



*Canadian Association of Pharmacy Students and Interns /
Association Canadienne des Etudiants et des Internes en Pharmacie*

OPERATING MANUAL

*The Operating Manual is intended to serve as an operational document for the members of the
Association at the Faculty of Pharmaceutical Sciences, University of British Columbia*

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CHAPTER 1.0 – THE ASSOCIATION

1.1 General Definition

The Canadian Association of Pharmacy Students and Interns (CAPSI) or l' Association Canadienne des Etudiants et Internes en Pharmacie (ACEIP), herein after called the Association or CAPSI, is a membership-based, non-profit association of pharmacy students, pharmacy interns and other individuals sharing the interests of the Association.

The CAPSI National Council is comprised of Executives and Locals. Each Executive position is filled by an elected candidate from any Canadian pharmacy faculty, and two Local candidates are elected to represent their respective pharmacy faculty.

The CAPSI Local Council, herein after called CAPSI UBC, is comprised of the two elected Local CAPSI Senior and Junior Representatives along with any individuals elected through the Local elections protocol.

This Operating Manual, meant to complement the National Constitutional Bylaws and the National Operating Manual, will govern the CAPSI members at the University of British Columbia.

The objectives of the Association are:

- To prepare members for the moral, social and ethical obligations to be upheld in the profession of pharmacy
- To promote high standards of pharmacy education throughout Canada
- To promote all areas and facets of the profession to its members
- To promote liaison and exchange of ideas throughout the membership and provide a forum for discussion
- To organize an annual national pharmacy student conference held once every ten (10) years at UBC
- To distribute the CAPSIL / JACEIP as its official publication
- To promote the means by which members of the Association may enhance their professional knowledge and skills
- To promote the mutual interests of pharmacy students, interns and society
- To cooperate with pharmaceutical companies, health service organizations, and other organizations with similar objectives to those of the Association
- To promote liaison with international pharmacy students and interns
- To establish and maintain contact with National and International pharmacy organizations
- To encourage and prepare members for current and future participation in the profession of pharmacy
- To promote the activities of the Association through facilitating individual involvement of its members
- To promote and represent the interests of Canadian pharmacy students before organized bodies in pharmacy, other student health professional organizations, other professions, government, industry, hospital and the community

1.2 Association Year

The Association Year for CAPSI UBC shall run from the council turnover following the CAPSI elections held in March to the council turnover of the following year.

All Standing Committees will be formed in March following the council turnover and dissolved the following year after the election of the new council.

CHAPTER 2.0 – MEMBERSHIP

2.1 Membership Privileges

2.1.1 General Student Members

Any full-time undergraduate student enrolled in the Entry-to-Practice PharmD or the Bachelor of Science in Pharmacy program in the Faculty of Pharmaceutical Sciences at the University of British Columbia is eligible to become a General Student Member.

The membership fee shall be a one-time cost of \$80.00 (for first year students), \$60.00 (for second year students), \$40.00 (for third year students) and \$20.00 (for fourth year students), which entitles the member to benefits for their entire undergraduate program. A student can become a member in any year of the program, but it is recommended that they join in their first year to receive the most benefit.

Membership fees and benefits shall be guided by CAPSI budgets, and are subject to change in the future.

General Student Members shall be entitled to the following:

- The opportunity to voice interests and opinions through their local CAPSI Representatives
- The right to vote on motions presented at the CAPSI Annual General Meeting (AGM)
- The right to hold a position on the CAPSI National Council as per the Election Protocol in the National Operating Manual
- The opportunity to view CAPSI documents such as meeting minutes and the Operating Manual
- The opportunity to submit and access articles issues of the CAPSIL
- Membership in the International Pharmaceutical Students' Federation (IPSF)
- Affiliate status with the Canadian Pharmacists Association (CPhA)
- Eligibility for all CAPSI awards and participation in CAPSI competitions and initiatives according to the rules and regulations that governs each particular award, competition, or initiative

Only CAPSI General Student Members are eligible for the membership benefits and non-members may be subject to a monetary charge to attend CAPSI events and functions.

Individuals will lose membership privileges upon expulsion or suspension by the Faculty of Pharmaceutical Sciences. Additionally, CAPSI UBC reserves the right to revoke the membership of any student who is determined to have repeatedly acted inappropriately at CAPSI functions.

2.1.2 Associate Student Members

Associate Student Members are defined as full-time undergraduate students of a foreign school of pharmacy or a registered pharmacy intern in a foreign country who has effectively provided appropriate compensation for any prescribed fees to the Association.

The membership fee shall be determined by the CAPSI National Council and may be subject to change.

Associate Student Members shall be entitled to the following:

- The opportunity to voice interests and opinions through members of the CAPSI National Council
- The opportunity to participate in local CAPSI events

- Access to all online issues of the CAPSIL and other CAPSI National online communications, promotions, and social media correspondences
- Invitation to Professional Development Week (PDW)

CHAPTER 3.0 – CAPSI LOCAL Council

The CAPSI Local Council shall consist of:

- CAPSI Senior Representative
- CAPSI Junior Representative
- Secretary
- Treasurer
- Vice Treasurer
- Sponsorship Coordinator
- General Fundraiser
- PDW Fundraiser
- Community Education Coordinator
- IPSF Liaisons (2)
- IT Officer
- CAPSI First Year Representative
- CAPSI Second Year Representative
- CAPSI Third Year Representative
- CAPSI Fourth Year Representatives (2) – Term 1 and Term 2

Other than the above mentioned council members, the following individuals are also strongly encouraged to attend and participate in discussion during the weekly general meetings:

- Any member of the CAPSI National Council
- Any member of the PDW Planning Committee (when applicable)
- Any member of the PAM Planning Committee
- The local Canadian Pharmacists Association (CPhA) Representative
- The local Canadian Society for Hospital Pharmacists (CSHP) Representative

The voting members of the CAPSI UBC Council shall consist of:

- CAPSI Senior Representative
- CAPSI Junior Representative
- Secretary
- Treasurer
- Vice Treasurer
- Sponsorship Coordinator
- General Fundraiser
- PDW Fundraiser
- Community Education Coordinator
- IPSF Liaisons (2)
- IT Officer
- CAPSI First Year Representative
- CAPSI Second Year Representative
- CAPSI Third Year Representative
- CAPSI Fourth Year Representatives (2) – Term 1 and Term 2

The non-voting members include:

- Any member of the CAPSI National Council
- Any member of the PDW Planning Committee (when applicable)
- Any member of the PAM Planning Committee
- The local Canadian Pharmacists Association (CPhA) Representative
- The local Canadian Society for Hospital Pharmacists (CSHP) Representative

3.1 Duties and Responsibilities: CAPSI Local Council

The following duties and powers pertain to ALL members of the CAPSI Local Council.

3.1.1 Responsibilities

The CAPSI Local Council is responsible for the functioning of the organization in accordance to the Constitution Bylaws and the Operating Manual of the Association.

3.1.2 Meetings

The CAPSI Local Council is expected to attend weekly general meetings as set by the CAPSI Senior (or Junior should the Senior be unable to attend) held at the University of British Columbia. Members of council may be asked to attend or help out for events when necessary.

All members of the CAPSI Local Council must be present at the AGM.

3.1.3 Roles and Expectations

Each CAPSI Local Council member:

- Is accountable to the Association and is expected to support the decisions of the National General Council and the CAPSI Local Council
- Is expected to submit periodic updates to the Association of matters pertaining to his/her respective portfolio, which becomes part of the minutes, therefore available to all University of British Columbia Student Members of the Association upon request
- Is expected to be familiar with the documents of the Association including the University of British Columbia CAPSI Operating Manual.
- Is expected to sign up for a minimum of 1 standing committee during their term unless they are chairing a committee
- Is expected to compile a year-end report which must contain a brief summary of all activities that the council member was involved in, tips on what worked and what can be improved upon for next year. This report must be submitted along with the updated binder to the CAPSI Junior Representative 1 week prior to or on the day of the elections of the new council members

The following specific duties and powers pertain to individual members of the CAPSI Local Council and are in addition to those stated above.

3.2 Duties and Responsibilities: Select Positions

3.2.1 CAPSI Senior

The role of the CAPSI Senior and Junior is to act as a cohesive force between the CAPSI Local Council, the National Executive and the General Council, to provide leadership and direction to the Association and to officially represent the Association to other organizations, including the Pharmacy Undergraduate Society (PhUS).

This position is a two year term which commences as the CAPSI Junior for the first year and proceeds to Senior in the second year after a vote of confidence during the annual CAPSI elections.

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Oversee the running and promotion of all CAPSI local events and services unless a local CAPSI council member has been appointed to do so
- Inform members locally of all national projects and initiatives and encourage their participation in these programs both locally and nationally
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Schedule, ensure agenda is created and chair weekly meetings of the CAPSI Local Council
- Hold an AGM every academic year and post the proposed amendments on the CAPSI bulletin board seven (7) days prior
- Inform all candidates of the outcome of their application for CAPSI Local Council following elections and voting
- Promote positions on CAPSI Local Council during both elections, and bi-elections (when applicable)
- Run a CAPSI Awareness Week in September and continue to promote membership to students throughout the year
- Assist the IPSF Representative in organizing and promoting local IPSF campaigns and initiatives
- Assist the IPSF Representative in coordinating the student exchange program (SEP), which helps find host sites and accommodations for students participating within their city
- Assist in CAPSI fundraising events
- Oversee the maintenance of the CAPSI Bulletin Board
- Help ensure CAPSI local finances are maintained and are accurate
- Maintain a close relationship with provincial and national Pharmacy Associations
- Promote Affiliate Organizations' programs that encourage professionalism in the members as students and as future pharmacists
- Help promote PDW participation through advertising, fundraising and meetings of PDW participants
- Help relay necessary information from the PDW Host Committee in a timely manner
- Act as the PDW Liaison if PDW is hosted at his/her faculty and to help with the planning and organization of this event
- Participate as an active member of PhUS offering feedback and input on any issues and discussions that arise
- Participate as an active, voting member of the National General Council, offering feedback and input on any issues and discussions that arise
- Participate as an active member at CSHP monthly council meetings offering feedback and input on any issues and discussions that arise.
- Participate as an active member of Interclub meetings offering feedback and input on any issues and discussions that arise
- Participate as an active member of UBC Pharmacy Alumni Society offering feedback and input on any issues and discussions that arise as well as collaborate with them in organizing the "Career Avenues in Pharmacy" event

- Respond and provide feedback to the President's letters and other communications and issues from the National Executive and General Council where input is required
- Attend and prepare periodic reports for the National General Council including, but not limited to, PDW and CPhA
- Co-chair the Pharmacist Awareness Month (PAM) campaign along with the PhUS VP Public relations
- Send CAPSI updates to the PhUS IT Officer for distribution to all students in the Faculty of Pharmaceutical Sciences at UBC

3.2.2 CAPSI Junior Representative

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Assist the CAPSI Senior in the execution of ALL local and national CAPSI duties
- Learn about the function and intricacies of CAPSI and the duties that will arise as Senior Representative the following year
- Actively participate in, and inform others of, all CAPSI national and local activities, projects and initiatives
- Act as chairperson for weekly meetings of the CAPSI Local Council, or attend any/all events on their behalf, should the senior not be able to attend
- Help promote positions on CAPSI Local Council during both elections, and bi-elections (when applicable)
- Assist with the maintenance of the CAPSI Bulletin Board with materials received from the National Council and CAPSI members
- Help ensure CAPSI local finances are maintained and are accurate
- Assist the CAPSI First Year Representative in the development, hosting and promotion of CAPSI Jeopardy
- Sign the revised operating manual, along with the incoming CAPSI Junior, once changes, if any, are made following the AGM
- Promote PDW participation through advertising and fundraising, as well as, help chair meetings of PDW participants
- Sit in on and participate (alternating with the Senior) during meetings of the PDW Planning Committee if PDW is hosted by his/her faculty and help with the planning and organization of this event
- Participate as an active non-voting member of the National General Council, offering feedback and input on any issues and discussions that arise
- Participate as an active member of Interclub meetings offering feedback and input on any issues and discussions that arise
- Help prepare reports for the National General Council
- Organize CAPSI Symposia twice a year on topics approved by CAPSI National Council during the annual meetings at the CPhA conference
- Promote applications for Tilak Award of Professionalism and chair the committee that decides the winner

3.2.3 Secretary

DUTIES:

- Attend all weekly local CAPSI meetings and support local CAPSI initiatives

- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives.
- Compile the agenda items from the Senior, and distribute an electronic copy of the agenda to all members 24 hours prior to the meeting time
- Take attendance and minutes at local CAPSI meetings and submit it to the CAPSI Senior and Junior for approval
- Attend and take minutes for the PDW fundraising meetings each academic year, if applicable
- Keep meetings on time and ensure the agenda is followed
- Assist with any local CAPSI sponsored events in any capacity you are asked or able to, with the purpose of decreasing the workload of the other council members
- Make the necessary changes to the Operating Manual following the Annual General Meeting and have the updated manual ready for the CAPSI Senior and Junior to sign
- Enter names and emails of all new members into the membership database following the membership drive in September
- Organize the First-Year Representative election in September as well as the council elections in January. The duties include but are not limited to making, printing and distributing the ballots during elections. Counting the ballots and notifying the Senior Representative of the election results as well
- Take care of the room bookings for CAPSI weekly meetings and events

3.2.4 Treasurer

DUTIES:

- Undergo an orientation session with the Alma Mater Society (AMS) Finance Commission officer at the beginning of their term
- Meet with the bank and organize the incoming and outgoing signing rights on the bank accounts
- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Pick up and reconcile monthly bank statements for CAPSI account (if applicable)
- Work with the CAPSI Senior and Junior to create the budget for approval by council before the end of the school year
- Submit the budget to the AMS for approval before the deadline of submission
- Keep records of all purchases and deposits
- Make regular fundraising and membership deposits as well as deposit reimbursement forms to the AMS
- Write and deliver cheques whenever necessary
- Pick up prizes/thank you gift certificates for competition judges and symposium speakers
- Order cheques as needed
- Assist the PDW Planning Committee if and when needed
- To train the Vice-Treasurer

3.2.5 Vice Treasurer

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives

- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Work with the CAPSI Senior, Junior and Treasurer to create the budget for approval by council before the end of the school year
- Help keep records of all purchases and deposits
- Assist the treasurer in making regular fundraising and membership deposits as well as deposit reimbursement forms to the AMS
- Assist the treasurer with all finance-related activities, including submitting proper documents and checking status of reimbursements
- Pick up prizes/thank you gift certificates for competition judges and symposium speakers
- Assist the PDW Planning Committee if and when needed

3.2.6 Sponsorship Coordinator

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Organize sponsorship of CAPSI events and nurture a healthy relationship with sponsors
- Maintain communication with sponsors, sending reports on how their money was spent
- Invite sponsors to attend sponsored events, thank them for their contributions at the AGM
- Assist with any local CAPSI sponsored events in any capacity you are asked or able to, representing CAPSI's best interests
- Assist the PAM and/or PDW Planning Committee if and when needed

3.2.7 General Fundraiser

DUTIES:

- Attend all weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Organize profitable fundraising activities for CAPSI Local Council as required and help instigate them
- Assist with any local CAPSI sponsored events in any capacity you are asked or able to, with the purpose of decreasing the workload of the other council members

3.2.8 PDW Fundraiser

DUTIES:

- Attend all weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Chair the PDW Fundraising committee and ensure that each fundraiser has an organizer who remains in contact with you, decide how the fundraising money will be distributed, and keep records of all work done for future years to benefit from

- Organize a CAPSI-SSRP BBQ during summer (generally in July) for students, faculty and post-graduates participating in Summer Student Research Program (SSRP). Proceeds go towards subsidizing students going to PDW the following year
- Chair all PDW fundraising meetings with the help of the CAPSI Junior
- Organize the design (from student input), sizing, ordering and distribution of shirts for the annual Pharmafacts Bowl at PDW
- Organize the selection of profitable fundraisers for PDW attendees to be completed during term one or after PDW in term two (as needed)

3.2.9 Community Education Coordinator

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Promote the opportunities for Pharmacy Students to use their knowledge to benefit the community through community presentations such as Katy's Kids, Tobacco Alert and the Teva hand washing Program
- Organize first year orientations in collaboration with the Faculty of Pharmaceutical Sciences
- Organize information sessions at high schools to tell students more about pharmacy, the program UBC has and the application process as well as educational sessions for general public about various health topics

3.2.10 IPSF Liaisons (2)

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Promote the Student Exchange Program by holding an information session explaining the program, by answering any questions from students interested in applying and by acting as a liaison between interested students and the National Student Exchange Officer
- Inform students about the application deadlines, fees and requirements for the Student Exchange Program according to the Student Exchange Program Officer's Manual
- Forward Canadian applications for the Student Exchange Program to the National Student Exchange Officer
- Participate in an active search for potential host sites (hospital, community, industry, etc.) in Canada for students involved in the exchange from other countries
- Encourage students involved in SEP to submit a report on their experience shortly after their return to Canada
- Promote the Annual World Congress through announcements, and information sessions, as well as assist students in registering/answering questions about the conference
- Organize the IPSF Health Campaign on the topic decided upon by CAPSI National Council and prepare an application for submission to CAPSI National Council for the Award for best IPSF Health Campaign across Canada
- Organize other minor Health Campaigns and Initiatives as needed
- Organize events during International Week (as listed on the UBC website)

- Participate in Pharmacist Awareness Month (PAM)
- Help promote all other IPSF initiatives and projects as directed by the IPSF Liaison on the CAPSI National Executive Council

3.2.11 IT Officer

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Responsible for updating and maintaining the CAPSI Local Council website (www.capsiubc.com), including but not limited to meeting minutes, council position profiles, events, editions of the CAPSIL, opportunities and competitions and awards
- Responsible for updating and maintaining the CAPSI UBC Facebook Page, including but not limited to meeting minutes, council position profiles, events, editions of the CAPSIL, opportunities and competitions and awards
- Ensure that fees to run the website are paid on time each academic year
- Assist the CAPSI Senior in soliciting sponsorship for the website through advertisement
- Write or request articles from students for our national CAPSI newsletter (CAPSIL) which has three issues per year. Aim to submit at least one article per issue.
- Liaise with the national CAPSIL Editor and be responsible for printing and distributing the CAPSIL to UBC pharmacy students.
- Create and send bi-monthly newsletter to CAPSI members.

3.2.12 CAPSI First Year Representative

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Promote and sell CAPSI memberships throughout the year and update the membership list accordingly
- Make announcements and forward emails/facebook invites to the class regarding all CAPSI sponsored events, and encourage participation at these events
- Organize CAPSI Jeopardy with the help of the CAPSI Junior – sign-up sheets, slides, prizes, pictures and the actual game
- Promote Professional Development Week (PDW) to students, attend PDW meetings, assist the PDW Fundraising Chair, and assist the CAPSI Junior with registration of participants
- Working with the 2nd, 3rd, and 4th Year Representatives to organize at least one membership exclusive event per term within the allocated budget

3.2.13 CAPSI Second Year Representative

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)

- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Promote and sell CAPSI memberships throughout the year and update the membership list accordingly
- Make announcements and forward emails/facebook invites to the class regarding all CAPSI sponsored events, and encourage participation at these events
- Promote CAPSI local and national events, projects and initiatives and disseminate the required information to classmates
- Provide support, insight and knowledge to the current Senior and Junior
- Organize the compounding competition with duties including but not limited to room bookings, finding judges, promoting the competition, executing the actual competition with the help of volunteers, etc
- Working with the 1st, 3rd, and 4th Year Representatives to organize at least one membership exclusive event per term within the allocated budget

3.2.14 CAPSI Third Year Representative

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Make frequent announcements in their classes regarding CAPSI events
- Promote CAPSI local and national events, projects and initiatives and disseminate the required information to classmates
- Provide support, insight and knowledge to the current Senior and Junior
- Organize the Patient Interview Competition (PIC) with duties including but not limited to room bookings, finding judges, videotaping, promoting the competition, executing the actual competition with the help of volunteers
- Working with the 1st, 2nd, and 4th Year Representatives to organize at least one membership exclusive event per term within the allocated budget

3.2.15 CAPSI Fourth Year Representatives (2)

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives in first term, and be able to maintain communication via email while on rotations second term
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Make frequent announcements in their classes regarding CAPSI events
- Promote CAPSI local and national events, projects and initiatives and disseminate the required information to classmates
- Provide support, insight and knowledge to the current Senior and Junior
- Term 1 Representative is responsible for organizing both the Over-the-Counter (OTC) medication competition with duties including but not limited to room bookings, finding judges, promoting the competition, executing the actual competition with the help of volunteers, etc. and the Student Literary Challenge (SLC) with duties including but not limited to finding judges and promoting the competition in order to get maximum number of entries for the competition

- Working with the 1st, 2nd, and 3rd Year Representatives to organize at least one membership exclusive event per term within the allocated budget

3.2.15 Community Education Coordinator

DUTIES:

- Attend weekly local CAPSI meetings and support local CAPSI initiatives
- Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)
- Actively participate in all of CAPSI national and local activities, projects and initiatives
- Promote the opportunities for Pharmacy Students to use their knowledge to benefit the community through community presentations such as Katy's Kids, Tobacco Alert and the Teva hand washing Program
- Organize first year orientations in collaboration with the Faculty of Pharmaceutical Sciences

Organize information sessions at high schools to tell students more about pharmacy, the program UBC has and the application process as well as educational sessions for general public about various health topics

CHAPTER 4.0 – ELECTIONS

4.1 Nomination Procedure Guidelines

4.1.1 Eligibility

To be eligible for a position on the CAPSI UBC Council or CAPSI National Council, a student must be a current General Student Member and is enrolled in either part-time or full-time studies for the duration of the upcoming term.

In addition, only students in their first year of the Entry-to-Practice PharmD program may apply for the position of CAPSI Junior Representative or Vice Treasurer.

4.2 CAPSI UBC Council

4.2.1 Election Protocol

The election shall be in the month of March and the date to be determined by the CAPSI Senior Representative. All General Student Members must be notified of the election date and the positions available at least seven (7) days prior to the election.

Any CAPSI General Student Member may run for a vacant position on the CAPSI UBC Council based on the application procedure listed below, which will also be outlined on the CAPSI UBC website at least seven (7) days prior to the election.

All applicants must submit a nomination form signed by two (2) nominators, both of which must be current General Student Members. In addition, the applicant is to submit a copy of their speech that will be presented during the election. The speech will be a maximum of one (1) minutes, which will be followed by two (2) questions posed by the outgoing council member holding the position the candidate is applying for. The applicant will have a maximum of one (1) minute to answer each question.

If more than one (1) candidate is running for the same position, all candidates running for that position who are not presenting their speech at that time must exit the room while the candidate is delivering their speech.

A student may only run for one (1) vacant position in a given election, but may also hold a position on other councils (including the CAPSI National Council) as long as there are no conflicts of interest with regards to the interests of the Association.

Positions available during elections includes:

- CAPSI Junior Representative
- Secretary
- Vice Treasurer
- Sponsorship Coordinator
- General Fundraiser
- PDW Fundraiser
- Community Education Coordinator
- IPSF Liaisons (2)
- IT Officer

- CAPSI Second Year Representative
- CAPSI Third Year Representative
- CAPSI Fourth Year Representatives (2)

In addition, the current CAPSI Junior Representative and Vice Treasurer must pass a vote of confidence in order to transition into the CAPSI Senior Representative and Treasurer respectively.

4.2 Election Voting Protocol

4.2.1 UBC Council

The deadline for General Student Members to cast their votes shall be a maximum of one (1) week following the election.

Each candidate's profile and speech must be made available on the CAPSI UBC website within one (1) day following the election.

General Student Members can cast their vote through an online form. The online form allows for all General Student Members the opportunity to vote even if they are not present at the election. In order to verify the vote, the form shall ask for personal information of the voter including but not limited to:

- Full name
- Year of study
- Student number

Each General Student Member will be granted only one (1) vote per position being contested, which shall consist of "NAME OF THE CANDIDATE", "NONE", or "ABSTAIN". In the case of the CAPSI Junior Representative and Vice Treasurer position, which must undergo a vote of confidence to transition into the CAPSI Senior Representative and Treasurer position respectively, the vote will consist of "FOR", "AGAINST", or "ABSTAIN".

The outgoing CAPSI Senior Representative shall only vote in the election in the circumstance in which there is a tie between two candidates.

The online form shall be created by the outgoing CAPSI Senior Representative in order to avoid potential conflict of interest. The outgoing CAPSI Senior Representative must protect the privacy of all General Student Members who voted and shall not disclose any confidential information including but not limited to the name of the preferred candidate and the amount of votes received per candidate.

The outgoing CAPSI Senior Representative must inform the candidates, CAPSI UBC Council and all General Student Members of the election results within one (1) day following the voting deadline. In addition, the outgoing CAPSI Senior Representative must also notify the AMS of the election results as per the annual Club Renewal procedures.

4.2.2 By-Election Protocol

The date and location of the by-election shall be determined by the CAPSI Senior Representative. All General Student Members must be notified of the by-election date and the positions available at least seven (7) days prior to the by-election.

Any CAPSI General Student Member may run for a vacant position on the CAPSI UBC Council based on the application procedure listed below, which will also be outlined on the CAPSI UBC website at least seven (7) days prior to the by-election.

All applicants must submit a nomination form signed by two (2) nominators, both of which must be current General Student Members. In addition, the applicant is to submit a copy of their speech that will be presented during the election. The speech will be a maximum of one (1) minutes, which will be followed by two (2) questions posed by the outgoing council member holding the position the candidate is applying for. The applicant will have a maximum of one (1) minute to answer each question.

If more than one (1) candidate is running for the same position, all candidates running for that position who are not presenting their speech at that time must exit the room while the candidate is delivering their speech.

A student may only run for one (1) vacant position in a given by-election, but may also hold a position on other councils (including the CAPSI National Council) as long as there are no conflicts of interest with regards to the interests of the Association.

4.2.3 By-Election Voting Protocol

Although General Student Members may be present for the by-election speeches, the candidates may only be voted in by the CAPSI UBC Council and not by the rest of the General Student Members.

Following the candidate speeches, the CAPSI Senior Representative shall motion to go in-camera prior to discussion of the candidates. While in-camera, minutes will not be taken and all electronic device must be turned off or not in use to ensure the privacy of the discussion. Furthermore, only members of the CAPSI UBC Council may be present for the discussion. Once the discussion has concluded, a member of the CAPSI UBC Council must motion to go out of camera. The agenda point must not be discussed further once the in-camera session has ended.

Each voting member of the CAPSI UBC Council will be granted only one (1) vote per position being contested, which shall consist of "NAME OF THE CANDIDATE", "NONE", or "ABSTAIN". The voting shall be carried out through paper ballots prepared by the Secretary.

The outgoing CAPSI Senior Representative must inform the candidates, CAPSI UBC Council and all General Student Members of the by-election results within one (1) day following the by-election. In addition, the outgoing CAPSI Senior Representative must also notify the AMS of the election results as per the annual Club Renewal procedures.

4.2.4 Length of Term

The CAPSI Junior Representative and Vice Treasurer position are two (2) year positions, which carries over to the CAPSI Senior Representative and Treasurer position respectively if the candidate is successful in obtaining a vote of confidence.

All other positions on the CAPSI UBC Council follow the Association Year, which shall run from the council turnover following the CAPSI elections held in March to the council turnover of the following year.

All Standing Committees will be formed in March following the council turnover and dissolved the following year after the election of the new council.

4.2.5 Resignation from Office

An Executive member of the CAPSI UBC Council may resign from their position by providing written notification, including clearly defined reasons to the CAPSI Senior Representative two (2) weeks prior to their intended date of resignation. The written resignation may be read by the CAPSI Senior Representative to the CAPSI UBC Council upon their discretion, and will result in a by-election to replace the outgoing Executive member.

4.2.6 Removal from Office

The CAPSI National Council or CAPSI UBC Council may vote to remove any Executive member of the CAPSI UBC Council from office by a majority (greater than 50%) vote. An Executive member may appeal the decision of removal in writing to the CAPSI Senior Representative within thirty (30) days of notification. Upon presentation to the CAPSI UBC Council, the appeal may be accepted, altered, or rejected through a majority (greater than 50%) vote by the CAPSI UBC Council. The powers of the individual are revoked immediately upon notification of removal and subject to the outcome of the appeal process.

4.2.7 Vote of Confidence

In the event that the CAPSI Junior Representative or Vice-Treasurer does not pass their vote of confidence, a by-election must be held to fill the respective CAPSI Senior Representative or Treasurer position as per Paragraph 4.2.2 (By-Election Protocol) and 4.2.3 (By-Election Voting Protocol). However, the role of the CAPSI Senior Representative in the by-election would be filled by the outgoing CAPSI Senior Representative.

The CAPSI Junior Representative or Vice-Treasurer who did not pass their vote of confidence would be removed from office and relegated to a General Student Member. However, the removed Executive are allowed to apply as a candidate for the by-election.

4.3 CAPSI National Council

4.3.1 Election and By-Election Protocol

Procedures for elections and by-elections of the CAPSI National Council may be found in the CAPSI National Operating Manual.

The CAPSI Senior Representative shall be responsible for ensuring all national election and by-election protocols are followed at the University of British Columbia.

CHAPTER 5.0 – OFFICIAL MEETINGS

5.1 Weekly Council Meetings

During the Membership Year, the CAPSI UBC Council shall meet at least once per week (with the exception of final exam periods, Reading Week, December, and April through August). The weekly council meetings serve to:

- Updating the CAPSI UBC Council on developments or progress of individual projects
- Formulating new ideas for initiatives and projects
- Allowing affiliate organizations the opportunity to interact with the CAPSI UBC Council in the form of reports or discussions
- Reviewing an applicant's Letter of Intent and resume for the CAPSI National Council elections as per Election Protocol of the CAPSI National Operating Manual

5.1.1 Scheduling and the Agenda

The CAPSI Senior Representative shall determine the date, location, and time of the weekly CAPSI UBC Council meeting. The CAPSI Senior Representative shall act as the Chair of each meeting. In the event that the CAPSI Senior Representative is unable to attend the meeting on time, the CAPSI Junior Representative may act as the Chair of the meeting instead.

A weekly agenda of discussion points shall be compiled by the Secretary and submitted to the CAPSI UBC Council a minimum of 24 hours prior to the meeting. Agenda items must be submitted to the Secretary via the Agenda/Regrets form or other forms of communication at least 24 hours prior to the meeting.

It is the responsibility of each Council member to review the agenda and the minutes from the previous meeting prior to the current meeting.

5.1.2 Meeting Format and Conduct

While meetings will mainly occur in person, they may also occur via teleconference.

Discussion points in the agenda should be discussed within an appropriate amount of time. Should more time be needed to discuss the point, the discussion can be deferred to the appropriate committee (if applicable) or carried over to the following week.

All members of the CAPSI UBC Council and General Student Members are encouraged to participate in discussions.

If an agenda item needs be discussed in private, any member of the CAPSI UBC Council may motion to go in-camera. While in-camera, minutes will not be taken and all electronic device must be turned off or not in use to ensure the privacy of the discussion. Furthermore, only members of the CAPSI UBC Council may be present for the discussion. Once the discussion has concluded, a member of the CAPSI UBC Council must motion to go out of camera. The agenda point must not be discussed further once the in-camera session has ended.

At the end of each meeting there will be time to discuss any items not presented in the agenda. Once all business has been discussed, or time has run out, the meeting will adjourn.

If a member of the CAPSI UBC Council is unable to attend a meeting, they are expected to notify the Secretary of their absence via the Agenda/Regrets form or other forms of communication at least 24 hours prior to the meeting. If an absence is expected, it is the responsibility of the Council member to find a General Student Member to act as their proxy.

5.1.3 Meeting Minutes

Meeting minutes will be compiled by the Secretary and sent to the CAPSI Senior and Junior Representatives for approval. Once approved, the minutes will be sent to all Council members and uploaded publicly on the CAPSI UBC website.

5.2 Annual General Meeting (AGM)

The AGM serves to allow any CAPSI Student Members to review and propose changes or amendments to the CAPSI UBC Operating Manual.

There shall be at least one General Meeting per Association Year. Upon setting the date, the CAPSI Senior Representative shall call for all proposed constitutional changes and amendments to be submitted no later than seven (7) days before the proposed meeting.

It is the responsibility of the CAPSI Senior Representative to post all proposed constitutional changes and amendments on the CAPSI UBC website during those seven (7) days prior to the meeting. Attendance is open to all CAPSI General Student and Associate Members and it is mandatory that all members of the CAPSI UBC Council be in attendance.

Quorum for the AGM shall be twenty (20) General Student Members. Any proposed changes or amendments to the CAPSI UBC Operating Manual must be approved by at least 50% of the CAPSI General Student Members present at the AGM. After the adjournment of the AGM, it is the responsibility of the Secretary to type the complete amended constitution and present it to the CAPSI Senior and Junior Representatives for approval. Once approved, the minutes will be uploaded publicly on the CAPSI UBC website.

5.3 Turnover Meeting

Proper turnover facilitates continuity between each Association Year and is crucial for the prolonged success of CAPSI UBC. The outgoing Secretary and CAPSI Senior Representative should ensure all outgoing Executive members have submitted a proper turnover document prior to the turnover meeting.

The turnover meeting shall be held within one (1) month following the CAPSI elections. The format, date, and location of the meeting shall be determined by the incoming CAPSI Senior Representative.

The purpose of the turnover meeting is as follows:

- Ensuring all incoming Executive members are familiar with the operations of CAPSI UBC including but not limited to Robert's Rules of Order, weekly meetings, and expectations of each Executive member
- Ensuring the incoming Executive member has received all documents and reports pertaining to their position from the outgoing Executive member of the same position
- Establishing the priorities and objectives of CAPSI UBC for the new Association Year
- Addressing all concerns and issues relating to projects, initiatives, and objectives of CAPSI UBC for the new Association Year

- Allowing the incoming and outgoing Executive members to establish a relation in which the outgoing Executive member offers guidance and support as needed

CHAPTER 6.0 – PROFESSIONAL DEVELOPMENT WEEK (PDW)

6.1 General

The Professional Development Week (PDW) conference shall be held annually, preferably during the first, second or third week of January. The conference shall be from Wednesday to Sunday. Inclusion of activities outside of the conference shall be at the discretion of the host faculty and are not a directive of the Association.

The conference offers educational lectures, seminars and a variety of social and sporting events. Its main purpose is to bring pharmacy students from across the country together to gain knowledge outside of the classroom, discuss common interests and concerns and learn from each other through networking.

6.1.1 Host Selection

Host selection is made in the order of selection determined at PDW 2017 to be implemented effective for PDW 2020.

The order is as follows:

1. Université de Montreal
2. University of Saskatchewan
3. University of Toronto
4. Dalhousie University
5. University of British Columbia
6. Université Laval
7. University of Manitoba
8. University of Waterloo
9. Memorial University of Newfoundland
10. University of Alberta

If a school does not wish to host PDW at their designated time, they must submit their request to the CAPSI National Council by no later than September 30th three (3) years prior to the intended host date. In the event this should happen, the next school in order from the same zone shall be entitled to host PDW.

6.2 Communication

The CAPSI Liaison shall be the current sitting CAPSI Senior Representative from the host school. As the CAPSI Senior Representative changes, the new CAPSI Senior Representative will become the CAPSI Liaison. To aid in the transition of CAPSI Junior to Senior Representative, it is strongly encouraged for the CAPSI Junior Representative to attend meetings of the PDW Planning Committee (PC).

The PDW PC shall give periodic updates during their planning process to the CAPSI National Council. At a minimum, 40 updates will be provided at the CPhA conference (May), the Fall Teleconference, PDW (January), and the Spring Teleconference, during each of three years leading up to their PDW. It is strongly recommended that the PDW PC Chair and Co-Chair(s) (or Vice-Chair(s)) attend these meetings in person if possible, however this is not a mandatory requirement. The costs for PDW PC members to attend such meetings shall be reimbursed through the PDW budget, no assistance from CAPSI National will be provided.

The CAPSI Liaison will deliver any feedback in the absence of the PDW PC Chair and Co-Chair(s) (or Vice-Chair(s)). In addition to progress updates, all contracts and budgets need to be submitted to the CAPSI National Council for review and approval, prior to signing.

Along with in-person meetings and teleconference (TC) updates, there will be 3 PDW PCs teleconferences attended by:

- CAPSI National President-Elect, President, Past-President, Executive Secretary, VP Communications
- PDW PC Chair/Co-Chairs for the following 3 years

Periodic feedback and updates must include, at a minimum:

- **PDW (2 years prior to host date):**
 - Presentation to the CAPSI National Council
 - Drafts of theme ideas
 - Discussion of the necessary steps to be taken for successful organization of the conference
- **Spring Teleconference (2 years prior to host date):**
 - Names of remaining committee members
 - Confirmed conference dates
 - Theme
- **CPhA Annual Conference (1.5 years prior to host date):**
 - PDW logo
 - Draft script for the promotional video
 - Draft of promotional materials
 - List of potential speakers
 - Proposed schedule of events (includes educational, competition, and social events)
 - Proposed hotel/conference centre contracts
 - Draft of sponsorship package
 - Projected budget with three stratifications based on different levels of delegate and fundraising targets
- **Fall Teleconference (1.5 years prior to host date):**
 - Approval of script for promotional video
 - Preparations for booth at PDW trade show
 - Draft of sponsorship packages
 - Signed hotel/conference centre contract(s)
- **PDW (1 year prior to host date):**
 - Presentation of promotional video at closing ceremony
 - Promotional materials given out at the trade show
 - Financial and fundraising update
 - Updated list of planning committee members
 - Updated Schedule of events
 - Logistics update including but not limited to transportation of delegates, and meals
 - Speakers list
 - Plans for liability insurance
- **Spring Teleconference (1 year prior to host date):**
 - Plans for registration of delegates
 - Suggested materials for welcome kits
 - Logistics and planning updates
- **CPhA Annual Conference (0.5 years prior to host date):**
 - Updated schedule of events

- Seating allocation
- Financial and fundraising update
- Finalized registration plans
- Logistics and planning updates
- **Fall Teleconference (0.5 years prior to host date):**
 - Finalized schedule of events
 - Finalized printed materials including not limited to welcome kits, banners, and thank-you notes
 - Registration update
 - Marketing and promotions update
 - Financial and fundraising update
 - Submit PDW Information Sheet and CAPSI FAQs
- **PDW (during host date):**
 - Mid-conference update regarding progress, issues, and concerns
 - Plans for the remainder of the conference

Note: These presentations should consist of simple verbal and written reports. Requests for additional audio/visual support will be accommodated if possible.

6.2.1 PDW Liaison

The CAPSI Senior Representative from the university hosting PDW will also serve as a PDW Liaison and will begin reporting to the CAPSI President at the CPhA Conference.

Since preparations for each PDW will occur over two (2) school years, the PDW Liaison position will be transferred from the current CAPSI Senior Representative to the incoming CAPSI Senior Representative following the vote of confidence. To maintain continuity, the CAPSI President-Elect will begin the liaison with the newly elected PDW Host Committee, as he/she will be the President at the time of the event.

6.2.2 President-Elect/President's Duties Toward PDW

The CAPSI President must assure that a copy of the PDW Planning Guide is sent to the PDW Liaison at the time the University of British Columbia is selected to host PDW. This will assist in the early planning and the development of subcommittees. Although the CAPSI President will primarily work through the PDW Liaison, good relations should be made with the PDW Chairperson as soon as possible. This should be initiated by an introductory phone call. Periodically, during the PDW planning stages, the President should keep in contact with the PDW Chairperson to show moral support and help in any problems that might occur. The PDW Liaison and the PDW Chairperson must establish an organization schedule two years prior to their event. The schedule is then to be reviewed and accepted by the CAPSI President. This planned schedule is to be followed by each subcommittee to assure planning is done on schedule.

6.2.3 Contractual Liability

Once elected, the PDW PC is required to sign a PDW Letter of Agreement outlining the Association's expectations for the conference with the purpose of maintaining continuity from year to year. The Letter of Agreement will be updated by the CAPSI National Council as needed and signed by ever-subsequent PDW Planning Committee shortly after its formation, two (2) years prior to the conference being held. This contractual agreement will also serve to indemnify individual members of the Committee from personal liability.

6.2.4 Educational Policy

PDW is primarily an educational event and insists that students attend the conference with a learning mindset. In the interest of promoting professional development, the Educational Policy was established in order to increase attendance at PDW CAPSI National events and educational seminars. The Educational Policy is determined by the school hosting PDW and the CAPSI National Council and may change on annual basis. The following Educational Policy applies to all CAPSI members attending PDW:

- Mandatory attendance will be required at the CAPSI National AGM and CAPSI National Elections as well as a minimum of 50% of the additional educational speaking engagements that can be attended by delegates (to be rounded down if the number is odd). Please note that this is 50% of the requirements that are logistically attainable for all delegates; time and sessions missed due to CAPSI compounding, Over-The-Counter, and Patient Interview Competitions will be taken to account.
- The PDW Planning Committee of the host city will be responsible for the organization and implementation of a process that will allow local CAPSI representatives to determine if a student was in attendance.
- Students will be given one “stamp card” with their registration package. Each student will be responsible for keeping this card until the end of PDW, at which time it will be turned in to their local CAPSI Representative. Completed cards are to be returned to local CAPSI representatives and will act as proof of fulfillment of the requirements outlined in this policy. There will be no replacement for lost/stolen stamp cards and any forged/unofficial stamp cards will not be accepted.
- Students involved in unlawful, unacceptable or unprofessional behavior while in attendance at PDW will be considered in violation of this policy and lose the opportunity to register for the subsequent PDWs. This includes knowingly accompanying an unregistered person into any PDW events or organized activities, acting disrespectfully or disruptively during presentations and awards. Any behaviour that incurs unnecessary cost to the conference (including but not limited to personal and common room damages, excessive cleaning fees or noise complaints, etc.) will be paid for in full by the offending party/parties.
- Failure to comply with this policy will lead to repercussions in accordance with policies and procedures on the local and national level.
- All students must be advised of this policy at the local PDW information session. Upon registration, all students must read and agree to this educational policy before their registration will be confirmed.

6.3 Advance Planning

6.3.1 Fundraising

The host university will begin to solicit conference sponsorship the summer prior to PDW at the latest from sources including but not limited to drug companies, local associations, banks, and other local businesses. The sponsorship request will include an outline of the budget along with the proposed agenda, theme, and lecture topics. This will allow potential sponsors to select an area that they wish to sponsor.

6.3.2 Publicity

The event’s success depends largely on effective and proper promotion. Promotion and advertising must begin at the PDW one-year prior’s Health Fair and promotional video during that Closing Gala. Articles may be written over the summer to appear in each CAPSIL for the year prior to the event. A website and

social media accounts may also be created to promote and update CAPSI members and the public on the progress of the event.

6.3.3 Education

The Education Committee along with the entire PDW Committee should select the lecture topics that are in line with the PDW theme, prior to the summer holiday the year before the event. Over the summer, letters must be written to invite the speakers. This time-line will ensure that full planning can begin in September and will allow for sufficient time to contact a replacement should a speaker become unavailable.

6.3.4 Room Allocation

In order to have all delegate hotel rooms within proximity to each other, hotel rooms will need to be blocked off at least one year in advance. Number of hotel rooms to be blocked off should be a major consideration against the projected numbers attending this event.

Conference rooms and gala entertainment may have to be booked at least one year in advance, especially a banquet hall, disc jockey, or a band. CAPSI National meeting rooms will also need to be booked in advance. Maximum occupancy of the conference rooms should be a major consideration against the projected numbers attending the event.

6.3.5 Turnover Document

Use the turn over document from the previous PDW Committees along with the PDW Letter of Agreement and the advice of the past PDW host to help plan a successful event. The PDW Chair(s) for a given conference are encouraged to attend PDW for two years before their conference, in addition to their own school's conference, for a total of 3 conferences. As well it is encouraged that the entire PDW organizing committee attend PDW the year prior to their hosting.

6.3.6 Registration Fees

Non-CAPSI members must obtain a CAPSI membership prior to registering for PDW or be subject to a greater non-member registration fee. The local PDW Committee should set a late registration date and subsequent increase in registration fees. The CAPSI Senior Representative should compile registration forms and payments and should attempt to forward these in no more than two (2) mailings to the PDW Host Committee.

6.3.7 Media Relations Policy

6.3.7.1 Media and PDW

- The PDW Committee and the VP Communications are the only individuals authorized to contact local/national media (newspaper, TV, radio, magazines). In the case that media is contacted by someone other than these authorized individuals, CAPSI and PDW make no guarantee to the media of coverage and reserves the right to deny media coverage at any time.
- Media will be contacted no less than 1 month prior to the conference. The contacted media will be informed of this current policy at the initial time of contact and both parties will agree upon these terms at this time.
- Both French and English media must be contacted, as appropriate.

- Media must provide a plan of their coverage to the PDW Committee before the scheduled event. The PDW Committee and the VP Communications must approve this plan.
- All publications must be reviewed/proofread and approved by a PDW Committee representative and the VP Communications
- All live or recorded media events must be supervised and approved by a member of the PDW Committee and a CAPSI member designated by the CAPSI National Council.
- Media coverage must be professional and tasteful, as determined by the CAPSI National Council.
- Media coverage must focus on professional activities surrounding the profession of pharmacy, pharmacy students, CAPSI, or the host faculty.
- Media coverage cannot focus on any one company or association (other than CAPSI) without the approval of the PDW Committee and CAPSI National Council. Except under unusual circumstances, approved by the CAPSI National Council, media coverage of CAPSI events is not to be used as advertisement for individual companies.
- Copies of all articles/reports must be sent to the VP Communications and CAPSI Executive Secretary for archiving and posting on the CAPSI website. This policy is legally binding and breach of this policy may result in legal action.

6.3.7.3 Media and CAPSI National

- The VP Professional Affairs or the appropriate member of the CAPSI National Council will contact media at the national level.
- Media coverage must be professional and tasteful, as determined by the CAPSI National Council.
- All publications must be reviewed/proofread and approved by the VP Communications.
- Both French and English media must be contacted.
- Copies of all articles must be sent to the CAPSI Executive Secretary for archiving and posting on the CAPSI website.

6.3.7.4 Media and CAPSI Local

- The CAPSI Senior and Junior Representatives or a designated member of the CAPSI UBC Council have the right to contact media at the local level.
- The CAPSI Senior and Junior Representatives must inform the VP Communications of their intent to contact media before doing so. The VP Communications must recognize this intent and concerns are to be addressed at this time.
- Media coverage must be professional and tasteful, as determined by the CAPSI Senior and Junior Representatives.
- All publications must be reviewed/proofread and approved by the CAPSI Senior and Junior Representatives.
- Copies of all articles must be sent to the CAPSI Executive Secretary for archiving and posting on the CAPSI website.
- Copies of all articles/reports must be sent to the VP Communications.

CHAPTER 7.0 – PHARMACIST AWARENESS MONTH (PAM)

7.1 General

The purpose of Pharmacist Awareness Month is to showcase and celebrate the contributions that pharmacists make in the delivery of health care. It also services to provide students with volunteer and leadership opportunities within the Faculty of Pharmaceutical Sciences and promotes interprofessional collaboration with other health professions. The event is held throughout the entirety of March.

7.2 PAM Committee

The PAM Committee is co-chaired by the CAPSI Senior Representative and the PhUS VP External. The Co-Chairs are to act as liaisons of their respective organization and to other clubs within the UBC Faculty of Pharmaceutical Sciences.

The PAM Committee also consists of multiple Executive positions, which shall be determined by the Co-Chairs and altered annually based on their needs. Previous Executive positions include:

- Co-Chairs (2)
- Marketing (2)
- Events (3-4)
- Advocacy (2)
- Community Outreach (2)
- Volunteer (2)
- Sponsorship (1)
- Showcase (1)

The application process for the PAM Committee shall begin no later than December. The selection of candidates for the Executive positions shall be conducted through an interview process and finalized no later than the end of December.

It is highly recommended for the CAPSI Junior Representative to participate either as a volunteer or Executive for PAM in order to gain experience as they will be responsible for organizing the initiative the following year when they transition into the CAPSI Senior Representative position.

7.3 Meeting Format and Schedule

Meetings will be held at the discretion of the Co-Chairs and can be conducted in-person or online.

7.4 Budget and Reimbursements

It is up to the discretion of the Co-Chairs (and their respective organization) to decide the budget for PAM. In previous years, the budget has been \$2000.00 (\$1000.00 each from CAPSI UBC and PhUS), but may change as needed.

In addition, it is up to the discretion of the Co-Chairs to determine the reimbursement process for all expenses. However, it may be more convenient for one of the organizations (either PhUS or CAPSI UBC) to collect all of the receipts for reimbursement, total the amount to be reimbursed, and have the other organization send a direct transfer to cover the costs.

7.5 Turnover Reports

Following the end of PAM, the Co-Chairs and each Executive member of the PAM Committee are required to write a turnover document in a timely manner outlining their role in organizing the initiative.

CHAPTER 8.0 – FINANCES

8.1 Annual Fees

Membership fees will be as follows, unless otherwise determined through at least two thirds (2/3) majority vote by the National General Council:

- General Student membership fee - **\$80.00** for the entire four (4) years of the program
- CAPSI UBC sends membership fees to CAPSI National every year based on the following equation:

of total active members x 12 = amount sent to CAPSI National

8.2 Budget

This role falls under the portfolio of the local treasurer. They will be managing the incoming and outgoing expenses. It will be his/her job to determine what projects, reimbursements, etc are in the budgetary means to fund.

8.3 Reimbursement Policy

8.3.1 Reimbursement Procedure

Before any initiatives, office supplies or travel be reimbursed, it must first get approval from both the local treasurer, and the Senior representative. In order to be fully reimbursed, the individual must follow the procedure set forth in this reimbursement policy (which follows the reimbursement policy set forth by the National CAPSI council). Expenses incurred by members of CAPSI Local Council during the conduct of their office including, but not limited to, transportation, accommodations, conference registrations, photocopying, postage, and telephone costs shall be reimbursed following approval by the process. The annual sum of this reimbursement shall not exceed the budgetary limitation as approved in the Association's annual budget.

Each individual is responsible for paying for all expenses up front, including administration, registration, travel and accommodations unless otherwise stated. Individuals eligible for reimbursement must attach all original receipts to their completed claim form for reimbursement and forward to the Treasurer within 30 days of the event with an exception of summer events. Any reimbursement forms for events that happen during the months of May – August must be submitted by September 30th of the same year. A claim is considered “complete” when there is a filled out reimbursement form with all appropriate receipts attached. The Treasurer should strive to have the forms submitted to AMS for reimbursement within 5 business days of receiving “complete” claims.

Likewise, it is each individual's responsibility to pick up reimbursements from the AMS Office and cash cheques within six months of when they are written or risk forfeiting the reimbursement due to the cheque being “stale-dated”. Individuals are responsible for their reimbursement cheques. Lost or stolen reimbursement cheques must be reported to the Finance Officer within six months of the cheque being written. Cheques reported beyond the six-month timeframe are also considered stale-dated and will not be re-issued (see above). For lost or stolen cheques, the Treasurer must contact the AMS and the individual is responsible for any charges incurred in that process.

Council members shall submit claims for reimbursement in a timely fashion or they risk forfeiting reimbursement from CAPSI. The CAPSI fiscal year runs from April 1 to March 31. All expenses incurred

during a fiscal year must be paid in that fiscal year, with reimbursements made according to the approved budget for each fiscal year. This includes reimbursements for the CAPSI Senior and Junior Representatives for expenses incurred from attending conferences.

All CAPSI events should have their individual event breakdown of expenses and this should be submitted to the treasurer, CAPSI Senior and Junior representative 2 weeks prior to the event.

It should be followed closely and reimbursements will only be done based on the suggested budget.

8.3.2 Administration Costs

CAPSI Local Council has a budget for administration costs. The estimated amount is determined by the Senior and Junior Representatives, as well as the local Treasurer in drafting up the budget. The following items are examples of reimbursable for administration costs:

- Mailing expenses (stamps, envelopes)
- Long distance charges for CAPSI related phone calls
- Promotional supplies (paper, markers)
- Photocopying and printing expenses
- Teleconference calls

All other expenses outside the ones listed will be approved under discretion of the Treasurer and the Senior and Junior Representative.

8.3.3 Travel Expenses

The CAPSI National Council has two face-to-face meetings during the council term; the first during the PDW Conference and the second during the CPhA Annual Conference. CAPSI National provides funding to the local Senior and Junior representatives for expenses incurred to attend the both conferences since these conferences coincide with the CAPSI National meetings. CAPSI Senior representatives are required to attend both meetings, and as such will get reimbursed for travel and registration for both conferences (budget permitting). It is also mandatory for Junior representatives to attend both the PDW and CPhA conference. As such, CAPSI National reimburses the Junior representative for registration at both conferences only. Any other anticipated expenses incurred by the Junior to attend these conferences must be approved by the Treasurer and the Senior representative prior to making travel arrangements.

The Senior and Junior representatives are reimbursed to the higher of either up to a percentage of CAPSI local annual budget passed by the local council of the previous year, or 50% of total conference costs (travel, hotel, registration fee), strictly for conferences requiring mandatory CAPSI representation, which are PDW, CSHP-AGM, and CPhA. Eligible expenses for each position are subject to change from year to year based on available funding from both the Local and National Chapters. For information and current details regarding the amount covered by the National CAPSI Council, refer to their Operating Manual. In addition, the Senior and Junior Representatives are only reimbursed up to the last day of national council meetings.

If council approves the budget, such that the Senior Representative is eligible for travel expense reimbursement, the following types of travel are eligible:

- Return air travel to and from conference city
- Taxi/shuttle to the hotel from the airport (and return) in the conference city
- Train*

- Ferry*

* Only if required to reach conference city from location of residence.

CAPSI DOES NOT reimburse for the following:

- Meals
- Extra excursions to visit family/friends or to become a tourist while in the area of the conference
- Tips
- Travel in home city (each council member is responsible for their own transportation to and from the airport in their home city)
- Internet
- Insurance

Additionally, the Treasurer may not reimburse council members for expenses incurred to attend an event until after said event. As an example, council members cannot be paid for PDW expenses until after the PDW Conference.

8.3.4 Conference Expectations and Individual Responsibilities

For both conferences, council members are expected to arrive the day before meetings commence, with return travel the day after the close of meetings. With regards to PDW, travel expenses would be reimbursed for Tuesday-Sunday. Since PDW is during the academic semester and due to concerns raised by the AFPC and ADPC, it is strongly advised that the Senior and Junior representative not travel outside those prescribed days to ensure they do not miss any additional time than absolutely necessary for business of the Association. As for the CPhA Conference, return travel is expected to be the last day of the conference. Should the Senior or the Junior wish to stay for the Closing Banquet and Presidential Gala, they do so at their own expense.

CAPSI is a non-profit organization with limited funding. It is the responsibility of both the Senior and the Junior representative to use the most reasonable and economically friendly means of travel and accommodation when attending conferences for council meetings.

It is each individual's responsibility to pay for additional expenses over and above the cost of the travel ticket. For example, if the individual wishes to bring greater than the number of checked baggage included in that individual's ticket, they are personally responsible for the additional cost. When booking travel, please be aware that the cost of additional options is not the responsibility of CAPSI. CAPSI will not reimburse council members for the cost of travel insurance, in-flight meals, or additional options or services offered by any airlines.

8.3.5 Registration Expenses

CAPSI National will reimburse for the full cost of early bird registration + taxes. If the Senior or Junior representative does not register prior to the early bird date, that individual will be responsible for paying for the difference of cost. Exceptions may be made only if the council member was not elected in time to meet the early bird deadline. If an exception is being requested, it must be brought to the National Finance Committee for consideration.

8.3.6 Accommodation Expenses

It is expected that both the Senior and Junior Representative maximize room capacity (4 council members or students to a room) when attending conferences if possible. Each council member has the option of accommodating with other council members or students from their respective schools. If a council member chooses not to have 4 to a room, then that/those individual(s) must pay for the amount over and above ¼ of the room expense eligible for reimbursement from CAPSI. Only under special circumstances where the room could not be filled, will the full accommodations be reimbursed.

8.3.7 Competition Reimbursements

For competition winners that win multiple local competitions, CAPSI will provide funding up to the total amount of registration, travel and accommodations to attend PDW. Therefore, all competition winners must submit receipts for registration, travel and hotel costs to the local CAPSI representatives. The local CAPSI representatives are then responsible for ensuring that the winnings do not exceed the total cost for registration, travel and accommodations for the individual.

CHAPTER 9.0 – AWARDS AND COMPETITIONS

9.1 Awards

9.1.1 CAPSI Award of Professionalism

The CAPSI Award of Professionalism is an annual award that recognizes a pharmacy student who demonstrates high degree of professionalism in pharmacy. Examples of professionalism includes but are not limited to:

- Actively promoting the profession
- Participating in events and initiatives related to pharmacy
- Developing a new event, initiative, or fundraiser related to pharmacy

The award is subject to availability annually based on the availability of the budget.

The application form is to be uploaded on the CAPSI UBC website in October.

The deadline of the award will be determined by the CAPSI Awards Committee but must not be later than the last day of October in order to provide enough time for the plaque engraving, which shall be presented at the AGM.

AWARD ELIGIBILITY

The applicant must be a CAPSI General Student Member.

Members of the current CAPSI UBC Council or CAPSI National Council are not eligible for the award.

PROCEDURES

All applicants must submit a nomination form signed by two (2) nominators, both of which must be current General Student Members.

The nominators are to each provide a letter describing how the applicant has demonstrated the criteria set out for the award. The nominating letters must each be a maximum of one (1) page typed in Times New Roman font in size twelve (12). The margins of the document must not be altered.

The applicant must also complete an award application form, which consists of two (2) essays stating how the applicant has contributed to a high degree of professionalism and how the activities the applicant participated in helped develop their professional skills in pharmacy. The application form must be typed in Times New Roman font in size twelve (12). The margins of the document must not be altered.

The CAPSI Junior and Senior Representatives and members of the Faculty of Pharmaceutical Sciences are not eligible to nominate student candidates.

VOTING COMMITTEE

The recipient of the award shall be determined by the Awards Committee.

The Chair will be tasked with redacting all personal identifiers from the nomination letters and essays.

9.1.2 CAPSI Professional Development Week Travel Award

The CAPSI Professional Development Week Travel Award is an annual endowed award that provides funding for General Student Members attending PDW who demonstrate financial burden.

Funding for the award is generated from the interest from the initial \$20,000 that was invested by the CAPSI UBC Council from the 2007 CAPSI UBC Council. Due to the nature of endowed awards, the funding will be available every year but the amount provided is subject to change annually based on the interest rate.

The Office of Development and Alumni Engagement will schedule a meeting in September or October to provide an annual report of the award to the CAPSI Senior Representative. It is highly recommended for the CAPSI Junior Representative to also attend the meeting.

AWARD ELIGIBILITY

The applicant must be a CAPSI General Student Member attending PDW.

The CAPSI Senior Representative shall send a finalized list of all UBC delegates attending PDW to the Faculty of Pharmaceutical Sciences' Office of Student Services.

PROCEDURES

The applicant must complete an award application form provided by the Faculty of Pharmaceutical Sciences. The applicant also needs to submit a letter stating the reasons for self-nomination and additional documentation supporting the nomination.

VOTING COMMITTEE

The recipient of the award shall be determined by the Faculty of Pharmaceutical Sciences' Office of Student Services.

9.2 Competitions

All competitions of the Association shall be conducted locally.

The first place winner of each competition shall advance to compete or represent UBC nationally at PDW (if a national competition is available) and receive the following:

- Complimentary registration to PDW
- Subsidy (if available for the competition) to be used for conference expenses such as registration, travel, and accommodation
- Recognition at the CAPSI AGM

In order to maximize the amount of competition spots for members, students are only allowed to participate in one of the following competition per academic year unless there are remaining spots in the competition:

- Compounding Competition
- Over the Counter Competition
- Patient Interview Competition

If a student wins more than one competition, they must pick the competition they want to compete in at PDW. The runner up winner of the other competition will then have the opportunity to compete at PDW. The runner up winner competing or representing UBC nationally at PDW will receive the following:

- Complimentary registration to PDW
- Recognition at the CAPSI AGM

If a student wins more than one competition, the travel subsidy can be accumulated for the conference up to a maximum amount spent on PDW registration, travel, and accommodations.

All competition subsidies shall be awarded on a reimbursement basis after PDW and requires the contestant to provide a receipt for their expenses to be eligible for reimbursement.

The amount of funding for each competition will be determined by the CAPSI UBC Council based on the budget and sponsorship available. In the past, CAPSI National has usually provided \$250.00 for the first place winner of each competition. However, the CAPSI UBC Council has provided an additional \$150.00 (for a total of \$400.00) to encourage participation in the competitions and PDW attendance.

9.2.1 Compounding Competition

Teams of four (4) students compete to create compounds that are therapeutically active and presented with the utmost pharmaceutical elegance. Not only does the competition highlight the discipline and dexterity required to carefully create compounds, but also the teamwork involved in effectively communicating and the theoretical knowledge needed to perform the necessary calculations.

The competition is organized by the CAPSI Second Year Representative.

9.2.2 Patient Interview Competition (PIC)

Individual students compete by conducting a patient interview with the goal of identifying and resolving drug-related problems.

The competition is organized by the CAPSI Third Year Representative.

9.2.3 Over-The-Counter Competition (OTC)

Individual students compete by conducting a patient interview and counselling on commonly seen self-selection products. The purpose of this competition is to aid students in the development of skills required for the practice of pharmaceutical care, particularly involving OTC medications.

The competition is organized by one of the CAPSI Fourth Year Representatives.

9.2.4 Student Literary Challenge (SLC)

Individual students compete by submitting an article related to the topic of pharmacy. The competition is an opportunity for students to share their insights into subjects that are of current interest to the pharmacy practice.

The competition is organized by one of the CAPSI Fourth Year Representatives.

9.2.5 UBC's Next Top Pharmacist (NTP)

Individual students compete by performing in a talent show held in a style similar to a pageant. The competition features multiple trials such as a catwalk, prescription reading skills, and dance-offs, and is an opportunity for students to showcase their personal talents.

The competition is organized by the CAPSI Fundraisers.

CHAPTER 10.0 – COMMITTEES

10.1 Standing Committees

All standing committees will be formed in March after the elections and dissolved the following year after the election of the new council.

All members of the CAPSI UBC Council must sign up for a minimum of 1 standing committee during their term unless they are chairing a committee

10.1.1 CAPSI Awareness Week (CAW) Committee

MANDATE

To organize a CAPSI Awareness Week in September to promote the Association and its benefits. The events must include but is not limited to the CAPSI Council Meet and Greet, the PDW Info Session, and the IPSF Info Session. The Chair will also be responsible for organizing a booth for the PhUS Clubs Night event.

COMPOSITION

- CAPSI Senior Representative (Chair)
- CAPSI Junior Representative
- Secretary
- Minimum of one (1) IPSF Liaison

MEETINGS

Meetings will be held at the discretion of the Chair.

REPORTING

The Chair shall report the progress of CAW planning to the CAPSI UBC Council during weekly meetings.

10.1.2 Pharmacist Awareness Month (PAM) Committee

MANDATE

To organize Pharmacist Awareness Month in collaboration with the VP External of PhUS. The purpose of PAM is to showcase and celebrate the contributions that pharmacists make in the delivery of health care.

COMPOSITION

- CAPSI Senior Representative (Co-Chair)
- PhUS VP External (Co-Chair)
- Rest of the committee to be determined by the Co-Chairs and selected by an interview process

MEETINGS

Meetings will be held at the discretion of the Co-Chairs.

REPORTING

The CAPSI Senior Representative shall report the progress of PAM planning to the CAPSI UBC Council during weekly meetings.

10.1.3 Fundraising Committee

MANDATE

To organize fundraising events for the CAPSI UBC Council. A portion of the money raised will be allocated to members of the Fundraising Committee based on their contribution to assist with the cost of attending PDW.

COMPOSITION

- Fundraisers (Co-Chairs)
- CAPSI Senior Representative
- CAPSI Junior Representative
- Minimum of one (1) member of the CAPSI UBC Council
- General Student Members

MEETINGS

Meetings will be held at the discretion of the Co-Chairs.

REPORTING

The Co-Chairs shall present updates of the Fundraising Committee to the CAPSI UBC Council during weekly meetings.

10.1.4 Community Outreach Committee

MANDATE

To organize community outreach events that showcase the profession of pharmacy.

COMPOSITION

- Community Education Coordinator (Chair)
- CAPSI Senior Representative
- CAPSI Junior Representative
- Minimum of one (1) member of the CAPSI UBC Council
- General Student Members

MEETINGS

Meetings will be held at the discretion of the Chair.

REPORTING

The Chair shall present updates of the Community Outreach Committee to the CAPSI UBC Council during weekly meetings.

10.1.5 Student Exchange Program (SEP) Committee

MANDATE

To find pharmacy sites and allocations for international students placed in British Columbia through the IPSF Student Exchange Program. The committee will also arrange for social events and sightseeing for the international students.

COMPOSITION

- IPSF Liaisons (Co-Chairs)
- CAPSI Senior Representative

- CAPSI Junior Representative
- Minimum of one (1) member of the CAPSI UBC Council
- Optional – A maximum of three (3) General Student Members

MEETINGS

Meetings will be held at the discretion of the Co-Chairs.

REPORTING

The Co-Chairs shall present updates of the SEP Committee to the CAPSI UBC Council during weekly meetings.

10.1.6 IPSF Health Campaign Committee

MANDATE

To organize events for the IPSF Health Campaign based on the topic selected annually by the CAPSI National Council.

COMPOSITION

- IPSF Liaisons (Co-Chairs)
- CAPSI Senior Representative
- CAPSI Junior Representative
- Minimum of one (1) member of the CAPSI UBC Council
- Optional – A maximum of 3 (three) General Student Members

MEETINGS

Meetings will be held at the discretion of the IPSF Liaisons.

REPORTING

The Co-Chairs shall report the progress of the IPSF Health Campaign Committee to the CAPSI UBC Council during weekly meetings.

10.1.7 Awards Committee

MANDATE

To evaluate all award applications including but not limited to the CAPSI Award of Professionalism and any future awards implemented by CAPSI UBC.

COMPOSITION

- CAPSI Junior Representative (Chair)
- CAPSI Senior Representative
- All Year Representatives

MEETINGS

Meetings will be held at the discretion of the Chair.

REPORTING

The Chair shall notify the CAPSI UBC Council and all award applicants of their application status after the recipient of the award has been determined.

10.1.8 Finance Committee

MANDATE

To determine and balance the budget for the Association Year. The committee shall also review the available budget for new initiatives and events prior to approving the event.

COMPOSITION

- Treasurer (Chair)
- Vice-Treasurer
- CAPSI Senior Representative
- CAPSI Junior Representative

MEETINGS

Meetings will be held at the discretion of the Chair.

REPORTING

The Chair shall report the progress of the Finance Committee to the CAPSI UBC Council during weekly meetings.

10.2 Ad-Hoc Committees

Ad-hoc committees are temporary committees formed to handle a specific issue or topic. It is up to the discretion of the CAPSI UBC Council to determine if there is a need to form an ad-hoc committee.

10.2.1 PDW Conference Planning Committee

MANDATE

To organize and execute the conference in accordance with the objectives of PDW.

COMPOSITION

- CAPSI Senior Representative (Co-Chair and PDW Liaison)
- CAPSI Junior Representative (Co-Chair)
- CAPSI President as an *ex-officio* member
- Planning Committee and Sub-Committee to be determined by the Co-Chairs

MEETINGS

Meetings will be held at the discretion of the Co-Chairs.

REPORTING

The PDW Liaison shall report progress of PDW planning to the CAPSI National Council according to the PDW Letter of Agreement and the schedule listed in 6.2 Communications.

CHAPTER 11.0 – AMENDMENTS OF OFFICIAL DOCUMENTS

The CAPSI UBC Council may enact, amend, or repeal any part of the Operating Manual with at least a 50% majority vote to accept the proposed amendments. Proposed amendments, which have been accepted by the CAPSI UBC Council in this manner, shall be effective immediately following the vote.

General Student Members may enact, amend or repeal any part of the Operating Manual during the Annual General Meeting with at least a 50% majority vote to accept the proposed amendments. These proposed amendments to the Operating Manual shall have no effect until accepted by membership at the Annual General Meeting.

Upon request, each member of the Association shall be entitled to an up-to-date copy of the Operating Manual. However, failure of a member to receive a copy does not affect the applicability or enforceability of the policies contained in these official documents.