

UNDERGRADUATE PHARMACY SOCIETY

2021 CONSTITUTION



Website: <http://www.uoftpharmacy.com>

Email: ups@uoftpharmacy.com

Leslie Dan Faculty of Pharmacy

University of Toronto

144 College Street

Toronto, ON M5S 3M2



Table of Contents

Article 1	<u>Mission Statement</u>	3
Article 2	<u>Definitions</u>	3
Article 3	<u>Membership of the Society</u>	4
Article 4	<u>Compositions of the General Council and Class Council</u>	4
Article 5	<u>Duties of the General Council</u>	6
Article 6	<u>Duties of the Class Council</u>	7
Article 7	<u>Handling of Funds Within the Society</u>	7
Article 8	<u>Committees of the Society</u>	9
Article 9	<u>Order of Business and Procedure at Meetings</u>	15
Article 10	<u>UPS Service Award</u>	17
Article 11	<u>Student Initiatives</u>	17
Article 12	<u>Amendments to the Constitution</u>	18
Article 13	<u>Impeachment and Removal from Office</u>	19
Article 14	<u>Dissolution of the Society</u>	20
Article 15	<u>Resignation from Office</u>	20
Appendix I	<u>Detailed Duties of the Members of the General Council</u>	22
Appendix II	<u>Detailed Duties of the Members of the Class Council</u>	34
Appendix III	<u>UPS Points System</u>	41
Appendix IV	<u>Faculty Participation Awards</u>	46
Appendix V	<u>Undergraduate Pharmacy Society Professionalism Policy</u>	48
Appendix VI	<u>UPS Disbursements</u>	48



CONSTITUTION OF THE UNDERGRADUATE PHARMACY SOCIETY AT THE FACULTY OF PHARMACY, UNIVERSITY OF TORONTO

Last Updated: March 22, 2019

ARTICLE 1 MISSION STATEMENT AND VISION

- 1.1** *The Undergraduate Pharmacy Society will:*
- 1.1.1** Strive to represent the voice of pharmacy students at the University of Toronto;
 - 1.1.2** Promote and advance the profession of pharmacy;
 - 1.1.3** Serve undergraduate pharmacy students at the University of Toronto through the provision of social, athletic, academic and professional events and services;
 - 1.1.4** Act as a liaison and advocate for pharmacy students at the University of Toronto to the Faculty, the Canadian Association of Pharmacy Students and Interns (CAPSI), the Ontario Pharmacists' Association (OPA), the Ontario College of Pharmacists (OCP), the Canadian Pharmacists Association (CPhA), the Canadian Society of Hospital Pharmacists (CSHP), the University of Toronto Students' Union (UTSU), Society of Pharmacy Students (SoPhs) and any other relevant body;
 - 1.1.5** Promote a positive community image for pharmacy students at the University of Toronto through community involvement.

ARTICLE 2 DEFINITIONS

- 2.1** The name of the organization shall be the Undergraduate Pharmacy Society.
- 2.2** Hereafter, the Undergraduate Pharmacy Society may be abbreviated as UPS.
- 2.3** Hereafter, "Society" refers to the UPS.
- 2.4** Hereafter, "General Council" and "UPS Council" are synonymous.
- 2.5** *Committee Definitions:*
 - 2.5.1** A Committee, standing or special, is defined as a group consisting of at least three members. The chair and secretaries will be selected among the committee members.
 - 2.5.2** A standing committee is a committee that has a continuing existence and meets at least once annually, as outlined in [Article 8](#).
 - 2.5.3** A special committee is a committee that is temporarily formed and tasked with a specific purpose, which may go out of existence as soon as the specified task has been completed.
 - 2.5.4** A special committee may be composed of active or honorary members.
- 2.8** Hereafter, "The Monograph" refers to the Society newsletter.
- 2.9** Hereafter, "The Pharmakon" refers to the Society yearbook.
- 2.10** Hereafter, Pharmacist Awareness Month may be abbreviated as PAM.



- 2.11** Hereafter, “one term” will be defined as the period beginning at the last turnover meeting and ending at the subsequent turnover meeting the following year, which lasts approximately 1 year, unless otherwise specified in the description of that position’s role.

ARTICLE 3 MEMBERSHIP OF THE SOCIETY

- 3.1** The members of the Society shall be Honorary or Active.
- 3.2** *An Honorary member(s) shall be:*
- 3.2.1** A faculty member of the Faculty of Pharmacy, University of Toronto.
- 3.2.2** Such other persons as elected by the General Council.
- 3.3** *The Active members* of the Society shall be PharmD students registered in the Faculty of Pharmacy, University of Toronto, who shall have paid membership fees as hereinafter provided in [Article 7.1](#).

ARTICLE 4 COMPOSITIONS OF THE UPS GENERAL COUNCIL AND CLASS COUNCIL

- 4.1** *General Council*
- 4.1.1** *The voting members of the General Council of the Society shall consist of the following:*
- 4.1.1.1** President (allotted one vote)
- 4.1.1.2** Vice-President (allotted one vote)
- 4.1.1.3** Executive Secretary (allotted one vote)
- 4.1.1.4** 2 Finance Directors (both positions share one vote)
- 4.1.1.4.1** Senior Finance Director
- 4.1.1.4.2** Junior Finance Director
- 4.1.1.5** 2 External Affairs Directors (both positions share one vote)
- 4.1.1.5.1** Senior External Affairs Director
- 4.1.1.5.2** Junior External Affairs Director
- 4.1.1.6** 2 Athletics Directors (both positions share one vote)
- 4.1.1.6.1** Senior Athletics Director
- 4.1.1.6.2** Junior Athletics Director
- 4.1.1.7** 2 CAPSI Representatives (both positions share one vote)
- 4.1.1.7.1** Senior CAPSI Representative
- 4.1.1.7.2** Junior CAPSI Representative
- 4.1.1.8** 2 Events Directors (both positions share one vote)
- 4.1.1.9** University of Toronto UTSU (UTSU) Representative (allotted one vote)



- 4.1.1.10** 2 Pharmakon Editors (both positions share one vote)
- 4.1.1.11** 2 Monograph Editors (both positions share one vote)
- 4.1.1.12** 2 Marketing Directors (both positions share one vote)
- 4.1.1.13** Webmaster (allotted one vote)
- 4.1.1.14** President of each Class Council (4) (President and Vice-President of each class share one vote for a total of 4 votes)
- 4.1.1.15** Vice-President of each Class Council (4) (President and Vice-President of each class share one vote for a total of 4 votes)
- 4.1.1.16** OPA Student Board Member and Vice-Chair (both positions share one vote)

4.1.2 *The non-voting members of the General Council of the Society shall consist of the following:*

- 4.1.2.1** Past President
- 4.1.1.2** President-elect
- 4.1.1.3** Vice-President-elect
- 4.1.2.4** 2 Faculty Advisors
- 4.1.2.5** Speaker

4.1.3 The duties of Members of the General Council are outlined in [Appendix I](#).

4.1.4 All members of the UPS General Council are permitted to put forth motions, with the exception of the Speaker.

4.2 The General Council may remove any positions or add additional positions by a majority vote (> 50%). Any such positions removed or added will become effective as of the Turnover meeting.

4.3 *Selection of Faculty Advisors*

4.3.1 The UPS President-elect and UPS Vice-President-elect shall obtain a list of Faculty/Staff willing to volunteer as UPS Faculty Advisors and bring the selected names to the General Council for a motion of approval

4.3.2 The Faculty Advisor's term of office shall be one year. The Faculty Advisor is eligible to apply again after such a term.

4.3.3 The number of Faculty Advisors is at the discretion of the UPS President.

4.4 *Class Councils:*

4.4.1 *The officers of each representative class, elected by each respective class, shall constitute the Executive of that class and shall be as follows:*

- 4.4.1.1** President
- 4.4.1.2** Vice-President
- 4.4.1.3** Secretary-Treasurer
- 4.4.1.4** Social Representative: not elected to 4th Year executive council

- 4.4.1.5** CAPSI Representative: not elected to 4th Year executive council
- 4.4.1.6** Athletics Representative: not elected to 4th Year executive council
- 4.4.1.7** 2 Faculty Representatives
- 4.4.1.8** Monograph Representative (application based)
- 4.4.1.9** Webmaster (application based)
- 4.4.1.10** Pharmakon Representative (application based): not appointed to 4th Year executive council
- 4.4.1.11** 2 Graduation Representatives: elected to the 3rd Year executive only (2 year term).
- 4.4.1.12** Recruitment Representative: elected to 4th Year executive council only.
- 4.4.1.13** Residency Representative: elected to 4th Year executive council only.
- 4.4.2** The Class Council of each class may unofficially appoint other such members as may be necessary to promote the activities of that class, but cannot create positions on Class Council.
- 4.4.3** The duties of the members of the Class Council are outlined in [Appendix II](#), Detailed Duties of the Members of the Class Council.
- 4.4.4** There will be one student from each class selected to sit as representatives of the student body on Faculty Council as chosen by the UPS President, with preference being given to the Class President, Class Vice-President, UPS General Council Members in that class and Class Council Members respectively.
- 4.5** In the case of a vacancy of a General Council position, for any reason, a by-election shall be triggered

ARTICLE 5 DUTIES OF THE GENERAL COUNCIL

- 5.1** The General Council shall be the governing body of the Society. It shall have charge of all general business and affairs of the Society and shall conduct the same in the best interest of the student body.
- 5.2** The General Council shall meet during the academic year as set forth in [Article 9.1](#) and may meet during the summer as necessary.
- 5.3** The General Council shall be responsible for the harmonious operation of the Society.
- 5.4** The General Council shall, if necessary, appoint special committees of not less than three members. Such committees shall continue in office until dissolved or discharged by the vote of the Council. The chair is to be chosen by members of the committee.
- 5.5** The General Council shall be responsible for the maintenance of proper relations with the UTSU and the University of Toronto. They shall also be responsible for keeping the Society informed, upon pertinent University matters, through the UTSU Representative and correspondence with the relevant University Offices, respectively.
- 5.6** The Finance Committee of the General Council shall oversee all funds of the Society, except the personal funds of each class, as set forth in [Article 7](#).
- 5.7** The General Council shall appoint members to all standing committees outlined in [Article 8](#) by the end of October
- 5.8** The General Council shall have the powers as set down in [Articles 4, 5, 8, and 10](#).

ARTICLE 6 DUTIES OF THE CLASS COUNCIL

- 6.1 The Executive of each class shall have charge of all the class general business of that year, and shall act in the best interests of the student body.
- 6.2 Quorum shall consist of a majority of the Class Council members, two of whom shall be officers i.e. President, Vice-President or Secretary-Treasurer.
- 6.3 Duties of specific members of the Class Council are defined in [Appendix II](#).

ARTICLE 7 HANDLING OF FUNDS WITHIN THE SOCIETY

7.1 *Membership Fees*

- 7.1.1 Requests to change the annual membership fee of the Society and request for new fees shall be approved in the following procedures:

- 7.1.1.1 Where the amount of an increase in the fee charged is not greater than the year-over-year change in consumer prices or Ontario as measured by Statistics Canada (December-over-December) as of December 31 of the previous year, the request must be supported by the majority of the General Council.

- 7.1.1.2 Where the amount of an increase in the fee charged is greater than the year-over-year change in consumer prices, the request must be supported by the majority of the Society's members voting in a recent referendum.

- 7.1.2 After allocation of membership fees to corresponding Grad Funds and CAPSI National & Local fees, the remainder of each membership fee shall be available to the Society, as a whole, as a drawing account.

7.2 *Loans and Debts*

- 7.2.1 If requested by Class Council, an amount determined by the General Council shall be available to the Class Council, on an interest-free loan basis to be paid from the UPS account for sponsoring activities of the class. This loan is to be repaid within the school year or earlier at the discretion of the General Council.

- 7.2.2 The Society shall not be responsible for any debts assumed by any student or any member of the Society unless such debt has been contracted with full prior knowledge and consent of the General Council.

7.3 *Reimbursements*

- 7.3.1 Pre-approved purchases by UPS General Council members may be reimbursed by submitting receipts to the Finance Directors. All Requests for Payment forms must have appropriate invoices/receipts attached. Any purchase made by the Society must be paid for by cheque by the Finance Directors, upon advance request. Pre-approved purchases by UPS General Council members may be reimbursed by submitting receipts to the Finance Director. All Request For Payment forms must have appropriate invoices/receipts attached and must be submitted within 30 days after the event. Late Requests for Payment forms will be assessed at the discretion of Finance Committee.

- 7.3.2 The UPS General Council shall not provide disbursement to UPS members for a UPS event that they did not attend. (see [Appendix VI](#))



7.3.3 Cheques can only be cashed up to six months of the cheque date before it becomes a stale-dated cheque. Banks will not cash stale-dated cheques. It is each individual's responsibility to cash cheques within the six month timeframe or the individual will forfeit the reimbursement. If the cheque is not cashed within this timeframe, it will become stale-dated and another cheque will not be issued by UPS.

7.3.4 Individuals are responsible for their reimbursement cheques. Lost or stolen reimbursement cheques must be reported to the Finance Directors within six months of the cheque being written. Cheques reported beyond the six month timeframe are stale-dated and will not be re-issued (see 7.3.3). For lost or stolen cheques, the Finance Directors must contact the banking institution and place a "stop payment" on the cheque. The banking institution charges UPS a "stop payment" fee for each lost or stolen cheque. When the Finance Directors re-issues the lost or stolen cheque to the individual, the individual will bear the cost of the "stop payment" fee. Therefore, the re-issued cheque will be the amount of the reimbursement minus the cost of the "stop payment".

7.3.5 All cheques are to be co-signed by two of the following: Senior Finance Director, Junior Finance Director, UPS President and/or UPS Vice-President with at least one finance director as a signer.

7.4 *Financial Statements*

7.4.1 Auditing the books of the Society shall commence and be completed during the fall term following the fiscal year end by an accountant. The accountant must be chosen by the Finance Directors. The fee charged for such work shall be included in the fiscal budget. The audit should be co-signed by the current Junior or Senior Finance Director and the current UPS President. The signed, audited financial statement shall be accessible by any active member of the Society who requests to examine it.

7.4.2 The financial statements and the auditor's report thereon shall be presented for discussion before a general meeting of the Society's membership upon written request. This general meeting must be announced to the student body to enable any interested member to attend.

7.4.3 The budget is to be presented at the Turnover Meeting for the purposes of ensuring the accountability of outgoing members and making new members familiar with the current financial situation.

7.4.4 Following the Turnover Meeting, the outgoing Senior Finance shall become an honorary member assisting the General Council in completing the financial statement of the serving year until the audit is complete.

7.5 *Annual Budget*

7.5.1 Proposed budgets, based on the previous year's budget, must be brought before the Senior Finance Director during the summer months by a General Council Member or Committee that intends to incur expenses or receive monies during the school term. All budgets must be approved by a motion in Council at a regular meeting of the General Council.

7.5.2 A global budget will incorporate all submissions that the Finance Directors have received two weeks prior to the Budget Meeting, and will also incorporate general expenses and income projected for the General Council for the fiscal year of April 1st to March 31st. This budget must be approved at the Budget Meeting, which must occur prior to October 15. This budget must be approved by the General Council before any further funds are distributed (except for funds deemed necessary at the discretion of the Finance Committee. Examples include summer mailings, deposits on Boat Cruise, Semi-Formal or Phollies venues). This budget must project a minimum \$1,000 surplus.



7.5.3 Any revisions equal to or less than \$250 to an approved budget shall be approved by the Finance Committee. Revisions over \$250 will be discussed and decided upon by General Council. The Finance Committee cannot approve of more than \$10,000 per year; any requests made after exceeding \$10,000 shall be evaluated by the UPS General Council.

7.6 *Class Funds*

7.6.1 The UPS General Council shall grant the Council of the entering class two hundred and fifty dollars (\$250.00) no later than 2 weeks after the position of Secretary-Treasurer has been filled, as a start-up fund for their council.

7.6.2 As of September 1st of the graduating year, any unspent funds within the graduating class' bank account shall be appropriated to UPS General Council. The 4th Year Class President and Secretary-Treasurer shall sign a legally binding document that states this, as well as presenting a yearly transaction history to the Faculty Advisor and UPS Finance.

7.7 *Other Finances*

7.7.1 The UPS General Council is not responsible for stolen personal or Class Council goods from lockers, athletic lockers, the UPS office, the UPS meeting room or any area possibly designated for the use of pharmacy students.

7.7.2 The UPS General Council shall hold open financial records, budgets, and minutes of all meetings of the General Council for inspection by the Faculty Advisors or any active member of the Society.

7.7.3 The UPS shall not exceed \$1,000 per year of its funding to pay for catering for the General Council meetings

7.7.4 All Directors shall maintain accurate and complete financial records of all transactions

7.7.5 Any contracts signed by Directors must be presented to the UPS President and VP

ARTICLE 8 **COMMITTEES OF THE SOCIETY**

8.1 *Committee Logistics:*

8.1.1 The various types of committees are defined in [Article 2.6](#).

8.1.2 Accurate minutes of the committee meetings must be submitted to the Executive Secretary by the Committee Secretary for distribution within the Minutes package at the subsequent General Council meeting.

8.1.3 Any information pertinent to a UPS sub-committee's business shall be formally documented in writing and relayed to all sub-committee members.

8.2 *The following committees shall consist of their respective members of the General Council acting as a Chairperson, together with the representatives from each class. These committees shall be responsible for liaising between classes and the General Council. They shall have the power to appoint any additional members to their committees in order to assure proper function.*

8.2.1 CAPSI Local Committee (includes International Pharmaceutical Students' Federation (IPSF), Senior and Junior Representatives)

8.2.2 Pharmakon Committee

8.2.3 Monograph Committee



8.2.4 Events Committee

8.2.5 Web Committee

8.3 The General Council shall elect any member required on any standing committee by the end of October.

8.4 *Finance Committee:*

8.4.1 *The Finance Committee shall be composed of the following 6 members:*

8.4.1.1 Senior Finance Director (Chair)

8.4.1.2 Executive Secretary (Secretary)

8.4.1.3 UPS President

8.4.1.4 UPS Vice-President

8.4.1.5 Junior Finance Director

8.4.1.6 One Faculty Advisor

8.4.2 The Finance Committee shall meet as necessary, during the academic year. Attendance of three members shall constitute a quorum, one of which should be a Faculty Advisor.

8.4.3 The Finance Committee shall review any requested revisions to the approved budget as outlined [Article 7.5.3](#).

8.4.4 The Junior Finance Director shall assist the Senior Finance Director in the performance of their duties as outlined in [Appendix I](#) and shall see that these duties are carried out.

8.4.5 The Senior Finance Director shall ratify all purchases made on behalf of the General Council.

8.4.6 All binding contracts for greater than one year must be signed by the Junior Finance Director and brought to the attention of the Faculty Advisors.

8.4.7 UPS members cannot sign contracts exceeding 2 years without 2/3rd majority approval by General Council

8.5 *Points and Awards Committee:*

8.5.1 *The Points and Awards Committee shall consist of the following 11 members:*

8.5.1.1 Executive Secretary (Chair)

8.5.1.2 2nd Year Class President (Secretary)

8.5.1.3 1st, 3rd and 4th Year Class Presidents [3]

8.5.1.4 UPS President

8.5.1.5 UPS Vice-President

8.5.1.6 Athletics Directors [2]

8.5.1.7 Events Directors [2]

8.5.2 The Executive Secretary is responsible for keeping records of the students' points and may ask the Committee to help verify points or ensure points submission from each respective class for Class Council members and activities.

- 8.5.3** The UPS Vice-President will organize the Awards Reception along with all members of the Points and Awards Committee (PAC).
- 8.5.4** The Committee is responsible for the maintenance and revision of the UPS Points System, in conjunction with the UPS Webmaster and Web Committee if necessary.
- 8.5.5** The Committee will be responsible for providing information and deciding on certain class based awards and entrance awards (e.g. UPS Award, 8TO Award, Sharon Wells Award, UPS Alumni Award etc.) The General Council shall ratify the results at the next meeting.
- 8.5.6** During the summer months (after turnover has occurred), the committee will only consist of 10 members as the new 1st Year Class President will not be elected until September.

8.6 OPA Cup Subcommittee:

8.6.1 *The OPA Cup Subcommittee shall be comprised of the following 9 members:*

- 8.6.1.1** OPA Student Board Member (Chair)
- 8.6.1.2** OPA Student Board Vice Chair
- 8.6.1.3** UofT OPA Committee Members [4]
- 8.6.1.4** UPS President
- 8.6.1.5** UPS Vice-President
- 8.6.1.6** Athletics Directors [2]

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

8.6.3 The Committee shall oversee the activities of the pre-game pep rally.

8.7 Charity Week Committee:

8.7.1 *The Charity Week Committee shall consist of the following 7 members:*

- 8.7.1.1** 3rd Year Class Vice-President (Chair)
- 8.7.1.2** 1st Year Class Vice-President (Secretary)
- 8.7.1.3** 2nd and 4th Year Class Vice-Presidents [2]
- 8.7.1.4** UPS President
- 8.7.1.5** External Affairs Directors [2]

8.7.2 This committee shall coordinate all charity and fundraising for Charity Week.

8.7.3 Charity Week will span the entire second week of November, unless the Committee chooses to change the week which this occurs, at which point General Council needs to be informed of any change in dates before the end of September.

8.7.4 Each Class Vice-President is responsible for planning specific Charity Week events on their allotted day. Their day will be determined by the Committee in accordance with class timetables. Funds raised from class events hosted outside their specific day will not count towards the Dr. Kennedy Charity Award as per [Article 8.7.5](#).



8.7.5 The Dr. Kennedy Charity Award will be awarded to the Class donating the most for charity. Note that the Professor and Staff Auction and any events either spanning over more than one day or events that occur outside of a class' specified day will not count towards the award.

8.8 External Affairs Committee:

8.8.1 *The External Affairs Committee shall consist of the following 13 members:*

- 8.8.1.1** Senior External Affairs Director (Chair)
- 8.8.1.2** Junior External Affairs Director (Secretary)
- 8.8.1.3** UPS President
- 8.8.1.4** UPS Vice-President
- 8.8.1.5** Marketing Directors [2]
- 8.8.1.6** 2nd and 3rd Year Class Vice-Presidents [2]
- 8.8.1.7** Graduation Committee Chairs [4]
- 8.8.1.8** 4th Year Recruitment Rep

8.8.2 This committee is responsible for the coordination of all externally solicited donations from the Society.

8.8.3 The External Affairs Directors will maintain and update the list of past, current, and potential donors of UPS and may ask Committee members that approach sponsors to update this list.

8.8.4 The External Affairs Committee shall work with the Advancement Office at the Faculty to coordinate and secure their activities/donation.

8.9 Constitutional Review Committee:

8.9.1 *The Constitutional Review Committee shall be comprised of the following 6 members:*

- 8.9.1.1** Speaker (Chair)
- 8.9.1.2** One 2nd Year General Council Member (Secretary)
- 8.9.1.3** UPS President
- 8.9.1.4** UPS Vice-President
- 8.9.1.5** One 3rd Year General Council Member
- 8.9.1.6** One 1st Year General Council Member

8.9.2 This committee shall review all motions that have passed and all suggestions submitted by members of the Society for possible inclusion/amendment of the constitution.

8.9.3 The committee shall propose amendments to the constitution as may be required or determined by the members of the committee.

8.9.4 Any amendments proposed by the constitution committee shall be resolved by the General Council no later than 2 weeks prior to the start of UPS General Council elections.

8.10 Student Initiatives Funding Committee:



8.10.1 *The Student Initiatives Funding Committee shall be comprised of the following 8 members:*

- 8.10.1.1** UPS Vice-President (Chair)
- 8.10.1.2** Senior Finance Director (Secretary)
- 8.10.1.3** UPS President
- 8.10.1.4** Junior Finance Director
- 8.10.1.5** One Events Director
- 8.10.1.6** One Athletics Director
- 8.10.1.7** One External Affairs Director
- 8.10.1.8** One UPS Faculty Advisor

8.10.2 This committee shall review requests for approval of student initiatives as defined in [Article 11](#) and report their recommendations to the General Council.

8.10.3 This committee will be responsible for notifying applicants regarding the status of the request and implementing any decision made by the council.

8.11 *Honour Committee:*

8.11.1 *The Honour Committee shall be comprised of the following 7-8 members:*

- 8.11.1.1** UPS President (Chair)
- 8.11.1.2** Executive Secretary (Secretary)
- 8.11.1.3** UPS Vice-President
- 8.11.1.4** President-elect (if elected)
- 8.11.1.5** One Events Director
- 8.11.1.6** One Athletics Director
- 8.11.1.7** Class President of the student(s) involved (temporary)
- 8.11.1.8** One UPS Faculty Advisor

8.11.2 This committee is a special committee. The Honour Committee shall only meet if called, and the committee will resolve upon completion of its duties.

8.11.3 This committee shall promote professional conduct among members of the Society.

8.11.4 The committee shall review incidents of unprofessional behaviour and make fair decisions on consequences for the student(s) involved. The Class President(s) for the student(s) involved will hold a temporary position on the committee for the duration of the investigation. Said consequences are outlined in the UPS Professionalism Policy section of the Procedures and Codes of Conduct document.

8.11.5 In the event committee member(s) themselves are involved in an incident, they are excused from the committee for the duration of the investigation.

8.12 *Pharmacist Awareness Month (PAM) Committee:*



8.12.1 *The PAM Committee shall be comprised of the following 10 members:*

- 8.12.1.1** Sr. CAPSI Rep (Chair)
- 8.12.1.2** Jr. CAPSI Rep (Secretary)
- 8.12.1.3** UPS President
- 8.12.1.4** UPS Vice-President
- 8.12.1.5** External Affairs Directors [2]
- 8.12.1.6** Events Directors [2]
- 8.12.1.7** Marketing Directors [2]

8.12.2 This committee shall be responsible for planning and carrying out all PAM events in coordination with Local CAPSI Council. Responsibilities include but are not limited to the following:

- 8.12.2.1** Helping organize and develop presentation content for pharmacy and school outreach initiatives (e.g. “Kids in Medicine”).
- 8.12.2.2** Helping plan Toronto’s Next Top Pharmacist, the Interprofessional Panel, the PAM kickoff event and IPSF fundraising initiatives.
- 8.12.2.3** Helping develop PAM promotional content.

8.12.3 PAM occurs in March, whereby members of the faculty promote the profession of pharmacy to other healthcare providers and to the public, and celebrate the impact that pharmacists have on the healthcare system.

8.13 Faculty Council Committee:

8.13.1 *The Faculty Council Committee shall be comprised of the following 5 members:*

- 8.13.1.1** UPS President (Chair)
- 8.13.1.2** One 4th Year Representative (must be a UPS General Council or Class Council Member)
- 8.13.1.3** One 3rd Year Representative (must be a UPS General Council or Class Council Member)
- 8.13.1.4** One 2nd Year Representative (must be a UPS General Council or Class Council Member)
- 8.13.1.5** One 1st Year Representative (must be a UPS General Council or Class Council Member)

8.14 Community Outreach Committee:

8.14.1 *The Community Outreach Committee shall be comprised of the following 12 members:*

- 8.14.1.1** Junior External Affairs Director (Chair)
- 8.14.1.2** 2nd Year Class Secretary-Treasurer (Secretary)
- 8.14.1.3** UPS President
- 8.14.1.4** Events Directors [2]
- 8.14.1.5** OPA Student Board Member (Chair)
- 8.14.1.6** OPA Student Board Member (Vice-Chair)



- 8.14.1.7** 1st and 3rd Year Class Secretary-Treasurers [2]
 - 8.14.1.8** 1st Year Class CAPSI Representatives [2]
 - 8.14.1.9** Senior External Affairs Director
 - 8.14.1.10** 1st Year Class Vice-President
- 8.14.2** This committee shall be responsible for:
- 8.14.2.1** Organizing one blood drive in each academic semester.
 - 8.14.2.2** Promoting faculty-run Community Outreach events to members of the Society.
 - 8.14.2.3** Assisting with the CAPSI Community Outreach events.

ARTICLE 9 ORDER OF BUSINESS AND PROCEDURE AT MEETINGS

- 9.1** There will be a minimum of 6 UPS General Council meetings during the academic session. The General Council should be given at least a week's notice before the next meeting.
- 9.2** Extraordinary meetings of the Council shall be held at the call of the UPS President. Any UPS Council member or committee chairperson may also request the President to call such a meeting. The meeting shall be considered legal provided that notice has been posted at least 48 hours in advance and that the Executive Secretary shall have attempted to notify every member of Council.
- 9.3** For missing UPS meetings: If the first UPS meeting is missed there will be a warning. If a second meeting is missed there will be an intervention by the UPS President or Vice-President. The intervention may involve the motioning to remove certain UPS Points and the UPS Service Award. Where "missed" means that the member did not RSVP with a valid reason or RSVP'd that the member will come and do not show up at the meeting. If a meeting must be missed, the member should notify the Secretary at least 24 hours prior to the meeting, except in the case of mandatory meetings see [Article 9.5](#).
- 9.4** Regardless of RSVPs, all Council members must be physically present for the minimum duration of at least 75% of meetings, otherwise their UPS points and UPS Service Award may be forfeited at the discretion of the UPS President and UPS Vice-President. In the event that the Speaker cannot attend a UPS meeting, they must notify the UPS President and Vice-President as soon as possible. The UPS President will put forth the motion for a General Council member to assume the role of the Speaker. A General Member of the UPS Council may assume the role of the Speaker, as voted on by the council, and in the process are not able to exercise their voting rights for the duration of the meeting.
- 9.5** *The following meetings are mandatory for all Council members:*
- 9.5.1** Budget meeting
 - 9.5.2** Constitution meeting
 - 9.5.3** Turnover meeting

Council members who miss any of these meetings regardless of RSVP may forfeit their UPS points and UPS Service Award at the discretion of the UPS President and UPS Vice-President. The date and time of these meetings will be announced at least 7 days in advance of each respective meeting.



- 9.6** Two-thirds (2/3) of the total possible votes shall constitute a quorum of the Council. All 4th Year voting members on APPE rotation shall not be included in the calculation of quorum. However, they shall still have the power to vote, if desired, as outlined in [Article 9.11](#).
- 9.7** There shall be a turnover meeting of the incoming and outgoing Councils to be held at the end of the academic year. A verbal presentation of the year's activities should be presented by every Council member. Portfolios must be passed on at this time as outlined in the UPS Portfolio Guidelines section of the Procedures and Codes of Conduct document.
- 9.8** A summary of the format of the meetings of the General Council may be found in the UPS Meeting Format section of the Procedures and Codes of Conduct document.
- 9.9** *Rulings on Motions:*
- 9.9.1** Interpretation of this Constitution and of subsequent rules and resolutions is through the Council itself. The Speaker will entertain a request for interpretation and of questions raised and will rule on the interpretation.
- 9.9.2** A motion is considered to be passed if the majority (> 50%) of the votes in attendance at the meeting at which the motion is made in favour of the motion.
- 9.9.3** If a member is unsatisfied with the ruling, a motion to suspend the Speaker for the discussion of the ensuing topic may be made. This motion shall require a 2/3 majority to pass. The President shall then act as Speaker for duration of the discussion.
- 9.9.4** Each voting group (that shares 1 vote) must come to an agreement, and one member shall vote on behalf of the group. If an agreement is not reached, that voting group must abstain from voting.
- 9.10** *Any Council member wishing to vote on any motion before the Council, but is unable to attend the meeting due to APPE rotations or other reason, at discretion of the Speaker, shall be permitted to do so according to the following guidelines:*
- 9.10.1** The member must communicate his/her vote to the UPS member that the vote is shared with and the Speaker prior to the meeting in which the vote will occur.
- 9.10.2** A member may not submit a vote on a motion already decided upon by Council (i.e. no retroactive votes).
- 9.10.3** At the request of any member of the General Council, a motion may be tabled to a subsequent meeting to allow opportunity for council members to be contacted. Upon such request, the Speaker must attempt to contact said members, no later than 48 hours before a subsequent meeting, via electronic mail and telephone given the member has provided up-to-date contact information to the Executive Secretary.
- 9.10.4** The member's vote will be considered nullified if the motion they initially voted based on, which was based on the agenda, changes during debate in the actual meeting.
- 9.11** If a member is sharing a vote and cannot attend a meeting, the other member(s) of that shared vote shall vote on their behalf.
- 9.12** When a motion is placed on the table, each voting group (that shares 1 vote) must come to an agreement within a reasonable time, at discretion of the Speaker. If an agreement is not reached, that voting group must abstain from voting.

ARTICLE 10 UPS SERVICE AWARD

- 10.1** The name of the award shall be the UPS Service Award of the Undergraduate Pharmacy Society, Faculty of Pharmacy, University of Toronto.
- 10.2** The award shall be some suitable design to be decided upon by the President and Vice-President.
- 10.3** The award shall be given to all members of the General Council who served on the General Council for one academic year or more.
- 10.4** No member of the General Council shall receive the award unless they have attended or engaged at least 75% of the regular meetings, with the exception of 4th Year General Council members who may teleconference in (Skype, phone, etc.)
- 10.5** The administration of the award shall be the responsibility of the UPS Vice-President and UPS President.

ARTICLE 11 STUDENT INITIATIVES

- 11.1** *The purpose of Article 11 is to establish a method whereby members of the Society can request support of projects that meet the following criteria:*
 - 11.1.1** Promote the profession of Pharmacy
 - 11.1.2** Promote the Faculty of Pharmacy
 - 11.1.3** Are non-profit
 - 11.1.4** Open to all members of the Society
- 11.2** To be eligible for support from the Student Initiatives Fund, two club executive from each club must attend both of the Clubs Meeting at the beginning of each semester.
- 11.3** Applications must be submitted to the UPS Vice-President via the Clubs Form by the deadline specified on the Clubs Form for the Fall and Winter terms. It is up to the discretion of the Student Initiatives Funding Committee if they choose to accept late applications. If late applications are accepted, they are eligible to receive up to 50% of eligible funding. The link to the SIF Funding Application can be found in the Clubs Form below: <https://www.cognitofrms.com/UndergraduatePharmacySociety/UPSClubsForm>
- 11.4** Applications will be reviewed by the Student Initiatives Funding Committee as outlined in [Article 8.10](#). The SIF Committee will meet within 2 weeks after the SIF application deadline. Clubs will be informed of the funding decisions as soon as possible within 2 weeks of the SIF application deadline. The Committee will inform the UPS General Council at the next UPS Council meeting or sooner via email.
- 11.5** The Student Initiatives Fund should be made public on the UPS website, along with the deadline and instructions on how to apply. Furthermore, it should be advertised by the Chair of the Committee and be included in the summer package if possible.
- 11.6** *UPS shall set aside a fund to support student initiatives projects. Funding for these initiatives shall follow these rules:*
 - 11.6.1** The amount to be set aside will be determined at the Budget Meeting and publicized on the SIF Application which can be found on the Clubs Form.



- 11.6.2** Funding may not be granted to every application. It will be allotted to projects at the discretion of the Student Initiatives Funding Committee.
 - 11.6.3** UPS is not required to spend the entire fund in the given academic year.
 - 11.6.4** UPS is not responsible for any losses incurred by any student initiative project. Any outstanding debt will be the responsibility of the organizer of the project.
 - 11.6.5** Funds granted to student initiative projects can be retracted at any time should the UPS General Council deem the use of funds to be inappropriate.
 - 11.6.6** The club reimbursement form must be filled and appropriate invoices/receipts must be given to the UPS Vice-President or Finance Directors by the pre-determined deadline for the semester in which the event was held. The deadlines for reimbursement submissions will be advertised during the clubs meeting at the beginning of each semester and will be made public on the UPS website.
- 11.7** The type of support available to Student Initiative Projects include financial (upon approval) and other support via:
- 11.7.1** Advertisement through the UPS website
 - 11.7.2** Advertisement through the Monograph
 - 11.7.3** Announcements in class by Class Council
 - 11.7.4** Ability to book the UPS Meeting Room for meetings
 - 11.7.5** Access to the UPS Popcorn machine
 - 11.7.6** Thank you gifts

ARTICLE 12 AMENDMENTS TO THE CONSTITUTION

- 12.1** Any amendment of the constitution must be presented to the General Council, and may be voted at a subsequent meeting. The amendment may be passed by a majority (> 50%) of the votes casted by the General Council with one week's prior notice, otherwise at least two-thirds (2/3) of the votes casted is required.
- 12.2** Each meeting shall constitute one session and all motions taken up and adopted at that session remain in force until rescinded.
- 12.3** Any member of the Society can submit proposed amendments 48 hours before the Constitutional Review Committee meeting and all proposed statutes shall be reviewed by the Constitutional Review Committee for consideration as an amendment.
- 12.4** The Speaker shall keep a continuous log of all motions, including the number, movers, exact wording, and relevant dates.
- 12.5** The Constitutional Review Committee shall review all motions for consideration as amendments to the constitution, as defined in [Article 8.9](#).
- 12.6** All amendments to the constitution as proposed by the Constitutional Review Committee will be presented to the General Council at least one week before any constitutional amendment is passed.

- 12.7** Any amendments to the Procedures and Code of Conduct for the Society shall be presented to the constitutional review committee. The amendment may be passed by unanimous vote by the committee. Otherwise, the amendment must follow the same as Constitutional amendments as outlined in [Article 12](#).

ARTICLE 13 IMPEACHMENT AND REMOVAL FROM OFFICE

- 13.1** For the purposes of this article, grounds for impeachment shall include:
- 13.1.1** Failing to fulfill the obligations of the portfolio, as described in the Constitution and its subsequent appendices.
 - 13.1.2** Actions that are considered a criminal offense
 - 13.1.3** Actions that are damaging to the Society or Faculty.
 - 13.1.4** Unprofessional behaviour including, but not limited to, discriminatory, racist or homophobic remarks and any actions in breach of the UPS Professionalism Policy as per [Appendix V](#) or the OCP Code of Ethics.
- 13.2** Any member of the Society may start a petition for the removal of a General Council or Class Council member. This petition and the instructions for filling it out can be found in Form Templates in the Procedures and Codes of Conduct document. Completed petitions should be submitted to the UPS President, unless they are the member being indicted, in which case the petition should be submitted to the UPS Vice-President.
- 13.3** Upon receiving a petition, the UPS President shall call an Honour Committee Meeting within 2 weeks and the member in question shall be temporarily suspended. At this meeting, the petition and any evidence of improper conduct shall be presented and the student shall have an opportunity to present their defence
- 13.4** The Honour Committee will then recommend an action to be taken. Depending on which council the indicted member sits on, the Class Council or General Council will meet within 1 week of this recommendation to vote on the removal of the member.
- 13.4.1** The Honour Committee shall conduct an investigation to gather any evidence related to the individual and any related incidents.
 - 13.4.2** If removal of the member is suggested by the Honour Committee, then the Class/UPS President will motion for removal of the member from their respective Council, to be done by secret ballot and requiring 2/3 majority to be passed.
 - 13.4.2.1** If the member is voted out of their respective Council, the position will be opened to a by-election and the member will no longer be a member of the Council or be allowed to run for any future positions.
 - 13.4.2.2** If the vote fails, the member may still be reprimanded as per [Article 13.4.2](#).
 - 13.4.2.3** If the UPS president is the member indicted, the UPS VP shall assume their role on the honour committee.
 - 13.4.3** If a less severe reprimand is suggested, it will be up to the discretion of the UPS President and UPS Vice-President to determine the appropriate sanctions such as loss of UPS Points, awards or other measures. The member's suspension will be lifted after an appropriate action has taken place.

- 13.4.4** If the Honour Committee has determined that the member in question is innocent of any wrongdoing, a formal apology is expected from the petition starter. The member's suspension will be lifted immediately.

ARTICLE 14 DISSOLUTION OF COUNCIL

- 14.1** A motion seeking the dissolution of the Society may only be passed at a special general meeting after a requisition has been signed by the UPS President and Faculty Advisor.
- 14.2** The Executive Secretary shall call such a meeting within 14 days of receipt of the requisition.
- 14.3** If at the convened meeting the motion seeking dissolution is carried by at least a two-thirds majority of the voting members present, the Society will thereby specify a date on which the Society will be dissolved, if not already stipulated in the motion. The Society will be responsible for the completion of any remaining affairs.
- 14.4** After paying off all liabilities and debts, the Society's properties and assets shall be held in trust with the Office of the Dean, only to be released if and when another student group is formed whose purpose is to represent the academic, athletic and social interests of the entire student body of the Faculty of Pharmacy within the University of Toronto. Consultation between the Dean, the President of the dissolved Society and the President of the new student group is required before articles held in trust are released.

ARTICLE 15 RESIGNATION FROM OFFICE

- 15.1** For the purposes of this article, grounds for resignation shall include:
- 15.1.1** Experiencing severe illness that shall lead to the inability to fulfill the obligations of the portfolio, as described in the constitution and its subsequent appendices
 - 15.1.2** Experiencing other serious circumstances that shall lead to the inability to fulfill the obligations of the portfolio, as described in the constitution and its subsequent appendices
- 15.2** Any member of the Society may start a petition for the resignation and removal of their General Council or Class Council position. This petition and the instructions for filling it out can be found in Form Templates in the Procedures and Codes of Conduct document. Completed petitions should be submitted to the UPS President, unless they are the member resigning, in which case the petition should be submitted to the UPS Vice-President.
- 15.3** Upon receiving a petition, the UPS President shall call an Honour Committee Meeting within 2 weeks. At this meeting, the petition and any document supporting the situation shall be presented and the student shall have an opportunity to present their explanation.
- 15.3.1** If the UPS president is the member resigning, the UPS VP shall assume their role on the Honour Committee.
- 15.4** The Honour Committee will then recommend an appropriate action to be taken given the circumstances of the resignation. Depending on which Council the resigning member sits on, the Class Council or General Council will meet within 1 week of this recommendation to vote on the consequences of the member.
- 15.4.1** Depending on which Council the resigning member sits on, the Class/UPS President will motion for the removal and subsequent consequences of the member from their respective Council, to be done by secret ballot and requiring 2/3 majority to be passed.



15.4.1.1 If the motion is passed, the member will no longer be a member of the Council. Their UPS Points and UPS Service Award will be dependent on the recommendation of the Honour Committee.

15.4.1.2 If the Class/UPS president is the member resigning, the Class/UPS VP shall assume their role to motion for the removal and subsequent consequences of the member.

15.5 The vacant position will be opened to by-election except:

15.5.1 If the position is a senior position, the Class/UPS President shall motion the junior member to assume the senior position and the junior position will be opened to by-election, subject to a vote of confidence by the General Council.

15.5.2 If the position is the Class/UPS president, the Class/UPS VP shall motion to assume the position of president and the VP position will be opened to by-election, subject to a vote of confidence by the General Council.



APPENDIX I DETAILED DUTIES OF THE MEMBERS OF THE GENERAL COUNCIL

I.1 *Duties of All General Council Members:*

- I.1.1 In order to run for election for Class Council and UPS General Council, candidates must read and be familiar with the UPS Constitution pertaining to their role. By filling out your nomination form (whether paper or online), you confirm that you have read and are familiar with the UPS Constitution pertaining to your role and agree to abide by and be held liable to the rules and bylaws of the UPS Constitution.
- I.1.2 All members of the UPS Council shall review all General Council meeting minutes prior to UPS Council meetings so that they are fully prepared to discuss all proceedings.
- I.1.3 Attend all General Council meetings.
- I.1.4 Maintain a portfolio of their respective council position as outlined in the UPS Portfolio Guidelines section of the Procedures and Codes of Conduct document. Failure to submit an acceptable portfolio on time may result in withholding of the member's UPS Points and UPS Service Award as determined by the UPS Vice-President and UPS President.
- I.1.5 Participate in the UPS Phollies Skit if UPS is performing.
- I.1.6 All members of the UPS General Council are expected to attend events organized by the General Council and their respective Class Council.
- I.1.7 Keeping the UPS Office and Meeting Room tidy, including emptying recycling containers as necessary.

I.2 *Voting Members of the General Council*

I.2.1 *UPS President*

- I.2.1.1 The UPS President shall ensure that all members of the UPS General Council fulfill their duties and follow the rules of the Constitution.
- I.2.1.2 The UPS President shall act as an official member to all UPS committees.
- I.2.1.3 The UPS President shall perform all other duties as necessary as the president of a student society. this shall be interpreted to include attendance at other meetings of student society presidents, or similar activities.
- I.2.1.4 The UPS President shall act as a liaison between the Society and Faculty. The UPS President shall be responsible for initiating/facilitating the Meetings with the Dean for the academic year, as well as be responsible for reporting back to the student body with respect to the outcomes of each meeting.
- I.2.1.5 The UPS President shall serve the following year as Past President (ex-officio member of the General Council).
- I.2.1.6 The UPS President shall organize a UPS inter-class social in the first week of school, a Halloween social, and a holiday social before the Fall term ends.
- I.2.1.7 The UPS President shall serve as a member of the selection committee for the Dean Donald Perrier Award of Professionalism, as outlined in [Appendix IV](#).

- I.2.1.8** The UPS President will be responsible for attending, or sending a representative to, an annual meeting held during Professional Development Week (PDW). The president of the university hosting PDW shall organize the meeting time and place.
 - I.2.1.9** The UPS President shall chair the UPS Honour Committee.
 - I.2.1.10** The UPS President and UPS Vice-President shall jointly contribute to the UPS Corner in each issue of the Monograph.
 - I.2.1.11** The UPS President shall have signing authority on all UPS financial accounts.
 - I.2.1.12** The UPS President, along with the Past President, President-elect, Vice-President and Vice-President-elect shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS). Planning members will be required to help organize OPSIS for two years.
 - I.2.1.13** The UPS President must serve as an advisor to the First Year Class Council, attending the first two meetings of this class council and liaising with the First Year President.
 - I.2.1.14** After a President-elect has been elected, a structured turnover period shall occur whereby the UPS President shall carbon copy the President-elect on any email detailing UPS matters and provide detailed advice on duties of the President.
 - I.2.1.15** The UPS President shall coordinate the Faculty booth at Science Rendezvous, should it be held that year.
 - I.2.1.16** The UPS President shall organize the Summer Mentorship Program Activities alongside the Faculty.
- I.2.2** *UPS Vice-President*
- I.2.2.1** The UPS Vice-President shall, in the absence of the UPS President, assume all duties of the UPS President and, in general, assist the UPS President in the furtherance of the objectives of the Society.
 - I.2.2.2** The UPS Vice-President is responsible for the annual Orientation Banquet. The Orientation Banquet shall be held at the end of September. The Vice-President shall work with the Second Year Class President to coordinate this event.
 - I.2.2.3** The UPS Vice-President is responsible for holding the annual Awards Night. This evening recognizes academic, sports and social contributions from all four years. The UPS Points which have been collected and recorded by the Executive Secretary shall be used to help determine the recipients of awards.
 - I.2.2.4** The UPS Vice-President shall serve as a member of the External Affairs Committee, as outlined in [Article 8.8](#), the Constitutional Review Committee, as outlined in [Article 8.9](#), the Finance Committee, as outlined in [Article 8.4](#), the Points and Awards Committee, as outlined in [Article 8.5](#), the OPA Cup Subcommittee, as outlined in [Article 8.6](#), the PAM Committee, as outlined in [Article 8.12](#) and the Honour Committee, as outlined in [Article 8.3](#).
 - I.2.2.5** The UPS Vice-President shall chair the UPS Student Initiatives Funding Committee, as outlined in [Article 8.10](#) and [Article 11](#).

- 1.2.2.6** The UPS Vice-President, along with the President, Past President, President-elect and Vice-President-elect shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS). Planning members will be required to help organize OPSIS for two years.
- 1.2.2.7** The UPS President and UPS Vice-President shall jointly contribute to the UPS Corner in each issue of the Monograph.
- 1.2.2.8** The UPS Vice-President shall have signing authority on all UPS financial accounts.
- 1.2.2.9** After a Vice-President-elect has been elected, a structured turnover period shall occur whereby the UPS Vice-President shall carbon copy the Vice-President-elect on any email detailing UPS matters and provide detailed advice on duties of the Vice-President.

1.2.3 *Senior Finance Director*

- 1.2.3.1** The Senior Finance Director shall act as Chair of the Finance Committee, as stated in [Article 8.4](#).
- 1.2.3.2** The Senior Finance Director shall retain signing authority on all UPS financial accounts. They shall prepare an annual financial statement to be presented at the Turnover Meeting as provided for in the Constitution when requested.
- 1.2.3.3** The Senior Finance Director shall ensure that financial statements are available to any active member of the Society who requests to view them.
- 1.2.3.4** The Senior Finance Director shall comply with the regulations pertaining to the auditing of the UPS books as provided in the Constitution. They shall present a tentative budget before the General Council for approval at a regular meeting before October 15th.
- 1.2.3.5** The Senior Finance Director shall provide an approved global budget that should be accessible to the General Council.
- 1.2.3.6** Upon receiving the list of students to subsidize for the OPA and PDW Conferences, issue the cheques within 2 weeks of obtaining the names. The Senior Finance Director should coordinate with the External Affairs Directors and UPS President to advertise any subsidies 2 weeks prior to an early bird registration deadline.

1.2.4 *Junior Finance Director*

- 1.2.4.1** The Junior Finance Director shall be a member of the Finance Committee as stated in [Article 8.4](#).
- 1.2.4.2** The Junior Finance Director shall prepare and keep all vouchers for purchases or otherwise and keep a complete record of all accounts, receipts, expenditures, receipted accounts, vouchers etc., for the inspection of the Faculty Advisors of the General Council, the Senior Finance Director, or any active member of the Society as provided in the Constitution.
- 1.2.4.3** The Junior Finance Director shall report on a regular basis to the General Council, as well as the Senior Finance Director, on the Society's financial position. In the absence of the Senior Finance Director, they shall report to the President.
- 1.2.4.4** The Junior Finance Director shall have signing authority on all UPS financial accounts.
- 1.2.4.5** On completion of the Junior Finance Director's term of duty as Junior Finance Director, they shall assume the position of Senior Finance Director, subject to a vote of confidence by the General



Council at the Turnover Meeting. If a vote of confidence is not passed, nominations shall be accepted for the position of Senior Finance Director as per [Article 10](#).

I.2.5 *Executive Secretary*

I.2.5.1 The Executive Secretary shall be responsible for compiling the UPS summer mailings to both the General Council and the Society as a whole.

I.2.5.2 The Executive Secretary shall record the attendance at each General Council meeting and shall submit attendance records to the UPS Vice-President for the purposes of the UPS Service Award, [Article 10](#).

I.2.5.3 *Minutes*

I.2.5.3.1 The Executive Secretary shall keep full and accurate minutes of the proceedings of every General Council meeting.

I.2.5.3.2 Additionally, the Executive Secretary shall distribute a copy of each minutes to all members of the General Council at least two weekdays before the next scheduled meeting.

I.2.5.4 The Executive Secretary shall retrieve all mail from the Faculty reception desk and distribute it to the appropriate UPS mailbox at least once a week during the academic year. During the summer months, this may be delegated to another General Council member.

I.2.5.5 The Executive Secretary shall maintain adequate supplies of UPS Stationary, envelopes and office supplies such as printing paper, pens, staplers, etc.

I.2.5.6 The Executive Secretary shall prepare a key registry of all UPS Council members who require keys by the end of the Turnover Meeting. The Executive Secretary shall submit this list to the Faculty. The Faculty shall handle all distribution and collection of keys.

Note: For the 2019-2020 academic year, General Council members who submitted a deposit for keys shall be refunded their deposit by UPS Finance Directors upon the confirmation of returned keys from the Faculty.

I.2.5.7 The Executive Secretary shall be responsible for the maintenance of class lockers and should keep spare keys for the Class Council lockers

I.2.5.8 The UPS Executive Secretary shall be responsible for creating a calendar of events that is accessible by the General Council, the Faculty and all students (i.e. Google Calendar) and updating the calendar throughout the school year.

I.2.5.9 *Points and Awards*

I.2.5.9.1 The Executive Secretary shall chair the Points and Awards Committee, as defined in [Article 8.5](#).

I.2.5.9.2 The Executive Secretary shall keep the points system current. The UPS Points system shall be used to help determine recipients of awards at the annual Awards Night.

I.2.5.9.3 The Executive Secretary shall ensure that UPS points statements are available to any active member of the Society who requests to view them.

I.2.5.10 *The Executive Secretary shall maintain the Clubs Form, including the following tasks:*

I.2.5.10.1 Processing any points requests that have been submitted within 1 week.

I.2.5.10.2 Ensuring new club applications are sent out to the Points and Awards Committee with a decision made within 2 weeks of submission. Newly approved clubs should be forwarded to the UPS Webmaster to be added to the UPS website.

I.2.5.10.3 Forwarding any special points requests to the Points and Awards Committee.

I.2.5.10.4 Forwarding any SIF submissions or reimbursement requests to the UPS Vice President.

I.2.5.11 The Executive Secretary shall hold a Clubs Meeting at the beginning of the Fall and Winter Term to go over club logistics, such as the Clubs Form, UPS points submission, event requests, UPS support and SIF Funding. The UPS Vice-President and Finance Directors must attend this meeting. The UPS President may attend this meeting if necessary. Each club will need at least 2 club executives at this meeting to apply for UPS points and SIF Funding.

I.2.6 *Senior CAPSI Representative*

I.2.6.1 *The Senior CAPSI Representative shall oversee all CAPSI activities within the Faculty, and strive to promote professionalism. This shall include, but is not limited to:*

I.2.6.1.1 CAPSI Textbook Sale

I.2.6.1.2 CAPSI Compounding Competition

I.2.6.1.3 CAPSI Patient Interview Competition

I.2.6.1.4 CAPSI Symposium

I.2.6.1.5 CAPSI Student Literacy Challenge

I.2.6.1.6 CAPSI Guy Gernest Passion for Pharmacy Award

I.2.6.1.7 CAPSI National Elections

I.2.6.1.8 CAPSI OTC Competition

I.2.6.1.9 PDW (Professional Development Week)

I.2.6.1.10 Toronto's Next Top Pharmacist

I.2.6.1.11 Advice for Life Competition

I.2.6.1.12 CAPSI Mock OSCEs

I.2.6.1.13 Phrosh Ice Cream Social

I.2.6.1.14 PDW research Poster Competition

I.2.6.1.15 Evidence-Based Practice Competition

I.2.6.2 The Senior CAPSI Representative shall chair the CAPSI Committee consisting of the Junior CAPSI Representative, the CAPSI representatives from all classes, and the Junior and Senior IPSF Representatives.

1.2.6.3 The Senior CAPSI Representative shall represent the student body to the Canadian Association of Pharmacy Students and Interns and shall report on the activities of the Association to the General Council.

1.2.6.4 The Senior CAPSI Representative shall coordinate the CAPSI book sales.

1.2.6.5 The Senior CAPSI Representative shall Chair the PAM Committee, as outlined in [Article 8.12](#).

1.2.7 *Junior CAPSI Representative*

1.2.7.1 The Junior CAPSI Representative shall act with the Senior Representative to oversee all CAPSI activities in the Faculty, as described above.

1.2.7.2 The Junior CAPSI Representative shall coordinate the CAPSI Symposium.

1.2.7.3 On completion of the term of duty as Junior CAPSI Representative, that person shall assume the position of Senior CAPSI Representative, subject to a vote of confidence by the General Council at the turnover meeting. If a vote of confidence is not passed, nominations shall be accepted for the position of Senior Finance Director as per [Article 10](#).

1.2.8 *Senior Athletics Director*

1.2.8.1 The Senior Athletics Director shall represent the Faculty of Pharmacy on all U of T athletics committees.

1.2.8.2 The Senior Athletics Director shall examine the condition of the athletics equipment prior to the summer break. They shall submit a tentative budget for Athletics by the summer meeting of the General Council, and a final budget to the General Council two weeks prior to the budget meeting.

1.2.8.3 The Senior Athletics Director shall organize all intramural athletics teams, including sign-up lists, forming teams, and choosing team representatives. They are responsible for ensuring that team representatives attend required meetings, etc.

1.2.8.4 The Senior Athletics Director will be responsible for picking the Athlete of the Month and ensuring team captains submit an MVP for all intramural teams at the end of every semester.

1.2.8.5 The Senior Athletics Director is a member of the Points and Awards Committee, as outlined in [Article 8.5](#), as well as a member of the OPA Cup Subcommittee, as outlined in [Article 8.6](#)

1.2.8.6 The Senior Athletics Director is responsible for organizing and coordinating the Athletics T-shirt sales and coordinating with External Affairs to ensure sponsorship entitlements are met.

1.2.9 *Junior Athletics Director*

1.2.9.1 The Junior Athletics Director shall be responsible for organizing faculty-wide athletics events such as the Curling Bonspiel, Tug-of-War and Dodgeball tournament. They shall strive to develop new events, time and money permitting.

1.2.9.2 The Junior Athletics Director shall also be responsible for keeping the faculty and students aware of all athletics events. They are responsible for maintaining the sports bulletin board in the student lounge of the Faculty. This board must be maintained in proper condition to project a positive image for UPS.

- I.2.9.3** The Junior Athletics Director is responsible for submitting athletics articles to the Monograph.
- I.2.9.4** The Junior Athletics Director is a member of the OPA Cup Subcommittee, as outlined in [Article 8.6](#).
- I.2.9.5** On completion of the term of duty as Junior Athletics Representative, that person shall assume the position of Senior Athletics Representative, subject to a vote of confidence by the General Council at the turnover meeting. If a vote of confidence is not passed, nominations shall be accepted for the position of Senior Athletics Representative as per [Article 10](#).
- I.2.10** *Events Directors (2 people)*
 - I.2.10.1** The Events Directors shall be a member of the Points and Awards Committee, as outlined in [Article 8.5](#), the PAM committee as outlined in [Article 8.12](#) and the Community Outreach Committee, as outlined in [Article 8.14](#). One Events Director shall be asked to sit on the SIF Committee, as outlined in [Article 8.10](#) and one Events Director will sit on the Honour Committee, as outlined in [Article 8.11](#).
 - I.2.10.2** *They shall organize:*
 - I.2.10.2.1** Boat Cruise
 - I.2.10.2.2** Pharmacy Phollies, the annual variety show
 - I.2.10.2.3** Semi-Formal
- I.2.11** *University of Toronto Students' Union (UTSU) Representative*
 - I.2.11.1** The UTSU Representative shall attend and represent the Society at the UTSU Board of Directors meetings of the Union, and report to the Council during General Council meetings.
 - I.2.11.2** The UTSU Representative shall join at least one commission of the UTSU and one committee including the Professional Faculty Committee of the UTSU.
 - I.2.11.3** The UTSU Representative shall attend all meetings of the professional associations, in which they are involved on behalf of the Society and pharmacy students, unless exceptional circumstances arise.
 - I.2.11.4** The UTSU Representative shall strive to publish at least one article in each copy of the Monograph, discussing UTSU issues of interest to pharmacy student with a minimum of one per semester.
 - I.2.11.5** The UTSU Representative shall act as a resource for pharmacy students with regard to UTSU events (i.e. UTSU's Got You), activities (ISIC Cards), services (i.e. member benefits, health insurance, etc.), funding and other support (clubs printing, registering as a UTSU club, coffee urn rental, etc.).
 - I.2.11.6** The UTSU Representative shall publicize any UTSU events and campaigns that may be of interest to pharmacy students.
 - I.2.11.7** The UTSU Representative shall work with the other Professional Faculties and relay any relevant information back to the Faculty and the Council.
 - I.2.11.9** The UTSU Representative must fulfill all of their duties as a Director on the Board of the UTSU.
- I.2.12** *Senior External Affairs Director*

- I.2.12.1** The Senior External Affairs Director shall Chair the External Affairs Committee as outlined in [Article 8.8](#), and report to the General Council.
- I.2.12.2** The Senior External Affairs Director shall serve as a member on the Charity Week Committee as outlined in [Article 8.7](#) and the PAM Committee as outlined in [Article 8.12](#). Additionally, one of the External Affairs Director will sit on the SIF Committee as outlined in [Article 8.10](#).
- I.2.12.3** The Senior External Affairs Director shall solicit external donations on behalf of the Society.
- I.2.12.4** The Senior External Affairs Director shall maintain contact with potential sponsors for UPS events.
- I.2.12.5** The Senior External Affairs Director shall keep a database of up-to-date contact information for potential and past donors.
- I.2.12.6** The Senior External Affairs Director shall be responsible for providing and coordinating the annual External Affairs Writing award(s) to be presented at the UPS awards night.
- I.2.12.7** When the position becomes vacant, one of the External Affairs Directors shall serve as a liaison between UPS and the external advertising agency responsible for soliciting funds for UPS publications. They shall update the UPS General Council on issues discussed and any funding arrangements.
- I.2.12.8** The Senior External Affairs Director shall ensure all sponsorship entitlements are fulfilled and coordinate with the respective event coordinators to ensure they are aware of the sponsorship requirements for their event.
- I.2.13** *Junior External Affairs Director*
- I.2.13.1** The Junior External Affairs Director shall serve as a member of the External Affairs Committee as outlined in [Article 8.8](#), the Charity Week Committee as outlined in [Article 8.7](#) and the PAM Committee as outlined in [Article 8.12](#). Additionally, one of the External Affairs Director will sit on the SIF Committee as outlined in [Article 8.10](#).
- I.2.13.2** The Junior External Affairs Director shall serve as a non-voting member in the Ontario Branch of Canadian Society of Hospital Pharmacists (CSHP) for the duration of one year. They shall update UPS General Council on student issues discussed at the semi-annual CSHP meetings and provide a report in the Monograph where appropriate. They shall perform the duties as required by CSHP that include, but not limited to organizing a lunch & learn event for First Year students, and a CSHP membership event, among others.
- In addition to the above duties, the CSHP liaisons (Junior and Senior External Affairs Directors) will be responsible for organizing and maintaining the CSHP sub-committee. They will be responsible for selecting appropriate candidates to fill the vacant positions within the sub-committee. Positions include:
- I.2.13.2.1** Communications (1 position)
- I.2.13.2.2** Awards (1 position)
- I.2.13.2.3** Education (1 position)
- I.2.13.2.4** Membership (1 position)

Each position will also be a member of the respective CSHP Ontario Branch subcommittee and assist the chair of the subcommittees in their duties. In addition, members of the sub-committee shall promote CSHP to the student population. These positions will be chosen, based on applications, by the CSHP liaisons and the previous CSHP Student Council (as required at the discretion of the CSHP liaisons). Selections will take place in December.

- I.2.13.3** The Junior External Affairs Director shall be responsible for dealing with mailing issues of the Monograph and Pharmakon to sponsors when requested.
- I.2.13.4** The Junior External Affairs Director shall chair the Community Outreach Committee as defined in [Article 8.14](#).
- I.2.13.5** On completion of the term of duty as Junior External Affairs Director, that person shall assume the position of Senior External Affairs Director, subject to a vote of confidence by the General Council at the turnover meeting. If a vote of confidence is not passed, nominations shall be accepted for the position of Senior External Affairs Representative as per [Article 10](#).
- 1.2.13.6** Every other year, the Junior External Affairs Director shall serve as liaison between UPS and the external advertising agency responsible for soliciting funds for UPS publications for the duration of two years dependent on if they assume the position of Senior External Affairs Director. They shall update the UPS General Council on issues discussed and any funding arrangements.
- I.2.14** *Pharmakon Editors*
- I.2.14.1** The Pharmakon Editors are responsible for the production of the Pharmakon, the Pharmacy Yearbook.
- I.2.14.2** The Pharmakon Editors shall obtain written, signed, binding contracts with both the Pharmakon publisher and the advertising company, after consultation with the UPS President, Finance and External Affairs.
- I.2.14.3** The Pharmakon Editors are responsible for ensuring that photographers are present at all important events.
- I.2.14.4** The Pharmakon Editors are responsible for ensuring that photographers take photos of all students and faculty.
- I.2.14.5** The Pharmakon Editors are responsible, with the help of class Pharmakon Representatives, for the advertising and selling of the yearbook.
- I.2.14.6** The Pharmakon Editors shall publish the “Who’s Who”, by November 1st of each year.
- I.2.14.7** The Pharmakon Editors shall be responsible for collecting money and for distribution of Pharmakon.
- I.2.15** *Monograph Editors*
- I.2.15.1** The Monograph Editors are responsible for the production of The Monograph, the Pharmacy Newspaper.



- I.2.15.2** The Monograph shall be published at least five times in the academic year, and at least twice per term. The first Monograph should be published as soon as possible in the fall term as an introduction of UPS to First Year students.
 - I.2.15.3** The Monograph Editors are also responsible for coordinating the distribution of The Monograph to all classes and may request Class Monograph Representatives to aid with this.
 - I.2.15.4** The Monograph Editors may choose to find additional Staff Writers to write articles for The Monograph.
- I.2.16** *Marketing Directors*
- I.2.16.1** The Marketing Directors shall maintain the brand image of UPS through the use of standardized logos, templates, fonts, PowerPoint, etc.
 - I.2.16.2** The Marketing Directors will create graphical materials (posters, cover photos, etc.) for all UPS Events.
 - I.2.16.3** The Marketing Directors will promote and advertise UPS Events via social media (Facebook, LinkedIn, Instagram, etc.) and are responsible for the dispersion of any knowledge related to the promotion of events.
 - I.2.16.4** The Marketing Directors shall be members of the External Affairs Committee as outlined in [Article 8.8](#) and the PAM Committee as outlined in [Article 8.12](#).
- I.2.17** *Webmaster*
- I.2.17.1** *The Webmaster shall keep the following information current on the UPS website which include:*
 - I.2.17.1.1** UPS council member information and pictures
 - I.2.17.1.2** Constitution
 - I.2.17.1.3** UPS Meeting Minutes
 - I.2.17.1.4** Athletics Teams, Captains and Group contact info.
 - I.2.17.1.5** List of UPS approved clubs, with contact info for the club executives and links to the Club's website or group.
 - I.2.17.1.6** Links to:
 - I.2.17.1.6.1** Class websites
 - I.2.17.1.6.2** Pharmakon photos
 - I.2.17.1.6.3** Who's Who
 - I.2.17.1.6.4** The Monograph
 - I.2.17.1.6.5** Committees
 - I.2.17.1.6.6** Classifieds
 - I.2.17.1.6.7** Relevant pharmacy links
 - I.2.17.1.6.8** And any other information deemed important by the Council



- I.2.17.2** The Webmaster shall maintain the listserv to relay information to the General Council Members and to the Undergraduate Students. Only registered students are permitted on the UPS listserv.
- I.2.17.3** The Webmaster shall maintain the UPS Points database system through, at the minimum:
 - I.2.17.3.1** Monthly database backups
 - I.2.17.3.2** Troubleshoot problems arise during points entry
 - I.2.17.3.3** Read and if applicable, update, the database operation manual
- I.2.18** *OPA Student Board Member and Vice Chair (2-year position)*
 - I.2.18.1** The OPA Student Board Members shall represent the views of UPS and the student body at OPA board meetings, and shall report pertinent information back to students and UPS.
 - I.2.18.2** The OPA Student Board Members must attend all meetings of the OPA, in which they are involved on behalf of UPS, unless exceptional circumstances arise.
 - I.2.18.3** The OPA Student Board Members shall strive to publish at least one article in each copy of the Monograph, discussing OPA issues of interest to pharmacy students.
 - I.2.18.4** The OPA Student Board Members shall act as a resource for pharmacy students with regard to OPA events and activities. They shall publicize any OPA events that may be of interest to pharmacy students.
 - I.2.18.5** The OPA Student Board Members is responsible for publicizing the opening of nominations for the position of OPA Student Board member once their term is complete, since this position is not included in UPS elections.
 - I.2.18.6** *The OPA Student Board Members shall coordinate the following activities in conjunction with the UofT OPA Cup Subcommittee:*
 - I.2.18.6.1** 1st, 2nd, 3rd, and 4th Year membership drives
 - I.2.18.6.2** At least one General Assembly held in conjunction with OPA advocacy leaders on pharmacy advocacy and issues
 - I.2.18.6.3** OPA Cup Hockey Tournament
 - I.2.18.6.4** OPA Sponsored Dinner and Learn sessions (1-2 per semester)
 - I.2.18.6.5** Creation and/or distribution of student advocacy resources
 - I.2.18.6.6** Joint “Students Advocacy Meeting” at the Annual OPA conference
 - I.2.18.6.7** Assist Events Directors in PAM activities
 - I.2.18.7** The OPA Student Board Members shall respond to all relevant or necessary pharmacy related issues by promoting an awareness of such both internally (Faculty) and externally (Public) upon recommendation by OPA Board of Directors.
 - I.2.18.8** The OPA Student Board Members shall Chair the OPA Cup subcommittee as outlined in [Article 8.6](#).
 - I.2.18.9** The OPA Student Board Members shall be a member of the Community Outreach Committee as defined in [Article 8.14](#).

1.2.18.10 The OPA Student Board Members shall be responsible for selecting UofT OPA Committee members through an application-based process before the end of September. UofT OPA Committee members will serve an initial one year term.

1.2.18.11 The OPA Student Board Members shall be responsible for the initiation and execution of at least one unique student advocacy project per term year

I.3 *Non-Voting Members of the General Council*

I.3.1 *President-elect*

I.3.1.1 The President-elect shall assist the President in all of their duties as outlined below.

I.3.1.2 The President-elect shall serve the winter term the year they are voted in.

I.3.1.3 The President-elect along with the President, Past President, Vice-President and Vice-President-elect, shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS).

I.3.1.4 The President-elect along with the Vice-President-elect will select new Faculty Advisors according to [Article 4.3](#), prior to the Turnover Meeting.

I.3.1.5 The President-elect along with the Vice-President-elect will select the new Speaker according to [Article 10](#), prior to the Turnover Meeting.

I.3.1.6 After being elected as President-elect, a structured turnover period shall occur whereby the President shall carbon copy the President-elect on any email detailing UPS matters and provide detailed advice on duties of the President.

I.3.1.7 On completion of his/her duty as President-elect, they shall assume the position of UPS President at the turnover meeting.

I.3.2 *Vice-President-elect*

I.3.2.1 The Vice-President-elect shall assist the UPS Vice-President in all of their duties as outlined below.

I.3.2.2 The Vice-President-elect shall serve the winter term the year they are voted in.

I.3.2.3 The Vice-President-elect, along with the President, Past President President-elect, and Vice-President, shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS).

I.3.2.4 The Vice-President-elect along with the President-elect will select new Faculty Advisors according to [Article 4.3](#), prior to the Turnover Meeting.

I.3.2.5 The Vice-President-elect along with the President-elect will select the new Speaker according to [Article 10](#), prior to the Turnover Meeting.

I.3.2.6 After being elected as Vice-President-elect, a structured turnover period shall occur whereby the UPS Vice-President shall carbon copy the Vice-President-elect on any email detailing UPS matters and provide detailed advice on duties of the UPS Vice-President.

I.3.2.7 On completion of duties as Vice-President-elect, that person shall assume the position of Vice-President at the Turnover Meeting.



I.3.2.8 The Vice-President-Elect along with the President-Elect shall serve as a CRO for the UPS General Elections and help facilitate Class Council Elections where necessary.

I.3.3 *Faculty Advisors*

I.3.3.1 The Faculty Advisors shall act in an advisory capacity to the General Council. The Faculty Advisors are strongly encouraged to attend all the meetings of the General Council.

I.3.3.2 The Faculty Advisors shall also act in an advisory fashion with the Finance Committee, as defined in [Article 8.4](#). If new Faculty Advisors have not been selected at the time of the UPS Budget Meeting, the past Faculty Advisors should be invited to that meeting. Attendance of the Faculty Advisors at meetings of the Finance Committee is mandatory.

I.3.3.3 The Faculty Advisors shall be concerned with, but not responsible for the appropriate functioning of UPS, particularly with regard to issues of finance.

I.3.3.4 The Faculty Advisors shall be selected as outlined in [Article 4.3.1](#).

I.3.4 *Past President*

I.3.4.1 The Past President shall serve as a non-voting member of the General Council and act as an advisor to the current President.

I.3.4.2 The Past President along with the President, President-elect, Vice-President and Vice-President-elect, shall assist in the organization of the Ontario Pharmacy Student Integrative Summit (OPSIS).

I.3.5 *Speaker*

I.3.5.1 The Speaker shall conduct all orders of business at the General Council Meetings, using the format listed in the UPS Meeting Format section of the Procedures and Codes of Conduct document and guidelines outlined in [Article 9](#) of the Constitution. As a result, the Speaker is not permitted to miss any meetings of the General Council unless exceptional circumstances arise. See [Article 9.4](#) if the Speaker is absent.

I.3.5.2 The Speaker shall decide on all points of order that arise in the meetings and shall announce the results of all voting.

I.3.5.3 The Speaker is impartial and must remain so. They shall not be entitled to vote.

I.3.5.4 The Speaker must chair the first meeting of the succeeding Council.

I.3.5.5 The Speaker must also chair the Constitutional Review Committee, as outlined in [Article 8.9](#).

I.3.5.6 The Speaker must incorporate all passed amendments and send the amended Constitution to all General Members to review and finalize.

I.3.5.7 The Speaker shall be responsible for notifying each General Council member prior to each meeting.

APPENDIX II DETAILED DUTIES OF THE MEMBERS OF THE CLASS COUNCIL

II.1 *General Duties*

- II.1.1** All members of the Executive of each class shall work with their General Council counterpart to ensure the successful implementation of the varied UPS services (e.g., Pharmakon and Monograph).
- II.1.2** All Class Council members may be asked to complete tasks not described below ([Appendix II](#)), as designated by the General Council or the respective Class President.
- II.1.3** School-wide clothing sales shall occur during the summer, up until the end of September, during which time Class Councils cannot advertise or sell clothing until completion of said sale.
- II.1.4** The 1st Year Class Council shall be responsible for organizing a class-wide clothing sale and promotional video to be displayed for future applicants, to be headed by the 1st Year Class President as per [Appendix II.2.1.11](#). UPS and Class Councils shall collaborate to organize the distribution of the Summer Package items. Responsibility for lost items shall fall on respective Class or CAPSI councils.
- II.1.5** The 3rd Year Class Council shall be responsible for organizing the Phollies Intermission Sale, to be headed by the 3rd Year Class President as per [Appendix II.2.1.13](#).
- II.1.6** The 4th Year Class Council shall be responsible for assisting the Graduation Committee in raising funding and assisting with their objectives.

II.2 *Detailed Duties*

II.2.1 *Class President*

- II.2.1.1** The Class President shall work with members of the council to ensure efficient operations of the class council as a whole.
- II.2.1.2** The Class President of each class shall conduct all orders of business and set the agenda for all meetings of the Class Council of that year. The Class President shall also book a room for the next council meeting.
- II.2.1.3** The Class President shall be part of a voting pair (along with Class Vice-President) on the UPS General Council.
- II.2.1.4** The Class President shall be the class representative that all external organizations must go through when dealing with the class.
- II.2.1.5** The Class President shall be a member of the Points and Awards Committee, as defined in [Article 8.5](#).
- II.2.1.6** The Class President will also be responsible for gathering suggestions from their class to discuss at the Dean's Meeting, as well as reporting back to the Class Council (and class if necessary) with the outcomes of each meeting.
- II.2.1.7** The Class President should coordinate with their Secretary-Treasurers to ensure they have a budget or financial statement to present to the UPS Finance Directors and Faculty Advisors at the Turnover Meeting.
- II.2.1.8** The Class President shall have signing authority on all class financial accounts, along with the Class Vice-President and Secretary-Treasurer. The Secretary-Treasurer shall be one of the two signing authorities on all financial documents and/or cheques for Class Council.



- II.2.1.9** If a student is brought before the Honour Committee for unprofessional behaviour, the Class President of the student involved will hold a temporary position on this Committee during the investigation as described in [Article 8.11](#).
- II.2.1.10** If necessary, UPS may ask the Class President to compile or coordinate applications for the UPS/Alumni Award nominations submitted from members of their class.
- II.2.1.11** The 1st Year Class President will be responsible for organizing a class clothing sale sometime after the summer clothing sale has ended and a promotional video to be displayed during the MMIs for future applicants.
- II.2.1.12** The 2nd Year Class President shall co-chair the Phrosh Planning Committee (PPC) along with the 2nd Year Class Vice-President. The 2nd Year Class President shall be the Chief Returning Officer for the elections of the First Year Class Council as stipulated in [Article 10](#). The 2nd Year Class Council President and Vice-President shall also share the responsibility of coordinating PHM140 study sessions with the Faculty Registrar.
- II.2.1.13** The 3rd Year Class President will be responsible for the textbook sales of Therapeutic Choices for Minor Ailments and RxFiles in the summer, as well as coordinating the Phollies Intermission Sale. The 3rd Year Class President shall also hold an honorary position on the Grad Committee.
- II.2.1.14** The 4th Year Class President will be responsible for the textbook sales of Therapeutic Choices in the summer. The 4th Year Class President will also sign a binding contract along with the 4th Year Secretary-Treasurer agreeing to return any unused funds in the bank account to the UPS by September 1st of the graduating year. The 4th Year Class President shall also hold an honorary position on the Grad Committee.
- II.2.1.15** The outgoing Class President shall create a hand down report (to contain information as listed in the UPS Portfolio Guidelines section of the Procedures and Codes of Conduct document, for each respective council position). This report shall be passed down to the in-coming Class President as a guide to performing yearly activities.
- II.2.2** *Class Vice-President*
- II.2.2.1** The Class Vice-President of each year shall, in the absence of the Class President, assume all duties of the Class President and assist the Class President in the furtherance of the objectives of the Society. They shall be a member of the Charity Week Committee as described in [Article 8.7](#) and be responsible for coordinating Charity Week activities for their class.
- II.2.2.2** The Class Vice-President shall be part of a voting pair (along with Class President) on the UPS General Council.
- II.2.2.3** The Class Vice-President will be responsible for attending the Dean's Meeting and aiding the Class President gather suggestions from the class if necessary.
- II.2.2.4** The 2nd Year Class Vice-President shall be responsible for organizing Orientation Week activities and shall be the Chief Returning Officer for the elections of the First year Class Council. The 2nd Year Class Vice-President shall co-chair the Phrosh Planning Committee (PPC) along with the 2nd Year Class President. They shall also coordinate a basic Rescuer/Standard First Aid course which meets the requirements of the faculty for First/2nd year students. This event shall be held at the



beginning of the academic year for First and Second year students only. The 2nd Year Class Council President and Vice-President shall also share the responsibility of coordinating PHM140 study sessions with the Faculty Registrar.

- II.2.2.5** The 3rd Year Class Vice-President shall chair the Charity Week Committee as described in [Article 8.7](#). They shall coordinate a basic Rescuer/Standard First Aid recertification course which meets the requirements of the faculty. This event shall be held at the beginning of the academic year. The 3rd Year Class Vice-President shall also hold an honorary position on the Grad Committee.
 - II.2.2.6** The 4th Year Class Vice-President shall be responsible for coordinating a school-wide summer clothing, nametag and Portfolio sales. The 4th Year Class Vice-President shall also hold an honorary position on the Grad Committee.
 - II.2.2.7** The Class Vice-President shall have signing authority on all class financial accounts, along with the Class President and Secretary-Treasurer. The Secretary-Treasurer shall be one of the two signing authorities on all financial documents and/or cheques for Class Council.
- II.2.3** *Secretary-Treasurer*
- II.2.3.1** The Secretary-Treasurer of each class shall keep full and accurate minutes of the proceedings of all meetings of that particular class.
 - II.2.3.2** The Secretary-Treasurer shall be responsible for the handling of all financial transactions of the class and shall have signing authority on the class bank account, along with the Class President and Class Vice-President. This bank account, and the financial records that accompany it, shall be subject to inspection at any time by the UPS Junior and Senior Finance Directors. The Secretary-Treasurer shall be one of the two signing authorities on all financial documents and/or cheques for Class Council.
 - II.2.3.3** The Secretary-Treasurer shall act as the Chief Returning Officer at the time of class elections, unless that person is running for a class position. Under these circumstances, the Class President shall find another appropriate Class Council member.
 - II.2.3.4** All Secretary-Treasurers are responsible for submitting a budget or financial statement to the UPS Finance Directors and UPS Staff Advisor by the Turnover Meeting, in coordination with the Class President.
 - II.2.3.5** The 1st Year Secretary-Treasurer shall have the following specific responsibilities:
 - II.2.3.5.1** Opening a separate bank account on behalf of the Class, in conjunction with the Class President and Vice-President as co-signers, by the end of October in First Year. The Secretary-Treasurer shall be one of the two signing authorities on all financial documents and/or cheques for Class Council.
 - II.2.3.5.2** Getting in contact with the UPS Finance Directors to receive a \$250 start-up cheque.
 - II.2.3.5.3** Acting as a member on the Community Outreach Committee, as outline in [Article 8.14](#).
 - II.2.3.6** The 2nd Year Secretary-Treasurer will serve as the Secretary on the Community Outreach Committee, as outlined in [Article 8.14](#).



- II.2.3.7** The 2nd Year Secretary/Treasurer shall serve as a member of the Phrosh Planning Committee. At the end of Phrosh, a budget should be submitted to the UPS Finance Directors and UPS Staff Advisor, in coordination with the Second Year Class President.
- II.2.3.8** The 3rd Year Secretary-Treasurer will serve as a member on the Community Outreach Committee as outlined in [Article 8.14](#).
- II.2.3.9** The 4th Year Class Secretary-Treasurer will be responsible for closing the Class bank account by September 1st of the graduating year and returning any unused funds to the UPS, as per the contract signed by the 4th Year Class Secretary-Treasurer, 4th Year Class President, and 4th Year Class Vice-President at the Turnover Meeting. The Secretary-Treasurer shall be one of the two signing authorities on all financial documents and/or cheques for Class Council.
- II.2.4** *Social Representative*
- II.2.4.1** The Social Representative shall be responsible for helping the UPS Events Directors promote and organize faculty wide events.
- II.2.4.2** The Social Representative is encouraged to organize as many class social events as they see fit.
- II.2.4.3** The Social Representative shall be a member of the Events Committee as defined in [Article 8.2](#), and shall help the UPS Events Director as requested.
- II.2.4.4** The Social Representative is not elected to the 4th Year Class Council.
- II.2.5** *CAPSI Representatives*
- II.2.5.1** The CAPSI Representatives shall be members of the CAPSI Committee as established in [Article 8.2](#) and are responsible for all tasks designated by the Senior CAPSI Representative.
- II.2.5.2** The First Year CAPSI Representatives shall be members of the Community Outreach Committee as defined in [Article 8.14](#).
- II.2.5.3** The CAPSI Representative is not elected to the 4th Year Class Council.
- II.2.6** *Athletics Representative*
- II.2.6.1** The Athletics Representative shall be responsible for the promotion and organization of athletic events in their class.
- II.2.6.2** The Athletics Representative shall help the UPS Athletics Directors as requested.
- II.2.6.3** The Athletics Representative is not elected to the 4th Year Class Council.
- II.2.7** *2 Faculty Representatives*
- II.2.7.1** Each Faculty Representative is responsible for liaising with the class regarding academic and faculty-related issues.
- II.2.7.2** Each Faculty Representative is responsible for administering the provision of class handouts obtained from professors or other such material related to academics. The choice of media should be decided upon by the class (i.e. website posting, photocopying, etc.)
- II.2.7.3** The Faculty Representatives will be responsible for attending the Dean's Meeting and aiding the Class President gather suggestions from the class if necessary.



II.2.7.4 The 3rd year Faculty Representatives will be responsible for recruiting additional students from their class to take on liaising duties in course electives and selectives not enrolled by either Faculty Representative. The student shall be awarded points equivalent to > 6 hours of volunteer work outlined in [Appendix III.3](#).

II.2.8 *Pharmakon Representative*

II.2.8.1 The Pharmakon Representative shall be responsible for yearbook sales to his/her own class, taking photos, designing the class yearbook layout, and is responsible for all tasks designated by the Pharmakon Editors.

II.2.8.2 The Pharmakon Representative position is by application only. The candidates will be interviewed and selected by the two current UPS Pharmakon Editors.

II.2.8.3 The Pharmakon Representative is not appointed to the 4th Year Class Council.

II.2.8.4 The Pharmakon Representative shall be a member of the Pharmakon Committee as defined in [Article 8.2](#), and shall help the UPS Pharmakon Co-Editors as requested.

II.2.9 *Monograph Representative*

II.2.9.1 The Monograph Representative shall be responsible for the distribution of the Monograph to their respective classes.

II.2.9.2 The Monograph Representative shall be responsible for collection and editing of submissions from their respective classes.

II.2.9.3 The Monograph Representative shall be responsible for submitting at least 1 of their own articles to each issue.

II.2.9.4 The Monograph Representative shall be responsible for promoting contributions via various platforms such as email, class announcements, social media posts, etc.

II.2.9.5 The Monograph Representative shall be responsible for compiling the anti-calendar from their own class in the September issue. The 4th Year Monograph representative shall be responsible for the compilation of the anti-calendar on third year courses prior to graduation.

II.2.9.6 The Monograph Representative shall be responsible for all tasks as designated by the Monograph Editors.

II.2.9.7 The Monograph Representative shall be a member of the Web Committee as defined in [Article 8.2](#), and shall help the UPS Monograph Co-Editors as requested.

II.2.9.8 The Class Monograph Representative position is by application only. The candidates will be interviewed by the UPS Monograph Co-Editors and the previous year's representative. If no one applies for the position or if there are no suitable candidates, the current representative is eligible for re-approval by the outgoing Class Council. For the 1st Year Monograph Representative position, the selection shall be made by the UPS Monograph Co-Editors and the current 2nd Year Class Monograph Representative.

II.2.10 *Class Webmaster*

- II.2.10.1** The Class Webmaster position is by application only. The candidates will be interviewed by the previous year's webmaster. If no one applies for the position or if there are no suitable candidates, the current webmaster is eligible for re-approval by the outgoing Class Council. For the 1st Year Webmaster position, the selection shall be made by the current 2nd Year Webmaster.
- II.2.10.2** The Class Webmaster shall be responsible for maintaining the class website and updating the class website with relevant faculty-wide information.
- II.2.10.3** The Class Webmaster shall be a member of the Web Committee as defined in [Article 8.2](#), and shall help the UPS Webmaster as requested.
- II.2.11** *2 Graduation Representatives*
- II.2.11.1** This position shall be elected with the 3rd Year Class Council to a two year term.
- II.2.11.2** The Graduation Reps will Co-Chair the Grad Committee. The 3rd Year Class President and 3rd Year Class Vice-President will have an honorary position on the Grad Committee during 3rd Year. Similarly, during 4th Year, the 4th Year Class President and 4th Year Class Vice-President will have an honorary position on the Grad Committee. The Graduation Reps shall recruit class members to serve on the Grad Committee to help with the following tasks:
- II.2.11.2.1** Organizing the Grad Formal
- II.2.11.2.2** Booking Grad Photos
- II.2.11.2.3** Planning the Grad Trip if there is sufficient interest
- II.2.11.2.4** Determining an appropriate Grad Gift
- II.2.11.2.5** Leading other fundraising initiatives as necessary.
- II.2.12** *Residency Representative*
- II.2.12.1** This position is only elected to the 3rd Year Council, with the elections for this position to be held concurrently during the spring Elections with the term for this position being two years.
- II.2.12.2** The Residency Representative shall collaborate with the Ontario Pharmacy Residents Association (OPRA), Canadian Society of Hospital Pharmacists (CSHP), Hospital Pharmacy Residency Forum of Ontario (HPRFO) and the Industrial Pharmacy Residency Coordinator to ensure the accurate and timely dissemination of information regarding Residency Programs for his/her Class.
- II.2.12.3** The Residency Rep shall coordinate the scheduling of Industrial and Hospital Pharmacy Residency Open Houses for his/her Class in collaboration with the University of Waterloo Residency Representative.
- II.2.12.4** The Residency Rep shall organize the annual Residency Information Session in collaboration with the University of Waterloo Residency Representative. They will correspond with student members of the faculty to disseminate information regarding the event.
- II.2.12.5** The Residency Rep shall disseminate key dates and application deadlines for Industrial and Hospital Pharmacy Residency programs to their Class.
- II.2.12.6** The Residency Rep shall organize the annual Industry Night in March in collaboration with the Industry Residency Coordinator and the University of Waterloo Residency Rep.



II.2.13 *Recruitment Representative*

- II.2.13.1 This position is only elected to the 4th Year Council.
- II.2.13.2 The Recruitment Rep shall coordinate the Career Fair to promote career exploration and facilitate networking opportunities.
- II.2.13.3 The Recruitment Rep shall coordinate the Drug Fair to encourage students to become familiar with new drug products and their features.
- II.2.13.4 The Recruitment Rep shall generate funds through selling booths at these events to be put towards the class Grad Fund.
- II.2.13.5 The Recruitment Rep may develop a website or promotional material (poster, package) to promote these events.
- II.2.13.6 The Recruitment Rep may ask the Grad Committee for assistance with these fundraising events.

APPENDIX III **UPS POINTS SYSTEM**

III.1 The UPS points system has been developed to provide incentive for student participation within the Faculty of Pharmacy. It rewards those students who go the extra distance to support their faculty (socially, athletically, and academically) and who can find the time to enjoy all aspects of university life. All points are awarded at the discretion of the UPS Executive Secretary in collaboration with the UPS Points and Awards Committee and event organizers. Retroactive UPS points may be awarded for the previous academic year at the discretion of the UPS Executive Secretary with consultation from the relevant event organizers.

III.2 *Pharmacy Clubs*

Registered clubs will be awarded a set maximum of 4 and 5 UPS points to be awarded to the Vice-President and President of each club respectively per academic semester, as well as 3 points per academic semester for general members attending a minimum of 75% of meetings. Summer semesters are not eligible for points. An attendance log will need to be kept and submitted to the UPS Secretary by the beginning of March. Additional points can be awarded for other positions and events at the discretion of the Points and Awards Committee.

III.3 *General Points Allocation*

Note: Class Council and General Council members can be awarded points as outlined below if they go beyond their required duties as outlined in [Article 5](#) and [6](#) of the UPS Constitution. If there is any discrepancy between this allotment system and submitted points, the UPS Secretary will award UPS points at his/her discretion with consultation from the relevant event organizers.

Phrosh Planning Committee (PPC)	Maximum 8 points
Phrosh Week Helpers	Maximum 4 points



Both PPC and Phrosh Week Helper points are at the discretion of the 2nd Year President and Vice-President, 2nd Year President and Vice-President excluded.

1 point

Student of the Term

Nominees for Student of the Term cannot be UPS members unless they are nominated for non-UPS related activities. Class Council members can be nominated.

CAPSI Events

Includes symposia and competitions (Patient Interviewing Competition, OTC Compounding Competition, Student Literary Challenge, Pharmafacts Bowl etc.)

Participants

1 point per event

Volunteers

1 point

Winner (Local)

1 additional point

Winner (Top 4 at National Level)

2 additional points

Toronto's Next Top Pharmacist

Participant

3 points

Attendees

1 point

UPS and Class Events, Other Socials Events

1 point per event

Includes Charity Week events, Pharmacist Awareness Month, faculty-wide social events, OPA Cup, Arts Night, sporting events, potlucks, bake sales, etc. At the discretion of the Events Directors and UPS VP or Class Council. For events that are listed as a duty on a council member's portfolio, they shall not receive a point for that event.

Boat Cruise, Pharmacy Semi-Formal.

2 points per event

Monograph

1 point per issue

At discretion of the editors for those who submit material or contribute to the preparation of these publications. Reps are eligible for max 4 points/year above and beyond normal duties. Non-rep contributors who have submitted to all 5 issues in a given school year are entitled to one bonus point, for a total of 6 points per year.

Maximum 6 points per year

Pharmakon executives

Maximum 3 points per year

Pharmakon executives include: Senior Advisor, Senior Graphic Designer, Graphic Designers (5 positions), Senior Photographer, Photographers (5 positions). Points given are at discretion of the Pharmakon Co-editors.

Pharmakon representatives

Maximum 4 points per year

At discretion of the editors for those contributing to the preparation of the yearbook.



Pharmakon general members	Maximum 1 point per year
At discretion of the editors for those contributing to the preparation of the yearbook.	
Phollies	
Attendee	1 point
Volunteer	2 points
Performer	3 points
Techs, MCs	4 points
Volunteer Events	
< 2 hours	1 point
2 - 6 hours	2 points
> 6 hours	3 points
Photo Events	
Participants are required to take at least 3 photos across one week with one photo contribution per day. If the event is less than 1 week in duration, then the lowest point total will be awarded at the discretion of the UPS Secretary and event organizer.	1 point
Donations	Maximum 2-3 points per event at the discretion of the Executive Secretary

III.4 Academic Points Allocation

First Class Honours (3.5 GPA and over)	
No exemptions	7 points
With exemptions	5 points
Conferences	
The maximum number of points for a conference is 1 point per day attended.	
Pre-approved conferences include:	
OP SIS	2 points
OPA	3 points
OP A	4 points
PDW	1-4 points
CSHP	5 points
CPhA	1 point



PiLLS	1 point
PharmacyU	
Conferences must be approved by the Executive Secretary	1 point
Lecture Style events (≥ 1 hour)	1 point
Journal Club style event (No pre-reading, ≥ 1 hour)	2 points
Journal Club style event (Pre-reading, ≥ 1 hour)	

III.5 *Athletic Points Allocation*

Varsity Player (U of T team, not just Pharmacy team)	15 points
Intramural Player	1 point per game attended
For seasonal and co-ed leagues. Add 1 point if team makes playoffs, plus 1 point for championship. Leagues that span two terms will be considered as 2 sports.	
Intramural Captain	3 points per team
Spectator for Championship Games	1 point per game
Tournaments	
One day event	1 point
Two or more days	3 points
Athlete of the Month	1 point
MVP for each respective sport	1 point
Participation in Annual Pharmacy Curling Bonspiel	1 point
Participation in Annual Pharmacy Dodgeball Tournament	1 point
Participation in Annual Tug of War	1 point
Athletic activity (skating, golf, zumba, etc.)	
≥ 1 hour	1 point

III.6 *UPS Council Members, Class Council, Committees*

Note: Only members who have attended 75% of UPS meetings (4 th Years may attend via teleconference and will be awarded their UPS points for their respective positions, at the discretion of the UPS Points and Awards Committee.)	
UPS President	35 points



UPS President-elect	5 points
UPS Past-President	10 points
UPS Vice-President	30 points
UPS Vice-President-elect	5 points
UPS Senior Finance	25 points
UPS Junior Finance	20 points
UPS Senior Athletics Director	25 points
UPS Junior Athletics Director	20 points
UPS Senior CAPSI	25 points
UPS Junior CAPSI	20 points
UPS Executive Secretary	25 points
UPS Senior External Affairs	25 points
UPS Junior External Affairs	20 points
UPS UTSU Rep	20 points
UPS OPA Student Chapter Chair	25 points
UPS OPA Student Chapter Vice-Chair	20 points
UPS Events Directors	25 points
UPS Marketing Directors	25 points
UPS Pharmakon Editors	25 points
UPS Monograph Editors	25 points
UPS Webmaster	25 points
UPS Speaker	20 points
1st, 2nd, 3rd and 4th Year Presidents	25 points
1st, 2nd, 3rd and 4th Year Vice-Presidents	20 points
Senior IPSF	15 points
Junior IPSF	10 points
All Other Class Reps (excluding Grad Reps)	12 points
Non-Class Council CAPSI representatives	8 points
Grad Reps (2 year position)	24 points (12 points per year)
Grad Committee Helpers	Maximum 4 points per year
At discretion of UPS VP and Grad Formal Reps	

Committee Liaison Members

CAPSI National, CSHP National Delegate	12 points
IPHSA, IPE, OPA, CSHP, CPhA, etc.	3 points

APPENDIX IV FACULTY PARTICIPATION AWARDS
IV.1 List of Awards

AWARD	DETERMINED BY
Athlete of the Month	Athletics Directors
MVP	Team members
Dr. Murray Freedman Award	Highest male and female sports points earned in 1 year. Jock McCrossan takes precedence
Jock McCrossan Award	Male and female with most sports points in all 4 years. Varsity points included. Athletics Director points not included.
Shoppers Drug Mart Award	Class with most people earning 6 UPS points
Patient Counselling Award	CAPSI judges
OTC Award	CAPSI judges
Student Literary Challenge	CAPSI judges
Compounding Award	CAPSI judges
Student of the Term Awards	UPS President & Vice President
Phollies Award	Events Directors
Dr. Kennedy Charity Award	Class raising the most for charity (funds from professor auction not included)
Walton Award	220 UPS points (40 must be non-sport)
Dean's Award	160 UPS points (25 must be non-sport)
Plaque Award	100 UPS points (5 must be non-sport)
Community Engagement Award	60 UPS points (must be all non-sport)
Pharmacy "P"	30 UPS points (5 must be non-sport)
UPS Service Award	To UPS Council members with 75% attendance of UPS meetings (see Article 11 of the UPS Constitution for details)
Coach of the Year	Athletics Directors
Appreciation Gifts	UPS Vice-President
UPS Cup Award	Class winning the UPS Cup (Tug of War, Dodgeball, Curling Bonspiel)
President's Gavel	Awarded to UPS President

Vice President Star of Excellence Awarded to the UPS Vice President

IV.2 *Dean Donald Perrier Award of Professionalism*

IV.2.1 *Student and Faculty Nomination*

Donald Perrier served as the Dean of the Faculty of Pharmacy from 1986-1998. This award was created to commemorate his contribution to the practice of pharmacy, especially his effort in advocating the student role in the profession. This award will serve as a reminder to future generations of the power of students to influence and shape the profession of pharmacy.

IV.2.2 *Criteria*

To be awarded to the 4th Year student deemed to have made the greatest contribution to organizations and councils with the goal of advancing the practice of pharmacy. This includes involvement in pharmacy and health organizations such as CAPSI, CPhA, UPS, OPA, CSHP, IHP, OCP, MTPA, and others.

IV.2.3 *Selection*

IV.2.3.1 Nominations can be made by any faculty member or pharmacy student (self-nomination is allowed)

IV.2.3.2 Information to be included for the nomination is the name of the candidate, positions and memberships held, and a description of the activities that the student was involved in to promote the profession of pharmacy and/or the role of students in pharmacy organizations.

IV.2.3.3 In case that no nominations are put forth, the UPS Points and Awards Committee will nominate a candidate.

IV.2.3.4 The selection of the winner will be determined by the Points and Awards Committee

IV.2.3.5 The award will be presented at the UPS Annual Awards Night.

IV.3 *Pharmasave Award for Student Innovation*

IV.3.1 *Description*

Innovation is the essence of Pharmasave and is what has established our success as Canada's leader in patient-centered health and wellness programs. It is through these programs that Pharmasave's Live Well® Pharmacists integrate professional health services like consultations, community seminars and disease management clinics into their daily practices.

IV.3.2 *Criteria*

The Pharmasave Award for Student Innovation is to be awarded to an undergraduate pharmacy student who has demonstrated:

IV.3.2.1 Outstanding leadership qualities

IV.3.2.2 Community outreach involvement

IV.3.2.3 Innovative initiatives in the profession of pharmacy

IV.3.3 *Eligibility: Any undergraduate pharmacy student*



IV.3.4 Procedure

IV.3.4.1 Obtain a nomination form from the UPS Vice-President.

IV.3.4.2 Nomination must be completed by a fellow student or yourself.

IV.3.4.3 Award will be presented at the UPS Annual Awards Night

IV.3.5 Deadline: To be determined by the UPS Awards and Points Committee.

APPENDIX V UNDERGRADUATE PHARMACY SOCIETY PROFESSIONALISM POLICY

Students in the Undergraduate Pharmacy Society are expected to be professional at all times. As representatives to the Leslie Dan Faculty of Pharmacy, students are responsible for their behaviour in the classroom and beyond. This applies to off-campus events including, but not limited to Professional Development Week, club nights, semi-formal, boat cruise etc. and on-campus events including, but not limited to the Pharmacy Phollies, and lectures. The definition of professionalism is broadly defined and includes traits of altruism, accountability, responsibility, honour, integrity, competence and respect. Students are expected to be respectful of their peers and faculty and to act in a manner that is a credit to themselves, the Leslie Dan Faculty of Pharmacy and the profession.

Acts that can be considered as unprofessional include: academic dishonesty, breaking the law, damage or stealing of goods/property, and misuse of drugs or alcohol. Foul language is not acceptable. This applies to both verbal and written language, including listservs, Blackboard, WebCT and other bulletin boards.

Behaviour in the classroom is expected to be professional. This means, turn off your cellular phone during class and only using your laptop for taking notes. Talking in class must be restricted to whispering in a manner that does not disrupt the lecturer or your classmates. Disruptive behaviour also includes attending labs, tutorials or lectures late.

Unprofessional behaviour may be anonymously reported/referred to the Honour Committee of the Undergraduate Pharmacy Society. The Honour Committee consists of the UPS President (chair), UPS Vice-President, UPS Executive Secretary, UPS Social Director, one (1) UPS Athletics Director and the UPS Faculty Advisors, who will provide discipline at their discretion. Consequences include, but are not limited to the removal of UPS points, removal of recommendations for awards where UPS input is required, exclusion from future UPS events, exclusion from athletic activities and exclusion to run in UPS/class council elections.

Students should also take note of the rules and regulations of the University of Toronto, as it is stated in the U of T Calendar.

It is expected that students enjoy their time while they are at school, but must be aware of the possible consequences of their actions, and that their actions reflect on the school. Remember the Pledge of Professionalism that was undertaken at your White Coat Induction Ceremony.

APPENDIX VI UPS DISBURSEMENTS

VI.1 *UPS will reimburse the cost of admission for the given members:*

VI.1.1 Boat Cruise: UPS President, UPS Vice-President, two Events Directors, two External Affairs, two Pharmakon photographers, two Finance Directors, two Faculty Advisors



VI.1.2 Phollies: UPS President, UPS Vice-President, two Events Directors, two External Affairs, two Pharmakon photographers, two Finance Directors, two Faculty Advisors

VI.1.3 Semi-Formal: UPS President, UPS Vice-President, two Events Directors, two External Affairs, two Pharmakon photographers, two Finance Directors, two Faculty Advisors

VI.1.4 In the case there is no external reimbursement, UPS will reimburse the following members for the OPA Conference: UPS President, UPS Vice-President, two External Affairs

VI.2 *UPS will reimburse the cost of the following items for the given members:*

VI.2.1 CSHP Membership: one External Affairs Director

VI.2.1 One Yearbook: two Pharmakon Editors, four members of Pharmakon (given at the discretion of the Pharmakon Editors)