

# **Pre-Pharmacy Club Constitution**

Prepared on September 1, 2021

**Article 1: Name**

- The name of the student group will be the University of Manitoba's Pre-Pharmacy Club, also known as U of M's Pre-Pharm Club

**Article 2: Club Purpose**

- The University of Manitoba Pre-Pharmacy Club is for anyone in undergrad or graduate studies interested in pursuing a career in pharmacy. By joining, students will be able to connect with numerous students with the same passion and receive advice/tips about the application process, prepping for the CASPer test, working with recent graduates and pharmacists, and more.

**Article 3: Membership**

- Membership is open to anyone enrolled in undergraduate or graduate studies at the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students. Additionally, membership will last for a full academic year, September to August.

**Article 4: Compliance with UMSU and UMSU Clubs Policies and Procedures**

- University of Manitoba Prepharmacy Club will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those included in the UMSU Student Clubs Policies and Procedures document.

**Article 5: Executive Officers and Duties****a. President**

- Acts as chair member for the executive board, and provides leadership to all members
- Attends all meetings of University of Manitoba Pre-Pharmacy Club
- Acts as spokesperson for the club
- Keeps committee meetings on task and provides guidance for the club
- Works with the secretary to schedule club meetings
- Plans and organizes events with fellow executive members
- Acts an ambassador of the club and encourages others to join
- Serve as a signing authority for University of Manitoba's Pre-Pharmacy club
- Provides a safe and welcoming environment for all

- Be the primary contact person for UMSU
- Meet with executive members to follow up and gather information about the efficiency of the club and resolve any conflicts that may arise

**b. Vice-President**

- Aids president and assumes leadership for meetings if president is not available - Aids in organizing and conducting club meetings
- Reserve rooms for meetings to be held in
- Conducts membership recruitment
- Serve as a signing authority for University of Manitoba's Pre-Pharmacy club

**c. Secretary**

- Records meeting objectives and minutes of all club and executive team meetings
- Relates meeting minutes and any critical information to all club members
- Communicates relevant meeting information to all members prior to each club meeting, such as location, time, and meeting itinerary
- Maintains an up-to-date membership list of both club and executive team, including contact information
- Ensures executive team are informed of deadlines for document submissions or other relevant commitments

**d. Social Media Manager**

- Maintains all social media platforms including Instagram, Wix, and UMSU web page
- Creates platform specific content such as posts, stories, graphics, and text posts
- Produces creative event advertisements

**Article 6: Meetings**

- The executive meetings will occur once a month, with the president calling the meeting 24 hours beforehand to notify the other club executives. Meetings with club members will be announced and promoted on our social media pages after the monthly executive meetings; members will have a week's notice.

### **Article 7: Amendments to the Constitution**

- Any alterations to this constitution must be approved by the entire student club membership voting in favour. The vote will occur during a publicized meeting of the club.
- The proposed alterations must be made available to all members of the club at least two weeks before the meeting, and require the support of at least two-thirds of the members present and voting at the meeting.
- A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting

### **Article 8: Executive Elections and Terms of Office**

All U of M's Pre-Pharm Club elections for the upcoming year will occur no later than March 31st on an annual basis.

Prior to the election, the Executives shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of U of M's Pre-Pharm Club, and cannot be a person who is running in the election.

The duties of the CRO are to:

- 1) Oversee and administer the elections for U of M's Pre-Pharm Club
- 2) Publicize the elections to the membership of U of M's Pre-Pharm Club
- 3) Hear and decide on any appeals or complaints related to the elections
- 4) Oversee and administer the counting of votes or ballots for the elections
- 5) Announce the results of the elections and inform UMSU of who next year's Executive will be

Voting for the upcoming year's Executive will be conducted as follows:

- 1) Nominations for the elected positions will last for three days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of U of M's Pre-Pharm Club at the time of their nomination.
- 2) Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least a week.

- 3) The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of U of M's Pre-Pharm Club prior to voting.
- 4) Voting will be open for at least two days, and will be held in a safe and secure location accessible to all members of the club. At least one poll clerk will be present at all times with the ballot box.
- 5) The ballots will be collected by the CRO and counted; results will be sent to candidates and U of M's Pre-Pharm Club members.

#### **Article 9: Transition of the Executive**

- A. During the period from the end of the second week of April until the first day of May, when the new Executive team will assume office, it is the responsibility of the departing Executives to orient the newly elected Executive Officers to their jobs. This includes teaching the incoming Executives about student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts, and the club's bank account), and preparing the new Executives to be effective in their roles for the next year's work.
- B. It is the responsibility of the departing President to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form and the removal of all student club records and materials from the club office and locker, have been fulfilled before the incoming Executives assume office.
- C. It is the responsibility of the departing President and Vice-President Finance to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing President and Vice-President Finance must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's and Vice-President Finance's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.
- D. It is the responsibility of the incoming Executives to assume custody of all student club records and materials and accountability for all financial activities of U of M's Pre-

Pharm Club (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.