

## **Article IV. Membership**

### **Section 2. Recognized Organization Funding**

- A. 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 student body, attending the meeting, will signify the organization being officially recognized.
- B. The Social Chair will receive the following allotments from PSEB: ~~The amount of \$2,000.00 for the Maddox Grand Ball~~
  - a. ~~The amount of \$2,000.00 for the Maddox Grand Ball.~~
    - i. If more funds are needed, then they must be approved by a vote from the ~~pharmacy student executive body~~ Executive Branch.
    - ii. Ticket sales will be used for expenses.
  - b. The amount of \$100.00 for the ~~Fall Campbell Games~~ Maddox Games.
    - i. ~~If more funds are needed, then they must be approved by a vote from the Executive Branch.~~
- C. The Service Chair will receive the following allotments from PSEB:
  - a. The amount of \$250.00. ~~for the Spring Campbell Games~~
    - i. ~~If more funds are needed, then they must be approved by a vote from the Executive Branch.~~

## **Article V. Executive Branch**

### **Section 1. Officers**

The officers shall consist of a President, ~~President-Elect~~, 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~~ rising P2 since he or she will transition into the treasurer role the following year.

## **Article VI. PSEB Chairs**

### **Section 2. Duties**

#### **A. Social Chair**

- 1. Shall coordinate Maddox Grand Ball ~~in the spring semester.~~
- 2. Shall coordinate ~~Campbell~~ Maddox Games in the ~~fall and~~ spring semester.

#### **B. Service Chair**

- 1. Shall coordinate service activities throughout the year
- 2. Shall assist the Social Chair in coordinating ~~Campbell~~ Maddox Games in the spring semester.

## **Article IX. Executive Branch Elections**

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

- A.** The Council shall make public notice of the nomination date by the first meeting of the spring semester;
- B.** 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.
- C.** 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.
- D.** 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;
- E.** 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.
- F.** The P1 liaison shall be nominated at the first meeting and elected at the second meeting of the fall semester.
- G.** The Assistant Treasurer must be a ~~P1~~ rising P2 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~~ President-Elect, Vice-President, Secretary, Assistant Treasurer, and Parliamentarian.

## Article XII. PSEB Meetings

### Section 10. Funding Request Requirements

- A. 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.
  - a. 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.
  - b. Exceptions for this are:
    - i. 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 ~~from between August June to and mid-September August~~ since no PSEB council ~~meeting will be~~ ~~meetings are held in August May, June, or July.~~
- B. 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 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.
  - a. 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.
    - i. ASHP student chapter members who met the ASHP student chapter point requirements (as noted per the chapter president) are eligible for 60% reimbursement for ASHP Midyear traveling/lodging/parking expenses.
    - ii. 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 travelling/lodging/parking expenses.
- C. Please record any additional funds that will be used to support the student and/or organization.

- a. Document all fundraisers that have been conducted or will be conducted. Include the amount raised.
  - b. 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.
- D. The funding request should include a detailed breakdown of expenses per student. An example template is located on Blackboard for reference.
- E. Additional expenses such as first-class flights and inclusive resorts will not be covered by PSEB.
- F. Funding requests cannot be retroactive, except **as defined in Article XII Section 10.A.b.i.2** or by permission from the Student Affairs Coordinator or the Associate Dean for Student Affairs & Admissions.