

CONSTITUTION OF THE PHARMACY GOVERNING COUNCIL

PHARMACY GOVERNING COUNCIL
ERNEST MARIO SCHOOL OF PHARMACY
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
PISCATAWAY, NJ 08854

GOALS AND OBJECTIVES

The Pharmacy Governing Council (PGC) shall set forth the following objectives in order to enhance the Ernest Mario School of Pharmacy's (EMSOP) educational experience and to promote the profession of Pharmacy. Additionally, PGC serves to encourage student involvement and participation in regional, state, and national events. The Council shall serve as a strong, united voice between the faculty, students, and alumni. Furthermore, the Council shall promote open lines of communication and foster interaction between the pre-professional and professional class years as well as the organizations and societies with the Ernest Mario School of Pharmacy. The Council shall also establish and maintain an independent, strong, and a valued presence within the university. In addition, the Council shall be a resource for the recognized organizations and societies of the Ernest Mario School of Pharmacy for the purposes of guidance and funding.

ARTICLE I: Name

The legislative body representing the students of the Ernest Mario School of Pharmacy at Rutgers, The State University of New Jersey, shall hereby be known as the Pharmacy Governing Council, hereinafter referred to as the PGC or the Council.

ARTICLE II: Membership

Section 1: Composition of the Council

A. Voting members of the Council consist of:

1. The Council Executive Officers: President, Vice President of Internal Affairs, Vice President of External Affairs, Corresponding Secretary, Recording Secretary, Treasurer, and University Senator(s).
2. Four officers from the first Pre-Professional to the third Professional year classes: President, Vice President, Secretary and Treasurer.
3. One officer from the fourth Professional year class.
4. President or their designee from American College of Clinical Pharmacy (ACCP).
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5. President or their designee from Academy of Managed Care Pharmacy (AMCP).
6. President or their designee from American Pharmacists Association-Academy of Students of Pharmacy (APhA-ASP).
7. One representative from College of Psychiatric and Neurologic Pharmacists (CPNP)
8. President or their designee from Drug Information Association (DIA).
9. President or their designee from Industry Pharmacists Organization (IPhO).
10. President or their designee from International Society of Pharmacoeconomics and Outcomes Research (ISPOR).
11. President or their designee from National Community Pharmacists Association (NCPA).
12. President or their designee from New Jersey Society of Health Systems Pharmacists (NJSHP).
13. President or their designee from Pediatric Pharmacy Association (PPA)
14. President or their designee from Student National Pharmacy Association (SNPhA).
15. President or their designee from each of the three Greek Organizations: Alpha Zeta Omega (Α Ζ Ω) (inactive until 2025), Lambda Kappa Sigma (Λ Κ Σ), Phi Delta Chi (Φ Δ Χ)
16. President or their designee from each of the three Honor Societies: Chi Alpha Epsilon (Χ Α Ε), Phi Lambda Sigma (Φ Λ Σ): The National Pharmacy Leadership Honor Society, Rho Chi (Ρ Χ): The National Pharmacy Academic Honor Society

- B. Non-voting members of the Council consist of:
 - 1. President or their designee from Pharmascript
 - 2. One liaison from each representative of the following organizations:
Engineering Governing Council (EGC)
School of Engineering and Biological Sciences Council (SEBSC)
Rutgers Business Governing Association (RBGA)
 - 3. Any student of the Ernest Mario School of Pharmacy who is not affiliated with an organization and attends two-thirds of the PGC meetings per semester .
 - 4. Rutgers University Student Assembly (RUSA) representatives to PGC.
- C. Ex-Officio members of the Council consist of:
 - 1. The Faculty Advisor(s).
- D. Eligible organizational alternates shall consist of:
 - 1. One member of the respective organization who will serve in lieu of the representative's presence, but will not have the power to vote

Section 2: Eligibility

A. Executive Officers

- 1. President – shall be currently enrolled in the third professional year and has shown determination and leadership in the Ernest Mario School of Pharmacy, demonstrated by at least one year on the PGC Executive Board and maintaining member status for the previous and current semester; shall fill out a petition and obtain 120 signatures from the first Pre-Professional through the fourth Professional year students of the Ernest Mario School of Pharmacy. In the event of no eligible third professional year student, consideration may be given to an eligible student in the second professional year.
 - a. In order to promote diversity amongst student leadership, no student may campaign for or be elected for the same position of either President, Treasurer, or PGC Representatives of two pharmacy organizations within the same academic year.
- 2. Treasurer—shall be currently enrolled in the first, second, or third professional years; has shown determination and leadership in the Ernest Mario School of Pharmacy, demonstrated by serving as a treasurer for a Rutgers University organization or society, and maintaining member status for the previous and current semester; shall fill out a petition and obtain 60 signatures from the first Pre-Professional through the fourth Professional year students of the Ernest Mario School of Pharmacy.
- 3. Other positions – shall be currently enrolled in the first, second, or third Professional year; has shown determination and leadership in the Ernest Mario School of Pharmacy, demonstrated by maintaining

member status for the previous and current semester; shall fill out a petition and obtain 60 signatures from the first Pre-Professional through the fourth Professional year students of the Ernest Mario School of Pharmacy.

4. Candidates must submit their petitions to the office of the PGC Advisor(s) by the pre-determined deadline. In the event the candidate cannot physically hand it in, scanned copies will be allowed pending submission of a physical copy within the next two (2) school days. Candidates will be approved based on academic history by the Advisor(s) prior to the creation of a slate.
 5. Each candidate shall prepare a written speech describing his/her accomplishments, qualifications and goals if elected, which will be distributed to each of the five voting classes (first Pre-Professional year through third Professional year).
 6. Candidates shall be elected by students from the five voting classes.
- B. Class Officers shall be elected by their respective class year. Candidates must fill out a petition and obtain 30 signatures from members of their class only.
1. Class Officers seeking re-election must have maintained member status in PGC throughout their previous term by attending two-thirds of PGC meetings per semester.

Section 3: Terms of Office

A. Executive Officers

1. All terms of office of the Executive Board will run from the end of the academic year in which they are elected to the end of the following academic year as defined by Rutgers University.

B. Class Officers

1. Terms of the second Pre-Professional through the second Professional year class officers will run from the end of the academic year in which they are elected to the end of the following academic year as defined by Rutgers University
2. Terms of the third professional year class officers will run from the end of the academic year in which they are elected to the end of their fourth professional year

- C. All officers (Executive, Class, and Organization) must be elected prior to the start of the fall semester and serve a full academic year in their elected position.

Section 4: Attendance

- A. No individual can be the representative for more than one organization
- B. No PGC Executive Officer can be the representative for an organization
- C. All members of the Council, both voting and non-voting, must attend two-thirds of the Council's meetings in order to maintain member status. Notification of absence with a legitimate reason in a timely fashion with

approval from the PGC Executive Board. It will be documented by the Recording Secretary.

ARTICLE III: Elections

Section 1: General rules of all elections:

- A. All ballots and tally sheets must be kept for 30 days post announcement of the winners.
- B. Running as a ticket is prohibited.
- C. A list of the offices open and their responsibilities will be made available to the public prior to the due date of petitions.
- D. Measures must be taken by those running the election to assure the following:
 1. ONLY ONE vote per student is permitted.
 2. Votes will not be accepted after the close of elections period.
 3. In the event electronic voting is not possible:
 1. Paper ballots are sealed in an envelope immediately following the election and brought to the Dean's office by an Executive Officer where they will remain until the time of counting.
 2. A minimum of two Executive Officers must be present to run elections. A minimum of three Executive Officers must be present at the time of ballot counting.

Section 2: Who is eligible to run Executive and Class Officer Elections:

- A. Executive Officers not seeking reelection or who are running unopposed will run elections. The third Professional year Class Officers may be asked for assistance as needed.
- B. Students campaigning for or elected to a PGC Executive Officer position cannot campaign for or be elected to a PGC Class Council position within the same academic year.

Section 3: A. Any officer shall be elected after receiving a plurality of the votes cast in that election.

- B. In the event of a tie between two candidates, an internal vote will be conducted within the outgoing year's PGC Executive Board to determine the candidate who has demonstrated more leadership in pharmacy.

ARTICLE IV: Responsibility of the PGC Executive Officers, Class Officers and Organization Representatives

Section 1: The President of the PGC Executive Board shall preside over the general and executive meetings of the Council and shall have the power to call ad hoc meetings when necessary. The President must attend all Council of President meetings or appoint an appropriate alternate. The President shall appoint committees as necessary, including the chairperson(s) of that committee. The President shall also be the official spokesperson for the Council and the student body. The President shall encourage strong interaction among the students, the

University, and the other healthcare professions. The final interpretation of this Constitution rests with the President in consultation with the executive board.

- Section 2:** The Vice President of Internal Affairs of the PGC Executive Board shall coordinate all public relations **outside** and social events **within** the School of Pharmacy.
- Section 3:** The Vice President of External Affairs of the PGC Executive Board shall coordinate public relations outside of the School of Pharmacy.
- Section 4:** The Treasurer of the PGC Executive Board shall handle all monies and financial affairs of the Council. The Treasurer must consult with an administrative advisor regularly; the advisor will determine the frequency of these meetings.
- Section 5:** The Corresponding Secretary of the PGC Executive Board shall prepare a student organization email and phone list each school year and shall distribute it to the Deans, and make the list accessible for each student organization of the Ernest Mario School of Pharmacy. The Corresponding Secretary is also responsible for posting flyers and announcements for PGC, as well as maintaining correspondence as necessary.
- Section 6:** The Recording Secretary of the PGC Executive Board shall record and prepare all Council meeting minutes; the Recording Secretary shall also keep attendance at Council meetings as well as at select Council events.
- Section 7:** The University Senator(s) shall represent the School of Pharmacy at the University Senate meetings.
- Section 8:** All PGC Executive Board officers will assist the President and share in the responsibilities of the Council.
- Section 9:** The Class Officers are responsible for representing the opinions of the class as well as addressing the needs of the class throughout the academic year.
- Section 10:** Representatives from organizations are to update the Council about their respective organizations at each general Council meeting, and to keep their respective organizations informed of the information discussed from each general Council meeting.

ARTICLE V: Impeachment and Resignation

- Section 1:** The following are grounds for removing the PGC Executive Board Officers and Class Officers from office:
- A. Failure to carry out his/ her constitutional duties.
 - B. Conduct unbecoming of an Executive Board Officer or a Class Officer.

- Section 2:** Charges of removal may be brought by:
- A. In the case of a PGC Executive Board Officer, only an executive board member of PGC, an Advisor, or University Administrator.
 - B. In the case of a Class Officer, only a member of that class, a Class Advisor, or University Administrator.
- Section 3:** Charges must be submitted in writing and given to either the PGC Advisor. At this time, the officer being accused will be given a copy of the charges.
- Section 4:** If a charge of removal is put forth, the PGC faculty advisor along with the consultation with the school's leadership team will determine the necessary action.
- Section 5:** Any officer wishing to resign must tender his/ her resignation in writing to the PGC Advisor(s) in the case of an Executive Board member, or to the Class Advisor(s) in the case of a Class Officer. The notice of resignation must be given at least 14 business days prior.

ARTICLE VI: Filling of Vacancy

- Section 1:** All vacancies must be filled within 10 school days following vacancy subject to extension by the faculty advisors.
- Section 2:** In the event of a vacancy in the office of President of ~~the~~ PGC, one of the two Vice Presidents shall assume the presidency based on the decision of the PGC Executive Board.
- A. All other vacancies must be filled in the manner outlined in Article VI, Section 5.
- Section 3:** In the event of a vacancy in the office of Vice President of Internal Affairs, Vice President of External Affairs, or Treasurer, any of the two Secretaries as well as the University Senator shall assume the vacant position based on the decision of the PGC Executive Board.
- Section 4:** Any student who is interested in filling a vacancy in the offices of PGC Vice President of Internal Affairs, Vice President of External Affairs, Treasurer, Corresponding Secretary, Recording Secretary, or University Senator must submit a petition to the PGC Faculty Advisor(s); any student who is interested in filling a Class Office vacancy must submit a petition to the Class Advisor(s).
- A. A petition for an Executive Board Office must have 60 signatures from the student body.
 - B. A petition for a Class Office must have 30 signatures from members of the implicated class only.

- C. A petition must be submitted 7 days following notification of vacancy.
- D. Students running for a vacant office must meet eligibility requirements as cited above (Article II, Section 2).

Section 5: Selection of the candidate to fill a PGC Executive Board vacancy other than the office of the President will be based on the decision of the PGC Executive Board and the PGC Advisor.

Section 6: Selection of the candidate to fill a Class Office vacancy will be decided by an election in the corresponding class, which will take place within 10 business days following vacancy, and which will adhere to the election requirements as cited above (Article III, Section 2).

ARTICLE VII: Treasury

Section 1: The Treasury consists of monies used to benefit the students at the Ernest Mario School of Pharmacy.

Section 2: The PGC Treasurer is responsible for updating the guidelines for reimbursement, as necessary, and sharing this resource with each organization's treasurer.

Section 3: An allocation is an approved amount of money transferred from the PGC account to an organization's account. Monies allocated for a specific use are to be used ONLY for that purpose.

- A. Any allocation must be compliant with the PGC Treasurer's guidelines for reimbursement. Final authority on accepting or rejecting an allocation lies with the PGC Treasurer in consultation with the PGC advisor.
- B. Appropriate allocations are granted to students who attend conventions/conferences and who may participate in scholarly presentations, national competitions, or hold nationally elected officer positions
- C. Itemized receipts must be kept and reconciled. Any unused or unreconciled portion will be dealt with at the discretion of the PGC Treasurer.
- D. Costs are to include hotel, registration and travel only, and PGC reserves the right to reduce the amount of an allocation given to an organization or an individual based on lack of attendance, misconduct, extravagant or inequitable spending habits, and as per the availability of funds.
- E. Should a reimbursement be made to a group, it is at the discretion of the organization or recipients of the reimbursement to distribute funds accordingly amongst themselves.

ARTICLE VIII: Regulations

Section 1: The Council and any affiliated organization shall comply with all federal laws prohibiting discrimination.

Section 2: All general Council meetings shall be open to any University student or representative of other governing councils except when otherwise indicated.

Section 3: The Council will comply with all university policies and procedures.

ARTICLE IX: Obligations and Procedures

Section 1: A Faculty Advisor shall be available as a source of information and advice. In addition, the advisor is responsible for pre-approving candidates to the Executive Board slate.

Section 2: Meetings should be scheduled on a regular basis.

Section 3: A quorum is fifty percent of the voting Council members plus one. In order to conduct a vote on any issue, a quorum must be present.

Section 4: A vote must be passed by the majority of voting members present at the meeting, an exception being a constitutional amendment (Article X, Section 1).

Section 5: New organizations seeking admission to the council shall submit a constitution and/ or a charter (as in the case of new Greek organizations). All new organizations seeking entry as a voting member of the Council must be approved by a quorum vote of the Council. They must abide by the rules set forth in the Constitution.

ARTICLE X: Amendments

Section 1: Any amendment can be proposed by any Council member. The amendment shall be presented in writing and approved by a two-thirds vote at the next regularly scheduled meeting.

Section 2: An entire draft of the Constitution can be proposed by the Executive Board and approved. Any previous Constitutions shall be deemed null and void.

This Constitution was amended and accepted as written on this day,
February 21, 2020, and granted final acclaim under the order of the 2019-2020 Executive Board
and its Faculty Advisors.

Min Sun Jeong
President

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Vice President
Internal

Kelly Ohlinger
Vice President
External

Gaurav Pathak
Treasurer

Muhil Ravichandran
Corresponding Secretary

Mansi Modi
Recording Secretary

Boseong Kang
University Senator

Dean Nancy Cintron
Faculty Advisor

Dean Donald Woodward
Faculty Advisor