

**Minutes from Undergraduate Pharmacy Society  
Constitution Meeting January 29<sup>th</sup>, 2014. 4:30PM**

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Present: Duke, Jenn, XiXi, Damilola Helen, Hazel, Kevin, Amir, Sarah, Alysha, Aarti, Bonnie, Edric, Monica, Cha Hui, Suyoung, Rick, Davin, Sugi, Karina, Peter Lam, Carol, Stu, Tijana, Lisa.

Regrets: Stephanie Wong, Nusrat, Vicky

- A. Call to Order (Speaker)
- B. Motion to begin: Hazel, Stu seconds.
- C. Approval of Past Meetings' Minutes – Monica motions to approve. Aarti Seconds.
  - a. 10 for
  - b. 1 Abstain – Secretary
  - c. 0 Against
- D. Proposed Amendments to UPS Constitution

**1.0 Article 1, Part D:**

Removal of 's' on advocate

**2.0 Article 4, number 5**

- Would like to keep recruitment rep.
- Contacting lots of representatives, past rep suggest that it is delegated to rest of the council in 4<sup>th</sup> year
- Should be fourth year position bc it is a source of revenue and sponsorship for grad formal. Less incentive for the 3<sup>rd</sup> years to do this.
- Picking one specific member of the class council to help or?
  - The recruitment rep would be he person overseeing everything and class council members overseeing things.
  - The class council will be helping to organize the event
- Our thought and goal was we would try to increase attendance by moving the events to third year. There is a concern for money
- Recruiters are looking for 4<sup>th</sup> years not 3<sup>rd</sup> year so it would be nice to have to keep it for the 4<sup>th</sup> year students
- Thoughts about switching to weekend?
  - Depends on employers
  - May decrease attendance from students, subsequently decrease employers coming
- Residency rep should be kept
- Keep that to 4<sup>th</sup> year?
  - Are we gonna inconvenience the students that are on APPE

**3.0 Appendix 5, General Point Allocations** – XiXi

**Original constitutional text (From UPS Constitution 2013):**

N/A (there is none)

**Proposed constitutional change:**

Pharmacy Clubs

Registered clubs can apply for a set maximum of 10 UPS points for the academic year to be awarded to the vice president and president of each club and 5 points for the academic year for general members attending a minimum of 75% of meetings. An attendance log will need to be kept and submitted to the UPS Secretary by the beginning to mid-March. Additional points can be awarded to other executive positions at the discretion of the Points and Awards Committee.

**Reason for proposed change:** Additional guidelines for clubs applying for UPS Points and to ensure fair recognition of student participation in extra-curricular activities.

**Discussion:**

- Different points for Vice president and President since senior and junior positions on UPS get different amounts
  - 10 Points for President & 8 points for VP instead of 10 points for both
- 6 points for general members based on 75% attendance instead of 5. Reason being that currently most clubs apply for 3 points for general members and since we're doubling the cap of 5 to 10, it would make sense to give 6

points for attendance rather than 5. The point of doing this was to give more recognition. By setting it at 5, we are taking away points.

- For choir, they don't have pres and vice pres but they do have 2 choir directors. General members will be everyone else on choir who show up to practice.
- Moving forward, its important that the secretary and vice president understand what is defined as a general member. It is the individuals that are involved in the planning or are actively participating in the club.
  - Ex: Dragonboat – members that paddle and show up to practice
  - Ex: SOAPE – Soape planning committee would be consider general members
- Gradient for attendance rather than 6 points for 75% or 0 points.
  - We hold UPS to that standard and if they are really interested and involved in the club, they will show up to 75% of the meetings
- There is no formal system right now if someone wants to form a club and there needs to be a list of clubs as well
  - We should register all clubs, especially if some of these ppl are going to be applying for funding
  - The list will include a list of the club, as well as the contact of the current president & vice president
  - The secretary will make a file with a list of clubs. If there are any changes in structure to the club, they will have to contact the secretary
  - Currently there is an application to get UPS points. Currently, there have been only 3 or 4 groups that have applied. The ones from last year, there's no record of what was approved.
  - There will be an email sent out to clubs informing them of the new process
- To prevent someone from just forming a bunch of clubs and being the president and vice president of those clubs, council will have to approve of those clubs
  - Council will have to approve the clubs
- Attendance log needs to be submitted
- Recap:
  - Clubs register at the beginning of the year, they automatically get the following points:
    - President: 10
    - Vice president: 8
    - General members: 6 (based on 75% attendance)
    - Additional executive members can get more than 6 points but will need to apply and be approved by the points and awards committee
  - Clubs do not have to reapply every year
- Should we include that the academic year is September to April
  - Reason for September to April: students are still not in school. What you do outside out of the academic year may not apply to all students but it can still benefit the school, and the profession. Students can apply for additional points for events in the summer.
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#### **4.0 Article 6**

Removal or point 2

#### **5.0 Article 7**

Part a point number 3, add "and"

Part d: change SPEP to APPE.

Part d: add no later than 2 weeks aft her positions of Secretary and Treasurer have been filled

#### **6.0 Article 8**

Number 5 – a3: Change from 4 to 3<sup>rd</sup> year

Number 15 –b: Changed to PAM from PAW

Number 17 – b part 2: take out CIBC run for the cure. There's no point in giving examples.

Number 18 –a part 6: Capital S

#### **7.0 Article 9:**

Number 1 – a: Add "minimum"

Number 1 c- change to 25 dollars to be paid to the Speaker or UPS Secretary. The funds will be deposited into the UPS bank account and allocated as needed. Added if a meeting must be missed, a member should notify either the Speaker or Secretary at least 48 hours prior to the meeting

Did not notify secretary or speaker.

The Constitution is an outline. If something comes up, exceptions can be made

Number 3 –a: SPEP changed to APPE

Number 7 –a: SPEP changed to APPE

## 8.0 Article 10

Number 3bi: 2 newspaper editors and yearbook editors

Number 3ci: Pending vote of confidence by the local CAPSI council

Reason: they do not sit on UPS so its better for them to be approved.

Take away senior CAPSI rep, Senior Finance and UTUS Rep

This is to prevent having a senior rep in 4<sup>th</sup> in from being away the whole year

Number 4c: Given the technical nature of the job, can webmaster hold the same position for more than 1 year. Changing to single bielection instead of second bielection.

Number 4 c part 6 – Thinking of cutting down on class council:

Take out social, CAPSI, female and male athletics.

Do not get rid of monograph to take the workload off of the editors

Do not take away the webmaster bc it is a source of information. If we eliminate the role, we are eliminating the future years. It can remain empty but the position should still be available.

Bc there are limited applicants for webmaster, than we would have a rep/webmaster. There's a limited role for them. There will sill be 2 reps dealing with APPEs so they could just work as webmaster as well.

Not fair to combine bc some ppl are really good at a certain position and that's why they apply for those positions. And they might struggle at doing both.

1 faculty rep: No bc it's a lot of work. 1 Person would be doing all the liaison between the class and the rest of the faculty.

The president also deals with the faculty so the rep wouldn't be alone.

What's the problem with having 2 faculty reps and 1 webmaster? If there's no one that applies for webmaster we can just distribute it to the position

Better to have more positions to be safe. We don't know what's going on with APPEs right now, so its safer to have 2 faculty reps and 1 webmaster.

Next year, this can be changed.

Number 2 b – It is now 9 to 9. Nominations will still remain 3 business days.

## 9.0 Article 10 UPS Elections – Standard of Operating Procedures (SOP); Part C Procedural Outline of Elections (2. Nominations) – Carol & Stu

### Original constitutional text (From UPS Constitution 2013):

e. At the close of nominations for both UPS and Class Council election, there shall be a Candidates' Meeting, chaired by the respective CROs to discuss campaign procedures, deadlines, and review of respective roles of those positions.

### Proposed constitutional change:

e. At the close of nominations for both UPS and Class Council election, there shall be a Candidates' Meeting, chaired by the respective CROs to discuss campaign procedures, deadlines, and review of respective roles of those positions. During this meeting, candidates are not allowed to change the position they wish to run for. (Maybe, someone can word this differently.)

**Reason for proposed change:** When a candidate asks for the signatures of the 3 eligible voters, they are asking to be nominated for THAT position. When they change positions during the candidate's meeting after revealing who is running for what, it takes away the integrity of the nomination. In a way, the candidate is deceiving the eligible voters, who signed the nomination form for that candidate to run for another position. This occurred both during the first 1T6 and 1T7 class council elections in Sept. 2012 and Sept. 2013, respectively. It was a 1T7 candidate who brought it to our attention.

### Discussion:

- Bc its such a small number, its not a big deal.
- If ppl do not feel comfortable voting for that person in the new role, they can abstain
- They can just run in a new position in the bi-election
- Rather than not allowing to switch, you can switch to a position to one that's empty and remove a position on the nominated form
- Only if it is initially vacant then anyone can switch to it
- Candidates may only switch positions if the positions are vacant at the nomination meeting.
- A candidate may submit only 1 nomination with one selected position.

- To simplify everything, A candidate may only submit one nomination form for Council and not for a specific position.
- The nomination form will be included in the appendix
- Adding/Changing to: A candidate may only submit one nomination form for Council. The candidate must obtain 3 signatures from eligible voters to endorse them as a member of council. The candidate will specify which position they are running for.

## 10.0 Article 10

**Number 3 a:** a minimum of 3

**Number 3 d:** Adding: Speech times for UPS resident elect and Vice president will be a max of 5 minutes each, the remaining UPS general council speeches will be a max of 3 minutes each; all class council speeches will be a max of 1 minute each

Also adding same order

Number 3 de:

Number 3g5: Adding social media

Number 3h: Can only be posted to designated bulletin boards. Campaign material cannot be posted or adhered permanently or temporarily anywhere else. All candidates are responsible for the immediate clean-up and removal of any and all campaign material by the end of the campaign period.

Number 4a: adding the "close of campaigning"

Reason: we changed that speeches can happen any time during campaigning. Speeches are a form of campaigning so they should be able to do that any time during the campaign period

Number 6c: Added "UPS"

Number 6c11: "9AM" – see earlier and changing i.e. to e.g. and elections to voting

## 11.0 Appendix I

Part Ah: All members of UPS general council are expected to attend UPS and their respective class council events

Part b 1e: A UPS inter-class social in the first week of school,

In first year we had a bbq sponsored by loblaws that was open to all students. We also had a mixer with the 2<sup>nd</sup> year students, sponsored by another company. It hasn't happened since 2 years ago. Bc there hasn't been a welcome type event for all the classes, we should probably have something for everyone in the beginning of the year.

Loblaws sponsored a BBQ in phrosh week, would that remove it from phrosh? It would depend on whether or not Loblaws are willing to do it.

It can be something that goes into sponsorship package. They can sponsor it if they want to.

In the event it doesn't get sponsored, is UPS gonna just pay for it?

Deciding on wha the event is should be dependent on the president elect.

No to giving the job to social bc they have to do boat cruise and this gives president elect a chance to be inducted.

If we don't want to spend money on it, we can do something that's free

It should be written that the president elect come to the constitution meeting.

This is dependent on when the constitution meeting is

Part B 4b: Remove and give to Spaker.

Part B 5Af: Deleting bc it's a duplication of C

Part B he/she

Part B 7d: Change from PAW to PAM. Remove I – U of T Health Fair and ii - pharmacy information night. Add: Pharmacy Awareness month (PAM)

Part B 7c: Pharmacy Alumni Association – Have not heard from them at all. Delete

Part B 9e: delete IPHSA.

Part B 10: Delete PAW. Pharmacy Awareness subcommittee from committee.

Part B 10b: Change to November so that it follows academic year

Part B 14b: delete!

## 12.0 Appendix 1 to the Constitution - Rick

**Part B – Voting members of the general council, Section 13**

**Original constitutional text:**

Clause a, i: UPS council member information and pictures

Clause c (sentence 2): Each Fall, the Webmaster shall obtain current lists of enrolled students from the registrar's office and cross-reference this to the listserv

**Proposed constitutional change:**

- 1) a, i: UPS council member information and pictures, if applicable
- 2) c : deleting sentence 2
- 3) Addition of the clause, "The UPS webmaster shall serve as a member of the Sponsorship Liaison Committee, as outlined in Article 8, section 18"

**Reason for proposed change:**

- 1) It is not always feasible to obtain pictures of UPS members every year and there haven't been pictures of UPS at least for the last 2-3 years
- 2) This has not been done/approved by UPS Presidents for at least 2 years
- 3) This is one of the duties of the webmaster and it hasn't been documented in the constitution

**Discussion:**

- We do get pictures each year and its posted in the first issue of the monograph
- Proposed change 3: it should be done to make it more comprehensive. Make it point e under
- Listserv: ppl don't know what it means. Shouldn't we just add everyone on and then remove who doesn't want to be on the list

**13.0 Appendix II, Detailed Duties of Class President – Davin & Sugi**

**Original constitutional text (From UPS Constitution 2013):**

N/A (there is none)

**Proposed constitutional change:**

I would like to add another bullet point to the president's detailed duties as follows:

f.) The President shall perform all duties as outlined in the UPS hand-down report in discussion with other class council members.

**Reason for proposed change:** There is no clause that states the president is responsible for the specific duties as outlined in the UPS hand-down report. Although this may be intuitive, I think that it is necessary to make it explicit in the UPS constitution. Each class president should document in detail about all of their responsibilities, challenges they faced and processes undertaken to accomplish the outlined tasks during the year in the hand-down report. Not only will this provide the incoming class president with guidance, but since it will be explicitly stated in the UPS Constitution, it would hold them accountable.

**Discussion:**

- Everyone agrees!
- The way it is worded makes it sound like they have to follow what was done before
- It should say instead: Perform all duties with guidance from hand down report
- It's already in the constitution but its not clear enough. It didn't happen this year and they just want to make it more clear
- It should be under the president and vice president section
- Create a binder for each class, having subsection for each position.
- Add in appendix II under class president: The outgoing president shall create a hand-down report (to contain information as outlined in Appendix 3). This report shall be passed down to the in coming President to be used as a guide to performing yearly activities.

Peter Lam exists at 7:00 PM

**14.0 Appendix II**

Number 2b: removing!

**15.0 Article 4 and Appendix II, Part 5 – Karina & Peter**

**Original constitutional text (From UPS Constitution 2013):**

Class Council composition and duties

**Proposed constitutional change:**

Fourth year class council and their respective duties include:

- **President:** Same role as stated in the constitution, in addition to the responsibility of coordinating the sales of Therapeutic Choices textbook. In addition, organize events for the class if the class council decided to do so.
- **Vice-president:** Same role as stated in the constitution, including the coordination of sales of the pharmacy clothing sale, name tags sale, and the Pharmacy ring or jewels. In addition, organize events for the class if the class council decided to do so.
- **Secretary-treasurer:** Same role as stated in the constitution. In addition, they should also be involved in the grad formal financing as part of the grad formal committee.
- **2 Faculty reps:** 1 faculty rep and 1 faculty rep/webmaster. Duties as indicated in the constitution.
- **Grad formal reps, recruitment representative, residency representative:** Duties as indicated in the constitution. If possible, residency night and job fair should be planned on the weekend.

#### **Reason for proposed change:**

Due to APPE, we do not need certain class council members including:

- **Social Reps** – 4<sup>th</sup> year students will not be in school. If the class council decides to plan events for students who are in Toronto [for example], the president and/or vice president can take on this role.
- **Male and female athletic reps** – for the same reason as above
- **CAPSI representative** – depend on CAPSI events
- **Newspaper Representatives** – If 4<sup>th</sup> year students would like to submit articles [Eg. About their rotation], they can directly submit to the newspaper editors
- **Webmaster** – Due to the limited amount of class / faculty events that we have to attend, one of the faculty rep can be designated as a webmaster
- **Yearbook representative** – If 4<sup>th</sup> year would like to submit photos, they can send them directly to yearbook editors

#### **16.0 Article or Appendix #: N/A – New proposal to be added** – Karina & Peter

##### **Original constitutional text (From UPS Constitution 2013):**

N/A (there is none)

##### **Proposed constitutional change:**

I propose the addition of a section regarding the selling of materials across the classes by the class council, other than the traditional sales distributed during summer mail out [Eg. TC sales, clothing sale, name tag sale, etc.].

In the summer, we discussed that one class cannot sell products [s.a. the winter hat] to other classes. This agreement should be added into the constitution, however I propose that each class can submit an exemption, which can be reviewed and approved by the general council members.

##### **Reason for proposed change:**

The addition would clarify the condition of sales for class products. The proposed change would set boundaries to the sales, but also create some flexibility to sell products to other classes that may be interested in it without the consequence of losing profit.

##### **Discussion:**

- We discussed that last year. Individual class councils cannot sell clothing bc UPS does.
- 1T6s weren't allowed to sell hats to other classes.
- Isn't there a fundraising committee? As long as there's a direct overlap, they can.
- There is an internal fundraising committee that books a time slot
- The clothing sale in the beginning of the year is done 4<sup>th</sup> year to all Pharmacy students. When classes sell stuff, they are specific to the class or something that everyone wants
- So it should be allowed.
- Add in: Appendix 2, Article 1 – General Duties: Moved previous 11. And add "School wide clothing sales shall occur at the beginning of the semester, during which time Class Council cannot advertise or sell clothing until completion of said sale."
- Vice president section under Appendix 2, add point e: VP of the 4<sup>th</sup> year class shall be responsible fore coordinating school wide summer clothing and nametag sales.

#### **Changing from 4<sup>th</sup> year to 3<sup>rd</sup> year**

**Newspaper rep: 9, part v: for the compilation of the anti-calendar on third year courses prior to graduation**

**Final Motion:**

Be it resolved that the aforementioned revisions to the constitution and their intentions be applied to the constitution in its entirety to eliminate any contradictions between clauses; pending approval of the document in its entirety at the following UPS meeting.

Hazel Motions  
Aarti Seconds

E. Additional Business:

F. Motion to Adjourn:

Stu motions to adjourn  
Amir Seconds.  
Meeting Adjourned at 7:20 PM.