***CONSTITUTION***

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

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

**ARTICLE I**

# NAME

The name of this organization shall be the Associated Students of the School of Pharmacy, hereafter referred to as the ASSP of the University of Southern California. This organization shall use its full name or its abbreviation (ASSP) in all publicity materials and correspondences.

**ARTICLE II**

# PURPOSE

The purpose of this organization shall be

1. To encourage professional and educational advancement among students and faculty,
2. To unite and conduct the affairs of the students of the School of Pharmacy of University of Southern California (USC) in cooperation with the faculty, alumni, and the Associated

Students of the University of Southern California (ASUSC),

1. To serve the community at large, and
2. To move the profession forward by supporting pharmacy legislation, delivering high caliber care, and engaging in interprofessional discussions.

**ARTICLE III**

# MEMBERSHIP

## Section 1 – Membership types

The ASSP shall recognize two types of membership:

1. Voting members
2. Non-voting members

## Section 2 – Membership requirements

1. A voting member shall be a full-time registered student of the University of Southern California in the School of Pharmacy.
2. A non-voting member shall be any other student of the University of Southern California (not registered in School of Pharmacy), USC staff, faculty, and alumni.
3. All members, voting or non-voting, shall demonstrate support for the purpose of this organization.

## Section 3 – Membership Application

1) Application for membership is not required. Any person meeting criteria under Article III,

Section 2 shall be eligible for, and recognized as, either a voting or non-voting member of the ASSP.

## Section 4 – Member Rights and Privileges

1. All members shall be allowed to attend all general meetings and events held by this organization.
2. Only voting members of this organization shall have the right to one vote per person on general elections. Article IV, Section 2 of this Constitution shall describe the general election.

## Section 5 – Membership Dues

1. There shall be no dues to be a member of the ASSP.
2. If a fee is charged for an ASSP event, a fee scale will be established for voting members, non-voting members, and non-members as appropriate.

## Section 6 – Nondiscriminatory Statement

ASSP shall not discriminate against granting of membership on the basis of age, gender, race, religion, ethnicity, national origin, disability, or sexual orientation.

**ARTICLE IV**

# GOVERNMENT

## Section 1 – Legislation

1. The legislative powers and the administrations of affairs of the ASSP shall be vested in the

Associated Student Council, hereafter referred to as ASC.

1. The ASC shall consist of, through general election of the ASSP
   1. Executive Board
      1. President
      2. Vice President of Finance
      3. Vice President of Academic Affairs
      4. Vice President of Professional Conferences
      5. Vice President of Student Affairs
      6. Vice President of Administration
      7. Vice President of Internal Communications
      8. Vice President of Community Health
      9. Vice President of Admissions and Recruitment
      10. Vice President of Public Relations
      11. Vice President of Business Operations

xii) GSG Student Senators of the School of Pharmacy

(1) There shall be two (2) Senators residing in this office; elected separately xiii) Alumni Association/QSAD Representative of the School of Pharmacy

xiv) The Faculty Advisor of the ASSP

* 1. Organization Presidents
     1. Year I, II, III, and IV Class Presidents of the School of Pharmacy
     2. Presidents from each of the ASSP recognized School of Pharmacy student organizations. Article III of the ASSP Bylaws shall define these organizations

1. Elected officials under Article IV Section 1.2 shall be known as the ASSP Executive Board
2. Legislative affairs shall be voted on by the ASC
   1. Parliamentary authority shall be as described in Article VI
   2. Rules of voting and voting rights shall be described in Article IV Section 3
3. Members of the ASC, in his absence, shall designate one (1) official who is a member of the ASSP and he shall carry full power of representation equal to that of the absent member
4. All ASC members must be voting members of ASSP as described in Article III section 2.1

Section 2 – Elections

1. Qualification for Office
   1. To be eligible for any ASSP office, a member of the ASSP shall
      1. Complete and turn in the officer application form by the designated time
      2. Obtain the signature(s) of the sitting Board Member(s), indicating that the candidate has spoken with the sitting Board Member(s) and understands the obligations of the position. Electronic signatures are acceptable.

iii) Be in good academic standing, defined as a GPA of greater than or equal to 3.0, cumulative through the completion of the semester when elections are held, with no blemishes on academic integrity.

iv) Enrolled in the Doctorate of Pharmacy program in the USC School of Pharmacy as a full-time student.

1. Election conduct. Spring elections shall be conducted in the following manner: a) Eligible voters

i) A general election, open to all voting members of the ASSP, shall be required to elect ASSP Executive Board members.

ii) A class election, only open to students in that class, is required to elect Class Officers. b) Speech duration

i) Each contested candidate has a total of two minutes to present his or herself to the audience. If a position is held jointly, the two-minute limit still applies. ii) Candidates for President shall have four minutes to speak. iii) Uncontested candidates for any position shall have one minute to speak. iv) Any appropriate audio or visual media may be used so long as the time does not exceed the allotted time.

c) Election order

* + 1. Contested board positions shall always have their respective candidates speak before uncontested positions.
    2. Candidates shall be slated in alphabetical order by last name.
  1. Once all candidates have given their speeches, voting members may then cast their ballots
  2. Certification of victory
     1. An election is considered certified as soon as the election results are sent to the membership and the winning candidate accepts or does not decline the position within a reasonable amount of time.
     2. A candidate receiving a plurality (highest number of votes, but not exceeding 50% of the total ballots cast) shall not be certified the winner of an election under any circumstances.

1. Voting criteria: For a general election, only ASSP members present at the time of the speeches are eligible to vote for that position. For run-off elections, a time slot shall be designated where any ASSP member may submit a ballot for the run-off elections.
   1. An Election Committee, comprising of the sitting President and the Vice President of Student Affairs, shall count the ballots. If the Vice President of Student Affairs is not available or ineligible to participate (due to being a candidate for another position), refer to ASSP Bylaws, ARTICLE I, Section 5.
   2. “Abstain” will not be an option on the ballot for any position, uncontested or contested.
      1. Ballots that are unmarked for a specific position shall not count toward the total vote count for that position.
      2. In the event a ballot includes a “no vote,” the remaining votes on the ballot are still valid.
      3. Each individual voting member of the ASSP is entitled to one (1) vote per position per election.
   3. Ballots may be disqualified by a majority of the Election Committee for unclear markings or illegibility, and do not count toward the total vote count for that position
   4. Ballots shall be kept by the sitting President until a reasonable amount of time has passed since the election to allow for any challenges to occur.
   5. Any position in which the margin of victory is less than 5% shall be recounted immediately (e.g. 51%-47%) prior to designating a victor.
   6. Vote totals shall not be released to the general membership, but can be made available to the candidates upon request.
2. Preferential voting (a “runoff” election)
   1. Runoff elections may occur in the following circumstances: A candidate fails to achieve a majority vote (defined as 50% of the total ballots cast for that position, plus one vote), or a contested election.
      1. If there are three (3) or more candidates running for a position and one (1) candidate receives a majority vote in the first election, that candidate is deemed the winner. No runoff election will occur.
      2. If there are three (3) or more candidates running for a position and none of the candidates receives a majority vote in the first election, the two (2) candidates with the highest percentages of votes will enter a runoff election.
   2. The results of the runoff election shall supersede the results of the original election, and the results of previous elections shall not be considered.
   3. “Abstain” shall not be an option for a runoff election.
3. Contesting elections
   1. A candidate who wishes to challenge the results of an election must follow the following procedure:
      1. Inform the sitting President of the ASSP, in writing, of the challenge. This notice must include a reason for the challenge
      2. Challenges must be made within 48 hours of the announcement of the election results to the general membership. After 48 hours, challenges are immediately dismissed

b) Recounts

* + 1. Candidates seeking a recount for a margin of victory of less than 5% (<5.0%, e.g. 51%-47%) shall be granted that recount without further discussion. The recount shall be conducted by the Election Committee. The candidate may be present for the recount but may not participate in the recount
    2. Candidates seeking a recount for an election with a margin of victory of greater than 5% (>5.0%) shall be granted a recount if the Election Committee unanimously agrees that there exists enough reason to doubt the original vote count. In the absence of a unanimous vote, the challenge fails
  1. More serious allegations, including but not limited to voter fraud (e.g. non-ASSP members voting, ASSP members voting multiple times) or ballot tampering, shall be directed to the sitting President of the ASSP and immediately escalated to the ASSP

Faculty Advisor. The Faculty Advisor shall be the final arbiter of these challenges

* 1. If a challenge to an election is successful, the results of the initial election shall be overturned. The sitting President of the ASSP may then decide on an appropriate course to take

Section 3 – Voting

1) The ASSP President shall direct and conduct all voting in accordance to the rules in the current edition of Robert’s Rules of Order

2) The voting members of the ASC shall be:

1. The ASSP Executive Board described in Article IV, Section 1.2a
2. The president(s) of each ASSP recognized School of Pharmacy student organization described in Article IV, Section 1.2b
3. Each ASSP recognized organization shall receive one vote in the ASC.
4. The number of votes required to carry a motion and the manners of voting shall be as described in Robert’s Rules of Order
5. One individual may cast only a single vote in any ASC motion regardless of number of positions held

a) Any ASC member that holds more than one ASC position shall forfeit any additional votes

Section 4 – Quorum

1. The quorum of ASC shall be one-half plus one members of the voting members of the ASC.
2. The quorum of the ASSP shall be one-half plus one members of the voting members of the ASSP
3. The quorum of a Class shall be one-half plus one student of the number of students in that Class

## Section 5 – Term of Office

1) All officers of the ASSP, including individual organization’s officers, shall hold office for a term of one (1) full year, officially beginning and ending on the last Friday of the didactic curriculum for the P3 class, immediately prior to the starting of APPE rotations, as designated by the academic calendar

1. Incoming officers shall serve a transitional term from the time of their election to the official start date as designed in Article IV, Section 6
2. National organizations’ Constitution and Bylaws supersede ASSP Constitution and if specifically dictate a different start and end date for term of office, then officers of that organization must follow national guidelines
3. Exceptions may be made for specific positions. However, this must be clearly communicated and agreed upon between the outgoing and incoming officers, organization president, and ASSP President every year.

## Section 6 – Powers and Duties

1) Powers and duties of the ASSP officers shall be described in Article I of the ASSP Bylaws. 2) Powers and duties of the ASSP officers shall be reviewed biannually; amend or annul items as appropriate and voted on by the ASC.

## Section 7– Removal of an Officer

1. The ASSP shall adhere to the proceedings within the parliamentary authority described in Article VI in an event such that an officer is to be removed from his office due to misconduct.
2. Special ASSP Assembly shall be called for the proceeding upon two-third (2/3) vote of the ASC or upon receipt of a written petition signed by twenty-five percent (25%) of the ASSP members.
3. A two-third (2/3) vote of the ASSP shall be required for removal of an officer from his office.
4. An officer previously removed from his office shall no longer be eligible for any future

election for offices in the ASSP.

**ARTICLE V**

# MEETINGS

## Section 1 – General Assembly

1. The call for a general assembly of the ASSP shall be at the discretion of the ASC. The ASC shall set date, time, and location as appropriate for the purpose of the assembly.
2. A general assembly of the ASSP must be called for upon receipt of a written petition signed by fifteen percent (15%) of the ASSP voting members.
3. The President of the ASSP shall be the Chairperson of the Assembly and shall conduct the Assembly in accordance with Robert’s Rules of Order.

## Section 2 – Notice of the General Assembly

The ASC shall make effort to notify all members of the ASSP and allow enough time as deemed appropriately sufficient by the ASC so all members of the ASSP may make prior arrangements to attend the general assembly.

## Section 3 – ASC Meeting

1. The call for an ASC meeting shall be at the discretion of the President of the ASSP. The President of the ASSP shall set date, time, and location as appropriate for the purpose of the meeting.
2. An ASC meeting must be called for upon receipt of a written petition signed by twenty-five percent (25%) of the ASC members.
3. The President of the ASSP shall be the Chairperson of the ASC meeting and shall conduct the meeting in accordance with Robert’s Rules of Order.

## Section 4 – Notice of the ASC Meeting

The President of the ASSP shall make effort to notify all members of the ASC and allow enough time as deemed appropriately sufficient by the President of the ASSP so all members of the ASC may make prior arrangements to attend the meeting.

## Section 5 – Executive and Special Meetings

1. The call for executive or special meetings shall be at the discretion of the President of the ASSP. The President of the ASSP shall set date, time, and location as appropriate for the meeting.
2. Participants of the executive or special meetings shall be at the discretion of the President of the ASSP.

**ARTICLE VI**

# PARLIAMENTARY AUTHORITY

All parliamentary proceedings of the ASC shall adopt the rules in the current edition of Robert’s Rules of Order and it shall govern the ASC in all cases not specifically described by this constitution.

**ARTICLE VII**

# AFFILIATIONS

This organization (the ASSP) is a recognized organization at the University of Southern California (USC) but is not a part of the University itself. In all correspondence and business transactions may refer to itself as an organization of the USC but not a part of the University itself. The ASSP accepts full financial responsibility for all activities it sponsors. The ASSP abides by all pertinent USC policies and regulations. Where the policies differ with those of the organization’s that of the University will take precedence.

This organization understands that the University of Southern California assumes no legal liability for the actions of the organization, and the University is not providing blanket indemnification insurance coverage for any activities sponsored by the organization unless those activities expressly benefit and further the goal of the University and has received prior review, approval, and consent of the Culture Arts and Activities, Risk Management, and General Counsel.

**ARTICLE VIII**

# AMENDMENT OF CONSTITUTION

Amendments to the Constitution may be proposed by two-third (2/3) votes of the ASC or upon receipt of a written petition signed by twenty-five percent (25%) of the voting members of ASSP.

Amendments must be approved by two-third (2/3) votes of the ASC.

**ARTICLE IX**

# RATIFICATION

This constitution shall become effective on the first Monday following ratification. This constitution shall require a two-third (2/3) vote of the ASC for passage.