THE DANIEL K. INOUYE COLLEGE OF PHARMACY
AT THE UNIVERSITY OF HAWAIʻI AT HILO
STUDENT COUNCIL BYLAWS

Article I: DUTIES OF THE CLASS OFFICERS

A. President

1. Shall oversee the class officers of their pharmacy class.
2. Shall be the primary contact for addressing class-wide issues to the Dean's Office.
3. Shall prepare agendas and preside over monthly meetings of the class officers.
4. Shall oversee the duties of their student council. They reserve the right to reallocate responsibilities of the class officers as they see fit.
5. Reserves the right to call a vote requiring two-thirds vote of the class officers to ask for the resignation of an officer who fails to fulfill the duties of their office.
6. Shall reassign responsibilities on an interim basis in the event of the resignation or removal of a class officer.
7. Shall approve all expenditures made by the Treasurer.
8. Shall encourage classmates within their class to participate as student committee representatives (i.e. Admissions, Assessment, Curriculum).
9. Shall communicate pertinent information of their respective class to the other class Presidents.
10. Shall relay received information from other class Presidents to their class officers.
11. Shall oversee the class council in planning the P1 mentorship program and elections during their P2 year.

B. Vice President

1. Shall have all the rights and responsibilities of the President in their absence.
2. Shall assume the position of President and a new Vice President shall be elected in accordance with the election guidelines in the event of resignation or removal of the President.
3. Shall reserve the right to call a vote requiring two-thirds vote of the student council members to ask for the resignation of the President who fails to fulfill the duties of their office. This will need to be confirmed by a majority vote of the class.
4. Shall receive and look over the agenda prepared by the President at least 2 days prior to each monthly meeting of the class officers, then send out the agenda to all other class officers.
5. Shall coordinate and organize class fundraisers in conjunction with the Treasurer.
6. Shall coordinate and organize class-wide activities in conjunction with the activities coordinator.
7. Shall oversee the operations of each student council generated committee (i.e. yearbook, fundraising, etc.).

C. Treasurer

1. Shall approve all expenditures made by all class officers, including the President, but excluding themselves.
2. Shall keep a current and accurate account of class receipts, expenditures, and obligations.
3. Shall complete and submit an End-of-Year report of expenditures, donations, and profits on behalf of the student council.

D. Secretary

1. Shall keep full accurate and permanent minutes of the class officer meetings which will be made available to the class upon request.
2. Shall maintain a consistent means of appropriate communication for the class (e.g. class website, monthly newsletter, various social media platforms, etc.).
3. Shall coordinate with the Activities Coordinators to document and promote class events.
4. Shall contribute no less than one article and corresponding photo (900 x 506 px), per semester for the DKICP News webpage pertaining to the activities of the class. Submissions will be submitted to the Student Organizations Support Specialist.

E. Activities Coordinator

1. Shall organize class events in conjunction with the Vice President
2. Shall have primary responsibility for documentation (photos and/or videos) of all class events and accomplishments with the Secretary.
3. Shall organize and chair the Yearbook Committee.

F. Class Liaison

1. Shall work together to address class concerns to faculty & staff regarding exams, grading, presentations, etc.
2. Shall formally solicit feedback about courses from all class members and convey that input to the appropriate faculty and/or staff member.
3. Shall disseminate a summary of class feedback and faculty members' responses to the class at large.
4. Shall work with the Activities Coordinators to organize and coordinate refrigerator, microwave, and breakout room cleaning in designated student areas.

G. Extended-Online (X0) Pathway

1. Cohorts in the XO pathway will have the opportunity to discuss and determine the composition of their class council during the first semester.

Article II: ELECTION OF OFFICERS

A. Election Procedures for Class Officers, excluding Class Liaison(s), will be as follows:

1. All candidates shall prepare a statement of purpose by the Friday before Thanksgiving of the first semester to the P2 Class Council, which will be publicized by the following Monday.
2. All candidates for a position will give a speech of no more than two minutes on or before the last Friday of instruction of the first semester.
3. Closed-ballot voting will be open after speeches are made and will close no later than the end of business the day of speeches, or when all votes are in. Announcement of results will be sent via email after the eligibility of those elected are confirmed by the Office of Academic and Student Affairs.
4. A majority vote of the students present is required for election. In the event that a majority is not obtained, there will be a re-election with a ballot that consists of the two candidates with the most votes.
    a. Roberts Rules - Voting & Abstentions: In accordance with Robert's Rules of Order, actions requiring a majority vote shall be determined by a majority of the votes cast, excluding abstentions. Abstentions are not counted as votes and therefore do not affect the outcome. A motion or vote is adopted when the number of votes in favor exceeds the number of votes opposed.

B. Election Procedures for P1 Class Liaison(s) will be as follows:

1. Election will be for one to two P1 Class Liaison(s) who shall serve an interim position for the first semester and then follow the Class Officers Elections Procedures .
2. All candidates shall prepare a statement of purpose on the first Friday of classes of the respective semester to the P2 Class Council, which will be publicized the following day.
3. Closed-ballot voting will take place during the first class meeting in September for the first semester and during regular elections for the second semester.
4. A majority vote (50% + 1) of the students present is required for election. In the event that a majority is not obtained, there will be a re-election with a ballot that consists of the two candidates who receive the most votes.

C. Election Procedures for Extended Online Pathway (XO):

1. XO students will be told about the opportunities for class officer positions per Article I.G.
2. Elections will take place before the end of the first semester, arranged by DKICP.

Article III: PROCEDURES FOR COUNCIL MEETINGS

All meetings shall follow Robert's Rules of Order.
ROBERT'S RULES OF ORDER HANDOUT

Article IV: FINANCE

Authorized signers for financial purposes shall be the President and/or Treasurer.

Article V: COMMITTEES

DKICP Committees listed below may consist of one P1, one P2, one P3 student and XO student representatives. Searches for the student candidates will take place during the start of the Fall Semester for the P2 and P3 cohorts, and during the start of the second semester for the P1 cohort. All candidates shall prepare a statement of purpose to be forwarded to the respective committee, where the committee will make their selection. Student representatives will serve for a one year term.

A. Committee Descriptions

1. Admissions Committee: Shall review applications for admission. Shall establish admission protocols for screening and interviewing applicants.
2. Assessment Committee: Shall assess the effectiveness of instruction through course evaluation and by exploring, evaluating, and/or developing new methods of measurement.
3. Curriculum Committee: Shall monitor and approve curriculum issues such as syllabi and course content.