

Constitution of the Associated Students of the University of California, San Francisco School of Pharmacy

ARTICLE I

Membership

Section 1: All regularly enrolled—part-time and full-time—students of this School are members of the student body.

Section 2: Members are entitled to:

- (a) Vote at all elections, namely the ASSP cabinet election and their respective class elections
- (b) Have a voice in all student body meetings, but not the power to vote at these meetings
- (c) Hold office, providing specific qualifications are met as hereinafter stated
- (d) Attend athletic and all other school activities as regulated by the student governing body

Section 3: A student activity fee of \$15 shall be collected from each pharmacy student by the Registrar each quarter excluding summer quarter. This money shall be used for student body activities opened to the respective audience.

ARTICLE II

Qualifications for the Student Body and Class Officers

Section 1: In addition to specific qualifications hereinafter stated, all candidates for offices provided for in this constitution shall be in good standing in this School of Pharmacy.

Section 2: In all questions arising in the interpretation of the above section, the Dean of the School of Pharmacy, UCSF shall be the final authority. In the case of which the Dean cannot preside over the interpretation of this Constitution, the Associate Dean of the School of Pharmacy shall have the final authority.

Section 3: In questions arising in the interpretation of the other sections of this constitution, the current ASSP president shall be consulted. The ASSP cabinet members have the opportunity to refute the ASSP President's final interpretation, in which case, a unanimous vote from the ASSP cabinet members can override the President's interpretation.

Associated Student Body Cabinet

Section 1: At the regular annual student body election there shall be chosen a President-Elect, Secretary, Treasurer, Vice President of Student Affairs, two Vice President of Social Affairs, and two Therapeutic Window Editors.

Section 2: The ASSP president shall be at least a 3rd year pharmacy student at the time he/she takes office. Other offices of the ASSP cabinet shall be held at least by 2nd year pharmacy students at the time they take office.

Section 3: ASSP President

1. The President shall perform those duties usually pertaining to the office and will continue to perform additional duties as needed of him/her.
2. The President shall preside over all meetings of the Associated Students of the University of California, San Francisco School of Pharmacy Executive Student Council and such other bodies as may be set up from time to time for the control of the student government. He/she will sit on the ASUCSF Student Council as a representative of the School of Pharmacy. He/she shall appoint such committees as are required. In case of vacancy in this office, the president shall appoint an ASSP cabinet member in place of him/her.
3. The President shall overlook the duties of his cabinet. He/she reserves the right to re-allocate responsibilities of the ASSP cabinet officers as he/she sees fit.
4. The President shall attend and provide report while attendance at the following meetings:
 - (a) Chancellor's Council--Quarterly
 - (b) Associated Students of University of California, San Francisco (ASUCSF)—Monthly
 - (c) Faculty Council of the School of Pharmacy—Monthly
 - (d) UCSF Alumni Association—Quarterly
 - (e) Student Leadership Group—Quarterly
 - (f) Pharmacy Alumni Association — Monthly

The President is responsible for the upkeep of the ASSP budget for the year alongside with the ASSP treasurer. This entails allocating budget allowances from the ASUCSF and ASSP funds for student activities throughout the school year.

5. The President shall serve as the student representative for the School of Pharmacy and act as the liaison between the pharmacy students, OSACA (the Office of Student and Curricular Affairs), and Office of the Dean.
6. The President shall appoint for the following positions during his/her term:
 - (a) 2 first year students to the Educational Policies Committee
 - (b) 1 student to the UCSF Financial Aid committee
 - (c) 2 students to the School of Pharmacy Library-Informatics Committee
 - (d) 1 student to the Coordinate Council
 - (e) student representatives as needed by the Pharmacy Alumni Association Board of Governors
 - (f) 1 student to the Student Health Advisory Council
 - (g) 1 student to the Chancellor's Student Services Advisory Committee
 - (h) any other committees as need arises

Section 4: ASSP President-Elect

1. The student body shall elect the President-Elect during the annual ASSP cabinet election. He/she will succeed as the ASSP President the following year after completing one year as the President-Elect.
2. The President-Elect shall use his/her term year to understand what is required of him/her for the following year when he/she takes over as President.
3. The President-Elect is responsible for the following projects, but they are not all inclusive and they are subject to change from year to year as seen fit by the ASSP President:

- (a) Organize Intern Night
 - (b) Assist in Skit Night Preparation
 - (c) Organize ASSP cabinet elections in Winter quarter
 - (d) Support other officers in all events whenever possible
 - (e) Take part in the Student Leadership Group and attend other meetings with the ASSP President as needed
 - (f) Take part in the School of Pharmacy Library-Informatics Committee
4. The President-Elect shall perform the duties of the President in his/her absence
 5. The President-Elect shall act as President pro tem in case of a vacancy in that office unless the President selects another ASSP cabinet member to take his/her place in which case the President has the final authority of the decision.

Section 5: ASSP Secretary

1. The Secretary shall keep full accurate and permanent minutes of the Executive Student Council and the Associated Student Body Cabinet meetings. He/she shall perform all the secretarial duties, which may arise.
2. The following are duties of the ASSP Secretary, but they are not all inclusive and they are subject to change from year to year as seen fit by the ASSP President:
 - (a) Compile the annual School of Pharmacy directory and distribute to the students, faculty, and staff during Fall Quarter
 - (b) Organize quarterly Bagel/Donut Day
 - (c) Notify other officers about Executive Officers and General meetings
 - (d) Take all the minutes at the meetings and type them up for record-keeping
 - (e) Arrange the ASSP Annual Banquet during the spring quarter
 - (f) Coordinate ASSP Student of the Quarter Recognition Program
 - (g) Secure meeting rooms for ASSP meetings

Section 6: ASSP Treasurer

1. The Treasurer shall keep accurate records of all the funds of the Student Body. The ASSP President shall audit the Treasurer's accounts.
2. The audited books shall be turned over to the newly elected Treasurer once his/her term begins.
3. The following are duties of the ASSP Treasurer but they are not inclusive and they are subject to change from year to year as seen fit by the ASSP President:
 - (a) Draft the budget with the President
 - (b) Process reimbursement forms within a timely manner and set reimbursement deadlines
 - (c) Keep detailed balance sheet that is to be updated monthly
 - (d) Give progress reports at meetings
 - (e) Serve on UCSF Financial Aid Advisory Committee to represent the School of Pharmacy
 - (f) Overlook the ASSP Display board in the Student Lounge

Section 7: ASSP Vice President of Student Affairs

1. The VP of Student Affairs shall dedicate his/her term year to promote opportunities for future pharmacists in both traditional and non-traditional pharmacy fields.
2. The VP of Student Affairs shall work directly with pharmacy professionals.
3. The VP of Student Affairs shall work with both students and faculty in organizing events that include both parties.
4. The VP of Student Affairs shall aim at enhancing communications between the student body and the faculty.
5. The following are projects of the VP of Student Affairs but they are not all inclusive and they are subject to change from year to year as seen fit by the ASSP President:
 - (a) Work with Alumni board to promote alumni-student relations
 - (b) Create Programs to encourage professional growth among the student body
 - (c) Organize first-year class elections- Fall Quarter
 - (d) Organize ASSP Student of the Year Award
 - (e) Author and enforce Student Lounge Policy and oversee student storage space
 - (f) Update the ASSP bulletin board outside of the student lounge
 - (g) Assist the President by attending committee meetings as needed

Section 8: ASSP Vice President of Social Affairs

1. There shall be two Co-Vice Presidents for this elected position. Both shall work together and shall equally share the responsibility of the position
2. The Co-VPs of Social Affairs shall dedicate their term year to promoting fun, stress relieving, unifying social atmosphere among the pharmacy student body.
3. The following are responsibilities of the two Co-VPs of Social Affairs but they are not all inclusive and they are subject to change by the ASSP President as he/she sees fit per year:
 - (a) Organize Annual Picnic or Luncheon for the Friday of the first week of school in Fall Quarter.
 - (b) Organize Casino Night in Spring Quarter
 - (c) Collaborate with APhA-ASP to organize the Around the World Social in Fall Quarter
 - (d) Collaborate with the Pharmacy Alumni Association to put on an annual Trivia Night in the Winter Quarter
 - (e) Collaborate and help organize a school wide formal with ASUC
 - (f) Organize the main social event in Spring Quarter
 - (g) Organize a P3 send off event in the Winter Quarter
 - (h) Obtain donations from various businesses for raffle prizes for the various social events

Section 9: Therapeutic Window Editors

1. There shall be two Co-editors to the ASSP School of Pharmacy newsletter, the Therapeutic Window.
2. The co-editors are in charge of compiling, editing, and publishing the Therapeutic Window for the School of Pharmacy. They are responsible for collecting articles from the student leaders, members of various organizations, faculty, alumni, and any other pharmacy students who are interested in submitting articles.
3. The co-editors are responsible for distributing the quarterly newsletters.

Section 10: Historian/Webmaster

1. Regularly updating the ASSP website with events and announcements
2. Posting and updating important documents on the website
3. Keeping the website user-friendly and projecting a positive public image of ASSP

Section 11: ASSP shall function as the Student Body government and all members of the ASSP Cabinet are voting members at the Executive Student Council meetings. ASSP is also an organization and members of its cabinet shall act in support of each other for each other's quarterly project(s).

Class Officers

Section 1: Each class shall elect a president, vice-president, secretary and treasurer. Additionally, only the first year's entering class shall elect two APhA representatives, two CSHP representatives, two LAPs representatives, two NCPA representatives two AMCP representatives, and two SNPhA representatives.

Section 2: These class officers shall perform such duties that may arise from class business and activities.

Section 3: The President shall be a voting member of the Executive Student Council

Section 4: The Vice-President of the class shall take over the voting privilege in case the president of the class is absent. In the case that the class vice-president cannot fulfill the class President's place in voting at the Executive Council Meeting, the class President reserves the right to ask another fellow class officer to be the voting member at the meeting.

Section 5: Class officers are considered as members of the ASSP Executive Student Council and they are not ASSP cabinet members.

ARTICLE III

Student Body Meetings

Section 1: The ASSP President shall preside over the Executive Student Council meeting.

Section 2: There shall be held at least one regular Executive Student Council meeting every quarter or as often as needed.

Section 3: Each class President shall reserve the right to call meetings among his/her cabinet members as seen fit each quarter.

ARTICLE IV

The Executive Student Council

Section 1: The Executive Student Council shall be presided over by the ASSP President and shall consist of the all the ASSP cabinet members plus the Presidents of each class level, each of whom shall have voting privileges. This shall constitute the Executive Student Council.

Section 2: The Student Branch of the American Pharmaceutical Association—ASP and of the California Society of Health System Pharmacists—CSHP and each of the existing fraternities shall have an ex officio member on the Council.

Section 3: The powers and duties of the Executive Student Council shall be as follows:

- (a) General supervision of the student body activities.
- (b) All meetings of the Executive Student Council shall be open to all members of the student body; however, it shall be the prerogative of the Council to act in closed session upon a unanimous vote of the Council members present.

Section 4: A student Council quorum is required before the Quarterly Executive Student Council meeting is opened for session and it shall consist of a majority of the membership.

ARTICLE V

ASSP and Class Elections

Section 1: A member may hold more than one elected student body office at any given time with the understanding that he/she shall be able to fully fulfill the responsibilities of all offices held. The ASSP President reserves the right to ask for the resignation of the member from one or more of his/her held offices only after attempts made by the member to fulfill all his responsibilities have been unsuccessful.

Section 2: The nominations and elections for ASSP and class officers with the exception of the incoming first year class shall be completed no later than May of the current school year before the school year that the offices shall be succeeded.

Section 3: The incoming first year class shall elect its own class officers no later than the end of the 3rd week of Fall Quarter.

Section 4: (a) ASSP election of its cabinet members shall be conducted by the current ASSP President-elect. (b) Each class election for the following year, except for the incoming first year class of the following year, shall be run by the current class president. The ASSP VP of Academic Affairs shall run the election for the first year class. No current officers shall be allowed to coordinate an election for which he/she is a candidate. In the case that the designated officer is unable to run the election process, the ASSP President shall appoint an ASSP officer(s) to run the respective election.

Section 5: (a) Petitions for both ASSP and class president positions shall require 30 signatures, and for all other ASSP and class offices, 20 signatures. (b) Signatures obtained by candidates running for ASSP offices may come from any student member of the School of Pharmacy, UCSF. The signatures obtained by the candidates of the class officers shall be that of their respective classmates. Each signature must be different and it must belong to a valid member of the School of Pharmacy, UCSF.

Section 6: All designated elections shall be held by secret ballot. Absentee voters do relinquish their right to remain anonymous to the election coordinator.

Section 7: In order for a person to be elected to an office, it shall be necessary for him/her to receive over 50% of the votes cast toward that office. In the event that no one receives such a count, there shall be held a run-off election the following week, between the two candidates receiving the greatest number of votes in the original election. Run-off speeches shall remain at the run-off candidates' discretion. Absentee ballots shall be recast for the run-off election.

Section 8: Members may request the right to vote via absentee if there is a conflict inhibiting him/her to attend the election in which case his/her vote shall be revealed only to the election coordinator.

Section 9: Only appointed officers for the election shall have access to the ballots during the election in aiding the election coordinator to complete the election process in a timely manner.

Amendments to ASSP and Class Elections

Section 1: Candidate Qualifications

1. Must be a full-time student in the UCSF School of Pharmacy and an active member of the specified organization or student chapter while holding office.
2. Must be in good academic standing with the School of Pharmacy
3. Must be able to complete his/her term of office while enrolled in the School of Pharmacy
4. Must possess necessary qualities of leadership

Section 10: For ASSP elections, (a) Each candidate must submit a 'Statement of Intent' to run for a specific office(s) by a specified date prior to the election. (b) Candidates may optionally withdraw their 'Statement of Intent' and decline their spot in the running before the election. (c) Candidates must submit a 'Candidate Statement' outlining their qualifications, motivations, and goals for the respective position. (d) Candidates may be asked to prepare and give a speech for their position during elections. (e) Floor nominations will only be accepted for offices for which no Statements of Intent have been filed OR for those offices where all statements of intent have been withdrawn

ARTICLE VI

Faculty Representation

Section 1: The Dean of the School or his/her chosen representative shall be an ex officio member of the Executive Student Council and any other committees that may be hereinafter formed.

ARTICLE VII

Recall of Elected Officers

Section 1: Upon presentation to the ASSP secretary and ASSP president a petition signed by one-quarter of the members of the student body, containing a specific statement and reasons for removal, any officer of the student body may be subject to recall. The said petition shall be referred to a vote of the Executive Student Council within fifteen days of its presentation otherwise the petition shall be mute and another petition shall be required for the recall of the officer(s).

Section 2: An affirmative vote of a two-thirds majority of the **votes cast** shall constitute a recall of the officer(s) in question.

ARTICLE VIII

Judicial Committee

Section 1: The Judicial Committee shall act as a court of appeal upon any question, which may arise concerning students or student body affairs. The Committee shall have sufficient power to call before it any student who has been reported for examination misconduct.

Section 2: The President of the student body shall act as chairman and will be a non-voting member.

Section 3: Three members chosen from the Executive Student Council by random drawing of names shall sit on the committee and be voting members. A fourth name shall be drawn as an alternate to Judicial Committee. Any member of the Council who is in the accused person's class is excluded from the drawing.

Section 4: Each professional organization and each fraternity shall choose a representative for the Judicial Committee to be placed in a pool of which two names will be randomly drawn and be cast as voting members on the Judicial Committee. The chosen representatives from the organizations may not be from the same class level as the accused person's class.

ARTICLE IX

By-laws and Amendments

Section 1: The Executive Student Council shall have the power to establish by-laws in harmony with, and supplementary to the provisions of this constitution. Such by-laws shall be numbered consecutively in the order of adoption and shall be kept in definite written form by the secretary. Additions or amendments to the by-laws shall be submitted to the Council in writing and shall be held over until the next meeting for final consideration.

Section 2: A petition signed by one-quarter of the members of the student body shall be sufficient to bring any by-law before the student body for consideration. This petition must be acted upon at the next regular meeting.

Section 3: Amendment to this Constitution may be proposed to the Executive Student Council in the same manner as specified in section 1, article XI or by submission of a petition signed by one-quarter of the members of the student body. Such proposed amendments shall then be submitted to a vote of the student body for ratification.

Section 4: It shall require a two-thirds majority vote of those votes cast to ratify an amendment to this Constitution.

Section 5: This Constitution shall be adopted by two-thirds majority of those voting, with the provision that it shall make no changes in officers or committees functioning for the current school year.

ARTICLE X

Class Officer Responsibilities and Duties

Section 1: President

1. The following are responsibilities of the President, but they are not all inclusive and they are subject to change by the ASSP President as he/she sees fit each year
 - a) Acts as a liaison between classmates, faculty, and OSACA
 - b) Handles and organizes class officer meetings (preparation for graduation, fundraising events and social events to be presented and approved by the class)
 - c) Attends and votes in Executive meetings (at least one per quarter)
 - d) Attends Leadership Meeting once a month
 - e) Works with Vice President to remind class about CoursEval evaluations.

- f) Organize annual Town Hall Meetings (Years 1-3)

Section 2: Vice-President

1. The following are responsibilities of the Vice-President, but they are not all inclusive and they are subject to change by the ASSP President as he/she sees fit each year
 - a) Acts as the President in his/her absence
 - b) Organizes class socials
 - c) Organizes fundraising events to raise funds for graduation (in addition to class dues)
 - d) Creates and maintains class website (this duty may be delegated to another student selected by the Cabinet)
 - e) Organize CoursEval evaluations with President

Section 3: Secretary

1. The following are responsibilities of the Secretary, but they are not all inclusive and they are subject to change by the ASSP President as he/she sees fit each year
 - a) Takes minutes during meetings
 - b) Assist ASSP Secretary in compiling and maintaining their respective class directory for the School of Pharmacy
 - c) Record-keeping. Maintain, organize and relay class related operation and communications, including meeting notes, mailings, or other correspondences.
 - d) Assist ASSP Secretary with Quarterly Curriculum Reviews

Section 4: Treasurer

1. The following are responsibilities of the Treasurer, but they are not all inclusive and they are subject to change by the ASSP President as he/she sees fit each year
 - a) Collect class dues and contracts from classmates
 - b) Establishes and maintains the class account and budget
 - c) Regularly report class finances at officers' meetings and graduation committee meetings
 - d) Handle reimbursements for necessary expenses by Cabinet members

Section 5: Class Specific General Roles and Responsibilities

1. The following are responsibilities of the First Year class, but they are not all inclusive and they are subject to change by the ASSP President as he/she sees fit each year
 - a) Establish class dues
 - b) Organize fundraising for graduation
 - c) Review the schedule of classes at the beginning of each quarter to see if there are any conflicts between papers, projects, exams, and other class requirements that have been assigned by the instructors. Any conflicts should be negotiated and resolved within the first 2 weeks of the quarter.
2. The following are responsibilities of the Second Year class, but they are not all inclusive and they are subject to change by the ASSP President as he/she sees fit each year
 - a) Continue collection of class dues
 - b) Organize fundraising for graduation
 - c) Form an Exemption committee according to rules set by the class
 - d) Review the schedule of classes at the beginning of each quarter to see if there are any conflicts between papers, projects, exams, and other class requirements that have been assigned by the instructors. Any conflicts should be negotiated and resolved within the first 2 weeks of the quarter. Also, the 2nd Year cabinet should perform this check for the First Year class in Fall quarter before the First Year elections.
3. The following are responsibilities of the Third Year class, but they are not all inclusive and they are subject to change by the ASSP President as he/she sees fit each year
 - a) Final graduation planning
 - b) Form or delegate another officer to form a graduation committee in the Fall
 - c) Before the end of Winter quarter, make sure the graduation committee has had the class vote on: commencement speakers, class gift to school, and class gift.
 - d) Involvement with the process of class voting for Teacher/TA of the year awards
 - e) Helps the professor in charge of getting student preceptors for CP120 spring therapeutics class with the application process
 - f) Review the schedule of classes at the beginning of each quarter to see if there are any conflicts between papers, projects, exams, and other Pathway or Core requirements that have been assigned by the instructors. Any conflicts should be negotiated and resolved within the first 2 weeks of the quarter.
4. The following are responsibilities of the Fourth Year class, but they are not all inclusive and they are subject to change by the ASSP President as he/she sees fit each year
 - a) Coordinate NAPLEX & Law reviews
 - b) Keep abreast of activities & plans of graduation committee
 - c) Keep class at all rotation sites informed of class activities, results of meetings, times to pay tuition/ file study list
 - d) Plan and assist with fundraising activities for class funds

ARTICLE XI

Update to the constitution

Section 1: Addition of officers

1. The following offices shall be added to the first year class cabinet.
 - a. Representative(s) to Latino Association of Pharmacy
 - b. Representative(s) to the UCSF student chapter of the National Community Pharmacists Association

Section 2: Transition of ASSP President-Elect and President

The president-elect shall assume his/her position at the beginning of spring quarter of first year. The president-elect shall then transition to president at the beginning of spring quarter of second year.

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Constitution Ratifying Committee: Amy Bower, Stephen Cheng, & Tonya Tran

Date of last update April 1, 2002 by Julie M. Lee and Adara Louis

Date of last update February 6, 2006 by Aileen Chui, Jonathan L Dao, and Lori Hensic

Date of last update February 26, 2007 by Aileen Chui and Helen Wang

Date of last update January 7, 2008 by Amy Choi and Emily Min

Article XI added by student body approval on February 25th, 2008

Article II update approved by ASSP Executive Council on March 2nd, 2012 – Consolidation of ASSP VP of Professional Affairs and VP of Academic Affairs into ASSP VP of Student Affairs