

**Idaho State University**  
**College of Pharmacy Student Senate**

Revised: **April 2016**

This Senate serves effectively as a liaison between the Dean, Faculty, and members of the student body.

**OBJECTIVES**

- To coordinate student and organizational activities within the College of Pharmacy. Organizations should inform the Student Senate, through their representatives, about upcoming events and plans which concern the College of Pharmacy.
- To offer suggestions and consult with the Dean of the College of Pharmacy regarding the curriculum and policies within the College.
- To relay communications and act as liaison between the students and the Dean of the College of Pharmacy.
- To help facilitate communication between students and faculty in the College of Pharmacy, the State Board of Pharmacy and the Professional Pharmaceutical Associations.

**BYLAWS**

This organization will not deny membership to any person on the basis of race, age, religion, sex, physical handicap, color, marital status, national origin, language, or creed.

I. Membership of the Student Senate shall consist of the following:

- The President and Vice President of each of the four professional year classes of the College of Pharmacy.
- Two pre-pharmacy representatives, who are non-voting members of the Senate.
- An officer of PPSA Executive Board, Kappa Psi, Rho Chi, Phi Delta Chi, Phi Lambda Sigma and any officer of an approved new Pharmacy organization.
- The College of Pharmacy Senator to the University Student Senate.
- The Assistant/Associate Dean or faculty advisor, which is a non-voting member.
- Each member shall not represent more than one organization, and in such cases the representative shall choose the organization or group not to represent. The organization or group not represented shall choose another individual as Senator.

II. Officers of the Student Senate and their duties shall be:

- The Student Senate shall elect a President for each campus of the College of Pharmacy, a Secretary, and a Treasurer. Any President of Student Senate shall not jointly hold office as ASISU COP Senator and/or president of PPSA.
- The Election shall be held during the month of April. The outgoing officers shall meet with the incoming officers before the end of the spring semester for instruction concerning Senate responsibilities.
  1. There shall be Co-Presidents, one residing in Meridian, one residing in Pocatello, and one residing in Anchorage.
  2. The Secretary shall reside in Meridian.
  3. The Treasurer shall reside in Pocatello.
- If a lack of interest exists for the treasurer or secretary position, then one location may temporarily house said position for one year, at which time the position will become available to its home location.
- The duties of the President(s) shall include:
  1. Preside over the meetings of the Senate.
  2. Submit a formal report concerning Senate proceeding to the Associate Dean prior to the end of the academic year.
  3. Make and post the agendas of the Student Senate meetings.
  4. Conduct elections for class officers and pre-pharmacy representatives. Elections will be conducted as follows:
    - Elections for new officers in the second, third and fourth professional year shall be held prior to the last Senate meeting.
    - Elections for new officers in the first professional year class shall be held in the last week of September for that year.
    - Elections for pre-pharmacy representatives shall be held in the last week of September for that year.
  5. Arrange for committee reports to be presented to the Senate by the student(s) appointed to the College of Pharmacy committees.
- The duties of the Secretary shall include:
  1. Act as President of the Student Senate in his/her absence, if the alternate President is unavailable.
  2. Act as Treasurer of the Student Senate in his/her absence.

3. Maintain all correspondence of the Student Senate.
  4. Record and post minutes of Student Senate meetings.
  5. Record Senator attendance and post with minutes of the Senate meeting.
- The duties of the Treasurer shall include:
    1. Act as Secretary of the Student Senate in his/her absence.
    2. Maintain all correspondence of the Student Senate, in conjunction with the Secretary.
    3. Head Student Senate Finance Committee.
  - All newly elected officers assume responsibilities upon completion of regularly scheduled academic year.

### III. Committees:

- The student Senate shall accept nominations from students for membership to:
  - Student Affairs
  - Faculty Affairs
  - Curricular Affairs
  - Technology Committee
  - Assessment
  - College of Pharmacy Student Professional Conduct Committee
- There shall be two student representatives elected to the Student Affairs and Curricular Affairs committees, decided independently. One student representative on each committee shall be from the P3 year.
- There shall be one student representative elected to the Technology committee and one student elected for the Assessment committee.
- A list of six student names shall be submitted to the Faculty Affairs Committee for their consideration. The Faculty Affairs Committee will decide on the appointment of two of those students.
- Professional Conduct Committee shall consist of Class Presidents or another elected delegate from that class and the College of Pharmacy's student senate presidents.
- The Senate will vote by secret ballot or show of hands for said committee memberships

IV. Regular meetings of the Student Senate shall be held at least once each month during the academic year.

- A quorum, consisting of two-thirds of the Student Senate, must be present to conduct business of the Senate.
- Two-thirds of the members present may decide issues presented to the Senate.
- All Student Senate meetings shall be open meetings to the student body and faculty.
- The Student Senate may call for closed meetings for Senate members only when so authorized by two-thirds of Senate members present.

V. Every member of the Student Senate is a voting member, excluding the faculty advisor, pre-pharmacy representatives, and the Senate Presidents. The Senate Presidents will vote in case of a tie.

VI. Any student, or group of students, may present suggestions or grievances. These grievances shall be ones not addressed in the University Faculty/Staff handbook or other University documents.

- The Student Senate may take the following course or courses of action:
  1. The student brings the grievance in writing to a member of the Student Senate. Student Senate will discuss the issue.
  2. The Student Senate may call a special meeting to hear the student(s).
  3. The Student Senate may consult with the Dean of the College of Pharmacy.
  4. The Student Senate may call a general meeting of the student body or the group that is concerned, to meet with the Dean of the College of Pharmacy.
- If ten or more students object to a decision of the Student Senate, the Student Senate may call a general student body meeting.

VII. Provisions for funds:

- Operating funds shall be collected in a manner approved by the Pharmacy Student Senate.
- These funds shall be used for the benefit of the Pharmacy student body.
- The distribution of the funds shall be controlled by the Pharmacy Student Senate Finance Committee. This committee is to be headed by the Secretary/Treasurer of the Student Senate. Two other members of Student Senate will also be members of this committee. Student Senate will choose these members from those who volunteer.

VIII. Three unexcused absences in succession, by the Student Senate member of the alternate, shall constitute grounds for expulsion from the Senate, and the organization that is being represented shall be notified to select a new member to the Student for representation.

IX. These bylaws shall be subject to amendment by two-thirds majority vote of the Pharmacy Student Senate. These bylaws shall be amended as follows:

- An amendment shall be proposed during a regular meeting.
- The amendment will be considered by the Student Senate, but not voted on until the next regular scheduled Student Senate meeting.
- The proposed amendment shall be reintroduced and considered during the second meeting.
- The Student Senate shall vote on the proposed amendment.
- If the new amendment passes by two-thirds majority vote, the amendment will be added to the bylaws.