

**Class of 2025 Class Officers at The Ohio State University**  
**PharmD Class of 2025 Constitution**  
Est. September 2021

**ARTICLE I: GENERAL**

**Section 1. Ground Rules**

The Class of 2025 Pharmacy Council officers shall uphold the ground rules established by the class in PHR 6101: Transitions 1 with Dr. Katherine Kelley.168 on August 25th, 2021.

- A. **Accountability:** Be punctual, prepared and mindful of others.
- B. **Support:** Be kind, considerate, and available to others. Assume positive intent. Advocate for each other; if you see something, say something.
- C. **Self-care:** Prioritize your self-care and health. Have fun and keep things light when appropriate.
- D. **Respect and Inclusion:** Be respectful of all students, faculty, staff, and guests regardless of various identities; consider the time, opinions, and backgrounds of others.
- E. **Honesty and Truthfulness:** Act with integrity and honesty in all aspects.
- F. **Embracing Challenges:** Challenge yourself and others to be open-minded and engaged in all activities and conversations.
- G. **Teamwork:** Be a team player through mutually respectful collaboration by participating and being an active listener by giving your full attention (no multitasking) and acknowledging the speaker with nonverbal cues.
- H. **Professionalism:** Represent the profession of pharmacy and the College of Pharmacy well and hold yourself and others accountable to maintain professional standards.
- I. **Ask questions/Ask for help:** Be proactive and don't be afraid to ask for help. All questions are valid. Be open to giving and receiving feedback.
- J. **Competition:** Be inspired by, collaborate with and support your peers rather than seeing each other as competition.
- K. **Dealing with mistakes or disagreements:** Reflect and learn on past mistakes and successes by sharing resources and challenging the problem, not the individual.

**Section 2. Purpose**

- I. To present opinions on behalf of the College of Pharmacy student body in response to administrative and academic policies.
- II. To promote inclusive environments for all pharmacy students

- III. To promote communication, cooperation, and understanding among students, faculty, and the administration.
- IV. To put on events to promote wellness, alumni relations, advocacy for the profession of pharmacy, and diversity and culture.
  - A. **Wellness** surrounding the nine pillars of wellness
  - B. **Alumni relations** by working with the alumni association to foster mentorship and sharing of ideas
  - C. **Advocacy** to allow pharmacists to practice at the top of their licensure
  - D. **Diversity** and culture including sexual orientation, race, region of origin, religion, and all other aspects of personal identity.

### **Section 3. Non-Discrimination Policy**

This organization does not discriminate based on 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, and elections.

## **ARTICLE II: MEMBERSHIP**

### **Section 1. Qualifications of Class Officers**

- I. Council members shall be students at The Ohio State University College of Pharmacy Class of 2025.
- II. All students currently enrolled in the Class of 2025 shall be classified as members.
- III. Officers for the class will serve a one-year term with the exception of the IPC Representatives who will serve until graduation.
  - A. All students interested in running for class officer must be in good standing and a GPA of 2.0 or higher at time of election.
  - B. Nominations will reopen near the end of the academic year. Each student will need to submit a nomination even if they currently hold the position.
- IV. The Advisor of the Class Officers, Karyn Clarridge.8, will serve to inform the council regarding organization activities and administrative policies.

### **Section 2. Organization of Class Officers**

- I. Class Officers shall consist of a President, Vice President, Secretary-Treasurer, PharmD Representative, IPC Representatives and two Class Representatives.
- II. The President may establish or dissolve Ad Hoc Committees pending approval by the Council. Each committee will have one chairperson appointed by the President and other Class Officers.
- III. Class Officers shall stand to streamline communication between students and the college.
- IV. Class Officers will meet at least twice a semester.

- V. Refer to the Pharmacy Council Constitution for Pharmacy Council requirements.
- VI. Class Officers will report to the class officer advisor monthly with accomplishments.
- VII. The Second Year, Third Year and Fourth Year Class Officers will serve as mentors to the succeeding classes. The officers should communicate once a semester to answer any questions and offer guidance to younger class officers.

### **ARTICLE III**

#### **Section 1. President**

- I. The President shall be the chief executive of the Class Officers, setting goals and agendas for the year.
- II. The President will schedule and attend all class officers meetings.
- III. The President will attend all Pharmacy Council meetings.
- IV. The President will attend yearly Ohio Union President's training.
- V. The President shall appoint Ad Hoc Committees as required. This action is subject to Pharmacy Council approval.
- VI. Serve as a communication liaison for the class with regards to class structure, breaks, and helping other class representatives. Be proactive about Carmen/Class Resources.
- VII. Each year the President will serve as a judge at Chili Cook-Off, should the event take place, to vote for the Student Choice Award.
- VIII. The President will help set up a concern outlet, whether it be formal or informal, to address topics in a timely manner.
- IX. The President will meet with the Associate Dean and Program Director of Professional Studies (or designee) on a monthly basis to share any feedback/concerns on behalf of their class.
- X. The President will collect ballots for the Teacher of the Year Award as voted on by the class.
- XI. Attend the Dean's President Meeting each semester.
- XII. The President will be tasked with sending out class wide emails.
  - A. Email frequency will be set by the class officers. Emails from administration will be sent out within three days of receiving it. Student Organization messages may be included in weekly emails.
- XIII. The first and third-year class presidents will set up required Basic Life Support (BLS) training for the class.
- XIV. The President will coordinate Adopt a Family with the other class presidents
  - A. The third-year class president will set up the Adopt a Family donation site.
- XV. The President will deliver a speech at the Hooding Ceremony.
- XVI. The President will fulfill other responsibilities as set out by Pharmacy Council

#### **Section 2. Vice President**

- I. The Vice President shall assist the President in all matters of the Class Officers and perform the duties of the chief executive in the absence of the President.
- II. The Vice President will attend all class officers meetings and Pharmacy Council meetings.
- III. The Vice President shall serve as a member of the PharmD Academic Integrity and Progression Committee.
- IV. The Vice President will work with the College of Pharmacy Wellness Committee to promote activities pertaining to wellness for the class. In collaboration with the College's Wellness Team, the Vice President will put on at least one wellness event a semester.
  - A. Upon election, the Vice President will contact the College of Pharmacy Wellness Coordinator (Emily Keeler)

### **Section 3. Secretary-Treasurer**

- I. The Secretary-Treasurer shall post notices and agendas prior to each regular meeting. They will take minutes at all of the Class Officer meetings.
- II. The Secretary-Treasurer will attend all class officers meetings and Pharmacy Council meetings.
- III. The Secretary-Treasurer will attend Ohio Union Treasurer training each year and be in charge of the class bank account.
  - A. Classes are encouraged to spend any remaining money for a class gift or event prior to graduation. Any remaining funds in the bank account will be gifted to the next incoming class officers (Class of 2029).
- IV. The Secretary-Treasurer is tasked with recording all financials and keeping a record of receipts. They will submit receipts to the Ohio Union for operational funds when necessary and work with the Pharmacy Council to acquire designated funds.
- V. The Secretary-Treasurer will organize all class officer documents.
- VI. Create a fundraiser toward a charity of choice or to fund the end of the year picnic for the college.
  - A. Refer to the Pharmacy Council Constitution for details on fundraising and charitable events.
- VII. The Secretary-Treasurer will work host a Diversity and Inclusion event each semester by working with the Committee of Diversity and Inclusion
  - A. Upon election, the Secretary-Treasurer will contact the College of Pharmacy Committee of Diversity and Inclusion.

### **Section 4. Class Representative**

- I. Each class will elect two class representatives.
- II. The Class Representatives will attend all class officers meetings and Pharmacy Council meetings.

- III. Class Representatives must meet with faculty on either an as needed or scheduled basis based on availability and need in order to serve in their role as liaisons. A form gathering class concerns must be shared in advance to gather feedback from students, and results must be presented to professors at each meeting. Class Representatives must also ensure to meet with the Advisor of Pharmacy Council periodically to share information about faculty meetings and to discuss issues that may need attention. It is pertinent that Class Representatives maintain professionalism throughout these meetings and accurately portray class concerns.
- IV. The Class Representatives will send pertinent communications to the class regarding faculty meetings within 48 hours of the meeting's end.
- V. The Class Representatives serve as the sounding board for class concerns pertaining to class materials, health requirements, and other required aspects of being a pharmacy student.
- VI. The Class Representatives will connect with the College of Pharmacy Alumni Association to host events and encourage fellowship and mentorship with current students.
  - A. Upon election, Class Representatives will reach out to the Director of Alumni Relations.
- VII. Remind the class of upcoming deadlines such as class work, license renewal, and any other pertinent deadlines.
- VIII. The Class Representatives will attend the Alumni Board of Governors Meeting with other representatives and alumni.

#### **Section 5. PharmD Representative**

- I. The PharmD representative attends all curriculum meetings to represent the student body. Meeting frequency will be denoted by the College of Pharmacy Curriculum committee.
- II. The PharmD Representative will attend all class officers meetings and Pharmacy Council meetings.
- III. Surveys current and past students to better develop the curriculum in a comprehensive fashion.
- IV. Creates a report to the class for relevant items presented at the curriculum meeting.
- V. The PharmD Representative will work with the Pharmacy Council to put on an advocacy event related event (Dr. Jennifer Rodis (.2)).
- VI. The PharmD Representative will be on a Communication Committee with class specific liaisons (i.e. PODA, IP). Liaisons will report through the PharmD Representative.

#### **Section 6. IPC Representative**

- I. One to two Interprofessional Council Representatives are elected by the class. They will remain in their role unless otherwise specified by the individual, Pharmacy Council, or IPC.

- II. The IPC Representatives will attend all class officers meetings.
- III. The IPC Representatives will attend all Pharmacy Council meetings as directed by IPC standards.
- IV. IPC Representatives attend senate meetings to sit as the voice of pharmacy students.
- V. Partakes in an IPC Committee.
- VI. Conveys information from IPC senate meetings that are relevant to the College of Pharmacy.
- VII. Supports other class officers in planning and executing events.

## **ARTICLE VIII: PROCEDURES**

### **Section 1.**

- I. Review of the Constitution will occur at the end of the academic year with the Student Affairs staff.
- II. Each class will be allotted \$200 from the Pharmacy Council. These funds will be acquired on a refund basis with the presentation of receipts. Refer to the Pharmacy Council Constitution for protocol.
- III. Off-cycle elections will be conducted at the discretion of Pharmacy Council per the needs of the class.
- IV. Amendments to the constitution will be approved by a two-thirds affirmative vote made by the class officers of the executive committee in consultation with the organization's advisors.

## **ARTICLE V: METHODS FOR REMOVING MEMBERS, CLASS OFFICERS, AND/OR REPRESENTATIVES**

### **Section 1.**

- I. Members
  - A. If a member (as outlined in Article II) 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 at the discretion of the university.
- II. Class Officers and Representatives
  - A. Any class officer or representative (as outlined in Article III) 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.

Constitution  
Rev.  
9/19/23