



Pharmacy Undergraduate Society Constitution and Bylaws 2023-2024

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 in full and are enrolled in the UBC Entry-to-Practice PharmD Program shall:
 - a. Be eligible to vote in the annual elected Executive Council elections and the annual Year Representatives elections for their class
 - b. Be eligible to attend the 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, 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. Have access to annual budgets of the Society upon giving reasonable notice (3 weeks) to the Vice President Finance
 - o. Have access to resources obtained and secured by the UBC Pharmacy Undergraduate Society including UpToDate
 - p. 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. Elected Officers
 - i. President
 - ii. Vice President, Internal Affairs
 - iii. Vice President, External Affairs
 - iv. Vice President, Academics
 - v. Vice President, Social Affairs
 - vi. Vice President, Finance
 - vii. Vice President, Communications
 - b. Hired Officers
 - i. Secretary
 - ii. Associate Vice President, Internal Affairs
 - iii. Associate Vice President, Academics
 - iv. Associate Vice President, Social Affairs
 - v. Sponsorship Coordinator
 - vi. Sports Coordinator
 - vii. Mentorship Coordinator
4. General Council: the PhUS General Council shall consist of the following Officers:
- a. Voting Officers:
 - i. All Officers of the Executive Council (14; 1 vote each)
 - ii. Year Representatives (11; 1 vote each)
 - 1. Three representatives from Year 1
 - 2. Three representatives from Year 2
 - 3. Three representatives from Year 3
 - 4. Two representatives from Year 4
 - iii. Year 3 Graduation Co-Chairs (2 Co-Chairs; 1 shared vote)

- iv. 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.
- b. Non-Voting Officers:
 - i. Faculty Advisors from the Faculty of Pharmaceutical Sciences
 - ii. Year 4 Graduation Co-Chairs (2)
 - iii. AMS Pharmacy Student Senator
 - iv. Club Liaison Officers from each organization outlined in Article 10, Section 1. 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 Meeting shall be held 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 thirty (30) 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 Affairs
 - c. Associate Vice President, Internal Affairs
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. General Council Meetings
 - a. Voting Officers are allowed 1 vote each by acclamation at any General Council Meeting.
 - b. Voting Officers of General Council as stipulated in Article 1, Section 4a may vote at General Council meetings. General Council Officers are allowed 1 vote each, with the exception of the Year 3 Grad Co-Chairs who share a single vote.

- c. Non-voting members as stipulated in Article 1, Section 4b (including the Year 4 Grad Co-Chairs and the Pharmacy Student Senator) are not mandated to attend Council meetings.
 - d. Only Executive Council Officers as defined in Article 1, Section 3 may vote at Executive Council meetings.
 - e. Executive Council Officers are allowed 1 vote each.
2. All voting in General or Executive Council meetings shall be performed by acclamation, unless it involves the removal of an Officer from Council as specified in Article 7 of the Constitution and Bylaws.
 3. Notwithstanding section 3, the Chair of any Council meeting will entertain a motion to conduct voting by secret ballot.
 4. 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.
 5. Votes require a majority of fifty-one percent (51%) in favour of the motion to pass.

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:
 - a. All Executive Officers are expected to attend Executive Council Meetings.
 - b. All Officers of the General Council are expected to attend General Council Meetings, and support PhUS events by their participation and/or promotion.
 - i. Only one Year 3 Grad Co-Chair is required to attend regular meetings.
 - c. Year 4 Representatives, Year 4 Grad Co-Chairs, and the Pharmacy Student Senator are exempt from Section 2, and are not required to regularly attend General Council meetings.
 - d. Any voting Officer 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 an Officer on 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 Vice President Internal Affairs.
3. Mentorship: All Officers on Council (both Executive and General) are expected to complete a transition report which shall be passed on to succeeding elected Council Officers. 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: Once draft results are released, newly-elected Executive Officers may assume shared responsibilities with the current Executive Officer

until full turnover. Turnover periods may extend as necessary but formal turnover documents must be submitted to their successor and PhUS Vice President Internal Affairs 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, Year 4 Graduation Co-Chairs, and Year 4 Representatives are the only positions on PhUS that may be occupied by students entering Year 4 of the Entry-to-Practice PharmD Program.
8. PhUS Organized Events and Initiatives:
 - a. 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.
 - b. For events hosted by PhUS General Council Officers, the submission of individual event budgets is not necessary if already claimed in a pre-approved allocation of funding in the annual budget report. This report is submitted in the summer preceding the academic term by the Vice President Finance to the AMS.
 - c. New PhUS initiatives not included in the annual budget report must be discussed during PhUS General Council Meetings to determine if funding is required. If funding is required, Officers are encouraged to apply for the Minor Initiatives Fund or the Professional Initiatives Fund.
 - d. 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.
9. Maintain membership to at least two (2) PhUS Council Committees

ARTICLE 5 – INDIVIDUAL DUTIES OF OFFICERS

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

1. PRESIDENT (EXECUTIVE)

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 Officers 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 in coordination with Faculty
7. Act as administrator for UpToDate; where duties include managing the PhUS UpToDate email account, approving student accounts, responding to various

- inquiries regarding UpToDate access, and ensuring the student body is aware of UpToDate access. (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 Vice President Internal
 10. Coordinate the Student Mentorship Program and the Mentorship Committee with the Mentorship Coordinator
 11. Liaise with the Faculty on updates regarding the student mentorship program

Examples of presidential 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 Officers
- D. Serving as the liaison between the Faculty of Pharmaceutical Sciences and UBC AMS
- E. Participate and represent PhUS at annual pharmacy conferences when financially reasonable; including PDW, CPhA, and BCPHA

2. SECRETARY (EXECUTIVE)

The Secretary shall:

1. Be responsible for all PhUS correspondence, unless directed to another PhUS General Council Officer.
2. Record minutes of all Executive and General Council meetings
3. Prepare and distribute Council minutes and agenda to all General Council Officers and Faculty Advisors in a timely fashion
4. Notify all General Council Officers of upcoming meetings
5. Serve as the Elections Officer for first, second, and third slate PhUS elections, subject to Article 6, Section 5
6. Assist the President and Vice President Communications in the creation of the PhUS Annual Report
7. Co-Chair the Great Pharmacy Adventure

Examples of secretarial duties may include:

- A. Booking rooms for Executive and General Council meetings and PhUS events
- B. Collaborating with the Vice President Communications 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

3. VICE PRESIDENT, INTERNAL AFFAIRS (EXECUTIVE)

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. Hire an Associate Vice President, Internal Affairs immediately following First Slate Elections
5. Manage Pharmacy Interclub and participate in the promotion of pharmacy student events
6. Coordinate and promote the use of the PhUS Interclub and Events calendars among Pharmacy clubs and groups
7. Review Interclub Speakers Submission Forms received from clubs
8. Review all funding applications submitted to PhUS including the Minor Initiatives Fund (MIF), Professional Initiatives Fund (PIF), and Travel and Conference Fund (TCF)
9. Plan and facilitate the PhUS Retreat, Clubs Night, and the PhUS Turnover Dinner
10. Facilitate and organize locker fee collection
11. Co-facilitate review of the PhUS Constitution with the Constitutional Review committee along with the PhUS President

4. ASSOCIATE VICE PRESIDENT, INTERNAL AFFAIRS (EXECUTIVE)

The Associate Vice President, Internal Affairs shall:

1. Schedule and coordinate room booking and locker key requests for all organizations and clubs under PhUS
2. Assist the Vice President Internal Affairs with liaising with funding applicants
3. Assist the Vice President Internal Affairs with organizing and facilitating the PhUS Retreat, Clubs Night, and the PhUS Turnover Dinner
4. Promote and increase visibility of available funding to student body
5. Order apparel for PhUS Council Officers as needed

Examples of duties in the Internal Affairs portfolio 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

5. VICE PRESIDENT, EXTERNAL AFFAIRS (EXECUTIVE)

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 Appreciation Month, BCPhA Speaker Series, and the Speed Networking Event
5. Assist the officers of external organizations during joint-sponsored events

Examples of duties in the External Affairs portfolio 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

6. VICE PRESIDENT, ACADEMICS (EXECUTIVE)

The Vice President, Academics shall:

1. Provide academic support to students through services/events
2. Hire an Associate Vice President, Academics immediately following First Slate Elections
3. Promote the mental health and well-being of students
4. Represent the student body on any Faculty Committees relevant to Academics
5. Represent PhUS at the AMS Vice President Academic Caucus meetings
6. Act as a liaison between PhUS and the Associate Dean of Academics
7. Chair the Student Pipeline
8. Oversee the Mental Health Task Force initiatives

7. ASSOCIATE VICE PRESIDENT, ACADEMICS (EXECUTIVE)

The Associate Vice President, Academics shall:

1. Organize the Pipeline Meeting agenda and take meeting minutes
2. Chair pipeline meetings in the absence of the Vice President Academic
3. Be Vice President, Academic's permanent proxy at Academic Committee meetings and other Faculty Committees relevant to Academics
4. Promote the mental health and well-being of students
5. Serve as a co-chair on the Mental Health Task Force

Examples of duties in the Academics portfolio may include:

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

8. VICE PRESIDENT, SOCIAL AFFAIRS (EXECUTIVE)

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
5. Hire a Social Committee at the start of the academic year to help with various duties

9. ASSOCIATE VICE PRESIDENT, SOCIAL AFFAIRS (EXECUTIVE)

The Associate Vice President, Social Affairs shall:

1. Assist in organizing major PhUS events within the faculty for pharmacy students
2. Advertise major PhUS events within the faculty to pharmacy students
3. Delegate tasks to Social Committee Members

Examples of duties in the Social Affairs portfolio 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. Selling tickets to PhUS social events
- D. Organizing events that traditionally occur on an annual basis, such as Welcome Back BBQ, Boo's Cruise, Gala and Skits Night

10. SPORTS COORDINATOR (EXECUTIVE)

The Sports Coordinator shall:

1. In collaboration with the Vice President 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 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
4. Create a Sports Committee team that helps with the tasks outlined above

Examples of duties may include:

- A. Actively publicizing and coordinating Intramural Programs for pharmacy student teams
- B. Publicizing all sporting events in advance
- C. Actively promoting physical exercise and physical health to PhUS Members

11. VICE PRESIDENT, COMMUNICATIONS (EXECUTIVE)

The Vice President Communications 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 via newsletter
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 in the Communications portfolio may include:

- A. Assisting PhUS council with advertisement and operations of Pharmacy Appreciation Month through both technological and non-technological logistics and coordination of events (ie. Facebook/online campaign)
- B. Assisting the Sponsorship Coordinator with computer-related advertisements 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)

12. VICE PRESIDENT, FINANCE (EXECUTIVE)

The Vice President, Finance shall:

1. Be responsible for planning the PhUS budget for approval by Council
 - a. Present a budget proposal to Executive Council for approval by mid August
 - b. The Great Pharmacy Adventure (GPA) occurs the summer before the start of the academic term and is exempt from Council approval. The budget for GPA is to be determined at the sole discretion of the Vice President Finance and must undergo secondary approval by the President before the budget is communicated to the Secretary and GPA Planning Committee.
 - c. Further changes to the approved budget must be re-approved by Council
2. Be responsible for all financial matters of PhUS, including liaising with the AMS
3. Hire the Sponsorship Coordinator following First Slate Elections
4. Compile all financial reports and submit them to Council within three weeks of a request from a PhUS Member
5. Prepare a financial summary for the PhUS Annual Report highlighting all expenses and revenue incurred throughout the fiscal year of the elected officers' term
6. Co-chair the PhUS Sponsorship Committee with the Sponsorship Coordinator
7. Represent PhUS at the AMS Finance Caucus

Examples of duties in the Finance portfolio may include:

- A. Be responsible for directing and coordinating the activities of a voluntary Sponsorship Committee alongside Sponsorship Coordinator
- B. Arranging all purchases and timely payment of debts and reimbursements
- C. Keeping detailed records of all business transactions
- D. Providing a detailed spreadsheet indicating the finances of PhUS (i.e. budget remaining at each position)

13. SPONSORSHIP COORDINATOR (EXECUTIVE)

The Sponsorship Coordinator shall:

1. Liaise with the Vice President Social and Vice President Finance 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
5. Co-chair the PhUS Sponsorship Committee with the VP Finance

Examples of duties in the Sponsorship portfolio may include:

- A. Liaise with Vice President Internal to coordinate room bookings for Lunch and Learn events on behalf of sponsors

- B. Be responsible for directing and coordinating the activities of a voluntary Sponsorship Committee alongside Vice President Finance
- C. Leading the Sponsorship Committee with the Vice President Finance to send out Sponsorship Packages to potential sponsors
- D. Responding to inquiries from companies regarding potential sponsorship opportunities
- E. Seeking new sources for potential sponsorship revenue

14. Mentorship Coordinator (EXECUTIVE)

The Mentorship Coordinator shall:

- 1. Coordinate the Student Mentorship Program and the Mentorship Committee with the President
- 2. Hire the Mentorship Committee
- 3. Recruit and train mentors over the summer and provide regular check-ins to mentors throughout the academic year
- 4. Recruit and pair mentees with mentors over the summer
- 5. Explore further mentorship opportunities within the student body

Examples of duties of the Mentorship Coordinator may include:

- A. Provide sufficient training to mentors and ensuring mentors are meeting with the mentees throughout the academic year
- B. Pairing mentees with mentors based on common interests
- C. Serve as the point of contact for the Student Mentorship program
- D. Evaluate the effectiveness of the mentorship program on a regular basis and collect feedback evaluations from students
- E. Coordinate the mentor award, mentorship related events, and guidance documents

14. PHARMACY STUDENT SENATOR (NON-VOTING)

The Pharmacy Student Senator shall:

- 1. Represent pharmacy students at all meetings of the Vancouver Senate of the University of British Columbia (12 months term starting in April)

Examples of Pharmacy Student Senator duties may include:

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

15. YEAR REPRESENTATIVES: PY1, PY2, PY3 (GENERAL)

All three representatives from each year shall:

1. Bring student concerns of their respective undergraduate year to Council so they may be resolved in the best interests of their class and the general student body
2. Serve as the pipeline representatives for their respective year and manage the student pipeline feedback form
3. Inform the students of their respective undergraduate year of PhUS events and initiatives and encourage attendance and participation of all students
4. Organize events specifically for their respective undergraduate year
5. Assist in PhUS events and committees
6. Review funding applications along with the Vice President Internal to assess feasibility and appropriateness of each submission
7. Assist executive council members with their duties as required
8. Maintain membership to at least two(2) PhUS Council Committees, including the Student Pipeline chaired by the Vice President Academic

16. YEAR 4 REPRESENTATIVES: PY4 (GENERAL)

Both representatives from Year 4 shall:

1. Bring student concerns of the PY4 Class to Council so they may be resolved in the best interests of their class and the general student body
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. Inform the students of their respective undergraduate year of the activities of PhUS and encourage attendance and participation of all students
4. 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.
5. Inform the students of their respective undergraduate year of resources and information related to graduation and licensing.

17. GRAD CO-CHAIRS (GENERAL IN YEAR 3, NON-VOTING IN YEAR 4)

Year 3 Grad Co-Chairs shall:

1. Bring concerns of students in his/her respective undergraduate year to Council as they pertain to graduation
2. Organize events and activities that serve as fundraisers for the Graduating class
3. Organize the Cake and Champagne event for their Graduating class. This event is to occur in the March or April preceding PY4 practicums.

Year 4 Grad Co-Chairs shall:

Note: Year 3 Grad Co-Chairs transition into Year 4 Grad Co-Chairs without re-election

1. Bring concerns of students in his/her respective undergraduate year to Council as they pertain to graduation
2. Organize events and activities that serve as fundraisers for the Graduating class

3. Organize the Grad Banquet, hiring events, interviews, and other events for the Graduating class
4. Distribute registration links for Artona grad photos through the appropriate Facebook pages and through other channels as appropriate (in PY4)
5. Assist the Office of Student Services in informing the graduating class about nominations and voting for awards including but not limited to the *Honorary Activities Award* and *Class Valedictorian*.
6. Create a survey for the graduating class to select the Master *Teaching Award* recipient.

18. CLUB LIAISON OFFICERS (NON-VOTING)

Each Club Liaison Officer shall:

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

ARTICLE 6 – ELECTIONS

1. First Slate Elections:

- a. Executive Officers (outlined in Article 1 Section 3a) shall be elected in March of the preceding academic Winter term on dates and times decided by the outgoing Council.
- b. Names of all newly elected or appointed Officers shall be submitted to the AMS by the outgoing PhUS Secretary.
- c. Only students entering Year 2 or Year 3 the following academic term are eligible to run in First Slate Elections. Students entering Year 4 in the next academic cycle are not eligible to run for Executive Council positions.
- d. 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.
- e. No current General 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.
- f. 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.
- g. 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 registered in the Entry-to-Practice PharmD Program are entitled to a single vote for each Officer position. Voting shall be carried out by secret ballot or through a secure online system such as SimplyVoting.

2. Second Slate Elections

- a. Grad Co-Chairs are elected in the March of their second year and hold their position for two years (Year 3 Grad Co-Chairs become Year 4 Grad Co-Chairs).
- b. Year 4 Representatives are elected in March of their third year
- c. Names of all elected or appointed Officers shall be submitted to the Alma Mater Society by the PhUS Secretary.
- d. All Candidates are subject to campaigning and advertising limits as decided by the Elections Officer and existing guidelines.
- e. All Voting Members of the Year 2 and Year 3 Entry-to-Practice PharmD class are entitled to a single vote for each respective Officer position for their undergraduate year. Voting shall be carried out by secret ballot or through a secure online system such as SimplyVoting.

3. Third Slate Elections:

- a. Year Representatives are elected in September on a date chosen by the Elections Officer at the start of the academic term in September or October.
- b. Names of all elected or appointed Officers shall be submitted to the Alma Mater Society by the PhUS Secretary.
- c. All Candidates are subject to campaigning and advertising limits as decided by the Elections Officer and existing guidelines. The President will ensure that Third Slate Candidates are aware of the duties of year representatives.
- d. All Voting Members of a particular Entry-to-Practice PharmD class are entitled to a single vote for each Officer position for their undergraduate year. Voting shall be carried out by secret ballot.

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 Bylaws, 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, an Officer shall be appointed by Council from the PhUS student body.
- c. 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.
- d. No member of PhUS may concurrently occupy more than one Council position in any academic year.
- e. In the event of a tie, a by-election between the two candidates with the highest number of votes 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. Notifying the candidates and PhUS Council of the results in a timely and professional fashion.
- b. If the current Secretary is running for a position in the election, and is thus in a perceived conflict of interest, PhUS Council shall delegate the responsibility of Elections Officer to a General Council member 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 and 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 PhUS 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 PhUS members through all PhUS communication mediums.
- d. In the event of a tie, a by-election of the two candidates with the highest number of votes will occur.

ARTICLE 7 – REMOVAL OF OFFICERS

1. Voluntary:
 - a. An Officer may announce her or his intent to step down from Council by submitting a request to the President.
 - b. Upon approval of the request, the Officer is not removed from Council and relieved of duties until another Voting Officer 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:
 - a. 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.
 - b. 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. Automatic Removal due to Council Meeting Attendance
 - a. With the exception of Year 4 Representatives, any voting Officer on 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 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 holding PhUS Membership.
2. Minutes of the Executive Council and General Council Meetings: A copy shall be kept on file with the Secretary. This copy shall be forwarded to the following persons:
 - a. Executive and General Council Officers
 - b. Liaison Officers, including advisors from the Faculty of Pharmaceutical Sciences
 - c. AMS Archives

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 to the Constitution Review Committee for review, and if appropriate, presented to the Council for approval.
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 AND ORGANIZATIONS

1. The following clubs and organizations are eligible to participate in all Council functions except for voting:
 - a. BC Pharmacy Association Student Ambassadors
 - b. Canadian Association of Pharmacy Students and Interns, UBC Chapter (CAPSI)
 - c. Canadian Society of Hospital Pharmacists (CSHP - BC)
 - d. Green Carnation Club
 - e. Kappa Psi Fraternity, Delta Mu Chapter
 - f. Lambda Kappa Sigma Fraternity, Alpha Lambda Chapter (LKS)
 - g. Primary Care Pharmacy Club
 - h. Pharmacy Teaching and Learning Club (PTaLC)
 - i. Pharmacy Evidence Appraisal Club (PEAC)
 - j. Pharmacy Healthcare Literacy Club
 - k. Phi Lambda Sigma, Pharmacy Leadership Society, Epsilon Nu Chapter
 - l. Rho Chi Honour Society, Delta Gamma Chapter
 - m. UBC Pharmacy Geriatrics Club
 - n. UBC Pharmacy Investment Club
 - o. UBC Pharmacy Pediatrics Club
 - p. UBC Pharmacy Vocal Ensemble
 - q. UBC Pharmacy Yearbook
 - r. UBC Pharmaceutical Industry and Health Technology Club (PITECH)
 - s. UBC Pharmacy Women's Health Club

2. Each organization is responsible to provide the Vice President Internal Affairs with a Club Liaison Officer. Each Club Liaison Officer is to be determined by the organization's internal process.
3. For new clubs to remain recognized under the 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.
4. New clubs are subject to the club uniqueness rubric
5. Clubs are permitted to participate in Clubs Night, apply for funding, and request for room bookings. These privileges may be granted to other organizations or clubs that are not associated with PhUS at the Council's discretion on a case-by-case basis.
6. All club events targeted at all PhUS Members must obtain approval from the Vice President Internal Affairs before advertisement may begin.
7. Once approval has been obtained for a club event, the advertising rights (on the UBC Pharmacy Facebook groups and all other platforms) for this time slot are then held exclusively by the requesting club. Any unapproved advertisements will be removed.
8. Clubs are to provide adequate notice for all event booking requests as determined by the Vice President Internal Affairs. Requests after scheduling deadlines may be denied at the sole discretion of the Vice President Internal Affairs.
9. To maintain an active club status with PhUS, clubs must:
 - a. Host a minimum of 1 club activity or event in the span of one academic year
 - b. Provide an updated membership list to the VP Internal Affairs at the beginning of each academic term
 - c. Provide an updated copy of the club's Constitution
10. Dissolution of PhUS affiliated clubs
 - a. In the event where a club fails to have the minimum required members or hold the minimum required activity or event, a recommendation for club dissolution can be made by the Vice President Internal Affairs at a PhUS General Council Meeting
 - b. Active members in the mentioned club will be invited to the General Council Meeting for a discussions on possible steps to resolve the issue and be provided a timeline for said measures to be fixed
 - c. If no active members are present or the expressed concerns are not promptly rectified, a vote by the General Council may be conducted for the dissolution of the aforementioned club
 - d. Resolution will be effective immediately after the passing (>51%) of the vote subject to Article 3 Section 4.