

Senate Constitution and Bylaws for Students

The name of this organization shall be Texas Tech University Health Sciences Center at Amarillo School of Pharmacy Student Senate and shall be referred to herein as the Student Senate.

Article I: Purpose

The purpose of this organization shall be to promote, coordinate, and direct those student affairs/activities affecting the SOP student body as an entity as well as encourage communication among the individual organizations that operate within the SOP.

Article II: Membership

- A. All members of the Student Senate must be registered full time students at TTUHSC SOP.
- B. Any vacancies before the term of the member of the Student Senate ends shall be filled by the alternate from that respective organization. Elections for an alternate will be held within thirty days of the vacancy.
- C. The members of the Student Senate shall consist of one representative from each of the organizations within the SOP and each class will be represented by their four class officers including Class President, Class Vice-President, Class Treasurer and Class Secretary.
- D. Terms are for one year (May to May).

Article III: Organization

- A. The representatives of the TTUHSC - SOP Students shall be the Student Senate.
- B. The members of the Student Senate shall elect an executive committee from its membership, which will include:
 1. President
 2. Vice-president
 3. Treasurer
 4. Secretary

Article IV. Elections

- A. Eligibility for President, Vice-President, Secretary, and Treasurer shall be any member of the Student Senate in good academic standing as set forth by the School of Pharmacy.
- B. Term is for one year.
- C. Elections of Senate officers shall be held during the Spring semester.

Article V. Responsibilities

- A. Members of the Student Senate shall be entrusted by their constituency to represent the interest of their respective organization as well as SOP student interest
- B. As a representative spokesperson and advocate of the SOP students in academic, administrative and philosophic affairs, each Senator is also entrusted with the duty of

communicating, publicizing and discussing controversies or proposals pending action by the Senate.

Article VI. Officers

A. President

1. Shall represent the official opinion of the student body at TTUHSC when requested to do so to persons not affiliated with TTUHSC. The President shall do so by vote of the Student Senate
2. Shall preside over Senate meetings
3. Shall represent the 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 Student Senate.
5. Shall supervise the appointment and establishment of the Senate committees, except as provided by the by-laws.
6. Shall authorize any reimbursement requests from Senate funds, ensure proper forms are completed and track the movement of monies. The President will enlist the help of the Treasurer when necessary
7. Shall have one year experience serving on the Amarillo School of Pharmacy Student Senate.
8. Shall be a student on the Amarillo campus during his/her term.

B. Vice President

1. Shall preside at meetings of the Student Senate when the President is absent.
2. Shall assume the responsibility of President should that position become vacant. Elections for a new Vice President will be held within thirty days.
3. Shall assist the President with overseeing all committees.
4. Shall establish a master schedule of all SOP activities.
5. Shall be responsible for maintaining and updating the bulletin board and display case as needed.

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 Senate.
4. Shall inform Senators of meeting.

D. Treasurer

1. Shall receive and disperse Senate funds as directed by the Senate.
2. Shall present monthly financial reports, showing the financial status the Senate.
3. Shall also provide financial information upon Senate requests.
4. Shall arrange deposit of all money of the Senate in the name of the organization with the regional campus chief accountant.
5. Shall make arrangements to pay Senate bills authorized by the Senate as set forth in the by-laws.
6. Shall present the Student Senate Budget to the Student Services Committee.

7. Shall oversee other financial responsibilities deemed necessary by executive committee.
8. Shall be a student on the Amarillo campus during his/her term.

Article VII. Committees:

A. Formation

1. Shall be chaired from within the Senate.
2. Shall be drawn from representatives of the organizations or from the class officers.
3. Shall be composed as legislated by the Student Senate.
4. Shall be formed when deemed necessary by the Student Senate.

B. Curricular Affairs

1. Shall be composed of 3 members.
2. Members will include at least one 4th year and one 3rd year student.

C. Student Affairs

1. Shall be composed of 3 members.
2. Members will include at least one 4th year and one 3rd year student.

D. Faculty Affairs

1. Shall be composed of 2 members.
2. Members will include at least one 4th year and one 3rd year student.

E. Outcomes Assessment

1. Shall be composed of at least but not limited to 2 members from 2nd, 3rd, or 4th year representatives.

F. Student Services Fees Committee

1. Shall be composed of 3 members.
2. One of the members should be 3rd or 4th year student.

G. Community Service

1. Shall be composed of 3 members.
2. Members may include 1st year representatives.

H. Spring Banquet

1. Shall be composed of 3 members.
2. Members may include 1st year representatives.

I. Special Projects

1. Consists of one member acting as a liaison between Student Services.

J. Regional Senate

1. Shall be composed of 3 members.
2. Members will be 2nd, 3rd, or 4th year students.

Article VIII. Duties and Power

A. To determine, direct and coordinate student body policy.

B. Legislation shall include the following:

1. Proposals introduced by any representative or class officer.
2. Petitions signed by 25 percent of TTUHSC SOP Amarillo students.

3. Changes or amendments to the Constitution introduced by proposals and petition.
- C. Constitutional changes or amendments.
- D. Must be approved by three fourths' majority of the entire Student Senate.
- E. All other actions, proposals, motions, or petitions shall require a majority vote of the Senators present.
- F. Petitions from the Student Body
 1. A petition signed by a minimum of 25 percent of the student body of the presenter's school shall be presented by the author(s) of the petition to the 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. Late petitions will only be considered on a case-by-case basis
- G. Rejected Petitions
 1. Any petition rejected by the 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 Senate but approved by the student majority shall be enacted.

Article IX. Meetings

- A. Meetings shall be held monthly at a time the 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 X. Due Process

- A. Neither the student body nor the 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 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 XI. Impeachment Process

- A. Failure of any member of the 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 Student Senate.
- B. Upon receipt of a petition containing the signatures comprising twenty percent of that representative's constituency or a majority of the Student Senate, impeachment proceedings may be implemented.
- C. The President of the Student Senate shall preside at the impeachment proceedings; if the President is tried, the Vice President of the Student Senate shall preside; if both the

President and Vice President are unable to preside, the Student Senate shall select a presiding officer from among its membership. No person under impeachment shall preside at the impeachment. The President of the Student Senate must inform all members of the Student Senate and the advisors for the 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 Senate.

- D. Impeachment against any member of the Student Senate shall consist of removal from the Student Senate, removal from position of class officer, and disqualification to hold and enjoy any office of honor, responsibility or benefit under the Student Senate.
- E. Any officer of representative impeached shall be ineligible for re-election for not less than one academic year

Article XII. Policy on Discrimination

- A. The 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 STUDENT SENATE BY-LAWS

Section I: Representation

- A. The Student Senate will have equal representation from each of the organizations. Organizations include Phi Lambda Sigma (PLS), Rho Chi, Phi Delta Chi Pharmaceutical Fraternity (PDC), Kappa Psi Pharmaceutical Fraternity, American Pharmacist Association – Academy of Student Pharmacists (APhA-ASP), National Chain Pharmacist Association (NCPA), Christian Pharmacist Fraternity (CPFI), Graduate Student Association of Amarillo (GSAA), Toastmasters, and Texas Tech Health Systems Pharmacists (TTHSP). Each organization will provide one (1) student senate representative.
- B. Each class will provide four (4) representatives including President, Vice-President, Treasurer and Secretary.

Section II: Responsibilities of Senate representatives

- A. Senate Representatives:
 - 1. Liaison between the Senate and the Student Body.
 - 2. Mandatory attendance to each monthly meeting. (See Section III)
 - 3. Service on one (1) committee. Each committee meets on an as-needed basis.
 - 4. In the event a Senate member must miss a meeting he/she must confirm that his/her school will be represented at the meeting by at least one other senator.

Section III: Attendance Policy

- A. If representative not able to make the meeting, a replacement must be sent in his/her place to prevent an absence.

- B. The representative is allowed one unexcused absence (where the representative knew about the meeting beforehand) for the entire school year.
- C. Penalty
 - 1. Fundraising abilities revoked for the rest of the school year.
 - 2. If organization continuously misses meetings, then penalty is to be determined by the other representatives of the senate.