



**C A P S I • A C E I P**

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

# OPERATING MANUAL

*The Operating Manual is intended to serve as an operational document  
for the members of the Association*

(Approved by the CAPSI National Council, January 12<sup>th</sup>, 2011 in Saskatoon, Saskatchewan.)

OPERATING MANUAL

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## **1.1 General Definition**

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

The Constitutional Bylaws and the Operating Manual will legally govern CAPSI. The objectives of the Association are:

- a) To prepare members for the moral, social and ethical obligations to be upheld in the profession of pharmacy.
- b) To promote high standards of pharmacy education throughout Canada.
- c) To promote all areas and facets of the profession to its members.
- d) To promote liaison and exchange of ideas throughout the membership and provide a forum for discussion.
- e) To organize an annual national pharmacy student conference.
- f) To distribute the CAPSIL / JACEIP as its official publication.
- g) To promote the means by which members of the Association may enhance their professional knowledge and skills.
- h) To promote the mutual interests of pharmacy students, interns and society.
- i) To cooperate with all pharmaceutical companies, health services organizations, and other organizations having objectives similar to those of the Association.
- j) To promote liaison with international pharmacy students and interns.
- k) To promote liaison with and establish and maintain contact with national and international pharmacy organizations.
- l) To encourage and prepare members for current and future participation in the pharmacy profession.
- m) To promote the activities of the Association through facilitating individual involvement of its members.
- n) To promote and represent the interests of Canadian pharmacy students, before organized bodies in pharmacy, other student health professional organizations, other professions, government, industry, hospital and the community.

### 1.1.1 Association Year

The Association Year shall run from the council turnover at CAPSI's Year-End National General Council Meeting to the council turnover at the following CAPSI Year-End National General Council Meeting. This meeting usually coincides with the Canadian Pharmacists Association Annual Conference held in May or June.

## CHAPTER 2.0 MEMBERSHIP

### 2.1 Membership Privileges

#### 2.1.1 General Student Members

Defined as a full-time undergraduate or PharmD student of a faculty of pharmacy at any Canadian University; or a registered pharmacy intern in Canada who has effectively provided appropriate compensation for any prescribed fees to the Association.

These members shall be entitled to the following:

- The right to vote on motions presented at the CAPSI Annual General Meeting
- The opportunity to voice interests and opinions through their respective faculty CAPSI Representatives
- The right to hold a position on the National General Council as per the Election Protocol (Sections 4.0)
- The opportunity to view all CAPSI documents (e.g., meeting minutes, Constitutional By-laws)
- One CAPSI Agenda per Membership Year (upon publication)
- Access to all issues of the CAPSI newsletter, the CAPSIL, available during the Membership Year
- Eligibility for all CAPSI awards and participation in CAPSI competitions and initiatives according to the rules and regulations that govern each particular award, competition, or initiative
- Membership in the International Pharmaceutical Students' Federation (IPSF)
- Other current membership benefits
- Other current CAPSI publications

#### 2.1.2 Associate Student Members, Pharmacist Members and Supporting Members (defined)

##### 2.1.2.1. Associate Student Members

Defined as a full-time undergraduate student of a foreign school of pharmacy or a registered pharmacy intern in a foreign country who has effectively provided appropriate compensation for any prescribed fees to the Association.

##### 2.1.2.2. Pharmacist Members

Defined as an individual duly registered as a pharmacist with the governing provincial or territorial licensing body in the jurisdiction in which that individual practices.

##### 2.1.2.3. Supporting Members

Defined as an individual having an interest in the Corporation's activities and initiatives who is not a General Student Member, Associate Student Member, Pharmacist Member, or Honourary Life Member.

The members above shall be entitled to the following:

- The opportunity to voice interests and opinions through members of the CAPSI Executive Council

- One CAPSI Agenda per Membership Year (upon publication)
- Access to all issues of the CAPSI newsletter, the CAPSIL, available during the Membership Year
- Other current CAPSI publications
- Invitation to Professional Development Week (PDW) including a PDW registration brochure and PDW promotional material as published by the PDW host committee

### 2.1.3 CAPSI Club Members

These members shall be entitled to the following privileges and benefits in accordance to their membership level:

#### *CAPSI Gold Club (\$2000+)*

- Recognition (logo and slogan) in three (3) issues of the CAPSIL as a CAPSI Gold Club Member
- Space for a company logo and/or slogan in three (3) issues of the CAPSIL
- Space (maximum of one-half of a page) for an article, advertisement, or promotion in one (1) issue of the CAPSIL
- Recognition as a CAPSI Gold Club Member in the CAPSI Agenda (upon publication) and on the official CAPSI website
- Presentation of the company's logo on the official CAPSI website and a direct link from the official CAPSI website to the official company website

#### *CAPSI Silver Club (\$1500-1999)*

- Recognition (logo and slogan) in three (3) issues of the CAPSIL as a CAPSI Silver Club Member
- Space for a company logo and/or slogan in two (2) issues of the CAPSIL
- Recognition as a CAPSI Silver Club Member in the CAPSI Agenda (upon publication) and on the official CAPSI website
- A direct link from the official CAPSI website to the official company website

#### *CAPSI Bronze Club (\$1000-1499)*

- Recognition (logo and slogan) in three (3) issues of the CAPSIL as a CAPSI Bronze Club Member
- Recognition as a CAPSI Bronze Club Member in the CAPSI Agenda (upon publication) and on the official CAPSI website

#### *CAPSI Club (\$500-999)*

- Recognition (logo and slogan) in three (3) issues of the CAPSIL as a CAPSI Club Member
- Recognition as a CAPSI Club Member in the CAPSI Agenda (upon publication) and on the official CAPSI website

### 2.1.4 Honourary Life Members

Defined as an individual who has demonstrated high qualities of character and who has actively supported the Corporation directly or indirectly and has made a significant contribution to the work of the Corporation.

Candidates must have had at least a five (5) year active relationship with the corporation. The national council nominates Honourary Life Members and their acceptance is subject to the passing of the motion by the following year's council to ensure continuity. Only one honorary life membership may be awarded per 12-month period.

These members shall be entitled to the following:

- An award to be presented at a national pharmacy conference
- The opportunity to voice interests and opinions through a member of the CAPSI Executive Council
- One CAPSI Agenda annually (upon publication)
- Access to all issues of the CAPSI newsletter, the CAPSIL
- Recognition on the official CAPSI website.

#### 2.1.5 Corporate Partners

CAPSI *Corporate Partners* shall represent those corporate entities that provide global support to CAPSI. These corporate entities must demonstrate a commitment to intangible support that goes beyond monetary contributions and for which they do not receive direct recognition. Corporate Partners shall actively work with CAPSI to provide our members with better opportunities to develop themselves professionally. CAPSI Corporate Partners shall demonstrate outstanding dedication to the association and shall be selected by the following method:

- Companies shall be considered on an individual basis by CAPSI General Council and voted into the CAPSI Corporate Partner group by formal motion. The ensuing in-camera discussion must formally enumerate and describe a company's contributions and dedication to CAPSI.
- Only pharmaceutical companies shall be considered for CAPSI Partnership status.
- Selection of CAPSI Partners will focus on a well-rounded, global contribution to CAPSI. In addition to affiliation with PDW, CAPSI Competitions, individual CAPSI membership benefits, CAPSI Club, and local CAPSI councils, for consideration a company must provide intangible benefits/support that cannot be equated in monetary terms to CAPSI, CAPSI General Council, or to Canadian pharmacy students. Such contributions would include use of company resources, consistent dedication of time and effort, ideas, professional guidance and mentorship.
- CAPSI Corporate Partners must demonstrate a stable history of involvement with CAPSI for greater than 3 consecutive years (satisfying the aforementioned criteria for the full three year period) to be considered for Partner status.
- Although local support may be considered in selection of CAPSI Corporate Partners, all Corporate Partners must have a strong national presence and a strong support basis for CAPSI national services, philosophies, and activities.
- Partnership shall be reviewed on an annual basis:
  - The Vice-President Communications will review and document the contributions of each Corporate Partner each year before the CPhA Annual Conference
  - The Vice-President Communications will review and document the contributions of each Gold and Silver CAPSI Club sponsor (who are not already CAPSI Corporate Partners), of any corporate entity nominated by a CAPSI student member, or any other suitable corporate entity for eligibility of CAPSI Corporate Partnership.
  - Discussion shall take place annually regarding companies that should be named as CAPSI Corporate Partners or should be removed from CAPSI Corporate Partnership status.
  - The Vice-President Communications shall, once yearly, present a summary of the committee partnership discussion to national general council.
- Partnership review shall occur on a retroactive basis. Corporate support of the concluding academic year will count towards corporate partnership status for the upcoming academic year.
- CAPSI Corporate Partners that no longer meet the criteria for Partnership will be granted a grace period of three months for every year of past CAPSI Partnership Support (to a maximum of



twelve months). Corporate Partners shall be informed by mail if changes in their Partnership status are being considered.

- Any CAPSI student member can request that a company be considered for Partnership status through their Senior or Junior representative.

#### Benefits of CAPSI Corporate Partnership

- Recognition in all issues of the CAPSIL as a CAPSI Corporate Partner.
- Recognition as a CAPSI Corporate Partner in the CAPSI Agenda (upon publication) and on the official CAPSI website.
- Exclusive event sponsorship at CAPSI's annual conference Professional Development Week (PDW) to be negotiated with the PDW Organizing Committee.
- Plaque of thanks for outstanding dedication to CAPSI
- Formal meeting with CAPSI General Council at PDW or CPhA each year, upon request by the CAPSI Corporate Partner
- Annual letter of summary and thanks to company CEO or President
- Opportunity to sponsor all new CAPSI/PDW projects/initiatives. New ideas would be presented to all partners simultaneously and awarded on a first-come, first-serve basis. (So long as these projects/initiatives were not ideas of another company)
- Corporate Partnership listing will reflect the number of consecutive years a company has received partnership status.

### **3.1 Duties and Powers: National General Council**

The following duties and powers pertain to ALL members of the National General Council, including Executive members and the Senior and Junior Representatives.

#### 3.1.1 Duties

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

#### 3.1.2 Meetings

The National General Council shall meet at the time of the Professional Development Week (PDW) conference and the CAPSI Year-End National General Council meeting at the Annual General Meeting of the Canadian Pharmacists' Association. Alternative meetings may be held as deemed necessary by the National General Council (Section 5.8)

#### 3.1.3 Roles and Responsibilities

Each National General Council member:

- Is accountable to the Association and is expected to support the decisions of the National General Council
- Is expected to submit periodic reports to the Association of matters pertaining to his/her respective portfolio and shall make these reports available to General Student Members of the Association upon request
- Is expected to be familiar with the documents of the Association including the **Operating Manual, the Constitutional By-laws and the Finance Manual**.

A member of the National General Council may use their respective title for the given year of his/her term on all documentation unless repealed by the National General Council through at least a two-thirds (2/3) majority vote.

Refer to the Constitutional Bylaws (9.06) for additional roles and responsibilities.

Roles and responsibilities for each National General Council member specific to his/her portfolio are found in the Operating Manual (Section 3.2).

#### 3.1.4 Resignation/Withdrawal from Office

A member of the National General Council may resign from his/her position by providing written notification, including clearly defined reasons, to the President two (2) weeks prior to his /her intended date of resignation. The written resignation will be read by the President to the National General Council and will be effective subject to at least a two-thirds (2/3) majority vote by the National General Council.

#### 3.1.5 Removal From Office

The National General Council may, by resolution, remove any member of the National General Council from office by at least two-thirds (2/3) majority vote.

A member may appeal the decision of removal, in writing, to the President of the Association within thirty (30) days of notification. Upon presentation to the Executive Council, the appeal may be accepted, altered, or rejected through a majority (greater than 50%) vote by the Executive Council.

The powers of the individual are rescinded immediately upon notification of removal and subject to the outcome of the appeal process.

### 3.1.6 Vacancy

A vacancy in any office may occur due to death, resignation, incapacity, ineligibility, or removal from office.

- (a) **President:** The President-Elect shall fill a vacancy in the office of the President immediately. The President-Elect shall complete the remainder of the term, and then serve as President for the next Association year subject to the Election Protocol (Section 4.1.2).
- (b) **Executive Members:** If a vacancy occurs in the office of any other Executive Council member between the beginning of the Association Year and the Professional Development Week (PDW) conference, the position shall be filled by a General Student Member of the Association elected by the National General Council according to the By-Election Protocol (Section 4.1.12). If the vacancy occurs between the Professional Development Week (PDW) conference and the Year-End National General Council meeting, the newly elected individual for that position shall be given the opportunity to assume the roles and responsibilities of the position for the remainder of the term, and continue with the position for their elected term. In the event that the newly elected individual is unable to accept the responsibilities of the position at that time, the Executive Council shall find alternative means to address the vacancy through the distribution of the duties and responsibilities for the vacant position amongst members of the National General Council.
- (c) **Senior Representative:** A vacancy in the office of the Senior Representative shall be filled immediately by the Junior Representative. The position shall continue to be filled by the Junior Representative unless the Constitution of the undergraduate student council at his/her respective faculty at their faculty of pharmacy states otherwise.
- (d) **Junior Representative:** A vacancy in the office of the Junior Representative shall be filled by a General Student Member according to the procedures set out in the Constitution of the undergraduate student council at his/her respective faculty.

### 3.1.7 National General Council Competitions and Awards

All members of the National General Council shall not be eligible to participate in any of the local or national CAPSI competitions. However, all members of the National General Council shall be eligible to receive awards sponsored by the Association.

## **3.2 Duties and Powers: Executive Council**

The following duties and powers pertain only to the members of the Executive Council and are in addition to those specified above.

The National Executive consists of the:

- President
- President-Elect
- Past President
- Executive Secretary
- Vice President, Education
- Vice President, Communications
- Finance Officer
- Vice President, Professional Affairs

CAPSIL Editor  
IPSF Liaison  
Student Exchange Officer

Between meetings of the National General Council, the Executive Council shall have all of the powers of the National General Council except the power to enact, amend, or repeal any portion of the Association's Constitutional Bylaws and/or Operating Manual. All acts of the Executive Council shall be effective as acts of the National General Council unless or until amended or repealed by the National General Council.

Every member of the Executive Council must prepare a hand over report to be given to their successor prior to the CAPSI Year-End National General Council meeting at the Annual General Meeting of the Canadian Pharmacists' Association.

Every member of the Executive Council must prepare a report of the predicted expenses for the upcoming year and submit it two (2) weeks prior to the CAPSI Year-End National General Council meeting at the Annual General Meeting of the Canadian Pharmacists' Association to the Finance Officer.

### 3.2.1 President

The role of the President is to act as a cohesive force between the National Executive and the General Council, to provide leadership and direction to the Association and to officially represent the Association to other organizations. This position is a three (3) year commitment for which at least two (2) of the years must be served as an undergraduate pharmacy student at a Canadian Faculty of Pharmacy.

#### *DUTIES:*

- Act for and in the name of the Association.
- Supervise and coordinate the activities and affairs of the Association.
- Responsible for fostering good relations and partnerships with National and International Pharmacy Associations including, but not limited to:
  - Canadian Pharmacists Association (CPhA): a strong link and relationship to the CPhA Student Board Member
  - Canadian Society of Hospital Pharmacists (CSHP): a strong link and relationship to the CSHP Student Delegate
  - International Pharmaceutical Students' Federation (IPSF)
  - International Pharmaceutical Federation (FIP)
  - National Association of Pharmacy Regulatory Authorities (NAPRA)
  - Pharmacy Examining Board of Canada (PEBC)
- Communicate with the Professional Development Week (PDW) Liaison and PDW Host Committee Chairperson for that particular year's PDW on a regular basis (Section 6.3.2).
- Act in conjunction with the Executive Secretary to mediate e-mail discussions and monitor Focus List Discussion content and outcome (Section 5.8.2).
- Actively participates in the CAPSI Finance Committee (Section 7.2).
- Develop a sound understanding of CAPSI's Constitutional Bylaws and Operating Manual and disseminate applicable information to council members.
- Recognize the importance and liability of CAPSI as an organization based on the directives of the Constitution and be committed to upholding these directives.
- Represent CAPSI on **Ad hoc working groups**, initiatives, workshops, etc. organized by affiliated national pharmacy associations (where appropriate).
- Submit articles of national student interest and an update of activities to the CAPSIL.

- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Plan and attend meetings (CPhA conference, PDW) and prepare and distribute reports at the two face-to-face Meetings (CPhA conference, PDW) and teleconferences (minimum of two per year). Reports are encouraged to be made throughout the year to inform the Executive and General Council on upcoming programs and initiatives.

### 3.2.2 President-Elect

#### *DUTIES:*

- Learn about the functions and intricacies of CAPSI in preparation for his/her presidential term.
- Consult regularly with and assist the President in all aspects of his/her duties when needed.
- Serve as Vice-Chair of the General and Executive Council meetings and during the absence of the President act as the Chair.
- Act as the Chair for the CAPSI Constitution Review Committee (Section 7.2) and the CAPSI Website Committee (Section 7.6).
- Participate actively in the CAPSI Ethics Committee (Section 7.7).
- Contact and introduce him/herself to the Dean of each Faculty of Pharmacy early in the fall or late summer. The Deans should be briefed about the national agenda, the dates of the upcoming PDW conference, and a list of the email addresses and contact information for the Executive Council and the General Council.
- Act as the Liaison between the Academy of Students in Pharmacy (ASP) and CAPSI. The Academy of Students in Pharmacy represents the student sector of the American Pharmaceutical Association.

#### Duties include:

- To represent the Association to the ASP.
- To write a letter introducing him/herself to the Chairperson of ASP shortly after being elected.
- To send ASP's Executive Committee the names and addresses of CAPSI National Executive, General Council representatives.
- Attend, if possible, ASP's Annual Meeting or arrange an alternate meeting with the ASP Chairperson-Elect to discuss short and long term goals.
- To maintain correspondence with the ASP Executive Committee regarding CAPSI activities and initiatives.

- Maintain a close professional relationship with the Association of Faculties of Pharmacy of Canada (AFPC):

#### Duties include:

- To represent the Association to AFPC.
- To write to the President of AFPC introducing him or herself as the new CAPSI Liaison.
- To maintain correspondence with the AFPC Executive informing them of CAPSI activities and initiatives.
- To devise methods by which CAPSI members can have input with AFPC initiatives.
- To evaluate and summarize correspondence with the AFPC President in articles submitted to the CAPSIL and regular bulletins issued to local CAPSI representatives for posting on the CAPSI Bulletin Board.
- To attend AFPC Council meetings, if possible.

- To help devise methods of promoting different careers in pharmacy, especially those related to postgraduate studies (e.g., encourage local CAPSI representatives to invite researchers to give talks and promote postgraduate presentations).
- Act as the Liaison between the Canadian Society of Hospital Pharmacists (CSHP) and CAPSI:
  - Duties include:
    - To represent the Association to CSHP.
    - To be a resource to the Association on matters concerning hospital pharmacy and CSHP.
    - To write letters to the CSHP Executive and branch Presidents introducing him or herself, the CAPSI Executive and the General Council representatives for each respective province.
    - To keep CSHP informed about CAPSI activities and initiatives, (especially those which may require their support through regular correspondence).
- Represent CAPSI for Ad hoc working groups, workshops, etc. organized by affiliated national pharmacy associations (where appropriate).
- Organize and prepare agendas for the meetings at the beginning of his/her presidential term (CPhA Conference).
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.2.3 Past President

#### *DUTIES:*

- Primary role is that of the provision of wisdom and advice to the new council.
- Act as an advisor to the President.
- Act as Chair of the Ethics Committee (Section 7.7)
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.2.4 Executive Secretary

#### *DUTIES:*

- Coordinate the internal correspondence of the Association.
- Maintain an accurate and up to date mailing list of all Executive and General Council members.
- Establish a Focus List Discussion, with the President, and mediate discussion over e-mail of various issues, which affect the Association (Section 5.8.2).
- Prepare the meeting agendas with the President.
- Compile the meeting minutes, Focus List Discussions, resolutions, motions adopted and directives of all meetings and relevant discussions of the Executive and General Council.
- Distribute minutes and directives to all Executive and General Council in a timely manner after the meetings.
- Act as Chair of the CAPSI Membership Committee (Section 7.4).
- Participate actively in the CAPSI Constitutional Review Committee (Section 7.2).
- Maintain the CAPSI membership database.

- Coordinate the entire election process and ensure that the election and by-election protocol is enforced.
- Update the Association’s Operating Manual and Constitutional Bylaws.
- Ensure that all members of the General and Executive Council have copies or access to copies of the Operating Manual and Constitutional Bylaws.
- Maintain “CAPSI Archives” (List of all Executive and General Council members).
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Participate as an active member of the Executive Council, offering feedback and input on any issues and discussions that arise.
- Act as the CAPSI National gavel custodian, ensuring that it is available for the two face-to-face Council Meetings (CPhA conference and PDW)
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.2.5 Vice-President, Education

#### *DUTIES:*

- Responsible for the coordination of the National Competitions of CAPSI including review, updates and distribution of the rules and regulations. The competitions shall include: CAPSI Compounding Competition, CAPSI Patient Interview Competition, CAPSI Over-the-Counter (OTC) Counseling Competition and CAPSI Student Literary Challenge.
- Contact and maintain relations with all sponsors and groups affiliated with the competitions, awards, and other projects associated with this portfolio. This involves close relations with the PDW committee to ensure the information and set-up of the national competitions is reviewed.
- Act as chair of the Competition Review Committee (Section 7.8) and the National Mock OSCE Committee (Section 7.9).
- Review, update and distribute the CAPSI Awards of Professionalism (e.g., CAPSI Award of Professionalism for Pharmacy Awareness Week).
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.2.6 Vice-President, Communications

#### *DUTIES:*

- Act as a liaison between CAPSI and other associations /organizations/pharmaceutical companies.
- Represent CAPSI for ad hoc working groups, workshops, etc. organized by affiliated national pharmacy associations (where appropriate).
- Develop press releases and write position papers for external publications to promote CAPSI initiatives and positions on various issues of mutual interest. (Please refer to 6.4.7.)
- Responsible for the promotion of CAPSI through external advertising in national/regional Pharmacy publications.
- Act as a resource for Senior and Junior Representatives for CAPSI awareness and promotion during CAPSI Awareness Week (CAW)

- Act as a resource for Senior and Junior Representatives for Pharmacy Awareness Week (PAW).
- Work with other associations in the promotion of Pharmacy and Pharmacists for PAW.
- Responsible for the review, update and distribution/logistics of CAPSI's promotional materials (e.g., CAPSI membership pamphlet)
- Coordinate membership benefits and services (e.g., CAPSI Agenda, CAPSI Handbook of Interview Questions).
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Responsible for CAPSI Honorary Life Members (HLMs) and associate memberships while ensuring that all HLMs (and associate members) receive all entitled benefits.
- Responsible for the solicitation and review of pharmaceutical companies for CAPSI Club memberships. Responsible for assuring those CAPSI Club members receive their entitled membership benefits and act as a liaison between CAPSI and all CAPSI Club Members.
- Responsible for any follow-up phone calls and thank-you letters to supporting companies.
- Responsible for maintaining updated records of CAPSI Corporate Partners, advising the Corporate Partners of their status (yearly) and writing a follow-up thank-you letter.
- Responsible for presenting an annual review of the Corporate Partners to the CAPSI General Council to determine who should remain a Corporate Partner and to determine whether any other pharmaceutical company should be named a Corporate Partner.
- Act as a liaison between CAPSI and all CAPSI Corporate Partners.
- Ensure that all CAPSI Corporate Partners receive their entitled benefits.
- Participate actively in the CAPSI Membership Committee (Section 7.4).
- Participate actively in the CAPSI Website Committee (Section 7.6).
- Aid the new VP of Communications in the coordination of the CAPSI Agenda the summer after their position has ended (signing contract with Finance Officer, gathering letters, gathering updated entries, translation, data tables, new ideas etc.).
- Coordinate and create all materials for new CAPSI chapters that begin at newly established schools of Pharmacy; act as the primary contact for the CAPSI representatives within this new chapter.
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).
- Attend an additional CPhA Conference at the end of their term for continuity in the turnover of the VP of Communications position.

### 3.2.7 Finance Officer

#### *DUTIES:*

- Deposit and carry out all the banking activities for CAPSI National.
- To formulate a budget for the year, based on the previous year's resources and expenditures.
- To maintain accurate records of all transactions involving CAPSI National.
- Update the Finance Manual as necessary.
- To promptly reimburse all General Council members upon receiving receipts.
- To maintain close contact with the current PDW Committee regarding financial affairs.
- Advise and inform the General and Executive Council of financial matters concerning the Association.
- To select an auditor for the Year End financial records reviews and negotiate a suitable fee for service.



- Act as the Chairperson of the CAPSI Finance Committee (Section 7.2).
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.2.8 Vice-President, Professional Affairs

#### *DUTIES:*

- Act as a voice for our association to external stakeholders, that do not fall under the portfolio of the VP Communications
- Initiate and maintain relations with other student health professional organizations.
  - Ensure the views and positions of our association are made known to external student health professions.
  - **Send out regular bulletins** to representatives from other professions updating them on CAPSI events
  - Invite representatives of external student health professions to attend PDW.
  - Organize meetings/VTCs/Conference calls between **CAPSI and the associations of other student health professions.**
  - **Write letters to executive and council** members of other student health professions introducing him or herself, the CAPSI executive and the General Council representatives for each province.
  - Act as a **resource** for Senior and Junior CAPSI Representatives to help promote interprofessional events at a local level.
  - Develop an understanding of the issues facing other student health professions.
  - Keep other student health professions **informed** about CAPSI activities and initiatives, and solicit their support when required.
  - **Organize interprofessional national and local activities.**
  - Develop seminars/events to promote collaboration between health professions at a student level.
  - Attend **conferences** of other student health professional organizations with or in lieu of the President to meet with their executive councils, when required, including:
    - Annual National Health Science Students' Association Conference
- Attend conferences of other student health professional organizations with or in lieu of the President to meet with their executive councils, and when required, work closely with executive, the presidential positions specifically, to continually develop and expand his/her portfolio.
- Coordinate the CAPSI Symposia nationally by ensuring topics for the upcoming year are chosen annually at the CPhA conference; researching topics thoroughly; provide each Senior and Junior Representative information on the topics and instructions on organizing the symposium locally. Collect local reports to prepare a national summary of the symposium.
- Coordinate community outreach programs nationally.
- Work closely with VP Communications to maximize CAPSI's exposure to other organizations.
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Participate as an active member of the Executive Council, offering feedback and input on any issues and discussions that arise.

- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.2.9 CAPSIL Editor

#### *DUTIES:*

- Coordinate and prepare the Association's CAPSI General Council Senior newsletter: the CAPSIL / JACEIP ("Canadian Association of Pharmacy Students and Interns Letter" or "Le Journal de l'Association canadienne des étudiants et des Internes en pharmacie")
- Responsible for having access to a computer able to install the layout program required for editing of the CAPSIL.
- Responsible for the collection of articles.
- Responsible for layout and distribution of three (3) CAPSIL / JACEIP yearly (between September to the end of March) to all ten pharmacy schools in Canada and entitled sponsors.
- Responsible for enforcing and communicating deadlines to ensure timely distribution.
- Participate actively in the CAPSI Website Committee (Section 7.2).
- Participate actively in the CAPSI Ethics Committee (Section 7.7)
- Participate actively in the CAPSI Membership Committee (Section 7.4).
- Collaborate with the VP Communications to ensure that the appropriate benefits are allocated to the CAPSI Club members, Corporate Partners, and Companies that have purchased advertising space.
- Manage liaisons with: Pharmacy Practice regarding the Commitment to Care Award
- Manage an appropriate CAPSIL budget with regard to production, translation, layout, etc.
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Attend meetings and prepare and distribute reports at two Meetings: PDW the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.2.10 IPSF Liaison

#### *DUTIES:*

- Act as liaison to the International Pharmaceutical Student's Federation, and be its link to CAPSI.
- Introduce, implement, and co-ordinate the various IPSF projects for the current year.
- Represent and appropriately arrange adequate representation of CAPSI at the IPSF Annual Congress by Official Delegates of CAPSI, and to instruct these delegates fully of their duties at Congress; to attend the IPSF conference.
- Disseminate information regarding IPSF activities (except the Student Exchange Program) via the local Senior and Junior representatives and the local IPSF contact person.
  - Provide information and registration forms for the annual IPSF Congress.
- Promote IPSF to students and recent graduates, and to inform CAPSI National of the application deadlines for IPSF Membership.
  - Act as Canadian Coordinator of the various IPSF Projects.
- Develop new ideas to further CAPSI (both nationally and internationally) and implement these ideas with the approval of council.
  - Participate as an active member of council
- Submit articles of national student interest and an update of activities to the CAPSIL.

- Inform and provide activity reports and year-end reports to IPSF in regards to CAPSI (i.e. PDW, CAPSI Competitions, health campaigns, Symposia, PAW, community outreach programs, etc)
- Constantly update and facilitate the CAPSI-IPSF online e-group (This would include reassessing its membership and posting any IPSF related news)
- Recruit and distribute various campaign materials or IPSF resources to all the local IPSF Liaison
- Reassess and distribute the “Local IPSF Liaison Manual” annually
- Act as the liaison between CAPSI and Pharmacists Without Borders, and be its link to CAPSI
- Along with the SEO, coordinate and facilitate online meetings with each of the individual local IPSF Liaison at the beginning of the school year and also a general meeting during PDW
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.2.11 Student Exchange Officer

#### *DUTIES:*

- To be filled by the outgoing IPSF Liaison
- Should CAPSI Council approve the resignation of the outgoing IPSF Liaison, an election will be called for a 1-term SEO position
- Represent and appropriately arrange adequate representation of CAPSI at the IPSF Annual Congress by Official Delegates of CAPSI, and to instruct these delegates fully of their duties at Congress; to attend the IPSF conference.
- Disseminate information regarding IPSF Student Exchange Program via the local Senior and Junior Representatives and the local IPSF contact persons.
- Act as chair of the IPSF SEP Selection Committee, select the CAPSI students to participate in SEP. Student selection should be based on the criteria set by the IPSF SEP Selection Committee. .
- Forward selected Canadian applications for the Student Exchange Program (SEP) to the IPSF chairperson of the student exchange.
- Work with SEOs of other countries to find placements for CAPSI students going abroad based on student preference.
- Conduct an aggressive search for host sites for the SEP.
- Send application forms of international students to Canadian host sites for selection. Act as liaison between the host site and the chosen student.
- Arrange appropriate visas, accommodations and social events for incoming students.
- Promote IPSF to students and recent graduates.
- Promote IPSF and SEP to national organizations such as CPhA, CSHP, CACDS and PSF as well as pharmacists. Promotion can be done via, but not limited to:
  - Advertisements
  - Articles
  - Newsletters
  - Journals
- Participate as an active member of council
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Develop new ideas to further CAPSI (both nationally and internationally) and implement these ideas with the approval of council.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.2.12 Webmaster (ex-officio member)

#### *DUTIES*

- Maintain the contents and appearance of the CAPSI National website.
- Maintain the contents of the CAPSI National Facebook page.
- Participate as a member of the Website Committee.

### **3.3 Duties and Powers: General Council**

The General Council Junior and Senior Representatives are composed of persons elected or appointed by the Undergraduate Societies from each Faculty of Pharmacy in Canada. (One Senior Representative and one Junior Representative per faculty). The structure and organization of CAPSI local Councils and Undergraduate Pharmacy Student Groups are diverse across the nine faculties of Canada. The following duties extend to all Senior and Junior Representatives.

#### 3.3.1 CAPSI General Council Senior Representative

##### *DUTIES:*

- To oversee the running of all CAPSI local events and services
- To be an active member of the Undergraduate Pharmacy Council if so designated by the local Undergraduate Pharmacy constitution.
- To schedule meetings of the CAPSI Local Council and draw up agendas so as to act as Chairperson at meetings of the local CAPSI Council.
- To run a **CAPSI Awareness Week in September** and continue to promote membership to students throughout the year.
- To appoint an IPSF Contact person to organize and promote local IPSF campaigns and initiatives.
- To appoint a Student Exchange Program Contact person who will be responsible for coordinating the student exchange program within their city. This individual will be responsible for finding host sites and accommodations for students participating in the SEP.
- To inform members locally of all national projects and initiatives and to encourage their participation in these programs both locally and nationally where applicable including:
  - CAPSI Awareness Week (CAW)
  - CAPSI Student Literary Challenge
  - CAPSI Patient Interview Competition
  - CAPSI Over-the-Counter (OTC) Counseling Competition
  - CAPSI Compounding Competition
  - CAPSI Award of Professionalism
  - CAPSI Symposia
  - Pharmacy Awareness Week (PAW)
  - Ratiopharm Outreach programs: Operation Wash-up and Operation Allergy
- To oversee the running of the above initiatives unless a Local CAPSI Council member has been appointed to do so.
- To attend General Council meetings at Professional Development Week (PDW) and the CPhA conference.
- To keep the Council informed of the activities and opinions of his/her constituents relative to the Association and National Pharmacy affairs.
- To respond and provide feedback to the President's letters and other communications and issues from the National Executive and General Council where input is required.

- To organize fundraising events to defer costs of attending PDW and to encourage the participation of as many students as possible at these conferences.
- To promote PDW participation through advertising, fundraising and meetings of PDW participants.
- To relay necessary information from the PDW Host Committee in a timely manner and ensure that registration forms and payments are sent in to the Host Committee.
- To supply the necessary registration information for other pharmacy conferences not hosted by CAPSI National including CPhA, IPSF, FIP, etc.
- To act as the PDW Liaison if PDW is hosted at his/her faculty and to help with the planning and organization of this event (Section 6.3.1).
- To plan and organize educational and social events.
- To publicize through posters, letters and articles in the Undergraduate newsletters all CAPSI local and national organized events.
- To maintain a CAPSI Bulletin Board, posting all national and local news pertaining to CAPSI.
- To ensure CAPSI local finances are maintained and are accurate.
- To maintain a close relationship with provincial Pharmacy Associations (i.e. send reports, attend meetings, promote membership, etc.).
- To promote Affiliate Organizations' programs that encourages professionalism in the members as students and as future pharmacists.
- To actively participate in all of CAPSI National and local activities, projects and initiatives.
- To submit articles to the CAPSIL when required and to encourage submissions by other CAPSI General Members.
- To distribute the CAPSIL to General CAPSI members.
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.3.2 CAPSI General Council Junior Representative

#### *DUTIES:*

- To assist the Senior Rep in the execution of all local CAPSI duties.
- To be an active member of the Undergraduate Pharmaceutical Society Council if so designated by that local constitution.
- To set up and update the CAPSI Bulletin Board with materials received from the National Council and CAPSI members.
- To organize and oversee two (2) CAPSI Symposia on topics proposed by the Vice President Professional Affairs and voted upon by CAPSI General Council.
- To actively participate in all of CAPSI National and local activities, projects and initiatives.
- To attend General Council meetings at Professional Development Week (PDW).
- Learn about the function and intricacies of CAPSI and the duties as Senior Representative the following year.
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the VTC prior to the CPhA Conference. (Reports may be made throughout the year to inform the Executive and General Council as needed).

### 3.4 Local CAPSI Council

Each local CAPSI Council is responsible for offering its local membership all of the programs and services that are decided upon and initiated at the national level, if these services/programs are not currently available at the School of Pharmacy. If the service/program is not applicable to the individual school, implementation is not required. It is only with the participation and cooperation of the local CAPSI Senior and Junior Representatives and their Local CAPSI Council members that these services can be offered, and interest and involvement in CAPSI programs can be generated. It is therefore suggested that each faculty set-up a local CAPSI Council to be chaired by the Senior Representative and to delegate the many responsibilities amongst its members.

It is understood that there is diversity amongst the ten faculties across Canada with respect to the organization, structure and functioning of their CAPSI local Council. In some cases the formation of a CAPSI local council may not be necessary or feasible.

#### 3.4.1 Class CAPSI Representatives

##### *DUTIES:*

- To make frequent announcements in their classes regarding CAPSI events.
- To promote CAPSI membership in their classes.
- To promote CAPSI local and National events, projects and initiatives and disseminate the required information to classmates.
- To participate in and assist in the organization of all CAPSI local events.

#### 3.4.2 Local IPSF Contact Person

The local IPSF Contact Person is appointed by the Senior Representative or elected according to the procedures set out in the Constitution of the undergraduate student council at his/her respective faculty. Active recruiting for the position should begin during CAPSI Awareness Week. This Local IPSF Contact Person will serve as the communication link with the IPSF Liaison on the CAPSI National Executive. Specifically, this position will be responsible for the IPSF campaigns and initiatives at the local level:

- To promote and coordinate IPSF campaigns, which include:
  - HIV/AIDS Awareness Campaign
  - World Health Day
  - IPSF Tobacco Alert Campaign
  - Pharmacists and Pharmacy Students Fight Tuberculosis
  - Healthy Living & Diabetes Campaign
- To inform students about the application deadlines, fees and requirements for the Student Exchange Program according to the Student Exchange Program Officer's Manual.
- To promote all IPSF initiatives and projects as directed by the IPSF Liaison on CAPSI National Executive.

#### 3.4.3 Local SEP Contact Person

The local SEP Contact Person is appointed by the Senior Representative or elected according to the procedures set out in the Constitution of the undergraduate student council at his/her respective faculty. Active recruiting for the position should begin during CAPSI Awareness Week. This Local SEP Contact Person will serve as the communication link with the Student Exchange Officer on the CAPSI National

Executive. Specifically, this position will be responsible for the coordination of the SEP at the local level.

- To inform students about the application deadlines, fees and requirements for the Student Exchange Program according to the Student Exchange Program Officer's Manual.
- To forward Canadian applications for the Student Exchange Program to the Student Exchange Officer.
- To encourage students involved in SEP to submit a report on their experience shortly after their return to Canada.
- To participate in an active search for potential host sites (hospital, community, industry, etc.) in Canada for students involved in the exchange from other countries.

#### 3.4.4 Local SEP Welcoming Committee Guidelines

When Canadian students go abroad, their hosting pharmacy students treat them very well. Student committees arrange for tours of the area, introduce them to other local students, include them in their social functions, etc. As SEP grows in popularity in Canada, we need to return the favour and show our international visitors how wonderful Canada is.

A Local Welcoming Committee, to be established at each university whose province is hosting incoming students should consist of:

- Local Exchange Officers (incoming and outgoing)
- Local CAPSI Senior and Junior Representative
- Outgoing students (Canadian student in SEP abroad)
- CAPSI National Council members (if they desire)
- Any other interested students, solicited as the above members see fit

This committee shall be chaired by either the Local Exchange Officer or local CAPSI Representative, as decided by the committee.

Responsibilities of the Committee include:

- Inform the IPSF Liaison and SEO of the committee members and their email addresses as soon as the committee is formed
- Arrange accommodations for the incoming students, in collaboration with the IPSF Liaison
- Arrange airport pick-up for the incoming students (a requirement for outgoing students to get their deposit back, however in the event of scheduling conflicts or a mismatch of incoming/outgoing students, this will be the responsibility of the committee)
- Arrange social events for the incoming students, including, but not limited to visits to local tourist attractions and student hangouts.
- Create a schedule of events and weekend trips for the incoming students, and inform IPSF Liaison / SEO of that schedule in a timely manner.
- Appoint one or two people to be "emergency contacts" for the duration of the exchange, to be available to the incoming student in the event of an emergency. Phone numbers of emergency contacts should be given to IPSF Liaison and SEO as soon as possible

Responsibilities of the IPSF Liaison/SEO include

- Inform the committee of incoming students contact information and dates of travel as early as possible
- Be available for questions from the committee in a timely manner
- Be the "emergency contact" for all incoming students

### 3.4.5 Educational Programs

In order to enhance the scope and depth of a pharmacy student's education, CAPSI Local can do the following:

- Contact pharmaceutical company sales representatives to find out about the wide variety of continuing education programs available for presentation to students.
- Contact local and provincial pharmacy associations and ask them to make a presentation to the students outlining their function, goals and services.
- Establish joint committees with these associations to study issues facing the profession of pharmacy.
- Encourage inter-health professional relationships by inviting students from other health professional faculties to educational sessions of common interest.
- Contact prominent pharmacists in various fields of pharmacy, i.e. government, industry, hospital, and community, and arrange for them to come and talk about different opportunities in pharmacy.
- Call in representatives from various pharmacy chains, franchises, and independent operations to explain to students what they can offer us in our future careers.
- Organize a faculty and postgraduate research day so that undergraduates will have the opportunity to visit labs, view presentations and to talk to faculty members and graduate students about their research.

### 3.4.6 Fundraising

Fundraising is an important aspect of CAPSI local operations.

Possible Fundraising ideas include:

- CAPSI button sales.
- Social functions
- Raffles
- Sale of: T-shirts, sweatshirts, jackets, shorts, mugs, key chains, pens, stationary, etc. with pharmacy or faculty logos printed on them.
- Food sales
- Athletic Events
- Book sales



#### 4.1 Election Protocol: Executive Council

##### 4.1.1 Call for Nominations

The Executive Secretary will conduct the election procedures. The Executive Secretary will publish a call for nominations in the CAPSIL **three (3) months prior** to Professional Development Week. As well, the Executive Secretary shall distribute nomination forms, position descriptions and election procedures to each school's Senior Representative and the Executive Council members three months prior to the Professional Development Week (PDW). The elections will occur annually at the PDW conference.

Senior Representatives at each school are responsible for publicizing and soliciting qualified applicants for the positions.

##### 4.1.2 Eligibility

General Student Members who will be full-time undergraduate students in a Canadian faculty of pharmacy for the duration of the term of office will be eligible for nomination for the following positions:

- President-Elect
- Executive Secretary
- Vice President, Education
- Vice President, Communication
- Finance Officer
- Vice President, Professional Affairs
- CAPSIL Editor
- International Pharmaceutical Students' Federation (IPSF) Liaison

The President-Elect position is a three-year commitment (sequential one-year terms as President-Elect, President, Past-President) for which at least two of the three years must be served as an undergraduate student. Progression for a term as President-Elect to a term as President is subject to at least a two-thirds (2/3) majority vote of confidence by the National General Council at the CAPSI Year-End National General Council Meeting.

The IPSF Liaison is a two-year commitment (sequential one-year terms as IPSF Liaison and Student Exchange Officer) for which both years must be served by an undergraduate student.

No person may be a nominee for more than one vacant position in a given election.

##### 4.1.3 Nomination Procedure

Nomination applications will be accompanied by a curriculum vitae and a letter indicating:

- 1) Qualifications
- 2) Reasons for seeking the position
- 3) Position goals of the nominee
- 4) CAPSIL Editor position only: Optional Portfolio containing a 1-2 page sample layout created from the applicant's choice of software program

The candidates will also be required to prepare a five (5) minute speech to be presented in front of the CAPSI National Council and CAPSI members during the election process. Any candidates unable to attend PDW shall submit a five-minute videotape in place of a speech. The deadline for submission of the application, curriculum vitae, letter of intent and videotape, if applicable, will be **at a specified time**

**on the day prior to the elections.** No late submissions will be accepted. If there are positions left unfilled, the protocol for by-elections (Section 4.1.12) will ensue for those particular positions.

The candidates should inform their Senior Representative regarding their decision to apply so that they can videotape the candidate before the deadline of the application. The candidate is to be made aware that three (3) questions will be asked at the end of the speech by the outgoing National Executive member at PDW or by the Senior/Junior Representative or National Executive member, if being videotaped.

#### 4.1.4 General Council and Executive Responsibilities

The Executive Secretary shall collect all the applications in preparation for the election process. For candidates unable to attend PDW, the candidate's video will be uploaded into a private YouTube account by the Executive Secretary to be viewed securely by the members, General Council and Executive.

Each Executive member will be responsible for the development of three (3) questions about their respective positions and any general questions relating to their role in the Association. These three (3) questions will be sent to the Executive Secretary prior to the application deadline for the elections. During the election speeches at PDW, the outgoing Executive member will ask the three (3) questions to the election candidates. In the absence of the Executive member, a randomly appointed Executive or General Council member who is not a candidate in the election will be chosen at this time to ask the approved questions to the election candidates.

Prior to the elections, the room where the election shall be held will be broken up into eleven (11) spaces by the Executive Secretary, one (1) for each school, and one (1) for the executive. The Executive Secretary shall prepare election packages, the candidate's submission will be copied, three (3) for each school and one (1) for each Executive member. All of the packages are to be distributed by the Executive Secretary. The Senior and Junior Representatives of each school will be responsible to collect these packages and return them to the Executive Secretary for destruction after the elections. During package viewing time, the Executive position portfolio information shall be displayed on the large screens, so the membership may view the duties of each respective position, which can also be made available through a printed copy for each school. The Executive Secretary shall also prepare timing cards, for one minute and 30 second warnings, to be used during the candidate speeches.

There will be a minimum of one (1) hour total allotted (5-10 minutes per candidate approximately) for all eligible voting members of the General and Executive Council to view curriculum vitae and letters of intent from all candidates, scheduled between the election speeches for each position. The actual allotted time will be to the discretion of the Executive Secretary and President. A list of the speaking order of the election candidates must also be given to all attending Council members who are eligible to vote.

The Senior Representatives shall inform the candidates from their respective schools of the time, place and details of the election procedures at PDW. An announcement during the Opening Ceremonies should be made by the President to inform all CAPSI members of the time and location of the Elections and extending the invitation to attend.

#### 4.1.5 Election Procedure Guidelines

The room where the elections are to be held is to be opened 30 minutes prior to the beginning of the elections. The speeches for the elections will begin no later than 30 minutes after the doors are opened.

All candidates and members of CAPSI are welcome to attend the election speeches. Before the election procedures begin, all candidates for the initial position to be assessed must leave the room. All position elections will proceed in the same manner.

A copy of the election procedures must be available during the election process for reference. All candidates will give a five (5) minute presentation and will be asked to answer three (3) required questions by the respective outgoing Executive member. The candidates will have the option of having each question repeated one time, if needed. The five (5) minute time limit of the presentation should be strictly enforced, through timing cards (at one minute and 30 seconds) prepared by the Executive Secretary to warn candidates of the time as it approaches the five (5) minute point. No promotional material may be used during the candidate speeches (posters, props, etc.).

After all of the candidates for all of the positions have made their presentations and answered the required questions, ALL of the candidates running for that position will be asked to leave the room. Once ALL of the candidates for that one position have left the room, five (5) minutes are allotted for the voting delegates (Senior or Junior Representative or otherwise approved delegate) from each university to gather concerns and opinions regarding the candidates from their respective universities. After this five (5) minute break, the process of speeches is then followed by discussion. This will be repeated for candidates of the other positions. After all the candidates of all the positions have been discussed, only the General Council and Executive members may be present for the closed session discussion and voting process.

#### 4.1.6 Candidates Who Are Current Executive or General Council Members

In the event that a Senior (Junior) Representative on the current CAPSI General Council is running for a position, he or she must delegate the voting responsibility to the their Junior (Senior) Representative for that particular position. If the Junior (Senior) Representative cannot be present, then an appointed voting delegate from that university must be chosen. The choice will require approval by the Executive Secretary forty-eight (48) hours prior to the Elections to ensure that CAPSI's interests are best represented. The Senior (Junior) Representatives may not be present for the speeches or open forum for the position for which they are running. Senior (Junior) Representatives, however, may be present for the speeches and closed session discussion for the other positions.

In the event that an Executive member is running for a position he/she also must be absent from the room for the closed session discussion and voting process for the particular position for which he/she is running. The Executive member agrees to give up his/her vote for that position but may be present for the closed session discussion and vote for all other positions.

#### 4.1.7 Closed Session Discussion

The President leads the closed in-camera session discussion. Each position is discussed and a vote is conducted independent of all other positions. Before any of the candidates are discussed, all electronic devices must be turned off and the closed in-camera session discussion process shall be read to the General Council and Executive. Each voting Executive and General Council member will have been given access to the Position Description for each position. The President will present the question to the voting Council as to whether any factual concerns exist with any of the candidates meeting the Position Descriptions. Before any General Council member or Executive enters into discussion regarding each of the positions, the outgoing Executive of the position being discussed will have the chance to present their concerns or strengths existing with any of the candidates first. Then, only after each General Council and Executive member has been given the opportunity to voice concerns, the outgoing executive shall close the discussion session, being mindful of time and at the discretion of the Chair/President. Under no circumstances shall personal judgments and opinions enter the discussion. The voting Council will address only comments relating to the candidates ability to comply with the Position Descriptions. A candidate's previous professional, but not personal, experience may be considered during Elections deliberations if it remains professional and is relevant to the portfolio, at the discretion of the Chair/President.

#### 4.1.8 Scrutineer

The Executive Secretary will have appointed a neutral party who is not a member of the Executive or General Council and is not a candidate to be the Scrutineer to oversee the election procedure. The Scrutineer must be proven neutral by satisfying these above terms and his/her identity will not be disclosed until the Election.

#### 4.1.9 Voting

The Executive Secretary will explain the voting procedure to all voting members and to the Scrutineer. Each current Executive Council member (with the exception of the President and the Past President) will be granted one (1) vote. A Senior Representative, Junior Representative or appointed delegate will be granted two (2) votes, plus one (1) additional vote for every two-hundred (200) CAPSI General Student Members at their respective faculty of pharmacy. In the event of a tie vote, the President will vote to reach a majority (greater than 50%) decision.

Prior to the Elections, the Executive Secretary will have consulted with each Senior or Junior Representative and/or the current Financial Officer to calculate the number of votes each university is entitled to. The Executive Secretary will create the correct number of ballots for each university. The distribution of these validated secret ballots will ensure that each voting delegate is casting the correct number of votes.

The Scrutineer and/or the Executive Secretary will distribute the correct number of ballots to each voting member. The President will call out the position and the names of the candidates running for that specific position and will clearly indicate to the General Council that the ballot must read either the:

- Name of the preferred candidate or
- In the case of only one candidate running, a “FOR” or “AGAINST” or
- In the case of more than one candidate running, a “NEITHER” option must be made available.

Where more than two individuals are nominated for a given position, a preliminary vote will determine the two candidates receiving the greatest number of votes. A second vote will be conducted to determine a majority (greater than 50%) decision between these two candidates. (If, in the preliminary vote, a unanimous decision for one candidate is realized, a second vote will not be conducted).

If the ballot reads anything other than one of the above terms, the vote is spoiled and the procedure for spoiled ballots (Section 4.1.10) will ensue.

If the ballots comply with the above terms, the Scrutineer and the President will perform the count and ensure that all members have voted. The totals must be held in confidence. The Scrutineer and President will reveal the results of the vote to the Executive Secretary and allow the Executive Secretary to confirm that all members did indeed vote and that the vote was not spoiled.

No Executive or General Council member may abstain from the voting process.

The voting delegates from each university may not split their entitled votes amongst more than one candidate.

The Executive Secretary, after confirmation with the Scrutineer and President will announce the result to the Executive and General Council for that particular position without stating actual vote counts.

This above voting process will occur for each position.

The President will notify the candidates of the results of the election after Council vote is completed either at the All Candidates meeting with the President or by telephone contact, no later than a day after the elections. Candidates shall be informed of the All Candidates Meeting by the Senior or Junior Representative of their school. Candidates will be informed of the results of their candidacy ONLY and not the name of the successful candidate. Candidates will be asked to keep the results confidential until the official announcement of the results at the Final Night Banquet.

Any Executive Council position(s) remaining unfilled following the aforementioned election will be considered in a By-Election process (Section 4.1.12)

Results of the elections are final and are not open to further discussion or appeal.

#### 4.1.10 Spoiled Ballot

In the event of a spoiled ballot, the President will call a new vote for that particular position and the above process will begin again with the distribution of new ballots to the voting members.

#### 4.1.11 “Tie” and “Against” Votes

In the event of a “tie”, the President will vote. Only the scrutineer will be aware of the “tie” status in order to preserve the confidentiality of the President’s vote. In the event of an “AGAINST” vote, the position will be reopened and a call for nominations will occur at the final banquet. The procedures at that point will follow the By-elections protocol as listed below.

#### 4.1.12 By-Elections Procedure

Senior Representatives are to promote unfilled positions at their respective schools upon return from PDW. The deadline at each school will close exactly two weeks after the last day of the preceding PDW. The Executive Secretary will distribute the election materials (nomination forms and rules and regulations regarding the positions) to the Senior and Junior Representatives of each school within two (2) days of return from PDW and will make these materials available on the CAPSI website. Candidates will submit a letter of intent, curriculum vitae, video (maximum 5 minute time limit), nomination form and letter of confidentiality that must reach the Executive Secretary. The Executive Secretary shall choose a deadline for video submissions such that at least one week will be given to allow these videos to be viewed by the CAPSI members at each school before discussion and voting takes place at the subsequent teleconference.

The Senior or Junior CAPSI representative should be present at the videotaping of the candidates speech. The candidate will be allotted one opportunity only to record their speech. In case, the Junior or Senior representative cannot be present, a National Executive member not running for the same position will be present at the videotaping. The candidate will be allotted one opportunity only to record their speech. The videotaping of the speech will be open to view for all CAPSI members. The same three (3) questions will be posed to the candidates running for the same position during the videotaping of their speech. The questions to be used during the by-election process will be selected from leftover questions from the election procedures during PDW. In the event that a council member is running for an executive position, the executive currently holding that position will reselect questions for reasons of confidentiality. In the case where a position is being re-contested (a previous majority “AGAINST” vote for the same position), new questions should be selected for reasons of confidentiality.

The Executive Secretary is given two weeks from the deadline to upload video and submission files and distribute them to all Senior Representatives via electronic mail (e-mail). Upon receipt of these submissions by all schools, which must be confirmed by the Executive Secretary, Senior Representatives will arrange for a viewing of the videotapes by their school’s CAPSI members. The Senior Representatives and Executive members are given one week to vote via e-mail for the positions. The Executive Secretary will send out an e-mail prior to the vote explaining the procedures that will take place

for the vote and the exact deadline for the votes, including reference to specific time zones. Executive members are granted one vote and Senior Representatives are granted two votes plus one additional vote for every 200 members at their respective universities. E-mailed votes must go to the Executive Secretary and the President. The deadline will be strictly enforced; any school that does not vote by the deadline will not be given an extension and the schools that do not vote will be documented. As soon as a winner is identified, the Executive Secretary will inform the Executive and General Council of the results. All election materials received via email must be destroyed after the elections.

The President will make a personal phone call to all candidates informing them of the outcome of their candidacy. Results of the by-elections are not to be discussed outside of council until the president informs council that all candidates have been spoken to and are aware of the results.

Results of the by-elections are final and are not open to further discussion or appeal.

#### **4.2 Election Protocol: Senior and Junior Representatives**

Senior and Junior Representative are elected or appointed according to the procedures and protocol of their respective pharmacy student organizations.

## **5.1 Scheduling and Format**

The National General Council shall have two (2) national meetings annually which will occur at:

- 1) CAPSI National General Council Meeting/Canadian Pharmacists' Association Conference – The first meeting of the national General Council and the official position turnover will occur at this conference.
- 2) Professional Development Week (PDW) Conference – The elections for Executive Council members and the Annual General Meeting of the Association will be held at this conference.

Additional meetings of the National General Council may be called by the President or by the members of the National General Council with at least a two-thirds (2/3) majority vote. Meetings must be called at least three (3) weeks in advance of the proposed meeting date at which time a call for agenda items will be made. Agenda items must be submitted at least ten (10) days prior to the meeting and distributed to members of the National General Council at least one (1) week prior to the meeting. These meetings may occur by video-teleconference, teleconference or in person.

Ongoing discussion, motioning and voting by members of the National General Council will take place via e-mail according to the protocol.

Meetings of the Executive Council shall be held at each of the aforementioned conferences. In addition, the Executive shall meet if requested by the President or upon a request by any member of the Executive Council subject to the approval of the other executive members by at least a two-thirds majority vote.

CAPSI National General Council meetings shall accept the CSHP Student Delegate and the CPhA Student Board Member and CAPSI Liaison to sit as non-voting observer members on the CAPSI National Council.

## **5.2 Professional Development Week Meetings**

Each year a different faculty of Pharmacy in Canada hosts PDW. The dates of PDW are determined by the Host Faculty, however, should be scheduled in January or early February so as not to conflict significantly with examination periods.

### 5.2.1 National Executive Meetings

National Executive Meetings Serve:

- To review and develop strategies to meet the needs of General Council.
- To review any new proposals, which will be made to the General Council in order to have a united and / or organized Executive opinion.
- To review current objectives and duties to be sure that the Executive is meeting their original expectations.

### 5.2.2 General Council Meetings

The General Council Meetings Serve:

- To update the Council on developments since the CPhA Conference or any interim conference calls or videoconferences.
- To uncover difficulties both nationally and locally and to propose solutions which can be implemented before the academic year ends.

- To have reports presented by all National Executive and General Council and to discuss the reports.
- To assist and discuss with Executive members the changes and advances proposed for CAPSI's initiatives and projects.
- To formulate new ideas for initiatives and projects, which can be discussed at the CPhA conference.
- To review and / or accept any Constitutional Bylaws and Operating Manual amendments.
- To allow affiliate organizations the opportunity to interact with Council members in the form of reports to Council and / or discussion.
- Reviewing candidates' curriculum vitae as per Election Protocol (Section 4.0) and determine the successful candidates.

### 5.2.3 Annual General Meeting

The purpose and business of the AGM shall be:

- To present motions passed since the CPhA conference
- To provide a forum for all CAPSI members where National reports may be presented.

The Professional Development Week (PDW) Conference Planning Committee, in collaboration with the President, will decide the time and location of the AGM. General Student Members of the Association will be notified of the AGM at least fourteen (14) days prior to the time of the meeting.

Quorum for the AGM shall be twenty (20) General Student Members.

General Student Members who are unable to attend the AGM shall have the opportunity to vote upon motions presented at this meeting by the National General Council with a written proxy vote, collected and presented by his/her respective current Senior Representative. In this manner, a Senior Representative may represent any number of proxy votes from current General Student Members at his/her respective faculty of pharmacy.

## 5.3 CPhA Conference

The CPhA conference is held in May/June and is hosted by a different province each year. CAPSI's Council Meetings run for several days and may start prior to the actual CPhA Conference. The outgoing president chairs the first meeting. This serves to allow the new council to be put in place. After the gavel is passed to the incoming President, the new Executive and General Council assume their responsibilities and chair the remaining meetings.

### 5.3.1 Incoming General Council Meetings

The Incoming General Council Meetings Serve:

- To present reports from each of the General Council members.
- To allow incoming members to make suggestions for the following year.
- To review CAPSI projects and initiatives accepting suggestions from outgoing and incoming members (e.g. Awards, the CAPSIL, Wage Survey, CAPSI Club Fundraising, PDW, etc).
- To exchange portfolios including the Operating Manual and Constitutional Bylaws with the outgoing Council.
- To ensure that revised portions to the Operating Manual and Constitutional Bylaws will be distributed to incoming Council.
- To turnover all duties to respective incoming positions and offer guidance and support for the upcoming year.
- To hold a Vote of Confidence for the President-Elect in assuming the position of President.



- To inform incoming Council members of any constitutional changes passed at the Executive Meeting.
- To pass the gavel to the incoming President.
- To establish the priorities and objectives for the following year.
- To discuss means for stimulating the General Council and Executive throughout the following year and to discuss methods for improved communication between Council members.
- To establish CAPSIL deadlines
- To discuss CAPSI Awareness Week, including CAPSI Promotional items and awareness.
- To formalize all activities for the following year.
- To ensure that all incoming General and Executive Council are comfortable with the turnover and that the Council has addressed all concerns and issues relating to projects, initiatives, objectives and roles of CAPSI and the Council for the following year.

NOTE: It is imperative that each member of the National Executive and General Council make all reasonable efforts to attend these meetings. Adequate copies of reports of each Council member should be distributed prior to the meeting. All documentation specific to a particular position, including the Constitutional Bylaws and Operating Manual must be included in the portfolios in order to facilitate a successful turnover.

#### **5.4 Meeting Conduct**

The President of the Association shall act as Chairperson at each of the meetings for the National General Council and for the Executive Council.

Quorum for meetings of the National General Council shall be two-thirds (2/3) of voting members. This quorum requirement also holds true for motions conducted by alternative media (i.e. e-mail).

Meeting business and protocol shall be conducted using *Robert's Rules of Order* in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws/Regulations herein stated.

#### **5.5 Presence by Proxy**

At any time a member of the National General Council is unable to attend a meeting, he/she may submit a written opinion, concern or comment to be presented to the council by another member of the National General Council.

#### **5.6 Voting**

Each Executive Council member is entitled to one (1) vote. A Senior Representative, upon consultation with their Junior Representative, is entitled to cast one (1) vote on behalf of the members of the Association at their respective faculties of pharmacy.

#### **5.7 In-Camera Discussions**

Every member of the Association has the right to witness the proceedings of the National General Council, or any body created under its auspices, provided that their presence is not unduly disruptive and that the National General Council's proceedings have not moved in-camera. No meeting, proceeding,

action, or issue, shall be considered inherently confidential and confidentiality may be only assured by moving deliberations in-camera.

When **in-camera deliberations** are required, to maintain confidentiality, the following procedure must be adhered to by the National General Council or any body created under its auspices;

1. The deliberations shall only occur in regard to one of the following situations:
  - a) A personal issue concerning a member or employee of CAPSI, which through its public discussion within council would infringe on the privacy of the individual involved
  - b) A matter involving sensitive negotiations, which through its public discussion could adversely affect the course of negotiations.
2. The rationale for moving in-camera must be adequately presented and recorded for public reference before a vote is taken.
3. Only the portion of the meeting directly related to the issue at hand will be discussed in-camera.
4. The procedure to move in-camera shall be as follows:
  - (a) The mover of the motion to move in-camera must present the rationale to move in-camera as a part of that motion.
  - (b) The National General Council, or any body created under its auspices, may move in-camera, and declare its deliberations confidential only upon at least a two-thirds (2/3) majority vote of the voting members at that particular meeting, and only if the requirements of preceding criteria 1 through 3 are met, as determined by the President or the Chairperson of that body.
  - (c) Once the motion is passed, any non-council members must leave the room.
  - (d) Once a body is in-camera, any member of Council, or any member of a body created under its auspices, may move that the meeting move ex-camera. Such a motion requires a majority vote (greater than 50%) to pass.
  - (e) The President of the National General Council or the Chairperson of the in-camera body created under its auspices, must clarify at the end of the in-camera session what is to remain confidential, and for what length of time the restriction is in effect.
  - (f) All motions of the National General Council, or any body created under its auspices, made in-camera, must be made public as soon as possible. This shall be determined at the discretion of the President or the Chair of the in-camera body created under its auspices.
5. Members of the National General Council are not permitted to share in-camera information with anyone who is not a member of the National General Council. If a member of council is proven to have shared such information, the National General Council has the power to deal with the offense appropriately, including removing that member from his/her office as detailed in this Operating Manual, Section 3.1.5.

## **5.8 Alternate Methods of Communications Serving As Meetings**

### **5.8.1 Telephone and Video teleconferencing**

A telephone or videoconference may be held at any time to allow input by multiple participants for: emergency problem solving, short structured tasks, oriented meetings, and information updates or in a situation where a vote by the General Council is needed.

The following items are considered inappropriate for a telephone or videoconference:

- (1) Complex tasks, such as negotiations or sensitive interpersonal discussions.
- (2) Broad issues requiring considerable discussion.

The key to successful telephone or videoconference meetings is advance planning, because of the more heavy reliance on printed materials than face-to-face meetings. It is imperative that all attending Council members are familiar with the system and have a good understanding of the topics being discussed during a videoconference.

#### 5.8.2 E-mail Protocol

There will be a Focus List Discussion e-mailed or posted on the CAPSI National Forum by the President or the Executive Secretary when necessary. On this list there will be the discussion at hand and upcoming topics. It will also include a projected time-line for completion.

For any Executive or General Council member to put forth a topic for the Focus List Discussion, the following procedure must be followed. The Executive or General Council member requesting to put forth a topic on the Focus List Discussion must inform the President of the nature of the topic and the urgency or time-line. The President will prioritize the topic and place it appropriately on the Focus List. The President can at any time discuss changes to the Focus List with the Executive Secretary and both will work closely to mediate the discussions. If a topic becomes too complex for e-mail discussion or there is concern that the topic needs further exploration, the President can decide to table the topic until the PDW, CPhA Conference or video teleconference.

Once the particular topic that a Council member has requested discussion about comes up on the Focus List, he /she is expected to present the issue to all other Council members including the nature and background of the discussion. A discussion will ensue with the President and Executive Secretary overseeing the content of discussion to ensure appropriateness. Once discussion is coming to a close, any Executive or General Council member can make a request to end discussion by simply stating the request. Concerns as to the closing of the discussion can be expressed; however, the final decision to close the discussion lies with the President. At this point, if more than one Executive or General Council member feels that the discussion has not been adequate and that they are not prepared to make a decision, then the vote for a motion will be tabled until PDW, CPhA conference, or video teleconference at the discretion of the President. If, however, Council members feel comfortable with the discussion and are equipped and ready to make a decision at this point, the presenter of the topic can put a motion forth.

Amendments (if required) by the motioner do not need to be voted on. The final motion will stand and be labeled the "final motion" so that Council members are aware that this motion is the motion to be voted upon.

Voting will be one vote per Executive and General Council member, as in Council meetings, unless otherwise specified. Appropriate deadlines for the vote must be established and all Council members informed of the deadline by the Executive Secretary. The votes are then sent to the Executive Secretary and the President who will individually tabulate the results and confirm the result with each other. Once the count has occurred and the result confirmed, the President must announce the result in a timely manner. Quorum (2/3 of eligible voting Council members) must also be met for the vote to be considered valid.

The Executive Secretary will maintain minutes of all topics discussed on the Focus List Discussion and document motions appropriately.

E-mail or forum discussion is reserved for urgent Council decisions and topics that CAPSI has mandated to discuss during previous meetings. This form of communication, in most cases, does not adequately allow Council to discuss a NEW topic to the extent that a decision can be reached. It is ultimately left to the discretion of the President, however, to determine the appropriateness of a topic for the Focus List Discussion, if doubt as to its appropriateness exists.

All other discussions that do not require a motion or vote or are not of a serious or urgent nature can take place casually among Council. The President can request that a discussion be entered into the Focus List Discussion if inappropriate for casual discussion.

## **6.1 General**

The conference shall be held annually, preferably during the second or third week of January. The Main Conference shall be from Wednesday to Sunday. Inclusion of activities outside of the Main Conference shall be at the discretion of the host faculty and are not a directive of the Association.

The conference program offers educational lectures and seminars and a variety of social and sporting events. Its main purpose is to bring pharmacy students from across the country together in order that they may discuss common interests and concerns and above all, so that they may learn from each other and establish friendships.

The following events are held at PDW:

- The Annual General Meeting
- The General Council Meeting
- The National Executive Elections
- The National Executive Meeting
- The National CAPSI Patient Interviewing Competition
- The National CAPSI Over-the-Counter (OTC) Competition
- The National CAPSI Compounding Competition
- The National CAPSI Student Literary Challenge
- Meetings with other Affiliate Organizations

### **6.1.1 Host Selection**

Host selection is made in the order of selection determined at CPhA 2004 to be implemented effective for PDW 2007. The order is as follows:

University of Manitoba, University of Alberta, Memorial University of Newfoundland, University of Toronto, University of Saskatchewan, Dalhousie University, Université de Montreal, University of British Columbia, Université Laval, University of Waterloo.

If a school does not wish to host PDW at their designated time, they must submit their request to the National General Council by no later than September 30<sup>th</sup>; two (2) years prior to the intended host date. In the event this should happen, the next school in order from the same zone shall be entitled to host PDW.

## **6.2 Communication**

The hosting PDW school shall meet with the National CAPSI Executive council at PDW two years in advance, at which time they will outline the structure of their PDW committee and discuss the necessary steps to be taken to organize the conference.

Additional Communication links are between:

- a) The President and the Senior Representative OR the Host Committee Chairpersons at the hosting university of PDW that year.

- b) The **President-Elect with the Host Committee Chairperson** the year that he/she will become President.

#### 6.2.1 PDW Liaison

The CAPSI Local Senior Representative from the university hosting PDW will also serve as a PDW Liaison and will begin reporting to the CAPSI President two (2) years prior to their event. One year prior to their event they should have the following information:

- Date of PDW.
- The theme of PDW.
- The name of the Committee Chairperson and a Co-Chairperson if one is selected.
- A report presented to General Council at a meeting during PDW the year prior to their own conference.
- An additional meeting planned at PDW the year before with CAPSI Executive members if issues/concerns arise in planning.
- A presentation to CAPSI General Membership promoting the event at the Closing Banquet at the prior PDW.
- Subcommittee Leaders and Members to handle the following important roles 2 months prior to the event:
  - Promotional
  - Educational
  - Room allocation and rental equipment (including CAPSI National meeting room space)
  - Billeting and transportation from Airport
  - Coffee breaks, food, etc.
  - Fund-raising and thank-you notes
  - Special events and Banquet (evening parties, tours, sporting events, etc.)
  - Welcome kits, banners, name tags, tickets, printing
  - Finance
  - Other committee members

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

#### 6.2.2 President-Elect/President's Duties Toward PDW

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

#### 6.2.3 Contractual Liability

Once elected, the PDW Conference Committee is required to sign a Professional Development Week Letter of Agreement outlining the Association's expectations for the conference with the purpose of maintaining continuity from year to year. The Letter of Agreement will be updated by CAPSI National annually and signed by ever-subsequent PDW Planning Committee shortly after its formation, two (2)

years prior to the conference being held. This contractual agreement will also serve to indemnify individual members of the Committee from personal liability.

#### 6.2.4 Educational Policy

PDW is primarily an educational event and insists that students attend the conference with a learning mindset. In the interest of promoting professional development this Educational Policy was established in order to increase attendance at PDW CAPSI National events and educational speakers. The following educational policy applies to all CAPSI members attending PDW:

- Mandatory attendance will be required at two (2) of the three (3) events of the following: the CAPSI National AGM, CAPSI Awards Ceremony or CAPSI National Elections as well as at any three (3) additional educational speaking engagements.
- The PDW planning committee of the host city will be responsible for the organization and implementation of a process that will allow local CAPSI representatives to determine if a student was in attendance.
- All students must be advised of this policy at the local PDW information session. Upon registration, all students must read and agree to this educational policy before proceeding to register.
- Students will be given one “stamp card” with their registration package. Each student will be responsible for keeping this card until the end of PDW, at which time it will be turned in to their local CAPSI Representative. Completed cards received by local CAPSI representatives will act as proof of fulfillment of the requirements outlined in this policy. There will be no replacement for lost/stolen stamp cards and any forged/unofficial stamp cards will not be accepted.
- Failure to comply with this policy will lead to repercussions at the discretion of the local CAPSI Representatives.
- Students involved in unlawful or unacceptable behavior while in attendance at PDW will be considered in violation of this policy and lose the opportunity to register for the subsequent PDW at the CAPSI member cost. This includes knowingly accompanying an unregistered person into any PDW events or organized activities.
- Competition winners or other CAPSI members that may not be able to fulfill the attendance requirements outlined in this policy must receive consent of absence from their local CAPSI representatives.

### 6.3 **Advance Planning**

#### 6.3.1 Fund-Raising

The host university will begin to solicit (by letter) the various drug companies, local associations, banks, etc., the summer prior to PDW at the latest. In this letter, an outline of the budget will be included along with the proposed agenda, theme, and lecture topics. This will allow companies to select an area that they wish to sponsor.

Policy regarding the solicitation of funds needs to be established. CAPSI National suggests that only the Host PDW Organizing Committee be allowed to solicit funds from national organizations with respect to their PDW Conference. Individual universities may solicit funds from local organizations.

#### 6.3.2 Publicity

The event’s success depends largely on effective and proper promotion. Promotion and advertising must begin at the PDW one-year prior. Articles must be written over the summer to appear in each CAPSIL for the year prior to the event. Regular newsletters can also be distributed to the CAPSI Senior Representatives.

### 6.3.3 Education

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

### 6.3.4 Room Allocation

Many rooms may have to be booked one year in advance, especially a banquet hall, disc jockey, or a band. CAPSI National meetings will need to be booked as well. Maximum occupancy of the rooms should be a major consideration against the projected numbers attending the event.

### 6.3.5 The PDW Portfolio

Use the portfolio from the previous PDW Committees along with the PDW Planning Guide and the advice of the past PDW host to help plan a successful event.

The PDW chair for a given conference is responsible for being at PDW for two years before their conference, at their conference, and the year after their conference, for a total of 4 conferences. As well it is encouraged that the entire PDW organizing committee attend PDW the year prior to their hosting.

### 6.3.6 Registration Fees

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

### 6.3.7 Media Relations Policy

#### MEDIA AND PDW

1. PDW organizers and the VP Communications are the only individuals authorized to contact local/national media (newspaper, TV, radio, magazines). In the case that media is contacted by someone other than these authorized individuals, CAPSI and PDW make no guarantee to the media of coverage and reserves the right to deny media coverage at any time.
2. Media will be contacted no less than 1 month prior to the conference. The contacted media will be informed of this current policy at the initial time of contact and both parties will agree upon these terms at this time.
3. Both French and English media must be contacted, as appropriate.
4. Media must provide a plan of their coverage to the PDW host committee before the scheduled event. The PDW host committee and the VP Communications must approve this plan.
5. All publications must be reviewed/proofread and approved by a PDW host committee representative and the VP Communications.
6. All live or recorded media events must be supervised and approved by a member of the PDW host committee and a CAPSI member designated by the CAPSI National Executive.
7. Media coverage must be professional and tasteful, as determined by CAPSI national Executive.
8. Media coverage must focus on professional activities surrounding the profession of pharmacy, pharmacy students, CAPSI, or the host faculty.
9. Media coverage cannot focus on any one company or association (other than CAPSI) without the approval of the PDW host committee and CAPSI National Executive. Except under unusual



circumstances, approved by CAPSI National Executive, media coverage of CAPSI events is not to be used as advertisement for individual companies.

10. Copies of all articles/reports must be sent to the VP Communications and CAPSI Executive Secretary for Archiving and posting on the CAPSI website. This policy is legally binding and breach of this policy may result in legal action.

#### MEDIA AND CAPSI NATIONAL

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

#### MEDIA AND CAPSI LOCAL

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

<b>CHAPTER 7.0</b>	<b>STANDING COMMITTEES</b>
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### **7.1 General**

A standing committee of the Association may be established by the National General Council with at least a two-thirds (2/3) majority vote, subject to ratification by the membership.

A standing committee of the Association shall convene in good faith to accomplish the mandate set forth for the committee for the duration of the committee as outlined in its definition. The standing committee shall report to the National General Council or Executive Council as detailed in this document.

### **7.2 Finance Committee**

#### Mandate

To address issues of financial concern not to exceed one thousand (\$1000) dollars and occurring during non-meeting times, which require prompt attention.

#### Composition

- Finance Officer (Chair)
- President
- 1 Senior Representative from Eastern Canada (Toronto, Ontario to Newfoundland)
- 1 Senior Representative from Western Canada (BC to Waterloo, Ontario)

#### Meetings

The Committee Chairperson reserves the right to evaluate and present the financial issue to each committee member and conduct a telephone or e-mail vote after a motion has been presented and approved by the committee. Each member of the committee is awarded one vote. At least two-thirds (2/3) majority vote is required for a motion to be passed.

#### Reporting

The Chairperson shall present the results of motions voted upon to the National General Council within seven (7) days of the vote. A summary of motions voted upon shall be included in the Finance Officer's bi-annual report to the National General Council.

### **7.3 Constitutional Review Committee**

#### Mandate

To conduct an annual review of the Association's official documents including the Constitution Bylaws, and the Operating Manual; to review (upon request) issues related to the Association's official documents raised by the National General Council and propose amendments to these documents when appropriate.

#### Composition

- President-Elect (Chair)
- Executive Secretary
- 2 other members, who may include Senior Representatives, Executive Council members or external advisors appointed by the council

#### Meetings

Meetings of the Committee shall occur, as a minimum, at both of the National General Council Meetings: the PDW Conference and the CAPSI Year-End National General Council meeting. At the discretion of

the Chairperson, additional meetings of the Committee shall be convened either in person, by teleconference and/or by e-mail.

#### Reporting

Proposed amendments to the aforementioned documents shall be presented by the Committee to the National General Council for consideration as per the procedure detailed in Section 9.0.

### **7.4 Membership Committee**

#### Mandate

To ensure that all the members of the Association receive the benefits to which they are entitled; to maintain a national database of membership information including, but not limited to, statistics, demographics, contact information; to facilitate promotion of the Association to current and prospective members.

#### Composition

- Executive Secretary (Chair)
- Vice President, Communications
- CAPSIL Editor
- 1 Senior Representative

#### Meetings

This committee shall meet, as a minimum, at both of the National General Council Meetings: the PDW Conference and the CAPSI Year-End National general Council meeting. At the discretion of the Chairperson, additional meetings of the Committee shall be convened either in person, by teleconference and/or by e-mail.

#### Reporting

The Chairperson shall include the Committee's progress notes and proposals in the Executive Secretary's bi-annual report to the National General Council.

### **7.5 Professional Development Week (PDW) Conference Planning Committee**

#### Mandate

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

#### Composition

- Local Senior or Junior Representative of the Association holding office the year in which the conference is held
- CAPSI President as an *ex-officio* member
- Local Planning Committee and Sub-Committee to be determined by the Chairperson(s) of the Committee

#### Meetings

Meetings of the Committee shall be held at the discretion of the Chairperson(s) of the Committee.

#### Reporting

Reporting of the Committee to the National General Council shall occur according to the Professional Development Week Contractual Agreement and the following schedule:

- (a) PDW Conference one (1) year prior to Committee's host year

- (b) CAPSI Year-End National General Council Meeting/Canadian Pharmacists' Association Conference in the year prior to the Committee's host year
- (c) PDW Conference during the host year
- (d) CAPSI Year-End National General Council Meeting/Canadian Pharmacists' Association Conference following the Committee's host year

## 7.6 Website Committee

### Mandate

To determine the content and composition of the CAPSI website.

### Composition

- President-Elect (Chair)
- CAPSIL Editor
- Vice President, Communications
- 1 Senior or Junior Representative from Quebec
- 1 Senior or Junior Representative from Eastern Canada (Ontario to Newfoundland, excluding Quebec)
- 1 Senior or Junior Representative from Western Canada (BC to Manitoba)
- Webmaster as an *ex-officio* member

### Meetings

This committee shall meet, as a minimum, at both of the National General Council Meetings: the PDW Conference and the CAPSI Year-End National general Council meeting. At the discretion of the Chairperson, additional meetings of the Committee shall be convened either in person, by teleconference and/or by E-mail.

### Reporting

The Chairperson shall include the Committee's progress notes and proposals in the President-Elect's bi-annual report to the National General Council.

## 7.7 Ethics Committee

### Mandate

Responsible for the addressing all ethical matters brought to the CAPSI National Council.

### Composition

- Immediate Past President (Chair)
- President-Elect
- CAPSIL Editor
- VP Communications
- Finance Officer
- 1 Senior or Junior Rep from a French and English School each

### Meetings

This committee shall meet at the discretion of the Chairperson, meetings of the Committee shall be convened either in person, by teleconference and/or by E-mail.

### Reporting

The Chairperson shall include the Committee's progress notes and proposals in the Past President's bi-annual report to the National General Council.

## **7.8 Competition Review Committee**

### Mandate

Review of all competition cases and material before their distribution/dissemination to the local level.

### Composition

- VP Education (Chair)
- Past President
- 1 Senior Rep from an English-speaking school different from the home school of the VP Education
- 1 Senior Rep from a French-speaking school different from the home school of the VP Education

### Meetings

This committee shall meet, as a minimum, at both of the National General Council Meetings: the PDW Conference and the CAPSI Year-End National general Council meeting. At the discretion of the Chairperson, additional meetings of the Committee shall be convened either in person, by teleconference and/or by e-mail

### Reporting

The Chairperson shall include the Committee's progress notes and proposals in the VP Education's bi-annual report to the National General Council.

## **7.9 National Mock OSCE Committee**

### Mandate

Compile and review questions to be used for the National Mock Objective Structured Clinical Examinations (OSCE) annually. Maintain the National Mock OSCE question bank.

### Composition

- VP Education (Chair)
- 1 Senior Rep from an English-speaking school different from the home school of the VP Education
- 1 Senior Rep from a French-speaking school different from the home school of the VP Education

### Meetings

This committee shall meet, as a minimum, at both of the National General Council Meetings: the PDW Conference and the CAPSI Year-End National general Council meeting. At the discretion of the Chairperson, additional meetings of the Committee shall be convened either in person, by teleconference and/or by e-mail

### Reporting

The Chairperson shall include the Committee's progress notes and proposals in the VP Education's bi-annual report to the National General Council.

## **7.10 IPSF Student Exchange Programme Selection Committee**

### Mandate

Review all applications for and select candidates to participate in the IPSF Student Exchange Programme.

### Composition

- Student Exchange Officer (Chair)

- IPSF Liaison
- **President- Elect**
- One (1) Senior or Junior Rep from Western Canada (BC to Waterloo, Ontario)
- One (1) Senior or Junior Rep from Eastern Canada (Toronto, Ontario to Newfoundland)

#### Meetings

This committee shall meet, as a minimum, once yearly during the PDW Conference. At the discretion of the Chairperson, additional meetings of the Committee shall be convened either in person, by teleconference and/or by e-mail

#### Reporting

The Chairperson shall include the Committee's progress notes and proposals in the SEO's bi-annual report to the National General Council and with the results to be announced at or immediately following PDW.

<b>CHAPTER 8.0</b>	<b>FINANCES</b>
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### **8.1 Annual Fees**

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

- General Student membership fee - **\$12.00** to CAPSI National plus the additional local CAPSI fee as governed by each respective faculty.
- Associate Student membership fee - **\$30.00**
- Pharmacist membership fee - **\$30.00**
- Supporting membership fee - **\$30.00**
- Honorary Life Membership - **no fee shall be payable**
- CAPSI Club membership fees - **\$2000 or greater** for Gold Members  
**\$1500 or greater** for Silver Members  
**\$ 1000 or greater** for Bronze Members  
**\$ 500 or greater** for Club Members

### **8.2 Budget**

Annual preparation of a budget of the revenue and expenditures for the Association for the next fiscal year shall be conducted by the Finance Officer. The Finance Officer will present a preliminary budget for the upcoming Association Year at the National General Council's first video teleconference. Approval of such a preliminary budget by the National General Council will require at least a two-thirds (2/3) majority vote. The Finance Officer will prepare and present a final budget at the Association's Annual General Meeting for approval by General Student Members with at least a two-thirds (2/3) majority vote. The Finance Officer and/or the President in collaboration with the Finance Officer shall be authorized to make payment in accordance with such a budget and the aforementioned terms in Section 20.03 of the Constitutional Bylaws.

Upon recommendation by the Finance Officer, the National General Council will appoint an accounting firm and accountant to conduct a review of the Association's financial statements for the previous year. Approval of both the accounting firm and accountant appointed and his/her subsequent review by the Association shall occur at the Annual General Meeting through at least a two-thirds (2/3) majority vote by General Student Members.

Issues of financial concern arising during non-meeting times, which require prompt attention and involve less than \$1000 shall be addressed by the Finance Committee as per Section 7.2.

### **8.3 Borrowing**

The Association is authorized through at least two-thirds (2/3) majority vote by the National General Council to borrow monies from a lending institution on the credit of the Association in such amounts deemed proper and by way of overdraft or otherwise. All contracts, deeds, grants, assurances and documents reasonably required by the lending institution or its counsel for all or any aforementioned purposes shall be executed and carried into effect by the proper officers of the Association. This resolution when sanctioned by the National General Council shall be irrevocable until a resolution repealing this resolution has been approved by the National General Council with at least a two-thirds

(2/3) majority vote and a copy thereof has been duly certified and delivered to the lending institution. Otherwise, all of the powers and authorities hereby conferred shall continue in force.

#### **8.4 Investments**

The Executive Council shall have charge of the investments of all funds of the Association which may, under terms of any gift or bequest, be designated for investment and of any funds which may be appropriated by resolution of the National General Council for investment. Funds received by the Association by gift or bequest may be invested in accordance with any directions, terms, or conditions stipulated in respect of any such gift or bequest. Any securities donated to the Association by gift or bequest may be retained in the form in which they are received. All other funds of the Association shall be invested only in securities authorized for investment by trustees. Upon recommendation of the Finance Committee, the Executive Council shall have the power from time to time to sell and dispose of any securities held and to re-invest the proceeds or any part thereof in accordance with the provisions in this paragraph through at least a two-thirds (2/3) majority vote.

#### **8.5 Expense Reimbursements**

Reasonable and fiscally responsible expenses incurred by officers of the Association during the conduct of their office including, but not limited to, transportation, accommodations, conference registrations, photocopying, postage, and telephone costs shall be reimbursed following approval by the process described in article 20 of the CAPSI Bylaws, with the following conditions:

- Reimbursement will be accepted up to 60 days after the expenses being incurred or 30 days following the event for which it was incurred;
- All expenses during a fiscal year (April 1 to March 31) must be paid in that fiscal year, submitted no later than March 15;
- Cheques can only be cashed up to six months of the cheque date before it becomes a stale-dated cheque;
- Reimbursement of registration at PDW or CPhA, for eligible individuals, includes the full cost of early bird registration for the conference (GST included where applicable);
- Accommodation reimbursement for PDW will commence the night before the meetings begin up to and including the last night of the conference, whereas for the CPhA conference, neither the last night of the conference nor the cost of the Gala will be reimbursed.

The annual sum of this reimbursement shall not exceed the budgetary limitation as approved in the Association's annual budget unless approved by the Finance Committee with at least a two-thirds (2/3) majority vote.



## **9.1 Awards of the Association**

### **9.1.1 CAPSI-Wyeth Guy Genest Award for Professionalism**

The Guy Genest Award for Professionalism is intended to recognize one individual from each Faculty/School of Pharmacy in Canada for their notable passion for, and dedication to, the profession of Pharmacy. However, due to pre-existence of the award at UBC, the selection of the award recipient is at the discretion of the faculty. This ‘Passion for the Profession’ can be displayed in any number of ways, including, but not limited to:

- engagement in professional pharmacy related activities (ie. PDW, PAW etc.);
- active involvement in professional organizations;
- initiatives to advance the profession of pharmacy (ie. interprofessional work - promoting/increasing awareness of the role of pharmacists as an important member of the health care team);
- organization/participation in community/university outreach efforts;
- volunteer experiences within pharmacy or other related settings;
- exceptional research involvement.

The Guy Genest Award for Professionalism consists of:

- A plaque presentation;
- Complementary Registration for PDW;
- Travel and accommodation subsidy, to aid their attendance to PDW

The travel subsidy can only be used for travel and accommodation; all other expenses may be covered by the CAPSI Local council (at the discretion of the CAPSI Local council).

The deadline for submission to CAPSI National is November 1.

### **9.1.2 CAPSI-CSHP Hospital Pharmacy Student Award**

This award recognizes pharmacy students who show promise as future hospital pharmacy practitioners through their student activities or their experiential training in direct patient care, research or education. The candidates exhibit eagerness, dedication and a positive attitude towards academic learning, the profession and the practice of hospital pharmacy. The candidate must:

- be currently enrolled in a pharmacy program at a Canadian university.
- be an active member of CAPSI
- have been a member of CSHP prior to the award application deadline.
- have trained in an organized health care setting.
- have exhibited the traits of a capable hospital pharmacy practitioner in the making.
- have shown a commitment to hospital pharmacy practice through participation in the education of health care practitioners, the public or patients and/or the voluntary participation in CSHP activities.
- be endorsed by a preceptor or supervisor who is an active CSHP member and can attest to the candidate’s worthiness of this award for the stated contributions to hospital pharmacy.

The Hospital Pharmacy Student Award consists of:

- Complementary Registration to PDW
- Travel and accommodation subsidy, to aid their attendance to PDW

The travel subsidy can only be used for travel and accommodation; all other expenses may be covered by the CAPSI Local council (at the discretion of the CAPSI Local council).

### 9.1.3 CAPSI Award for Professionalism

The Award of Professionalism is awarded annually to the school that holds the most organized and professional Pharmacy Awareness Week (PAW) activities.

### 9.1.4 CAPSI IPSF Health Campaign Award

The Award for the IPSF Health Campaign is awarded annually to the school that holds the most organized and professional mandatory IPSF health campaign within the first semester of each school year.

## 9.2 Competitions of the Association

All competitions of the Association shall be conducted locally. Each winner of each competition shall then advance to the National Competition held at PDW. Each winner shall receive:

- Complementary Registration to PDW;
- Travel and accommodation subsidy.

The travel subsidy can only be used for travel and accommodation; all other expenses may be covered by the CAPSI Local council (at the discretion of the CAPSI Local council).

If a Member wins more than one competition, his or her travel subsidy can be used cumulatively, whereas the complementary registration to PDW shall not be treated as a cash prize, and is not cumulative.

### 9.2.2 CAPSI Compounding Competition

Teams of four (4) students compete by analyzing and preparing pharmacy compounds.

### 9.2.3 CAPSI Patient Interview Competition

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

### 9.2.4 CAPSI Over-The-Counter Competition

Individual students compete locally and nationally by conducting a 10 minute patient interview with the goal of identifying OTC drug-related problems and making recommendations through appropriate counselling.

### 9.2.5 CAPSI Student Literary Challenge

Individual students compete locally by composing articles on issues relevant to Pharmacy. Winning entries are also sent for consideration for publication in the CPJ.

### **9.3 Symposia**

Every Association year, each Local council must carry out at least one mandatory symposium, with the choice of holding an additional optional symposium. Consensus-based symposia given priority if such a consensus is useful for a National Position Statement for the Association.

Two symposia topics shall be chosen by the National Council during the meeting at CPhA annually.

The symposia shall be prepared by the VP Professional Affairs, and feedback shall be given to the VP Professional Affairs.

### 10.1 Guidelines for Accepting Articles from CAPSI Sponsors for CAPSIL

The CAPSIL is the national publication of CAPSI, which serves to bring awareness on current issues and events relating to pharmacy and CAPSI. In addition, the CAPSIL also serves as a medium for pharmacy students to voice their opinions, ideas and experiences. The CAPSIL is published three times each year in both English and French and made available to over 3800 Canadian pharmacy students. Because of the effectiveness of this medium to reach pharmacy students nationwide, CAPSI partners, sponsors and CAPSI Club members may request to publish articles presenting advice or opportunities relating to their organization.

In order to foster goodwill with our partners, CAPSI National is willing to consider articles from our sponsors for publication in the CAPSIL. The intent of this document is **not** to allow sponsors to "purchase" article space similar to our advertising contract, but rather to provide guidance to the CAPSIL Editor regarding the acceptance of requests for publication from sponsors and to maintain continuity on which articles are accepted amongst succeeding CAPSIL Editors.

1. The CAPSIL Editor shall have the right to refuse any article deemed inappropriate for publication at his or her discretion.
2. Articles submitted by CAPSI members (pharmacy students) shall take precedence for publication over articles from sponsors.
3. Other national pharmacy advocacy organizations (i.e. CPhA, CSHP) shall be permitted to publish articles in the CAPSIL related to the advancement of the profession of pharmacy, regardless of their level of financial support of CAPSI in any given year.
4. The terms of other agreements allowing the publication of a set number of articles (e.g. the CAPSI-Scotiabank agreement) shall supersede these guidelines.
  - i. However, these guidelines should be taken into consideration when creating new agreements with sponsors.
5. Sponsors who contribute at the Gold Club level or who provide financial or in-kind donations to CAPSI at a level of \$2000 or more shall be eligible to publish an article in two (2) issues of the CAPSIL per year.
6. Sponsors who contribute at the Silver or Bronze Club level or who provide financial or in-kind donations to CAPSI at a level of \$1000-1999 shall be eligible to publish an article in one (1) issue of the CAPSIL per year.
7. Articles must be mainly non-promotional in nature (e.g. banking advice, insurance advice), but may include a brief (one-paragraph) mention of the sponsor / company the author is representing and services provided.
  - i. **Exception:** A one-half page article published by a CAPSI Gold Club sponsor in lieu of the one-half page advertisement they are entitled to may be promotional in nature as it is taking the place of an advertisement.
8. Sponsors should provide a French translation of submitted articles whenever possible. The translation should not exceed two pages.
9. Articles from sponsors shall be no longer than two pages (1000 words)
  - i. Up to four pages total taking both English and French translations into account
10. Articles from sponsors shall be clearly identified by prominently publishing the organization's logo or by stating "advertisement" at the top of the article, at the discretion of the CAPSIL Editor.
11. Articles from sponsors shall not criticize CAPSI or any supporter of CAPSI.

### 11.1 Friends of CAPSI

“Friends of CAPSI” is an initiative aimed to garner additional financial support by means of donations from past CAPSI supporters. Potential “Friends of CAPSI” include but are not limited to past council members, local representatives, as well as competition and award winners. A current list of all potential “Friends of CAPSI” will be kept by the Executive Secretary and updated annually prior to the National General Council meetings at the annual CPhA conference.

During the first week of September all potential “Friends of CAPSI” will be contacted via email by the Executive Secretary. This email will include a letter from the President outlining the benefits of the initiative and asking for their support as well as instructions on how to donate either online or by mail. All completed donation forms will be kept in a separate database by the Executive Secretary.

For an annual donation of \$100, each “Friend of CAPSI” will receive:

- Recognition on our webpage in the *Friends of CAPSI* section
- Recognition at CAPSI’s annual awards ceremony
- Bi-annual updates from the President on the Association’s activities
- An electronic copy of the CAPSIL
- An invitation to attend the keynote speaker at PDW free of charge
- An offer to attend PDW at member price, if space is available

Correspondence with all “Friends of CAPSI” including the President’s bi-annual report and any event invitations will be conducted by the Executive Secretary.

All funds generated from this initiative will be used to support the National General Council members with their travel costs as they attend bi-annual face – to – face meetings and contribute to the Association’s continued endeavors. These funds will be managed exclusively by the Finance Officer and inputted into the subsequent year’s budget for discussion at the National General Council meetings during the annual CPhA conference.

**12.1 Amendment Protocol**

The National General Council shall refer matter pertaining to the Association's Constitutional Bylaws, and/or Operating Manual to the Constitutional Review Committee. Upon review of such matters and the current documents, the Constitutional Review Committee shall present any proposed amendments to the current documents to the National General Council at the next scheduled meeting of the National General Council.

The National General Council may enact, amend, or repeal any part of the Constitutional Bylaws with at least a two-thirds (2/3) majority vote to accept the proposed amendments, subject to ratification by the Association's membership with at least two-thirds (2/3) majority vote to accept the proposed amendments by General Student Members at the Annual General Meeting. Proposed amendments to the Constitutional Bylaws shall have no effect until accepted by membership at the Annual General Meeting.

The National General Council may enact, amend, or repeal any part of the Operating Manual with at least a two-thirds (2/3) majority vote to accept the proposed amendments. Proposed amendments, which have been accepted by the National General Council in this manner, shall be effective immediately following the vote.

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