

BYLAWS

Constituted on the 22 of the Month of August in the Year 2021

Updated on the 30 of the Month of August in the Year 2022

BYLAW 1: NAME

The Name of this Club shall be: UBC Pharmacy Pediatrics Club

BYLAW 2: PURPOSE

The UBC Pharmacy Pediatrics Club is a platform for UBC pharmacy students to enhance their focus and spread awareness of patient care, specifically in the pediatrics population. Our main mission is to create a safe space for PharmD students to connect and socialize over a shared interest in pediatric care, promote evidence-based therapeutics for the pediatrics population and advocate for improved pharmaceutical pediatric patient care.

BYLAW 3: EXECUTIVES

3.1 The Executives of the Club shall be elected annually and shall be as follows:

1. President
2. Treasurer
3. Secretary
4. Events Coordinator (1-2; preferably Senior & Junior)
5. Community Coordinator (1-2; preferably Senior & Junior)
6. Evidence-based Coordinator (1-2; preferably Senior & Junior)
7. Marketing Coordinator (1-2; preferably Senior & Junior)
8. Social and Fundraiser Coordinator (1-2; preferably Senior & Junior)

3.2 The number of executives of the club shall be as few or many as required.

3.3 As of 2021-2023 the co-Founders will function as Co-Presidents, therefore during this time there will be no elected President.

3.4 In roles with a Senior and Junior, the Junior will preferably be of a lower year to promote club sustainability and growth.

BYLAW 4: EXECUTIVE DUTIES

4.1 Co-Founders

Act as guardians of club, overseeing and assisting in all day-to-day activities

4.2 President

Oversee club's events and initiatives, helping wherever needed

4.3 Treasurer

Keep track of budget and provide annual adequate summary

4.4 Secretary

Take meeting minutes

Schedule weekly meetings

Maintain the year's events calendar

Oversee communication for club affairs

4.5 Sr. Events Coordinator

Manage event organization within pharmacy building, including room booking, recruiting speakers, organizing appreciation gifts for speakers, and arranging food for attendees

Host or elect someone to host events

Mentor the junior events coordinator

4.6 Jr. Events Coordinator

Work closely with senior events coordinator to help organize events

4.7 Sr. Community Coordinator

Manage any outreach events in collaboration with community partners

Work with OEE to ensure that accurate information is being presented to the audience

Reach out to new community partners and keep the connection strong with the older community partners

Communicate appropriately and promptly with the faculty as well as the community partners

Brainstorm different ways to increase outreach activities

Mentor junior community coordinator

4.8 Jr. Community Coordinator

Work closely with senior community coordinator to help manage outreach events

4.9 Sr. Evidence Appraisal Coordinator

Work with PEAC to organize evidence appraisal sessions

Perform research for picking appropriate publications to be evidence-appraised over academic year

Work with Marketing coordinators to create and post summary infographics across social media accounts

Mentor junior evidence appraisal coordinator

4.10 Jr. Evidence Appraisal Coordinator

Work closely with senior evidence appraisal coordinator to help with evidence appraisal tasks

4.11 Sr. Marketing Coordinator

Manage social media accounts and email marketing for club

Manage marketing for all events and initiatives

Mentor the Junior Marketing Coordinator

4.12 Jr. Marketing Coordinator

Work closely with senior Marketing Coordinator to help with marketing tasks

4.13 Sr. Social and Fundraiser Coordinator

Manage social gatherings with the club executive team and promote team bonding

Manage events in order to obtain funds for the club

Manage events in order to donate to various charities

Mentor the Junior Social Coordinator

4.14 Jr. Social and Fundraiser Coordinator

Work closely with senior Social Coordinator to help with marketing tasks

BYLAW 5: MEMBERSHIP FEES

5.1 There will be no membership fees.

BYLAW 6: MEMBERSHIP PRIVILEGES

6.1 Only active Pharmacy Undergraduate Society (PhUS) members shall be eligible to vote, sign Petitions, or be elected.

6.2 Membership shall be open to all University of British Columbia students enrolled in the Faculty of Pharmaceutical Sciences and must comply with federal laws prohibiting discrimination on the basis of race, sex, handicap, age, sexual orientation or political or religious affiliation.

6.3 All members shall have equal rights and privileges with respect to membership, holding an executive position and participating in the selection of the executive board members.

6.4 Be eligible to attend any Council meeting and have the floor when recognized by the president/Co-founder or secretary.

6.5 Be eligible to attend events hosted by the UBC Pharmacy Pediatrics club, subject to capacity and/or payment, excluding but not limited to year specific events, etc.

6.6 Be eligible to run for an executive board member position if having met the prerequisites for that position

6.7 Have access to a copy of the constitution and Bylaws of the club

6.8 Have access to a copy of all council minutes

6.9 Have access to annual budgets of the club upon giving reasonable notice (3 weeks) to the treasurer

BYLAW 7: MEETING

7.1 Club meetings shall be held at dates, times and frequencies to be determined by executive board members for the purposes of pharmacy club collaboration. Attendance at club meetings is open to all UBC Pharmacy Pediatrics Club members but should include:

- a) President/Co-founder
- b) Secretary

7.2 All executive members shall be notified by E-mail of any meetings and the nature of the business to be transacted at least 5 days before such meeting. No meeting shall be called with the intent to exclude any Executive Board members.

7.3 Meeting minutes shall be distributed within 24 hours to all club members.

7.4 Weekly meetings are encouraged to allow all members to be up to date on tasks.

BYLAW 8: VOTING

8.1 Voting members (executive committee) are allowed 1 vote each by acclamation at a UBC Pharmacy Pediatrics Club meeting.

8.2 Any action brought forward at a UBC Pharmacy Pediatrics Club meeting shall be approved if fifty-one percent (51%) majority is reached. Otherwise, the action is defeated. The action can be taken into consideration in a future meeting if needed and put up to a re-vote.

BYLAW 9: ELECTIONS

9.1 In early March of each academic year, the executive committee of the UBC Pharmacy Pediatrics Club shall call for a selection of a new executive committee for the following

academic year. The newly elected members of the executive committee will hold their positions for a one-year term.

9.2 The outgoing executive committee shall notify students of the election start and end dates, and the election results by May 1.

9.3 Interested applicants will be selected based on interview. Minimum of two executive members will need to take the interview for each candidate; where one of the executive members is the President.

9.4 For the junior positions, the new President and the new respected senior coordinator will select the viable candidate.

9.5 For the treasurer and secretary positions, the new President and the old treasurer/secretary will select the viable candidate.

BYLAW 10: FUNDS

10.1 The elected treasurer shall be responsible for maintaining accurate financial records of the funds utilized for promotional materials to increase awareness of the UBC Pharmacy Pediatrics Club amongst the student population.

10.2 The treasurer will be responsible for allocating funds for events such as lunch and learns, fundraiser events and community information booths.

BYLAW 11: AMENDMENTS

11.1 The Constitution may be amended or repealed by a two-thirds ($\frac{2}{3}$) majority vote of the Executive Committee.

11.2 Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

11.3 This Constitution and any amendments and changes hereto shall be filed by the UBC Pharmacy Pediatrics Club with the Pharmacy Undergraduate Society and shall be available to any member of the UBC Pharmacy Pediatrics Club for inspection during office hours.

11.4 The Constitution on file in the Office of the Pharmacy Undergraduate Society shall be the official Constitution of the UBC Pharmacy Pediatrics Club.