

Pharmacy Graduate Student Association

University of Alberta

Constitution

Article I: Name of Organization

The name of this organization shall be the Pharmacy Graduate Student Association, and shall be referred to as the PGSA.

Article II: Objectives

- 1) To enhance the professional atmosphere and professional opportunity of the Faculty of Pharmacy and Pharmaceutical Sciences.
- 2) To enhance the social aspects of student life, promoting positive and fun events.
- 3) To promote an active relationship between faculty members and staff of the Faculty of Pharmacy and Pharmaceutical Sciences and the members of the PGSA.
- 4) To provide a medium of communication both between its members and with external groups.

Article III: Members

- 1) Membership automatically includes all currently enrolled part-time or full-time Faculty of Pharmacy and Pharmaceutical Sciences graduate students.
- 2) There are no fees associated with membership.

Article IV: Elected Officers

- 1) The elected officers of this organization will be:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Social Convener
 - F. Graduate Student Representative at the Graduate Committee (Active member only)
 - G. GSA representative (Active member only)
 - H. Representative at the faculty council (Active member only)
 - I. Representative at the safety committee (Active member only)

The PGSA reserves the right to add positions to the Executive board. Duties of such new positions will be defined at the time of addition.

- 2) A member must be a member of the PGSA Executive Board for at least 1 year prior to being eligible for holding the President position.
- 3) Yearly elections will be made in the 1st week of May, by majority vote of members present.
- 4) Two weeks notice is necessary before the elections are to be held.
- 5) Nomination shall be announced at least one week before the elections.

Article V: Meetings

- 1) The annual general meeting shall be held once yearly, in conjunction with the yearly election, in the 1st week of May.
- 2) PGSA regular meetings shall be held once monthly.
- 3) Special meetings may be called for by the president upon 1 week notice to the general membership, or when requested by 15% of the entire membership in written petition form submitted to the Executive Board. The purpose and agenda of the meeting shall be stated at the call of the meeting.

Article VI: Executive Board

- 1) Management of this organization shall be vested in the executive board and shall be responsible to the entire membership to uphold this constitution.
 - a. Membership shall consist of the President, Vice President, Secretary, Treasurer, Social Convener and active representatives at the Graduate Committee, GSA, the faculty council and the safety committee.
- 2) The Board's duties and powers will include the general supervision of the affairs of the PGSA between its business meetings, fix the hour and place of meetings, make recommendations to the PGSA, and perform such other duties as are specified in by this constitution. The board shall be subject to the orders of the PGSA, and none of its acts shall conflict with the actions taken by the PGSA at large.
- 3) The executive board shall meet once monthly.
- 4) It is mandatory for all the executive board members to attend the PGSA regular meetings. If the board member is absent in two consecutive meetings or three meetings overall, the board member's appointment must be terminated by the executive board and the board member shall not be nominated for any position during the 1 year period. The PGSA executive board reserves the right to prevent the termination in special circumstances. Prevention of termination shall require 2/3 majority of the vote of executive board members. Election shall be held for the vacant position.
- 5) Quorum shall consist of a majority of the number of officers currently serving on the executive board.
- 6) The structure and personnel of the Executive Board at the time of ratification of this constitution will remain in effect until the 2011 Annual General Meeting that is to be held in the second week of May.

Article VII: Committees

- 1) Standing Committees:

- a. Professional Development Committee;
 - i. Responsible for activities which enhance professional and educational properties of members of the PGSA.
 - b. Social Committee;
 - i. Dedicated to social aspects of the PGSA community and special functions.
 - c. External Affairs and Finance Committee
 - i. Enhancing relations with the GSA, the Canadian Society for Pharmaceutical Sciences, the American Association of Pharmaceutical Scientists, or other bodies.
 - ii. Fundraising
 - iii. Finance
- 2) Special Committees:
- a. To be set up for special events or as needed.
- 3) Committee members will be appointed by the President.
- 4) The President and Vice President shall be ex-officio members of each committee.
- 5) Committees may contain members of the PGSA who are not on the executive board, but the committee must be chaired by a member of the executive board, who will keep minutes and submit the minutes and report to the executive board.
- 6) Major actions of committees must be approved by the executive board.

Article VIII: Parliamentary Authority

Robert's Rules of Order Newly Revised 10th Edition shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Article IX: Amendments

- 1) A proposed amendment to this constitution shall be presented to the members at least two weeks prior to a general meeting at which the vote shall be held.
- 2) Ratification of an amendment to this constitution shall require a 2/3 majority vote of the members present at a general meeting of the PGSA.

Article X: Finance

- 1) The signature of both the President and the Treasurer shall be required to release funds.

Article XI: Duties of Officers

- 1) President:
 - a. To preside at all meetings of the organization.
 - b. To call special meetings of the organization, when required.
 - c. The president shall appoint all committee chairpersons.
 - d. To serve as an ex-officio member of the Standing Committees of the organization.
 - e. Vacancies in offices will be filled by appointment of the president with approval of the general membership.

- f. To present a report at each Executive board meeting, and at the annual general meeting.
- g. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming President prior to giving up the office.
- h. And such other duties applicable to the office as prescribed by Roberts Rules of Order Newly Revised 10th Edition.

2) Vice President

- a. To attend all meetings of the organization.
- b. To assume the duties of the President (until a special election can be held) in the event of a vacancy in the office.
- c. To serve as an ex-officio member of the Standing Committees of the organization.
- d. To plan the officers' orientation.
- e. To present a report at each Executive board meeting.
- f. To perform other duties as assigned by the President or as specified in the bylaws.
- g. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Vice President prior to giving up the office.
- h. And such other duties applicable to the office as prescribed by Roberts Rules of Order Newly Revised 10th Edition.

3) Secretary

- a. To attend all meetings of the organization.
- b. To keep a record of attendance at the Executive board meetings.
- c. To keep a record of all activities of the organization.
- d. To keep and distribute minutes of each meeting of the organization.
- e. To notify all members of meetings.
- f. To handle all official correspondence of the organization.
- g. To perform other duties as assigned by the President or as specified in the bylaws.
- h. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Secretary prior to giving up the office.
- i. And such other duties applicable to the office as prescribed by Roberts Rules of Order Newly Revised 10th Edition.

4) Treasurer

- a. To attend all meetings of the organization.
- b. To keep all financial records of the organization.
- c. To prepare and submit financial reports to the members.
- d. The treasurer shall develop quarterly reports containing a list of all receipts and circulate them to the Executive board members.
- e. To present a report at each Executive board meeting.
- f. To prepare the annual budget and all budget requests for funds.
- g. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.

- h. To perform other duties as assigned by the President or as specified in the bylaws.
- i. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Treasurer prior to giving up the office.
- j. And such other duties applicable to the office as prescribed by Roberts Rules of Order Newly Revised 10th Edition.

5) Social Convener

- a. To attend all meetings of the organization.
- b. To schedule social events 4 months in advance.
- c. To present a report at each Executive board meeting.
- d. To perform other duties as assigned by the President or as specified in the bylaws.
- e. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Social Convener prior to giving up the office.
- f. And such other duties applicable to the office as prescribed by Roberts Rules of Order Newly Revised 10th Edition.

6) . Graduate Student Representative at the Graduate Committee

- a. To attend all meetings of the organization and graduate studies committee.
- b. To present a report at each PGSA meeting.
- c. To perform other duties as assigned by the President or as specified in the bylaws.
- d. To prepare and maintain a manual/binder related to the office, in conjunction with other Graduate Student Representative at the Graduate Committee, and to review all materials in the transition of the incoming Graduate Student Representative at the Graduate Committee prior to giving up the office.
- e. And such other duties applicable to the office as prescribed by Roberts Rules of Order Newly Revised 10th Edition.

7) . GSA representative

- a. To attend all meetings of the organization and GSA.
- b. To present a report at each PGSA meeting.
- c. To perform other duties as assigned by the President or as specified in the bylaws.
- d. To prepare and maintain a manual/binder related to the office, in conjunction with other Graduate Student Representative at the Graduate Committee, and to review all materials in the transition of the incoming Graduate Student Representative at the Graduate Committee prior to giving up the office.
- e. And such other duties applicable to the office as prescribed by Roberts Rules of Order Newly Revised 10th Edition.

8) . Representative at the faculty council

- a. To attend all meetings of the organization and faculty council.
- b. To present a report at each PGSA meeting.
- c. To perform other duties as assigned by the President or as specified in the bylaws.
- d. To prepare and maintain a manual/binder related to the office, in conjunction with other Graduate Student Representative at the Graduate Committee, and

to review all materials in the transition of the incoming Graduate Student Representative at the Graduate Committee prior to giving up the office.

e. And such other duties applicable to the office as prescribed by Roberts Rules of Order Newly Revised 10th Edition.

9) . Representative at the safety committee

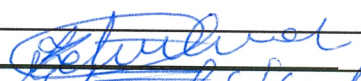
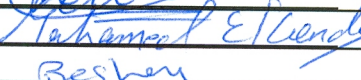
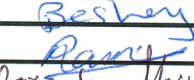
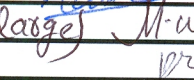
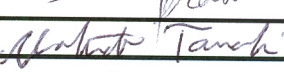
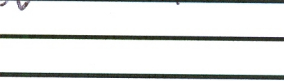

a. To attend all meetings of the organization and safety committee.

b. To present a report at each PGSA meeting.

c. To perform other duties as assigned by the President or as specified in the bylaws.

d. To prepare and maintain a manual/binder related to the office, in conjunction with other Graduate Student Representative at the Graduate Committee, and to review all materials in the transition of the incoming Graduate Student Representative at the Graduate Committee prior to giving up the office.

e. And such other duties applicable to the office as prescribed by Roberts Rules of Order Newly Revised 10th Edition.

This Constitution was ratified by the organization's general members, at a special meeting, on <u>MAY 16 / 2011</u> .		Signature	Date
Executive Position			
1.	PRESIDENT: KETUL CHAUDHARY		MAY 16 / 2011
2.	Vice President: Mohamed ElGendy		MAY 16 / 2011
3.	Treasurer: Beshay Zardoky		MAY 16 / 2011
4.	Secretary: Rania Saad		MAY 16 / 2011
5.	Muhammad Waheed Asghar (member)		16 MAY 2011
6.	pratik Aradia (social ?)		16 MAY 2011
7.	Safety representative		16 May 2011
8.			
9.			
10.			