

UNIVERSITY OF ILLINOIS AT CHICAGO



PHARMACY STUDENT COUNCIL

Constitution & By-Laws ~Last Revised May 2021~

Article I. Name

Section 1. Name: The name of the organization shall be The University of Illinois at Chicago Pharmacy Student Council (PSC)

Article II. Purpose

Section 1. Purpose: The purpose of this organization shall be to provide for student representation, to facilitate coordination of activities between registered student organizations, and to act as a liaison organization between students, faculty, and administration.

Article III. Membership and Rights

Section 1. Membership Defined: The membership of the Pharmacy Student Council shall consist of each of the Co-Presidents that represent the P1, P2, and P3, and the president, or an officer who can make decisions on behalf of the organization, from one of each of the other PSC recognized student organizations. This voting member shall be designated by the PSC recognized student organization within the first two weeks of the fall semester or within two weeks of any change in leadership. The membership shall consist of a Faculty Advisor, a representative from the Office of Student Affairs (OSA), a representative from the Office of Academic Affairs, and a representative from the Office of Diversity, Equity and Inclusion (ODEI).

Section 2. PSC Recognized Organizations Defined: A student organization:

- A. Shall be registered according to standards set forth by the College and University.
- B. Shall have a pharmacy student as a president who cannot be a member of a student council at any other college OR have at least 50% of its members be COP students.
- C. PSC-recognized organizations shall receive access to at least one (1) locker in the PSC Organization Room. Additional lockers will be

assigned to organizations, based upon the needs of PSC recognized student organizations, by the PSC Executive board. Student Organizations that fail to abide by the rules set forth in the Environmental Concerns Guidelines shall lose their rights to utilize the Organization Room.

D. Should an organization fail to meet these conditions, the status of their organization is up to the discretion of the Executive Committee.

E. Shall do a presentation at the FIRST PSC monthly meeting they attend containing the following information :

1. The purpose of the new organization.
2. What will the organization bring to COP?
3. How is the organization different from or able to complement already established organizations?
4. What will the events of a typical year in the organization look like?

F. PSC organizations must document activities and upload them on a PSC designated cloud-based service. Documentation includes but is not limited to, GBMs, CPD activities, collaborations, community service, photos, organization events, fundraisers, etc. Organizations must provide a goal list for the year at the beginning of the semester. Upon the end of the academic year, the e-board for PSC will review each org and determine the success of the org for the year. If deemed unsuccessful, the organization will go on a probation period for the following year, the organization will still have full access to PSC benefits on this probation, however, if by the end of the following academic year they are still unsuccessful, the organization will be removed from PSC and have to be approved again which includes going through the "Trial Run."

Section 3. Rights of Members: All members shall be eligible to vote and hold office in the PSC except for P4 Class Council Co-Presidents, Faculty Advisor, the

representatives from the Office of Student Affairs, the representative from the Office of Academic Affairs, and the representative from the Office of Diversity and Inclusion. s, No person shall have more than one vote.

Furthermore, members who hold more than one office in PSC must either:

- A. Waive their right to any additional votes on behalf of the PSC recognized student organization that they represent.
- B. Designate a proxy from the PSC recognized student organization that they represent. The proxies name and email needs to be given to the PSC Secretary and Co-Presidents at least 48 hours prior to any voting matters.

Section 4. Attendance and Loss of Membership:

- A. All PSC members are required to attend all PSC general meetings in their entirety.
- B. In the event that a PSC member cannot attend a general body meeting, he/she must send a representative from his/her organization to attend the meeting and vote in place of the absent member. (See Section 3.2)
- C. In the event that a PSC Member or Proxy does not attend the GBM, written notification of the reason for the absence must be sent to the PSC Co-Presidents and Secretary. It is up to the discretion of the PSC Executive Board to determine the validity of the absence and rule it as excused or unexcused.
- D. After the occurrence of the first absence, the PSC member will receive an email notification of the absence along with a copy of the PSC By-Laws.
- E. After the occurrence of the two absences, the PSC member stands to lose his/her voting rights within PSC.
 - 1. In the event of two unexcused absences: The member will lose voting rights
 - 2. In the event that one or both of the absences are excused due to

extenuating circumstances, a vote shall take place at the next general meeting of the PSC. Losing the right to vote shall require a 2/3 vote of a quorum.

- F. Should a member of the Executive Committee, HPSC, EPC representative, or UIC Senator be removed or resign from PSC, nominations to fill that position will be held at the next general meeting of PSC. Elections will be held either immediately following nominations or at the next PSC meeting. (See Article IV, Section 15, on removal of officers).
- G. In the case of the absence of Co-President, the Vice President may assume the role of President.
- H. No person on academic probation (according to the College of Pharmacy guidelines) may be elected to the PSC.
- I. If a council member is placed on probation after being duly elected to the PSC and remains on probation for more than one semester, he/she shall lose their position in the PSC.
- J. No person on academic suspension or expulsion may hold a position in the PSC.

Article IV. Officers

Section 1. Co-Presidents (One person from Rockford Campus and one person from Chicago campus):

- A. Shall call and preside over the PSC.
- B. Shall serve as Chair of the Executive Committee.
- C. May organize committees by selection of volunteers, or delegate another person on the PSC to organize said committees in a similar manner.
- D. Shall serve as a member of the Student Disciplinary Committee.
- E. Shall serve as a member of the Appropriations Committee.
- F. May only vote in a meeting in order to break a tie vote.

- G. Shall present to the P1 class the Pledge of Professionalism for the purpose of delineating standards set forth by the student body.
- H. Shall maintain a record of agendas.
- I. Shall carry out and annually reevaluate these duties.
- J. Shall organize the Fall Leadership Retreat. The organization of a Spring Leadership Retreat is at the discretion of the President.
- K. Shall assist the Secretary in recording and maintaining the attendance of PSC
- L. Shall assist the treasurer in overseeing the financial matters
- M. Shall create the GBM calendar for each semester, with the approval of the dates by all PSC members

Section 2. Vice President:

- A. Shall assume the duties of the President in his or her absence.
- B. Shall serve as Chair of the Student/Faculty Relations Committee.
- C. Shall serve as Chair of the College Enrichment Day Committee.
- D. Shall serve as a member of the Appropriations Committee.
- E. Shall serve as a member of the Student Disciplinary Committee.
- F. Shall be responsible for providing the Office of Student Affairs with the names of PSC officer nominees for review of academic standing.
- G. Shall collate a list of all regional, state and national annual meeting dates as well as competitions at these respective meetings for each organization within the college and present this list to the respected team leaders and the Office of Student Affairs 6 weeks prior to the beginning of each semester.
- H. Shall carry out and annually reevaluate these duties.

Section 3. Secretary:

- A. Shall be required to supply each member of PSC, the faculty advisor, and Deans of the College of Pharmacy with a copy of the current PSC by-laws, upon request.
- B. Shall serve as a member of the Appropriations Committee.

- C. Shall serve as a member of the Student Disciplinary Committee.
- D. Shall record the minutes of the meetings of the PSC.
- E. Shall supply each member of PSC, the faculty advisor, and Deans of the College of Pharmacy with a copy of the minutes, upon request.
- F. Shall maintain a record of all minutes, budgets, committee reports, and other written documents of the PSC.
- G. Shall record and maintain the attendance of PSC members.
- H. Shall, at the occurrence of an unexcused absence from a PSC general meeting, provide written warning and reminder of the rules of these by-laws to the PSC member and the organization represented.
- I. Shall conduct correspondence as needed in all matters necessary for the carrying out of PSC business.
- J. Shall carry out and annually reevaluate these duties.
- K. Shall serve as the historian and record keeper for the PSC.

Section 4. Treasurer

- A. Shall keep the records of PSC expenditures, income, and financial position.
- B. Shall report the financial position of PSC as deemed necessary.
- C. Shall maintain PSC accounts kept with the COP Chicago campus Office of Student Affairs and with Health Professions Student Council.
- D. Shall serve as Chair of the Appropriations Committee.
- E. Shall serve as a member of the Student Disciplinary Committee.
- F. Shall register as Treasurer of PSC with the Office of Student Affairs after election to the position.
- G. Shall organize PharmAid to be carried out annually on the 1st Thursday of the Fall semester.
- H. Shall aid the Co-Presidents in communicating relevant information of the treasurer position at the Summer Leadership Retreat to the COP student organizations.
- I. Shall fairly coordinate table reservations while abiding by the rules set

forth by the Fundraising Guidelines.

- J. Shall fairly coordinate parking pass disbursement to PSC student organizations for guest use.
- K. Shall coordinate catering for PSC GBMs.
- L. Shall carry out and annually reevaluate these duties.

Section 5. Co-President Elects (One person from Rockford Campus and one person from Chicago Campus):

- A. Shall accompany the Co-Presidents of their respective campus in all PSC Business
- B. Shall succeed to the office of Co-President upon completion of a full academic year.
- C. Shall be assigned duties and responsibilities as determined by the PSC President.
- D. Shall serve as Chair of Spring Fling Week Committee.
- E. Shall inform all organization presidents for the upcoming fall semester of their duty to register their student organization according to Campus Programs guidelines by the conclusion of the spring semester. Due dates shall be provided if available.
- F. Shall continue to fulfill the duties and responsibilities of his/her current PSC office along with the new duties of President Elect.
- G. Shall serve as the Chairs of the Bylaws Committee.
- H. Shall serve as an ex officio member of the P1 Class Council.

Section 6. PSC Chicago/Rockford SFRC Facilitator:

- A. Shall be the Rockford P2 Class Co-President when the PSC Vice President is a student of the Chicago Campus, or the Chicago P2 Class Co-President when the PSC Vice President is a student of the Rockford Campus.
- B. Shall serve as a non-voting member of the Student/Faculty Relations

Committee as well as a liaison between the PSC Vice President, and Student/Faculty Relations Committee members who are at the opposite campus of the PSC Vice President.

- C. Shall attend PSC executive board meetings on an as needed basis to report activities and concerns on the Rockford or Chicago campus.

Section 7. Treasurer Elects:

- A. Shall accompany their campus Treasurer in all PSC Business for the remainder of the academic year.
- B. Shall succeed to the office of Treasurer upon completion of the academic year.
- C. Shall be assigned duties and responsibilities as determined by the PSC Treasurer and President
- D. Shall continue to fulfill the duties and responsibilities of his/her current PSC office along with the new duties of Treasurer-Elect.

Section 8. Health Professions Student Council (HPSC) Representatives:

- A. Shall consist of 2 representatives.
- B. Shall represent the PSC at the meetings of the HPSC.
- C. Shall report the activities of the HPSC to the PSC.

Section 9. Educational Policy Committee (EPC) Representative:

- A. Shall consist of three (3) representatives from the Chicago campus and three representatives from the Rockford campus, each for one year term.
 - 1. In academic years that start in an even year, one P2, one P3, and one P4 class members from Chicago campus and one P1, one P2, and one P3 from Rockford campus.
 - 2. In academic years that start in an odd year, one P1, one P2, and one P3 members from Chicago campus and one P2, one P3, and one P4 from Rockford campus.
- B. Applications for this position will be submitted every spring. and

Appointment to the positions are done so by the Office of Academic Affairs.

- C. Shall represent the PSC at the meetings of the EPC.
- D. Shall report the activities of the EPC to the PSC.

Section 10. Curricular Assessment Committee Representative:

- A. Shall consist of two (2) representatives, from the Chicago campus and two (2) representatives from the Rockford campus, for one year term.
 - 1. On even academic years, the P1 and P3 students will be from the Rockford campus and the P2 and P4 students will be from the Chicago campus.
 - 2. On odd academic years, the P2 and P4 students will be from the Rockford campus and the P1 and P3 students will be from the Chicago campus.
- B. Applications for this position will be submitted every spring and appointments to the positions are done so by the Office of Academic Affairs.
- C. Shall represent the PSC at meetings of the Assessment Committee.
- D. Shall report the activities of the Assessment Committee to the PSC.

Section 11. Student Integrity Committee Representative

- A. Shall consist of one (1) P3 representative from the Chicago campus and one (1) P3 representative from the Rockford campus, each for one year term.
- B. Applications for this position will be submitted every spring and appointments to the positions are done so by the Office of Student Affairs.
- C. Shall represent the PSC at the meetings of the SIC.

Section 12. UIC Senator:

- A. Shall consist of 2 representatives.
- B. Shall represent the College of Pharmacy at meetings of the UIC

Senate.

C. Report the activities of the UIC Senate to the PSC.

Section 13. PSC Faculty Advisor:

A. Shall consist of one (1) Chicago and one (1) Rockford Faculty Advisor.

B. Shall be a full-time administrative or faculty member of the University of Illinois at Chicago College of Pharmacy.

C. Shall serve in an advisory role to all matters of the PSC, without a vote.

D. Shall be nominated and approved by majority vote of the PSC annually.

Section 14. Fundraising and Activities Coordinator:

A. Shall be appointed by the Executive Committee at the beginning of the fiscal year.

B. Shall work with each PSC organization to document activities.

C. Shall abide by and uphold all rules set forth in the Fundraising Guidelines.

Section 15. Webmaster:

A. Shall update the PSC website regularly and monitor postings by other organizations' executive boards as requested to ensure content is up-to-date and accurate.

B. Shall update PSC Calendar with PSC and other COP events as needed.

C. Shall report to PSC e-board meetings on an as needed basis at the discretion of the executive committee.

D. Shall coordinate with Class Councils to ensure that PSC activities are posted on the class websites.

E. Shall upload any meeting minutes or records provided by the executive committee to the PSC website.

F. Shall arrange a presentation of the state of the website for a PSC General Body Meeting at least by the first GBM of each semester.

Section 16. Removal of Members of the Executive Committee (PSC Officers):

- A. If an executive board officer is not performing the duties of his or her office as described in the COP Bylaws, or is not acting in a professional manner consistent with their responsibilities of office, any member of the PSC may file a formal complaint to the PSC faculty advisor.
- B. The formal complaint shall be a written document outlining the evidence of the complaint and shall be co-signed by another member of the PSC.
- C. The PSC faculty advisor shall then schedule a closed meeting between the officer accused, the PSC members filing the complaint, and the advisor.
- D. At the PSC faculty advisor's discretion, a formal open hearing will be scheduled for the next general meeting of the PSC. The hearing will end with a vote to retain the officer. A majority vote is needed to retain the officer.
- E. If an officer is removed, the vacancy will be filled according to the procedure outlined in Article III, Section 4.
- F. Any officer may resign by written notice from the PSC. The resignation shall become effective upon receipt thereof by the remaining members of the executive board of the PSC, or at such subsequent time as shall be specified in the notice of resignation. The same procedures (Article III, Section 4) shall be followed to replace the existing officer's position.

Section 17. Removal of Members of the Class Council Officers:

- A. A. If a class officer is not performing the duties of his or her office as described in the class constitution as well as in the Class Council Officer Guidelines, or is not acting in a professional manner consistent with their responsibilities of office, any member of the class may file a formal complaint with the PSC faculty advisor.
- B. The formal complaint shall be a written document outlining the

evidence of the complaint and shall be co-signed by a member of the class council.

- C. The PSC faculty advisor shall then schedule a closed meeting between the officer accused, the class members filing the complaint, and the advisor.
- D. At the PSC faculty advisor's discretion, a formal open hearing will be scheduled for the next class council meeting. The hearing will end with a vote to retain the officer. A majority vote is needed by the class council to retain the officer.
- E. If an officer is removed, the vacancy will be filled according to the procedure outlined in Article III, Section 4.
- F. Any officer may resign by written notice from class council and PSC. The resignation shall become effective upon receipt thereof by the class council, or at such subsequent time as shall be specified in the notice of resignation. The same procedures (Article III, Section 4) shall be followed to replace the existing officer's position.

Article V. Meetings of the Members

- Section 1. Election Meeting: The meeting of the members for nominations, speeches, and election of PSC officers, except Treasurer Elects and Vice President Elect, shall be held annually in the 7-9th week of the Spring Semester.
- Section 2. Special Meetings: Special meetings of the PSC shall be held at the call of the PSC President or a majority of the Executive Committee officers. Any action at a special meeting shall be limited to the purpose set forth in the notice of such special meetings.
- Section 3. General Meetings: Meeting to discuss the matters of the PSC and the College of Pharmacy shall be held once a month at a designated day of the week as dictated by the President at 12:30 p.m. of the school term, except for recognized holidays, Student/Faculty Forum week, Spring Fling week, during final exam week, and any Thursday in which a Student/Faculty forum falls.

- Section 4. Notice of Members' Meetings: Notice of the time, place, and purpose of every meeting of the PSC shall be posted prior to such meetings by the PSC Secretary.
- Section 5. Members Entitled to Vote: All members in good standing of the PSC shall be entitled to vote. (Article III, Section 3).
- Section 6. Quorum for Meetings of Members: The presence, in person, of a majority (50% plus 1) of the active Members shall constitute a quorum for action at a meeting of the members.
- Section 7. Vote Required at Meetings of Members: The action of a majority of the members present in person at a meeting at which a quorum is present shall constitute the action of the members, unless a greater plurality is required by these bylaws.
- Section 8. Leadership Retreat: The Leadership Retreat shall take place in the beginning of the fall semester. The spring semester leadership retreat will be held at the discretion of the President. Representation of organizations shall consist of the president of that organization. If the president cannot attend, the vice-president shall attend. If the vice-president cannot attend, another elected executive officer of that organization shall attend.
- Section 11. Voting Process: All voting shall be completed via secret ballot either by paper ballots or electronic ballots using the electronic clicker system provided by the COP.

Article VI. Committees

- Section 1. Requirements of all PSC Voting Members: Each voting member of PSC is required to be a member of at least one committee defined in Section 2, or created by the PSC.

- Section 2. Standing Committees: The following committees shall be permanent committees of the PSC: Executive Committee, Appropriations Committee, Student/Faculty Relations Committee, Environmental Concerns Committee, and the Bylaws Committee.
- Section 3. Executive Committee: The Executive Committee of the PSC shall consist of the two PSC Co-Presidents, PSC Vice President, PSC Secretary, PSC Treasurers, and the PSC Webmaster. These elected officers shall be eligible for election by the membership to successive terms, annually. Any officer may resign by written notice to the Executive Committee of the PSC. The resignation shall become effective upon receipt thereof by the Executive Committee, or at such subsequent time as shall be specified in the notice of resignation. Meetings of the Executive Committee shall be held at once once a month at the call of the PSC President, who presides.
- Section 4. Appropriations Committee: The Appropriations Committee shall evaluate all requests for funding from student organizations and forward them to the Dean of the College of Pharmacy as outlined in the Request for Funding document of the PSC. The Appropriations Committee shall consist of the Executive Committee and the President of each of the Class Councils (P1, P2, P3). The PSC Treasurer will preside over the Appropriations Committee and will call meetings according to the timeline outlined in the Request for Funding document.
- Section 5. Student/Faculty Relations Committee: The Student/Faculty Relations Committee exists to promote relations and dialogue between students and faculty on such issues that affect both parties. The student members of the committee shall consist of the Vice Presidents of each class as well as the Student/Faculty Relations Committee Representatives of the Chicago and Rockford Campuses of the P2 and P3 class councils. The P1 Student/Faculty Relations Committee members of the Chicago and Rockford Campuses, the PSC Chicago/Rockford SFRC Facilitator, as well as the Education Policy

Committee Representatives of the student bodies of the Chicago and Rockford Campuses shall serve as ex officio members. The Vice President of PSC shall preside over and call monthly meetings for the duration of the school year. Faculty delegates shall be elected by the Faculty upon nomination by the Committee on Committees except that the Dean of the College, the Chairperson of the Educational Policy Committee, and the Faculty Advisor to the Student Council shall automatically be faculty members of this Committee. The Associate Dean for Student Affairs shall be an ex officio member without voting privileges. In addition, three faculty members shall be elected annually, two from the Chicago Campus and one from the Rockford Campus. The SFRC shall set aside one week each semester (the 8th, 9th, or 10th week) for the purpose of holding a Student/Faculty Forum for each class. No student organizations shall have meetings from 12:30 – 1:20 pm on designated Forum days during this week, unless otherwise approved by the PSC Executive Committee. If an organization holds an unapproved meeting during this scheduled SFRC Week they will not be allowed to apply for appropriations for the following semester.

Section 6. Environmental Concerns Committee: The responsibilities of the Environmental Concerns Committee shall include, but not be limited to: maintaining the Student Organization room, acting as the liaison between the student body and administration in all matters concerning facility modifications, at the discretion of the administration, and all other duties as designated by the Student Council President. The committee shall be composed of voting PSC members, and the chair of the committee shall be appointed by the PSC President.

Section 7. Bylaws Committee: The responsibilities of the Bylaws Committee shall include a review of the bylaws on an annual basis and a revision of the bylaws on an as needed basis. There must be at least two Rockford PSC voting members serving on this committee. The maximum number of eight PSC voting

members shall serve on this committee.

Section 8. Other Committees: The PSC President may establish committees as necessary to conduct the programs and business of the PSC.

Section 9. Academic Professionalism Committee: Shall consists of 5 representatives, one from each academic year in Chicago campus and one member, from any class level, from the Rockford campus.

Article VII. Elections

Section 1. Procedure and Eligibility for Executive Council Elections:

- A. The PSC shall annually elect a president-elects, treasurer-elects, vice president-elect, secretary, Webmaster, 2 HPSC representatives, 2 UIC senators, 3 EPC representatives, and 2 Assessment Committee Representatives.
- B. Any student of the UIC-COP shall be eligible to run for office.
- C. Nominations, speeches, and voting for all positions, except Treasurer Elects and Vice President Elect, will take place at the annual Election Meeting of the PSC that shall be held between the 12th-14th week of the Spring semester.
- D. The PSC officers shall discuss the duties and responsibilities of their respective offices at the general meeting of the PSC to be held in the thirteenth week of the Spring semester.
- E. Voting shall be coordinated by the PSC Secretary who will conduct voting by secret ballot. Results shall be tallied by P3 members of the Executive Board with supervision by the PSC faculty advisor.
- F. Voting will take place according to the “drop-down” system. Voting will take place one at a time starting with the office of President-elect, Secretary, Webmaster, then HPSC representatives and finally with the UIC senators. Anyone who does not win the office they are running for shall be eligible to “drop-down” to run for the next vacant office

considered. This process may continue for the individual until all the positions are filled or the member obtains a position. An individual may run for the total of 2 positions, one primary and one drop-down. For these reasons, all votes must be collected and tallied for each position, and a winner announced, before the next office comes up for vote.

- G. Nominations, speeches, and voting for Vice President elect and Treasurer Elects shall be held in the 12-14th week of the fall semester according to the same election procedures as all other executive board positions.
- H. The newly-elected Treasurer Elects and Vice President Elect shall serve in their positions for the remainder of the academic year, and be, respectively, Pharmacy Student Council Treasurers and Vice President the following academic year.

Section 2. Class Council Elections:

- A. The PSC shall supervise the coordination of the class council elections. The P3's shall oversee the P2's; P2's shall oversee
- B. Voting shall take place by means of a slate ballot. Officers will be allowed to run for only one position.
- C. Elections will be held during the week after the PSC elections.
- D. In order to be eligible to run for Class Council, one must meet the following criteria:
 - 1. Sign up on a designated sign-up sheet for desired position prior to the day of elections.
 - 2. Submit a platform by a designated date prior to the election.
 - 3. Present a speech on a date designated for election speeches.
 - i. If the candidate is unopposed, then a speech is not necessary
 - 4. If the above criteria are not met, one is not considered eligible to run for a Class Council election and the name will not appear

on the ballot. These criteria may be modified in the event that there is a lack of candidates for all available positions.

- E. The following class council officers: President of the Chicago Campus, President of the Rockford Campus, Treasurer of the Chicago Campus and Treasurer of the Rockford Campus, Student/Faculty Relations Committee Representatives of the Chicago Campus, and the Student/Faculty Relations Committee Representative of the Rockford Campus of the respective class councils shall be voted on solely by the students at their respective campus, with the exception of the P4 class council, which will not have Student/Faculty Relations Committee Representatives.
- F. The incoming P1 Class Council Elections shall be held no later than the 4th week of fall term.
- G. In the event that a position on the class council has not been filled by the end of the first round of elections, there shall be a second round of elections which will consist of the following: Second Round Election: any member who has applied to a different position and did not receive the applied position, but submitted a platform may be nominated by another member of that respective class for the position. Any persons that this applies to must present a speech on the designated date.
- H. In the event that a position on the class council has not been filled by the end of the second round of elections, there shall be a third and final round of elections which will consist of the following: Third Round Election: any member belonging to that respective academic class may be nominated by another member of that respective academic class for the position. Any persons that this applies to must only present a speech on the designated date.
- I. Class representatives will consist of a designated class representative from each campus while the other 3 positions can be filled by a student from either campus. If there is no contestant from either campus, then

the position forfeited the campus exclusive role.

Section 3. Curricular Assessment and Education Policy Committee Nominations:

A. Curricular Assessment Committee: (Refer to Article IV, Section 12)

1. The student members on each respective campus will be appointed by the Dean (Chicago) and Vice Dean (Rockford) from three names recommended by PSC

B. Education Policy Committee: (Refer to Article IV, Section 11)

1. Three student members on the Chicago campus shall be appointed by the Dean from four names submitted and recommended for each vacancy by the Student Council.
2. Three student members on the Rockford campus shall be appointed by the Vice Dean from four names submitted and recommended for each vacancy by the Student Council.

Article VIII. Fiscal Policy

Section 1. Fiscal Year: The fiscal year of the PSC shall run 364 days, beginning the first day of the Fall semester.

Section 2. Financial Contributions

- A. The funds raised from class council shall be distributed between campuses at the discretion of the class council.

Article IX. Non Discrimination Statement

Section 1. It is the policy of the University and this organization not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

Article X. Amendments

Section 1: The bylaws of the PSC may be amended upon recommendation of the membership by the affirmative vote of a two-thirds majority of the Chicago members and a two-thirds majority of the Rockford members, the active members. A statement of the proposed changes in the bylaws is to be taken, or set forth in a written ballot, as the case may be. The two-thirds majority will include members attending such a meeting.

Article XI. Force and Effect

Section 1. The bylaws are subject to the provisions of the University of Illinois at Chicago College of Pharmacy.

Article XII. Parliamentary Guide

Section 1. Roberts Rules of Order, as amended from time to time, shall be recommended as the PSC's parliamentary guide, and shall govern procedures of the PSC when not in conflict with the provisions of these bylaws.

Article XIII. Class Council Duties

Section 1. Webster Award Committee: The duty of the Webster Award Committee is to select the student in the P3 class displaying exceptional leadership and professionalism in pharmacy. The committee shall be co-chaired by P1/P2 class council Presidents and will consist of the P1/P2 class councils. The committee shall then plan accordingly to provide applications to the members of the P3 class for the award. Criteria for selecting a winner shall be at the discretion of the committee.

Section 2. Teacher of the Semester/Year Guidelines:

- A. Teacher of the Semester (ToS) will be voted on between the 14th and 15th week of the semester. Each respective class council must report the

day and time of the election to PSC by the Monday prior to the election.

- B. The nomination process for ToS will happen in 2 steps. The first step can be completed by email, surveymonkey, paper ballot, or whichever method the individual class council chooses, and entails presenting a list of all professors during the given semester to the class for nominations. The top three nominated professors (by a count of nomination requests) will move on. In the event of a tie, the professors receiving the top three numbers of votes (as many professors as necessary) will move on.
- C. ToS voting must be overseen by: a faculty member of OSA, a faculty member of Academic Affairs, or the class council/PSC faculty advisor. Additionally, the faculty member present must not be on the final ballot for ToS. The entire class must be informed of the voting day and time at least 48 hours in advance. To complete the voting process, each member of the class that wishes to participate will cast a ballot for the teacher of their choice. Members of the class council will then collect the ballots and count them with the help of the aforementioned faculty member. The winner will be announced to the class, and must be presented with some form of documentation of his or her award.
- D. Teacher of the Year (ToY) will be voted on during the 15th week of the spring semester, and must take place after the spring ToS is selected. ToY voting must be overseen by a faculty member of OSA, Academic Affairs, or the class council/PSC faculty advisor, provided he/she is not on the ballot.
- E. Nominations for the ToY shall include the top three nominees for ToS from each semester. Ballots will then be collected by the class council members and counted with the help of the aforementioned faculty member.
- F. The winner will be announced to the class, and shall be presented with

some form of documentation of his or her award.

- G. All ToS and ToY winners are to be reported to PSC within one week of selection so that the winner's name may be announced as deemed necessary by the council. PSC will then inform the Department Head of the selected professors and Academic and Student Affairs. Results of the ToS and ToY elections are not to be shared with anyone outside of the class council until after confirmation with the Office of Student Affairs.
- H. Election count numbers are to remain strictly confidential and can only be shared with the Office of Student Affairs.
- I. All matters not discussed herein are up to the discretion of the individual class councils, and are expected to be handled with the utmost professionalism.

Section 3. Golden Apple Award:

- A. Golden Apple Award is presented once a year to the most outstanding teacher throughout the 4 years of study, as selected by the students of the P4 class. The award is presented during the P4 graduation dinner.
- B. PSC requires the P4 Class Council to bear the responsibility of engraving the name of the recipient of the GoldenApple Award onto the designated plaque..

Article XIV. Handling of Funds

- Section 1. Documents concerning funds shall be authorized and signed by the President, Vice President, and Treasurer.
- Section 2. Mandated COF/Handling of Funds: All monies collected on/off campus associated with this organization, MUST BE DEPOSITED into the organization's COF account.