

**Minutes from Undergraduate Pharmacy Society  
January 19, 2016. 6:00PM, PB 850**

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Present: Joseph, Tiana, Shane, Alexandra, Hilary, Arpit, Halina, Annie, Vivian, Patricia, Phillip, Jonathan, Elise, Sandra, Yumna, Jeffrey, Aveline, Matthew, Anna, Ran, Janice, Areeba, Maria, Boyd, Puja, Becca, Erin, Alex, Sara, Steven, Valeria, Kenny Tan, David White

Regrets: Aarti, Lisa, Teegan, Jason

Absent: Veeral

- A. Call to Order (Speaker)
- B. Motion to begin – Janice motions to begin, Areeba seconds.
- C. Introduction of Guest(s): None
- D. Bulk of Agenda Items:

**1.0 Motions Previously Approved (non-voting)**

Presenter(s): Shane

1. Changing Faculty Advisor to Faculty Advisors in the Constitution, now that there are 2 of them.
2. Adding a Faculty Advisor to the Student Initiatives Evaluation Committee.
3. Update The Key: Removal of sections 7.6.2, 8.9.3 and the second last sentence from II.2.11.1. Addition of a sentence in I.2.2.5.1.

**2.0 Revision A: Clarifications (voting)**

Presenter(s): Shane

- A1 – Instead of using he/she for every position, use the position title to be more gender neutral
- A2 – Change Pharmacy Awareness Month to Pharmacists' Awareness Month
- A3 – Change Staff Advisor to Faculty Advisors
- A4 – Change honorary to honorary
- A5 – Change Finance Director to Finance Directors
- A6 – Change president to President and where the word "President" is used by itself, specify if this is the UPS President or Class President to avoid confusion.
- A7 – Change Vice-President to UPS Vice-President or Class Vice-President where applicable
- A8 – Change Secretary to Executive-Secretary where applicable
- A9 – Change OPA Student Rep to OPA Student Board Member
- A10 – Capitalize Curling Bonspiel and Tug-of-War in I.2.8.3
- A11 – Capitalize all bullet points under the UTSU Rep role in I.2.10
- A12 – Change Students' Union to UTSU to be consistent
- A13 – Capitalize all bullet points under the OPA Student Board Member role in I.3.5.7
- A14 – Change than to then in 9.10.3
- A15 – Use a consistent format in the listing of positions in 4.1.1, specifically 4.1.1.8, 4.1.1.12, 4.1.1.13
- A16 – Financial should be lowercase in 7.4.2
- A17 – Change Graduation Formal Representatives to Graduation Representatives as they do more than just plan the formal (also do grad photos, grad trip, grad gifts, etc.)
- A18 – Define the term in-camera as it's used throughout the constitution with no definition.

**The CRC moves to implement the amendments contained in Revision A into the Constitution.**

- **For: 17**
- **Against: 0**
- **Motion passes.**

### 3.0 Revision B: Minor Changes (voting)

Presenter(s): Shane

- B1 – Remove the word “Pharmacy” in 5.9 as it’s unnecessary and not mentioned anywhere else
- B2 – Remove 5.13 as it’s random and already understood that we deal with these types of things
- B3 – Remove Pharmacy Camping trip as one of the events listed in the Constitution for UPS points as we don’t do this.
- B4 – Remove 8.7.2.2 and Health Fair from VI.3 as no one knows what it is and we don’t participate in it.
- B5 – Remove Form Templates that have been replaced by the Clubs Form
- B6 – Add “unless otherwise specified in the role’s description” to 2.10
- B7 – Add how vote is shared between Class/Prez VP
- B8 – Clarify rules around adding or removing positions
- B9 – Clarify who sits on Faculty Council and how the position is chosen
- B10 – Cross out “conduct the same” and replace with “act” in 6.1
- B11 – Add *(In-Camera)* in 9.6
- B12 – Change PAC to UPS President and Vice-President in I.1.5 to be in line with other places in the Constitution
- B13 – Add exception for 4<sup>th</sup> Year Council members that can’t attend all meetings in 11.4
- B14 – Add UPS President and cross out PAC in 11.5 to remain consistent with other places in the Constitution
- B15 – Clarify length of meetings in Meeting Format and Speaker’s role in V.2.
- B16 – Update Cover Page of the Constitution from 2015 to 2016 and the Last Updated date on Page 3 to Jan 19, 2016

#### **The CRC moves to implement the amendments contained in Revision B into the Constitution.**

- **For: 17**
- **Against: 0**
- **Motion passes.**

### 4.0 Revision C: Finances (voting)

Presenter(s): Shane

- C1 – Add Vice-President as co-signer.
- C2 – Add information about who signs the audit in 7.4.1.
- C3 – Change financial statement to budget since an income statement won’t be ready before the end of the fiscal year in 7.4.3.  
Move part of the sentence to 7.4.1
- C4 – Clarify the dates and at what meeting the budget is approved in 7.5.2.
  - Comment: Change this to have submissions received to the Finance Directors two weeks before the budget meeting.
- C5 – Remove a segment from 7.5.3
- C6 – Clarify rules on graduating classes with left over funds in their bank in 7.6.3.
  - Comments:
    - Change date to September 1<sup>st</sup>
    - Add “sign a legally binding document that states this and must present a yearly transaction history to the Faculty Advisor and UPS Finance.”
    - Is July too soon? In case council wants to plan something else with the money in that account.
    - Legally binding contract should be signed by the 4<sup>th</sup> year secretary.
    - Should we have a Finance Director or Faculty Advisor sign off on the account as well?
    - This should be required for every class council and CAPSI to submit annual transaction records?
- C7 – Remove 7.7.1 as this doesn’t really happen.
- C8 – Remove 7.7.4

#### **The CRC moves to implement the amendments contained in Revision C into the Constitution.**

- **For: 17**
- **Against: 0**
- **Motion passes.**

## 5.0 **Revision D: Individual Voting Items (voting)**

Presenter(s): Shane

### **D1 - Make the process for removal from office more consistent and thorough, but also quicker. Rewrite Article 14.**

- D1.1 - Specify grounds for removal.
- D1.2 – Beginning the removal process.
  - Add “The General Council or Class Council will meet within a week of this recommendation to vote on the removal of the member.”
- D1.3 – Honours Committee Meeting
- D1.4 – Actions to be taken

### **The CRC moves to implement the amendments contained in Revision D1 into the Constitution.**

- **For: 17**
- **Against: 0**
- **Motion passes.**

### **D2 - Update the process on how SIF funding works to reflect the changes in the new Clubs Form.**

- D2.1 – Update the name of the Committee
- D2.2 – Update application process and deadlines
- D2.3 – Take out the club speeches, add a timeline
- D2.4 – Remove specific values, evaluate at budget meeting
- D2.5 – Clarify the type of support that UPS provides clubs.

### **The CRC moves to implement the amendments contained in Revision D2 into the Constitution.**

- **For: 17**
- **Against: 0**
- **Motion passes.**

### **D3 - Update events that aren't currently listed and clarify club points and awards.**

- D3.1 – Update clubs execs to get points per semester
- D3.2 – Update PPC Points as previously approved
- D3.3 – Add Student of the Month
- D3.4 – Add Canada's Next Top Pharmacist
- D3.5 – Add Conferences
  - Comments:
    - OPA Conference is 3 days so should get 3 points
    - Remove Pharmacy U conference
- D3.6 – Add OPA Cup
- D3.7 – Update awards

### **The CRC moves to implement the amendments contained in Revision D3 into the Constitution.**

- **For: 17**
- **Against: 0**
- **Motion passes.**

**6.0 Revision E: Composition of UPS General Council and Class Council (voting)**

Presenter(s): Shane

**E1.1 Restructure UPS Athletics Directors from Male, Female, Co-Ed positions to Jr. Sr. positions.**

- Comments:

- Proposing Jr. and Sr. instead of male and female
- Better because there are a lot of UPS specific events that are hard to coordinate if we don't have anyone who has been in the role before.

**The CRC moves to restructure the UPS Athletics Directors from Male, Female, Co-Ed positions to Jr. Sr. positions.**

- **For: 16**
- **Against: 0**
- **Motion passes.**

**E1.2 Restructure Class Athletics Representatives from Male and Female positions to 1 Athletic Representative position.**

- Comments:

- Opportunity for people to get involved, limiting to 1 position (work can be done with one position) but we want more people to get involved with school
- Male/female: there are differences in gender, especially in terms of athletics, people may feel more comfortable talking with their own gender
- However, on the 1T8 council, there is a male as a female athletic rep and female with the male athletic position
- One position is enough
- There are lots of other ways to get involved.

**The CRC moves to restructure the UPS Athletics Directors from Male, Female, Co-Ed positions to Jr. Sr. positions.**

- **For: 11**
- **Against: 0**
- **Motion passes.**

**E2 Merge the role of Social Director into Events Director.**

- Comments:

- Makes sense to merge the roles, evens out the roles nicely.
- If semi-formal gets moved to first semester, there might be a timeline problem.
- Might be too much work for two people.
- Use committee with class social reps. Any UPS council member can go to their Class Council equivalent for assistance with events.
- Let Events Directors decide if Semi-Formal should be in first and second semester.
- The discussion was cut short due to time constraints, so we agreed to vote on this for now and then revisit later if necessary.

**The CRC moves to merge the role of the Social Director into the Events Director position.**

- **For: 6**
- **Against: 7**
- **Motion does not pass.**

**E3 Revert the role of IPSF to the way it was before, where they sit on Local CAPSI and have their vote of confidence through CAPSI.**

- Comments:
  - o We have a significant amount of finance from the UPS for the student exchange program. IPSF has been changing the past couple years thanks to the UPS. Easier to get support if they sit on the UPS council. Additionally, it is easier and more accessible to work with CAPSI this way.
  - o Funding and support will remain if they are on UPS or not.
  - o It is hard to monitor so many positions for the President and VP.

**The CRC moves to reverse the role of IPSF to the way it was before where they only sit on Local CAPSI as opposed to UPS General Council because their role is more in line with IPSF/CAPSI and they don't have specific UPS roles.**

- o **For: 9**
- o **Against: 1**
- o **Motion passes.**

**E4 Approve the addition of the Marketing Director position on UPS General Council.**

- Comments:
  - o It can be done by one person, especially if we open up access to the Facebook and Instagram account – barrier that's not as efficient, what they really should be doing is designing photos.
  - o Marketing directors should focus on the banners, videography and graphic design aspect.
  - o Facebook account should have open access to all UPS members.
  - o In the future, clubs might also want to use Marketing Directors for help with their clubs, so 2 positions is probably necessary. As well, the Marketing Directors will be used a lot for PAM and which hasn't yet.

**The CRC moves to approve the addition of the 2 Marketing Directors as a position on UPS General Council.**

- o **For: 16**
- o **Against: 0**
- o **Motion passes.**

**E5 Remove the 4<sup>th</sup> year Class Pharmakon Rep as a position**

**The CRC moves to approve the removal of the 4<sup>th</sup> year Class Pharmakon Rep from Class Council.**

- o **For: 17**
- o **Against: 0**
- o **Motion passes.**

**7.0 Revision F: Roles of Council Members (voting)**

Presenter(s): Shane

**F1 – Add specific duties to Class Council (Video, Bake Sale, and Grad Committee in section II.I)**

**F2 – Remove sentence about signing a document in I.1.1**

**F3 – Remove the position report on the agenda in I.1.3**

**F4 – Make the following updates to the UPS President role**

- I.2.1.2 The President shall act as an ~~ex-officio~~ official member to all UPS committees.

- I.2.1.6 The President shall organize a UPS inter-class social in the first week of school, as well as a Holiday social before the Fall term ends.

- I.2.1.7 The President shall serve as a member of the Constitutional Review Committee, as outlined in Article 8.10

- I.2.1.9 ~~The President shall be responsible for maintaining communication with the National Collective of Pharmacy Student Representatives (NCPSR) from all faculties of Pharmacy in Canada. Duties shall include monthly discourses with representatives of the other faculties regarding student council, advocacy and regulatory concerns. As well~~ The President will be responsible for attending, or sending representative to, an annual meeting to be held during PDW. The host university president shall organize the meeting time and place.

- I.2.1.10 ~~The President shall be responsible for coordinating UPS seminars. The President may delegate this responsibility at his/her discretion.~~
- I.2.1.13 The UPS President shall have signing authority on all UPS financial accounts.
- I.2.1.14 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 1<sup>st</sup> month of the Fall and Winter terms.

#### **F5 – UPS VP Role**

- I.2.2.1 ~~The duties of the Vice President will begin at the turnover meeting, subject to a vote of confidence by the General Council.~~
- I.2.2.3 The 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 Vice-Class President (~~Orientation Director~~) to coordinate this event.
- I.2.2.6 The Vice-President shall serve as a member of the External Affairs Committee, as outlined in Article 8.9, the Constitutional Review Committee, as outlined in Article 8.10, ~~and~~ the Finance Committee, as outlined in Article 8.4, the Points and Awards Committee, as outlined in Article 8.5 and the Honour Committee, as outlined in Article 8.3.
- I.2.2.9 The UPS Vice-President shall have signing authority on all UPS financial accounts.

#### **F6 – Senior Finance Director Role**

- 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.

#### **F7 – Junior Finance Director Role**

- I.2.4.4 The Junior Finance Director shall have signing authority on all UPS financial accounts.

#### **F8 – Executive Secretary Role**

- I.2.5.4 ~~The Secretary shall be responsible for filing copies of the following with the office of the Dean of the Faculty of Pharmacy:~~
  - ~~o I.2.5.4.1 Minutes of General Council meetings~~
  - ~~o I.2.5.4.2 The annual Auditor's Report~~
  - ~~o I.2.5.4.3 The annual Budgets~~
- I.2.5.5 ~~The Secretary must also ensure that a current copy of the UPS Constitution is on file with and all amendments thereof are sent to the office of the Dean of Pharmacy, as well as the office of the Vice-President (Internal Affairs), University of Toronto.~~
- Split the sub points under I.2.5.6 into separate points.
- I.2.5.6.1 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.2.5.6.3 Maintain adequate supplies of UPS stationery and envelopes as required, as well as other office supplies such as printing paper, pens, staplers, etc.
- I.2.5.6.5 ~~Maintain the UPS answering machine, and should endeavour to relay all messages to appropriate General Council members.~~
- I.2.5.6.7 Secretary is to 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 Secretary shall have spare keys for the UPS Meeting Room, Office and Storage Room.
- I.2.5.6.8 The Executive Secretary shall be responsible for the maintenance of class lockers and should keep spare keys for the Class Council lockers.
- I.2.5.6.4 [Keep the UPS office and Meeting Room tidy, including emptying recycling containers.] – Move to General Council duty I.1.9
- I.2.5.7 He/she shall be a member of the Social Committee, as outlined in Article 8.11, ~~and~~ of the Events Committee, as outlined in Article 8.7 and the Constitutional Review Committee, as outlined in Article 8.10.
- I.2.5.11 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, however UPS General Council, Class Council and UPS Committees will have priority over timeslots.
- I.2.5.10 *Clubs*
  - o I.2.5.10 The Executive Secretary shall maintain the Clubs Form, including the following tasks
  - o I.2.5.10.1 Processing any points requests that have been submitted within a week.
  - o I.2.5.10.2 Ensuring new club applications have filled out the required information within a week of submission. New club applications should be printed and kept in the Secretary transition binder, as well as being forwarded to the UPS Webmaster to be added to the UPS Website.

- I.2.5.10.3 Forwarding any special points requests to the Points and Awards Committee.
- I.2.5.10.4 Forwarding any SIF submissions or reimbursement requests to the UPS Vice President.
- I.2.5.10.2 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, point submissions, 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.

- Comment: UPS meeting room should be on a first come first serve basis

#### **F9 – Athletics Role**

- The Athletics Directors 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.2.8.3 They shall also be responsible for organizing faculty-wide athletic events such as the annual curling bonspiel, ~~and~~ the annual tug-of-war and the annual dodgeball tournament. They shall strive to develop new events, time and money permitting.
- If the Jr/Sr transition passed, divide the roles as follows:
  - *Sr. Athletics: OPA Cup, Chair the Athletics Committee, T shirt sales, manage/upgrade athletics inventory.*
  - *Jr. Athletics: Intramural team management (sign up, rosters, points), UPS Cup Events (Tug of War, Bonspiel, Dodgeball).*

#### **F10 – Events Directors**

- I.2.9.1 [The Events Directors are responsible for the dispersion of any knowledge related to the promotion of events or socials, which have been approved by the General Council or Class Councils. The goal of this position is to promote the wellbeing of the Society in any of its diverse activities by proper dissemination of knowledge concerning the same.] – Move to Marketing
- If the motion to merge Events and Social passes, add Boat Cruise and Semi Formal to Events role and move PAM to CAPSI.

#### **F11 – UTSU Rep**

- I.2.10.1.6 act as a resource for pharmacy students with regard to UTSU events (i.e. UTSU's Got You), activities (ISIC Cards), services (Member benefits, health insurance, etc.) ~~and~~ funding and other support (clubs printing, registering as a UTSU club, coffee urn rental).

#### **F12 – Senior External Affairs Directors**

- I.2.11.4 Keep a database of up-to-date contact information for ~~pharmacy companies~~ potential/past donors.
- ~~— I.2.11.6 Strive to submit an article to the Monograph per issue with the help of the Junior External Affairs Director.~~
- I.2.11.10 Responsible for organizing and determining who should receive OPA Conference subsidies within 1 month of these conferences occurring and coordinating with Finance Directors to issue these cheques

#### **F13 – Junior External Affairs Director**

- ~~— I.2.12.5 Strive to submit an article to the Monograph per issue.~~

#### **F14 – Senior IPSF Representative**

- I.2.13.1.1 Promote 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.
- I.2.13.2 The Senior IPSF Representative shall organize and promote the ~~local~~ national IPSF health campaigns and initiatives at a local level.

#### **F15 – Pharmakon Editors**

- I.2.15.8 The Pharmakon Editors shall be responsible for collecting money and distribution of Pharmakon.
- I.2.15.9 Proceeds from Santa Photos will go towards the Pharmakon account with the purpose of helping maintain their own equipment.

#### **F16 – Monograph Editors**

- I.2.16.2 The Monograph Editors are also responsible for coordinating distribution of The Monograph to all classes and may request Class Monograph Reps to aid with this.
- I.2.16.3 The Monograph Editors may choose to find additional Staff Writers to write articles for The Monograph.

#### **F17 – Social Director**

- If the Social Director role is not merged into Events, make the following changes:
  - ~~I.2.17.2.3 Pharmacy Pubs/Clubs~~
  - ~~I.2.17.2.4 Any other faculty wide social events~~
- I.2.17.2.5 [UPS station at Science Rendezvous in May] – Move to Marketing

#### **F18 – Webmaster**

- ~~I.2.18.1.3 Calendar of events~~
- I.2.18.1.5 Athletic Teams, Captains and Group contact info.
- I.2.18.1.6 List of UPS approved clubs, with contact info for the leader and links to the Club's website or group.
- I.2.18.3.2 troubleshoot problems that arise during points entry

#### **F19 – President-elect**

- I.3.1.3 The President-elect along with the Vice-President-elect will select the new Faculty Advisors according to Article 4.3, prior to the Turnover Meeting.
- I.3.1.4 The President-elect along with the Vice-President-elect will select the new Speaker according to Article 10.2.3.4.4, preferably using the application template in Appendix X.2.5, prior to the Turnover Meeting.

#### **F20 – Vice-President-elect**

- I.3.2.3 The Vice-President-elect along with the President-elect will select the new Faculty Advisors according to Article 4.3, prior to the Turnover Meeting.
- I.3.2.4 The Vice-President-elect along with the President-elect will select the new Speaker according to Article 10.2.3.4.4, preferably using the application template in Appendix X.2.5, prior to the Turnover Meeting.

#### **F21 – Speaker**

- ~~I.3.6.4 The Speaker must chair the first meeting of the succeeding Council.~~

#### **F22 – Senior CAPSI Rep**

- I.2.6.1.9 ~~Canada~~ Toronto's Next Top Pharmacist (formerly Mr. Pharmacy)

#### **F24 – OPA Student Board Member**

- I.3.5.11 The OPA Student Board Member shall Chair the OPA Cup Committee as outlined in Article 8.X
- ~~I.3.5.8 They shall examine and evaluate all provincial pharmacy related issues presented in the media, pharmacy associations and government agencies.~~

#### **F25 – Class President**

- ~~II.2.1.10 The President of the First, Second and Third year classes will be responsible for organizing a performance or skit at the annual pharmacy talent show (Phollies), along with Class Council.~~
- II.2.1.11 The President of the First year class 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 President of the Third year class 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.

#### **F26 – Class Vice President**

- II.2.2.6 The Vice-President of the Fourth year class shall be responsible for coordinating a school-wide summer clothing, ~~and~~ nametag sales and Padfolio sales.

#### **F27 – Class Secretary-Treasurer**

- II.2.3.2 He/she shall be responsible for the handling of all financial transactions of the class and ~~may open a bank account separate from the UPS General Council account~~ 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.2.3.5 The First, Second and Third year Class Secretary-Treasurer is a member of the Events Committee, as outlined in Article 8.7 and will accept duties as designated by the Events Director.
- II.2.3.6 The First year Class Secretary-Treasurer shall also have the following specific responsibilities:
  - II.2.3.6.1 *Opening a separate bank account on behalf of the Class in conjunction with the Class President by the end of October in First Year.*



- II.2.3.6.2 Getting in contact with the UPS Finance Directors to receive a \$250 start-up cheque.
- II.2.3.6.3 Acting as the Secretary on the Pharmacy Awareness Month Committee, as outlined in Article 8.14, and serving as a member on the Community Outreach Committee, as outlined in Article 8.16
- II.2.4.7 The Second year Class Secretary-Treasurer will serve as a member on the Pharmacy Awareness Month Committee as outlined in Article 8.14 and will serve as the Secretary on the Community Outreach Committee, as outlined in Article 8.16.
- II.2.4.8 The Third year Class Secretary-Treasurer will serve as the Secretary on the Finance Committee, as per Article 8.4, as a member on the Pharmacy Awareness Month Committee as outlined in Article 8.14 and as a member on the Community Outreach Committee as outlined in Article 8.16.
- II.2.4.9 The Fourth year Class Secretary-Treasurer will be responsible for closing the Class bank account by June 30<sup>th</sup> of the graduating year and returning any unused funds to the UPS, as per the contract signed by the Fourth year Class Secretary-Treasurer and Fourth year Class President at the Turnover Meeting.
- Comment: Add “All Class Secretary-Treasurers are responsible for submitting a budget or financial statement to the UPS finance Directors and UPS Staff Advisor at the Turnover meeting.”

## **F28 – Faculty Rep**

- ~~II.2.7.1 Each Faculty Representative shall sit on one of the Faculty Council Committees, as decided upon by the Faculty Registrar during the summer months.~~

## **F29 – Graduation Reps**

### II.2.11 Graduation Representatives (2)

- II.2.11.1 This position shall be elected with the third year class council to a two year term.
- ~~II.2.11.2 He/she shall recruit class members to form a committee to help with the above task. He/she shall be responsible for liaising with the University wide GRADitude Campaign. He/she shall request ideas from the class for gift donations as well as collect pledges from class members. In his/her fourth year, upon the request of the UPS Vice President, he/she may be called upon to help with the production of the Key. They shall also help their class Vice President in fundraising initiatives.~~
- II.2.11.2 The Graduation Reps will Co-Chair the Grad Committee. The Third year Class President and Class Vice-President will have an honorary position on the Grad Committee during third year. Similarly, during fourth year, the Fourth year Class President and 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:
  - o 11.2.11.2.1 Organizing the Grad Formal
  - o 11.2.11.2.2 Booking Grad Photos
  - o 11.2.11.2.3 Planning the Grad Trip if there is sufficient interest
  - o 11.2.11.2.4 Determining an appropriate Grad Gift
  - o 11.2.11.2.5 Leading other fundraising initiatives as necessary

## **F30 – Residency Rep**

### II.2.11.2 Residency Representative

- ~~He/she shall coordinate the dissemination of information regarding Industrial, Community and Hospital Residencies to members of the fourth year class, in conjunction with the Ontario Pharmacy Residents’ Association (OPRA). He/she is responsible for organizing a Residency Night/Open House as well as publicizing specific site Open Houses.~~

### 11.2.12 Residency Representative

- 11.2.12.1 This position is only elected to the 4<sup>th</sup> Year Council, with the elections for this position to be held concurrently with the UPS President and UPS Vice President elections in January.
- 11.2.12.2 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.
- 11.2.12.3 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.
- 11.2.12.4 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.
- 11.2.12.5 The Residency Rep shall disseminate key dates and application deadlines for Industrial and Hospital Pharmacy Residency programs to their Class.

### **F31 – Recruitment Rep**

- He/she shall be responsible for: (i) coordinating a job fair in 4th year to promote career exploration and raise money for the grad fund and; (ii) assisting the president with 4th year recruitment events and activities, and assisting in liaising with employers.

#### **11.2.13 Recruitment Rep**

- 11.2.13.1 This position is only elected to the 4<sup>th</sup> Year Council.
- 11.2.13.2 The Recruitment Rep shall coordinate the Career Fair to promote career exploration and facilitate networking opportunities.
- 11.2.13.3 The Recruitment Rep shall coordinate the Drug Fair to encourage students to become familiar with new drug products and their features.
- 11.2.13.4 The Recruitment Rep shall generate funds through selling booths at these events to be put towards the class Grad Fund.
- 11.2.13.5 The Recruitment Rep may develop a website or promotional material (poster, package) to promote these events.
- 11.2.13.6 The Recruitment Rep may ask the Grad Committee for assistance with these fundraising events.

### **The CRC moves to implement the amendments contained in Revision F into the Constitution.**

- o **For: 17**
- o **Against: 0**
- o **Motion passes.**

## **8.0 Revision G - Committees**

Presenter(s): Shane

### **G1 – Change Committee Definitions to Committee Logistics**

### **G2 – Add Monograph Committee, similar to Pharmakon Committee in 8.2.3**

### **G3 – Update Finance Committee**

- **8.4.1 The Finance Committee shall be composed of the following 5 6 members:**
- 8.4.1.1 Senior Finance Director (Chair)
- 8.4.1.2 ~~3rd Year Secretary Treasurer~~ 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 Staff Advisor

### **G4 – Points and Awards Committee**

- 8.5.2 The ~~Committee~~ Executive Secretary is responsible for keeping records of the students' points and may ask the Committee to ensure points submission from each respective class for Class Council members and activities. ~~is responsible for organization of the Awards Reception.~~
- 8.5.3 The UPS Vice-President will organize the Awards Reception and may ask the Points and Awards Committee to aid with this.

### **G5 – Remove Athletics Committee**

### **G6 – OPA Cup Committee**

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

- OPA Student Board Member (Chair)
- 1st, 2nd and 3rd Year OPA Class Reps (One as Secretary) [3]
- UPS President
- UPS Vice-President
- External Affairs Directors [2]
- Athletics Directors [2-3]

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

8.6.2 *The Committee shall oversee the activities of the Pre-Game pep rally.*

### **G7 – Remove Events Committee**

### **G8 – Restructure Internal Fundraising Committee to Charity Week Committee**

- 8.8.4 Each Class Vice-President is responsible for planning specific Charity Week Events, ~~preferably on their day only~~. Funds raised from class events hosted outside of their specific day will not count towards the Dr. Kennedy Charity Award as per 8.8.5.
- 8.8.5 The Dr. Kennedy Charity Award will be awarded to the Class raising the most for Charity. Note that the Professor Auction and any events spanning over more than a day or events that occur outside of a class' specified day will not count towards the Award.

### **G10 – Remove Social Committee**

### **G11 – Pharmacist Awareness Month Committee**

- Update the members on this Committee to reflect PAM activities

### ~~**G12 – Remove Community Outreach Committee**~~

- Comment: The UPS President will be added to all committees (already on all committees ex-officio, change to official).

### **The CRC moves to implement the amendments contained in Revision G into the Constitution.**

- o **For: 16**
- o **Against: 0**
- o **Motion passes.**

## **9.0 Revision H – Election Procedures (Voting)**

Presenter(s): Shane on behalf of CRC

### **H1 – Add a section to Article 10 UPS Elections that describes online voting as all current rules are based on a paper system and ballot boxes**

#### **H2 – Submitting nomination ballots**

10.3.3.1 A candidate ~~may~~ should only submit one nomination form in an election ~~for Council~~. If multiple nominations are submitted, only the most recent nomination will be accepted. The candidate must obtain 3 signatures from eligible voters to endorse them as a member of Council. The candidate must specify which position they are running for.

#### **H3 – Application based positions**

10.2.3.4.2 Candidates for Pharmacy Monograph Editor(s), Pharmakon Editor(s), Webmaster and ~~UTSU Representative~~ positions must present their ~~resumes~~ applications to the Outgoing Council member holding that position. The Outgoing Council member may interview potential candidates before making a recommendation to the General Council. Applications must be submitted independently and not as a team.

*10.2.3.4.2.1 The Monograph Editor application can be found in Appendix X.2.4*

*10.2.3.4.2.2 The Pharmakon Editor application can be found in Appendix X.2.3*

*10.2.3.4.2.3 The Webmaster application can be found in Appendix X.2.1*

#### **H4 – Remove duplicate sentence**

10.2.3.4.3 Vote of Confidence for acclaimed positions and vote of two-thirds (2/3) majority shall take place in the same meeting if possible.

#### **H5 – Clarify grounds for disqualification as they currently don't exist**

10.3.4.19 Grounds for disqualification shall include:

*10.3.4.19.1 Not attending the Candidates' Meeting without prior notice of your absence.*

*10.3.4.19.2 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.*

*10.3.4.19.3 Exceeding the poster limit, size regulations or purposely covering another candidate's poster.*

*10.3.4.19.4 Making an illegal in class announcement.*

*10.3.4.19.5 Exceeding the \$20 budget*

#### **H6 – Selecting the Speaker**

10.2.3.4.4 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.2.5.

#### **H7 – Clarify which positions are specifically on 4<sup>th</sup> year Council**

10.2.4.1.10 Graduation Formal Representatives (elected in 3<sup>rd</sup> year to a 2 year term) (2)

10.2.4.1.11 Residency Representative (elected only to 4<sup>th</sup> year Council)

10.2.4.1.12 Recruitment Representative (elected only to 4<sup>th</sup> year Council)

#### **H8 – Update positions not elected to 4<sup>th</sup> year Council**

10.2.4.3.6 The following positions will NOT be elected to 4th year Class Council: Social, CAPSI, and Male & Female Athletics, and Pharmakon Representatives.

#### **H9 – Change Election Committee to CRO**

10.3.4.13 In the event that items arise that are not covered in the Election SOP with regards to campaign literature, the ~~Election Committee~~ CROs shall make a ruling.

#### **H10 – Change nomination meeting to Candidates' Meeting**

10.3.3.5 Candidates failing to attend the Candidates' Meeting will be disqualified. Candidates may only switch positions at the ~~nomination~~ Candidates' meeting IF that position is vacant at the meeting.

#### **H11 – Update rules about posters**

10.3.4.11 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 ~~and receipts have to be submitted for them to the CROs.~~

#### **H12 – Length of nomination period should be consistent**

10.3.3.3 UPS General Council and Class Council Nominations shall span at least 3 business days, where possible 5 business days. ~~Class Council nominations shall span at least 2 business days.~~

#### **H13 – Add receipts as a requirement and clarify "goods and services"**

10.3.4.17 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. Goods ~~and services rendered free or at a discount shall be offered to you by other third parties will be included at their full market value in determining the total value.~~ Services volunteered by students shall not be included.

#### **H14 – Remove a sentence from 10.3.5.7**

10.3.5.7 There will only be a single voting station in the Pharmacy Building, located in the atrium or voting will take place online, ~~as per U of T Student Life voting rules.~~

#### **H15 – Rules about graduating class voting**

10.3.5.9 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 assumes power.

#### **H16 – UPS President to be present during vote counting**

10.3.6.5 Class Election Ballots will be counted by the Class President, Vice-President, and Class ~~Election Committee~~ CRO and UPS President. If there is a conflict of interest, another Class Council member appointed by the CRO will count the ballots.

#### **H17 – Fall by-elections**

10.3.7.3 Incoming first year students are not entitled to be nominated in any UPS by-election which may occur in September (with the exception of the UTSU representative as per the UTSU constitution which allows all members of UTSU to run in Fall elections), but are entitled to vote in a by-election.

### H18 – CROs

10.4.3.1 The Chief Returning Officer (CRO) is a ~~Junior~~ General Council member entrusted with the task of ensuring that Elections are conducted in a manner that satisfies all requirements listed in this SOP. He/she serves as an unbiased and impartial entity and must behave as such. As an impartial entity with respect to elections, the CRO must not vote.

### H19 – Election Committee

Change Election Committee to CROs in 10.5 and all sub sections.

10.5.3 ~~Election Committee~~ 2 CROs shall be appointed from members of the General Council by the UPS President who are not running for a position on the General Council.

10.5.4 2 CROs shall be appointed from members of the Class Council by the Class President who are not running for a position on the Class Council, with the UPS President serving as an ex-officio CRO.

- Add: The Faculty Registrar shall have oversight over the voting process.

### H20 – Adding a “No” option to ballots

10.6.2 Every ballot must have an option displayed to abstain and vote no per position. In contested races, if the no votes are greater than or equal to 1/3<sup>rd</sup> of the total votes, this shall indicate a significant lack of confidence in the candidates and the position will be reopened to by-election.

- Comments:
  - Will this confuse people?
  - You will only have the number of votes for the number of positions that you are running for
  - A “No” implies you disagree with the candidate

#### Shane motions to table item H20, Areeba seconds.

- For: 16
- Against: 0
- Motion passes.

#### Motion: The CRC moves to implement the amendments contained in Revision H into the constitution (except item H20).

- For: 16
- Against: 0
- Motion passes.

E. Additional Business:

#### Events Director Position

- Feels there should be 3 directors and remove Social Rep – three events will be too much work for those people
- Pick one of the major events two coordinate with the three positions?
- Everyone agrees to merge
- Would they all share one vote? Yes
- Events committee is a really good idea

#### Areeba motions to remove the Social Director position and add a 3<sup>rd</sup> Events Directors, Valeria seconds.

- For: 7
- Against: 5
- Motion does not pass (requires 2/3rds to pass since on the spot amendment without prior notice)

#### Tiana motions to merge the role of Social Director position to the Event Directors, Alexandra seconds (original motion).

- For: 7
- Against: 6
- Motion passes.

F. Setting of next meeting date (tentative): n/a

G. Motion to Adjourn:

- Janice motions, Erin seconds.
- Meeting adjourned at 8:51 pm.