

CONSTITUTION OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, SAN FRANCISCO SCHOOL OF PHARMACY (ASSP)

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CONSTITUTION OF ASSP

ARTICLE I: Name

This organization shall be called the Associated Students of the School of Pharmacy (hereinafter abbreviated as ASSP) of the University of California, San Francisco, School of Pharmacy and may also be referred to as the Student Body of the University of California, San Francisco, School of Pharmacy. ASSP shall be represented by the ASSP Cabinet as described in Article IV.

ARTICLE II: Membership

Section 1: All regularly enrolled—part-time and full-time—students of the UCSF School of Pharmacy are members of ASSP.

Section 2: Members are entitled to:

1. Vote during the ASSP Cabinet Election.
2. Vote during their respective Class Cabinet Elections.
3. Have a voice in all student body meetings, but not the power to vote at these meetings.
4. Hold office, providing specific qualifications are met as hereinafter stated.
5. Attend athletic and all other school activities as regulated by the student governing body.

Section 3: A student activity fee in the amount currently approved shall be collected from each pharmacy student by the Registrar each quarter. This money shall be used for student body activities opened to the respective audience.

ARTICLE III: Qualifications for the Student Body and Class Officers

Section 1: In addition to specific qualifications hereinafter stated, all candidates for offices provided for in this constitution shall be in good standing in the School of Pharmacy.

Section 2: In all questions arising in the interpretation of the above section, the Associate Dean of Student Affairs of the School of Pharmacy shall be the final authority. In the case of which the Associate Dean cannot preside over the interpretation of this Constitution, the Dean of the School of Pharmacy shall have the final authority.

Section 3: In questions arising in the interpretation of the other sections of this constitution, the current ASSP President shall be consulted. The ASSP Cabinet can refute the ASSP President's final interpretation, in which case, a unanimous vote from the other ASSP Cabinet members can override the President's interpretation.

ARTICLE IV: ASSP Cabinet - Student Body Officers

Section 1: The ASSP Cabinet shall have the following officers: President, Secretary, Treasurer, Vice President of External Affairs, Vice President of Internal Affairs, Therapeutic Window & Student Spotlight Editor, Historian, and Webmaster. Each office shall be held by an individual student. They shall be elected annually, and they shall hold office until their successors are confirmed and transitioned in.

Section 2:

1. ASSP Cabinet Officer-elects shall take office no later than the beginning of the quarter following the election.

2. Voting on new Cabinet Officers: The new Cabinet for the next consecutive school year should be voted upon during the Winter Quarter. All officer candidates should be voted on by the entire student body. 3.

Office Requirements/Criteria for ASSP Officers:

(a) All current officers should orient newly elected Cabinet officers to their respective positions after they have been elected. Orientation includes, but is not limited to, assisting the incoming officer to gain familiarity of rules, guidelines, responsibilities, and duties to be upheld.

(b) All positions shall be restricted to individuals being at least a P1 of good-standing upon taking office.

Individuals on a leave of absence are not eligible to hold office and will need to forfeit their position; eligibility is reserved only for currently registered students.

Good-standing elected individuals may continue to serve in their position after choosing to take a leave of absence, given that:

i. The Associate Dean of Student Affairs affirms that the student on leave of absence is in good standing.

ii. Their continued service is consistent with their leave status.

iii. They uphold the duties and responsibilities assigned to them, fulfillment of which is evaluated on a quarter-to-quarter basis by the ASSP Cabinet.

iv. If it is deemed that the on-leave officer is not meeting their responsibilities, the ASSP Cabinet can, through unanimous vote, have the responsibilities reassigned among non-leave officers.

ARTICLE V: Class Cabinet – Class Officers

Section 1: Each class shall have the following officers: President, Vice-President, Secretary, and Treasurer that may collectively be referred to as a Class Cabinet. The word class is hereto defined as a group of individuals matriculated and enrolled in the program that upon completion would confer the degree of Doctor of Pharmacy of a given year. These classes may be designated by their expected year of degree conferral (e.g., Class of 2023) or by manner according to custom (i.e., P1 class, P2 class, P3 class). Each office shall be held by an individual

student.

Section 2: Order of succession – in the event of absence or incapacity to act, the order of class officer succession is as follows:

1. In the absence the President, the Vice-President shall assume the office of the President.
2. In the absence of the Vice-President, the Secretary shall assume the office of the Vice-President and maintain their duties as Secretary.
3. In the absence of the Secretary, the Vice-President shall assume the duties of the Secretary and maintain their duties as Vice-President.

ARTICLE VI: ASSP Executive Council

Section 1: The purpose of the ASSP Executive Council (hereinafter referred to as the Executive Council or Council) is to represent the member of the Student Body by receiving, discussing, and disseminating information and opinions of the Student Body to the appropriate persons. The Executive Council shall also assist with general supervision of the Student Body activities as well as ensure the following of rules and guidelines within their organizations.

Section 2: The ASSP President shall preside over the Executive Council and all held Executive Council meetings.

Section 3: The Executive Council shall consist of the following:

1. Voting members: ASSP Cabinet and the Presidents of each class
 - (a) The President of each class shall be a voting member of the Executive Council. The Class Vice-President is invited to attend the Executive Council meetings with the President, but the Vice-President is not given voting rights.
 - (b) The Class Vice-President shall take over the voting privilege in case the Class President is absent. In the case that the Class Vice-President cannot fulfill the Class President's place in voting, the Class President may ask another fellow class officer to be the voting member at the meeting.
 - (c) Participating class officers are members of the Executive Council, but they are not ASSP Cabinet members.
2. Non-voting members: Two representatives, preferably the President (or an officer of similar responsibility level), and another appointed representative from each ASSP recognized and registered campus organization (RCO).

Section 3: All meetings of the Executive Council shall be open to all members of the Student Body; however, it shall be the prerogative of the Council to act in closed session upon a unanimous vote of the Council members present.

Section 4: An Executive Council quorum is required before the Executive Council meetings are opened for session. A majority (over fifty percent) of the organizations must be represented to have quorum.

Section 5: There shall be held a minimum of one Executive Council meeting per quarter.

ARTICLE VII: ASSP and Class Cabinet Elections

Section 1: General Timeline

1. ASSP Elections, Class Elections (excluding the next incoming P1 class), and RCO Board Elections should occur during Winter Quarter.
2. The next incoming P1 class shall elect its class officers no later than the end of the 4th week of Summer Quarter.

Section 2: Candidate Qualifications - Students running for an ASSP or Class Cabinet position must meet the following qualifications:

1. Must be a full-time student in the UCSF School of Pharmacy
2. Must be in good academic standing with the School of Pharmacy

3. Must be able to complete his/her term of office while enrolled in the School of Pharmacy

Section 3: Candidate Requirements – To be considered for a position and included as a candidate in an election, the following must be submitted to the election coordinator(s) by a date they so establish:

1. A Statement of Intent to run for specific office(s). Candidates may optionally withdraw their Statement of Intent and decline their candidacy at any time before the election occurs.
2. A Candidate Statement outlining their qualifications, motivations, and goals for the respective position.
3. A Petition containing signatures establishing support for the candidate towards their intended position(s). (a) ASSP President and Class President petitions shall require 30 signatures. Petitions for ASSP Board and Class Cabinet positions, excluding the ASSP President and Class President, shall require 20 signatures. (b) Signatures obtained by candidates running for ASSP offices may come from any member of the Student Body.
 - (c) Signatures obtained by candidates running for class offices may only come from members of the candidate's respective class.
 - (d) Each signature must be different, and they must belong to valid members of the Student Body.
4. Candidates may be asked to prepare and give a speech for their position during elections.
5. Candidates that fail to submit all required documents by the established date may be removed from the ballot or face other consequences provided that the course of action is appropriate to the circumstances and approved by the current officers of the respective election.

Section 4: Elections Procedures

1. No current officers shall be allowed to coordinate an election for which they are a candidate. In the case that the designated officer is unable to run the election process, the ASSP President shall appoint an ASSP officer(s) to run the respective election.
2. All designated elections shall be held by secret ballot. All effort should be made to utilize an online survey to ensure voting is open and directed to the desired student population while preventing the casting of multiple ballots. Only appointed officers for the election shall have access to the ballots during the election in aiding the election coordinator to complete the process in a timely manner.
3. Floor nominations will only be accepted for offices for which no Statement of Intent has been filed or for offices where all Statements of Intent have been withdrawn.
4. Utilizing an online survey, voting should be held open for a time sufficient to provide all members the opportunity to vote.
5. To be elected to an office, it shall be necessary for an individual to receive a majority (over 50%) of the votes cast toward that office.
 - (a) If no candidate receives a majority, there shall be a run-off election held within one week following the election, between the two candidates receiving the greatest number of votes in the original election.
 - (b) Run-off speeches are at the run-off candidates' discretion.
6. If an elected officer is to take a leave of absence, they must forfeit their position. The challenger with the 2nd most votes from the election can be considered for the forfeited position as deemed fit by the current ASSP cabinet.

Section 5: ASSP Elections

1. The student body shall elect the ASSP Cabinet for the following year during ASSP Elections.
2. The ASSP Vice President of Internal Affairs shall serve as the election coordinator for ASSP Elections.

Section 6: Class Elections

1. Each class shall elect one President, Vice-President, Secretary and Treasurer for the following year during their respective Class Elections.
2. The current Class President shall serve as the election coordinator for his/her Class Cabinet for the following year.
3. The ASSP Vice President of Internal Affairs shall serve as the election coordinator for P1 Elections.

Section 7: Term Limits

A member may hold more than one elected student body office at any given time with the understanding that he/she shall be able to fully fulfill the responsibilities of all offices held. The ASSP President reserves the right to

request the resignation of the member from one or more of his/her held offices only after attempts made by the member to fulfill all his responsibilities have been unsuccessful.

ARTICLE VIII: Faculty Representation

Section 1: The Dean of the School of Pharmacy or their chosen representative shall be considered a non-voting member of the ASSP Executive Council and any other committees that may be hereinafter formed.

ARTICLE IX: Student Conduct and Discipline

Section 1: Issues or concerns of student misconduct should follow the UCSF Student Life Policy on Student Conduct and Discipline.

ARTICLE X: Amendments

Section 1: Amendments to the ASSP Constitution may be proposed to the ASSP Executive Council in writing or by submission of a petition signed by one-quarter of the members of the student body. Proposed amendments shall then be submitted to a vote by the voting members of ASSP Executive Council for ratification at the next Executive Council Meeting.

Section 2: Amendments shall require a two-thirds majority vote of those votes cast by the voting members of ASSP Executive Council to ratify an amendment to the Constitution.

Section 3: The By-Laws may be altered or amended in the same manner as the Constitution.

Section 4: Any changes made to the Constitution or any By-Laws adjusted or added, shall take effect at the beginning of the following quarter – if reasonable - but no later than the beginning of the next Spring to Spring term of ASSP Cabinet.

Section 5: This Constitution shall be adopted by two-thirds majority vote, with the provision that it shall make no changes in officers or committees functioning for the current school year.

ARTICLE XI: Constitutional Review

Section 1: Review and realignment of the Constitution shall be performed by the ASSP President and ASSP Cabinet every year, or as deemed necessary by the ASSP President.

BY-LAWS OF ASSP

I. Mission Statement

To serve as the voice of the student body of the School of Pharmacy at University of California, San Francisco; To represent the School of Pharmacy to the overarching UCSF campus; To promote participation in and enhance collaboration among pharmacy organizations in order to foster professional growth and leadership development; To bring our community of faculty, staff, alumni, and students together by sponsoring an array of academic, professional, and social events throughout the year.

II. Duties of the ASSP Officers

Section 1: The ASSP President shall:

1. Oversee the duties of his/her cabinet. He/she reserves the right to reallocate responsibilities of the ASSP cabinet officers as he/she sees fit.
2. Serve as the student representative for the School of Pharmacy and act as the liaison between the pharmacy students, OSACA (the Office of Student and Curricular Affairs), and Office of the Dean.
3. Preside over all ASSP meetings, ASSP Executive Council Meetings, and such other bodies as may be set up from time to time as needed.
4. Encourage a culture of respect and help facilitate mediation between organizations that coexist under ASSP's guidance where needed.
5. Maintain responsibility for the upkeep of the ASSP budget for the year alongside with the ASSP Treasurer. This entails allocating budget allowances from ASSP funds for student activities throughout the school year.
6. Attend and provide report or the student body at the following meetings:
 - (a) Chancellor's Council - Quarterly
 - (b) Faculty Council of the School of Pharmacy - Monthly
 - (c) Dean's Student Leadership Group - Twice Quarterly
 - (d) Pharmacy Alumni Association – Quarterly
7. Coordinate and organize the P1 Committee and RCO Board timelines and processes
8. Appoint student representatives to sit on committees as required by Graduate and Professional Student Association (GPSA) Academic Council during his/her term. Committees include but are not limited to the following:
 - (a) The Student Health Advisory Council (SHAC)
 - (b) The Chancellor's Student Services Fee Advisory Committee (SSFAC)
 - (c) The Campus Community Center Advisory Committee (CCCAC)
 - (d) Any other committees as the need arises
9. Perform those duties usually pertaining to the office and will continue to perform additional duties as needed of him/her.

Section 2: The ASSP Secretary shall:

1. Keep full, accurate and permanent minutes of the ASSP Executive Council and the ASSP Cabinet meetings. He/she shall perform all the secretarial duties, which may arise.
2. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Compile the annual School of Pharmacy directory and distribute to the students, faculty, and staff during Fall Quarter
 - (b) Organize quarterly Bagel/Donut Day
 - (c) Attend and take minutes for ASSP Cabinet and Executive Council meetings
 - (d) Oversee and update the ASSP Display board outside of the Student Lounge
 - (e) Send out the ASSP Weekly Bolus to the student body each week
 - (f) Assist the Webmaster with regularly updating the ASSP Calendar
 - (g) Assist and contribute to all ASSP events and initiatives led by him/herself or other ASSP Cabinet members

Section 3: The ASSP Treasurer shall:

1. Keep accurate records of all ASSP Funds in conjunction with staff in the OSACA. The ASSP President shall audit the Treasurer's accounts.
2. The audited books shall be turned over to the newly elected Treasurer once his/her term begins.
3. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Draft the budget with the President
 - (b) Process reimbursement forms within a timely manner and set reimbursement deadlines
 - (c) Keep detailed balance sheet that is to be updated monthly
 - (d) Maintain communication with RCO Treasurers and Presidents about allocations, reimbursements, and

deadlines

- (e) Give progress reports at meetings as needed
- (f) Work with VP of Internal Affairs in awarding Student of the Quarter and Year Awards (g) Assist and contribute to all ASSP events and initiatives led by him/herself or other ASSP Cabinet members

Section 4: The ASSP Vice President of Internal Affairs shall:

1. Dedicate his/her term year to promote opportunities for future pharmacists in both traditional and non-traditional pharmacy fields.
2. Work with pharmacy professionals, students, and faculty to facilitate networking and professional development through program initiatives and other appropriate means.
3. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Organize first-year class elections in the beginning of Fall Quarter
 - (b) Organize the annual School of Pharmacy Skit Night in the Fall Quarter, in collaboration with the VP of External Affairs
 - (c) Organize ASSP cabinet elections as outlined in Article VII
 - (d) Collaborate with the Pharmacy Alumni Association to put on an annual Trivia Night in Winter Quarter
 - (e) Organize the Student Faculty Breakfast in Spring Quarter
 - (f) Facilitate the recognition of the ASSP Students of the Quarter and ASSP Student of the Year
 - (g) Author and enforce Student Lounge Policy and oversee student storage space
 - (h) Assist and contribute to all ASSP events and initiatives led by him/herself or other ASSP Cabinet members

Section 5: The ASSP Vice President of External Affairs shall:

1. Dedicate his/her term to promoting fun, stress-relieving, and unifying social atmosphere among the student body.
2. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Assisting in organizing the ASSP Cabinet Retreat in Spring or Summer Quarter
 - (b) Organize Welcome Fair (Leadership and Student Organization Info Fair) with OSACA in the Summer Quarter
 - (c) Assist when needed with the Welcome Event for the first week of school in Summer Quarter
 - (d) Sit as the Pharmacy Representative on the Academic Council of the GPSA
 - (e) Take part in the Dean's Student Leadership Group and attend other meetings with the ASSP President, if needed
 - (f) Organize the annual School of Pharmacy Skit Night in the Fall Quarter, in collaboration with the VP of Internal Affairs
 - (g) Organize the ASSP Winter Banquet
 - (h) Collaborate with P2 Class Cabinet to organize the P2 Sendoff
 - (i) Obtain donations from various businesses for raffle prizes for the various social events (j) Assist and contribute to all ASSP events and initiatives led by him/herself or other ASSP Cabinet members

Section 6: The Therapeutic Window & Student Spotlight Editor shall:

1. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Collect articles from student leaders of various organizations, faculty, alumni, and any other pharmacy students who are interested in submitting articles
 - (b) Compile, edit, and publish the Therapeutic Window for the School of Pharmacy each quarter (c) Publish a quarterly Student Spotlight article highlighting a member of each class on the ASSP Website (d) Organize P1 and P2 class superlatives for each Quarter
 - (e) Assist and contribute to all ASSP events and initiatives led by him/herself or other ASSP Cabinet members

Section 7: The ASSP Historian shall:

1. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Design and order yearly apparel for the ASSP Cabinet members during Spring Quarter
 - (b) Take pictures at all ASSP events, or find someone to take pictures in his/her place
 - (c) Edit pictures taken at ASSP events and work with the Webmaster to publish the pictures on the ASSP Website
 - (d) Publish a quarterly Student Spotlight article highlighting a member of each class
 - (e) Assist and contribute to all ASSP events and initiatives led by him/herself or other ASSP Cabinet members

Section 8: The ASSP Webmaster shall:

1. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Regularly update the ASSP Website and ASSP Calendar with events and announcements from Registered Campus Organizations (RCOs)
 - (b) Post and update the Therapeutic Window and important documents on the website
 - (c) Keep the website user-friendly and projecting a positive public image of ASSP
 - (d) Assist and contribute to all ASSP events and initiatives led by him/herself or other ASSP Cabinet members

Section 9: ASSP P1 Committee members (optional)

1. At the discretion of the sitting ASSP Cabinet, two (2) P1s may be appointed to the position of ASSP P1 Committee members during the P1 Committee process.
2. If appointed, the ASSP P1 Committee members shall:
 - (a) Act as P1 class representatives for the ASSP Cabinet, disseminating information as needed and raising class opinions to the Cabinet.
 - (b) Be encouraged to explore creation of an event of their own, or expand upon those existing events
 - (c) Assist and contribute to all ASSP events and initiatives led by themselves or other ASSP Cabinet members

Section 10: ASSP shall function as the Student Body government and all members of the ASSP Cabinet are voting members at the ASSP Executive Council meetings. ASSP is also an organization and members of its cabinet shall act in support of each other for each other's quarterly project(s).

III. Duties of the Class Officers

Section 1: The Class President shall:

1. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Act as a liaison between classmates, faculty, and staff
 - (b) Perform such duties that may arise from class business and activities
 - (c) Attend quarterly ASSP Executive Council Meetings as a voting member
 - (d) Attend the twice quarterly Dean's Student Leadership Group Meetings
 - (e) Write a Therapeutic Window article quarterly
 - (f) Plan and organize class officer meetings, class fundraisers, social events, and Town Hall meetings with his/her Class Cabinet as needed
 - (g) Organize elections for the following year's cabinet during Winter Quarter as described in Article VII
 - (h) P2 Cabinet specific – coordinate with your Cabinet to:
 - i. Form an Exemption Committee for the rotation lottery, according to rules set by the class during P2 Year
 - ii. Coordinate the P2 Sendoff event at the end of Winter Quarter
 - iii. Work with the OSACA on class specific awards and events (e.g. Teaching Awards)

- (i) P3 Cabinet specific – coordinate with your Cabinet to:
 - i. Assemble the Graduation Committee to vote on commencement speakers, class gift to school, and class gift
 - ii. Plan the Graduation Banquet and other graduation-related activities and duties
 - iii. Inform classmates at all rotation site of class activities and information during P3 Year
 - iv. Work with the OSACA on class specific awards and events (e.g. Teaching Awards, Law & Clinical Reviews)

Section 2: The Class Vice-President shall:

- 1. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Act as the President in his/her absence
 - (b) Organize class socials
 - (c) Organize fundraising events to raise funds for graduation (in addition to class dues)

Section 3: The Class Secretary shall:

- 1. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - (a) Take minutes during meetings
 - (b) Assists the Class President in planning and reserving rooms for meetings
 - (c) Keeps the class notified of academic deadlines and other announcements
 - (d) Maintain, organize, and relay class-related operations, records, and communications, including meeting notes, mailings, or other correspondences

Section 4: The Class Treasurer shall:

- 1. Complete the following duties, though the listed tasks are not all-inclusive and are subject to change from year to year as seen fit by the ASSP President:
 - a) Establishes class dues and class dues contract during P1 Year
 - b) Collect class dues for each respective year
 - c) Establishes and maintains the class account and budget
 - d) Regularly report class finances at officers' meetings and graduation committee meetings as required
 - e) Handle reimbursements for necessary expenses by Cabinet members

IV. Resignation and Recall of Elected Officers

Section 1: Each elected officer shall be responsible for upholding the duties of their position as described in the By-Laws. If, for some reason, any officer cannot fulfill those duties as expected then it will be their responsibility to step down from that office with a letter of resignation presented to the ASSP Cabinet.

Section 2: If it is deemed that any officer of the student body is unfit, neglecting, or misusing their position then a petition signed by one-quarter of the members of the student body, containing a specific statement and reasons for removal, may be presented to the ASSP Secretary and ASSP President to subject said officer to recall. The said petition shall be referred to a vote of the ASSP Executive Council within fifteen school days of its presentation otherwise the petition shall be mute, and another petition shall be required to again initiate the recall process of the officer(s).

Section 3: An affirmative vote of a two-thirds majority shall constitute a recall of the officer(s) in question.

APPENDIX I. HISTORY OF REVISIONS AND AMENDMENTS

Date of last update: May 23, 2001

Constitution Ratifying Committee: Amy Bower, Stephen Cheng, & Tonya Tran

Date of last update April 1, 2002 by Julie M. Lee and Adara Louis

Date of last update February 6, 2006 by Aileen Chui, Jonathan L Dao, and Lori Hensic

Date of last update February 26, 2007 by Aileen Chui and Helen Wang

Date of last update January 7, 2008 by Amy Choi and Emily Min

Date of last update February 25, 2008; approved by student body; added Article XI

Date of last update March 2, 2012; approved by ASSP Executive Council; consolidation of ASSP VP of Professional Affairs and VP of Academic Affairs into ASSP VP of Student Affairs

Date of last update February 22, 2017; approved by student body; Constitutional Review and Article XI incorporated into Constitution

Date of last revision and amendment February 24, 2021 by Richard Ishimaru, ASSP President 2020-2021 – Reorganization of the Constitution to follow Article and By-Law structure of constitutional documents. Throughout the document, removed items pertaining to “President-Elect” position due to the loss of said position with the transition from a 4-year curriculum to a 3-year curriculum.

Reassigned Article I to establish the name of the student body organization.

Article II adjusted to membership details, adjusting Section 3 to reflect upcoming change of 15\$ collection every quarter.

Article III adjusted to qualification for officers, no changes from its previous location in Article II. Article IV revised from previous Article III: ASSP Cabinet – details of on-leave officer service added, requirement for President position opened to P1s, and detailed information about position duties moved to By-Laws and placed in the newly created section “Duties of the ASSP Officers”.

Article V introduced to provide base information of class officers – details of position duties placed in By-Laws. Article VI adapted from previous Article IV: ASSP Executive Council – revised to include two representatives from each of the ASSP recognized and registered campus organizations while removing Collaboration and Consolidation meeting reference as it is no longer performed.

Article VII adapted from previous Article V of the same name – included preferred use of Qualtrics survey and provided consequences of not meeting deadlines for document submission.

Article VIII was previously Article VI – no changes but question the purpose.

Article IX was previously Article VII and then adapted to current writing – Was previously “Judicial Committee” and offered guidance to academic misconduct but has been changed to overall student misconduct which should follow UCSF policies.

Article X adapted from previous Article X – isolated Amendments sections.

Article XI adapted from previous Article X – isolated Constitutional Review section.

By-Laws of ASSP section added -included the mission statement of ASSP, duties of ASSP Officers (adding the option for two P1 ASSP Committee members), and duties of Class Officers, all adapted from their previous locations. Added Resignation and Recall of Elected Officers in By-Laws, adapted and expanded from previous Article VII. Appendix I added to continue documentation of changes made and presented.

--- These changes will be submitted to Mr. Jon Rey and Ms. Cindy Watchmaker in OSACA, the ASSP Cabinet, as well as presented to the Executive Council for review before voting to accept amendment – 2/24/21. 3/4/21 RJI. ----- Voted and accepted on 3/10/21 RJI.

Date of last update October 17, 2022 by Sana Hamid ASSP VP of Internal Affairs 2022-2023.

Article VII Section 4 was amended to add instructions on how to fill position if current member resigns.