CONSTITUTION OF THE PHARMACY STUDENT ASSOCIATION (PSA) OF THE COLLEGE OF PHARMACY OF XAVIER UNIVERSITY OF LOUISIANA

PREAMBLE

We, the students of the College of Pharmacy of Xavier University of Louisiana, in the order to promote the best interests of the pre-pharmacy and pharmacy students of Xavier body in accordance with the constitution and by-laws of Xavier University, establish this constitution for the student body of the College of Pharmacy.

Article I

Section 1: (NAME) The name of this Organization will be the Pharmacy Student’s Association of Xavier University. (Note hereafter, referred to as ‘PSA’). It will seek to provide a sound democratic governmental Organization that shall sustain academic, professional, and social standards of the College of Pharmacy, hereafter to as ‘the College.’

Section 1: (Membership) All regularly full-time (not part time) enrolled and officially classified pharmacy (Rx) students shall be members of the PSA and shall be entitled to all rights and privileges of this organization.

Section 1: (Purpose) The purpose of the PSA shall be to:

(a) Promote cooperation between Rx students bodies, faculty, administration, and SGA
(b) Supervise student affairs consistent with the particular needs of the Rx students, specifically pharmacy class and student organizations.
(c) Concern itself with and work in the interest if the Rx students as they relate to the College and XU.
(d) Endeavour to support the high standards of the profession of pharmacy at XU and in the surrounding community.

Article II

(Meetings)

Sec. 1: Meeting of the PSA shall be called by the president of the PSA at least once a month (2nd Tuesday of each month) according to XU meeting schedule, and when he/she deems it necessary and proper or upon petition of 25 percent of the student body.

Sec. 2: There shall be no quorum at PSA meetings. The president may declare that there are bit enough members of the student body present to conduct a [significant] meeting.

Sec. 3: All meeting of the PSA shall be open Rx students, faculty and Administration.
Sec. 4: The president [of PSA] must give at least a 24-hour notice, by generally accepted means, or all PSA meetings not officially or regularly scheduled.

Sec. 5: Executive Committee meeting shall be called at least once a month by the president and whenever he/she deems it necessary to do so.

Article III

The PSA shall be composed of the following divisions:

Sec. 1: Executive Committee—the central governing body of PSA

Sec. 1a: (Membership) The executive committee of PSA shall consist of the president, vice-president, treasurer, secretary, PSA–elected representatives to SGA congress, class presidents from each of the four Rx classes, and Mr./Miss College of Pharmacy.

Sec. 1b: PSA President shall be a non-voting member of PSA executive committee.

Sec. 2: Student Body (PSA)—the undergraduate Rx students of XU.

Sec. 3: Other committees—as may be required from time to time—shall be appointed by the President of PSA in accordance with (or pursuant to) the Constitution of the PSA.

Article IV

Sec. 1: The Executive Committee of PSA shall be the highest decision making body of the PSA.

Sec. 2: The Executive Committee shall be responsible for:

(a) Acting on all appointments made by the President of PSA, confirming them with a 2/3--majority vote of the voting constituency of the Executive Committee and referring to SGA Congress.
(b) Coordinating the general activities of the PSA.
(c) Establishing means through which the student body can actively participate in the formulation of policies of both academic and student affairs.
(d) Supervising and regulating (via a Standards Committee and Election Code) all elections and ratifications of PSA.
(e) Proposing and approving the fiscal budget of the PSA, and submitting the said budget to the SGA President.
(f) Approving all expenditures of the PSA.
(g) Initiating and making available to all PSA members, legislation acted upon by the Executive committee.
(h) Publishing and making available to all PSA members, legislation acted upon by the Executive Committee.
(i) Establishing meeting time and rules of procedure of Executive Committee meetings.
(j) Creating and/or approving committees as may be deemed necessary.

**Sec. 4:** The legislative powers of the Executive Committee:

(a) The Executive Committee shall be chief legislative body of the PSA.
(b) Between meetings of the PSA, the Executive Committee possesses all the prerogatives [precedence/priority] of the PSA and has full authority to act in its stead.
(c) The Executive Committee shall have the power to make whatever decision necessary regarding the PSA’s involvement and participation in activities in the College of Pharmacy and XU in general.
(d) The Executive Committee shall have the power of creating and enacting statutes pertaining to the PSA and XU, which shall be powers vested in by this constitution.

**Sec. 5:** (Absentee) In the absence of a member of the Executive Committee, that member’s respective elected lower serves as proxy and assumes all the rights and privileges of the absent member of the executive Committee.

**Sec. 6:** The only person who may assume the PSA President’s rightful position on the committee is the Vice-President.

**Sec. 7:** (Voting Power) The following members of the Executive Committee possess voting power: President (in case of a tie), Vice-President, Secretary, Treasurer, and elected Rx representative to SGA Congress.

**Sec. 8:** (Holding Office) No one person can occupy two positions, each of which having voting power on the Executive Committee.

(a) In accordance with the XU Election Code, officers of the PSA must maintain a 2.5 semester and 2.5 cumulative GPA in order to hold their positions.

**Sec. 9:** All members of the Executive Committee are expected to attend all Executive Committee meetings and dutifully represent his/her constituency at the meetings. He/she is also expected to share in responsibilities for the successes and failures of the Executive Committee.

**Article V**

**(Duties of PSA Officers)**

**Sec. 1:** The President of the PSA shall have the responsibility:
(a) To present to the Executive Committee and the PSA (or SGA??) at the first meeting of the year, the policies and budget of the PSA for approval.
(b) To call special meetings of the Executive Committee
(c) To create special committees when he/she deems it necessary during the year.
(d) To propose any legislation or make any recommendations as he/she deems necessary to the Executive Committee.
(e) To represent the Rx student body in all dealings with the SGA of XU, other Colleges of Pharmacy, the faculty and administration, and other organizations. The President of PSA may appoint other students to act in his/her stead.
(f) To prepare the agenda for Executive Committee and PSA meetings.
(g) To co-sign all documents dealing with disbursements of PSA funds.
(h) To serve as an ex-officio member of all committees of the PSA.

Sec. 2: The Vice-President of PSA shall have the responsibility:

(a) To assume the duties of PSA President in his/her absence.
(b) To assist the President in preparation of the agenda for Executive Committee and PSA meetings
(c) To assist the President in supervising the various committees
(d) To secede the President in case of the President’s impeachment, resignation, inability to discharge his/her duties, or death.

Sec. 3: The Secretary of PSA shall have the responsibility:

(a) To be abreast of all secretarial duties and procedures
(b) To record and keep on all the minutes of all PSA meetings
(c) To record and keep on file the minutes of all Executive Committee meetings.
(d) To assist the President in preparing any needed paperwork.

Sec. 4: The Treasurer of PSA shall have the responsibility:

(a) To make a financial report at regular monthly meetings of PSA
(b) To make a report to the Executive committee once a month or whenever requested by the President of PSA.
(c) To supervise the collection of funds of all PSA meetings and activities.
(d) To keep an accurate account of all expenditures and savings, as well as a record of revenue allocated and those allocations remaining.
(e) To verify and co-sign all documents dealing with the disbursements of PSA funds in accordance with the policies governing PSA fund disbursements as approved by the Executive committee.

(f) Post an official printed budget and/or expenditure list of PSA three (3) weeks prior to date of office termination.

(g) To prepare and submit to the College of Pharmacy Dean, the financial records of PSA (for examination) as above in Section 4f.

**Sec. 5: Duties of the Pharmacy Representative to SGA Congress**

(a) Represent PSA at the respective SGA committee meetings

(b) To report to the Executive committee of PSA on pertinent proceedings of the respective Congress committee meeting.

**Sec. 6: Duties of the Rx Class Presidents**

(a) To represent their respective class in conducting business on the PSA

(b) To keep the Executive Committee abreast of planned activities in the interest of the pharmacy student body as a whole.

(c) To reinforce the activities of PSA upon their respective constituencies.

(d) To provide concrete input to PSA from their respective classes.

**Sec. 7: The Duties of Mr. /Miss College of Pharmacy**

**Article VI**

(Voting at all meetings of the Executive Committee)

**Sec. 1:** Two—three (2/3) majority vote of the voting constituency present shall be required to carry a motion unless the committee approves the other temporary means.

**Sec. 2:** In the event of the absence of an Executive committee member, a written proxy may be submitted or sent to the Executive Committee to be used to carry out any motions of specific matters to be voted upon or to express his/her opinion on specific matters.

**Article VII**

(Amendments)

**Sec. 1:** Any proposed amendment to the PSA Constitution or by-laws shall be submitted to the Executive Committee of the PSA in writing

**Sec. 2:** The constitution or by-laws may be amended by a two—threes (2/3)—majority vote of the Executive Committee members.
Sec. 3: Amendments to the constitution may be proposed by either a two-thirds (2/3)—majority vote of the Executive Committee or a petition signed by two-thirds (2/3) of the constituency to the PSA.

Sec. 4: The proposals must be available to the voting constituency of the PSA at least five (5) days before voting.

Article VIII
(Revision)

Sec. 1: General revision of this constitution may be proposed by:

(a) A vote of ¾ of the constituency of the Executive Committee
(b) A written petition presented to the President of the PSA bearing signatures of at least 75% of the entire PSA. The Executive Committee must act upon said petition within ten (10) days of the presentation.

Sec. 2: The proposed revision will be:

(a) Approved by two thirds (2/3) of the voting constituency of the Executive Committee
(b) Ratified by the PSA.

Sec. 3: The proposed general revision shall be presented to the PSA in a manner that will ensure availability to every voter in the PSA not less than ten (10) days prior to voting.

Sec. 4: Ratification shall be completed by a 2/3 vote in favor of the revision provided that a minimum of 50% of the PSA voted.