**Bylaws**

***Rectified: Los Angeles, CA***

***Revised: July 30th, 2021***

# *Associated Student Council 2021-2022*

| *Emily Hou* | *President* | *ASSP* |
| --- | --- | --- |
| *Ryan Leung* | *VP of Finance* | *ASSP* |
| *Jacqueline Matian* | *VP of Academic Affairs* | *ASSP* |
| *Karen Tseng* | *VP of Professional Conferences* | *ASSP* |
| *Danielle Kruse* | *VP of Student Affairs* | *ASSP* |
| *Michelle Sun* | *VP of Administration* | *ASSP* |
| *Cindy Nguyen* | *VP of Internal Communications* | *ASSP* |
| *Jungwoo Oh* | *VP of Community Health* | *ASSP* |
| *Nathalie Iribe* | *VP of Admissions and Recruitment* | *ASSP* |
| *Alyssa Lejarde* | *VP of Public Relations* | *ASSP* |
| *Amy Chao* | *VP of Business Operations* | *ASSP* |
| *Caeley Dye*  *Caterina Kachadoorian* | *GSG Student Senator*  *GSG Student Senator* | *ASSP*  *ASSP* |
| *Christine Van* | *Alumni/QSAD Representative* | *ASSP* |
| *Michael Kim* | *President* | *Academy of Managed Care Pharmacy* |
| *Vivian Vo* | *President* | *Alpha Iota Pi* |
| *Ania Nazari* | *APhA/CPhA President* | *American Pharmacy Student Alliance* |
| *Nicholas Huynh*  *Ashley Garb* | *ASHP/CSHP President*  *President* | *American Pharmacy Student Alliance*  *American Society of Consultant Pharmacists* |
| *Kaylene Okada* | *President* | *Chinese American Pharmacy Student Association* |
| *Tiffanie Lin* | *President* | *Class of 2022* |
| *Ryan Johnstonbaugh* | *President* | *Class of 2023* |
| *Pooja Singh* | *President* | *Class of 2024* |
| *TBD* | *President* | *Class of 2025* |
| *Rita Chan* | *President* | *College of Psychiatric and Neurologic Pharmacists* |
| *Jiwon Yoon* | *President* | *Korean American Pharmacy Student Association* |
| *Ohnbit Chae* | *President* | *Lambda Kappa Sigma* |
| *Angela Zabala* | *Co-President* | *Medical and Pharmacy Student Collaboration* |
| *Eleonso Cristobal* | *Co-President* | *Medical and Pharmacy Student Collaboration* |
| *Leona Torosian* | *President* | *National Community Pharmacists Association* |
| *Nicki Mashayekan* | *President* | *Phi Delta Chi* |
| *Gina Kim* | *President* | *PharmSC Clinic* |
| *Valerie Wang* | *President* | *Phi Lambda Sigma* |
| *Justin Yur* | *President* | *Rho Chi* |
| *Elizabeth Lee* | *President* | *Skull and Mortar* |
| *Richard Lo* | *SIA President* | *Student Industry Association-Industry Pharmacists Organization* |
| *Renita Moradian* | *IPhO President* | *Student Industry Association-Industry Pharmacists Organization* |
| *Nathan Garnica* | *President* | *Student National Pharmaceutical Association* |
| *Zachary Pham* | *President* | *Vietnamese-American Pharmacy Student Association* |

**ARTICLE I**

# POWERS AND DUTIES

Section 1 – President of the ASSP shall:

1. Be Chief Executive Officer of the ASSP
2. Call regular or special meetings or assembly of the ASC or ASSP and preside at these meetings
3. Direct and coordinate the activities of the Vice Presidents
4. Attend standing meetings with Associate Dean for Academic and Student Affairs
5. Act as liaison between students, faculty, and administration
6. Attend or appoint representative to faculty and administration meetings where appropriate
7. Represent the students of the School of Pharmacy on behalf of the Deans and Chairs
8. Be final arbiter for all disputes arising from interpretation of the election code
9. Develop an annual budget with the ASSP Vice President of Finance, the ASSP Vice President of Professional Conferences, and GSG Senators, including School of Pharmacy (SOP) Student Funds budget, GSG budget, Professional Conference Fund budget, and ASSP budget
10. Submit a budget to ASC and the Associate Dean for Academic and Student Affairs
11. Receive and approve or reject budgets from voting members of the ASC
12. Distribute all correspondence to the ASC
13. Review and update the bylaws annually

Section 2 – Vice President of Finance of the ASSP shall:

1. Keep current records of all incomes and expenditures of the ASC
2. Collaborate with the President of the ASSP and the ASSP VP of Professional Conferences to formulate an annual budget, including SOP Student Funds budget, Professional Conference Fund budget, and ASSP budget
3. Conduct fundraising events for the ASC
4. Represent the School of Pharmacy at the mandatory GSG Finance Orientation
5. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 3 – Vice President of Academic Affairs of the ASSP shall:

1. Coordinate in conjunction with faculty and staff the activities of the following entities and programs:
   1. Curriculum Council Representatives from each Class of the School of

Pharmacy

* 1. Supplemental Instruction Program

1. Represent the ASSP at all meetings where appropriate, including the following bodies:
   1. Curriculum Council
   2. Advanced Technology Committee (ATC)
   3. Excellence in Teaching Committee (ETC)
   4. Assessment Committee
2. Communicate reports of the committees, programs, and meetings to the ASSP and the ASC
3. Work with both Academic and Student Affairs to develop, maintain, and uphold the school’s Honor Code.
4. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 4 – Vice President of Professional Conferences of the ASSP shall:

1. Promote student involvement in all areas of professional affairs and support student participation in national, state, and regional pharmacy meetings, poster presentations, and competitions
2. Compile all information regarding professional conferences, including dates, estimated travel expenses, registration cost by June 1 and distribute information to USC faculty to streamline the academic scheduling process
3. Create protocol for approving student attendance at professional conferences
4. Collaborate with student organizations on selecting mandatory and recommended conference sessions and communicate conference information to student body
5. Liaison with Vice President of Finance to create budget allocation for each conference
6. Compile list of attendees and obtain abstract title and photographs of students who present abstracts at meetings and communicate information to Director of Communications and Marketing
7. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 5 – Vice President of Student Affairs of the ASSP shall:

1. Direct and coordinate all ASSP functions, including, but not limited to, the following:
   1. Social activities, including ASSP Student Organization Tabling Event, ASSP Food Truck Socials, and ASSP Banquet
   2. Class elections and ASSP Executive Board Elections

i. If a VP of Student Affairs is on the ballot (whether opposed or unopposed) for an ASSP Executive or class position, the arbitrator will be the next officer from the chain of command as follows: ASSP President, VP of Academic Affairs, VP of Finance, VP of Internal Communications, Class Presidents (in order of seniority, starting from 4th year president), GSG Senators, VP of Administration, VP of Community Health, Alumni/QSAD representative, VP of Public Relations, VP of Admissions and Recruitment, VP of Professional Conferences, VP of Business Operations

* 1. Student Organizations Handbook for the incoming class.

1. Respond to the student needs currently not addressed by the other Vice Presidents of the ASSP
2. Submit a budget to the ASSP President
3. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 6 – Vice President of Administration of the ASSP shall:

1. Act as liaison between organizations and School of Pharmacy administration to schedule student organization room reservations in the School of Pharmacy
2. Prepare a master calendar of all ASSP-related functions and notify students in the School of Pharmacy of updates prior to the start of the semester
3. Host a Calendar Party in the Summer and Winter prior to the beginning of the academic semesters for room reservations.
   1. Conflicting events will be assigned orders of priorities prior to Calendar Party
   2. Room availability will be assessed during Calendar Party to ensure that reservations are open
4. Upon receipt of new reservation requests, the Vice President of Administration will assess availability and respond by pending the new reservation
   1. If another organization currently owns the time, the Vice President of Administration must receive confirmation from the organization with priority agreeing to the new reservation request
   2. Email reminders will be sent to organizations upon full confirmation of events
   3. The ASSP Calendar will be updated to reflect new additions.
   4. Student organizations who fail to follow outlined rules may lose privileges of recognized student organizations
5. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 7 – Vice President of Internal Communications of the ASSP shall:

1) Coordinate Monday Mail

* 1. All organizations must submit information by the Friday prior to the upcoming week to be included in Monday Mail
  2. Coordinate any school-wide announcement to be included in Monday Mail for the student body
  3. Monday Mail will be emailed to Class listservs Monday morning

2) Keep current records of all ASC meetings, including minutes and all reports and documents received

3) Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 8 – Vice President of Community Health of the ASSP shall:

1. Serve as a Student Representative for the Office of Student Outreach for Community Health
2. Serve as a liaison between Community Health Programs Directors/Coordinators and the USC School of Pharmacy
3. Verify and ensure all Community Health screening protocols, waivers, and other additional documents are in place prior to a Community Health Event (i.e. health fairs, clinics, health education events)
4. Oversee and assist with Community Health Programs operations and logistics
5. Manage the preceptor database and verify that preceptors are present at health fairs
6. Collect and maintain participant and screening data from health fair screenings and submit to a designated administrator of the USC School of Pharmacy
7. Prepare and maintain a master health fair calendar separate from the master calendar of all ASSP related functions prepared by the Vice President of Administration
8. Receive an approval signature from the Director of Student Outreach for Community Health
9. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 9 – Vice President of Admissions and Recruitment of the ASSP shall:

1. Work with the Office of Admissions to coordinate admissions and recruitment
2. Be Chairperson and preside over the Student Admissions Committee
   1. Attend Admissions retreat
   2. Create application and select students
   3. Coordinate with staff student schedules
   4. Coordinate welcome information session
   5. Plan communication workshop
   6. Coordinate follow up phone calls to accepted students
3. Participate in Outreach events
4. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 10 – Vice President of Public Relations of the ASSP shall:

1. Direct and coordinate all public relations for the students of the School of Pharmacy
2. Routinely update and maintain ASSP website, including uploading minutes from ASSP meetings
3. Work in conjunction with the Director of Communications and Marketing at the School of Pharmacy as Brand Ambassador to ensure proper use of USC identity guidelines
4. Serve as Historian of the ASC documenting professional and social events and maintain the ASSP Facebook
5. Create year-in-review slideshow for the ASSP Spring Awards Banquet
6. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 11 – Vice President of Business Operations of the ASSP shall:

1. Managing a committee and providing ongoing guidance on pricing, merchandise and strategy
2. Overseeing merchant activity and fundraising at the Rx Café
3. Assigning organizations weeks to fundraise at the Rx Café
4. Managing the Café and selling items on Commencement Day
5. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 12 – GSG Student Senators of the ASSP shall:

1. Be the liaison between the School of Pharmacy and the University Park Campus and serve on the Senate of the Graduate Student Government (GSG)
2. At least one student senator must attend monthly GSG Senate Meetings
3. If no student senator can attend a required meeting, he or she must send a proxy from the ASSP Executive Board. If no ASSP Executive Board members can attend, then another trusted student selected by the GSG Senators may serve as proxy. The proxy must relay the information from meeting back to the student senator.
4. Complete the mandatory GSG Finance Orientation
5. Student senators must serve on either the Finance Committee, HSC Concerns Committee, Senate Restructuring Task-Force, or one of the other ongoing GSG committees. Student senators can expect to spend an average of 10 hours helping out that committee
6. Serve as liaison to the executive meetings of the Associated Students of the other graduate schools, as appropriate (i.e. ASSM, SMGSA, OTSC, MAPHSA, PGA, etc.)
7. Formulate a budget for the GSG-ASSP hybrid fund and help assist organizations in obtaining GSG funding
8. Work to improve student access to resources provided by GSG and USC as a whole
9. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 13 – Alumni Association/QSAD Representative of the ASSP shall:

1. Serve as the liaison between the School of Pharmacy, and the QSAD Board
2. Attend QSAD Board meetings and report all activities to the ASC
3. Direct and coordinate the ASSP Career Development Series
4. Assist the ASSP President in all matters deemed necessary by the ASSP President

Section 14 – Class Presidents of the School of Pharmacy shall:

1. Act as liaison between faculty and students in the Class and report the business conducted within the ASC to the Class
2. Collaborate with Class Vice President, Secretary, Treasurer, and Curriculum Council Representative to conduct Class functions
3. Assist the ASC to encourage student involvement in academic, professional, and social settings
4. Year II President shall act as Year I President until Year I President has been elected by the Year I students
5. Year IV President shall have final disposition of the Year IV Class funds upon graduation

Section 15 – Class Vice President of the School of Pharmacy shall:

1. Preside as the Class President in the absence of the Class President
2. Assist the Class President in all matters deemed necessary by the Class President

Section 16 – Class Secretary of the School of Pharmacy shall:

1. Keep current records of all Class meetings, including minutes and all reports and documents received
2. Inform all members of the Class of relevant information
3. Be responsible for all correspondence of the Class, including mail
4. Maintain and distribute academic class calendars with class, exam, and laboratory times
5. Assist the Class President in all matters deemed necessary by the Class President

Section 17 – Class Treasurer of the School of Pharmacy shall:

1. Keep current records of all incomes and expenditures of the Class
2. Be responsible for organizing Class fundraising activities
3. Assist the Class President in all matters deemed necessary by the Class President

Section 18 – Class Curriculum Council Representative of the School of Pharmacy shall:

1. Be the liaison with faculty and administration in all matters pertaining to academic affairs of that Class
2. Represent Class interests to the Curriculum Council at IMCC meetings and report relevant information to the Class
3. Assist the Class President in all matters deemed necessary by the Class President

**ARTICLE II**

# COMMITTEES

Section 1 – Committee Government

The structure, membership, parliamentary authority, policies, proceedings and Committees not named are to be listed in the Annex of this Constitution.

Section 2 – Honor Code Committee

1. The purpose and goal of this Committee shall be to establish and honor spirit and professional attitude among students and faculty. The Committee also protects any person’s rights who may come before this Committee.
2. The responsibility of the ASSP and faculty members shall be to bring to the student’s attention of minor infractions of the honor system and to bring to the attention of the Honor Code Committee any major act of dishonesty.
3. The Honor Code Committee shall abide by the guidelines established in:
   1. University of Southern California Statement of Student Rights and Responsibilities
   2. University of Southern California Faculty Handbook
   3. University of Southern California School of Pharmacy “*An Explanation of the*

*Ethics Committee*”

* 1. American Pharmaceutical Association Code of Ethics

1. The Honor Code Committee shall be chaired by the Vice President of Academic Affairs.

Section 3 – Sub-Committees

1) Student-Faculty Committees shall be activated each year, when necessary or by the recommendation of the faculty, and chaired by the Vice President of Admissions and Recruitment:

1. Student Admissions Committee
2. Multiple Mini Interview Subcommittee

**ARTICLE III**

# RECOGNIZED ORGANIZATIONS

Section 1 – Recognized Student Organizations at the USC School of Pharmacy

1. Academy of Managed Care Pharmacy (AMCP)
2. Alpha Iota Pi (AIP)
3. American Pharmacy Student Alliance (APSA)
   1. American Pharmacists Association (APhA)
   2. California Pharmacists Association (CPhA)
   3. American Society of Health Systems Pharmacy (ASHP)
   4. California Society of Health Systems Pharmacy (CSHP)
   5. International Pharmaceutical Students’ Federation (IPSF)
4. American Society of Consultant Pharmacists (ASCP)
5. Chinese-American Pharmacy Student Association (ChAPSA)
6. College of Psychiatric and Neurologic Pharmacists (CPNP)
7. Korean-American Pharmacy Student Association (KAPSA)
8. Lambda Kappa Sigma (LKS)
9. Medical and Pharmacy Student Collaboration (MAPSC)
10. National Community Pharmacists Association (NCPA)
11. PharmSC Clinic
12. Phi Delta Chi (PDC)
13. Phi Lambda Sigma, Pharmacy Leadership Society (PLS)
14. Rho Chi, Academic Honor Society (PX)
15. Skull and Mortar, Honorary Service Fraternity (SAM)
16. Student Industry Association-Industry Pharmacists Organization (SIA-IPhO)
17. Student National Pharmaceutical Association (SNPhA)
18. Vietnamese-American Pharmacy Student Association (VAPSA)
19. Year I, II, III and IV Class Boards

Section 2 – Privileges of Recognized Student Organizations

1. To receive privileges, organizations must maintain good standing as defined by the following
   1. Organization presidents are required to attend all ASC meetings. Two excused absences per year are permitted.
   2. Organization treasurers must attend the Treasurer's meeting.
   3. Organization treasurers will submit the following items:
      1. Line item budgets by August 30
      2. Current financial breakdown of the organization to indicate appropriate use of SOP Student Funds
   4. Organizations must submit updated constitution and bylaws on a yearly basis.
   5. Organizations must provide hand down documents for each position and should be updated on a yearly basis.
   6. Organizations must be recognized by USC Campus Activities. To complete the annual recognition process, Recognized Student Organizations must complete the following:
      1. Update and submit their engageSC forms and profile
      2. Attend one Recognition Workshop
      3. Update contact information for at least four officers. Only officers listed on engageSC will be allowed to make reservations through Trojan Event Services
      4. Use an @usc.edu email address for all organization correspondence
   7. Organizations must pass down storage keys on a yearly basis and maintain all supplies within designated space.
   8. Organizations must update their website regularly to reflect current news and events.
   9. Organizations must follow USC identity guidelines on all USC School of Pharmacy marketing, including brochures, t-shirts, tanks, etc.
   10. Failure to maintain good standing as an organization may result in loss of SOP Student Funds, loss of fundraising privileges, loss of recognition, and/or removal from office.
2. SOP Student Funds
   1. SOP Student Funds shall be allocated to recognized organizations as defined in Section II, part B of the ASSP Finance Handbook, for the purposes of programming involving development of professional skills and community outreach, as deemed appropriate by the Associate Dean of Academic and Student Affairs, ASSP President, and ASSP VP of Finance.
   2. Organizations shall be eligible to apply for funds from SOP Student Funds and shall be allocated appropriate funds as determined by the Associate Dean of Academic and Student Affairs, ASSP President, ASSP VP of Finance
3. Calendar Dates and Room Reservations
4. The ASSP calendar exists to align the activities of the student organizations with the mission and vision of the school and to reduce confusion and conflict over calendar dates and times
5. The allocation of calendar dates and room reservations shall be overseen by the Vice President of Administration
6. Identical events set up by multiple organizations for the same audience is highly discouraged
   1. Involved organizations will hold a joint event (i.e. residency workshops, symposiums) as determined by the Associate Dean of Academic and Student Affairs and ASSP President
   2. Exceptions must be approved by the Associate Dean of Academic and Student Affairs and ASSP President
7. Priority for calendar dates shall be assigned in the following order:
   1. Major professional events
      1. Events with solely a professional goal that require extensive planning/setup and with an expectation of high student attendance
      2. E.g. Building Bridges, Meet the Directors, Industry Night, etc.
   2. Minor professional events
      1. Events with solely a professional goal that require a minor to moderate amount of planning, setup and student attendance
      2. E.g. AMCP 101 Series, NCPA Modules, APSA speaker series, educational or training series (e.g. Spanish workshops)
   3. Community service events (e.g. most SAM events, Relay for Life, etc.)
   4. Professional Society events (e.g. recruitment events, new member events, etc.)
   5. Social events (e.g. D&B socials, Bibimbap Night, Dumpling Night, etc.)
8. Limitations on events
   1. The number of events per time period and per day shall be limited to a reasonable number as defined by the Associate Dean of Academic and Student Affairs, Vice President of Administration, and ASSP President
   2. No more than two (2) health fairs in the same time slot
9. Fundraising
   1. All recognized student organizations shall be allocated equitable time periods for the purposes of fundraising as determined by the Vice President of Business Operations
   2. If an organization wishes to fundraise outside of its designated fundraising period, it may be given approval to fundraise during a privileged fundraising period from the recognized organization that possesses the privilege
10. Membership and Recruitment

a. Recruitment of first year pharmacy students

i. Fall recruitment is allowed for all USC-recognized organizations.

* + - * 1. Membership applications may only be accepted from first year students after all qualified student organizations have hosted information sessions for the first-year class
        2. Organizations are cautioned not to engage first year students to run for various association offices until the second semester of the first year. (Only students who achieve a 3.0 grade point average or higher in their first semester of the first year will be eligible for various association offices noted directly above.)
        3. Policies and procedures regarding membership and recruitment are expanded on in the Administrative Order, enacted on July 1, 2012 and modified on July 30, 2013

Section 3 – Violations

1) Organizations found in violation of the Constitution, Bylaws and/or Policies and Procedures of the ASSP shall be referred to the Associate Dean of Academic and Student Affairs and the Executive Board of the ASSP for further review

a. Organizations in violation may be subjected to, but not limited to:

* + - * 1. Loss of SOP Student Funds
        2. Loss of calendar and room reservation privileges
        3. Loss of membership and recruitment privileges
        4. Loss of recognition status and all associated privileges
        5. Loss of the privilege to utilize the USC, School of Pharmacy and/or the

ASSP name

vi. Loss of administrative and faculty support

**ARTICLE IV**

# RECOGNITION OF A NEW ORGANIZATION

Section 1 – Process of Recognition

An organization seeking to become recognized by the ASSP for the benefits and privileges described in Article III of this Constitution shall follow the written procedures in Article IV.

Section 2 – Requirements on Purpose

1. The organization shall provide at least one unique service to the students or the community that is of interest to most students in the University of Southern California School of Pharmacy.
2. This unique service shall not be holding social events only.

Section 3 – Submission of Constitution

1. The new organization shall submit the following items to the President of ASSP and the Secretary of the Dean of Academic and Student Affairs:
2. Constitution of the organization
3. Name of faculty advisor to organization
4. Roster of current officers

2) The new organization shall:

1. Submit a statement to the President of the ASSP of the reason why the organization wishes to be recognized by the ASSP.
2. Be able to demonstrate a strong potential to be active for at least five years.

Section 4 – Probation

A new organization meeting requirement listed in Sections 1 and 2 shall now enter a probationary period of two years. During the probationary period, the new organization shall adhere to regulations outlined in Section 6 of this Article: Limitations and Privileges.

Section 5 – ASSP Recognition

1. At the end of the probationary period the organization shall make a presentation to the ASSP Executive Board to include the following:
2. A comprehensive review of membership for the past two years.
3. A comprehensive review or cumulative activities for the past two years.
4. The Executive Board of the ASSP shall vote to determine whether the organization becomes officially recognized by the ASSP.
5. The Executive Board of the ASSP shall vote to determine whether the organization becomes officially recognized by the ASSP.
6. Upon recognition, the new organization shall immediately receive the benefits and privileges as outlined in Article III.
7. The Executive Board of the ASSP shall submit ballot votes to determine whether the organization becomes officially recognized by the ASSP.

Section 6 – Limitations and Privileges

1. During the first probationary year beginning from the date that the application for recognition is submitted the new organization shall have the privilege to:
   1. Attend all ASSP meetings including Executive Board meetings.
   2. Attend the annual ASSP retreat.
   3. Attend the annual ASSP banquet.
2. During the first probationary year beginning from the date that the application for recognition is submitted the new organization shall be limited from:
   1. An assigned fundraising period during the academic year.
      1. *Exception:* The new organization may be given an approval to fundraise during a privileged fundraising period from the recognized organization that possessed the privilege.
   2. The privilege to vote during ASSP Executive Board meetings.
3. During the second probationary year beginning from the date that the application for recognition is submitted the new organization shall have privilege to.
   1. Attend all ASSP meetings including Executive Board meetings.
   2. Attend the annual ASSP retreat.
   3. Attend the annual ASSP banquet.
   4. Vote during the ASSP Executive Board meetings.
   5. Receive the key to the ASSP room.
   6. Schedule exclusive use of rooms for events through the Vice President of Administration.
4. During the second probationary year beginning from the date that the application for recognition is submitted the new organization shall be limited from:
   1. An assigned fundraising period during the academic year.
      1. *Exception:* The new organization may be given an approval to fundraise during a privileged fundraising period from the recognized organization that possessed the privilege.
      2. *Exception:* The new organization may be granted an exclusive fundraising period if the presidents of all the recognized organizations grant approval.

Section 7 – ASSP Participation

1. The representative from the new organization shall be expected to participate as equally as a representative of an ASSP recognized organization in all ASSP events.
2. The new organization shall not be required to contribute the equal share of non-reimbursable ASSP expenses while it is on probation.

Section 8 – Violation of Probation

1. Should the new organization fail to comply with Section 6: Limitations and Privileges or fail to participate (Section 7: ASSP Participation), the ASC may vote to revoke the organization’s probationary status and all privileges associated with that status.
2. The organization must wait one (1) full year before reapplying for ASSP recognition.

**ARTICLE V**

# EVENT SCHEDULING

1. Acknowledgement of all requirements for room reservations must be obtained from all individuals scheduling events.
   1. A list of the pertinent information for room reservations will be placed in the ASSP Display Board and emailed to each organization.
      1. Pertinent information includes, but is not limited to:
         1. The ASSP Calendar gmail address
         2. Information required to make a reservation
         3. Room available for reservation through the School of Pharmacy
         4. Who to contact to reserve spaces in Seaver Residence Hall and Pappas Quad
2. All reservations must be requested in a timely manner and sent to asspcalendar@gmail.com to facilitate scheduling.
3. Health Fair sign ups will be done through the Office of Community Health on Blackboard.
4. Organizations must turn in liability forms for all room reservations scheduled to occur after 5:00pm.
   1. Liability forms must be turned in from 8:00am to 12:30pm on the day of the scheduled event.
   2. Organizations must notify the Vice Presidents of Administration at asspcalendar@gmail.com to document any possible difficulties that may have occurred.
   3. Organizations and the person filling out the liability form are responsible for any damages that may occur during the scheduled time period.
      1. Organizations must ensure that all equipment is turned off and rooms are returned to the proper organization.
   4. ASSP and its Directors are not responsible for disruption or actions taken by the Department of Public Safety

**ARTICLE VI**

# AMENDMENT OF BYLAWS

Amendments to the Bylaws may be submitted by ASC members and must be approved by two-third (2/3) votes of the ASC for passage.

**ARTICLE VII**

# RATIFICATION

These Bylaws shall become effective on the first Monday following ratification.

Emily Hou

President, Associated Students of the School of Pharmacy (ASSP)

Kari Franson

Faculty Advisor, Associated Students of the School of Pharmacy (ASSP)