

CONSTITUTION OF PHARMACY COUNCIL

College of Pharmacy The Ohio State University

April, 1963 Amended October 1990; March 2004; May 2005; May 2007; January 2008; May 2009; January 2010; September 2011; May 2012; October 2014; April 2016; August 2016; November 20, 2017; April 17 2019; March 24 2021; November 9 2022

Article I - Name

The name of this organization shall be the Pharmacy Council of The Ohio State University.

Article II - Official Statement of Non-Discrimination

Neither Pharmacy Council nor its individual members shall discriminate on the basis of age, ancestry, color, disability, gender, identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Article III - Purpose and Authority

We, the students of the College of Pharmacy, in order to secure student self- government for the students of the College of Pharmacy, to provide for the expression of student opinions on all matters of interest to students in the College of Pharmacy, and to serve as a coordinating link between the students of the College, and between the students, faculty, and administration of the College, do hereby adopt this Constitution.

The Pharmacy Council has the authority to do the following:

1. To promote organizational activities of the College
2. Supervise the election of class officers
3. Integrate organizational activities
4. Promote such other functions as the Council shall deem wise and necessary
5. By quorum vote, have the power to enact, enforce, repeal, and amend by-laws, rules, and regulations to carry into effect the provisions of this constitution

The Pharmacy Council has the authority to regulate its internal organization as follows:

1. Establish qualifications for its own members
2. Determine the rules for its proceedings
3. Ratify all presidential appointments
4. Authorize the projects of Pharmacy Council
5. The authority customarily exercised by parliamentary bodies

Article IV - Membership and Eligibility

A. Representation - The membership of Pharmacy Council shall consist of:

1. Officers: The following officers shall be members of the Pharmacy Council:
 - a. The President of Pharmacy Council, except that he/she shall vote only to break ties
 - b. The Vice-President of Pharmacy Council

- c. The Secretary of Pharmacy Council
 - d. The Treasurer of Pharmacy Council
2. Representatives
- a. Elected members - There shall be eight elected members consisting of two members from each class (PharmD1, PharmD2, PharmD3, and PharmD4). Each class will have two votes consisting of the class president and class vice president.
 - b. Organizations - Representatives of the following active organizations and others that may arise and be approved by the College shall be a member of Pharmacy Council:
 - i. Academy of Managed Care Pharmacy
 - ii. American Society of Consultant Pharmacists
 - iii. Buckeyes Without Borders
 - iv. College of Psychiatric and Neurologic Pharmacy
 - v. Generation Rx
 - vi. Kappa Psi
 - vii. National Community Pharmacists Association
 - viii. Phi Delta Chi
 - ix. Phi Lambda Sigma
 - x. Rho Chi
 - xi. Student National Pharmaceutical Association
 - xii. Student Society of Health-Systems Pharmacists
 - xiii. CARE Rx; Cultural Awareness, Respect, and Equity Rx
 - xiv. VPA; Veterinary Pharmacy Alliance
 - xv. IPhO; Industry Pharmacists Organization
 - xvi. APhA-ASP; American Pharmacists Association Academy of Student Pharmacists
 - xvii. Student Association of Specialty Pharmacists
 - xviii. Pediatric Pharmacy Association
 - xix. SCCP; Student College of Clinical Pharmacy

B. Powers and Duties of Pharmacy Council Representatives - Each representative should be cognizant of the fact that his/her actions as a Council member reflect upon himself/ herself, his/her organization or class, and the College of Pharmacy. He/She shall perform all duties as provided by the by-laws of the Pharmacy Council.

C. Each member of Pharmacy Council, with the exception of the four officers, will be chosen by a vote of the members of that organization. A strong preference for the student org representative to be an executive board member of the respective organization. The representative must be a member in good standing of the group they represent. If at any time they are not, a new representative will be chosen. The four officers cannot serve as representatives for any member organization. Each member, as well as the four officers, will have full voting privileges within the Council.

D. In the event a member cannot attend a meeting, an alternate member of the representative's organization should be chosen to attend the meeting. If this procedure is followed, the absence will be excused.

E. Attendance:

1. Student organizations: Each organization must have one student representative (to be selected individually by each organization) in attendance.
 - a. The number of excused absences allowed per organization per school year is 3, with no more than 2 per semester.
 - b. If a representative is not present and the absence is not excused, or has more than 3 excused absences, the organization will receive 1 formal warning via email notice to the President. After 1 formal warning, if this occurs again, the matter will be referred to Dean McAuley with the potential loss of Dean's Reimbursement.
 - c. In the event a member cannot attend a meeting, an alternate member of the representative's organization should be chosen to attend the meeting. If this procedure is followed, the absence will be excused.
2. Class officers & IPC Representatives: All class officers of the P1-P3 classes must attend each meeting. IPC representatives shall ensure at least one senator be present at each meeting.
 - a. The number of excused absences allowed per officer/representative per school year is 3, with no more than 2 per semester.
 - b. If an officer/representative is not present and the absence is not excused, or has more than 3 excused absences, the officer/representative will receive 1 formal warning via email. After 1 formal warning, if this occurs again, the matter will be referred to Dean McAuley with the potential for being removed from the elected position.

F. Dean's Reimbursement: by complying with above requirements, individual student orgs will be eligible for Dean's Reimbursement. Failure to comply will result in loss of eligibility.

G. Please see the attendance policy appendix for more information:

<https://docs.google.com/document/d/12edJmI0CNBhXJFmBTkjlwLSaMmv0Bcsv1JkChoCBdl0g/edit>

Article V - Class Officers and Representatives

A. Number - There shall be three class officers: President, Vice-President, Secretary/Treasurer. There shall be two Class Representatives as well as one PharmD Program Committee Representative from each class. IPC representatives (1 P1 year, 3 P2 year, 3 P3 year; locked position for remaining of PharmD education)

B. Eligibility - To be eligible for any one of the above positions a student must be a member of the class and in good standing in the College of Pharmacy.

C. Method of Electing - The election of the above positions will take place at the time and in the manner prescribed in Article V. Method and facilitation of class officer elections will be under the discretion of Pharmacy Council.

D. Duties - The Class President will delegate duties to each member of his/her class executive board. The Class Representatives from the P1-P3 classes shall be responsible to attend the two bi-annual College of Pharmacy Alumni Society meetings (*Board of Governor's Meetings*). They will serve as the liaisons between the pharmacy council and College of Pharmacy Alumni Society. The P4 Class Representatives will be responsible to serve a 5 year term with the Alumni Society. The term will start during their P4 year. They will be responsible to serve as the liaison between their class and Alumni Society during their P4 year and next four years after graduation. They will also be responsible to fulfill the duties of an Alumni Society representative.

Article VI - Officers

A. Eligibility - to be eligible a student must:

1. Have at least a 2.5 a cumulative grade point ratio at the time of the election and in good standing in the College of Pharmacy.
2. Have participated actively in the Pharmacy Council for one semester, at any time, previous to the semester of the election. The positions of officers, elected members (to include alternates), and organizational members shall exclusively constitute active participation for the purpose of this section.
3. Class Officers and Representatives may not run for a Pharmacy Council Executive position if they wish to keep their current class officer status.
4. Have at least two semesters of school remaining when assuming office.
5. Be at least a PharmD1 at the time of the election except that he/she must be at least a PharmD2 at the time of election to be eligible for the position of President of Pharmacy Council.
6. These qualifications may be waived if only one is eligible in order to have two nominees for election.

B. Method of Election of Officers

1. The officers shall be elected from those students eligible by an absolute majority of the voting members of Pharmacy Council present.
2. Nominations will be held at the third to last meeting of Spring Semester. Nominations for the officers will be taken by the Council members.
3. The officers will be elected at the second to last meeting of Spring Semester. A majority of the members present is needed to elect the officers. Three-fourths of the membership must be present to hold the election. Pharmacy Council President will conduct the election. In the event no one candidate gets a majority of votes, a new ballot will be taken with the two leading candidates.
4. The officers shall assume their duties at the last meeting of Spring Semester.
5. Voting shall be by secret ballot.
6. Pharmacy Council officers will be responsible for conducting class elections. The same procedure as described above will be followed with nominations being made by the candidates by petition. PharmD4, PharmD3, and PharmD2 class elections will be in the spring with PharmD1 class elections in the fall.

C. Powers and Duties of the President of Pharmacy Council

1. The President of the Pharmacy Council shall be the spokesperson of the student body on all matters. On matters upon which the council has acted, he/she shall present the view of the Council.
2. The President shall be the executive head of the Pharmacy Council and all its activities. He/She shall preside over Council meetings. He/She may call special meetings of the Council, when he/she deems it necessary and shall call such meetings upon the written request of four members.
3. The President shall appoint, subject to the approval of the Council, all appointees to positions for which the Council is responsible. He/She shall direct these appointees in their duties, in furtherance of the policies of the Pharmacy Council.
4. The President may act for the Council upon matters that the Council has not acted between semesters, however, all action taken in pursuance of this power shall not be final until ratification by the Council at its next meeting.
5. The President and three other members of the Council in connection with the faculty advisor may act for the Council upon matters which the Council has not acted during the summer months, however, all action taken in pursuance of this power shall not be final until ratification by the Council at its next meeting.
6. The President may delegate the Vice-President to serve as Chairman of Pharmacy Council in his/her absence.
7. The President may serve as Chair of Honor Council in the Vice-Presidents Absence as detailed in the College of Pharmacy Honor Code.
8. The President shall oversee PharmD1 orientation, presentation, and involvement fair.
9. The President shall serve as the Pharmacy Gala Student Chairman, in which he/she will be responsible for overseeing all aspects, planning, and organization of The Alumni Society/Pharmacy Council's annual Pharmacy Gala.
10. The President will serve as the student contact for the Dean of the College of Pharmacy, assisting with issues regarding town hall and leadership meetings.
11. The President shall be responsible for recitation of the Oath of Professionalism at the PharmD1 White Coat Ceremony.
12. The President may, if circumstances arise, enlist or defer any of these responsibilities to a fellow Pharmacy Council Executive member as deemed appropriate by the executive committee.
13. The President shall be responsible to attend the two bi-annual College of Pharmacy Alumni Society meetings (*Board of Governor's Meetings*). The President shall update the Board of Governor's on the student organizations.

D. Powers and Duties of the Vice-President of Pharmacy Council

1. The Vice-President shall execute all duties of the President in his/her absence.
2. The Vice-President shall serve as President pro-tempore of all committees.
3. The Vice-President shall serve as Chair-Person of the Honor Council as detailed in the College of Pharmacy Honor Code.
4. The Vice-President will aid in advocacy efforts within the college

E. Powers and Duties of the Secretary of Pharmacy Council

1. The Secretary shall keep a record of attendance and the minutes of all meetings of the Council. He/She shall be responsible for the publication of the minutes after they have been approved.
2. The Secretary shall take care of all correspondence in connection with the Council, which will include notifications of members of meetings of the Council and appropriate notes of gratitude when necessary.
3. The Secretary shall be responsible for the maintenance of all permanent records of the Council.
4. The Secretary shall be responsible for the performance of those clerical duties assigned by the President.
5. The Secretary shall be responsible for organizing and completing class elections, as outlined by the Pharmacy Council Constitution.
6. The Secretary shall be responsible for amending the Pharmacy Council Constitution as deemed necessary by council members according to Article XII of the Pharmacy Council Constitution.
7. The Secretary shall be responsible for the compilation and presentation of the College of Pharmacy student newsletter

F. Powers and Duties of the Treasurer of Pharmacy Council

1. The Treasurer shall perform all the functions necessary regarding keeping the financial records of the Council, which includes maintaining the bank account of the Council
2. The Treasurer shall be responsible for ordering and supplying food and beverages to all Pharmacy Council functions.
3. The Treasurer shall be responsible for SOURCE funding registration on behalf of Pharmacy Council.
4. The Treasurer shall be responsible for developing and maintaining a working budget for Pharmacy Council's Pharmacy Gala
5. H. Succession
 - a. In the event of a vacancy in the position of President of Pharmacy Council, the position will be filled by the Vice-President, until the next meeting of the Pharmacy Council when an election shall be held for President.
 - b. In the event of a vacancy in the position of Vice-President, Secretary, or Treasurer of the Pharmacy Council, an election shall be held at the next meeting of the Council.

G. Officer's Cabinet - There shall be an Officer's Cabinet called the Executive Committee composed of the President, Vice-President, Secretary and Treasurer.

Article VII - By-laws

The Pharmacy Council, by majority vote, in a regular or special meeting call for that purpose, shall have the power to adopt and amend, as may be deemed necessary, By- laws for the proper governance of the organization.

Article VIII - Advisor

The advisor to this organization shall be a full-time College faculty member and shall not have the right to vote at the meetings of Pharmacy Council.

Article IX - College Committees

Pharmacy Council will appoint student members to the following College committees:

1. Admissions Committee (1 student)
2. PharmD Programming Committee (4 students)
3. Technology and Education Committee (1 student)
4. Alumni and Awards Committee (1 student)
5. Dean's Advisory Committee on Diversity (1 student)
6. Student Financial Aid Committee

Article X - Meetings

A. The Pharmacy Council shall hold meetings every two weeks at a regular appointed time during the Autumn and Spring Semesters. Regular meetings may be omitted at the discretion of the President of 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 of the total number of voting members shall constitute a quorum.

D. Each member shall receive notice of all meetings.

E. Meeting Procedure

1. The body shall determine when the meetings should be held.
2. New business will be discussed as it occurs and will be allotted a limited amount of time for discussion at the President's discretion and should be approved by 2/3 votes of the members present.
3. Anyone that wishes to address Pharmacy Council may do so provided the president is informed prior to the meeting.

Article XI - Amendments

A. This constitution may be amended in the following manner:

1. A proposal for amendment shall be submitted in writing to the Pharmacy Council at a regular meeting and shall thereupon be read and filed with the Secretary.
2. A second reading shall occur at the second regularly scheduled meeting following the introduction of the proposal. It shall be voted upon and required a 2/3 vote of the Council members to pass.
3. Amendments adopted by the Pharmacy Council shall go into effect immediately unless a time is specified therein.

B. In addition this Constitution may be amended as follows:

1. A petition containing the proposed amendments and signed by four percent of the graduate professional students enrolled in the College of Pharmacy may be submitted to the Secretary of Pharmacy Council.
2. Upon receipt of said petitions:
 - a. The names shall be verified by the Executive Committee and

- b. The proposals shall be reviewed by the Executive Committee, and said committee shall make a recommendation to the Pharmacy Council within two weeks after the receipt of the petition.
3. Where the Pharmacy Council, after four weeks, has rejected, altered, or refused to act upon the proposed amendment, if the signatures of an additional twenty percent of the graduate professional students of the College of Pharmacy are added to the petition, it shall be mandatory for the Pharmacy Council to submit the proposed amendment to the graduate professional students for a “yes” or “no” vote at or before the next general election.
4. If the proposed amendment is approved by sixty percent of the graduate professional students voting thereon, it is adopted as part of this constitution and shall be effective immediately unless otherwise specified therein.
5. Prior to a vote on a referendum the Pharmacy Council shall publish and distribute the pros and cons of the proposed amendment among the graduate professional students.

Article XII - Pharmacy Gala

The College of Pharmacy’s annual Pharmacy Gala will be the responsibility of Pharmacy Council, overseen by the President, and shall therefore be responsible for planning, organizing, and funding the annual event with the assistance of all Class Representatives and Class Officers as needed.

Article XIII - Individual Class Funding

Fundraising by individual PharmD classes will not be permitted, which includes the sale of any item regardless of profit use. Classes will be funded by Pharmacy Council, with stipends of up to \$200 per class per year pending Pharmacy Council approval, with ability to apply for more funds, also pending Pharmacy Council approval. Decisions will be based upon 1 vote from each elected pharmacy council executive member and 1 vote from the Pharmacy Council advisor (5 votes total). In order to be eligible for Pharmacy Council funding class officers must submit an official request, on behalf of their class, using the appropriate form, to Pharmacy Council for approval. Charity events will be permitted if all profits from the event are being donated to a charitable cause. Classes may petition the above regulations under special circumstances. PharmD classes and Student Orgs will not solicit for corporate sponsorship. Classes and Student organizations considering corporate sponsorship will discuss with the College of Pharmacy’s Director of Advancement.

Article XIV - Pharmacy Council Member Organization Electronic Mail Usage

In order to limit the strain on College of Pharmacy technology resources, Pharmacy Council Member Organizations shall not send mass, unsolicited emails using College of Pharmacy student list-servs. Exceptions to this policy will be made in the event of situations that may arise in which information must be passed along in a timely manner. Organizations are, however, encouraged to use electronic mail lists of their own College of Pharmacy Members.

Article XV - College of Pharmacy Newsletter

The College of Pharmacy student newsletter shall be the responsibility of the Secretary of Pharmacy Council, which shall include the distribution of the newsletter to students in a timely manner. It shall be the responsibility of each member organization to organize and submit all pertinent information to the Secretary of Pharmacy Council by a predetermined deadline, as set by the Secretary.

Article XVI - Methods for Removing Members, Class Officers and Representatives, and Executive Officers

A. Removal of Members

- a. If a member (as outlined in Article IV) engages in behavior that is detrimental to the purpose of this organization or violates the organization's constitution or by-laws, the Code of Student Conduct, university policy, College of Pharmacy policy, or federal, state or local laws, the member may be removed through a majority vote of the executive committee in consultation with the organization's advisors.

B. Removal of Class Officers and Representatives

- a. Any class officer or representative (as outlined in Article V) may be removed from their position for cause. Cause for removal may include, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to the purpose of this organization, including violations of the Student Code of Conduct, university policy, College of Pharmacy policy, or federal, state or local laws. The executive committee may act for removal upon a two-thirds affirmative vote of the executive committee in consultation with the organization's advisors.

C. Removal of Officers

- a. Any officer (as outlined in Article VI) may be removed from their position for cause. Cause for removal may include, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental the purpose of this organization, including violations of the Student Code of Conduct, university policy, College of Pharmacy policy, or federal, state, or local laws. The executive committee may act for removal upon a two-thirds affirmative vote of the executive committee in consultation with the organization's advisors.