

## Pharmacy Undergraduate Society Constitution and Bylaws

Article 1 – The Society and Membership	Article 6 – Elections
Article 2 – Meetings	Article 7 – Removal of Officers
Article 3 – Voting	Article 8 – Documents
Article 4 – General Duties of Officers	Article 9 – Amendments
Article 5 – Individual Duties of Officers	Article 10 – Pharmacy Affiliated Clubs & Organizations

### 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. The rights of every Active Member of the Society who has paid their Undergraduate Society Fee shall:
  - a. Be eligible to vote in the annual Council elections and the annual Class Executive elections for their class
  - b. Be eligible to attend all Annual General Meetings
  - c. Have the opportunity to raise questions of privilege, points of order, questions of appeal, or any other points of parliamentary practice at any Annual or Special General meeting of the Society
  - d. Be eligible to vote on questions affecting the Society, its Members, or interests, at any Annual or Special General meeting of the Society
  - e. Be eligible to attend any Council meeting and have the floor when recognized by the chair
  - f. Be eligible to attend events hosted by PhUS, subject to capacity and/or payment, excluding but not limited to year specific events, etc.
  - g. Be eligible to rent and obtain access to one locker located on the 3rd floor of the Faculty of Pharmaceutical Sciences Building located in the University of British Columbia, Point Grey Campus at 2405 Wesbrook Mall
  - h. Be eligible to run for any office in the Society having met the prerequisites for that position,
  - i. Be eligible to apply for Society committee membership (including but not limited to Social Committee, Grad Committee, Sponsorship Committee, GPA Planning Committee etc.)
  - j. Be eligible to apply for the Student Pipeline Committee, a joint committee organized by UBC Faculty of Pharmaceutical Sciences and UBC Pharmacy Undergraduate Society which is subject to change upon the decision of the UBC Faculty of Pharmaceutical Sciences.
  - k. Be eligible to apply for any of our funding applications subject to the rules of the funding application
  - l. Have access to a copy of the Constitution and Bylaws of the Society
  - m. Have access to a copy of all Council minutes

- n. Receive a copy of student publications held by PhUS, subject to availability and/or payment
  - o. Have access to annual budgets of the Society upon giving reasonable notice (3 weeks) to the VP Finance
  - p. Have access to resources obtained and secured by the UBC Pharmacy Undergraduate Society including UpToDate
  - q. Have access to the BCPHA Student Commons unless tried and banned by the Faculty of Pharmaceutical Sciences or by the Pharmacy Undergraduate Society through discussion and a two thirds vote based on evidence of activities including but not limited to, intentional property damage, theft, physical violence and assault, arson etc.
3. 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. Vice President, Social Affairs
    - f. Vice President, Finance
    - g. Vice President, Communications
  4. General Council: the PhUS General Council shall consist of the following Officers:
    - a. All Officers of the Executive Council (7)
    - b. Year Representatives (5); one representative from each of the third, second, and first undergraduate years and two representatives from the fourth undergraduate year.
    - c. General Committee Members (11); Secretary, Sports Coordinator, Pharmacy Student Senator, Sponsorship Coordinator, two representatives from each of the third, second, and first undergraduate years.
    - d. Grad Chairs (4); two co-chairs from each of the third and fourth undergraduate years.
  5. 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 Constitution and Bylaws.
  6. Non-Voting Members: General Council shall also accept the membership of representative Liaison Officers from each of the following organizations. 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 the 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, Internal
8. Proxies: At any PhUS council meeting, PhUS Executive, General, and Liaison Officers may temporarily delegate their responsibilities (and voting rights, 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 General Meeting.
2. Any motion brought forward in a PhUS Annual General Meeting shall be considered approved if a fifty-one percent (51%) 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.
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-one percent (51%) 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.
  - a. any voting member of Council who has missed three (3) regularly scheduled Council meetings during the School Year shall be notified in writing by the Secretary that he or she will cease to be a member of Council if he or she misses five (5) regularly scheduled meetings. Their position will also be reviewed by the President and the Secretary, unless the position in question is one of the aforementioned, in which case this responsibility will be delegated to the VP Internal.
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 two weeks before the first AMS meeting in May and until full turnover with another Elected Officer occurs. Turnover periods may extend as necessary but formal turnover documents must be submitted to their successor and PhUS President no later than two weeks following the roles-assumed-date.
6. 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.
7. The Pharmacy Student Senator may only serve on UBC Senate from April of their term of service to the following March. The Pharmacy Student Senator is the only position on PhUS that may be occupied by an incoming fourth year student.
8. Events organization and initiatives:
  - a. All new events and initiatives should be outlined by the proposed party using the PhUS Executive and General Member Events and Initiatives form.
  - b. All proceeds from all events can be utilized by organizing parties for other events within the fiscal year in which those proceeds are made. Exceptions to this will be determined through council meetings and general council voting.
  - c. Event organizers must submit their budget for said event 4 weeks prior to the event date. Event budgets must be reviewed by PhUS VP Finance and voted on by council and either acceptable or unacceptable.
  - d. In the event that organizers spend more than the reviewed budget, PhUS general council will review the organizer's spending and vote on whether the circumstances are valid for overspending.
  - e. Unless events are claimed under a specific category of events (ex: sponsorship event, social event, year event, sporting event), new initiatives will be discussed during PhUS General Council Meetings and organizers will be chosen if no

funding is required. If funding is required, members are encouraged to apply for the Minor Initiative Fund.

- f. In the event that more than one person would like to lead the organization of an event, PhUS General council will discuss and potentially vote on said matter.
- g. Any newly obtained sponsorship for new events should be stated in the PhUS Events and Initiatives form and authorized by PhUS VP Sponsorship. Any concerns stated by Vice President Sponsorship will be discussed in PhUS General Meetings.

## 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 the concerns of the PhUS student body
2. Chair all PhUS Executive and General Council meetings
3. Represent PhUS in all external professional associations
4. Delegate responsibilities to 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
6. Plan and facilitate the First Year Orientations
7. Act as administrator for UpToDate; where duties include managing the PhUS UpToDate email account and approving student accounts (effective until contract expires)
8. Hire the PhUS Secretary immediately following First Slate Elections and assist with hiring the GPA Executive Team
9. Co-facilitate review of the PhUS Constitution with the Constitutional Review committee along with the PhUS VP Internal

Examples of duties may include:

- A. Participating at meetings of the Faculty Council, AMS President's Council Meetings, BC Pharmacy Association, and the College of Pharmacists of BC
- B. Liaise between students and faculty
- C. Monitoring performance of duties of all PhUS Council members
- D. Serving as the liaison between the Faculty of Pharmaceutical Sciences and UBC
- E. Participate and represent PhUS at annual pharmacy conferences; including PDW, CPhA, and BCPhA

### VICE PRESIDENT, INTERNAL AFFAIRS

The Vice President, Internal Affairs shall:

1. Adopt the duties of the President in case of absence to chair Executive and General Council meetings
2. Maintain and update the BCPHA Student Commons as needed
3. Communicate with PhUS Council all dealings with organizations other than PhUS, and those that draw their membership from PhUS
4. Assist the officers of external organizations during joint-sponsored events
5. Manage Pharmacy Interclub, and participate in the promotion of pharmacy student events
6. Schedule and coordinate room booking requests for all organizations and clubs under PhUS
7. Coordinate and promote the use of the PhUS Interclub calendar among Pharmacy clubs and groups
8. Review Interclub Speakers Submission Forms received from clubs.
9. Review all funding applications submitted to PhUS including the Minor Initiatives Fund (MIF), Professional Initiatives Fund (PIF), and Travel and Conference Fund (TCF)
10. Plan and facilitate the PhUS Retreat, Clubs Day, and the PhUS Turnover Dinner
11. Facilitate and organize textbook distributions, yearbook mugshots/orders, locker fee collection, and name tag distributions
12. Co-facilitate review of the PhUS Constitution with the Constitutional Review committee along with the PhUS President

Examples of duties may include:

- A. Corresponding with UBC Building Operations regarding room bookings
- B. Managing all UBC Pharmacy clubs through Interclub correspondence and support
- C. Assisting the President with duties as needed
- D. Assisting relevant club representatives with assigning club lockers and key requests
- E. Discussing with the PhUS General Council apparel for the council and order as needed

## VICE PRESIDENT, EXTERNAL AFFAIRS

The Vice President, External Affairs shall:

1. Adopt the duties of the President in case of absence of the President, and the Vice President, Internal Affairs to chair PhUS 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
4. Plan and facilitate Pharmacy Awareness Month , BCPHA Speaker Series, and the Speed Networking Event

Examples of duties may include:

- A. Organizing talks for pharmacy students from external organizations
- B. Receiving and reviewing minutes and concerns of the Alma Mater Society, and bringing to PhUS Council Meetings as appropriate
- C. Attending meetings as needed, including AMS meetings
- D. Assisting the President with duties as needed

## VICE PRESIDENT, ACADEMICS

The Vice President, Academics shall:

1. Provide academic support to students through services/events
2. Promote the mental health and well-being of students
3. Represent the student body on any Faculty Committees relevant to Academics
4. Represent PhUS at the AMS VP Academic Caucus meetings
5. Act as a liaison between PhUS and the Associate Dean of Academics
6. Chair the Student Pipeline

Examples of duties may include:

- A. Facilitating academic support initiatives
- B. Facilitating mental health and well-being initiatives
- C. Promoting research opportunities
- D. Supporting faculty Mental Health Liaison

## 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 and Communications Officer in the creation of the PhUS Annual Report
7. Co-Chair the Great Pharmacy Adventure

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. Assisting the President with duties as needed
- D. Hiring and overseeing the Great Pharmacy Adventure Executive team

#### VICE PRESIDENT, SOCIAL AFFAIRS

The Vice President, Social Affairs shall:

- 1. Organize major PhUS events within the faculty for pharmacy students
- 2. Advertise major PhUS events within the faculty to pharmacy students
- 3. Correspond with external vendors for pharmacy events
- 4. Hire an Associate Vice President, Social Affairs and Sports Coordinator immediately following First Slate Elections

Examples of duties may include:

- A. Being responsible for and coordinate the activities of a voluntary Social Committee
- B. Ensuring that all legal requirements of PhUS social events are observed
- C. Submitting a budget for PhUS social events prior to the event for approval by Council, and submitting a timely report to Council after all PhUS social events
- D. Selling tickets to PhUS social events
- E. Organizing events that traditionally occur on an annual basis, such as Welcome Back BBQ, Gala and Skits Night

#### VICE PRESIDENT, COMMUNICATIONS

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, PhUS Instagram, and online presence
- 4. Compile and send out weekly PhUS announcements electronically
- 5. Plan and facilitate the PhUS Annual General Meeting
- 6. Assist the PhUS President and PhUS Secretary in compiling the Annual Report

Examples of duties may include:

- A. Assisting PhUS council 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 advertisements (making banners, designs, etc.) in addition to traditional online media

- C. Assisting Elections Officer and Elections Committee in updating elections webpage and promoting the elections. (ie. Headshots, Videos, Bios, Resume, and elections constitution; referendum information where applicable)

## 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. Hire the PhUS Sponsorship Coordinator
4. Compile all financial reports and submit them to Council upon the President's request
5. Consult with budget development and implementation with Grad Co-chairs and Pharmacy clubs or groups if needed
6. Prepare a financial summary for the PhUS Annual Report highlighting all expenses and revenue incurred throughout the fiscal year of the elected officers' term

Examples of duties may include:

- A. Be responsible for directing and coordinating the activities of a voluntary Finance Committee
- B. Arranging all purchases and timely payment of debts and reimbursements
- C. Keeping detailed records of all business transactions

Providing a detailed spreadsheet indicating the finances of PhUS (ie. budget remaining at each position)

## SPONSORSHIP COORDINATOR

The Sponsorship Coordinator shall:

1. Liaise with the VP Social to compile a Sponsorship Package for major events to send out to potential sponsors
2. Personalize and negotiate sponsorship packages where applicable
3. Plan and facilitate Lunch and Learn Talks and other sponsorship events
4. Ensure that sponsored events are run so that all pharmacy students are given the opportunity to attend and sponsors are properly represented

Examples of duties may include:

- A. Coordinating room bookings and marketing for Lunch and Learn events on behalf of sponsors
- B. Leading a committee in sending out Sponsorship Packages to the current list of potential sponsors
- C. Responding to inquiries from companies regarding potential sponsorship opportunities
- D. Depositing sponsorship cheques with the AMS

- E. Seeking new sources for potential sponsorship revenue

## PHARMACY STUDENT SENATOR

The Senator shall:

1. Represent PhUS at all meetings of the Senate of the University of British Columbia (running from April to March)
2. Fulfill all requirements as detailed by UBC Senate

Examples of duties may include:

- A. Reporting activities of the Senate and information relating to the Faculty of Pharmaceutical Sciences to Executive and General Council members where applicable
- B. Actively representing the interests of pharmacy students on the UBC Senate, Senate subcommittees, and ad-hoc committees
- C. Proposing revisions to and update the PhUS Constitution and By-Laws, as directed by General Council, on an as needed basis

## SPORTS COORDINATOR

The Sports Coordinator 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
3. Plan and facilitate Sports Night, Dodgeball Night, Ski Trip and other sport initiatives

Examples of duties may include:

- A. Actively publicizing 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. Actively promoting physical exercise and physical health to PhUS members

## YEAR REPRESENTATIVES

Each Representative from Year One (1), Two (2), and Three (3) shall:

1. Bring student concerns of their respective undergraduate year to Council so they may be resolved in the interests of their class and PhUS in general

2. Serve as the pipeline representative for their respective year and manage student pipeline feedback form
3. Chair pipeline meetings in the absence of the VP Academic
4. Inform the students of their respective undergraduate year of the activities of PhUS and encourage attendance and participation of all students
5. Organizing events specifically for their respective undergraduate year
6. Assist in PhUS events and committees
7. Reviewing funding applications along with the Vice-President Internal and General Councillors to assess feasibility and appropriateness of each submission
8. Assist executive council members with their duties as required
9. Must maintain membership to at least two(2) PhUS Council Committees, including the Student Pipeline chaired by the VP Academic

Each Year Four(4) Representative(s) shall:

1. Bring student concerns of their respective undergraduate year to Council so they may be resolved in the interests of their class and PhUS in general
2. Serve as the pipeline representative for their respective year and manage student pipeline feedback form collecting student feedback to inform pending Faculty discussions
3. Chair pipeline meetings in the absence of the VP Academic
4. Inform the students of their respective undergraduate year of the activities of PhUS and encourage attendance and participation of all students
5. Liaise with the Pharmacy Examining Board of Canada Representatives to facilitate the PEBC information session(s) for the fourth year class and the PEBC pretest.
6. Inform the students of their respective undergraduate year of resources and information related to graduation and licensing.

Examples of duties may include:

- A. Attending PhUS meetings regularly and inputting ideas to help other executives as needed
- B. Host year-specific socials
- C. Actively participate in volunteering for PhUS events
- D. Assist their respective year representative in their duties as required
- E. Reviewing funding applications along with the Vice-President, Internal to assess feasibility and appropriateness of each submission
- F. Assist executive council members with their duties as required
- G. Maintain minimum membership to in at least two(2) PhUS Council Committees

## GRAD CO-CHAIRS

Each Grad Chair and Vice-Grad Chairs 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, hiring events, interviews, and other events for the Graduating class

## LIAISON OFFICERS

Each Liaison Officer shall:

1. Represent and bring the concerns of their organization to PhUS Council

## ARTICLE 6 – ELECTIONS

The election of Officers shall follow the described procedures with the exception of election periods following 2015-2016 and 2016-2017, which will follow procedures as described in Appendices 2 and 3, respectively.

### 1. First Slate Elections:

- a. Executive Officers shall be elected in March 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 General Members are eligible to run for the Executive Council positions, with the exception of Pharmacy Student Senator, which may be won by any student in first, second or third year.
- c. A nominee running for an Executive position must sign a form which signifies her or his acceptance of the nomination. This form must be accompanied by the signatures of five 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.
- d. 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.
- e. 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.
- f. 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. Candidates must be provided with at least 5 days notice before the election day (weekends inclusive). 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. Beginning March 2018, Grad Co-Chairs are elected in March of their second year. 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 as necessary.
  - b. Without restricting the general applicability of 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.

- c. In the event of a tie, a by-election shall be held using the First, Second, or Third Slate election procedure as a guideline if necessary.
- 5. Duties of the Elections Officer
  - a. The Elections Officer is responsible for
    - i. chairing the First Slate Elections All-Candidates Meeting, or delegating this responsibility
    - ii. overseeing the presentation of First, Second and Third Slate Candidates to the applicable pharmacy student classes, 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.
- 6. Elections Code of Conduct:
  - a. The Elections Officer shall determine penalties for violations of the Elections Policy in accordance with the regulations and procedures outlined in this document
    - i. Penalties shall be applied consistently to all similar offences.
    - ii. The deduction and/or reallocation of votes shall not be allowed as a penalty.
    - iii. Candidates must not be penalized for failure to campaign.
    - iv. In situations where offences or irregularities may have seriously skewed the election results, the Elections Officer may declare the election invalid and call for a re-election.
    - v. New rules written after the campaigning period for an election commences will not be valid for that election.
    - vi. All penalties must be written and approved prior to call for nominations. All rules and penalties shall be outlined in a written document to be presented at the All Candidates Meeting.
  - b. Interpretations, rulings, complaints and appeals
    - i. Protests or complaints of irregularities regarding candidates or election officials may be submitted to the Elections Officer, provided that the protest or complaint is submitted in writing no more than 48 hours after the occurrence to which it relates and is signed by at least three General members. The Elections Committee shall make a ruling within 24 hours of receiving the protest or complaint.
  - c. Release of Results: Unofficial results of each election position will first be shown to candidates running for that position. After candidates have seen and accepted

election results, official election results will be released to all General members through all PhUS communication mediums.

- d. In the event of a tie, a by-election of the two candidates with the highest votes will occur.

## 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 not 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 fifty-one percent (51%) 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.
4. Any voting member of Council that misses five (5) Council meetings during the school year shall automatically be relieved of their duties, effective immediately following notification from the Secretary.

## 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 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, Secretary, and Communications Officer before the end of their terms and forwarded to the following persons if requested:
  - a. Executive and General Council Officers

- b. 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 must be presented and approved at a General Meeting with a two-thirds majority (2/3) vote of approval, in accordance with 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 a 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 UBC Pharmacy Yearbook
  - d. BC Pharmacy Association Student Ambassadors
  - e. Canadian Society of Hospital Pharmacists (CSHP - BC)
  - f. Rho Chi Honour Society, Delta Gamma Chapter
  - g. UBC Pharmacy Vocal Ensemble
  - h. Pharmacy Business Club (PBC)
  - i. Coalition of Pharmacists Caring for Aging Canadians (CPCAC)
  - j. Primary Care Pharmacy Club
  - k. Pharmacy Teaching and Learning Club (PTaLC)
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.
3. For new clubs to be recognized under PhUS Constitution, they must have a minimum of 10 members and at least 90% of which being Pharmacy Undergraduate Society General Members, and present a formal Constitution for their club.