



CONSTITUTION

Approved by the General Membership: March 27th, 2017

Amended by APSA General Council: September 5th, 2017

Amended by APSA General Council January 17th, 2017

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ARTICLE 1: NAME

The name of the organization shall be Alberta Pharmacy Students' Association (APSA), hereafter referred to as the Association.

ARTICLE 2: DEFINITIONS

- a. **Association** means the Alberta Pharmacy Students' Association (APSA).
- b. **Council** means the Council of the Association.
- c. **Annual General Meeting (AGM)** means the Annual General Meeting of the Association.
- d. **Executive** means the Executive Committee of the Association.
- e. **Students' Union (SU)** means the University of Alberta Students' Union.
- f. **Faculty** means the Faculty of Pharmacy and Pharmaceutical Sciences, University of Alberta.
- g. **Member** means an Active Member.
- h. **Member On Leave** means any Active Member on a faculty approved leave of absence

ARTICLE 3: PURPOSE

The mission of the Association is to promote unity among pharmacy students to address pharmacy students' social, academic, and advocacy needs. In particular, the Association:

- a. Strives to represent the voice of pharmacy students;
- b. Promotes and advances the profession of pharmacy;
- c. Serve undergraduate pharmacy students through the provision of social, athletic, academic, and professional events and services;
- d. Acts as a liaison and means of communication for pharmacy students to the Faculty, the Canadian Association of Pharmacy Students and Interns (CAPSI), the Alberta Pharmacists Association (RxA), the Alberta College of Pharmacists (ACP), the Canadian Pharmacists Association (CPhA), the Canadian Society of Hospital Pharmacists (CSHP), the Students' Union (SU) and any other body;
- e. Advocates for pharmacy students to the Faculty on faculty-related issues;
- f. Promotes a positive community image for pharmacy students through community involvement;
- g. Is a registered student group with the SU, and as such is subject to the rules and limitations of the SU and University governing the conduct of student groups on campus.

ARTICLE 4: MEMBERSHIP

SECTION 4.1: CATEGORIES OF MEMBERSHIP

- a. There shall be three classes of membership in the Association: Member, Active Member, and Honorary Life Member.

SUBSECTION 4.1.1: MEMBERS

- a. Members are registered full-time undergraduate students in the Faculty of Pharmacy

SUBSECTION 4.1.2: ACTIVE MEMBERS

- a. Active Members are registered full-time undergraduate students in the Faculty and have paid the membership fee. Students registered in the PharmD program or MBA program offered by the Faculty who were previously active. APSA members in the 4-year program will continue to be active members. Students who were not active members in the 4-year program may become active members provided they pay a fee of \$50.00.
- b. Active members who were formerly active but are on a faculty approved leave of absence will be referred to as Member on Leave.
- c. Faculty of Pharmacy and Pharmaceutical Science students who are not active members of the Association are not entitled to attend APSA, CAPSI or IPSF-sponsored events.
- d. Any student visiting from another university, **including exchange students through the Student Exchange Program (SEP)**, who is enrolled in the undergraduate pharmacy program will receive Active Membership, with full Association privileges at no charge for the duration of their exchange.

- e. Any student on a faculty approved leave of absence and who are paid active members may continue to have fully active membership rights upon returning to the program.

SUBSECTION 4.1.3: HONORARY LIFE MEMBER

- a. An Honorary Life Member shall be elected by not less than a two-thirds vote of Council after nomination in writing by two members of the Association.
- b. Honorary Life Members shall be elected only in recognition of their outstanding contributions to the Association's members at the University of Alberta. The nominees must have demonstrated a high quality of character, passion for the profession of pharmacy, and have made continued contributions to student life and education at the Faculty.
- c. The appointment as an Honorary Life Member is to be treated as the Association's most prestigious recognition. Individuals who have been elected as Honorary Life Members shall be awarded two tickets to the next annual Blue and Gold Ball where they will be recognized.
- d. Honorary Life Members shall be exempt from the payment of membership fees.
- e. At capacity events, preference will be given to members as defined by Subsection 4.1.2 and at the discretion of the event coordinator(s).

SECTION 4.2: RIGHTS OF MEMBERSHIP

The members of APSA have the following rights:

- a. To resign one's membership by contacting the Association
- b. To reinstate one's membership by notifying the Association
- c. For one to be afforded the same voting power as any other member of the Association at a General Meeting, in a referendum or plebiscite, and in an election for its councillors;
- d. For one to be afforded the same voting power as any other member of a membership category; and
- e. For one to be afforded the same access to services and events as any other member in the same membership category of the Association.

SECTION 4.3: WITHDRAWAL OF MEMBERSHIP

- a. Members may withdraw from the Association at any time by providing written notification of withdrawal to the Vice President Student Services. The surrender of membership shall be effective from the date of receipt of such notice by the Vice President Student Services.
- b. No member withdrawing from the Association shall have any claims upon any of the assets of the association. Membership fees will not be refunded.

SECTION 4.4: MEMBERSHIP FEE

- a. Commencing with the first entry-level PharmD class, active membership fees are \$240.00 and include membership to the Association, CAPSI, IPSF, and CPhA.
- b. Previous APSA members entering the PharmD program will continue to be eligible for APSA membership benefits throughout the program.

SECTION 4.5: MEMBERSHIP TEAM

- a. The membership term for Active Members terminates May 1 of the year that the student graduates from the Faculty of Pharmacy and Pharmaceutical Sciences or until the student is no longer registered as a student in the Faculty of Pharmacy and Pharmaceutical Sciences. Honorary membership shall be perpetual unless rescinded by not less than a two-thirds vote of the Council.

SECTION 4.6: TERMINATION OF MEMBERSHIP

- a. If evidence exists to prove that an APSA member has shared student space access information, including door codes for Problem Based Learning Rooms, McKesson Rooms, the APSA Lounge, and the ECHA APSA office to any student outside of the Faculty of Pharmacy and Pharmaceutical Sciences, their APSA membership will be subject to termination at the discretion of the Professionalism Committee.

- b. Consistent professionalism complaints, including academic misconduct and interprofessional complaints, whether these are initial or recurring, will be subject to termination of APSA membership at the discretion of the Professionalism Committee.
- c. Members automatically rescind their membership upon transferring out of the Faculty of Pharmacy and Pharmaceutical Sciences.

ARTICLE 5: EXECUTIVE

SECTION 5.1: COMPOSITION

- a. The Executive Committee shall be composed of the:

- President
- President-Elect or Past
- President Vice President
- CAPSI
- Vice President
- External Vice
- President Academic
- Vice President
- Administration Vice
- President Student Services
- Vice President Finance
- Vice President Social

- a. The President or a member appointed by the President shall chair the meeting(s).

SECTION 5.2: QUORUM

- a. Five members of the Executive shall constitute a quorum at any meeting thereof.

SECTION 5.3: VOTING

- a. Every member of the Executive shall have one vote. Voting rights of all members shall be equal.

SECTION 5.4: MEETINGS

- a. The Executive shall hold no less than 6 regular meetings each year in the interval between Annual General Meetings. Meetings may be called by the President or by three members of the Executive.
- b. Where all members of the Executive have consented, any member of the Executive may participate in a meeting via a conference telephone or other communication equipment by means of which all persons participating in the meeting can hear each other. A member of the Executive participating in such a meeting as described above shall be deemed to be present at the meeting.
- c. Minutes of the Executive meetings shall be distributed to members of Council and to the Membership on the APSA website.

SECTION 5.5: DUTIES & RESPONSIBILITIES

The Executive, subject to the control of Council, shall:

- a. Be responsible for the day-to-day operations of the Association.
- b. Make decisions on and deal with matters of an urgent nature, subject to ratification of Council.
- c. May approve the expenditure of funds as indicated in the budget approved by council. Non-budgeted expenditures of up to \$100 may be approved by the Executive.
- d. All Executive Committee members shall be members of Council, and they shall cease to be Executive Committee members if they cease to be members of Council or if they are removed by the process outlined in Article 11.

ARTICLE 6: COUNCIL

SECTION 6.1: COMPOSITION

Council shall be composed

of: President
President-Elect or Past
President Vice President
CAPSI
Vice President
External Vice
President Academic
Vice President
Administration Vice
President Finance
Vice President Student
Services Vice President
Social Fundraising Director
Interprofessional Director
Community Education
Director Publications
Director Recruitment
Director
SAF-Pharm Director
Information Technology
Director IPSF Representative
CAPSI Junior
Representative CSHP
Representative Faculty
Representative PharmD
Representative
Students' Union
Representative 4th Year
Class Representative 3rd
Year Class Representative
2nd Year Class
Representative 1st Year
Class Representative

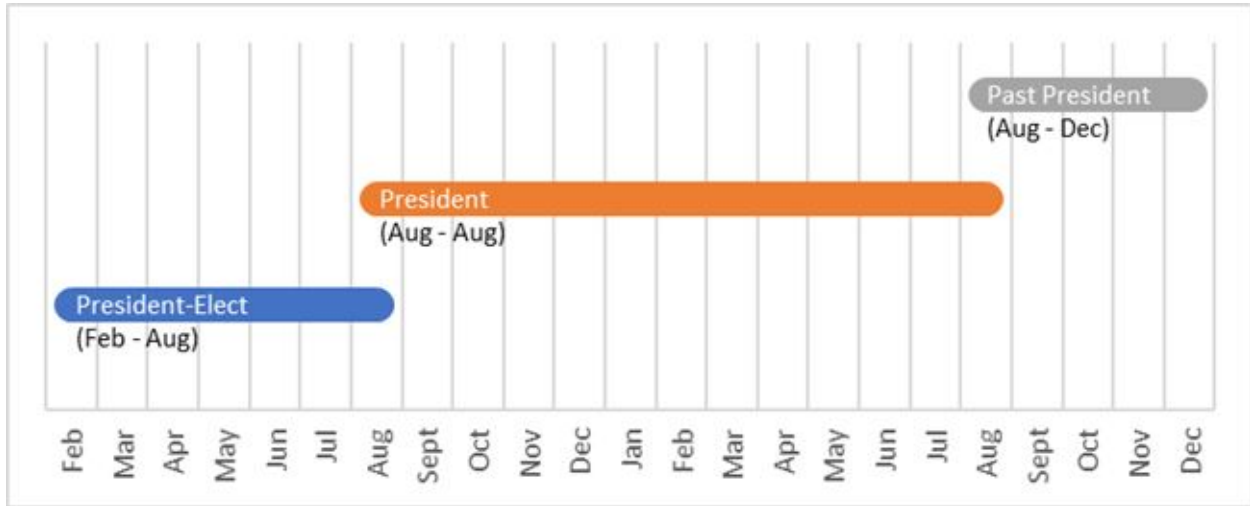
SECTION 6.2: DUTIES & RESPONSIBILITIES

- a. The business of the Association shall be conducted by Council.
- b. Council shall review the Constitution annually.
- c. Upon completion of their terms, Council shall present an annual report and financial statement at the Annual General Meeting.
- d. Publicly available minutes from Council, Executive or Board of Directors, and General Meetings shall be actively provided.
- e. Each academic year, APSA will provide an outline of organizational and financial goals. An update of these goals shall be provided to the Council of Faculty Associations at the September meeting or six months after the General Election, whichever occurs first.
- f. Provide an annual report of finances to APSA membership holders and to the Students' Union. This report shall include the Association's current fiscal year's budget and the previous fiscal years' audited financial statements.
- g. Acknowledge the responsibility to assume the role of APSA representative on a Faculty Committee, as assigned by APSA President.
- h. All APSA events, with the exception of committee meetings, need to be registered through and approved by Student Group Services staff through the Bearsden website at least ten days prior to the proposed event date.

- i. To deliberate member applications for travel and educational opportunity reimbursements.

SECTION 6.3: TERMS OF OFFICE

- a. The term of office for members of Council shall be from the spring changeover meeting to the following spring changeover meeting. Exceptions include the Faculty Representative, President, President-Elect, Past President, PharmD Class Representative, 4th Year Class Representative, and 1st Year Class Representative. The Faculty Representative shall be appointed by Council for a period to be determined by Council.
- b. For the academic term of 2017-2018, the presidential transition from President-Elect to President shall take place in the month of October, following a successful vote of confidence by the General Council. The outgoing President will then transition to Past-President and shall serve the term of the latter position until the end of April. For the academic terms commencing in 2018 and on, the presidential transition from President-Elect to President shall permanently take place on the last Monday of August, following a successful vote of confidence by the General Council at the Summer Retreat. The outgoing President will then transition to Past-President and shall serve the term of the latter position until the end of December.



- c. At the end of their term, the CAPSI Junior Representative shall become the Vice President CAPSI if a successful vote of confidence is held.
- d. The PharmD Representative shall serve from September until April, depending on the student's availability due to PharmD rotations that may be off campus.
- e. The 4th Year Class Representative for the Fall Term shall serve from the spring changeover meeting to December 31st of the year of election. The 4th Year Class Representative for the Winter Term will then serve from January 1st to the following spring changeover meeting.
- f. The 1st Year Class Representative shall serve from the date of their election, to the following spring changeover meeting.
- g. The CSHP Representatives shall serve from their respective changeover meeting in the fall to the following changeover meeting.
- h. The APSA term of office for CSHP Representative will be from the spring changeover meeting to the following spring changeover meeting. However, both representatives will serve their boards from their respective changeover meetings in the fall to the following changeover meeting.
- i. No person shall hold the same council position for two consecutive terms, unless they held the position for less than three months in the previous term. This includes class representatives. Unfilled council positions may be held by the same person for consecutive terms at the discretion of APSA Council.

SECTION 6.4: QUORUM

- a. Two thirds of voting members of Council shall constitute a quorum. Only while quorum is maintained shall Council retain its ability to make decisions during a meeting.

SECTION 6.5: VOTING

- a. The Faculty Representative shall not have voting rights.
- b. Each member of the council shall have one vote. Voting rights shall be equal.
- c. The chair may vote only in the event of a tie vote of the other members of Council.

SECTION 6.6: MEETINGS

- a. Council shall meet on a regular basis, generally every second week, from September through April.
- b. Council shall meet at the written request of no less than five members of Council.
- c. Additional meetings may be called at the discretion of the President, if deemed necessary.
- d. Council shall approve an annual meeting schedule at its earliest convenience.
- e. Meetings of the Council shall be open to attendance by all Members of the Association and invited guests. An exception exists where there are *in camera* deliberations, in which case invited guests are required to excuse themselves for the duration of the *in camera* session.
- f. The President shall chair all meetings of Council in accordance with the version of Robert's Rules of Order, as described in the APSA Policy. The President may appoint another member of Council to act as chair for the duration of that meeting.
- g. No person shall hold more than one position on Council.
- h. The following individuals are considered invited guests of Council and shall be invited to attend Council meetings:
 - i. General Faculties Council Pharmacy Councillor
 - ii. Active Members of the Association
 - iii. Academic Staff Members of the Faculty
 - iv. Officers of Council
- i. The spring changeover meeting shall normally be held at the end of March/beginning of April. At this time the incoming Council shall be inducted and signing authorities on the Association's accounts changed at the earliest convenience of the signing authorities.

SECTION 6.7: ATTENDANCE

- a. Members of Council who must miss a Council meeting shall contact the President and provide reason before said meeting.
- b. If members of Council have three **unexcused** absences from Council meetings, the issue will be brought forth to Council and Council will decide by a two thirds majority whether to allow the member of council to fulfill his/her term on Council. Members could be exempt from attending Council meetings due to reasonable circumstances and at the discretion of council.
- c. Members of Council should be in attendance for the first day of Orientation Days for the 1st Year Pharmacy Class.
- d. The Social Committee, Class Representatives, and any other Members of Council selected by the President, must attend SIPS training.

SECTION 6.8: RULES

- a. Members of Council shall familiarize themselves with the Association's constitution, policies and procedures.

SECTION 6.9: OFFICE PROCEDURES

- a. Each member of Council shall be responsible for ensuring that their assigned office hours are met, starting the first day of classes and ending the last day of classes, each semester, from September through April.
- b. If a member of Council must miss office hours, that individual must inform the President prior to the missed appointment that she/he will not be in the office. A message regarding the absence

must be posted on APSA Member's Corner, and alternative arrangements must be made to make up for the missed time.

- c. If members of Council have two unexcused absences from his/her office hours in one semester, the issue is brought forth to the President the President may bring this issue to Council at their discretion.

SECTION 6.10: SPACES & ACCESS

- a. Access and codes to Problem Based Learning rooms, the APSA Lounge and McKesson Rooms are only to be disclosed to fellow pharmacy students. Notification or complaint of such a breach warrants an investigation by the Professional Committee as stated in Article 4.6a.
- b. Priority to book McKesson rooms, including the APSA Board Room, is reserved for APSA events and meetings. Priority then goes to committee meeting bookings, and finally for general student use.
- c. Priority to book Problem Based learning Rooms is reserved for Faculty instructional needs, specifically seminars and group assignments. Priority then goes to committee APSA events and meetings, then committee meeting bookings, group assignment meetings, and finally for general student use.
- d. Booking procedures require a submission to the VP Administration and is only complete when posted onto the APSA Google Calendar.
- e. Access code to the ECHA APSA Office and storage room keys are only to be disclosed to APSA Councillors and Officers for office hours and work pertaining to their position.
- f. Access to the Compounding and Practice Skills Labs are restricted to those students who have previous clearance from the Faculty to host events.

SECTION 6.11: PORTFOLIOS

- a. Members of Council must update and maintain a portfolio as a digital copy.
- b. The portfolio shall be an up to date detailed guide to all responsibilities of that position. It must also include a written report outlining their duties and experiences during their term of office, preferably in chronological sequence.
- c. Portfolios are to be updated by the beginning of Winter semester and submitted, with appropriate constitutional changes to the President. The final updated version of the portfolio is to be submitted to the President and incoming councillor or officer at the Spring changeover meeting.
- d. New members of Council must meet with their respective outgoing councillor at the changeover meeting to promote a seamless transition of duties and responsibilities and within one week of the changeover meeting if they are unable to attend.

SECTION 6.12: COUNCILLOR REPORTS

- a. Members of Council shall submit their responsibilities and progress in the Councillor Report made available online via Google Drive by the Vice President Administration at the end of every month.

SECTION 6.13: EXEMPTIONS

- a. The Faculty Representative shall be encouraged to submit Councilor reports and attend meetings of Council. They are excused from all other general Duties of Council.
- b. The President, President-Elect, Fourth Year Class Representative (PBS Stream) and PharmD Representative shall be excused from the duty of attending office hours. Fourth Year Class Representative (BSc Pharm Stream) shall be excused from the duty of attending office hours during their off campus experiential education term.

SECTION 6.14: SPECIFIC DUTIES OF COUNCIL MEMBERS

The President shall:

- a. Facilitate the function of Council to ensure the mission is attained and Council's goals are met
- b. Chair and set the agenda for Council meetings and Executive Committee Meetings
- c. Ensure members of Council and officers of Council are completing their duties
- d. Make a presentation at and attend Pharmacy Orientation Day

- e. Organize the Pledge of Professionalism for the incoming class
- f. Co-authorize cheques and financial transactions with the Vice President Finance
- g. Register the Association as a Student Group with the SU
- h. Report all officer, councillor, and executive information to the SU at the time of registration
- i. Attend PDW to represent the Association
- j. Sit as the association representative on the following committees:
 - I. Faculty Council
 - II. Faculty Admissions Committee
 - III. Faculty Accreditation Committee
 - IV. Dean's Advisory Committee
 - V. Alberta Pharmacists' Association (RxA) Board of Directors
 - VI. Professionalism Committee
- k. Continue on with duties of President-Elect until a new President-Elect is elected for the new council term
- l. Audit the finances as outlined in Article 12
- m. Chair the Constitution and Policy Committee
- n. Provide RxA updates to Council on a regular basis and relay important RxA information about upcoming events to members.

The President-Elect shall:

- a. Learn about future responsibilities as President.
- b. Attend committee meetings with the President if possible.
- c. Attend the University Alcohol Awareness Seminar and SIPS training.
- d. Attend the Faculty Admissions Committee Meeting
- e. Plan and prepare for the Summer Retreat under the direction of the President
- f. If the President is unable to chair the Executive Council or General Council meetings, the President-Elect shall fill the responsibility in the President's absence.
- g. Fulfill the duties of the President, at the discretion of the President and President-Elect, if President is unable to complete them due to unforeseen circumstances such as if the President is off campus for Experiential Education.

The Past President shall:

- a. Attend Council meetings during the winter term unless off campus for 4th year rotations.
- b. Provide continuity to Council and assist the President with his/her duties.

The Vice President CAPSI shall:

- a. Perform U of A CAPSI Senior Representative responsibilities.
- b. Represent the University of Alberta on CAPSI National General Council by:
 - i. Acting as a liaison between APSA and CAPSI in conjunction with the CAPSI Junior Representative
 - ii. Attending CAPSI meetings at CPhA, Professional Development Week (PDW) and via video/telephone teleconferences
 - iii. Preparing a written report for CAPSI general meeting detailing the Association's activities and events in conjunction with the CAPSI Junior Representative
 - iv. Participating in CAPSI focus list discussions
- c. Promote CAPSI to U of A Pharmacy Students by:
 - i. Informing Members about issues discussed by and decisions made by CAPSI
 - ii. Coordinating Pharmacy Awareness Month
 - iii. Coordinating and overseeing all local CAPSI competitions with appropriate Class Representatives (thereby rendering himself/herself ineligible to participate in said competitions)
 - iv. Promoting Professional Development Week (PDW)
- d. Co-chair the Pharmacist Awareness Month (PAM) committee with the Vice President External
Coordinate PAM with the help of the Vice President External and CAPSI Jr Representative.

- e. Act as the local CPhA Representative and support CPhA Membership and activities.
- f. Act as a liaison between CAPSI National, the PDW Planning Committee, APSA, and the Faculty of Pharmacy and Pharmaceutical Sciences for years where the University of Alberta hosts PDW.

The Vice President External shall:

- a. Work together with the Faculty's Communications Associate to contact external bodies and organizations, including but not limited to government officials, media contacts and other university bodies.
- b. Chair the Mr. Pharmacy Committee to host the annual Mr. Pharmacy fundraiser to support Movember.
- c. Co-chair the Pharmacist Awareness Month Committee.
- d. Act as the student liaison on the Council of Faculty Associations (CoFA) along with the VP Academic.

The Vice President Academic shall:

- a. Represent and advocate for the academic concerns of students to the Faculty and University.
- b. Develop Association policy on pharmacy specific academic issues.
- c. Serve as a resource to students who have academic concerns.
- d. Advise the faculty on the Association's positions on academic issues.
- e. Liaise with the GFC Councillor and SU Councillor on an as needed basis.
- f. Prepare a presentation to be given to the SU council should APSA wish to advocate for a policy that is contrary to SU policy (SU political policy manual).
- g. Sit as the association representative on the following committees which may include summer commitments:
 - i. Faculty Appeals Committee.
 - ii. Attend Student Advisory Board meetings
- h. Meet at a minimum once per semester with each Associate Dean of Undergraduate Studies.
- i. Create and maintain a guide for students that explains how they should address academic concerns.
- j. Act as the student liaison on the Council of Faculty Associations (CoFA) along with other Vice Presidents of Association.
- k. Administration of Association awards
- l. Organize Student and Faculty Meet and Greet
- m. Sit on the Alberta Council of Pharmacists as an *Ex Officio* member and provide an annual update on APSA activities, and provide a similar update about ACP to APSA General Council.

The Vice President Finance shall:

- a. Compile and monitor a yearly budget for the Association.
- b. Present a financial report at meetings of Council as needed to keep the Council budget accurate and adequate for Councillor's needs.
- c. Compile accurate documentation of all financial transactions completed by the Association.
- d. Collect and deposit money on behalf of the Association on a weekly basis.
- e. Ensure the fulfillment of all debts and financial commitments.
- f. Issue cheques, along with the President, on behalf of the Association.
- g. Retain possession of the Association's cash boxes and to manage the funds within, including the provision of cash floats as required.
- h. Solicit payments from creditors.
- i. Prepare and present the Annual Financial report at the AGM.
- j. Work with and oversee the Fundraising Director.
- k. To update Council on Graduation Committee finances at Executive meetings.
- l. Sit as the association representative on the following committees:
 - i. Council of Faculty Associations Finance and Administration Working Group
 - ii. Graduation Committee

The Vice President Student Services shall:

- a. Coordinate the purchasing of Association memberships by first years.

- b. Coordinate the purchasing and distribution of textbooks for all years.
- c. Recruit and retain sponsorship for the APSA membership cards.
- d. Coordinate locker sales and enforce the policies of the Medical Sciences Building throughout the year by working with the Faculty's Assistant Dean of Administration, especially for matters regarding access, maintenance and student spaces.
- e. Maintain the Problem Based Learning rooms, McKesson rooms, and the APSA Lounge.
- f. Coordinate the creation and maintenance of the membership cards.
- g. Oversee recruitment, social, sports, orientation, and publications. Enforce Association event attendance policy and professionalism policy in conjunction with the VP Academic.
- h. Organize and promote stress relief and wellness initiatives.
- i. Oversee the use of the Student Led Initiatives Funding Pool.
- j. Act as the APSA representative on the Council of Faculty Associations Member Services Working Group
- k. Gather student concerns and opinions on study space, academic space, and lab space.

The Vice President Administration shall:

- a. Compile agenda items, set up and create the meeting agenda for Executive and General Council meetings, take meeting minutes and distribute them to members of Council within one week of the meeting as well as maintain an electronic record of all minutes and agendas in the APSA Google Drive
- b. Obtain the SUB Print discount card on behalf of APSA for councillor use
- c. Maintain office supplies through purchases based on need.
- d. Create and purchase business cards for new members of Council
- e. Compile an index of motions for the council
- f. Compile an index of communications for the council
- g. Check the Association's email in accordance with the communications policy
- h. Check the Association's mailbox and conduct mailing for APSA related documents
- i. Maintain the APSA calendar by updating it weekly in accordance to the approval of APSA events
- j. Oversee record keeping, room bookings, website, invitations to council meetings, and retaining copies of portfolios
- k. Create the APSA office hour schedule
- l. Compile monthly councillor reports
- m. Organize electronic signup, purchase, order, and pick-up forms on Google Drive

The Vice President Social shall:

- a. Chair all Social Committee Meetings
- b. Ultimately be responsible for ensuring all duties of the Social Committee are completed
- c. Organize Orientation for the Faculty's new undergraduates
- d. Attend the Student Group Services (SGS) Events Organizer Training and complete Pro-Serve training
- e. Organize the Meet the Faculty Welcome Reception
- f. Organize the annual Blue and Gold Gala
- g. Plan monthly TGIFs and Inter-Class events
- h. Sit on the Mr. Pharmacy Committee
- i. Plan the Mr. Pharmacy Unveiling Party and After Party

The Fundraising Director shall:

- a. Coordinate all of the Association's fundraising.
- b. Contact companies and corporations to recruit funds for events and advertisements for the Pharmacy Quarterly (PQ) and Yearbook.
- c. Obtain items to be used for the silent auctions held throughout the year.
- d. Solicit and prepare Grant Proposals.
- e. Work with the Faculty Communications Coordinator and Director of Alumni Relations to coordinate fundraising proposals.
- f. Support the Graduation Committee in finding one sponsor for graduation.
- g. Assist the VP Social in organization of Blue and Gold via the Silent Auction
- h. Assist in auditing finances as outlined in Article 12.

The Interprofessional Director shall:

- a. Act as the Faculty representative and the Association liaison by attending all meetings and relaying information to members for the following bodies:
 - i. Health Sciences Students' Association (HSSA).
 - ii. Health Sciences Education and Research Commons (HSERC) staff
 - iii. ECHA Administration
 - iv. Other student associations
- b. Promote and create Interprofessional opportunities
- c. Oversee the SHINE Clinic Representative
- d. Promote pharmacy awareness to faculties and student associations outside of pharmacy
- e. Organize and encourage pharmacy participation in interdisciplinary health promotion activities

The Community Education Director shall:

- a. Organize, develop, and update pharmacy related presentations within the community.
- b. Recruit and train student volunteers.
- c. Organize a pharmacy related lab for the annual WISEST choices conference.
- d. Organize University of Alberta Pharmacy Admissions Presentation for undergraduate students along with Fundraiser Director
- e. Oversee Community Education and Interprofessional Activities.
- f. Ensure at least three high schools receive the Profession of Pharmacy and U of A Admissions Presentation from a student within the faculty.

The Publications Director shall:

- a. Work closely with the Fundraising Director to secure financial sponsorship of the yearbooks.
- b. Set up the yearbook drive and encourage the sale of yearbooks.
- c. Distribute yearbooks and Pharmacy Quarterly issues
- d. Address and mail yearbooks to previous year's grads
- e. Work with the Yearbook editors to collect the fourth year baby pictures
- f. Chair the Publications Committee
- g. Act as the local CAPSIL representative.
- h. Distribute copies of the CAPSIL.
- i. Overseeing the Pharmacy Quarterly editors, Yearbook editors, and Information Technology Director
- j. Manage Yearbook finances in conjunction with VP Finance
- k. Managing online postings on the APSA website in conjunction with the IT officer
- l. Contact photo companies to arrange and retrieve the graduating class' composite and send a copy of the composite to the Faculty.

The Recruitment Director shall:

- a. Collaborate with the Career Centre to promote the annual Pharmacy Career Fair
- b. Maintain and regularly update the pharmacy employment board on the myAPSA.ca website
- c. Act as a contact for pharmacy managers and companies wanting to organize recruitment events and assist in organizing and promoting those events while working with the 4th year class representatives as the events pertain to their class.
- d. Accept, process, and advertise job postings to students.
- e. Organize the annual Career Night with the Career Centre.
- f. Organize Independent Night once a year or as demand requires.

The SAF-Pharm Director shall:

- a. Organize speakers and workshops
- b. Chair SAF-Pharm meetings
- c. Organize the annual Industry Trade Show

The Information Technology Director shall:

- a. Maintain and promote the APSA website.
- b. Coordinate and setup the PayPal system for APSA events
- c. Assist in coordinating APSA lockers, bulk textbook order, and Blue and Gold ticket sales
- d. Coordinate and setup the PayPal system for other purchases made through the myapsa.ca website

The IPSF Representative shall:

- a. Act as the U of A CAPSI IPSF liaison.
- b. Promote the various IPSF projects and initiatives to APSA members.
- c. Search for Student Exchange Program (SEP) host sites in Alberta.
- d. Promote and recruit Active members for the SEP, distribute application forms, and submit them online to CAPSI National IPSF Liaison on time.
- e. Organize IPSF Major Health Campaign.
- f. Increase general awareness of IPSF among pharmacy students.
- g. Fundraise for the humanitarian effort as chosen yearly by CAPSI.
- h. Promote the World Congress to APSA members.
- i. Sit on the PAM Committee.
- j. Organize and run the CAPSI Compounding Competition, in conjunction with the Vice President CAPSI.
- k. Assist VP Social in organizing the Blue and Gold

The CAPSI Junior Representative shall:

- a. Represent the University of Alberta on CAPSI National General Council by:
 - i. Acting as a liaison between APSA and CAPSI by providing information to the CAPSI Senior Representative prior to CAPSI General Council Votes;
 - ii. Attending CAPSI meetings at CPhA and PDW and video/telephone teleconferences;
 - iii. Preparing a written report for CAPSI general meetings detailing APSA's activities and events in conjunction with the CAPSI Senior Representative; and
 - iv. Participating in CAPSI focus list discussions.
- b. Promote CAPSI to U of A Pharmacy Students by:
 - i. Informing APSA members of all national projects and initiatives and encouraging their participation in these programs at a local and national level;
 - ii. Organizing the two CAPSI Symposia Sessions on topics prepared by the CAPSI National Council;
 - iii. Promote PDW and organize registration.
- c. Organize educational seminars, at least one per semester, pending sponsorship.
- d. Organize and run the CAPSI Patient Interview Competition in conjunction with the President-Elect.
- e. Assist the Vice President CAPSI with any CAPSI related duties.
- f. Maintain a record of old CAPSI competition cases that can be loaned to students.

The CSHP Representative shall:

- a. Be a student member of the Canadian Society of Hospital Pharmacists.
- b. Represent pharmacy students as a voting member on the CSHP Alberta Council.
- c. Provide CSHP updates to Council on a regular basis.
- d. Organize the CSHP Student Membership drive, the Student Membership Program, the CSHP Career Night and the Hospital Residency Information Session.
- e. Attend CSHP Alberta Branch, and Banff Seminar meetings and teleconferences.
- f. Attend CSHP Alberta Branch Annual General Meeting (AGM), Banff Seminar.
- g. Act as the Banff Seminar Committee Student Representative.
- h. Coordinate CSHP Future Professional Pharmacy Student Award for all Western Provinces and present the award at Banff Seminar.
- i. Promote and advertise all CSHP Student Awards.
- j. Organize the appointment of student representatives to sit on various CSHP committees, including:
 - i. Membership and Communications Committee;
 - ii. Awards Committee;
 - iii. Educational Committee.

- k. Moderate the CSHP Alberta Student Members' Facebook Group.
- l. Make submissions to CSHP Alberta Branch newsletter.
- m. Attend the CSHP Student Membership National Subcommittee teleconference and national meeting at PDW.
- n. Organize and run the CAPSI OTC Competition in conjunction with the Vice President CAPSI.

The Faculty Representative shall:

- a. Act as a liaison between APSA and Academic Staff.
- b. Advocate for APSA initiatives to staff.
- c. Provide guidance to the Council.

The PharmD Representative shall:

- a. Act as a liaison between their class, the Association and the Faculty.
- b. Make announcements pursuant to the communications policy and be an information source for the class about upcoming Faculty and Association events.
- c. Be actively engaged in preparing and running the Pharmacy Undergraduate Journal Club by assisting the Vice President Academic.
- d. Attend mandatory events:
 - a. Orientation;
 - b. Welcome Reception

The 4th Year Class Representative for the BSc Pharmacy Stream shall:

- a. Act as a liaison between their class, the Association and the Faculty.
- b. Make announcements pursuant to the communications policy and be an information source for the class about upcoming Faculty and Association events.
- c. Help organize the mock OSCE, in conjunction with the Third Year Class Representative and the Fourth Year Class Representative for the PBS stream.
- d. Act as a contact for pharmacy companies wanting to organize recruitment events for fourth year students and assist in putting on and promoting these events in conjunction with the Fourth Year Class Representative for the PBS stream.
- e. Assist and support any APSA member with a new initiative from their respective class.
- f. Oversee and assist in the production of yearbooks for their own graduating class.

The 4th Year Class Representatives for the PharmD for BSc Pharm Students (PBS) stream shall:

- a. Act as a liaison between their class, the Association and the Faculty.
- b. Make announcements pursuant to the communications policy and be an information source for the class about upcoming Faculty and Association events.
- c. Help organize the mock OSCE, in conjunction with the Third Year Class Representative and the Fourth Year Class Representative for the BSc Pharmacy Stream.
- d. Act as a contact for pharmacy companies wanting to organize recruitment events for fourth year students and assist in putting on and promoting these events in conjunction with the Fourth Year Class Representative for the BSc Pharmacy Stream.
- e. Assist and support any APSA member with a new initiative from their respective class.
- f. Oversee and assist in the production of yearbooks for their own graduating class.

The 3rd Year Class Representative shall:

- a. Act as a liaison between their class, the Association and the Faculty.
- b. Recruit two student volunteers from the class to sit on the Student Advisory Committee.
- c. Sit on the 1st year Student Advisory Committee and 3rd year Student Advisory Committee.
- d. Make announcements pursuant to the communications policy and be an information source for the class about upcoming Faculty and Association events.
- e. Work with the Faculty Director of Funding to organize the third year U of Industry Trip.
- f. Coordinate the mock OSCE exam, in conjunction with Fourth Year Class Representatives.

- g. Represent unfilled committee positions that require a 3rd year student.
- h. Ensure the international electives committee is initiated and has representatives.
- i. Assist and support any APSA member with a new initiative from their respective class.
- j. Oversee and assist in the production of yearbooks for their own graduating class.

The 2nd Year Class Representative shall:

- a. Act as a liaison between their class, the Association and the Faculty.
- b. Recruit two student volunteers from the class to sit on the Student Advisory Committee.
- c. Sit on the 2nd year Student Advisory Committee and 3rd year Student Advisory Committee.
- d. Make announcements pursuant to the communications policy and be an information source for the class about upcoming Faculty and Association events.
- e. Act as the liaison between the class grad committee and APSA.
- f. Organize volunteers and participate in the planning of the White Coat Ceremony.
- g. Deliver weekly class emails to keep classmates up to date.
- h. Deliver class announcements and supervise the content provided on class social media sites
- i. Work with the class social representative for Blue and Gold presentation.
- j. Work with the Vice President Social to assist with gathering volunteers for first year orientation
- k. Assist faculty by coordinating midterm and final course evaluations.
- l. Assist and support any APSA member with a new initiative from their respective class.
- m. Oversee and assist in the production of yearbooks for their own graduating class.

The 1st Year Class Representative shall:

- a. Act as a liaison between your class, the Association and the Faculty.
- b. Recruit two student volunteers from the class to sit on the Student Advisory Committee.
- c. To sit on the 1st year Student Advisory Committee and 2nd year Student Advisory Committee.
- d. Make announcements pursuant to the communications policy and be an information source for the class about upcoming Faculty and Association events.
- e. Coordinate the ordering of dispensing jackets.
- f. Coordinate the ordering of nametags for the class with RxA.
- g. Coordinate CPR Training for first year class.
- h. Assist and support any APSA member with a new initiative from their respective class.
- i. Oversee and assist in the production of yearbooks for their own graduating class.

The Students' Union Representative shall:

- a. Act as the liaison between the Students' Union, the Association, and the University.
- b. Attend all Students' Council and/or General Faculties Council Meeting as required.
- c. Provide monthly written reports to all Class Representatives.
- d. Assist the VP Academic in preparing a presentation to be given to the Students' Council should the Association wish to advocate for a policy that is contrary to the Students' Union political policy.

ARTICLE 7: OFFICERS OF COUNCIL

- a. Officers of Council are important positions that facilitate the functioning of the Association, but do not sit on Council.
- b. Officers of Council are:
 - i. Pharmacy Quarterly (PQ) Editors (2)
 - ii. Yearbook Editors (2)
 - iii. Chief Returning Officer
 - iv. Graduation Committee Co-Chairs
 - v. SHINE Representative
 - vi. Male Sports Representative
 - vii. Female Sports Representative
 - viii. 1st Year Social Representative

- ix. 2nd Year Social Representative
- x. 3rd Year Social Representative
- xi. 4th Year Social Representative
- xii. Director of Student Affairs and Professionalism
- c. Officers of Council may be elected or appointed pursuant to Articles 9 and 10

SECTION 7.1: TERMS OF OFFICE

- a. The term of office for officers of Councils from the spring changeover meeting to the following spring changeover meeting.
- b. The term of office for the Chief Returning Officer is from the date of appointment to the spring changeover meeting.
- c. No person shall hold the same elected officer position for two consecutive terms unless they hold the position for less than three months in the previous term or there is no other replacement. Exclusions include appointed officer positions.

SECTION 7.2: PORTFOLIOS

- a. All officers of Council must update and maintain a portfolio in the provided binder.
- b. The portfolio shall be an up to date detailed guide to all responsibilities of that position. It must also include a written report outlining their duties and experiences during their term of office.
- c. Portfolios are to be turned over to new officers of Council at a mutually agreed time closely following the spring changeover meeting.
- d. New officers of Council shall receive a General Council Orientation Package, to be prepared by the previous President and Vice President Administration.

SECTION 7.3: SPECIFIC DUTIES OF COUNCIL OFFICERS

The PQ Editors shall:

- a. Recruit volunteers to work on issues of the PQ.
- b. Print and distribute issues for students and staff.
- c. Ensure they are distributed electronically.
- d. Edit and publish the PQ + 2 newsletter (6 issues per year).
- e. Collect articles from students and faculty.
- f. Cooperate with and assist the Yearbook editors with the production of the yearbook.

The Yearbook Editors shall:

- a. Coordinate the production of the yearbook.
- b. Promote yearbook photos.
- c. Promote yearbook sales.
- d. Mail yearbooks to the previous grad class.
- e. Recruit volunteers to help with the production of the yearbook.
- f. Upload photographs to the APSA Flickr account for use by the Publications Committee and certain APSA Councillors.
- g. Create/design pages for the yearbook.
- h. Proofread the designed pages before sending for print.
- i. Make deadlines and ensure they are met.
- j. Arrange for school photographs (mug shots) of students and faculty and Grad photographs of fourth-year students.
- k. Correspond with the Grad Council Presidents about obtaining Grad mug shot proofs as well as the Grad group photograph.
- l. Take photographs at various pharmacy events.
- m. Arrange meetings with appropriate yearbook publisher to ensure completion of yearbook.
- n. Cooperate with and assist the Publications Director.
- o. Collect, maintain, and update photos of the graduating class from first through fourth year.
- p. Oversee the production of yearbooks for the graduating class.

The Male Sports Representative shall:

- a. Organize, advertise, and register male intramural sports teams.
- b. Organize co-rec intramural sports teams in conjunction with the Female Sports Representative.
- c. Organize the Association's annual hockey pool in conjunction with the Social Committee.
- d. Take a lead role in the organization of the annual Pharmacy Hockey game and Curling Funspiel.
- e. Attend monthly Intramural Council/Campus Recreation meetings representing pharmacy.
- f. Select the Male and Female Sports Award winners in conjunction with the Female Sports Representative and present the awards at the Blue and Gold Ball.
- g. Attend SIPS training and University Alcohol Awareness Seminar.
- h. Coordinate Welcome Back Beach Volleyball with the Vice President Social.
- i. Assist the CAPSI Sr. and Jr. in planning the Saving Second Base Softball Tournament.

The Female Sports Representative shall:

- a. Organize, advertise, and register female intramural sports teams.
- b. Organize co-rec intramural sports teams in conjunction with the Male Sports Representative.
- c. Organize the Association's annual hockey pool in conjunction with the Social Committee.
- d. Take a lead role in the organization of the Pharmacy Hockey game and Curling Funspiel.
- e. Attend monthly Intramural Council/Campus Recreation meetings representing pharmacy.
- f. Select the Male and Female Sports Award winners in conjunction with the Male Sports Representative and present the awards at the Blue and Gold Ball.
- g. Attend SIPS training and University Alcohol Awareness Seminar.
- h. Coordinate Welcome Back Beach Volleyball with the Vice President Social.
- i. Assist the CAPSI Sr. and Jr. in planning the Saving Second Base Softball Tournament.

The First Year Social Representative shall:

- a. Sit on the Social Committee.
- b. Plan social events for the class.
- c. Plan the class punch for Blue and Gold.
- d. Attend SIPS training and University Alcohol Awareness Seminar.
- e. Assist the Vice President Social with various events.

The Second Year Social Representative shall:

- a. Sit on the Social Committee.
- b. Plan social events for the class.
- c. Plan the class punch for Blue and Gold.
- d. Attend SIPS training and University Alcohol Awareness Seminar.
- e. Assist the Vice President Social with various events.

The Third Year Social Representative shall:

- a. Sit on the Social Committee.
- b. Plan social events for the class.
- c. Plan the class punch for Blue and Gold.
- d. Attend SIPS training and University Alcohol Awareness Seminar.
- e. Assist the Vice President Social with various events.

The Fourth Year Social Representative for the BSc Pharmacy Stream shall:

- a. Sit on the Social Committee.
- b. Plan social events for the class.
- c. Plan the class punch for Blue and Gold, in conjunction with the Fourth Year Social Representative for the PBS Stream.
- d. Attend SIPS training and University Alcohol Awareness Seminar.
- e. Assist the Vice President Social with various events.

The Fourth Year Social Representative for the PBS stream shall:

- f. Sit on the Social Committee.
- g. Plan social events for the class.
- h. Plan the class punch for Blue and Gold, in conjunction with the Fourth Year Social Representative for the BSc Pharmacy Stream.
- i. Attend SIPS training and University Alcohol Awareness Seminar.
- j. Assist the Vice President Social with various events.

The Chief Returning Officer (CRO) shall:

- a. Contact and introduce himself/herself to the Chief Returning Officer (CRO) of the SU.
- b. Coordinate the 1st Year Class Election and all committee elections.
- c. Advertise the Association, SU and GFC Councillor elections.
- d. Set nomination deadlines and receive nominations to elected positions as per Article 9.
- e. Conduct the election as per Article 10.
- f. Maintain the confidentiality of the election results, and present the winners at the Annual General Meeting.
- g. Oversee and rule on complaints regarding the election and election procedures, in the order such complaints are filed and with due response within 24 hours of the complaint, filed either by members of the electorate and/or candidates.
- h. Coordinate election logistics and voting with the CRO of the SU.
- i. Ensure candidates receive election expense reimbursement.
- j. Report to council at least once prior to elections and once following elections.

The Graduation Committee Co-Chairs shall:

- a. Coordinate the graduation of their respective classes.
- b. Assist the VP Social in organizing the Blue and Gold

The SHINE Representative shall:

- a. Act as a liaison between Association and SHINE.
- b. Promote SHINE to pharmacy students.
- c. Plan an annual SHINE information session.
- d. Recruit pharmacy student volunteers.
- e. Report to Council once per semester.

The Director of Student Affairs and Professionalism shall:

- a. Organize information sessions to increase student exposure to both University and Faculty resources available to them as a student.
- b. Collaborate with the Professionalism Committee faculty representative to promote professionalism.
- c. Represent and advocate the students' voice during the Faculty summer teaching sessions in collaboration with the Professionalism Committee faculty representative.
- d. Sit on the Professionalism Committee.
- e. Disseminate results of the Faculty summer teaching sessions to the student body.

ARTICLE 8: GENERAL MEETINGS

- a. A general meeting of the Association may be called by Council.
- b. Members shall be provided two weeks' notice of the general meeting via email and class announcements.

SECTION 8.1: ANNUAL GENERAL MEETING

- a. An Annual General Meeting shall normally be held in March.
- b. An annual financial report shall be presented to the membership at the AGM by the Vice President Finance.

- c. Members shall be provided two weeks' notice of the AGM meeting via email and class announcements.

SECTION 8.2: SPECIAL MEETINGS

- a. Special Meetings of the Association may be called at any time by the President with the approval of Council or by the President on the receipt of a written demand therefore by no less than 10 members of the Association stating the business to be transacted at such a meeting.
- b. Members shall be provided two weeks' notice of special meetings via email and class announcements.

SECTION 8.3: QUORUM

- a. Quorum for any general meeting of the Association shall constitute 25 members.

SECTION 8.4: VOTING

- a. Only members of the Association may vote at meetings of the Association.
- b. Every member shall have a vote. Voting rights of all members shall be equal.

ARTICLE 9: NOMINATIONS

SECTION 9.1: ELECTED POSITIONS

- a. The Chief Returning Officer (CRO) shall issue a call for nominations at least 3 weeks prior to the general election.
- b. Nomination for an elected position requires the signature of no less than five members of the Association.
- c. Deadline for nominations shall be the Friday prior to campaign week or at the discretion of the CRO.
- d. The following are elected positions:

- President-Elect
- Vice President
- External Vice
- President Academic
- Vice President
- Administration Vice
- President Student Services
- Vice President Finance
- Fundraising Director
- Interprofessional Director
- Community Education
- Director Publications
- Director Recruitment
- Director
- SAF-Pharm
- Director Vice
- President Social
- IPSF
- Representative
- CAPSI Junior Representative
- CSHP Representative
- Graduation Committee
- Chair
- 4th Year Class
- Representatives 3rd Year
- Class Representative 2nd
- Year Class Representative
- 1st Year Class
- Representative Male Sports
- Representative Female
- Sports Representative 4th

Year Social Representatives
3rd Year Social
Representative 2nd Year
Social Representative 1st
Year Social Representative
Students' Union
Representative

SECTION 9.2: APPOINTMENTS

- a. Council may appoint individuals to the following positions:
PQ Editors (2)
Yearbook Editors (2)
Chief Returning
Officer
SHINE Representative
Faculty Representative
- b. The positions of PQ Editors, Yearbook Editors, and SHINE Clinic Representative shall have a nomination deadline one week following the date of the General Election. The Chief Returning Officer shall issue a call for nominations following the General Election.
- c. Executive Council shall fill the appointed positions with a simple majority vote.
- d. The positions of Yearbook Editors must be voted on by the class from which the candidates are seeking the election

SECTION 9.3: UNFILLED POSITIONS

- a. If any position remains unfilled following general elections or is vacated during the council term, it may be re-opened to nominations and determined by a simple majority vote by the Executive Council.
- b. Council may approve the nominations of two candidates for a single member of Council or officer of Council position, with the duties to be split from May to the next year's spring change over meeting. This option should only be implemented for appropriate positions as deemed by Council and only if a single candidate cannot fill the position for the entire term of office.
- c. For such vacated positions, the Vice President Administration shall issue a call for nominations.
- d. If there are no nominees for a vacant position, the duties of the position may be assumed by another member of Council for the remainder of the council term.

SECTION 9.4: VOTES OF CONFIDENCE

- a. Prior to assuming the positions of President, and Vice President CAPSI, respectively, the President-Elect, and CAPSI Junior representative shall undergo a vote of confidence.
- b. The vote of confidence for the President shall normally be held at the last Council meeting in December.
- c. The vote of confidence for the Vice President CAPSI shall be held at the spring changeover meeting.
- d. A simple majority vote shall be required to confirm the appointment of the President-Elect to the President position, and the CAPSI Junior Representative to the Vice President CAPSI position.
- e. In the event of a non-confidence vote, Council shall propose a learning plan that the President-Elect or CAPSI Junior representative must undergo that will address the concerns of the Council. This plan must be completed over a 7-day period. The President-Elect or CAPSI Junior representative must then address the General or Executive Council to demonstrate the steps they took to improve in their role and action undertaken to succeed if promoted.
- f. In the event of a repeat non-confidence vote, Council will open nominations to the membership for the position. Nominations shall be open for a period of 10 days.
- g. A simple majority vote of Council shall be necessary in order to confirm the new candidate into any vacant position.

SECTION 9.5: PAST PRESIDENT

- a. The President shall become Past-President immediately following a successful vote of confidence for the President-Elect.

ARTICLE 10: ELECTIONS

SECTION 10.1: CHIEF RETURNING OFFICER

- a. Council shall appoint the CRO during by-elections.
- b. The CRO shall be a member of the Association and cannot be a candidate in the upcoming general elections.
- c. The CRO shall coordinate with the SU for online voting.

SECTION 10.2: ELECTION DATES

- a. General elections shall take place during the month of March and run concurrently during SU councillor elections each year.

SECTION 10.3: ELECTION PROCEDURES

- a. Elections of the association shall be subject to the regulations of the SU. SU regulations shall be considered to supersede the regulations described herein when they are found to be in conflict.
- b. Only members shall be eligible to vote in the Association's general elections.
- c. General election shall be promoted to members at least two weeks prior to elections.
- d. Promotion shall consist of the presentation of all available positions and the posting of position descriptions.
- e. Candidates should be informed or make an effort to inquire about any summer commitments required of that position.

SECTION 10.4: CAMPAIGNING

- a. Candidates shall be permitted to campaign for one week prior to the election date as per the SU schedule.
- b. Candidates shall not spend more than ten dollars on campaign materials, which shall be reimbursed by the Association, provided that receipts are submitted to the CRO.
- c. Campaign posters must be down by 11:59 pm on the last day of election voting as per the SU schedule.
- d. Any form of campaigning must be advocacy for the candidate. Candidates are not permitted to make comments regarding the other candidates running for any position for general council.

SECTION 10.5: CANDIDATES' FORUM

- a. Candidates are required to give a brief speech to a maximum of five minutes outlining their qualifications and goals for the position on a day during campaign week specified by the Chief Returning Officer.
- b. Members may ask questions of the candidates following their speech.

SECTION 10.6: VOTING

- a. General elections shall consist of voting for all elected members of Council and Officers of Council, except for the positions of President-Elect, Vice President CAPSI, First Year Class Representative and First Year Social Representative.
- b. The Chief Returning Officer and the current President will count the votes.
- c. Members may only vote for the Class Representative and Social Committee Representative positions of their respective class.
- d. Elections shall consist of voting by online ballot.
- e. A simple majority of affirmative votes cast shall be required to confirm the appointment of a candidate to an uncontested position.
- f. The appointment of a candidate to a contested position shall be determined by the results of the online ballot in accordance with the Students' Union (SU) Bylaws and Policies.

- g. If non-SU mandated online ballot is used, the greatest number of votes cast in favour of a candidate shall determine the appointment of a candidate to a contested position

SECTION 10.7: FIRST YEAR CLASS ELECTIONS

- a. Election for 1st Year Class Representative and 1st Year Social Representative shall take place during the first or second week of the new school year.
- b. Any first year student may run for either position provided that they are a member of the Association.
- c. Campaigning will not be permitted but candidates may give a brief speech to the class prior to voting.
- d. Announcement of the winner will occur no later than five days following the Welcome Reception.
- e. The CRO shall be responsible for coordinating the 1st Year Class Elections and committee elections in the Fall semester.

SECTION 10.8: Presidential Elections

- a. Presidential elections shall take place during the month of January on dates decided by the Chief Returning Officer and the President.
- b. Presidential elections shall be subject to the same campaigning procedures and regulations as the APSA General Election.
- c. Any member of the association that is in their first or second year of studies may run for the position.
- d. Candidates are required to attend a candidates' forum where they shall give a brief speech, followed by a question period.
- e. Voting will be conducted by online ballot. Announcement of the winner shall occur no later than 5 days following the voting period.
- f. If the successful candidate is a current APSA Councillor or Officer, they shall also continue to fulfill their role until the General Council transition which shall take place following successful General Council elections.

ARTICLE 11: RECALL FOR VACANT COUNCIL POSITIONS

- a. A meeting to recall any member of Council must be called at the presentation of at least 2/3 of the voting members of Council. The two thirds majority vote by council is required to result in the recall of the person in question.

ARTICLE 12: FINANCES

SECTION 12.1: FISCAL YEAR

- a. The fiscal year of the association shall be from May 1 to April 30.

SECTION 12.2: ACCOUNTS

- a. The association has the following account:
 - i. APSA

SECTION 12.3: SIGNING AUTHORITY

- a. The President and Vice President Finance shall have co-signing authority over the APSA account.

SECTION 12.4: AUDIT

- a. The President and Vice President Finance shall conduct an audit of the finances bi-annually, for a total of 2 annual audits: Fall Term Audit (December) and Winter Term Audit (April).
- b. Audit results will be provided to the Student Union after the Winter Term Audit.

SECTION 12.5: BUDGETING

- a. Every member of council shall prepare and maintain an active budget in the format stipulated by the Vice President Finance and pursuant to the Policy Manual.
- b. The budget shall be submitted to the Vice President Finance in August and December.
- c. Claims for financial reimbursement shall be submitted to the Vice President Finance before the end of the fiscal year (April 30).
- d. The President and Vice President Finance together can approve expenses up to and including \$100.00

- e. If unable to be provided via the Market Modifier Fund, the Association commits to fund the cost of sending the Vice President CAPSI and CAPSI Junior Representative, as possible based on the financial standing of the association, to the PDW conference, where they will act as the Association's student representatives and CPhA conferences, where they will act as the Association's student representatives. Vice President CAPSI will be the first priority in fund commitment as they hold the vote for the CAPSI members of the Association.
- f. This commitment includes the travel, accommodation, and food (according to the discretion of Council) expenses not covered by CAPSI National for the Vice President CAPSI and CAPSI Junior Representative.

SECTION 12.6: EXPENSES

- a. Councillors are responsible for maintaining all budgets that fall under their portfolio (e.g. Vice President Social is responsible for his/her budget, as well as the budget for the Social Committee). Any unapproved overages will become the responsibility of the Councillor.
- b. Any expense that an APSA Councillor or APSA member incurs while fulfilling an APSA mandated role or duty that requires APSA funding outside of the approved budget (e.g. non-budgeted social event) must have prior approval of APSA General Council to be eligible for reimbursement.

ARTICLE 13: COMMITTEES

- a. The Standing committees of the Association are:
 - a. Constitution and Policy Committee
 - b. Awards Committee
 - c. Social Committee
 - d. Publications Committee
 - e. Education and Pharmacist Awareness Month Committee
 - f. Space Committee
 - g. Professionalism Committee
 - h. Mr. Pharmacy Committee
 - i. Students Advocating for the Future of Pharmacy Committee (SAF Pharm)
 - j. Pharmacy Graduation Committee
 - k. Travel Award - APSA Experiential Rotations Committee
- b. Should there be no applicants for committees requiring a representative from each class, the APSA Council Class Representative is required to fill the vacant position.

SECTION 13.1: CONSTITUTION & POLICY

COMMITTEE SUBSECTION 13.1.1: COMPOSITION

- a. The committee shall consist of:
 - i. The President
 - ii. The Past-President or President-Elect
 - iii. The Vice President Administration
 - iv. One member of Council
 - v. Two interested Members who are not members of Council

SUBSECTION 13.1.2: QUORUM

- a. Four members of the committee shall constitute a quorum.

SUBSECTION 13.1.3: VOTING

- a. Every member of the committee shall have one vote. Voting rights of all members shall be equal.

SUBSECTION 13.1.4: MEETINGS

- a. The committee shall meet no less than once a year. Additional meetings may be held at the discretion of the chair(s).

SUBSECTION 13.1.5: DUTIES & RESPONSIBILITIES

- a. To update and maintain the Association's constitution, policies and regulations.
- b. Committee may make spelling, grammar, punctuation and changes to ensure consistency. Council shall be informed of these changes.
- c. Recommend amendments to Council for approval.

**SECTION 13.2: AWARDS
COMMITTEE SUBSECTION 13.2.1:
COMPOSITION**

- a. The committee shall consist of:
 - i. Fundraising Director
 - ii. Vice President Social
 - iii. Vice President Academic
 - iv. A representative from every class (if no class representative can be found, then the APSA Council Class Representative will be responsible to sit on this committee)
 - v. Faculty Representative (if no Awards Committee specific Faculty Representative can be found, the Faculty Representative to APSA will be invited to sit on this Committee)
- b. The Vice President Academic will chair meetings.

SUBSECTION 13.2.2: QUORUM

- a. Five members of the committee shall constitute a quorum.

SUBSECTION 13.2.3: VOTING

- a. Every member of the committee shall have one vote, except the chair who will only vote in the event of a tie.

SUBSECTION 13.2.4: MEETINGS

- a. Any committee member may call a meeting by notifying the chair.
- b. The committee shall meet at least once a semester to establish their goals for the upcoming year and to decide the award winners prior to the Blue and Gold Ball.
- c. A Faculty Representative must be present during meeting(s) in which the APSA Award winners are selected.

SUBSECTION 13.2.5: DUTIES & RESPONSIBILITIES

- a. To distribute, present, promote, implement, and revise the APSA awards as necessary.
- b. Review criteria for awards and nomination forms.
- c. Inform the Faculty of Award winners.
- d. Maintain a record of all award winners.
- e. Submit winner(s) name(s) to the PQ for publication.

**SUBSECTION 13.2.6: AWARDS
ADMINISTRATION**

- a. Nominations
 - i. To nominate someone for an award, the nominator must:
 - ii. Complete and submit an awards committee prepared nomination form to the awards committee as per their specified date every year.
 - iii. Prepare and submit a 100-word minimum letter of nomination, detailing the achievements and undertakings of the nominee.
 - iv. The Awards Committee shall only consider the letter of nomination in its deliberations. Additional documents that are submitted, such as resumes or letters longer than one page, shall be considered if specified under the criteria for that award.

- b. Award Selection
 - i. The committee shall review all nominees for a given award and make a decision based upon the submissions by the nominators, an open discussion among committee members, and comparison of qualifications to the Awards Criteria detailed in the Awards Policy.
 - ii. Once the discussion is completed, a vote shall take place with simple majority rule.
 - iii. The entire committee will know the results of the vote and are expected to keep the discussion that took place and the results of the vote in confidence.
 - iv. Award selection shall take place at least 3 weeks prior to the Blue and Gold Ball.
 - v. The committee shall be responsible for the selection of all APSA awards excluding:
 - 1. The Female and Male Sportsmanship Award, which shall be selected by the Female and Male Sports Representatives respectively as per the criteria detailed in the Awards Policy, and
 - 2. The APSA Councillor's Award, which shall be selected by APSA General Council through the process detailed in the Awards Policy.
 - i. Award committee members cannot participate in the discussion or selection of an award for which they are nominated or for which they are a nominator.
- c. Award Distribution
 - i. The committee is responsible for the engraving of plaques, collection of sponsorship money, and arrangement of presentation for all APSA awards, including the Sportsmanship and Councillor's awards, at the Blue and Gold Ball.
 - ii. The awards committee is also be responsible for notifying all nominees of their nomination and preparing an awards page for the Blue and Gold Program, the Yearbook and the PQ.
- d. Award Revision

The committee shall re-evaluate any awards criteria they feel needs revision or an outer source (i.e. concerned APSA members) deem necessary for review.

 - i. Changes shall require a simple majority vote of the committee to pass.
- e. Award Implementation
 - i. Anyone who is interested in implementing a new award may prepare a proposal and present it to the Awards Committee who will make a decision based on the inclusion criteria of the award and the feasibility of funding.
 - ii. If no nomination is received for any of the Class Awards, Sportsmanship Awards, or Sponsor Award, the VP Academic will request the respective Class Reps, Sports Reps, or the Fundraising Director to submit a recipient recommendation, including a letter of nomination, to the Awards Committee. The Awards Committee will then review the qualifications of the recommended nominee against the specific award criteria. A majority vote by the Committee is required to accept the recommendation.

SECTION 13.3: SOCIAL COMMITTEE

SUBSECTION 13.3.1: COMPOSITION

- a. The committee shall consist of:
 - i. Vice President Social
 - ii. Social Representatives, one from every class and two from the fourth year class
 - iii. Female and Male Sports Representatives
- b. The Vice President Social shall chair the committee

SUBSECTION 13.3.2: QUORUM

- a. Four members of the committee shall constitute a quorum.

SUBSECTION 13.3.3: VOTING

- a. Every member of the committee shall have one vote. Voting rights of all members shall be equal.

SUBSECTION 13.3.4: MEETINGS

- a. The committee shall meet on a bimonthly basis, or less at the discretion of the Vice President Social,

- at a time decided upon by the committee chair and its members.
- b. The newly elected committee must meet at least once in April to plan the upcoming September events.

SUBSECTION 13.3.5: DUTIES & RESPONSIBILITIES

- a. All committee members must participate in the planning and advertising of the social events, and attend all social committee meetings.
- b. Organize Welcome Back Beach Volleyball Tournament.
- c. Organize the Meet the Faculty Welcome Reception.
- d. Organize TGIF's.
- e. Organize the Blue and Gold Ball (including venue, catering, class performances).
 - Fundraising Director, IPSF Director, Grad Committee Co-Chairs will also partake in organizing efforts.
- f. Organize the Curling Fun spiel.
- g. Organize the Annual Pharmacy Hockey Game.
- h. Organize any additional social events, pending interest and/or adequate funding.

SECTION 13.4: PUBLICATIONS

COMMITTEE SUBSECTION 13.4.1: COMPOSITION

- a. The committee shall consist of:
 - i. Publications Director
 - ii. PQ Editors
 - iii. Information Technology Director
 - iv. Yearbook Editors
- b. The Publications Director shall chair the committee

SUBSECTION 13.4.2: QUORUM

- a. Three members of the committee shall constitute a quorum.

SUBSECTION 13.4.3: VOTING

- a. Every member of the committee shall have one vote. Voting rights of all members shall be equal.

SUBSECTION 13.4.4: MEETINGS

- a. The committee shall meet on a bimonthly basis, or less at the discretion of the Publications Director, at a time decided upon by the committee chair and its members.
- b. The newly elected committee must meet at least once in April to plan the upcoming September publications.

SUBSECTION 13.4.5: DUTIES & RESPONSIBILITIES

- a. Committee members are to work cooperatively in producing and promoting all publications.
- b. Distribute the CAPSIL, PQ, and Yearbooks.

SECTION 13.5: PHARMACIST AWARENESS MONTH (PAM) COMMITTEE

SUBSECTION 13.5.1: COMPOSITION

- a. The committee shall consist of:
 - i. Vice President External
 - ii. CSHP Representative
 - iii. Vice President CAPSI
 - iv. CAPSI Junior Representative
 - v. Fundraising Director
 - vi. IPSF Representative
 - vii. IP Director

- viii. CSHP Committee PAM Representative
 - ix. A member from every class (if no class member can be found then the Class Representative will be responsible to sit on this committee).
- b. The Vice President External and CAPSI Senior Representative will co-chair the meetings

SUBSECTION 13.5.2: QUORUM

- a. Four members of the committee shall constitute a quorum.

SUBSECTION 13.5.3: VOTING

- a. Every member of the committee shall have one vote. Voting rights of all members shall be equal.

SUBSECTION 13.5.4: MEETINGS

- a. The committee shall meet at least once a semester to establish goals for creating, organizing and promoting seminars using unallocated funding from sponsors.
- b. The committee must meet at least once in the fall semester to establish goals for Pharmacist Awareness Month.
- c. The committee must meet monthly in the winter semester, or less at the discretion of the Co-chairs, to implement Pharmacist Awareness Month.

SUBSECTION 13.5.5: DUTIES & RESPONSIBILITIES

- a. To create, organize and promote educational seminars, or educational events, as required based on unallocated funding from sponsors.
- b. To create, organize and promote educational seminars, educational events and social events for Pharmacist Awareness Month.
- c. Organize a Dinner Seminar.
- d. Organize a Charity Fundraiser.
- e. Organize Education Booths for PAM.
- f. Organize community events that include promoting pharmacy as a profession.
- g. Create PAM merchandise.
- h. Create advertisements and promotional materials for events.
- i. Create press releases for media coverage.
- j. Organize any additional educational and/or social events, pending interest and/or adequate funding.

SECTION 13.6: SPACE COMMITTEE

SUBSECTION 13.6.1: COMPOSITION

- a. The committee shall consist of:
 - i. Vice President Student Services
 - ii. Vice President Academic
 - iii. A member from every class (if no class member can be found then the Class Representative will be responsible to sit on this committee).
- b. The Vice President Student Services will chair meetings.

SUBSECTION 13.6.2: QUORUM

- a. Three members of the committee shall constitute a quorum.

SUBSECTION 13.6.3: VOTING

- a. Every member of the committee shall have one vote. Voting rights of all members shall be equal.

SUBSECTION 13.6.4: MEETINGS

- a. The committee shall meet at least once per semester.

SUBSECTION 13.6.5: DUTIES &

RESPONSIBILITIES

- a. Maintenance of the Association's student spaces, including Problem Based Learning rooms, McKesson rooms, including the APSA Boardroom, the APSA Student Lounge and the use of lockers.
- b. Put forward proposals to Council and the Faculty for improvements to student space.
- c. Act as stewards for the Association's student spaces.

SECTION 13.7: PROFESSIONALISM

COMMITTEE SUBSECTION 13.7.1: COMPOSITION

- a. The Professionalism committee shall consist of:
 - i. The VP Academic
 - ii. The President or President-Elect
 - iii. The VP of Student Services
 - iv. A Faculty Representative
 - v. One Active Member not on APSA council
- b. The committee shall be chaired by the VP Academic.

SUBSECTION 13.7.2: QUORUM

- a. Three members of the committee shall constitute a quorum.

SUBSECTION 13.7.3: VOTING

- a. Every member of the committee shall have one vote. Voting rights of all members shall be equal.

SUBSECTION 13.7.4: MEETINGS

- a. The Committee shall meet once per semester or more at the discretion of the VP Academic.

SUBSECTION 13.7.5: DUTIES & RESPONSIBILITIES

- a. The responsibilities of the professional committee shall include, but are not limited to:
 - i. Enforcing the Professionalism policy
 - ii. Enforcing appropriate discipline according to the Professionalism Policy
 - iii. Promoting professionalism to APSA members
- b. Updating and reviewing the Professionalism Policy

SECTION 13.8: MR. PHARMACY COMMITTEE

SUBSECTION 13.8.1: COMPOSITION

- a. The membership of the Mr. Pharmacy Committee will consist of:
 - i. VP External
 - ii. President-Elect
 - iii. President
 - iv. IPSF Representative
 - v. VP CAPSI Sr. Representative
 - vi. CAPSI Jr. Representative
 - vii. Fundraising Director
 - viii. VP Social
 - ix. One member of the APSA student body from each graduation year. In the event no students from a given year apply for committee placement, that year's APSA Council Class Representative will be placed on the committee.
- b. The VP External shall chair meetings.

SUBSECTION 13.8.2: QUORUM

- a. Quorum shall be 50% of the voting membership.

SUBSECTION 13.8.3: VOTING

- a. Every member of the Committee shall have one vote. Voting rights of all members are equal

SUBSECTION 13.8.4: MEETINGS

- a. The committee will meet at least twice a month from September to November and at least once during the Winter Term. Additional meetings may be called at the discretion of the chair.

SUBSECTION 13.8.5: DUTIES & RESPONSIBILITIES

- a. Plan and implement APSA sponsored events to raise awareness for current local or international charity issues.
- b. Fundraise and acquire commodities for Silent Auction items for donation to Movember Canada.
- c. Engage and liaise with members of the University (faculty, student groups, etc.) to generate additional support for APSA initiatives.
- d. Work to enhance community understanding of the role of pharmacists in the provision of healthcare and health promotion.

SECTION 13.9: STUDENTS ADVOCATING FOR THE FUTURE OF PHARMACY COMMITTEE (SAF-PHARM)

SUBSECTION 13.9.1: COMPOSITION

- a. The committee shall consist of:
 - i. The SAF-Pharm Director
 - ii. The Past-President or President-Elect
 - iii. Two representatives from every undergraduate class (years 1 through 3) {if no class representatives can be found, then the APSA Council Class Representative will be responsible to sit on this committee}.
 - iv. Fourth Year Representative for the PBS Stream and Fourth Year Representative for the BSc Pharm Stream (if no class representative can be found, then the APSA Council Class representative will be responsible to sit on this committee).
- b. The committee shall be chaired by the SAF-Pharm Director.

SUBSECTION 13.9.2: QUORUM

- a. Two-thirds of the committee shall constitute a quorum.

SUBSECTION 13.9.3: VOTING

- a. Every member of the committee shall have one vote, except the chair who will vote in the event of a tie.

SUBSECTION 13.9.4: MEETINGS

- a. The committee shall meet at least twice a semester to set strategic plans for the committee and establish a timeline of events for the year.
- b. The committee must meet prior to August 31st to review and adapt the SAF Pharm political policies.

SUBSECTION 13.9.5: DUTIES & RESPONSIBILITIES

- a. SAF-Pharm must present political policies to the President for final approval on an annual basis or if any changes are made.
- b. The SAF-Pharm Director must communicate with the APSA President, at any time that a large advocacy decision is under consideration that has implications for the pharmacy community.

SECTION 13.10: GRADUATION COMMITTEE

SUBSECTION 13.10.1: COMPOSITION

- a. The committee shall consist of third year students elected or appointed as:
 - b. Graduation Committee Chair
 - ii. Treasurer

- iii. Secretary
- iv. Committee members
- c. The Graduation Committee Chair shall chair the committee meetings.

SUBSECTION 13.10.2: QUORUM

- a. Two thirds of the members of the committee shall constitute a quorum.

SUBSECTION 13.10.3: VOTING

- a. Every member of the committee shall have one vote. Voting rights of all members shall be equal.

SUBSECTION 13.10.4: MEETINGS

- a. The committee shall meet every two weeks, or less, at the discretion of the Graduation Committee Chair, at a time decided upon by the Graduation Committee Chair and its members.
- b. The newly elected committee must meet at least once in April to plan for the upcoming September events.

SUBSECTION 13.10.5: DUTIES & RESPONSIBILITIES

- a. Preside over meetings
 - i. Plan and execute fundraising events.
 - ii. Promote events to students and send appropriate updates to APSA Council Members, Class Representatives, and the APSA Calendar.
- b. To ensure that the third year cohort graduating class has a celebration that recognizes their accomplishments over the years of their degree program, aiming to raise funds in order to provide an excellent reception.
- c. To plan the graduation ceremony and celebration at a venue in Edmonton, Alberta.
- d. Treasurer
 - i. Create and maintain budget.
 - ii. Maintain a record of all transactions.
 - iii. Be responsible for having a float for fundraising events.
 - iv. Give money to VP finance for deposits.
 - v. Fundraising in coordination with publications director and fundraising director.
- e. Secretary
 - i. Notify the Pharmacy Student Services office if they have any deliveries by couriers that they are expecting.
 - ii. Record minutes for committee meetings.
 - iii. Set agenda for committee meetings.
 - iv. Maintain and update all committee documents within a Google Drive as well as backed up on external hard drive.
- f. Committee Members
 - i. Assist in fundraising endeavors and event planning.
 - ii. Participate in committee meetings and attend all meetings according to the Chair's demands.

SECTION 13.11: EXPERIENTIAL ROTATION

COMMITTEE SUBSECTION 13.11.1: COMPOSITION

- a. The committee shall consist of:
 - i. President
 - ii. President Elect
 - iii. VP-Finance

iv. Faculty Representatives

SUBSECTION 13.11.2: QUORUM

- a. Three members of the committee shall constitute a quorum.

SUBSECTION 13.11.3: VOTING

- a. Every member of the committee shall have one vote. Voting rights of all members shall be equal.

SUBSECTION 13.11.4: MEETINGS

- a. The committee shall meet in the summer after all the experiential rotations are completed.

SUBSECTION 13.11.5: DUTIES & RESPONSIBILITIES

- a. Gather all the experiential travel award data.
- b. Assess all the travel awards demands.
- c. Distribute the rotation travel awards to each student receiving an award.

SECTION 13.12: AD HOC COMMITTEES

- a. Council may form an ad hoc committee by a simple two thirds majority vote.
- b. Committees created by the Council shall disband once their purpose has been fulfilled.
- c. Council may convert an ad hoc committee to a standing committee by a simple two thirds majority vote.

ARTICLE 14: DEPARTMENTAL ASSOCIATIONS & AFFILIATED ASSOCIATIONS

- a. An Association shall be responsible for the oversight of all Departmental Associations, Program Associations, and Affiliated Associations within its constituency. The Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the Students' Union and the Associations

SECTION 14.1: DUTIES & RESPONSIBILITIES

- a. The Association shall have the authority to recognize, derecognize or place on probation the aforementioned groups;
- b. The Association shall maintain consistent lines of communication with the aforementioned groups, both individually and collectively; and
- c. The Association's decisions pertaining to the aforementioned groups may be appealed to the Students' Union.
- d. The Students' Union reserves for itself the power to impose mandatory fees on the student body or any subsection thereof.
- e. An Association shall maintain a schedule of its Departmental Associations, Program Associations and Affiliated Associations, if such exist, which shall be provided to its membership and/or the Students' Union upon request.
- f. Annually, or upon request, an Association shall provide the Students' Union with a schedule of Departmental Associations, Program Associations and any affiliated Associations.

SECTION 14.2: CLUBS RECOGNIZED UNDER APSA

A group of pharmacy students may apply to create a club or initiative affiliated with APSA. Registration is for a one year term and groups must reapply each academic year.

SUBSECTION 14.2.1: Classification of groups:

- a. Student Club: A group of students that is brought together by a common interest including recreational, personal identity, professional, etc. Student Clubs are not eligible to apply to APSA General Council for funding.
- b. Student Initiative: A group of students working together to accomplish a task or benefit a cause. Student initiatives are eligible to apply to APSA General Council for funding.

SUBSECTION 14.2.2: TO APPLY, GROUPS MUST DO THE FOLLOWING:

- a. Complete the group affiliation form (including outlining benefit of membership, proposed events, and projected budget) and submit to the VP Administration of APSA to be approved by the APSA executive council
- b. Ensure membership of the group is limited solely to pharmacy students
- c. Attend APSA led orientation
- d. Have a membership of at least 5 members

SUBSECTION 14.2.3: TO MAINTAIN REGISTRATION, THE GROUP MUST DO THE FOLLOWING:

- a. Hold one (1) event per semester. Group events must be submitted through BearsDen
- b. Keep updated membership list
- c. Track attendance at each group event
- d. Submit post-event performance review after each group event
- e. Submit group budget at the beginning of each fall semester. Any budgetary inquiries may be directed to the VP Finance of APSA
- f. Submit year-end report to VP Administration of APSA
- g. Group leaders must complete event organizer training prior to first event
- h. Events must uphold the level of professionalism that is reflective of APSA

SUBSECTION 14.2.4: APPROVED GROUPS MAY:

- a. Submit room bookings to VP Administration of APSA; priority for boardroom bookings will be given to APSA executive council and committees
- b. Submit requests for posts on APSA Members' Corner to VP Administration of APSA

SUBSECTION 14.2.5: DISCLAIMERS:

- a. Though funding requests for groups may be submitted, APSA does not guarantee and is not responsible for the financial support of any affiliated groups.
- b. Clubs do not hold a vote on APSA General Council.

ARTICLE 15: RULES & REGULATIONS

- a. The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all instances when they are applicable and not inconsistent with the articles of this Constitution and any other special rules the Association shall adopt.
- b. Council may establish such policies, guidelines, procedures, rules and regulations as it, in its discretion, sees fit.
- c. Council may repeal or amend or re-enact such policies, rules and regulations by a simple majority vote.
- d. In circumstances of discussion or voting during the committee or Executive and General Council meetings, if any conflict of interest is deemed to be present between the parties involved and the councillor/officer/committee member, the member of Council/committee shall remove themselves from the meeting for the duration of the discussion and abstain from the vote to ensure a fair and unbiased process.

ARTICLE 16: CONSTITUTION AMENDMENTS

- a. Changes to the constitution can be proposed by any member of the Association
 - i. This proposal must be submitted in writing to the active Vice President Administration for review
- b. This proposal will then be brought up to the executive council of APSA and will be discussed for appropriateness
- c. Once approved, a Constitution and Policy Committee meeting will be made within two weeks and discussion of this proposal will be discussed.
- d. Discussion of this proposal may only last one meeting.
- e. Once approved by the Constitution and Policy Committee, the proposal will be brought up to the current APSA council for final approval. The proposal is passed with a 50%+1 majority of the APSA council.
- f. Council may repeal or amend or re-enact the Constitution, but such repeal or amendment or re-enactment shall remain in force only until a general meeting is called for the purpose of considering

same or the next Annual General Meeting, and if the said change is not then adopted and confirmed by vote of the Active members present, it shall cease to be in force from the date of such meeting.

- g. Notice in writing of any changes to the Constitution to be presented at a general meeting, must be published and distributed to the general membership at least one week prior to such a meeting.
- h. The effective date of the Constitution shall be the date of the general meeting at which the Constitution was passed. This shall result in its immediate implementation as the governing legislation of the Association.