



*Canadian Association of Pharmacy Students and Interns / Association
canadienne des étudiant(e)s et des internes en pharmacie*

OPERATIONS MANUAL

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

(Approved by the CAPSI National Council, April 3, 2022)

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1.1 General Definition

The Canadian Association of Pharmacy Students and Interns (CAPSI) or l'Association canadienne des étudiant(e)s et des internes en pharmacie (ACEIP), hereinafter called the Association or CAPSI, is a membership-based association for 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 by 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 whose objectives are similar to those of the Association.
- j) To promote liaison with international pharmacy students and interns.
- k) To 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 pharmacy students and interns in Canada 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 National's Initial Council Meetings to the council turnover at the following CAPSI National's Initial Council Meetings. The term starts on June 1st and ends on May 31st of the following year. Traditionally, these meetings usually coincide with the Canadian Pharmacists' Association (CPhA) Annual Conference but may not need to.

1.2 Mission of the Organization

Our mission is to advocate for the interests of pharmacy students in the eleven (11) pharmacy schools in Canada. Our organization strives to facilitate excellence of pharmacy students in academia and professionalism through provision of educational and practical experience outside of the pharmacy curricula.

1.3. Vision of the Organization

A national community of pharmacy students and interns empowered to advocate for the advancement of the profession towards excellence in patient-centered care.

1.4 Values of the Organization

The English and French values of the organization are:

- a) Unity: Create a national community of pharmacy students and interns
Unité: Créer une communauté nationale d'étudiants et de stagiaires en pharmacie
- b) Professionalism: Exemplify the highest standards of conduct as set by the regulated profession of pharmacy
Professionnalisme: imitez les normes de conduite les plus strictes établies par la profession de pharmacien réglementée
- c) Advocacy: Provide a voice for pharmacy students and interns
Plaidoyer: Donner la parole aux étudiants et aux stagiaires en pharmacie
- d) Academics: Facilitate learning opportunities for pharmacy students and interns
Universitaires: Faciliter les opportunités d'apprentissage pour les étudiants et les stagiaires en pharmacie
- e) Excellence: Inspire pharmacy students and interns to achieve greatness
Excellence: Inspirer les étudiants en pharmacie et les stagiaires afin qu'ils atteignent leur plein potentiel

1.5 Slogan of the Organization

Pharmacy students and interns unified for excellence in advocacy, academics, and the profession of pharmacy.

2.1 Membership Privileges

2.1.1 General Student Members

Defined as a pharmacy student in any program at a Canadian School of Pharmacy that grants a degree allowing the student to practice as a pharmacist, including undergraduate studies (e.g. PharmD), postgraduate studies (e.g. MSc in Advanced Pharmacotherapy), and residency programs, or a pharmacy intern registered in Canada who has provided appropriate compensation for any prescribed fees to the Association.

2.1.1.1. General Student Member Privileges

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 CAPSI Representatives
- The right to hold a position on the CAPSI National Council as per the Election Protocol (Section 4.0)
- The opportunity to view all CAPSI documents (e.g. meeting minutes, Constitutional Bylaws)
- One (1) CAPSI Welcome gift per Membership Year (upon publication), if applicable
- Access to all issues of the CAPSIL, published during the Membership term
- Eligibility for all CAPSI awards and participation in CAPSI competitions and initiatives according to the rules and regulations that govern each respectively
- Membership in the International Pharmaceutical Students' Federation (IPSF) up to four years post graduation date
- Canadian Pharmacists Association (CPhA) affiliate status
- Access to CAPSI National online communications, promotions and social media correspondences
- Other current membership benefits
- Other current CAPSI publications

2.1.2 Associate Student Members, Pharmacist Members and Supporting Members

2.1.2.1 Associate Student Members

Defined as an undergraduate student of a foreign school of pharmacy or a pharmacy intern registered in a foreign country who has 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 Association's activities and initiatives who is not a General Student Member, Associate Student Member, Pharmacist Member, or Honorary Life Member.

2.1.2.4 Associate Student Member, Pharmacist Member, and Supporting Member Privileges

The members above shall be entitled to the following:

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

- The opportunity to participate in local CAPSI events
- Access to all issues of the CAPSIL published during the Membership term
- Other current CAPSI publications, including access to CAPSI National online communications, promotions and social media correspondences
- Invitation to enter the second round of registration for Professional Development Week (PDW) and receive PDW promotional material as published by the PDW host committee
- Additional membership benefits may be awarded at council's discretion

The above members shall receive the outlined privileges at the beginning of the month for a total of twelve (12) months after CAPSI's Finance Officer has received payment.

2.1.3 CAPSI Sponsors

Defined as a company or group with interest in the Association's activities and initiatives that provides financial support or in-kind donations towards the services and benefits that CAPSI offers its members.

These sponsorship levels are as follows and the benefits each level is entitled to shall be listed in contractual agreements or based on the CAPSI Partnership Prospectus that may be updated periodically by Council:

- Community Fund Core Partners (\$50,000+)
- Community Fund Title Sponsors (\$25,000+)
- Platinum Sponsors (\$5,000+)
- Gold Sponsors (\$2,500+)
- Silver Sponsors (\$1,500+)
- Bronze Sponsors (\$500+)

2.1.4 Honorary Life Members

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

Candidates must have had at least a five (5) year active relationship with the Association. The National Council nominates Honorary Life Members and their acceptance is subject to the passing of the motion by the following year's council to ensure continuity. Only one (1) honorary life membership may be awarded per 12-month period.

2.1.4.1 Honorary Life Member Privileges

These members shall be entitled to the following:

- A certificate to be presented by the Association in-person or by mail
- The opportunity to voice interests and opinions through members of the CAPSI National Council
- Access to all issues of the CAPSIL
- Additional membership benefits may be awarded at council's discretion

2.1.5 Corporate Partners

CAPSI Corporate Partners shall represent those corporate entities that provide CAPSI with 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 CAPSI members with new 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 National Council and voted into the CAPSI Corporate Partner group by a formal motion. The ensuing in-camera discussion must formally enumerate and describe a company's contributions and dedication to CAPSI.
- Selection of CAPSI Corporate 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, 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 three (3) consecutive years (satisfying the aforementioned criteria for the full three (3) year period) to be considered for Partnership status.
- Although local support may be considered in the 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 CAPSI 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.
- Partnership review shall occur on a retroactive basis, whereby 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 (3) months for every year of past CAPSI Partnership Support (to a maximum of twelve (12) months). Corporate Partners shall be informed by mail and/or email 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.

2.1.5.1 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).
- Formal meeting with CAPSI General Council each year, upon request by the CAPSI Corporate Partner.

3.1 Duties and Powers: National Council

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

3.1.1 Duties

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

3.1.1.1 Temporary Modifications due to extenuating circumstances

The National Council reserves the right to modify or cancel any membership benefits or activities of the Association due to extenuating circumstances.

3.1.2 Meetings

The National Council shall meet at the time of the Professional Development Week (PDW) conference and at the time of the annual Canadian Pharmacists Association (CPhA) conference. Additional meetings may be held as deemed necessary by the National Council (Section 5.8).

3.1.3 Roles and Responsibilities

Each National Council member:

- Is accountable to the Association and is expected to support the decisions of the National Council
- Is expected to submit periodic reports to the Association of matters pertaining to their 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 and the Constitutional Bylaws
- Is expected to submit an updated year-end turnover document to the Association (executive members) or to their local CAPSI chapter (local representatives) to act as a guideline for the position successor. Turn-over documents must be submitted to the Executive Secretary prior to the Initial Council Meetings during the Canadian Pharmacists' Association conference, and the turn-over of these documents must be documented and tracked by the Executive Secretary.
- Is expected to room with their respective council members at the Canadian Pharmacists' Association conference and Professional Development Week conference, provided they are not a Centennial Award Winner.

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

Refer to the Constitutional Bylaws (9.6) for additional roles and responsibilities. Roles and responsibilities for each National Council member specific to their portfolio are found in the Operating Manual (Section 3.2).

3.1.4 Conflict Resolution

If a conflict arises between council members that cannot be resolved independently between the parties involved, the council member(s) can request that the President-Elect, President, or Past President act as an advisor or mediator to help resolve the conflict.

3.1.5 Resignation/Withdrawal from Office

A member of the National Council may resign from their position by providing written notification, including clearly defined reasons, to the President of the Association two (2) weeks prior to their intended date of resignation.

3.1.6 Removal From Office

The National Council may, by resolution, remove any member of the National Council from office by at least a 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 National Council, the appeal may be accepted, altered, or rejected through a majority (greater than 50%) vote by the National Council.

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

3.1.7 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 National Council executive positions 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 Council according to the By-Election Protocol (Section 2.1.12). If the vacancy occurs between the Professional Development Week (PDW) conference and the Initial Council Meetings during the CPhA conference, 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 National 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 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 their respective school 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 their respective school of pharmacy.

3.1.8 National Council Competitions and Awards

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

3.2 Duties and Powers: Executive Council Members

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

The National Council executive positions include:

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
Webmaster

3.2.1 President

The role of the President is to act as the cohesive force of the National 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 half (1.5) of the years must be served as an undergraduate pharmacy student at a Canadian Faculty of Pharmacy.

A vote of confidence is conducted by the National Council at PDW for the President to assume the role of Past-President. To successfully move into a position, the council member must receive at least a two-thirds (2/3) majority vote.

DUTIES:

- Act for and in the name of the Association.
- Supervise and coordinate the activities and affairs of the Association.
- Foster good relations and partnerships (directly or through effective council function) with national and international pharmacy associations including, but not limited to:
 - Canadian Pharmacists Association (CPhA)
 - 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).
- Actively participate 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.
- Actively participate in the CAPSI Constitutional Review Committee that oversees annual review of the Operating Manual.
- 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.
- Review and coordinate yearly updates, turn over documents, and CAPSI documents as appropriate (including but not limited to the PDW Turnover Document and Educational Policy)
- 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 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 National Council on upcoming programs and initiatives.
- Respond to inquiries for student input, following feedback from a minimum of the Executive Secretary and/or VP Communications, when time to respond is limited. CAPSI National will not accept any financial compensation or in-kind donations for requests regarding student input.
- Coordinate a bi-weekly executive email update as needed.
- Use the checklist approach to keep track of tasks that have been completed, are in progress and have been completed.

3.2.2 President-Elect

A vote of confidence is conducted by the National Council at PDW for the President-Elect to assume the role of President. To successfully move into a position, the council member must receive at least a two-thirds (2/3) majority vote.

DUTIES:

- Learn about the functions and intricacies of CAPSI in preparation for their presidential term.
- Consult regularly with and assist the President in all aspects of their duties when needed.
- Serve as Vice-Chair of the National Council meetings and, during the absence of the President, act as the Chair.
- Act as Chair of the CAPSI Constitutional Review Committee (Section 7.3).
- Actively participate in the CAPSI Website Committee (Section 7.6).
- Actively participate in the CAPSI Ethics Committee (Section 7.7).
- Actively participate in the CAPSI IPSF Student Exchange Program Selection Committee (Section 7.9).
- Conduct a national student wellness survey every 4 years. The next survey should be released in 2026.
- Contact and introduce themselves to the Dean of each School of Pharmacy in the spring, before council turnover takes place at the CPhA Conference. The Deans should be briefed about the national agenda and the dates of the National Council meetings.
- 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 themselves 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 distribution to CAPSI members.
- 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).
- Where appropriate, represent CAPSI on Ad hoc working groups, workshops, etc. organized by affiliated national pharmacy associations.
- Organize and prepare agendas for the meetings at the beginning of their presidential term (CPhA Conference).
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Oversee programs and completeness of turnover documents by council members.
- Review and coordinate yearly updates to the PDW Turnover Document.
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Maintain a speakers list to ensure council abides by *Robert's Rules of Order* during CAPSI National Council's face-to-face meetings.
- 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 teleconference (TC) prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
- Use the checklist approach to keep track of tasks that have been completed, are in progress and have been completed.

3.2.3 Past President

DUTIES:

- Primarily, provide wisdom and advice to the new council.
- Act as an advisor to the President.
- Act as Chair of the CAPSI Ethics Committee (Section 7.7).
- Actively participate in the CAPSI Competition Review Committee (Section 7.8).
- Actively participate in the CAPSI Advocacy and Professional Affairs Committee (Section 7.11).
- Attend meetings and prepare and distribute reports at two meetings: PDW and the TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
- Prepare a year-end report to be distributed to all members prior to the AGM in either print or electronic format.
- Review all potential sponsored social media content, along with the Webmaster and Vice President Communications, prior to publication. In order to post, two thirds (2/3) approval of the listed council members must be in agreement.
- Use the checklist approach to keep track of tasks that have been completed, are in progress, and have been completed.

3.2.4 Executive Secretary

DUTIES:

- Coordinate the internal correspondence of the Association.
- Maintain an accurate and up to date mailing list of all National Council members.
- Prepare the meeting agendas with the President.
- Compile the meeting minutes, resolutions, motions adopted and directives of all meetings and

- relevant discussions of the National Council.
- Distribute minutes and directives to all National Council members no later than one month following the respective meetings.
 - Send the final meeting minutes to the Webmaster to upload them on the website no later than one month following approval of the meeting minutes.
 - Actively participate in the CAPSI Membership and Communications Committee (Section 7.4).
 - Actively participate in the CAPSI Constitutional Review Committee (Section 7.3).
 - Maintain the CAPSI membership database, and format it to be submitted to the CAPSI Webmaster for coordination of membership benefits.
 - Coordinate the entire election process and ensure that the election and by-election protocol is enforced.
 - Maintain a turnover document-tracking sheet, to be electronically signed by incoming council members once they have received turnover documentation, no later than 2 weeks prior to CAPSI's meetings at CPhA.
 - Ensure that all members of the National Council have copies or access to copies of the Operating Manual and Constitutional Bylaws.
 - Maintain "CAPSI Archives" (list of all National Council members).
 - 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 TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
 - Use the checklist approach to keep track of tasks that have been completed, are in progress and have been completed.

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, CAPSI Student Literary Challenge, CAPSI Advice for Life Competition, PharmaFacts and Evidence-Based Practice Competitions.
- 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 the Chairperson of the CAPSI Competition Review Committee (Section 7.8).
- Actively participate in the CAPSI Advocacy and Professional Affairs Committee (Section 7.11).
- Review, update and distribute the CAPSI Awards of Professionalism (e.g., CAPSI – Guy Genest Award, CAPSI Award of Professionalism for Pharmacy Appreciation Month).
- 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 TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
- Responsible for collecting local competition dates following the CPhA Conference for the purpose of timing the release of competition materials before September. Local competitions may include but are not limited to: CAPSI Compounding Competition, CAPSI PIC, CAPSI OTC Counseling Competition, CAPSI SLC, Guy Genest Award, and Pharmafacts.
- Use the checklist approach to keep track of tasks that have been completed, are in progress, and have

been completed.

3.2.6 Vice-President, Communications

The position of Vice-President Communications follows a regular term, which is from June 1st to May 31st of the following year. The Outgoing Vice-President Communications position is from June 1st of the year preceding this mandate to September 30th of the same year. It aims to ensure a smooth transition period for the incoming Vice-President Communications to ensure sponsor relationships are maintained.

DUTIES:

- Act as a liaison between CAPSI and other associations/organizations/pharmaceutical companies.
- Represent CAPSI on 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 Appreciation Month (PAM).
- Work with other associations in the promotion of pharmacy and pharmacists for PAM.
- Responsible for the review, update and distribution/logistics of CAPSI's promotional materials.
- Coordinate membership benefits and services (e.g., CAPSI Welcome gift).
- 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 they receive all entitled benefits.
- Responsible for the solicitation and review of 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 maintaining annually an updated record of organizations that sponsor PDW including their specific sponsorship tier. Advising upcoming PDW Planning Committees on their sponsorship package, previous PDW sponsors, and negotiate with large CAPSI Club members on the PDW PC's behalf.
- Responsible for presenting an annual review of the Corporate Partners to the CAPSI General Council during the CPhA conference to determine who should remain a Corporate Partner and to determine whether any other 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.
- Act as Chair of the CAPSI Membership and Communications Committee (Section 7.4).
- Actively participate in the CAPSI Website Committee (Section 7.6).
- Actively participate in the CAPSI Ethics Committee (Section 7.7).
- 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 TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
- Attend the first council meeting of the incoming council at the end of their term for continuity in the turnover of the VP Communications position.
- Review all potential sponsored social media content, along with Webmaster and Past President, prior

to publication. In order to post, two thirds (2/3) approval of the listed council members must be in agreement.

- Use the checklist approach to keep track of tasks that have been completed, are in progress and have been completed.

3.2.7 Finance Officer

The position of Finance Officer follows a regular term, which is from June 1st to May 31st of the following year. The Outgoing Finance Officer position is from June 1st of the year preceding this mandate to September 30th of the same year. Beyond September, the Outgoing Finance Officer may be asked to answer questions here and there for the rest of the term, but will not have official responsibilities. It aims to ensure a smooth transition period for the incoming Finance Officer.

DUTIES:

- Deposit and carry out all the banking activities for CAPSI National.
- To formulate a budget for the following 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 and upcoming PDW Committees regarding financial affairs.
- To keep in contact with our insurance broker to renew CAPSI Liability insurance on an annual basis.
- Advise and inform the National Council of financial matters concerning the Association.
- Act as the Chairperson of the CAPSI Finance Committee (Section 7.2).
- Actively participate in the CAPSI Ethics Committee (Section 7.7).
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Ensure CAPSI's books have been closed for the previous fiscal year prior to the June meeting.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
- Use the checklist approach to keep track of tasks that have been completed, are in progress, and have been completed.

3.2.8 Vice-President, Professional Affairs

DUTIES:

- Compile information regarding the resources, relationships and events held at local and international levels in order to promote interprofessional collaboration and organize national interprofessional events.
- Organize and coordinate at minimum the interprofessional panel event during Pharmacy Appreciation Month (PAM) for locals to run at each school.
- Act as a media relations officer to increase CAPSI's exposure through the general media and delegate incoming requests from general media to the appropriate portfolio with the use of an updated press package, media release, or other professional communication (e.g. CAPSI membership pamphlet).
- Develop collaborative opportunities to promote the profession of pharmacy, through publications and/or networking events in order to maintain interprofessional relationships with other professional healthcare student organizations.
- Stay up to date on relevant news and explore intra and interprofessional collaborations. Use

- information gathered to contribute a minimum of one (1) article per year in the CAPSIL.
- Act as a voice for the 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.
 - 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 their 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.
 - Act as the Chairperson of the CAPSI Advocacy and Professional Affairs Committee (Section 7.11).
 - 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 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 TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
 - Use the checklist approach to keep track of tasks that have been completed, are in progress, and have been completed.

3.2.9 CAPSIL Editor

DUTIES:

- Coordinate and prepare CAPSI's national newsletter: the CAPSIL / JACEIP ("Canadian Association of Pharmacy Students and Interns Letter" or "Le journal de l'Association canadienne des étudiant(e)s 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 editions yearly to all ten pharmacy schools in Canada and entitled sponsors in a timeline as such:
 - CAPSIL Fall to be distributed between the dates of September 1st and November 15th.
 - CAPSIL Winter to be distributed between the dates of November 15th and February 15th.
 - CAPSIL Spring to be distributed between the dates of February 15th and April 30th.
- Responsible for enforcing and communicating deadlines to ensure timely distribution.
- Actively participate in the CAPSI Website Committee (Section 7.2).
- Actively participate in the CAPSI Ethics Committee (Section 7.7).
- Actively participate 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 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.
- Act as chair of the CAPSI Translation Committee (Section 7.10).
- 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 TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
- Use the checklist approach to keep track of tasks that have been completed, are in progress, and have

been completed.

3.2.10 IPSF Liaison

DUTIES:

- Act as liaison to the International Pharmaceutical Students' Federation, and be its link to CAPSI.
- Introduce, implement, promote, 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 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 IPSF representatives.
- Provide information and registration forms for the annual IPSF Congress.
- Promote IPSF to students and recent graduates.
- Inform CAPSI National of the application deadlines for IPSF Membership.
- Act as Canadian contact person of the various IPSF Projects.
- Develop new ideas to further CAPSI (both nationally and internationally) and implement these ideas with the approval of the council.
- Participate as an active member of the National Council.
- Actively participate in the CAPSI IPSF Student Exchange Program Selection Committee (Section 7.9).
- 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 (e.g. PDW, CAPSI Competitions, health campaigns, Symposia, PAM, community outreach programs, etc).
- Recruit and distribute various campaign materials or IPSF resources to all the local IPSF Representatives.
- Along with the Student Exchange Officer (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 TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
- Organize the IPSF Health Campaign Award.
- Use the checklist approach to keep track of tasks that have been completed, are in progress, and have been completed.

3.2.11 Student Exchange Officer

The position of SEO follows a regular term, which is from June 1st to May 31st of the following year. The Outgoing SEO position is from June 1st of the year preceding this mandate to September 30th of the same year. It aims to ensure communication with students completing international placements is maintained.

DUTIES:

- Along with IPSF Liaison, represent and appropriately arrange adequate representation of CAPSI at the IPSF Annual Congress by Official Delegates of CAPSI, and instruct these delegates fully of their duties at Congress; to attend the IPSF conference.
- Along with IPSF Liaison, represent and appropriately arrange adequate representation of CAPSI at the Pan American Regional Symposium (PARS) Annual Congress by Official Delegates of CAPSI, and instruct these delegates fully of their duties at Congress; to attend the IPSF conference.
- Disseminate information regarding IPSF Student Exchange Program (SEP) via the local Senior and Junior Representatives and the local exchange officers.
- Act as the Chairperson of the CAPSI IPSF SEP Selection Committee, which selects the CAPSI

students to participate in SEP (Section 7.9). Student selection should be based on the criteria set by the IPSF SEP Selection Committee.

- Along with the IPSF Liaison, 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.
- Forward CAPSI student applications for the 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 a thorough search for host sites for the SEP.
- Send application forms of international students to Canadian host sites for selection. Act as a liaison between the host site and the chosen student.
- Arrange appropriate visas for incoming students.
- Contact Local IPSF Representatives, alongside the IPSF Liaison, to arrange accommodations and social events for incoming students.
- Promote SEP to students and recent graduates who are within 4 years of graduation.
- 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
 - Social Media
- Participate as an active member of the National Council.
- Submit articles of national student interest and an update of activities to the CAPSIL, such as but not limited to IPSF chapters in other countries.
- Solicit CAPSI student members who went on exchange to write articles about their experience.
- Develop new ideas to further CAPSI (both nationally and internationally) and implement these ideas with the approval of the council.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
- Use the checklist approach to keep track of tasks that have been completed, are in progress, and have been completed.

3.2.12 Webmaster

DUTIES:

- Maintain the content and appearance of the CAPSI National website for both the English and French site.
- Manage and maintain the content of CAPSI National social media accounts: Facebook, Twitter, Instagram, and LinkedIn etc.
 - Create social media campaigns to increase member engagement and increase health awareness
 - Create a spreadsheet to allow for council members to sign up to post social media content
 - Manage and queue social media content using Meta Business Suite
 - Answer direct messages across 4 platforms
- Update website pages and contacts as needed, ensuring accurate and up-to-date information is readily available to the public:
 - National Council Meeting minutes - posting new meeting minutes no later than one month following approval of the meeting minutes and archiving previous minutes
 - Event descriptions
 - Prompt posting of CAPSI's constitution, operating manual, and bylaws after update approval
 - National campaigns (ie. International Pharmacists Day, Pharmacy Appreciation Month, etc.).
 - ensure only events help in the upcoming school year are posted and are up to date.

- CAPSIL editions - promptly posting new editions, archiving previous editions, and changing the CAPSIL image on the homepage slider
- Professional Development Week (PDW) - providing current information and archiving previous PDW information
- “Sponsors” Page - update CAPSI Partner and Sponsor information, logos, and CU ads banner as needed
- “Meet the Council” Page - annual update of page, including collection of information for council members’ profiles, taking council photos, changing council image on the homepage slider, and archiving list of previous council members
- “Contact Us” Page - updating contact info annually
- CAPSI Local Pages – update yearly with the help of local representatives to ensure that only currently held events for the year are present
- Develop new web pages as necessary
- Manage CAPSI Members-Only Portal
 - Update benefits from sponsors within Members-Only Portal
 - Collaborate with Executive Secretary to ensure all account holders are CAPSI members by collecting list of current CAPSI members
- Manage CAPSI email accounts
 - Reset passwords as necessary
 - Create new accounts as necessary
- Manage Slack
 - Yearly slack clean-up – removal of old channels and all non-council members from workspace
 - Create new channels for each committee for the upcoming school year with current members of the committee
- Monitor emails submitted through the ‘Contact Us’ Question Form, and promptly answer or forward the submitted emails to the most appropriate council member.
- Contact the design firm and Netfirms as needed for issues and technical support.
- Pay for Domains and SSL renewal for the website through Netfirms
- Act as the Chairperson of the CAPSI Website Committee (Section 7.6).
- Attend meetings and prepare and distribute reports at two meetings: PDW and the TC prior to the CPhA Conference. Reports may be made throughout the year to inform the National Council as needed.
- Review all potential sponsored social media content, along with Past President and Vice President Communications, prior to publication. In order to post, two thirds (2/3) approval of the listed council members must be in agreement.
- Use the checklist approach to keep track of tasks that have been completed, are in progress, and have been completed.

3.3 Duties and Powers: Senior and Junior Local Representatives

The CAPSI National Junior and Senior Local Representatives are composed of persons elected or appointed by the Undergraduate Societies from each School of Pharmacy in Canada. (One (1) Senior Representative and one (1) Junior Representative per school). The structure and organization of CAPSI Local Councils and Undergraduate Pharmacy Student Groups are diverse across the eleven (11) schools in 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 CAPSI Local Council.
- To run a CAPSI Awareness Week (CAW) in the first month of the academic year 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 Guy Genest Passion for Pharmacy Award (CAPSI Award of Professionalism)
 - CAPSI Advice for Life Competition
 - CAPSI Symposia
 - Pharmacy Appreciation Month (PAM)
- To oversee the running of the above initiatives unless a CAPSI Local Council member has been appointed to do so.
- To attend National Council meetings at Professional Development Week (PDW) and the CPhA conference.
- To keep the National Council informed of the activities and opinions of their 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 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 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 their school and to help with the planning and organization of this event (Section 6.3).
- To plan and organize educational and social events.
- To publicize through posters, letters and articles in the Undergraduate newsletters all local and national CAPSI organized events.
- To maintain a CAPSI Bulletin Board, posting all national and local news pertaining to CAPSI.
- To maintain CAPSI local social media accounts (e.g. Facebook, Twitter, Instagram, etc.), posting all national and local news pertaining to CAPSI.
- To ensure CAPSI local finances are maintained and accurate.
- To maintain a close relationship with provincial Pharmacy Associations (e.g. send reports, attend meetings, promote membership, etc.).
- To promote Affiliate Organizations' programs that encourage 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 TC prior to the CPhA Conference. (Reports may be made throughout the year to inform the National Council as needed).

3.3.2 CAPSI General Council Junior Representative

DUTIES:

- To assist the Senior Representative 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 at least one (1) CAPSI Symposia on topics proposed by the Vice President Professional Affairs and Vice President Education 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) and CPhA.
- 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 TC prior to the CPhA Conference. (Reports may be made throughout the year to inform the National Council as needed).

3.4 CAPSI Local Council

Each CAPSI Local 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 CAPSI Local 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 CAPSI Local 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 eleven (11) schools 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 their respective school. Active recruiting for the position may begin (but is not limited to) during CAPSI Awareness Week. This Local IPSF Contact Person will serve as the communication link with the IPSF Liaison on the CAPSI National Council. 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
 - Anti Counterfeit Drug Campaign
- The topic of the IPSF Health Campaign is chosen annually at the CPhA Conference by CAPSI National Executive Council.
- 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 Council.
- To complete an annual fundraising event, in line with that year's IPSF Health Campaign topic, with all funds raised locally to be donated to a charity selected by the National council at CPhA that year.

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 or local CAPSI council at their respective school. Active recruiting for the position should begin during (but is not limited to) CAPSI Awareness Week. This Local SEP Contact Person will serve as the communication link with the Student Exchange Officer on the CAPSI National Council. 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 may organize supplemental activities to welcome them to their country. 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 incoming students, including, but not limited to visits to local tourist attractions and student hangouts.
- Create a schedule of events and weekend trips for incoming students, and inform IPSF Liaison / SEO of that schedule in a timely manner.
- Appoint one (1) or two (2) 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 interprofessional relationships by inviting students from other health professional faculties to educational sessions of common interest.
- Contact prominent pharmacists in various fields of pharmacy, e.g.; 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.
- Organize a Mock OSCE event to provide members with the opportunity to practice and prepare for their exams. Locals can refer to the National Ad-Hoc Mock OSCE committee question bank.

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, stationery, etc. with pharmacy or faculty logos printed on them.
- Food sales
- Athletic Events
- Book sale

4.1 Election Protocol: CAPSI National Council Executive Positions

4.1.1 Call for Nominations

For the 2022-2023 school year, the following procedure will be adhered to, with re-evaluation in the 2023-2024 school year:

The Executive Secretary will conduct the election procedures. The Executive Secretary will publish a call for nominations in the **Fall issue of the CAPSIL and on the CAPSI Facebook and Instagram pages** three (3) months prior to Professional Development Week (PDW). As well, the Executive Secretary shall distribute nomination forms, position descriptions, election procedures and all other pertinent materials to each school's Senior or Junior Representative and the executive council members three (3) months prior to the PDW conference. The elections will occur annually at the PDW conference in January.

Senior and Junior Representatives at each school are responsible for publicizing and soliciting qualified applicants for the positions, and subsequently submitting candidates' application packages to the Executive Secretary.

4.1.2 Eligibility

General Student Members who will be full-time undergraduate students in a Canadian pharmacy school 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
- Student Exchange Officer
- Webmaster

The President-Elect position is a three-year (3) commitment (sequential one-year terms as President-Elect, President, and Past-President) for which at least half (1.5) of the three (3) years must be served as an undergraduate student. Progression from 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 Council at the CAPSI PDW National Council Meetings, where electoral quorum must be met. Progression from a term as President to a term as Past-President is subject to at least two-thirds (2/3) majority vote of confidence, by the National Council at the CAPSI PDW National Council Meetings, where electoral quorum must be met.

No person may be a nominee for more than one (1) vacant position in a given election.

4.1.3 Nomination Procedure

For the 2022-2023 school year, the following procedure will be adhered to, with re-evaluation in 2023-2024 school year:

The candidate's application package should consist of the following documents:

- 1) **Resume:** The resume should be no longer than two pages, single sided, single spaced, size 12 Calibri font (as per template), and follow the provided template. References are not required. Any additional pages will not be recognized. Deviation from the template will void the application. The resume will be posted to CAPSI's social media platforms and website.
- 2) **Letter of Intent:** A letter of intent should indicate the candidate's qualifications for the position, reasons for seeking the position, and position goals of the nominee. The letter of intent should be no longer than one page, single sided, single spaced, size 12 Calibri font (as per template), and follow the provided template. Any additional pages will not be recognized. Deviation from the template will void the application. The letter of intent will be posted to CAPSI's social media platforms and website.
- 3) **Nomination Form**
- 4) **Confidentiality Waiver**
- 5) **Video Recorded Speech and Verbal Question:** Filmed by an appointed CAPSI representative. The candidate will be allotted only one (1) opportunity to record their speech and answer the position-specific question. The candidate is to be made aware that one (1) question will be asked at the end of the speech. A time of four (4) minutes shall be allotted for the candidate's speech and one (1) minute will be allotted for the candidate's answer to the oral question. Please refer to section 4.1.4 for further video recording procedure details. The speech, verbal question and answer will be uploaded to CAPSI's YouTube and may be posted to CAPSI's social media platforms and website.
- 6) **Answer to Written Question:** The answer to the question should be no longer than the word limit provided, single spaced, size 12 Calibri font (as per template), and follow the provided template. Anything additional to the word limit will not be recognized. Deviation from the template will void the application. The answers to the written questions will be posted to CAPSI's social media platforms and website.
- 7) **Portfolio (CAPSIL Editor and Webmaster Only):** Portfolio containing a 1-2 page sample layout created from the applicant's choice of software program.

All documents included in the candidate's application package (with the exception of the nomination form and confidentiality waiver) shall be posted on CAPSI's social media platforms and website for the duration of the election proceedings. The candidate's resume, letter of intent, written question, and video will also be presented electronically to CAPSI National Council and CAPSI members during the election proceedings at PDW.

The deadline for submission of the candidate's application package shall be one (1) month prior to the start of PDW. The Senior or Junior Representative shall submit the application on the candidate's behalf to the Executive Secretary. Local Representatives must appoint a trustworthy, unbiased CAPSI representative as the alternate video recording party if the Senior and Junior are unable to fulfill the duty themselves. This CAPSI representative must sign a Confidentiality Waiver to be submitted along with the candidate's package. 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 or Junior Representative regarding their decision to apply so that they can videotape the candidate before the application deadline.

4.1.4 CAPSI National Council Responsibilities

The Executive Secretary shall collect all the applications in preparation for the election process. The self-appointed local representative (Senior or Junior) shall be in charge of uploading the candidate's videos to CAPSI's YouTube account. The Executive Secretary shall be in charge of ensuring a timely upload of documents onto CAPSI's social media platforms and website. The Executive Secretary will also be required to provide an explanation of the elections procedure to the general membership before the commencement of the

elections procedure at PDW.

Each outgoing Executive member will be responsible for the development of one (1) verbal question and one (1) written question about their respective positions and any general questions relating to their role in the Association. These two (2) questions will be sent to the Executive Secretary prior to the opening of elections procedures. The one (1) verbal question will be asked to the candidates following their recorded speech and the one (1) written question will be answered by the candidates using the provided template.

Senior or Junior Representatives (or the unbiased CAPSI Representative) must adhere to the following instructions when recording videos. They are responsible for informing candidates of the guidelines below:

- 1) Candidate speech is to be a maximum of four (4) minutes in length. The candidate will be allotted only one (1) opportunity to record their speech. The representative will provide a signal (e.g. knock) when thirty (30) seconds are remaining. Once the four (4) minute limit is reached, the representative will inform the candidate that their time is up and that they must stop their speech.
- 2) The candidate's recorded answer to the verbal question is to be a maximum of one (1) minute in length. The representative will provide a signal (e.g. knock) when fifteen (15) seconds are remaining. Once the one (1) minute limit is reached, the representative will inform the candidate that their time is up and that they must stop their answer. The question may be repeated **once**.
- 3) It is up to the discretion of the representative and the candidate as to whether they would like to film the speech and questions continuously or take a break between the speech and questions.
- 4) The representatives should ensure that the confidentiality waiver is signed following the completion of recording the videos.

Prior to the elections, the room where the election shall be held will be broken up into twelve (12) spaces by the Executive Secretary, one (1) for each school, and one (1) for the National Council executive members. The Executive Secretary shall prepare election packages. The candidate's submissions will be presented electronically to National Council members and delegates for their review. Access to these documents will be revoked following the conclusion of election proceedings. 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.

An announcement during the Opening Ceremonies and AGM should be made by the President to remind all CAPSI members of the time and location of the Elections and remind all delegates to attend due to their agreement to the Educational Policy. During the presentation of the videos for a specific position, all candidates for that position will be escorted out of the room accompanied by the Past-President.

There will be a minimum of one (1) hour total allotted (5-10 minutes per candidate approximately) for all eligible voting members of the CAPSI National Council to view submissions from all candidates, scheduled after the election speeches for all positions. The actual allotted time will be at the discretion of the PDW Planning Committee in collaboration with the CAPSI National 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.

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 videos for the elections will begin no later than 30 minutes after the doors are opened.

All candidates and CAPSI members are required to attend the election speeches. Before the election procedures begin, all candidates for the initial position to be assessed must leave the room and be

accompanied by the Past President. All position elections will proceed in the same manner.

No self-promotional material may be used during the candidate's campaign (posters, props, social media, etc).

A time of five (5) minutes is allotted between each candidate presentation for the Senior and Junior Representatives to discuss the candidate with their members.

For each council position, the Past-President shall escort all candidates for that specific position out of the elections room for the duration of the showings of the position candidates. These individuals may be present in the elections room when other council position applications are being presented. At the close of all the candidate positions presentations, the Past-President will escort all candidates for all positions out of the elections room so that Senior and Junior Representatives may gather the thoughts of their members.

A time of five (5) minutes is allotted following the conclusion of all candidate presentations for the Senior and Junior Representatives to discuss all candidates with their members. The Senior and Junior Representatives may choose to gather feedback orally or in written form if all documents are destroyed following the elections procedure.

After all the candidates of all the positions have been discussed, only CAPSI National Council may be present for the closed session discussion and voting process. Therefore, CAPSI National Council will return to a private meeting room to conduct the in-camera discussion and voting process.

Following the completion of CAPSI National Council's voting procedure, all candidate application packages will be removed from the Members-Only Portal.

4.1.6 Candidates Who Are Current CAPSI National Council Members

In the event that a Senior or Junior Representative on the current CAPSI National Council is running for a position, they must delegate the voting responsibility to their respective Junior or Senior Representative for that particular position. If the Junior or Senior Representative cannot be present or declares a conflict of interest, then an appointed voting delegate who is a student leader at their 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 or Junior Representatives may not be present for the speeches or open forum for the position for which they are running. Senior or 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, they must also be absent from the room for the closed session discussion and voting process for the particular position for which they are running. The executive member agrees to give up their 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 National Council. Each voting National 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. The current position holder will be asked to share

their thoughts on the candidate for their held position before other CAPSI National Council members. Then, only after each CAPSI National Council 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 candidate's ability to comply with the position descriptions. A candidate's previous professional, but not personal, experience may be considered during election deliberations if the conversation remains professional and is relevant to the applicant's 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 voting member of the National 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 their identity will not be disclosed until the election. The Scrutineer is typically held by the CSHP Liaison Representative, who is not permitted to vote on any CAPSI National matters.

4.1.9 Voting

The Executive Secretary will explain the voting procedure to all voting members and to the Scrutineer. Each current executive member of council (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 CSHP Student Delegate 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 Executive Secretary will perform the count and ensure that all members did indeed vote and that the vote was not spoiled. The totals must be held in confidence.

No National Council member may abstain from the voting process, unless the member feels there is a conflict of interest that prevents the individual from making an appropriate decision. Local Representatives may abstain from voting if they feel something discussed during the in-camera discussion would impact their membership's opinions and cannot make a proper decision in the best interest of their members.

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

This above voting process will occur for each position.

The President will notify the candidates of the results of the election after the Council's vote is completed. The President will either meet with each candidate individually in-person at staggered meeting times or by telephone call or email no later than a day after the elections, before the PDW closing gala. The National Executive Secretary will inform election candidates of their meeting with the President. 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 National Executive 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. An unsuccessful candidate may re-apply for the same National Executive position or another National Executive position if the position falls to a By-Election.

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 and the Executive Secretary 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 the procedures at that point will follow the By-Elections protocol as listed below.

4.1.12 By-Elections Procedure

Senior and Junior Representatives are to promote unfilled positions at their respective schools upon return from PDW. The Executive Secretary will distribute the election materials (nomination forms and regulations regarding the positions) to the Senior and Junior Representatives of each school within two (2) weeks of return from PDW and will make these materials available on the CAPSI website, Facebook, and Instagram. Candidates will submit a resume, letter of intent, video (maximum four (4) minutes plus one (1) minute for the one (1) verbal question), an answer to one (1) written question, nomination form and confidentiality waiver that must reach the Executive Secretary (refer to section 4.1.3). The Executive Secretary shall choose a deadline for video submissions such that at least one (1) 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 candidate's speech. **The candidate will be allotted only one (1) opportunity 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 videotaping of the speech will be open to view for all CAPSI members. The same one (1) verbal question will be posed to the candidates running for the same position during the videotaping of their speech, and the same one (1) written question will be posed to the candidates running for the same position. The questions to be used during the by-election process will be different from those used during 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 select questions not known to the running council member for reasons of confidentiality.

The Executive Secretary is given one week from the deadline to upload video and submission files and distribute them to all Local Representatives and Executive members via electronic mail (email). Upon receipt of these submissions by all schools, which must be confirmed by the Executive Secretary, Senior and Junior Representatives will arrange for a viewing of the video recordings by their school's CAPSI members. The Local Representatives and executive members are given at least one week from the time the candidate submissions are made available to vote via email for the positions. The Executive Secretary will send out an email 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 Local Representatives are granted two votes plus one additional vote for every 200 members at their respective universities. Emailed votes must go to the Executive Secretary and the Scrutineer. 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 President of the results. All election materials received via email must be destroyed after the elections.

The President will make a personal phone call or send an email to all candidates informing them of the outcome of their candidacy. Once all candidates have been notified of their results, the President should announce the results to the Council via email.

Results of the by-elections are final and are not open to further discussion or appeal. In the event all positions are not filled following a by-election, the process should be repeated until all council positions are filled.

4.2 Election Protocol: Senior and Junior Representatives

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

5.1 Scheduling and Format

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

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

Additional meetings of the National Council may be called by the President or by the members of the National 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 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 Council will take place via e-mail according to the protocol (section 5.8.2).

CAPSI National Council meetings shall accept the CSHP Student Delegate to sit as non-voting observer member on the CAPSI National Council.

5.2 Professional Development Week Meetings

Each year a different Pharmacy School in Canada hosts PDW as per the CAPSI Constitution (Chapter 6.0). The dates of PDW are determined by the Host School of the PDW Planning Committee. Host dates are during the first, second, or third week of January.

5.2.1 National Council Meetings

National Council Meetings serve:

- To review and develop strategies to meet the needs of the National Council.
- To review any new proposals, which will be made to the National Council in order to have a united and / or organized executive opinion.
- To review current objectives and duties to be sure that the National Council is meeting their original expectations.
- To discuss potential difficulties at the national/local levels and collaborate with members of Council to propose solutions which can be implemented in the upcoming academic year.
- To update Council on the activities and progress of each National Council member and their goals for the rest of the term.
- 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.
- 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 Joint Officer Meetings or other discussions.
- To review candidates' resumes and letters of intent as well as discuss speeches as per Election Protocol (Section 4.0) and determine successful National Council executive position candidates.

- To hold a Vote of Confidence for the President-Elect in assuming the position of President, for the President in assuming the position of Past-President.
- To pass the gavel to the incoming President-Elect.

5.2.2 Annual General Meeting

The purpose and business of the AGM shall be:

- To present motions requiring a vote by CAPSI membership
- To present the National Council's work and budget to CAPSI membership
- Provide annual report to CAPSI membership and PDW delegation
- To provide a forum for all CAPSI members where National Executive 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. The AGM is to be scheduled on a date agreed upon by the CAPSI National Council. General Student Members of the Association will be notified of the AGM at least fourteen (14) days prior to the time of the meeting and are required to sign the Educational Policy Contract upon PDW registration that emphasizes the mandatory nature of the AGM.

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 Council with a written proxy vote, collected and presented by their respective current Senior Representative. In this manner, a Senior Representative may represent any number of proxy votes from current General Student Members at their 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, as per CPhA's discretion. CAPSI's Council Meetings run for several days and may start prior to the actual CPhA Conference. Meeting rooms and dates are provided and booked by CPhA. At the start of Council Meetings, all new National Council members assume their responsibilities, including the incoming President who will chair all remaining meetings during their designated term following the motion to dissolve the previous council and form the incoming council.

5.3.1 Incoming National Council Meetings

The Incoming National Council Meetings Serve:

1. To welcome and orientate new Council members.
2. Create a strategic plan for the council for the year ahead.
3. To present update reports from each of the National Council members.
 - To review CAPSI projects and initiatives accepting suggestions from outgoing and incoming members.
 - To ensure that revised portions to the Operating Manual and Constitutional Bylaws will be distributed to the incoming Council.
 - To turnover all duties to respective incoming positions and offer guidance and support for the upcoming year.
 - To establish the priorities and objectives for the upcoming year which includes forming various subcommittees.
 - To discuss means for stimulating the National Council 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 National 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 Council make 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 CAPSI National Council shall act as Chairperson at each of the meetings for the National Council. In the event that the President is unable to fulfill this duty the responsibility will fall to the President-Elect.

Quorum for meetings of the National Council shall be two-thirds (2/3) of voting members. Each Senior Junior pair is one voting member. President, Past President, and President-Elect are considered one voting member. SEO and IPSF Liaison will each have 1 vote. This quorum requirement also holds true for motions conducted by alternative media (e.g. 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

If at any time a member of the National Council is unable to attend a meeting, they may submit a written opinion, concern or comment to be presented by another member of the Association, on their behalf.

All reasonable efforts must be made to fill that position at the meeting, by extending invitations to previous members of council that held that position in the past, in chronological order from most to least recently. If a previous position holder is unavailable, the Senior or Junior Representative may appoint a general CAPSI member from their residing province to represent them. The Senior or Junior Representative must provide written authorization of their chosen proxy to the Executive Secretary at least forty-eight (48) hours prior to the start of the meeting.

5.6 Voting

Each CAPSI National Council executive title is entitled to one (1) vote (ie. the President-Elect is the designated voting member of the position pair, upon consultation with the other members of the position pair). Each 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.

The CSHP Student Delegate is considered a non-voting member of the CAPSI National Council.

5.7 In-Camera Discussions

Every member of the Association has the right to witness the proceedings of the National Council, and any body created under its auspices, provided that their presence is not unduly disruptive, and the proceedings have not moved in-camera. Confidentiality can be only assured by moving deliberations in-camera. Therefore, no meeting, proceeding, action, or issue, shall be considered inherently confidential, unless the proceedings have been moved in-camera.

When in-camera deliberations are required to maintain confidentiality, the National Council and any body created under its auspices must adhere to the following procedure;

1. The deliberations shall only occur in regard to one of the following situations:
 - a. A personal issue concerning a member of CAPSI, which through council's public discussion would infringe on the privacy of the individual involved.
 - b. A matter involving sensitive negotiations, which through council's public discussion could adversely affect the course of negotiations, and the parties involved.
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 their rationale for the request as part of the motion.
 - b. The National Council, and any body created under its auspices, may move in-camera, and declare its deliberations confidential only if the requirements of preceding criteria 1 through 3 are met, as determined by the President or the Chairperson of that body, and only if there is a majority vote of at least two-thirds (2/3) of the voting members at that particular meeting.
 - 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 motion for the meeting to move ex-camera, which then requires a majority vote (greater than 50%) to pass.
 - e. The President of the National 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 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 Council are not permitted to share in-camera information with anyone who is not a member of the National Council. If a member of council is proven to have shared such information, the National 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 proxy3.1.5.

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, information updates, or in a situation where a National Council vote 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.

Due to the heavy reliance on printed materials rather than face-to-face meetings, the key to successful telephone or videoconference meetings is advance planning. 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

A Focus List Discussion/Meeting Agenda will be e-mailed or posted on the CAPSI National Forum by the President or the Executive Secretary when necessary. At hand or upcoming topics will be discussed on this list, which will also include a projected completion timeline.

The following procedure must be followed for any National Council member to put forth a topic for the Focus List Discussion; The National 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 timeline. 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, they are expected to present the issue with its background information and an explanation of the nature of the discussion, to all other council members. 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 National 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 National 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 to the motion 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 is the motion to be voted upon.

Voting will follow the format outlined in section 5.6, 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 results 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. This voting protocol is outlined for motions presented to the National Council during meetings only, a separate voting protocol is followed for elections (Section 4.1.9).

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. In most cases, this form of communication 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 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 for discussion if the topic is deemed inappropriate for casual discussion.

6.1 General

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

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

The following events are held at PDW:

- The Annual General Meeting (AGM)
- The General Council Meeting
- The National Council Executive Elections
- The President's Meeting
- The National CAPSI Patient Interviewing Competition (PIC)
- The National CAPSI Over-the-Counter (OTC) Competition
- The National CAPSI Compounding Competition
- The National CAPSI Student Literary Challenge (SLC)
- The National CAPSI Advice for Life (AFL) Competition
- The National Canada's Next Top Pharmacist (CNTP) Competition
- Joint Officers Meetings (JOM) with other Affiliate Organizations
- Opening Gala and Closing Gala
- Award Presentation and Recognitions

6.1.1 Host Selection

Host selection is made in the order of selection determined at PDW 2017 (amended at CAPSI National's June Meetings in 2023) and will be effective for PDW 2020. The rotation schedule is as follows:

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

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

The host school is entitled to a maximum of 25% of the total number of first-round seats. During the CPhA conference six (months) prior to PDW, the host school local representatives must present a proposal of first-round seats subject to approval by two-thirds (2/3) majority of the National Council.

CAPSI National acknowledges the following partnerships regarding PDW:

- University of Waterloo & University of Toronto
- Université de Montréal & Université Laval
- Dalhousie University & Memorial University of Newfoundland

6.2 Communication

NOTE: The following outline of communications pertaining to PDW is taken from the PDW Turnover Document.

The CAPSI Liaison shall be the current sitting CAPSI Senior Representative from the host school. As the Senior Representative changes, the new Senior Representative will become the CAPSI Liaison. To aid in the transition of Junior to Senior, it is strongly encouraged for the Junior Representative to attend meetings of the PDW Planning Committee (PC). The student acting as the CAPSI Senior representative during the year that their school hosts PDW will be recognized with an award of appreciation with a certificate and a cash prize of \$100.

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

The CAPSI Liaison will deliver any feedback in the absence of the PDW PC Chair and Co-Chair(s) (or Vice-Chair(s)). In addition to progress updates, all budgets need to be submitted to CAPSI National for review and approval. The hotel contract is to be submitted to CAPSI National for review and approval prior to signing. The other contracts need to be submitted to CAPSI National upon request by CAPSI National or at the PDWPC's discretion. The finalized sponsorship package must be approved by the CAPSI President, CAPSI President-Elect, and VP Communications prior to sponsorship solicitation.

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

- CAPSI National President-elect, President, Past-President, Executive Secretary, VP Communications
- PDW PC chair/co-chairs for the following 3 years

Periodic feedback and updates must include, at a minimum:

- PDW (2 years prior to host date):
 - Presentation to CAPSI National council
 - Drafts of theme ideas
 - Discussion of the necessary steps to be taken for successful organization of the conference
- Spring Teleconference (2 years prior to host date):
 - Names of remaining committee members
 - Confirmed conference dates
 - Theme
- CPhA Annual Conference (1.5 years prior to host date):
 - PDW logo
 - Draft script for the promotional video
 - Draft of promotional materials
 - List of potential speakers

- Proposed schedule of events (includes educational, competition, and social events)
- Proposed hotel/conference centre contracts
- Draft of sponsorship package
- Projected budget with three stratifications based on different levels of delegate and fundraising targets
- Fall Teleconference (1.5 years prior to host date):
 - Approval of script for promotional video
 - Preparations for booth at PDW trade show
 - Draft of sponsorship packages
 - Signed hotel/conference centre contract(s)
- PDW (1 year prior to host date):
 - Presentation of promotional video at closing ceremony
 - Promotional materials given out at the trade show
 - Financial and fundraising update
 - Updated list of planning committee members
 - Updated Schedule of events
 - Logistics update including transportation of delegates, meals etc.
 - Speakers list
 - Plans for liability insurance
- Spring Teleconference (1 year prior to host date):
 - Plans for registration of delegates
 - Suggested materials for welcome kits
 - Logistics and planning updates
- CPhA Annual Conference (0.5 years prior to host date):
 - Updated schedule of events
 - Seating allocation
 - Financial and fundraising update
 - Finalized registration plans
 - Logistics and planning updates
- Fall Teleconference (0.5 years prior to host date):
 - Finalized schedule of events
 - Finalized printed materials including welcome kits, banners, thank-you notes etc.
 - Registration update
 - Marketing and promotions update
 - Financial and fundraising update
 - Submit PDW Information Sheet and CAPSI FAQs
- PDW (during host date):
 - Mid-conference update regarding progress, issues, concerns etc.
 - Plans for the remainder of the conference

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

6.2.1 PDW Liaison

The CAPSI Local Senior Representative from the University hosting PDW will also serve as a PDW Liaison and will begin reporting to the CAPSI President at the CPhA Conference, with the above information, at a minimum.

NOTE: 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 they 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 Turnover Document is updated and sent to the PDW Liaison at the time their 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 Chair(s) as soon as possible. This should be initiated by an introductory phone or video call. Periodically, during the PDW planning stages, the President should keep in contact with the PDW Chair(s) to show moral support and help with any problems that might occur. The PDW Liaison and the PDW Chair(s) must establish an organization as per the communication listed above. 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 chosen, the PDW Planning 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 as needed and signed by every 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 for the Association's AGM and the National Elections, as well as at least 50% of the number of educational speaker sessions that the student is able to attend. For competition winners, a different attendance requirement will be in place for time missed due to participation in competition. The number of required speaker sessions will be rounded down if the number offered is an odd number.
- All students must be advised of this policy at the local PDW information session. Before proceeding to registration, all students must read and agree to this Educational Policy.
- 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 of all mandatory components and additional sessions as per the Educational Policy.
- 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.
- The classification of any disorderly conduct of a delegate will be determined by the CAPSI National Ethics Committee. This includes, but is not limited to: knowingly accompanying an unregistered

person into any PDW events or organized activities, acting disrespectfully or disruptively during speakers, gala presentations and awards or ceremonies, and causing disruption to other hotel guests. Any behaviour that incurs unnecessary cost to the conference (including but not limited to personal and common room damages, excessive cleaning fees or noise complaints, etc.) will be paid for in full by the offending party/parties.

- Failure to comply with this policy will lead to repercussions in accordance with the policies and procedures on both the national and local level. Students involved in unlawful, unacceptable or unprofessional behavior while in attendance at PDW will be considered in violation of this policy and will lose the opportunity to register for the subsequent PDWs. Additionally, CAPSI National Presidents will communicate the breach of policy to the delegate's faculty. The CAPSI National Ethics Committee may also determine if further repercussions are necessary, such as, but not limited to, a letter of apology.

6.3 Advance Planning

6.3.1 Fundraising

The host University will begin to solicit (by letter) the various drug companies, local associations, banks, etc. once the sponsorship package is approved by the CAPSI National President and Vice President, Communications and after the prior PDW conference ends. In this letter, an outline of the sponsorship tiers, prices, and benefits 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. CAPSI National suggests that the PDW PC consults the current Vice President, Communications and President prior to soliciting large National Organizations who are also CAPSI National Sponsors. 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 directly preceding, through promotion at the Health Fair and viewing of promotional video during the Closing Gala. Articles may 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. A website and social media accounts may also be created to promote and update CAPSI members and the public on the progress of the event.

6.3.3 Education

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

6.3.4 Room Allocation

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

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

6.3.5 PDW Turnover Document

The turnover document from the previous PDW Committees along with the PDW Turnover Document and the advice of the past PDW host should be used to help plan a successful event.

The PDW Chair(s) for a given conference are encouraged to attend PDW for two years before their conference, in addition to their own school's conference, for a total of 3 conferences. As well, it is encouraged that the entire PDW organizing committee attend PDW the year prior to their hosting.

6.3.6 Registration Fees

Non-CAPSI members must obtain a CAPSI membership prior to registering for PDW or be subject to a greater non-member registration fee. The local PDW Committee should set a late registration date and subsequent rounds of registration with increasing registration fees. Senior Representatives, with or without the direct involvement of the PDW PC, 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 Council.
7. Media coverage must be professional and tasteful, as determined by CAPSI National Council.
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 Council. Except under unusual circumstances, approved by CAPSI National Council, media coverage of CAPSI events is not to be used as an 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 the CAPSI National Council will contact media at the national level.
2. Media coverage must be professional and tasteful, as determined by CAPSI National Council.
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 and VP Professional Affairs of their intent to contact the media before doing so. VP Communications and VP Professional Affairs 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.

7.1 General

The dissolution and formation of standing committees and ad-hoc committees form each year during CAPSI National's Initial Council Meetings at the annual Canadian Pharmacists' Association conference.

A standing committee and/or ad-hoc committee of the Association may be established by the National Council with at least a two-thirds (2/3) majority vote. Dependent on council approval, standing committees are subject to ratification by the membership.

A standing committee, or ad-hoc 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 Council as detailed in this document.

The Finance Committee, Ethics Committee, Student Exchange Program Committee and the Competition Review Committee are not open to the General member participation. All other standing committees are open to General member participation, at the committee chair's discretion.

7.2 Finance Committee

Mandate:

To address issues of financial concern not exceeding one thousand (\$1000) dollars and occurring during non-meeting times, which require prompt attention. Financial decisions exceeding \$1000 would need to be approved through motion during a full council meeting.

Composition:

- Finance Officer (Chair)
- Outgoing Finance Officer
- Immediate Past President
- President
- President-Elect
- One (1) Senior Representative from Eastern Canada (Ontario to Newfoundland)
- One (1) Senior Representative from Western Canada (BC to Manitoba)

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 (1) 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 by the committee to the National 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 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 Council and propose amendments to these documents when appropriate. To review the operating manual annually to ensure content is representative of the current state of the Association.

Composition:

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

Meetings:

Meetings of the Committee shall occur, as a minimum, at both the National Council face-to-face Meetings: the PDW Conference and the CAPSI Year-End National Council meeting. At the discretion of the Chairperson, additional meetings of the Committee shall be convened either in person or virtually.

Reporting:

Proposed amendments to the aforementioned documents shall be presented by the Committee to the National Council for consideration as per the procedure detailed in Chapter 11.0 of the Operating Manual.

7.4 Membership and Communications Committee

Mandate:

To ensure that all the members of the Association receive the membership 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; to evaluate branding strategy; to update the CAPSI promotional video.

Composition:

- Vice President, Communications (Chair)
- President-Elect
- Executive Secretary
- CAPSIL Editor
- Webmaster
- IPSF Liaison
- One (1) Senior or Junior Representative from Quebec
- One (1) Senior or Junior Representative from Western Canada (BC to Manitoba)
- One (1) Senior or Junior Representative from Eastern Canada (Ontario to Newfoundland)

Meetings:

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

Reporting:

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

7.5 Professional Development Week (PDW) Conference Planning Committee

Mandate:

To organize and execute the conference in accordance with the objectives of PDW. To review and update the PDW turnover document annually prior to handover to subsequent PDW planning committees.

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. Meetings of members from the impending three (3) host school Planning Committees and CAPSI National Council members are to be held quarterly by teleconference at the discretion of the CAPSI National President.

Reporting:

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

- (a) PDW Conference one (1) year prior to Committee's host year
- (b) CAPSI Year-End National Council Meeting/Canadian Pharmacists' Association Annual Conference in the year prior to the Committee's host year
- (c) PDW Conference during the host year

7.6 Website Committee

Mandate:

To determine the content and composition of the CAPSI website.

Composition:

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

Meetings:

This committee shall meet, as a minimum, at both of the National Council face-to-face Meetings: the PDW Conference and the CAPSI Year-End National 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 Webmaster's bi-annual report to the National Council.

7.7 Ethics Committee

Mandate:

Responsible for addressing all ethical matters brought to the CAPSI National Council. Review and approval of

PDW t-shirt designs submitted by each pharmacy faculty.

Composition:

- Immediate Past-President (Chair)
- President-Elect
- CAPSIL Editor
- Vice President, Communications
- Finance Officer
- One (1) Senior or Junior Representative 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 Council.

7.8 Competition Review Committee

Mandate:

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

Composition:

- Vice President, Education (Chair)
- Immediate Past-President
- One (1) Senior Representative from an English-speaking school different from the home school of the VP, Education
- One (1) Senior Representative 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 Council face-to-face Meetings: the PDW Conference and the CAPSI Year-End National 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 Vice President Education's bi-annual report to the National Council.

7.9 IPSF Student Exchange Program Selection Committee

Mandate:

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

Composition:

- Student Exchange Officer (Chair)
- IPSF Liaison
- President-Elect

- One (1) Senior or Junior Representative from Western Canada (BC to Manitoba)
- One (1) Senior or Junior Representative from Eastern Canada (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 Council and with the results to be announced during or immediately following PDW.

7.10 Translation Committee

Mandate:

Translate any CAPSI related documents with the exception of PDW materials.

Composition:

- CAPSIL Editor (Chair)
- One (1) Representative from the Université de Montreal
- One (1) Representative from Université Laval
- One (1) Representative from the University of Ottawa
- One (1) Bilingual Council Member

Meetings:

Meetings of the Committee shall occur, as a minimum, at both of the National Council face-to-face Meetings: the PDW conference and the CAPSI Year-End National 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 CAPSIL Editor's bi-annual report to the National Council.

7.11 Advocacy and Professional Affairs Committee

Mandate:

Responsible for developing a strategy to engage student opinion about any and all issues that are necessary, raising awareness of pharmacy issues among student members, and contacting local representatives to acquire information about current issues in the profession.

Composition:

- Vice President, Professional Affairs (Chair)
- Vice President, Education
- Past President
- One (1) Senior or Junior Representative from Quebec
- One (1) Senior or Junior Representative from Eastern Canada (Ontario to Newfoundland)
- One (1) Senior or Junior Representative from Western Canada (BC to Manitoba)

Meetings:

This committee shall meet, as a minimum, at both of the National Council face-to-face Meetings: the PDW Conference and the CAPSI Year-End National 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 Vice President, Professional Affairs' bi-annual report to the National Council.

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 Council. Additional fees may be charged at the discretion of the local CAPSI council for any membership title except Honorary Life Members. Each membership fee is subject to members' respective provincial tax.

- General Student membership fee - **\$15.00** to CAPSI National plus the additional local CAPSI council fee as governed by each respective faculty, as determined at PDW 2017.
- Associate Student membership fee - **\$30.00**
- Pharmacist membership fee - **\$30.00**
- Supporting membership fee - **\$30.00**
- CAPSI Sponsorship levels
 - Community Fund Core Partners (\$50,000+)
 - Community Fund Title Sponsors (\$25,000+)
 - Platinum Sponsors (\$5,000+)
 - Gold Sponsors (\$2,500+)
 - Silver Sponsors (\$1,500+)
 - Bronze Sponsors (\$500+)

8.2 Budget

The Finance Officer shall conduct annual preparation of a budget of the revenue and expenditures for the Association for the next fiscal year. The Finance Officer will present a preliminary budget for the upcoming Association Year at the National Council's first face-to-face meeting during the CPhA Annual Conference. Approval of such a preliminary budget by the National 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 Article 20 of the Constitutional Bylaws.

Upon recommendation by the outgoing Finance Officer, the National Council will appoint an accounting firm and accountant to conduct a review of the Association's financial statements for the previous year.

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 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 Council shall be irrevocable until a resolution repealing this resolution has been approved by the National 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 National Council shall have charge of the investments of all funds of the Association which may, under terms of any gift or request, be designated for investment and of any funds which may be appropriated by resolution of the National 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 National 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 (excluding airline baggage expenses and seat reservation fees), 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 30 days after the expenses being incurred or 30 days following the event for which it was incurred. Mailing must be included in this timeframe;
- In turn, the Finance Officer will issue a reimbursement cheque within 30 days of receiving any request for reimbursement. Mailing time must be included in this timeframe;
- All expenses during a fiscal year (April 1 to March 31) must be paid in that fiscal year, submitted no later than March 1;
- Cheques can only be cashed up to one month of the cheque date before it becomes a stale-dated cheque for CAPSI Council members and three months for all other parties;
- CAPSI National will not reimburse members for the costs incurred due to luggage fees for travel or seat reservation fees;
- 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, accommodation reimbursement will commence the night before the meetings begin but neither the last night of the conference nor the cost of the Gala will be reimbursed. This may only occur should the Finance Officer be present at CPhA, have access to physical turnover documents (i.e. cheque book) and proper signing authority has been completed.

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

All awards of the Association will be available based on the discretion of CAPSI National Executive Council. The party willing to sponsor any award of the Association shall be granted an appropriate CAPSI Club Membership upon providing the necessary financial contribution for the award.

9.1.1 CAPSI Guy Genest Passion for Pharmacy Award (Award of Professionalism)

The Guy Genest Passion for Pharmacy Award (Award of Professionalism) is intended to recognize one (1) individual from each 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 (e.g. PDW, PAM, etc.);
- Active involvement in professional organizations;
- Initiatives to advance the profession of pharmacy (e.g. Inter-professional 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 Passion for Pharmacy Award consists of:

- A recognition of achievement during 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 submissions is at the discretion of local CAPSI representatives (usually October) with the name of the recipient being submitted to the VP Education by the predetermined deadline prior to PDW.

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.
- Has been a CSHP member 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 healthcare 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:

- A recognition of achievement during PDW and the CSHP National Conference
- Complimentary Registration to PDW or the CSHP National Conference;
- Travel and accommodation subsidy, to aid their attendance to PDW or the CSHP National Conference.

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 Appreciation Month (PAM) 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.

9.1.5 Translation Committee Awards

The CAPSI Translation Committee Awards are intended to recognize up to five (5) members of the Translation Committee who have had the largest impact on the committee's work. These awards winners are to be appointed by the CAPSIL Editor, Secretary, and President. These awards may include a cash prize of a maximum \$100 and a certificate of appreciation, if budget permits.

9.1.6 Stephen Long PDW Co-Chair Award

The Stephen Long PDW Co-Chair Award recognizes the crucial role in the development of CAPSI's Professional Development Week. It has been named in honor of Stephen Long, who organized the first PDW in Edmonton in 1981. This award is presented annually to the PDW co-chairs to highlight the dedication and effort put into orchestrating this national event. This award includes a certificate and a monetary prize.

9.1.7 Future of Pharmacy Excellence Award

The Future of Pharmacy Excellence Award is a trimesterly nomination-based award for which all CAPSI members are eligible, excluding the incoming and current CAPSI National Council. It aims to recognize the hard work of CAPSI's members and is awarded on the basis of leadership, contribution to their faculty/profession, research, volunteer/advocacy and much more. Candidates for this award must be nominated by another pharmacy student by filling out an application form outlining why they believe the candidate should receive the award. One winner is chosen per trimester. This award may include recognition in the CAPSIL and at PDW. This award includes a certificate and a monetary prize of \$100.

9.2 Competitions of the Association

All competitions of the Association shall be hosted at the discretion of CAPSI National Executive Council.

All competitions of the Association shall be conducted locally. Each winner of each local competition shall

then advance to the National Competition held at PDW. Each winner shall receive a 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). The winner is only eligible for their subsidy if they attend PDW to represent their school. This only applies to competitions that are conducted in person (i.e. PIC, OTC and Compounding).

If a Member wins more than one competition, their travel subsidy only increases up to \$50. If the winner is unable to attend PDW the travel subsidy will go to the runner up. If no alternative delegate is found to represent their school in the competition, the travel subsidy and complimentary registration will go back to CAPSI National.

In the case that the winner of the Student Literary Competition is unable to attend PDW, the winner would still be eligible for the National prize. The travel subsidy and complimentary registration will go to the runner up.

If a local winner does attend PDW, but is not able to compete on the day of the competition (ex: illness), the case will be referred to the Finance Committee in order to determine if the delegate will receive their subsidy.

The party willing to sponsor any competition of the Association shall be granted an appropriate CAPSI National Sponsor title upon providing the necessary financial contribution for the competition.

9.2.1 CAPSI Compounding Competition

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

9.2.2 CAPSI Patient Interview Competition

Individual students compete locally by conducting a fifteen (15) minute patient interview, with the goal of identifying and resolving drug-related problems.

9.2.3 CAPSI Over-The-Counter Competition

Individual students compete by conducting a ten (10) minute patient interview with the goal of identifying OTC drug-related problems and making recommendations through appropriate counseling.

9.2.4 CAPSI Student Literary Challenge

Individual students compete locally by composing articles on issues relevant to Pharmacy. The winning entry at the local level is judged nationally and considered for publication in the Canadian Pharmacists Journal (CPJ).

9.2.5 CAPSI Advice for Life Competition

Individual students compete locally by creating a presentation on issues relevant to Pharmacy. The winning entry at the local level is judged nationally and used in presentations to pharmacists and pharmacy staff.

9.3 Symposia

Every Association year, each Local council must carry out at least one (1) 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.

CAPSI Local Representatives shall choose two (2) symposia topics during the annual council meetings at the CPhA Conference. Potential symposia topics shall be presented to council by the VP Education, providing background information on each selected topic before going to a council vote. Each Local Representative pair is entitled to cast one (1) vote for symposia topic selection.

9.4 IPSF Health Campaign

Every Association year, each Local council will host a week long IPSF Health Campaign surrounding a voted upon global health issue. Funds raised locally will be donated to a charity selected by CAPSI Local Representatives.

CAPSI Local Representatives shall choose one (1) health campaign topic and one (1) National charity organization, to which funds raised will be donated, during the annual council meetings held at the CPhA Conference. Potential symposia topics shall be presented to council by the SEO, providing background information on each selected topic before going to a council vote. Each Local representative pair is entitled to cast one (1) vote for the IPSF Health Campaign topic and one (1) vote for national charity organization selection.

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 (3) times each year in both English and French and made available to all CAPSI members.

In order to foster good will with our partners, CAPSI National is willing to consider articles from our sponsors for publication in the CAPSIL. This is to allow CAPSI Sponsors, who are entitled to advertising space in the CAPSIL through their sponsorship level, to submit a text-based promotional article in place of a pictorial advertisement. These articles must be readily apparent as advertisements, and their publication is subject to the discretion of the CAPSIL Editor. However, CAPSI National will not encourage the submission of text-based promotional articles from parties outside our CAPSI Sponsors who purchase advertising space in the CAPSIL. This stipulation is intended to prevent the publication of articles by advertisers that may be misconstrued as student-written content. The CAPSIL Editor will use their discretion with accepting any and all promotional items.

The preceding section is intended to provide guidance to the CAPSIL Editor when reviewing publication requests from sponsors and to maintain continuity for the types of advertisements accepted amongst succeeding CAPSIL Editors.

1. The CAPSIL Editor shall have the right to refuse any article deemed inappropriate for publication at their discretion.
2. Articles submitted by CAPSI members (pharmacy students) shall take precedence for publication over articles from sponsors.
3. Other national pharmacy advocacy organizations (e.g. 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 guidelines five (5) through nine (9).
 - i. However, these guidelines should be taken into consideration when creating new agreements with sponsors.
5. Community Fund Core Partners shall be eligible to publish an article (maximum of one thousand (1000) words each) in each of the three (3) issues of the CAPSIL per year.
6. Community Fund Title Sponsors shall be eligible to publish an article (maximum of one thousand (1000) words each) in two (2) issues of the CAPSIL per year
7. Platinum Sponsors shall be eligible to publish an article (maximum of five hundred (500) words each e) in each of the three (3) issues of the CAPSIL per year.
8. Gold Sponsors shall be eligible to publish an article (maximum of five hundred (500) word eachs) in two (2) issues of the CAPSIL per year.
9. Silver shall be eligible to publish an article (maximum of five hundred (500) words) in one (1) issue of the CAPSIL per year.
10. 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 (1/2) page article published by a CAPSI Gold or Platinum sponsor in lieu of the one-half (1/2) page advertisement they are entitled to may be promotional in nature as it is taking the place of an advertisement.

11. Articles from sponsors shall be no longer than two (2) pages or 1000 words, whichever is lesser.
12. Sponsors are encouraged to provide a French/English translation of their submitted articles. The translation should not exceed two (2) pages or 1000 words, whichever is lesser.
 - i. The total submission should not exceed four (4) pages when taking both the English and French translations into account.
13. Any articles submitted by paying sponsors must indicate that they represent the opinions of a paying sponsor and do not reflect the opinions of CAPSI or its members. Additionally, any articles submitted by paying sponsors must clearly identify the sponsoring organization by use of an organizational logo or some other identifiable object.
14. Articles from sponsors shall not criticize CAPSI or any supporter of CAPSI.
15. Any articles submitted by non-CAPSI members must not contain material deemed to be promotional in nature. Any articles submitted by non-CAPSI members will be reviewed by the CAPSIL Editor. The publishing of any articles submitted by non-CAPSI members will be subject to the discretion of the CAPSIL Editor.

11.1 Amendment Protocol

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

The National 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 at the Annual General Meeting. Proposed amendments to the Constitutional Bylaws shall have no effect until accepted by the membership at the Annual General Meeting.

The National 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 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.