

CONSTITUTION & BYLAWS

HARRISON SCHOOL OF PHARMACY SCHOOL COUNCIL

AUBURN UNIVERSITY

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ARTICLE I

ORGANIZATION NAME

The name of this organization shall be the Harrison School of Pharmacy School Council, herein after referred to as the School Council, or simply, the Council. This organization shall be an active member of the Auburn University Student Government Association Schools Council.

ARTICLE II

OBJECT & PURPOSE

Section 1. Object. The object & purpose of the School Council shall be as follows:

- II.1.1.** To act in an advisory capacity to organizations within the school of pharmacy in order to coordinate the activities of these organizations to provide the most beneficial results for the HSOP pharmacy student.
- II.1.2.** To foster new concepts toward the future growth & development of the school of pharmacy through collaboration between the respective representatives of professional organizations.
- II.1.3.** To promote professionalism & high standards of ethics in the pursuit of pharmacy as a career.
- II.1.4.** To promote communication for the purpose of improving relations between students, faculty, & administration.
- II.1.5.** To promote the profession of pharmacy within the student body of HSOP & externally where applicable.
- II.1.6.** To abide by & execute the SGA Constitution, Code of Laws, HSOP School Council Constitution & Bylaws, & HSOP School Council Code of Regulations as they apply to the School Council.
- II.1.7.** To provide an avenue for pharmacy student involvement in academic & student affairs & in activities that provide equitable, beneficial services to the student body.

ARTICLE III

MEMBERS & MEMBERSHIP

Section 1. Composition of Membership.

III.1.1. Voting Membership.

III.1.1.1. The voting membership shall consist of the sum of all:

III.1.1.1.1. Permanent Organization Representatives,

III.1.1.1.2. Permanent Project Representatives,

III.1.1.1.3. Class Justices in at-large capacity,

III.1.1.1.4. Chairs of all standing committees,

III.1.1.1.5. Chairs of all ad hoc committees; and,

III.1.1.1.6. All officers of the Executive Board.

III.1.1.2. The president may only vote to break a tie when chairing the General Session. In the absence of the president, the presiding officer shall be restricted to voting only to break a tie.

III.1.2. Alternate Representatives.

III.1.2.1. All member organizations, projects, committees, class justices, et al. that possess a seated representative in the general session shall be required to also seat at least one (1) alternate representative.

III.1.2.2. Alternates shall not be counted toward the quorum, shall not receive voting privileges, & shall be barred from obtaining the floor except when acting as proxy in the absence of their respective representative.

III.1.3. Recognized Permanent Organizations.

III.1.3.1. AMCP

III.1.3.2. APhA-ASP

III.1.3.3. AUSSHP Auburn

III.1.3.4. AUSSHP Mobile

III.1.3.5. Christian Pharmacists Fellowship International

III.1.3.6. Kappa Psi Pharmaceutical Fraternity

III.1.3.7. NCPA

III.1.3.8. Phi Delta Chi Auburn

III.1.3.9. Phi Delta Chi Mobile

III.1.3.10. Phi Lambda Sigma

III.1.3.11. Rho Chi

III.1.3.12. SCCP

III.1.3.13. SNPhA Auburn

III.1.3.14. SNPhA Mobile

III.1.4. Recognized Permanent Projects.

III.1.4.1. Committee of 19

III.1.4.2. Equal Access Auburn

III.1.4.3. Hargreaves Day

III.1.4.4. Pack it Up Club

III.1.4.5. PAWS Clinic

III.1.5. Policy of Executive Exclusion.

III.1.5.1. No student pharmacist may serve as the president of more than one member organization concurrently.

III.1.6. Policy of Non-Discrimination.

III.1.6.1. Membership in the School Council shall not be based on creed, race, gender, sexuality, ethnicity, or national origin.

Section 2. Types of Representatives.

III.2.1. Class Justices.

III.2.1.1. Each pharmacy student class shall elect three (3) class justices to serve as representatives at-large for each respective class, excepting the P4 class.

- III.2.1.2.** Each class shall elect one (1) class justice from the Mobile campus & two (2) justices from the Auburn campus. The P4 class shall elect two (2) justices irrespective of rotation location.
- III.2.1.3.** Each class shall also elect two (2) alternate justices, one (1) from Mobile & one (1) from Auburn. The P4 class shall elect two (2) alternates irrespective of rotation location.
- III.2.1.4.** Class justice alternates are barred from voting or obtaining the floor when the Council is in session, excepting when acting as proxy in the absence of another class justice.

III.2.2. Organization Representatives.

- III.2.2.1.** Each recognized permanent organization shall send one (1) representative to the School Council, duly elected or appointed in whatever manner such organization sees fit.
- III.2.2.2.** Each recognized permanent organization shall provide one (1) alternate representative to act in proxy of the organization representative in cases of absence. Each organization may also provide a second alternate, if desired.
- III.2.2.3.** Each organization must elect or appoint & shall notify the Executive Board, in writing, of the name(s) of the representative & alternate(s) prior to the second meeting of the School Council General Session in the fall semester.
 - III.2.2.3.1.** These individuals shall be the only individuals allowed to represent the organization except where written notification of change of representation has been provided to the Executive Board.
- III.2.2.4.** Organization alternate representatives are barred from voting or obtaining the floor when the Council is in session, excepting when acting as proxy in the absence of the organization representative.

III.2.3. Project Representatives.

- III.2.3.1.** Each recognized permanent project shall send one (1) representative to the School Council, duly elected or appointed in whatever manner such project sees fit.
- III.2.3.2.** Each recognized permanent project shall provide one (1) alternate representative to act in proxy of the project representative in cases of absence. Each project may also provide a second alternate, if desired.

III.2.3.3. Each project shall elect or appoint & notify the Executive Board, in writing, of the name(s) of the representative & alternate(s) prior to the second meeting of the School Council General Session in the fall semester.

III.2.3.3.1. These individuals will be the only individuals allowed to represent the project except where written notification of change of representation has been provided to the Executive Board.

III.2.3.4. Project alternate representatives are barred from voting or obtaining the floor when the Council is in session, excepting in instances where acting as proxy in the absence of the assigned representative.

III.2.4. Committee Chairs.

III.2.4.1. All chairs of committees, both standing & ad hoc, shall be seated as voting members of the General Session of the School Council.

III.2.4.2. In the case of absence, a committee chair shall designate a member of the committee as an alternate representative.

III.2.4.3. Non-chairing committee members are barred from voting or obtaining the floor when the Council is in session, except in instances when acting as proxy in the absence of the chair.

Section 3. Eligibility for Membership.

III.3.1. Permanent Organizations.

III.3.1.1. In order to be eligible for permanent organization membership in the HSOP School Council, a local organization chapter must meet the following criteria:

III.3.1.1.1. Be formally recognized by the chapter's respective parent organization;

III.3.1.1.2. Be formally approved by the Harrison School of Pharmacy administration's Executive Committee as a student organization;

III.3.1.1.3. Maintain good standing with the Harrison School of Pharmacy & the School Council.

III.3.1.2. Any organization that meets these criteria may petition for recognition & membership in the School Council in writing to the School Council Executive Board.

- III.3.1.3. All applications for membership must be presented to the General Session of the School Council for ratification.
- III.3.1.4. The approval of an application for membership shall require a three-fourths (3/4) vote of the School Council.
- III.3.1.5. Any recognized organization that desires to change their name must notify the Executive Board in advance; however, the name change does not require School Council approval.

III.3.2. Permanent Projects.

- III.3.2.1. To be eligible for project membership in the HSOP School Council, a designated project must meet the following criteria:
 - III.3.2.1.1. Be formally organized with an internal authority structure & financial accountability & faculty advisor; and,
 - III.3.2.1.2. Maintain good standing with the Harrison School of Pharmacy Executive Committee & School Council.
- III.3.1.2. Any project that meets these criteria may petition for recognition & membership in the School Council in writing to the School Council Executive Board.
- III.3.1.3. All applications for membership must be presented to the General Session of the School Council for ratification.
- III.3.1.4. The approval of an application for membership shall require a three-fourths (3/4) vote of the School Council.
- III.3.1.5. Any recognized project that desires to change their name must notify the Executive Board in advance; however, the name change does not require School Council approval.

Section 4. Requirements of Membership.

III.4.1. Compulsory Attendance.

- III.4.1.1. All seated representatives who are part of the voting membership are required to attend all meetings of the general session of the School Council (see Section III.1.1 for voting membership composition).
- III.4.1.2. In the event of absence, the alternate representative(s) must attend in proxy. Committees must delegate a specific member as proxy.
- III.4.1.3. In the event that neither a representative nor an alternate can attend, an organization or project should send an appropriate proxy, typically

a member of that organization's executive, to represent the organization.

- III.4.1.4.** If none of these criteria can be met, the organization or committee shall receive an absence. An absence shall be marked by default if roll is called & no representative is present for a given organization, project, or committee, or at-large representative(s).
- III.4.1.5.** Each organization, project, & committee shall receive a maximum of two (2) absences per semester.
- III.4.1.6.** Each respective class' justices shall together receive a maximum of two (2) absences per semester.
- III.4.1.7.** Excepted from compulsory attendance are the justices of the P4 class.
- III.4.1.8.** Each individual member of the Executive Board shall receive a maximum of two (2) absences per semester.

Section 5. Disciplinary Procedures.

III.5.1. Attendance Violations.

- III.5.1.1.** Upon each absence, the Secretary shall send in writing a notice of warning to the offending organization, project, committee, officer, or group of class justices.
- III.5.1.2.** Upon the second absence, the Secretary shall both send warning to the offending body & report the group to the Executive Board. The Board may both recommend communication with the offending body at this time & move to censure the member on the floor.
- III.5.1.3.** Upon the third absence, the Secretary shall report the group to the Executive Board, whereupon the offending body shall be reported as delinquent, notified, & shall lose all right to representation for the remainder of the semester & the respective representative(s) shall be suspended & barred from the floor.
- III.5.1.4.** In the case of committees, the Executive Board shall nominate a new chair & members, if necessary, subject to approval by the School Council. In addition, the School Council reserves the right to make nominations from the floor.
- III.5.1.5.** In the case of class justices, the Executive Board shall conduct a special election to elect new class justice(s) & alternate(s), if necessary, subject to approval by the School Council & governed by Article IV. The School Council reserves the right to make nominations from the floor.

- III.5.1.6.** Reinstatement of a delinquent organization must be initiated by the Executive Board no later than the following semester & shall require approval by the School Council by a two-thirds (2/3) majority.

III.5.2. Violations of Order.

- III.5.2.1.** Members who violate parliamentary procedure shall be dealt with in accordance with the authority by which such order is enforced and/or by standing rules indicated in the Code of Regulations.
- III.5.2.2.** In the event of indefinite suspension, the offending member may appeal in writing to the Executive Board, who shall consider the appeal on a case-by-case basis & issue a ruling before the next general meeting of the School Council.

III.5.3. Misconduct & Violations of Professionalism.

- III.5.3.1.** Any member found to be duly convicted of violating any federal, state, or local statute shall be subject to potential parliamentary disciplinary proceedings as seen fit by the School Council.
- III.5.3.2.** Any member found to be duly convicted of violating any code of Auburn University, the Harrison School of Pharmacy, the Auburn University Student Government Association; or of violating the Auburn SGA Code of Laws; or of the HSOP Code of Professionalism, shall be subject to potential parliamentary disciplinary proceedings as seen fit by the School Council.

Section 6. Resignation & Vacancy.

III.6.1. Organization & Project Representatives & Alternates.

- III.6.1.1.** Resignation of an organization or project representative or alternate must be submitted in writing to the Executive Board.
- III.6.1.2.** Any representative not present for roll call that does not submit official notice of resignation will be considered absent & subject to disciplinary procedures as outlined in section III.5.1.
- III.6.1.3.** In the event any representative or alternate of any recognized organization or project resigns their position, that organization or project must send a replacement to the School Council within fifteen (15) days of the original receipt of notice of resignation by the Executive Board.

III.6.1.4. Such an organization or project may appeal to the Executive Board in writing for an extension & the appeal shall be considered on a case-by-case basis.

III.6.1.5. Any organization or project that does not provide suitable replacement either within fifteen (15) days or within the timeframe of an extension provided by the Executive Board shall forfeit full benefits of membership until the replacement is provided.

III.6.1.6. The School Council shall not regulate the manner in which an organization or project's representative replacement is internally selected, elected, or appointed, in accordance with sections IV.1.3 & IV.1.4.

III.6.2. Committees.

III.6.2.1. Resignation of any committee member must be submitted in writing to the Executive Board.

III.6.2.2. Any committee chair not present for roll call that does not submit official notice of resignation will be considered absent & subject to disciplinary procedures as outlined in section III.5.1.

III.6.2.3. In the event of the resignation of a committee member or committee chair, the Executive Board shall nominate suitable replacement(s), subject to the approval of the School Council. In addition, the School Council reserves the right to make nominations from the floor.

III.6.3. Class Justices & Alternates.

III.6.3.1. Resignation of any class justice or alternate must be submitted in writing to the Executive Board.

III.6.3.2. Any class justice not present for roll call that does not submit official notice of resignation will be considered absent & subject to disciplinary procedures as outlined in section III.5.1.

III.6.3.3. In the event of the resignation of a class justice or alternate, the Executive Board shall conduct a special election to elect new class justice(s) & alternate(s), if necessary, subject to approval by the School Council & governed by the rules set forth in Article IV. The School Council reserves the right to make nominations from the floor.

ARTICLE IV

ELECTIONS & APPOINTMENTS

Section 1. Rules Governing Elections.

IV.1.1. Authority for Elections of the Executive Board.

- IV.1.1.1. Elections for the President, Vice-President Auburn, & SGA Senator shall be conducted in accordance with the Auburn University SGA Code of Laws (see AU SGA Code of Laws, Title VII, Chapters 700-799), administered by the SGA Election Board.
- IV.1.1.2. Elections for Vice-President Mobile, Treasurer Auburn, Treasurer Mobile, & Secretary shall be conducted under the authority of the presiding Executive Board at the time of normally scheduled Auburn SGA elections.

IV.1.2. Authority for Elections of School Council Members.

- IV.1.2.1. Elections for Class Justices & Committee Chairs both standing & ad-hoc shall be administered under the authority of the presiding Executive Board within timeframes specified in Article III.
- IV.1.2.2. Class Justices & Standing Committee Chairs must be elected & seated no later than the second meeting of the General Session of the School Council in the fall semester.

IV.1.3. Authority for Elections of Organization Representatives.

- IV.1.3.1. Elections for organization representatives shall be conducted under the supervision of each organization's respective executive body.
- IV.1.3.2. Member organizations must elect & confirm their representative & report them to be seated no later than the second meeting of the General Session of the School Council in the fall semester.

IV.1.4. Authority for Elections of Project Representatives

- IV.1.4.1. Elections for project representatives shall be conducted under the supervision of each organization's respective executive body.
- IV.1.4.2. Member projects must elect & confirm their representative & report them to be seated no later than the second meeting of the General Session of the School Council in the fall semester.

Section 2. Manner of Election.

IV.2.1. Election of the Executive Board.

- IV.2.1.1.** Election of the President, Vice-President Auburn, & SGA Senate Representative shall be conducted by the method of administration in use by the Auburn University SGA per the AU SGA Code of Laws, Title VII, Chapters 700-799.
- IV.2.1.2.** Election of the Vice-President Mobile, Treasurer Auburn, Treasurer Mobile, & Secretary shall be administered under the authority of the presiding Executive Board at the time of the Auburn University SGA elections via a secure system, such as Qualtrics.
 - IV.2.1.2.1.** The date of the election of members listed in IV.2.1.2 must be no later than two (2) weeks after the date of the official Auburn University SGA elections date.
- IV.2.1.3.** The presiding Executive Board shall call for nominations for officer positions at the start of election cycle of the Auburn University SGA elections in accordance with the AU SGA Code of Laws, Title VII, Chapters 700-799.

IV.2.2. Election of Committee Chairs & Committee Members

- IV.2.2.1.** The presiding Executive Board shall call for nominations for standing committee chairs & members prior to the first meeting of the General Session of the School Council meeting of each fall semester.
- IV.2.2.2.** The Executive Board shall gather nominations & fill committee positions by appointment. The Executive Board shall present the names of appointees to the General Session of the School Council to be approved, pending objection.
- IV.2.2.3.** The Executive Board shall assure that all standing committees are filled by the second meeting of the General Session of the School Council meeting in the fall semester.

IV.2.3. Election of Class Justices

- IV.2.3.1.** The presiding Executive Board shall call for nominations for Class Justices for the P1 through P4 class of pharmacy students.
- IV.2.3.2.** Elections for Class Justices shall be held during SGA elections or after, providing that all Justices are elected & seated by the second meeting of the General Session of the School Council in the fall semester.

IV.2.3.3. Elections for P1 Class Justices shall be completed by September 7 of the year of their respective term(s).

ARTICLE V

OFFICERS

Section 1. Names of Officers.

V.1.1. The officers of the HSOP School Council shall consist of the President, Vice-President Auburn, Vice-President Mobile, SGA Senator, Treasurer Auburn, Treasurer Mobile, and Secretary.

Section 2. Duties of Officers.

V.2.1. Duties of the President.

- V.2.1.1. Preside over all meetings of the Executive Board.
- V.2.1.2. Preside over all general session meetings of the School Council.
- V.2.1.3. Enforce all rules, regulations, & the Constitution & Bylaws of the School Council.
- V.2.1.4. Enforce the responsibility of other officers of the School Council to discharge their duties in accordance with Code of Regulations & the Constitution & Bylaws of the School Council.
- V.2.1.5. Oversee the proper appointment & activities of all committees both standing & ad-hoc, including a conference committee meeting each semester.
- V.2.1.6. Delegate all responsibilities & duties reserved for the Executive Board.
- V.2.1.7. Provide reasonable notice of at least twenty-four (24) hours to all members of the School Council concerning the scheduling of special meetings & the cancellation of general session meetings.
- V.2.1.8. Present biannually to the corporate body of HSOP at the Professional Seminar Series.
- V.2.1.9. Address the incoming P1 class at the white coat ceremony that occurs during the fall semester of their term.
- V.2.1.10. Address their graduating class at the commencement ceremony the May following the end of their term.
- V.2.1.11. Act as liaison between the HSOP administration, faculty, staff, & the student body.

- V.2.1.12. Represent the HSOP School Council at any events or meetings where such presence would be warranted.

V.2.2. Duties of the Vice-President(s)

- V.2.2.1. Serve as parliamentarian during general meetings of the School Council.
- V.2.2.2. Preside at general meetings of the School Council in the absence of the President.
- V.2.2.3. Assist the President in enforcing all rules, regulations, & the Constitution & Bylaws of the HSOP School Council.
- V.2.2.4. Oversee scheduling & logistics associated with general meetings of the School Council, meetings of the Executive Board, & activities of the School Council where appropriate.
- V.2.2.5. Depending on whether the President is on the Auburn or Mobile campus, assume the duties of the President in the event the President is unable to do so or the office of President is vacated for any reason.
- V.2.2.7. Depending on whether the President is on the Auburn or Mobile campus, the Vice-President(s) shall act in their capacity to represent the HSOP School Council in the absence of the President on their respective campus at events or meetings where such presence would be warranted.

V.2.3. Duties of the Senator.

- V.2.3.1. Discharge their office in compliance with the Auburn University SGA Code of Laws, the rules of the SGA Senate, & the AU SGA Constitution & Bylaws.
- V.2.3.2. Report any pertinent Senate business to the general School Council.
- V.2.3.3. Serve as parliamentarian at general meetings of the School Council in the absence of the Vice-President(s).
- V.2.3.4. Preside at general meetings of the School Council in the absence of the President & Vice-President(s).
- V.2.3.6. Serve as liaison between the HSOP School Council & SGA Senate.
- V.2.3.7. Represent the interests of HSOP in the SGA Senate.

- V.2.3.8. Maintain familiarity with & consult with the president on all matters related to the HSOP School Council Constitution & Bylaws & the HSOP School Council Code of Regulations.

V.2.4. Duties of the Treasurer(s).

- V.2.4.1. Handle financial affairs of the School Council & collect any assessments levied by the School Council or Executive Board.
- V.2.4.2. Ensure the School Council receives Special Activity Projects (SAP) funding at the start of the Auburn University SGA fiscal year annually.
- V.2.4.3. Maintain up-to-date records for all bank accounts.
- V.2.4.4. Maintain up-to-date records for all schedules, program budgets, special program budgets, ledgers, etc.
- V.2.4.5. Field all expense reports & refer expenses requiring prior authorization to the Executive Board for approval.
- V.2.4.6. In conjunction with the Executive Board prepare the annual budget to be submitted to the Auburn University SGA.
- V.2.4.7. Keep a permanent record of all transactions of the School Council.
- V.2.4.8. Serve as Director of Fundraising, *ex officio*, overseeing the activities of the Fundraising Committee.

V.2.5. Duties of the Secretary.

- V.2.5.1. Keep a current roll of current membership of the School Council & report all absences to the Executive Board.
- V.2.5.2. Prepare & maintain the minutes from each general meeting of the School Council & report the minutes to the student body in a timely manner.
- V.2.5.3. In conjunction with the president & senator, maintain an up-to-date & permanent record of the Constitution & Bylaws & all rules & regulations of the HSOP School Council.
- V.2.5.4. Keep accurate & up-to-date records of all non-financial paperwork relevant to the School Council & Executive Board.
- V.2.5.5. Preside at general meetings of the School Council in the absence of the President, Vice President(s), & Senator.

- V.2.5.6. Track all legislation through the School Council including assigning identifier(s), making edits & amendments on the floor, & ensuring that legislation is properly updated & maintained.

Section 3. Eligibility for Office.

V.3.1. Full Term Requirement.

- V.3.1.1. Any candidate for office in the HSOP School Council must announce their date of externship & graduation prior to each election.
- V.3.1.2. Any candidate seeking to run in the HSOP School Council elections shall not be eligible for office if the candidate's date of externship or graduation prevents them from competing one full term of office.
- V.3.1.3. One full term is defined as beginning when elections are complete in the spring semester & ending when new officers are installed the following year.

V.3.2. Candidacy Requirements.

- V.3.2.1. Each candidate shall be required to submit a platform to the presiding Executive Board.
- V.3.2.2. Candidates shall have no honor board violations.
- V.3.2.3. Candidates shall maintain a GPA of 2.5 on a 4.0 scale, or as required by the SGA Code of Laws, whichever is higher.
- V.3.2.4. Candidates running for School Council President shall not be permitted to serve as president of any other HSOP organization.
- V.3.2.5. The candidate(s) for SGA Senator shall be a student on the Auburn campus.

Section 4. Term(s) of Office.

- V.4.1. The term of office for all officers shall be approximately one year, spanning the time from the conclusion of SGA elections & installment of officers in the spring, to the installation of new officers the following spring.
- V.4.2. The dates for installation of the President, Vice-President Auburn, & SGA Senator shall be assigned in accordance with the Auburn University SGA Code of Laws.
- V.4.3. The dates for installation of all other officers shall not be more than two (2) weeks after announcement of election results by the Auburn University SGA Election Board.

Section 5. Removal from Office & Disciplinary Procedures.

V.5.1. Discipline of Officers.

- V.5.1.1.** Officers of the School Council are subject to discipline for offenses including, but not limited to, attendance violations, violations of order, misconduct, violations of the HSOP Code of Professionalism, & failure to execute the duties of their office.
- V.5.1.2.** Discipline may include suspension, censure, etc. as detailed in Article III, Section 5 of the HSOP School Council Constitution & Bylaws.

V.5.2. Vote of No Confidence.

- V.5.2.1.** Any member of the School Council may ask for a vote of no confidence with respect to an officer of the Council.
- V.5.2.2.** A member asking for a vote of no confidence shall be required to present a detailed justification for the request.
- V.5.2.3.** A vote of no confidence requires two co-sponsors.
- V.5.2.4.** A successful vote of no confidence gives the presiding Executive Board the authority to limit the scope of the privileges of the censured officer & subjects the officer to compulsory resignation.
- V.5.2.5.** A vote of no confidence requires a three-quarters (3/4) majority for passage.

V.5.3. Impeachment & Removal from Office

- V.5.3.1.** In the event an officer refuses resignation following a vote of no confidence, any member of the Council may petition for a vote of impeachment.
- V.5.3.2.** A member asking for a vote of impeachment shall be required to present a detailed justification for the request.
- V.5.3.3.** A vote of impeachment also requires two co-sponsors.
- V.5.3.4.** A vote of impeachment cannot be brought against an officer unless they have previously been censured with a vote of no confidence.
- V.5.3.5.** A vote of impeachment requires a three-quarters (3/4) majority for passage.

- V.5.3.6.** A successful vote of impeachment results in immediate removal from office & termination of all pursuant rights, privileges, and responsibilities.

Section 6. Resignation & Vacancy.

V.6.1. Resignation of an Officer

- V.6.1.1.** Resignation of any officer must be submitted in writing to the Executive Board.
- V.6.1.2.** The Executive Board may recommend delay of resignation in order to provide a period of time for transitioning a replacement officer.
- V.6.1.3.** Any officer not present for roll call that does not submit official notice of resignation shall be considered absent & subject to disciplinary procedures as outlined in section III.5.1.
- V.6.1.4.** In the event of the resignation of the President of the School Council, the Vice-President of the School Council shall assume, if able & willing, all duties of the office of the President of School Council for the remainder of the term.
- V.6.1.5.** In the event the Vice-President assumes the office of the President, the Executive Board shall nominate suitable replacement(s), subject to the approval of the School Council. In addition, the School Council reserves the right to make nominations from the floor.
- V.6.1.6.** In the event of the resignation of officers excepting the President, the Executive Board shall nominate suitable replacement(s), subject to the approval of the School Council. In addition, the School Council reserves the right to make nominations from the floor.

ARTICLE VI

MEETINGS

Section 1. Meeting Times.

- VI.1.1. The School Council shall meet in full General Session every other week unless modified by a two-thirds (2/3) vote of the Council.
- VI.1.2. The Executive Board shall meet in the intervening weeks when the general School Council is not in session & at minimum two (2) times per month.
- VI.1.3. The Executive Board shall establish a meeting schedule no later than during the summer & winter preceding each academic semester of the school year.
- VI.1.4. The Executive Board shall meet before the General Session of the School Council; thus, the first meeting of each semester shall be of the Executive Board.

Section 2. Quorum.

- VI.2.1. Quorum of the general School Council shall be one-half of the total voting membership.

Section 3. Special Meetings.

- VI.3.1. The President of the School Council may call special meetings to order with the consent of two (2) cosponsors, one of which cannot be a member of the Executive Board.
- VI.3.2. The President of the School Council shall call special meetings to order upon the written petition of any three (3) members of the Council.
- VI.3.3. By default, all normal rules of order apply & attendance of special meetings shall be considered compulsory for all voting members.

Section 4. Cancellation of Meetings.

- VI.4.1. The President of the School Council may, barring objection, cancel meetings of the general School Council with a minimum of forty-eight (48) hours' notice.

ARTICLE VII

THE EXECUTIVE BOARD

Section 1. Board Composition.

- VII.1.1. The Executive Board shall consist of the President, Vice-President Auburn, Vice President Mobile, SGA Senator, Treasurer Auburn, Treasurer Mobile, & Secretary.
- VII.1.2. The Council, as it sees fit, may appoint ad-hoc members to the Executive Board per Title V of the HSOP School Council Code of Regulations. The addition of permanent members to the Executive Board shall require amendment(s) to this document.

Section 2. Duties of the Board.

- VII.2.1. The Executive Board shall be responsible for:
 - VII.2.1.1. The executive leadership of the HSOP School Council & the protection & judicious enforcement of its bylaws.
 - VII.2.1.2. The scheduling & administration of elections.
 - VII.2.1.3. The development & approval of the SGA-allotted budget for each academic year & all incidental budgeting according to the HSOP School Council Code of Regulations, Title III, within the term of office.
 - VII.2.1.4. The timely & efficient transition of power from one board to the new board-elect in accordance with SGA Code of Laws, Title VI.
 - VII.2.1.5. The approval and/or remanding of general & future orders of business.
 - VII.2.1.6. All other incidental duties delegated to the Executive Board within the Constitution & Bylaws of the HSOP School Council & HSOP School Council Code of Regulations.
- VII.2.2. The individual officers of the Executive Board shall also be responsible for carrying out all duties specified by the Constitution & Bylaws & the Code of Regulations.

Section 3. Meetings.

- VII.3.1. The Executive Board shall meet in accordance with Article VI, Section 1.

- VII.3.2.** The Executive Board reserves the right to call special meetings of the Board without the consent of the General Session of the School Council.

Section 4. Removal from Office.

- VII.4.1.** All members of the Executive Board shall be disciplined and/or removed from office, if the need arises, in accordance with Article V, Section 5.

Section 5. Resignations & Vacancies.

VII.5.1. Resignation of a Member of the Executive Board.

- VII.5.1.1.** Resignation of any member of the Executive Board must be submitted in writing to the Executive Board itself.
- VII.5.1.2.** The Executive Board may recommend delay of resignation in order to provide a period of time for transitioning a replacement officer.
- VII.5.1.3.** Any member not present for roll call that does not submit official notice of resignation shall be considered absent & subject to disciplinary procedures as outlined in section III.5.1 & section V.5.
- VII.5.1.4.** In the event of the resignation or removal of the President of the School Council, the Vice-President of the School Council shall assume, if able & willing, all duties of the office of the President of School Council for the remainder of the term.
- VII.5.1.5.** In the event the Vice-President assumes the office of the President, the Executive Board shall nominate suitable replacement(s), subject to the approval of the School Council. In addition, the School Council reserves the right to make nominations from the floor.
- VII.5.1.6.** In the event of the resignation or removal of members excepting the President, the Executive Board shall nominate suitable replacement(s), subject to the approval of the School Council. In addition, the School Council reserves the right to make nominations from the floor.

ARTICLE VIII

COMMITTEES

Section 1. Standing Committees.

- VIII.1.1.** The committees listed in this section are the permanent standing committees of the HSOP School Council. They cannot be dissolved, only charged & discharged, & their seating cannot be prevented without amendment to this article.
- VIII.1.2.** Specific rules concerning the procedures, appointment, & governance of the standing committees shall be maintained in the HSOP School Council Code of Regulations, Title V.
- VIII.1.3.** The authority to appoint standing committees shall remain with the Executive Board & appointees are subject to approval by the general session of the School Council.
- VIII.1.4.** Committees of the HSOP School Council operate at the discretion & under the full authority of the Executive Board & General Session of the School Council.
- VIII.1.5.** Committees shall not exercise objectives, procedures, financial expenditures, powers of nomination or confirmation, et al. outside of the respective boundaries for committee structure & operation as set forth in HSOP School Council Code of Regulations, Title V.
- VIII.1.5.** The recognized standing committees of the HSOP School Council are:
- VIII.1.5.1.** Apothecary Ball
 - VIII.1.5.2.** Bake Sale
 - VIII.1.5.3.** Chili Cook-Off
 - VIII.1.5.4.** Fundraising
 - VIII.1.5.5.** Mobile Gala
 - VIII.1.5.6.** PharmFit 5K
 - VIII.1.5.7.** Rx Run 5K

Section 2. Ad Hoc Committees.

- VIII.2.1.** Ad Hoc Committees shall be specified within & all rules concerning procedures, appointment, & governance of ad hoc committees shall be maintained under the School Council Code of Regulations, Title V.

- VIII.2.1.** Committees of the HSOP School Council operate at the discretion & under the full authority of the Executive Board & general School Council. Committees shall not exercise objectives, procedures, financial expenditures, powers of nomination or confirmation, et al. outside of the respective boundaries for committee structure & operation as set forth in HSOP School Council Code of Regulations, Title V.

Section 3. Additional Provisions for Committees.

- VIII.3.1.** Financial regulations concerning the funding of committees both standing & ad hoc shall be contained within the HSOP School Council Code of Regulations, Title III.

- VIII.3.2.** Objectives & procedures for committees both standing & ad hoc shall be contained in the HSOP School Council Code of Regulations, Title V.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Section 1. Source of Authority.

- IX.1.1.** The source of parliamentary authority for all matters shall be Roberts Rules Newly Revised (RONR).
- IX.1.2.** The Council should take care to ensure that the edition of RONR used is the newest & most up-to-date available.

ARTICLE X

AMENDMENTS

Section 1. Procedure for Amendments.

X.1.1. Amendments to the Constitution & Bylaws.

- X.1.1.1. Amendments to the Harrison School of Pharmacy School Council Constitution & Bylaws must be submitted for approval, in writing & as a bill, to the Executive Board.
- X.1.1.2. Upon approval, the bill shall be introduced as new business at the earliest possible general meeting of the School Council.
- X.1.1.3. After introduction, the bill shall not be voted on until the next meeting of the General Session of the School Council or at least one (1) week has passed, whichever is earliest.
- X.1.1.4. Upon consideration of the bill, a two-thirds (2/3) majority is required to pass.

X.1.2. Amendments to the Code of Regulations.

- X.1.2.1. Amendments to the Code of Regulations of the Harrison School of Pharmacy School Council must be submitted for approval, in writing & as a bill, to the Executive Board.
- X.1.2.2. Upon approval, the bill shall be introduced as new business at the earliest possible general meeting of the School Council.
- X.1.2.3. The bill may be debated & passed by a simple majority without delay.

ARTICLE XI**RATIFICATION****Section 1. Ratification of the Constitution & Bylaws.**

- XI.1.1.** Ratification of these Constitution & Bylaws shall be by a three-fourths (3/4) vote of the membership of the School Council general session.

RATIFIED 23 JULY 1974
AMENDED 14 FEBRUARY 2014
AMENDED 29 SEPTEMBER 2015
AMENDED 10 OCTOBER 2015
AMENDED 4 NOVEMBER 2015
AMENDED 14 NOVEMBER 2015
AMENDED 15 MARCH 2016