**Article I. Name**

This organization shall be known and designated officially as the Pharmacy Student Executive Board of the Campbell University College of Pharmacy & Health Sciences, hereinafter referred to as PSEB.

**Article II. Purpose**

The purpose of this organization is to serve as the representative body for the student pharmacists of the Campbell University College of Pharmacy & Health Sciences and to serve as a liaison between the pharmacy students and the faculty and staff of the College of Pharmacy & Health Sciences.

**Article III. Definitions**

For the purposes of this document, the following terms will be used. PSEB, Pharmacy Student Executive Board, shall consist of the graduate students enrolled in the pharmacy school. The Executive Branch refers to the organizational elected officers or appointed representatives. The PSEB Council refers to the Executive and Legislative Branches.

**Article IV. Membership**

**Section 1. Student Members**

1. The membership of the PSEB shall include all professional students enrolled in the Campbell University Doctor of Pharmacy (PharmD) program.

**Section 2. Recognized Organization Funding**

1. All recognized organizations are eligible to receive funding from PSEB. To become a recognized organization, the organization must first be recognized through the College of Pharmacy & Health Sciences and the CPHS Office of Student Affairs. The organization must then submit a request at least 7 days before the next regularly scheduled PSEB meeting in order to be included on the agenda. A mission statement or purpose must then be presented before the student body during the PSEB meeting. A majority affirmative vote by the quorum ~~student body, attending the meeting,~~ will signify the organization being officially recognized.
2. The Social Chair will receive the following allotments from PSEB: The amount of $2,000.00 for the Maddox Grand Ball
	1. If more funds are needed, then they must be approved by a vote from the pharmacy student executive body.
		1. Ticket sales will be used for expenses.
	2. The amount of $100.00 for the Fall Campbell Games

 C. The Service Chair will receive the following allotments from PSEB:

* 1. The amount of $250.00 for the Spring Campbell Games

**Article V. Executive Branch**

 **Section 1. Officers**

The officers shall consist of a President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Parliamentarian and P1 Liaison. The President must be a rising P3. The President Elect must be a rising P2. The President and Vice President must be an active member as defined by attending 75% of the meetings of that academic year The Assistant Treasurer must be a P1 since he or she will transition into the treasurer role the following year.

 **Section 2. Duties**

1. **The President of the PSEB**
	1. Shall be a non-voting member of the Council, except in the event the Council’s vote is tied;
	2. Shall plan the agenda and preside over all general meetings of the PSEB Council;
	3. Shall plan and direct the activities of the PSEB Council;
	4. Shall not be president of any other pharmacy organization in the college at the time they are serving as the PSEB President.
	5. Shall appoint all committees or committee chairpersons as deemed necessary;
	6. Shall appoint a replacement for any Executive Officer, Standing Committee Chairperson, or Council member as may be necessary to fill vacancies created by resignation or removal;
	7. Shall serve as official spokesperson and provide for the representation of the PSEB in regional and national activities of the PSEB;
	8. Shall abide by any binding decisions of the Council, provided that he or she may appeal any adverse decision of the Council to the PSEB, and, by a majority decision of the PSEB, thereof reversing the decision of the Council;
	9. Shall serve as ex officio member of all committees established by the PSEB;
	10. The scheduling of all meetings of the PSEB, including dates, times, and space reservation, shall be the responsibility of the President of the PSEB.
2. **The President-Elect of the PSEB**
	1. Shall assist the duties of the office of President and Vice President
	2. Shall shadow each Executive Board member for 1 month;
		1. To ensure the President Elect has a year of experience with understanding how PSEB and each position operates
	3. Shall not be president elect of any other pharmacy organization in the college at the time they are serving as the PSEB President Elect.
3. **The Vice-President of the PSEB**
	1. Shall assist in the planning and directing of the activities of the Council;
	2. Shall succeed to the duties of the office of President in the event that the President is unable to carry out the duties;
	3. Shall serve as ex officio member of all committees established by the PSEB;
	4. Shall direct the activities of the Chair Positions;
	5. Shall organize and keep a fundraising calendar for all organizations and individuals who wish to fundraise within the College of Pharmacy and Health Sciences and maintain fundraising guidelines;
	6. Shall keep updated list of all CPHS organization presidents;
	7. Shall serve in any capacity as set forth by the President.
4. **The Secretary of the PSEB**
	1. Shall send announcements pertaining to monthly update deadlines at the beginning of the month. These deadlines should not be later than the last day of the month;
	2. Shall send meeting announcements not later than 3 days before the next meeting;
	3. Shall compile the monthly update reports into one document and post the information on Blackboard;
	4. Shall record and preserve the records and minutes of all meetings of the PSEB Council and post the information on Blackboard;
	5. Shall distribute all fines and fundraising consequences associated with non-attendance at monthly meetings;
	6. Shall serve in any capacity as set forth by the President.
5. **The Treasurer of the PSEB**
	1. Shall send announcements pertaining to funding requests and deadlines at the beginning of the month. These deadlines should not be later than 7 days (1 week) before the next meeting; Shall keep accurate transactions conducted by the Council including, the total appropriated by the Council during the semester and the total required to meet all unspent appropriations;
	2. Shall manage all funding requests submitted to the Council before the general body meeting
	3. Shall maintain the Funding Request Guidelines and keep the most updated version posted on Blackboard;
	4. Shall update the student body on the account balance every month;
	5. Shall collect fines incurred by organizations failing to submit monthly reports and nonattendance in the previous semester;
	6. Shall serve in any capacity as set forth by the President.
6. **The Assistant Treasurer of the PSEB**
	1. Shall assist the treasurer in managing all funding request submitted to the Council before the general body meeting;
	2. Shall assist the treasurer in maintaining the funding request guidelines and keep the most updated version posted on Blackboard;
	3. Shall assist the treasurer in collecting fines incurred by organizations failing to submit monthly reports and non-attendance. ~~in the previous semester;~~
	4. Shall serve in any capacity as set forth by the President.
7. **The Parliamentarian of the PSEB**
	1. Shall assist in keeping order at meetings;
	2. Shall ensure that meetings follow parliamentary procedure set forth in Roberts Rules;
	3. Shall maintain the PSEB Constitution, recommending and overseeing any amendments;
	4. Shall serve in any capacity as set forth by the President.
8. **P1 Liaison**
	1. A voting member of the executive board from the P1 class.
	2. Assist the Vice President in direction of the committees.
	3. Shall serve in any capacity as set forth by the President.

**Article VI. PSEB Chairs**

 **Section 1. Chair Positions**

The Chair Positions shall consist of a Social and Service Chair. Each Chair will be appointed by the Executive Branch and shall serve in any capacity as set forth by the officers. Each Chair may create a committee at their own discretion to assist them in completing their duties.

 **Section 2. Duties**

1. **Social Chair**
2. Shall coordinate Maddox Grand Ball in the spring semester.
3. Shall coordinate Campbell Games in the fall and spring semester.
4. **Service Chair**
5. Shall coordinate service activities throughout the year;
6. ~~HPrep Backpack Buddies Shall coordinate Relay for Life in spring semester.~~
7. Shall assist the Social Chair in coordinating Campbell Games in the spring semester.

**Article VII. Legislative Branch**

The Legislative Branch shall consist of all of the elected class, fraternity, and professional pharmacy and pharmaceutical science organization presidents or their appointed representatives.

**Article VIII. Duties of the Council**

 **Section 1.** The Council of the PSEB shall consists of the Legislative and Executive Branches.

 **Section 2.** The Council shall have the power necessary to conduct the business of the PSEB, shall serve as a soundboard for student opinion, and shall provide mediation for grievances, complaints, suggestions, and problems which are not otherwise noted. The PSEB shall also serve as a liaison between all faculty, staff and students of the College of Pharmacy and Health Sciences as well as Campbell University at large.

 **Section 3.** The Council shall approve any proposed bylaws or amendments thereto by majority vote of the quorum.

 **Section 4.** All meetings of the Council shall be open to all members of ~~the~~ PSEB and faculty and staff.

**Article IX. Executive Branch Elections**

 **Section 1.** **Nomination Process**

1. The Council shall make public notice of the nomination date by the first meeting of the spring semester;
2. Nomination for all Executive Branch officers of the PSEB shall be opened no later than the last week of January. Elections shall be held no later than the first full week of March.
3. All candidates shall be nominated in a manner that will afford students the opportunity to nominate any PSEB member, who is in good academic/professional standing according to the CPHS Academic Bulletin, and who maintains a GPA of 2.5 or better, for an elected position.
4. All candidates shall be grouped on a ballot according to the office. A space for write-in candidates shall be provided beneath each executive office;
5. All candidates for the executive office of PSEB President and Vice-President must meet the qualifications listed in item C above and must be a member of the P2 class at the time of his/her nomination. As mentioned previously, the President and Vice President must be an active member as defined by attending 75% of the meetings of that academic year.
6. ~~The P1 liaison shall be nominated at the first meeting and elected at the second meeting of the fall semester.~~
7. The week prior to the first PSEB meeting, from Monday through Friday, nominations for P1 liaison will occur. Nominations will close on Friday at 3pm to allow for academic standing to be obtained. Those that are eligible will briefly present at the PSEB Council meeting the following Wednesday. The position will then be voted on and P1 liaison will be announced.
8. The Assistant Treasurer must be a P1 since he or she will transition into the treasurer role the following year. If the assistant treasurer is not willing to transition then an election must be held for the position.

 **Section 2. Electorate**

At the time of the Elections, all PSEB members shall be eligible to vote for the offices of the President, Vice-President, Secretary, Assistant Treasurer, and Parliamentarian.

 **Section 3. Majority Vote**

Executive officers of the PSEB shall be elected by a majority vote (50% + 1) of the votes cast by at least 2/3 members of the PSEB. If a majority vote is not obtained on the first ballot, a run-off election shall be held between the two recipients with the greatest number of votes. The run-off must be held no later than one week after the general election. In this run-off election, at least 2/3 of the PSEB members must participate with election requiring a simple majority. The P4 class shall be excluded from membership when obtaining a majority vote.

 **Section 4. Administration of Ballots**

All elections of the PSEB will be administered electronically and supervised by the Office of Student Affairs. The duties involved shall include, but not be limited to, designing the voting ballot, and counting votes for all PSEB Executive Board offices. The PSEB president will distribute an electronic ballot to the members of PSEB.

 **Section 5. Disqualifications of Election**

 A candidate shall be disqualified if they are observed using any form of bribery. Bribery shall be defined as, but not limited to: distributing food items, promotional material or monetary rewards. All accusations will be investigated by the executive board.

**Article X. Terms of Office**

Section 1. The Executive Branch and Chair Positions shall serve for a term of one year, commencing in the first week of April.

Section 2. All Executive Branch and Chair Positions shall remain in good academic standing and maintain a GPA greater than 2.5. If not, then the Office of Academic Affairs will remove the officer or chair and hold an election for a replacement. In the event the President of PSEB is removed then the Vice President shall take over the presidency. An election shall be held for the vice presidency. See Article IX. Section 1.E

**Article XI. Removal of Executive Branch Officers**

In order for an officer of the Executive Branch to be removed from office, the following procedures shall be followed:

1. A petition containing the signatures of one-third of the members of PSEB, along with a written statement denoting the reason for the removal of the officer, shall be presented to the Council of PSEB.
2. A hearing will be scheduled for investigation for the offense in which the PSEB Advisor will chair.
3. The Council shall then set a date for a vote to be taken. The vote must be taken within two weeks after the presentation of the said petition.
4. The Officer shall be removed from office by the affirmative vote of two-thirds of the members of the PSEB Council.
5. The President shall make an appointment within two weeks of the vacancy. The Vice President shall take over the presidency. A special election shall be held for the vice presidency. See Article IX. Section 1.E.

**Article XII. PSEB Meetings**

 **Section 1. Monthly Meetings**

The PSEB shall meet no less than once a month giving at least three days’ notice of the time and place of the meeting, except that it need not meet for this purpose in the first month and last month of the school year.

 **Section 2. Attendance at Monthly Meetings**

For meeting purposes, attendance is defined as being present no later than fifteen minutes after the start of the meeting and no leaving fifteen minutes before the end of the meeting. A representative from each of the professional organizations, fraternities, and classes must be present at each monthly meeting.

  **A**. All members of the PSEB Executive Board as well as all student organization leaders shall be present for the entirety of all scheduled meetings of the PSEB. Meetings shall be scheduled on the Wednesday of every 3rd week between the hours of 1pm and 2pm, unless otherwise scheduled by the President of the PSEB.

**Section 3. Meeting Conflicts**

 No other student organization or other student entity shall hold any meeting at the same time as a scheduled meeting of the PSEB. A PSEB schedule with dates of proposed meetings will be issued to all students before the start of the summer term so organizations can plan accordingly. Under extreme circumstances, a student organization may be excused for any such reason allowed and accepted by the board only that they have a representative of their organization in attendance with the PSEB meeting to relay any important information discussed at such PSEB meeting.

 **Section 4. Consequences of Nonattendance**

Failure to be present at each monthly meeting will result in a $10 fine on each absence. The fined organization, class, or fraternity must pay the allotted fine by the next PSEB meeting, or the fine will double to twenty dollars by the second meeting, and a loss of voting privileges by the third meeting. In addition to fines, organizations that do not send a representative to the monthly PSEB meeting will lose fundraising privileges for the month. An organization that has lost its fundraising privilege may only regain it by sending a representative to the following PSEB meeting.

 **Section 5. Appeals on Attendance**

Appeals regarding attendance may be brought before an appellate court consisting of the Executive Branch of the PSEB. It is the sole decision of this court whether or not the circumstances of the absence warrants pardon from the defined punishment described in section 3. However, in the event of a tied vote, the issue will be brought before the Council of PSEB to make the final decision by majority vote.

 **Section 6. Additional Meetings**

Additional meeting of the PSEB shall be held according to the following procedures:

1. At the discretion of the President of PSEB;
2. At the call on one-third of the Council;
3. Upon the petition of ten percent of the membership of the PSEB, with the petition being presented to the President who then shall call the meeting.

 **Section 7. Quorum**

A quorum of the PSEB meeting shall consist of two-thirds of the PSEB Council**.**

 **Section 8. Funding Requests**

 All funding requests submitted to the PSEB must be submitted using the computer-generated template created and made available by the PSEB on Blackboard. No other forms or requests regarding funding will be accepted or considered for review by the PSEB**.**

 **Section 9. Funding Request Submissions**

Funding requests will only be accepted from members of PSEB as defined in **Article IV Section I**. All funding requests to be considered by the PSEB must be submitted no later than 7 days prior to the PSEB meeting that the request will be presented via Blackboard to the next scheduled meeting of the PSEB. Any requests submitted after this time will not be considered at the immediate scheduled meeting but will be held until the following scheduled meeting. Any exception to this rule will be made at the discretion of the President of the PSEB. All guidelines and expectations relating to funding requests are available on the Blackboard website.

 **Section 10. Funding Request Requirements**

1. Your organization’s treasurer must approve and submit each funding request to PSEB no later than 1 week prior to the next PSEB meeting. This assures communication within the organization.
	1. This does not apply if the student(s) requesting funds is not affiliated with an organization. For example, if the student is presenting a poster to a convention unrelated to a specific organization on campus.
	2. Exceptions for this are:
		* 1. ASHP/SSHP and APhA-ASP shall submit one funding request for Midyear Clinical Meeting (MCM) and annual meeting respectively. No other funding request for purposes of travel will be warranted for these meetings. Therefore, requests must be submitted through SSHP or APhA-ASP by the date set forth by the respective organization.
				1. Exception: students who are presenting research at these respective meetings will be allowed to apply for funding separately. Students must submit their own funding request indicating they are presenting research.
			2. Summer request (for the months of May through August) must be presented at the last PSEB council meeting held in April.
			3. Retroactive approval from the Office of Student Affairs will be allowed for events between August and mid-September since no PSEB council meeting will be held in August.
2. Students must request funding from PSEB first. If the request is denied, the PSEB executive board will discuss changes that would increase the likelihood for PSEB Council ~~student body~~ approval. Either the student or organization treasurer may then resubmit the revised funding request at least one week prior to the next student body PSEB meeting. For time-sensitive requests, the same meeting for which the request was denied can allow time for revision and re-vote.
3. PSEB will provide funding for virtual conference registration. PSEB will cover full registration costs that are under $109. PSEB will cover 75% of registration costs that are over $109.
	* ASHP student chapter members who met the ASHP student chapter point requirements (as noted per the chapter president) are eligible for ~~60%~~ 100% reimbursement for ASHP Midyear ~~traveling/lodging/parking expenses~~ registration at the amount of the early bird rate.
	* Students who are presenting posters and/or competing in national competitions at ASHP Midyear, even if not eligible through ASHP student chapter requirements, are eligible to receive 60% reimbursement for registration/traveling/lodging/parking expenses.
4. Please record any additional funds that will be used to support the student and/or organization.
5. Document all fundraisers that have been conducted or will be conducted. Include the amount raised.
6. Document any other organizations that the students have requested funding from, including amount requested. This includes the organization with which the student(s) may be affiliated.
7. The funding request should include a detailed breakdown ~~(excel sheet)~~ of expenses per student. An example template is located on Blackboard for reference.
8. Additional expenses such as first-class flights and inclusive resorts ~~etc.~~ will not be covered by PSEB. ~~For additional information see Blackboard.~~
9. Funding requests cannot be retroactive, except by permission from the Student Affairs Coordinator or the Associate Dean for Student Affairs & Admissions.
10. Funding requests cannot be submitted for optional, elective or required rotations, and internships (paid),
11. Funding requests shall not exceed sixty (60) percent of total expenses.
12. ~~Reimbursements shall not exceed more than ten (10) percent of estimated costs presented at the PSEB meeting.~~
13. Funding requests must be approved by the Executive Branch prior to the PSEB Council meeting. If your request is denied by the Executive Branch, you will be contacted with changes that the Executive Branch feel would increase the likelihood for PSEB Council approval. The new funding request must be resubmitted to the Executive Branch at least 24 hours prior to the PSEB Council meeting.
14. All funding requests must be voted on at the PSEB Council meeting and receive Quorum vote to pass.
15. If your funding request is denied, you will be contacted with changes that the Executive Branch feel would increase the likelihood for PSEB Council approval. The new funding request must be resubmitted by the student or organization treasurer at least 7 days prior to the next PSEB Council Meeting.
16. Organization treasurers will be responsible for collecting all required documentation of expenses and updating the detailed breakdown ~~(spreadsheet)~~ of expenses presented at the PSEB council meeting. Documentation should be individualized since warrants will be individually written.
17. An identification document must be completed for each individual requesting reimbursement. This document is available on blackboard. The identification document must be submitted to the treasurer at the same time as the funding request. ~~printed for submission to the PSEB treasurer at the time of the scheduled meeting. No electronic submission is allowed.~~
	* + 1. Receipts must be uploaded electronically to the identification document.
18. ~~Once reimbursements are finalized by organization treasurers (within 4 weeks of event), organization treasurers must meet with the PSEB treasurer to review their organization’s reimbursement. Meetings will be scheduled via google calendar. One back-up meeting must be scheduled within the 2-week time frame.~~ The PSEB treasurer will be responsible for writing individual warrants.
	* 1. If submission is incorrect then the organization treasurer has two weeks to correct the submission and communicate with the PSEB treasurer.
		2. ~~Warrants will be completed at the organization/PSEB treasurer meeting.~~ Warrants will be submitted to accounting within one week following the ~~meeting.~~ submission of receipts.
		3. PSEB treasurer is required to cc the Student Affairs Coordinator on all warrants submitted to accounting.
19. Individuals who attend meetings or trips that are not associated with an organization will be required to follow the same process as an organization treasurer.
20. Funding requests that are submitted and approved by the Executive Board will be presented and voted on at the immediate subsequent PSEB meeting. Requests must reach quorum for approval.

 **Section 11. Monthly Update Reports**

Monthly update reports must be submitted by all PSEB recognized organizations under the following guidelines:

1. All monthly update reports submitted to PSEB must be submitted to the secretary no later than the last day of the month using the computer-generated template created on Blackboard. No other forms will be accepted by the PSEB;
2. Organizations failing to submit a monthly report on time will incur a $25.00 fine on the next semester’s allotment;
3. Each organization shall be granted one warning per semester in the event that they do not submit a monthly report by the deadline. After receiving this warning an organization has 24 hours before the next PSEB meeting to submit its monthly report without being fined.

**Article XIII. Amendments to the Constitution**

 **Section 1. Proposal of the Amendment**

Amendments to this Constitution may be proposed in the following ways:

1. At any time by a written petition signed by one-third of the membership of the PSEB;
2. At any time by the Executive Branch through unanimous agreement of the officers. Following unanimous agreement, these amendments will be presented and voted on at the next immediate PSEB meeting. ~~and then voted on during the subsequent month’s meeting.~~

 **Section 2. Ratification of Amendments**

Amendments shall be ratified by an affirmative vote of two-thirds of the membership of PSEB. If an affirmative two-thirds vote is not met within the time frame provided by Student Affairs, the vote will fall on the quorum. The voting method for the ratification of the amendment shall be determined by the President**.**