

**OSU PharmD Officers for Class of 2024 at The Ohio State University**  
**Class of 2024 Constitution**  
Est. October 2020

**ARTICLE I: GENERAL**

**Section 1. Ground Rules**

The Class of 2024 Pharmacy Council officers shall uphold the ground rules established by the class in PHR 6101: Transitions 1 with Dr. Katherine Kelley.168 on August 28th, 2020.

- A. **Respect:** Show respect for others and be welcoming of differing viewpoints, abstaining from personal judgement during difficult conversations.
- B. **Support:** Create a positive environment that supports others through their successes and failures.
- C. **Accountability:** Hold yourself and others accountable to provide resources, feedback, and support in order to build together and reach our end goal.
- D. **Participation/Communication:** Utilize multiple communication platforms to stay connected, encouraging participation and motivation in sharing ideas.
- E. **Acceptance:** Foster a positive environment by viewing all situations through the "equity lens" and encourage diversity, inclusion and mindfulness.
- F. **Etiquette:** Maintain proper etiquette in all learning platforms and be conscious of environmental distractions
- G. **Timeliness:** Embrace timeliness as a necessary characteristic when participating in any professional setting
- H. **Professionalism:** Maintain professionalism and composure in your community and dedication to being lifelong learners

**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 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, and elections.

## **ARTICLE II: MEMBERSHIP**

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

- I. Council members shall be students of The Ohio State University College of Pharmacy Class of 2024.
- II. All students currently enrolled in the Class of 2024 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 will be Megan Sayres (.2). She will serve to inform the council regarding organization activities and administrative policies.

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

- I. P1 Class Officer elections will be held in the Fall of their PharmD1 year with the following year's Class Officer elections held in the Spring of their PharmD1, 2, and 3 years.
- II. Elections will be held by the Pharmacy Student Council Secretary in a majority vote.

### **Section 3. Organization of Class Officers**

- I. Class Officers shall consist of a President, Vice President, Secretary-Treasurer, PharmD Representative, IPC Representatives and two Class Representatives.
  - A. The President, Vice President, Secretary-Treasurer class officers make up the executive board
  - B. IPC Representatives and Class Representatives class officers make up the general body
- 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.

#### **Section 4. Methods for Removing Class Officers**

- I. If an officer of the executive board or general body engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the officer may be removed through a majority vote of the officers in consultation with the organization's advisor.
- II. Any elected officer of the executive board or general body may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The first and second-in-command acting officer may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.
- III. In the event that the reason for officer removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the primary and secondary leader in consultation with the organization's advisor, may vote to temporarily suspend a class officer of the executive board or general body.
- IV. In the event that the officer removal pertains to the customary primary or secondary leader of the executive board, the chain of command in leadership is as follows:
  - A. President
  - B. Vice President
  - C. Treasurer
  - D. PharmD Representative

### **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 attend yearly Ohio Union President's training.

- III. The President shall appoint Ad Hoc Committees as required. This action is subject to Pharmacy Council approval.
- IV. 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
- V. Each year the President will serve as a judge at Chili Cook-Off to vote for the Student Choice Award.
- VI. The President will help set up a concern outlet, whether it be formal or informal, to address topics in a timely manner.
- VII. 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.
- VIII. The President will collect ballots and present the Teacher of the Year Award at Pharmacy Gala as voted on by the class.
- IX. Attend the Dean's President Meeting each semester.
- X. 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.
- XI. The first and third-year class presidents will set up required Basic Life Support (BLS) training for the class.
- XII. 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.
- XIII. The President will deliver a speech at the Hooding Ceremony.
- XIV. 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 shall serve as a member of the PharmD Academic Integrity and Progression Committee.
- III. 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)
- IV. The Vice President will keep track of all class officer events on a communal calendar such as Google Calendar. Items to be tracked include other organization events, class schedule, exams, professional hour opportunities, and any other relevant deadlines.

## **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 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 2028).
- III. 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.
- IV. The Secretary-Treasurer will organize all class officer documents.
- V. 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.
- VI. 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 (Dr. Chelsea Pekney (.2), Dr. Haas-Gehres(.2), Cesar Seguil(.1)).

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

- I. Each class will elect two class representatives.
- II. 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.
- III. 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 (Michelle Thomas (.1463) and Thomas Dauber (.19)).
- IV. Remind the class of upcoming deadlines such as class work, license renewal, and any other pertinent deadlines.
- V. The Class Representatives will assist with planning the annual Pharmacy Gala with the Pharmacy Council and serve as a volunteer on the day of the event.
- VI. The Class Representatives will attend the 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. Surveys current and past students to better develop the curriculum in a comprehensive fashion.
- III. Creates a report to the class for relevant items presented at the curriculum meeting.
- IV. The PharmD Representative will work with the Pharmacy Council to put on an advocacy event related event (Dr. Jennifer Rodis (.2)).
- V. 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 new Inter-Professional Council Representative is elected each year by the class. They will remain in their role unless otherwise specified by the individual, Pharmacy Council, or IPC.
- II. IPC Representative attends senate meetings to sit as the voice of pharmacy students.
- III. Partakes in an IPC Committee.
- IV. Conveys information from IPC senate meetings that are relevant to the College of Pharmacy.
- V. 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.

Constitution

Rev.

10/21/2020, 08/18/2021, 11/03/2022