

Article IX. Executive Branch Elections

Section 1. Nomination Process

F. ~~The week prior to the first PSEB meeting, from Monday through Friday.~~ Nominations for P1 liaison will occur during the first block of the Fall semester. ~~Nominations will close on Friday at 3pm to allow for academic standing to be obtained.~~ Following verification of eligibility, ~~Those that are eligible~~ candidates will either briefly present at the next PSEB Council meeting ~~the following Wednesday~~ or submit a video speech to the general body. The position will then be voted on, and P1 liaison will be announced.

Rationale: The Office of Student Affairs primarily determines the voting window. While voting always occurs during the 1st block, nominations and voting do not typically follow this strict schedule. In recent years, video speeches have been utilized over speaking at PSEB Council meetings to provide increased access to the general body.

Article XII. PSEB Meetings

Section 10. Funding Request Requirements

- A. ~~Each funding request must be approved by the organization's president and treasurer. Requests may be submitted by a student representative to PSEB treasurer no later than one week prior to the next scheduled PSEB Council meeting. 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.

Rationale: All funding requests must be approved and signed by the organization's president and treasurer to ensure appropriate requests are made. Once approved, requests may be submitted by individual students or organization representatives; submission by the treasurer is not required.

- 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 ; 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.
 - ii. Retroactive approval from the Office of Student Affairs will be allowed for events from June to August since no PSEB Council meeting will be held in May, June, or July. ~~These requests must be submitted to the PSEB treasurer~~

no later than one week prior to the first scheduled PSEB Council meeting of the Fall semester.

Rationale: Ensures that all retroactive funding requests are submitted in a timely manner.

B. Students must request funding from PSEB ~~Council~~ ~~first~~ prior to the scheduled event. If the request is denied, the PSEB ~~Executive Branch~~ ~~board~~ will discuss changes that would increase the likelihood for PSEB ~~Council~~ ~~student body~~ approval. Either the student or organization ~~representative-treasurer~~ may then resubmit the revised funding request at least one week prior to the next ~~student body~~ PSEB ~~Council~~ meeting. For time-sensitive requests, the same meeting for which the request was denied can allow time for revision and re-vote.

Rationale: Clarification as to which sector of PSEB this amendment is referring to.

- 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.~~

Rationale: The early bird registration fee for IPhO has increased from \$109 to \$119. With rising costs and the potential for student organizations to offer virtual conferences in the future, we believe this approach is the fairest way to ensure opportunities remain accessible for all students.

- b. ~~PSEB will provide reimbursement of up to 60% for travel, lodging, and parking expenses incurred by members attending professional conferences in-person.~~
- c. ~~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.
 - i. 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 traveling/lodging/parking expenses.

Rationale: Provide written guidelines which outline the maximum reimbursement allowance for approved purposes.

~~±~~ B. 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.

Rationale: Currently placed as 10.I. however this step must occur prior to PSEB Council approval. By moving this section, the constitution flows in sequential order of how requests must be processed.

~~K. 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.~~

Rationale: Redundant. Stated in above section 10.B/C

L. ~~Organization treasurers~~ Student representatives will be responsible for collecting all required documentation of expenses and updating the detailed breakdown of expenses presented at the PSEB council meeting. ~~Organization treasurers must review all expense reports prior to submission.~~ Documentation should be individualized since warrants will be individually written.

Rationale: Organization treasurers are not primarily responsible for submitting funding documentation. However, by reviewing all expense reports prior to submission, organization treasurers provide an additional check to ensure proper protocol is followed.

- a. 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 PSEB treasurer ~~at the same time as the funding request. no later than one month following the previously approved event.~~

Rationale: By establishing a time frame for reimbursement, the PSEB treasurer is prevented from issuing warrants for events that occurred in previous months, helping to keep our accounts up to date.

- M. The PSEB treasurer will be responsible for writing individual warrants.
 - a. If the submission is incorrect, then the ~~student representative organization treasurer~~ has two weeks to correct the submission and communicate with the PSEB treasurer.

Rationale: Organization treasurers are not primarily responsible for submitting funding documentation.