

# **Constitution for The University of Saskatchewan (UofS) American Association of Pharmaceutical Scientists (AAPS) Student Chapter**

## **1. Name**

- 1.1. The official name of the club shall be “University of Saskatchewan American Association of Pharmaceutical Scientists Chapter or University of Saskatchewan American Association of Pharmaceutical Scientists Student Chapter or University of Saskatchewan AAPS Student Chapter or University of Saskatchewan AAPS Chapter or U of S AAPS Chapter or U of S AAPS Student Chapter”. No other name shall be used in the advertisement or representation of the club.

## **2. Purpose of the Club**

- 2.1. Create a diverse, inclusive, welcoming, coherent, social and scientific community that serve the needs and interests of graduate (primarily) and undergraduate students related to the broad field of Pharmaceutical Sciences that are studying in pharmacy, chemistry, biomedical science, biotechnology, engineering, medicine, public health, and other science and science policy related fields at the University of Saskatchewan. This student chapter ideally connects students and postdoctoral fellows as well as other science/lab personnel from different pharmaceutical backgrounds to the larger community involved in pharmaceutical discovery, development and manufacturing.
- 2.2. Help student members share knowledge with peers and mentors from a wide variety of field of studies such as toxicology, pharmacology, biotechnology, medicinal chemistry, analytical chemistry, natural products, bioinformatics, computation biology, drug design, pharmacokinetics, clinical outcomes, regulatory guidelines and aspects, and drug discovery and development.
- 2.3. Launch a platform where our multidisciplinary expertise can advocate, promote, meet, nourish and grow. This is best achieved through the integration of different interactive learning environments that will not only help students to grow professionally but will also allow them to develop other communication, career and leadership skills. Workshops, seminars, talks, conferences, mentoring sessions, webinars, and discussion groups on career opportunities and current advancements in pharmaceutical sciences are organized, promoted, and sponsored. The participation and engagement in such opportunities are often encouraged. Speakers from industry, academia and government are invited to talk to trainees about career options and how to effectively search for jobs in the relevant field.

### **2.4. Programs**

The Student Chapter shall sponsor educational and professional programs annually which further and serve the purposes of the AAPS set forth above, and shall use its best efforts to ensure that such programs are of the highest quality with respect to program content, materials, and logistical preparation. The Student Chapter shall send to AAPS at least annually, a schedule of upcoming meetings, conferences, and seminars, as well as copies of newsletters, minutes, press releases, and other materials describing Student Chapter activities. All such activities and publications, including any uses of the AAPS name, logo, or copyrights, are subject to prior review and approval by AAPS.

### **3. Membership**

3.1. Membership is open to anyone.

3.2. Only student members enrolled in the University of Saskatchewan are eligible to hold voting privileges and executive positions in the organization.

3.3. Associate non-voting members shall be allowed.

3.4. Other notes

The chapter encourages all Student Chapter members to be AAPS members, however, at least 10 members (AAPS paid trainee membership; including the four elected officers, as well as the Faculty Advisor) in good standing of AAPS are required before the Student Chapter may be formed. The Student Chapter shall also elect a Faculty Representative (s), who must also be a member of AAPS, to serve on the Chapter's Executive Committee. All individuals shall apply for membership through the AAPS national office. All AAPS members of the Student Chapter in good standing shall be eligible to vote.

### **4. Executive**

4.1. The Executive Committee shall consist of:

- a) Chair
- b) Chair Elect
- c) Vice Chair
- d) Secretary
- e) Treasurer
- f) Design & Media Officer
- g) Past-Chair (part-time basis)
- h) Faculty Advisor(s)

### **5. Duties of the Executive**

5.1. Chair

The Chair shall represent or appoint a representative of the Student Chapter at AAPS meetings; direct the Student Chapter and preside at its meetings; appoint committee members and Committee Chairs as necessary.

5.2. Chair elect

The Chair-Elect shall act as Chair in the absence of the Chair or as necessary

5.3. Vice chair

The Vice Chair shall act as Chair if necessary.

5.4. Secretary/Treasurer

The Secretary/Treasurer shall correspond with the Student Chapter members; record minutes and other actions of the Student Chapter; maintain records, minutes, documents, finances, mailings, program or meeting materials, and all other significant information related to the Student Chapter and ensure that updated material is shared with AAPS in a timely manner; coordinate communications regarding elections; and maintain financial records in association with the Chair-elect. This position can be split into two if needed.

5.5. Faculty Advisor

## *UofS AAPS Chapter, Saskatoon, SK, Canada*

The Faculty Advisor shall provide insight and guidance that assists the student chapter in furthering its purpose and enhancing the meaningfulness of organization membership. As a general rule, the advisor should counsel the organization regarding their responsibilities, be familiar with the organization's programs and be familiar with College policies and procedures.

The Faculty Advisor will serve on the Chapter's Executive Committee for a term of 3 years, with the possibility of one 3-year term extension if approved by the student chapter members and AAPS. Any exemptions to this term length must be approved by AAPS.

Specific written duties or expectations of an advisor shall be mutually agreed upon by the advisor and the student organization. Guidelines of what an advisor's role might include:

- Assist the student organization in setting goals and objectives.
- Assist in other responsibilities mutually agreed upon between the advisor and the student organization.
- Provide constructive feedback.
- Provide continuity for the student organization by assisting with the transition of officers.
- Be reasonably informed of the purpose and activities of the student organization.
- Accompany and/or assist, as needed, organization officers in their dealings with the student chapter, AAPS or the outside public on behalf of the organization.
- Assist the student organization in complying with this policy, on registered student organizations, the Code of Student Rights, Responsibilities, and Conduct, and other written College policies and procedures.
- Be reasonably informed of the student organization's financial matters.
- Be available to the organization's officers and members for consultation.

5.6. Design and Media Officer (Secondary executive member: not included in the AAPS operating guide lines, but included in the U of S-AAPS operating guidelines)

This role includes maintenance/creation of social media accounts (i.e. Facebook) as well as the AAPS U of S Chapter website with up-to-date photos, events, information, etc. Additionally, this role is responsible for the creation and design (if needed) of certificates, event posters and any other promotional material that are needed.

5.7. Past Chair (Secondary executive member: not included in the AAPS operating guide lines, but included in the U of S-AAPS operating guidelines)

The Past Chair will serve as a mentor (as needed) to ensure a smooth transition from one set of executive members to another. Depending upon the availability and necessity, the Past Chair will provide support, encouragement, and guidance for various chapter activities/ events, etc.

5.8. Additional Notes

Although there are different titles assigned for each executive member, the committee members have to work as a team in-order to function well and sustain the continuity of the chapter. Therefore, the individual descriptions may not be limited to one position. However, the chapter signing authority (for chapter related documents) is upon the Chair. Competition among the executive members is highly discouraged, while adequate communication, fellowship, understanding, commitment, integrity, diversity, equality, and cooperation are invaluablely encouraged. Since the chapter is housed within the College of Pharmacy and Nutrition (CoPN), candidates for the Chair/Chair-Elect positions will only be accepted from graduate students within the college. At any given year 3/4 primary executive members should be from the CoPN. Any of the past executive members who are not part of the current executive team can provide (if needed) any support and encouragement. (Chair: Open to Graduate students; Chair Elect: Open to Graduate students; Vice Chair: Open to Graduate students; Secretary/Treasurer: Open to Graduate students/Undergraduate students; Design and Media Officer: Open to Graduate students/Undergraduate students - If there are multiple

candidates, the chapter primary executive members may select/appoint the best suitable candidate for this position or include the position in the chapter general election; Sub-Committees within the UofS AAPS Chapter: Open to anyone interested - the chapter primary executive members may select/appoint the suitable candidates).

The primary Executive Committee shall be composed of the 4 or 5 elected officers and Faculty Advisor(s). The Executive Committee shall be responsible for operating the Student Chapter on a day-to-day basis and for general leadership of the Chapter. Upon mutual agreement with the CoPN, the graduate office of the CoPN as well as other interested faculty members/ staff are able to provide suggestions and support if necessary. Additionally, a single person cannot be involved as an executive member (primary 4 or 5 positions) for more than 3 years (the Past-Chair position does not count towards this). If an executive officer (decided upon the majority of the executive committee and faculty advisor) choose to stay in the executive committee, the following should be followed: If the officer wish to stay in the current (previous year) position he/she can do so (up to 3 years), If a position is open, the person who held the executive position just below that position could move up one position without an election (except Secretary/Treasurer and Design and Media Officer positions, which are always filled by a general election/appointment as mentioned above), If the Chair wish to stay in his/her position for another year, it is allowed as long as 3 year limit has not been exceeded.

#### 5.9. Committees

Committees shall consist of at least 3 Student Chapter members appointed by the Student Chapter Chair or Executive Committee. All Committees report to the Student Chapter Chair (or Executive Team) but should also be prepared to respond directly to AAPS. Committee shall be notified in advance of all Committee meetings, and all Committee minutes and other relevant material shall be disseminated to the Student Chapter Executive Committee.

### **6. Finances and Record keeping**

6.1. Membership to the UofS chapter is for free.

6.2. Through the annual renewal approval from the AAPS, a stipend is provided to run the chapter.

6.3. The finances of the organization must be handled exclusively by the organization and kept separate from any other group.

6.4. Any surplus resulting from the yearly operation of the group should be transferred to reserve for future use and no part of the surplus shall be payable to any member.

6.5. In the event of the dissolution of the group, all surplus and assets should be transferred to a similar group with the same membership and purpose.

#### 6.6. Record keeping and reporting

The Student Chapter shall maintain financial records as required by the guidelines adopted by the AAPS Executive Council and shall submit to AAPS on an annual basis a financial report and a description of any activities the Student Chapter has undertaken during the year. The financial and activity reports are due to AAPS no later than November 1, which is the chapter renewal date. This will ensure that AAPS has the necessary information to make tax filings for each Student Chapter under the chapter exemption. It is understood that these financial record keeping and reporting obligations are mandated by applicable tax laws and regulations of the Revenue Canada and must be complied with by the Student Chapter without fail.

#### 6.7. Financial Support

AAPS shall provide an annual allocation to the Student Chapter to further its activities. In its discretion, AAPS may provide additional financial support to the Student Chapter under terms and conditions to be mutually agreed by the parties. The Student Chapter will annually report to AAPS all

other financial information, including revenue it received from other sources, pursuant to the terms of Section 4.1. Chapter must establish a bank account to maintain their student chapter finances. Apart from the AAPS, upon agreement with the College of Pharmacy and Nutrition (CoPN) Dean, the U of S AAPS Chapter will receive financial support (as needed) from the U of S - CoPN., and other sponsor's (e.g: events).

#### 6.8. Additional notes

AAPS shall provide an annual allocation to the Student Chapter to further its activities. AAPS may provide additional financial support to the Student Chapter, if such a request is made and approved by the AAPS Executive Council. The Student Chapter will annually report to AAPS all financial information, including revenue it received from other sources, pursuant to the terms of Section 4.1 of the Operating Conditions. The Student Chapter shall be included in the AAPS federal tax chapter exemption for Student Chapters. The Student Chapter shall make the reports required by Section 4.1 of the Operating Conditions and shall perform additional financial and tax accounting tasks upon the request of AAPS. The U of S AAPS Chapter is an international student chapter of the AAPS.

### **7. Meetings**

- 7.1. At least three (3) general meetings shall be held during the academic year, including the Annual General Meeting.
- 7.2. Members must be informed of general meetings at least seven (7) days in advance. However, under certain conditions/situations (e.g: chapter event) specific meeting can be held at any time with less than 7 days of notice.
- 7.3. Quorum shall consist of fifty percent (50%) plus one of the voting members.
- 7.4. Executive decisions shall not be autocratic. If there is any opposition to an executive decision, the decision must be taken to a vote of the membership.

### **8. Elections**

- 8.1. The Executive Committee of the chapter must be elected from and by the membership by a majority vote.
- 8.2. The election shall be held by secret ballot every year.
- 8.3. Nominations and Election of Officers  
A Student Chapter committee shall develop a slate of nominees for each elective office. The Student Chapter Executive Committee shall then submit the names to the members of the Student Chapter for vote by ballot, with each member having one vote for each office. A candidate receiving the majority of votes shall be elected. If three or more candidates contend for one office, one candidate must receive more than 50% of the votes cast in order to be elected. If no candidate receives a majority, there shall be a "run-off" of the top two candidates. The AAPS shall be notified of the newly elected officers and their terms of office within 30 days of the election.

### **9. Amendments**

- 9.1. Amendments to the constitution shall be made at the Annual General Meeting.
- 9.2. Amendments to the constitution must pass by a two-thirds (2/3) majority vote of the members present.

## **10. Impeachment**

10.1. A motion to remove a member of the club must be signed by at least five percent (5%) of the regular members of the club.

10.2. The motion shall be presented in writing at a regular meeting of the club where it shall be inscribed on the agenda of the next regular meeting of the club, whereupon the impeached individual will be given the right to defend his/her actions.

10.3. A quorum of one half (1/2) of the voting members of the club is required to consider a motion to remove a member of the club.

10.4. A two-thirds (2/3) majority vote of the members present shall be required to remove a member of the club and any responsibilities or privileges associated with such.

## **11. Agency**

11.1. The club is not an agent of the USSU/GSA/host college (CoPN) and the club's views and actions do not represent those of the USSU/GSA/host college (CoPN).

11.2. The Student Chapter is a separate unincorporated entity affiliated with AAPS that furthers the tax-exempt purposes of AAPS and provides a local forum for students and those interested in the pharmaceutical sciences. AAPS is not liable for the acts or omissions of the Student Chapter or its members, consultants, or agents. The Student Chapter is subject to these Operating Conditions (including Attachments), the mission and requirements of the AAPS Articles of Incorporation and Bylaws, and the policies and procedures adopted by the AAPS Executive Council. The Student Chapter is subject to the same legal restrictions as AAPS with regard to permissible purposes and activities, lobbying activities, a prohibition against engaging in any political activity, and other matters as established by AAPS.

### 11.3. Organization

The Student Chapter agrees to comply with certain Procedural Guidelines (set forth in Attachment A of the International Operating and Procedural Guidelines), and may also adopt specific program goals, objectives, and unique procedures for its internal operations (set forth in Attachment B, if any). The Student Chapter's goals, objectives, and procedures must be consistent with AAPS guidelines, and maintained as current at all times in the AAPS materials and files (including on the Extranet) by the Student Chapter leadership. During the first year these Operating Conditions are in effect, the Student Chapter will be granted provisional status.

### 11.4. Intellectual Property

The Student Chapter acknowledges that all AAPS names, logos, copyrights, trademarks, books, records, publications, mailing lists, membership lists, and related material are the sole property of AAPS, and all use of such intellectual property by the Student Chapter shall be subject to approval by AAPS and to guidelines established by AAPS. All right, title, and interest, including but not limited to copyrights and all rights subsumed there under, in and to materials or property that may be prepared or developed by the Student Chapter or its volunteers pursuant to these Operating Conditions are owned by and assigned to AAPS; provided, however, that the Student Chapter may copy, revise, distribute, modify, and otherwise use materials created by the Student Chapter for Student Chapter purposes, in accordance with accepted AAPS policies and procedures.

### 11.5. Separate Entities

AAPS and Student Chapter expressly acknowledge and agree that they are, and shall remain, separate entities and that no joint venture, partnership, or agency is created by virtue of this

Agreement. As such, neither party shall be authorized to incur any liability, obligation, or expense on behalf of the other.

11.6. Indemnification

In furtherance of this agreement, Student Chapter hereby agrees to indemnify and hold harmless AAPS, its officers, directors, agents, members, and employees, from and against any action, suit, proceeding, claim, damage, liability, obligation, cost or expense which may arise by reason of any act or omission by Student Chapter, or any of its officers, directors, members, or employee.

\*\*Additional information can be found in the “AAPS International Operating and Procedural Guidelines”

**Timeline of the constitution:**

Primary constitution was compiled in February 2015.

Update: May 2018 and approved by the Executive Committee.