



CONSTITUTION

Approved by APSA General Membership March 24, 2026

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ARTICLE 1: NAME

The name of the organization shall be Alberta Pharmacy Students' Association (APSA); hereafter any reference to "the Association" should be taken to mean APSA, unless otherwise stated.

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 University of Alberta Faculty of Pharmacy and Pharmaceutical Sciences.
- 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, which is currently Discord.
- j. **Group** means a student club or initiative.
- k. **Blacklist** means a list of APSA Members who are banned from attending further blacklisted events or other APSA events as outlined in the Blacklisting Events or PAM Blacklisting document. APSA Members shall be added to or removed from this list at the discretion of the Vice President Academic. Refer to internal APSA policies regarding this. Being on the blacklist applies until the end of the academic year in which an individual was placed on the list.
- l. **Ex officio** refers to the position of someone who provides knowledge, expertise, and experience to the council, but who does not have a vote on the executive or general council. Pertains to Faculty representatives, Honourary Life Members, Hockey Captain, and the Past-President.
- m. **Council of Faculty Associations (CoFA)** refers to councils associated with main campus SU.
- n. **Nonpartisan** means free from party affiliation, bias, or designation.

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 Pharmacy Students' Association (BPSA), the LGBTQ+ Pharmacy Student Club (LGBTQ+PhSC), the Muslim Pharmacy Students' Club (MPSC), the Indigenous Pharmacy Students' Club (IPSC), the Alberta Pharmacists' Association (RxA), the Alberta College of Pharmacy (ACP), the Canadian Pharmacists Association (CPhA), the Canadian Society of Healthcare-Systems Pharmacy (CSHP), the Students' Union (SU), and any future bodies;
- 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.
- h. Shall remain a nonpartisan organization, representing University of Alberta pharmacy students regardless of political affiliation. APSA will advocate for students' interests in a nonpartisan manner while engaging with stakeholders, not limited to:
 - i. Faculty, government, and professional organizations.
 - j. Will not endorse or oppose political parties or candidates but may advocate for or show opposition to policies impacting pharmacy students and the profession. APSA recognizes that students may engage in political discourse and may facilitate educational opportunities related to policies affecting the pharmacy profession when feasible.

APSA Council members (including Executive, General, and Officer positions), when acting in their official capacities, must conduct themselves in a nonpartisan manner and shall not use their positions to endorse or support political candidates or parties. However, members remain free to engage in political activities in a

personal capacity outside their APSA roles.

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 Honourary Life Member.

SUBSECTION 4.1.1: ACTIVE MEMBER

- a. Active Members are registered full-time in the Faculty that 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, so long as they have proof of payment.
- b. Any student visiting from another university who is enrolled in their pharmacy program, including an exchange student through the Student Exchange Program (SEP), will receive Active Member status with full Association privileges at no charge for the duration of their exchange.
- c. Faculty of Pharmacy and Pharmaceutical Sciences students who are not Active Members of the Association may not be entitled to attend all APSA, CAPSI, or IPSF-sponsored events, or may not be entitled to all of the benefits offered at these events, at the respective discretion of the event organizers.

SUBSECTION 4.1.2: MEMBER ON LEAVE

- a. Members on Leave are formerly active members who are on Faculty-approved leaves of absence.
- b. A member on Leave will not retain APSA Member benefits during the duration of their leave unless granted express approval of the Executive Council.
- c. Any Member on Leave may return to Active Member status upon returning to the program.
- d. A Member on Leave who holds any position(s) on APSA council must forfeit their position(s) upon submission of intention to leave. Reinstatement of the Member on Leave to their prior position(s) held within APSA council will be decided by no less than two thirds of Council.

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 submitted to the President during the APSA awards nomination period.
- 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, displayed passion for the profession of pharmacy, and made continued contributions to student life and education within the Faculty.
- c. Honourary Life Members shall be exempt from the payment of membership fees and will have no voting rights unless explicitly granted elsewhere in this document.
- d. Honourary Life Members shall, upon request, receive the same benefits as Active Members. The title and rights of an Honourary Life Member may be revoked with a two-thirds vote in favour by Council.

SECTION 4.2: RIGHTS OF MEMBERSHIP

A Member of APSA has the following rights:

- a.
- b. To hold the voting power of an Active Member in the Association's Annual General Meeting, referendum or plebiscite, or election for the Association unless otherwise mentioned.
- c. To be afforded the same access to services and events as any other member in the same membership category of the Association if feasible.

SECTION 4.3: SPACES AND ACCESS

- a. Students are not to share access codes to Problem Based Learning (PBL) Rooms and the APSA Lounge with anyone other than currently enrolled pharmacy students and staff.
- b. Students are not to allow non-pharmacy students to have access to PBL rooms and the APSA Lounge.
- c. All pharmacy students will be provided access to the Multi-Faith Prayer Room via the VP Student Services in collaboration with Student Services, and it is open for students of all faiths to use.
 - o To gain access to the Multi-Faith Prayer Room, students must register through the appropriate pathways, as outlined by VP Student Services.

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.
 - i. To reinstate one's previously withdrawn membership, one must contact the Vice President Administration of the Association.
 - ii. Withdrawn memberships may only be reinstated should the interested party still meet the requirements of Active Member as outlined in Subsection 4.1.1.
- 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 upon notice of withdrawal.
 - i. If the former member requests 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 with the Association, CAPSI, IPSF, and CPhA encompassing all years the member is in the Doctor of Pharmacy (PharmD) program, Post-Professional PharmD, MBA and/or 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.
- d. Membership fees will not be refunded regardless of circumstances.

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/or MBA student in the Faculty.
- b. Honourary Membership shall be perpetual unless rescinded by not less than a two-thirds vote of Council.

SECTION 4.7: TERMINATION OF MEMBERSHIP

- a. Professionalism concerns, whether these are initial or recurring, may be grounds for 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.
 - ii. Professionalism concerns as outlined in course syllabi or the Student Academic Integrity Policy.
- b. Members automatically rescind their membership once no longer enrolled or associated with the University of Alberta 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. Each position may be held by one or two individuals at the discretion of the current Council at the time of elections.
- c. 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.

SECTION 5.3: VOTING

- a. Every member of the Executive Council shall have one vote, regardless of the number of positions they hold. 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 12 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 are audible to one another. 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 calendar days of the meeting.
- d. Meetings shall be composed of the Executive Council members and an invited guest with the majority approval (>50%) by the Executive Council.

SECTION 5.5: DUTIES & RESPONSIBILITIES

The Executive Council, subject to the control of General 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 by the Council.
- c. All Executive Council members shall be members of General 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 Section 10.9.

ARTICLE 6: GENERAL COUNCIL

SECTION 6.1: COMPOSITION

- a. General Council shall be composed of:
 - 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)
- 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(s) (1-2)
- xxii. Faculty Representative(s)
- xxiii. Students' Union Representative
- xxiv. General Faculties Council (GFC) Representative
- xxv. Class Representatives (1 from each year)
- xxvi. Black Pharmacy Students' Association (BPSA) Representative
- xxvii. LGBTQ+ Pharmacy Students' Club (LGBTQ+PhSC) Representative
- xxviii. Finance Junior
- xxix. Research Councillor
- xxx. Muslim Pharmacy Students' Club (MPSC) Representative
- xxxi. Indigenous Pharmacy Students' Club (IPSC) Representative
- b. Each position may be held by one or two individuals at the discretion of the current Council at the time of elections.

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, present an auditors report, and if desired, 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, upon request.
- f. All APSA events that require approval from the Dean of Students through the Rubric website must be submitted 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:
 - i. Supporting student groups and initiatives that promote social advocacy and inclusivity within the Faculty and broader community within reasonable capacity.
 - a. Requiring each Councillor to engage in anti-oppressive education which may include, but is not limited to: Attending events organized by BPSA, LGBTQ+PhSC, MPSC, IPSC, or other student advocacy groups.
 - b. Participating in interdisciplinary social advocacy initiatives.
 - c. Engaging in community outreach and volunteer efforts that promote inclusivity.
 - ii. Encouraging all APSA members to actively participate in anti-oppressive education and

- advocacy efforts.
- iii. Mandating completion of at least one formal EDI training certification for all Executive Councillors, Senior Representatives, and Junior Representatives prior to the Summer Retreat to ensure a foundational understanding of inclusive leadership and advocacy.
- i. All Councillors and Officers are required to obtain event organizer training (EOT).
- j. Members of General Council may be requested to take on additional responsibilities at the discretion of the Executive Council and as feasible.
- k. All Councilors and Officers are responsible for ensuring they are within budget of their portfolio and have received all reimbursements which are communicated to VP Finance and Finance Jr in a timely manner.

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 Councillors are in their elected positions to enable smooth transition. Outgoing Councillors must submit their transition plans including their transition document to the VP Administration 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 the VP Finance, the 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 Councillor decides to resign from their position, a new Councillor will be appointed by the President in collaboration with the CRO. Refer to 9.3.
- h. No person shall hold more than one position on Council, with the exception of the President-Elect, unless approved by General Council.

SECTION 6.4: QUORUM

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

SECTION 6.5: VOTING

- a. The Faculty Representative 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 except in the event of a tie vote.

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.
 - i. Active Members who are not on Council but wish to attend may RSVP to the VP Admin or President.
 - ii. An 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 who are Non-Members or are external to APSA require written approval by both the President and VP Administration prior to attendance of the meeting, and their attendance must be documented within the meeting minutes.
 - i. An exception exists where there are *in camera* deliberations, in which case Non-Members or those who are external to APSA are required to excuse themselves for the duration of the *in camera* session.
- 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. The Spring Changeover Meeting shall normally be held at the end of March or 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. Councillors who must miss a Council meeting shall contact the President and/or VP Admin to provide notice within 1 week of missing the meeting.
 - i. Missing a meeting should not be due to work or other extracurriculars.
 - ii. If there is a time conflict prior to any meetings, the Councillor or officer should provide notice to the President and/or VP Admin to determine a solution.
- b. Executive Councillors attend both General and Executive Council Meetings. General Councillors attend General Council Meetings.
- c. Officers are not required to attend meetings.
- d. If a member of Council has 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.
 - i. In this context, the term "unexcused" means
 - Missing a meeting due to work or an extracurricular activity, or
 - The Councillor fails to provide timely notice and/or fails to provide a reason for the absence.
- e. Further unexcused absences may warrant a meeting with the Professionalism Committee at the discretion of the President and/or VP Academic.

SECTION 6.8: RULES

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

SECTION 6.9: COMPLAINTS PROCEDURES

- a. If any APSA member has a concern or complaint about a Councillor or APSA event, they may bring forth their concerns through the APSA anonymous Google form (overseen by VP Academic), Student Services, or any Executive Council member.
- b. Complaints will be handled informally with the Faculty's Student Services, President, and VP Academic through communications or meetings as needed.
- c. If the complainant is not satisfied or the complainant 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 Councillor, or students may reach out to their respective Class Representative or VP Admin for guidance. There is also an anonymous Google form for APSA that students may submit.

SECTION 6.10: COUNCIL SPACES & ACCESS

- a. The access code to the APSA Office and storage room keys are only to be provided to APSA Councillors and Officers for work pertaining to their positions.
- b. The APSA Storage Room is a shared space with SHINE Dentistry, in which an agreement should be reviewed annually between the 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 VP Admin by May 1st or the transition meeting with the incoming Councillor, whichever is earlier. These transition documents will be provided to incoming Members of Council and Officers. Transition meetings are to occur as follows:
 - i. Incoming President-Elect, outgoing APSA President, and/or outgoing VP Admin will sit in on meetings between all Executive Council members.
 - ii. Incoming President-Elect, outgoing APSA President, and/or outgoing VP Admin may sit in on meetings between General Council members upon request.
- d. For APSA-affiliated student group meetings, transition meetings are at the discretion of the current representatives, the respective student group, and the President or President-Elect of APSA upon request.
- e. Outgoing Councillors must ensure that the information in their transition document is consistent with their roles and responsibilities as outlined in the updated constitution for the upcoming academic year.

SECTION 6.12: COUNCILLOR SEMESTERLY REPORTS

- a. Members of Council shall submit their responsibilities and progress in a Councillor Semesterly Report made available to the VP Admin at the end of each semester.
- b. All Councillor reports must be made public on the APSA website; members interested in viewing them shall refer to the APSA website.
- c. Co-positions and Positions with Sr and Jr roles may submit their reports together.

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 *Exofficio* member.
- b. The Past-President is excused from all general duties of Council as an *Ex officio* member.

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. CoFA Senior Board
 - v. EDI Committee
- c. Sit as a committee member on the following:
 - i. Professionalism Committee
 - ii. Awards Committee
 - iii. Movember Committee
 - iv. Constitution and Policy Committee
- d. Attend monthly meetings with the Dean and VP Administration
- 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 Rubric annually.
- g. Report all officer, Councillor, and executive information to the SU at the time of registration.
- h. Ensure members of Council and officers of Council are completing their duties.
- i. Promote APSA at pharmacy events.
- j. Lead the incoming class in the Pledge of Professionalism at the White Coat Ceremony.
- k. Attend Professional Development Week (PDW) to represent the Association at the President's Meeting.
- l. Co-authorize cheques and financial transactions with the VP Finance.
- m. Audit the finances as outlined in Article 11.
- n. Provide RxA updates to Council on a regular basis and relay important RxA information to Members.
- o. Leading in and/or supporting Calls to Action made by student groups who promote social advocacy in Pharmacy.
 - i. Bring forth the aims to the student body.
 - ii. Work as a team member with other student groups to hold Faculty accountable (if applicable).
- p. Plan the Pharm/Dent Hockey Game in collaboration with the VP External and the hockey team captain.
- q. Schedule 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 the Fall & Winter semester at the discretion of the President.
- r. Re-establish the annual agreement with Dentistry Student Association regarding shared ECHA storage space with SHINE Dentistry.
- s. 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. Host the FaculTea Appreciation event in March.
- e. Plan and prepare for the Summer Retreat in collaboration with VP Admin.
- f. Attend Council and committee meetings with the President, if possible.
- g. Transition to President when approved by vote of confidence, which takes place at the summer retreat. See section 9.4.
 - i. 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.

SUBSECTION 6.14.3: PAST-PRESIDENT DUTIES

- a. Provide continuity to Council and assist the President as an *Ex-officio* member 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, including organizing U of A's annual Pharmacy Appreciation Month (PAM),
- 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, Canadian Pharmacy Education and Research Conference (CPERC), Professional Development Week (PDW), and via teleconference.
 - iii. Preparing a written report for the 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 with VP Student Services.

SUBSECTION 6.14.5: VICE PRESIDENT EXTERNAL DUTIES

- a. Chair the Movember Committee to host the annual Movember fundraisers.
 - i. Plan and coordinate RxFactor along with the Movember committee.
- b. Sit on the CAPSI/IPSF Committee with the primary role of assisting with 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 President and the hockey team captain.
- f. Work with the UASU members to keep up with the University's policy changes and tuition increases.
- g. Work in collaboration with Community Education Director to organize a presentation for the Campus St-Jean students to promote the pharmacy profession in the fall term in communication with Student Services, upon request.

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.
- k. Attend an annual meeting with Experiential Education to discuss the changing needs of students while on rotation.
- l. Update the "Tips for Rotation" document at least once yearly (to be uploaded to APSA website).
- m. Update and maintain the "lunch and learn etiquette" document at least once yearly.
- n. Proactively investigate, learn, and educate about university programs that may affect pharmacystudents.

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 the end of July.
- d. Compile and monitor a yearly budget for the Association.

- i. Review the Membership fee as needed prior to AGM with General Council.
 - ii. Compile the yearly budget over the summer, based on previous spending, and present it to General Council for approval at the Summer Retreat in August, including the budget for each Councillor for the fiscal year.
 - 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 Administration (if required).
- f. Collect, spend, and disburse money on behalf of the Association on a regular basis.
- g. 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
 - ii. Bank statements shall be compared to accounting on a regular basis.
 - iii. Maintain a record of all e-transfer payments made, which includes the amount paid, recipient, date, and reason for payment.
- h. Throughout the year, maintain an adequate account balance that covers upcoming budget items and adjust as necessary.
 - i. Consult with Faculty Student Services regarding cash advances in the event they are required.
 - ii. Neither the VP Finance nor any student member shall be indebted to APSA for any amount not associated with a reimbursement, or vice-versa.
- i. 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).
- j. Manage the Association's cash box and the funds within including the provision of cash floats as required.
- k. Offer support to all associated committees and affiliated clubs regarding finances.
 - i. Funds shall be accounted for independently between the associated committee or affiliated club representatives and APSA.
 - ii. Spending and documentation is in the sole responsibility of each respective committee or club representative.
 - iii. Graduation committees:
 - Funds contained in their respective bank accounts have a set deadline of 3 years (after account opening). After this deadline the funds shall be distributed to APSA's General Account.
 - Alumni and graduation co-chairs are subject to the similar financial policies and procedures as active APSA Councillors.
 - Graduation co-chairs shall submit an invoice for payments to be processed through their respective graduation committee account.
 - iv. APSA-affiliated clubs (LGBTQ+PhSC, IPSC, etc):
 - Respective club representatives shall submit invoices for payments to be processed independently of APSA.
 - In the event an associated club is dissolved, funds shall be distributed to APSA's General Account.
- l. Develop a working relationship with Faculty Student Services to prepare and negotiate individual memoranda of understanding (MOU) for each budget item regarding student wellness, culture, and professional development.
- m. Provide detailed invoices to donors to ensure proper financial documentation is demonstrated by the Association.
 - i. Provide receipts as needed.
- n. 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.
- o. Collaborate with Finance Jr and delegate tasks as appropriate.
- p. Collaborate with the Hockey Captain to sign APSA's hockey team up for intramurals.

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 with communications from CAPSI Sr and Jr, if needed.
- 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, Multi-Faith Prayer Room and the APSA Lounge.
- g. Collaborate with Publications Director to update the class photos in the APSA lounge.
- h. Organize and promote stress relief and wellness initiatives.
- i. Gather student concerns and opinions on study space, academic space, and lab space as needed.
- j. Recruit mentors and mentees for the APSA Mentorship Program (AMP), coordinate the matching process, and promote student mentorship and engagement throughout the year.
- k. Organize and promote awareness of ableism and create initiatives to support students with disabilities and mental health concerns.
- l. Create and update the Mental Health Resources document.
- m. Manage access and resources within the Multi-Faith Prayer Room.
- n. 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 meetings with the Dean and President.
- c. Approve requests to APSA Members' Corner and remove non-active Members.
 - i. Track purchasing of Association memberships using class lists 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 have the IT Director upload them to the APSA website within 30 days of the meeting, as well as maintain an electronic record of all minutes and agendas in the APSA Google Drive.
- e. Coordinate Council and Officer-wide event-organizer-training (EOT) after the AGM and aim for completion before the start of the next academic year.
 - i. Track event organizer training (EOT) completion of Council and update the Rubric 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 people.
- j. Maintain the APSA Pharmacy and APSA Council Google calendars.
- k. Collaborate with CRO and President in scheduling of all elections, if needed.
- l. Oversee record-keeping, room bookings, and invitations to Council meetings.
- m. Schedule General Council meetings alternating with Executive Council meetings in addition to Executive Council..
- n. Compile Councillor and Officer semesterly reports and have them posted to the APSA website.
- o. Collect annual reports from the APSA affiliated clubs and/or initiatives.
- p. Collect applications for student clubs 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 Councillors and Officers to an APSA Council Communication Platform(s), 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 the Constitution and

- Policy committee.
- t. Review APSA Storage room inventory once per academic year and make it accessible to Council.
- u. Collaborate with the President in communications with the Dental Students Association on the shared storage agreement, upon request.
- v. Manage & track logins and passwords for APSA Gmail-associated accounts (ex. Canva, Showpass, Menti).

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.
- 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, LGBTQ+PhSC, and IPSC.
- 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 Councillors 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, print, and post calendars summarizing upcoming APSA events.

SUBSECTION 6.14.11: VICE PRESIDENT FUNDRAISING DUTIES

- a. Sit on the Awards committee.
- b. Sit on the 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 Councillors 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 the end of July. This package will be reviewed by the Executive Council prior to release.
- f. Contact businesses to recruit funds for events and APSA awards, and support the Publications Director in obtaining sponsorship for the PQ+2 and Yearbook.
- 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 (as needed/if desired).
- f. Work in collaboration with VP External and/or Community Education Director 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. Collaborate with Community Education Director and IPSC with First Peoples' House Outreach in communication with Student Services (as needed/if desired).
- h. Plan the Med-Pharm sports (ex. volleyball) game and afterparty in collaboration with the sports representatives, VP External, and Medical Students Association representatives.

SUBSECTION 6.14.13: COMMUNITY EDUCATION DIRECTOR DUTIES

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

SUBSECTION 6.14.14: PUBLICATION DIRECTOR DUTIES

- a. Chair the Photographers Committee.
- b. Chair the PQ+2 Committee.
- c. Act as the local CAPSIL representative and ensure accessibility of online CAPSIL, if applicable.
- 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 to previous year's graduates.
- j. Arrange meetings with a yearbook publisher to ensure publication of the yearbook.
- k. Liaise the APSA photographers with other APSA Councillors and officers. Publications Director may delegate this role to another APSA Councillor and or officer if required.
- l. Manage APSA Flickr account.
- m. Collaborate with PQ+2 Committee once per month to create the PQ+2 magazine.
- n. Collaborate with VP Administration to provide PQ+2 Committee access to the APSA Canva.
- o. Collaborate with VP Student Services to update the class photos in the APSA lounge.

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 or at the discretion of the Recruitment Director.
- c. Act as a contact for pharmacy managers and companies wanting to organize recruitment events (including Lunch and Learns, bus tours, or similar events) and assist in hosting, organizing, and promoting those events. The appropriate Class Representative(s) may be included in these processes if applicable.
- d. Accept, process, and advertise job and volunteer postings to students via APSA Members' Corner regularly.
- e. Organize the annual Career Fair with the University of Alberta Career Centre, if necessary.
- 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.

SUBSECTION 6.14.16: STUDENT ADVOCATING FOR THE FUTURE OF 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 improve upon the APSA website at myapsa.ca, including maintenance of website backend, hosting, and security.
- b. Upload PDF copies of meeting minutes and Council Semesterly Reports to the APSA website as directed by the VP Administration.
- c. Annual or bi-annual updating of the website to align with incoming council members (pictures and biographies) by a deadline set by the discretion of Council.
- d. Update the website as requested by council members.

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 (Instagram, LinkedIn) by collaborating with the Faculty and the APSA Photographers.
- c. Collaborate with Councillors 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 active members 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 members for the 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, CPERC, PDW, and necessary teleconferences;
 - i. 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 textbook sale information for all students to VP Student Services.

SUBSECTION 6.14.22: CSHP REPRESENTATIVE(S) 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, the Hospital Residency Information Sessions and various other hospital related events.
- e. Attend CSHP Alberta Branch Council and Banff Seminar Planning Committee meetings.
- f. Attend CSHP Alberta Branch Annual General Meeting (AGM). Both co-chairs will attend meetings.
- g. Act as the Banff Seminar Committee Student Representative (1 co-chair will be responsible for this role).
- h. Coordinate CSHP Future Professional Pharmacy Student Award for all Western branches and present the award at the 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' Instagram and Discord groups.
- l. Make submissions to the 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.
- 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.
 - vi. Coordinate CPR recertification training..
- 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, until 1st Year Class Representative is elected and the position is fulfilled.
- l. In addition, 1st Year Class Representative will:
 - i. Coordinate CPR Training for first year class and invite all other students who require recertification.
 - ii. Coordinate backpack embroidery at the discretion of the class.

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 on Faculty Curriculum, Student Advisory, and Admissions Committees or delegate a substitute BPSA representative if the BPSA Representative is unable to attend.

- b. Sit on Social, APSA Awards, Professionalism, CAPSI/IPSF, and Constitution and Policy Committees.
- c. Act as a liaison between APSA and the BPSA.
- d. Elected by BPSA members.
- e. Identify potential collaboration opportunities between APSA and BPSA, facilitating introductions between the most relevant Executives.
- f. Represent BPSA's interests on APSA and provide updates to the Executive team of both groups.
- g. Offer a unique perspective and contribute to fostering an inclusive environment where Black students can thrive and engage.
- h. Provide an annual report about the effectiveness of this role as well as a transition document outlining key responsibilities and ongoing initiatives to APSA Council and BPSA executive committee.

SUBSECTION 6.14.28: LGBTQ+PhSC REPRESENTATIVE DUTIES

- a. Sit on Faculty Curriculum, Student Advisory, and Admissions Committees or delegate a substitute LGBTQ+PhSC representative if the LGBTQ+PhSC Representative is unable to attend.
- b. Sit on Social, APSA Awards, Professionalism, CAPSI/IPSF, and Constitution and Policy Committees.
- c. Act as a liaison between APSA and the LGBTQ+PhSC.
- d. 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 APSA Council.
- f. Enhance access and inclusion for 2SLGBTQ+ pharmacy students by providing different perspectives and identifying potential barriers.

SUBSECTION 6.14.29: FINANCE JUNIOR

- 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 11.5.
- i. Along with VP Finance, support APSA Councillors in setting up financial mechanisms to carry out fundraisers, sales, etc., and create documentation to record these transactions that support best practices (e.g., 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 COUNCILLOR

- 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.

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

- a. Sit on Faculty Curriculum, Student Advisory, and Admissions Committees or delegate a substitute MPSC representative if the MPSC Representative is unable to attend.

- b. Sit on Social, APSA Awards, Professionalism, CAPSI/IPSF, and Constitution and Policy Committees, if applicable.
- c. Act as a liaison between APSA and the MPSC.
- d. Elected by MPSC members.
- e. Liaise with VP Student Services to provide feedback on the pharmacy multi-faith prayer room.
- f. Identify potential collaborative opportunities between both organizations and initiate introductions between the most responsible Executives.
- g. 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.
- h. Provide a unique perspective and further help to foster a more inclusive environment for Muslim students to thrive and engage.

SUBSECTION 6.14.32: INDIGENOUS PHARMACY STUDENTS' CLUB (IPSC) REPRESENTATIVE DUTIES

- a. Sit on Faculty Curriculum, Student Advisory, and Admissions Committees or delegate an IPSC representative if unable to attend.
- b. Sit on Social, Awards, Professionalism, CAPSI/IPSF and Constitution and Policy Committees.
- c. Act as a liaison between APSA and the IPSC.
- d. Elected by IPSC members.
- e. Identify potential collaboration opportunities between APSA and IPSC, facilitating introductions between the most relevant Executives.
- f. Represent IPSC's interests on APSA and provide updates to the Executive team of both groups.
- g. Offer a unique perspective that allows students to engage with and learn about Indigenous culture and advocacy.

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 a vote on motions in Council).
- b. Officers of Council are:
 - i. Yearbook Editors (2-4).
 - ii. Chief Returning Officer (CRO).
 - iii. Graduation Committee Co-Chairs (2).
 - iv. Sports Representative (2).
 - v. 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 elected positions to enable smooth transition.
 - ii. Exceptions 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.
 - i. Except Grad Co-chairs and Yearbook Editors as outlined in Section 7.1.a.ii.
- 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 VP Admin before and including May 1st.

- i. Incoming APSA President, outgoing APSA President, and VP Admin may sit in meetings between officers upon request as outlined in Section 6.11.c.

SECTION 7.3: OFFICER SEMESTERLY REPORTS

- a. Officers shall submit their responsibilities and progress in an Officer Report made available to the 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: YEARBOOK EDITORS DUTIES

- a. Coordinate the production of the yearbook with the 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 the photo company and send a copy of the composite to the Faculty.
- f. Within their 3rd year in the program, develop most of the yearbook, decide the theme and compile material (photos) of class.
- g. Within 4th year, finalize grad portraits and determine timeline with publication director and 4th year Class Representative.

SUBSECTION 7.4.2: 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. Exception: Hockey team intramural sign-up, which is to be completed by the Hockey Captain.
- 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.

SUBSECTION 7.4.3: 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.
- 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 should try and collaborate with the First Year Class Social Representative on one event in the Fall semester.
- h. The Second Year Class Social Representative collaborates with the Second Year Class Representative for the Orientation Video.

SUBSECTION 7.4.4: CHIEF RETURNING OFFICER DUTIES

- a. Coordinate all elections and by-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 Administration, and President-Elect, when applicable, regarding elections logistics.

SUBSECTION 7.4.5: 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. Contact sponsors to receive funding towards the graduation banquet.
- d. Plan and execute at least 2 fundraising events with the Grad Committee per semester during 3rd year.
 - i. At least one clothing sale per semester and one other fundraiser per semester.
- b. Create a tentative fundraising plan by the end of August with the Grad Committee.

ARTICLE 8: ANNUAL GENERAL MEETING

SECTION 8.1: ANNUAL GENERAL MEETING (AGM)

- 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 Representative 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 the majority of council (Two-thirds of voting members as per Section 6.4)

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 the exceptions of the President-Elect, First Year Class Rep, and First Year Class Social Rep, who run separately (See Section 10.6 and 10.5, respectively). For exceptions relating 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. Class Social Representatives (1 from every year)
- xxii. Students' Union Representative
- xxiii. GFC Representative
- xxiv. Yearbook Editors
- xxv. Research Councillor
- xxvi. 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 Senior Representative, IPSF Senior Representative, VP Finance, and President.
- c. The MPSC, BPSA, LGBTQ+PhSC, and IPSC Representatives are appointed positions from their respective groups.
- d. SU Representative and GFC Representative elections will be run via SU. 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.
- f. Hockey Captain
 - a. The Hockey Captain's successor is to be chosen by decision of the current Hockey Captain.
 - b. The Hockey Captain will sign up APSA's hockey team for intramurals via collaboration with VP Finance.
 - c. The Hockey Captain does not make up part of General or Executive council, solely providing assistance as an *Ex officio* member with hockey-related activities as needed throughout the academic year.

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 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 at any time during a new council term (following General elections and by-elections) when 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 (>50%) of General Council.
- d. Councillors resigning must contact the President and VP Administration.
- 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 (>50%) 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 Councillor who will fill this role and contribute the transition document as requested by the President barring extraneous circumstances.

- iii. If a position remains unfilled for the remainder of term, then, if possible, the position's ongoing tasks should be delegated to other Councillors at the discretion of the President and Council.
- 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, the appointment of these positions is at the discretion of Council via a motion.

SECTION 9.4: VOTES OF CONFIDENCE

- a. Prior to assuming the positions of President, CAPSI Senior Representative, IPSF Senior Representative, and 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 the 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 shall be held at, or shortly after, the Spring Changeover Meeting.
- e. A simple majority vote (>50%) shall be required to confirm the appointment of the President-Elect to President, the CAPSI Junior Representative to CAPSI Senior Representative, the IPSF Junior Representative to IPSF Senior Representative, and the Finance Junior 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 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 (>50%) 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 Rep elections shall take place in the first two weeks of September.
- d. Committee Election will run following General elections alongside General council by-elections in late April to early May.
 - i. Committee by-elections will take place in September.
 - ii. VP Admin may assist President and CRO in scheduling 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 the exception of 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, Outgoing President, and President-Elect 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, once they are elected into the position, it would be considered a resignation from their position (see Section 9.3).
- h. All candidates must be in good standing with both APSA and the Faculty to be eligible to run and campaign for an APSA position.
 - i. Eligibility will be assessed in accordance with the policies outlined in the Student Academic Integrity Policy, APSA Code of Professionalism, ACP Code of Ethics, and other guiding professional documents.
 - ii. APSA reserves the right to share a list of potential candidates for any role on APSA Council with Faculty to ensure that the student is in good standing, both professionally and academically, and act on this information as deemed appropriate through discussion with the APSA President, CRO, and VP Academic.
 - Candidates must consent to information being disclosed to APSA from the faculty in order to run in APSA elections. Refer to internal election procedures and documents.
 - In the event that a list is shared, Faculty will provide APSA with a simple response denoting whether the students included are in good standing; no details regarding professional or academic concerns will be shared with APSA.
 - In the event a discussion is held, only students in good standing, as determined by the Faculty, will be considered to have the support of the Faculty in holding the position.
 - Affected candidates may appeal such decisions to the Professionalism Committee, if desired.
 - iii. The APSA President, VP Academic, and CRO reserve the right to request that a candidate rescind their application in cases of reported misconduct.
 - Affected candidates may appeal such decisions to the Professionalism Committee, if desired.

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; the receipts are to be submitted to the CRO and will not be reimbursed by APSA.
- c. Candidates shall use campaign methods freely available to all students and shall not use materials exclusively accessible to Councillors/Officers (e.g., mailing lists in any capacity).
- d. Campaign materials must be taken down by 11:59 pm on the last day of election voting.
- e. Candidates may be penalized or removed from the election for unprofessional conduct at the discretion of the CRO.
- f. 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.
- g. 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 Representative, LGBTQ+PhSC Representative, BPSA Representative, IPSC Representative, 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, BPSA, and IPSC 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 (>50%) 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 a non-SU mandated online ballot is used, the greatest number of votes cast in favour of a candidate, accounting for ranking, shall determine the appointment of a candidate to a contested position
- i. President and CRO abstain from all elections, with the exception of the elections for SU Representative and GFC Representative roles as they are external to APSA.

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 September.
- 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 (5) 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 and President.
- b. Presidential elections shall be subject to the same campaigning procedures and regulations as the APSA General Election with the addition of a Presidential Forum.
 - i. Presidential election voting will be open to all Pharmacy undergraduate students, regardless of APSA membership status.
- 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 for 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.
 - ii. CRO and President will facilitate the forum unless there is a conflict of interest.
 - iii. 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 five (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 a list of committees from Council and Faculty
- b. Committee elections do not follow normal Council election procedures. Please refer to separate internal documents for procedure and policies, such as the CRO Transition Document.
- c. Graduation Committee applications will be voted on within the Class.
- d. APSA Committee applications are reviewed by Council and voted through an 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 the application 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. For unfilled positions, see section 9.3 g.
- h. If the Chair would like to increase the size of their committee, it is at the discretion of General Council to pass a motion for that year.

SECTION 10.8: APPEALS OF ELECTION

- a. A candidate or General Member may appeal election results to the CRO within one week of the announcement.
- 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 it is computer verified (UAlberta email required)
- c. If the General Council approves the appeal, a re-vote will take place.

SECTION 10.9: TERMINATION OF APSA COUNCIL MEMBER POSITION

- a. A Councillor may be subject to termination from their position within APSA under the following circumstances. A Councillor may be removed from their position if they:
 - i. Fail to fulfill their duties as outlined in the APSA Constitution, by-laws, or internal policies.
 - ii. Demonstrate unprofessional behaviour that is inconsistent with APSA's purpose as outlined in Article 3, FoPPS code of conduct, or the expectations set by the Faculty of Pharmacy and Pharmaceutical Sciences.
 - iii. Violate APSA policies regarding ethical conduct, confidentiality, or financial responsibilities.
 - iv. Engage in misconduct that damages the reputation or integrity of APSA, the Faculty, or the pharmacy profession.
 - v. Exhibit repeated absenteeism from APSA General Council or Executive Council meetings without valid justification.
- b. Termination is at the discretion of the Professionalism Committee and Executive Council.
- c. In the event that an APSA council member is terminated from their position, they may only be able to run in future elections at the discretion of the President, CRO and VP Academic.

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 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.
- b. The current President, current VP Finance, incoming President-Elect and incoming 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 and maintenance, ensure that both the incoming President and VP Finance set limits of:

- i. \$1000 per day and \$3000 per week for ABM limits
- ii. \$5000 per day and \$20,000 per week for the Direct Payment limit (e.g., point of purchase devices)
- iii. \$10,000 per day and \$50,000 per week for the Electronic Transfer limit
- iv. \$5000 per day and \$20,000 per week for the Online Purchase limit (e.g., gift card 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 the audit performed by VP Finance.
- b. The spreadsheet(s) containing all transactions must be accessible/shared in the Drive for all of the General Council to view.
 - i. Finance Junior shall conduct regular internal audits to ensure the accuracy of the documentation.
- c. All financial records should be kept for up to seven (7) 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 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. The Association commits to fund the cost of sending the President, CAPSI Senior Representative 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. The 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. Any expenses labeled as a prize cannot be in the form of a prepaid credit card (Visa, etc) or cash.
 - i. Exceptions: Movember NHL 50/50 hockey pools, graduation committee fundraiser raffles, and others at the discretion of VP Finance.
- c. Significant budget amendments and new budget items must be presented by the finance team and any relevant Councillors in the General Council for approval via a motion.

- i. Moving dollar amounts between budgeted items may be done at the discretion of relevant Councillors with the approval of VP Finance.

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
 - xiii. Community Education Committee
 - xiv. PQ+2 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, who shall act as chair in meetings
 - iv. One member of Council
 - v. Up to two interested Members who are not members of Council
 - vi. BPSA representative
 - vii. LGBTQ+PhSC representative
 - viii. MPSC Representative, if applicable
 - ix. IPSC Representative
- b.

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, clarity, and correctness. A final draft of the revised Constitution and Policy will be submitted to the AGM for the following academic year.
- c. Recommend amendments for approval by APSA members 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, who shall act as chair in meetings
 - 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
 - x. MPSC Representative, if applicable
 - xi. IPSC Representative
- b.

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 the 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 required 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 the 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 or Sports Representatives 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), who shall act as chair in meetings
 - b. Social Representatives
 - c. MPSC Representative, BPSA Representative, LGBTQ+ PhSC Representative, and IPSC Representative
- b.

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 or less at the discretion of the Vice President Socials, at a time decided upon by the committee chair and its members
 - a. 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, who shall act as chair in meetings
 - b. Student Photographers (8 from any year)
- b.

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 Councillors/Officers, under the guidance of Publications Director.
- 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 the APSA Website.
- d. Take photos of events and upload to the APSA Flickr for Member use.
- e. If holding the position of Student Photographer, be willing to learn photography skills and technical knowledge of camera equipment.
- f. Have access to APSA Office to maintain APSA camera.
- g. Have access to and maintain personal cameras, if possible.
- h. 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, who shall act as chair in meetings
 - ii. 4-8 students from any year (at least one from every class, if possible)
- b.

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 or less at the discretion of the VP Student Services at a time decided upon by the committee chair and its members.

SUBSECTION 12.5.5: DUTIES & RESPONSIBILITIES

- a. Maintenance of the Association's student spaces, including PBL rooms, the APSA Student Lounge, Multi-Faith Prayer Room.
- b. Put forward proposals to Council and the Faculty for improvements to student spaces.
- c. 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, who shall act as chair in meetings
 - 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 BPSA, LGBTQ+PhSC,MPSC, and IPSC (if applicable)
- b.

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, who shall act as chair in meetings
 - 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)

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, if necessary.
- 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, who shall act as chair in meetings
 - ii. Two representatives from each class (if applicable)
- b.

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 (6) as appointed by the Grad Committee Co-Chairs and the CRO via an application process.
- b.

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. 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, who shall act as co-chair in meetings
 - ii. CAPSI Junior Representative, who shall act as co-chair in meetings
 - 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
 - xi. MPSC Representative, if applicable
 - xii. IPSC Representative
- b.

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. Committee members are expected to volunteer to assist with at least 2-3 PAM events
- g. Assist IPSF Representatives in their events and initiatives throughout the year such as Lunch and Learns, increase awareness around the annual Public Health Campaign, and increase social media presence as requested.
- h. Assist IPSF Representatives in promoting the Student Exchange Program and participate in events with incoming exchange students as requested,
- i. Increase collaboration between CAPSI and IPSF
- j. Encouraged to sit on CAPSI National Subcommittees and submit articles to the CAPSIL and PQ+2.
- k. 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 12.11: 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 12.12: 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
 - Representative from MPSC
 - Representative from IPSC
 - Other students as requested by Faculty
 - ii. VP Academic sits on the Faculty Awards Committee and the Faculty Appeals Committee
 - iii. For the Curriculum Committee the following will sit on this:
 - VP Academic
 - Class Representatives
 - Representative from BPSA
 - Representative from LGBTQ+ PhSC
 - Representative from MPSC
 - Representative from IPSC
 - Other students as requested by Faculty
 - iv. The VP Academic shall chair the Student Advisory Council and the following will sit on this:
 - Representative from BPSA
 - Representative from LGBTQ+ PhSC
 - Representative from MPSC
 - Representative from IPSC
 - President
 - Other students as requested by Faculty

SECTION 12.13: COMMUNITY EDUCATION COMMITTEE

SUBSECTION 12.13.1: COMPOSITION

- a. The committee shall consist of:
 - i. Community Education Director, who shall act as chair in meeting
 - ii. Committee members (4-5, any year) ~~as appointed by the Community Education Director~~

SUBSECTION 12.13.2: QUORUM

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

SUBSECTION 12.13.3: VOTING

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

SUBSECTION 12.13.4: MEETINGS

- a. The Committee shall meet around twice monthly, depending on need and at the discretion of the chair at a time decided upon by the Committee chair and its members

SUBSECTION 12.13.5: DUTIES & RESPONSIBILITIES

- a. Help plan, develop, and manage events which include but are not limited to:
 - i. Rural presentation webinars, National Poison Prevention Week Presentation, Competing with Community Ed/Cookies with Community Ed.

- b. Help organize and facilitate collaborations with other committees (PAM) or external groups (IPC, The FentaNIL Project, Rxa/RhPAP).
- c. Help create new classroom presentations.
- d. Help complete outstanding classroom presentations.
- e. Assist with planning the WISEST SET/CHOICES conferences and fill vacant volunteer positions as needed.
- f. Attend outstanding meetings with collaborators.

SECTION 12.14: PQ+2 COMMITTEE

SUBSECTION 12.14.1: COMPOSITION

- a. The committee shall consist of:
 - i. Publications Director, who shall act as chair in meetings
 - ii. Committee members (up to 8, any year)

SUBSECTION 12.14.2: QUORUM

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

SUBSECTION 12.14.3: VOTING

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

SUBSECTION 12.14.4: MEETINGS

- a. The committee shall meet at a minimum of once monthly at a time decided upon by the committee chair and its members.
- b. Additional meetings will be held on an as needed basis as determined by the committee chair and its members.

SUBSECTION 12.14.5: DUTIES & RESPONSIBILITIES

- a. Members of the committee shall:
 - i. Collect articles in collaboration with students and Faculty.
 - ii. Access the APSA Canva account to design and produce each edition of PQ+2.
 - iii. Access the APSA Flickr page or contact students, Faculty, and other relevant groups for photos to feature in each edition.
 - iv. Work with CAPSI Sr and CAPSI Jr to produce the PAM Events Booklet and Calendar.
- b. Refer to Subsection 6.14.14 for the specific duties and responsibilities of the Chair as it pertains to the committee.

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 (>50%) of Council.

SECTION 13.2: DUTIES & RESPONSIBILITIES OF AFFILIATED STUDENT GROUPS & 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 at least 1 group leader must complete event organizer training prior to their first event, at the discretion of VP Administration. Other group members can complete event organizer training at the discretion of the group leaders in collaboration with VP Administration.
- d. Ensure membership is limited solely to pharmacy students and consists of at least 5 members.
- e. Group events must be submitted through Rubric 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 Administration 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 beyond the pre-existing voting rights of individual group members (see Section 8.3).

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 majority vote (>50%) 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 Councillor, 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 Councillors agree. Executive Councillors will also suggest charities should dissolution go to vote by 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 (>50%) 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.