

Student Senate Constitution
UNC Eshelman School of Pharmacy
The University of North Carolina at Chapel Hill

School Strategic Plan Statements:

1. Vision

To be a premier academic institution at the forefront of discovery and innovation in education, practice, and pharmaceutical sciences research positively impacting human health worldwide.

2. Mission

To develop leaders and innovators in pharmacy education, pharmacy practice, and pharmaceutical sciences.

3. Purpose

To help people live longer, healthier lives.

4. Core Values

1. We are committed to excellence in all that we do.
2. We are innovators – bringing creative ideas to life to enrich student learning and improve human health worldwide.
3. We seek and value collaboration and interdependency throughout all aspects of what we do – the education and training of our students; the provision of patient care; the scientific discovery and generation of new knowledge.
4. We uphold the values of integrity, trust, honesty, and accountability in our actions as individuals and as an institution.
5. We foster professional growth for faculty and staff and create a culture where faculty and staff are recruited into career opportunities in our School.
6. We promote diversity and inclusiveness and value the richness this brings to our School community.
7. We are dedicated to those we serve – our students, our patients, and society.

Accreditation

The doctor of pharmacy program of the UNC Eshelman School of Pharmacy is accredited by the American Council for Pharmacy Education. The School holds membership in the American Association of Colleges of Pharmacy.

History

The School of Pharmacy was established as a department of the University in 1897 and first located on the ground floor of New West. Since that time, the School has moved several different times from New West to Person Hall in 1912 to Howell Hall in 1925 and finally to the current location in Beard Hall which was completed in 1960. Attached to Beard Hall is Kerr Hall, which was completed in the Fall of 2002 and contains two state of the art auditorium classrooms with videoteleconferencing (VTC) capabilities to support our branch campus in Asheville.

Student Senate Constitution
UNC Eshelman School of Pharmacy
The University of North Carolina at Chapel Hill

Table of Contents

CONSTITUTION OF THE SENATE

Article I. Name.....	3
Article II. Membership.....	3
Article III. Officers of the Student Body.....	3
Article IV. Class Officers.....	4
Article V. Senate Council.....	5
Article VI. Amendments.....	5
Article VII. Nomination and Election.....	6
Article VIII. Budget Committee.....	6
Article IX. New Organizations.....	7

BY-LAWS OF THE SENATE

I. Quorum.....	8
II. Mission Statement.....	8
III. Duties of Senate Officers.....	8
IV. Resignation.....	9
V. Order of Succession.....	9
VI. Committees.....	10
VII. Meetings.....	10
VIII. Recognized Organizations.....	10
IX. Payment Policy and Procedures.....	11
X. Senate Council Meeting Guidelines.....	11
XI. Advisor.....	11
XII. Misfeasance, Malfeasance, or Nonfeasance of Duty.....	11
XIII. Asheville Executive Committee of the Senate.....	12
XIV. Recruitment.....	14

APPENDIX I: Responsibilities of Class Officers.....	15
--	-----------

APPENDIX II: Misfeasance, Malfeasance, or Nonfeasance of Duty.....	16
---	-----------

APPENDIX III: Professional References.....	22
A. Oath of a Pharmacist	
B. Code of Ethics for Pharmacists	
C. Pledge of Professionalism	

APPENDIX IV: Senate Council Meeting Policy and Protocol.....	24
---	-----------

APPENDIX V: Organization Banking Policy.....	27
---	-----------

APPENDIX VI. Student Senate Funding Policy and Guidelines
for Student Organizations.....30

APPENDIX VII. Officer Elections Documents.....34

- I. Election Rules and Regulations for Senate and Class Officers.....34
- II. Election Statement of Understanding.....34
- III. Oath of Office.....35

Student Senate Constitution
UNC Eshelman School of Pharmacy
The University of North Carolina at Chapel Hill

Constitution of the Senate

ARTICLE I: Name

This organization shall be called the Student Body of the University of North Carolina at Chapel Hill Eshelman School of Pharmacy (hereinafter described as the Student Body) and shall be represented by a Pharmacy Senate as described in Article V.

ARTICLE II: Membership

Membership of the Student Body shall consist of Active Members and Associate (non-voting Members). Those students enrolled full-time in course of study leading to the Doctor of Pharmacy Degree shall be Active Members. Associate membership may be available to graduate students, part-time students, and any interested individual (such as community members, health professionals, etc.) as determined by the Senate.

ARTICLE III: Officers of the Student Body

Section 1: The Student Body shall have the following officers: President, Vice-President, Secretary, Treasurer, GPSF Senator, and Asheville Executive Committee Chair. The Student Body shall have Asheville Executive Committee to facilitate communication among the two campuses. Each office shall be held by an individual student. They shall be elected annually. They should hold office until their successors are elected and sworn into office.

Section 2: The President of the Student Body shall have the option of appointing an office of Assistant to the President. This person shall serve until the election of new officers takes place and is to fulfill any duties the President sees fit to assign the Assistant to the President.

Section 3:

- A. Senate Officer-elects will all take office during the last Senate Meeting in the Spring Semester by taking their oaths under the current Senate President or his/her designate.
- B. Voting on New Officers: The new set of officers for the next consecutive school year term shall be voted upon during the Spring Semester. All officers, excluding Senators, shall be voted on by the entire student body. Asheville Executive Committee Members will be voted on by the student body enrolled in their respective program campus.
- C. Office Requirements/Criteria for Senate Officers:
 - 1) All current officers should orient newly elected Senate officers to their position after they have been elected; there will be a creation of a President-Elect, a Vice-President-Elect, a Secretary-Elect, a Treasurer-Elect, GPSF Senator-Elect, and an Asheville Executive Committee Chair-Elect for about 4 weeks followed by a Senate retreat, until the officers are inducted to their office at the final Senate meeting of the year. The current officers shall help the newly elected students become accustomed to the rules, duties, and responsibilities that each officer must abide by and work diligently to uphold.
 - 2) The Asheville Executive Committee Chair shall be restricted to being a PY2 upon taking office. He/She will take office during the last Senate meeting of his/her Spring Semester and continue to the last Senate meeting of the Spring Semester of the following year. The positions shall be held by an individual student

Asheville campus. He/She shall work diligently to uphold communication between Asheville and Chapel Hill.

- 3) The Treasurer shall be restricted to being a PY2 upon taking office. He/She will take office during the last Senate meeting of his/her Spring Semester and continue until the last Senate meeting of the Spring Semester of the following year.
- 4) The Secretary shall be restricted to being a PY1 upon taking office. He/She will take office during the last Senate meeting of his/her Spring Semester and continue to the last Senate meeting of the Spring Semester of the following year.
- 5) The GPSF Senator shall be restricted to being one PY1 and one PY2 upon taking office. They will take office during the last Senate meeting of their Spring Semester and continue until the last Senate meeting of the Spring Semester of the following year.
- 6) The Vice-President shall be restricted to being a PY2 upon taking office. He/She shall take office during the last Senate meeting of his/her Spring Semester and continue to the last senate meeting of the Spring Semester of the following year.
- 7) The President shall be restricted to being a PY2 upon taking office. The President not concurrently hold the office of President for any other organization officially recognized by the UNC Eshelman School of Pharmacy. He/She will take office during the last Senate meeting of his/her Spring Semester and continue to the last Senate meeting of the Spring Semester of the following year.

ARTICLE IV: Class Officers

Each class shall have the following officers: President, Vice-President, Secretary/Treasurer, and Asheville Class Representative with the exception of the PY4 Class which will only have the following officers: President, Vice-President, and Secretary/Treasurer. They shall be elected annually by secret ballot and hold office until their successors are elected. The word class as it appears in this document means a group of individuals matriculated and enrolled in the program that upon completion would confer the degree of Doctor of Pharmacy. The number of classes may vary according to program completion and may be designated in any convenient consistent manner according to custom (i.e. PY1 class, PY2 class, PY3 class, and PY4 class). Each class office shall be held by an individual student.

Order of Succession

A. Recognizing the possibility of absence or incapacity to act, the order of class officer succession is as follows:

1. In the absence of the President, the Vice-President shall assume the office of the President.
2. In the absence of the Vice-President, the Secretary/Treasurer shall assume the office of the Vice-President and maintain their duties as Secretary/Treasurer.
3. In the absence of the Secretary/Treasurer, the Vice-President shall assume the duties of the Secretary/Treasurer and maintain their office as Vice President.

ARTICLE V: Senate Council

The purpose of the Pharmacy Senate Council is to represent the Student Body of the UNC Eshelman School of Pharmacy, act as the student governing body, enforce rules, and receive,

discuss, and disseminate information and opinions of the Student Body to the appropriate persons. The Senate Council Meetings shall be a forum for student opinion on important issues. The Senate Council shall comprise of all the Student Body Officers, one Class Officer, and one representative from each recognized Senate organization as described in the By-Laws. The President of the Student Body shall be the Chairman in the Council Meetings and may cast vote in such meetings only when the vote of the members present is equally divided. The Senate Council may pass resolutions, award honors, interpret the Constitution and By-Laws and perform other lawful acts in response to the desires and opinions of the Senate Membership.

Meetings of the Senate shall be called by the President of the Student Body not less than three (3) times in addition to a "Presidential" meeting to set the calendar at the beginning of the semester during the fall semester and not less than three (3) times during the spring semester as determined in the By-Laws. Senators may petition for a meeting of the matter of right and the President of the Student Body shall within a reasonable length of time, schedule a meeting upon receipt of a petition for such purpose signed by five (5) senators.

ARTICLE VI: Amendments

Propositions to alter or amend the Constitution must be submitted in writing one week prior to an official meeting of the Senate. Discussion of the proposed change is open to any Senate Council Representative. After discussion, a hand vote will be taken of the Senate Council Representatives. The Senate officers do not vote, and the President only votes in the event of a tie. Such propositions shall become part of the Constitution upon receiving two-thirds (2/3) favorable vote from active members of the Senate.

The By-Laws may be altered or amended in the same manner as the Constitution. The By-Laws may be temporarily suspended by the affirmative vote of two-thirds (2/3) of the Senate.

ARTICLE VII: Nomination and Election

Class Officer Elections:

The PY1 class officers will be elected in the fall semester with their term of office beginning no later than September 30. The officers of PY2, PY3, and PY4 classes will be elected in the preceding spring semester with their term of office beginning on the last day of classes that academic year.

Designated by the GPSF Senators, the nomination period, campaign period, and Election Day together will span at least 10 business days in both fall and spring semesters. In the case of Class Elections, a meeting and/or announcement will be conducted for each class by the GPSF Senators at the beginning of the nomination period for the purpose of taking nominations from the floor. Nominations shall be made via a Qualtrics survey sent out by the Office of Curricular and Students Affairs proceeding the class announcement. Each candidate must submit a signed Statement of Understanding (Appendix VII) before starting to campaign. This statement aids in determining the eligibility of all nominees; an eligible nominee is defined as any active member of the Student Body with a professional Grade Point Average (GPA) of **3.0** or higher. Any nominees not submitting a signed consent form will be written off the ballot.

At the start of the campaign period, nominees shall be required to release campaign statements in a two-minutes or less video recorded by the nominee him/herself, and shall be released by the Senate Webmaster or the Office of Curricular and Student Affairs. Nominees are also permitted, although not mandated, to create an electronic flyer, no larger than 8.5" x 11" to campaign for their election. Both the video and the electronic flyer will be posted on Sakai so that entire electoral body may view them. In the case of the PY1 Class Officer elections, nominees will present two-minute campaign speeches to their class in a Town Hall instead of recording a video. PY1 Class Officer nominees may also complete the electronic flyer to be posted on Sakai. No physical signs are allowed to be posted anywhere in the school. All aspects of the campaign must adhere to

professionalism and tactfulness set out by the Oath of a Pharmacist, Code of Ethics and Pledge to Professionalism. The following event is Election Day, when the electoral body will cast its votes via a Qualtrics survey. Emails and class announcements will notify students of the opening of the poll, which will remain open for 24 hours.

On the ballots, voters shall choose one candidate for each office. In the event that all candidates for Class Officers in a particular election are being run for unopposed, a secret vote will not be taken. The GPSF Senators take an oral vote in class to ascertain that there are no objections to each candidate being elected to the position for which he/she was a nominate. If there is any objection, a secret ballot vote will then be held for all offices.

Election ballots shall be counted as follows:

1. There must be a quorum of 2/3 of all eligible voters cast their votes for an election to be considered valid.
2. Any votes not cast shall be declared proxy.
3. If the election is between two candidates, the candidate receiving a majority (>50%) of the total number of votes cast shall be declared the winner. If the election is between three or more candidates, any candidate with a majority (>50%) of the total number of votes cast *and* receiving at least 5 percentage points more than the runner-up shall be declared the winner. If no candidate meets both of these conditions, a runoff shall be declared between the two candidates who received the most votes.

Rules for conducting a runoff:

1. Runoffs must take place within 5 school days of the declaration of such runoff.
2. The runoff ballot shall consist of the top two candidates who received the most votes in the first election.
3. The candidate receiving a majority (>50%) of the total number of votes cast shall be declared the winner. If no such majority exists, another runoff shall be declared and the same rules followed for conducting said runoff.

Student Body Officer Elections:

In the case of the Student Body elections, nominations for the Student Body elections shall be taken by GPSF Senators in the manner described for Class Officer Elections, with the following exceptions:

- Nominations can be made by any student in the PY1, PY2, PY3, or PY4 class.
- Candidates for President and Vice-President shall be taken only from the PY2 class.
- Candidates for Treasurer shall be taken only from the PY2 class.
- Candidates for the Secretary shall be taken only from the PY1 class.
- Candidates for GPSF Senator shall be taken only from the PY1 and PY2 classes.
- Candidates for Asheville Executive Committee Chair shall be taken only from the PY2 class.

The election procedures shall follow the procedures as described for Class Officer Elections. Student Body elections will be held by the end of March with the new Senate Officers taking oath during the last Senate meeting of the Spring Semester.

ARTICLE VIII: Budget Committee

The Pharmacy Student Budget Committee shall formulate a budget each semester and shall present their recommendations to the full Senate for approval. At the beginning of each semester, official money request forms will be made available by the Senate Treasurer to each student

organization within the UNC Eshelman School of Pharmacy. The Senate Treasurer will also be responsible for collecting these forms and presenting them to the Budget Committee. It shall then be the responsibility of the Budget Committee to determine whether money requests from Pharmacy Student organizations are appropriate. These recommendations shall be incorporated into the Senate budget and presented to the full Senate for approval.

Any student fund allocations to an organization will be based on the following criteria as outlined in the *Student Senate Funding Policy and Guidelines For Student Organizations*. Failure to meet these criteria will result in no funding.

1. Official money request forms turned into the Senate Treasurer by the specified date.
2. Reasons are given for the request (as specific as possible; only financial requests, which benefit the entire Student Body, will be viewed as acceptable).
3. Amount of request.
4. Each organization must send one representative to appear before the Budget Committee at a designated time during the allocation meeting.
5. The organization requesting funds is an active Senate-recognized organization.

Funds will be allocated by the Budget Committee based on the following:

1. Total requests to Senate from all student organizations.
2. Senate budgetary needs/expectations.
3. Current Senate funds available for allocation purposes.

All such organizations receiving Senate allocations will be responsible for providing receipts to the Budget Committee Chair before distribution of the funds while delineating how all money received was spent. Failure to provide such receipts shall result in the organization being ineligible for reimbursement of that specific allocation. In addition, organizations shall indicate on all advertisements for events that receive Senate funding that the event was in part sponsored by Senate (e.g. as a footer "Funding for this event was provided by Senate"). Failure to recognize Senate funding on advertisements shall result in the loss of funding for that event. If these procedures are not followed by the organization, they forfeit the right to make any other fund requests from the Senate for the next semester's allocation. The Budget Committee shall consist of the following persons: two (2) members of the Senate, each PY1, PY2, and PY3 Class Treasurer; and at least one (1) member (at large) from each of the PY1, PY2, and PY3 classes. The Senate Treasurer shall serve as the Chairman of this committee. It shall be the duty of the Senate President to appoint the members of this committee and to serve as an ex-officio member of this committee in conjunction with the Senate Vice President.

ARTICLE IX: New Organizations

Organizations seeking representation in the Senate must meet established criteria for admittance. The organization must:

1. Have a faculty advisor at the UNC Eshelman School of Pharmacy.
2. Set up a meeting with OCSA and faculty advisor to define the unmet need to the study body. Additionally, present a proposal on how this organization would fulfill that need. Gain OCSA approval to proceed with Step 3.
3. Submit application to UNC Student Life to gain official recognition by the University of North Carolina (UNC).
4. Have existed for a period of no less than one academic year, as a UNC recognized student organization, prior to formal request for School and Senate recognition.
5. Apply for approval to be recognized by the Office of Curricular and Student Affairs (OCSA) to obtain recognition by the Eshelman School of Pharmacy. Applications will be reviewed by the Office of Curricular and Student Affairs (OCSA) with feedback provided from the Student Body President, as needed.
6. Demonstrate an interest in Senate Activities and the fulfillment of a need within the co-curricular

space.

7. Submit a copy of the OCSA application, and a copy of the organization's chapter by-laws to Senate President for review by the Senate Executive Team.

A two-thirds (2/3) majority vote of Senate members at a meeting at which a quorum is present is needed to gain representation into the Senate.

BY-LAWS OF THE SENATE

I. Quorum

A quorum for the purpose of conducting business shall be two-thirds (2/3) of the membership of the Senate with such business being passed by a simple majority of this quorum. Membership is defined as being one (1) officer from each of the PY1, PY2, PY3 classes and one (1) representative from each of the Senate recognized organizations, and the Student Body Officers as defined by the *Senate Council Meeting Policy and Protocol*. The preceding year's Student Body Officers may be present (in an ex-officio capacity) provided they are not on rotation.

II. Mission Statement

The purpose of the University of North Carolina at Chapel Hill Eshelman School of Pharmacy Student Senate is to represent all doctor of pharmacy students by acting as the student governing body, enforcing the rules established in the Senate Constitution, and receiving, discussing, and disseminating information and opinions of the student body to the appropriate persons. Senate ensures that every student is represented so that no voice is left unheard; thus, establishing an environment where every student is able to learn, grow, and develop as competent professionals. To complement this mission, Student Senate has established goals which are focused on improving the students' quality of lives in addition to improving the continued excellence and status of the School of Pharmacy. These goals are as follows:

- Establish the UNC Eshelman School of Pharmacy as the number one pharmacy school in the nation by increasing academic performance and visibility at the national level.
- Increase student awareness about our profession through the encouragement of attendance at professional meetings, involvement in professional organizations, participation in clinical discussions, and volunteerism.
- Increase personal and professional interaction among students in the PY1, 2, and 3 classes.
- Increase communication between students and faculty.
- Promote interactions and unity between campuses at Chapel Hill and Asheville.

III. Duties of the Senate Officers

A. The President shall:

1. Preside at meetings of the Senate and administer Robert's Rules of Order.
2. Name all committees and appoint members.
3. Act as an ex-officio member of all committees of the Senate and School of Pharmacy
4. Provide for continuity of programs and activities.
5. Represent the Student Body in appropriate situations or delegate the authority.
6. Assist with PY1 orientation. (welcome BBQ, orientation welcome address)
7. Plan the annual Senate spring retreat to aid with officer transition, reflection, and strategic planning.
8. Act as a contact for external communication for the School of Pharmacy

B. The Vice President shall:

1. Oversee student organization recruitment.
2. Plan events in coordination with the Senate and OCSA including but not limited to: Senate Carnival, Pharmacy Bridging Course Information Sessions, and Family Day.
3. Appoint a PY2 Family Day Chair.
4. Coordinate the Peer Mentor Program.
5. Act as an ex-officio member of Senate committees.
6. Support the Senate President.
7. Attend all Senate Executive Committee, Senate Council, and Class Officer meetings.

C. The Secretary shall:

1. Take attendance at meetings.
2. Make a fair and accurate record of all meetings and distribute copies to all organizations and Senate Officers as well as making a public copy readily seen and available to the Pharmacy Student Body.
3. Retain copies of all correspondence.
4. Post notices at the request of the President, including emergency meetings.
5. Coordinate room reservations and technology utilization with the Office of Curricular and Student Affairs and the Office of Education Technology.
6. Attend all Senate Executive Committee, Senate Council, and Class Officer meetings.

D. The Treasurer shall:

1. Assume responsibility for funds available to the Student Body and recognized organizations and prepare reports on the disbursement of such funds at the request of the President.
2. Chair the Budget Committee.
3. Organize/Implement a fundraiser for Senate at least once during the academic year.
4. Work with the GPSF senator to prepare applications for GPSF funds.
5. Submit budget reports at the end of each semester to the Senate Advisor.
6. Attend all Senate Executive Committee, Senate Council, and Class Officer meetings.

E. The GPSF Senators shall:

1. Represent the UNC Eshelman School of Pharmacy in the GPSF Senate and attend all required GPSF meetings.
2. Serve as liaisons between the School of Pharmacy and GPSF.
3. Coordinate and present applications for GPSF funds by the Treasurer.
4. Coordinate the Senate Officer and Class Officer elections.
5. Perform the duty of inauguration of officers.
6. Co-chair the Interprofessional Education and Practice Committee
7. Attend all Senate Executive Committee and Senate Council meetings

F. The Alumni Co-Chairs shall:

1. Act as student liaisons between the UNC Eshelman School of Pharmacy and Pharmacy Alumni Association (PAA) and Pharmacy Foundation to increase alumni engagement and provide alumni information on current student led initiatives and impacts.
2. Represent the UNC Eshelman School of Pharmacy at alumni events, attend PAA board meetings, and participate in additional alumni events as needed.
3. Co-Chair the Alumni Ambassador Committee.
4. Organize and coordinate the Fall Student-Alumni Networking event, Fall Alumni Weekend, as well as various events in the spring revolving around student-alumni relations in collaboration with the Pharmacy Alumni Association and Pharmacy Foundation staff.
5. Help facilitate requests for alumni speakers at student organization meetings as well as keep record of alumni that are attending the school for student organization events.

6. Attend all Senate Executive Committee and Senate Council meetings.

G. The Wellness Co-Chairs shall:

1. Serve as liaison between Student Senate, AEC Social and Wellness Co-Chairs, faculty/staff Wellness Committee, and the student body.
2. Oversee events planned by the Wellness Committee and delegate tasks to committee members. Events include but are not limited to Pharmal, Doses of Franklin Street, and the Senate Halloween Party.
3. Coordinate annual Week of Wellness in partnership with Senate President and other stakeholders.
4. Promote overall wellness of the PharmD Student Body in each of the eight dimensions of wellness.
5. Attend all Senate Executive Committee and Senate Council meetings.

H. The Marketing and Communications Chair shall:

1. Oversee the upkeep of all Student Senate online platforms, including but not limited to Sakai, Heel Life, Facebook, and the FAO Eshelman School of Pharmacy website.
2. Collect, organize, and post all student organization recruitment materials for PY1 Pre-Orientation in collaboration with the Senate Vice President and Office of Curricular & Student Affairs.
3. Create marketing materials including but not limited to flyers, calendars, and videos.
4. Collect, organize, and post Class Officer and Senate Exec election flyers and videos on Sakai.
5. Chair the Sit with Senate Committee.
6. Attend all Senate Executive Committee and Senate Council meetings.

I. The Asheville Executive Committee Chair shall:

1. Represent Asheville in Senate meetings.
2. Serve as the executive student liaison between both campuses
3. Work diligently to uphold communication between Asheville students and organizational leaders.)
4. Assist with PY1 orientation (Welcome BBQ, Chapel Hill and Asheville Orientation) if schedule allows (i.e. rotation, class schedule, etc.)
5. Serve as an ex-officio member of all Asheville committees
6. Represent the student body in appropriate situations
7. Plan and attend the annual Asheville Executive Committee Leadership Retreat
8. Coordinate Asheville Weekend with the Social & Wellness Committee
9. Coordinate with the Director of Operations to plan Dinners with the Asheville Campus Dean, including all campus & student leader dinners
10. Enforce a "Rule of 3" regarding unexcused absences (examples of excused absences: rotation, family emergency, or illness) within the Asheville Executive Committee:
 - 1st Offense: The Asheville Executive Committee Chair will reach out to the member in question acknowledging their absence
 - 2nd Offense: The member in question will meet with the Asheville Executive Committee Chair (and Vice Chair, if available) and the Regional Director of Operations to discuss conflict causing continued absence
 - 3rd Offense: The member in question will meet with the Asheville Executive Committee Chair (and Vice Chair, if available) and the Regional Director of Operations to discuss failure to perform Asheville Executive Committee member responsibilities, thereby entering the impeachment process
11. Coordinate Asheville Executive Committee application process for Social & Wellness Co-Chairs and Alumni Chair

J. The Asheville Executive Committee Vice Chair shall:

1. Represent Asheville in Senate meetings
2. Plan Asheville-based programs in coordination with the Senate (e.g. Senate Carnival, Family Day, etc.)
3. Coordinate new-officer election with the Senate
4. Coordinate Asheville Executive Committee application process for Social & Wellness Co-Chairs and Alumni Chair
5. Assist with PY1 orientation (Welcome BBQ, Chapel Hill and Asheville orientation) if schedule allows (i.e., rotation, class schedule, etc.)
6. Act as an ex-officio member of senate committees
7. Support the Asheville Executive Committee Chair
8. Review and revise the Asheville Executive Committee bylaws every Fall semester

K. The Asheville Executive Committee Secretary shall:

1. Represent Asheville in Senate meetings
2. Schedule videoteleconferencing (VTC) for organizational meetings with Senate Secretary
3. Maintain calendars on Outlook and Sakai for students and faculty to reference
4. Send out a weekly email to all Asheville students and faculty including a weekly calendar of events
5. Record minutes for Dinners with the Asheville Campus Dean, including all campus and student leader dinners
6. Aid faculty in finding optimal dates and times for events

L. The Asheville Executive Committee Treasurer shall:

1. Represent Asheville in Senate meetings
2. Assume responsibility for funds available to the Asheville-based Student Body and recognized organizations and prepare reports on the disbursement of such funds at the request of the President
3. Manage AEC bank account with outside institution and coordinate organization's transactions
4. Organize/Implement a fundraiser for Senate at least once during the academic year
5. Submit budget reports at the end of each semester to the Asheville Executive Committee Advisor
6. Communicate with Chapel Hill Treasurer regarding intercampus fundraisers and spending

M. The Asheville Executive Committee Social and Wellness Co-Chairs shall:

1. Represent Asheville in Senate meetings
2. Serve as a liaison with the Senate Wellness Committee
3. Coordinate Asheville Weekend and Week of Wellness with Senate and the Asheville Executive Committee Chair
4. At least one of the Co-Chairs shall be present at scheduled Asheville Weekend events on the Official Asheville Weekend Agenda, although it is strongly recommended that both Co-Chairs are in attendance
5. Communicate with Co-Chair counterpart and the Asheville Executive Committee Chair one (1) week prior to scheduled Social & Wellness events, including but not limited to: Asheville Weekend, Wellness 5Ks, and other planned events throughout the year
6. Coordinate committee member application process with the Asheville Executive Committee Chair & Vice Chair
7. The attendance between the two Co-Chairs should be 50/50 for all Social & Wellness Events, including but not limited to: Asheville Weekend, Wellness 5Ks, and other planned events throughout the year

- N. The Asheville Executive Committee Alumni Chair shall:
1. Represent Asheville in Senate meetings
 2. Serve as a liaison with the Senate Alumni Committee
 3. Coordinate the Asheville Alumni Weekend for the Spring with the Asheville Executive Committee Chair and facilitate alumni activities related to the Asheville Summit
 4. Attend the Asheville Alumni Weekend and, if able, attend the Alumni Weekend in Chapel Hill
 5. Help facilitate requests for alumni speakers with the Pharmacy Foundation
 6. Serve as a representative at alumni and donor events. Plan and facilitate Asheville events with the Pharmacy Foundation and Pharmacy Alumni Association as needed.

IV. Resignation

Each officer shall be responsible for determining his/her own ability to perform those duties indicated in the By-Laws. If for some reason any officer cannot fulfill those duties expected, it will be his/her responsibility to step down from that office with a letter of resignation written to the Senate.

V. Order of Succession

- A. Recognizing the possibility of absence or incapacity to act, the order of succession is as follows:
1. In the absence of the President, the Vice-President shall assume the office of the President.
 2. In the absence of the Vice-President, the Secretary shall assume the office of the Vice-President.
 3. In the absence of the Secretary, the Treasurer shall assume the office of the Secretary
 4. In the absence of the Treasurer, the President may appoint the Assistant to the President to this office or have the Secretary assume those additional duties or appoint an active member of Senate as he/she sees fit.
- B. As the vacated office is filled, the next officer in line (President, Vice-President, Secretary, and Treasurer) will move up into the next office.
- C. In the case of absence or incapacity of the President and Vice-President, the respective Secretary and Treasurer shall additionally assume the duties of President and Vice-President.
- D. In the case of a succession, the person performing the duties of President may, with the concurrence of the Senate, delegate such responsibilities as deemed necessary.

VI. Committees

The President may appoint committees as needed with appropriate responsibilities delegated to the Chairman of the Committee. Committees serve at the pleasure of the President and are dissolved upon the change in the officers.

A. Alumni Ambassadors Committee

The Pharmacy Student Alumni Ambassadors Committee shall facilitate relations between PharmD candidates and alumni of the UNC Eshelman School of Pharmacy. Senate Alumni Co-Chairs shall collaborate with representatives from the Pharmacy Alumni Association and Pharmacy Foundation to determine specific responsibilities of Alumni Ambassadors each year, which may include but are not limited to:

1. Attendance at mandatory alumni engagement training(s) in the Fall Semester
2. Attendance at Alumni Ambassador Committee Meetings, or being held accountable to watch the recording if on rotation or other excused absences

3. Participation in the Fall Alumni Networking Event as well as Fall Alumni Weekend Events pending on rotation location
4. Fill in as needed as student representation for alumni events that come up through the Pharmacy Alumni Association (PAA).

The Alumni Ambassadors Committee shall consist of representatives from each of the PY1, PY2, and PY3 classes, and a PY4 member at large. The number of ambassadors appointed each year shall be determined by the Student Senate Alumni Co-Chairs in partnership with the Pharmacy Alumni Association/Pharmacy Foundation staff members. It shall be the duty of the Senate Alumni Co-Chairs to appoint the members of this committee in collaboration with the Senate President and Office of Curricular & Student Affairs. The Senate President will serve as an ex-officio member of this committee in conjunction with the Senate Vice President.

B. Interprofessional Practice & Education Committee

The Interprofessional Practice and Education (IPE) Committee shall facilitate interprofessional relationships and learning opportunities for the UNC Eshelman School of Pharmacy student body. Members of the IPE Committee will be divided amongst three focuses: Professional Development, Communications, and Networking. The duties of members include but are not limited to:

1. Attend all committee meetings, school-wide meetings, committee events, and other events deemed mandatory by the committee chairs
2. Professional Development Focus Members:
 - a. Serve as UNC Eshelman School of Pharmacy's delegates to the UNC-Chapel Hill Office of IPEP Student Executive Committee (SEC)
 - b. Help plan professional development events with other graduate and professional programs through the UNC IPEP SEC
3. Communications Focus Members:
 - a. Produce a once per semester newsletter with content that aligns with the committee's mission and purpose
 - b. Advertise upcoming IPE events within the UNC Eshelman School of Pharmacy, including but not limited to pre-class announcements, making of flyers, or posting on social media platforms
 - c. Record meeting minutes at the monthly IPE Committee meetings
4. Networking Focus Members:
 - a. Plan casual interprofessional social networking events to facilitate connections between students at the UNC Eshelman School of Pharmacy and other professional programs
 - b. When necessary, attend other student group IPE meetings to represent the interests of the UNC Eshelman School of Pharmacy
5. PY4 Member-at-Large:
 - a. Serve in an advisory capacity on the committee
 - b. Share knowledge of past committee initiatives to guide present decisions made by the current committee
 - c. Attend committee meetings either in person or electronically whenever feasible with his/her Advanced Pharmacy Practice Experiences

The IPE Committee shall consist of the following persons: Committee Chairs (2), PY4 Member-at-Large (1), PY3 Member-at-Large (2), PY2 Member-at-Large (2), PY1 Member-at-Large (2). The GPSF Senators shall serve as the Chairs of this committee, and shall appoint the members of this committee in collaboration with the Senate President and Office of Curricular & Student Affairs. The outgoing PY3 GPSF Senator from the previous academic year shall be appointed as the PY4 Member-at-Large. The Senate President shall serve as an ex-officio member of this committee in conjunction with the Senate Vice President.

C. Sit with Senate Committee

The Sit with Senate Committee shall create content and oversee upkeep of the Senate online publication, Sit with Senate. The Senate Marketing & Communications Co-Chair will determine the duties of members of the Sit with Senate Committee, which may include but are not limited to:

1. Conducting interviews with students, staff, faculty members, and alumni
2. Conducting interviews with executive board members of Student Organizations
3. Covering on events conducted by Student Senate, including but not limited to Pharmal, Student Senate Auction, Dose at Franklin, Run Club, Asheville Weekend.
4. Writing articles summarizing interviews for dissemination to the entire Eshelman School of Pharmacy Community
5. Innovating new and exciting publication content to meet the interests of the PharmD Student Body
6. Innovating methods to publish/distribute articles. Such efforts not limited to launching podcast, making promotion videos, etc.
7. Attending meetings with the Sit with Senate Committee to distribute workload and brainstorm new content ideas

The Sit with Senate Committee shall consist of persons from any of the PY1, PY2, and PY3 classes. The Senate Marketing & Communications Chair shall serve as the Chair of this committee, and shall appoint the members of this committee in collaboration with the Senate President and Office of Curricular & Student Affairs. The Senate President shall serve as an ex-officio member of this committee in conjunction with the Senate Vice President.

D. Wellness Committee

The Chapel Hill Wellness Committee shall advocate for and promote the wellness of the UNC Eshelman School of Pharmacy PharmD students, graduate students, faculty, and staff. The committee will consist of the two Wellness Co-Chairs and representatives from each of the PharmD classes. The committee will:

1. Plan and execute Doses, Pharmal, Week of Wellness, and other events related to wellness
2. Plan and execute Asheville Weekend in conjunction with the AEC Social and Wellness Co-Chairs
3. Oversee run club
4. Provide wellness tips for the weekly email sent out by the secretary.

The Chapel Hill Wellness Committee shall consist of persons from each of the PY1, PY2, and PY3 classes. The Senate Wellness Co-Chairs shall serve as the Chair of this committee, and shall appoint the members of this committee in collaboration with the Senate President and Office of Curricular & Student Affairs. The Senate President shall serve as an ex-officio member of this committee in conjunction with the Senate Vice President.

VII. Meetings

The President of the Student Body shall call meetings whenever necessary. In the alternative, a meeting of the Student Body may be called by the majority vote of the Class Presidents. Class meetings shall be called by the Presidents of the respective classes. In the alternative, a class meeting may be called by the President upon petition of twenty-five percent (25%) of the Active Members of the class. All meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order

VIII. Recognized Organizations

For the purposes of representation in the Senate the following organizations are recognized with the right and responsibility of recognition:

- Academy of Managed Care Pharmacy (AMCP)
- Beyond Clinic Walls
- Carolina Association of Pharmacy Students (CAPS)
- Christian Pharmacists Fellowship International (CPFI)
- College of Psychiatric and Neurologic Pharmacists (CPNP)
- Global Engagement Organization (GEO)
- Industry Pharmacists Organization (IPhO)
- Kappa Epsilon (KE) – Chapel Hill
- Kappa Epsilon (KE) – Asheville
- Kappa Psi (KΨ)
- Phi Lambda Sigma (ΦΛΣ)
- Phi Delta Chi (ΦΔΧ)
- Rho Chi (ΡΧ)
- Student College of Clinical Pharmacy (SCCP)
- Student Government (Senate)
- Student Health Action Coalition (SHAC)
- Student National Pharmaceutical Association (SNPhA)
- Taking Action By Service (TABS) – Chapel Hill

Each recognized organization shall be entitled to appoint one (1) member to the Senate, one of whom shall be the regular primary official Delegate (i.e. President or equivalent) of the organization. Additionally, each recognized organization shall appoint an Alternate Delegate to serve in the place of the primary official Delegate when needed. Refer to the *Senate Council Meeting Policy and Protocol* in the Appendices.

Each Senate member shall represent only one organization at each meeting. Any future organization desiring representation in the Senate must meet guidelines set forth in Article X of the Constitution. Organizations recognized by Senate before 9/1/91 will maintain their status.

Duties of Senate-recognized organizations include, but are not limited to, assistance and participation with PY1 Orientation Student Organization's Carnival, Family Day, Silent and Live Auction, and White Coat Ceremony preparation. Required duties may vary from year-to-year at the discretion of the Student Senate President. Changes in required duties must be presented to the Senate and receive a two-thirds (2/3) majority vote of support of Senate members at a meeting at which quorum is present. Failure to comply with these duties will deem the organization ineligible for Senate funding for the following academic semester.

IX. Payment Policy and Procedures

1. For all transactions \geq \$10.00 for item, food, etc., only checks or money orders can be accepted by the student organization with checks made payable to that specific student organization. For events where the transaction for an item, food, etc. is $<$ \$10.00, cash can be accepted, however, check is the preferred payment.
2. For all fundraising events conducted by Senate, the Senate member(s) responsible for those events must total funds received with a representative from the Office of Curricular and Student Affairs (OCSA) within one business day of the event. OCSA will log that cash amount before the Senate Treasurer makes a deposit at SAFO Note: all fundraisers involving order forms should indicate check as the only form of payment despite purchase price of the item.

X. Senate Council Meeting Guidelines

- All Senate recognized organizations must have one representative, called a Delegate, at each Senate Council Meeting.
- Each class/cohort must have one (1) class officer, also referred to as a Delegate, present at each Senate Council Meeting

- Each student can only represent one organization or class at a single Senate Council Meeting.
- Non-voting members, also called Affiliates, may be present at Senate Council Meetings as described in the *Senate Council Meeting Policy and Protocol* in the Appendices.
- To ensure all students have the opportunity to attend the open-forum portion of the Senate Council Meetings, no other events or meetings should be scheduled or held during the meeting time on the day in which Senate Council Meetings are held.
- Failure to meet any of the above criteria will result in a \$5.00 fine and such organization/class will not be allowed to vote until fine is paid.

XI. Advisor

The Senate advisor will be Director and Assistant Director, PharmD Professional Program, of the Office of Curricular and Student Affairs. The Asheville Executive Committee advisors will be the Regional Associate Dean and Assistant Director, PharmD Professional Programs of the Office of Curricular and Student Affairs.

XII. Misfeasance, Malfeasance, or Nonfeasance of Duty

Any elected officer presiding at the UNC Eshelman School of Pharmacy abusing, neglecting, or not complying with the responsibilities of their elected office as defined by the Senate constitution and/or specified organizational bylaws or governing documents, are subject to evaluation of possible impeachment as described in Appendix II.

XIII. Asheville Executive Committee of the Senate By-Laws

A. Mission Statement:

The purpose of the UNC Eshelman School of Pharmacy Asheville Executive Committee of the Student Senate is to represent all doctor of pharmacy students on the Asheville campus by enforcing the rules and protocols established in the Student Senate constitution, and also by receiving, discussing, and disseminating information and opinions of the Asheville student body to the appropriate persons. The Asheville Executive Committee of the Student Senate ensures that every Asheville student is represented so that no voice is left unheard; thus, establishing an environment where every student is able to learn, grow, and develop as competent professionals. To complement this mission, the Asheville Executive Committee of the Student Senate has established goals focused on improving satellite students' quality of life in addition to promoting the continued excellence and status of the UNC Eshelman School of Pharmacy. These goals are as follows:

- Establish the UNC Eshelman School of Pharmacy as the number one pharmacy school in the nation by enhancing student learning and encouraging extracurricular involvement to promote visibility at the national level.
- Establish the UNC Eshelman School of Pharmacy Asheville campus as the premier satellite program in the nation by increasing academic performance and visibility on the national level, as well in the eyes of Western of North Carolina.
- Improve student awareness about the profession of pharmacy through the encouragement of attendance at professional meetings, involvement in professional organizations, participation in clinical discussions, and service/volunteerism.
- Increase personal and professional interaction among students in each class on the Asheville campus, as well as UNC Eshelman School of Pharmacy Alumni.
- Foster communication between students and faculty across both campuses.
- Promote interactions and synergy between campuses at Asheville and Chapel Hill.
- Promote interactions and unity between students of the University of North Carolina at Asheville and students within the Asheville Pharmacy satellite program.

B. Duties of the Asheville Executive Committee of the Senate

i. The Chair shall:

1. Serve as the Asheville representative within the Student Senate.
2. Serve as a member of the Student Senate Executive Committee and attend all Student Senate Executive meetings.
3. Plan and reside over monthly Asheville General Body Meetings.
4. Attend all Student Senate Council Meetings.
5. Assist with PY1 orientation.
6. Name all Asheville-based committees and appoint members.
7. Represent the Asheville student body in appropriate situations or delegate authority as appropriate.
8. Plan the annual Asheville Leadership spring retreat to aid with officer transition, reflection, and strategic planning.
9. Plan and reside over the Asheville Leadership Retreat before each fall semester.
10. Plan the Asheville Health Fair.

ii. The Vice Chair shall:

1. Assist the Chair and serve in his/her absence.
2. Attend the Asheville General Body Meetings.
3. Plan programs in coordination with the Student Senate (e.g. Family Day, White Coat, etc.).
4. Serve as chair of the elections committee.
5. Perform or delegate the duty of inauguration of officers.

iii. The Secretary shall:

1. Attend the Asheville General Body Meetings.
2. Make a fair and accurate record of all meetings and distribute copies to all Asheville student organizations, the Asheville Executive Committee of the Student Senate, and the Student Senate Executive Committee, as well as make a public copy readily available to the Asheville student body.
3. Post notices at the request of the Chair, including emergency meetings.
4. Update and coordinate the Asheville PharmD student calendar.
5. Create a combined Asheville student directory.
6. Maintain the Asheville PharmD student Sakai site.
7. Compile the event reports of the organizations for further review by the Asheville Executive Committee and the faculty advisor.
8. Help coordinate Asheville room reservations in conjunction with the Student Senate Secretary.

iv. The Treasurer shall:

1. Attend the Asheville General Body Meetings.
2. Represent Asheville by serving on the Student Senate Budget Committee, including attending meetings in coordination with Student Senate Treasurer.
3. Assume responsibility for funds available to the Asheville student body and recognized organizations and prepare reports on the disbursement of such funds at the request of the Chair.
4. Plan fundraising events.
5. Coordinate the Senate Auction on the Asheville campus.
6. Oversee the PharMart and sell pharmacy related goods to Asheville based students.
7. Submit budget reports to the Asheville Executive Committee of the Student Senate advisor.

C. Resignation

Each officer shall be responsible for determining his/her own ability to perform those duties indicated in the By-Laws. If for some reason any officer cannot fulfill those duties expected, it will

be his/her responsibility to step down from that office with a letter of resignation written to the Senate.

D. Order of Succession

i. Recognizing the possibility of absence or incapacity to act, the order of succession is as follows:

1. In the absence of the Chair, the Vice-Chair shall assume the office of the Chair.
2. In the absence of the Vice-Chair, the Secretary shall assume the office of the Vice-Chair.
3. In the absence of the Secretary, the Treasurer shall assume the office of the Secretary
4. In the absence of the Treasurer, the Chair may appoint the Assistant to the Chair to this office or have the Secretary assume those additional duties, or appoint an active member of the Asheville General Body as he/she sees fit.

ii. As the vacated office is filled, the next officer in line (Chair, Vice-Chair, Secretary, and Treasurer) will move up into the next office.

iii. In the case of absence or incapacity of the Chair and Vice-Chair, the respective Secretary and Treasurer shall additionally assume the duties of Chair and Vice-Chair.

iv. In the case of a succession, the person performing the duties of Chair may, with the concurrence of the Asheville General Body, delegate such responsibilities as deemed necessary.

E. Committees

The Chair of the Asheville Executive Committee of the Student Senate may appoint committees as needed with appropriate responsibilities delegated to the chairman of said committee. Committees serve at the pleasure of the Chair and are dissolved upon the change in the officers.

F. Meetings

The Chair of the Asheville Executive Committee of the Student Senate shall call meetings whenever necessary. In the alternative, an Asheville General Body Meeting may be called by the majority vote of the Asheville class representatives. Asheville General Body Meetings are open to the whole campus and serve as a monthly forum for any student concerns, as well as an opportunity for organizations to announce events and search for opportunities to collaborate. Attendance is required for the Asheville Executive Committee of the Student Senate, class representatives and organization leaders. Class meetings shall be called by the Asheville Class Representatives of the respective classes. In the alternative, a class meeting may be called by the Chair upon petition of twenty-five percent (25%) of the active members of the class.

XIV. Recruitment

The month of August is designated as a period for organizational “soft” recruitment. Prior to August, organizations will be provided an opportunity to register for participation in the Senate Carnival and host a common hour informational session with the following considerations.

A. Senate Carnival

1. There will be no organization events for existing members or leaders that conflict with the Senate Carnival.
2. Student organizations are allowed no more than 4 representatives at any given time during the Senate Carnival to ensure fairness across organizations.
3. Student Organizations may not collect contact information at the Senate Carnival

- B. Common Hour Information Sessions.
1. Due to the number of organizations, it is necessary to hold two 25 minute sessions in one common hour.
 2. The dates of these sessions will be selected with consideration to PY1 examinations and other relevant conflicts.
 - Sign-ups for these sessions will be conducted on a first-come first-serve basis.
 3. Soft recruitment events during this time period will be managed by the Student Senate Vice President, and will keep organization equality as the utmost priority.
 4. Student Organizations may collect contact information at these sessions.
 - To facilitate this process, various technologies such as card readers will be utilized
 - A comprehensive survey may also be sent out following the conclusion of the information sessions wherein interested students may provide their information to organizations.
 - This information cannot be used until registration/applications open for student organizations.
 5. Recruitment events outside of these information sessions are not allowed during the month of August.
 - A recruitment event is defined as any event that is advertised/open to non-members of an organization with the exception of events related to experiential and/or didactic requirements.
 - This also applies to any group choosing not to participate in an information session.

The Student Senate Vice President will work with OCSA to establish the date on which registration/applications will open for student organizations. This date will occur after the completion of the common hour information sessions and will be selected with consideration to PY1 examinations and other relevant conflicts.

- A. The Senate Marketing and Communications Chair will release resources submitted from student organizations (ex. information session PowerPoints) on to the PharmD Sakai page at this time.
- B. In addition, all student organizations are required to submit ONE slide detailing the directions to register for their organization to the Senate Marketing and Communications Chair.
 - a. These slides will be compiled and released at this time

Normal recruitment and general student organization activity (GBM, fundraising, events, etc.) will begin immediately following Labor Day each year when the majority of students return to campus.

Fraternity Recruitment:

Understanding that recruitment processes and timelines differ for Greek organizations, the following protocol will be followed by registered fraternities within the UNC Eshelman School of Pharmacy.

- C. All Greek organizations will work together to plan and hold a joint informational lunch meeting during the month of August soft recruitment period. Additionally, this meeting will be recorded and sent to PY2/PY3 students interested in participating in fraternity/sorority recruitment.
 1. Because Greek organizations work together to combine three informational meetings into one during soft recruitment, an optional all Greek Social will occur over a weekend during the soft recruitment period.
 2. Neither the informational meeting or the all-Greek social are allowed to be a part of formal recruitment, and attendance at either will not benefit nor disadvantage potential new members from receiving a bid. This fact will be made clear to potential members at both the informational meeting and any

- other promotional announcement for either event.
- D. During the month of August, no formal recruitment events may be held.
 - 1. Formal recruitment events are defined as those that are required in order for potential pledges to receive a bid from a Greek organization.
- E. Formal recruitment for Greek organizations will begin the Tuesday after Labor Day when the majority of students are back on campus.
 - 1. The schedule of recruitment events will be decided on by the current recruitment chairs for the three organizations and should be scheduled in a way to give rushees potential new members fair opportunity to rush more than one Greek organization.

APPENDIX I. RESPONSIBILITIES OF CLASS OFFICERS

I. President

The Class President has the following responsibilities:

- A. Student/Faculty liaison.
- B. Class representative in Senate meetings.
- C. Coordinate fundraising activities for graduation gift (PY1, PY2, and PY3)
- D. Attend meetings and activities related to the promotion of UNC Eshelman School of Pharmacy.

II. Vice President

The Class Vice President has the following responsibilities:

- A. Assume the responsibility of Class President in the President's absence.
- B. Class representative in Senate meetings.
- C. PY1 Vice-President coordinates the "best professor award" at the end of the year.
PY2 Vice-President coordinates fundraising activities for the class gift.
- D. Attend meetings and activities related to the promotion of UNC Eshelman School of Pharmacy.

III. Secretary/Treasurer

The Class Secretary/Treasurer has the following responsibilities:

- A. Assume the responsibility of the Vice-President in the Vice-President's absence.
- B. Assume the responsibility of the President in the absence of the President and Vice-President.
- C. Assist the Senate Secretary in the creation of the combined student directory for the PY1, PY2, PY3 classes at the beginning of the year.
- D. Member of Pharmacy School Senate Budget appropriations committee.
- E. Inform class of minutes from each Senate meeting.
- F. Attend meetings and activities related to the promotion of the UNC Eshelman School of Pharmacy.

IV. Asheville Class Representative

- A. Coordinate and schedule VTC events on the respective Campus
- B. Maintain communication with other class officers in order to plan class activities or fundraiser.
- C. Attend meetings and activities related to the promotion of the UNC Eshelman School of Pharmacy
- D. Serve as a point of contact to Chapel Hill faculty to assist with campus related issues.

[NOTE: The PY1 class officer elections are held in September. The term begins in September and terminates with the election of new class officers in the spring of their PY1 academic year.]

IV. Rising PY3 Class Officers

Rising PY3 Class Officers, in conjunction with the Office of Curricular and Student Affairs, shall

appoint a rising PY3 White Coat Chair to serve during the Fall and Spring semester of their PY3 year. The White Coat Chair selection shall consist of an application and interview process conducted in the Spring preceding the PY3 year, after Class Officer elections are completed. Any elected PY3 class officer may apply the PY3 White Coat Chair, but must recuse themselves from the selection process.

APPENDIX II: MISFEASANCE, MALFEASANCE, OR NONFEASANCE OF DUTY

Article I. Powers of Impeachment

The UNC Eshelman School of Pharmacy Senate and members thereof have the power to impeach and remove from office Student government officials, elected by the students or whose appointment was approved by the Senate. This includes, but is not limited to, any Senate Executive Officer, Class Officer, or officer of the Student Judicial System. Charges may be entered against any Student Government Official for misfeasance, malfeasance, or nonfeasance of duty. A majority vote of those present shall be necessary to bring the official to trial. The Senate Officer entering the charges shall prosecute, or may designate any University student to act as counsel for the prosecution, and the accused official may designate any University student to act as counsel for the defense. A two-thirds (2/3) vote of the Senate members present shall be necessary to convict the accused, or to remove the accused from office. This act shall not be construed to prohibit other means by which an official may be removed from office, as provided by law.

Article II. Bill of Impeachment

- A. Articles. A Bill of Impeachment shall be divided into several Articles of which:
1. The first shall designate the name of the Officer to be impeached, the date of his/her commission or election, and the place whereat he/she presides;
 2. The second shall designate a manager for the prosecution of the accusation and impeachment, who shall be a student in good standing at The University of North Carolina at Chapel Hill Eshelman School of Pharmacy;
 3. The third shall enumerate at least two (2) Representatives of Senate who shall aver the truth of the Articles of the Bill of Impeachment and;
 4. The fourth and succeeding paragraphs shall enumerate allegations as shall be required by this Act to constitute a Bill of Impeachment against the specific Officer to be impeached.
- B. Impeachment of an Officer. A Bill of Impeachment of an officer elected by the Students of the UNC Eshelman School of Pharmacy or whose appointment was approved by the Senate shall allege specifically by what acts, upon what dates, and in what manner the Officer shall have failed to perform the duties of his/her office as prescribed by the Constitution of the University of North Carolina at Chapel Hill Eshelman School of Pharmacy and the laws enacted there under, or any governing document that describes the responsibilities of officers specific to the accused officer's organization.

C. Aver to Truth of Allegation. No Representative in Senate shall aver to the truth of any allegation unless and except he/she have probable cause to believe such allegation to be true.

D. One Specific Act per Article. No Article of Impeachment shall allege more than one specific act by which the officer to be impeached shall have failed to perform the duties of his/her office.

Article III. Preliminary Proceedings

A. Introduction. A Bill of Impeachment may be introduced as new business at any Regular Session of the UNC Eshelman School of Pharmacy Senate.

B. Requirement After Introduction. Upon the introduction of a Bill of Impeachment, the Senate President shall require Representatives presenting the Bill of Impeachment to enumerate and aver to the truth of its content, to publicly acknowledge such averment and to subscribe his/her signature to the Bill of Impeachment.

C. Referral to Senate Executive Committee. Immediately following such acknowledgement, the Senate President shall refer such Bill of Impeachment to the Senate Executive Board, and require such committee to call a meeting of the Senate Executive Board within seventy-two (72) hours following and to give notice within twenty-four (24) hours following to the officer to be impeached and the managers for the prosecution.

Article IV. Duties of the Senate Executive Committee

A. Requirements of the Senate Executive Committee. The Senate Executive Committee shall, within seventy-two (72) hours following the introduction, acknowledgement, and subscriptions of a Bill of Impeachment, convene and require that:

1. Receipt of notice given to the officer to be impeached be presented by the Senate President, hereafter known as the Chairperson of the Committee;
2. Receipt of notice be given to the manager for the prosecution be presented by the Chairperson of the Committee;
3. The managers for the prosecution submit the names and campus addresses of all persons whom such managers shall desire to present as witnesses to acts alleged by the Articles;
4. The managers for the prosecution present all documents and real evidence which such managers shall desire to introduce into evidence to acts alleged by the Articles; and
5. The Representatives in the Senate who shall have been enumerated by the Articles to the truth thereof to appear before the Senate Executive Committee and, upon oath or affirmation, testify as to the specific acts by which it be alleged that the accused did fail to perform the duties of his/her office.

B. Examination. The Senate Executive Committee, except any member thereof who shall have enumerated by the Articles to aver the truth thereof or any member thereof who shall be the accused by the Articles, shall;

1. Examine each Representative who shall have been enumerated by the Articles to aver the truth thereof;
2. Examine each document and item of real evidence presented by the managers for the prosecution.

C. Report of the Senate Executive Committee. The Senate Executive Committee, except any member thereof who shall have enumerated by the Articles to aver the truth thereof or any member thereof who shall be the accused by the Articles, shall report at the Regular Session of the School of Pharmacy Senate next following the introduction, acknowledgement and subscription of a Bill of Impeachment:

1. Whether such Bill of Impeachment shall contain allegations of fact supported by averment or other evidence; and
2. Whether such Bill of Impeachment shall contain allegations of fact which supported by averment or other evidence which shall constitute the failure of the officer to perform the duties of his/her office.

Article V. Consideration of Bills of Impeachment

A. Convene into Committee of the Whole. Immediately following the Report of the Senate Executive Committee upon the Bill of Impeachment, the Senate shall convene in Committee of the Whole.

B. Order of Business. The order of business of the Committee of the Whole shall be:

1. The reading of the Bill of Impeachment;
2. The opening argument by the managers for the prosecution;
3. The examination of witnesses and real evidence submitted by the managers for the prosecution;
4. Debate upon the question and Rising of the Committee of the Whole.

C. Examination. The Committee of the Whole shall examine the witnesses introduced before it in the following manner:

1. The direct examination of the witness by the managers for the prosecution;
2. The cross-examination of the witness upon matters introduced in direct testimony, by any Representative in Senate;
3. The redirect examination of the witness by the managers for the prosecution; and the re-cross-examination of the witness by any Representative in Senate.

D. Adoption of Bill of Impeachment. The question shall be whether the Committee of the Whole shall recommend that the Bill of Impeachment be adopted, which question shall be subject to amendment and indefinite postponement only.

E. Limitation on Debate. No Representative shall speak more than once to the question or to any amendment, nor for more than five minutes, unless another Representative shall yield such Representative his/her own time.

F. Voting. Upon completion of debate upon the question, the Senate shall rise without final recommendation, and the Speaker shall put the question to the call of the roll of all members of Senate whom are present.

G. Prima Facia Case for Adoption. The Senate of the School of Pharmacy shall adopt the Bill of Impeachment should the evidence submitted by the managers for the prosecution create a prima facie case and, therefore, be sufficient to prove that the accused officer did fail to perform the duties of his/her office, unless, upon the trial of the Bill of Impeachment, such evidence be explained, rebutted or contradicted.

Article VI. Proceedings Preliminary to Trial

A. Transcription of Bill of Impeachment. Should the Senate adopt a Bill of Impeachment, the President shall direct that the Secretary of Senate shall, within twenty-four (24) hours, prepare and certify a true and accurate transcription of the Bill of Impeachment as amended and the poll of the Student Congress upon the question of its adoption.

B. Extraordinary Session. Upon the adoption of a Bill of Impeachment, the Senate shall order that it shall convene in Extraordinary Session not more than fifteen (15) nor less than seven (7) days thereafter, and that it shall be in order only at that Extraordinary Session that the Senate resolve

itself to be the Court for the trial of Impeachment.

C. Discharge from Duties. Thereupon, the Senate shall order that the Officer Under Impeachment be excused from the discharge of his/her duties pending trial, and that no business in which the Officer Under Impeachment shall have interest or rights, or which shall affect the Officer Under Impeachment in any manner, be transacted by any agency of the Senate pending trial of the Impeachment.

D. Proclamation and Summons. Upon the adjournment of the Senate, the President shall direct the Senate Secretary that he/she, within forty-eight (48) hours following, issue proclamation and summons to the Officer Under Impeachment, fixing the day of return upon the convening of the Senate in Extraordinary Session.

E. Service of Proclamation and Summons. The proclamation and summons to the Officer Under Impeachment shall be issued and served within forty-eight (48) hours upon such Officer, and shall contain:

1. A certified transcript of the Bill of Impeachment as amended and the poll of the Senate upon the question of its adoption;
2. A certified copy of all Rules and Procedures for Introduction, Consideration and Trial of Impeachments;
3. A certified copy of those provisions of the Constitution of the Eshelman School of Pharmacy defining and guaranteeing the Rights of Students.

F. Form of Proclamation and Summons. The form of the Proclamation and Summons to be issued and served upon the Officer Under Impeachment shall be:

The UNC Eshelman School of Pharmacy Senate to _____, Greetings
Whereas the Senate did, on the _____ day of _____, adopt Articles of Impeachment against you, the said _____, _____, _____, should be put to answer the accusations as set forth in said Articles, and that such proceedings, examinations, trials, and judgments might be thereupon had as are agreeable to law and justice, You, the said _____, are therefore hereby summoned to be and appear before the Student Congress sitting in the Court for the Trial of Impeachments, at _____ o'clock _____ .m., at _____ on the _____ day of _____, then and there to answer to said Articles of Impeachment. Furthermore, You, the said _____, are therefore hereby relieved and excused from the discharge of your duties under the Constitution of the UNC Eshelman School of Pharmacy and the laws enacted there under pending the trial of such Articles of Impeachment, and You, the said _____, should you fail to appear and answer to the Articles of Impeachment, shall be ordered and adjudged to have answered and pleaded Not Guilty, by and through the Senate Secretary for the Trial of Impeachment for and upon your behalf acting.

Hereof fail not.

Witness _____, Senate Secretary, this _____ day of _____.

Article VII. Trial

A. Convene in Extraordinary Session. Upon the day and hour ordered by the Eshelman School of Pharmacy Senate, the Senate shall convene in Extraordinary Session, and the President shall put the question, upon motion by any member, whether the Senate members do hereby resolve into a Court for the Trial of Impeachments. Failure to adopt such resolution shall constitute dismissal of the Articles of Impeachment.

B. Surrender of the Chair. Thereupon, if the President of the Senate be under Impeachment, his/her duties relating to the process of impeachment shall then surrender to the appropriate officer according to Senate By-Law IV entitled Order of Succession. If the President of Senate be not under Impeachment, then the Senate President shall be President of the Court.

C. Oath. The Student Attorney General of the UNC Eshelman School of Pharmacy, or in his/her absence any officer empowered to administer Oaths of Office, shall administer the following Oath to each Representative of the UNC Eshelman School of Pharmacy Senate before such Representative shall act as a member of the Court for the Trial of Impeachments: I solemnly swear (or affirm) that in all things appertaining to the Trial of the Impeachment of (name), now proceeding, I will do impartial justice according to the Constitution and Laws of the UNC Eshelman School of Pharmacy Constitution.

D. Clerk. The Secretary of the Senate shall be the Clerk of the Court.

E. Pleading. The Officer Under Impeachment shall then be called to appear and answer the Article of Impeachment against him/her, which Articles shall be read before him/her by the Court, whereupon the Officer shall answer Guilty or Not Guilty.

F. No Appearance. Should the Officer Under Impeachment not appear, nor instruct or authorize any person to appear on his/her behalf, the President of the Court shall enter a plea of Not Guilty on behalf of the accused Officer.

G. Admission to the Bar of the Court. The managers for the prosecution of the Articles of Impeachment, the Officer Under Impeachment, and any student who the Officer Under Impeachment shall authorize and instruct to act on his/her behalf in the Trial of Impeachment, shall be admitted to the bar of the Court for the Trial of Impeachments immediately following the Answer.

H. Motions. All motions made by the Prosecution or the Defense shall be addressed to the President of the Court and, if he/she require it, be reduced to writing.

I. Time Limit of Debate. Motions shall be in order upon the close of evidence for the Prosecution and the Defense, which motion shall not be debated for more than one half hour by each side, unless the Court shall by order extend the time.

J. Opening and Closing of Arguments. The arguments shall be opened and closed by the Managers for the Prosecution of the Articles of Impeachment and shall be made by one person, unless the Court shall by order direct otherwise.

K. Order of Presentation. The order for the presentation and introduction of evidence shall be:

1. The Opening Argument for the Managers of the Prosecution;
2. The examination of witnesses and introduction of real and documentary evidence submitted by the Managers for the Prosecution;
3. The Opening Argument by the Defense;
4. The examination of witnesses and introduction of real and documentary evidence submitted by the Defense;
5. The Closing Argument by the Defense; and
6. The Closing Argument by the Managers for the Prosecution.

L. Oath of Witnesses. Each witness called by either side shall be administered the following oath by the UNC Eshelman School of Pharmacy Student Attorney General:

I, _____, do solemnly swear (or affirm) that the evidence which I shall give in the case now pending between the Senate of the UNC Eshelman School of Pharmacy at University of North Carolina at Chapel Hill and _____, shall be the Truth, the Whole Truth and Nothing but the Truth, So help me God.

M. Examination of Witnesses. The examination of witnesses submitted by either side shall be in the following manner:

1. The direct examination of the witnesses by the side submitting him/her;
2. The cross-examination of the witnesses by the side not submitting him/her; upon any matter, and for any purpose;
3. The redirect examination of the witnesses by the side submitting him/her; and
4. The re-cross-examination of the witnesses by the side not submitting him/her.

N. Court Member Called as Witness. If a member of the Court be called as a witness, he/she shall be sworn and give his/her testimony standing in his/her place, but shall not be disqualified thereby from sitting in the Court.

O. Polling of the Court. Upon the questions of any motion, and on the question whether the Articles of Impeachment be sustained, the Court shall be polled.

P. Question of Guilt. Upon the close of the argument by the Prosecution, and the close of Motions thereafter, the question shall be whether the Officer Under Impeachment is Guilty of the Impeachment of Having Failed to Perform the Duties of His/Her Office, which question shall be debatable but not subject to any subsidiary motion, and no Member of the Court shall speak more than twice, nor more than ten (10) minutes at any one time.

Q. Standard of Reasonable Doubt. No member of the Court for the Trial of Impeachments shall sustain the Articles of Impeachment, unless the evidence submitted, examined and considered shall prove beyond reasonable doubt that the Officer Under Impeachment did fail to perform the duties of his/her Office.

R. Voting. The form of the question whether the Articles of Impeachment be sustained and the Officer Under Impeachment convicted of having failed to perform the duties of his/her office shall be, to each Member of the Court: "Mr. (Mrs., Miss, Ms.) _____; How say you of the Defendant _____, Guilty or Not Guilty;" to which each member of the Court shall respond either "Guilty" or "Not Guilty."

S. Adjournment. Upon Acquittal of any Officer Under Impeachment, the President of the Court for the Trial of Impeachments shall put the question, whether the Court for the Trial of Impeachments adjourn, which motion shall not be subject to debate.

T. Removal. Upon conviction of any Officer Under Impeachment, the President of the Court shall put the question, whether the Convicted Officer be removed from Office, which motion shall be debatable but not subject to any subsidiary motion, and no Member of the Court shall speak more than once, nor for more than ten (10) minutes.

U. Disqualification. Removal from Office by the Court shall disqualify such Officer Convicted from the exercise of any office of trust, profit or honor under the UNC Eshelman School of Pharmacy.

V. Suspension. Any Officer Convicted, but not removed from his/her Office, shall be suspended from the exercise of his/her duties and powers until such time that the Senate shall, by Resolution, revoke such suspension.

APPENDIX III: PROFESSIONAL REFERENCES

A. Oath of a Pharmacist

“I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- *I will consider the welfare of humanity and relief of suffering my primary concerns.*
- *I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.*
- *I will respect and protect all personal and health information entrusted to me.*
- *I will accept the lifelong obligation to improve my professional knowledge and competence.*
- *I will hold myself and my colleagues to the highest principles of our profession’s moral and legal conduct.*
- *I will embrace and advocate changes that improve patient care.*
- *I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.*
- *I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.”*

*Taken from the AACP House of Delegates
July, 2007*

B. Code of Ethics for Pharmacists

A **pharmacist** respects the covenantal relationship between the patient and pharmacist.

A **pharmacist** promotes the good of every patient in a caring, compassionate, and confidential manner.

A **pharmacist** respects the autonomy and dignity of each patient.

A **pharmacist** acts with honesty and integrity in professional relationships.

A **pharmacist** maintains professional competence.

A **pharmacist** respects the values and abilities of colleagues and other health care professionals.

A **pharmacist** serves individual, community, and societal needs.

A **pharmacist** seeks justice in the distribution of health resources.

Adopted by the membership of the American Pharmaceutical Association, October 27, 1994.

C. Pledge of Professionalism

As a student of pharmacy, I believe that there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help to ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity will be an essential part of my everyday life and I will pursue all academic and professional endeavors with honesty and commitment to service.

To accomplish the goal of professional development, as a student of pharmacy I will:

A. **Develop** a sense of loyalty and duty to the profession by contributing to the well being of others and by enthusiastically accepting the responsibility and accountability for membership in the profession.

B. **Foster** professional competency through life-long learning. I will strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.

C. **Support** my colleagues by actively encouraging personal commitment to the Oath of a Pharmacist and the Code of Ethics for Pharmacists as set forth by the profession.

D. **Dedicate** my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.

E. **Maintain** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

This profession of pharmacy is one that demands adherence to a set of ethical principles. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather it begins with my membership in this professional college community. Therefore, I will strive to uphold this pledge as I advance toward full membership in the profession.

Developed and adopted by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism June 26, 1994.

APPENDIX IV: SENATE COUNCIL MEETING POLICY AND PROTOCOL

Purpose:

The purpose of the Student Senate Council Meeting is to convene organizational representatives as prescribed by the Student Senate Constitution. The council meetings will replace the Student Senate General Body Meetings with the intent that this format will provide a refined structure for discussing Senate matters and thus increasing efficiency as a consequence. Furthermore, the council meetings are meant to foster meaningful collaboration and sharing of best practices amongst organizations and the Student Senate, enhance transparency, improve communication, improve dissemination of information to organizations, and allow more flexibility for member attendance in the new curriculum.

I. Senate Council Board:

The Council shall comprise of the following members:

- Senate Officers of the Student Body*
- Student Senate Advisor(s)
- 1 Delegate from each Class
- 1 Delegate from each Senate-recognized organization**
- Affiliates from Asheville senate-recognized non-stand-alone organizations and/or other active organizations not recognized by Senate*** (optional)

*Senate Officers of the Student Body as prescribed by the Senate Constitution consist of the Senate President, Senate Vice President, Senate Secretary, Senate Treasurer, GPSF Senator, and AEC Chair. Participation in the Council by remaining Senate Executive Board members is optional.

**Senate-recognized organizations must be currently active and operational within the UNC Eshelman School of Pharmacy.

***See Section VII. *Affiliates*

II. Senate Council Meeting Proceedings:

The Council shall convene every third Monday of the month. The Senate President shall preside over the council meetings in the same manner the Senate Constitution prescribes for Student Senate General Body Meetings. The Senate President shall call the meeting to order and instruct the Senate Secretary to take roll to ensure all required members are present. The Senate Secretary shall also record the names of any and all affiliates present. Thereafter, the meeting shall proceed with the Senate President's agenda and shall conclude with a 15-minute open-forum at which time all students are invited to address the Council with any and all matters. The Senate Secretary shall record the minutes of the meeting.

Upon adjournment of the council meeting, every organization delegate shall be responsible to report to his/her organization with meeting details and any other pertinent or pressing topics. The Senate Secretary shall email the meeting minutes to all delegates within 72 hours after the council meeting. The meeting minutes shall also be made available to the Pharmacy student body as prescribed by the Senate Constitution.

III. Voting:

Voting shall operate as prescribed by the Senate Constitution with 2/3 vote to pass amendments. Proposed amendments to Constitutional Articles and By-Laws shall be emailed to the delegates

one week before the council meeting for review and consideration. Delegates shall discuss the proposed amendments with their leadership board prior to the council meeting. Delegates shall be responsible for asking questions and sharing concerns on behalf of their organization/class at the council meeting. Voting shall take place at the council meeting. Should any delegate feel that he/she needs to confer further with his/her leadership team, he/she may request that the matter be held in abeyance until the next council meeting. A motion for an abeyance shall require a 2/3 vote by the council members. If the motion does not carry, the Council shall vote that day. If the motion to hold in abeyance carries, the Council must vote at the next council meeting without exception.

IV. Senate Council Board Delegates:

The Senate Council Board shall be comprised of one delegate from each Senate-recognized organization, and one delegate from each class (i.e. Class Officer). The organization president and class president shall serve as the primary official delegate at all Senate Council Meetings for the term of one academic year, or until a new president is elected, whichever comes first. Additionally, each Senate-recognized organization and class shall have one alternate delegate to serve in place of the primary delegate in the case that he/she is not able to attend the Senate Council Meeting. The organization president and class president shall appoint his/her vice president (or the equivalent) as the alternate delegate to serve for the term of one academic year, or until a new vice president (or equivalent) is elected, whichever comes first. However, if the organization president or class president wishes to appoint a delegate in lieu of themselves or in lieu of their vice president (or equivalent), then that organization president and/or class president shall submit in writing to the Senate Executive Board the reason for this decision. All Council Delegates must be in compliance with Section V. *Delegate Requirements* of this policy. The organization president and class president must submit the name of the delegate, themselves included, to the Senate President and the Senate Secretary no more than 7 days after the election of new officials in that organization and/or class.

V. Delegate Requirements:

The following criteria shall be met by the delegate:

- Is a PY2 or greater (unless an organization/class president, vice president or equivalent)
- Has been a member of the organization for no less than 2 years. Presidents and vice presidents (or equivalents) are exempted from this criterion
- Has had leadership experience in the past within the organization
- Is in academic good standing with the University
- Does not carry any non-academic progressions concerns

A delegate cannot hold two positions at the council meeting. For example, a delegate cannot be a member of the Senate Executive Board and serve as delegate at the same time. Membership on the Senate Executive Board and representation thereof supersedes representation of an organization or class. Further, a president and vice president (or equivalent) of an organization or class must not serve as delegate for an alternate organization. Those individuals shall represent their own organization or class. Fulfillment of this stipulation may require the appointment of another leader within an organization or class to serve as delegate on the Senate Council Board. Delegate selection must be in compliance with Section IV. *Senate Council Board Delegates*.

VI. Role of the Delegate:

The role of the delegate shall be as follows:

- To represent his/her organization's/class interests at all council meetings
- To vote on the behalf of their organization/class

- To keep their organization/class apprised of all council meeting outcomes
- To thoughtfully take part in the discussions and solutions of matters brought forth by the Senate Executive Board, recognized organizations, and/or students of the pharmacy school
- To bring forth new business, if necessary, at council meetings
- To collaborate freely with all members of the Senate Council

VII. Affiliates:

Affiliates shall function as non-voting representatives at the council meetings and shall comprise of the following: Senate-recognized non-stand-alone organizations present on the Asheville campus and other related student organizations not recognized by the Student Senate.

- A. Student Senate recognizes that although an organization may have one chapter on two campuses (Chapel Hill and Asheville), requirements and standards of operation of an organization may vary across both campuses. Therefore, affiliates shall comprise of **no more than one** leader from each Asheville non-stand-alone Senate-recognized organization.
- B. Organizations that are not recognized by the Senate must meet the following criteria in order to hold the position of affiliate on the Council Board:
 1. Possess current university-recognized status
 2. Be currently active and operational within the school of pharmacy
 3. Receive approval to become an affiliate from the Office of Curricular and Student Affairs and the Senate Officers of the Student Body

Upon meeting this criteria, affiliates shall comprise of **no more than one** leader from each non-recognized organization.

APPENDIX V: ORGANIZATION BANKING POLICY

I. Purpose

The purpose of this policy is to provide student organizations with the proper procedure for obtaining a commercial bank account, as well as to outline the stipulations and implications that option incurs.

II. Policy

As of Spring 2016, all Student Senate recognized organizations have the option to continue to use SAFO for their banking purposes or they may transfer their monies to an external commercial bank. Organizations who choose to bank within SAFO will be eligible for Student Senate, GPSF, and other university funding, while those who bank outside of SAFO will not be eligible to receive school or university based funding. Organizations eligible for funding through Senate should refer to the Senate Funding Policy/Guidelines document prior to applying for funding.

While organizations opting to bank commercially will not be able to accept school or university based funding, Student Senate will work with all recognized organizations to ensure this policy change will not affect their ability to fundraise by way of participating in the Senate Annual Silent/Live Auction and other such events. Under such circumstances, Student Senate will write a check made out to the organization instead of transferring funds to their SAFO account. As such, the organization must have a business checking account in the organization's name. Student Senate will NOT write checks to personal bank accounts or individuals if monies are meant for the organization as this incurs significant liability. For instructions on how to open a bank account, refer to *Procedure, Section 1* of this policy.

At the beginning of each school year, every organization must submit an attestation form signed by the organization's President, Treasurer, and Advisor stating where their money is located (SAFO, commercial bank(s), or both) and how much money the organization currently has at such location(s). Organizations must retain only ONE form of banking service; organizations cannot at any time concurrently possess a SAFO account and a commercial bank account. In like manner, organizations are prohibited from possessing multiple commercial bank accounts.

Upon choosing to bank outside of SAFO, all organizations must comply with the following:

- A. At the beginning of each school year, each organization will sign an attestation form stipulating that they accept any and all liability relating to banking outside the university, and that choosing to bank outside the university does not exempt them from university regulations regarding how organizational funds are utilized.
- B. At the end of each semester, organizations will be required to present accounting documentation to the Senate Treasurer for review and audit purposes. Any discrepancy found within the provided documentation must be remedied within 7 days from the date the organization receives notice regarding the discrepancy. Failing to remedy the discrepancy within the allotted time will place the organization at risk for suspension. Refer to *Procedure, Section II* for a description of documentation required for compliance and *Procedure, Section III* for a detailed summary of the submission and verification process.

III. Procedure

Section I. Opening an External Bank Account

- A. All student organizations banking outside of SAFO must possess a business checking bank account with the organization name as the designee of said account. The following steps must be followed to open a checking bank account in the organization's name:
- 1) Incorporate in NC**
 - Prior to opening a business checking account, the organization must be a recognized business by the state. This requires completing an N-01 *Articles of Incorporation for a Nonprofit Business* form and mailing that form to the Secretary of State with the required fee. Please go to <https://www.sosnc.gov/corporations/Forms.aspx?PItemId=5429733&Type=Nonprofit%20Corporation> to obtain the form. Student Legal Services may be consulted for assistance.
 - 2) Apply for an EIN**
 - This serves as an SSN of the business. Please go to <https://www.irs.gov/instructions/iss4/ch01.html> and click on the link titled *How to apply for an EIN*.
 - 3) Open a business bank account**
 - Present Articles of Incorporation (from Step 1), and a letter authorizing the users of the bank account. Users of the bank account should be limited to the organization's President, Treasurer and Advisor.
 - 4) Close SAFO account**
 - Present a signed letter from the organization advisor stating intent to close the account. SAFO will do a final audit on the account and issue a check.
 - 5) Apply for tax-exempt status**
 - While most organizations are already non-profit, that does not automatically confer the status of tax-exempt. An organization's reliance on fundraising as a form of revenue necessitates becoming tax-exempt. A fee is associated with the application. Once status is granted, the organization must submit a tax form every year reporting annual revenue (i.e. fundraising income, etc.). Please go to <https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status> for complete details.

Section II. Required Financial Documentation

- A. All student organizations banking outside of SAFO will need to submit financial documentation at the end of each semester to the Senate Treasurer and his/her Committee for review. This serves to replace oversight provided by SAFO as required by the University of North Carolina.
- a. The following documents **MUST** be submitted for review:
 - i. A completed Expense/Deposit Log provided by the Student Senate. See *Section IIIA* for more details on how to complete this document.
 - ii. Supporting documentation such as bank statements, credit card statements, check stubs, and deposit slips; copies will be accepted.
 - b. Additional Documentation
 - i. Receipts are required only upon request.
 - c. Frequency:
 - i. All documents must be submitted at the end of each semester by the last day of school according to the UNC Eshelman School of Pharmacy academic calendar.
 - ii. Documents submitted at the end of the Fall semester must include finances for the past summer as well.

Section III. Documentation Submission Details and Verification Process

- A. Expense/Deposit Log
 - a. The Log is in the form of an Excel sheet with prepopulated categories. Organizations are to insert the TOTAL AMOUNT expended or deposited that semester for each category applicable to that organization.
 - b. Once completed, the Excel document should be converted into PDF format and emailed to the Senate Treasurer by the due date.
- B. Supporting documentation
 - a. The following supporting documentation must accompany the completed Expense/Deposit Log:
 - i. Bank statements
 - ii. Credit card statements
 - iii. Check stubs
 - iv. Deposit slips
 - v. Venmo and PayPal transaction reports
 - b. Documents may be scanned and emailed to the Senate Treasurer, or they may be placed in the Treasurer's Folder.
 - c. The supporting documentation will be examined and reconciled against the Expense/Deposit Log.
- C. Receipts
 - a. Receipts will not be verified as part of the standard process, but organizations must be ready and able to produce any receipts at the request of the Student Senate and/or the Office of Curricular and Student Affairs.
- D. Audits
 - a. Audits can occur at any time and will be conducted if the Student Senate Treasurer, the Budget Committee, and/or the Office of Curricular and Student Affairs finds reasonable cause to do so.
- E. Senate Treasurer and Budget Committee Responsibility
 - a. The Senate Treasurer, along with his/her Budget Committee, will review all financial documentation within 14 days of the due date of submission.
 - b. Should a discrepancy arise in the submitted financial documents, the Senate Treasurer will contact the organization's President, Treasurer and Advisor to alert them of said discrepancy. Organizations have 7 days to resolve the discrepancy which may require submission of receipts or additional documentation. The Senate Treasurer will discuss with the organization which additional documents are needed to rectify the discrepancy.
 - c. The Senate Treasurer will contact the President, Treasurer, and Advisor of each organization once the document verification is complete.
 - d. The Senate Treasurer will scan and archive all submitted documents to a secure database.

Section IV. Organization Compliance

- A. All organizations possessing commercial bank accounts must comply with the submission of required financial documents and verification process set forth by this policy. Failure to comply may result in organization suspension.

APPENDIX VI. STUDENT SENATE FUNDING POLICY AND GUIDELINES FOR STUDENT ORGANIZATIONS

Under no circumstances will funding be granted for alcohol, tobacco, firearms and any other forbidden item pursuant to University of North Carolina policy.

The following criteria must be met in order to be considered for funding:

- All events must be open to all students at the Eshelman School of Pharmacy.*(see definition of open below).
- Events must benefit or reflect positively on the Eshelman School of Pharmacy community.
- Events must promote pharmacy, leadership, professionalism, and/or philanthropy.
- Student Organizations must have a SAFO account.
- Student Organizations must recognize Senate as a co-sponsor of the funded event by stating it on all flyers, advertisements, etc.
 - **Exception:** if the flyers were made before funding was granted. At that point, any verbal announcement made in class should acknowledge Senate.

* **Definition of “open”** - the term “open” refers to equal access to all students. Not all organizations within the Eshelman School of Pharmacy can be equally accessed by students. For instance, theoretically all students can freely join professional organizations (ex. CAPS, AMCP, TCCP-SC, etc.), but cannot freely join fraternities (Kappa Psi, PDC, etc.). Thus, students have equal access to the professional organizations, but not the fraternities. Therefore, professional organizations can ask for funding for events that involve their members only (although we STRONGLY encourage events that are open to the whole student body), but fraternities MUST ask for funding for events that are open to both their members and the entire student body.

Food:

- Will fund food to help organizations bring more attendance to their events, but those events MUST promote the field of pharmacy, leadership, professional development, and/or be philanthropic in nature.
 - See examples of fundable events in the Appendix.
- Will NOT fund food for student gatherings/member meetings, faculty appreciation breakfasts/lunches/dinners, and student-led preparatory competitions*.
 - Refer to the Appendix for more examples/stipulations.

Gifts/Gift Cards

- Will not be funded regardless the recipient.
 - No gifts/gift cards, including meals for speakers.

Speakers:

- Will fund speaker fees, event fees, and hotel costs for speakers.
- Will fund food for the event as prescribed in the Food category.

Venues

- Reservations for venues that promote alcohol (i.e. bar, club, etc.) will not be funded.
 - Reference the *Policy on Student Possession and Consumption of Alcoholic Beverages* for more information regarding alcohol.
<http://policies.unc.edu/policies/student-alcohol/>

Entertainment, sports, shows

- These events will be funded providing that the events have a pharmacy/ community/philanthropic benefit.
 - i.e. Mr. Pharmacy; an event that donates all proceeds to a cause.

Fundraising/Recruitment

- No funding will be allocated to an organization to help in any way with fundraising or promoting that organization. Senate must remain unbiased and unaffiliated with aiding or promoting the advancement of any one organization.

Insurance

- Under no circumstances will Senate fund any kind of insurance for an organization. Organizations are liable for any and all insurances required to run their organization and remain compliant to organizational rules.

Printed Materials and Supplies

- No funding will be provided for fliers or any type of promotional materials.
- Will fund posters, materials for workshops, and materials integral to an event.

The process for submitting an application for funding:

1. Each organization will fill out a Budget Request Form listing the activities they wish to have funded by Senate for *that semester* only. Remember to account for money that will be spent for Asheville activities; those requests should be marked as a **separate entry** on the Budget Request Form. If the Asheville organization is a separate entity (as in the case with TABS and KE), then a separate form must be filled out and submitted that to the Asheville Treasurer.
2. Return the form to the Senate Treasurer via email by the designated deadline.
3. The President and/or Treasurer from each organization must sign up for one 10-minute time slot during the budget allocation request meetings scheduled. The sign-up sheet link will be sent in an email at the beginning of the semester, and sign-up will be first-come, first-serve.
 - ****Attention Asheville organizations (KE and TABS):** Asheville organizations will sign-up for a meeting with the Asheville Senate Budget Committee. An email with a link to sign-up will be provided by the Asheville Treasurer.
4. The President and/or Treasurer of the organizations will meet with the Student Senate Budget Committee at the time selected on the sign-up sheet.
5. The Budget Committee will review the requests, allocate funds accordingly, and send out official announcements to the organizations.
6. This process will be repeated every semester.

Tips for filling out the Budget Application Form:

- Be as clear and complete as possible when filling out the Budget Request Form so that the Student Senate Budget Committee can better evaluate your application.

Criteria for disqualification:

- Failure to submit the Budget Request form by the prescribed deadline.
- Failure to attend the mandatory budget allocation meeting with the Student Senate Budget Committee.

- Not recognizing Student Senate for the contribution of funds (see *Once funding has been granted* below).
- Not having a SAFO account.

Once funding has been granted:

- Organizations must spend funds according to the breakdown dictated on the Funding Reward Form - no shifting of funds to other events that were or were not approved for funding.
- Organizations must spend ALL monies granted for the events.
 - Failure to do so may result in less monies allocated for future events.
- Per the Senate Constitution, Senate **must be recognized** for the contribution of funds. For example, flyers must state that the event was co-sponsored by the Eshelman School of Pharmacy Student Senate. Failure to do so will result in a loss of funding for that event. Repeated offenses will result in the inability to request funds the next semester. Flyers created prior to the budget allocations are exempt from this rule. At that point, any verbal announcement made in class should acknowledge Student Senate.

How to Receive Your Allocation:

- Fill out a SAFO Intra Office Transfer Form and attach ITEMIZED receipts (copies are acceptable) and place it in the Senate Treasurer's Folder.
 - When filling the form, please mark **UP TO** the amount your organization was awarded. For example, if your organization was awarded \$160 for an event, but only spent \$100, mark \$100. Conversely, if your organization spent \$180, mark \$160. The Senate Treasurer will see by the itemized receipts exactly how much your organization spent and on what type of items.
- Please use **ONE** Transfer Form for single or multiple events whenever possible. Using multiple Transfer Forms results in added transaction fees for Student Senate.
- Must submit a reimbursement request by the designated due date to receive funds. Late reimbursement forms **WILL NOT** be accepted!!
 - **NOTE:** all reimbursements are processed at the end of the semester. Monies will be transferred to the Student Organization's SAFO account.

Appendix VIa:

I. Food

A. Examples of fundable events:

1. "Lunch and Learns" or other types of professional/leadership training sessions where food is provided to all attendees.
 - a) Ex. PLS Prescription for Leadership Success
2. Career Forums
3. Pink Week (event that promotes Breast Cancer Awareness)
4. Flu Shot Clinic
5. Health Fair
6. CPP Dinner
7. Ronald McDonald House (cooking for the tenants)
8. Philanthropic events:
 - a) Fish Fry with proceeds going to charity
 - b) Operation Christmas Child (food for the event)

B. Examples of non-fundable events:

1. Any social events involving students and/or faculty only:
 - a) Class BBQs
 - b) “Meet and Greets”
 - c) Faculty appreciation breakfasts
 - d) Class breakfasts
2. Organizational info sessions (see *Fundraising/Recruitment* category)
3. Preparation for competitions (i.e. any type of counseling competitions)**

** Activities that promote professional development which have long-term professional impact, **directly** increases the marketability of the student in the job-market, and which involve pharmacists **outside the pharmacy school** may be acceptable. Consideration for these events will be on a case-by-case basis.

APPENDIX 7: OFFICER ELECTIONS DOCUMENTS

I. Election Rules and Regulations for Senate and Class Officers

The following Election Rules and Regulations must be emailed to Senate and Class Officer nominees with their nomination notification.

1. You must sign an *Election Statement of Understanding* before you will be eligible to run in any School of Pharmacy election.
2. Electronic flyers and speeches must be of a professional, respectful, and tasteful nature in accordance with the Pharmacists Code of Ethics, Oath of a Pharmacist, and the Pledge of Professionalism as referenced in the School of Pharmacy Senate Constitution.
3. All social media is prohibited as a means of campaigning. This includes email, Facebook, Twitter, GroupMe, Snapchat, etc. Campaigning through social media is grounds for disqualification.
4. Candidates may **NOT** provide any giveaways to students during campaigning. This includes, but is not limited to, all candy and food items.
5. All *active* campaigning must stop at **time on date**.
6. Once campaigning ends, there shall be no soliciting by any candidate or any representative of a candidate including any and all students eligible to vote that may voice anything about a candidate.
7. The results of each election and run-off shall be immediately emailed to the student body after all candidates are notified.
8. Challenges and/or calls for a revote may be petitioned through any Senate Executive Officer via form and will be reviewed by the Senate Executive Officers and an announcement will be made in response as to the resolution plan.
9. Any violation or complaints about any candidate may be filed with any Senate Executive Officer.
10. Failure to adhere to the above rules will result in removal from ballot.

II. Election Statement of Understanding

The following Election Statement of Understanding must be emailed to Senate and Class Officer nominees with their nomination notification, and must be signed and returned before any nominee is eligible to run in any School of Pharmacy Election.

I _____ (Full Name) fully understand and will comply with all statements outlined by the Election Rules and Regulations for Senate and Class Officers. I recognize that it is my responsibility to request clarification from the Senate Executive Officers on any rule before

starting my campaign. I recognize that if I am in violation of ANY said rule then my candidacy will be subject to an evaluation by the Senate Executive Officers. Upon evaluation by the Senate Executive Officers, corrective measures may be sought, the most serious measure being disqualification, if deemed necessary. By signing this form, I also acknowledge that my overall GPA is no less than 3.0 and I am not prohibited by the Honor Court or otherwise from being an Officer/Election Candidate. Signed Election Statements of Understanding are due at **time** on **date** to GPSF Senator **name** at **email**.

Office Being Sought: (Please Check One)

- President** **Vice President** **Secretary/Treasurer**
 Asheville Class Representative

Candidate Signature

Date

III. Oath of Office

Elected Senate and Class Officers must take the following Oath of Office led by the GPSF Senators in front of the Senate Council before officially beginning their duties.

“I, **state your name**, do solemnly swear to execute the office of **state your office** in order to represent the common foals and ideals of my fellow pharmacy students while honoring University policy set forth by Student Congress and the Pharmacy Senate Constitution and Bylaws. With that, I do so promise to work toward the improvement of the UNC Eshelman School of Pharmacy by acclamation from the UNC Pharmacy Student Body to pledge to be true to my work, making sure to represent my class in its entirety. Therefore, I graciously accept my position as **state your office**.”