

Constitution of Pharmacy Council
University of Louisiana at Monroe
College of Pharmacy
Monroe, LA

Adopted: September 11th 2023

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. 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.
- I. Oversee and participate in other special projects appointed by a Dean.
- J. 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: 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, service groups, and others organizations that may arise **and be approved by the College** according to Article III, Section B, subsection g, 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 Oncology Dispensing Association
 - ix. National Community Pharmacist Association/Louisiana Independent Pharmacies Association
 - x. Christian Pharmacists Fellowship International
 - xi. Student National Pharmaceutical Association
 - xii. Student Research Club
 - xiii. Redefining Occupations After Doctoral School (R.O.A.D.S.)
 - xiv. Pediatric Pharmacy Association (Geaux PediatRx)
 - xv. Student College of Clinical Pharmacy
 - xvi. Rx Staff
- 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 organization's president will appoint a representative for the organization.
- f. If elected onto the executive board of Pharmacy Council, the student forfeits their opportunity to run as class representative.
- g. For a new student organization to be recognized by Pharmacy Council, the interested student(s) must first meet with the Office of Students and Professional Affairs (often referred to as OSPA) to ensure College interest and need for their proposed organization. Once the interest and need of the proposed organization is established with approval from

OSPA, the student group must obtain recognition by their national organization. Following national recognition, the interested students may apply for ULM RSO status. After their ULM RSO application is submitted, organizational status will update to pending. At this time, the new student group can apply to submit a representative to sit on Pharmacy Council. To apply, the student must have proof that the organization has received national recognition and must show proof of a pending RSO application to OSPA. If proof of application is approved by OSPA, the submitted representative will have limited responsibilities and duties of an organizational representative for a maximum grace period of 60 days, while waiting for RSO approval. Once a student organization has received ULM RSO approval and status, the organization representative will be granted the full responsibilities and duties of a Council Representative.

- i. Grace Period Responsibilities restrict the preliminary council representative from voting privileges within the Pharmacy Council and from school wide fundraising.

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 with 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 and 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.
- b. 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.
- c. 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.
- d. Representatives must attend meetings and any Pharmacy Council-sponsored events deemed appropriate by the executive committee.
- e. 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 Guidance 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 for specific test questions 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 (ie. GroupMe)
- c. Meetings
 - i. Class Representatives shall attend Council meetings as outlined in Article 3 Section C.
 - 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 Fall and Spring Exam Schedule.
- d. P1 Representatives are additionally 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.
 - iv. Adding current events to the biweekly agenda to address in the Council Meetings.
- 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 planning 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 may delegate the Vice-President to serve as Chairman of the Pharmacy Council in his/her absence.

- f. In general meetings, the President only votes to break ties.
 - g. The President will serve as the student contact for the Assistant Dean of Student Affairs and Development.
 - h. The President is responsible for ordering and presenting honor cords to the graduating students that served on PC at his/ her white coat ceremony.
 - 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 liaisons and PEP students.
- 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.
 - g. The Secretary is responsible for sending out a Master Calendar to all Organization Representatives and send it to Mrs. Wells before the start of the Fall Semester.
- 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.
 - b. Prepare and submit separate budgets for each semester, after approval by the PC President and Council Advisor, which shall be voted on at the first PC meeting each Fall Semester.
- 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. The Historian shall update all Pharmacy Council social media platforms. (ie. Facebook, Instagram, etc.)

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, the vacancy may be filled by a Pharmacy Council election, appointment to a position, or assumption of additional role by an executive officer.

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 in 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 of Modified Progression Representatives will be conducted by Pharmacy Council Advisor.
 - c. If there are no candidates for the Modified Progression Representative positions, the Pharmacy Council Advisor, Pharmacy Council President, and/or Pharmacy Council Vice President may determine the selection process for fulfillment of positions.
- 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 - Campaigning

- A. The campaign period for Council Executive Officers starts on the first day of the Spring Semester and will last until the day of the election.
 - a. All campaign materials must be removed by the end of business hours on the day the election results are announced.
- B. All candidates must campaign individually, with the exception of the position of President and Vice President, who can campaign together.
 - a. However, candidates will not be listed together on the ballot, and will all be voted on individually for each executive position.
- C. Each candidate can spend, at most, \$250 on their entire campaign. Receipts must be provided to the Judicial Committee and Council Advisor throughout the campaigning period.
 - a. Any discrepancies will be subject to an election violation and penalty.

- D. No handwritten posters will be allowed throughout the campaigning process. Posters must be printed and should not be larger than a typical poster board (22" x 28").
- E. Any candidate caught defacing, destroying, or removing another candidate's materials will be subject to an election violation and penalty.
 - a. Campaign material aimed at degrading or slandering any other candidate is strictly prohibited
- F. Candidates may campaign on social media platforms, however, these platforms are still subject to campaign rules and must be public for the Judicial Committee's oversight.
- G. Candidates will have to schedule classroom visits through the Judicial Committee as these events will also be subject to campaign rules.
 - a. Visits will be limited to two meetings with each class once the campaigning period has begun.
- H. The Judicial Committee, composed of one student from the P1, P2, and P3 class, will monitor each candidates' campaign, coordinate class visits, host a Q&A session during the campaign period, and also reveal election results with oversight from the Council Advisor.
 - a. The Judicial Committee Elections will take place each Fall Semester when class elections occur.
- I. The Judicial Committee can enforce the penalties listed below as they see fit:
 - a. A candidate's first campaign violation will result in a reduction of five (5) votes from their total tallied votes.
 - b. A candidate's second campaign violation will result in a reduction of ten (10) additional votes from their total tallied votes.
 - c. A candidate's third, and any subsequent violation(s) thereafter, will result in a reduction of fifteen (15) additional votes from their total tallied votes.

Article IX - 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 X - Amendments

This constitution shall be amended in the following manner:

- A. A proposal for amendment shall be submitted in writing to the Pharmacy Executive Council at a regular meeting and filed with the Pharmacy Council 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 XI - 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 prior to the beginning of the semester. Extenuating circumstances will be considered on a case-by-case basis, which may allow for submission of fundraisers during the semester. 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. School-wide fundraisers that are non-profit are acceptable, with the approval of organizational advisors, the Council advisor, and the Pharmacy Council Secretary. This would not count toward the one allotted school-wide fundraiser for the semester.
- E. There shall only be one fundraiser permitted per week to prevent overlapping of any fundraising events, unless approved by the Pharmacy Council Secretary, Pharmacy Council advisor, and organizational advisors of organizations wanting to share a week.
- F. In the event that the number of student organizations exceeds the number of allotted weeks during the semester, the maximum number of school-wide fundraisers per week will be adjusted according to the number of organizations.

The Fundraising Protocol is as follows:

- A. Fundraising chairs must have fundraiser approved by their organizational advisor.
- B. Fundraising chairs must then contact the Pharmacy Council Secretary via email.
- C. Upon contact, the Secretary will provide the students with the available weeks for the semester, along with a form providing supplemental information on the fundraiser.
- D. The Secretary will verify the fundraiser with the organizational advisor.
- E. Once the fundraiser has been confirmed, the Secretary will submit all designs for approval.
- F. The fundraiser will then be added to the calendar, and organizational fundraising chairs/representatives will be informed of the approval.

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. In This fee is non-refundable.
- B. A Student Activity fee of \$100.00 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.

- a. Two shirts will be provided free of charge per school year, any other shirts are subject to a partial payment of \$10.
- 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 COP-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 COP-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.