



# **Constitution in Effect of the New Zealand Association of Pharmacy Students- Otago**

## **Part 1: Introduction.**

### **Clause 1: Name.**

1. The name of this Association shall be the New Zealand Association of Pharmacy Students Otago Branch, which may be abbreviated to NZAPS-O

### **Clause 2: Purpose.**

1. The purpose of the association shall be “to act as a cohesive body and cater for the academic, cultural, political and social need of New Zealand Pharmacy Students”.
2. It shall pursue this purpose by:
  - a. Provide events of a social nature that accommodates the social demands of its members
  - b. Provide a liaison between the staff of the schools of pharmacy and the students in matters of the education and welfare of its members
  - c. Provide a student representative to the governing body(is) of pharmacy within New Zealand
3. Fulfilling it's obligations to the Students' Association of the University of Otago.

### **Clause 3: Structure.**

- 1) There shall be a Executive to represent the needs of NZAPS-O
- 2) There shall be a hardship committee in each branch comprising of the

Branch President, Secretary and Treasurer.

#### Clause 4: Membership.

1. All Pharmacy Students studying for a Bachelor of Pharmacy at the University of Otago shall be eligible to become full members of NZAPS-O and may exercise the privileges and rights of full membership upon payment of the subscription.
  - a. Any existing NZAPS-O member following their graduation are eligible to apply for membership for up to four years at the cost of a four-year membership at that time.
2. Any member withdrawing from the Bachelor of Pharmacy course shall be entitled to a partial refund of the subscription under the same circumstances that the University refunds tuition fees. Any Member may receive a maximum refund of that year's membership fee less an amount to be decided at the discretion of the Branch Executive, if application for withdrawal is received within thirty days of payment.
3. No person shall hold any office in NZAPSO unless such a person is a financial member and any person ceasing to be a financial member shall vacate any offices held forthwith.

## **Part 2: General Meetings of NZAPSO.**

## Clause 5: Annual General Meetings.

1. There shall be one Annual General Meeting each year (AGM)

### *THE AGM*

- a) The AGM shall be held in the latter half of the second semester of the University year at such time and place as the branch executive decide.
- b) At the AGM the Outgoing President shall submit the Annual report of the Association and the Treasurer shall submit for adoption a Report on the Association's financial position.
- c) The AGM shall elect a President who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are recommended to be done prior to this date
- d) The AGM shall elect a Secretary who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are recommended to be done prior to this date
- e) The AGM shall elect a Treasurer who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are recommended to be done prior to this date
- f) The AGM shall elect an Education Representative who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are recommended to be done prior to this date
- g) The AGM shall elect a Social Representative who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are

recommended to be done prior to this date

- h) The AGM shall elect a Welfare/ Student Exchange Officer Representative who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are recommended to be done prior to this date
- i) The AGM shall elect a Sports Representative who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are recommended to be done prior to this date
- j) The AGM shall elect a IPSF Contact Person who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are recommended to be done prior to this date
- k) The AGM shall elect a Revue Representative who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are recommended to be done prior to this date
- l) The AGM shall elect a Marketing Representative who shall take office on 1 January of the following year and who shall, subject to provisions made elsewhere in this constitution, hold office until the 31 December. There may be certain tasks for the successor that are recommended to be done prior to this date
- m) Any Otago Branch member may be eligible for election in any position on the branch executive **unless otherwise specified**
- n) Nominations for all branch executive positions elected at the AGM must have the email confirmation from a seconder to be valid.
- o) Voting for branch executive members will occur by secret ballot and by 2pm on the day of the AGM

- p) When there is insufficient interest by members to fill all the branch executive positions post election the position(s) may be appointed on agreement by the branch executive elect and branch executive incumbent.
- q) Candidates are considered elected if they receive more votes than any other candidate.
- r) General business may transact at the AGM.
- s) If election of a branch executive member results in an even number of votes for more than one person for the same position, the branch executive incumbent shall make the final decision and appoint who they see fit for the position.

#### Clause 6: Special General Meetings.

1. The Branch Executive may convene a Special General Meeting, hereinafter referred to as a SGM.
2. Subject to section 3) hereof, within seven (7) days of receiving a written request to hold a SGM that has been signed by at least fifteen (15) members of the Association, the Branch Executive must call a SGM to be held no later than fourteen (14) days from the receipt of such a request, and if it does not proceed to do so within the stated period the members making the request may themselves convene a SGM
3. If the business of a SGM requested in accordance with section (2) above concerns an event to be held before an SGM could have been called in accordance of the provisions herein, the or executive shall have and must use the power to abridge such provisions so as to hold the SGM prior to the event, and if it does not proceed to do so within three (3) days of the receipt of such request, the members making the request may themselves convene a SGM.
4. Notice of a SGM shall be posted on the student office at least seven (7) days before such meeting stating the time, date, place and business thereof.
5. At a SGM, no business shall be transacted beyond that for which the meeting has been called.

## **Part 3: The Branch Executive**

### **Clause 7: The Branch Executive Structure**

1. The Executive of the branch shall consist of:
  - (i) President
  - (ii) Secretary
  - (iii) Treasurer
  - (iv) Educational Representative
  - (v) Social Representative
  - (vi) Welfare and Student Exchange Officer Representative
  - (vii) Sports Representative
  - (viii) IPSF Contact Person and Liaison Representative
  - (ix) Revue Representative
  - (i) Marketing Representative
2. The Executive shall be elected in accordance with Clauses 6 and 12 of this Constitution.
3. No person may hold more than one position on the Branch Executive at any one time
4. If a person cannot hold a position to which he/she is elected or appointed unless he/she resigns from a position already held, she/he shall be deemed to have so resigned.
5. If at the AGM the Treasurer is deemed to have resigned under Section 4 hereof, then, the Treasurer elect shall take office as of the date of that AGM, and shall, subject to provisions elsewhere in this constitution hold office until the 31 December of the following year.
6. The branch executive or any member thereof shall resign when called upon to do so by a two-thirds majority of those present and voting at a General Meeting at an AGM. Any such motion requires notice of motion to be posted on the NZAPS office at least seven (7) days before such a meeting.
7. For the President to resign there needs to be at least two-thirds majority and both the secretary and the treasurer will need to be in the majority. Any such motion requires notice of motion to be posted on the NZAPSO office at least seven (7) days before such a meeting.
8. Every member of the branch executive under Section 1 and 3 hereof shall be a member of the branch at the time of his/her election and

during his/her term of office.

9. Every member of the branch executive under Section 1 and 3 hereof shall be an enrolled student at the Otago School of Pharmacy at the time of his/her election and during his/her term of office.

## Clause 8: Duties of the Executives

1. Members of the executive shall attend the executive meetings and shall efficiently discharge the affairs of the association.
2. The President shall be the official spokesperson of the association and shall be responsible for the coordination of the association activities. The President shall convene all meetings of the association provided that where circumstances make this impractical the Secretary or Treasurer shall assume this role. Subject to the right of a meeting to elect its own chair, the President shall chair all meetings of the executive. The President shall submit the Annual Report of the association to the AGM.
3. The Secretary shall take minutes at meetings (which shall be published to members) of the association and keep them, shall attend to the branches correspondence, and shall be responsible for the maintenance and updating of the media of the association. The Secretary shall also issue all notices and be responsible for ensuring that all material published and displayed by the branch conforms with the policy of the branch.
4. The Treasurer shall collect and deposit into the association's bank account all subscriptions and monies due to NZAPS-O, shall oversee and monitor all online transactions through the association's bank account, shall keep a record of all financial transactions of the associations, and shall submit a full Treasurer's Report and statement of accounts to the AGM of that year. The Treasurer shall keep the Executive informed and up to date with the financial position of the association to the best of his/her ability and report this to the meeting, and upon request will open the books to the meeting.
5. The Educational Representative will be responsible for liaising with their respective university educational representative. This person will also keep members well informed about grievance procedures, deal with problems arising from the course and any other matters that come to his/her notice through the class reps. All incoming and outgoing

correspondence of this nature will go through the Educational Representative. The Educational Representative will ensure that all class reps are pro- active in bringing material to the meeting for discussion.

6. The Social Representative will be responsible for the organisation of appropriate types and number of social events for members of NZAPSO as well as liaising with other faculties to organize combined social events. The executive will decide on dates, times and prices for these events and the Social Representative will ensure that these events are promoted and supported. The representative is at liberty to co-opt whoever he/she wishes to carry out organisational duties in order that these social events take place.
7. The Welfare/SEO Representative will be responsible for the integration of different cultural groups within the Association. He/she will also represent international students involved with IPSF in international affairs and liaise with their respective university International Representative. The representative will take an active interest in IPSF and it's commitment to NZAPS-O. They must attend the IPSF congress or APPS after discussion with the CP. They must represent NZAPS-O to the highest level. **unless otherwise excused, an approved absence is voted by the executive.**
8. The Sports Representative will liaise with the sports representatives from the other faculties and organize annual sporting fixtures. They will also be responsible for catering to the sporting needs of all branch members and organize and supervise the running of the various sporting codes. The sports representative will liaise with representatives from other faculties to organize an annual quiz. They will be in charge of designing and organizing T-shirts for P2 camp.
9. The IPSF Contact Person and Liaison Representative will be responsible for liaising with various organisations. They shall be the liaison between NZAPS-O and IPSF and other local pharmacy related organisations. The liaison representative shall also be responsible in keeping contact with other "Contact Persons" around the world regarding IPSF. The Contact Person and Liaison Officer is to maintain all duties of a Contact Person as outlined by IPSF. They must attend the IPSF World Congress or APPS after discussion with the SEO and represent NZAPS-O to the highest level. **unless otherwise excused, in approved absence is voted by the executive.**
10. The Marketing Representative will be responsible for getting



sponsorship money with the President for NZAPS-O. He/She will also be responsible for getting local deals in Dunedin. He/she will also be responsible in working with the executive for each event to find a way to make it more appealing for non members to attend events and to sign up as NZAPS-O members. They will be in charge of the designing, selling and distribution of the annual association label clothing to NZAPS-O members.

11. The Revue Representative will be in charge of writing, producing and directing the annual Pharmacy revue. He/She will be in charge of gaining sponsorship for the revue and promoting it to students and the wider community.

### Clause 9: Powers of the Executives.

1. The executives, subject to this Constitution and to the powers of General Meetings, may do all the things deemed by it necessary or expedient for the fulfilment of any of the objectives of the Branch.
2. The executives may appoint agents, delegates and ad hoc committees to be responsible to the executive for any control of any business of the executive and any such ad hoc committee or individual so appointed shall subject to this constitution or any resolution of a general meeting have full power and authority to carry out such business. At least one executive member shall sit on each ad hoc committee. This person shall be appointed by the executive
3. The executive shall have power, subject to this Constitution or any resolution of a General Meeting. To administer and control funds, property and effects of the executive, and to make by-laws to regulate any aspect of the Branch.
4. The executive, may draft up a new proposed position for the student executive structure and this has to be voted on in a meeting with a full majority to have the new position included in next year's election, or the executive may effective immediately appoint a full member to become responsible for the role if needed.

### Clause 10: Vacancies of the Executive.

1. In the event of a position on the executive becoming vacant, a bi-election will be held within 2 weeks of the vacancy

2. In the event of a position on the executive becoming vacant at a time when a bi- election is unreasonable or impracticable, the executive shall appoint any member of the Branch to hold such office, decided by a unanimous vote of the Committee.
3. If a person appointed or elected to hold office on the Committee is already a member of the Committee, then Clause 9 section 5 of this Constitution shall apply.

#### Clause 11: Meetings of the executive.

1. The executive shall meet at least once every month during the academic year.
2. At any such meeting of the executive a quorum shall be five (5) members.
  - (a) The President may call a Meeting of the executive with 48 hours' notice.
  - (b) The President shall call an Urgent Meeting of the executive when requested to do so by a number of the Branch Executive no less than a quorum. A minimum of one (1) days notice of the meeting shall be given to all members of the executive.
  - (c) The Secretary shall give the same period of notice as prescribed in (a) and (b) above to the members of the executive by means of the noticeboard when a Meeting of the executive has been called.
3. If any member of the executive is absent from two consecutive meetings of the executive of which he/she has been notified, and with no acceptable excuse, the remaining of the executive must review their participation in their respective role and assess whether to deem said executive member as having resigned from the executive
4. Any person, being a member of the Association or not, may attend any executive meeting only at the discretion of the executive, and shall be given speaking rights upon the resolution of the executive.

### **Part 4: Finance.**

## Clause 12: Subscriptions.

1. The Annual Subscription for Members shall be set by the executive in the latter half of the second semester of the University year and prior to the enrolment date for the following year.

## Clause 13: Finances.

1. The executive shall have the power to expend money and to enter into contracts on behalf of the association.
2. The executive shall control the association funds and shall be kept in such a savings account as the executive may determine.
3. The Treasurer shall operate the account of the Association Funds at a determined bank.

## Clause 14: Personal Benefit

1. Any income, benefit or advantage shall be applied to the objectives of the organization. No member of the organization or any person associated with a member, shall participate in or materially influence any decision made by the organization, in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid in an arms length transaction (being open market value). And the provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.
2. If upon winding up or dissolution of the organization there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or redistributed among the members of the organization but shall be given or transferred to some other organization or body with similar objects to the first organization that also has an income tax exemption or for some other charitable purpose, within New Zealand.
3. No addition to or alteration of the aims, personal benefit clause or the winding up clause shall be made which affect the non profit deduction. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

## **Part 5: Miscellaneous.**

### **Clause 15: Publications.**

1. The executive shall be responsible for the production and publication of the official magazine or delegation hereof.
2. there will be eight scholarships (worth \$120 each) that will be given to NZAPS-O members that were successfully chosen to represent NZAPS-O at an official international Pharmacy Student Congress or official IPSF event. Of these candidates two of the eight scholarships will be given to the CP and SEO of that year's mandate. The remaining candidates shall have the opportunity to apply for one of six scholarships of \$120 NZD for the purpose of attending the events mentioned above. The successful applicants chosen by the NZAPS-O executive committee will be awarded scholarships at the NZAPS-O Annual General Assembly at the end of that calendar year.
  - a. The applications will be considered based on financial need and NZAPS-O contribution upon return from the congress. Any other considerations will be at the discretion of the NZAPS-O executive committee.
  - b. Of these scholarships three will be allocated to APPS and three to WC. There may be exceptions to amount of scholarships given each year, at the NZAPS-O executives committee's discretion and that the Treasurer fines that it is financially feasible for the association.
3. The IPSF Contact Person and Student Exchange Officer/Welfare-Representative of NZAPS-O
  - a. If the NZAPS-O IPSF Contact Person (CP) or Student Exchange Officer/Welfare-Representative wish to attend other

official international pharmacy student congresses which are not official IPSF events and receive a scholarship, they must apply for a general NZAPS-O scholarship as described in Part 5 Clause 15(2).

#### Clause 16: Affiliation (Only applies if NZAPS-O is joined with OUSA)

1(a). NZAPS-O shall endeavour to be affiliated to, and be subject to the rules of the OUSA.

1(b). The rules of the OUSA shall be deemed part of these rules so as to bind NZAPS-O and all its' members, thereby and notwithstanding anything herein after contained to the contrary NZAPS-O shall be bound by the rules of the OUSA. and by the regulations and decisions of The OUSA Executive.

2(a). Affiliation to the OUSA shall not affect or limit the rights and powers of the OUSA; the Societies' Council; The Executive; or any committee of the Executive or the Societies' Council in respect of any matters herein after mentioned as included in the subjects of NZAPS-O.

2(b). The Finance Representative of the OUSA or the Treasurer of the Societies' Council shall at all times be permitted and entitled to inspect the financial accounts and record of NZAPS-O.

3(a). The O.U.S.A Executive may at any time in such a manner as it may deem fitting:

- (i) Conduct an examination of the affairs of NZAPS-O.
- (ii) Convene a special general meeting of NZAPS-O for any stated purpose.
- (iii) Appoint a temporary committee of NZAPS-O to replace the elected Branch Executive of NZAPS-O.

3 (b). Any term or condition imposed on NZAPS-O by the Executive or Council whether upon affiliation or regard to affiliation or otherwise shall be binding on NZAPSO.

4. The O.U.S.A. shall not be liable or responsible for any liabilities contracted or incurred by NZAPSO without authority in writing of the

Secretary of the O.U.S.A. in accordance with a resolution passed by the Executive. Should any liability be contracted by NZAPSO without such authority then that liability shall rest with the persons responsible for the same.