

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
OFFICE OF HSC STUDENT SERVICES

ABILENE STUDENT COUNCIL BYLAWS

Article One (Name)

Abilene School of Pharmacy Student Council

Article Two (Purpose)

In accordance with TTUHSC policy, "Its purpose shall be to promote, coordinate and direct those student affairs and activities affecting the HSC (School of Pharmacy) student body as an entity as well as encourage communication among the individual schools that compose the HSC."

In accordance with the information presented to the Abilene SOP students in August of 2011, the council will be established "for further development and enhancement of the students' abilities, enjoyment of their educational experience, and to promote greater understanding and shared values among all engaged in their education."

Article Three (Membership)

Membership shall consist of 3 students in good academic standing elected from each Abilene campus class (P1-P4) for a total of 12 representatives who serve as class officers (see Article Four). All classes shall conduct nominations and elections annually during the month of February for selecting members who will serve during the following academic year (with the exception of the incoming P1 class which shall conduct nominations and elections during the month of August). Council members shall have the responsibility to plan, coordinate, and implement campus-specific student services to best serve the needs of students on this campus. Additionally, members shall help to facilitate a campus community among students, faculty, and staff. Vacancies may occur if a member voluntarily withdraws from the council or is removed from the council for failing to maintain professional, ethical, and/or academic standards outlined in the Student Handbook. The Honor Council may be consulted for advice and consent regarding expulsion of a member for such failures. In the event of a vacancy, the council will defer the conductance of an election to the Honor Council to be conducted within 30 days of the vacancy.

Article Four (Officers)

Each class (P1-P4) shall be represented by a president, a vice-president/treasurer, and a secretary elected annually as outlined in Article Three. A campus president, a vice-president/treasurer, and a secretary shall be elected by the council from within its members to represent the Abilene campus in regional student council meetings twice per semester (see Article Six).

- President – The campus president shall lead council meetings as the chief executive officer. The campus president may assign, delegate, or otherwise request assistance from council members as necessary to accomplish the objectives presented to the council during scheduled meetings. Each class president shall actively and respectfully communicate the concerns, opinions, and other feedback from his or her respective class to members at various levels of the TTUHSC faculty, administration, and leadership as appropriate (see separate "Chain of Command" document).
- Vice-president/treasurer – shall assist the president as needed to carry out any of the activities mentioned above, especially when the president is absent or otherwise engaged. In the role of treasurer, shall solicit and track financial information relating to his or her respective class bank accounts, fundraisers, and other monetary transactions. Additionally, the campus vice-president/treasurer (see Article Six) may be authorized by the council to solicit and track financial information relating to organization funds from

Student Services fees (the “p-card” account) to ensure fiscal responsibility and to prevent student organizations active on the Abilene campus from overspending or over-drafting their allotted funds.

- Secretary – shall communicate information from the council to the appropriate and intended audience including messages to the student organization leaders or the student body at large. Prior to each scheduled meeting, the campus secretary is tasked with distributing the meeting agenda to all officers and advisors. Additionally, for the sake of transparency with the rest of the student body, the campus secretary shall distribute the meeting agenda to the student body and also post the agenda in the Abilene Leaders Dropbox for their review. The secretary shall record, maintain, and subsequently disseminate minutes for scheduled meetings. Following each meeting and after the president’s approval, the campus secretary shall disseminate minutes to advisors, the regional dean and their proxy, as well as to the School of Pharmacy dean and their secretary. Each class secretary will compose a summary of the meeting minutes containing information that is pertinent to their class to be emailed to their class following the meeting. The secretary may assist the president and vice-president/treasurer in collecting and organizing feedback from the student body including surveys, order forms, and other written or electronic communications.

Article Five (Meetings)

The council shall conduct monthly meetings at a time and date which best accommodates the schedules of a majority of the members. Members may receive notice of future meetings either in person at monthly meetings, or in writing via e-mail and/or electronic calendar notifications. The proposed meeting agenda shall be provided via email by the campus secretary to all members and advisors prior to the start of the meeting along with any pertinent documents which shall be discussed and/or acted upon. Council members shall make reasonable efforts to attend all scheduled meetings; however, in the event that a member is not able to physically attend a meeting, the council shall permit a member to join a meeting via speakerphone or other remote communication technology. The meeting shall commence when one of the presidents calls the meeting to order and commences with the first agenda item. A minimum of 9 members must be in attendance at an official meeting to constitute a quorum. Additionally, at least one representative from each class must be present within a quorum. The first fifteen minutes of each meeting will be reserved for an open forum where students may attend in order to respectfully share their thoughts, concerns, opinions, or comments pertaining to matters currently being discussed by the council or pertaining to an issue they wish to bring to the attention of the council.

Article Six (Relationship)

The Abilene, Amarillo, Dallas, and Lubbock SOP Student Councils shall be regarded as coequals with each possessing authority to oversee affairs relating to its respective campus. The Abilene SOP Student Council shall elect a campus president, vice-president/treasurer, and secretary from within its members to represent the Abilene campus in regional student council meetings twice per semester. The school-wide council exists to solicit, consider, address, and solve issues that affect all campus sites.

Article Seven (Activities)

In addition to the activities outlined in the aforementioned articles, the council shall at a minimum organize the following activities:

- Allotting and monitoring Student Services Fee (“p-card” account) funding to student organizations which are active on the Abilene campus within the SOP
- Social event and the Abilene SOP “Spring Banquet”
- Fundraisers (at least one per semester)
- Community events, such as the Fall Festival and Spring Festival
- Community services events, such as the bi-annual blood drive

Article Eight (Committees)

The council shall have the option to establish committees of volunteers from among its members to oversee specific projects or activities including those listed in Article Seven. Each committee shall possess a chair, as well as

additional volunteers/members from within the council. The campus president shall have the option to assign deliverables and deadlines as needed to ensure the completion of the committees' objectives within a reasonable timeframe. Such committees may include, but are not limited to:

- i) Fundraising Committee: shall conduct, at a minimum, one fundraiser per semester. Additionally, the fundraising chair will receive all fundraising requests from student organizations, which they will approve or deny on the basis of availability. All student organization fundraisers will then be compiled into a master calendar of events to ensure that overlap of events is avoided.
- ii) Community Service Committee: shall be tasked with coordinating a campus-wide blood drive once each semester in addition to any other service events they see fit.
- iii) Community Events Committee: shall be tasked with coordinating SOP involvement in the Fall Festival and Spring Festival by acting as a bridge between student organizations/classes and the Student Government Association. They will assist with flyer distribution, event set-up/tear-down, and any other tasks that are delegated to them by the SGA.
- iv) Spring Banquet Planning Committee: shall be tasked with planning, organizing, and executing the SOP Spring Banquet to be held during the spring semester of each school year. They will coordinate with Student Services to find a location, designate a dress code/theme, choose a caterer or decide what hors d'oeuvres will be served, and any other necessary tasks involved in carrying out the event.

Article Nine (Advisors)

The person acting as regional dean of the Abilene campus shall serve as the council's administrative advisor. The advisor shall have the right to attend council meetings and shall be briefed or otherwise updated regularly regarding the council's problems, decisions, projects, and activities. The regional dean of the Abilene campus may be the default advisor for signing documents requiring an advisor's signature (e.g. P-card request form) if the organization's advisor cannot be reached and/or contacted within a reasonable amount of time.

Article Ten (Parliamentary Authority)

A written agenda shall be provided to council members prior to meetings (see Article Five). Agenda items will be organized and addressed in the order of importance and urgency. Motions relevant to the agenda item under discussion may be introduced by any member present. A motion shall be seconded by another member, after which a vote shall commence with the officer presiding over the meeting requesting responses to a motion by calling out the phrases "all in favor" and "all opposed" while allowing sufficient time for all members to provide a response to each call. The motion will be passed if a 3/4 majority exists in favor of the motion. The officer responsible for taking minutes for the meeting, the campus secretary, shall record the tally of votes and the result of each motion voted upon during the meeting. Should the campus secretary be absent from a meeting, an alternate may be chosen by the president to take minutes.

Article Eleven (Amendments)

Any proposed amendment shall be added to the bylaws if confirmed by a 3/4 majority vote of the council in favor of adding the amendment.

Amendments

1. The allotment of Student Services Fee funding to organizations shall be carried out as follows (subject to funding):
 - a. The Student council shall first create a reasonable operating budget to fund the activities of the council (see Article Seven).
 - b. The council shall next allot a reasonable amount (e.g. \$1000) from the Student Services Fee funds each year to serve as a "rainy day fund" to buffer against unforeseen expenses.
 - c. The campus secretary shall then contact the leadership of each organization that contains Abilene student members and conducts activities on the Abilene campus for the purpose of soliciting information about the organization's activities. The organization shall attempt to provide a proposed budget and reasonable estimates of the number of Abilene student members and their

travel plans occurring within that school year to be submitted to the VP/Treasurer of the council by the last day of March, unless otherwise approved by the council.

- d. Miscellaneous – Each active organization shall receive \$200 for miscellaneous expenses.
 - e. Food – Each active organization shall receive a specific amount of money per Abilene student member as set by the Student Government Association for the purpose of providing food and refreshments at organization events up to a maximum of \$500.
 - f. Travel – The remaining balance of the available funding shall be divided by the expected number of Abilene student travelers. This quotient shall serve as the base reimbursement rate for Abilene student members who travel to regional or national organization events. The organization will be allotted funds to match the expected number of organization travelers. Organization leaders may submit written appeals to revise the reimbursement rate to the student council for consideration if special circumstances arise. The council may choose to establish a maximum per-person-per-trip reimbursement rate each year.
 - I. Travel Fund Cap- Travel reimbursement by the Student Council may be capped at \$300 per student per fiscal year for P1s and P2s, and \$400 per student for P3s and P4s. This travel reimbursement cap may be nullified if the student is participating in an event that is representing the TTUHSC SOP or by any means deemed necessary by the Student Council Campus Officers.
 - g. Organization funding cap – The council may choose to establish a maximum per organization funding cap each year (e.g. no more than \$1000 to any single organization).
2. Elections must be conducted in February each year for all (P2-P4) Student Council positions. This gives the current officers 3 months to transition the position to the newly elected officers and mentor them prior to dismissal.
 - a. Voting for class officer positions will be conducted by the Honor Council by means of a paper ballot. Students must be in attendance to vote and a signature log must be signed by the voting students to verify the number of student votes. P2 Honor Council members will conduct P1 class officer elections in August.
 3. Event Planning- All organizations must utilize the organizational calendar posted to plan fundraisers and events to prevent duplications of activities.
 4. The balance of the rainy day fund remaining in the month of April, up to a maximum of \$1000, shall be released to the Abilene P4 officers to use for funding constructive year-end functions or events that will be open to the members of the graduating class (e.g. P4 class dinner).
 5. Fall review process for class officers
 - a. Each fall semester, a two-part review process will take place where each officer is individually evaluated for fulfillment of their duties as outlined in the Student Council bylaws. The review process will be comprised of feedback from both the officer’s class, as well as the other officers of the Student Council. Class feedback for each officer will be gathered via the use of surveys where classmates will answer “agree/disagree” style questions and will also have the opportunity to provide commentary. Student Council feedback will be gathered in a similar fashion. The campus officers will be tasked with collecting responses, compiling them, and reviewing them. Should an officer receive feedback from either their class or the other officers indicating that they might not be fulfilling their responsibilities, the campus officers will bring such information forward to the remaining officers minus the officer being reviewed. After such information has been presented to the officers and adequate discussion has been had, a vote will take place concerning whether or not the officer should be allowed to continue in their position. Depending on the results of the vote, the officer will either:
 - I. Be allowed to continue in their position on a probationary contingency following review of their position’s duties per the Student Council bylaws, or
 - II. Will be relieved of their position and an election held to appoint a new officer to hold the position.
 - b. Timeline of events for the review:

- I. Surveys will be submitted to each officer's class and to the other student council officers during the second week of November. Surveys will remain open for 7 days from the date of release.
- II. Results from the surveys will be reviewed during the third week of November. Should any issues arise that need to be addressed, an emergency meeting will be called prior to Thanksgiving break to discuss the officer in question with all officers minus the officer being reviewed.
- III. Following discussion, an electronic poll will be sent to all officers minus the officer in question to vote on whether or not to remove the officer from office.
- IV. The campus officers will meet with the officer in question following Thanksgiving break to discuss the results of the survey.
 1. If the vote does not remove the officer from office, a remediation meeting will be scheduled with the officer in question and the campus officers to review the results of the surveys, as well as the Student Council bylaws. The officer will then acknowledge that they understand their duties by signing an acknowledgement form of the bylaws.
 2. Should the candidate in question be removed from officer by a majority vote of the officers, the election for their replacement will take place prior to the December holiday break. Prior to this, a meeting will be scheduled with the officer in question and the campus officers to review the results of the surveys, as well as the Student Council bylaws to explain why the officer has been removed from office.