

Student Council Constitution and By-Laws
Texas Tech University Health Sciences Center
School of Pharmacy—Amarillo Campus

1. Name

The name of this organization shall be known as Texas Tech University Health Sciences Center School of Pharmacy Student Council at Amarillo 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 Amarillo 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. During the P1 and P2 years, no member of the Student Council shall pursue a position on the Honors Council, as to prevent any perceived conflict of interest. Student Council members may pursue Honors Council positions during the P3 and P4 year, if no other nominations are brought forth due to a lower population of students.

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 Abilene campus 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

4.1.3.1. Elections Procedure

4.1.3.1.1. Council officers of the preceding class year will conduct the subsequent class year's elections (i.e., current rising P3 officers will conduct current rising P2 elections, etc.).

4.1.3.1.2. An official email announcing election timelines will be sent to the electing class and will serve as the opening of the nomination period for class officer positions.

4.1.3.1.2.1. Timelines should include date and time for end of nomination period and date and time of ballot vote.

4.1.3.1.2.2. The Council does not endorse a specified amount of days between the announcement of elections and the ballot vote. Timelines will be composed at the discretion of the officers conducting the election.

4.1.3.1.3. Each nominated individual will receive an email before the close of the nomination period to notify them of their nomination, and the student must either accept or decline their nomination via email by the end of the nomination period. Any unanswered email regarding nomination or response sent after the close of the nomination period will be considered a declined nomination.

- 4.1.3.1.4. At the end of the nomination period, an email will be sent within 2 business days to the electing class to announce the official ballot candidates for the physical vote.
- 4.1.3.1.5. Candidates included on the ballot may campaign at their discretion; however, campaigns must not begin until the announcement of the official ballot. Any form of campaigning—including, but not limited to, speeches, emails, social media posts, bringing food, etc.—must be arranged by the candidate. Election timelines will not be adjusted to accommodate additional campaign time for any candidate for any reason.
- 4.1.3.1.6. Students must be physically present in order to vote.
- 4.1.3.1.7. Once ballots have been collected, ballots should be delivered to the Office of the Regional Dean. Votes must be counted and tallied in this Office. Simple majority is required to declare a candidate the winner of the officer position. An email announcing the winners of the elected positions will be sent to the electing class within 2 business days of the election vote date.

- 4.1.3.1.7.1. In the event of a tie, a runoff election between the tying candidates will be conducted. An official email will be sent to the electing class announcing the runoff election vote date, time, and candidates. All other applicable procedures previously outlined apply to runoff election proceedings.

- 4.1.4. The P1s shall be informed of the student council and the positions available during boot camp and shall elect their representation before the end of August so they may be represented at the September meeting

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 Amarillo 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 Amarillo 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 Amarillo 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 and make the draft available to the student body within one week from the meeting date. After the minutes are approved at the next month's meeting, they shall once again make the final minutes available to the student body.

- 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 Amarillo 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 Amarillo 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 Amarillo 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. Student Service Fees

- 5.5.1. Shall be composed of 3 members
- 5.5.2. One of the members should be 3rd or 4th year students
- 5.5.3. Attendance at all Student Service Fees Committee meetings is mandatory. If attendance is not possible, arrangement for substitute representation should be arranged by the respective representative and approved by the President

5.6. School of Pharmacy Standing Committees representation

- 5.6.1. Students will be appointed to Pharmacy Standing Committees based on the representation determined by Dean's office
- 5.6.2. Representation shall be nominated by the respective class representatives and approved by the Student Council as a whole
- 5.6.3. Each representative is responsible for attending every meeting or seeking arrangements with the chairs if circumstances prevent attendance
- 5.6.4. Representatives shall provide information to the Student Council about activities, proposals, and controversial issues facing the respective committees

- 5.7. Representatives shall maintain their presence on the committees not as individual members, but as delegates representing their class, the Student Council, and entire Amarillo 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 Amarillo 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.
- 6.7.3. Completed organization budget proposals for the next fiscal year will be due at the current fiscal year's April meeting of the Council (i.e., 2017-2018 budgets will be due in April 2017). Any budget proposal submission that does not comply with officially announced due dates and times will be at the Council's discretion whether or not to review.
- 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 Roberts Rules of Order
- 7.7. The Council shall require one executive officer from each funded organization to attend every other regularly scheduled Council meeting according to a schedule approved by the Council in order to give an organizational report and discuss their organization's finances. If no executive officer of the organization is available to attend the meeting, the organization must appoint a representative to attend the meeting on the behalf of the organization.
 - 7.7.1. Each organization shall update their financial ledgers and submit all update forms for the month prior to attending each meeting.

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

9.1.2.1. Impeachment of Standing Committee members shall require receipt of a petition containing the signatures comprising a three-fourths majority of the Council.

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

School of Pharmacy

10. Faculty Advisor

10.1. The Faculty advisor for the Student Council will permanently be the Amarillo 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.

Amendment May 3, 2017

By vote of the Council 12-0

President: Adam Olesen

Amendment January 7, 2015

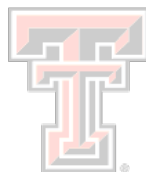
By vote of the Council 12-0

President: Katie Steele

Adopted February 2, 2012

By a vote of the Amarillo Student Council 12-0

President: Justin Thomas



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