PREAMBLE

We, the members of the Student Government of the College of Pharmacy at Nova Southeastern University, establish this constitution in order to form and direct the government of the student body in a fair, orderly, and efficient manner.

ARTICLE I - TERMS

Section I: Name

A. The name of this association shall be the Student Government Association (SGA) of the Nova Southeastern University College of Pharmacy (NSU-COP).

Section II: Purpose

A. The purpose of this organization shall be to serve as the sole governing body for the objectives stated in the Preamble, subject only to the statutory regulations of NSU administration.

Section III: Advisor

A. The faculty advisor for NSU-COP SGA shall be the Director for Student Affairs located on the Ft. Lauderdale campus or a representative appointed by the Director for Student Affairs located on the Ft. Lauderdale campus. They shall function in an advisory capacity over all student activities, except those which are under the guidance of the special boards or faculty committees. The advisor shall also verify eligibility of candidates for all NSU COP-SGA or class offices, as stated in Article III, Section II.

Section IV: The Student Body

A. The Student Body is comprised of all students enrolled at Nova Southeastern University College of Pharmacy. Students enrolled in any degree-seeking program at the NSU-COP shall be hereby referred to as student pharmacists.

Section V: Classes

A. The classes of the College of Pharmacy shall be referred to as follows:

a. The first-year professional class shall be the group of student pharmacists entering the NSU-COP in the fall semester of each year, and shall be referred to as P1 student pharmacists.

b. The second-year professional class shall be the group of student pharmacists whom have successfully completed the P1 curriculum as determined by COP administration, and shall be referred to as P2 student pharmacists.

c. The third-year professional class shall be the group of student pharmacists whom have successfully completed the P2 curriculum as determined by COP administration, and shall be referred to as P3 student pharmacists.

d. The fourth-year professional class shall be the group of student pharmacists whom have successfully completed the P3 curriculum as determined by COP administration, and shall be referred to as P4 student pharmacists.
e. The first-year international student class shall be the group of student pharmacists entering the NSU-COP in the fall semester of each year, and shall be referred to as P1 International student pharmacists.

f. The second-year international class shall be the group of student pharmacists whom have successfully completed the P1 International curriculum as determined by COP administration, and shall be referred to as P2 International student pharmacists.

B. Class meetings shall be held at the request of the Class President at a time and place to be designated by the Class President. Class officers are required to meet such obligations.

ARTICLE II - OBJECTIVES

A. The following are considered the objectives of the COP-SGA:

a. to collect and express student opinion

b. to consider all matters presented by either the student body, faculty, or administration

c. to assist in the orientation of the incoming P1 students

d. to record and disseminate the accounts of SGA proceedings for the information of the student body, faculty, and administration

e. to appoint student representatives on faculty and administrative committees when requested

f. to help in the interaction between the College of Pharmacy and the sister schools at NSU

g. to budget and dispense funds for student activities, including various education, social, and community functions

h. to insure of the College of Pharmacy yearbook

i. to act as liaison between the student body and the faculty or administration

j. to retain a high standard of professional integrity and conduct

k. to improve the art and science of pharmacy

ARTICLE III - THE SGA EXECUTIVE COUNCIL

Section I: Membership

A. The student government is the governmental assembly of the Student Body. Student Government meetings are open to all students. Proposals and participation from the entire student body are welcomed.

B. Student Government members shall be one delegate from each class, any chairs of appointed committees, the yearbook editor, one delegate from each organization, and one delegate from each fraternity. Also included are the President, Vice-President, Secretary, Treasurer, and Parliamentarian of Student Government.

Section II: Eligibility
A. All students who are verified to be so by the Office of the Registrar shall be full and equal members of the COP student body. Only those students displaying ethical conduct, as defined in the student handbook, and who are verified to be in good academic standing by the Office of the Dean, shall be eligible to be elected as an officer of SGA. P4 students shall not occupy office.

B. Good academic standing shall be defined as having a cumulative GPA of 70% or higher and having successfully completed all classes the student was enrolled in at the close of each semester. If a student with proven leadership ability has a GPA below 70% due to mitigating personal circumstances, that student may, after validating those circumstances with the Office of the Dean, be permitted to run for a SGA office. However, at the end of the current academic year, if any newly elected officer has failed a course or has a drop in his cumulative GPA below 70%, then they shall forfeit their position to the candidate with the next highest votes. An officer shall maintain a good academic standing throughout the term in office.

C. Eligibility of the general members of SGA (i.e., the individual Presidents, Vice-Presidents, or Delegates) shall be determined by each individual class organization, and fraternity.

Section III: Qualifications

A. All COP-SGA Officers shall be in good academic standing in order to keep elected office. If an officer is not in acceptable academic standing, the office will be forfeited and a replacement elected as per Article III, Section II.

B. SGA officers can only be elected from the P1, P2, or P3 classes.

C. If an individual person holds more than one vote-eligible position, the said individual may only vote once regardless of the number of offices held.

Section IV: Vote-Eligible Positions

A. Voting positions within COP-SGA include one delegate from each class, any chairs of appointed committees, the yearbook editor, one delegate from each organization, and one delegate from each fraternity. Also included are the Vice-President, Secretary, Treasurer, and Parliamentarian of the SGA. The SGA President may only vote in case of a tied vote count.

 ARTICLE IV - JURISDICTION

A. Matters pertaining to a single class shall be under the jurisdiction of the class officers.

B. Matters pertaining to the COP student body shall be under the jurisdiction of the COP-SGA.

C. Matters pertaining to all students of the Health Professions Division shall be under the jurisdiction of the Health Professions Division SGA.

 ARTICLE V - PARLIAMENTARY PROCEDURES

Section I: Prevailing Rules

A. The rules contained within the current edition of Robert’s Rules of Order shall govern the Student Government in all cases to which those rules are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Student Government may adapt.

Section II: Frivolous Motions

A. The chair reserves the right to refuse to entertain any frivolous motion.
ARTICLE VI - ELECTIONS

Section I: Class Officers and Delegates

A. Each class shall elect for its officers a President, Vice-President, Secretary, Treasurer, a maximum of two Historians, and a Social Delegate.

B. The elected Class President shall select one class officer to serve as a voting member of SGA.

C. The class officers shall be elected by all members of the class in open elections conducted by the SGA election committee. The elections shall take place during the spring semester following SGA elections, with the terms of the elected officials to begin after that spring semester is complete. There are two exceptions to this policy:

   a. The incoming P1 class shall elect their class officers during the fourth week after the start of classes, or at a time deemed appropriate by administration.

   b. There will be no elections held for P4 class officers. The current P3 class officers will carry their terms over into the P4 school year.

D. Failure of any class officer to fulfill their duties, as defined by Robert’s Rules of Order, may result in their removal. This is accomplished by a two-thirds majority vote of the students of that class. The vote to remove shall take place no sooner than five days following a class meeting wherein a simple two-thirds majority of the bonafide class enrollment calls for such a vote. The vote shall be cast and tallied via electronic means by the SGA elections committee.

E. Vacancies of class offices shall be filled by a special election conducted via electronic balloting by the SGA elections committee. If there is only one candidate for a vacant office, the office may be filled by a majority appointment by the voting members of COP-SGA.

F. Class Officer Position Descriptions

   a. The following Class Officer descriptions will be made available to the student body at least 10 business days prior to class officer elections:

      Class President - The Class President is the highest ranking officer in the class. It is their responsibility to represent the class at the committee meetings and serve as a liaison between administrators, faculty, and the students. The Class President independently organizes meetings with the Class Officers to plan social, academic, community service, or other events for the class. This student should provide leadership to instill pride and high morale among students.

      Class Vice-President - The Vice-President works directly with the Class President in his/her functions. He/she is expected to act in situations with regard to communication, public relations, facility, and general conditions. Like the President, this student should provide leadership to instill pride and high morale. The Vice-President helps to plan and organize events and programming for their class and meets with the Class President on a regular basis to accomplish what the group has set as its agenda to work on planning and fundraising for their class. Attend meetings and functions, e.g. orientation, that requires the presence of an officer.

      Class Secretary - Responsible for assigning and keeping minutes of meetings and records and assisting the president and vice-president in their roles. In addition this person corresponds with all members, nonmembers and outside organizations when necessary and
helps in planning class events. Attend meetings and functions, e.g. orientation, that requires the presence of an officer.

**Class Treasurer** - Maintain records of spending activity and is responsible for paperwork necessary for reimbursement or payment to groups and/or organizations. Contact between budget administrator and class officers. Attend meetings and functions, e.g. orientation, that requires the presence of an officer.

**Class Historian** - The Historian is responsible for compiling photographs of class related events, maintaining a student web page and providing feedback to the class and administrators with photographs and the year’s activities. They are also placed on the COP Yearbook Committee. This officer should provide a scrapbook, CD or video production of the year’s activities to be presented to their class and serve as part of the orientation for incoming students. Attend meetings and functions, e.g. orientation, that requires the presence of an officer.

**Class Social Delegate** - The Class Delegate represents other class officers when they are unable to attend official meetings. Responsible for creating flyers for class meetings and events, and attend meetings and functions, e.g. orientation, that requires the presence of an officer. Assists historians in preparing web page and presentation for orientation.

**Section II: Student Government Officers**

A. Student Government Officers shall consist of President, Vice-President, Secretary, Treasurer, and Parliamentarian.

B. The officers shall be elected by all members of the College of Pharmacy Student Body in open elections conducted by the Student Government Election Committee via electronic voting methods. The elections shall take place during the spring semester with the terms of the elected officials to begin after that spring semester is completed.

C. Removal of Student Government officers shall be by a recall vote initiated by petition endorsed by one-third of the on-campus members of the Student Government. The vote shall be supervised and directed by a faculty member chosen by the Student Government. The vote shall be held within five days of the certification of the petition by the office of the Assistant Dean for Student Affairs. The vote shall be performed electronically using the College of Pharmacy’s online balloting system. A successful recall vote shall require a two-thirds majority vote of the on-campus members of the Student Body. Vacancies of Student Government shall be filled by a special election from the entire Student Body. If there is only one candidate for a vacant office, the office may be filled by a majority appointment by the voting members of the Student Government.

D. It shall be the responsibility of the Student Government Elections Committee to obtain from the appropriate faculty member, permission for time to allow for SGA and Class Officer Candidate speeches during that faculty members lecture time. This shall be accomplished in a timely manner, such that no conflicts of schedule may arise. Voting and balloting of candidates will be performed using electronic voting methods.

E. The procedures for a run-off election shall be as previously defined. Only the candidates office(s) in question shall be voted upon during the run-off election.

F. Inauguration of newly elected officers shall take place during the End-of-the-Year Banquet.

G. It shall be the duty, of the office of the Dean to verify by the beginning of the Fall semester, the eligibility of the newly elected officers to remain in their office.
H. Ballots shall be counted by the members of the Student Government Elections Committee in front of the Dean or the Dean's Designee, who shall act as a witness. The student with the majority of the votes shall win.

I. SGA Officer Position Descriptions

a. The following SGA Officer descriptions will be made available to the student body at least 10 business days prior to class officer elections:

SGA President - Represents the College of Pharmacy student body at university-wide SGA and Pan-SGA meetings. Responsible for calling monthly meetings throughout the school year of all COP class, organization, and fraternity representatives. Provides leadership to the College of Pharmacy student body and organizations. Plans the end-of-year banquet and attends meetings and functions that require the presence of an officer.

SGA Vice-President - Davie - The SGA Vice-President works directly with the SGA President in his/her functions. Presides over all meetings of SGA in the absence of the president. Assist the President by collecting information, "suggestion box" and disseminating information to their site. Is the main contact for Vice-Presidents at the West Palm Beach and Ponce sites. Attend meetings and functions that require the presence of an officer.

SGA Vice-President - Ponce and West Palm Beach - Represent the students at their site and be the central means of communication between the students and SGA President. Attend SGA meetings and address issues affecting the student body. Assist the President by collecting information, "suggestion box" and disseminating information to their site. Assist in SGA fund-raising events. Attend meetings and functions that require the presence of an officer.

SGA Secretary - Responsible for recording and keeping minutes of meetings and assisting the President and Vice-President in their roles. Maintain sign up sheets of meetings, reserve rooms for meetings, type up agenda and minutes of meetings. In addition this person corresponds with all members, nonmembers and outside organizations when necessary and helps in planning class events. Attend meetings and functions that require the presence of an officer.

SGA Treasurer - Maintain records of spending activity and is responsible for paperwork necessary for reimbursement or payment to groups and/or organizations. Ensure all groups have a NSU account and coordinate with COP budget director. Assist in fund raising events and help solicit donations for SGA events, e.g. End of Year Banquet. Attend meetings and functions that require the presence of an officer.

SGA Parliamentarian - A parliamentarian's job is to see that the meeting is conducted properly under Robert's Rules of Order and that the By-Laws are followed. Responsible for creating flyers for SGA meetings and events, and attend meetings and functions, e.g. orientation, that requires the presence of an officer. In addition the parliamentarian assists the President and Vice-President in carrying out their duties.

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<th>ARTICLE VII - MEETINGS</th>
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Section I: Class Meetings

A. Class meetings may be called by the class president, by a majority vote of the class officers, or by petition endorsed by one-third of the bonafide class enrollment.
B. Any issue requiring the consensus of the class, shall be resolved by a simple two-thirds majority vote of the bonafide class enrollment.

Section II: Student Government Meetings

A. Regular meetings of the Student Government shall be held at least every month throughout the school year, beginning no later than two weeks following the first day of regular classes. Notice of SGA meeting time and location shall be publicly announced and posted by the SGA president or his representative not later than 72 hours prior to the scheduled meeting.

B. Special SGA meetings may be called by the Student Government President or by a majority vote of the on campus SGA members.

C. One-half of the voting members of the Student Government shall constitute a quorum.

D. All SGA members and the class/organization/fraternity they represent shall be identified at the beginning of each meeting.

E. All Student Government members shall be required to attend all Student Government meetings. If a student member cannot attend a meeting, then they shall give his proxy to another member of their class, organization, or fraternity who is available to attend the meeting. Appointees shall identify whom they represent at the beginning of each meeting. If a voting member appoints a proxy, then is excused and is not considered absent. However, if a Student Government officer appoints a proxy for their vote and to cover their duties, the proxy does not excuse the officer's absence. Each class or organization should have a minimum of one representative.

F. Upon the third missed meeting per semester, the class, organization, or fraternity will have their assets frozen. Assets may be unfrozen after a period of two weeks. If one additional meeting is missed after the assets are unfrozen, the assets will be permanently frozen and the remaining funds will be returned to the SGA miscellaneous fund.

   a. P4 class representatives and any members whom are officially excused from the SGA meeting are exempt from the above policy.

ARTICLE VIII - COMMITTEES

Section I: Class Committees

A. Each class shall form committees as needed to organize and direct class activities and to formulate and recommend policies regarding class issues and problems. All committees shall be appointed by the Class President or their representative. Class officers must sit on each committee. The class president shall be an ex-officio member of all committees.

Section II: Student Government Committees

A. Student Government committees shall consist of standing and special committees. All committee appointments not specified in these bylaws shall be made by the Student Government president or their representative and shall require approval by a simple majority vote of the SGA members. The chair and at least one other member of each of the committees, standing or special, shall be a member of COP-SGA. Any Student Government member may sit on more than one committee. The SGA President shall be an ex-officio member of all committees but shall not chair any committee's operation except those indicated in this Constitution.

B. Special committees shall be formed as needed to organize and direct SGA activities and to formulate and recommend policies regarding SGA issues and problems.
C. The standing committees are identified and described below:

a. Ethics Committee: The Ethics Committee shall consist of the Student Government president as chairman and two Student Government members from each class. The Director of Student Affairs is an ex-officio member of this committee. It shall hear matters of student grievance against other students, faculty, and administration. (Meetings for grievances shall be closed in order to insure confidentiality). The committee shall report pertinent findings and make recommendations to the Academic Affairs Committee and/or administration.

b. Orientation Committee: The Orientation Committee shall consist of a Student Government member from the P2 class, as chairman, and at least two other members of the P2 class as well as other interested member of the SGA or student body. The committee shall work in cooperation with the Office of the Director of Admissions to prepare for the orientation of the incoming P1 students.

c. Elections Committee: The Elections Committee shall be chaired by a member of the SGA. Members of the committee shall include one member from each class (P1, P2, P3, P1-International, and P2-International - P4 participation is optional). The committee shall be responsible for directing the Student Government election process as described in Article VI, Section II. The committee shall also assist in the elections of the class officers as described in Article VI, Section I.

d. End-Of-Year Banquet Committee: The committee will be responsible for the College of Pharmacy End of the Year Banquet. The chairman of the committee shall be the Student Government President.

e. Yearbook Committee: The committee will be responsible for the assistance in the creation of the COP Annual Yearbook. The chairman of the committee shall be the Yearbook Editor, and membership shall include each of the Class Historian from the P1, P2, P3, P4, P1-International, and P2-International classes, as well as the Historians of each of the chartered organizations and fraternities on campus. The committee will be advised by a faculty or staff member designated by the office of Student Affairs, but shall operate independently of SGA.

ARTICLE IX: STUDENT ORGANIZATIONS

Section I: Organization Chartering

A. Organizations must apply to SGA for recognition and membership in the SGA.

a. Upon application, the SGA will hear a short presentation about the new organization. A majority vote to either allow or deny the charter will be taken in closed session. If approved, the organization will begin to receive funding at the beginning of the next semester. Emergency funds may be made available with petition of SGA.

B. To apply for recognition, an organization must supply a list of officers, a faculty advisor, and bylaws which shall not be in conflict with that of COP-SGA. The organization may be a chapter of a national organization or an independent organization.

C. To remain a recognized organization and retain funding, each organization must sponsor or participate in a minimum of one community service activity per semester. These activities may be co-sponsored with other COP organizations.
a. A community service activity benefiting the community shall be defined as a health fair, health screening, public information/awareness campaign, informational program educating the campus population or general public on a pharmacy-related or public health issue, or another activity deemed appropriate by the SGA Executive Committee.

b. A charity walk or fundraiser (bake sale, T-shirt sale) can not be used to fulfill this requirement.

D. The organization must all register itself with the Office of Student Affairs to seek SGA recognition on campus.

Section II: Non-recognized Organizations

A. An organization may choose to exist as a non-school recognized entity, but it will not receive SGA funding.

B. A non-recognized organization may not be able to utilize NSU Campus facilities as a venue for their events.

Section III: Inactivation of an Organization

A. If an organization does not hold a constituent meeting in the course of one semester, or makes a written request to SGA to inactivate its charter, it will lose its COP-SGA charter and the organization must reapply for COP-SGA recognition. The organizations funds will then be frozen and returned to the SGA miscellaneous fund.

ARTICLE X: FINANCES

Section I: Disbursement

A. Funds provided to the Student Government by administration we disbursed as determined by the SGA Executive Committee as shown in Appendix A. This will be determined prior to the first SGA meeting of the year.

Section II: Semester-to-Semester and Year-to-Year Rollover of Funds

A. Funds disbursed by SGA will be rolled-over from the Fall semester to the Winter semester each academic year.

B. Funds disbursed by SGA that are not used by April 30th of each academic year will be returned to the Student Government on May 1st of each academic year.

   a. No student-raised funds may be taken from any organization.

   b. Class disbursements are exempt from this policy.

C. Student Government funds will be either returned to administration or rolled over to the next academic year, as per current University policy.

Section III: Miscellaneous Funding

A. The use of the Miscellaneous Fund must be approved by SGA. To receive funding from the Miscellaneous Fund for events, a request form must be filled out and submitted to one of the executive officers of the Student Government two weeks prior to the next COP-SGA meeting. As
with all other matters, the request will be discussed by SGA and then voted on. The amount disbursed from the Miscellaneous Fund shall not exceed 50% of the total expense of the event and shall not exceed 50% of Miscellaneous Funds. After any disbursement from the Miscellaneous Fund, itemized receipts of expenses shall be provided to the Student Government within two weeks following the event for which the funding was received. If 50% of the total expenses are less than the amount allocated by SGA, a reimbursement of the exceeded amount may be requested at the discretion of SGA.

**ARTICLE XI: AMENDMENTS**

A. A proposed amendment shall first be presented to the Student Government. A proposed amendment may be presented to the Student Government by any member. The Student Government shall discuss the proposed amendment, and then take action to modify, adopt, or reject the proposal. An amendment may also be proposed by petition endorsed by 25% of the entire membership of the Student Government. The petition shall be presented to the members of the Student Government and shall be adopted as written, pending verification of the petition's signatures by the Office of Student Affairs.

B. The voting process concerning amendments shall be directed and supervised by the executive committee of the Student Government in cooperation with the Office of Student Affairs.

**Appendix A: SGA Organization Funding**

SGA Funding Disbursements for the 2006 – 2007 Academic Year will be:

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<th>Class Funds</th>
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<td>Rho Chi $500</td>
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*Please refer to Article X, Section II for information regarding roll-over and return of funds to SGA at the end of the academic year.*