommate.
 - e. You can also create job posts as well.
 - f. This page is not for miscellaneous or unrelated posts/messaging other than the above. I.e. College announcements will not be made here.
 - g. As always, be sure to be respectful and professional when posting.