

Revised June 14th, 2017

Whereas it is the desire of the students of the College of Pharmacy of the University of Manitoba to establish among themselves an Association to administer student affairs:

BE IT ENACTED THAT the former constitution be revised to read as follows:

## **CONSTITUTION OF THE UNIVERSITY OF MANITOBA PHARMACY STUDENTS' ASSOCIATION**

### **ARTICLE I: NAME**

The name of the organization shall be “The University of Manitoba Pharmacy Students’ Association” (UMPhSA) (hereinafter referred to as “The Association”)

### **ARTICLE II: OBJECTIVES**

1. To administer to student affairs within the limits prescribed by this constitution through the promotion of undertakings of student interest and benefit, and to encourage student support for these undertakings;
2. To foster student interest in all University matters and to develop favourable recognition of The Association throughout the University;
3. To promote academic excellence and professionalism within the student body

### **ARTICLE III: MEMBERS**

1. Students registered in the College of Pharmacy at the University of Manitoba taking courses leading to the degree of Bachelor of Science (future revision required as per PharmD program) in Pharmacy, who have paid their tuition fee, University of Manitoba Students’ Union fee, and any other special fees levied by the University/College/Student Council unless excused from doing so by special permission of the council.
2. Honorary members consisting of all College members in the College of Pharmacy and any other persons whom Council may appoint.
3. All members of the Pharmacy Association who are affiliated with the University of Manitoba hereby have full voting rights in the College of Pharmacy.

### **ARTICLE IV: PHARMACY STUDENT COUNCIL**

1. The administration of the Association affairs shall be vested in one body known as “University of Manitoba Pharmacy Student Council” (hereinafter for convenience referred to as “The Council”, or “Student Council”)
2. The Council shall be composed as follows:

- a. Voting Members elected in accordance to ARTICLE VII of this constitution, each to have ONE vote, including Co-Sticks:
- i. Via General Election:
    - Co-Sticks (Sr. and Jr.): One member of the 4<sup>th</sup> year class and one member from the 3<sup>rd</sup> year class. Preferentially with the Jr. Co-stick being Sr. in 4<sup>th</sup> year.
    - Programming Director (Social Convenor)
    - Sports Representative
    - Secretary
    - Treasurer
    - Student Senator
    - UMSU Representative
    - Senior CAPSI Representative
    - Junior CAPSI Representative
    - Yearbook Editor
    - CPhM Student Liaison
    - Information Technology Representative
    - Faculty of Health Sciences Inter-professional Liaison
    - CSHP Liaison
    - Inter-professional WISH Clinic Representative (Junior and Senior)
    - Marketing Representative
    - CSHP Sr. Representative
    - CSHP Jr. Representative
  - ii. Via Class Election:
    - Grad Committee Chairperson(s)
    - 4<sup>th</sup> Year Class President
    - 3<sup>rd</sup> Year Class President
    - 2<sup>nd</sup> Year Class President
    - 1<sup>st</sup> Year Class President
- b. Non-voting members appointed as in ARTICLE VII, Section 16
- Honorary President (from the College)
- c. Non-voting members elected as in ARTICLE VII, Sections 17
- Faculty of Rady Health Sciences College Council and College Executive Council: 5 representatives, in which one is the executive council member
  - Appeals Committee: 3 representatives
  - The Curriculum Committee (subject to change)
  - The Selection Committee (clarification required on role)

## **ARTICLE V: POWERS OF COUNCIL**

1. The affairs of the Association shall be managed and administered by the Council
2. The council shall have the power to enact by-laws, as provided for by this constitution:
  - a. To define the composition, powers and duties of Council members mentioned in ARTICLE IV, section 2 of this constitution.
  - b. To demand the resignation of any Council members at any time provided a motion to this effect is passed by a two-thirds majority of Council. In appropriate cases, other involved committees or bodies shall be consulted.
  - c. To prescribe matters of procedure which are not provided for by this constitution.
3. The Council shall be the official medium of communication between the Association and the University officials and the general public.

## **ARTICLE VI: DUTIES OF THE COUNCIL**

### **1. The College Advisor:**

- a. He/She shall act in an advisory capacity to the Council and be present for all amendments to the constitution

### **2. The Co-Sticks:**

- a. They shall oversee all work of the Council, being ex officio members of all committees.
- b. They shall take turns chairing council meetings.
- c. They shall call and conduct all Council meetings according to this constitution.
- d. One of them shall represent the Association at all Senior Sticks' Meetings or shall appoint a representative.
- e. The Co-Sticks shall perform such other duties as are usually incident to their office or as may, from time to time, be required of them by Council.
- f. The Co-Sticks shall be responsible for providing the date, place, time, and agenda, in conjunction with the secretary, of all forthcoming Council meetings to the rest of the council two days prior to the upcoming meeting.
- g. When required, in accordance to ARTICLE VII, section 16, help in the selection of suitable students for the following committees:
  - i. The College Council
  - ii. The Curriculum Committee
  - iii. The Selection Committee
  - iv. The Appeals Committee
  - v. The Student Standing Committee

- h. The 4<sup>th</sup> Year Co-Stick shall organize Career Avenue along with the 4<sup>th</sup> Year Class President, in conjunction with the marketing representative
- i. Alternatively attending CAPSI meetings as a voice on behalf of UMPHSA

**3. The Secretary:**

- a. He/She shall keep accurate minutes in a proper book of all regular and special meetings of the Council.
- b. He/She shall keep careful files of all pertinent reports received by Council
- c. He/She shall prepare and keep a record of membership of the Council and attendance at Council Meetings
- d. He/She shall post the minutes of the Council meetings on the Pharmacy bulletin board.
- e. He/She shall make available to the succeeding Secretary all reports, minutes, books, and papers belonging to the Council.

**4. The Treasurer:**

- a. He/She shall keep an accurate account of all monies received and expended by the Council.
- b. He/She shall give regular reports to the Council of all receipts and disbursements of the present year.
- c. He/She shall present a budget to Council, which shall be subject to the approval of the Council at its first meeting, whenever it may be.
- d. He/She shall keep on file receipts for all disbursements for the Council and shall provide receipts for all monies received by the Council.
- e. He/She must be bondable.
- f. The expenditures of Council funds shall be governed as follows:
  - i. Except those denoted in the subsection above, Council must authorize all expenditures in advance as approved by council
  - ii. The Treasurer, Co-Sticks, Programming Director, and Yearbook Editor and CAPSI may make expenditures, but two signatures shall be required on each cheque.
- g. The fiscal year of the Council shall be at the start of the academic year from the moment the elected treasurer gains signing authority
- h. He/She shall ensure that Council never operates at a deficit. He/She shall ensure that at least \$10,000.00 is left in the general account at the end of the school year.
- i. He/She shall serve as representative to the UMSU Scholarship Committee (subject to investigation by the UMSU Liaison)
- j. He/She shall keep an accurate account of all monies received and expended by CAPSI in association with the CAPSI treasurer
  - i. The Treasurer and CAPSI Representative may make expenditures, but two signatures shall be required on each cheque.

**5. The UMSU Representative:**

- a. He/She shall act in accordance with all regulations pertaining to his/her position as stipulated in the constitution of the University of Manitoba Students' Union (UMSU).
- b. He/She shall convey to the Student Council the proceedings and decisions of the UMSU council.
- c. He/She may be faculty representative at UMSU social activities, if and when it is deemed necessary.

**6. The Social Convenor**

- a. He/She shall promote, plan and organize all social functions for the Association.
- b. He/She shall present the views of the Council to the faculty in regards to social activities.
- c. He/She will be the Chairperson of the Social Committee.
- d. He/She shall be granted access to all social events, organized as part of their duties, free of charge.

**7. The Sports Representative:**

- a. He/She shall promote, administer and organize those forms of athletic activity under the jurisdiction of the Council, in which the members of the Association participate.

**8. The Information Technology Representative:**

- a. He/She should have enough computer proficiency to fulfill the required duties of the position.
- b. He/She shall be responsible for the maintenance and upkeep of the University of Manitoba Pharmacy Students' Association website ([www.umphsa.ca](http://www.umphsa.ca))
- c. He/She shall assemble, organize, and post all Council approved material on the website and other media outlets
- d. He/She shall be responsible for the creation for the Facebook pages (General, first year and student council). He/She should create the calendar for the year)

**9. The Class Presidents (One per year):**

- a. They shall inform their respective classes of all Council meetings and express the views of their classes at Council meetings.
- b. They shall inform their classes of upcoming activities and encourage their classes to attend and participate.
- c. They shall be responsible for class funds and activities
- d. In addition:
  - i. The 3<sup>rd</sup> Year Class President shall represent the Council at the meetings of Pharmacists Manitoba and shall report to Council on said meetings. Help with Pharmacists Manitoba events and other such requirements. Also help with the Rx files ordering
  - ii. The 2nd year class president organizes the 1st year orientation and welcome night along with the icebreaker games. Will also

coordinate “buddy forms” and matching. Help the social convenor plan the 1st year welcome night.

- iii. The 4<sup>th</sup> Year Class President shall be responsible for the facilitation and promotion of presentations to the 4<sup>th</sup> year class by potential employers (i.e. recruitment) or organizations. He/She shall also be responsible for organizing Career Avenue along with the 4<sup>th</sup> Year Co-Stick. He/She shall also be responsible for the 4<sup>th</sup> Year’s gift to the Faculty. 4th year class president is also responsible for the organization of the PEBC’s and the PEBC pre-test

#### **10. The Yearbook Editor:**

- a. He/She shall be responsible for the editing and publishing of the Faculty of Pharmacy yearbook.
- b. He/She shall present a yearbook budget subject to the approval of Council.
- c. He/She shall act as Chairperson for the Yearbook Committee.
- d. He/She shall ensure photographs be taken at all Association functions.
- e. He/She and all members of the yearbook committee shall be granted access to all events free of charge provided they are fulfilling yearbook duties by taking pictures (maximum of 1 editor per event)

#### **11. The Student Senator**

- a. He/She shall be responsible for representing the Association at meetings of the University Senate and shall convey to the Council the proceedings and decisions of the Senate.

#### **12. The CPhA Representative**

- a. He/She shall represent Council at meetings of the CPhA and report to council on said meetings.

#### **13. Graduation Committee Chairperson(s)**

- a. He/She shall be responsible fundraising, planning, and organizing the Grads’ Farewell, including the purchase of the Grads’ farewell gifts.
- b. He/She shall be responsible for the pictures of the graduates and to have a copy made available to the yearbook and for a composite to be placed in the student lounge.
- c. He/She shall present a budget to Council for approval before the first meeting (submitted to the treasurer)
- d. He/She shall serve as Chairperson of the Graduation Committee.

#### **14. Senior CAPSI Representative**

- a. He/She shall act as the Faculty Liaison to CAPSI National.
- b. He/She is responsible for overseeing all CAPSI local activities and fulfilling or delegating the following duties:
  - i. Attend all CAPSI General Council meetings at Professional Development Week (PDW) and the CPhA National Pharmacy Conference
  - ii. Present reports on accomplishments achieved at PDW and CPhA to Council and local CAPSI council if deemed necessary

- iii. Prepare a typed report on local activities for all national meetings
- iv. Submit reports (approved by the Sr. and Jr. reps) to CAPSI National via email as required by the set deadlines
- v. Represent the Association nationally by casting the representative number of votes on motions raised at national CAPSI council meetings and during elections
- vi. Attend Council meetings and/or local CAPSI meetings and report on local CAPSI functions as well as national functions when necessary
- vii. Appoint representatives from each class to act as liaisons between the Sr. and Jr. CAPSI representatives and the class
- viii. Hold local CAPSI meetings throughout the year to be attended by the Sr. and Jr. and the class CAPSI representatives.
- ix. Inform local members of all national projects and encourage participation in these programs
- x. Respond to the President's letters and other communications from the National Executive and Liaisons where input is required
- xi. Make available to local CAPSI council all correspondence from the National Executive
- xii. Run a CAPSI Awareness Week (CAW)
- xiii. Sell and distribute CAPSI membership
- xiv. Run local patient counselling competition
- xv. Put on two Symposia and encourage student participation
- xvi. Organize fundraising to defer costs for PDW and the CPhA National Pharmacy Conference and encourage the participation of as many students as possible at these conferences. Upon yearly review of the council, airfare expenses for the Sr. and Jr. representatives will be reimbursed upon returning from PDW provided all necessary duties were fulfilled
- xvii. Appoint an International Pharmacy Students Federation (IPSF) representative (who should be involved in local CAPSI activities) who will organize the student exchange program locally and communicate with the national liaison
- xviii. Maintain a CAPSI bulletin board, posting all national and local CAPSI news
- xix. Maintain a liaison with the local CSHP officer
- xx. Promote CPhA and its programs that encourage professionalism in the members as students and future pharmacists
- xxi. Submit highlights of Faculty activities on a regular basis to the CAPSIL and encourage the submission of articles to the CAPSIL by students
- xxii. Act as the PDW liaison to the CAPSI General Council when PDW is hosted locally

xxiii. Fulfill the following roles and duties regarding PDW:

1. Provide proof of efforts made for PDW fundraising
2. Find the most affordable and practical means of transportation for students
3. Enhance the students' knowledge of PDW and the benefits of attending, i.e. educational seminars, meeting other pharmacy students and learn about their programs, social activities, etc.
4. Collect all registration and hotel forms and fees to submit to the PDW committee
5. Correspond with the PDW host committee promptly as required
  - c. A Senior Representative will have failed at completing his or her duties should less than 80% of the duties be fulfilled. The following duties must be included in the 80%: 2 Symposia, CAW, patient counselling competition, and promotion for PDW. Consequences for failure of duties will include:
    - i. Funding for PDW and CPhA conferences will be revoked (reimbursement will be required if funding has already been provided)
    - ii. There will be no recognition for participation on the person's transcript
    - iii. A formal resignation and apology must be submitted to CAPSI National

**15. Junior CAPSI Representative:**

- a. He/She shall also act as the Faculty Liaison to CAPSI National.
- b. He/She shall work alongside the Sr. CAPSI representative and learn the duties in order to take over the position for the following year.
- c. He/She shall be involved in the planning and implementation of a minimum of 1/3 of all local CAPSI activities (the compounding competition is a required part of this 1/3).
- d. He/She shall be informed of all national and local CAPSI activities.
- e. He/She shall have input into and review all reports sent by the Senior Representative to CAPSI national.
- f. A Jr. Representative will have failed at completing his/her duties should he/she fail to be involved in at least 25% of all CAPSI local activities. As well as assisting the Sr. Representative, the Jr. Representative must organize the compounding competition. Consequences for failure of duties will include:
  - i. Funding for PDW and CPhA conferences will be revoked (reimbursement will be required if funding has already been provided)
  - ii. There will be no recognition for participation on the person's transcript
  - iii. He/She will not be permitted to hold the position of Sr. Representative in the following year

**16. Interprofessional Liaison:**



- a. Duties to be determined.

## **ARTICLE VII: NOMINATIONS AND ELECTIONS OF COUNCIL MEMBERS**

1. The outgoing 4<sup>th</sup> Year Co-Stick shall act as Returning Officer for the Co-Stick elections. The incoming Co-Sticks shall act as Returning Officers for the remaining elected positions on council.
2. The Returning Officers shall post lists of all candidates on the Pharmacy bulletin board immediately after the appropriate nomination deadlines.
3. The election of Co-Sticks shall take place not later than the first week in March.
4. The election of the Co-Sticks shall take place at least one week before the general election
5. Nomination form
  - a) Any ten or more members of the Association may nominate any other member as a candidate for any office listed in ARTICLE I, section 2, subsection (a) of this constitution by signing and causing to be filed with the Returning Officer at least one week before the election for the post concerned, a nomination paper accompanied by the written consent of the nominee, and presented in the following form, or like effect:

“We the undersigned students of the Pharmacy Students’ Association, hereby nominate \_\_\_\_\_, a member of the \_\_\_\_\_ year in the Faculty of Pharmacy, and a member of the Association as a candidate for the office of \_\_\_\_\_ on the Pharmacy Student Council, at the election now about to be held.

Signed: (at least 10 signatures)

I, the said \_\_\_\_\_, hereby consent to this nomination

Date: \_\_\_\_\_ Signed: \_\_\_\_\_”

- b) Defeated candidates for the position of Co-Stick shall be exempt from the condition of having to file nomination papers for the other offices one week in advance, but shall be required to file those papers three days in advance of general elections.
6. One of the two Co-Sticks shall be elected from among the members of the second year class, and the other from among the members of the third year class, who must be eligible for graduation the following year.
7. Any Class president or Co-Stick failing to achieve minimum academic requirements shall be required to resign his/her position. A new election shall be

- held as outlined in ARTICLE IV, section 2. Any present Council member assuming the position of Co-Stick or 4<sup>th</sup> Year President shall resign hi/her former position on Council, and a by-election held in accordance with procedures as outlined in ARTICLE VII.
8. The Student Senator shall be elected as set out in the appropriate section of the Senate Constitution.
  9. Only members of the Association, as set out in ARTICLE III, section 1 of this constitution, have the right to vote in Association elections.
  10. Secret ballots shall be used in all elections.
  11. Polling facilities shall be open during a time stipulated by the Returning Officer. The polling period for any Council Position must not exceed one day in length.
  12. In the event of vacancies occurring on council, the vacant positions shall be filled in accordance to the Constitution of the Pharmacy Students' Association. No council member shall hold more than one voting position on Council and no more than a total of two positions.
  13. Each Association member, with the exception of the Co-Stick acting as the Chairperson at the most recent meeting, shall have one vote for each Council position listed in ARTICLE IV, section 2, subsections (a, i). The Co-Stick shall submit his/her vote in a sealed envelope, before the counting of the ballots, to be used only in the event of a tie. Regarding positions listed in ARTICLE IV, section 2, subsections (a, ii), Class Presidents shall vote only to break a tie vote in their particular year.
  14. Class Presidents for the following year, except that of First Year, shall be elected not later than March 15, by the students of the respective year.
  15. Campaigning:
    - a) The candidates for the positions of Co-Sticks will be required to address the Association within 72 hours prior to the polling facilities for their elections as well as being allowed to campaign during a period stated by the Returning Officer.
    - b) The candidates for positions other than Co-Sticks will be allowed a sufficient campaign period, and will be officially introduced to the Association within 72 hours prior to the opening of the polling facilities.
  16. There shall be an Honorary President of the Association who shall be elected/re-elected annually by the incoming Council at the Joint Council meeting (see ARTICLE VIII).
  17. The appointment to committees outlined in ARTICLE VI, section 2, subsection g, shall be made by the incoming Co-Sticks at the Joint Council meeting or when necessary. At least one delegate on each committee must hold a voting position on council to ensure that a report is given at each council meeting. Committee members will receive transcript recognition if the committee meets at least 3 times per year, if they attend 66% of the committee meetings, and if they participate actively on the committee (see Student Recognition Form, available in the Student Records Office).

18. The Co-Sticks shall approach the First Year Class during the first week of classes and set a date for the election of the First Year President, First Year Yearbook committee member, First Year CAPSI representative, and First Year Social committee member. The date is to be set at the discretion of the Co-Sticks, but should be not later than the end of the second week of classes.
19. The election for the incoming 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year Class Presidents, Social Representatives, Yearbook Committee members, CAPSI Representatives, and Grad Committee members shall occur no later than one week after general elections. Those committee members will receive transcript recognition if they meet at least three times during the year, attend at least 66% of the meetings, and actively participate on their respective committee.

#### ARTICLE VIII: MEETINGS

1. Meetings of the Council shall be held not less than six times a year.
2. The Co-Sticks may, whenever they deem it necessary or upon requisition in writing by twenty-five Association members, call a regular meeting of the Council. Any such requisitions shall state the object of the meeting to be called.
3. Forty-eight hours notice of all regular Council meetings shall be given to all Council members by the Co-Sticks or designate.
4. The Co-Sticks should, whenever they deem it necessary, or upon requisition by 25 Association members, call an emergency meeting of the Council. Any such requisitions shall state the object of the meeting to be called. The following shall apply to an emergency meeting only:
  - a. All motions directly concerning the object of the meeting must be passed by a 67% majority to be valid.
  - b. Any Council member may present a budget to the Council for ratification provided that the subject matter of the budget is relevant to the purpose for which the meeting has been called.
  - c. Notice of and reason for such a meeting shall be communicated to each Council member at least two hours before the meeting is to be called.
5. Sixty-seven percent of the voting members of Council shall constitute a quorum.
6. If any member of the Council absents himself/herself from 30% of the regular meetings of the Student Council, he/she shall not receive recognition on his/her transcript. The Co-Sticks shall carry out evaluations.
7. All Association members shall be permitted to attend Council meetings, and it shall be the policy of the Council to encourage such attendance, but such members shall not address the Council unless a motion is made to this effect by the Council.
8. There shall be no voting by a proxy at any meeting of the Council.
9. The Co-Sticks should, at least once a term and whenever they deem it necessary, call an assembly of the Association.

10. The annual Joint Council Meeting shall be held before the end of the second term. The date of this meeting shall be entirely at the discretion of the retiring and newly elected Co-Sticks. Attendance at this meeting shall be compulsory for all retiring and incoming Council members. At this meeting, each new member will receive any pertinent information in regards to his/her new position from the corresponding outgoing committees.

#### **ARTICLE IX: PROCEDURE FOR CONSTITUTIONAL AMENDMENT**

1. All constitutional amendments must first be approved by Council.
2. Upon Council approval, the Co-Sticks shall call a general meeting of the Association. Constitutional amendments must be approved by a 67% majority of members present at this general meeting.