

MISSION STATEMENT

The purpose of The Graduate Student Association at Amarillo (GSAA) is:

“To promote fellowship and cultural awareness among all graduate students within the Texas Tech School of Pharmacy Pharmaceutical Sciences program, to provide a platform for opinions to be voiced and concerns to be brought to the administration in an organized manner, and to increase awareness of career opportunities available to all graduate students.”

Chapter By-Laws

The Graduate Student Association at Amarillo (GSAA)

Texas Tech University Health Sciences Center at Amarillo, School of Pharmacy

NAME:

The name of this organization shall be known as “The Graduate Student Association at Amarillo” and will be referred to in the by-laws as GSAA.

CHAPTER GOALS:

The Chapter will exist for the following purposes and goals:

- To coordinate extracurricular activities for graduate students.
- To provide a source of communication between students and the administration.
- To provide additional funding for travel expenses, scholarships, and extracurricular activities.
- To bring awareness of current issues facing graduate students and new scientists.
- To provide service to the Amarillo area in the form of volunteer work and educational programs.

MEMBERSHIP IN THE GSAA:

Any student enrolled in the Pharmaceutical Sciences graduate program of the Texas Tech University Health Sciences Center Graduate School of Biomedical Sciences.

Dues shall consist of local chapter fees in the amount of \$30 per Fall and Spring semester (\$60/yr.).

Dues shall be paid at the first or second meeting of the semester. For nonpayment of dues, a late fee will be assessed in the amount of \$5.

Any student pursuing graduate studies in the pharmacy program may become a member and will be subject to the same conditions set forth in the by-laws.

GSAA FUNDS:

Any activity recommended by members may serve as a source of income for the GSAA, upon majority approval by members present at the time of vote, the GSAA Advisors, and the Dean of the School of Pharmacy. Additionally, any GSAA dues shall be funds of the Chapter.

Appropriations shall require a majority vote of the Executive Committee prior to disbursement if those funds are greater than \$15. This allows the treasurer to disburse funds less than \$15 to incur such expenses as postage for mailings and small numbers of copies for events without executive committee approval.

Disbursement of funds in an amount greater than \$150 shall require a vote of the membership of the chapter in addition to approval from the executive committee.

OFFICERS AND DUTIES:

The officers of the GSAA will consist of the following: President, Vice President, Secretary, Treasurer, Historian, International Student Representative, and a Student Senate Officer. These officers comprise the Executive Committee, either partially or in its entirety.

Duties of the President:

1. To be familiar with operations of the GSAA. To schedule, announce, preside, and maintain order and decorum at all GSAA and officer meetings.
2. To serve as Chairperson of the Executive Committee
3. To disseminate all pertinent information received from the Graduate Program Committee to the other officers and membership.
4. To be responsible for arranging a meeting place, time and speaker for meetings and functions.
5. To appoint and remove the chairpersons and members of all committees of the Chapter, upon approval of the Executive Committee.
6. To serve as ex-officio member of all committees.
7. To maintain close contact and communication with the other members of the Executive Committee and the Chapter Advisors on a regular basis.
8. To act as a general representative of the GSAA except in cases where authority is given to another officer or member.
9. To inform the membership and Chapter Advisors of all actions taken.
10. To interact with potential students who are considering this program, who are interviewing here on campus, or who are newly enrolled in the Pharmaceutical Sciences graduate program by answering questions, gathering information, or showing them Amarillo and Texas Tech School of Pharmacy.
11. To represent GSAA at all the student senate and regional senate meetings along with the student senate officer.

Duties of the Vice-President:

1. To be familiar with all operations of GSAA.
2. To serve as an advisor to the President.
3. To assume the duties of the President in the absence of the President.
4. To assist the President in the performance in his/her duties at all times, especially in coordination of the activities of the Executive Committee and related committees.
5. To disseminate all pertinent information received from the Graduate Program Committee to the other officers and members.
6. To serve as an ex-officio member of all committees, for the purpose of record-keeping, i.e. taking minutes.

7. To explore the community service events GSAA can participate in and to organize the events with the help of other GSAA officers.
8. To be responsible for publicity concerning meetings using such means as monthly calendars and bulletin boards, etc.
9. To interact with potential students who are considering this program, who are interviewing here on campus, or who are newly enrolled in the Pharmaceutical Sciences graduate program by answering questions, gathering information, or showing them Amarillo and Texas Tech School of Pharmacy.
10. To organize the departmental Christmas party with the help of international representatives every year in December.

Duties of the Secretary:

1. To record complete minutes at Chapter meetings.
2. To submit said minutes in typed form to the officers of the Chapter and the Advisors within ten days of said meeting.
3. To post a copy of said minutes in a conspicuous place within ten days of said meeting.
4. To give a report to the minutes recorded at the previous meeting at each general meeting.
5. To make copies of such minutes available upon request of the membership.
6. To assist the Vice-President in publicizing GSAA events at least two weeks prior to that event if possible.
7. In the absence of a Vice President, the Secretary will be responsible for communications – posting announcements with collaboration of other chapter officers and members.
8. To interact with potential students who are considering this program, who are interviewing here on campus, or who are newly enrolled in the Pharmaceutical Sciences graduate program by answering questions, gathering information, or showing them Amarillo and Texas Tech School of Pharmacy.

Duties of the Treasurer:

1. To record all cash receipts and disbursement from Chapter accounts.
2. To assist in all activities that involve Chapter moneys.
3. To coordinate all cash receipts and disbursements from all Chapter activities. This involves maintaining a balanced checkbook and entering all information into the treasury transaction book, i.e. ledger.
4. To act as the Chapter purchasing agent which involves the following responsibilities:
5. Ordering supplies;
 - a. Communicating with Departmental Business Assistants to complete purchase orders in certain instances.
 - b. To give a projected budget for the academic year.
6. To Chair the Fundraising Committee and to develop and help coordinate fundraising programs and events.
7. To research funding opportunities for GSAA as an organization and for students individually, with particular interest in those available to international students.
8. To interact with potential students who are considering this program, who are interviewing here on campus, or who are newly enrolled in the Pharmaceutical

Sciences graduate program by answering questions, gathering information, or showing them Amarillo and Texas Tech School of Pharmacy.

9. To represent GSAA at all the student senate and regional senate meetings along with the student senate officer.

Duties of the Historian:

1. To be present at Chapter meetings and events to photograph and video.
2. To maintain a scrapbook of said activities.
3. To work with the Graduate Program Coordinator in maintaining the website.
4. To decorate both of the GSAA boards.
5. To interact with potential students who are considering this program, who are interviewing here on campus, or who are newly enrolled in the Pharmaceutical Sciences graduate program by answering questions, gathering information, or showing them Amarillo and Texas Tech School of Pharmacy.

Duties of the International Student Representative:

1. To interact with potential students who are considering this program, who are interviewing on campus, or who are newly enrolled in the Pharmaceutical Sciences graduate program and especially those who are international students.
2. To play an active role in gathering information for them or showing them Amarillo and Texas Tech School of Pharmacy.
3. To be a representative for all international graduate students in GSAA meetings and Executive Committee meetings.
4. To interact with potential students who are considering this program, who are interviewing here on campus, or who are newly enrolled in the Pharmaceutical Sciences graduate program by answering questions, gathering information, or showing them Amarillo and Texas Tech School of Pharmacy.
5. To work in co-ordination with vice-president, GSAA for organizing the departmental Christmas party every year in December.

Duties of the Student Senate Officer:

1. To be present at all chapter meetings and events.
2. To represent GSAA at all the student senate and regional senate meetings.
3. To keep GSAA officers and members updated of all the activities being planned at the TTUHSC Amarillo campus.
4. To interact with potential students who are considering this program, who are interviewing here on campus, or who are newly enrolled in the Pharmaceutical Sciences graduate program by answering questions, gathering information, or showing them Amarillo and Texas Tech School of Pharmacy.

CHAPTER ADVISORS:

The Chapter will have two Chapter Advisors who must be full time faculty members of Texas Tech School of Pharmacy.

The Chapter Advisor shall be proposed by the Executive Committee of the Chapter and shall be elected upon two-thirds (2/3) vote of the Chapter membership, subject to the approval of the Dean of the School of Pharmacy.

Duties of the Chapter Advisor will include the following:

1. To act as a consultant to the members and offices of the Chapter on matters pertaining to GSAA.
2. To provide continuity to the Chapter's operations from one year to the next.
3. To be available for advice and ideas as needed on subjects such as internal Chapter problems, fundraisers, community service projects, etc.
4. To approve fundraising activities as advisor, recognizing the Dean must provide final approval to all fundraising activities within the School of Pharmacy.
5. Chapter Advisors will be invited to attend all meetings that the students are attending.
6. Chapter Advisors will assist in reviewing any needed changes in the By-Laws necessary to insure that they are current and responsive to the needs of the Chapter. It is suggested that the review take place on a yearly basis.
7. Chapter Advisors may, but is not required to participate as a member of the Chapter's Executive Committee.
8. The Chapter Advisor shall be subject to removal upon petition, by two-thirds (2/3) of the Chapter members. The Executive Committee shall submit the Petition to the Dean of the School of Pharmacy to be approved. The Chapter Advisor may be removed for failure to perform any of his/her duties stated in the By-Laws. The Executive Committee will seek a person to fill the position only after it has been informed of the current Advisor's formal removal

ELECTION OF OFFICERS:

Elections for GSAA Chapter officers are to be planned and executed in accordance with the criteria stated in this section.

Qualification for the Candidates:

1. Must be an active member of the GSAA Chapter at the Texas Tech School of Pharmacy and be current on dues.
2. Must meet the academic requirements set forth by the Texas Tech School of Pharmacy to run for an office in an organization.
3. Each candidate for office shall be a student member in good scholastic standing.
4. Must show evidence of active participation in the Chapter and possess necessary qualities of leadership.

Elections:

- The privilege of voting shall be confined to members of the Chapter in good standing.
- Elections shall be scheduled at a time and place convenient to all members.
- Voting shall be by secret ballot with the names of the candidates listed in alphabetical order according to the office being sought.
- A candidate must receive a majority of the votes cast to be elected to office.
- The ballots shall be counted by the Chapter Advisor or an appointed representative.
- Results shall be posted immediately after the ballots have been tabulated.
- All officers shall be elected for a term of one (1) year.

FILLING OF VACATED OFFICES:

Removal of an Officer//Disciplinary Action:

An officer shall be removed from office if he/she:

- Willfully neglects the duties of his/her office;
- Is no longer in good academic standing;
- Is found guilty of mishandling Chapter funds; or
- Neglects to uphold the Chapter By-Laws.

An officer shall not be removed from office unless his/her charges are discussed at an Executive Committee meeting and grounds for removal shall be established by majority vote of the Executive Committee.

An officer may also be removed from office if he/she is excessively absent from meetings during the academic year. In this situation, the officer will be issued a written warning from the Executive Committee. If the officer continues to be absent, he/she may be asked to attend a hearing at the next Executive Committee meeting. If the Executive Committee finds the officer's explanation to be unacceptable, the Committee may ask the officer to resign.

Upon removal of an officer from his/her position, the President shall have the authority to appoint a replacement, with the approval of the Executive Committee unless the officer being removed is the President.

Upon removal of the President from his/her position, the Vice-President will assume the title and duties of the presidential office for the remainder of the term. The membership will nominate and vote for a new Vice President, as specified by the election procedures.

COMMITTEES AND APPOINTMENT OF COMMITTEE CHAIRPERSONS:

Structure:

The Executive Committee shall remain a permanent committee.

The President or other presiding officer shall establish such standing and ad hoc committees as are necessary to conduct the programs and business of the Chapter.

Committee members may both volunteer and agree to serve at the request of the President.

Appointment of Committee Chairpersons:

The members of any committee may elect a Chairperson by majority vote, or the President may designate Chairpersons.

Duties of Committee Chairpersons:

- To organize members to work on particular committees and their respective projects.
- To call meetings of their respective committees on a regular basis.
- To report to the Executive Committee regularly on the progress or results of that committee when called upon and submit a report to the secretary of committee progress.

All Committee Chairpersons will be considered officers and a voting member of the Executive Committee as well as carry the responsibilities and shall meet expectations of other officers including attendance.

Executive Committee:

The Executive Committee shall consist of the elected officers of the Chapter and such chairpersons of the designated standing committees as the President may determine.

Chapter Advisors may participate as a member of the Executive Committee.

Duties/responsibilities of the Executive Committee include:

1. To advise the Chapter regarding its various actions and functions;
2. To coordinate the activities of the Chapter;
3. To prepare meeting agendas prior to the respective meeting;
4. To help the Treasurer with the proposed annual budget and assist in presenting the budget to the Chapter for approval.
5. To maintain a notebook describing the responsibilities and duties of each officer.
6. To discuss the functions and obligations of each office with the respective members-elect.
7. To approve all committee appointments made by the President.

MEETINGS:

Chapter Meetings:

There shall be at least six Chapter meetings per academic school year at which time the membership can transact business.

The President or a majority of the Executive Committee may call Chapter meetings.

Meetings may also be called by the general membership on petition signed by not less than one-tenth of the current, eligible members upon approval of a majority of the Executive Committee.

The time and place of the Chapter meetings shall be determined by the Executive Committee.

The membership shall be notified at least one week in advance of the time and place of the Chapter meetings.

Executive Committee Meetings:

There shall be at least six Executive Committee meetings per academic school year.

Meetings may be called by the President or two Executive Committee members.

Executive Committee members shall be notified at least one week in advance of the time and place of Executive Committee meetings; when possible. When advance notice is not possible, a reasonable attempt must be made to inform each Executive Committee member of the meeting.

QUORUM:

For a general meeting, a quorum shall consist of not less than 15% of the current members.

For an Executive Committee Meeting, a quorum shall consist of those members present.

AMENDMENTS:

The Chapter By-Laws may be amended at any time by following these procedures:

Amendments of the Chapter By-Laws must be submitted in writing to the Executive Committee.

The proposed amendment(s) will be announced by the Secretary at the next general meeting and will be posted in a conspicuous place and/or written copies will be made available for general member review at least one week prior to the next general meeting.

The proposed amendment(s) will be announced a second time and voted on following an open review for all members at the next general meeting.

Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the members present.

To be an active participant of GSAA, have eligibility to hold office, or be awarded travel scholarships the member shall meet the following criteria:

Attendance will be taken and recorded at Chapter events by the Secretary or appointed person.

- Current member of GSAA (or member until graduation in current school year).
- Current on dues for both Fall and Spring semesters (\$30 per semester).
- Must be in attendance for 6 (or 2/3rd of the number of meetings) of the chapter's general meetings in the twelve calendar months prior to the scholarship deadline.
- Must have participated in at least two community service activities in association with GSAA in the twelve months prior to the scholarship deadline.
- Must have participated in at least four GSAA activities in the twelve months prior to the scholarship deadline.
- Holiday party participation is mandatory. If a second fundraising activity is offered, participation is also required.
- In addition to be eligible for travel scholarships:
 - Must be presenting author on research presentation (oral symposium or poster) at a national meeting.
 - Must have travelled outside Amarillo and Lubbock to present research.
 - Abstract of the research topic is required with application.
 - Only one travel scholarship will be awarded per student per year.