

**Clause 1. Name**

1.1. 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**

2.1. The purpose of the association is to act as a cohesive body and cater for the academic, cultural, political and social needs of New Zealand Pharmacy Students and recent graduates.

2.2. It shall pursue this purpose by:

2.1.a. Provide events of a social nature that accommodates the social demands of its members.

2.1.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.

2.1.c. Provide a student representative to the governing body(s) of pharmacy within New Zealand.

2.3. The association must fulfil its responsibilities as a member organisation of Otago University Students' Association (OUSA) and International Pharmaceutical Students Federation (IPSF).

**Clause 3. Structure**

3.1. There shall be an Executive Committee to represent the interests of NZAPS-O.

3.2. The Executive Committee will be comprised of:

3.2.a. President

3.2.b. Secretary

3.2.c. Treasurer

3.2.d. Education Representative

3.2.e. Welfare Representative

3.2.f. Social Representative

3.2.g. IPSF Contact Person

3.2.h. Student Exchange Officer

3.2.i. Admissions Representative

3.2.j. Sports Representative

3.2.k. Marketing Representative

3.2.l. Revue Representative

3.3. There shall be a Financial Committee of the Association which is responsible for banking and auditing of the finances of the Association. This committee shall also serve as the Hardship Committee.

3.4. The Financial Committee of the Association shall be comprised of the:

3.2.a. President

3.2.b. Secretary

3.2.c. Treasurer

**Clause 4. Membership**

4.1. Membership is open to individuals studying a Bachelor of Pharmacy at the University of Otago or a recent graduate of up to 4 years.

4.1.a. Members shall be the rights and privileges of full members of NZAPS-O registration and subscription payment.

4.2. Any member who withdraws from the Pharmacy Programme is entitled to a partial refund of membership fees paid at the discretion of the Financial Committee.

4.2.a. The maximum refund shall be the current annual membership fee.

4.3. Members have the rights to:

4.3.a. Run for NZAPS-O Executive Committee.

4.3.b. Access NZAPS-O Events and Publications.

4.3.c. Vote in NZAPS-O Executive Committee Elections.

4.3.d. Membership via NZAPS-O to IPSF, Pharmacy Guild of Australia and Pharmacy Guild of New Zealand

#### **Clause 5. The Annual General Meeting**

5.1. There shall be one Annual General Meeting each calendar year.

5.2. The Annual General Meeting shall be held in the second semester of the university year.

5.3. The agenda of the Annual General Meeting shall be:

5.3.a. The Annual Report of the Organisation shall be presented by the President.

5.3.b. The Financial Report of the Organisation shall be presented by the Treasurer.

5.3.c. Annual Reports shall be given by:

5.3.c.i. Secretary

5.3.c.ii. Education Representative

5.3.c.iii. Welfare Representative

5.3.c.iv. Social Representative

5.3.c.v. IPSF Contact Person

5.3.c.vi. Student Exchange Officer

5.3.c.vii. Admissions Representative

5.3.c.viii. Marketing Representative

5.3.c.ix. Sports Representative

5.3.c.x. Revue Representative

5.3.d. The announcement of the NZAPS-O Executive Committee for the following mandate.

5.3.e. General Business of the Association

#### **Clause 6. Special General Meetings**

6.1. The Executive Committee may convene a Special General Meeting.

6.2. A Special General Meeting may be called by fifteen (15) members of the Association or one (1) Executive Committee.

6.3. A Special General Meeting must be called within fourteen (14) days from when the request was received by the Secretary.

6.4. A Special General Meeting requires seven (7) days notice to all members.

6.4.a. Notice must consist of the time, date, location and business thereof.

6.5. If the business of the Special General Meeting concerns an event scheduled before fourteen (14) days' notice can be given, the Executive Committee must grant an expedited Secret General Meeting.

#### **Clause 7. Executive Committee**

7.1. The Executive Committee will be comprised of:

7.1.a. President

7.1.b. Secretary

7.1.c. Treasurer

7.1.d. Education Representative

7.1.e. Welfare Representative

7.1.f. Social Representative

7.1.g. IPSF Contact Person

7.1.h. Student Exchange Officer

7.1.i. Admissions Representative

7.1.j. Sports Representative

7.1.k. Marketing Representative

7.1.l. Revue Representative

7.2. Election of Executive Committee Members:

7.2.a. All Executive Committee Members shall be elected in accordance with Clause 10 of the Constitution.

7.2.b. Executive Committee Members shall be elected annually by the Annual General Meeting for a one-year period.

7.2.c. The mandate of each Executive Committee Member shall be from 1st January to 31st of December of the same year.

7.2.c.i. The IPSF Contact Person and the SEO shall have a different mandate from the 1st of October to the 31st of September to match the IPSF Mandate.

7.3. Resignation and Vacancy:

7.3.a. Any member of the Executive Committee shall resign when called upon to do so by two-thirds majority of those present and voting at a General Meeting, provided that half of the current full members are present.

7.3.b. Any Executive Committee Member seeking to resign must give the President and Secretary one (1) month notice before their decision.

7.3.b.i. 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 at least seven (7) days before such a meeting.

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

7.3.d. 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.

7.4. Meetings of the Executive Committee:

7.4.a. The Executive Committee shall meet at least once every month during the academic year.

7.4.b. At any such meeting of the executive a quorum shall be five (5) members.

7.4.b.i. The President may call a Meeting of the executive with 48 hours' notice.

7.4.b.ii. The President shall call an Urgent Meeting of the Executive Committee when requested to do so by a number of the Executive Committee no less than a quorum. A minimum of one (1) day notice of the meeting shall be given to all members of the executive.

7.4.b.iii. The Secretary shall give the same period of notice as prescribed in 7.4.b.i. and 7.4.b.ii. above to the members of the Executive Committee by means of the noticeboard when a Meeting of the Executive Committee has been called.

7.4.c. If any member of the executive is absent from two consecutive meetings of the Executive Committee of which they have been notified, and with no acceptable excuse, the remainder of the Executive Committee must review their participation in their respective role and assess whether to deem said Executive Committee member as having resigned from the Executive Committee.

7.4.d. 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.

## **Clause 8. Duties of the Executive Committee**

### **8.1. Duties of all Executive Committee members:**

8.1.a. The Executive Committee, subject to this Constitution and to the powers of Annual General Meetings, may do all the things deemed by it necessary or expedient for the fulfilment of any of the objectives of the Branch.

8.1.b. 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.

8.1.c. The Executive Committee 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.

8.1.d. The Executive Committee 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.

8.1.d.i. The executive may effective immediately appoint a member to become responsible for the role if needed.

8.1.e. The Executive Committee members are strongly advised against holding an executive position in any student organisation or undertaking Honours during their mandate

### **8.2. Tasks of each Executive Committee member:**

8.2.a. To submit an oral report to the Annual General Meeting

8.2.b. To organise all relevant documents and emails of the Executive Committee in a structured manner to hand over to the incoming Executive Committee.

8.2.c. To ensure completion of their undertaken tasks within one-month period from the end of their term of office

8.2.d. To submit a written handover to the President and Secretary before the Annual General Meeting.

8.2.e. To attend all Executive Meetings and represent their portfolio.

### **8.3. Duties of each Individual Executive Committee Member**

#### **8.3.a. President**

8.3.a.i. The President shall direct and manage NZAPS-O for the duration of their mandate as defined in 7.2.c.

8.3.a.ii. The President shall be the official spokesperson of the association.

8.3.a.iii. The President shall convene all meetings of the association provided that where circumstances make this impractical the Secretary or Treasurer shall assume this role.

8.3.a.iv. The President shall chair all meetings of the executive, including the Annual General Meeting

8.3.a.v. The President shall submit the Annual Report of the association to the AGM.

8.3.a.vi. The President shall represent the student voice and sit on the Board of Studies as the Undergraduate Student Representative.

8.3.a.vii. The President shall be the liaison with TePuna Kaitaka and PIHPSA.

#### **8.3.b. Secretary**

8.3.b.i. The Secretary is responsible for minuting all meetings of the Executive Committee and storing them appropriately.

8.3.b.ii. The Secretary shall oversee all of the Association's correspondence.

8.3.b.iii. The Secretary shall maintain and update all social media pages of the association.

8.3.b.iv. 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.

8.3.b.v. The Secretary shall organise and manage the development and printing of the annual yearbook.

#### 8.3.c. Treasurer

8.3.c.i. The Treasurer shall collect and deposit into the association's bank account all subscriptions and monies due to NZAPS-O.

8.3.c.ii. The Treasurer shall oversee and monitor all online transactions through the association's bank account.

8.3.c.iii. The Treasurer shall keep a record of all financial transactions of the associations.

8.3.c.iv. The Treasurer shall submit a full Treasurer's Report and statement of accounts to the AGM of that year.

8.3.c.v. 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.

8.3.c.vi. The Treasurer is responsible for budgeting of all NZAPS-O events and projects.

8.3.c.vii. The Treasurer shall finalise all reimbursement or refunds.

8.3.c.viii. The Treasurer shall manage the membership form and all membership related agreements.

#### 8.3.d. Education Representative

8.3.d.i. The Education Representative shall chair and organise the Class Reps Meeting.

8.3.d.ii. The Education Representative shall chair and organise the Student Staff Liaison Meetings.

8.3.d.iii. The Education Representative shall organise the NZAPS-O first-aid course for P4 members.

8.3.d.iv. The Education Representative shall organise the Education Seminar.

8.3.d.v. The Education Representative must represent the student voice and sit on the School of Pharmacy Undergraduate Programme Committee and Board of Curriculum as the Undergraduate Student Representative.

#### 8.3.e. Welfare Representative

8.3.e.i. The Welfare Representative shall be the liaison between NZAPS-O and Student Support.

8.3.e.ii. The Welfare Representative is responsible for community outreach initiatives from the Association.

8.3.e.iii. The Welfare Representative shall organise and lead the Mentorship Programme

8.3.e.iv. The Welfare Representative shall chair and coordinate the Sober Committee, in collaboration with the Social Representative and the President.

8.3.e.v. The Welfare Representative shall organise support programmes and initiatives to support the wellbeing of the members.

8.3.e.vi. The Welfare Representative shall be knowledgeable of support services and refer members when appropriate.

8.3.e.vii. The Welfare Representative shall act as the liaison with OUMSA for the Teddy Bear Hospital and other related initiatives.

8.3.e.viii. The Welfare Representative shall organise and coordinate the Pharmacy Booth at the Teddy Bear Hospital on behalf of NZAPS-O.

#### 8.3.f. Social Representative

8.3.f.i. The Social Representative shall be responsible for the organisation of appropriate types and number of social events for members of NZAPS-O.

8.3.f.ii. The Social Representative shall liaise with other student organisations for the organisation of joint social events.

8.3.f.iii. The Social Representative is responsible for all event promotions and logistics.

8.3.f.iv. The Social Representative shall abide by the budget set by the NZAPS-O Treasurer.

8.3.f.v. The Social Representative shall assist the Welfare Representative with the Sober Committee alongside the President.

8.3.f.vi. The Social Representative shall chair and coordinate the Social Committee, if they so choose to co-opt one.

#### 8.3.g. IPSF Contact Person

8.3.g.i. The IPSF Contact Person shall be responsible for liaising between IPSF and NZAPS-O

8.3.g.ii. The IPSF Contact Person shall abide by all instructions given under Article 13.2 of the Domestic Rules of the IPSF Official Documents.

8.3.g.iii. The IPSF Contact Person is strongly recommended to attend BOTH the Regional Assembly at the Asia-Pacific Pharmaceutical Symposium (APPS) and the General Assembly at IPSF World Congress.

8.3.g.iv. If the IPSF Contact Person is unable to attend either the RA or the GA they are responsible for finding a replacement to lead the delegation and represent NZAPS-O.

#### 8.3.h. Student Exchange Officer

8.3.h.i. The Student Exchange Officer shall be responsible for the Student Exchange Programme within NZAPS-O.

8.3.h.ii. The Student Exchange Officer shall abide by all instructions given under Article 13.3 of the Domestic Rules of the IPSF Official Documents.

8.3.h.iii. The Student Exchange Officer is responsible for all Virtual Student Exchanges that NZAPS-O takes place in.

8.3.h.iv. The Student Exchange Officer is strongly recommended to attend BOTH the Regional Assembly at the Asia-Pacific Pharmaceutical Symposium (APPS) and the General Assembly at IPSF World Congress.

#### 8.3.i. Admissions Representative

8.3.i.i. The Admissions Representative shall liaise with the School of Pharmacy regarding Admissions.

8.3.i.ii. The Admissions Representative shall organise student involvement for all Admissions Related Events.

8.3.i.iii. The Admissions Representative is responsible for the organisation of Hall Visits to promote Pharmacy and NZAPS-O.

8.3.i.iv. The Admissions Representative shall run and moderate the NZAPS-O Tiktok account.

8.3.j. Sports Representative

8.3.j.i. The Sports Representative shall organise all NZAPS-O Social Sport Teams.

8.3.j.ii. The Sports Representative will liaise with the sports representatives from the other faculties and organize annual sporting fixtures.

8.3.j.iii. The Sports Representative shall design the P2 Camp T-Shirts.

8.3.k. Marketing Representative

8.3.k.i. The Marketing Representative is responsible for liaising with external partners and sponsors.

8.3.k.ii. The Marketing Representative shall advertise NZAPS-O to potential external partners and sponsors.

8.3.k.iii. The Marketing Representative shall be consulted on the allocation of income from sponsorships and shall advocate on behalf of sponsors.

8.3.k.iv. The Marketing Representative is responsible for external partner events, including intern information evenings.

8.3.k.v. The Marketing Representative shall organise and coordinate NZAPS-O Merchandise.

8.3.l. Revue Representative

8.3.l.i. The Revue Representative shall be in charge of writing, producing and directing the annual Pharmacy revue.

8.3.l.ii. The Revue Representative shall be in charge of gaining sponsorship for the revue and promoting it to students and the wider community.

## **Clause 9 Finances of the Association**

### 9.1. Membership Fees and Subscription

9.1.a. The Membership Fees shall be set by the incoming Executive Committee, under advisement of the outgoing Treasurer and President, and shall come into effect on the 1st of January of the following year.

### 9.2. Financial Responsibility

9.2.a. Finances of the Association shall be coordinated by the Treasurer specified in Clause 3.3.

9.2.a.i The Treasurer shall consult with the Marketing Representative regarding the allocation of sponsorship income and keep them informed of all related decisions.

9.2.b. The Executive Committee shall have the power to expand money and to enter into contracts on behalf of the association

9.2.c. All Financial Decisions shall be approved by the Financial Committee.

9.2.d. The Executive Committee shall control the association funds and shall be kept in such a savings account as the executive may determine.

9.2.e The Executive Committee shall be updated by the Treasurer and other relevant committee members regarding budgeting and expenses throughout the mandate.

9.2.f. The Treasurer shall operate the account of the Association Funds at a determined bank.

9.2.g. The President, Secretary and Treasurer shall be registered at the determined bank and oversee the transactions.

### 9.3. Personal Benefit

9.3.a. 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 organisation, 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.

9.3.b. 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.

9.3.c. 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.

## **Clause 10 NZAPS-O Executive Committee Elections**

### **10.1 Eligibility**

10.1.a. Nominees shall be a current member of the Association and a current undergraduate student at the University of Otago.

10.1.a.i. All members running must be undergraduate students for the upcoming year and current year.

10.1.a.ii. Candidates for President and Education Representative must be incoming P4s.

10.2. Nominations must be submitted to the Association President within the specified timeline in the notification of the Executive Committee elections.

10.2.a. For a nomination to be valid, each nominee must have a seconder.

10.2.b. The seconder must be a current member of the association.

10.3. The Nominee may nominate themselves for one (1) Executive Committee position.

### **10.4. Conduct of Elections**

10.4.a. The Association shall host a Campaign Night, in which all nominees shall present speeches and shall answer questions from members.

10.4.b. The Voting Period shall begin the day following the Campaign Night.

10.4.c. The Campaigning Period shall run the same duration as the Voting Period.

10.4.d. The Election results shall be announced at the Annual General Meeting of the Association.

10.4.e. The Election shall be concluded before the beginning of any mandate of the incoming Executive Committee.

### **10.5. Voting Procedure**

10.5.a. Every NZAPS-O member shall be eligible to vote in the NZAPS-O Executive Committee Elections.

10.5.b. Voting shall be held via secret ballot.

10.5.b.i. Names and/or emails may be requested in order to confirm membership.

10.5.b.ii. The President and Secretary are responsible for keeping the names and/or emails confidential.

10.5.c. Voting Results must be announced at the Annual General Meeting.

10.5.d. If requested, a re-count may be undertaken by current Executive Committee Members.

10.5.d.i. The individuals undertaking the recount will be responsible for keeping all names and/or emails confidential.

10.5.e. In order to be elected, each nominee requires the MAJORITY vote.

10.5.f. If two nominees hold the same number of votes, and that number is also the majority, the outgoing and incoming Executive Committee may undertake a vote for the successful candidate.

#### 10.6. Vacant Positions

10.6.a. In the event that an Executive Committee position is vacant, the outgoing and incoming Executive Committee may appoint a member.

10.6.b. Unsuccessful candidates for NZAPS-O Executive Committee may put themselves forward after the election results are read and are given 1st priority.

10.6.c. In the event that after the AGM a position remains open, the Executive Committee shall release a second call for a nominee.

10.6.c.i. The successful nominee shall be decided in accordance with 10.6.a.

#### 10.7. Current Executive Committee Members

10.7.a. All Current NZAPS-O Executive Committee Members shall remain impartial and objective to all Election proceeds.

10.7.b. Current Executive Committee Members shall not give recommendation or support to a candidate whether publicly or privately.

10.7.c. Executive Committee Members shall treat all candidates equally and shall not give preference to a candidate.

### **Clause 11 NZAPS-O Publications**

11.1 The Executive Committee shall be responsible for the production and publication of the official magazine or delegation hereof.

### **Clause 12 Scholarships**

12.1. The Executive Committee shall have scholarships available for members attending either the Asia-Pacific Regional Symposia or the IPSF World Congress.

12.2. The Executive Committee shall have \$400 worth of scholarships available for attendees to the Asia-Pacific Regional Symposia.

12.3. The Executive Committee shall have \$500 worth of scholarships available for attendees to the IPSF World Congress.

12.4. The scholarship recipients shall be decided by the President, Treasurer, IPSF CP, SEO and the head of the delegation.

12.5. The scholarships shall be provided after the attendance of the event.

### **Clause 13 OUSA Affiliation**

13.1. Clause 13 is only enforceable if NZAPS-O is joined with OUSA.

13.2. NZAPS-O shall endeavour to be affiliated to, and be subject to the rules of the OUSA.

13.3. 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 hereinafter 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.

13.4. 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.

13.5. 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.

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

13.4.a. Conduct an examination of the affairs of NZAPS-O.

13.4.b. Convene a special general meeting of NZAPS-O for any stated purpose.

13.4.c. Appoint a temporary committee of NZAPS-O to replace the elected Branch Executive of NZAPS-O.

13.5. 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.

13.6. 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.

## **Appendix 1 NZAPS-O Code of Conduct**

### ***Preamble:***

NZAPS-O is a non-profit organisation that is made up of future health professionals and aims to ensure that their holistic care is met. We believe that as future pharmacists, who are entrusted with the responsibility of protecting the health of patients and the public. As students in this field, we must hold ourselves to higher ethical, legal, and moral standards.

### ***Application:***

This code applies to all NZAPS-O members, participants to NZAPS-O events or representing NZAPS-O at external events.

### ***Ethics:***

NZAPS-O is a non-profit organisation made up of future healthcare professionals. As thus, at all NZAPS-O events or when representing NZAPS-O are expected to uphold the ethics of a future-pharmacist. Any behaviour deemed unacceptable by the NZAPS-O Executive will be in breach of this code.

### ***Honesty:***

It is expected that all NZAPS-O members and representatives act honestly and with the integrity expected from future health professionals.

### ***Respect, Diversity, Equity and Inclusion:***

NZAPS-O acknowledges that our organisation is made up of different people with different perspectives, views and needs. We believe that there is power in diversity, individualism and a need for the inclusion of all people.

We expect our members and event attendees to promote a culture of diversity and inclusion. NZAPS-O condemns all forms of violence, discrimination, hate and racism based on individuals': Age, Disability, Belief, Race, including colour, national or ethnic origin or immigrant status, Sex, marital or relationship status, family responsibilities, pregnancy or breastfeeding and Sexual orientation, gender identity or intersex status.

### ***Conduct at Events:***

As an organisation that aims to foster connections, we have social events. During our social events, we hold a zero tolerance policy for sexual misconduct, violence or bullying. We expect all participants to maintain respect for their fellow participants.

Sexual Misconduct is defined by the University of Otago as “any kind of inappropriate or unwanted action of a sexual nature, including sexual assault, sexual harassment, the unauthorised making and sharing of intimate visual recordings, and retaliation.” We have a zero tolerance policy for perpetrators of this and aim to support all our members to build a safe environment for everyone.

### ***Alcohol:***

While we acknowledge that we have numerous events with alcohol provided, we encourage safe consumption of alcohol. We also acknowledge that in our diversity we have many members or participants that chose not to ingest alcohol, we should always have a safe environment and options for those who chose not to partake.

### ***Illicit Substances:***

We are against the use of illegal substances at our events and discourage their usage.

### ***Breaching of the Code:***

Breaching the code will result in a warning letter being sent from NZAPS-O Executive. If there are consistent breaches to the code, then there may be a variety of consequences including but not being limited to:

- Temporary suspension from attending NZAPS-O events
- Suspension for running for NZAPS-O Executive
- Reporting to the School of Pharmacy

If the behaviour of a member or participant at any event puts at risk the safety of other members through violence, sexual misconduct or bullying, they may be asked to leave the event and not receive any refund.

If the breach is believed by NZAPS-O Executive to be a serious breach, the warning step may be skipped.

NZAPS-O Executive will jointly ensure that this code is followed. We encourage whistleblowing in order to ensure that we create a safe environment for all members and students. We also recognise the potential to use this code for other agendas, and will ensure fairness in our review.

## **Appendix 2 NZAPS-O Election Rules**

### ***General Election Rules***

1. Each candidate must be a member of NZAPS-O until the end of their prospective mandate (i.e., until the end of 2025)
2. Treat other candidates and the current NZAPS-O Executive Committee with respect. Slander and damage to reputation will be subject to disqualification.
3. You are not allowed to talk to the class (in front of the whole class) at the start, or end of a lecture or workshop or lab. You are also not allowed to hand out food, stickers or any sort of bribery.
4. You are not to start campaigning till 27th August at 00:00 and campaigning will cease at 5pm on 11th September. There are no speeches at the AGM and no voting at the AGM.
5. Any act that may bring the school or NZAPS-O into disrepute will mean being disqualified from elections and a possible word with the Dean if he is made aware of it.
6. The current 2025 Executive Committee are not allowed to endorse candidates on any social media platform, including being in videos, posters or preparing students for questions being asked on campaign night.

### ***Physical Promotional Materials***

1. All posters must have your name visible on the bottom right or left corner, if you made it (if you have already printed it make sure you write your name on it with a marker and that will be fine.)
2. No swear words, no exceptions.
3. A4 size is the maximum size, no limit on how small the posters are.
4. No nudity, or topless photos.
5. Must get permission if using other lecturers and/or students in your poster. If you are found to have not asked for permission you will be subject to potential disqualification
6. You CANNOT post physical posters up in hunter, the admin staff will lose their mind
7. The ONLY place you can put up posters are on the Adams building lift notice boards, if there is no room, tough. First in first served for space. That means from 27th August onwards. Do not pull down other people's posters or help them rearrange it. One physical poster per person if you are campaigning individually OR if you are part of a campaign group then one physical poster per campaign group
8. You may post on the plexiglass notice boards hallway leading into Barnett, the outside stairs leading into Barnett and Colquhoun. There is no limit on physical posters in this location.
9. Red lecture theatre and health science library is a no go.

### ***Campaign Videos***

1. Videos can be no longer than 3 minutes.
2. Any videos to be presented at Campaign night must be uploaded to a memory stick so we can access them. Come 15-20 minutes earlier on campaign night to do this and test the video
3. Facebook videos can be uploaded to your personal social media pages
4. No nudity, no excessive swearing
5. Permission is needed from any participants.
6. Candidates cannot use current executive members in your video
7. Current executives running for a position are an exception and may use other executives campaigning in their videos but only at their permission.

### ***Social Media Campaigning***

1. You may NOT post your; event, group, posters, videos or any other page relating to your election campaign on the following pages:

- a. The three Facebook study pages/ group pages (I am on all three pages and will be able to see)
  - b. NZAPS-O social media pages
  - c. Any other past event pages i.e., wine and cheese event page or pharmacy ball page etc.
  - d. Group chats organised by the NZAPS-O Executive Committee
2. You MAY create a facebook event, group or likeable page and invite as many people as you like. You may also CREATE a group chat to disseminate promotional materials
  3. There is no limit on the number of candidates in your campaign group
  4. You may share your poster or videos via any personal social media pages, group chats or accounts that are not affiliated with NZAPS-O or the School of Pharmacy

***P3 Students on Placement during Campaign Night***

1. Send me a video recorded speech by Sunday 24th of August evening at the latest in case we have any technical difficulties - email or a google drive may be easiest.
2. Also send me your campaign video if you wish for it to be played at campaign night - same goes needs to be before Sunday evening at the latest.
3. Join the virtual Nominee meeting
4. Voting occurs via google form, so will be accessible