



*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*

(Approved by the CAPSI UBC Council, November 22, 2019 in the Faculty of Pharmaceutical Sciences,  
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## CHAPTER 1.0 – THE ASSOCIATION

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### 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 at the end of February 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**

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### **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 for General Student Members shall be a one-time cost of \$85.00 (for first year students), \$65.00 (for second year students), \$45.00 (for third year students) and \$25.00 (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 UBC Council**

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### **3.1 Members of CAPSI UBC Council**

The CAPSI UBC Council shall consist of:

- CAPSI Senior Representative
- CAPSI Junior Representative
- Secretary
- Treasurer
- Vice Treasurer
- Sponsorship Coordinator
- Fundraisers (2)
- Community Education Coordinator
- IPSF Liaisons (2)
- IT Officer
- Advocacy Coordinator
- CAPSI First Year Representatives (2)
- CAPSI Second Year Representative
- CAPSI Third Year Representative
- CAPSI Fourth Year Representative

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

- CAPSI Senior Representative
- CAPSI Junior Representative
- Secretary
- Treasurer
- Vice Treasurer
- Sponsorship Coordinator
- Fundraisers (2)
- Community Education Coordinator
- IPSF Liaisons (2)
- IT Officer
- Advocacy Coordinator
- CAPSI First Year Representative (2)
- CAPSI Second Year Representative
- CAPSI Third Year Representative
- CAPSI Fourth Year Representatives

The non-voting members include:

- Any Executives of the CAPSI National Council
- Any member of the PDW Planning Committee (when applicable)
- Any committee Vice-Chairs appointed by any Executive of the CAPSI UBC Council
- The local Canadian Society for Hospital Pharmacists (CSHP) Representative

### **3.2 Roles and Responsibilities**

CAPSI UBC is responsible for the functioning of the Association in accordance to the Constitution Bylaws and the Operating Manual of the Association. Council members of CAPSI UBC are expected to uphold the following duties and responsibilities:

- Supporting the decisions made by CAPSI UBC and the CAPSI National Council
- Attending weekly meetings and submitting periodic updates to the CAPSI UBC Council of matters pertaining to the individual's portfolio
- Signing up for a minimum of 1 standing committee during their term unless they are chairing a committee
- Submitting a year-end turnover report to the Secretary at least 1 week prior to the election of the next CAPSI UBC Council
- Familiarizing themselves with the documents of the Association including the CAPSI UBC Operating Manual

### **3.2.1 CAPSI Senior Representative**

The role of the CAPSI Senior and Junior Representative is to act as a cohesive force between the CAPSI UBC Council and CAPSI National 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 Representative for the first year and transitions to the CAPSI Senior Representative in the second year after passing a vote of confidence during the annual CAPSI UBC elections.

#### **DUTIES:**

- Overseeing all CAPSI UBC events and initiatives unless a CAPSI UBC Council member has been appointed to do so
- Collaborating with the CAPSI Junior Representative and Secretary to create an agenda for weekly meetings and then chair the meeting
- Collaborating with the following CAPSI UBC Council members for CAPSI Awareness Week: Secretary for the Meet and Greet, IPSF Liaisons for the IPSF and SEP Information Session, and the CAPSI Junior Representative for the PDW Information Session
- Collaborating with the Treasurer, Vice-Treasurer, and CAPSI Junior Representative to ensure the CAPSI UBC budget is balanced and accurate
- Collaborating with the CAPSI Junior Representative in reviewing the CAPSI UBC Operating Manual and compiling a list of proposed amendments to be presented at the AGM
- Holding an AGM every academic year and post the proposed amendments to the CAPSI UBC Operating Manual on the CAPSI UBC website at least seven (7) days prior to the AGM. Amendments must be reviewed with Constitutional Review Committee and/or with Executive Council prior to AGM proposal.
- Informing CAPSI UBC members of all national projects and initiatives and encourage their participation in these programs
- Informing all candidates participating in the CAPSI UBC elections of the election outcomes no longer than seven (7) days after the voting deadline.
- Preparing position update reports for the National Executive Secretary as required prior to PDW, the CPhA Conference, and CAPSI National teleconferences

- Relaying information from the PDW Planning Committee in a timely manner, including but not limited to advertisement, registration, hotel booking, and flight booking
- Assisting the PDW Planning Committee if PDW is hosted at the University of British Columbia
- Participating as an active member in the following: PhUS weekly meetings, CSHP monthly meetings, Interclub meetings, and CAPSI National meetings and CAPSI National teleconferences
- Provide newsletter updates to the PhUS IT Officer for distribution to all students in the Faculty of Pharmaceutical Sciences at UBC
- Organizing the Pharmafacts Bowl Competition with the assistance of the Junior Representative
- Organizing the PDW T-Shirt Competition with the assistance of the Junior Representative

### **3.2.2 CAPSI Junior Representative**

#### **DUTIES:**

- Learning about the function and intricacies of both CAPSI UBC and CAPSI National and the duties that will be expected as the CAPSI Senior Representative
- Assisting the CAPSI Senior Representative in overseeing all CAPSI UBC events and initiatives unless a CAPSI UBC Council member has been appointed to do so
- Collaborating with the CAPSI Senior Representative and Secretary to create an agenda for weekly meetings and then chair the meeting if the CAPSI Senior Representative is unable to attend in a timely manner
- Collaborating with the CAPSI Senior Representative to organize the PDW Information Session for CAPSI Awareness Week
- Collaborating with the Treasurer, Vice-Treasurer, and CAPSI Senior Representative to ensure the CAPSI UBC budget is balanced and accurate
- Collaborating with the Faculty of Pharmaceutical Sciences and the Alumni Relations Manager to organize Career Avenues with regards to the advertising, setup, and takedown
- Assisting the CAPSI Senior Representative in reviewing the CAPSI UBC Operating Manual and compiling a list of proposed amendments to be presented at the AGM
- Organizing an annual Symposia based on the topics approved by the CAPSI National Council at the CPhA Conference
- Informing CAPSI UBC members of all national projects and initiatives and encourage their participation in these programs
- Assisting the CAPSI Senior Representative in preparing position update reports for the National Executive Secretary as required prior to PDW, the CPhA Conference, and CAPSI National teleconferences
- Assisting the CAPSI Senior Representative in relaying information from the PDW Planning Committee in a timely manner, including but not limited to advertisement, registration, hotel booking, and flight booking
- Assisting the PDW Planning Committee if PDW is hosted at the University of British Columbia
- Participating as an active member in the following: PhUS weekly meetings, CSHP monthly meetings, Interclub meetings, and CAPSI National meetings and CAPSI National teleconferences
- Organizing and promoting applications for the CAPSI Award of Professionalism
- Chairing the Awards Committee which includes preparing award materials (e.g. gift cards, certificates and plaques) to Award recipients during AGM
- Organize the beginning of the year Textbook sale, liasoning with CPhA and National to ensure smooth purchase of CTC, CTMA, CPMA, CPS, Pharmacy Management and any other materials deemed useful to school

- o Contact Instructors for PY1-4 to ensure the quality of these textbooks or any other material promoted to Pharmacy Students
- Takes on the duties of any executive role should the position remain unfilled
- Organizing an AGM every academic year with the Secretary
- Co-chair Pharmacist Awareness Month (PAM) with the PhUS VP External
- Organizing the PDW T-Shirt Competition with the assistance of the Senior Representative

### 3.2.3 Secretary

#### DUTIES:

- Compiling the agenda items from the CAPSI Senior and Junior Representatives and distribute an electronic copy of the agenda to all CAPSI UBC Council members
- Taking attendance and minutes at the weekly CAPSI UBC meetings and submit it to the CAPSI Senior and Junior Representatives for approval
- Creating an annual Facebook group for the incoming CAPSI UBC Council following CAPSI elections in March
- Compiling a list of contact information for all CAPSI UBC Council members, which will be posted in the CAPSI UBC Facebook group
- Organizing the CAPSI First Year Representative by-election in September and the CAPSI elections in March. Duties include but not limited to printing and distributing ballots, counting the ballots, and notifying the CAPSI Senior Representative of the election results
- Entering the name and contact information of all new General Student Members into the membership database after the September membership drive
- Collaborating with the CAPSI Senior Representative to organize a presentation for the Council Meet and Greet
- Assisting CAPSI UBC Council members with room booking when needed
- Organizing and hosting the CAPSI Annual General Meeting
- Chairs the Constitutional Review Committee to provide unbiased recommendations and reviews on all proposed amendments.

### 3.2.4 Treasurer

#### DUTIES:

- Completing the AMS Treasurer Authorization Form and attending a mandatory Treasurer's orientation session with the AMS Finance Department
- Submitting reimbursements for CAPSI UBC Council members and General Student Members to AMS to be processed
- Depositing membership fee, fundraising revenue, and PDW fundraising revenue into the appropriate AMS account
- Ensuring cheques are deposited and sent out in a timely manner for events and initiatives including but not limited to the annual textbook sale, membership drive, and PDW registration
- Collaborating with the Vice-Treasurer and CAPSI Senior and Junior Representatives to ensure the CAPSI UBC budget is balanced and accurate
- Submitting an annual budget to AMS for approval
- Keeping records of all reimbursements and deposits
- Preparing a cash box float for CAPSI UBC Council members when needed
- Training CAPSI Year Representatives in using the Square Point of Sale app

- Requesting additional Square Point of Sale codes from AMS as required
- Ensuring purchases from Square Point of Sale are deposited into the appropriate AMS account
- Providing an orientation session for CAPSI UBC Council members detailing the reimbursement process
- Chairing the Finance Committee

### **3.2.5 Vice Treasurer**

#### **DUTIES:**

- Collaborating with the Treasurer and CAPSI Senior and Junior Representatives to ensure the CAPSI UBC budget is balanced and accurate
- Assisting the Treasurer in depositing membership fee, fundraising revenue, and PDW fundraising revenue into the appropriate AMS account
- Assisting the Treasurer with submitting proper reimbursement documentation and checking the status of reimbursements
- Creating invoices for CAPSI UBC Council members when needed
- Learning about the function and intricacies of CAPSI UBC and the duties that will be expected as the Treasurer

### **3.2.6 Sponsorship Coordinator**

#### **DUTIES:**

- Updating the CAPSI UBC Sponsorship Package and sending it out to past and potential sponsors
- Maintaining and developing partnerships with sponsors
- Creating a newsletter blurb to be distributed in the microCAPSIL (and if applicable, the sponsor's newsletter) acknowledging the sponsor's support
- Providing acknowledgement of sponsors at the CAPSI AGM as determined by their sponsorship tier listed in the CAPSI UBC Sponsorship Package
- Sending photos of sponsored events (if applicable) to the sponsor

### **3.2.7 Fundraisers (2)**

#### **DUTIES:**

- Organizing profitable fundraising activities and initiatives for the CAPSI UBC Council
- Organizing the annual UBC's Next Top Pharmacist competition
- Organizing a summer BBQ fundraiser for students participating in the Summer Student Research Program (SSRP)
- Assisting in all Back-to-School Sale activities managed by Junior Representative including textbook sales, nametag magnets, and any materials deemed appropriate for academic use
- Organizing a rose sale for the annual PhUS Gala
- Ensuring the CAPSI UBC Online Store sales are up to date
- Manage inventory in all CAPSI-related merchandise or memorabilia
- Venture in new fundraising avenues and providing comprehensive turn over of each activity
- Co-chairing the Fundraising Committee
- Organizing the beginning of the year Stethoscope sale
  - Contact Instructors for PY1-4 to ensure the quality of these stethoscopes promoted to Pharmacy Students

### **3.2.8 Community Education Coordinator**

#### **DUTIES:**

- Organizing community outreach events for pharmacy students to promote and advocate for the profession including
  - Building partnerships with various community partners and sending photos of community outreach events to the partners (e.g. providing Teva Pharmacy Solutions with updates for Operation: WASHUP, Operation: Allergies!, Operation: Butt Out/BC's QUITNOW)
- Ensuring all outreach activities are appropriately submitted to the Faculty using the Academic Portfolio (AP-7) policy "Community Outreach for Student Pharmacists"
- Chairing the Community Outreach Committee
- Organizing the Advice for Life Competition

### **3.2.9 IPSF Liaisons (2)**

#### **DUTIES:**

- Promoting the Student Exchange Program (SEP)
- Organizing an information session for the SEP during CAPSI Awareness Week
- Acting as a liaison between General Student Members interested in SEP and the National Student Exchange Officer (SEO)
- Ensuring students are aware of the SEP application deadlines, fees, and requirements according to the SEP Officer's Manual
- Forwarding General Student Member applications from UBC to the National SEO
- Participating in active search for potential host sites (e.g. hospital, community, industry) for incoming SEP students from other countries
- Encouraging returning students from SEP to submit a report within one (1) month of returning detailing their experiences with the program
- Promoting the World Congress conference
- Organizing the IPSF Health Campaign on the topic decided upon by the CAPSI National Council and then prepare submit an application to the CAPSI National Council IPSF Health Campaign Award
- Promoting and supporting initiatives as requested by IPSF
- Chairing the SEP Committee

### **3.2.10 IT/Marketing Officer**

#### **DUTIES:**

- Updating and maintaining the CAPSI UBC website through tasks including but not limited to uploading meeting minutes, updating the CAPSI UBC Council positions, and updating award and competition winners
- Ensuring that the website domain is paid for annually
- Promoting CAPSI initiatives and events through social media (e.g. Facebook, Instagram) and email listservs
- Writing or requesting articles from General Student Members for the National CAPSIL newsletter
- Writing or requesting articles from CAPSI UBC Council Executives on an as-needed basis for the CAPSI UBC microCAPSIL newsletter
- Provides assistance if any computer or IT-related issues experienced by Council Members

### **3.2.11 CAPSI First Year Representative (2)**

#### **DUTIES:**

- Promoting and selling CAPSI membership to first year pharmacy students
- Ensuring first year General Student Members receive their membership paraphernalia upon registration
- Updating the first year CAPSI membership list on a monthly basis
- Announcing CAPSI events and initiatives to first year pharmacy students
- Organizing the Over the Counter Competition with the assistance of the Senior Rep
- Organizing the CSHP x CAPSI Evidence Based Competition (Term 2) with the assistance of the Junior Rep
- Participating in the Awards Committee to determine a recipient for applicable awards

### **3.2.12 CAPSI Second Year Representative**

#### **DUTIES:**

- Promoting and selling CAPSI membership to second year pharmacy students
- Ensuring second year General Student Members receive their membership paraphernalia upon registration
- Updating the second year CAPSI membership list on a monthly basis
- Announcing CAPSI events and initiatives to second year pharmacy students
- Organizing the Compounding Competition
- Participating in the Awards Committee to determine a recipient for applicable awards

### **3.2.13 CAPSI Third Year Representative**

#### **DUTIES:**

- Promoting and selling CAPSI membership to third year pharmacy students
- Ensuring third year General Student Members receive their membership paraphernalia upon registration
- Updating the third year CAPSI membership list on a monthly basis
- Announcing CAPSI events and initiatives to third year pharmacy students
- Organizing the Patient Interview Competition
- Organizing the Poster Competition
- Participating in the Awards Committee to determine a recipient for applicable awards

### **3.2.14 CAPSI Fourth Year Representatives**

#### **DUTIES:**

- Promoting and selling CAPSI membership to fourth year pharmacy students
- Ensuring fourth year General Student Members receive their membership paraphernalia upon registration
- Updating the fourth year CAPSI membership list on a monthly basis
- Announcing CAPSI events and initiatives to fourth pharmacy students
- Organizing the Student Literacy Challenge (SLC) and other competitions if feasible
- Participating in the Awards Committee to determine a recipient for applicable awards



### **3.2.9 Advocacy Coordinator**

#### **DUTIES:**

- Organizing advocacy events for pharmacy students to promote and advocate for the profession including:
  - Empowering students to partner with local health care professionals in mutually beneficial activities that provide a meaningful value to the community
  - Advocating for students and the profession through activities including and not limited to: lobbying, marketing and publishing promotional materials
- Ensuring all activities are appropriately submitted to the Faculty using the Academic Portfolio (AP-7) policy “Community Outreach for Student Pharmacists” and out discussed with faculty liaisons
- Organizing student distressing event: Pugs and Drugs with PhUS VP Academic
- Chairing the Advocacy Committee

## **CHAPTER 4.0 – ELECTIONS**

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### **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 February 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
- Advocacy Coordinator
- CAPSI Second Year Representative
- CAPSI Third Year Representative
- CAPSI Fourth Year Representatives (2)

In the event a position is not filled or candidates have failed a vote of confidence, it will initiate Item 4.2. By-Election Protocol. Exceptions to this include the item 4.2.7 (Vote of Confidence) where the unfilled position's responsibilities will transfer to the sitting Junior Representative until the position is filled. No appointing or transfer of office will be tolerated.

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). The outgoing CAPSI Senior Representative and/or Treasurer will remain and fulfill the empty role until the results of a successful by-election.

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**

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### **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 Junior 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)**

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### **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 30<sup>th</sup> 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.

### **6.3.6 UBC Lottery and Reserved Seating**

The number of allocated seats provided by host school will be announced no later than the CPhA Conference in July. Seats are reserved for the winners of the following positions by national and the host school:

- UBC's Pharmacy Undergraduate Society (PhUS) President (1)
- UBC's Senior Representative (1)
- UBC's Junior Representative (1)
- UBC's Next Top Pharmacist Winner (1)
- UBC's Student Literacy Challenge Winner (1)
- UBC's Compounding Competition Winners (4)
- UBC's Patient Interview Competition Winner (1)
- UBC's Over The Counter Competition Winner (1)
- UBC's Advice for Life Competition Winner (1)
- UBC's Guy Genest Award Winner (1)  
(Must contact Student Service's each year of the winner's PDW eligibility each year)
- Any National Executive Member
- National's IPSF SEO or Liason

The following competition winners and positions do not have reserved seating by the host school and thus require reserved seating prior to lottery:

- UBC IPSF Representative (1)
- UBC's Poster Competition Winners (2)
- UBC's Sponsorship Coordinator (1)
- UBC's Advice for Life Competition Runner Up (1)

In the event UBC's reserved spots (5) are not taken, these spots must be filled by the lottery or the resulting waitlist of said lottery. Spots are not transferable.

## **CHAPTER 7.0 – PHARMACIST AWARENESS MONTH (PAM)**

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### **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 incoming 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 (4)
- Volunteer (2)
- Sponsorship (1)
- Technology Coordinator (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 outgoing CAPSI Senior Representative to participate either as a volunteer or Executive for PAM in order to provide guidance and provide insight necessary for a smooth transition for the incoming CAPSI Senior Representative and PhUS VP External.

### **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**

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### **8.1 Membership Fees**

The membership fee for General Student Members shall be a one-time cost of \$50.00 (for first year students), \$65.00 (for second year students), \$45.00 (for third year students) and \$25.00 (for fourth year students), which entitles the member to benefits for their entire undergraduate program. This fee is subject to change following the decision of the CAPSI UBC Council.

The CAPSI UBC Council shall send a portion of the General Student Membership fees to the CAPSI National Council. This fee is subject to change following the decision of the CAPSI National Council.

### **8.2 Budget**

The annual budget must be balanced and determined by the Treasurer and CAPSI Senior Representative with the assistance of the Vice-Treasurer and CAPSI Junior Representative.

Any new initiatives or events must have its budget approved by the Treasurer and CAPSI Senior Representative at least two (2) weeks prior to the event.

The fiscal year shall run from April 1 to March 31.

### **8.3 Reimbursement Policy**

Each individual is responsible for all expenses up front and will be reimbursed by the Treasurer through the AMS Finance Department. In situations in which the individual is unable to cover the expenses, they may contact the Treasurer to have the AMS Finance Department write a cheque on behalf of CAPSI UBC.

All expenses to be reimbursed must be accompanied by the Reimbursement Form and a receipt. If the expense was incurred through a credit card, a credit card statement will also be required for the reimbursement. If a receipt is unavailable, the Treasurer must have three (3) members of the CAPSI UBC Council sign off on the Reimbursement Form before it may be processed for reimbursement.

It is each individual's responsibility to pick up their reimbursements, which may be obtained from the AMS Finance Department in the AMS Student Nest. Any cash reimbursements not picked up within 6 months will be returned back to the CAPSI UBC account and will not be reissued. Any cheque reimbursements not picked up within 6 months may be at risk of being stale-dated and will not be reissued.

All reimbursements must be submitted to the Treasurer within thirty (30) days of the event unless there are extenuating circumstances. Furthermore, all reimbursements must be paid within the fiscal year the expense was incurred in, including conference expenses for the CAPSI Senior and Junior Representative.

### **8.4 Conference 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 Conference. The CAPSI National Council may provide reimbursements for conference expenses (registration, accommodation, travel) incurred by the CAPSI Senior and Junior Representatives. The amount of reimbursement may be subject to change depending on the National budget.

As the CAPSI Senior and Junior Representatives are required to attend conferences to liaise with the CAPSI National Council and other external organizations, the CAPSI UBC Council shall have an annual budget available for expenses (registration, accommodation, travel) strictly for conferences requiring CAPSI representation. The following conferences shall be considered for reimbursement:

- PDW Conference
- CPhA Conference
- CSHP-AGM

CAPSI is a non-profit organization with limited resources. The CAPSI Senior and Junior Representatives are expected to utilize the most reasonable and inexpensive means of travel and accommodation when attending conferences. If the CAPSI Senior or Junior Representatives wish to stay for an extended period of time or pay for additional services (e.g. checking luggage), they must cover the additional costs themselves.

The CAPSI Junior and Senior Representatives shall be reimbursed annually for conference expenses up to a maximum of the CAPSI UBC budget allocated for conference expenses.

The CAPSI Junior and Senior Representatives shall not be reimbursed using the CAPSI UBC budget for expenses reimbursed by the CAPSI National Council.

## **8.5 Competition Reimbursements**

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.

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.

### **8.5.1 Special Considerations for Hardships**

In the event a delegate is unable to attend a competition or PDW due to unique conditions, council reserves the right to vote whether reimbursement will still be rewarded to the recipient.

## **CHAPTER 9.0 – AWARDS AND COMPETITIONS**

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## **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 a 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 CAPSI 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. A nominator may only nominate and provide a nominating letter for one applicant. A nominator may not nominate multiple applicants.

The CAPSI Junior and Senior Representatives, Year 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. Infractions, misconduct or acts deemed unprofessional occurring during PDW will also be reported by UBC CAPSI Senior Representative to Student Services which may leave student ineligible for consideration.

#### **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 competitions 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**

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### **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.

### **10.1.6 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.

### **10.1.7 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.

### **10.1.8 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.

### **10.1.9 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 committee 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**

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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.