

Bylaws of the Pharmacy Student Council of Auburn University

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ARTICLE I--MEETINGS AND QUORUM

Section 1.

The Student Council shall decide upon a regular meeting time, which is non-conflicting to class schedules of all voting members, at the first meeting of each semester.

Section 2.

The Student Council shall meet weekly unless otherwise decided upon by a two-thirds (2/3) vote of the Council. Upon the written request of three organizations represented on the Student Council, the President shall call special meetings. The President shall also have the authority to cancel a meeting, giving members twenty-four (24) hours notice of the cancellation.

Section 3.

If at any meeting, an organization is not properly represented, the Secretary shall send written notice to that particular organization concerning the absence of its representatives or alternates.

Section 4.

Three absences (excused or unexcused) per semester by the S.G.A. Senator from School of Pharmacy shall result in written notification of the President of the Senate concerning the Senator's negligence towards his or her duty and also suspension of the Senator's voting privilege on the Student Council.

Section 5.

Discussion at Student Council meetings shall be limited to only those authorized members of the Student Council. Others may be recognized to speak provided a majority of the members' present vote to extend speaking privileges to the non-member.

Section 6.

Two absences by representatives on Council shall result in written notification that if one more meeting were missed, loss of voice and vote would take effect for the remainder of the semester.

ARTICLE II--ELECTION AND DUTIES OF OFFICERS

Section 1.

The President, Vice-President, and SGA Senator of the School of Pharmacy shall be elected in accordance with the SGA Constitution.

Section 2.

The Secretary and Treasurer shall be elected in a school wide election at the time of SGA elections.

Section 3.

The duties of the President shall be as follows:

- a. To appoint all Committees and members thereof necessary to accomplish the purpose and carry out any activities of the Student Council. The terms of the Committees shall be specified by the President upon appointment.
- b. To be responsible for notifying the representatives of all organizations on the Council of any special meeting at least twenty-four (24) hours in advance of the special meeting.

Section 4.

The duties of the Vice-President shall be as follows:

- a. To serve as Parliamentarian at Student Council meetings. In the absence of the Vice-President, the Pharmacy School Senator shall be the acting Parliamentarian.

Section 5.

The duties of the Secretary shall be as follows:

- a. To keep a roll of the current membership of the Student Council and to have the minutes of the Student Council complete and up to date.
- b. To keep the minutes in triplicate, one copy to be posted on the bulletin board of the Pharmacy building, one copy to be kept on permanent file in the advisor's office, and one copy shall be retained in a file by the Secretary.
- c. To be responsible for keeping a permanent file of all the official records, correspondence, and the Constitution and Bylaws of the Student Council in the office of the faculty advisor. This permanent file is in addition to the file the Secretary shall keep to turn over to the new Secretary.

Section 6.

The duties of the Treasurer shall be as follows:

- a. To handle the financial affairs of the Student Council and collect any assessments levied by the Student Council.
- b. To be the Chairperson of the Finance Committee.
- c. To be responsible for keeping a permanent file of all the financial transactions of the Student Council in the office of the faculty advisor.

Section 7.

The duties of the Parliamentarian shall be to interpret any Article of the Constitution or Bylaws. This interpretation is subject to approval by a two-thirds (2/3) vote of the Student Council membership.

Section 8.

The S.G.A. Senator for the School of Pharmacy shall give verbal reports regarding any Senate business pertinent to the School of Pharmacy. If unable to be present at the Council meeting, the Senator shall be responsible for having the information presented in writing to the Council.

Section 9.

The candidates for President, Vice President, Senator, Secretary and Treasurer from the School of Pharmacy shall attend the last two meetings of the Student Council at which

the present President, Vice-President, Senator, Secretary, and Treasurer shall inform them of the duties of the offices they seek.

Section 10.

The retiring officers (President, Vice-President, Senator, Secretary, and Treasurer) shall have all their records up to date as of the last meeting of their term and shall turn them over to their successors. All candidates for office in the School of Pharmacy must be present at Open Candidate Review prior to each election to be eligible for office. Any candidate for office in the School of Pharmacy must announce his or her date of externship and graduation at Open Candidate Review prior to each election. Any candidate for Vice-President of the Pharmacy Student Council will not be eligible for said office if the candidate's date of externship or graduation will prevent the completion of one full term of office. Any officer in the School of Pharmacy whose externship or graduation will prevent completion of full term of office must present an eligible student to complete the unexpired term for approval to the pharmacy council prior to departure from office.

ARTICLE III--FINANCES

Section 1.

A Finance Committee shall be established.

- a. The Council Treasurer shall serve as Chairperson of the Committee and members thereon shall consist of one authorized representative from each organization that is a member of the Council.
- b. The Committee shall investigate the proposed expenditures of the Council and report thereto.
- c. Any question of expenditure referred to this Committee must be in writing and the Committee must report back their findings in writing one week after receiving the proposal.
- d. Prior to assessment of a member organization or any proposed expenditure, it must first be referred to the Finance Committee and then upon receiving their written report, approval of two-thirds (2/3) of the membership of the Student Council is required.
- e. The Treasurer of the Student Council shall keep all written records of the Finance Committee up-to-date.
- f. Approved assessment of member organization is due one week after the assessment date; and if payment is not received within three weeks of the assessment date, the member organizations shall immediately forgo its voting privileges until full payment is received plus a twenty-five percent late charge.
- g. The Treasurer shall give written notification of impending suspension of voting privilege to the member organization one week before commencement of suspension.

ARTICLE IV--REPRESENTATION

Section 1.

The representation of the Student Council shall be as specified in the Constitution and any ex-officio (non-voting, speaking) members of the Council may be elected by a two-thirds (2/3) vote of the membership of the Student Council.

Section 2.

Each organization shall send a list of their two representatives and alternate to the Secretary at the first meeting of the term of office. This shall constitute being an authorized member of the Student Council. No other person shall be allowed to represent that organization unless the Secretary of the Student Council receives written notification from that particular organization concerning a change in its representation.

Section 3.

Once the Secretary shall compile the official roll, the name of the representatives thereon shall constitute the membership. Changes can only be made by the respective organization by written notification to the Secretary.

Section 4.

The voting members shall be the two (2) representatives from each of the organizations and independents as described in the Constitution of the Pharmacy Student Council, Class Justices, the Senator, the Secretary, the Treasurer, the Vice-president, and, to break a tie, the President.

ARTICLE V--AMENDMENTS

Section 1.

Amendments to these Bylaws are to be presented to the Student Council in writing and are to be voted upon at the meeting following presentation and require a two-thirds (2/3) vote to pass.

ARTICLE VI--RATIFICATION

Section 1.

Ratification of these Bylaws shall be by a three-fourths (3/4) vote of the membership.

RATIFIED July 23, 1974 REVISED September 6, 2001