



CONSTITUTION

Approved by APSA General Membership March 26, 2024

TABLE OF CONTENTS

ARTICLE 1: NAME	4
ARTICLE 2: DEFINITIONS	4
ARTICLE 3: PURPOSE	4
ARTICLE 4: MEMBERSHIP	4
SECTION 4.1: CATEGORIES OF MEMBERSHIP	4
SECTION 4.2: RIGHTS OF MEMBERSHIP	5
SECTION 4.3: SPACES AND ACCESS	5
SECTION 4.4: WITHDRAWAL OF MEMBERSHIP	5
SECTION 4.5: MEMBERSHIP FEE	5
SECTION 4.6: MEMBERSHIP TERM	6
SECTION 4.7: TERMINATION OF MEMBERSHIP	6
ARTICLE 5: EXECUTIVE COUNCIL	6
SECTION 5.1: COMPOSITION	6
SECTION 5.2: QUORUM	6
SECTION 5.3: VOTING	6
SECTION 5.4: MEETINGS	7
SECTION 5.5: DUTIES & RESPONSIBILITIES	7
ARTICLE 6: GENERAL COUNCIL	8
SECTION 6.1: COMPOSITION	8
SECTION 6.2: DUTIES & RESPONSIBILITIES	9
SECTION 6.3: TERMS OF OFFICE	9
SECTION 6.4: QUORUM	10
SECTION 6.5: VOTING	10
SECTION 6.6: MEETINGS	10
SECTION 6.7: ATTENDANCE	10
SECTION 6.8: RULES	10
SECTION 6.9: COMPLAINTS PROCEDURES	11
SECTION 6.10: COUNCIL SPACES & ACCESS	11
SECTION 6.11: TRANSITION	11
SECTION 6.12: COUNCILOR SEMESTERLY REPORTS	11
SECTION 6.13: EXEMPTIONS	11
SECTION 6.14: SPECIFIC DUTIES OF COUNCIL MEMBERS	12
SUBSECTION 6.14.1: PRESIDENT DUTIES	12
SUBSECTION 6.14.2: PRESIDENT-ELECT DUTIES	12
SUBSECTION 6.14.3: PAST-PRESIDENT DUTIES	12
SUBSECTION 6.14.4: CAPSI SENIOR REPRESENTATIVE DUTIES	13
SUBSECTION 6.14.5: VICE PRESIDENT EXTERNAL DUTIES	13
SUBSECTION 6.14.6: VICE PRESIDENT ACADEMIC DUTIES	13
SUBSECTION 6.14.7: VICE PRESIDENT FINANCE DUTIES	14
SUBSECTION 6.14.8: VICE PRESIDENT STUDENT SERVICES DUTIES	15
SUBSECTION 6.14.9: VICE PRESIDENT ADMINISTRATION DUTIES	15
SUBSECTION 6.14.10: (CO-)VICE PRESIDENT SOCIAL DUTIES	16
SUBSECTION 6.14.11: VICE PRESIDENT FUNDRAISING DUTIES	16
SUBSECTION 6.14.12: INTERPROFESSIONAL DIRECTOR DUTIES	16
SUBSECTION 6.14.13: COMMUNITY EDUCATION DIRECTOR DUTIES	17
SUBSECTION 6.14.14: PUBLICATION DIRECTOR DUTIES	17
SUBSECTION 6.14.15: RECRUITMENT DIRECTOR DUTIES	17
SUBSECTION 6.14.16: STUDENT ADVOCATING FOR THE FUTURE OF THE PHARMACY (SAF-PHARM) DIRECTOR DUTIES	18
SUBSECTION 6.14.17: INFORMATION TECHNOLOGY (IT) DIRECTOR DUTIES	18
SUBSECTION 6.14.18: SOCIAL MEDIA DIRECTOR DUTIES	18
SUBSECTION 6.14.19: IPSF JUNIOR REPRESENTATIVE DUTIES	18
SUBSECTION 6.14.20: IPSF SENIOR REPRESENTATIVE DUTIES	18
SUBSECTION 6.14.21: CAPSI JUNIOR REPRESENTATIVE DUTIES	19
SUBSECTION 6.14.22: CSHP REPRESENTATIVE DUTIES	19
SUBSECTION 6.14.23: FACULTY REPRESENTATIVE DUTIES	19
SUBSECTION 6.14.24: CLASS REPRESENTATIVES DUTIES	20
SUBSECTION 6.14.25: STUDENTS' UNION REPRESENTATIVE DUTIES	20
SUBSECTION 6.14.26: GFC REPRESENTATIVE DUTIES	20
SUBSECTION 6.14.27: BLACK PHARMACY STUDENTS' ASSOCIATION (BPSA) REPRESENTATIVE DUTIES	21

SUBSECTION 6.14.28: LGBTQ+PhSC REPRESENTATIVE DUTIES	21
SUBSECTION 6.14.29: FINANCE JUNIOR REPRESENTATIVE	21
SUBSECTION 6.14.30: RESEARCH COUNCILOR	21
SUBSECTION 6.14.31: MUSLIM PHARMACY STUDENTS' CLUB (MPSC) REPRESENTATIVE DUTIES	22
ARTICLE 7: OFFICERS OF COUNCIL	22
SECTION 7.1: TERMS OF OFFICE	22
SECTION 7.2: TRANSITION	22
SECTION 7.3: OFFICER SEMESTERLY REPORTS	22
SECTION 7.4: SPECIFIC DUTIES OF COUNCIL OFFICERS	23
SUBSECTION 7.4.1: PQ EDITORS DUTIES	23
SUBSECTION 7.4.2: YEARBOOK EDITORS DUTIES	23
SUBSECTION 7.4.3: SPORTS REPRESENTATIVE DUTIES	23
SUBSECTION 7.4.4: CLASS SOCIAL REPRESENTATIVE DUTIES	23
SUBSECTION 7.4.5: CRO DUTIES	23
SUBSECTION 7.4.6: GRADUATION COMMITTEE CO-CHAIRS DUTIES	24
ARTICLE 8: ANNUAL GENERAL MEETING	24
SECTION 8.1: ANNUAL GENERAL MEETING	24
SECTION 8.2: QUORUM	24
SECTION 8.3: VOTING	24
ARTICLE 9: NOMINATIONS	25
SECTION 9.1: ELECTED POSITIONS	25
SECTION 9.2: APPOINTMENTS AND EXCEPTIONS	26
SECTION 9.3: UNFILLED AND VACATED POSITIONS	26
SECTION 9.4: VOTES OF CONFIDENCE	27
ARTICLE 10: ELECTIONS SECTION	27
SECTION 10.1: ELECTION DATES	27
SECTION 10.2: ELECTION PROCEDURES	27
SECTION 10.3: CAMPAIGNING	28
SECTION 10.4: VOTING	28
SECTION 10.5: FIRST YEAR CLASS ELECTIONS	28
SECTION 10.6: PRESIDENTIAL ELECTIONS	29
SECTION 10.7 COMMITTEE ELECTIONS	29
SECTION 10.8 APPEALS OF ELECTION	29
ARTICLE 11: FINANCES SECTION	30
SECTION 11.1: FISCAL YEAR	30
SECTION 11.2: ACCOUNTS	30
SECTION 11.4: AUDIT	30
SECTION 11.5: BUDGETING	31
SECTION 11.6: EXPENSES	31
ARTICLE 12: COMMITTEES	32
SECTION 12.1: CONSTITUTION & POLICY COMMITTEE	32
SECTION 12.2: AWARDS COMMITTEE	33
SECTION 12.3: SOCIAL COMMITTEE	35
SECTION 12.4: PHOTOGRAPHERS COMMITTEE	35
SECTION 12.5: SPACE AND WELLNESS COMMITTEE	36
SECTION 12.6: PROFESSIONALISM COMMITTEE	36
SECTION 12.7: MOVEMBER COMMITTEE	37
SECTION 12.8: SAF-PHARM COMMITTEE	38
SECTION 12.9: GRADUATION (GRAD) COMMITTEE	38
SECTION 12.10: CAPSI/IPSF COMMITTEE	39
SECTION 12.10: AD HOC COMMITTEES	40
SECTION 12.10: FACULTY COMMITTEES	40
ARTICLE 13: AFFILIATED STUDENT GROUPS AND INITIATIVES	40
SECTION 13.1: DUTIES & RESPONSIBILITIES OF THE ASSOCIATION	40
SECTION 13.2: DUTIES & RESPONSIBILITIES OF AFFILIATED STUDENT GROUPS AND INITIATIVES	40
SECTION 13.3: DISCLAIMERS	41
ARTICLE 14: RULES & REGULATIONS	41
ARTICLE 15: CONSTITUTION AMENDMENTS	41
ARTICLE 16: DISSOLUTION PROCESS	41

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 General Council of the Association (including Executive Council).
- c. **Annual General Meeting (AGM)** means the Annual General Meeting of the Association.
- d. **Executive Council** means the Executive Council 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 of the Association.
- h. **Member On Leave** means any Active Member on a faculty approved leave of absence.
- i. **APSA Members' Corner** means the primary social media platform for Active Members.
- j. **Group** means a student club or initiative.
- k. **Blacklist** means a list of APSA Members who are banned from attending further blacklisted events. APSA Members shall be added or removed from this list at the discretion of the Vice President Academic. Refer to internal APSA policies regarding this.
- l. **Ex officio** means a position of someone providing knowledge, expertise, and experience to the council, but does not have a vote on the executive or general council. Pertains to Faculty representatives, Honorary Life members, and the past-President.
- m. **Council of Faculty Associations (CoFA)**: refers to councils associated with main campus SU.

ARTICLE 3: PURPOSE

The mission of the Association is to promote unity among University of Alberta undergraduate pharmacy students while addressing 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. Serves pharmacy students through the provision of social, athletic, academic, and professional events and services;
- d. Acts as a liaison and means of communication for undergraduate pharmacy students to the Faculty, the Canadian Association of Pharmacy Students and Interns (CAPSI), the International Pharmaceutical Students' Federation (IPSF), the Black Pharmacist Students' Association (BPSA), the LGBTQ+ Pharmacy Student Club (LGBTQ+PhSC), Muslim Pharmacy Students' Club (MPSC), the Alberta Pharmacists' Association (RxA), the Alberta College of Pharmacy (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 and discriminatory issues;
- f. Promotes a positive community image for pharmacy students through community involvement;
- g. Is a registered Faculty Association with the SU and must adhere to all University of Alberta and Students' Union policies and procedures. This group will also comply with all local, provincial, and federal laws and procedures.

ARTICLE 4: MEMBERSHIP

SECTION 4.1: CATEGORIES OF MEMBERSHIP

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

SUBSECTION 4.1.1: ACTIVE MEMBER

- a. Active Members are registered full-time and part-time students in the Faculty and have paid the membership fee including students who bought a membership as an undergraduate but are returning via Post-Professional PharmD, MBA and CCPP Programs offered by the Faculty.
- b. Faculty of Pharmacy and Pharmaceutical Sciences 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 an exchange student 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.

SUBSECTION 4.1.2: MEMBER ON LEAVE

- a. Members on Leave are formerly active members who are on a faculty approved leave of absence.
- b. Any Member on Leave may continue to have fully active membership rights upon returning to the program.

SUBSECTION 4.1.3: HONOURARY LIFE MEMBER

- a. An Honourary Life Member shall be selected by no less than a two-thirds vote of Council after nomination in writing by two members of the Association.
- b. Honourary Life Members shall be selected only in recognition of their outstanding contributions to the Association's Members. 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. Honourary Life Members shall be exempt from the payment of membership fees and will have no voting rights as an ex officio.

SECTION 4.2: RIGHTS OF MEMBERSHIP

The Members of APSA have the following rights:

- a. To withdraw one's membership by contacting the Vice President Administration of the Association.
- b. To reinstate one's previously withdrawn membership by contacting the Vice President Administration of the Association.
- c. To hold voting power of an Active Member in the Association's Annual General Meeting, referendum or plebiscite, or election for the Association.
- d. 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: SPACES AND ACCESS

- a. Students are not to share access codes to Problem Based Learning (PBL) Rooms and the APSA Lounge outside of pharmacy students.
- b. Students are not to allow non-pharmacy students to have access to PBL rooms and APSA Lounge.
- c. All Pharmacy Students will be provided access to Multi-Faith Prayer room via VP Student Services in collaboration with Student Services and is open to all students of faith to utilize

SECTION 4.4: WITHDRAWAL OF MEMBERSHIP

- a. Members may withdraw from the Association at any time by providing written notification of withdrawal to the Vice President Administration. The surrender of membership shall be effective from the date of receipt of such notice.
- b. No member withdrawing from the Association shall have any claims upon any of the assets of the Association.
- c. Membership fees will not be refunded,
 - i. if they request to return to active member status they will not be required to pay should there be proof of previous payment.

SECTION 4.5: MEMBERSHIP FEE

- a. Active membership fees are \$250.00 and include membership to the Association, CAPSI, IPSF, and CPhA encompassing all years they are in the Doctor of Pharmacy (PharmD) program,

Post-Professional PharmD, MBA and CCPP Programs.

- b. Previous APSA members entering the Post-Professional PharmD Program will continue to be eligible for APSA membership benefits throughout the program.
- c. Students in the Post-Professional PharmD Program and CCPP Program who were not Active Members previously may become Active Members provided they pay a fee of \$60.00.

SECTION 4.6: MEMBERSHIP TERM

- a. The membership term for Active Members terminates May 1st of the year that the student graduates from the Faculty or until the student is no longer registered as an undergraduate, Post-Professional PharmD, CCPP and MBA student in the Faculty.
- b. Honourary Membership shall be perpetual unless rescinded by not less than a two-thirds vote of the Council.

SECTION 4.7: TERMINATION OF MEMBERSHIP

- a. Professionalism concerns, whether these are initial or recurring, may be subject to termination of APSA Membership at the discretion of the Professionalism Committee for reasons including but not limited to:
 - i. Sharing of student space access information, including door codes for spaces as mentioned in section 4.3 to any student outside of the Faculty of Pharmacy and Pharmaceutical Sciences
- b. Members automatically rescind their membership upon transferring out of the Faculty of Pharmacy and Pharmaceutical Sciences.

ARTICLE 5: EXECUTIVE COUNCIL

SECTION 5.1: COMPOSITION

- a. The Executive Council shall be composed of the:
 - i. President
 - ii. President-Elect
 - iii. CAPSI Senior Representative (CAPSI Sr)
 - iv. Vice President External (VPX)
 - v. Vice President Academic (VPA)
 - vi. Vice President Administration (VP Admin)
 - vii. Vice President Finance (VP Finance)
 - viii. Vice President Student Services (VPSS)
 - ix. (Co -) Vice President Social (VP Social) (1-2)
 - x. Vice President Fundraising (VP Fundraising)
- b. The President or a member appointed by the President shall chair the meetings.

SECTION 5.2: QUORUM

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

SECTION 5.3: VOTING

- a. Every member of the Executive Council shall have one vote. Voting rights of all members shall be equal.
- b. The chair may vote only in the event of a tie vote of the other members of Council.

SECTION 5.4: MEETINGS

- a. The Executive Council 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 Council.
- b. Where all members of the Executive Council have consented, any member of the Executive Council may participate in a meeting via telephone or other communication equipment by means of which all persons participating in the meeting can hear each other. A member of the Executive Council participating in such a meeting as described above shall be deemed to be present at the meeting.
- c. Minutes of the Executive Council meetings shall be distributed on the APSA website within 30 days of the meeting.
- d. Meetings shall be composed of the Executive Council members and an invited guest with the approval of 51% of the Executive Council

SECTION 5.5: DUTIES & RESPONSIBILITIES

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

- a. Be responsible for the day-to-day operations of the Association.
- b. Make decisions on and acknowledge matters of an urgent nature, subject to ratification of Council.
- c. All Executive Council members shall be members of Council, and they shall cease to be Executive members if they cease to be members of Council or if they are removed by the process outlined in Article 11.

ARTICLE 6: GENERAL COUNCIL

SECTION 6.1: COMPOSITION

- a. General Council shall be composed of:
 - i. President
 - ii. President-Elect
 - iii. Vice President CAPSI (CAPSI Sr)
 - iv. Vice President External (VPX)
 - v. Vice President Academic (VPA)
 - vi. Vice President Administration (VP Admin)
 - vii. Vice President Finance (VP Finance)
 - viii. Vice President Student Services (VPSS)
 - ix. Co-Vice President Social (VP Social) (1-2)
 - x. Vice President Fundraising (VP Fundraising)
 - xi. Interprofessional Director
 - xii. Community Education Director
 - xiii. Publications Director
 - xiv. Recruitment Director
 - xv. Students Advocating for the Future of Pharmacy (SAF-Pharm) Director
 - xvi. Information Technology Director (IT Director)
 - xvii. Social Media Director
 - xviii. IPSF Senior Representative
 - xix. IPSF Junior Representative
 - xx. CAPSI Junior Representative
 - xxi. CSHP Representative
 - xxii. Faculty Representative(s)
 - xxiii. Students' Union Representative
 - xxiv. GFC Representative
 - xxv. Class Representatives (1 from each year)
 - xxvi. Black Pharmacy Students' Association (BPSA) Representative
 - xxvii. LGBTQ+PhSC Representative
 - xxviii. Finance Junior Representative
 - xxix. Research Councilor
 - xxx. Muslim Pharmacy Students' Club Representative (MPSC)

SECTION 6.2: DUTIES & RESPONSIBILITIES

- a. The business of the Association shall be conducted by Council.
- b. Council shall review the Constitution annually at the AGM .
- c. Upon completion of their terms, Council shall present an annual report and describe the Association's financial activities over the past year, define the Association's financial condition and operations over the previous year, auditors report, and may make forecasts about the future of the Association's finances at the Annual General Meeting.
- d. Minutes from Council, Executive Council, and the Annual General Meeting shall be made publically available on the APSA website within 30 days.
- 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 (CoFA) at the September meeting or six months after the General Election, whichever occurs first.
- f. All APSA events that require approval from the Dean of Students through the BearsDen website must submit for approval at least fifteen business days prior to the proposed start date for event advertisement.
- g. Members of Council should be in attendance, upon request of the President and VP Administration, for the first day of Orientation for the 1st Year Class.
- h. The council shall devote efforts to EDI initiatives by:
 - o i) Supporting student groups who promote social advocacy;
 - o ii) Each councillor participating in anti-oppressive education (such as, but not limited to, BPSA events, LGBTQ+PhSC events, MPSC events, Interdisciplinary social advocacy, community engagement & volunteering)
 - o iii) encourage all APSA members to engage in such anti-oppressive education
- i. All Councilors and Officers need to obtain event organizer training (EOT)

SECTION 6.3: TERMS OF OFFICE

- a. The term of office for Councillors shall be from May 1st to May 1st of the following year. In the period between Spring Changeover (Council Meeting after AGM) to May 1st, incoming councilors are in their elect positions to enable smooth transition. Outgoing councilors must submit their transition plans including their transition document to the President and President-Elect for approval by May 1st. Exceptions include the Faculty Representative(s), President, President Elect, Past-President, and the 1st Year Class Representative. The Faculty Representative(s) shall be appointed by Council or by the previous Faculty member for a period to be determined by Council.
- b. The transition from President-Elect to President shall take place at the Annual Summer Retreat following a successful vote of confidence by Council. The outgoing President will then transition to Past-President and shall serve the term of the latter position until the election of an incoming President-Elect.
- c. At the end of their term the Finance Jr shall become VP Finance, CAPSI Junior Representative shall become the CAPSI Senior Representative and the IPSF Junior Representative shall become the IPSF Senior Representative if a successful vote of confidence is held.
- d. The 1st Year Class Representative shall serve from the date of their election to the following Spring Changeover Meeting.
- e. 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 CSHP changeover meetings in the fall to the following changeover meeting.
- f. 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. Unfilled council positions may be held by the same person for consecutive terms at the discretion of Council.
 - i. With the exclusion of the SU representative and GFC representative.
- g. If a councilor decides to resign from their position, a new councilor will be appointed by the president in collaboration with the CRO. Refer to 9.3.

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 and Past-president shall not have voting rights.
- b. Each member of 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.
- d. President abstains in motions and votes in 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 a semesterly meeting schedule at its earliest convenience.
- e. Meetings of the Council shall be open to attendance by all Members and invited guests. An
 - i. exception exists where there are *in camera* deliberations, in which case Active Members who are not on Council are required to excuse themselves for the duration of the *in camera* session.
- f. Invited guests require approval by Council prior to attendance of the meeting and their attendance must be documented within the meeting minutes.
- g. The President shall chair all meetings of Council in accordance with the version of Robert's Rules of Order, as described by the University of Alberta's Student Group Services. The President may appoint another Councillor to act as chair in the event that they are unable to.
- h. No person shall hold more than one position on Council with the exception of the President-Elect unless approved by General 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. Councilors who must miss a Council meeting shall contact the President and VP Admin to provide notice within 1 week .
 - i. Missing a meeting should not be due to work or other extracurriculars
 - ii. If there is a time conflict prior to any meetings, councilor or officer should provide notice to President and VP Admin to determine a solution
- b. Executive Council attends both General and Executive Council Meetings, General Councilors attend General Council Meetings.
- c. Officers are not required to attend meetings.
- d. If members of Council have three unexcused absences from Council meetings, the issue will be brought to the member and they will have an in-person meeting with the President, VP Admin, VP Academic, and the Faculty-Representative (if required) to discuss their behavior and solutions that they will implement moving forward to mitigate this issue.

SECTION 6.8: RULES

- a. Members of Council shall familiarize themselves with the Association's Constitution, the Shared Google Drive, and Transition Documents. Policy Manual, and Councillor's Guide.

SECTION 6.9: COMPLAINTS PROCEDURES

- a. If any APSA member has a concern or complaint about a councilor or APSA event, they may bring forth their concerns through APSA anonymous Google form, Student Services, or to any executive council member
- b. Complaints will be handled informally with the Student Services, President, and VP Academic through communications or meetings as needed
- c. If complainant is not satisfied or complaintant believes more needs to be done, they can request it be addressed via the Professionalism Committee and Student Services
- d. General inquiries can be sent to the applicable councilor, or students may reach out to their respective Class Rep or VP Admin for guidance. There is also an anonymous Google form for APSA that students may submit to.

SECTION 6.10: COUNCIL SPACES & ACCESS

- a. Access code to the APSA Office and storage room keys are only to be provided to APSA Councilors and Officers for office hours and work pertaining to their position.
- b. APSA Storage Room is a shared space with SHINE Dentistry, in which an agreement should be reviewed annually between APSA President and DSA President. APSA Council has ownership of items stored within the black cabinets unless otherwise specified.

SECTION 6.11: TRANSITION

- a. Members of Council and Officers must update and maintain a transition document as a digital copy.
- b. The transition document shall be an up-to-date detailed guide to all responsibilities of that position.
- c. The final updated version of the transition document is to be submitted to the President or VP Admin by May 1st or the transition meeting with the incoming councilor (whichever is earlier) . These transition documents will be provided to incoming Members of Council and Officers. Transition meetings are to occur as follows:
 - i. Outgoing APSA President and VP Admin will sit in between all executive council members.
 - ii. Outgoing APSA President and VP Admin may sit in between general councilors upon request.
- d. For external student group meetings, transition meetings are at the discretion of the current representatives and Presidents of APSA and the respective student group.
- e. Outgoing councilors must ensure that the information in their transition document is consistent with their roles and responsibilities as outlined in constitution

SECTION 6.12: COUNCILOR SEMESTERLY REPORTS

- a. Members of Council shall submit their responsibilities and progress in a Councilor Report made available to the President or VP Admin at the end of each semester
- b. All councilor reports must be made public on the APSA website; members interested in viewing them shall refer to the APSA website.

SECTION 6.13: EXEMPTIONS

- a. The Faculty Representative(s) shall be encouraged to attend meetings of Council. They are excused from all other general duties of Council as an ex-officio.
- b. The Past-President is excused from all general duties of Council as an ex-officio

SECTION 6.14: SPECIFIC DUTIES OF COUNCIL MEMBERS

SUBSECTION 6.14.1: PRESIDENT DUTIES

- a. Chair the following:
 - i. Council Meetings
 - ii. Executive Council Meetings
- b. Sit as the Association representative on the following committees:
 - i. Faculty General Council
 - ii. Faculty Admissions Committee
 - iii. Alberta Pharmacists' Association (RxA) Board of Directors
 - iv. iCoFA Senior Board
 - v. EDI Committee
- c. Sit as a committee member on the following:
 - i. i. Professionalism Committee
 - ii. Awards Committee
 - iii. iii. Movember Committee
- d. Attend monthly meeting with Dean and VP Admin
- e. Facilitate the function of Council to ensure the mission is attained and Council's goals are met while prioritizing the wellbeing of all members
- f. Register the Association as a Student Group with Student Group Services through BearsDen annually
- g. Report all officer, councillor, and executive information to the SU at the time of registration Ensure members of Council and officers of Council are completing their duties
- h. Promote APSA at pharmacy events
- i. Lead the incoming class in the Pledge of Professionalism at the White Coat Ceremony
- j. Attend Professional Development Week (PDW) to represent the Association at the President's Meeting
- k. Co-authorize cheques and financial transactions with the VP Finance
- l. Audit the finances as outlined in Article 12
- m. Provide RxA updates to Council on a regular basis and relay important RxA information to Members
- n. Leading in &/or supporting Calls to Action made by student groups who promote social advocacy in Pharmacy
 - i. I. bring forth the aims to student body
 - ii. ii. work as a team member with other student groups to hold Faculty accountable (if applicable)
- o. Plan the pharm/dent hockey game in collaboration with the sports representatives, VP External, and the hockey team captain
- p. Add at least one mandatory EDI training certification for all Executive Councillors, Sr. positions, and Jr. positions to complete by the Summer Retreat
 - i. More can be added during Fall & Winter semester by discretion of the President
- q. Re-establish annual agreement with Dentistry Student Association regarding shared ECHA storage space with SHINE Dentistry
- r. Transition to Past-president when President-elect is approved by vote of confidence, see section 9.4

SUBSECTION 6.14.2: PRESIDENT-ELECT DUTIES

- a. Sit on the Faculty Admissions Committee Meeting
- b. Sit on the Constitution and Policy Committee
- c. Learn about future responsibilities as President
- d. Plan and prepare for the Summer Retreat in collaboration with VP Admin
- e. Attend Council and committee meetings with the President, if possible
- f. Fulfill the duties of the President as of May 1st following their election or sooner, at the discretion of the President and President-Elect, if the President is unable to complete them due to unforeseen circumstances
- g. Transition to President when approved by vote of confidence, see section 9.4

SUBSECTION 6.14.3: PAST-PRESIDENT DUTIES

- a. Provide continuity to Council and assist the President with their duties as needed

SUBSECTION 6.14.4: CAPSI SENIOR REPRESENTATIVE DUTIES

- a. Co-Chair CAPSI/IPSF Committee
- b. Sit on the Movember Committee
- c. Perform U of A CAPSI Senior Representative responsibilities
- d. Represent the University of Alberta on CAPSI National Council by:
 - i. Acting as a liaison between APSA and CAPSI in conjunction with the CAPSI Junior Representative
 - ii. Attending CAPSI meetings at the June CAPSI National meetings, Professional Development Week (PDW), and via teleconference
 - iii. Preparing a written report for CAPSI general meeting detailing the Association's activities and events in conjunction with the CAPSI Junior Representative
- e. Promote CAPSI to U of A Pharmacy Students by:
 - i. Informing Members about issues discussed by and decisions made by CAPSI
 - ii. Coordinating and overseeing all local CAPSI competitions in conjunction with CAPSI Jr representative
 - iii. Promoting Professional Development Week (PDW) and organizing University of Alberta delegates to attend the conference and to act as the first point of contact for U of A delegates
 - iv. Organizing the University of Alberta Pharmacy chapter of the CIBC Run for the Cure
 - v. Organize educational seminars based on different topics annually voted on at the CAPSI National Meetings during the June National CAPSI meeting
 - vi. Act as a liaison between CAPSI National, the PDW Planning Committee, APSA, and the Faculty of Pharmacy and Pharmaceutical Sciences for years when the University of Alberta is planning PDW
- f. Work in collaboration with the Sports Representatives to plan the Saving Second Base Softball Tournament
- g. Act as the local CPhA Representative and support CPhA membership and activities described in CAPSI National documents
- h. Communicate textbooks sale information for all students once with VP Student Services

SUBSECTION 6.14.5: VICE PRESIDENT EXTERNAL DUTIES

- a. Chair the Movember Committee to host the annual Movember fundraisers
- b. Sit on the CAPSI/IPSF Committee with primarily role in assisting PAM events
- c. Sit on the CoFA Advocacy Board
- d. 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
- e. Plan the pharm/dent hockey game in collaboration with the sports representative, the President, and the hockey team captain.
- f. Work with the UofA SU members to keep up with the University's policy changes/tuition increases.
- g. Work in collaboration with Interprofessional Director organize a presentation for the Campus St-Jean students to promote the pharmacy profession in the fall term in communication with Student Services

SUBSECTION 6.14.6: VICE PRESIDENT ACADEMIC DUTIES

- a. Chair the Student Advisory Council
- b. Chair the Awards Committee
- c. Chair the Professionalism Committee
- d. Sit as the association representative on the following committees:
 - i. Faculty Appeals Committee
 - ii. Faculty Curriculum Committee
 - iii. Faculty Awards Committee
- e. Represent and advocate for the academic concerns of students to the Faculty and University
- f. Serve as a resource to students who have academic concerns
- g. Advise the Faculty on the Association's positions on academic issues
- h. Prepare a presentation to be given to the SU council should APSA wish to advocate for a policy that is contrary to SU Political Policy Manual, in collaboration with the President
- i. Support students in providing resources that outline how students should address academic concerns

- j. Enforce the Blacklist for APSA events and decide which events shall be blacklisted

SUBSECTION 6.14.7: VICE PRESIDENT FINANCE DUTIES

- a. Sit on the awards committee
- b. Sit as the association representative on the CoFA Finance and Administration Working Group
- c. Develop a Sponsorship package in collaboration with VP Fundraising by end of July
- d. Compile and monitor a yearly budget for the Association
 - i. A review of the Membership fee as needed prior to AGM with General Council
 - ii. Clarify that the compiling of the yearly budget is done over the summer and is presented to Council for approval at the Summer Retreat in August
 - iii. Clarify that monitoring of the yearly budget involves making necessary updates and changes to budget item amounts
 - iv. Provide an annual report of finances to Members at the Annual General Meeting and annually to the Students' Union. This report shall include the Association's current fiscal year's budget and the previous fiscal years' audited financial statements.
- e. Present a financial report at meetings of Council as requested
 - i. Liaise with the Dean of Students regarding insurance requirements and assume responsibility for the acquisition of necessary policies to protect the Association from financial and operational risk with the President, Finance Jr, and VP Admin (if required).
- f. Compile accurate documentation of all financial transactions completed by the Association
 - i. Images of receipts or invoices as well as a description of each transaction must also be attached
- g. If e-transfers are needed, maintain a record of all e-transfer payments made which includes the amount paid, recipient, date, reason for payment. With approval by the President.
- h. Collect and deposit money on behalf of the Association on a regular basis
- i.
- j. Issue cheques, along with the President, on behalf of the Association
 - i. Perform an audit of all written cheques to ensure each cheque has been properly accounted for (deposited, discarded with documentation)
- k. Manage the Association's cash box and the funds within including the provision of cash floats as required
- l.
- m. Offer support to the graduation committee regarding finances and general dealings with the preferred bank
 - i. COVID Clause 1: for classes with postponed graduations, funds contained in their respective bank accounts has a set deadline of 3 years (after account opening) for the funds to be utilized , after this deadline the funds will be distributed to APSA's General Account
 - ii. COVID Clause 2: Alumni and grad co-chairs are subject to the similar financial policies and procedures as active APSA Councillors. They will submit an invoice for payments to be processed through their respective graduation committee account.
- n. Develop a working relationship with Faculty Student Services to prepare and negotiate individual memoranda of understanding (MOU) for each budget item within the Market Modifier Fund (MMF) regarding "student betterment"
- o. For sponsorships acquired by VP Fundraising, provide detailed invoices to donors to ensure proper financial documentation is demonstrated by the Association
 - i.
 - ii. Throughout the year, maintain a float/account balance (accounting for accounts receivable) that covers upcoming budget items and adjusting as necessary
- p.
- q. Coordinate funding for Independent Night in collaboration with the Alumni Association and Recruitment Director
 - i. Maintain an ongoing agreement surrounding funding to the U of A Independent Pharmacy Award fund

SUBSECTION 6.14.8: VICE PRESIDENT STUDENT SERVICES DUTIES

The Vice President Student Services shall:

- a. Chair the Space and Wellness Committee
- b. Sit on the CoFA Member Services
- c. Coordinate the purchasing and distribution of textbooks for all students once per semester in with communications from CAPSI Sr and Jr
- d. Work with VP Fundraising to recruit and retain sponsorship for the APSA membership cards and coordinate the creation of the membership cards by mid August
- e. Coordinate locker sales and communicate the policies of the Medical Sciences Building throughout the year by working with the Faculty regarding access, maintenance, and student spaces
- f. Maintain the PBL rooms and the APSA Lounge
- g. Organize and promote stress relief and wellness initiatives
- h. Gather student concerns and opinions on study space, academic space, and lab space as needed
- i. Recruit mentors and mentees for the APSA Mentorship Program (AMP), coordinate the matching process, and promote student mentorship and engagement throughout the year
- j. Organize and promote awareness of ableism and create initiatives to support students with disabilities and mental health concerns
- k. Create and update Mental Health Resources document
- l. Manage access and resources within the Multi-Faith Prayer Room
- m. Collaborate with Student Services and the Faculty Counselors on various wellness and mental health initiatives as requested

SUBSECTION 6.14.9: VICE PRESIDENT ADMINISTRATION DUTIES

The Vice President Administration shall:

- a. Chair the Constitution and Policy Committee
- b. Attend monthly meeting with Dean and President
- c. Approve requests to APSA Members' Corner and remove non-active Members
 - i. Track purchasing of Association memberships using classlists in the Google Drive in collaboration with the VP Finance and send out welcome emails to incoming APSA members
- d. 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 30 days of the meeting, as well as maintain an electronic record of all minutes and agendas in the APSA Google Drive
- e. r. Coordinate Council- and Officer-wide event-organizer-training (EOT) after the AGM and prior to finals
 - i. Track event organizer training (EOT) completion of Council and update BearsDen roster for event submission
- f. Plan the summer retreat in collaboration with the President
- g. Organize the Meet your APSA team and AGM for all members (see Article 8)
- h. Maintain office supplies for the APSA Office through purchases based on need
- i. Check the Association's email daily and delegate tasks and emails to the respective person
- j. Maintain the APSA Pharmacy Google calendar
- k. Collaborate with CRO and President in scheduling of all elections
- l. Oversee record-keeping, room bookings, and invitations to Council meetings
- m. Schedule Council meetings alternating with Executive Council meetings in addition to bi-weekly Executive Council - Faculty meetings with Student Services
- n. Compile Councillor and Officer semesterly reports and have them posted to the APSA website and APSA Members Corner
- o. Collect annual reports from the APSA affiliated clubs and/or initiatives
- p. Collect applications for student club and student initiatives affiliated with APSA and provide guidance to applicants through the process, then present applications to Council for approval
- q. Moderate APSA Member's Corner and APSA Council communication platform
- r. Add all of the incoming Councilors and Officers to an APSA Council Communication Platform, the Shared Google Drive, and create the APSA contact sheet which needs to be shared with the Faculty Representative and Student Services.
- s. Collect constitution amendments from Members and Council to be reviewed by Constitution and Policy committee
- t. Review APSA Storage room inventory once per academic year and make it accessible to Council
- u. Collaborate with President in communications with Dental Students Association on agreement

SUBSECTION 6.14.10: (CO-)VICE PRESIDENT SOCIAL DUTIES

- a. Chair the Social Committee
- b. Sit on the Awards Committee
- c. Sit on the Movember Committee and plan the Movember Fundraiser Unveiling Party and After Party
- d. Organize Orientation for the incoming class
- e. Organize Welcome Back Event in collaboration with Sports Representatives
- f. Attend the Student Group Services (SGS) Event Organizer Training and complete Pro-Serve training, if required
- g. Organize the annual Blue and Gold Gala
- h. Plan monthly Inter-Class events (such as social nights, trivia, bingo)
- i. Address inclusivity concerns for each event and have ongoing conversations with the MPSC, BPSA and LGBTQ+ PhSC
- j. Obtain a list of all international students in the program and reach out to them at the request of the International Students Council (ICS) in collaboration with the Class Representatives
- k. Organize Mint Cup teams and be in contact with Mint Cup leaders and faculty representatives about events, coordinate with other councilors regarding Mint Cup points for their events, keep track of Mint Cup points from events, and contact faculty through Student Services about social events
- l. Create calendars summarizing upcoming APSA events and printing calendar to post in spaces.

SUBSECTION 6.14.11: VICE PRESIDENT FUNDRAISING DUTIES

- a. Sit on the Awards committee
- b. Sit on Movember Committee and obtain items to be used for the silent auctions held throughout the year as requested
- c. Lead the Association's fundraising initiatives
- d. Communicate with Councilors regarding sponsorships funding for their events and agreed upon deliverables.
- e. Develop a Sponsorship package in collaboration with VP Finance and send it out to potential sponsors by end of July. This package will be reviewed by the Executive Council prior to release.
- f. Contact businesses to recruit funds for events, support the Publications Director in obtaining sponsorship for the PQ+2 and Yearbook, and for APSA awards
- g. Support the Graduation Committee in finding sponsorship for graduation
- h. Work with VP Student Services to recruit and retain sponsorship for the APSA membership cards and coordinate the creation of the membership cards by mid August

SUBSECTION 6.14.12: INTERPROFESSIONAL DIRECTOR DUTIES

- 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)
- b. Promote and create interprofessional opportunities and events
- c. Promote pharmacy awareness to faculties and student associations outside of pharmacy
- d. Organize and encourage pharmacy participation in interdisciplinary health promotion activities
- e. Plan sessions to promote pharmacy to equity-deserving student associations such as the Black Students Association, the Landing, the African Students Association, the International Students Association, the Muslim Students Association, and any other groups that are interested in contact with Student Services.
- f. Work in collaboration with VP External to organize a presentation for the Campus St. Jean students to promote the pharmacy profession in the fall term in communication with Student Services.
- g. Collaborated with Community Education Director with First Peoples' House Outreach in communication with Student Services

SUBSECTION 6.14.13: COMMUNITY EDUCATION DIRECTOR DUTIES

- a. Organize, develop, and update pharmacy related presentations within the community
- b. Organize and manage presentations as a requirement for the BASE 2 course, if applicable
- c. Recruit and train student volunteers to deliver presentations
- d. Organize a pharmacy related lab for the annual WISEST CHOICES and SET conferences
- e. Communicate with as many high schools as possible to receive the “Profession of Pharmacy” presentation from Pharmacy students
- f. Reach out to First Peoples’ House to organize and deliver the Indigenous Admissions to Pharmacy presentation in collaboration with Interprofessional Director and in contact with Student Services
- g. Liaise with external organizations/outreach recruitment programs interested in community education initiatives who reach out directly or are forwarded to the Community Education Director

SUBSECTION 6.14.14: PUBLICATION DIRECTOR DUTIES

- a. Chair the Photographers Committee
- b. Act as the local CAPSIL representative and ensure accessibility of online CAPSIL, if applicable
- c. Collaborate with the PQ editors once a month to create the PQ+2
- d. Print and distribute hardcopy and electronic issues of the PQ+2 Magazine
- e. Manage online postings on the APSA website in conjunction with the IT Director
- f. Collaborate with Yearbook Editors at least twice per semester
- g. Work closely with the VP Fundraising to secure financial sponsorship for the Pharmacy Quarterly (PQ)+2 magazine
- h. Manage yearbook finances in conjunction with VP Finance
- i. Work closely with Yearbook Editors to initiate yearbook contract, complete yearbook, and coordinate yearbook distribution of previous year’s graduates
- j. Arrange meetings with a yearbook publisher to ensure publication of the yearbook
- k. The Publications Director should liaison the APSA photographers with other APSA councilors and officers. Publications Director may delegate this role to another APSA councilor and or officer if required.
- l. Manage APSA Flickr account

SUBSECTION 6.14.15: RECRUITMENT DIRECTOR DUTIES

- a. Promote the annual Pharmacy Career Fair arranged by the Career Centre
- b. Update the pharmacy employment board on the myapsa.ca website and remove job postings after 1 year
- 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
- d. Accept, process, and advertise job and volunteer postings to students
- e. Organize the annual Career Night with the University of Alberta Career Centre, if possible
- f. Organize and secure funding for Independent Night once a year in collaboration with the Alumni Association and Finance Team.
 - i. Maintain an ongoing agreement surrounding funding of the U of A Independent Pharmacy Award fund
- g. Send out pharmacy job postings on APSA Members’ Corner regularly.

SUBSECTION 6.14.16: STUDENT ADVOCATING FOR THE FUTURE OF THE PHARMACY (SAF-PHARM) DIRECTOR DUTIES

- a. Sit on the CAPSI/IPSF Committee to assist in organizing PAM sessions
- b. Organize lunch and learns (speakers and workshops) related to pharmacy advocacy and education
- c. Chair the SAF-Pharm Committee
- d. Organize the various Industry Trade sessions in collaboration with RxI (industry student club), should the APSA affiliated group still exist
- e. Collaborate with the President regarding student involvement in advocacy initiatives surrounding the profession

SUBSECTION 6.14.17: INFORMATION TECHNOLOGY (IT) DIRECTOR DUTIES

- a. Maintain and promote the APSA website at myapsa.ca including maintenance of website backend, hosting, and security
- b. Proofread and upload PDF copies meeting minutes to the APSA website as directed by the VP Administration

SUBSECTION 6.14.18: SOCIAL MEDIA DIRECTOR DUTIES

- a. Create graphics, repost and advertise events as requested/in collaboration with Council and Groups
- b. Work towards promoting APSA and the profession of pharmacy via our Social Media Platforms by collaborating with the Faculty and the APSA Photographers
- c. Collaborate with councilors to run Social Media challenges and giveaways as requested

SUBSECTION 6.14.19: IPSF JUNIOR REPRESENTATIVE DUTIES

- a. Sit on the CAPSI/IPSF committee for IPSF related roles
- b. Act as the U of A CAPSI IPSF liaison together with the IPSF Senior Representative. The junior representative is to provide information to the Senior Representative in this role.
- c. Attend IPSF and APSA Meetings
- d. Prepare spotlight and activity reports for IPSF mandate in collaboration with the Senior Representative
- e. Assist the Senior Representative to increase general awareness of IPSF among pharmacy students at the U of A
- f. Assist the Senior Representative in promoting IPSF events and initiatives to APSA members
- g. Organize and run the IPSF Minor Health Campaigns
- h. Collaborate with the Senior Representative to increase general awareness of IPSF among pharmacy students at the U of A
- i. Organize the Blood Drive / Vampire Cup
- j. Assist the IPSF Senior rep in the organization of the IPSF/SEP information lunch & learn session
- k. Search for Student Exchange Program (SEP) host sites in Alberta, promote and recruit member for SEP
- l. Transition to IPSF Sr when approved by vote of confidence, see section 9.4

SUBSECTION 6.14.20: IPSF SENIOR REPRESENTATIVE DUTIES

- a. Chair the CAPSI/IPSF committee alongside the CAPSI Sr. Rep
- b. Sit on IPSF meetings
- c. Act as the U of A CAPSI IPSF liaison together with the IPSF Junior Representative
- d. Promote the various IPSF projects and initiatives to APSA members
- e. Prepare spotlight and activity reports for IPSF mandate in collaboration with the Junior Representative
- f. Search for Student Exchange Program (SEP) host sites in Alberta and promote and recruit active member for SEP
- g. Promote and recruit Active members for the SEP, distribute application forms, and submit them online to CAPSI National IPSF Liaison
- h. Organize and fundraise for the IPSF Major Health Campaign
- i. Organize the IPSF/SEP information Lunch and Learn
- j. Collaborate with the Junior Representative to increase general awareness of IPSF among pharmacy students at the U of A

SUBSECTION 6.14.21: CAPSI JUNIOR REPRESENTATIVE DUTIES

- a. Sit on CAPSI/IPSF and Movember Committee
- b. Represent the University of Alberta on CAPSI National General Council by:
 - i. Acting as a liaison between APSA and CAPSI - providing information to the CAPSI Senior Representative prior to CAPSI General Council Votes;
- c. Attending CAPSI meetings at CAPSI June Conference, PDW, and necessary teleconferences;
 - iii. Preparing a written report for CAPSI general meetings detailing the Association's activities and events in conjunction with the CAPSI Senior Representative
- d. 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 Symposium Sessions on topics prepared by the CAPSI National Council;
 - iii. Promote PDW and organize registration.
- e. Organize and run the CAPSI Patient Interview Competition, Over-the-Counter Competition, Pharmachoice Advice for Life, Student Literacy Challenge and Compounding Competitions in conjunction with the CAPSI Sr
- f. Assist the CAPSI Sr with any CAPSI related duties
- g. Coordinate with CSHP Representative to provide them the EBM Competition Case
- h. Work in collaboration with the Sports Representatives to plan the Saving Second Base Softball Tournament
- i. Transition to CAPSI Sr when approved by vote of confidence, see section 9.4
- j. Communicate textbooks sale information for all students once per semester to VP Student Services

SUBSECTION 6.14.22: CSHP REPRESENTATIVE DUTIES

- a. Be a student member of CSHP
- b. Represent pharmacy students as a voting member on the CSHP Alberta Branch Council
- c. Provide CSHP updates to Council as needed
- d. Organize the CSHP Student Symposium , the CSHP Host Program, the CSHP Career Night, and the Hospital Residency Information Sessions
- e. Attend CSHP Alberta Branch Council and Banff Seminar Planning Committee meetings
- f. Attend CSHP Alberta Branch Annual General Meeting (AGM)
- g. Act as the Banff Seminar Committee Student Representative
- h. Coordinate CSHP Future Professional Pharmacy Student Award for all Western branches 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. Advocacy/PAM Committee
 - ii. Awards Committee
 - iii. Communications Committee
 - iv. Education Committee
 - v. Membership Committee
 - vi. Research Committee
- k. Moderate the CSHP Alberta Branch Student Members' Facebook Group
- l. Make submissions to CSHP Alberta Branch newsletter
- m. Enforce blacklist for certain CSHP events per discretion of CSHP Student Representative and CSHP Alberta Committee Members

SUBSECTION 6.14.23: FACULTY REPRESENTATIVE DUTIES

- a. Act as a liaison between APSA and Faculty members
- b. Advocate for APSA initiatives to Faculty members
- c. Provide guidance to Council

SUBSECTION 6.14.24: CLASS REPRESENTATIVES DUTIES

- a. Act as a liaison between their class, the Association, and the Faculty
- b. Sit on the Student Advisory Council
 - i. Exception: 4th year class rep based on rotation schedule
- c. Sit on the Faculty Curriculum Committee
 - i. Exception: 4th year class rep based on rotation schedule
- d. Make announcements and be an information source for the class about upcoming Faculty and Association events
- e. Assist and support any APSA member with a new initiative from their respective class
- f. Deliver weekly summary newsletters to keep classmates up to date. (Recommendation for emails when reaching out to the entire class at this time)
- g. Supervise the content provided on class social media sites
- h. Obtain a list of all international students in the program and reach out to them at the request of the International Students Council (ICS) in collaboration with VP Social
- i. In addition, 4th Year Class Representative will:
 - i. Organize the mock OSCE and PEBC information session, in conjunction with the Third Year Class Representative
 - ii. Facilitate and promote PEBC pre-test sessions
 - iii. 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 Recruitment Director
 - iv. Oversee and assist in the production of yearbooks for their own graduating class in conjunction with the Yearbook Editors
 - v. Collaborate with yearbook editors to contact photo companies to arrange and promote grad photo dates once per semester
- j. In addition, 3rd Year Class Representative will:
 - i. Help organize the mock OSCE and PEBC information session, in conjunction with the Fourth Year Class Representative
- k. In addition, 2nd Year Class Representative will:
 - i. Work with the 2nd Year Social Representative to gather volunteers for first year orientation and create the Orientation Welcome Video
 - ii. Attend and help facilitate planning of White Coat Ceremony
 - iii. Act as the interim class representative for the incoming first years
- l. In addition, 1st Year Class Representative will:
 - i. Coordinate CPR Training for first year class and invite all other students who require recertification

SUBSECTION 6.14.25: STUDENTS' UNION REPRESENTATIVE DUTIES

- a. Act as the liaison between the Students' Union, the Association, and the University
- b. Attend all Students' Council and/or General Faculties Council (GFC) meetings as required
- c. Assist 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 as needed

SUBSECTION 6.14.26: GFC REPRESENTATIVE DUTIES

- a. Act as the liaison between the General Faculties Council (GFC), the Association and the University
- b. Attend all GFC meetings as required
- c. Assist in preparing a presentation to be given to the GFC should the Association wish to advocate for a policy that is contrary to the GFCs political policy as needed

SUBSECTION 6.14.27: BLACK PHARMACY STUDENTS' ASSOCIATION (BPSA) REPRESENTATIVE DUTIES

- a. Sit (or delegate a member from their group to sit) on Faculty Curriculum and Admissions Committees
- b. Sit on Social, APSA Awards and Constitution and Policy Committees
- c. Act as a liaison between APSA and the BPSA, elected by BPSA members
- d. Identify potential collaborative opportunities between both organizations and initiate introductions between the most responsible Executives
- e. Represent BPSA's interests on APSA and provide updates to the Executive team of both groups.
- f. Provide a different perspective and further help to foster a more inclusive environment for Black students to thrive and engage.
- g. Provide an annual report about the effectiveness of this role at the BPSA Annual General Meeting and provide a copy to APSA Council.

SUBSECTION 6.14.28: LGBTQ+PhSC REPRESENTATIVE DUTIES

- a. Sit on Social Committee
- b. Sit on various APSA committees (CAPSI/IPSF, Awards and Constitution and Policy Committee)
- c. Sit on Faculty Admission and Curriculum committee
- d. Act as a liaison between APSA and the LGBTQ+ PhSC, elected by the LGBTQ+PhSC members
- e. Ensure that the needs and interests of the LGBTQ+ PhSC members are being met and provide updates to the appropriate Executives
- f. Enhance access and inclusion for 2SLGBTQ+ pharmacy students by providing different perspectives and identifying potential barriers

SUBSECTION 6.14.29: FINANCE JUNIOR REPRESENTATIVE

- a. Process all requests for an accounts payable transaction.
- b. Ensure that expenses (type and amount) fall under pre-approved budget categories.
- c. Ensure all required invoices and receipts have been submitted.
- d. Reconcile vendor invoices against receipts, ensuring the accuracy of the amounts and tracking payment terms.
- e. Process all requests for an accounts receivable transaction.
- f. Generate an invoice to be sent to the vendor.
- g. Confirm that all requests for an accounts payable transaction have been processed by VP Finance and all requests for an accounts receivable transaction have been received by APSA. Reach out to the appropriate party for overdue items
 - i. "Overdue" status is given to a transaction if the current date exceeds the date recorded on the invoice.
- h. The Finance Jr, under the direction of the VP Finance, shall assist in the preparation of a public version of the Association's budget as described in Section 12.5.
- i. Along with VP Finance, support APSA councilors in setting up financial mechanisms to carry out fundraisers, sales, etc., and creating documentation to record these transactions that support best practices (eg how to handle cash, how to report financial activity).
- j. Check Associations' physical mailbox.
- k. Transition to VP Finance when approved by vote of confidence, see section 9.4

SUBSECTION 6.14.30: RESEARCH COUNCILOR

- a. Organize Pharmacy Undergraduate Journal Club (PUJC) discussion meetings at least 3 times per academic semester
- b. Seek and promote research opportunities for APSA Members within and external to the Faculty of Pharmacy and Pharmaceutical Sciences
- c. Act as a liaison between the pharmacy student body and the Faculty of Pharmacy and Pharmaceutical Sciences Library Resources
- d. Sit on the Faculty of Pharmacy and Pharmaceutical Sciences Research Day Committee as student representative

SUBSECTION 6.14.31: MUSLIM PHARMACY STUDENTS' CLUB (MPSC) REPRESENTATIVE DUTIES

- a. Act as a liaison between APSA and the MPSC, elected by MPSC members.
- b. Liaise with VP Student Services to provide feedback on the pharmacy multi-faith prayer room.
- c. Identify potential collaborative opportunities between both organizations and initiate introductions between the most responsible Executives.
- d. Represent MPSC's interests on APSA, advocate for inclusive scheduling and accommodation of APSA events for Muslim Pharmacy Students, and provide updates to the Executive team of both groups
- e. Provide a different perspective and further help to foster a more inclusive environment for Muslim students to thrive and engage.

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 (meaning they are not required to attend Council meetings and they do not have vote on motions in Council).
- b. Officers of Council are:
 - i. Pharmacy Quarterly (PQ) Editors (2-4)
 - ii. Yearbook Editors (2-4)
 - iii. Chief Returning Officer (CRO)
 - iv. Graduation Committee Co-Chairs (2)
 - v. Sports Representative (2)
 - vi. Class Social Representatives (1 from every year)
- 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 Council shall be from May 1st to May 1st of the following year.
 - i. In the period between Spring Changeover to May 1st, incoming officers are in their elect positions to enable smooth transition.
 - ii. Exception to the terms of office include Grad Co-chairs and Yearbook Editors who remain in term for two councils
- b. No person shall hold the same elected officer position for two consecutive terms unless they held the position for less than three months in the previous term. Unfilled officer positions may be held by the same individual for consecutive terms at the discretion of APSA Council.
- c. If an officer decides to resign from their position, refer to section 9.3.

SECTION 7.2: TRANSITION

- a. All officers of Council must update and maintain a transition document.
- b. The transition document shall be an up-to-date detailed guide to all duties, responsibilities, and experiences related to their position during their term of office.
- c. Outgoing officers must complete their transition meeting and submit their transition plan and documents for approval by the President, President-elect, and VP Admin before and including May 1st.
 - i. Outgoing APSA President and VP Admin may sit in between officers upon request.

SECTION 7.3: OFFICER SEMESTERLY REPORTS

- a. Officers shall submit their responsibilities and progress in an Officer Report made available to the President or VP Admin at the end of each semester .
- b. All officer reports must be made public on the APSA website; Members interested in viewing them shall refer to the APSA website.

SECTION 7.4: SPECIFIC DUTIES OF COUNCIL OFFICERS

SUBSECTION 7.4.1: PQ EDITORS DUTIES

- a. Collect articles in collaboration with students and faculty
- b. Collaborate once monthly Publication Director to make PQ+2 editions

SUBSECTION 7.4.2: YEARBOOK EDITORS DUTIES

- a. Coordinate the production of the yearbook with Publication Director
- b. Promote yearbook sales
- c. Recruit volunteers to help with the production of the yearbook
- d. Collaborate with 4th year class representative to contact photo companies to arrange and promote grad photo dates once per semester
- e. Retrieve the graduating class' composite from photo company and send a copy of the composite to the Faculty
- f. Within their 3rd year in the program, decide theme and compile material (photos) of class
- g. Within 4th year, finalize grad portraits and determine timeline with publication director and 4th year class rep

SUBSECTION 7.4.3: SPORTS REPRESENTATIVE DUTIES

- a. Organize, advertise, and register intramural sports teams
- b. Organize the annual Curling Funspiel [or winter sport event], if applicable
- c. Manage APSA Intramural team sign ups and calendar
- d. Attend Intramural Council/Campus Recreation meetings representing pharmacy
- e. Select the Team Harmony Award winners in conjunction with the Awards Committee and present the awards at the Blue and Gold Gala
- f. Coordinate Welcome Back Sports Event in collaboration with VP Social
- g. Organize the Saving Second Base Softball Tournament fundraiser in conjunction with the CAPSI Sr. and CAPSI Jr. Representatives
- h. Assist Hockey Captain and VP External with Pharm v Dent Hockey game as requested

SUBSECTION 7.4.4: CLASS SOCIAL REPRESENTATIVE DUTIES

- a. Sit on the Social Committee
- b. Plan at least 1-2 social events per semester for their respective class
- c. Coordinate their class punch and performance for the annual Blue and Gold Gala
- d. Complete Pro-Serve training as requested by Council
- e. Assist the Vice President Social with various social events as requested
- f. Promote all events and initiatives created/hosted/advertised by pharmacy student groups, associations and clubs in collaboration with Class Representative of their respective year as requested
- g. The Second Year Class Social Representative must collaborate with First Year Class Social Representative on one event in Fall semester
- h. The Second Year Class Social Representative collaborates with the Second Year Class Representative for the Orientation Video

SUBSECTION 7.4.5: CRO DUTIES

- a. Coordinate all elections for Council (President, General and the 1st Year Class Election) and all committee elections, including APSA and faculty committees
- b. Contact Faculty representative regarding Faculty committee list and descriptions
- 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 of General Elections at the Annual General Meeting
- g. Oversee and rule on complaints regarding the election, and election procedures, in the order in which the complaints are filed. Respond within 24 hours of the complaint
- h. Liaise with the President, VP Admin and President-Elect (when applicable) regarding elections logistics

SUBSECTION 7.4.6: GRADUATION COMMITTEE CO-CHAIRS DUTIES

- a. Coordinate the graduation ceremony and banquet of their respective class during 4th year
- b. Chair the Grad Committee
- c. Contacting sponsors to receive funding towards graduation banquet
- d. Planning and executing at least 1-2 fundraising events with Grad Committee during 3rd year
 - i. At least one clothing sale per semester and one other fundraiser per semester
- b. Create tentative fundraising plan by end of August with Grad Committee

ARTICLE 8: ANNUAL GENERAL MEETING

SECTION 8.1: ANNUAL GENERAL MEETING

- a. An Annual General Meeting (AGM) shall be held after General Elections.
- b. An annual financial report shall be presented to the membership at the AGM by the VP Finance.
- c. Revisions of the APSA Constitution shall be presented for approval by Members.
- d. Results of General Elections will be announced.
- e. Council and APSA Members shall be provided one month's notice of the AGM via Class rep email and APSA Members' Corner from the VP Admin

SECTION 8.2: QUORUM

- a. Quorum for the AGM of the Association shall constitute 15 Non-Council Members in addition to majority of council.

SECTION 8.3: 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 CRO shall issue a call for nominations at least 1 week prior to the start of campaigning for the general election with exception to the President-Elect and First Year Class Rep and First Year Class Social Rep run separately (See Section 10.6 and 10.5, respectively). As well as exception to SU Representative and GFC, see section 9.2.
- b. Deadline for nominations shall be at the discretion of the CRO, president and VP Admin.
- c. The positions of Class and Social Representatives, Grad Committee Co-Chairs, and Yearbook Editors must be voted on by the class from which the candidates are seeking the election.
- d. The following are elected positions:
 - i. President-Elect
 - ii. Vice President External
 - iii. Vice President Academic
 - iv. Vice President Administration
 - v. Vice President Student Services
 - vi. Vice President Social
 - vii. Vice President Fundraising
 - viii. Finance Junior
 - ix. Interprofessional Director
 - x. Community Education Director
 - xi. Publications Director
 - xii. Recruitment Director
 - xiii. SAF-Pharm Director
 - xiv. IT Director
 - xv. Social Media Director
 - xvi. IPSF Junior Representative
 - xvii. CAPSI Junior Representative
 - xviii. CSHP Representative
 - xix. Class Representatives (1 from every year)
 - xx. Sports Representative(s)
 - xxi. PQ Editor(s)
 - xxii. Class Social Representatives (1 from every year)
 - xxiii. Students' Union Representative
 - xxiv. GFC Representative
 - xxv. Yearbook Editors
 - xxvi. Research Councilor
 - xxvii. CRO

SECTION 9.2: APPOINTMENTS AND EXCEPTIONS

- a. Council may appoint the Faculty Representative(s) at the Summer Retreat if required, refer to 6.3a
- b. Vote of confidence is completed for CAPSI Sr, IPSF Senior Representative, VP Finance and President
- c. The MPSC, BPSA and LGBTQ+PhSC are appointed positions from their respective groups
- d. SU Representative and GFC representative will be run via SU Elections, refer to SU policies and procedures.
- e. Should a position be asked to be filled by two or more members, it is at the discretion of the Council to allow it via a motion.

SECTION 9.3: UNFILLED AND VACATED POSITIONS

- a. If there are no nominees for a vacated position after By-Elections, the CRO will re-open up the positions to all APSA Members. Interested candidates will need to reach out to both the President and CRO. The President will be responsible for making the final decision on who is nominated and this will need to be approved through APSA General Council via a motion.
 - i. With the exception of SU representative and GFC representative, which are conducted in accordance with SU policy.
- b. A motion to recall any member of Council to their previously held position can be reviewed and voted on by the Council. This may occur any time during a new council term (following General elections and by-elections) where the position remains empty. This shall be the only exception for a Councillor or Officers to hold consecutive terms for their role.
- c. These positions will be elected through a simple majority vote of General Council
- d. Councilors resigning should contact President and VP Admin
- e. If a position is vacated during the council term due to resignation, it may be reopened to nominations by the CRO and determined by a simple majority vote by the General Council
 - i. Resignation of a position should provide 2 weeks notice barring extraneous circumstances.
 - ii. The resigning position should transition the incoming councilor who will fill this role and contribute the transition document as requested by President barring extraneous circumstances.
 - iii. If position remains unfilled for the remainder of term, then, if able, position should delegate ongoing tasks to other councilors in collaboration with the President
- f. If there are no nominees for a vacated position, the duties of the position may be delegated within the Council for the remainder of the council term as directed by the President
- g. For Committee positions, if these are unfilled after by-elections, it is up to the Chair's discretion

SECTION 9.4: VOTES OF CONFIDENCE

- a. Prior to assuming the positions of President, CAPSI Senior Representative and IPSF Senior Representative, VP Finance, respectively, the President-Elect, CAPSI Junior Representative, IPSF Junior Representative and Finance Junior shall undergo a vote of confidence
- b. Should any of the councillors resign from their position prior to the vote of confidence then the transitioned role will be open during General Election (or a by election)
- c. The vote of confidence for the President shall normally be held at the Summer Retreat
- d. The vote of confidence for the CAPSI Senior Representative, IPSF Senior Representative and Finance Junior Representative shall be held at, or shortly after, the Spring Changeover Meeting
- e. A simple majority vote shall be required to confirm the appointment of the President-Elect to the President, the CAPSI Junior Representative to CAPSI Senior Representative, the IPSF Junior Representative to the IPSF Senior Representative, and the Finance Junior Representative to VP Finance
- f. In the event of a non-confidence vote, Council shall propose a learning plan that the President-Elect, CAPSI Junior Representative, IPSF Junior Representative, and Finance 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, CAPSI Junior Representative or IPSF Junior Representative must then address the Council to demonstrate the steps they took to improve in their role and action undertaken to succeed if promoted
- g. In the event of a repeat non-confidence vote, Executive Council will open nominations to the membership for the position. Nominations shall be open for a period of 10 days. Any Member including incumbent councillors may apply for the position. If a current councillor is elected to the position, their current position will be filled as outlined in Section 9.3. A simple majority vote of Executive Council shall be necessary in order to confirm the new candidate into any vacant position.

ARTICLE 10: ELECTIONS SECTION

SECTION 10.1: ELECTION DATES

- a. Presidential elections shall take place during the month of January or February
- b. General elections shall take place during the month of March
- c. First Year class and Social Reps in first two weeks of September
- d. Committee Election will run follow General elections alongside General council by-elections in late March to April
 - i. Committee by-elections will take place in September or October
 - ii. VP Admin to assist President and CRO in scheduling of election dates

SECTION 10.2: ELECTION PROCEDURES

- a. Refer to internal documents (ie. nomination package) and policies for election procedures
- b. Only APSA members shall be eligible to vote and run in the Association's general elections (with exception to Class Representatives)
- c. General election shall be promoted to members at least one week prior to the campaigning period
- d. Promotion shall consist of the presentation of all available positions and the posting of position descriptions
- e. If a candidate breaches election procedures and policies, it will be up to the discretion of the CRO if they are a valid candidate
- f. SU Representative and GFC representative roles will follow SU policies and procedures and timelines.
- g. Candidates may retract their nomination package or dropout from the election process up until the day of voting by notifying the CRO
 - i. After this point, if they are elected into the position, it would be considered a resignation from their position (see Section 9.3).

SECTION 10.3: CAMPAIGNING

- a. Candidates shall be permitted to campaign for one week prior to the election date.
- b. Candidates shall not spend more than 10 dollars on campaign materials, and the receipts are to be submitted to the CRO and it will not be reimbursed by APSA
- c. Campaign materials must be taken down by 11:59 pm on the last day of election voting
- d. Candidates may be penalized or removed from the election for unprofessional conduct at the discretion of the CRO
- e. Members may not run for multiple Council positions during the initial elections and may run for a second position during by-elections, but Council will determine feasibility
- f. Members may run for multiple committees, but it is up to Council to determine feasibility

SECTION 10.4: VOTING

- a. General elections shall consist of voting for all elected members of Council and Officers of Council, except for the positions of President, CAPSI Sr, IPSF Senior Representative, VP Finance, MPSC Representatives, LGBTQ+PhSC Representative and BPSA Representatives, First Year Class Representative, First Year Social Representative, and appointed officers as outlined in Section 9.2
- b. Other exceptions include appointed positions of MPSC, LGBTQ+PhSC and BPSA which will be appointed by the groups and inform VP Admin by the Summer Retreat.
- c. The CRO, President, and President-Elect will verify the votes
- d. Members may only vote for the Class and Social Representative, Grad Committee Co-Chair, and Yearbook Editor positions of their respective class
- e. Elections shall consist of voting by online ballot
- f. A simple majority of affirmative votes cast shall be required to confirm the appointment of a candidate to an uncontested position
- g. The appointment of a candidate to a contested position shall be determined by the results of the online ballot
- h. 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
- i. President and CRO abstain from all elections

SECTION 10.5: FIRST YEAR CLASS ELECTIONS

- a. The CRO shall be responsible for coordinating the 1st Year Class Election.
- b. 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
- c. Any first year student may run for either position provided that they are a Member of the Association
- d. Refer to internal procedures and policies for rules
- e. Announcement of the winner will occur no later than five days following the vote

SECTION 10.6: PRESIDENTIAL ELECTIONS

- a. Presidential elections shall take place during the month of January or February on dates decided by the CRO, the President and VP Admin
- b. Presidential elections shall be subject to the same voting, campaigning procedures and regulations as the APSA General Election with the addition of a Presidential Forum (see 10.8e/f)
- 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
 - i. During the campaign a forum will take place where candidates are required to give a brief speech to a maximum of five minutes, or a suitable time, as decided by the CRO, outlining their qualifications and goals for the position on a day during the campaign period specified by the CRO. CRO will facilitate the forum unless there is a conflict of interest
 - ii. Members may ask questions of the candidates following their speech with the option provided to submit anonymous questions
- e. 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 transition
- g. Once elected, the student will be designated as President-Elect until the Vote of Confidence, see section 9.4.

SECTION 10.7 COMMITTEE ELECTIONS

- a. CRO will compile list of committees from Council and Faculty
- b. Committees elections do not follow normal Council election procedures, please refer to separate internal document for procedure and policies
- c. Graduation Committee applications will be voted on within the Class
- d. APSA Committee applications are reviewed by Council and voted through online ballot arranged by CRO
 - a. APSA Committee results will be announced to successful candidates within 5 days of application deadline
 - b. Preference to be given to at least one from every year when possible
- e. CRO will submit Faculty committees candidates to Faculty following applications period for them to select successful candidate(s)
- f. 1-2 spots should remain for the by-elections to allow for 1st years to participate in committees
- g. Unfilled positions see section
- h. If Chair would like to increase the size of their committee, it is at the discretion of the council to make a motion for that year

SECTION 10.8 APPEALS OF ELECTION

- a. A candidate or General Member may appeal election results within one week of the announcement by the CRO
- b. The CRO and President will review evidence that supports the appeal and if deemed sufficient will be taken to General Council within 1 week of the appeal being submitted
 - i. In the case of a tie, the President will vote. Any other close votes will not be deemed valid as its computer verified (UAlberta email required)
- c. If General Council approves appeal, a re-vote will take place

ARTICLE 11: FINANCES SECTION

SECTION 11.1: FISCAL YEAR

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

SECTION 11.2: ACCOUNTS

- a. The Association has the following accounts:
 - i. APSA General Account
 - ii. 4th Year Grad Committee Account
 - iii. 3rd Year Grad Committee Account
 - iv. Past Grad Committee Account
 - v. [New or 2nd Year] Grad Committee Account

SECTION 11.3: SIGNING AUTHORITY

- a. The President and VP Finance have co-signing authority over the APSA bank account
 - i. Cheques issued on behalf of the Association are to be co-signed off by both the President and VP Finance.
 - ii. E-transfer payments made on behalf of the Association are to be completed by the VP Finance and approved by the President.
- b. The current President and VP Finance and incoming President-Elect and VP Finance are to transition co-signing authority of the APSA account with the account manager at the preferred bank anytime following the AGM.
- c. During banking access enrollment/maintenance, ensure that both the incoming President and VP Finance set limits of:
 - i. \$1000/day and \$3000 per week for ABM limits
 - ii. \$5000/day and \$20,000 per week for Direct Payment limit (eg. point of purchase devices)
 - iii. \$10,000/day and \$50,000 per week for Electronic Transfer limit
 - iv. \$5000/day and \$20,000 per week for Online Purchase limit (eg. giftcard purchases)
 - v. \$0 CashBack Limit

SECTION 11.4: AUDIT

- a. VP Finance shall conduct an audit of the finances in accordance with SU regulations. Audit results will be provided to the SU.
 - i. President to verify audit performed by VP Finance
- b. The spreadsheet(s) containing all transactions must be accessible/shared in the Drive for all of General Council to view.
- c. All financial records should be kept for up to 6 years before being destroyed, in the event of an audit by the CRA or other organization.

SECTION 11.5: BUDGETING

- a. Every member of council shall be aware of their respective budget and collaborate with the VP Finance to ensure the budget is used appropriately
- b. The annual/yearly budget for the Association shall be submitted to General Council for approval at the Summer Retreat
- c. Financial reimbursements shall only be fulfilled once the date of the event has passed and within the 2 weeks after unless requested otherwise.
- d. Claims for financial reimbursement shall be submitted to the VP Finance before the end of the fiscal year (April 30)
- e. If unable to be provided via the MMF, the Association commits to fund the cost of sending the President, CAPSI Senior 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. CAPSI Senior Representative will be the first priority in fund commitment as they hold the vote for the CAPSI members of the Association. President will be the second priority in fund commitment as they attend the Presidents' Meeting. This commitment includes the travel and accommodation expenses not covered by CAPSI National for the CAPSI Senior Representative and CAPSI Junior Representative.
- f. The VP Finance shall develop a public version of the Association's budget that can be released annually to its members to promote transparency and accountability. This public version of the budget shall exclude any sensitive information that could compromise the Association's financial security, such as bank account numbers or detailed information on individual transactions. The VP Finance shall work with the Finance Jr to prepare this public version of the budget, ensuring that it accurately reflects the Association's financial position while protecting its confidential information. After receiving approval by the General Council, the public version of the budget shall be made available to members through the Association's website or other appropriate channels.

SECTION 11.6: EXPENSES

- a. Any expense that a Councillor or 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
- b. The President and VP Finance together can approve expenses up to and including \$200
- c. Any expenses labeled as a prize cannot be in the form of a prepaid credit card (Visa, etc) or cash.
 - i. i. Exceptions: Movember NHL 50/50 hockey pools, graduation committee fundraiser raffles, and others at the discretion of VP Finance
- d. Significant budget amendments and new budget items must be presented by the finance team and any relevant councillors in General Council for approval.

ARTICLE 12: COMMITTEES

- a. The standing committees of the Association are:
 - i. Constitution and Policy Committee
 - ii. Awards Committee
 - iii. Social Committee
 - iv. Photographers Committee
 - v. Space and Wellness Committee
 - vi. Professionalism Committee
 - vii. Movember Committee
 - viii. Students Advocating for the Future of Pharmacy (SAF-Pharm) Committee
 - ix. Graduation Committee
 - x. CAPSI/IPSF Committee
 - xi. Ad Hoc Committee
 - xii. Faculty Committee

SECTION 12.1: CONSTITUTION & POLICY COMMITTEE

SUBSECTION 12.1.1: COMPOSITION

- a. The Committee shall consist of:
 - i. President
 - ii. President-Elect
 - iii. VP Administration
 - iv. One member of Council
 - v. Up to two interested Members who are not members of Council
 - vi. BPSA representative
 - vii. LGBTQ+PhSC representative
- b. The Committee shall be chaired by the VP Admin

SUBSECTION 12.1.2: QUORUM

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

SUBSECTION 12.1.3: MEETINGS

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

SUBSECTION 12.1.4: DUTIES & RESPONSIBILITIES

- a. To update and maintain the Association's constitution, policies, and regulations
- b. The Committee may make spelling, grammar and punctuation changes to ensure consistency. Council shall be informed of these changes
- c. Recommend amendments to membership for approval at the AGM
- d. Review and discuss amendments proposed from APSA members and Council

SECTION 12.2: AWARDS COMMITTEE

SUBSECTION 12.2.1: COMPOSITION

- a. The Committee shall consist of:
 - i. VP Academic
 - ii. President
 - iii. VP Social(s)
 - iv. VP Finance
 - v. VP Fundraising
 - vi. A representative from every class, if possible
 - vii. A Faculty Representative as appointed by the chair. If no Awards Committee specific Faculty Representative can be found, the Faculty Representative to APSA will be invited to sit on this Committee
 - viii. BPSA representative
 - ix. LGBTQ+PhSC representative
- b. The VP Academic will chair meetings

SUBSECTION 12.2.2: QUORUM

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

SUBSECTION 12.2.3: VOTING

- a. Every member of the Committee shall have one vote, except the chair who will only vote in the event of a tie.
- b. In special consideration for select awards, outside parties may be invited to vote on the selection of the recipients for these awards at the discretion of the chair.
 - i. The VP Academic shall have the ability to implement a class voting procedure to select nominees for the Class Award in addition to consulting with the respective class representatives.

SUBSECTION 12.2.4: MEETINGS

- a. Any committee member may call a meeting by notifying the chair
- b. The Committee shall decide the award winners prior to the Blue and Gold Gala
- c. The Committee shall decide the Guy Genest winner prior to CAPSI PDW

SUBSECTION 12.2.5: DUTIES & RESPONSIBILITIES

- a. To distribute, present, promote, implement, and revise the APSA awards as necessary
- b. Review criteria for awards and nomination forms
- c. Maintain a record of all award winners

SUBSECTION 12.2.6: AWARDS ADMINISTRATION

- a. To apply for an award, the applicant must:
 - i. Complete and submit the designated application form to the Awards Committee before the deadline
 - ii. The Awards Committee shall only consider the application package in its deliberations. Additional documents that are submitted, such as resumes or letters of intent, and the statements of invited outside parties shall be considered if specified under the criteria for that award
 - iii. If the chair, VP Academic, is applying for awards, then an alternative acting chair for those awards needs to be assigned. VP Academic needs to communicate an agreed upon method with acting chair, and/or the committee, to ensure fairness, confidentiality, integrity and honesty surrounding the awards process.

Award Selection

- i. The Committee shall review all applicants for a given award and make a decision based upon the submissions and open discussion among committee members, and comparison of qualifications to the awards criteria detailed in the Policy Manual
 - ii. Once the discussion is completed, a vote shall take place with simple majority rule
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 confidential.
 - iii. Award selection shall take place prior to the Blue and Gold Gala
 - iv. The Committee shall be responsible for the selection of all APSA awards
 - v. Awards Committee members cannot participate in the discussion or selection of an award for which they have applied, for which they are a nominator, or for which they are a reference
 - vi. Awards applicants cannot be a reference for an award they are also applying for
- b. Award Distribution
 - i. The Committee is responsible for the engraving of plaques and arrangement of presentation for all APSA awards at the Blue and Gold Gala
 - c. Award Revision
 - i. The Committee shall re-evaluate any awards criteria they feel needs revision in advance of award dates and be approved by general council
 - d. 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 or Team Harmony Awards, the Chair will request the respective Class Representatives, Sports Representatives, or the VP Fundraising 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 12.3: SOCIAL COMMITTEE

SUBSECTION 12.3.1: COMPOSITION

- a. The Committee shall consist of:
 - a. VP Social(s)
 - b. Social Representatives
 - c. MPSC Representative, BPSA Representative and LGBTQ+ PhSC Representative
- b. The VP Social(s) shall chair the committee.

SUBSECTION 12.3.2: QUORUM

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

SUBSECTION 12.3.3: VOTING

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

SUBSECTION 12.3.4: MEETINGS

- a. The Committee shall meet at least once a month, at the discretion of the Vice President Social, at a time decided upon by the committee chair and its members
The newly elected committee must meet in the summer to plan Inter-Class events and Blue and Gold

SUBSECTION 12.3.5: DUTIES & RESPONSIBILITIES

- a. Participate in the planning and advertising of the Inter-Class events (once a month)
- b. Organize the Blue and Gold Gala
- c. Ensure inclusivity and consultation of diverse student populations
- d. Organize any additional social events, pending interest, and/or adequate funding

SECTION 12.4: PHOTOGRAPHERS COMMITTEE

SUBSECTION 12.4.1: COMPOSITION

- a. The Committee shall consist of:
 - a. Publications Director
 - b. Student Photographers (8 from any year)
- b. The Publications Director shall chair the committee

SUBSECTION 12.4.2: QUORUM

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

SUBSECTION 12.4.3: VOTING

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

SUBSECTION 12.4.4: MEETINGS

- a. The Committee shall meet as needed at a time decided upon by the committee chair and its members

SUBSECTION 12.4.5: DUTIES & RESPONSIBILITIES

- a. Coordinate APSA photographers at events as requested by other Councilors/Officers
- b. Ensure timely submission and filtering of photographs following events to meet suitable standards
- c. Provide public access to photos in collaboration with IT Director on APSA Website
- d. Take photos of events and upload to the APSA Flickr for Member use
- e. Photographers should be willing to learn photography skills and technical knowledge of camera equipment
- f. Have access to APSA Office to maintain APSA camera
- g. Collaborate with IT Director to link Flickr upload photos to APSA website

SECTION 12.5: SPACE AND WELLNESS COMMITTEE

SUBSECTION 12.5.1: COMPOSITION

- a. The Committee shall consist of:
 - i. VP Student Services
 - ii. 4-8 students from any year (at least one from every class, if possible)
- b. The VP Student Services will chair meetings

SUBSECTION 12.22: QUORUM

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

SUBSECTION 12.5.3: VOTING

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

SUBSECTION 12.5.4: MEETINGS

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

SUBSECTION 12.5.5: DUTIES & RESPONSIBILITIES

- a. Maintenance of the Association's student spaces, including PBL rooms, the APSA Student Lounge, multifaith Prayer Room and the use of lockers
- b. Put forward proposals to Council and the Faculty for improvements to student spaces
- c. Act as stewards for the Association's student spaces
- d. Assist in organizing initiatives for the purpose of student health and wellness

SECTION 12.6: PROFESSIONALISM COMMITTEE

SUBSECTION 12.6.1: COMPOSITION

- a. The Committee shall consist of:
 - i. VP Academic
 - ii. President
 - iii. VP Student Services
 - iv. A Faculty Representative as appointed by the chair. If no Professionalism Committee specific Faculty Representative can be found, the Faculty Representative to APSA will be invited to sit on this Committee
 - v. One Active Member not on APSA council (if applicable)
 - vi. One member from one member from BPSA & LGBTQ+PhSC (if applicable)
- b. The Committee shall be chaired by the VP Academic

SUBSECTION 12.6.2: QUORUM

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

SUBSECTION 12.6.3: VOTING

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

SUBSECTION 12.6.4: MEETINGS

- a. The Committee shall meet at the discretion of the Chair

SUBSECTION 12.6.5: DUTIES & RESPONSIBILITIES

- a. The responsibilities of the 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 students in collaboration with the Faculty
 - iv. Updating and reviewing the Professionalism Policy

SECTION 12.7: MOVEMBER COMMITTEE

SUBSECTION 12.7.1: COMPOSITION

- a. The Committee shall consist of:
 - i. VP External
 - ii. President
 - iii. CAPSI Senior Representative
 - iv. CAPSI Junior Representative
 - v. VP Fundraising
 - vi. (Co-)VP Social(s)
 - vii. One member of every class (if possible)
- b. The VP External shall chair meetings

SUBSECTION 12.7.2: QUORUM

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

SUBSECTION 12.7.3: VOTING

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

SUBSECTION 12.7.4: MEETINGS

- a. Meetings may be called at the discretion of the chair. It is recommended that the Committee will meet at least once throughout the summer and once a month from September to November

SUBSECTION 12.7.5: DUTIES & RESPONSIBILITIES

- a. Plan and implement APSA sponsored events to raise awareness and fundraise for the Movember Campaign with inclusive language and inclusive healthcare in mind
- b. Acquire items for the Silent Auction
- c. Engage and liaise with members of the University (faculty, student groups, etc.) to generate additional support for APSA initiatives
- d. Plan the annual RxFactor

SECTION 12.8: SAF-PHARM COMMITTEE

SUBSECTION 12.8.1: COMPOSITION

- a. The Committee shall consist of:
 - i. SAF-Pharm Director
 - ii.
 - iii. Two representatives from each class (if applicable)
- b. The Committee shall be chaired by the SAF-Pharm Director

SUBSECTION 12.8.2: QUORUM

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

SUBSECTION 12.8.3: VOTING

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

SUBSECTION 12.8.4: MEETINGS

- a. The Committee shall meet at the discretion of the chair to set a strategic plan and establish a timeline of events for the year

SUBSECTION 12.8.5: DUTIES & RESPONSIBILITIES

- a. SAF-Pharm must present advocacy initiatives to the President for final approval prior to implementation
- b. The SAF-Pharm Director must communicate with the President at any time that a large advocacy decision is under consideration that has implications for the pharmacy community
- c. Organize and plan the APSA Industry Trade Show

SECTION 12.9: GRADUATION (GRAD) COMMITTEE

SUBSECTION 12.9.1: COMPOSITION

- a. The Committee shall consist of:
 - i. Grad Committee Co-Chairs
 - ii. Committee members as appointed by the Grad Committee Co-Chairs (6)
- b. The Graduation Committee Chairs shall co-chair the Committee meetings

SUBSECTION 12.9.2: QUORUM

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

SUBSECTION 12.9.3: VOTING

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

SUBSECTION 12.9.4: MEETINGS

- a. The Committee shall meet every two weeks, or less at the discretion of the Grad Committee Co Chairs, at a time decided upon by committee
- b. The Committee must meet in the summer to plan for the upcoming September events by end of August

SUBSECTION 12.9.5: DUTIES & RESPONSIBILITIES

- a. Plan and execute fundraising events for graduation (1-2 per semester)
- b. Promote events to students and send appropriate updates to APSA Council Members, Class Representatives, and the VP Administration for events to be added to APSA Calendar
- c. To plan the graduation ceremony and celebration at a venue approved by their class
- d. Reach out to sponsors to obtain funding for graduation
- e. Plan Graduation ceremony and banquet for their respective class

SECTION 12.10: CAPSI/IPSF COMMITTEE

SUBSECTION 12.10.1: COMPOSITION

- a. The committee shall consist of:
 - i. CAPSI Senior Representative
 - ii. CAPSI Junior Representative
 - iii. IPSF Senior Representative
 - iv. IPSF Junior Representative
 - v. VP External: whose role is to assist with PAM
 - vi. CSHP Committee PAM Representatives
 - vii. SAF-Pharm Director: whose role is assist with PAM
 - viii. 8-10 students from any year
 - ix. LGBTQ+PhSC representatives
 - x. BPSA Representative, if applicable
- b. The CAPSI Senior Representative and IPSF Senior Representative shall co-chair the Committee

SUBSECTION 12.10.2: QUORUM

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

SUBSECTION 12.10.3: VOTING

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

SUBSECTION 12.10.4: MEETINGS

- a. The Committee shall meet at least once yearly and at the discretion of the co-chairs at a time decided upon by the Committee co-chairs and its members

SUBSECTION 12.10.5: DUTIES & RESPONSIBILITIES

- a. Assist CAPSI Representatives in their events and initiatives throughout the year such as CAPSI Competitions, Lunch and Learns, CAPSI Awareness Week, PDW Delegate organization, increase social media presence, etc.
- b. To create, organize and promote the Faculty team in the RFTC
- c. To create, organize and promote educational seminars, or events, as required for PAM
- d. Create and distribute PAM merchandise
- e. Compile all APSA Council events to create press releases for media coverage for PAM and other CAPSI/IPSF activities
- f. Assist IPSF Representatives in their events and initiatives throughout the year such as Lunch and Learns, increase awareness around annual Public Health Campaign, increase social media presence as requested
- g. Assist IPSF Representatives in promoting the Student Exchange Program and participate in events with incoming exchange students as requested
- h. Increase collaboration between CAPSI and IPSF
- i. Encouraged to sit on CAPSI National Subcommittees and submit articles to the CAPSIL and PQ+2
- j. Note: CAPSI and IPSF Representatives are not expected to assist in each other's role. The objective of this committee is to get assistance for both associations when there is a need as well as increase collaboration between the two associations.

SECTION 12.10: AD HOC COMMITTEES

- a. Council may form an ad hoc committee by a simple two thirds majority vote
- b. Committees created by Council shall disband once their purpose has been fulfilled or at the Spring Changeover meeting

SECTION 12.10: FACULTY COMMITTEES

- a. President and CRO shall obtain a list of open Faculty committees from the Faculty and open this up to the wider student body in collaboration with the CRO with the exceptions:
 - i. For the Admissions Committee the following will sit on this:
 - President-Elect/President
 - Representative from BPSA
 - Representative from LGBTQ+ PhSC
 - Other students as requested by Faculty
 - ii. Research Councilor sits on the Faculty Research Day Committee
 - iii. VP Academic sits on the Faculty Awards Committee and the Faculty Appeals Committee
 - iv. For the Curriculum Committee the following will sit on this:
 - VP Academic
 - Class Representatives
 - Representative from BPSA
 - Representative from LGBTQ+ PhSC
 - Other students as requested by Faculty
 - v. The VP Academic shall chair the Student Advisory Council and the following will sit on this:
 - Representative from BPSA
 - Representative from LGBTQ+ PhSC
 - President
 - Other students as requested by Faculty

ARTICLE 13: AFFILIATED STUDENT GROUPS AND INITIATIVES

- a. The Association shall be responsible for the oversight of all Council approved affiliated student groups and initiatives within its constituency. The Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the SU and the Association

SECTION 13.1: DUTIES & RESPONSIBILITIES OF THE ASSOCIATION

- a. The Association shall have the authority to recognize, derecognize, or place on probation any student group or initiative
- b. The Association shall maintain consistent lines of communication with the groups and initiatives
- c. The Association shall maintain a schedule of its affiliated student groups and initiatives, if such exist, which shall be provided to its membership and/or the SU upon request
- d. The Association shall provide guidance and support to student groups and initiatives upon request and such requests shall be processed in a timely manner
- e. The Association may provide funding to student groups and initiatives upon approval from a quorum majority vote of Council

SECTION 13.2: DUTIES & RESPONSIBILITIES OF AFFILIATED STUDENT GROUPS AND INITIATIVES

- a. Student groups must register annually by filling out the Group Affiliation application form and submitting to the VP Admin to be approved by Executive Council
- b. Student initiatives are not required to fill out an application but must submit a proposal to Council outlining the details of the initiative and receive approval in order to be recognized under the Association
- c. Group leaders must be APSA members and complete event organizer training prior to their first event, at the discretion of VP Admin

- d. Ensure membership is limited solely to pharmacy students and is at least 5 members
- e. Group events must be submitted through BearsDen at the discretion of the VP Admin
- f. Events must be held to the same standard of professionalism of the Association
- g. Submit a year-end report to the VP Admin summarizing activities to be posted on APSA's Website

SECTION 13.3: DISCLAIMERS

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

ARTICLE 14: 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 the Constitution and any other special rules the Association shall adopt
- b. Council may establish temporary policies, guidelines, procedures, rules and regulations as it, in its discretion, sees fit. These changes will dissolve at the AGM, or may become permanent upon review and revision of the Association's Constitution and Policy Manual and approval at the AGM
- c. Council may repeal or amend or re-enact temporary policies, rules, and regulations by a vote from Council
- d. Notice in writing of any temporary changes to the Constitution must be published within meeting minutes with a motion
- e. In circumstances of discussion or voting during a committee, Executive, or Council meeting, any conflict of interest that is deemed to be present between the parties involved and the councilor, officer, or committee member, the individual 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 15: CONSTITUTION AMENDMENTS

- a. Changes to the constitution can be proposed by any member of the Association
- b. This proposal must be submitted to the Constitution and Policy Committee chair
- c. This proposal will then be brought up to the Constitution and Policy Committee and will be discussed for appropriateness
- d. Once approved by the Constitution and Policy Committee, the proposal will be brought to Members at the AGM for vote of final approval
- e. The effective date of the Constitution shall be the date of the AGM at which the Constitution is passed. This shall result in its immediate implementation as the governing legislation of the Association

ARTICLE 16: DISSOLUTION PROCESS

- a. Dissolution can be commenced if all executive councilors agree. Executive councilors will also suggest charities should dissolution go to vote of the entire membership body.
- b. If dissolution of the group is commenced, a General meeting inviting all members of APSA will take place with 1 month notice and with a required quorum of 300 members to discuss if a vote should be held for dissolution requiring a majority vote (51%) at the meeting.
- c. If the majority of General council meeting attendees agree, an official dissolution vote will be held over 1 week following the discussion by the CRO for all members to vote on whether dissolution should occur as well as charity options for dissolution of financial assets.
- d. For dissolution to occur, there must be agreement from 75% of the members.
- e. Financial assets will be sent to charity after any remaining reimbursements and payments have been made.
- f. Physical assets will be donated to the Faculty for use as they see fit.
- g. Any advertising pages for APSA (social media platforms and website) will be closed.
- h. The President will inform the University via Student Group Services that APSA has been disbanded for removal from the public list.