

**THE DANIEL K. INOUE COLLEGE OF PHARMACY  
AT THE UNIVERSITY OF HAWAII AT HILO  
STUDENT COUNCIL BYLAWS**

Article I: DUTIES OF THE CLASS OFFICERS

A. President

1. Shall oversee the class officers of his/her 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 his/her student council. He/she reserves the right to reallocate responsibilities of the class officers as he/she sees fit.
5. He/she 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 his/her 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 his/her class to participate as student committee representatives (i.e. Admissions, Assessment, Curriculum, Professionalism, and Distance Learning).
9. Shall communicate pertinent information of his/her respective class to the other class Presidents.
10. Shall relay received information from other class Presidents to his/her class officers.
11. Shall oversee the class council in planning the P1 mentorship program and elections during his/her P2 year.

B. Vice President

1. Shall have all the rights and responsibilities of the President in his/her 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 his/her 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 his/her self.
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 per semester to Kawili La'au pertaining to the activities of the class.

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.

## Article II: ELECTION OF OFFICERS

A. Election Procedures for Class Officers, excluding Class Liaisons, will be as follows:

1. All candidates shall prepare a statement of purpose on the last day of November of the first semester to the P2 Class Council, which will be publicized the following day.
2. All candidates for a position will give a speech of no more than two minutes on the last day of instruction of the first semester.
3. Closed-ballot voting will take place on the first day of final exams of the first semester.
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.

B. Election Procedures for P1 Class Liaisons will be as follows:

1. Election will be for two P1 Class Liaisons who shall serve an interim position for the first semester and a term of one semester for the second semester.
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 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.

C. Election Procedures for P2 and P3 Class Liaison will be as follows:

1. Election will be for one P2 and one P3 Class Liaison who shall serve a term of one academic year.
2. All candidates shall prepare a statement of purpose on the first Friday of classes to their respective Class Council, which will be publicized the following day.
3. Closed-ballot voting will take place during the first class meeting in September.
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.

### Article III: PROCEDURES FOR COUNCIL MEETINGS

All meetings shall follow Robert's Rules of Order. <http://www.robertsrules.org/rror--00.htm>

### Article IV: FINANCE

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

### Article V: COMMITTEES

DKICP Committees listed below shall consist of one P1, one P2, and one P3 student representative. 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 Spring Semester for the P1 cohort. All candidates shall prepare a statement of purpose to be forwarded to their respective Class President. Class Officers shall select three nominees from each class by a majority vote of the Class Officers, from which the Committee shall select one student from each class. 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.
4. Distance Learning Committee: Shall develop, implement, and evaluate distance learning programs. Shall make recommendations to the Associate Dean for Academic Affairs with a focus on quality and connection to the mission of DKICP.
5. Professionalism Committee: Establish and publish procedures for professionalism and misconduct handling and decisions. Review any misconduct or professionalism issues related to student, staff, and faculty member(s), and submit any recommendations and/or penalties to the Associate Dean of Academic Affairs.

**Revised March 11, 2020**