

# ***Student Governance Association (SGA) Manual***

**College of Pharmacy and Health Sciences**

**Drake University**

*This version was first approved on June 1, 2014  
Amendments approved on September 21, 2016  
Amendments approved on April 13, 2022*

*Original manual created on May 3, 2017*

## **Table of Contents**

<i>SGA By-Laws</i> .....	3
<i>SGA Delegate Responsibilities</i> .....	7
<i>SGA Delegate Contract</i> .....	8
<i>CPHS Organizations &amp; Descriptions</i> .....	9

## **Student Governance Association Bylaws**

### **Article I. Name**

The Student Governance Association of the College of Pharmacy and Health Sciences (CPHS).

### **Article II. Vision**

The vision of the Student Governance Association is to support the training and education of excellent healthcare providers.

### **Article III. Mission**

SGA serves to facilitate an atmosphere within CPHS that promotes a positive learning environment for the development of excellent health care professionals. Through enhancing the professional and collaborative relationships among faculty, staff, and students by promoting positive changes and maximizing the experiences and opportunities of all students within the college in an effort to become health care leaders. As elected officials representing the students of CPHS, senators are entrusted to make decisions that are in the best interest of CPHS students and the college.

### **Article IV. Delegates**

#### **A. Senator**

- i. SGA will offer at least one seat to student representatives for each year for each program within CPHS.
  1. Classes with at least **20** students will be allotted 2 seats.
  2. Classes for the final year (eg. P4, O3, A2) of their respective programs will be offered an additional seat 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.
- iii. Representatives from pertinent professional organizations, such as DRxUGS, HOSA, DUSOTA, HPD Co-Chairs, and CPHS ambassadors will serve as liaisons for their respective organizations.

## B. Responsibilities

- i. Attendance at SGA meetings.
  - a. More than 1 unexcused absence makes a senator eligible for disciplinary action from the senate. \*see ix.a below
- ii. Continuously seek input from constituents throughout the year.
- iii. Provide class updates at each meeting.
- iv. Provide feedback to administration on various issues.
- v. Assist with faculty candidate interviews.
- vi. Select members of the Honor Code Committee
- vii. Award Teacher, Mentor, and Faculty Preceptor of the Year.
  - a. Actively encourage constituents to submit nominations throughout the year.
  - b. Discuss and vote on candidates during the meeting prior to Health Professions Day.
  - c. Present awards at Health Professions Day
- viii. Represent the college on an as needed basis at various events.
- ix. 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.
- x. 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 and College of Pharmacy & Health Sciences Student Handbooks.

## Article V. Chairperson

### A. CPHS Student Senator

- i. Collaborate with administration to determine meeting agendas
- ii. Send a meeting agenda at least 24 hours prior to meetings.
- iii. Facilitate SGA meetings.
- iv. Communicate between Student Senate and the college on various academic and campus issues.

- v. Fulfill all other responsibilities required by the Student Senate.
- vi. Responsibilities are not limited to the above list, additions may be made as the administration or delegates see fit.

## **Article VI. Administrative Support**

- A. Advisors
  - i. CPHS Dean and Student Affairs Officer
- B. Responsibilities of the Advisors and College Administrative Office
  - i. Facilitate the development of each semester's meeting schedule and meeting location.
  - ii. Provide support 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 the meeting agenda and discuss other relevant topics.
  - v. Coordinate the election process of the delegates.
    - 1. Provide class lists for nomination and election solicitations.

## **Article VII. Elections**

- A. Timeline
  - i. Elections will be held on an academic year basis.
  - ii. Elections will be publicized through the college student announcements and current representatives making announcements in classes.
  - iii. Any student in the college may submit a statement to be included on the ballot.
  - iv. Elections for the rising pre-pharmacy sophomores, P2, P3, P4, O2, O3, 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 entering first year undergraduate and professional programs will occur during fall orientation and the first week of classes.
  - vi. Candidates must be in good academic standing
    - i. May not be on academic or disciplinary probation
  - vii. Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with the Drake Student Code of Conduct and the CPHS Honor Code Policy.
- B. Resignations / Dismissal
  - 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.
- iii. If a delegate wishes to end his or her term early, he/she shall submit their resignation in writing to the current chair for announcement at the next SGA meeting
- iv. In the event of an open seat, a subcommittee consisting of at least 3 members shall be formed to determine how to proceed with the open seat (ie if and how it will be filled)
  - i. Committee shall be formed by the end of the meeting in which the vacancy is announced.
  - ii. Committee will have a resolution by the next SGA meeting.

## **Article VIII. Meetings**

### **A. Meetings**

- i. Meetings will occur at least once per month during the academic year. Fall semester meetings will occur on the second Wednesday of every month at 5:00pm, and 5:30 for Spring semester meetings.
  - a. The chairperson has the discretion to modify the meeting times as needed.
- ii. 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.
  - b. Minutes will be sent out within 1 week after the meeting.
- iii. Delegates are expected to arrange personal schedules to be in attendance at the meetings. See procedures outlined in Article III.B.vi.

## **Article IX. 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 (51%) vote among delegates 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 for action to be taken on the issues that are brought up in the meeting.
- C. Voting Procedures
  - i. Voting will take place on issues as determined by the chair and delegates. All delegates and proxies present will have one vote.
  - ii. Delegates will notify the chair at least 24 hours prior to the meeting if a proxy will be present in their place.
  - iii. Organizational liaisons listed in Article IV.A.iii. will not serve as voting members of the CPHS Student Governance Association with business topics that require a formal vote.

## **Article X. Miscellaneous**

A. The Student Governance Association does not discriminate in its acceptance of members or officials due to sexual orientation, ethnicity, gender, age, disability, race, religion, etc.

B. The Student Governance Association adheres to all Drake University student code of conduct policies and the CPHS Honor Code Policy

C. Failing to adhere to these standards will subject them to disciplinary action determined by members of SGA

D. The Student Governance Association must approve all changes to this document by majority vote.

## **Student Governance Association Delegate Responsibilities**

- I. As a representative of a respective CPHS class, responsibilities include, but are not limited to the following:
  - Provide feedback and suggestions to the Dean and the student affairs officer regarding the curriculum and program. (Feedback should be inclusive of the majority of the class rather than a few individuals)
  - Approve selections of students serving on promotion and tenure review committees (may be in process prior to first meeting)
  - Approach faculty with course concerns; if an adequate solution is not reached, contact the Dean or the student affairs officer.
  - Assist in notifying each class of pertinent information from the Dean's Office regarding University and College announcements and policies
  - Create a Facebook or class page at the beginning of the year. Encourage classmates to join through a class announcement, or per a website link sent via the class instructor (i.e. CAPS or Issues courses)
  
- II. As a member of the Student Governance Association, responsibilities include, but are not limited to the following:
  - Participate in the selection of the Honor Code Committee Members
  - Coordinate the Teacher/Mentor of the Year Awards and any other college awards.
  - Participate in faculty interviews as needed
  - Attend and encourage attendance at other events / meetings such as: National Advisory Council, Weaver Lecture and Reception, various ceremonies/dedications.
  - Other duties requiring the assistance or feedback from students.
  - Commitment to the Student Governance Association above listed activities for approximately 1 hour per month..



## Student Governance Association Delegate Contract

I, \_\_\_\_\_, understand that I am responsible for the listed responsibilities as a member of the \_\_\_(Year)\_\_\_ College of Pharmacy and Health Sciences Student Governance Association. I do solemnly affirm that I will faithfully execute these requirements as a \_\_\_(Class/Organization)\_\_\_ SGA delegate/class representative, to the best of my abilities.

I also understand that I will serve a role model within my respective class, attend and encourage attendance at CPHS events/meetings, abide by the CPHS Honor Code and other University and College Student Handbooks policies which pertain to my respected major. I will do my best engage in thoughtful dialogue and have a positive attitude during SGA meetings. I will respect all members of the association, and assist the Chairperson and any other members of SGA as needed.

X \_\_\_\_\_  
(Delegate Signature)

Date: \_\_\_\_\_

## College of Pharmacy and Health Sciences Organizations

**DRxUGS:** Drake Pharmacy (Rx) Unified Group of Students (DRxUGS) is the umbrella organization for all the national organizations. This organization, open to all students in the pharmacy program, is a unified organization of all Drake pharmacy student organizations and was established in 2000. Student members are also members of the Iowa Pharmacy Association as well as select membership in one of seven national organizations:

- Academy of Managed Care Pharmacy (AMCP)
- American Society of Health Systems Pharmacists (ASHP) (Recognized Student Society)
- American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP)
- American Association of Consultant Pharmacists (ASCP)
- American Association of Pharmaceutical Scientists (AAPS)
- Christian Pharmacists Fellowship International (CPFI)
- National Community Pharmacists Association (NCPA)
- National Community Oncology Dispensing Association (NCODA)
- Student College of Clinical Pharmacy (SCCP; Student chapter of ACCP - American College of Clinical Pharmacy)
- Student National Community Pharmacists Association (SNAPhA)

**HOSA:** Future Health Professionals is a national student-led organization run by and for students interested in pursuing careers in the health professions. Founded in 1976, HOSA now has over 4000 secondary and postsecondary/collegiate chapters in 48 states, and over 185,000 members. HOSA is officially recognized by the U.S. Department of Education. HOSA is 100% health; therefore, HOSA focuses resources to helping students become effective, compassionate health professionals and leaders in their chosen field of work.

The unique benefits of HOSA include leadership opportunities at the local, state, and national levels, volunteer and community service opportunities, scholarships nationwide, state and national leadership conferences that include educational symposiums, fifty-four different competitive and recognition events, networking opportunities with HOSA's nearly 100 profit and non-profits business and health industry partners. All professional level schools of health professions prefer applicants, who demonstrate leadership skills and actual experience with health-related community service and academic achievement. HOSA membership provides students with all of these key opportunities.

**DUSOTA:** The Drake University Student Occupational Therapy Association is a campus student organization whose mission is to enhance the field of occupational therapy through professional development, educational, community, and social activities.

This mission is pursued with the following goals in mind: Building a sense of community by creating mentor and networking opportunities as well as social events for both Pre-OT and OTD students and practicing occupational therapists. Participating in community service learning, fundraising for charitable organizations, and other philanthropic opportunities. Striving for public recognition of Occupational Therapy as a profession at the university, local, state, and national levels. Promoting awareness of current trends in the field. Generating environments and experiences that promote interprofessional collaboration.

**DATC:** Athletic training is a profession practiced by health care professionals who collaborate with and practice under physician direction to optimize care and health of patients. Drake Athletic Training Club is a student organization that brings together Master of Athletic Training students, pre-athletic training students, and those who are interested in the field of athletic training at Drake University. This organization will promote athletic training as an allied health profession, provide educational opportunities through conventions, meetings, programming, and community service projects to enhance knowledge of members and the advocacy of the profession as a whole.

**Kappa Psi Pharmaceutical Fraternity:** is the oldest and largest professional pharmacy fraternity in the world. Currently, there are 108 active collegiate and 75 active graduate chapters across the United States and Canada, and that number continues to grow with each passing year. Known as an international professional fraternity, Kappa Psi strives to promote the field of pharmacy through the benefits of fraternal affiliation and innovation.

**Phi Delta Chi Pharmaceutical Fraternity:** develops leaders to advance the profession of pharmacy. Phi Delta Chi, a lifelong experience, promotes scholastic, professional, and social growth in its Brothers. We strive to provide quality services to our patients, thereby advancing public health and strengthening ourselves as health professionals.

**Lambda Kappa Sigma:** is a pharmacy fraternity who focuses on service, professional events, and sisterhood. The mission of Lambda Kappa Sigma is to promote the profession of pharmacy among women and advance women within the profession by developing its members as individuals and leaders through the support of fellow members while encouraging a high standard of professional ethics and scholarship.

**Phi Lambda Sigma:** is a national pharmacy leadership society for pharmacy students who have displayed leadership qualities and have been recognized for these qualities by their peers. The Drake University chapter of Phi Lambda Sigma was established in 1992.

**Rho Chi:** is a national honor society organized to promote the advancement of pharmaceutical sciences. The society was founded at the University of Michigan in

1922. Alpha Sigma chapter was established at Drake in 1951. Eligible for membership are students who have completed 60% or the equivalent of no fewer than 75 credit hours required for graduation and are in the top 20% of their class academically. The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members. The Society seeks universal recognition of its members as lifelong intellectual leaders in pharmacy, and as a community of scholars, to instill the desire to pursue intellectual excellence and critical inquiry to advance the profession.

**Health Professions Day Committee:** (need description if adding).

**CPHS Ambassadors:** has the purpose of promoting the College of Pharmacy and Health Sciences to prospective and current students, faculty, alumni, and business partners. Ambassadors, selected through an application process, students support events that promote collaboration and unity between health care professions and provide opportunities for underclassmen to receive support and mentoring from upperclassmen.

**Pi Theta Epsilon:** Occupational therapy fraternity.

!