The University of Arizona
College of Pharmacy Student Council Bylaws
Revised January 2019

Article I. Name

This organization shall be known as the College of Pharmacy Student Council, hereinafter referred to as the Council. The organization is a student organization at the University of Arizona.

Purpose of the Student Council
The Council is an assembly of elected class representatives and chairpersons of various pharmacy student organizations. It serves as liaison and communication link between the student body and college administration. As a body of constituent representatives, the Council contributes to the coordination and conduct of activities and matters related to interests of the College of Pharmacy (hereinafter referred to as the College) and the University of Arizona.

Article II. Objectives

The objectives of the Council shall be as follows:

1) To foster, maintain, and enhance a cooperative, mutually beneficial, and valued relationship among the College students, faculty, administrators, and staff.

2) To coordinate student activities and regulate matters of student interest and welfare within the College.
   a. Actions of the Council, taken while carrying out its intent, shall not infringe upon the responsibilities, rights, or functions of recognized pharmacy student organizations or the administrative authority of the College.

3) To serve as a forum for the dissemination and clarification of information.
   a. The Council serves as the liaison between the students and College administration, faculty, and staff.
   b. Students shall be advised, either directly or through the Council, of College policies and actions, which affect their interest or welfare.
   c. The College administration shall be informed of student problems, points of view, and recommendations on matters that concern student interests and welfare.
d. Representatives who serve on the Council shall articulate, on behalf of their respective class or student organization, the wishes and concerns of their constituency to the College administration.

Article III. Membership

1) Any student in good academic standing at the University of Arizona College of Pharmacy is eligible to be a non-voting, active member.

2) The Council shall be comprised of duly elected class representatives from the first, second, third, and fourth professional years; the presidents and president-elects of the American Pharmacists Association - Academy of Students of Pharmacy (ASP), American Society of Health System Pharmacists - Student Society of Health System Pharmacists (SSHP), American Society of Consultant Pharmacists (ASCP), National Community Pharmacy Association (NCPA), Arizona Pharmacy Alliance - Student Pharmacists Academy (SPA), PediaCATS, International Pharmaceutical Student Federation (IPSF), Student College of Clinical Pharmacy (SCCP), Rho Chi (RX), Kappa Psi (KY), Kappa Epsilon (KE), Phi Delta Chi (PDC), and Phi Lambda Sigma (PLS).

3) Each of the College recognized student professional organizations shall have one voting representative on the Council.
   a. This representative may be a member of the represented organization and from any one of the four respective classes of the College.
   b. If the organization representative is, also an elected class representative the organization will appoint another individual to represent the organization on the Council.

4) The Dean and Assistant Dean of the College of Pharmacy shall serve as ex officio members of the Council. The Assistant Dean will serve as faculty advisor to the Council. The Assistant Dean may delegate his/her position, as Council Faculty advisor to another member of the faculty should he/she desire.

5) The term of membership on the Council for the class representatives and organization officers will be for a period of one year.
   a. Election of the fourth-year representative shall be held during the third week of January, in the second semester of the third professional year. His/her term as a Council representative shall commence the following August.
   b. Election of the second- and third-year class representatives shall be conducted during the third week of April, the second semester of the respective professional year. Election of the first professional year class representative shall be conducted during the second week of the first semester of the first professional year. Terms of those elected and service on the Council will commence immediately.
6) Each class or organization representative on the Council shall have voting privileges.
   
   a. No representative may represent more than one organization during a vote on Council business or during official roll of each council meeting.

7) In case of a vacancy by class or organization representative to the Council, replacement of that representative shall be accomplished according to the bylaws of that organization or in cases in which there is not provision in the bylaws for that class or organization, by a special election to be held at the next regularly scheduled class or meeting of the organization.

Article IV. Officers

The officers of the University of Arizona College of Pharmacy Student Council will consist of the following: President, Vice-President of Tucson, Vice-President of Phoenix, Secretary, Treasurer.

Article V. Voting Body

The privilege of voting shall be confined to members of the Council, as outlined in Article III.

   1) Each member will only have one vote thus equally representing their associate professional class and/or professional organization.

   2) President-Elects will not hold a vote, unless, they are voting on behalf of an absent organization President.

Article VI. Nomination and Election of Officers

All officers of the Council (excluding the Vice President of Phoenix) shall be nominated and elected by the members of the Council during the business of the last meeting of the academic year.

   1) Non-students may act as associate members but may not vote or hold office.

   2) Only Council members as defined in Article III can be elected into office.

   3) During officer elections, incoming Council members will hold the vote for their respective organization. During the last Council meeting of the Spring semester, incoming Council members will vote for Executive Council positions. There will be one vote per respective organization.

   4) Election of the Vice President of Phoenix will differ in that only the student body in Phoenix will nominate and vote for a Vice President. Selection of the next Vice President of Phoenix must occur before the last Council meeting of the Spring semester.

Article VII. Quorum

In any session of the Council, a quorum shall consist of more than one-half of the voting members.
Article VIII. Meetings

1) The Council shall meet at least once a month at a predetermined and announced time and place.

   a. The meetings shall be presided over by the President.

   b. In the absence of the president, the Vice President of both Tucson and Phoenix will have the responsibilities of presiding over the Council.

   c. Such meetings shall be open to the College of Pharmacy students, faculty, and staff unless the Council is called into executive session by the President.

   d. Executive session may be held from time to time during the course of a Council meeting for discussion and consideration of matters dealing with procedure and/or personnel (Article XV) and/or for consultation with the dean.

   e. No votes of general Council business shall be taken in executive session except on matters specific to procedure and/or personnel.

   f. Council votes may be registered by ballot or voice.

2) The President shall have the power of calling special meetings of the Council.

   a. He/she shall call special meetings upon the request of at least three members of the Council or from the Dean of the College and/or Council faculty advisor.

   b. The President shall notify the Secretary of such meetings, who will then be responsible for publicizing the time and location of the meeting.

3) All members will be required to be present at the Council meetings unless the President has excused them.

   a. An official roll call will be taken at the start of each meeting to maintain a record of attendance.

4) Council committees will meet as required and are called to order by their respective chairpersons. Scheduled committee meetings are announced and open to the public (students, faculty, and staff).

Article IX. Duties of Officers

1) Duties of the President
a. To preside at all meetings of the Council during his/her term.

b. To appoint all committees not otherwise provided for in the Council Constitution and Bylaws.

c. To appoint a member of the Council to the chair pro tempore when the Vice President is unable to preside and if the President wishes to the floor in Council debate.

d. To attend all Dean’s Executive Council meetings and College Faculty meetings as student representative.

e. To act as responsible party for preparing the annual report of the Council to be approved by the Council and submitted to the Dean of the College by the last Council meeting date for the academic year.

f. To organize and oversee the College’s End of the Year Picnic.

2) Duties of the Vice President of Tucson

   a. To preside at all meetings of the Council whenever the President is unable to preside.

   b. To assume duties, along with the Vice President of Phoenix, of the President in the event that the President is unable.

   c. To assume duties and responsibilities designated by the Council president.

   d. To organize and oversee all fundraising activities related to the Council.

3) Duties of the Vice President of Phoenix

   a. To assume duties, along with the Vice President of Tucson, of the President in the event that the President is unable.

   b. To ensure that liaisons and leaders are able to fulfill their roles and represent their organizations on the Phoenix Campus.

   c. To help organize and oversee all fundraising activities related to the Council, particularly on the Phoenix campus.

4) Duties of the Secretary

   a. To keep the minutes of each meeting of the Council and receive all reports and papers presented to the Council for consideration.

   b. To present Council members all papers submitted to him/her for that purpose by the president and record the results of votes whenever any are taken.

   c. To issue such notices, announcements, and reports as they are requested by the president and/or Council members.
d. To prepare a calendar for the student body each semester reflecting activities of all classes and organizations within the College. Activities are to be submitted to the Secretary on a date of his/her discretion. Only those activities submitted will be included on aforementioned calendar.

e. To assume duties of the President, in the event that the President and Vice-President are unable.

5) Duties of the Treasurer

a. To prepare the annual Council budget in conjunction with the President and faculty advisor.

b. To monitor the Council's budget fund level at all times to ensure appropriate utilization and to maintain proper financial records for inspection at anytime.

Article X. Responsibilities

1) All members, during Council deliberation, are expected to act in and serve the interest of their respective constituency.

2) The Council President and Treasurer are responsible for payment in full of all debts and financial obligations accumulated by the Council that are not covered by sufficient funds on deposit.

Article XI. Committees and Appointment of Committee Chairs

1) Structure

a. All Council committee appointments shall be for one year.

b. The following committees shall be permanent committees: Activities Committee and Finance Committee.

   i. Each Council committee shall consist of at least three members. The treasurer shall serve as Chair of the Finance Committee.

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

Article XII. Impeachment

A Council member may be impeached for reasons of misconduct in accordance with the interests and objectives of the Council, College, or University. He/she may be removed from office by a three-quarters majority vote of the entire Council. When the charges are preferred against an individual, he/she is deprived of rights of Council membership until the case is disposed of. Should the Council President be impeached, the Vice-President will serve as replacement for
those meetings during which time the case is being deliberated. Replacement of impeached Council members shall be according to the same provisions as vacancy of office (Article III, 7).

**Article XIII. Not for Profit Statement**

This is a not for profit organization.

**Article IV. Statement of Compliance with Campus Registration**

This organization shall comply with all University and campus policies and regulations and local, state and federal laws.

**Article XV. Statement of Non-discrimination**

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race religion, sexual orientation, or Vietnam Era status. This policy will include, but is not limited to, recruiting, membership, organization activities, and opportunities to hold office.

**Article XVI. Statement of Non-Hazing**

This organization shall not participate in any hazing activities in any form, including but not limited to paddling, beating, kidnapping, and requiring members to consume large amounts of alcohol, depriving students of sleep, or forcing members to do anything cruel or morally degrading. All members of the Chapter are able to make conscience decisions regarding their behavior, and no one will be forced to do anything against their will.

**Article XVII. Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order shall govern the Council in all cases unless such rules are in conflict with these Bylaws or any special rules of order the Council may adopt.

**Article XVIII. Amendments**

Proposals to amend, repeal, or suspend these Council Bylaws shall be submitted by any member in writing to the secretary, who shall then publish it in the notice of the next regular meeting of the Council. It shall be acted upon at the next regular Council meeting and upon receiving a quorum; the proposal(s) shall become part of the Bylaws.