

Student Governance Association (SGA) Bylaws

College of Pharmacy and Health Sciences

Drake University

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College of Pharmacy &
Health Sciences

Student Governance Association Bylaws

Article I. Name

The Student Governance Association of the College of Pharmacy and Health Sciences

Article II. Mission

The mission of the Student Governance Association of the College of Pharmacy and Health Sciences is to facilitate collaboration between the college administration, elected delegates and the general student population. These efforts will help create a progressive atmosphere within the college through promoting a positive learning environment and developing excellent health care professionals. These elected officials will be entrusted to represent their classmates and make decisions in the best interest of the college and their constituents.

Article III. Delegates

A. Membership

- i. CPHS students from every academic level and within each college program (e.g. health sciences, pre-pharmacy and pharmacy) will elect 2* delegates to serve on SGA for the academic year.
* The P4 class will elect 3 delegates due to the nature of rotation schedules to ensure adequate representation.
- ii. There are no term limits in place for delegates and it is possible to run for re-election.

B. Responsibilities

- i. Attend SGA meetings.
- ii. Continuously seek input from constituents throughout the year.
- iii. Provide feedback to administration on various issues.
- iv. Assist with faculty candidate interviews.
- v. Teacher and Mentor of the Year
 - a. Actively encourage constituents to submit nominations throughout the year.
 - b. Discuss and vote on candidates during the meeting prior to Pharmacy and Health Sciences Day.
 - c. Present awards at Pharmacy and Health Sciences Day.
- vi. Represent the college on an as needed basis at various events.
- vii. If both delegates are unable to attend a meeting, faculty candidate interview, etc. it is their responsibility to find one proxy from their respective class, inform the chair of the absence and the proxy that will be attending.
 - a. The only excused absences will be class, experiential hours and emergencies.

- b. If responsibilities are not being upheld it will be up to the discretion of the chair, delegates and advisors to determine what further steps will be taken.
- viii. Responsibilities are not limited to the above list, additions may be made as the college administration, chair, or delegates see fit.

C. Honor Code

- i. All delegates are responsible to abide by and uphold the College of Pharmacy and Health Sciences College Student Handbook, Honor Code, and Chemical Dependency Policy.
- ii. All delegates are responsible to abide by the University Student Handbook.

Article IV. Chairperson

A. CPHS Student Senator

- i. Collaborate with administration to determine meeting agendas.
- ii. Facilitate SGA meetings.
- iii. Communicate between Student Senate and the college on various academic and campus issues.
- iv. All other responsibilities required by Student Senate.
- v. Responsibilities are not limited to the above list, additions may be made as the administration or delegates see fit.

Article V. Administrative Support

A. Advisors

- i. Dean and Associate Dean

B. Responsibilities of the Advisors and College Administrative Office

- i. Facilitate the development of each semester's meeting schedule and meeting location.
- ii. Provide resources through the college office.
- iii. Bring up topics for discussion on behalf of the college administration and faculty.
- iv. Meet with the chair to determine meeting agenda and discuss other relevant topics.
- v. Coordinate the election process of the delegates.

Article VI. Elections

A. Timeline

- i. Elections will be held on an academic year basis.
- ii. Elections will be publicized through the college announcements and current representatives making announcements in classes.

- iii. Any student in the college may submit a statement to be included with the ballot.
- iv. Elections for the upcoming pre-pharmacy sophomores, P2, P3, P4 and health sciences sophomore, junior and senior classes will occur at the end of spring semester for the following academic year.
- v. Elections for the first year health sciences, first year pre-pharmacy and P1 classes will occur at the beginning of the fall semester.

B. Resignations

- i. If at any time a delegate is unable to carry out their duties, the individual will be removed as a delegate.
- ii. The administration, chair and delegates will determine procedures for removal of the delegate and filling the vacancy.

Article VII. Meetings

A. Meetings

- i. Meetings will occur at least once per month. The college office, taking into account delegate class schedules, will determine time and location.
- ii. The chair of the SGA will lead meetings and facilitate discussion.
- iii. The communications director will take minutes at the meeting and distribute them via email to the delegates, and submit them for posting in the college student announcements.
 - a. Communications director will be nominated and voted for from the existing delegates at the first meeting.
- iv. At least one representative from every class in each program should be in attendance at all meetings.
- v. Delegates are expected to arrange personal schedules to be in attendance at the meetings. See procedures outlined in Article III.B.vi.

Article VIII. Voting

A. Amendments

- i. All amendments to the bylaws must be presented in writing to delegates at least seven (7) calendar days prior to the meeting where a formal vote will occur.
- ii. A majority vote is required to pass any changes.
- iii. In the event of a tie the chairperson will break the tie.

B. Other Business

- i. Business topics that are discussed at meetings may require a formal or informal vote. Some items may be listed in the agenda prior to the meeting and others may come up during discussion.
- ii. A majority vote is required.

C. Voting Procedures

- i. Voting will take place on issues as determined by the chair and delegates. All members and proxies present will have one vote.

Article IV. Miscellaneous

- A. The Student Governance Association does not discriminate in its acceptance of members or officials due to gender, age, disability, race, religion, etc.
- B. The Student Governance Association adheres to all Drake University policies concerning hazing and no such activity will be tolerated.
- C. The Student Governance Association must approve all changes to this document by majority vote.