

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL OF PHARMACY
DALLAS STUDENT SENATE
CONSTITUTION

Article I Name

- A. The name of this organization shall be Texas Tech University Health Sciences Center (TTUHSC) School of Pharmacy (SOP) Dallas Student Senate and shall be referred to herein as the Dallas Student Senate.

Article II Purpose

- A. The purpose of this organization shall be to promote, coordinate, and direct student affairs/activities which affect the Dallas SOP student body as well as encourage communication among pharmacy students.

Article III Membership

- A. All members of the Dallas Student Senate must be registered full time students at TTUHSC SOP.
- B. The members of the Dallas Student Senate shall consist of TTUHSC SOP students on the Dallas campus.

Article IV Organization

- A. The members of the Dallas Student Senate shall elect an Executive Committee from its membership, which will include:
1. President
 2. President-Elect
 3. Secretary
 4. Treasurer
 5. Treasurer-Elect

Article V Elections

A. Eligibility and Term

I. Any member of the Dallas Student Senate in good academic standing is eligible to hold office.

(1) President – The President-Elect shall become the President upon starting the next academic year after their election to the President-Elect position provided they

have maintained good academic standing and have progressed to P4 standing

(2) President-Elect – Must be of P3 standing and will become the President upon starting the next academic year after their election to the position

(3) Secretary – May be of P3 or P4 standing and shall serve from election until the start of the following academic year

(4) Treasurer – The Treasurer-Elect shall become the Treasurer upon starting the next academic year after their election to the Treasurer-Elect position provided they have maintained good academic standing and have progressed to P4 standing

(5) Treasurer-Elect – Must be of P3 standing and will become the Treasurer upon starting the next academic year after their election to the position

B. Elections of Dallas Student Senate Officers Secretary, President- Elect, and Treasurer-Elect: Nominations shall be opened at the Dallas P3 Orientation and closed one week there after. Elections shall be held the following week.

Article VI Responsibilities

A. Members are expected to help increase communication among School of Pharmacy organizations.

B. Members are expected to attend each meeting.

Article VII Officers

A. President

- (1) Shall represent the official opinion of the student body at the Dallas SOP campus when requested to do so, by parties that are not affiliated with the School of Pharmacy.
- (2) Shall preside over Dallas Student Senate meetings.
- (3) Shall represent the Dallas Student Senate at all business or social functions or appoint a substitute to do so.
- (4) Shall call meetings, both special and regular of the Dallas Student Senate.
- (5) Shall supervise the appointment and establishment of the Dallas Student Senate committees, except as provided by the by-laws.
- (6) Shall authorize any reimbursement requests from Dallas Student Senate funds, ensure proper forms are completed and track the movement of monies. The President will enlist the help of the Treasurer when necessary.

B. President-Elect

- (1) Shall shadow the President to learn the duties and responsibilities of the office of president.
- (2) Shall aid the other officers of the Dallas Student Senate.
- (3) Shall preside at meetings of the Dallas Student Senate when the President is absent.
- (4) Shall assume the responsibility of President should that position become vacant.
- (5) Shall become President the year following their term as President-Elect.

C. Secretary

- (1) Shall record minutes of the meetings.
- (2) Shall conduct all Executive Committee correspondence.
- (3) Shall keep copies of all the papers, records, communications and correspondence sent by and received by the Dallas Student Senate.
- (4) Shall inform members of meeting times and minutes.

D. Treasurer

- (1) Shall receive and disperse Dallas Student Senate funds.
- (2) Shall present monthly financial reports, showing the financial status of the Dallas Student Senate. Shall also provide financial information upon Dallas Student Senate request.
- (3) Shall arrange the deposit of all money of the Dallas Student Senate in the name of the organization.
- (4) Shall make arrangements to pay Dallas Student Senate bills authorized by the Dallas Student Senate as set forth in the by-laws.
- (5) Shall present the Dallas Student Senate Budget at the Dallas Student Senate meetings.
- (6) Shall oversee other financial responsibilities deemed necessary by executive committee

E. Treasurer-Elect

- (1) Shall shadow the Treasurer to learn the duties and responsibilities of the office of treasurer.
- (2) Shall aid the other officers of the Dallas Student Senate.

(3) Shall assume the responsibility of Treasurer should that position become vacant.

(4) Shall become Treasurer the year following their term as Treasurer-Elect.

Article VIII Committees:

A. Formation

(1) Shall be chaired from within the Dallas Student Senate.

(2) Shall be drawn from members or from the student population with the exception of any committees formed due to resolutions or finances.

(3) Shall be composed as legislated by the Dallas Student Senate.

(4) Shall be formed when deemed necessary by the Dallas Student Senate.

B. Computer Committee

(1) Shall be formed when necessary to aid in services such as website development and maintenance.

C. Resolutions Committee

(1) Shall be chaired by the Dallas Student Senate President.

(2) Shall present senate proposals to the Dallas Student Senate Executive Committee when appropriate, subject to input from Dallas Student Senate.

D. Social Committee

(1) Shall coordinate and publicize the social functions of the Dallas Student Senate.

E. Financial Committee

(1) Shall be chaired by the Treasurer.

(2) Shall consist of at least one Dallas Student Senate member from each organization of the Amarillo SOP organizations, including a representative from each class.

- (3) Shall prepare and maintain the Dallas Student Senate budget.
- (4) Shall disperse raised funds to the individual organizations in a manner that the Dallas Student Senate deems equitable along with nonbinding recommendations as to how monies should be dispersed within each organization.
- (5) Shall research and review any request for additional funds by any organization and make a recommendation to the Dallas Student Senate.
- (6) Shall use the resources/advice of the regional campus chief accountant when appropriate.
- (7) The committee itself will vote upon the distribution of monies received by the Dallas Student Senate. In the case of a deadlock, the president will have the deciding vote.

Article X Duties and Power

- A. To determine, direct and coordinate student body policy.
- B. Legislation shall include the following:
 - (1) Proposals introduced by any member.
 - (2) Petitions signed by at least 25 percent of full-time Dallas TTUHSC SOP students.
 - (3) Changes or amendments to the Constitution introduced by proposals and petition.
- C. Constitutional changes or amendments.
 - (1) Must be approved by majority of the entire Dallas Student Senate.
 - (2) Cannot be enacted unless ratified by a majority of the votes in general election by the student body.
 - (3) Shall become effective immediately upon student body ratification.

D. All other actions, proposals, motions, or petitions shall require a majority vote of the members present.

E. Petitions from the Student Body

(1) A petition signed by a minimum of 25 percent of the student body of the Dallas campus and shall be presented by the author(s) of the petition to the Dallas Student Senate for discussion and vote.

(2) Petitions must be submitted no later than 2 weeks prior to the meeting at which it is to be considered.

(3) Late petitions will only be considered on a case-by-case basis.

F. Rejected Petitions.

(1) Any petition rejected by the Dallas Student Senate may be voted upon by the student body as a whole if a vote is requested by the petition's author(s).

(2) Petitions rejected by the Dallas Student Senate but approved by the student majority shall be enacted.

Article XI Meetings

A. Meetings shall be held monthly at a time the Dallas Student Senate Executive Committee members have agreed upon.

B. General meetings shall be opened to non-participants.

C. Absence policy shall be followed as set forth in the by-laws.

D. Meetings shall follow Roberts Rules of Order.

Article XII Due Process

- A. Neither the student body nor the Dallas Student Senate shall take any action, directly or indirectly, which denies liberty, property, or otherwise penalizes any member of the student body, except through due process of law.
- B. No provision of the Constitution and Bylaws of the Dallas Student Senate, nor any petition, proposal, amendment, or other measure passed in pursuance thereof shall be superseded, vetoed, repealed, amended, or otherwise changed or altered except through due process of law.

Article XIII Impeachment Process

- A. Failure of any member of the Dallas Student Senate to carry out the duties and responsibilities of office, or participating in any activity which may be considered unbecoming of a student representative shall be grounds for removal from the Dallas Student Senate.
- B. Upon receipt of a petition containing the signatures comprising 20 percent of that representative's constituency or a majority of the Dallas Student Senate, impeachment proceedings may be implemented.
- C. The President of the Dallas Student Senate shall preside at the impeachment proceedings; if the President is tried, the Dallas Student Senate shall select a presiding officer from among its membership. No person under impeachment shall preside at the impeachment. The President of the Dallas Student Senate must inform all members of the Dallas Student Senate and the advisors for the Dallas Student Senate at least five class days before the impeachment proceedings are to take place. The impeachment proceedings shall be a special session. The members shall be allowed to question the accused and the

accused shall be allowed a rebuttal. No person shall be impeached without the consensus of two-thirds of the total membership of the Dallas Student Senate.

D. Impeachment against any member of the Dallas Student Senate shall consist of removal from the Dallas Student Senate, removal from position of class officer, and disqualification to hold and enjoy any office of honor, responsibility or benefit under the Dallas Student Senate.

E. Any officer of representative impeached shall be ineligible for re-election for not less than one academic year

Article XIV Policy on Discrimination

A. The Dallas Student Senate does not discriminate on the basis of race, color, age, religion, sex, national origin or physical handicap in its educational programs, activities or policies, in accordance with Federal, state and local laws.

TTUHSC SOP DALLAS STUDENT SENATE
BY-LAWS

Section I: Representation

- A. Any full-time student of the Dallas Campus may be a member.
- B. Amarillo School of Pharmacy (SOP) organizations' Dallas representatives and Dallas class representatives shall have representatives/members that make up the Dallas Student Senate financial committee.

Section II: Responsibilities of Members

- A. All members are responsible to uphold the laws of the organization.
- B. Members of the finance committee:
 - (1) Liaise between the Senate and their organization/class.
 - (2) Mandatory attendance to each meeting.
 - (3) In the event a Senate member must miss a meeting he/she must confirm that his/her organization will be represented at the meeting by at least one other member. If member is lone representative on the Dallas campus, he/she is responsible for the information presented at the meeting.

Section III: Meetings

- A. Meetings shall be called monthly unless otherwise decided by the President and Executive committee.
- B. Financial Committee:
 - (1) Meetings shall be called monthly unless otherwise decided upon by either the Treasurer or the President.

Section IV: Attendance Policy

- A. Members are expected to attend meetings.
- B. Financial Committee:
 - (1) Members will be allowed two excused absences per semester. Absences must be reported to the treasurer within 24 hours of the absence.
 - (2) Upon the third absence during any single semester, the Senator will be reviewed by the Dallas Student Senate and possibly have his/her responsibilities revoked.