

Student Council Constitution and By-Laws

Texas Tech University Health Sciences Center

School of Pharmacy—Dallas Campus

1. **Name**

The name of this organization shall be known as Texas Tech University Health Sciences Center School of Pharmacy Student Council at Dallas/Fort Worth and shall be referred to herein as the Student Council or the Council

2. **Purpose**

The purpose of this organization shall be to:

- 2.1. Enhance communication between the students, faculty, staff, and administration to create a supportive professional, educational, and social environment
- 2.2. Encourage and develop personal responsibility among students towards building their campus community
- 2.3. Support campus/school professional and social events for students and faculty to engage beyond just their academic lives
- 2.4. Promote, coordinate, and direct those student affairs/activities affecting the SOP student body as an entity as well as encourage communication among the individual organizations that operate within the SOP
- 2.5. Provide leadership opportunities for students of the School of Pharmacy
- 2.6. Provide representation to the SOP Student Council, TTUHSC Dallas Student Senate, Student Services, and the Student Government Association

3. **Membership**

- 3.1. All members of the Student Council must be registered full time students at TTUHSC School of Pharmacy
- 3.2. All members must in good professional and academic standing as set forth by the School of Pharmacy
- 3.3. Any vacancies before the term of the member of the Student Council ends shall be filled by the alternate from that respective class. Elections for an alternate will be held within thirty days of the vacancy.

3.4. Replacement of Class Officers and Members of the Student Councils: If at any time during the academic school year, a member of the Student Council may not be able to serve due to personal issues or academic probation or misconduct, the officer shall be replaced by a call election of the class or organization being represented. If any of the Student Councils may not be able to serve, the Student Council shall hold an election at its next scheduled meeting to replace that officer from among the remaining members of the council.

3.5. Definitions:

3.5.1. Good academic standing: student is not on academic probation at the time of election or service on the Council; nor have been found guilty of academic misconduct or professional misbehavior at any time during the enrollment at TTUHSC SOP.

4. Organization:

4.1. The representatives of the TTUHSC School of Pharmacy classes (Pharmacy Year 1,2, 3, and 4) shall be the voting members of the Student Council

4.1.1. Each class will elect a President, Vice-President/Treasurer, and Secretary to represent their respective classes

4.1.2. The duties of each position shall include but is not limited to the following:

4.1.2.1. President

4.1.2.1.1. Chief liaison between his/her respective class and the faculty

4.1.2.1.2. Responsible for addressing the class about important decisions and issues

4.1.2.1.3. Primarily responsible for coordinating certain activities and decisions with the Amarillo, Abilene, and Lubbock campuses and maintaining a clear line of communication with their class officers

4.1.2.1.4. Coordinate all activities of the other officers and provide leadership in planning activities, using class resources, fundraiser, and other events for the class

4.1.2.2. Vice-President/Treasurer

4.1.2.2.1. Chief financial officer for the class and as such responsible for maintaining the finances of the class

4.1.2.2.2. Responsible for organizing and conducting fundraisers

4.1.2.2.3. Aid president whenever necessary and may also be called upon to serve on certain administrative committees

4.1.2.3. Secretary

4.1.2.3.1. Chief communication officer of the class and as such responsible for maintaining the academic class calendar

4.1.2.3.2. Aid president and vice president whenever necessary and may also be called upon to serve on certain administrative committees

4.1.3. These elections will take place in the spring and shall be concluded by the end of the spring semester

4.2. Executive Committee

4.2.1. Is charged with overseeing all activities of the Student Council

4.2.2. Is chaired by the President

4.2.3. Terms are for one year starting at the beginning of the fall semester (August to August) Officers of the Executive Committee shall be elected at the August meeting of that academic calendar

4.2.4. Shall also serve as the senators for the School of Pharmacy to the Dallas Regional Senate

4.2.5. The Executive committee shall consist of:

4.2.5.1. President

4.2.5.1.1. Shall represent the official opinion of the student body at TTUHSC when requested to do so to persons not affiliated with TTUHSC. The President shall do so by vote of the Student Council

4.2.5.1.2. Shall preside over Council meetings

4.2.5.1.3. Shall represent the Student Council at all relevant business or social functions or appoint a substitute to do so

4.2.5.1.4. Shall call meetings, both special and regular of the Student Council

4.2.5.1.5. Shall supervise the appointment and establishment of the Council committees except as provided by the by-laws

4.2.5.1.6. Shall authorize any reimbursement requests from Council funds, ensure proper forms are completed and track the movement of monies. The President will enlist the help of the Treasurer and Regional Dean when necessary

4.2.5.1.7. Shall have one year experience serving on the School of Pharmacy Student Council

4.2.5.1.8. Must be a student on the Dallas/Fort Worth campus during his/her term

4.2.5.2. Vice President

4.2.5.2.1. Shall preside at meetings of the Student Council when the President is absent

4.2.5.2.2. Shall assume the responsibility of President should that position become vacant. Elections for a new Vice President will be held within thirty days

4.2.5.2.3. Shall assist the President with overseeing all committees.

4.2.5.2.4. Shall be responsible for maintaining and updating the bulletin board and display case as needed

4.2.5.2.5. Shall receive and disperse Council funds as directed by the Council

4.2.5.2.6. Shall present monthly financial reports, showing the financial status of the Council. Shall also provide financial information upon Council requests

4.2.5.2.7. Shall arrange deposit of all money of the Council in the name of the organization with the Regional Dean's office

4.2.5.2.8. Shall make arrangements to pay Council bills authorized by the Council as set forth in the by-laws

4.2.5.2.9. Shall present the Student Council Budget

4.2.5.2.10. Shall oversee other financial responsibilities deemed necessary by executive committee

4.2.5.2.11. Must be a student on the Dallas/Fort Worth campus during his/her term.

4.2.5.3. Secretary

4.2.5.3.1. Shall compile meeting agenda with assistance from the President and the Regional Dean's office

4.2.5.3.2. Shall record minutes of the meetings

4.2.5.3.3. Shall keep a record of the current By-laws, petitions, resolutions, and legislation passed by the Council

- 4.2.5.3.4. Shall conduct all Executive Committee correspondence
 - 4.2.5.3.5. Shall keep copies of all the papers, records, communications and correspondence sent by and received by the Council
 - 4.2.5.3.6. Shall inform Council of meetings
 - 4.2.5.3.7. Shall establish a master schedule of all SOP activities
 - 4.2.5.3.8. Must be a student on the Dallas/Fort Worth campus during his/her term
- 4.3. Other roles may be filled by appointment with approval of a majority of the student council. These positions shall serve only in an advisory or administrative capacity. Only members elected by their class will be considered voting members of the Student Council

5. **Committees**

5.1. Formation

- 5.1.1. Shall be chaired from within the Student Council
- 5.1.2. All elected members of the Student Council must sit on at least one committee
- 5.1.3. Shall be open to all members of the student body of Dallas/Fort Worth School of Pharmacy and shall represent all classes
- 5.1.4. Shall be composed as legislated by the Student Council or School of Pharmacy policy
- 5.1.5. Shall be formed when deemed necessary by the President of Student Council

5.2. Alumni Committee

- 5.2.1. Is charged with coordinating and organizing the relationship the students have with the alumni of the school
- 5.2.2. Should establish a means for students and alumni to communicate in order to facilitate networking and professional development

5.3. Social Committee

- 5.3.1. Is charged with coordinating social events to facilitate a greater sense of community and identity at the School of Pharmacy
- 5.3.2. Can interact with the TTUHSC Student Senate and Student Services in order to plan events

5.4. Organization and Community Service Committee

- 5.4.1. Is charged with coordinating community service events between different organizations and organizing large, school-wide events
- 5.4.2. Shall continually look for way in which the school and the student body can provide a positive presence in the Dallas and the greater community
- 5.4.3. Is responsible for collecting spring budget proposals and forwarding them to the Student Council for approval
- 5.4.4. Each organization approved by the school shall send at least one representative to sit on this committee
- 5.5. Representatives shall maintain their presence on the committees not as individual members, but as delegates representing their class, the Student Council, and entire Dallas/Fort Worth Pharmacy campus

6. Responsibilities, Duties, and Powers

- 6.1. Members of the Student Council shall be entrusted by their constituency to represent the interest of their respective classes as well as SOP interests as a whole
- 6.2. As a representative spokesperson and advocate of the SOP students in academic, administrative and philosophic affairs, each Council member is also entrusted with the duty of communicating, publicizing and discussing controversies or proposals pending action by the Council with his or her constituents
- 6.3. The Student Council is charged with determining, directing and coordinating student body policy within the framework of the School of Pharmacy's policies
- 6.4. Legislation shall include the following:
 - 6.4.1. Proposals introduced by any council member
 - 6.4.2. Petitions signed by 25 percent of TTUHSC SOP Dallas students
 - 6.4.3. Changes or amendments to the Constitution introduced by proposals and petition
- 6.5. Constitutional changes or amendments
 - 6.5.1. Must be approved by three fourths' majority of the student council or two thirds majority vote of three out of the four classes at the School of Pharmacy
- 6.6. Resolutions
 - 6.6.1. These resolutions shall be statements of the desires or opinions of the Student Council, and by extension, the student body as a whole and require a majority vote of the council members present

6.7. Budgets

6.7.1. The Student Council shall be responsible for distributing student activities fees in accordance with Texas Tech University Health Sciences Center Student Services policy and School of Pharmacy policy

6.7.2. With the Office of the regional dean, the Council shall approve all student organization budgets and ensure that organizations remain in accordance to these budgets and Texas Tech University Health Sciences Center policy.

6.8. All other actions, proposals, motions, or petitions shall require a majority vote of the student council members present

6.9. Petitions from the Student Body

6.9.1. A petition signed by a minimum of 25 percent of the student body of the presenter's school shall be presented by the author(s) of the petition to the student council for discussion and vote

6.9.2. Petitions must be submitted no later than 2 weeks prior to the meeting at which it is to be considered. Late petitions will only be considered on a case-by-case basis

6.9.3. Petitions will be accepted by majority vote of the student council

6.9.4. Rejected Petitions

6.9.4.1. Any petition rejected by the Council may be voted upon by the student body as a whole if a vote is requested by the petition's author(s)

6.9.4.2. Petitions rejected by the Council but approved by two-thirds of the student body shall be enacted in accordance to school policies

7. Meetings

7.1. Meetings shall be held monthly at a time the committee members have agreed upon

7.2. Meetings can also be called by the President or two members of the council

7.3. Student Council meetings will be held the first week of the month

7.4. Student Council meetings shall be opened to any interested party and anyone who wants to address the council shall be allowed to during the first 15 minutes of the meeting

7.5. Representatives must attend all official meetings of the council and for committees they are part of. If attendance is not possible, representatives must appoint a substitute to take his/her place at that specific meeting. If more than three official

meetings are missed, that representative must resign and a replacement will be found.

7.6. Meetings shall follow Robert's Rules of Order

8. Due Process

8.1. Neither the student body nor the Student Council shall take any action, directly or indirectly, which denies liberty, property, or otherwise penalizes any member of the student body, except through due process of law.

8.2. No provision of the Constitution and Bylaws of the Student Council, nor any petition, proposal, amendment, or other measure passed in pursuance thereof shall be superseded, vetoed, repealed, amended, or otherwise changed or altered except through due process of law.

9. **Impeachment Process**

9.1. Impeachment proceeding will be carried out if:

9.1.1. Failure of any member of the Student Council to carry out the duties and responsibilities of office, or participating in any activity which may be considered unbecoming of a student representative shall be grounds for removal from the Student Council

9.1.2. Upon receipt of a petition containing the signatures comprising a majority of that representative's constituency or a majority of the student body

9.2. The President of the Student Council shall preside at the impeachment proceedings; if the President is tried, the Vice President of the Student Council shall preside; if both the President and Vice President are unable to preside, the Student Council shall select a presiding officer from among its membership. No person under impeachment shall preside at the impeachment

9.3. The President of the Student Council must inform all members of the Student Council and the advisors for the Council at least five class days before the impeachment proceedings are to take place

9.4. The impeachment proceedings shall be a special session. The members shall be allowed to question the accused and the accused shall be allowed a rebuttal

9.5. No person shall be impeached without the consensus of two-thirds of the total membership of the Council

10. Faculty Advisor

10.1. The Faculty advisor for the Student Council will permanently be the Dallas Regional Dean

10.1.1. Further faculty advisors or liaisons can be appointed as deemed appropriate by the Student Council

10.1.2. The Office of the Regional Dean will help with dispensing of funds to organizations

11. Reimbursement

11.1 Local Travel

11.1.1 Local travel is defined as venues within a 50-mile radius from the Dallas Southwest Campus.

11.1.2 Reimbursement for local travel is limited to registration expenses only up to a maximum amount of \$75.00.

11.2 In-State Travel

11.2.1 Reimbursement for in-state travel is allowed for expenses incurred including the cost of lodging, meals, transportation, and/or registration fees up to a maximum amount \$150.00.

11.3 Out-of-State Travel

11.3.1 Reimbursement for out-of-state travel is allowed for expenses incurred including the cost of lodging, meals, transportation, and/or registration fees up to a maximum amount \$300.00.

11.4 Total Reimbursement

11.4.1 The total amount of reimbursement for the academic year shall not exceed the maximum amount of \$300.00.

11.5 Request for Funds

11.5.1 Required pre-travel documentation must be submitted no later than two weeks prior to event. Documentation submitted after the set deadline will not be accepted and reimbursement will not be granted.

11.5.2 Required documentation must contain signature of a class president and class treasurer prior to submission.

11.5.3 Extenuating circumstances will be considered on a case-by-case basis and determined by a majority vote of the council.

11.5.4 Post-travel documentation must be submitted in accordance with the Office of Student Service guidelines.

Adopted September 4, 2013

By a vote of the Dallas Student Council 6-0

President: Keenan Hamouie

Reviewed/edited January 7, 2015

By a vote of the Dallas Student Council 6-0

President: Samuel Ho

Reviewed/edited May 6, 2015

By a vote of the Dallas Student Council 6-0

President: Samuel Ho