



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

## SCHOOL OF PHARMACY

### Student Senate Bylaws

#### PREAMBLE

We, the students of Notre Dame of Maryland University School of Pharmacy, in order to provide a mechanism to address student perspectives; to enable students to provide for the needs of the student body; to be an advisor and advocate in class matters; to help student activities achieve their maximum effectiveness; to represent the student body at College and School levels as appropriate; and to foster observance of the shared goals and ideals of the College and School, hereby establish the Bylaws of the Student Senate of Notre Dame of Maryland University School of Pharmacy.

#### ARTICLE I

##### *Name and Mission*

**Section 1:** The name of this organization shall be Notre Dame of Maryland University School of Pharmacy Student Senate (hereafter referred to as the Student Senate).

**Section 2:** Student Senate provides a forum for discussing and resolving student concerns, activities, initiating recognition of new student organizations in discussion with the Office of the Dean, and conducting reviews of student organizations.

**Section 3:** The purpose of the Student Senate shall be the development and promotion of the student body and activities in harmony with the educational and community interests of both Notre Dame of Maryland University and the School of Pharmacy.

**Section 4:** The main objective of the Student Senate shall be to represent and advance the interests of the students of the School of Pharmacy. The Student Senate shall promote the well-being of the student body by proper representation throughout the campus and surrounding community, as appropriate. The Student Senate will not in any way usurp the normative communication between administration, faculty, and the student body concerning intra-class and inter-class matters.

## ARTICLE II

### *Membership*

**Section 1:** All elected members of School of Pharmacy student organizations are members of the Student Senate. Each class is considered a student organization.

**Section 2:** All members of the Student Senate are entitled to vote.

**Section 3:** All enrolled students are entitled to:

- a. Vote in all class elections.
- b. Speak at all student body meetings.
- c. Hold office, providing specific qualifications are met as hereinafter stated.

## ARTICLE III

### *Student Senate Representatives*

**Section 1:** Class officers

- a. Each pharmacy class shall elect a President, Vice-President, Secretary/Treasurer, Class Historian and Activity Coordinator to serve for a two year term. A candidate must receive a majority vote to win the election. Should there not be a majority vote, there will be a run-off between the two candidates receiving the most votes for the position.
- b. Each pharmacy class shall have six team leaders – one selected from each Advising Team. If the number of advising teams for the School changes, the number of team leaders will consist of one team leader per advising team. The team leaders are responsible for disseminating and handling team communication as the need arises related to class activities. Any team leader may also serve as a class-wide elected officer, but may not hold more than one class officer position and may only cast one vote as applicable at any time.
- c. The President, Vice-President, Secretary/Treasurer, the Class Historian and Activity Coordinator shall perform such duties that may arise from class business and activities.
- d. Qualifications and Eligibility for Class Officers
  1. In addition to specific qualifications hereinafter stated, all candidates for offices provided for in these Bylaws shall be in good academic and disciplinary standing in the School of Pharmacy.
  2. In all questions arising in the interpretation of Section III d. the School of Pharmacy Office of the Dean shall be the final authority.
  3. Each candidate must be able to complete her/his term of office while enrolled in the School of Pharmacy.
- e. Each candidate must submit in writing to the School of Pharmacy assistant dean for student affairs her/his intent to run for a position within the timeframe designated stipulated by assistant dean.
- f. Duties of class officers
  1. Class President
    - a) Shall oversee the class officers of her/his pharmacy class.

- b) Shall be the primary contact for addressing class-wide issues to the Office of the Dean except as enumerated in Article I Section 4.
  - c) Shall prepare agendas and preside over monthly meetings of the class officers.
  - d) Shall oversee the duties of her/his class. S/he reserves the right to re-allocate responsibilities of the class officers as s/he deems appropriate.
  - e) The Class President reserves the right to call a vote requiring two-thirds vote of the Student Senate members to ask for the resignation of an officer who fails to fulfill the duties of her/his office. This will need to be confirmed by a majority vote of the class.
  - f) Shall reassign responsibilities on an interim basis in the event of the resignation or removal of a class officer.
  - g) Shall announce the resignation or removal of a class officer to the class and set an election for replacement of that officer within two weeks.
  - h) Shall approve all expenditures made by all class officers excluding those that incurred by him/herself.
2. Vice President
- a) Shall have all rights and responsibilities of the President in her/his absence.
  - b) Shall assume the position of President and a new Vice President shall be elected in accordance with the election guidelines in the event of resignation or removal of the President.
  - c) Shall approve all expenditures made by the President.
3. Secretary/Treasurer
- a) Shall keep full accurate and permanent minutes of the class meetings. S/he shall perform all the informational duties, which may arise.
  - b) Shall coordinate with the Class Historian to ensure class events are documented.
  - c) Shall ensure minutes are distributed to the class and on file in the Office of the Dean.
  - d) Shall coordinate with the Class Historian the recording and archiving of class events and accomplishments.
  - e) Shall keep a current account of class receipts, expenditures, and obligations.
4. Class Historian
- a) Shall have primary responsibility for coordinating documentation of all class events and accomplishments.
  - b) Shall submit written and visual documentation of all class events and accomplishments to the appropriate class officer and Office of the Dean.
  - c) Shall organize and co-chair a committee to complete the class yearbook.
5. Class Activity Coordinator
- d) Shall coordinate co-curricular and/or social activities of the class.
6. Team Leaders
- a) Shall act specifically as an advocate for her/his team members and

- communicate to/from Student Senate and School of Pharmacy Administration regarding team specific issues.
- b) Assist the Activity Coordinator in the coordination of class activities.

**Section 2: Student Senate Executive Committee**

- a. The voting members of the Student Senate Executive Committee shall consist of the president of each student organization.
- b. The Chair of the Executive Committee will be elected by the Executive Committee members from among the P1-P3 members at the beginning of the fall semester.
- c. The Student Senate Executive Committee Secretary shall be elected by the Executive Committee members from among the P1-P3 members at the beginning of the fall semester.
- d. The Student Senate Executive Committee Treasurer shall be elected by the members of the Executive Committee from among the P1-P3 members at the beginning of the fall semester.
- e. Officers of the Student Senate Executive Committee shall serve 1 year terms.

**Section 3: Duties of Student Senate Executive Committee Officers**

- a. Student Senate Executive Committee Chair
  1. Shall oversee the Student Senate Executive Committee.
  2. Shall formally address student body issues to School of Pharmacy as s/he deems appropriate.
  3. Shall preside over all Student Senate meetings.
  4. Shall perform those duties usually pertaining to the office and has autonomy to address additional duties as needed of her/him.
  5. Shall prepare agendas in discussion with the Dean or her/his designee and preside over all meetings of the Student Senate including all Executive Committee meetings. Student Senate Executive meetings should be held at least twice per semester and as necessary. In her/his absence, the Chair shall appoint a Student Senate Executive Committee member to assume responsibility during the designated meeting.
  6. Shall oversee the duties of the Senate. S/he reserves the right to re-allocate responsibilities of the Student Senate Executive Committee officers as s/he deems appropriate.
  7. Shall reassign executive responsibilities on an interim basis in the event of the resignation or removal of a Student Senate Executive Committee member.
  8. Shall be responsible for promoting the Bylaws of the Student Senate.
  9. As out-going Student Senate Chair, s/he shall promote and assist with class elections of the incoming class during the fall semester.
  10. Shall ensure that the incoming Executive Committee chair is adequately trained to perform the duties of the Chair prior to her/his assumption of the office.
  11. Shall approve all expenditures made by the Student Senate Executive Committee Treasurer.

- b. Student Senate Executive Committee Secretary
  1. Shall be a voting member of the Student Senate Executive Committee.
  2. Shall record full and accurate minutes for permanent record the Student Senate Executive Committee meetings.
  3. Shall coordinate and review information submitted for publication and release.
  4. Shall secure meeting rooms for Student Senate Executive Committee meetings.
  5. Shall ensure that the incoming secretary is adequately trained to perform the duties of Secretary prior to her/his assumption of the office.
- c. Student Senate Executive Committee Treasurer
  1. Shall be a voting member of the Executive Committee.
  2. Shall maintain accurate records of budget expenditures and ensure compliance with the approved annual budget.
  3. Shall approve all expenditures made by Executive Committee members, including the Chair, but excluding herself/himself.
  4. Shall prepare and submit the annual budget as well as submit a written financial report at the end of each year to the Student Senate Executive Committee.
  5. Shall ensure that the incoming treasurer is adequately trained to perform the duties of Treasurer prior to her/his assumption of the office.

## ARTICLE IV

### *Recognition of Student Organizations*

**Section 1:** Recognition of student organizations as well as renewal of recognition shall be in accordance with the mission of Notre Dame of Maryland University School of Pharmacy. The organizations will need to adhere to the criteria defined by the School of Pharmacy and Student Senate Executive Committee in order to petition and receive funding from the Student Senate annual budget.

- a. Organizations must have petitioned the Dean and Student Senate Executive Committee for recognition as a School of Pharmacy organization.
- b. Only officially recognized organizations can utilize campus facilities for meetings, fundraisers, etc.
- c. Each organization will receive funding in the fall semester of each academic year.
- d. Funding will be allotted based on Student Senate Executive Committee allocation.
- e. Each organization must track all financial transactions in a manner consistent with Student Senate Executive Committee directives.
- f. Each organization must submit their actual budget and proposed budget with justification to the Student Senate Executive Committee Treasurer as detailed in Article V, Section 2. Annual allocations to the organizations shall be determined based on this justification as well as past performance with previous allocations.
- g. All organizations must hold one service commitment and one fundraising activity per year. Honorary organizations are excluded.
- h. All organizations must submit a list of officers to the Office of the Dean and Student Senate Executive Committee by the sixth week of the fall semester.

## ARTICLE V

### *Finances*

**Section 1:** The Student Senate Executive Committee funds activities and operations from the allocation provided by the Office of the Dean. The main expenditures (detailed in the budget) are allocated to the recognized Student Senate member organizations with the remaining balance maintained in the Student Senate general fund.

**Section 2:** Allocations are based on proposed expenditures of each of the student organizations as well as availability. Proposed expenditures for the next fiscal year must be submitted to the Student Senate Executive Committee Treasurer no later than thirty days before the end of the current fiscal year.

**Section 3:** The Student Senate Executive Committee Treasurer will organize a meeting involving the treasurer-elect and the treasurers of the student organizations to review and approve the budgets and allocate funds.

## ARTICLE VI

### *Elections of Class Officers*

**Section 1:** A member may hold only one class wide elected Student Senate office at any given time.

**Section 2:** Intent to Run and Resignation Period

- a. While each elected office has a two-year term, at the beginning of the fall semester, an intent to run and resignation period shall be open to the student body and class officers. The Student Senate Chair will make a formal announcement to the student body of the timeline for the period and any subsequent elections that may be necessary.
- b. Timeline
  1. For one week, current class officers may formally submit their resignation if they desire to step down. Upon receipt of a resignation the constituents of that class officer shall be notified immediately.
  2. For one week following the resignation period, student body members may submit in writing to the class Secretary their intent to run for an elected office of their class.
  3. For all declarations submitted for a class-wide elected office, elections shall be held no later than the sixth week of the fall semester in accordance with the applicable sections of this article.

**Section 4:** Elections

- a. No current officers shall be allowed to coordinate an election for which s/he is a candidate.
- b. Written notification shall then be given to the elected officers, their constituents, and the Office of the Dean within 48 hours. The statement and ballots shall be retained in the SOP Student Senate offices until graduation of the class officers.

**Section 5:** All designated elections shall be held by secret ballot.

**Section 6:** In order for a person to be elected to an office, it shall be necessary for her/him to receive a simple majority of the votes cast toward that office. In the event that no candidate receives such a count, a run-off election shall be held no later than one week after the original election between the two candidates receiving the greatest number of votes in the original election.

**Section 7:** Members may request the right to vote via absentee ballot if there is a conflict inhibiting her/him from attending the election. Absentee voters waive their right to remain anonymous.

**Section 8:** On the day of the election, nominations from the floor may only be taken for positions for which no one had previously submitted intent to run statement to Student Services.

## **ARTICLE VII**

### *Recall of Elected Officers*

**Section 1:** Upon presentation to Student Senate Chair of a petition signed by one-half of the constituents of a class officer, containing a specific statement and reasons for removal, any officer of the student body is subject to recall. Written and verbal notification will be given to the officer who is the subject of the proceedings, and to all constituents of that officer. This notification shall include all reasons for the initiation of the recall. The officer shall respond to the charges within two weeks with a written explanation submitted to the Student Senate Executive Committee.

**Section 2:** Upon receipt of her/his written explanation and dissemination to her/his constituents, the class shall vote within one week to recall with two-thirds majority vote deciding. Written and verbal notification of the results will be presented to the individual involved, the constituents of that individual, and the Office of the Dean within 48 hours of the vote.

**Section 3:** Any officer under petition of recall who does not comply with these proceedings shall immediately be removed from office.

## **ARTICLE VIII**

### *Administrative Representation*

**Section 1:** A representative of the Office of the Dean SOP shall be an ex-officio member (non-voting) of the Student Senate Executive Committee and any other committees or councils that may hereinafter be formed.

## **ARTICLE IX**

### *Rules of Order*

**Section 1:** The abridged Roberts Rules of Order as modified by the Articles, Amendments, and Bylaws of this Document shall prevail.

## ARTICLE X

### *Interpretation of Bylaws and Amendments*

**Section 1:** In questions arising in the interpretation of the other sections of the Bylaws, the current Student Senate Chair will call a Student Senate Executive Committee meeting. The Student Senate Executive Committee will then hold a meeting to resolve the interpretation conflict with guidance from the representative of the Office of the Dean.

## ARTICLE XI

### *Adoption of Bylaws and Future Amendments*

**Section 1:** Members of the Student Senate shall have the power to establish amendments in harmony with, and supplementary to, the provisions of these Bylaws. Such amendments shall be numbered consecutively in the order of adoption and shall be kept in definite written form by the Student Senate Executive Committee Secretary.

**Section 2:** Any proposed amendment to these Bylaws shall be submitted in writing to the Student Senate Executive Committee.

**Section 3:** Student Senate Executive Committee shall conduct a student body meeting within a reasonable timeframe after submission of the proposed amendment to obtain feedback on the proposal. It shall require an affirmative two-thirds majority vote of the Student Senate Executive Committee to ratify an amendment to these Bylaws.