



BPSA Constitution

1. Definition

The British Pharmaceutical Students' Association (herein after referred to as the Association) is a section of the Royal Pharmaceutical Society of Great Britain (herein after referred to as the Society) established within Section V of the Society's Byelaws.

2. Objects

The Objects of the Association shall be to represent and promote the interests and welfare of members of the Association generally and in relation to the study and practice of the profession of pharmacy, acting in accordance with the governance of the Society.

3. The Executive

3.1 The members of the Association shall at its Annual Conference elect an Executive and that Executive shall administer the affairs of the Association.

3.2 The Executive shall be constituted of the following members: President, Vice-President, Treasurer, Secretary General, Public Relations Officer, Membership Secretary, Information Technology Officer, Student Exchange Officer, Graduate Officer, *Future Pharmacist* Editor, Educational Development Officer, five Area Co-ordinators and two Annual Conference Organisers.

3.3 The Executive shall hold office from the 1st July until the 30th June in each year.

3.4 The Executive shall meet at least six times annually in addition to any meeting it may hold at the Annual Conference of the Association.

3.5 The quorum for any meeting of the Executive shall be six members of the Executive.

3.6 Meetings of the Executive shall be chaired by the President of the Association, or in his absence the Vice President. In the absence of both the President and the Vice President the Executive shall elect a Chairman.

3.7 At meetings of the Executive, the Chairman of the meeting shall have a casting vote, but otherwise shall not vote.

3.8 The Executive shall act at all times within the Objects of the Association. Decisions on matters falling within the Objects should be taken by a majority affirmative vote by all members of the Executive. In matters of urgency, decisions on matters falling within the Objects may be taken either by an affirmative vote by six members of the Executive including at least four drawn from the President, Vice President, Treasurer, Secretary General, Public Relations Officer and Membership Secretary or by the President on his/her own authority on urgent matters within a restricted time scale falling within the Objects of the Association. The Executive will be informed of any decisions as soon as possible.

3.9 The Executive shall hold two meetings each year with representatives of the Council of the Society, and at least one informal meeting with senior staff of the Society.

3.10 The Executive shall operate in accordance with the Regulations of the Association, which may be amended by ordinary resolution of the Annual Conference or National Representatives' Meeting.



3.11 The Executive may at its discretion use the services of any person necessary in order to ensure the proper running of the Association and may pay proper fees and charges in respect of any work performed by such person acting on behalf of the Association.

3.12 The Executive shall abide by the Code of Conduct.

4. Membership

4.1 Membership of the Association shall be open to all students as defined by the Society's current definition on payment of the prescribed fee.

4.2 Associate membership of the Association:

4.2.1 Is defined as students not encompassed by the Society's current definition, who may be permitted to speak but shall have no right to vote at meetings.

4.2.2 Shall be granted at the discretion of the Executive.

4.2.3 Shall be eligible for events and services at the discretion of the Executive.

4.3 The Association may by ordinary resolution at the meeting held at the Annual Conference of the Association, agree to admit as members, pharmacists who are members of the Executive for a period ending on the first anniversary of their initial registration with the Society.

4.4 The HLM committee shall report to the meeting held at the Annual Conference of the Association the details of any person who has been made an Honorary Life Member of the Association in recognition of outstanding service to the Association.

4.5 Honorary Life Members of the Association shall have a right to attend meetings of the Association and may be permitted to speak at meetings, but shall have no right to vote.

5. Powers

5.1 The Association shall have the power, within the Objects of the Association to:

5.1.1 Organise such social and educational events as, in the opinion of the Executive, should be held;

5.1.2 Seek sponsorship for any events or activities as may be required, subject to paragraph 5.2 below;

5.1.3 Pay all Association expenses out of the funds of the Association in accordance with the regulations;

5.1.4 Buy, lease or sell any goods or things of any description, which in the opinion of the Executive, are required for the day-to-day running of the Association;

5.1.5 Invest funds of the Association in investment accounts of banks or building societies providing that no such investment may be made other than with the consent of the Treasurer for the time being of the Association;

5.1.6 Exercise discipline over members of the Association in accordance with the Regulations;



5.1.7 Become a member of any body representing the interests of students of pharmacy internationally and to pay the appropriate subscription charges;

5.1.8 On occasion to subscribe or contribute any charitable or benevolent fund, the support of which will be in the opinion of the Executive assist them to further the Objects of the Association, provided that the total sum subscribed shall not in any one year, unless approved by Annual Conference, exceed £150.00;

5.1.9 Enter into, vary, carry out or cancel any contracts or agreements where so to do will further the Objects of the Association, and provided that the Executive so decides, to take or defend any legal proceedings arising there from.

5.2 No funds or sponsorship (see 5.1.2 above) shall be sought or accepted from, and no activity shall be entered into, with any body whose objects are, in the opinion of the Council of the Society, inimical to the interests of the profession as a whole. The Association must seek guidance from the Society's stated policy. If the Association is unsure whether to enter into a sponsorship agreement, the advice of the Secretary and Registrar of the Society should be sought in writing (email is acceptable) before any agreement is made. If an immediate decision is required, the BPSA Executive may make a decision (under 3.8 above) but must have regard to the policy of the Society and ensure that the objects of the sponsor are not inimical to the profession. Such decisions by the Executive shall subsequently be reported to the Secretary & Registrar.

6. Finance

6.1 The Treasurer of the Association shall keep accounts of income and expenditure of the Association for a period of not less than seven years, in a form acceptable to the Society.

6.2 The Treasurer shall, thirty days before the Annual Conference of the Association, submit to the Society's Director of Finance and Resources, copies of the accounts of the Association for the previous accounting year. The Director of Finance and Resources shall arrange for such accounts to be audited.

6.3 The Finance Audit Committee shall approve the current audited accounts in accordance with the Finance Audit Committee guidelines, at the Annual Conference of the Association.

6.4 A written copy of the accounts of the Association shall be presented at the Annual Conference of the Association.

6.5 Funds of the Association shall be placed in an account or accounts of banks or building societies acceptable to the Society's Director of Finance and Resources, opened in the name of the Association.

6.6 The Treasurer of the Association shall have access to and control over any bank or building society account of the Association.

6.7 Funds of the Association may be used for any purpose falling within the powers of the Association, including reimbursement of expenses properly incurred by members of the Executive in connection with their functions as such, in accordance with the Regulations.

6.8 The Treasurer of the Association shall be responsible for the accounting to the Executive of the moneys of the Association.

6.9 An Honorary Treasurer is to be proposed, who shall be an HLM. They will be nominated by the President and Treasurer, and approved at a meeting of the executive. They shall hold office, performing duties outlined within the Regulations, until such times where they are unable to do so,



in which case a new Honorary Treasurer is appointed.

7. Association

7.1 The Association shall hold an Annual Conference each year, and such other conferences as the Executive shall determine.

7.2 The Annual Conference shall:

7.2.1 Elect an Executive for the following year;

7.2.2 Be presented with a written report of the accounts of the Association for the current financial year. The accounts of the Association for the whole of the financial year shall be presented with a written copy, and reviewed by the incoming and outgoing Executive (at the changeover of the Association) and by the Honorary Treasurer.

7.2.3 Conduct any other business of the Association.

7.3 The quorum at the Annual Conference of the Association shall be twenty members of the Association and four members of the Executive.

7.4 Voting on Association policy at Annual Conference shall be by a simple majority of those present and voting. No postal or proxy vote is permitted.

7.5 Not less than fourteen days notice shall be given to the members of the date and place of the Annual Conference of the Association and any other conference of the Association. The period of notice shall exclude periods when the Schools of Pharmacy are on vacation.

8. Constitution

8.1 Amendments to the Constitution may be accepted by a two-thirds majority of members present and voting at the Annual Conference of the Association.

8.2 Any proposal to amend the Constitution to be considered at Annual Conference of the Association, shall be the subject of written notification to the representative at each School of Pharmacy and of a notice in the Pharmaceutical Journal; such notification to be given at least fourteen days before the conference.

8.3 The Executive shall inform the Secretary and Registrar of any proposal for amendment to the Constitution adopted by the Annual Conference of the Association and, if accepted by the Council of the Society, the amendment shall come into force on a date agreed by the Council and the Executive.



The BPSA Regulations

The regulations are not meant to be comprehensive but it is intended that they give guidance within all areas of Association business. In the absence of a suitable reference in the Regulations common sense and consultation should take precedence. The Regulations should be constantly reviewed and updated; this is the role of the representatives and the Annual Conference. After each National Representatives, Executive and Annual Conference meeting regulation changes should be identified from the decisions made during the meeting.

1. Designation of Areas

Northern:	The Robert Gordon University; University of Strathclyde; University of Sunderland;
Pennine:	University of Bradford; Liverpool John Moores University; University of Manchester; University of Huddersfield University of Central Lancashire
Central:	University of Nottingham University of Keele Aston University University of Wolverhampton De Montfort University
Eastern:	University of Brighton; King's College London; London School of Pharmacy; University of East Anglia University of Kingston; University of Hertfordshire; Medway School of Pharmacy;
Western:	University of Bath; University of Wales, Cardiff; University of Reading; University of Portsmouth;

2. Officer's Job Descriptions

General

2.1.1 Each officer shall abide by the Constitution, Standing Orders, Regulations, Policy of the Association and Executive Code of Conduct. The Executive shall review these documents at regular intervals.

2.1.2 Each officer shall submit two written reports during their term of office; a conference report and an end of year report. These reports shall provide a concise account of all aspects of their job description, including progress on recommendations made to them by the previous Annual Conference, recommendations that they may have, and full details where appropriate of all financial transactions (except expenses) which occurred in the course of their business. Their conference report will be presented verbally to Annual Conference and should it be accepted their recommendations shall be used to review the job descriptions. The end of year report shall be produced for the changeover of the new executive. BPSA representatives shall have the opportunity to write a conference report which may be presented at Annual Conference. The content of this report shall be similar to that of the Executive.



2.1.3 Each officer shall maintain good communication links with the rest of the Executive. They shall report back any pertinent information from meetings attended.

2.1.4 Where appropriate recommendations made by the outgoing Executive should be actively pursued by the incoming Executive and progress reported back at the next Conference.

2.1.5 Members of the Executive shall represent the Association when on Association business.

2.1.6 Each member of the Executive shall keep accurate records of any activities undertaken that relate to their role. This shall include reviewing and acting on Standard Operating Procedures.

2.1.7 Each Executive member shall ensure an accurate changeover with their successor is organised. If an Officer is unable to attend the Executive changeover, they shall ensure that an individual changeover takes place no more than eight weeks before or after the Executive changeover.

2.1.8 Officers shall inform the Executive of any declarations of interest they may have, as and when they happen.

2.1.9 Each Officer of the Association shall be allocated (a) School of Pharmacy (ies). They shall maintain regular links with that School and aid the designated Area Co-ordinator as necessary.

2.1.10 Officers shall read all minutes presented to them and act upon them appropriately.

2.1.11 Officers shall keep up to date with issues affecting pharmacy students and preregistration trainees.

2.1.12 Officers must be willing to undertake any responsibilities that are not directly linked to their job role, as directed by the Executive.

2.2 Role of the President

2.2.1 To implement Association policy as formulated by Annual Conference and meetings of the Executive or School of Pharmacy representatives.

2.2.2 To ensure BPSA representation at meetings of the Society's Education Committee and other appropriate bodies.

2.2.3 To interpret Association policy in the absence of a meeting of the Annual Conference, Executive or School of Pharmacy representatives.

2.2.4 To ensure that the Executive is working together as a team and that all members of the Executive are fulfilling their duties.

2.2.5 To act as spokesperson for the Association.

2.2.6 To represent the Association.

2.2.7 To organise the changeover of the executive in association with the Secretary General.

2.2.8 To maintain and strengthen existing links with the Society



2.3 Role of the Vice President

- 2.3.1** To deputise for the President when necessary and support the Executive as required.
- 2.3.2** To ensure that the Executive is working together as a team and that all members of the Executive are fulfilling their duties.
- 2.3.3** To act as the Association's International Liaison Secretary.
- 2.3.4** Where possible to attend international meetings and represent the views of the Association. If unable to attend, to fully brief the appointed delegates. A full summary of the event must be presented to the Executive at the next available Executive meeting.
- 2.3.5** To publicise future international events through the publications of the Association and the School of Pharmacy representatives.
- 2.3.6** To promote the association at the IPSF Congress and EPSA events.
- 2.3.7** To ensure, by liaison with the treasurer, that any membership fees due to international organisations are correctly paid on time.
- 2.3.8** To organise the relevant elements of the Student of the Year Competition.
- 2.3.9** To lead BPSA Public Health Campaigns.

2.4. Role of the Secretary General

- 2.4.1** To act as Branch Secretary for the Association.
- 2.4.2** To deal with all correspondence addressed to the Association and to bring matters arising to the Annual Conference, Executive or School of Pharmacy representative meetings.
- 2.4.3** To organise meetings of the Executive and School of Pharmacy representatives in accordance with the Regulations.
- 2.4.4** To distribute agendas and ensure travel details are given to those invited to attend the meetings.
- 2.4.5** To produce and distribute accurate minutes of such meetings within three weeks of the meeting to which they relate. The exception to this is the Annual Conference where minutes shall be completed accurately in time for change over.
- 2.4.6** To ensure that all publications and minutes are filed and archived.
- 2.4.7** To co-ordinate the production and distribution of the Associations Christmas cards.
- 2.4.8** To write, with the President, an annual report of the year before changeover, to be sent to all professional contacts.
- 2.4.9** To act as the official contact point for BPSA School of Pharmacy representatives.
- 2.4.10** To organise business cards and name badges for the Executive.
- 2.4.11** To coordinate the Association's presence at BPC.



2.4.12 To keep an up to date database of Honorary Life Members of the Association.

2.4.13 Shall lead on the review of the documentation listed in regulation 2.1.1

2.4.14 To keep appropriate contact with Honorary Life Members of the Association.

2.5 Role of the Treasurer

2.5.1 To control and present the Association finances in accordance with the finance regulations.

2.5.2 To co-ordinate the organisation of any working parties of the association. The Chair of the working parties of the Association are accountable to the Treasurer.

2.5.3 To maintain the public liability insurance of the Association.

2.5.4 To maintain registration with the Information Commissioner.

2.5.5 To co-ordinate, document and acknowledge all sponsorship of Association events in liaison with the Public Relations Officer.

2.5.6 To keep an inventory of all Association equipment and to ensure as far as possible that it is kept in an acceptable condition.

2.5.7 To present the accounts of the Association at each meeting of the Executive.

2.6 Role of the Public Relations Officer

2.6.1 To safe guard and develop sponsorship for the services and events of the Association.

2.6.2 To co-ordinate, document and acknowledge all sponsorship of Association events in liaison with the Treasurer.

2.6.3 To maintain links with the sponsors, invite them to events and send them regular communications as deemed appropriate.

2.6.4 To write letters of thanks to all sponsors, speakers and invited guests at Annual Conference in conjunction with the Annual Conference organisers.

2.7 Role of the Membership Secretary

2.7.1 To co-ordinate the School of Pharmacy Roadshows through the National Representatives and contacts at the School of Pharmacy.

2.7.2 To organise adequate attendance of the Executive and National Representatives at each Roadshow.

2.7.3 To ensure that the Roadshows are run in an organised and efficient manner with publicity produced well in advance.

2.7.4 To distribute a written communication to all first year students before the Roadshow at their



School of Pharmacy. Where possible this shall be sent out with the local School of Pharmacy information before they arrive at university.

2.7.5 To distribute, collect and process applications and to maintain an up to date database of the membership.

2.7.6 To organise the presentation of Freshers' Packs for the School of Pharmacy Roadshows for the following year.

2.7.7 To co-ordinate the pharmacy fashions of the Association.

2.8 Role of the Graduate Officer

2.8.1 To organise preregistration conferences according to the regulations within four months of the preregistration year commencing.

2.8.2 To compile and edit three editions, per academic year of the Graduate Link and ensure its distribution.

2.8.3 To act as a contact point for preregistration members and to keep abreast of all issues affecting preregistration students.

2.9 Role of the Student Exchange Officer

2.9.1 Where possible to attend the International Pharmaceutical Students' Federation (IPSF) Congress and/or EPSA Autumn Assembly at their start of term in office, or make such arrangements as to be aware of its proceedings.

2.9.2 To contact previous applicants and acquire confirmation of their placement status before refund cheques are issued. Refund cheques should be issued only when adequate proof of status is obtained and stubs of those cheques refunded should be cross referenced with the applicants exchange number.

2.9.3 To forward one copy of placed students' report to the Chairperson of Student Exchange (ChSE) at IPSF and keep one copy for BPSA records.

2.9.4 To brief all School of Pharmacy representatives on the format of the Student Exchange (SE) and application procedure.

2.9.5 To ensure access to application forms and SE information for all Association members.

2.9.6 To screen and assess students suitable for any organised bilateral exchanges.

2.9.7 To contact students by their withdrawal date to confirm their status.

2.9.8 To liaise with past, present and future hosts.

2.9.9 To receive application forms from the ChSE and screen for students' suitability for placing in Great Britain and forward these application forms to hosts.

2.9.10 To ensure, by liaison with the treasurer, that invoices received from IPSF are accurate and paid on time.



2.9.11 To act as Contact Person for IPSF.

2.9.12 To ensure that details of all hosts for IPSF and EPSA events are communicated to the President and Public Relations Officer.

2.10 Role of the Future Pharmacist Editor

2.10.1 To compile and edit at least two editions per term of office of the Future Pharmacist at appropriately timed intervals.

2.10.2 To liaise with the typesetters and printers and ensure good communication links.

2.10.3 To ensure timely distribution of the publications to the members of the Association in consultation with School of Pharmacy Representatives and/or Schools of Pharmacy.

2.10.4 To ensure that each edition of the Future Pharmacist contains suitable educational content.

2.11 Role of the Information Technology Officer

2.11.1 Update and maintain the BPSA website at regular intervals.

2.11.2 Be responsible for updating and maintaining all IT equipment currently owned by BPSA.

2.11.3 Forward all correspondence via the BPSA e-mail address to the appropriate Executive member.

2.11.4 Design and produce publicity materials for BPSA activities in conjunction with other Executive members when required.

2.11.5 Advise the Executive on information technology use and needs.

2.11.6 To co-ordinate the running of e-groups.

2.11.7 To act as specific point of contact with the website provider.

2.12 Role of the Educational Development Officer

2.12.1

Be responsible for the administration and management of the Professional Development Certificate Scheme (herein referred to as PDC) in accordance with the regulations.

2.12.2 To liaise with the BPSA members, Representatives, College of Pharmacy Practice (referred to as CPP herein) and members of the BPSA Executive and other relevant bodies to carry out 2.12.1.

2.12.3

To apply to the CPP for accreditation of events and services for inclusion within the BPSA PDC scheme.

2.12.4

To review the PDC portfolio of evidence submitted by an individual member. To decide based on the CPP and BPSA PDC scheme criteria, if a PDC certificate is to be issued, from the start of the



term of office until the last day of August the following year.

2.12.5

To provide the President with relevant prepared PDC certificates to be signed before being issued

2.12.6 To co-ordinate the Responding to Symptoms Competition

2.13 Role of the Area Co-ordinators

2.13.1 To organise the area events according to the regulations.

2.13.2 To liaise with the School of Pharmacy representatives, contact lecturers where appropriate and relevant members of the Executive in the organising of events and services at the Schools of Pharmacy within their area.

2.13.3 Where possible, to attend the Roadshows held in their area.

2.13.4 To maintain regular communication with all National Representatives and Pharmaceutical Student Association Executive committees in their area.

2.13.5 To organise and attend at least two Area Committee meetings during their term of office.

2.13.6 To facilitate the changeover of National Representatives in their area.

2.14 Role of the Annual Conference Organisers

2.14.1 Two elected conference organisers shall organise the Annual Conference in accordance with the regulations.

2.14.2 To liaise with the Executive at all stages of the organisation of Annual Conference.

2.14.3 To write a report of the Annual Conference event.

2.14.4 To write letters of thanks to all sponsors, speakers and invited guests of Annual Conference in conjunction with the PRO.

3. Finance

3.1 General

3.1.1 The Association shall operate via a centralised fund for its monies contributed to it by membership, the Society (via the capitation grant) and any other income permitted by the Constitution.

3.1.2 The financial year shall be from the first day in July to the last day in June.

3.1.3 The outgoing Treasurer must present a full financial report at the end of the Association's financial year at changeover.



3.1.4 The incoming Treasurer shall present a budget for approval at the first Executive meeting including allowances for:

- a. Executive expenses - with a breakdown for each post on the Executive.
- b. Area activities.
- c. Publications and stationery.
- d. International activities.
- e. Other expenses.

The Treasurer shall update the Executive on any changes to the budget and ensure that the Executive adhere to it.

3.1.5 Membership fees for the forthcoming financial year shall be agreed by an ordinary resolution at the Annual Conference. The Secretary and Registrar of the Society shall be notified of any such changes not less than twenty-eight days before that financial year.

3.1.6 Any contract or financial obligation (as defined by the Constitution) must always carry the two signatories specified for the main account. No contract may be signed without a majority agreement from a meeting of the Executive.

3.2 Expenses

3.2.1 The members of the Executive shall be indemnified against expenses incurred by them in the course of their Executive business out of the funds of the Association.

3.2.2 Members of the Executive shall be reimbursed for travel to any meeting of the Executive during their term of office. Members of the Executive shall not normally be reimbursed for travel to events of the Association unless they make an obvious organisational or educational contribution. Only members of the Executive shall normally be reimbursed for travel to liaison meetings of the Executive and other professional bodies. Representatives of the Association shall normally only receive travel expenses to National Representatives' meetings. Members of the Association shall only receive travel expenses to any meeting of the Association either if invited by the Executive or with prior agreement with the Treasurer and President.

3.2.3 Members of the Executive shall be entitled to a refund of two-thirds of the price of a Young Person's Rail or Coach Card. Representatives of the Association shall be entitled to a refund of one-third of the said price, at the discretion of the Treasurer.

3.2.4 Any single expense greater than £100 can only be claimed with prior agreement from the Treasurer.

3.2.5 All postage shall normally be at the lowest price possible unless a clear need for more expensive postage tariffs can be clearly justified to the Treasurer.

3.3 Accounts

3.3.1 The activities of the Association shall be funded by appropriate bank accounts. The signatory of each account shall be the Treasurer. Any transaction which causes the Conference account to be overdrawn shall be brought to the attention of the Treasurer. Any bank charges incurred by the debt on the Conference account resulting from such a transaction shall be refunded to the Association by the signatory unless they can demonstrate exceptional circumstances to the Executive.

3.3.2 Any payments over £5000.00 shall be cleared with the Honorary Treasurer.



3.3.3 All accounts shall be signed over at the annual changeover meeting. If there is no incoming post-holder then the account shall be signed over to the Treasurer or President.

3.3.4 All accounts currently used by the Association shall be submitted for review by the Finance Audit Committee at the Annual Conference. This committee shall consist of one Honorary Life Member, one conference delegate and one executive member and shall run in accordance with the guidelines for the committee. The Treasurer shall sit on any meeting of the committee in an advisory capacity. The Honorary Treasurer should sit on any meeting of the committee in an advisory capacity, wherever possible. The committee shall report their findings to the Annual Conference not later than the close of business on the fourth day.

3.3.5 The Association shall have one main account which shall have two signatories: the Treasurer and the President. In their absence the Secretary General shall carry a reserve signatory. All other accounts will comply with the regulations as specified.

4. Annual Conference

4.1 The Annual Conference shall be organised by the conference organisers according to the regulations.

4.2 The Annual Conference shall be advertised to all members of the Association in the publications of the Association, the *Pharmaceutical Journal*, other wider pharmacy press as deemed appropriate and via the National Representatives, no less than three months before the event.

4.3 Annual Conference literature shall be dispatched to delegates to arrive at least three weeks prior to the start of the conference.

4.4 Business sessions at the Annual Conference shall be run according to the Standing Orders of the Association except at the discretion of the Chairperson of the sessions.

4.6 A Steering Committee shall be elected at the start of the conference and:

4.6.1 Shall consist of one Executive member, one member with previous conference experience and one other member.

4.6.2 The members of which must attend all sessions and ensure adequate motions for debate.

4.6.3 Be run in accordance with guidelines for the committee.

4.7 An Honorary Life Membership Committee shall be elected at the start of conference and:

4.7.1 Shall approve persons to receive Honorary Life Membership of the Association.

4.7.2 Shall consist of an HLM, an Executive Member and a non-Executive member, of which at least one member must have previously served on the committee.

4.7.3 Be run in accordance with the guidelines for the committee.

4.8 A Returning Officer shall be elected at the start of the conference and shall be responsible for the Executive elections. The Returning Officer shall act in accordance with the guidelines for the Executive Elections.



4.9 Motions passed at Annual Conference that are related to policy shall remain Association policy for three years unless they are withdrawn and replaced at future conferences.

4.10 Motions passed at Annual Conference related to the internal running of the Association shall be incorporated into the regulations.

4.11 The Annual Conference shall be at least six days in duration, if financially viable. Conference time should be split 70:30 between conference business and educational content.

5.0 Executive Elections

5.1 The Executive shall be elected by ballot from and by the members of the Association present at the start of election business sessions of the Annual Conference in accordance with the Standing Orders.

5.2 All candidates should hand in their nominations to the Returning Officer before midnight on the eve of the elections. The nominations must be on an official form with full signatures of the candidates and their proposers and seconders.

5.3 Where a candidate is unable to attend, they may submit a postal application for election to the Secretary General at least one week prior to the start of Conference. Their proposer and seconder must be present at Conference for their application to be valid. The postal candidate shall write a proposal in support of their nomination to be read out at the election by their proposer.

5.4 Each candidate's name and college/status along with the names and college/status of their proposer and seconder should be displayed on a notice board as nominations are received by the Returning Officer prior to the elections.

5.5 Candidates for an election shall be presented in alphabetical order. The proposer shall give a brief speech followed by a formal support by the seconder. The candidate will then present themselves. Following this, the candidate will be questioned. Candidates for a contested post shall answer questions together, taking turns to answer the question first. These questions should be applicable to all candidates for a contested post. Postal candidates will not be consulted during such questioning, nor will their proposer or similar representative be able to speak on their behalf.

5.6 The proposer shall speak for no longer than three minutes for a contested post and two minutes for an uncontested post. The candidate shall speak for no longer than five minutes for a contested post and three minutes for an uncontested post.

5.7 The candidate, proposer and seconder must be members of the Association. Successful candidates must maintain their membership during their term of office.

5.8 Honorary Life Members of the Association are not allowed to propose or second candidates for elections.

5.9 Any present Executive member shall not propose or second a candidate for their post.

5.10 The President and full Executive shall be elected by at least half of the members present and voting. In the event of a ballot being indecisive, an additional ballot shall be held with the two leading candidates from the first ballot taking part.

5.11 In the event of a vacancy for an Executive position, nominations may be received after the



other elections have been completed.

5.12 In the event of a candidate being defeated in the Executive elections, nominations from those candidates may be accepted for vacant positions after the other elections have been completed.

5.13 If a candidate is not elected to a post due to a majority of re-open nomination votes cast, that candidate is not allowed to re-stand for the same post at the same Annual Conference.

6. Executive Co-option

6.1 If an Executive position is left vacant after the Executive elections have closed, the incoming Executive may co-opt someone to fill this position.

6.2 The Person co-opted should ideally have been eligible to have stood in the original elections; however applications from HLMs and past Executive members may be considered.

6.3 The outgoing President should advertise the vacant position(s) to as many members as possible by what ever suitable means they have.

6.4 Interested bodies should write a proposal for the position which should be sent to the outgoing President. The proposal should contain information about why the candidate wants the position, what skills they could bring to the position and the Executive, their plans for the position and any other information they think may be relevant.

6.5 At the Executive changeover the outgoing President should pass over any applications received to the incoming President.

6.6 At the next possible Executive meeting the new Executive should aim to co-opt the vacant position(s).

6.7 The proposal(s) should be read out, and the Executive should then secretly vote on whether to co-opt the candidate or not. If the position is contested than the Executive should secretly vote for the candidate of their choice.

6.8 The Executive will have the power to vote to not co-opt the candidate(s) if they feel the candidate(s) would not be suitable for the role.

6.9 If a position(s) is still unfilled the position(s) should be re-advertised and the job role should be shared out amongst the Executive until a suitable candidate(s) can be found.

7. Executive Resignation

7.1 If a member of the Executive decides to resign then they should write a letter stating their intent to the President. In the case of the President wishing to resign they should write this letter to the Vice President.

7.2 The Executive member resigning should carry on their job role until they have changed over with the relevant Executive member(s); this is most likely to be the President or Vice President.

7.3 In exceptional circumstances they may leave before they can changeover if a majority of the Executive agree.



7.4 The vacant position must then be advertised to the members and the co-option procedures can then take place.

7.5 The Society should be informed within one week of the Executive member resigning.

7.6 In the case of the President or the Treasurer resigning the Vice President should be added as a signatory on the relevant account(s).

8. Executive Leave of Absence

8.1 An Executive leave of absence should be used in exceptional circumstances when they are temporary unable to carry out their role. It should not be taken lightly and they should discuss their reason(s) thoroughly with the relevant Executive member(s) before taking the decision.

8.2 If an Executive member is temporarily unable to carry out their role they should inform the President immediately in writing. In the case of the President they should inform the Vice President.

8.3 The Executive member must give a time period for the leave and a reason why they are unable to continue with their duties.

8.4 The Executive member must brief the President or Vice President of where they are in their job role and what activities need to be undertaken during their absence.

8.5 The Executive should work together to ensure that these activities are carried out.

8.6 The Society should be informed of any Executive member taking a leave of absence within one week and should be informed of the members return to the Executive.

8.7 When the Executive member returns to their position they should ensure that they become up to date with what has happened with regards to their job role and the activities of the Executive.

8.8 If an Executive member does not feel they can return to the Executive they should start the resignation procedure.

9. Area Events

9.1 Area co-ordinators shall organise at least two area events during the academic year with the exception of the Northern Area, which shall hold at least one area event. Area Conferences shall include an educational aspect and could also include Area Sports as deemed fit.

9.2 Area events shall be advertised to all Schools of Pharmacy in the publications of the Association and via the National School of Pharmacy Representatives.

9.3 Area Co-ordinators should invite members of the Executive to have a higher profile and be proactive in events organised by and at the Schools of Pharmacy.

9.4 The Executive should ensure that a minimum of two Executive members are present at BPSA area events, excluding the Area Co-ordinator.

10. Preregistration Conference



10.1 The Graduate Officer shall organise a conference for preregistration students. This event shall include information about career opportunities within the profession of pharmacy and workshops about current affairs relevant to the preregistration student.

10.2 The conference shall be advertised to all preregistration members in the publications of the Association, the *Pharmaceutical Journal* and wider pharmaceutical press where appropriate, no less than one month before the event.

10.3 The Conference should allow time for delegates to discuss current relevant preregistration issues of their own choice.

11. BPSA National Representatives

The BPSA National Representatives (herein referred to as the BPSA Rep(s)) are located at each School of Pharmacy.

11.1 Each School of Pharmacy shall appoint/elect at least one BPSA Rep according to their local guidelines.

11.2 The BPSA Rep(s) shall represent the Association at their School of Pharmacy.

11.3 The BPSA Rep(s) and the Association must maintain strong communication between each other.

11.4 They shall promote and encourage members to participate in all Association events and services.

11.5 They shall endeavour to participate in Association events and services wherever possible.

11.6 They shall endeavour to attend Executive, National Representatives and Executive, and Area Committee meetings where invited.

11.7 They shall encourage all pharmacy students to become members of the Association.

11.8 They shall promote local RPSGB branch activities to members in their School, as deemed fit

11.9 They shall actively work with their local PSA, aiding communication between the two Associations.

11.10 They shall ensure a successful changeover, between themselves and their successor(s).