



Pharmacy Undergraduate Society Constitution and Bylaws

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Article 1 – The Society and Membership

- 1) Mission Statement: to promote the general well-being and interests of students, and to provide a medium for the students' voices and perspectives.
- 2) Executive Council: the PhUS Executive Council shall consist of the following Officers:
 - a. President
 - b. Vice President, Internal Affairs
 - c. Vice President, External Affairs
 - d. Vice President, Academics
 - e. Co-Vice Presidents, Social Affairs (2)
 - f. Vice President, Finance
 - g. Vice President, Public Relations
 - h. Vice President, Sponsorship
 - i. Secretary
 - j. Senator
 - k. Sports Representative
 - l. Communications Officer
- 3) General Council: the PhUS General Council shall consist of the following Officers:
 - a. All Officers of the Executive Council (13)
 - b. Year Representatives (4); one representative from each of the fourth, third, second, and first undergraduate years.
 - c. General Committee Members (6); two representatives from each of the third, second, and first undergraduate years.
 - d. Grad Chairs (2); two co-chairs from the fourth undergraduate year.
- 4) Subject to Article 6, Section 4, officers that are selected to fill positions of the PhUS General Council by appointment are considered full Elected Officers by this Code of Procedures.
- 5) Non-Voting Members: General Council shall also accept the membership of representative Liaison Officers from organizations listed in Article 10, Section 1. These members shall be entitled to participate in all Council functions except voting. Liaison Officers are voluntary positions that are filled by election or appointment within the organization's own internal process.



ARTICLE 2 – MEETINGS

- 1) PhUS Annual General Meetings shall be held at least annually in the UBC Winter Session on a weekday to be decided on by Council.
- 2) Special meetings shall be held at the discretion of Council.
- 3) Parliamentary Procedure shall be recognized at all meetings, with the exception of Interclub meetings, as per modified Robert's Rules of Order with the approval of Council.
- 4) At any PhUS Annual General Meeting, an attendance of fifteen percent (15%) of Voting Members shall constitute quorum.
- 5) At General Council Meetings, two-thirds (2/3) of elected Officers shall constitute quorum.
- 6) At Executive Council Meetings, two-thirds (2/3) of Executive Officers shall constitute quorum.
- 7) Interclub Meetings shall be held at dates, times, and frequencies to be determined by PhUS for the purposes of pharmacy club collaboration. Attendance at Interclub meetings is open to all PhUS members but should include:
 - a. Club liaison officers
 - b. Vice President, Public Relations
 - c. Vice President, Internal
- 8) Proxies: At any PhUS council meeting, PhUS Executive, General, and Liaison Officers may temporarily delegate their responsibilities (and voting right, if applicable) to a PhUS member for that meeting. Proxies are also counted for the purposes of determining quorum. However, PhUS Executive and General Officers may not delegate their voting right to another member who also has a right to vote at that meeting.

ARTICLE 3 – VOTING

- 1) Voting Members are allowed 1 vote each by acclamation at any PhUS Annual General Meeting.
- 2) Any motion brought forward in a PhUS Annual General Meeting shall be considered approved if a fifty-percent- plus-one (50% +1) majority is reached for its approval; otherwise, the motion is considered defeated.
- 3) Only General Council members may vote at General Council meetings. General Council members are allowed 1 vote each, with the exception of the Grad Chairs. In their 4th year, term I Grad Co-Chair will be entitled to vote in term I; whereas, term II Grad Co-Chair will be entitled to vote in term II. In their 3rd year, only one Grad Co-Chair will be entitled to vote.
- 4) Only Executive Council members may vote at Executive Council meetings. Executive Council members are allowed 1 vote each.
- 5) All voting in Council shall be performed by acclamation, unless it involves the removal of an Officer from Council as specified in Article 7 of the Constitution and By-Laws.



- 6) Notwithstanding section 5, the Chair of any Council meeting will entertain a motion to conduct voting by secret ballot.
- 7) Any motion brought forward in Council shall be considered approved if a fifty-percent-plus-one (50%+1) majority is reached for its approval; otherwise, the motion is considered defeated. Quorum is established as two-thirds (2/3) of Executive Officers at Executive Council meetings and two-thirds (2/3) of General Officers at General Council meetings.

ARTICLE 4 – GENERAL DUTIES OF OFFICERS

- 1) **Conduct:** All Officers shall know and uphold the Constitution and Bylaws of PhUS, and collectively act in accordance with its Mission Statement.
- 2) **Attendance:** All Executive Officers are expected to attend Executive Council Meetings. All members of the General Council are expected to attend General Council Meetings, and support PhUS events by their participation and/or promotion. No more than 3 General Council Meetings can be missed in one term without a valid rationale (i.e. PAM involvement, chairing Interclub meetings, Senate committee obligations, etc.)
- 3) **Mentorship:** All Executive Officers are expected to complete a transition report which shall be passed on to succeeding elected Council members. Outgoing and incoming Officers shall work together to ensure that incoming Officers are well prepared to assume the duties of their positions.
- 4) **Non-Confidence:** Officers who consistently neglect their duties as specified in Articles 4 and 5 of the Constitution and Bylaws, or who participate in conduct detrimental to PhUS, are subject to a Vote of Non-Confidence (as specified in Article 7)
- 5) **Terms of Office for Elected Officers:** Executive Officers assume their duties beginning the first day of Term 2 of the Winter Session of the academic year following their election and until the first day of Term 2 of the Winter Session of the following academic year. All other Officers assume their duties upon election and serve until the last day of the applicable academic year or until their replacement is selected, whichever occurs first.
 - a. Outgoing Officers, defined as when an Officer's Term of Office has ended, may not vote in Council and are not counted for the purposes of determining quorum.
 - b. The PhUS Senator may only serve on UBC Senate from April of their term of service to the following March, but will have the same privileges of Executive office as other Executive Officers elected in the same slate. In the interim period following the Senator election until April, the past PhUS Senator will continue to represent PhUS on UBC Senate and will sit on PhUS General Council meetings as a non-voting advisor to guide the new PhUS Senator.



ARTICLE 5 – INDIVIDUAL DUTIES OF OFFICERS

All duties of specific Executive and General Council members do include but are not necessarily limited to the descriptions and examples below.

PRESIDENT

The President shall:

1. Act as general advocate for concerns of the PhUS student body
2. Chair all PhUS Executive and General Council meetings; also, to chair all Annual General Meetings of PhUS
3. Represent PhUS in all external professional associations
4. Delegate responsibilities to other General Council members as needed
5. Prepare an annual report of major PhUS activities and decisions, in consultation with all PhUS General Council and Liaison Officers, in accordance with Article 8, Section 3.

Examples of duties may include:

- a. Participating at meetings of the Faculty Council, BC Pharmacy Association, and the College of Pharmacists of BC
- b. Liaising between students and faculty
- c. Monitoring performance of duties of all PhUS Council members
- d. Serving as the liaison with UBC sustainability efforts

VICE PRESIDENT, INTERNAL AFFAIRS

The Vice President, Internal Affairs shall:

1. Assume the duties of the President in case of absence to chair Executive and General Council meetings
2. Maintain and update the BCPhA Commons as needed
3. Plan and facilitate the PhUS retreat, if held
4. Communicate with the General PhUS Council in all dealings with organizations other than PhUS, which draws its membership predominantly from PhUS and to assist the officers of those organizations during joint-sponsored events
5. Chair Interclub Meetings in Term 2 of the Winter Session and attend Interclub meetings in Term 1 of the Winter Session, and participate in promotion of pharmacy student events
6. Coordinate and promote the use of the PhUS Interclub calendar among Pharmacy clubs and groups, giving consideration to concerns of PhUS in maximizing accessibility and participation
7. Chair and lead the PhUS Funding Application Committee on an as needed basis.



Examples of duties may include:

- a. Reviewing concerns of the organizations listed under Article 10, Section 1.
- b. Preparing the PhUS Welcome Package for first-year pharmacy students at the beginning of the year, in collaboration with Faculty and the Communications Officer
- c. Organizing fee collections for pharmacy students
- d. Attending meetings as needed, including all Interclub meetings
- e. Organizing Pharmacy Clubs Night each September for the promotion of all pharmacy clubs and PhUS liaison organizations to pharmacy students
- f. Assisting the President with duties as needed

VICE PRESIDENT, EXTERNAL AFFAIRS

The Vice President, External Affairs shall:

1. Assume the duties of the President in case of absence of the President, and the Vice President, Internal Affairs to chair Executive and General Council meetings
2. Represent PhUS and undergraduate pharmacy students at the Alma Mater Society, and perform all duties entailed therein
3. Represent PhUS at other university-level student organizations outside the Faculty of Pharmaceutical Sciences

Examples of duties may include:

- a. Organizing presentations to pharmacy students from external organizations
- b. Organizing the annual Speed Networking Event
- c. Receiving and reviewing minutes and concerns of the Alma Mater Society
- d. Attending Executive Council meetings and General Council meetings
- e. Liaising with CAPSI-UBC as a co-chair of the UBC Pharmacists Awareness Month (PAM) Committee
- f. Assisting the President with duties as needed

VICE PRESIDENT, ACADEMICS

The Vice President, Academics shall:

1. Represent PhUS at the AMS and Faculty committees relevant to Academics
2. Act as a liaison with the Associate Dean of Academics
3. Provide academic support to students through services and/or events
4. Promote student mental health and well-being

Examples of duties may include:

- a. AMS VP Academics Caucus
- b. Represent PhUS on the UBC Mental Health Network
- c. Supporting faculty Mental Health Liaison
- d. Leadership roles within the Peer Mentorship Program



- e. Running events for the purpose of benefiting student mental health and well-being
- f. Chair the Student Pipeline

CO-VICE PRESIDENTS, SOCIAL AFFAIRS

The Co-Vice Presidents, Social Affairs shall:

1. Organize and advertise major PhUS events for pharmacy students

Examples of duties may include:

- a. Be responsible for and coordinate the activities of a voluntary Social Committee
- b. Ensuring that all legal requirements of PhUS social events are observed
- c. Instructing Social Committee Project Coordinators to submit a budget for PhUS social events prior to the event for approval by Council, and to submit a timely report to Council after all PhUS social events
- d. Organize events that traditionally occur on an annual basis, such as Skits Night, Winter Gala, and Welcome Back BBQ

VICE PRESIDENT, FINANCE

The Vice President, Finance shall:

1. Be responsible for planning the PhUS budget for approval by Council
2. Be responsible for all finances of PhUS, including liaising with the Alma Mater Society
3. Compile all financial reports and submit them to Council upon the President's request
4. Consult with budget development and implementation with Grad Co-chairs and Pharmacy clubs or groups if needed

Examples of duties may include:

- a. Arranging all purchases and timely payment of debts and reimbursements
- b. Keeping detailed records of all business transactions

VICE PRESIDENT, PUBLIC RELATIONS

The Vice President, Public Relations shall:

1. Assist the President to correspond with external organizations to foster robust and professional relationships
2. Assist PhUS officers in advertisement and development of their events
3. Chair Interclub Meetings in Term 1 of the Winter Session and attend Interclub meetings in Term 2 of the Winter Session, and participate in promotion of pharmacy student events

Examples of duties may include:



- a. Bringing concerns of PhUS publications to Council
- b. Assisting the President with duties as needed

VP SPONSORSHIP

The Vice President, Sponsorship shall:

1. Compile the Sponsorship Package yearly for PhUS and all relevant clubs to be sent out for sponsorship by current and potential sponsors
2. Ensure that sponsored events are run so that pharmacy students are given the opportunity to attend and sponsors are properly represented

Examples of duties may include:

- a. Actively seek new sources of funding which requires various means of contact, including but not limited to phone, email, mail, and in person
- b. Maintain the proposal files, updating, adding and removing as needed
- c. Liaising with external sponsors for PhUS and PhUS events
- d. Make regular reports to the council regarding his/her progress or setbacks

SECRETARY

The Secretary shall:

1. Be responsible for all PhUS correspondence
2. Record minutes of all Executive and General Council meetings
3. Prepare and distribute Council minutes and agenda to all General Council members and Liaison Officers in a timely fashion
4. Notify all General Council members of upcoming meetings
5. Serve as the Elections Officer for first, second, and third slate PhUS elections, subject to Article 6, Section 5
6. Assisting the President in the creation of the PhUS Annual Report

Examples of duties may include:

- a. Booking rooms for Executive and General Council meetings and PhUS events
- b. Collaborating with the Communications Officer for posting Council minutes electronically for general PhUS viewing
- c. Planning PhUS Great Pharmacy Adventure (GPA)
- d. Compiling the PhUS student directory
- e. Assisting the President with duties as needed

SENATOR

The Senator shall:

1. Represent PhUS at all meetings of the Senate of the University of British Columbia



Examples of duties may include:

- a. Report activities of the Senate and information relating to the Faculty of Pharmaceutical Sciences to Council
- b. Assisting the President with duties as needed
- c. Actively representing the interests of pharmacy students on the UBC Senate and the Senate's subcommittees
- d. Guiding the new Senator until he/she can sit on Senate in the following April
- e. Propose revisions to and update the PhUS Constitution and By-Laws, as directed by General Council, on an as needed basis

SPORTS REPRESENTATIVE

The Sports Representative shall:

1. In collaboration with the VP Finance, submit a budget for PhUS sporting events prior to the events and to submit a year-end budget two weeks after the last sporting event of the school year
2. Organize and arrange for available reimbursements and sponsorship for pharmacy students participating in UBC or UBC Pharmacy sporting events

Examples of duties may include:

- a. Actively publicize and coordinating Intramural Programs for pharmacy student teams
- b. Publicizing all sporting events in advance
- c. Awarding trophies to the most outstanding male and female student in each respective year
- d. Assisting the President with duties as needed
- e. Organizing at least one sporting event for pharmacy students annually

COMMUNICATIONS OFFICER

The Communications Officer shall:

1. Assist the PhUS General Council and Liaison Officers with technological solutions and electronic marketing for PhUS-related activities
2. Be responsible for posting minutes from PhUS meetings and the PhUS budget electronically, for general viewing for all PhUS members
3. Be responsible for maintenance of the PhUS website and online presence
4. Compile and send out weekly PhUS announcements electronically

Examples of duties may include:

- a. Assisting the VP External with advertisement and operations of Pharmacy Awareness Month through both technological and non-technological logistics and coordination of events (ie. Facebook/online campaign)
- b. Assisting VP Sponsorship with computer-related and physical print advertisements (making banners, designs, etc.) in addition to traditional online media



- c. Compile the PhUS Student Directory and compile PhUS Welcome Package with VP Internal Affairs

YEAR REPRESENTATIVES

Each Year Representative shall:

1. Bring concerns of students of their respective undergraduate year to Council so they may be resolved in the interests of their class and PhUS in general
2. Being an active member of the PhUS Funding Application Committee, under the leadership of the Vice President, Internal Affairs, through reviewing all incoming funding applications
3. Serve as the Student Pipeline Representatives for their respective years, under the leadership of the Vice President, Academic, through collecting student feedback to inform pending Faculty discussions
4. Inform the students of their respective undergraduate year of the activities of PhUS and encourage all students to attend
5. Organizing events specifically for their pharmacy year
6. Actively participate in volunteering for PhUS events

Examples of duties may include:

- a. Making announcements in class
- b. Selling tickets to PhUS social events

GENERAL COMMITTEE

Each General Committee Member shall:

1. Actively participate in volunteering for PhUS events
2. Assist their respective year representative in their duties as required
3. Contribute as active members of the PhUS Funding Application Committee, under the leadership of the Vice President, Internal Affairs, through reviewing all incoming funding applications
4. Serve as Student Pipeline Representatives for their respective years, under the leadership of the Vice President, Academic, through collecting student feedback to inform pending Faculty discussions

GRAD CO-CHAIRS

Each Grad Chair shall:

1. Bring concerns of students in his/her respective undergraduate year to Council
2. Organize events and activities that serve as fundraisers for the Graduating class
3. Organize the Grad Banquet, Cake and Champagne and other events for the Graduating class



LIAISON OFFICERS

Each Liaison Officer shall:

1. Represent and bring concerns of their organization to PhUS Council
2. Attend Interclub Meetings under the leadership of the Vice President, Internal Affairs

ARTICLE 6 – ELECTIONS

The election of Officers shall follow the described procedures with the exception of election periods following 2015-2016, which will follow procedures as described in Appendix A.

1) First Slate Elections:

- a. Executive Officers shall be elected in Term 1 of the Winter Session of the academic year on dates and times decided by the outgoing Council. Names of all newly elected or appointed Officers shall be submitted to the Alma Mater Society by the PhUS Secretary.
- b. Only first and second-year PhUS members are eligible to run for the position of PhUS Senator.
- c. After elections, both the new and old council shall attend meetings and remain until the duration of the school term until January, where the incoming council will learn about their positions and how meetings are run. The outgoing council will have voting power until the end of Term 1 for that academic year, after which the new council will take over their positions. Refer to Article 4, Section 5.
- d. A nominee running for an Executive position must sign a form which signifies her or his acceptance of the nomination. This must be accompanied by the signatures of four Voting Members. This form must be submitted to and validated by the Elections Officer by a date specified by the Elections Officer. These criteria must be met before the nominee becomes a Candidate. No current Executive Officer shall act as the campaign manager for any prospective Candidate other than for their own personal campaign, nor take an active part in campaigning for other candidates or endorsing them.
- e. All Candidates are subject to campaigning and advertising limits as decided by the Elections Officer and existing guidelines. The outgoing President will ensure that First Slate Candidates are aware of the duties of the Executive Council members.
- f. First Slate Candidates will be presented to each PhUS year class by the Elections Officer or a delegate, prior to the First Slate election. All Voting Members are entitled to a single vote for each Officer position. Voting shall be carried out by secret ballot or through a secured online system.



- g. A Candidate may appoint one scrutineer, other than the Candidate, to be present at the ballot counts or verify electronic results for the First Slate elections.

2) Second Slate Elections:

- a. Year Representatives and General Council members are elected in September on a date chosen by the elections officer. However, fourth-year Year Representatives are elected in March on a date chosen by the elections officer. Names of all elected or appointed Officers shall be submitted to the Alma Mater Society by the PhUS Secretary.
- b. The President and Secretary, or their delegate, shall preside in lecture for each undergraduate class to monitor the Second Slate election. The President, or their delegate, shall introduce each Candidate.
- c. Second Slate Candidates are allowed no print advertising. Campaigning shall be done by speech with time limits set by the Elections Officer, with equal time given to each Candidate.
- d. All Voting Members of a particular class are entitled to a single vote for each Officer position for their undergraduate year. Voting shall be carried out by secret ballot.
- e. A Candidate may appoint one scrutineer, other than the Candidate, to be present at the ballot counts for the Second Slate elections.

3) Third Slate Elections

- a. Grad Co-Chairs are elected in November on a date selected by the Elections Officer. Names of all elected or appointed Officers shall be submitted to the Alma Mater Society by the PhUS Secretary.
- b. The President and Secretary, or their delegate, shall preside in lecture for each undergraduate class to monitor the Third Slate election. The President, or their delegate, shall introduce each Candidate.
- c. Third Slate Candidates are allowed no print advertising. Campaigning shall be done by speech with time limits set by the Grad Co-Chair, with equal time given to each Candidate.
- d. All Voting Members of a particular class are entitled to a single vote for each Officer position for their undergraduate year. Voting shall be carried out by secret ballot.
- e. A Candidate may appoint one scrutineer, other than the Candidate, to be present at the ballot counts for the Third Slate elections.

4) By-Elections and Appointments:

- a. In the event of any Council member stepping down or being relieved of duties by a Vote of Non-Confidence as specified in Article 7 of the Constitution and By-Laws, a by-election shall be held for the office, using the First, Second, or Third Slate election procedure as a guideline if necessary.
- b. Without restricting Article 6 Section 4a, if the opening for a particular office becomes available within one month before an anticipated election for that



position, or if there are no nominations for a particular office in the First, Second or Third Slate elections, an Officer shall be appointed by Council from the PhUS student body. No member of PhUS may concurrently occupy more than one Council position in any university year.

5) Duties of the Elections Officer

- a. The Elections Officer is responsible for
 - i. chairing the First Slate Elections All-Candidates Meeting
 - ii. overseeing the presentation of first, second and third slate Candidates to the applicable pharmacy student classes prior to the applicable election, or delegating this responsibility
 - iii. tallying votes for first, second and third slate elections and notifying the candidates and PhUS Council of the results in a timely and professional fashion.
- b. In the case where the current Secretary is running for a First Slate position for the upcoming PhUS Council, and is thus in a perceived conflict of interest, PhUS Council shall delegate the responsibility of the Elections Officer for that First Slate election to another current PhUS Executive or General Officer with no conflicts of interest.

ARTICLE 7 – REMOVAL OF OFFICERS

- 1) Voluntary: An Officer may announce her or his intent to step down from Council by submitting a request to the President. Upon approval of the request, the Officer is removed from Council and relieved of duties until another Voting Member can be elected or appointed in her or his place, as outlined in Article 6, Section 4.
- 2) Notwithstanding Article 7, Section 1, in cases where it is not feasible for the Officer to continue serving in his or her capacity until a suitable election or appointment, Council has the authority to appoint an interim Officer to the Officer's duties temporarily, until a new individual is appointed or elected as per Article 6, Section 4.
- 3) Vote of Non-Confidence: Any Officer may be removed from Council and relieved from duties by a Vote of Non-Confidence for neglect of duties or for conduct detrimental to PhUS. After considered debate in Council, a motion may be made by any Officer to hold a Vote of Non-Confidence against any other Officer, and must be passed by simple majority in Council immediately before the Vote of Non-Confidence takes place. Removal of an Officer by a Vote of Non-Confidence requires a majority of eighty percent (80%) in favour of removal with quorum being two-thirds (2/3) of all other Officers. The Officer subjected to a Vote of Non-Confidence may not vote in this case and is not counted for the purposes of determining quorum. An Officer who is removed from Council is relieved of title, duties, and privileges effective immediately.



ARTICLE 8 – DOCUMENTS

- 1) Constitution and Bylaws: A current copy of each is to be filed with the Office of the Alma Mater Society, the Office of the Dean of the Faculty of Pharmaceutical Sciences, and the Secretary of the Council; furthermore, one copy shall be posted electronically, to be accessible to all PhUS members.
- 2) Minutes of the Council and Annual General Meetings: A copy of each shall be kept on file with the Secretary. One current copy each shall be forwarded to the following persons:
 - a. Executive and General Council Officers
 - b. Liaison Officers, including advisors from the Faculty of Pharmaceutical Sciences
- 3) Annual Report: A summary of the activities and decisions of PhUS to be created on a yearly basis by the PhUS President and Secretary before the end of their terms and forwarded to the following persons:
 - a. Executive and General Council Officers
 - b. Liaison Officers, including advisors from the Faculty of Pharmaceutical Sciences
 - c. Dean of Pharmaceutical Sciences

ARTICLE 9 – AMENDMENTS

The Constitution and Bylaws shall be amended or revised in the following manner:

- 1) Proposed changes and revisions shall be submitted in writing to the Secretary for approval by Council.
- 2) Any changes to Article 1, Sections 1-4, and Article 9 must be presented and approved at an Annual General Meeting with a two-thirds majority (2/3) vote of approval, in accordance to Article 2, Section 4. These changes may also be made via referendum, which must have a quorum of 15% and carry two-thirds (2/3) majority.
- 3) Any changes not involving Article 1, Sections 1-4 must carry a two-thirds majority (2/3) of the Officers at a General Council meeting, with quorum of two-thirds (2/3) of Officers present.

ARTICLE 10 - Pharmacy Affiliated Clubs & Organizations

- 1) The following clubs and organizations are eligible to participate in all Council functions except for voting.
 - a) Canadian Association of Pharmacy Students and Interns, UBC Chapter (CAPSI)
 - b) Lambda Kappa Sigma Fraternity, Alpha Lambda Chapter (LKS)
 - c) Kappa Psi Fraternity, Delta Mu Chapter
 - d) Faculty of Pharmaceutical Sciences Advisors
 - e) UBC Pharmacy Yearbook



- f) BC Pharmacy Association Student Ambassadors (BCPhA Ambassadors)
 - g) Health Sciences Student Association (HSSA)
 - h) Community Health Initiative by University Students (CHIUS)
 - i) Canadian Society of Hospital Pharmacists (CSHP - BC)
 - j) Rho Chi Honour Society, Delta Gamma Chapter
 - k) Universities Allied for Essential Medicines (UAEM)
 - l) Pharmacy Student Science Journal (PSSJ)
 - m) UBC Pharmacy Vocal Ensemble
 - n) Pharmacy Evidence Appraisal Club (PEAC)
- 2) Each organization is encouraged to provide Council with a Liaison Officer. Each Liaison Officer is to be determined by the organization's internal process.