

UNDERGRADUATE PHARMACY SOCIETY

2017 CONSTITUTION



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CONSTITUTION OF THE UNDERGRADUATE PHARMACY SOCIETY AT THE FACULTY OF PHARMACY, UNIVERSITY OF TORONTO

Last Updated: July 8, 2017

ARTICLE 1 MISSION STATEMENT AND VISION

- 1.1** *The Undergraduate Pharmacy Society will:*
- 1.1.1** Strive to represent the voice of pharmacy students at the University of Toronto;
 - 1.1.2** Promote and advance the profession of pharmacy;
 - 1.1.3** Serve undergraduate pharmacy students at the University of Toronto through the provision of social, athletic, academic and professional events and services;
 - 1.1.4** Act as a liaison and advocate for pharmacy students at the University of Toronto to the Faculty, the Canadian Association of Pharmacy Students and Interns (CAPSI), the Ontario Pharmacists' Association (OPA), the Ontario College of Pharmacists (OCP), the Canadian Pharmacists Association (CPhA), the Canadian Society of Hospital Pharmacists (CSHP), the University of Toronto Students' Union (UTSU), Society of Pharmacy Students (SoPhs) and any other relevant body;
 - 1.1.5** Promote a positive community image for pharmacy students at the University of Toronto through community involvement.

ARTICLE 2 DEFINITIONS

- 2.1** The name of the organization shall be the Undergraduate Pharmacy Society.
- 2.2** Hereafter, the Undergraduate Pharmacy Society may be abbreviated as UPS.
- 2.3** Hereafter, "Society" refers to the UPS.
- 2.4** Hereafter, "General Council" and "UPS Council" are synonymous.
- 2.5** Hereafter, the term he/she is used to identify male and female council members. The placement of "he" before "she" is to maintain alphabetical order.
- 2.6** *Committee Definitions:*
- 2.6.1** A Committee, standing or special, is defined as a group consisting of at least three members. The chair and secretaries will be selected among the committee members.
 - 2.6.2** A standing committee is a committee that has a continuing existence and meets at least once annually, as outlined in [Article 8](#).
 - 2.6.3** A special committee is a committee that is temporarily formed and tasked with a specific purpose, which may go out of existence as soon as the specified task has been completed.
 - 2.6.4** A special committee may be composed of active or honorary members.
- 2.7** Hereafter, "The Monograph" refers to the Society newsletter.



- 2.8** Hereafter, “The Pharmakon” refers to the Society yearbook.
- 2.9** Hereafter, Pharmacist Awareness Month may be abbreviated as PAM.
- 2.10** Hereafter, “in-camera” shall refer to a closed session of General Council where any observers not on the General Council will be asked to leave the room and no record will be kept on the Minutes. In-camera sessions are used to protect sensitive information such as awards discussion, elections and financial matters.
- 2.11** Hereafter, “one term” will be defined as the period beginning at the last turnover meeting and ending at the subsequent turnover meeting the following year, which lasts approximately 1 year, unless otherwise specified in the description of that position’s role.

ARTICLE 3 MEMBERSHIP OF THE SOCIETY

- 3.1** The members of the Society shall be Honorary or Active.
- 3.2** *The Honorary members shall be:*
- 3.2.1** The teaching staff of the Faculty of Pharmacy, University of Toronto.
- 3.2.2** Such other persons as elected by the General Council.
- 3.3** *The Active members* of the Society shall be PharmD students registered in the Faculty of Pharmacy, University of Toronto, who shall have paid membership fees as hereinafter provided in [Article 7.1](#).

ARTICLE 4 COMPOSITIONS OF THE UPS GENERAL COUNCIL AND CLASS COUNCIL

- 4.1** *General Council*
- 4.1.1** *The voting members of the General Council of the Society shall consist of the following:*
- 4.1.1.1** President (allotted one vote)
- 4.1.1.2** Vice-President (allotted one vote)
- 4.1.1.3** Executive Secretary (allotted one vote)
- 4.1.1.4** *2 Finance Directors (both positions share one vote)*
- 4.1.1.4.1** Senior Finance Director
- 4.1.1.4.2** Junior Finance Director
- 4.1.1.5** *2 External Affairs Directors (both positions share one vote)*
- 4.1.1.5.1** Senior External Affairs Director
- 4.1.1.5.2** Junior External Affairs Director
- 4.1.1.6** *2 Athletics Directors (both positions share one vote)*
- 4.1.1.6.1** Senior Athletics Director
- 4.1.1.6.2** Junior Athletics Director



4.1.1.7 2 CAPSI Representatives (both positions share one vote)

4.1.1.7.1 Senior CAPSI Representative

4.1.1.7.2 Junior CAPSI Representative

4.1.1.8 2 Events Directors (both positions share one vote)

4.1.1.9 University of Toronto UTSU (UTSU) Representative (allotted one vote)

4.1.1.10 2 Pharmakon Editors (both positions share one vote)

4.1.1.11 2 Monograph Editors (both positions share one vote)

4.1.1.12 2 Marketing Directors (both positions share one vote)

4.1.1.13 Webmaster (allotted one vote)

4.1.1.14 President of each Class Council (4) (President and Vice-President of each class share one vote for a total of 4 votes)

4.1.1.15 Vice-President of each Class Council (4) (President and Vice-President of each class share one vote for a total of 4 votes)

4.1.2 *The non-voting members of the General Council of the Society shall consist of the following:*

4.1.2.1 Past President

4.1.2.2 President-elect

4.1.2.3 Vice-President-elect

4.1.2.4 OPA Student Board Member

4.1.2.5 2 Faculty Advisors

4.1.2.6 Speaker

4.1.3 The duties of Members of the General Council are outlined in [Appendix I](#).

4.1.4 Details for General Council voting are outlined in [Article 9.13](#).

4.1.5 All members of the UPS General Council are permitted to put forth motions, with the exception of the Speaker.

4.2 The General Council may remove any positions or add additional positions by a majority vote (> 50%). Any such positions removed or added will become effective as of the Turnover meeting and subsequently be reviewed the following year at the Constitution Meeting to determine if any changes need to be made. Any person, so elected, shall hold office for one term.

4.3 *Selection of Faculty Advisors*

4.3.1 The UPS President-elect and UPS Vice-President-elect shall obtain a list of Faculty/Staff willing to volunteer as UPS Faculty Advisors.

4.3.2 The UPS President-elect and UPS Vice-President-elect shall interview candidates and bring the selected names to the General Council for a motion of approval.



4.3.3 The Faculty Advisor's term of office shall be one year. The Faculty Advisor is eligible to apply again after such a term.

4.4 *Class Councils:*

4.4.1 *The officers of each representative class, elected by each respective class, shall constitute the Executive of that class and shall be as follows:*

4.4.1.1 President

4.4.1.2 Vice-President

4.4.1.3 Secretary-Treasurer

4.4.1.4 Social Representative: not elected to 4th Year executive council

4.4.1.5 CAPSI Representative: not elected to 4th Year executive council

4.4.1.6 Athletics Representative: not elected to 4th Year executive council

4.4.1.7 2 Faculty Representatives

4.4.1.8 Monograph Representative

4.4.1.9 Webmaster (application based)

4.4.1.10 Pharmakon Representative (application based): not appointed to 4th Year executive council

4.4.1.11 2 Graduation Representatives: elected to the 3rd Year executive only (2 year term).

4.4.1.12 Recruitment Representative: elected to 4th Year executive council only.

4.4.1.13 Residency Representative: elected to 4th Year executive council only.

4.4.2 The Class Council of each class may unofficially appoint other such members as may be necessary to promote the activities of that class, but cannot create positions on Class Council.

4.4.3 The duties of the members of the Class Council are outlined in [Appendix II](#), Detailed Duties of the Members of the Class Council.

4.4.4 There will be one student from each class selected to sit as representatives of the student body on Faculty Council as chosen by the UPS President, with preference being given to the Class President, Class Vice-President, UPS General Council Members in that class and Class Council Members respectively.

ARTICLE 5 **DUTIES OF THE GENERAL COUNCIL**

5.1 The General Council shall be the governing body of the Society. It shall have charge of all general business and affairs of the Society and shall conduct the same in the best interest of the student body.

5.2 The General Council shall meet during the academic year as set forth in [Article 9.1](#) and may meet during the summer as necessary.

5.3 The General Council shall be responsible for the harmonious operation of the Society.

- 5.4 The General Council shall, if necessary, appoint special committees of not less than three members, such committees to continue in office until dissolved or discharged by the vote of the Council. The chair is to be chosen by members of the committee.
- 5.5 The General Council shall be responsible for the maintenance of proper relations with UTSU and the University of Toronto, and shall be responsible for keeping the Society informed upon pertinent University matters, through the UTSU Representative.
- 5.6 The Finance Committee of the General Council shall oversee all funds of the Society, except the personal funds of each class, as set forth in [Article 7](#).
- 5.7 The General Council shall appoint 2 Pharmakon Editors from applications from members of the Society as set forth in [Article 10.2.3.4.2](#) using the template in [Appendix X.2.3](#).
- 5.8 The General Council shall appoint 2 Monograph Editors from applications from members of the Society as set forth in [Article 10.2.3.4.2](#) using the template in [Appendix X.2.4](#).
- 5.9 The General Council shall appoint 2 Marketing Directors from applications from members of the Society as set forth in [Article 10.2.3.4.2](#) using the template in [Appendix X.2.5](#).
- 5.10 The General Council shall appoint a Webmaster by applications from members of the Society as set forth by [Article 10.2.3.4.2](#) using the template in [Appendix X.2.1](#).
- 5.11 The General Council shall appoint members to all standing committees by the end of October as set forth in [Article 8.3](#).
- 5.12 The General Council shall have the powers as set down in Articles [4](#), [5](#), [10](#) and [11](#).

ARTICLE 6 DUTIES OF THE CLASS COUNCIL

- 6.1 The Executive of each class shall have charge of all the class general business of that year, and shall act in the best interests of the student body.
- 6.2 Quorum shall consist of a majority of the Class Council members, two of whom shall be officers i.e. President, Vice-President or Secretary-Treasurer.
- 6.3 Duties of specific members of the Class Council are defined in [Appendix II](#).

ARTICLE 7 HANDLING OF FUNDS WITHIN THE SOCIETY

- 7.1 *Membership Fees*
 - 7.1.1 The annual membership fee of the Society shall be an amount decided upon by the Board of Governors, University of Toronto for all active members. This fee shall be included in the registration fee paid to the University of Toronto at the time of enrolment and shall be deposited in a registered financial institution.
 - 7.1.2 The General Council may petition to the Board of Governors, University of Toronto, to alter the annual membership fee only after the specific change in fee structure is approved in a vote by the active members of the Society where the majority (> 50%) of votes cast are in favour of such a change and where there is a minimum of two week notification of such change.



7.1.3 After allocation of membership fees to corresponding Grad Funds and CAPSI National & Local fees, the remainder of each membership fee shall be available to the Society, as a whole, as a drawing account.

7.2 *Loans and Debts*

7.2.1 If requested by Class Council, an amount determined by the General Council shall be available to the Class Council, on an interest-free loan basis to be paid from the UPS account for sponsoring activities of the class. This loan is to be repaid within the school year or earlier at the discretion of the General Council.

7.2.2 The Society shall not be responsible for any debts assumed by any student or any member of the Society unless such debt has been contracted with full prior knowledge and consent of the General Council.

7.3 *Reimbursements*

7.3.1 Pre-approved purchases by UPS General Council members may be reimbursed by submitting receipts to the Finance Directors. All Requests for Payment forms must have appropriate invoices/receipts attached. Any purchase made by the Society must be paid for by cheque by the Finance Directors, upon advance request. Pre-approved purchases by UPS General Council members may be reimbursed by submitting receipts to the Finance Director. All Request For Payment forms must have appropriate invoices/receipts attached and must be submitted within 30 days after the event. Late Requests for Payment forms will be assessed at the discretion of Finance Committee.

7.3.2 The UPS General Council shall not provide reimbursement to UPS members for a UPS event that they cannot or did not attend.

7.3.3 Cheques can only be cashed up to six months of the cheque date before it becomes a stale-dated cheque. Banks will not cash stale-dated cheques. It is each individual's responsibility to cash cheques within the six month timeframe or the individual will forfeit the reimbursement. If the cheque is not cashed within this timeframe, it will become stale-dated and another cheque will not be issued by UPS.

7.3.4 Individuals are responsible for their reimbursement cheques. Lost or stolen reimbursement cheques must be reported to the Finance Directors within six months of the cheque being written. Cheques reported beyond the six month timeframe are stale-dated and will not be re-issued (see above). For lost or stolen cheques, the Finance Directors must contact the banking institution and place a "stop payment" on the cheque. The banking institution charges UPS a "stop payment" fee for each lost or stolen cheque. When the Finance Directors re-issues the lost or stolen cheque to the individual, the individual will bear the cost of the "stop payment" fee. Therefore, the re-issued cheque will be the amount of the reimbursement minus the cost of the "stop payment".

7.3.5 All cheques are to be co-signed by two of the following: Senior Finance Director, Junior Finance Director, UPS President and/or UPS Vice-President.

7.4 *Financial Statements*

7.4.1 Auditing the books of the Society shall commence and be completed during the fall term following the fiscal year end by an accountant. The accountant must be chosen by the Finance Directors and if a new accountant is selected, it must be approved by the General Council in the form of a motion and be agreeable to the University. The fee charged for such work shall be included in the fiscal budget. The audit should be signed by the previous year's Junior Finance Director and the previous year's UPS President. The signed, audited financial statement shall be accessible by any active member of the Society who requests to examine it.



- 7.4.2** The financial statements and the auditor's report thereon shall be presented for discussion before a general meeting of the Society's membership upon written request. This general meeting must be announced to the student body to enable any interested member to attend.
- 7.4.3** The budget is to be presented at the Turnover Meeting for the purposes of ensuring the accountability of outgoing members and making new members familiar with the current financial situation.

7.5 *Annual Budget*

- 7.5.1** Proposed budgets, based on the previous year's budget, must be brought before the Senior Finance Director during the summer months by a General Council Member or Committee that intends to incur expenses or receive monies during the school term. All budgets must be approved by a motion in Council at a regular meeting of the General Council.
- 7.5.2** A global budget will incorporate all submissions that the Finance Directors have received two weeks prior to the Budget Meeting, and will also incorporate general expenses and income projected for the General Council for the fiscal year of April 1st to March 31st. This budget must be approved at the Budget Meeting, which must occur prior to October 15. This budget must be approved by the General Council before any further funds are distributed (except for funds deemed necessary at the discretion of the Finance Committee. Examples include summer mailings, deposits on Boat Cruise, Semi-Formal or Phollies venues). This budget must project a minimum \$1,000 surplus.
- 7.5.3** Any revisions equal to or less than \$250 to an approved budget must be approved by the Finance Committee. Revisions over \$250 will be discussed and decided upon by General Council. The Finance Committee cannot approve of more than \$1,000 per year; all subsequent demands will be evaluated by the UPS General Council.

7.6 *Class Funds*

- 7.6.1** The UPS General Council shall grant the Council of the entering class two hundred fifty dollars (\$250.00) no later than 2 weeks after the position of Secretary-Treasurer has been filled, as a start-up fund for their council.
- 7.6.2** As of September 1st of the graduating year, any unspent funds within the graduating class' bank account shall be appropriated to UPS General Council. The 4th Year Class President and Secretary-Treasurer shall sign a legally binding document that states this, as well as presenting a yearly transaction history to the Faculty Advisor and UPS Finance.

7.7 *Other Finances*

- 7.7.1** The UPS General Council is not responsible for stolen personal or Class Council goods from lockers, athletic lockers, the UPS office, the UPS meeting room or any area possibly designated for the use of pharmacy students.
- 7.7.2** The UPS General Council shall hold open financial records, budgets, and minutes of all meetings of the General Council for inspection by the Faculty Advisors or any active member of the Society.
- 7.7.3** The UPS shall not exceed \$1,000 per year of its funding to pay for catering for the General Council members.



ARTICLE 8 COMMITTEES OF THE SOCIETY

8.1 *Committee Logistics:*

8.1.1 The various types of committees are defined in [Article 2.6](#).

8.1.2 Accurate minutes of the committee meetings must be submitted to the Executive Secretary by the Committee Secretary for distribution within the Minutes package at the subsequent General Council meeting.

8.1.3 Any information pertinent to a UPS sub-committee's business shall be formally documented in writing and relayed to all sub-committee members.

8.2 *The following committees shall consist of their respective members of the General Council acting as a Chairperson, together with the representatives from each class. These committees shall be responsible for liaison between classes and the General Council. They shall have the power to appoint any additional members to their committees in order to assure proper function.*

8.2.1 CAPSI Local Committee (includes International Pharmaceutical Students' Federation (IPSF), Senior and Junior Representatives)

8.2.2 Yearbook Committee

8.2.3 Newsletter Committee

8.2.4 Events Committee

8.3 The General Council shall elect any member required on any standing committee by the end of October.

8.4 *Finance Committee:*

8.4.1 *The Finance Committee shall be composed of the following 6 members:*

8.4.1.1 Senior Finance Director (Chair)

8.4.1.2 Executive Secretary (Secretary)

8.4.1.3 UPS President

8.4.1.4 UPS Vice-President

8.4.1.5 Junior Finance Director

8.4.1.6 **One** Faculty Advisor

8.4.2 The Finance Committee shall meet as necessary, during the academic year. Attendance of three members shall constitute a quorum, one of which should be a Faculty Advisor.

8.4.3 The Finance Committee shall review any requested revisions to the approved budget as outlined [Article 7.5.3](#).

8.4.4 The Junior Finance Director shall assist the Senior Finance Director in the performance of his/her duties as outlined in [Appendix I](#) and shall see that these duties are carried out.

8.4.5 The Senior Finance Director shall ratify all purchases made on behalf of the General Council.

8.4.6 All binding contracts for greater than one year must be signed by the Junior Finance Director and brought to the attention of the Faculty Advisors.



8.5 Points and Awards Committee:

8.5.1 *The Points and Awards Committee shall consist of the following 11 members:*

- 8.5.1.1** Executive Secretary (Chair)
- 8.5.1.2** 2nd Year Class President (Secretary)
- 8.5.1.3** 1st, 3rd and 4th Year Class Presidents [3]
- 8.5.1.4** UPS President
- 8.5.1.5** UPS Vice-President
- 8.5.1.6** Athletics Directors [2]
- 8.5.1.7** Events Directors [2]

8.5.2 The Executive Secretary is responsible for keeping records of the students' points and may ask the Committee to help verify points or ensure points submission from each respective class for Class Council members and activities.

8.5.3 The UPS Vice-President will organize the Awards **Reception** and may ask the Committee to aid with this.

8.5.4 The Committee is responsible for the maintenance and revision of the UPS Points System, in conjunction with the UPS Webmaster and Web Committee if necessary.

8.5.5 The Committee will be responsible for providing information and deciding on certain class based awards (i.e. UPS Award, 8T0 Award, Sharon Wells Award, etc.). The UPS Alumni Award will still be decided through UPS General Council, however if there are a large volume of applications, the Points and Awards Committee may pre-screen applications to help narrow down the selection to a top 3.

8.5.6 During the summer months (after turnover has occurred), the committee will only consist of 10 members as the new 1st Year Class President will not be elected until September.

8.6 OPA Cup Committee:

8.6.1 *The OPA Cup Committee shall be comprised of the following 10 members:*

- 8.6.1.1** OPA Student Board Member (Chair)
- 8.6.1.2** 1st Year OPA Class Rep (Secretary)
- 8.6.1.3** 2nd and 3rd Year OPA Class Reps [2]
- 8.6.1.4** UPS President
- 8.6.1.5** UPS Vice-President
- 8.6.1.6** External Affairs Directors [2]
- 8.6.1.7** Athletics Directors [2]

8.6.2 The OPA Student Board Member will be responsible for booking the rink/date of the OPA Cup with consultation from the Committee.

8.6.3 The Committee shall oversee the activities of the pre-game pep rally.

8.6.4 The External Affairs Directors will be responsible for ensuring sponsorship requirements are met with aid from the Committee.

8.7 *Charity Week Committee:*

8.7.1 *The Charity Week Committee shall consist of the following 7 members:*

8.7.1.1 3rd Year Class Vice-President (Chair)

8.7.1.2 1st Year Class Vice-President (Secretary)

8.7.1.3 2nd and 4th Year Class Vice-Presidents [2]

8.7.1.4 UPS President

8.7.1.5 External Affairs Directors [2]

8.7.2 This committee shall coordinate all charity and fundraising for Charity Week.

8.7.3 Charity Week will span the entire second week of November, unless the Committee chooses to change the week which this occurs, at which point General Council needs to be informed of any change in dates before the end of September.

8.7.4 Each Class Vice-President is responsible for planning specific Charity Week events on their allotted day. Their day will be determined by the Committee in accordance with class timetables. Funds raised from class events hosted outside of their specific day will not count towards the Dr. Kennedy Charity Award as per [Article 8.7.5](#).

8.7.5 The Dr. Kennedy Charity Award will be awarded to the Class raising the most for charity. Note that the Professor Auction and any events either spanning over more than one day or events that occur outside of a class' specified day will not count towards the Award.

8.8 *External Affairs Committee:*

8.8.1 *The External Affairs Committee shall consist of the following 13 members:*

8.8.1.1 Senior External Affairs Director (Chair)

8.8.1.2 Junior External Affairs Director (Secretary)

8.8.1.3 UPS President

8.8.1.4 UPS Vice-President

8.8.1.5 Marketing Directors [2]

8.8.1.6 2nd and 3rd Year Class Vice-Presidents [2]

8.8.1.7 Graduation Committee Chairs [4]

8.8.1.8 4th Year Recruitment Rep

8.8.2 This committee is responsible for the coordination of all externally solicited donations from the Society.

8.8.3 The External Affairs Directors will maintain and update the list of current, past and potential donors of UPS and may ask Committee members that approach sponsors to update this.

8.9 Constitutional Review Committee:

8.9.1 *The Constitutional Review Committee shall be comprised of the following 6 members:*

- 8.9.1.1** Speaker (Chair)
- 8.9.1.2** One 2nd Year General Council Member (Secretary)
- 8.9.1.3** UPS President
- 8.9.1.4** UPS Vice-President
- 8.9.1.5** One 3rd Year General Council Member
- 8.9.1.6** One 1st Year General Council Member

8.9.2 This committee shall review all motions that have become statutes and all suggestions submitted by members of the society for possible inclusion/amendment of the constitution.

8.9.3 The committee shall propose amendments to the constitution as may be required or determined by the members of the committee.

8.9.4 Any amendments proposed by the constitution committee shall be reviewed by the General Council no later than the start of UPS General Council elections.

8.10 Student Initiatives Funding Committee:

8.10.1 *The Student Initiatives Funding Committee shall be comprised of the following 8 members:*

- 8.10.1.1** UPS Vice-President (Chair)
- 8.10.1.2** Senior Finance Director (Secretary)
- 8.10.1.3** UPS President
- 8.10.1.4** Junior Finance Director
- 8.10.1.5** One Events Director
- 8.10.1.6** One Athletics Director
- 8.10.1.7** One External Affairs Director
- 8.10.1.8** One UPS Faculty Advisor

8.10.2 This committee shall review requests for approval of student initiatives as defined in [Article 12](#) and report their recommendations to the General Council.

8.10.3 This committee will be responsible for notifying applicants regarding the status of the request and implementing any decision made by the council.

8.11 Honour Committee:

8.11.1 *The Honour Committee shall be comprised of the following 7-8 members:*

- 8.11.1.1** UPS President (Chair)
- 8.11.1.2** Executive Secretary (Secretary)
- 8.11.1.3** UPS Vice-President



- 8.11.1.4 President-elect (if elected)
- 8.11.1.5 One Events Director
- 8.11.1.6 One Athletics Director
- 8.11.1.7 Class President of the student(s) involved (temporary)
- 8.11.1.8 One UPS Faculty Advisor

8.11.2 This committee shall promote professional conduct among members of the Society.

8.11.3 The committee shall review incidents of unprofessional behaviour and make fair decisions on consequences for the student(s) involved. The Class President(s) for the student(s) involved will hold a temporary position on the committee for the duration of the investigation. Said consequences are outlined in the UPS Professionalism Policy ([Appendix VIII](#)).

8.11.4 In the event committee member(s) themselves are involved in an incident, they are excused from the committee for the duration of the investigation.

8.12 Pharmacist Awareness Month (PAM) Committee:

8.12.1 *The PAM Committee shall be comprised of the following 12 members:*

- 8.12.1.1 Sr. CAPSI Rep (Chair)
- 8.12.1.2 Jr. CAPSI Rep (Secretary)
- 8.12.1.3 UPS President
- 8.12.1.4 UPS Vice-President
- 8.12.1.5 External Affairs Directors [2]
- 8.12.1.6 Events Directors [2]
- 8.12.1.7 IPSF Representatives [2]
- 8.12.1.8 Marketing Directors [2]

8.12.2 This committee shall be responsible for planning and carrying out all PAM events in coordination with Local CAPSI Council.

8.13 Faculty Council Committee:

8.13.1 *The Faculty Council Committee shall be comprised of the following 5 members:*

- 8.13.1.1 UPS President
- 8.13.1.2 One 4th Year Representative (must be a UPS General Council or Class Council Member)
- 8.13.1.3 One 3rd Year Representative (must be a UPS General Council or Class Council Member)
- 8.13.1.4 One 2nd Year Representative (must be a UPS General Council or Class Council Member)
- 8.13.1.5 One 1st Year Representative (must be a UPS General Council or Class Council Member)

8.14 Community Outreach Committee:

8.14.1 *The Community Outreach Committee shall be comprised of the following 10 members:*

- 8.14.1.1** Junior External Affairs Director (Chair)
 - 8.14.1.2** 2nd Year Class Secretary-Treasurer (Secretary)
 - 8.14.1.3** UPS President
 - 8.14.1.4** Events Directors [2]
 - 8.14.1.5** OPA Student Board Member
 - 8.14.1.6** 1st and 3rd Year Class Secretary-Treasurers [2]
 - 8.14.1.7** 1st Year Class CAPSI Representatives [2]
- 8.14.2** *This committee shall be responsible for:*
- 8.14.2.1** Organizing one blood drive in each academic semester for the Partners for Life Program with Canadian Blood Services.
 - 8.14.2.2** Promoting faculty-run Community Outreach events to members of the society.
 - 8.14.2.3** Assisting with the CAPSI Community Outreach events.

ARTICLE 9 ORDER OF BUSINESS AND PROCEDURE AT MEETINGS

- 9.1** UPS General Council Meetings should be held every third week if possible with a minimum of 6 regular meetings during the academic session. The General Council should be given at least a week's notice before the next meeting.
- 9.2** Extraordinary meetings of the Council shall be held at the call of the UPS President. Any UPS Council member or committee chairperson may also request the President to call such a meeting. The meeting shall be considered legal provided that notice has been posted at least 48 hours in advance and that the Executive Secretary shall have attempted to notify every member of Council.
- 9.3** For missing UPS meetings: If the first UPS meeting is missed there will be a warning. If a second meeting is missed there will be an intervention by the UPS President or Vice-President. If a member misses a third meeting, they will have to sit down with the UPS President and Vice-President and may potentially be stripped of their UPS Points and may be motioned for removal. Where "missed" means that you did not RSVP with a valid reason or RSVP'd that you will come and do not show up at the meeting. If a meeting must be missed, a member should notify either the Speaker or Secretary at least 48 hours prior to the meeting, except in the case of extraordinary meetings.
- 9.4** Regardless of RSVPs, all Council members must be physically present for the entire duration of at least 75% of meetings, or may forfeit their UPS points and UPS Service Award at the discretion of the UPS President and UPS Vice-President.
- 9.5** *The following meetings are mandatory for all Council members:*
 - 9.5.1** Budget meeting
 - 9.5.2** Constitution meeting
 - 9.5.3** Turnover meeting



Council members who miss any of these meetings regardless of RSVP may forfeit their UPS points and UPS Service Award at the discretion of the UPS President and UPS Vice-President. The date and time of these meetings will be announced at least 7 days in advance.

9.6 *Open and Closed (In-Camera) Sessions*

9.6.1 All regular meetings of the Council shall be open to all active members of the Society.

9.6.2 The Council may go into closed session at any time on the passing of a motion to that effect by a majority of Council members.

9.6.3 When the Council is in closed session, guests shall be required to leave the Council Chamber.

9.6.4 No report of such a meeting shall be released, except on the approval of Council. The minutes of such proceedings such include only the motions passed and the names of the movers.

9.7 Two-thirds (2/3) of the total possible votes shall constitute a quorum of the Council. All 4th Year voting members on APPE rotation shall not be included in the calculation of quorum. However, they shall still have the power to vote, if desired, as outlined in [Article 9.11](#).

9.8 There shall be a turnover meeting of the incoming and outgoing Councils to be held at the end of the academic year. A verbal presentation of the year's activities should be presented by every Council member. Written portfolios must be passed on at this time as outlined [Appendix III](#), UPS Portfolio Guidelines.

9.9 A summary of the format of the meetings of the General Council may be found in [Appendix V](#), UPS Meeting Format.

9.10 *Rulings on Motions:*

9.10.1 Interpretation of this Constitution and of subsequent rules and resolutions is through the Council itself. The Speaker will entertain a request for interpretation and of questions raised and will rule on the interpretation.

9.10.2 A motion is considered to be passed if the majority (> 50%) of the votes in attendance at the meeting at which the motion is made are made in favour of the motion. Voting members who are not present at the meeting forfeit their right to vote on the motion with the exception of those individuals outlined in [Article 9.11](#).

9.10.3 If a member is unsatisfied with the ruling, a motion to suspend the Speaker for the discussion of the ensuing topic may be made. This motion shall require a 2/3 majority to pass. The President shall then act as Speaker for duration of the discussion.

9.11 *Any 4th Year Council member wishing to vote on any motion before the Council, but is unable to attend the meeting due to APPE rotations shall be permitted to do so according to the following guidelines:*

9.11.1 The member must communicate his/her vote to the UPS member that the vote is shared with and the Speaker prior to the meeting in which the vote will occur.

9.11.2 A member may not submit a vote on a motion already decided upon by Council (i.e. no retroactive votes).

9.11.3 At the request of any member of the General Council, a motion may be tabled to a subsequent meeting to allow opportunity for 4th Y Council members to be contacted. Upon such request, the Speaker must attempt to contact said members, no later than 48 hours before a subsequent meeting, via electronic mail and telephone given the member has provided up-to-date contact information to the Executive Secretary.

- 9.11.4 The member's vote will be considered nullified if the motion they initially voted on based on the agenda changes during debate in the actual meeting.
- 9.11.5 This option may not be exercised by Council members other than those in 4th Year who cannot attend the said meeting.
- 9.12 All General Council members are expected to attend the General Council Meetings. If a member is sharing a vote and cannot attend a meeting, the other member(s) of that shared vote shall vote on their behalf.
- 9.13 When a motion is placed on the table, each voting group (that shares 1 vote) must come to an agreement within a couple minutes. If an agreement is not reached, that voting group must abstain from voting.

ARTICLE 10 UPS ELECTIONS – STANDARD OF OPERATING PROCEDURES (SOP)

10.1 *Introduction to SOP for UPS General Council and Class Council Elections*

- 10.1.1 Article 10 has been rewritten to update the UPS Constitution 2015 Article 10 to incorporate the advent of online voting and to clarify the role of Chief Returning Officers (CRO).
- 10.1.2 This SOP is intended to eliminate inconsistencies throughout the election periods at all levels of student body and to clarify the rules surrounding elections.
- 10.1.3 CROs will be in charge of all election matters and have the ultimate goals of ensuring that the principles of fairness and equality are honoured and enforced, as well as increasing efficiency in the voting process.
- 10.1.4 Sections [10.2](#) and [10.3](#) in this Article are aimed at CROs as these sections contain information specifically on the process of how to run an election. Sections [10.4](#) and [10.5](#) pertain to candidates wishing to run in an election and the rules and procedures they must follow. If you are a candidate looking for election information, please visit [section 10.4](#) and onwards.
- 10.1.5 The following SOP is applicable to all active members of the Undergraduate Pharmacy Society (UPS) at the Leslie Dan Faculty of Pharmacy at University of Toronto. Only active members of the Society are eligible to run for and hold a position on council.

10.2 *For CROs: Selection of CROs*

- 10.2.1 For UPS General Council elections, 2 CROs shall be appointed by the UPS President from the General Council.
- 10.2.2 For Class Council elections, 2 CROs shall be appointed by the Class President from the Class Council, one of which should be the Secretary-Treasurer if possible.
- 10.2.3 To establish the First Year Class Council in the Fall term, the Second Year Class Vice-President and Class President shall act as the CROs.
- 10.2.4 CROs are ineligible to run for positions in elections they are running and are ineligible to vote in these elections as well.
- 10.2.5 The UPS President and UPS Vice-President may oversee any UPS General Council and Class Council elections unless they are running for a position in these elections.

10.3 *For CROs: Instructions for CROs*

- 10.3.1 *Pre-Election Procedures*



10.3.1.1 The CROs must determine all pertinent dates and times regarding elections. Locations of any activities must remain within the Pharmacy Building. More details and examples are below to provide a rough timeline of events.

10.3.1.1.1 The nomination period for both General Council and Class Council must span at least 3 business days, preferably 5 business days. Typically, the nomination period would be Monday 9 AM to Friday 5 PM.

10.3.1.1.2 A Candidates' Meeting must be held at the end of the nomination period to explain the election rules and procedures to all candidates. Typically, the Candidates' Meeting would be held on Friday at 5 PM in the UPS Meeting Room.

10.3.1.1.3 The campaign period must last at least 3 business days. Typically, the campaign period would start the following Monday at 12 AM and go until the voting process ends.

10.3.1.1.4 During the campaign period, speeches must occur as well. This requires booking a lecture room. Furthermore, an audio recorder will be needed to record speeches. Speeches may occur on any day within the campaign period.

10.3.1.1.5 Voting will occur on the same day as which campaign period ends. Typically voting would occur online on either Thursday or Friday from 9 AM to 5 PM.

10.3.1.1.6 Once voting is complete, the votes will need to be confirmed and emails will need to be sent to the candidates, then General Council/Class Council and then the student body. A class list must be obtained from the Faculty with permission from the UPS President. Vote counting and emailing usually takes place from 5-6 PM on the day of voting, after the polls have closed.

10.3.1.2 Once the date and times of the above activities are established, the opening of the nominations should be publicized via email and all pertinent dates above should be mentioned. This email should also contain the Constitution as an attachment and reference the relevant sections such as those pertaining to the roles that are up for election and the rules and procedures for elections ([Article 10.4-10.5](#))

10.3.2 *Nomination Procedures*

10.3.2.1 *Online Nominations*

10.3.2.1.1 If nominations are occurring online, they must be setup through the UPS Points System. This requires an admin (UPS President, Executive Secretary or Webmaster) changing your privileges on the system to Election CRO.

10.3.2.1.2 To setup the nomination online, you must go to the Elections tab in the menu first and then choose "Add Nomination and Election". The following information is required: Election name, Nomination Start and End Dates, Election Start and End Dates and the Positions that are available.

10.3.2.1.3 Candidates that nominate themselves online require 3 endorsers and must list their names and emails. Once the candidate submits a nomination, the 3 endorsers will receive an email to inform them that they have been used as a reference. The



endorsers are not required to do anything, but if they no longer wish to be an endorser they may email you.

10.3.2.1.4 If multiple nominations are received, the most recently submitted one should be used.

10.3.2.2 *Paper Nominations*

10.3.2.2.1 If nominations are being done physically via a paper submission, then the CRO must ensure that nomination forms are created. See [Appendix X.1](#) for what a nomination form looks like.

10.3.2.2.2 These nomination forms must be printed and cut out and placed in an envelope that is pinned on the first bulletin board outside PB B150, closest to the UPS Meeting Room.

10.3.2.2.3 Additionally, a second envelope must be placed on the bulletin board for candidates to submit their completed nomination forms. This envelope should be clearly labelled “Completed Nomination Forms” and the opening should face away from individuals, such that people cannot easily peer in and see candidate slips.

10.3.2.2.4 Candidates are required to obtain the name and signature of 3 endorsers and must also sign the nomination form themselves.

10.3.2.2.5 If multiple nomination forms are submitted, caution should be taken as to which nomination form was submitted more recently. Because the nomination forms are not date stamped and there’s no way to track which nomination was submitted most recently, the candidate may attempt to run for two positions and show up to the Candidates’ Meeting and then “pick” the position they want to run for. Due to this and possible tampering with nomination forms as they are in a public place, it may be a good idea to hold on to nomination forms as they get submitted and to check the envelope daily.

10.3.3 *Candidates’ Meeting*

10.3.3.1 At the Candidates’ Meeting, the name of all candidates should be written on the board.

10.3.3.2 If a position is vacant at the Candidates’ Meeting, candidates may switch into a vacant position. It’s also possible multiple people may want to switch into a vacant role, which is allowed and would now make that position contested.

10.3.3.3 All candidates running for elected positions must attend the Candidates’ Meeting. If a candidate cannot make the Candidates’ Meeting, the CRO then must email out all the election procedures and timelines to that individual. Candidates failing to attend the Candidates’ Meeting with no prior notice will be automatically disqualified.

10.3.3.4 At the Candidates’ Meeting, all election procedures and rules should be verbalized to all the candidates, as well as the timeline of events, which should be written on the board. Furthermore, this information should also be emailed out to candidates after the meeting.

10.3.4 *Campaign Period*

10.3.4.1 During the campaign period, candidates are eligible to put up posters, post on social media and make announcements in class. The CROs should ensure no campaigning is initiated before the

beginning of the campaign period and in instances where the candidate has campaigned early, this shall result in disqualification.

10.3.4.2 *Speeches*

- 10.3.4.2.1** During the campaign period, speeches must be held and a lecture hall must be booked, which should have been done as part of the Pre-Election procedures.
- 10.3.4.2.2** The CROs should obtain an audio recorder as speeches will have to be recorded and made available to the student body to help them make an informed decision. For uploading speeches, SoundCloud is the preferred platform, however any other form of online media or tool that is easy to use is acceptable.
- 10.3.4.2.3** Speeches should run in hierarchy of position, so any UPS President or Class President speech should always occur first, unless a candidate must leave the speeches early, in which case the CROs may opt to move that position's speech earlier. If there are multiple candidates running for the same position, they should make their speeches in alphabetical order by last name. The speech order and approximate timing should be made available to candidates at least 24 hours in advance.
- 10.3.4.2.4** Speeches are 5 minutes for the UPS President and UPS Vice-President, 3 minutes for UPS General Council positions and 1 minute for Class Council positions. For speeches that are 5 minutes and 3 minutes in length, the CROs should hold up a sign indicating when there is 1 minute left and 30 seconds left. For speeches that are 1 minute in length, the CROs should hold up a sign indicating when 30 seconds are left and 10 seconds are left.
- 10.3.4.2.5** The CROs should ask any other candidates running for the same position to leave the room while speeches for that position are occurring.
- 10.3.4.2.6** An online timer should be used to track how long the speech is, as this will auto beep once 0 seconds are left and the candidate will be forced to stop. Without any sort of noise or bell, candidates will often exceed the time limit, which is unfair to other candidates.
- 10.3.4.2.7** The CRO should hit the record button once they are ready and indicate to the candidate that they may begin their speech. The timer should only be started once the candidate begins to speak. The recorder should be left running for the duration of the speech and question answer session.
- 10.3.4.2.8** The person currently holding that position must ask at least 2 questions. Then, the candidate may receive up to 3 questions from the audience. The maximum number of questions a candidate may receive is 5. The CROs must ensure the questions are not personal and are applicable to all candidates. All questions must be asked in the same order. If the person currently in the position is not available to attend speeches, they can submit their questions before hand and the CRO may read the questions. Similarly, students can email in questions which the CROs can ask on behalf of the audience. Audience members should make note of their own questions which the CRO can present to the candidate, in order to ensure fairness.



10.3.4.3 Candidates are also allowed to make in class announcements which may only consist of their name, position and the date/time of voting. Any announcements must be made by the candidate and not through another third party. If a CRO receives a complaint that a candidate made an illegal announcement, they should investigate this and consult other members in that class to verify what was said. If the rules were indeed breached, the CRO should disqualify the candidate.

10.3.5 *Voting Procedures*

10.3.5.1 *Online Voting*

10.3.5.1.1 If voting is occurring online, the online voting link would have been setup at the same time the nominations were setup.

10.3.5.1.2 The voting link should be emailed out the night before or the morning of the vote as the voting form will not open until the specified start time is reached, so it's safe to send the link out early. In this email, it should specify that voter's need to enter their full name as it appears on their T-card and must confirm their vote via email once they cast their ballot in order for their vote to count.

10.3.5.1.3 During the day, the CROs will have access to the voter's list, but results will be hidden from the CROs until after the voting period has ended.

10.3.5.1.4 A Class List will need to be obtained from the Faculty on the day of voting, with permission from the UPS President. After voting is complete, the names of the voters will need to be verified against the Class Lists.

10.3.5.2 *Voting via Paper Ballot*

10.3.5.2.1 If voting is done in person via paper ballot, the CROs must prepare a sufficient number of voter ballots. These ballots must include all the positions that are available and all candidates running for those positions, in alphabetical order by last name. Positions should be listed on the ballot in order of hierarchy. All contested positions require an abstain option on the ballot and uncontested candidates must also go to the ballot and have Yes/No/Abstain as the options. The instructions on the ballot should be clear at the top, for example, mark an X in the box for the candidate you would like to vote for.

10.3.5.2.2 An email about voting should be sent at least 24 hours prior to the vote and should specify that voting will take place at a single voting station in the Atrium.

10.3.5.2.3 Class list(s) will need to be obtained from the Faculty before the voting booth opens, with permission from the UPS President.

10.3.5.2.4 The CROs should make a schedule of when people will be available in the Atrium to be at the voting booth. The booth itself should contain a protected area to vote with a cardboard frame setup to allow students to vote in private. A ballot box is required for candidates to submit their completed ballot forms in. The booth should also have pens available. The booth must always be monitored by at least 2 poll clerks, which the CROs may pick from the General Council or Class Council.

10.3.5.2.5 Students will be required to show their student card in order to vote. Student names will then be verified on the class lists and they shall be required to sign the voter's list.

- 10.3.5.2.6** Students are not allowed to vote via proxy (email, phone, etc.).
 - 10.3.5.2.7** Voting dates and times may be changed by the CROs within 48 hours or less from the start of the voting period if poor voter turnout is expected due to:
 - 10.3.5.2.7.1** Class cancellation
 - 10.3.5.2.7.2** Power outage
 - 10.3.5.2.7.3** Transit strike
 - 10.3.5.2.7.4** Extreme weather, natural disaster, etc.
 - 10.3.5.2.8** If there is a schedule change in the dates and time for voting, candidates will be prohibited from campaigning during this time.
 - 10.3.5.2.9** Ballot boxes shall be stored in the UPS Office until the ballots are counted. Ballot counting shall not commence until voting polls are closed.
 - 10.3.5.2.10** Any candidate is entitled to a recount by request in writing to the CRO within 3 days of election results being announced.
- 10.3.5.3** *Voting procedures applicable to both online voting and paper ballot voting*
- 10.3.5.3.1** All election ballots/votes will be counted by the CROs in conjunction with the UPS President and/or UPS Vice-President.
 - 10.3.5.3.2** If a candidate is opposed, then the candidate with the most votes will be declared the winner. If a candidate is unopposed, then they require 2/3rds of the Yes/No vote to be cast in their favour to be considered the winner. If an unopposed candidate is unable to attain 2/3rds of the Yes/No vote, the position will go to by-election.
 - 10.3.5.3.3** Once all votes are confirmed, the candidate's should be emailed indicating whether or not they were successful in their campaign. Actual voting results (numbers) should not be divulged unless specifically asked by the candidate. Afterwards, the General Council and or Class Council should be informed of the results. After an hour has elapsed, the results should be announced publically to the student body/class. The exception to this is the results of the First Year Council, which will be announced at the Orientation Banquet.
 - 10.3.5.3.4** Votes and ballots will remain stored in a safe place for 2 weeks before being destroyed.
 - 10.3.5.3.5** The Faculty Registrar shall have oversight of the election process and votes as necessary. Once results are confirmed, the Faculty Registrar should be informed of the new incoming council members and their contact emails.
 - 10.3.5.3.6** The graduating class may not vote in UPS General Council elections as they will no longer be active members of the UPS when the new Council that's being voted for assumes control.

10.3.6 *By-Election Procedures*

- 10.3.6.1** If a position is vacant, a by-election will be held within 2 weeks of the last election, unless the General Council decides to change this timeline by a majority vote (> 50%).
- 10.3.6.2** In the event of a tie, a by-election will be held within 2 weeks between the candidates that are tied. If a candidate in a tie drops out, the remaining candidate will still have to go to the ballot and receive 2/3rds of the Yes/No vote.
- 10.3.6.3** If a position is still unfilled after a by-election attempt, the Council may offer the position to someone or delegate responsibilities of the unfilled position to other members.
- 10.3.6.4** If a UPS by-election occurs in September, the incoming First Year students will be ineligible to be nominated in any such by-election with the exception of the UTSU Representative as per UTSU's constitution which lets all UTSU members run in Fall elections. However, the First Years are entitled to vote in any such by-elections.

10.3.7 *Miscellaneous Procedures*

- 10.3.7.1** Any complaints about the CRO and/or election process must be submitted to the UPS President within 3 days of the election results being announced.
- 10.3.7.2** If a UPS or Class Council member has been removed from office as mentioned in Article 14, then that individual will not be permitted to run for any council position.
- 10.3.7.3** Elections for 4th Year Class Council Residency Rep shall be held in late November. Elections for UPS President-elect and UPS Vice-President elect shall be held in January. Elections for UPS General Council positions should happen in March and occur before Class Council elections. Class Council nominations cannot open until the results of the UPS General Council election has been announced for 48 hours.
- 10.3.7.4** All elections must be held within 2 weeks of opening nominations. 1st Year elections shall be held within 4 weeks after the first day of school.
- 10.3.7.5** The CROs may use their discretion to institute additional rules as necessary for scenarios and situations that are not covered in this SOP. Any new rules should be referred to the Constitutional Review Committee for possible inclusion as an amendment at a later point.

10.4 *For Candidates: Positions Available*

10.4.1 *UPS General Council (note that 1st Years in September can only run for Class Council, see [Article 10.4.2](#))*

10.4.1.1 *Elected Positions*

- 10.4.1.1.1** UPS President-elect / UPS President (available to 2nd Years)
- 10.4.1.1.2** UPS Vice-President-elect / UPS Vice-President (available to 2nd Years)
- 10.4.1.1.3** Executive Secretary (available to 1st and 2nd Years)
- 10.4.1.1.4** Junior Finance Director (available to 1st Years) – 2 year term
- 10.4.1.1.5** Junior External Affairs Director (available to 1st Years) – 2 year term
- 10.4.1.1.6** Junior Athletics Director (available to 1st Years) – 2 year term
- 10.4.1.1.7** Junior CAPSI Representative (available to 1st Years) – 2 year term

- 10.4.1.1.8** 2 Events Directors (available to 1st and 2nd Years)
- 10.4.1.1.9** UTSU Representative (available to 1st and 2nd Years) – run through UTSU
- 10.4.1.1.10** OPA Student Board Member (available to 1st and 2nd Years) – elected every other year to a 2 year term.
- 10.4.1.1.11** Junior IPSF Representative (available to 1st Years) – only sits on Local CAPSI, not UPS
- 10.4.1.2** *Non-Elected Positions*
 - 10.4.1.2.1** Senior Finance Director
 - 10.4.1.2.2** Senior External Affairs Director
 - 10.4.1.2.3** Senior Athletics Director
 - 10.4.1.2.4** Senior CAPSI Representative
 - 10.4.1.2.5** Senior IPSF Representative – only sits on Local CAPSI, not UPS
- 10.4.1.3** *Application Based Positions*
 - 10.4.1.3.1** 2 Monograph Editors (available to 1st and 2nd Years)
 - 10.4.1.3.2** 2 Pharmakon Editors (available to 1st and 2nd Years)
 - 10.4.1.3.3** 2 Marketing Directors (available to 1st and 2nd Years)
 - 10.4.1.3.4** Webmaster (available to 1st and 2nd Years)
 - 10.4.1.3.5** Speaker (available to 1st and 2nd Years)
 - 10.4.1.3.6** 2 Faculty Advisors – only available to Faculty/Staff members
- 10.4.1.4** No UPS General Council member may simultaneously hold a position in Class Council within the same year, besides the following exceptions:
 - 10.4.1.4.1** Class Presidents and Class Vice-Presidents, who sit on UPS General Council to represent their class and also sit on Class Council, but they cannot take on any other unique UPS or Class Council positions.
 - 10.4.1.4.2** The incoming UPS President-elect and UPS Vice-President elect may currently hold another position on UPS General Council or Class Council before being elected and will temporarily hold both positions until the turnover meeting.
 - 10.4.1.4.3** The Past-President may hold a Class Council position only in the event of a by-election for that position, but may not hold any other UPS General Council position
- 10.4.1.5** No UPS General Council member is eligible to hold the same General Council position for more than one year. Only in the event of a by-election may the member hold a position for more than one year in their duration at the Faculty. This rule does not apply to two year positions or the UTSU Representative, where the UTSU Constitution allows members to run for consecutive terms.
- 10.4.1.6** All Junior positions mentioned in [10.4.1.1](#) are two-year positions that are only open for election to members of the First Year class.

10.4.1.7 All non-elected positions mentioned in [10.4.1.2](#) are Senior positions, which can only be obtained by running for the Junior position of that respective role. After serving as the Junior for a year, the UPS will hold a vote of confidence (requiring a 2/3rds majority as per [Appendix I](#)) at the end of the year and if successful, the Junior member will transition to the Senior member to serve the 2nd year of their 2 year term. The exception to this is the Junior IPSF Representative, which only sits on Local CAPSI and not UPS, therefore Local CAPSI will hold the vote of confidence for this position.

10.4.1.8 All application based positions must fill out an application and submit it to the Outgoing Council member currently holding that position. The Outgoing Council member will interview potential candidates and then make a recommendation to the General Council. Applications must be submitted independently and not as a team. These positions shall be appointed by a vote of confidence requiring a 2/3rds majority of the General Council after the application of the candidate and recommendation from the Outgoing Council member is reviewed. In the event that an application-based General Council position is not filled, it will be re-opened. If it is not filled after re-opening, previous applicants will be accepted by a simple majority vote by the UPS General Council (> 50%).

10.4.1.8.1 The Monograph Editor application can be found in [Appendix X.2.4](#).

10.4.1.8.2 The Pharmakon Editor application can be found in [Appendix X.2.3](#).

10.4.1.8.3 The Marketing Director application can be found in [Appendix X.2.5](#).

10.4.1.8.4 The Webmaster application can be found in [Appendix X.2.1](#).

10.4.1.9 The position of Speaker is selected by the UPS President-elect, UPS Vice-President-elect, UPS President and current Speaker by an application and interview process. The application form can be found in [Appendix X.2.6](#).

10.4.1.10 Students entering 4th Year of studies will only be eligible to hold the following positions on the General Council:

10.4.1.10.1 Past-President

10.4.1.10.2 4th Year Class President and Class Vice-President

10.4.1.10.3 OPA Student Board Member

10.4.2 *Class Council*

10.4.2.1 *Elected Positions*

10.4.1.1.1 Class President

10.4.1.1.2 Class Vice-President

10.4.1.1.3 Secretary-Treasurer

10.4.1.1.4 Social Representative (not elected to 4th Year council)

10.4.1.1.5 CAPSI Representative (not elected to 4th Year council)

10.4.1.1.6 Athletics Representative (not elected to 4th Year council)

10.4.1.1.7 2 Faculty Representatives



10.4.1.1.8 Monograph Representative

10.4.1.1.9 2 Graduation Representatives (elected to 3rd Year council to a 2 year term)

10.4.1.1.10 Residency Representative (only elected to 4th Year council)

10.4.1.1.11 Recruitment Representative (only elected to 4th Year council)

10.4.2.2 *Application Based Positions*

10.4.2.2.1 Pharmakon (not appointed to 4th Year council)

10.4.2.2.2 Webmaster

10.4.2.3 No person shall hold a position on UPS General Council and Class Council during the same year, besides the exceptions listed in [Article 10.4.1.4](#).

10.4.2.4 No Class Council member is eligible to hold the same Class Council positions for more than one year. Only in the event of a by-election may the member hold a position for more than one year in their duration at the Faculty. This rule does not apply to two-year positions including, but not limited to: Graduation Representatives.

10.4.2.5 Two CAPSI Representatives will be elected from each class. The candidate with the most votes will sit on Class Council and CAPSI Local Council and the runner-up will only sit on the CAPSI Local Council.

10.4.2.6 Graduation Representatives will be elected along with the 3rd Year Class Council to a 2 year term.

10.4.2.7 The Recruitment Representative and the Residency Representative will both be elected to the 4th Year Class Council only. The Recruitment Representative will be elected along with the 4th Year Class Council, but the election for Residency Representative shall take place separately as outlined in 10.3.7.3.

10.4.2.8 The following positions will NOT be elected to 4th Year Class Council: Social, CAPSI, Athletics and Pharmakon Representatives.

10.4.2.9 All candidates must run as individuals for these positions and cannot run as pairs or teams.

10.5 *For Candidates: Election Procedures*

10.5.1 *Nomination*

10.5.1.1 A candidate should only submit one nomination form in an election. If multiple nomination forms are submitted, only the most recent nomination will be accepted.

10.5.1.2 *Online nomination*

10.5.1.2.1 Candidates will receive an email with the nomination link. On this link they must enter their full name and email and choose the position they wish to run for. Upon selecting the position from the drop down menu, a description of that position will appear.

10.5.1.2.2 The online nomination form requires 3 endorsers, you will need their names and emails. Once you submit your nomination, the endorsers will receive an email to notify them that you've listed them as a reference. The endorser is not required to do

anything, unless they no longer wish to a reference, in which case they should email a CRO.

10.5.1.2.3 By submitting your online nomination, you agree that you have read the parts of the Constitution pertaining to your rule and agree to abide by its regulations and bylaws.

10.5.1.3 *Paper nomination*

10.5.1.3.1 If elections are being done physically via paper, then candidates may obtain a nomination form from the left most bulletin board just outside PB B150.

10.5.1.3.2 This nomination form requires you to write your name, year and position you are running for. Additionally you require the signature of three endorsers.

10.5.1.3.3 You must sign your nomination form before submitting it. By signing it, you agree you have read the parts of the Constitution pertaining to your rule and agree to abide by its rules and regulations.

10.5.1.3.4 Place your completed nomination form in an envelope that's attached to the bulletin board, which should be labelled along the lines of "Completed Nomination Forms".

10.5.2 *Candidates' Meeting*

10.5.2.1 At the close of nominations, for both UPS and Class Council elections, there will be a Candidates' Meeting, chaired by the CROs to discuss campaign procedures, deadlines, and review the roles of these positions. Candidates that require election who fail to attend the Candidates' Meeting without prior notice will be disqualified. Candidates for application based positions do not need to attend the Candidates' Meeting.

10.5.2.2 If a position is vacant at the Candidates' Meeting, candidates may switch into this vacant position. If multiple people want to switch into a vacant position at the same time, the position will then become contested.

10.5.2.3 If you find out you are running uncontested in the election, you still must make a campaigning effort as all candidates will go the ballot. Unopposed candidates will appear on the ballot as having Yes/No/Abstain options, and the candidates require that 2/3rds of the Yes/No vote be cast in their favour in order to be elected to office.

10.5.2.4 If you are running in a contested election, the candidate with the most votes will be elected to office.

10.5.2.5 In the event a position is left vacant even after the Candidates' Meeting, nominations for those positions will be re-opened in a subsequent by-election.

10.5.3 *Campaign Period*

10.5.3.1 Campaigning is prohibited until the day which the CROs have determined to open the campaigns.

10.5.3.2 Campaigning must be done individually and candidates cannot campaign as a pair or a team.

10.5.3.3 *Speeches*

10.5.3.3.1 Election speeches are mandatory for all elected candidates and must occur during the campaign period. Candidates' failing to attend election speeches are disqualified. If the



candidate has an extenuating circumstance, the CRO will evaluate on a case by case basis.

10.5.3.3.2 Speech times will be as follows:

10.5.3.3.2.1 UPS President and UPS Vice-President: 5 minutes

10.5.3.3.2.2 UPS General Council: 3 minutes

10.5.3.3.2.3 Class Council: 1 minute

10.5.3.3.3 Each speech will be followed by a mandatory question and answer period. The member currently holding that position must ask at least two questions. The audience may then ask up to three questions for a total of five questions. Each candidate running for the same position will be asked the same questions in the same order.

10.5.3.3.4 Speeches will be recorded by the CROs and posted online later for voters to hear.

10.5.3.3.5 If your position is contested, then while other candidates are making their speeches for the same position, you will be asked to leave the room.

10.5.3.4 *Campaign Material*

10.5.3.4.1 Campaign material may consist of posters, printed literature, personal websites and social media.

10.5.3.4.2 Physical campaign literatures (e.g. posters, printed literatures) must only be present within the Pharmacy Building and can only be posted to designated bulletin boards. Campaign material cannot be posted or adhered permanently or temporarily anywhere else.

10.5.3.4.3 Each candidate will be allowed to have up to 10 regular sized posters (8.5" x 11"), which does not count towards the candidate's budget. Each candidate may have up to 2 oversized posters, within the following size limits (17" x 11"), which will not count towards the candidate's budget.

10.5.3.4.4 Poster locations are first come, first serve and covering another candidate's poster may be subject to disciplinary action from the CROs.

10.5.3.4.5 All candidates cannot be endorsed by faculty members.

10.5.3.4.6 All candidates are responsible for the immediate clean-up and removal of any and all campaign material before the end of the campaign period. With regards to electronic campaigning, timestamps on posts will be used as a reference should disputes arise. Candidates failing to remove all their campaign material before the end of the campaign period will be disqualified.

10.5.3.5 *In Class Announcements*

10.5.3.5.1 Any announcements made in front of a class shall only consist of:

10.5.3.5.1.1 Candidate's name

10.5.3.5.1.2 Position the candidate is running for

10.5.3.5.1.3 Place and time of speeches and voting

10.5.3.5.2 Any announcements that contain more than the above stated limitations will be subject to CRO review and possible disqualification. For example, phrases like “Vote for me” would be considered illegal.

10.5.3.6 *Budget*

10.5.3.6.1 No more than \$20.00 shall be spent on an election campaign for one candidate. Any election expenses and receipts must be submitted to the CROs by the end of the campaign period, with the exception of posters which do not count towards the budget.

10.5.3.6.2 Goods offered to you by other third parties will be included at their full market value. Services volunteered by students shall not be included.

10.5.4 *Grounds for disqualification shall include:*

10.5.4.1 Not attending the Candidates’ Meeting without prior notice of your absence.

10.5.4.2 Leaving campaign material (posters or online media) up after the campaign period ends. Simply uploading/changing a cover photo or profile photo is not enough as a history is retained in your photos. Any online content, media or posts must be fully deleted including any promotional material put up by your friends.

10.5.4.3 Exceeding the poster limit, size regulations or purposely covering another candidate’s poster.

10.5.4.4 Making an illegal in class announcement.

10.5.4.5 Exceeding the \$20 budget.

10.5.4.5 The CROs may disqualify any candidate for any contraventions listed above or in this Standards of Procedure. For situations and scenarios not covered by this SOP, the CROs must use their discretion in consultation with the UPS President to determine a decision.

ARTICLE 11 **UPS SERVICE AWARD**

11.1 The name of the award shall be the UPS Service Award of the Undergraduate Pharmacy Society, Faculty of Pharmacy, University of Toronto.

11.2 The award shall be some suitable design to be decided upon by the members of the General Council.

11.3 The award shall be given to all members of the General Council who served on the General Council for one academic year or more.

11.4 No member of the General Council shall receive the award unless they have attended at least seventy-five percent of the regular meetings, with the exception of 4th Year General Council members which may teleconference in (Skype, phone, etc.)

11.5 The administration of the award shall be the responsibility of the UPS Vice-President and UPS President.

ARTICLE 12 STUDENT INITIATIVES

- 12.1** *The purpose of Article 12 is to establish a method whereby members of the Society can request support of projects that meet the following criteria:*
- 12.1.1** Promote the profession of Pharmacy
 - 12.1.2** Promote the Faculty of Pharmacy
 - 12.1.3** Are non-profit
 - 12.1.4** Open to all members of the Society
- 12.2** To be eligible for support from the Student Initiatives Fund, a club executive from each club must attend one of the Clubs Meeting at the beginning of each semester.
- 12.3** Applications must be submitted to the UPS Vice-President via the Clubs Form by the deadline specified on the Clubs Form for the Fall and Winter terms. It is up to the discretion of the Student Initiatives Funding Committee if they choose to accept late applications. The link to the SIF Funding Application can be found in the Clubs Form below: <https://www.cognitofrms.com/UndergraduatePharmacySociety/UPSCLubsForm>
- 12.4** Applications will be reviewed by the Student Initiatives Funding Committee as outlined in [Article 8.10](#). The SIF Committee will meet within 2 weeks after the SIF deadline and inform clubs of funding decisions as soon as possible. The Committee will inform the UPS General Council at the next UPS Council meeting or sooner via email.
- 12.5** The Student Initiatives Fund should be made public on the UPS website, along with the deadline and instructions on how to apply. Furthermore, it should be advertised by the Chair of the Committee and be included in the summer mailer if possible.
- 12.6** *UPS shall set aside a fund to support student initiatives projects. Funding for these initiatives shall follow these rules:*
- 12.6.1** The amount to be set aside will be determined at the Budget Meeting and publicized on the SIF Application which can be found on the Clubs Form.
 - 12.6.2** Funding may not be granted to every application. It will be allotted to projects at the discretion of the Student Initiatives Funding Committee.
 - 12.6.3** UPS is not required to spend the entire fund in the given academic year.
 - 12.6.4** UPS is not responsible for any losses incurred by any student initiative project. Any outstanding debt will be the responsibility of the organizer of the project.
 - 12.6.5** Funds granted to student initiative projects can be retracted at any time should the UPS General Council deem the use of funds to be inappropriate.
 - 12.6.6** Request for Payment forms from the event must be filled and appropriate invoices/receipts must be attached and forwarded to the Finance Directors within 30 days of the event.
- 12.7** The type of support available to Student Initiative Projects include financial (upon approval) and other support via:
- 12.7.1** Advertisement through the UPS website
 - 12.7.2** Advertisement through the Monograph
 - 12.7.3** Announcements in class by Class Council

12.7.4 Ability to book the UPS Meeting Room for meetings.

12.7.5 Access to the UPS Popcorn machine.

12.7.6 Thank you gifts

ARTICLE 13 AMENDMENTS TO THE CONSTITUTION

- 13.1** Any amendment of the constitution must be presented to the General Council, and may be voted at a subsequent meeting. The amendment may be passed by a majority (> 50%) of the votes casted by the General Council with one week's prior notice, otherwise at least two-thirds (2/3) of the votes casted is required.
- 13.2** Each meeting shall constitute one session and all motions taken up and adopted at that session remain in force until rescinded.
- 13.3** Each motion passed shall be a statute.
- 13.4** All statutes brought before the General Council and any member of the society can submit proposed amendments 48 hours before the Constitutional Review Committee meeting, shall be reviewed by the Constitutional Review Committee for consideration as an amendment.
- 13.5** The Speaker shall keep a continuous log of all motions, including the number, movers, exact wording, and relevant dates.
- 13.6** The Constitutional Review Committee shall review all motions for consideration as amendments to the constitution, as defined in [Article 8.9](#).
- 13.7** All amendments to the constitution as proposed by the Constitutional Review Committee will be presented to the General Council at least one week before any constitutional amendment is passed.

ARTICLE 14 REMOVAL FROM OFFICE

- 14.1** For the purposes of this article, grounds for removal shall include:
- 14.1.1** Failing to fulfill the obligations of the portfolio, as described in the constitution and its subsequent appendices.
 - 14.1.2** Actions that are considered a criminal offense (i.e. theft, sexual assault, possession, etc.)
 - 14.1.3** Actions that are damaging to the Society or Faculty.
 - 14.1.4** Unprofessional behaviour including, but not limited to discriminatory, racist or homophobic remarks and any actions in breach of the UPS Professionalism Policy as per [Appendix VIII](#) or the OCP Code of Ethics.
- 14.2** Any member of the Society may start a petition for the removal of a General Council or Class Council member. This petition and the instructions for filling it out can be found in [Appendix X.4](#). Completed petitions should be submitted to the UPS President, unless they are the member being indicated, in which case the petition should be submitted to the UPS Vice-President.

- 14.3** Upon receiving a petition, the UPS President shall call an Honour Committee Meeting within 2 weeks and the member in question will be temporarily suspended. At this meeting, the petition and any evidence of improper conduct will be presented and the student will get a chance to defend themselves.
- 14.4** *The Honour Committee will then recommend an action to be taken. The General Council or Class Council will meet within 1 week of this recommendation to vote on the removal of the member.*
- 14.4.1** If removal of the member is suggested, then the Class/UPS President will motion for removal of the member from their respective Class/General Council, to be done by secret ballot and requiring a majority (> 50%) to be passed.
- 14.4.1.1** If the member is voted out of Council, the position will be opened to by-election and the member will no longer be a member of the Society or be allowed to run for any future positions.
- 14.4.1.2** If the vote fails, the member may still be reprimanded as per [Article 14.4.2](#).
- 14.4.2** If a less severe reprimand is suggested, it will be up to the discretion of the UPS President and UPS Vice-President to determine the appropriate sanctions such as loss of UPS Points, awards or other measures. The member's suspension will be lifted after an appropriate action has taken place.
- 14.4.3** If the Honour Committee has determined that the member in question is innocent of any wrong doing, a formal apology is expected to be issued from the petition starter. The member's suspension will be lifted immediately.

ARTICLE 15 DISSOLUTION OF COUNCIL

- 15.1** A motion seeking the dissolution of the Society may only be passed at a special general meeting after a requisition has been signed by the UPS President and Faculty Advisor.
- 15.2** The Executive Secretary shall call such a meeting within 14 days of receipt of the requisition.
- 15.3** If at the convened meeting the motion seeking dissolution is carried by at least a two-thirds majority of the voting members present, the Society will thereby specify a date on which the Society will be dissolved, if not already stipulated in the motion. The Society will be responsible for the winding up of any remaining affairs.
- 15.4** After paying off all liabilities and debts, the Society's properties and assets shall be held in trust with the Office of the Dean, only to be released if and when another student group is formed whose purpose is to represent the academic, athletic and social interests of the entire student body of the Faculty of Pharmacy within the University of Toronto. Consultation between the Dean, President of the dissolved Society and President of the new student group is required before articles held in trust are released.



APPENDIX I DETAILED DUTIES OF THE MEMBERS OF THE GENERAL COUNCIL

I.1 *Duties of All General Council Members:*

- I.1.1 In order to run for election for Class Council and UPS General Council, candidates must read and be familiar with the UPS Constitution pertaining to their role. By filling out your nomination form (whether paper or online), you confirm that you have read and are familiar with the UPS Constitution pertaining to your role and agree to abide by and be held liable to the rules and bylaws of the UPS Constitution.
- I.1.2 All members of the UPS council shall review all General meeting minutes prior to UPS council meetings so that they are fully prepared to discuss all proceedings.
- I.1.3 Attend all meetings of the council.
- I.1.4 Maintain a portfolio of their respective council positions as outlined in [Appendix III](#), UPS Portfolio Guidelines. Failure to submit an acceptable portfolio, on time, may result in withholding of UPS Points and UPS Service Award as determined by the UPS Vice-President and UPS President.
- I.1.5 Participate in the UPS Phollies Skit if UPS is performing.
- I.1.6 *Every member must check UPS e-mails daily, and are required to reply to e-mails within 3 business days. Exceptions to this rule include:*
 - I.1.6.1 Winter Break
 - I.1.6.2 Reading Break
 - I.1.6.3 Summer Break, where the period can extend up to 5 days; if on personal vacation and autoreply e-mail is sufficient
 - I.1.6.4 Examination Periods
- I.1.7 All members of the UPS General Council are expected to attend UPS and their respective Class Council events.
- I.1.8 Keeping the UPS Office and Meeting Room tidy, including emptying recycling containers as necessary.

I.2 *Voting Members of the General Council*

I.2.1 *UPS President*

- I.2.1.1 The UPS President shall ensure that all members of the UPS General Council fulfill their duties and follow the rules of the constitution.
- I.2.1.2 The UPS President shall act as an official member to all UPS committees.
- I.2.1.3 The UPS President shall perform all other duties as necessary for the president of a student society. This shall be interpreted to include attendance at other meetings of student society presidents and similar activities.
- I.2.1.4 The UPS President shall act as a liaison between the Society and Faculty. The UPS President shall be responsible for initiating/facilitating the Meetings with the Dean for the academic year, as well as be responsible for reporting back to the student body with respect to the outcomes of each meeting.

- I.2.1.5** The UPS President shall serve the following year as Past President (ex-officio member of the General Council).
 - I.2.1.6** The UPS President shall organize a UPS inter-class social in the first week of school, a Halloween social as well as a Holiday social before the Fall term ends.
 - I.2.1.7** The UPS President shall serve as a member of the selection committee for the Dean Donald Perrier Award of Professionalism, as outlined in [Appendix VII](#).
 - I.2.1.8** The UPS President will be responsible for attending, or sending a representative to, an annual meeting to be held during PDW. The host university president shall organize the meeting time and place.
 - I.2.1.9** The UPS President shall chair the UPS Honour Committee.
 - I.2.1.10** The UPS President and UPS Vice-President shall jointly contribute the UPS Corner to each issue of the Monograph.
 - I.2.1.11** The UPS President shall have signing authority on all UPS financial accounts.
 - I.2.1.12** The UPS President shall be responsible for creating a Calendar of Events to be distributed to the General Council, the Faculty and all students before the end of the 1st month of the Fall and Winter terms.
 - I.2.1.13** The UPS President along with the Past President, President-elect, Vice-President and Vice-President-elect shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS).
 - I.2.1.14** The UPS President must serve as an advisor to the First Year Class Council, attending the first two meetings of this class council and liaising with First Year President.
 - I.2.1.15** After a President-elect has been elected, a structured turnover period shall occur whereby the UPS President shall carbon copy the President-elect on any email detailing UPS matters and provide detailed advice on duties of the President.
- I.2.2** *UPS Vice-President*
- I.2.2.1** The UPS Vice-President of the General Council, shall, in the absence of the UPS President assume all duties of the UPS President, and, in general, assist the UPS President in the furtherance of the objectives of the Society.
 - I.2.2.2** The UPS Vice-President is responsible for the Annual Orientation Banquet. The Orientation Banquet shall be held at the end of September. The Vice-President shall work in conjunction with the Second Year Class President to coordinate this event.
 - I.2.2.3** The UPS Vice-President is responsible for holding the annual Awards Night. This evening recognizes academic, sports and social contributions from all four years. The points which have been collected and recorded by the Executive Secretary shall be used to help determine the recipients of awards.
 - I.2.2.4** *The Key:*
 - I.2.2.4.1** The UPS Vice-President shall be responsible for the production of the “Pharmacy Key”. There shall be no fee charged to students for this book as advertising revenue included

in the Key must cover all costs of publication. Should any profits be generated from the production of The Key, they shall go towards the Undergraduate Pharmacy Society.

- I.2.2.4.2** The UPS Vice-President shall obtain written, signed and binding contracts with both the publisher of the Key and the advertising company after consultation with the UPS President and Senior Finance Director, if required.
 - I.2.2.5** The UPS Vice-President shall serve as a member of the External Affairs Committee, as outlined in [Article 8.8](#), the Constitutional Review Committee, as outlined in [Article 8.9](#), the Finance Committee, as outlined in [Article 8.4](#), the Points and Awards Committee, as outlined in [Article 8.5](#), the OPA Cup Committee, as outlined in [Article 8.6](#), the PAM Committee, as outlined in [Article 8.12](#) and the Honour Committee, as outlined in [Article 8.3](#).
 - I.2.2.6** The UPS Vice-President shall coordinate the selection committee for the Dean Donald Perrier Award of Professionalism, as outlined in [Appendix VII](#).
 - I.2.2.7** The UPS Vice-President shall chair the UPS Student Initiatives Funding Committee, as outlined in [Article 8.10](#) and [Article 12](#).
 - I.2.2.8** The UPS Vice-President along with the President, Past President, President-elect and Vice-President-elect shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS).
 - I.2.2.9** The UPS President and UPS Vice-President shall jointly contribute the UPS Corner to each issue of the Monograph.
 - I.2.2.10** The UPS Vice-President shall have signing authority on all UPS financial accounts.
 - I.2.2.1** After a Vice-President-elect has been elected; a structured turnover period shall occur whereby the UPS Vice-President shall carbon copy the Vice-President-elect on any email detailing UPS matters and provide detailed advice on duties of the Vice-President.
- I.2.3** *Senior Finance Director*
- I.2.3.1** The Senior Finance Director shall act as Chair of the Finance Committee, as stated in [Article 8.4](#).
 - I.2.3.2** The Senior Finance Director shall retain signing authority of all UPS financial accounts. He/she shall prepare an annual financial statement to be presented at the turnover meeting as provided for in the Constitution when requested.
 - I.2.3.3** The Senior Finance Director shall ensure that financial statements are available to any active member of the Society who requests to view them.
 - I.2.3.4** The Senior Finance Director shall comply with the regulations pertaining to the auditing of the UPS books as provided in the Constitution. He/she shall present a tentative budget before the General Council for approval at a regular meeting before October 15th.
 - I.2.3.5** The Senior Finance Director shall provide an approved global budget that should be accessible to the General Council.
 - I.2.3.6** Upon receiving the list of students to subsidize for the OPA and PDW Conferences, issue the cheques within 2 weeks of obtaining the names. The Senior Finance Director should coordinate



with the External Affairs Directors and UPS President to advertise any subsidies 2 weeks prior to an early bird registration deadline.

I.2.4 *Junior Finance Director*

- I.2.4.1** The Junior Finance Director shall be a member of the Finance Committee as stated in [Article 8.4](#).
- I.2.4.2** The Junior Finance Director shall prepare and keep all vouchers for purchases or otherwise and keep a complete record of all accounts, receipts, expenditures, receipted accounts, vouchers etc., for the inspection of the Faculty Advisors of the General Council, the Senior Finance Director, or any active member of the Society as provided in the Constitution.
- I.2.4.3** The Junior Finance Director shall report on a regular basis to the General Council, as well as the Senior Finance Director, on the Society's financial position. In the absence of the Senior Finance Director, he/she shall report to the President.
- I.2.4.4** The Junior Finance Director shall have signing authority on all UPS financial accounts.
- I.2.4.5** On completion of the Junior Finance Director's term of duty as Junior Finance Director, he/she shall assume the position of Senior Finance Director, subject to a vote of confidence by the General Council not less than two weeks prior to scheduled UPS General Council elections. If a vote of confidence is not passed, nominations shall be accepted for the position of Senior Finance Director as per [Article 10](#).

I.2.5 *Executive Secretary*

- I.2.5.1** The Executive Secretary shall be responsible for compiling the UPS summer mailings to both the General Council and the Society as a whole.
- I.2.5.2** The Executive Secretary shall record the attendance at each General Council meeting and shall submit attendance records to the UPS Vice-President for the purposes of the UPS Service Award, [Article 11](#).
- I.2.5.3** *Minutes*
 - I.2.5.3.1** The Executive Secretary shall keep full and accurate minutes of the proceedings of every General Council meeting.
 - I.2.5.3.2** Additionally, the Executive Secretary shall distribute a copy of each minutes to all members of the General Council at least two weekdays before the next scheduled meeting.
- I.2.5.4** The Executive Secretary shall retrieve all mail from the Faculty reception desk and distribute it to the appropriate UPS mailbox at least once a week during the academic year. During the summer months, this may be delegated to another General Council member.
- I.2.5.5** The Executive Secretary shall maintain adequate supplies of UPS Stationary, envelopes and office supplies such as printing paper, pens, staplers, etc.
- I.2.5.6** The Executive Secretary shall collect all office keys from all UPS council members at the turnover meeting and refund deposits. Keys will then be redistributed to the new UPS council members upon receipt of deposits. The secretary shall file a list of all members in possession of UPS office

keys to Faculty Assistant Registrar. The Executive-Secretary shall have spare keys for the UPS Meeting Room, Office and Storage Room.

1.2.5.7 The Executive Secretary shall be responsible for the maintenance of class lockers and should keep spare keys for the Class Council lockers, or give copies to the Faculty.

1.2.5.8 The Executive Secretary shall be the Secretary of the Constitutional Committee, as outlined in [Article 8.9](#).

1.2.5.9 The Executive Secretary shall update the room booking availability for the UPS Meeting Room weekly and post a schedule on the Meeting Room door. Any club requests for room bookings will go through the Executive Secretary on a first come first serve basis.

1.2.5.10 *Points and Awards*

1.2.5.10.1 The Executive Secretary shall chair the Points and Awards Committee, as defined in [Article 8.5](#).

1.2.5.10.2 The Points and Awards Committee shall keep the points system current. The points, (as recorded by the Secretary) shall be used to help determine recipients of awards at the annual Awards Night.

1.2.5.10.3 The Executive Secretary shall ensure that UPS points statements are available to any active member of the society who requests to view them.

1.2.5.11 *The Executive Secretary shall maintain the Clubs Form, including the following tasks:*

1.2.5.11.1 Processing any points requests that have been submitted within 1 week.

1.2.5.11.2 Ensuring new club applications have filled out the required information within 1 week of submission. New club applications should be printed and kept in the Executive Secretary transition binder, as well as being forwarded to the UPS Webmaster to be added to the UPS Website.

1.2.5.11.3 Forwarding any special points requests to the Points and Awards Committee.

1.2.5.11.4 Forwarding any SIF submissions or reimbursement requests to the UPS Vice President.

1.2.5.12 The Executive Secretary shall hold a Clubs Meeting at the beginning of the Fall and Winter Term to go over club logistics, such as the Clubs Form, points submission, event requests, UPS support and SIF Funding. The UPS President and UPS Vice-President may attend this meeting if necessary. Each club will need at least 1 exec at this meeting to apply for points and funding.

1.2.5.13 *The Executive Secretary shall maintain a large, up-to-date calendar in a conspicuous place which includes:*

1.2.5.13.1 University events of interest to pharmacy students

1.2.5.13.2 All UPS Activities

1.2.6 *Senior CAPSI Representative*

1.2.6.1 *The Senior CAPSI Representative shall oversee all CAPSI activities within the Faculty, and strive to promote professionalism. This shall include, but is not limited to:*

- I.2.6.1.1** CAPSI Textbook Sale
 - I.2.6.1.2** CAPSI Compounding Competition
 - I.2.6.1.3** CAPSI Patient Counselling Competition
 - I.2.6.1.4** CAPSI Symposium
 - I.2.6.1.5** CAPSI Literary Award
 - I.2.6.1.6** CAPSI Award of Professionalism
 - I.2.6.1.7** CAPSI National Elections
 - I.2.6.1.8** CAPSI OTC Competition
 - I.2.6.1.9** PDW (Professional Development Week)
 - I.2.6.1.10** Toronto's Next Top Pharmacist (formerly Mr. Pharmacy)
- I.2.6.2** The Senior CAPSI Representative shall chair the CAPSI Committee consisting of the Junior Rep., the CAPSI representatives from all classes, and the Junior and Senior IPSF representatives.
- I.2.6.3** The Senior CAPSI Representative shall represent the student body to the Canadian Association of Pharmacy Students and Interns and shall report on the activities of the Association to the General Council.
- I.2.6.4** The Senior CAPSI Representative shall coordinate the CAPSI book sales.
- I.2.6.5** The Senior CAPSI Representative shall Chair the PAM Committee, as outlined in [Article 8.12](#).
- I.2.7** *Junior CAPSI Representative*
- I.2.7.1** The Junior CAPSI Representative shall act with the Senior Representative to oversee all CAPSI activities in the Faculty, as described above.
 - I.2.7.2** The Junior CAPSI Representative shall coordinate the CAPSI Symposium.
 - I.2.7.3** On completion of the term of duty as Junior CAPSI Representative, that person shall assume the position of Senior CAPSI Representative, subject to a vote of confidence by the General Council not less than two weeks prior to scheduled UPS General Council elections. If a vote of confidence is not passed, nominations shall be accepted for the position of Senior CAPSI Representative as per [Article 10](#).
- I.2.8** *Senior Athletics Director*
- I.2.8.1** The Senior Athletics Director shall represent the Faculty of Pharmacy on all U of T athletics committees.
 - I.2.8.2** The Senior Athletics Director shall examine the condition of the athletics equipment prior to the summer break. They shall submit a tentative budget for Athletics by the summer meeting of the General Council, and a final budget to the General Council two weeks prior to the budget meeting.

- I.2.8.3** The Senior Athletics Director shall organize all intramural athletics teams, including sign-up lists, forming teams, and choosing team representatives. They are responsible for ensuring that team representatives attend required meetings, etc.
- I.2.8.4** The Senior Athletics Director will be responsible for picking the Athlete of the Month and ensuring team captains submit an MVP for all intramural teams at the end of every semester.
- I.2.8.5** The Senior Athletics Director is a member of the Points and Awards Committee, as outlined in [Article 8.5](#), as well as a member of the OPA Cup Committee, as outlined in [Article 8.6](#), where the Senior Athletics Director is expected to take a more proactive role with planning the pep rally.
- I.2.8.6** The Senior Athletics Director is responsible for organizing and coordinating the Athletics T-shirt sales and coordinating with External Affairs to ensure sponsorship entitlements are met.
- I.2.9** *Junior Athletics Director*
- I.2.9.1** The Junior Athletics Director shall be responsible for organizing faculty-wide athletics events such as the Curling Bonspiel, Tug-of-War and Dodgeball tournament. They shall strive to develop new events, time and money permitting.
- I.2.9.2** The Junior Athletics Director shall also be responsible for keeping the faculty and students aware of all athletics events. They are responsible for maintaining the sports bulletin board in the student lounge of the Faculty. This board must be maintained in proper condition to project a positive image for UPS.
- I.2.9.3** The Junior Athletics Director is responsible for submitting athletics articles to the Monograph.
- I.2.9.4** The Junior Athletics Director is a member of the OPA Committee, as outlined in [Article 8.6](#).
- I.2.10** *Events Directors (2 people)*
- I.2.10.1** The Events Directors shall be a member of the Points and Awards Committee, as outlined in [Article 8.5](#), the PAM committee as outlined in [Article 8.12](#) and the Community Outreach Committee, as outlined in [Article 8.14](#). One of the Events Director will be asked to sit on the SIF Committee, as outlined in [Article 8.10](#) and one Event Director will sit on the Honour Committee, as outlined in [Article 8.11](#).
- I.2.10.2** *They shall organize:*
- I.2.10.2.1** Boat Cruise
- I.2.10.2.2** Pharmacy Phollies, the annual variety show that occurs at the end of October.
- I.2.10.2.3** Semi-Formal
- I.2.10.3** Since these events involve considerable financial involvement, the Events Directors need to maintain accurate and complete financial records of all transactions and present any contracts to the UPS President and UPS Vice-President.
- I.2.11** *University of Toronto UTSU (UTSU) Representative*
- I.2.11.1** The UTSU Representative shall attend and represent the Society at the UTSU Board of Directors meetings of the Union, and report to the Council during General Council meetings.

- I.2.11.2** The UTSU Representative shall join at least one commission of the UTSU and one committee including the Professional Faculty Committee of the UTSU.
 - I.2.11.3** The UTSU Representative shall attend all meetings of the professional associations, in which they are involved on behalf of the Society and pharmacy students, unless exceptional circumstances arise.
 - I.2.11.4** The UTSU Representative shall strive to publish at least one article in each copy of the Monograph, discussing UTSU issues of interest to pharmacy student with a minimum of one per semester.
 - I.2.11.5** The UTSU Representative shall act as a resource for pharmacy students with regard to UTSU events (i.e. UTSU's Got You), activities (ISIC Cards), services (i.e. member benefits, health insurance, etc.), funding and other support (clubs printing, registering as a UTSU club, coffee urn rental, etc.).
 - I.2.11.6** The UTSU Representative shall publicize any UTSU events and campaigns that may be of interest to pharmacy students.
 - I.2.11.7** The UTSU Representative shall work with the other Professional Faculties and relay any relevant information back to the Faculty and the Council.
 - I.2.11.8** The UTSU Representative shall publicize the opening of nominations for the position of UTSU representative for the following year, since this position is not included in UPS elections.
 - I.2.11.9** The UTSU Representative must fulfill all of their duties as a Director on the Board of the UTSU.
- I.2.12** *Senior External Affairs Director*
- I.2.12.1** The Senior External Affairs Director shall Chair the External Affairs Committee as outlined in [Article 8.8](#), and report to the General Council.
 - I.2.12.2** The Senior External Affairs Director shall serve as a member on the OPA Cup Committee as outlined in [Article 8.6](#), the Charity Week Committee as outlined in [Article 8.7](#) and the PAM Committee as outlined in [Article 8.12](#). Additionally, one of the External Affairs Director will sit on the SIF Committee as outlined in [Article 8.10](#).
 - I.2.12.3** The Senior External Affairs Director shall solicit external donations on behalf of the Society.
 - I.2.12.4** The Senior External Affairs Director shall maintain contact with potential sponsors for UPS events.
 - I.2.12.5** The Senior External Affairs Director shall keep a database of up-to-date contact information for potential and past donors.
 - I.2.12.6** The Senior External Affairs Director shall be responsible for providing and coordinating the annual External Affairs Writing award(s) to be presented at the UPS awards night.
 - I.2.12.7** When the position becomes vacant, one of the External Affairs Directors shall serve as a liaison between UPS and the external advertising agency responsible for soliciting funds for UPS publications. They shall update the UPS General Council on issues discussed and any funding arrangements.
 - I.2.12.8** The Senior External Affairs Director shall ensure all sponsorship entitlements are fulfilled and coordinate with the respective event coordinators to ensure they are aware of the sponsorship requirements for their event.

I.2.13 *Junior External Affairs Director*

I.2.13.1 The Junior External Affairs Director shall serve as a member of the External Affairs Committee as outlined in [Article 8.8](#), the OPA Cup Committee as outlined in [Article 8.6](#), the Charity Week Committee as outlined in [Article 8.7](#) and the PAM Committee as outlined in [Article 8.12](#). Additionally, one of the External Affairs Director will sit on the SIF Committee as outlined in [Article 8.10](#).

I.2.13.2 When the position becomes vacant, one of the External Affairs Directors shall serve as a voting member of the Ontario Branch of Canadian Society of Hospital Pharmacists (CSHP) for the duration of two years. They shall update UPS General Council on student issues discussed at the semi-annual CSHP meetings and provide a report in the Monograph where appropriate. They shall perform the duties as required by CSHP that include, but not limited to organizing a lunch & learn event for First Year students, and a CSHP membership event, among others.

In addition to the above duties, the CSHP liaison will be responsible for organizing and maintaining the CSHP sub-committee. They will be responsible for selecting appropriate candidates to fill the vacant positions within the sub-committee. *Positions include:*

I.2.13.2.1 Communications (1 position)

I.2.13.2.2 Awards (1 position)

I.2.13.2.3 Education (1 position)

I.2.13.2.4 Membership (1 position)

Each position will also be a member of the respective CSHP Ontario Branch subcommittee and assist the chair of the subcommittees in their duties. In addition, members of the sub-committee shall promote CSHP to the student population. These positions will be chosen, based on applications, by the CSHP liaison and the previous CSHP Student Council (as required at the discretion of the CSHP liaison). Selections will take place in December.

I.2.13.3 The Junior External Affairs Director shall be responsible for dealing with mailing issues of the Monograph and Pharmakon to sponsors when requested.

I.2.13.4 The Junior External Affairs Director shall chair the Community Outreach Committee as defined in [Article 8.14](#).

I.2.13.5 On completion of the term of duty as Junior External Affairs Director, that person shall assume the position of Senior External Affairs Director, subject to a vote of confidence by the General Council not less than two weeks prior to scheduled UPS General Council elections. If a vote of confidence is not passed, nominations shall be accepted for the position of Senior External Affairs Director as per [Article 10](#).

I.2.13.6 When the position becomes vacant, one of the External Affairs Directors shall serve as a liaison between UPS and the external advertising agency responsible for soliciting funds for UPS publications. They shall update the UPS General Council on issues discussed and any funding arrangements.

I.2.14 *Senior IPSF Representative*

I.2.14.1 *The Senior IPSF Representative shall oversee all promotional activities for the Student Exchange Program (SEP). This shall include, but is not limited to:*

I.2.14.1.1 Promoting the summer student exchange program to all years, including informing students of application deadlines, fees and requirements according to the SEP Manual. Ensure financial assistance from UPS for the SEP.

I.2.14.1.2 Finding pharmacy host site(s) for future international pharmacy students.

I.2.14.1.3 Helping incoming international students find accommodation for the duration of their stay.

I.2.14.2 The Senior IPSF Representative shall organize and promote the national IPSF health campaigns and initiatives at a local level.

I.2.14.3 The Senior IPSF Representative shall promote the World Congress and attempt to contribute to the Development Fund grant if necessary.

I.2.14.4 *The Senior IPSF Representative will sit on the following councils and committees:*

I.2.14.4.1 Local CAPSI Council and will fulfill responsibilities delegated to them through this council.

I.2.14.4.2 Serve as the communication link with the IPSF Liaison on the CAPSI National Executive.

I.2.14.4.3 The PAM Committee as outlined in [Article 8.12](#).

I.2.15 *Junior IPSF Representative*

I.2.15.1 The Junior IPSF Representative along with the Senior IPSF Representative will oversee all IPSF activities in the Faculty, as described above.

I.2.15.2 *The Junior IPSF Representative will sit on the following councils and committees:*

I.2.15.2.1 Local CAPSI Council and will fulfill responsibilities delegated to them through this council.

I.2.15.2.2 The PAM Committee as outlined in [Article 8.12](#).

I.2.15.3 On completion of the term of duty as Junior IPSF Representative, that person shall assume the position of Senior IPSF Representative, subject to a vote of confidence by Local CAPSI Council not less than two weeks prior to scheduled UPS General Council elections. If a vote of confidence is not passed, nominations shall be accepted for the position of Senior IPSF Representative as per [Article 10](#).

I.2.15.4 The Junior IPSF Representative shall also carry out the duties of the PSF Ambassador for a two year term as IPSF Senior. Duties include: Raising awareness for Pharmaciens Sans Frontières (PSF) and help in fundraising for PSF.

I.2.16 *Pharmakon Editors*

I.2.16.1 The Pharmakon Editors are responsible for the production of the Pharmakon, the Pharmacy Yearbook.



- I.2.16.2** The Pharmakon Editors shall obtain written, signed, binding contracts with both the Pharmakon publisher and the advertising company, after consultation with the UPS President, Finance and External Affairs.
 - I.2.16.3** The Pharmakon Editors are responsible for ensuring that photographers are present at all important events.
 - I.2.16.4** The Pharmakon Editors are responsible for ensuring that photographers take photos of all students and faculty.
 - I.2.16.5** The Pharmakon Editors are responsible, with the help of class Pharmakon Representatives, for the advertising and selling of the yearbook.
 - I.2.16.6** Since the production of the Pharmakon involves considerable financial outlay, the Editors shall maintain accurate and complete financial records of all transactions that occur.
 - I.2.16.7** The Pharmakon Editors shall publish the “Who’s Who”, by November 1st of each year.
 - I.2.16.8** The Pharmakon Editors shall be responsible for collecting money and for distribution of Pharmakon.
 - I.2.16.9** Proceeds from Santa Photos will go towards Pharmakon’s account with the purpose of helping maintain their own equipment.
- I.2.17** *Monograph Editors*
- I.2.17.1** The Monograph Editors are responsible for the production of the Pharmacy Newspaper.
 - I.2.17.2** The Monograph shall be published at least five times in the academic year, and at least twice per term. The first Monograph should be published as soon as possible in the fall term as an introduction of UPS to First Year students.
 - I.2.17.3** The Monograph Editors are also responsible for coordinating the distribution of The Monograph to all classes and may request Class Monograph Reps to aid with this.
 - I.2.17.4** The Monograph Editors may choose to find additional Staff Writers to write articles for The Monograph.
 - I.2.17.5** Since the production of the Monograph involves considerable financial outlay, the Editors shall maintain accurate and complete financial records of all transactions that occur.
- I.2.18** *Marketing Directors*
- I.2.18.1** The Marketing Directors shall maintain the brand image of UPS through the use of standardized logos, templates, fonts, PowerPoint, etc.
 - I.2.18.2** The Marketing Directors will create graphical materials (posters, cover photos, etc.) for all UPS Events.
 - I.2.18.3** The Marketing Directors will promote and advertise UPS Events via social media (Facebook, LinkedIn, Instagram, etc.) and are responsible for the dispersion of any knowledge related to the promotion of events.

I.2.18.4 The Marketing Directors will help coordinate volunteers and run the booth at the Science Rendezvous.

I.2.18.5 The Marketing Directors shall be members of the External Affairs Committee as outlined in [Article 8.8](#) and the PAM Committee as outlined in [Article 8.12](#).

I.2.19 *Webmaster*

I.2.19.1 *The Webmaster shall keep the following information current on the UPS website which include:*

I.2.19.1.1 UPS council member information and pictures

I.2.19.1.2 Constitution

I.2.19.1.3 UPS Meeting Minutes

I.2.19.1.4 Athletics Teams, Captains and Group contact info.

I.2.19.1.5 List of UPS approved clubs, with contact info for the leader and links to the Club's website or group.

I.2.19.1.6 Links to:

I.2.19.1.6.1 Class websites and schedules

I.2.19.1.6.2 Pharmakon photos

I.2.19.1.6.3 Who's Who

I.2.19.1.6.4 The Monograph

I.2.19.1.6.5 Committees

I.2.19.1.6.6 Classifieds

I.2.19.1.6.7 Relevant pharmacy links

I.2.19.1.6.8 And any other information deemed relevant by the Council important

I.2.19.2 The Webmaster shall maintain the listserv to relay information to the General Council Members and to the Undergraduate Students. Only registered students are permitted on the UPS listserv.

I.2.19.3 The Webmaster shall maintain the UPS Points database system through, at the minimum:

I.2.19.3.1 Monthly database backups

I.2.19.3.2 Troubleshoot problems arise during points entry

I.2.19.3.3 Read and if applicable, update, the database operation manual

I.3 *Non-Voting Members of the General Council*

I.3.1 *President-elect*

I.3.1.1 The President-elect shall assist the President in all of their duties as outlined below.

I.3.1.2 The President-elect shall serve the winter term the year he/she is voted in.

I.3.1.3 The President-elect along with the President, Past President, Vice-President and Vice-President-elect, shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS).

- I.3.1.4** The President-elect along with the Vice-President-elect will select new Faculty Advisors according to [Article 4.3](#), prior to the Turnover Meeting.
- I.3.1.5** The President-elect along with the Vice-President-elect will select the new Speaker according to [Article 10.4.1.9](#), prior to the Turnover Meeting.
- I.3.1.6** After being elected as President-elect, a structured turnover period shall occur whereby the President shall carbon copy the President-elect on any email detailing UPS matters and provide detailed advice on duties of the President.
- I.3.1.7** On completion of his/her duty as President-elect, he/she shall assume the position of UPS President at the turnover meeting.

I.3.2 *Vice-President-elect*

- I.3.2.1** The Vice-President-elect shall assist the UPS Vice-President in all of their duties as outlined below.
- I.3.2.2** The Vice-President-elect shall serve the winter term the year they are voted in.
- I.3.2.3** The Vice-President-elect, along with the President, Past President President-elect, and Vice-President, shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS).
- I.3.2.4** The Vice-President-elect along with the President-elect will select new Faculty Advisors according to [Article 4.3](#), prior to the Turnover Meeting.
- I.3.2.5** The Vice-President-elect along with the President-elect will select the new Speaker according to [Article 10.4.1.9](#), prior to the Turnover Meeting.
- I.3.2.6** After being elected as Vice-President-elect, a structured turnover period shall occur whereby the UPS Vice-President shall carbon copy the Vice-President-elect on any email detailing UPS matters and provide detailed advice on duties of the UPS Vice-President.
- I.3.2.7** On completion of duties as Vice-President-elect, that person shall assume the position of Vice-President at the Turnover Meeting.

I.3.3 *Faculty Advisors*

- I.3.3.1** The Faculty Advisors shall act in an advisory capacity to the General Council. The Faculty Advisors are strongly encouraged to attend all the meetings of the General Council.
- I.3.3.2** The Faculty Advisors shall also act in an advisory fashion with the Finance Committee, as defined in [Article 8.4](#). If new Faculty Advisors have not been selected at the time of the UPS Budget Meeting, the past Faculty Advisors should be invited to that meeting. Attendance of the Faculty Advisors at meetings of the Finance Committee is mandatory.
- I.3.3.3** The Faculty Advisors shall be concerned with, but not responsible for the appropriate functioning of UPS, particularly with regard to issues of finance.
- I.3.3.4** The Faculty Advisors shall be selected as outlined in [Article 4.3.1](#).

I.3.4 *Past President*

- I.3.4.1** The Past President shall serve as a non-voting member of the General Council and act as an advisor to the current President.
- I.3.4.2** The Past President along with the President, President-elect, Vice-President and Vice-President-elect, shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS).
- I.3.5** *OPA Student Board Member (2-year position)*
 - I.3.5.1** The OPA Student Board Member shall represent the views of UPS and the student body at OPA board meetings, and shall report pertinent information back to students and UPS.
 - I.3.5.2** The OPA Student Board Member must attend all meetings of the OPA, in which they are involved on behalf of UPS, unless exceptional circumstances arise.
 - I.3.5.3** The OPA Student Board Member shall strive to publish at least one article in each copy of the Monograph, discussing OPA issues of interest to pharmacy students.
 - I.3.5.4** The OPA Student Board Member shall act as a resource for pharmacy students with regard to OPA events and activities. He/she shall publicize any OPA events that may be of interest to pharmacy students.
 - I.3.5.5** The OPA Student Board Member is responsible for publicizing the opening of nominations for the position of OPA Student Board member once their term is complete, since this position is not included in UPS elections.
 - I.3.5.6** *The OPA Student Board Member shall coordinate the following activities:*
 - I.3.5.6.1** 4th Year membership drive
 - I.3.5.6.2** 1st, 2nd and 3rd Year membership drives
 - I.3.5.6.3** At least one seminar on OPA Advocacy and Issues
 - I.3.5.6.4** OPA Students Cup Hockey Tournament
 - I.3.5.6.5** Joint “Students Meeting” at the Annual OPA conference
 - I.3.5.6.6** Assist Events Directors in PAM activities
 - I.3.5.7** The OPA Student Board Member shall respond to all relevant or necessary pharmacy related issues by promoting an awareness of such both internally (Faculty) and externally (Public) upon recommendation by OPA Board of Directors.
 - I.3.5.8** The OPA Student Board Member shall Chair the OPA Cup Committee as outlined in [Article 8.6](#) to organize the annual OPA Cup.
 - I.3.5.9** The OPA Student Board Member shall be a member of the Community Outreach Committee as defined in [Article 8.14](#).
- I.3.6** *Speaker*
 - I.3.6.1** The Speaker shall conduct all orders of business at the General Council Meetings, using the format listed in [Appendix V](#) and guidelines outlined in [Article 9](#) of the Constitution. As a result, the Speaker is not permitted to miss any meetings of the General Council unless exceptional circumstances arise.

- I.3.6.2** The Speaker shall decide on all points of order that arise in the meetings and shall announce the results of all voting.
- I.3.6.3** The Speaker is impartial and must remain so. He/she shall not be entitled to vote.
- I.3.6.4** The Speaker must chair the first meeting of the succeeding Council.
- I.3.6.5** He/she must also chair the Constitutional Review Committee, as outlined in [Article 8.9](#).
- I.3.6.6** The Speaker must incorporate all passed amendments and send the amended Constitution to all General Members to review and finalize.
- I.3.6.7** The Speaker shall be responsible for notifying each General Council member prior to each meeting. The Speaker shall also book a room for the next council meeting.

APPENDIX II DETAILED DUTIES OF THE MEMBERS OF THE CLASS COUNCIL

II.1 General Duties

- II.1.1** All members of the Executive of each class shall work with their General Council counterpart to ensure the successful implementation of the varied UPS services (e.g., Pharmakon and Monograph).
- II.1.2** All Class Council members may be asked to complete tasks not described below (in [Article 2](#)), as designated by the General Council or the respective Class President.
- II.1.3** School-wide clothing sales shall occur during the summer, up until the end of September, during which time Class Councils cannot advertise or sell clothing until completion of said sale.
- II.1.4** The 1st Year Class Council shall be responsible for organizing a class-wide clothing sale and promotional video to be displayed at the MMIs for future applicants, to be headed by the 1st Year Class President as per [Appendix II.2.1.10](#). UPS and Class Councils shall collaborate to organize the distribution of the Summer Package items. Responsibility for lost items shall fall on respective Class or CAPSI councils.
- II.1.5** The 3rd Year Class Council shall be responsible for organizing the Phollies Bake Sale, to be headed by the 3rd Year Class President as per [Appendix II.2.1.12](#).
- II.1.6** The 4th Year Class Council shall be responsible for assisting the Graduation Committee in raising funding and assisting with their objectives.

II.2 Detailed Duties

II.2.1 Class President

- II.2.1.1** The Class President shall work with members of the council to ensure efficient operations of the class council as a whole.
- II.2.1.2** The Class President of each class shall conduct all orders of business and set the agenda for all meetings of the Class Council of that year. The Class President shall also book a room for the next council meeting.
- II.2.1.3** The Class President shall vote only in the event of a tie with respect to motions before the Class Council and announce the results of all voting.



- II.2.1.4** The Class President shall be part of a voting pair (along with Class Vice-President) on the UPS General Council.
- II.2.1.5** The Class President shall be the class representative that all external organizations must go through when dealing with the class.
- II.2.1.6** The Class President shall be a member of the Points and Awards Committee, as defined in [Article 8.5](#).
- II.2.1.7** The Class President will also be responsible for gathering suggestions from their class to discuss at the Dean's Meeting, as well as reporting back to the Class Council (and class if necessary) with the outcomes of each meeting.
- II.2.1.8** The Class President should coordinate with their Secretary-Treasurers to ensure they have a budget or financial statement to present to the UPS Finance Directors and Faculty Advisors at the Turnover Meeting.
- II.2.1.9** The Class President shall have signing authority on all class financial accounts, along with the Secretary-Treasurer.
- II.2.1.10** If a student is brought before the Honour Committee for unprofessional behaviour, the Class President of the student involved will hold a temporary position on this Committee during the investigation as described in [Article 8.11](#).
- II.2.1.11** If necessary, UPS may ask the Class President to compile or coordinate applications for the UPS/Alumni Award nominations submitted from members of their class.
- II.2.1.12** The 1st Year Class President will be responsible for organizing a class clothing sale sometime after the summer clothing sale has ended and a promotional video to be displayed during the MMIs for future applicants.
- II.2.1.13** The 2nd Year Class President shall aid the 2nd Year Vice-President in running Orientation Week where necessary. The 2nd Year Class Council President and Vice-President shall also share the responsibility of coordinating PHM140 study sessions with the Faculty Registrar.
- II.2.1.14** The 3rd Year Class President will be responsible for the textbook sales of Therapeutic Choices for Minor Ailments and Rx Files in the summer, as well as coordinating the Phollies Bake Sale. The 3rd Year Class President shall also hold an honorary position on the Grad Committee.
- II.2.1.15** The 4th Year Class President will be responsible for the textbook sales of Therapeutic Choices in the summer. The 4th Year Class President will also sign a binding contract along with the 4th Year Secretary-Treasurer agreeing to return any unused funds in the bank account to the UPS by September 1st of the graduating year. The 4th Year Class President shall also hold an honorary position on the Grad Committee.
- II.2.1.16** The outgoing Class President shall create a hand down report (to contain information as listed in [Appendix III](#), for each respective council position). This report shall be passed down to the incoming Class President as a guide to performing yearly activities.

II.2.2 *Class Vice-President*



- II.2.2.1** The Class Vice-President of each year shall, in the absence of the Class President, assume all duties of the Class President and assist the Class President in the furtherance of the objectives of the Society. They shall be a member of the Charity Week Committee as described in [Article 8.7](#) and be responsible for coordinating Charity Week activities for their class.
- II.2.2.2** The Class Vice-President will be responsible for attending the Dean's Meeting and aiding the Class President gather suggestions from the class if necessary.
- II.2.2.3** The 2nd Year Class Vice-President shall be responsible for organizing Orientation Week activities and shall be the Chief Returning Officer for the elections of the First year Class Council as stipulated in [Article 10](#). They shall also coordinate a basic Rescuer/Standard First Aid course which meets the requirements of the faculty for First/2nd year students. This event shall be held at the beginning of the academic year for First and Second year students only. The 2nd Year Class Council President and Vice-President shall also share the responsibility of coordinating PHM140 study sessions with the Faculty Registrar.
- II.2.2.4** The 3rd Year Class Vice-President shall chair the Charity Week Committee as described in [Article 8.7](#). They shall also coordinate a basic Rescuer/Standard First Aid course which meets the requirements of the faculty for Third/Fourth year students. This event shall be held at the beginning of the academic year. The 3rd Year Class Vice-President shall also hold an honorary position on the Grad Committee.
- II.2.2.5** The 4th Year Class Vice-President shall be responsible for coordinating a school-wide summer clothing, nametag and Portfolio sales. The 4th Year Class Vice-President shall also hold an honorary position on the Grad Committee.
- II.2.3** *Secretary-Treasurer*
- II.2.3.1** The Secretary-Treasurer of each class shall keep full and accurate minutes of the proceedings of all meetings of that particular class.
- II.2.3.2** The Secretary-Treasurer shall be responsible for the handling of all financial transactions of the class and shall have signing authority on the class bank account, along with the Class President. This bank account, and the financial records that accompany it, shall be subject to inspection at any time by the UPS Junior and Senior Finance Directors.
- II.2.3.3** The Secretary-Treasurer shall act as the Chief Returning Officer at the time of class elections, unless that person is running for a class position. Under these circumstances, another appropriate Class Council member shall be found.
- II.2.3.4** All Secretary-Treasurers are responsible for submitting a budget or financial statement to the UPS Finance Directors and UPS Staff Advisor by the Turnover Meeting, in coordination with the Class President.
- II.2.3.5** The 1st Year Secretary-Treasurer shall have the following specific responsibilities:
- II.2.3.5.1** Opening a separate bank account on behalf of the Class, in conjunction with the Class President as a co-signer, by the end of October in First Year.
- II.2.3.5.2** Getting in contact with the UPS Finance Directors to receive a \$250 start-up cheque.



- II.2.3.5.3** Acting as a member on the Community Outreach Committee, as outline in [Article 8.14](#).
- II.2.3.6** The 2nd Year Secretary-Treasurer will serve as the Secretary on the Community Outreach Committee, as outlined in [Article 8.14](#). At the end of Phrosh, a budget should be submitted to the UPS Finance Directors and UPS Staff Advisor, in coordination with the Second Year Class President.
- II.2.3.7** The 3rd Year Secretary-Treasurer will serve as a member on the Community Outreach Committee as outlined in [Article 8.14](#).
- II.2.3.8** The 4th Year Class Secretary-Treasurer will be responsible for closing the Class bank account by September 1st of the graduating year and returning any unused funds to the UPS, as per the contract signed by the 4th Year Class Secretary-Treasurer and 4th Year Class President at the Turnover Meeting.
- II.2.4** *Social Representative*
- II.2.4.1** The Social Representative shall be responsible for helping the UPS Events Director promote and organize faculty wide events.
- II.2.4.2** The Social Representative is encouraged to organize as many class social events as they see fit.
- II.2.4.3** The Social Representative shall be a member of the Social/Events Committee as defined in [Article 8.2](#), and shall help the UPS Events Director as requested.
- II.2.4.4** The Social Representative is not elected to the 4th Year Class Council.
- II.2.5** *CAPSI Representative*
- II.2.5.1** The CAPSI Representative shall be a member of the CAPSI Committee as established in [Article 8.2.1](#), and is responsible for all tasks designated by the Senior CAPSI Representative.
- II.2.5.2** The First Year CAPSI Representatives shall be members of the Community Outreach Committee as defined in [Article 8.14](#).
- II.2.5.3** The CAPSI Representative is not elected to the 4th Year Class Council.
- II.2.6** *Athletics Representative*
- II.2.6.1** The Athletics Representative shall be responsible for the promotion and organization of athletic events in their class.
- II.2.6.2** The Athletics Representative shall help the UPS Athletics Directors as requested.
- II.2.6.3** The Athletics Representative is not elected to the 4th Year Class Council.
- II.2.7** *2 Faculty Representatives*
- II.2.7.1** Each Faculty Representative is responsible for liaising with the class regarding academic and faculty-related issues.
- II.2.7.2** Each Faculty Representative is responsible for administering the provision of class handouts obtained from professors or other such material related to academics. The choice of media should be decided upon by the class (i.e. website posting, photocopying, etc.)



II.2.7.3 The Faculty Representatives will be responsible for attending the Dean's Meeting and aiding the Class President gather suggestions from the class if necessary.

II.2.8 *Pharmakon Representative*

II.2.8.1 The Pharmakon Representative shall be responsible for yearbook sales to his/her own class, taking photos, designing the class yearbook layout, and is responsible for all tasks designated by the Pharmakon Editors.

II.2.8.2 The Pharmakon Representative position is by application only. The candidates will be interviewed and selected by the two current UPS Pharmakon Editors.

II.2.8.3 The Pharmakon Representative is not appointed to the 4th Year Class Council.

II.2.9 *Monograph Representative*

II.2.9.1 The Monograph Representative shall be responsible for the distribution of the Monograph to their respective classes.

II.2.9.2 The Monograph Representative shall be responsible for collection and editing of submissions from their respective classes.

II.2.9.3 The Monograph Representative shall be responsible for submitting at least 1 of their own articles to each issue.

II.2.9.4 The Monograph Representative shall be responsible for promoting contributions via various platforms such as email, class announcements, social media posts, etc.

II.2.9.5 The Monograph Representative shall be responsible for compiling the anti-calendar from their own class in the September issue. The 4th Year Monograph representative shall be responsible for the compilation of the anti-calendar on third year courses prior to graduation.

II.2.9.6 The Monograph Representative shall be responsible for all tasks as designated by the Monograph Editors.

II.2.10 *Class Webmaster*

II.2.10.1 The Class Webmaster position is by application only. The candidates will be interviewed by the previous year's webmaster. If no one applies for the position or if there are no suitable candidates, the current webmaster is eligible for re-approval by the outgoing Class Council. For the 1st Year Webmaster position, the selection shall be made by the current 2nd Year Webmaster.

II.2.10.2 The Class Webmaster shall be responsible for maintaining the class website and updating the class website with relevant faculty-wide information.

II.2.11 *2 Graduation Representatives*

II.2.11.1 This position shall be elected with the 3rd Year Class Council to a two year term.

II.2.11.2 The Graduation Reps will Co-Chair the Grad Committee. The 3rd Year Class President and 3rd Year Class Vice-President will have an honorary position on the Grad Committee during 3rd Year.

Similarly, during 4th Year, the 4th Year Class President and 4th Year Class Vice-President will have an honorary position on the Grad Committee. The Graduation Reps shall recruit class members to serve on the Grad Committee to help with the following tasks:

- II.2.11.2.1** Organizing the Grad Formal
- II.2.11.2.2** Booking Grad Photos
- II.2.11.2.3** Planning the Grad Trip if there is sufficient interest
- II.2.11.2.4** Determining an appropriate Grad Gift
- II.2.11.2.5** Leading other fundraising initiatives as necessary.

II.2.12 *Residency Representative*

- II.2.11.1** This position is only elected to the 4th Year Council, with the elections for this position to be held concurrently with the UPS President and UPS Vice-President elections in January.
- II.2.12.2** The Residency Representative shall collaborate with the Ontario Pharmacy Residents Association (OPRA), Canadian Society of Hospital Pharmacists (CSHP), Hospital Pharmacy Residency Forum of Ontario (HPRFO) and the Industrial Pharmacy Residency Coordinator to ensure the accurate and timely dissemination of information regarding Residency Programs for his/her Class.
- II.2.12.3** The Residency Rep shall coordinate the scheduling of Industrial and Hospital Pharmacy Residency Open Houses for his/her Class in collaboration with the University of Waterloo Residency Representative.
- II.2.12.4** The Residency Rep shall correspond with student members of the faculty to disseminate information regarding the annual Residency Information Session held in conjunction with the annual CSHP Professional Practice Conference.
- II.2.12.5** The Residency Rep shall disseminate key dates and application deadlines for Industrial and Hospital Pharmacy Residency programs to their Class.

II.2.13 *Recruitment Representative*

- II.2.13.1** This position is only elected to the 4th Year Council.
- II.2.13.2** The Recruitment Rep shall coordinate the Career Fair to promote career exploration and facilitate networking opportunities.
- II.2.13.3** The Recruitment Rep shall coordinate the Drug Fair to encourage students to become familiar with new drug products and their features.
- II.2.13.4** The Recruitment Rep shall generate funds through selling booths at these events to be put towards the class Grad Fund.
- II.2.13.5** The Recruitment Rep may develop a website or promotional material (poster, package) to promote these events.
- II.2.13.6** The Recruitment Rep may ask the Grad Committee for assistance with these fundraising events.



APPENDIX III UPS PORTFOLIO GUIDELINES

- III.1** UPS portfolios are invaluable sources of information for the Council member assuming your position in the upcoming year. Please ensure that it includes a document of the activities performed over the last year and a clear explanation of the duties of the position.
- III.2** *General Points*
- III.2.1** These guidelines are only suggestions as to how to organize your portfolio; this format may not exactly suit your portfolio, so please make adjustments as you see fit.
- III.2.2** Please make an effort to organize your portfolio by placing the most important information in the binder given to you by UPS. If an additional binder is needed use a large binder, if it still won't fit, sort through it again! (It can probably be thinned out some more).
- III.2.3** As mentioned above, it is imperative that you go through your portfolio and throw away all unnecessary or outdated material (handling a file with a 10 inch pile of papers will only confuse the new council member, not help them).
- III.2.4** When you have completed your portfolio, please put these guidelines at the front of your binder. Hopefully these guidelines can help to ensure that well organized portfolios will be handed over each year.
- III.2.5** For each of the guidelines outlined below, please start each section on a fresh piece of paper so that it is neat and easy to read.
- III.2.6** Remember that you will not have to rewrite every section of your portfolio. Only make additions and deletions that you feel are necessary.
- III.3** *Guidelines*
- III.3.1** *Letter of Introduction / Congratulations*
- III.3.1.1** This can contain any useful information you want to convey to the new UPS member.
- III.3.1.2** You must include your summer address and phone number, or another number at which you can be reached (e.g., your permanent home number) during the summer months.
- III.3.2** *Immediate Duties, Meetings, etc.*
- III.3.2.1** List all responsibilities your successor has to assume immediately. For example, upcoming end-of-the-year meetings (including the UPS turnover meeting TBA), banquet halls to be reserved, etc.
- III.3.3** *Brief Outline of Your Portfolio*
- III.3.3.1** Give a short synopsis of what your position entailed over the last year. This will likely provide much appreciated insight about the portfolio as your successor may only have a general idea of his/her responsibilities.
- III.3.4** *Special / Important Items of Note*
- III.3.4.1** List any essential items you have included in the portfolio as well as the method you used to identify these pages (e.g. highlighted, starred the pages).
- III.3.5** *Calendar of Events*

III.3.5.1 Establish a calendar style method for explaining the month-by-month duties of the portfolio. Please include a listing of important responsibilities to be addressed in a certain month, pressing items for the coming month and any appropriate additional notes.

III.3.5.2 While this may seem time consuming, this is critical for your successor to ensure that deadlines and important invitations are not missed. One suggestion is to start this endeavour when you assume your portfolio and update it regularly.

III.3.6 *Council Ideas*

III.3.6.1 If your portfolio involves chairing a particular committee, please note what the committee accomplished over the past year and any suggestions for improvement.

III.3.7 *Problems Encountered and Suggestions*

III.3.7.1 List any problems (or mistakes - don't be afraid to admit them!) encountered during your term of office with suggestions to avoid these in the future.

III.3.7.2 If deemed more appropriate, the specifics of said problems can be omitted. That is, you do not have to include specifics of a situation but can instead outline factors that may have contributed to a problem (e.g., poor spirit, unsatisfactory involvement from Class Representatives).

III.3.8 *Suggestions for the Upcoming Year*

III.3.8.1 Ideas initiated this year that you would like to see continued;

III.3.8.2 Traditional events that have been organized for years and do not require significant modification;

III.3.8.3 Any new ideas that you did not have the time or opportunity to establish.

III.3.9 *Conclusion*

III.3.9.1 Include anything that these guidelines may have overlooked (e.g., add dividers to keep the binder organized etc.).

III.3.9.2 Remember that another UPS Council member will be reviewing your portfolio. Please devote time and energy to this task. The goal is to produce a concise and complete portfolio that will help future councils.

APPENDIX IV **PARLIAMENTARY PROCEDURE**

IV.1 *Authority*

Robert's Rules of Order: Newly Revised, 11th Edition shall govern the Society and all its Committees in meetings, except where there are rules in conflict with the UPS Constitution, in which case the bylaws in the UPS Constitution will take precedence.

IV.2 *Motion Proceedings*

IV.2.1 *Obtaining the floor*

Before a member in an assembly can make a motion or speak in debate, he/she must obtain the floor. This means the member should be recognized by the Chair as having the exclusive right to be heard at that time.

The Speaker can state something along the lines of “The Speaker recognizes John Smith” or “The floor belongs to John Smith”.

IV.2.2 *Making the motion*

A member may make a motion and should use the word “move” when he or she does so. When necessary, a motion can be prefaced by a few words of explanation.

IV.2.3 *Seconding the motion*

If no member seconds the motion, the Chair must ask “Is there a second to the motion?” If there is still no second, the motion is considered lost and the Speaker will move onto the next item. A motion made by the direction of a board or appointed committee of the assembly does not require seconding, since the motion’s introduction has been directed by a majority vote within the board or committee itself, therefore there is at least 2 assembly members who already agree the motion should be presented. Note that seconding a motion does not mean you have to vote in favour of the motion, it means you agree that it should be brought before the Assembly for debate. Furthermore, if the motion is changed during the course of debate, the member who seconded has the right to withdraw their second.

IV.2.4 *Stating of the question by the Speaker*

When a motion that is in order has been made and seconded, the Chair formally places it before the assembly by stating the question. He or she does this by stating the exact motion and indicates that it is open to debate. The phrase typically used is something along the lines of “It is moved and seconded that ...” after which the member making the motion will be entitled to begin deliberations.

IV.2.5 *Debate on the motion*

The maker of the motion has a chance to introduce the topic; however there are usually time limits in place to prevent the unnecessarily lengthening of meetings. As such, the mover who has introduced the motion should only be allotted 5 minutes of continuous speech to make his or her initial case. Note that a member may only be entitled to the floor a second time in debate on the same motion only if all members who wished to deliberate were given the opportunity to speak for the first time.

IV.2.6 *Speaker puts the question*

After it appears that deliberations are done, the Speaker should ask “Are you ready for the question?” Until the chair states the question, the maker has the right to modify the motion as he or she pleases or to withdraw it entirely. After the question is stated, it becomes property of the assembly and then the maker cannot do these things without the Society’s consent. The exact wording the Speaker uses should be the wording used in the minutes.

IV.2.7 *Speaker announces result of the vote*

The Speaker first calls for the affirmative vote and all those who wish to vote in favour of the motion should indicate so. The Speaker then calls for the negative vote. The Speaker must always call for the negative vote, no matter how nearly unanimous the affirmative vote may appear. The Chair should not call for abstentions in taking a vote. To abstain means to not vote at all and a member who makes no response if abstentions are called for abstains just as much as one who responds to that effect. The Speaker must then state the result of the vote count and whether the motion is adopted or rejected.

IV.3 Types of Motions

IV.3.1 Privileged motions

A privileged motion is granted precedence over ordinary business because it concerns matter of great importance or urgency. Privileged motions can be introduced over any other type of motion (subsidiary, incidental, etc.). The table below contains the relevant list of privileged motions and is in order of precedence; meaning if a privileged motion is currently pending, another privileged motion that is higher up on the table may be introduced. § refers to the section in Robert’s Rules.

Privileged motions							
§	Purpose	Say	Interrupt?	2 nd ?	Debate?	Amend?	Vote?
21	Close Meeting	I move to adjourn	N	Y	N	N	Majority
20	Take break	I move to recess for..	N	Y	N	Y	Majority
18	Follow agenda	I call for the orders of the day	Y	N	N	N	None

IV.3.2 Subsidiary motions

A subsidiary motion is a motion that directly affects the main motion and/or the ability to vote on that motion. Subsidiary motions are also in order of precedence and rank higher than main motions, but lower than privileged motions and may also yield to applicable incidental motions. The table below contains the relevant list of subsidiary motions.

Subsidiary motions							
§	Purpose	Say	Interrupt?	2 nd ?	Debate?	Amend?	Vote?
15	End Debate	I move the previous question	N	Y	N	N	2/3
14	Postpone Discussion	I move to postpone until...	N	Y	Y	Y	Majority
12	Amend Motion	I move to amend the motion by...	N	Y	Y	Y	Majority

IV.3.3 Incidental motions

An incidental motion relates to the main motion in terms of clarification or reconsideration of certain aspects of the motion. Incidental motions have no order of precedence and takes precedence over the actual pending question, but ranks lower than privileged motions. Table 3 contains the relevant list of incidental motions.

Incidental motions							
§	Purpose	Say	Interrupt?	2 nd ?	Debate?	Amend?	Vote?
23	Enforce Rules	Point of Order	Y	N	N	N	None
25	Suspend Rules	I move to suspend the rules	N	Y	N	N	2/3
33	Parliamentary Law Question	Parliamentary inquiry	Y	N	N	N	None

IV.3.4 Main motions

A main motion brings new business before the assembly. It takes precedence over nothing, meaning it cannot be moved while any other question is pending. It yields to all privileged, subsidiary and applicable incidental motions. A main motion cannot be applied to any other motion. It must be seconded, is debatable, is amendable and requires a majority vote, except where specified in the tables above and in the Constitution.

IV.3.5 *Motions that bring a question again before the assembly*

These motions bring back a main motion for debate before the assembly. There is no order of precedence for these motions and they can only be introduced when no other business is pending. Table 4 contains the relevant list of these motions.

APPENDIX V **UPS MEETING FORMAT**

V.1 *Chair*

The Speaker will chair all meetings of the General Council. The Speaker will hold a non-voting position and will remain impartial on all issues. If the Speaker is unable to attend a meeting, the President will assume the Chair. This will not remove the President's right to vote in the event of the tie.

V.2 *Length of Meeting*

The Speaker will chair all meetings of the General Council. The Speaker will hold a non-voting position and will ensure UPS meetings will be formatted to have all business completed in less than 2 hours. Meetings will not run longer than 2 hours unless a motion is passed to extend the length of the meeting, with exception of the meetings listed in [Article 9.5](#), which may run up to three hours, after which a motion must be passed to extend the length of the meeting.

V.3 *Attendance*

The Speaker will chair all meetings of the General Council. The Speaker will hold a non-voting position and any member of the General Council who is aware ahead of time that he/she will not be able to attend the meeting is asked to inform the Speaker or Executive Secretary. Refer to [Article 9.3](#) for the policy on missed meetings.

V.4 *Punctuality*

Please try to arrive promptly, for all meetings, to enable the meeting to begin at the scheduled hour and end within the hour. Any member who has to leave before the end of the meeting must inform the Speaker of their intentions before the meeting commences.

V.5 *Agenda*

The agenda should be distributed to the General Council at least 48 hours prior to the meeting. Below is a general guideline to how meetings should be conducted.

V.5.1 *Call to order*

When the Speaker feels the General Council is ready to conduct business, he should state "I call this meeting to order" or "I call for the orders of the day". This motion does not need to be seconded, is not debatable or amendable and does not require a vote. The Speaker is in control of the floor as of this point and it is his duty to keep the General Council on track and follow the agenda.

V.5.2 *Roll call of members present*

The Speaker will then ask the Executive Secretary to do the Roll Call of the Members. Example: "The Executive Secretary will call the Roll of the Members of the Society".

V.5.3 *Approval of minutes from last meeting*



The Speaker will then ask the Secretary to “read the minutes” of the last meeting. Since this often takes a lot of time and is impractical, copies of the minutes for the last meeting can be distributed beforehand via email or the website, and instead the Speaker can directly ask "Are there any corrections to the minutes?" If none are suggested, he adds, "There being none, the minutes stand approved as is." If any corrections are suggested, the secretary makes them, and the Speaker says "There being no further corrections, the minutes stand approved as corrected."

V.5.4 *Officers Reports*

Reports of Officers, Boards or Standing Committees would be reported at this time. This may include, but is not limited to the President’s Report, Vice-President’s Report, Financial Reports or other standing committee reports.

V.5.5 *Special Committee Reports*

Special committees are committees that are appointed to exist only until they have completed a specific task. These committees shall introduce their reports next.

V.5.6 *Special Orders*

A special order is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating to adjournment, recess or questions of privilege. A special order to discuss something at a particular hour interrupts any business that is pending when that hour arrives.

V.5.7 *Unfinished Business*

This includes any items that require membership action that are left over or postponed from a previous meeting. The Speaker will then ask “Is there any unfinished business to take care of?”

V.5.8 *New Business*

This includes items meant to be raised at this meeting (as per the agenda) and other items raised that may not necessarily have been included on the agenda and which require membership action.

V.5.9 *Announcements*

The Speaker may make or call upon other officers or members to make any necessary announcements and members can briefly obtain the floor for such a purpose.

V.5.10 *Adjournment*

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the assembly can adjourn even while business is pending, provided that a next meeting is established by rule of the society or set by the assembly. This is to prevent adjournment of a meeting have the unintended effect of dissolving the assembly if a future meeting is not suggested. This includes items meant to be raised at this meeting (as per the agenda) and other items raised that may not necessarily have been included on the agenda and which require membership action.

APPENDIX VI UPS POINTS SYSTEM

VI.1 The UPS points system has been developed to provide incentive for student participation within the Faculty of Pharmacy. It rewards those students who go the extra distance to support their faculty (socially, athletically, and academically) and who can find the time to enjoy all aspects of university life. All points are awarded at the discretion of the UPS Executive Secretary in collaboration with the UPS Points and Awards Committee and event organizers. Retroactive UPS points may be awarded for the previous academic year at the discretion of the UPS Executive Secretary with consultation from the relevant event organizers.

VI.2 Pharmacy Clubs

Registered clubs will be awarded a set maximum of 4 and 5 UPS points to be awarded to the Vice-President and President of each club respectively per academic semester, as well as 3 points per academic semester for general members attending a minimum of 75% of meetings. Summer semesters are not eligible for points. An attendance log will need to be kept and submitted to the UPS Secretary by the beginning of March. Additional points can be awarded for other positions and events at the discretion of the Points and Awards Committee.

VI.3 General Points Allocation

Note: Class Council and General Council members can be awarded points as outlined below if they go beyond their required duties as outlined in [Article 5](#) and [6](#) of the UPS Constitution. If there is any discrepancy between this allotment system and submitted points, the UPS Secretary will award UPS points at his/her discretion with consultation from the relevant event organizers.

Phrosh Planning Committee (PPC) Maximum 8 points

Phrosh Week Helpers Maximum 4 points

Both PPC and Phrosh Week Helper points are at the discretion of the 2nd Year Vice-President, 2nd Year Vice-President excluded

Student of the Month 1 point

CAPSI Events

Includes symposia and competitions (Patient Counselling Competition, OTC Compounding Competition, Student Literary Challenge, etc.)

Participants 1 point per event

Volunteers 1 point

Winner (Local) 1 additional point

Winner (Top 4 at National Level) 2 additional points

Toronto’s Next Top Pharmacist
Participant 3 points

Attendees 1 point

UPS and Class Events, Other Socials Events 1 point per event

Includes Charity Week events, Pharmacist Awareness Month, faculty-wide social events, OPA Cup. Arts Night, sporting events, potlucks, bake sales, etc. At the



discretion of the Events Directors and UPS VP or Class Council. For events that are listed as a duty on a council member's portfolio, they shall not receive a point for that event.	
Boat Cruise, Pharmacy Semi-Formal.	2 points per event
Monograph	1 point per issue
At discretion of the editors for those who submit material or contribute to the preparation of these publications. Reps are eligible for max 4 points/year above and beyond normal duties. Non-rep contributors who have submitted to all 5 issues in a given school year are entitled to one bonus point, for a total of 6 points per year.	Maximum 6 pts/year
Pharmakon	Maximum 4 points per year
At discretion of the editors for those contributing to the preparation of the yearbook.	
Phollies	
Attendee	1 point
Volunteer	2 points
Performer	3 points
Techs, MCs	4 points
Volunteer Events	
< 2 hours	1 point
2 - 6 hours	2 points
> 6 hours	3 points
Photo Events	
Participants are required to take at least 3 photos across one week with one photo contribution per day. If the event is less than 1 week in duration, then the lowest point total will be awarded at the discretion of the UPS Secretary and event organizer.	1 point
Donations	1 point per event

VI.4 Academic Points Allocation

First Class Honours (3.5 GPA and over)	
No exemptions	7 points
With exemptions	5 points
Conferences	



OP SIS	2 points
OPA	3 points
PDW	4 points
Lecture Style events (≥ 1 hour)	1 point
Journal Club style event (No pre-reading, ≥ 1 hour)	1 point
Journal Club style event (Pre-reading, ≥ 1 hour)	2 points

VI.5 Athletic Points Allocation

Varsity Player (U of T team, not just Pharmacy team)	15 points
Intramural Player	1 point per game attended
For seasonal and co-ed leagues. Add 1 point if team makes playoffs, plus 1 point for championship. Leagues that span two terms will be considered as 2 sports.	
Coach	Maximum 5 points
Value to be determined by Athletics Directors after consultation with team. Multiple coaches who alternative responsibilities will be limited to 3 each	
Team Representative	1 point
Tournaments	
One day event	1 point
Two or more days	3 points
Athlete of the Month	1 point
MVP for each respective sport	1 point
Participation in Annual Pharmacy Curling Bonspiel	1 point
Participation in Annual Pharmacy Dodgeball Tournament	1 point
Participation in Annual Tug of War	1 point
Athletic activity (skating, golf, zumba, intramural games, etc.)	
≥ 1 hour	1 point

VI.6 UPS Council Members, Class Council, Committees

Note: Only members who have attended 75% of UPS meetings (4 th Years may attend via Skype and will be awarded their UPS points for their respective positions, at the discretion of the UPS Points and Awards Committee.)	
UPS President	35 points
UPS President-elect	5 points



UPS Past-President	10 points
UPS Vice-President	30 points
UPS Vice-President-elect	5 points
UPS Senior Finance	25 points
UPS Junior Finance	20 points
UPS Senior Athletics Director	25 points
UPS Junior Athletics Director	20 points
UPS Senior CAPSI	25 points
UPS Junior CAPSI	20 points
UPS Senior IPSF	15 points
UPS Junior IPSF	10 points
UPS Executive Secretary	25 points
UPS Senior External Affairs	25 points
UPS Junior External Affairs	20 points
UPS UTSU Rep	20 points
UPS OPA Student Board Member	25 points
UPS Events Directors	25 points
UPS Pharmakon Editors	25 points
UPS Monograph Editors	25 points
UPS Webmaster	20 points
UPS Speaker	20 points
1st, 2nd, 3rd and 4th Year Presidents	25 points
1st, 2nd, 3rd and 4th Year Vice-Presidents	20 points
All Other Class Reps (excluding Grad Reps)	12 points
Non-Class Council CAPSI member	8 points
Grad Reps (2 year position)	24 points (12 points per year)
Grad Committee Helpers	Maximum 3 points per year
At discretion of UPS VP and Grad Formal Reps	
Committee Liaison Members	
CAPSI National, CPhA National Delegate, CSHP National Delegate	10 points
UTIHP, IPHSA, IPE, OPA, MPTA, CSHP, CPhA, etc.	2 points

APPENDIX VII FACULTY PARTICIPATION AWARDS

VII.1 List of Awards

AWARD	DETERMINED BY
Athlete of the Month	Athletics Directors
MVP	Team members
Dr. Murray Freedman Award	Highest male and female sports points earned in 1 year. Jock McCrossan takes precedence
Jock McCrossan Award	Male and female with most sports points in all 4 years. Varsity points included. Athletics Director points not included.
Shoppers Drug Mart Award	Class with most people earning 6 UPS points
Patient Counselling Award	CAPSI judges
OTC and Compounding Award	
Student Literary Challenge	
Student of the Month Awards	
Phollies Award	Events Directors
Dr. Kennedy Charity Award	Class raising the most for charity (funds from professor auction not included)
Walton Award	240 UPS points (60 must be non-sport)
Dean's Award	180 UPS points (45 must be non-sport)
Plaque	120 UPS points (35 must be non-sport)
Community Engagement Award	80 UPS points (must be all non-sport)
Pharmacy "P"	50 UPS points (25 must be non-sport)
UPS Service Award	To UPS Council members with 75% attendance of UPS meetings (see Article 11 of the UPS Constitution for details)
Coach of the Year	Athletics Directors
Appreciation Gifts	UPS Vice-President
UPS Cup Award	Class winning the UPS Cup (Tug of War, Dodgeball, Curling Bonspiel)
President's Gavel	Awarded to UPS President

VII.2 Dean Donald Perrier Award of Professionalism

VII.2.1 Student and Faculty Nomination

Donald Perrier served as the Dean of the Faculty of Pharmacy from 1986-1998. This award was created to commemorate his contribution to the practice of pharmacy, especially his effort in advocating the student

role in the profession. This award will serve as a reminder to future generations of the power of students to influence and shape the profession of pharmacy.

VII.2.2 *Criteria*

To be awarded to the 4th Year student deemed to have made the greatest contribution to organizations and councils with the goal of advancing the practice of pharmacy. This involves involvement in pharmacy and health organizations such as CAPSI, CPhA, UPS, OPA, CSHP, IHP, OCP, MTPA, and others.

VII.2.3 *Selection*

VII.2.3.1 Nominations can be made by any faculty member or pharmacy student (self-nomination is allowed)

VII.2.3.2 Information to be included for the nomination is the name of the candidate, positions and memberships held, and a description of the activities that the student was involved in to promote the profession of pharmacy and/or the role of students in pharmacy organizations.

VII.2.3.3 In case that no nominations are put forth, the UPS Points and Awards Committee will nominate a candidate.

VII.2.3.4 The selection of the winner will be made by a committee of five members including the UPS President, UPS Vice-President and three association members or faculty. The chair of the committee is the UPS Vice-President who will select the committee members. A copy of the nomination will be sent to each voting member who will then notify the UPS Vice-President of their choice of a winner.

VII.2.3.5 The award will be presented at the UPS Annual Awards Night.

VII.3 *Pharmasave Award for Student Innovation*

VII.3.1 *Description*

Innovation is the essence of Pharmasave and is what has established our success as Canada's leader in patient-centered health and wellness programs. It is through these programs that Pharmasave's Live Well® Pharmacists integrate professional health services like consultations, community seminars and disease management clinics into their daily practices.

VII.3.2 *Criteria*

The Pharmasave Award for Student Innovation is to be awarded to an undergraduate pharmacy student who has demonstrated:

VII.3.2.1 outstanding leadership qualities

VII.3.2.2 community outreach involvement

VII.3.2.3 innovative initiatives in the profession of pharmacy

VII.3.3 *Eligibility:* Any undergraduate pharmacy student

VII.3.4 *Procedure*

VII.3.4.1 Obtain a nomination form from the UPS Vice-President.

VII.3.4.2 Nomination must be completed by a fellow student or yourself.

VII.3.4.3 Award will be presented at the UPS Annual Awards Night

VII.3.5 *Deadline:* To be determined by the UPS Awards and Points Committee.

APPENDIX VIII UNDERGRADUATE PHARMACY SOCIETY PROFESSIONALISM POLICY

Students in the Undergraduate Pharmacy Society are expected to be professional at all times. As representatives to the Leslie Dan Faculty of Pharmacy, students are responsible for their behaviour in the class room and beyond. This applies to off campus events including, but not limited to Professional Development Week, club nights, semi-formal, boat cruise etc. and on-campus events including, but not limited to the Pharmacy Phollies, and lectures. The definition of professionalism is broadly defined and includes traits of altruism, accountability, responsibility, honour, integrity, competence and respect. Students are expected to be respectful of their peers and faculty and to act in a manner that is a credit to themselves, the Leslie Dan Faculty of Pharmacy and the profession.

Acts that can be considered as unprofessional include: academic dishonesty, breaking the law, damage or stealing of goods/property, and misuse of drugs or alcohol. Foul language is not acceptable. This applies to both verbal and written language, including listservs, Blackboard, WebCT and other bulletin boards.

Behaviour in the classroom is expected to be professional. This means, turn off your cellular phone during class and only using your laptop for taking notes. Talking in class must be restricted to whispering in a manner that does not disrupt the lecturer or your classmates. Disruptive behaviour also includes attending labs, tutorials or lectures late.

Unprofessional behaviour may be anonymously reported/referred to the Honour Committee of the Undergraduate Pharmacy Society. The Honour Committee consists of the UPS President (chair), UPS Vice-President, UPS Executive Secretary, UPS Social Director, one (1) UPS Athletics Director and the UPS Faculty Advisors, who will provide discipline at their discretion. Consequences include, but are not limited to the removal of UPS points, removal of recommendations for awards where UPS input is required, exclusion from future UPS events, exclusion from athletic activities and exclusion to run in UPS/class council elections.

Students should also take note of the rules and regulations of the University of Toronto, as it is stated in the U of T Calendar.

It is expected that students enjoy their time while they are at school, but must be aware of the possible consequences of their actions, and that their actions reflect on the school. Remember the Pledge of Professionalism that was undertaken at your White Coat Induction Ceremony.

Adapted by the U of T Undergraduate Pharmacy Society from the UBC Pharmacy Undergraduate Handbook.

APPENDIX IX UPS DISBURSEMENTS

IX.1 *UPS will reimburse the following members the cost of admission to the events:*

IX.1.1 Social Director: Boat Cruise and Semi-Formal

IX.1.2 Faculty Advisors: Boat Cruise and Semi-Formal

IX.1.3 Pharmakon Editor(s): Boat Cruise for two Pharmakon Editors, Semi-Formal for two Pharmakon Editors and Phollies for two Pharmakon Editors.



IX.1.4 Events Directors: Phollies for two Events Directors.

IX.1.5 External Affairs Directors: Boat Cruise for two External Affairs Directors, Semi-Formal for two External Affairs Directors and Phollies for two External Affairs Directors.

IX.1.6 UPS President and Vice-President: Boat Cruise, Semi-Formal, Phollies.

IX.2 *UPS will reimburse the following people for the memberships indicated:*

IX.2.1 External Affairs: One CSHP Membership for one External Affairs Representative

IX.3 *UPS will reimburse the following people for the cost of the following items:*

IX.3.1 Each Pharmakon Editor: Cost of one yearbook

IX.3.2 Class Pharmakon representatives: Cost of one yearbook at the discretion of the Pharmakon Editor(s) based on their yearbook work. Should class Pharmakon representatives not meet the duties as described in their class position, they shall not be reimbursed for their yearbook purchase.



APPENDIX X FORM TEMPLATES

X.1 Nomination Form for Elected Positions

NOMINATION FORM FOR ELECTED POSITIONS

Candidate's Name:

Year:

Position:

Endorser #1 Name and Signature:

Endorser #2 Name and Signature:

Endorser #3 Name and Signature:

By signing this nomination form, you agree to abide by the terms set by the CROs and verify you have read the relevant parts of the UPS Constitution pertaining to your role.

Candidate's Signature: _____



X.2 Application Forms for Non-Elected Positions

X.2.1 UPS/Class Webmasters

APPLICATION FORM FOR WEBMASTERS	
Name: _____	Email: _____
Phone Number: _____	Academic Year: _____
Class: _____	Position: _____
By signing this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.	
Candidate's Signature (can be digital if emailing in): _____	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.
Submit via email to **[INSERT EMAIL]** or submit hard copies to CROs

1. List any previous experience you have with websites, programming languages, databases, etc. (If you have no experience, then what qualities or traits do you have that you think would make you a good webmaster). If possible, provide links to previous work you may have done.

2. Being Webmaster also means you have a seat on council. Do you have any experience as a student council member, or executive position of any club/group?



X.2.2 Class Pharmakon Representative

APPLICATION FORM FOR CLASS PHARMAKON REPRESENTATIVE	
Name: _____	Email: _____
Phone Number: _____	Academic Year: _____
Class: _____	Position: <i>Class Pharmakon Representative</i>
By signing this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.	
Candidate's Signature (can be digital if emailing in): _____	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.
Submit via email to **pharmakon@uoftpharmacy.com** or submit hard copies to CROs

1. Why are you interested in becoming Pharmakon Rep?

2. What past experiences do you have with photography and/or graphic design? What design programs (Photoshop, InDesign, Illustrator, etc.) have you used?



3. Do you have experience with low light or sports photography? If so, please elaborate.

4. Do you have your own camera gear? If so, what type of equipment do you own?

5. Please include an electronic portfolio (8-10 works) as part of your application. All mediums are welcome (e.g. photography, design, drawing, painting, etc.) Any notes can be written below.



X.2.3 UPS Pharmakon Editor

APPLICATION FORM FOR UPS PHARMAKON EDITOR	
Name: _____	Email: _____
Phone Number: _____	Academic Year: _____
Class: _____	Position: <i>UPS Pharmakon Co-Editor</i>
By signing this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.	
Candidate's Signature (can be digital if emailing in): _____	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.
Submit via email to **pharmakon@uoftpharmacy.com** or submit hard copies to CROs

1. Why are you interested in becoming a Pharmakon Co-Editor?

2. As Pharmakon Co-Editor, you have a seat on UPS Council. Do you have any past leadership/student council experience? If so, please elaborate

3. What past experiences do you have with photography and/or graphic design? What design programs (Photoshop, InDesign, Illustrator, etc.) have you used?



4. Do you have experience with low light or sports photography? If so, please elaborate.

5. Please describe your design aesthetic. What theme would you suggest for next year's yearbook?

6. Do you have your own camera gear? If so, what type of equipment do you own?

7. Please include an electronic portfolio (8-10 works) as part of your application. All mediums are welcome (e.g. photography, design, drawing, painting, etc.) Any notes can be written below.



X.2.4 UPS Monograph Editor

APPLICATION FORM FOR UPS MONOGRAPH EDITOR	
Name: _____	Email: _____
Phone Number: _____	Academic Year: _____
Class: _____	Position: <i>UPS Monograph Co-Editor</i>
By signing this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.	
Candidate's Signature (can be digital if emailing in): _____	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.
Submit via email to **monograph@uoftpharmacy.com** or submit hard copies to CROs

1. Why are you interested in becoming a Monograph Co-Editor?

2. As Monograph Co-Editor, you have a seat on UPS Council. Do you have any past leadership/student council experience?

3. What past experiences do you have with publishing and media? What publishing programs have you used?



4. What other extra-curricular activities are you involved in?



X.2.5 UPS Marketing Director

APPLICATION FORM FOR UPS MARKETING DIRECTOR	
Name: _____	Email: _____
Phone Number: _____	Academic Year: _____
Class: _____	Position: <i>UPS Marketing Director</i>
By filling out this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role and agree to abide by its rules and bylaws.	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.
Submit via email to **elections@uoftpharmacy.com** or submit hard copies to CROs

1. The UPS Marketing Director position is a relatively new position to UPS. As a result, you have a bit of flexibility in defining the role and using your creativity as needed. What is your vision for this position?

2. As UPS Marketing Director, you have a seat on UPS Council. Do you have any past leadership/student council experience?

3. What past experiences do you have with photography and/or graphic design? What design programs have you used?



4. What past experience do you have with video editing? What video editing programs have you used?

5. Please describe any past event marketing experience you may have.

6. Please include an electronic portfolio as part of your application. Any formats are welcome (photography, design, videos, etc.) Any notes can be written below.

**X.2.6** UPS Speaker

APPLICATION FORM FOR UPS SPEAKER	
Name: _____	Email: _____
Phone Number: _____	Academic Year: _____
Class: _____	Position: <i>UPS Speaker</i>
By signing this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.	
Candidate's Signature (can be digital if emailing in): _____	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.
Submit via email to **president@uoftpharmacy.com** or submit hard copies to CROs

1. Why do you want to be in the Undergraduate Pharmacy Society?

2. Are you familiar with Robert's Rules of Order? If so, explain a prior experience when you use them. If not, are you willing to learn them and how would you go about learning them?

3. What extra-curricular activities during your time here in the Faculty of Pharmacy have you been involved in?



4. What does the Speaker on UPS do? What does the position entail?

5. Can you run a meeting? What attributes do you possess that would make you good at running a meeting?



X.3 Request for Reimbursement

This form is only intended to be used by the UPS General Council to request reimbursement for expenses related to Council activities, to be submitted to the Finance Directors.

Date:

Requested By:

Cheque(s) Payable To:

Total Amount Requested:

Breakdown of the payment

- Please list each receipt's costs BEFORE tax
- Add up the HST values of all items
- Add up the total amount

Item	Subtotal Before Tax	HST	Total With Tax
Column Total			

Account (Please check one):

- | | | |
|---|--|---------------------------------|
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Awards & Grants | <input type="checkbox"/> CAPSI |
| <input type="checkbox"/> External Affairs | <input type="checkbox"/> Orientation Banquet | <input type="checkbox"/> IPSF |
| <input type="checkbox"/> Pharmakon (Yearbook) | <input type="checkbox"/> Special Events (Phollies) | <input type="checkbox"/> Social |
| <input type="checkbox"/> The Key | <input type="checkbox"/> The Monograph | <input type="checkbox"/> UPS |
| <input type="checkbox"/> Miscellaneous (Specify): _____ | | |

For Finance Use Only

Date of Cheque:

Paid By:

Entered By:



X.4 *Removal from Office*

Your Name: _____

Your Position: _____

Your Signature: _____

Name of Member to Remove: _____

Position of Member to Remove: _____

Briefly explain why you believe this member should be removed from Council.

To remove a member from Council is a very serious action that requires at least 5 other Council members to sign this petition, to ensure that others agree with your action and that this power is not being abused. Petitions should be sent to the Class President for removal of Class Council members or UPS President (president@uoftpharmacy.com) for removal of General Council members. Successful petitions will result in a motion being presented at the next meeting to remove the member from office and will follow the principles outlined in [Article 14](#).

Endorser #1 Name and Position: _____	Endorser #1 Signature: _____
Endorser #2 Name and Position: _____	Endorser #2 Signature: _____
Endorser #3 Name and Position: _____	Endorser #3 Signature: _____
Endorser #4 Name and Position: _____	Endorser #4 Signature: _____
Endorser #5 Name and Position: _____	Endorser #5 Signature: _____



X.5 *Award Template Application*

Your Name: _____

Name of Nominee (if not you): _____

Nominee's Class: _____



X.6 *Dissolution of the Society*

The following is an ordinary resolution in accordance with the by-laws of the Society on the **[INSERT DAY]** day of **[INSERT MONTH]**

Why would you like to dissolve the Undergraduate Pharmacy Society? Provide rationale and a tentative dissolution date in your response.

Be it resolved that the Undergraduate Pharmacy Society requests to dissolve the Society in accordance with Article 15 of the Constitution.

Dated this **[INSERT DAY]** of **[INSERT MONTH]**, **[INSERT YEAR]**

Undergraduate Pharmacy Society

UPS President's Name

UPS President's Signature

Faculty Advisor's Name

Faculty Advisor's Signature

Note that no resolution has effect until passed via a motion by the Undergraduate Pharmacy Society.