



## **BPSA Constitution**

### **1. Definition**

The British Pharmaceutical Students' Association (hereinafter referred to as the Association) is the official pharmacy student organisation of the Royal Pharmaceutical Society (hereinafter referred to as the Society).

### **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 Constitution and Regulations of the Association and the General Pharmaceutical Council's Code of conduct for pharmacy students.

### **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, External Relations Officer and no more than fifteen other Executive members as outlined in the Regulations.
- 3.3** The Executive shall hold office from the 1st July until the 30th June of the following 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 seven members of the Executive.
- 3.6** Meetings of the Executive shall be chaired by the President of the Association, or in their absence the Vice President. In the absence of both the President and the Vice President the Executive shall elect a Chairperson.
- 3.7** At meetings of the Executive, the Chairperson 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 seven members of the Executive including at least three drawn from the President, Vice President, Treasurer, Secretary General and External Relations Officer or by the President on their 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 at least one meeting each year with representatives of the Assembly of the Society, and informal meetings 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 BPSA 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 on behalf of the Association.
- 3.12** The Executive shall abide by the Code of Conduct.

#### **4. Powers**

- 4.1** The Association shall have the power, within the Objects of the Association to:
  - 4.1.1** Organise such social and educational events as, in the opinion of the Executive, should be held.
  - 4.1.2** Seek sponsorship for any events or activities as may be required, subject to paragraph 5.2 below.
  - 4.1.3** Pay all Association expenses out of the funds of the Association in accordance with the Regulations.
  - 4.1.4** Buy, lease or sell any goods and equipment of any description, which in the opinion of the Executive, are required for the day-to-day running of the Association.
  - 4.1.5** 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.
  - 4.1.6** Exercise discipline over members of the Association in accordance with the Regulations.



- 4.1.7** Become a member of any international body representing the interests of students of pharmacy and to pay the appropriate subscription charges.
- 4.1.8** On occasion, subscribe or contribute to 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.
- 4.1.9** Enter into, amend, carry out or cancel any contracts or agreements where doing so will further the Objects of the Association, and provided that the Executive so decides, to take or defend any legal proceedings arising there from.
- 4.1.10** To appoint Committees where necessary to achieve the duties set out in the regulations, and any other activities as deemed appropriate by the Executive.
- 4.2** No funding or sponsorship agreement (see 5.1.2 above) shall be entered into or continued, with any body whose objects are, in the opinion of the Executive or Annual Conference, inimical to the interests of the profession as a whole.
- 4.3** Should situations arise that impact the ability of the Executive to carry out the Objects of the Association, a meeting of the Executive and at least one HLM should be called by a member of the Executive, as soon as practicably possible, at which a vote should be held to permit the Executive to deviate from specified constitutional obligations. Brief minutes of the meeting must be published.

## **5. Finance**

- 5.1** 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 which is acceptable to the Executive and Honorary Treasurer. Advice is to be sought from the Society as needed.
- 5.2** The Treasurer shall, thirty days before the Annual Conference of the Association, submit to auditors chosen by the Executive and Honorary Treasurer on advice from the Society, copies of the accounts of the Association from the past 12 months.
- 5.3** 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.
- 5.4** A written copy of the accounts of the Association shall be presented at the Annual Conference of the Association.



- 5.5** Funds of the Association shall be placed in an account or accounts of banks or building societies acceptable to the Honorary Treasurer and the Executive, on advice from the Society, opened in the name of the Association.
- 5.6** The Treasurer of the Association shall have access to and control over any bank or building society account of the Association.
- 5.7** Funds of the Association may be used for any purpose falling within the objects of the Association, in accordance with the Regulations.
- 5.8** The Treasurer of the Association shall be responsible for the accounting to the Executive of the monies of the Association.
- 5.9** The Association must appoint an Honorary Treasurer. 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, which will be reviewed every three years, in which case a new Honorary Treasurer is appointed.
- 5.10** The accounts of the Association will be reviewed by the incoming and outgoing Executive (at the changeover of the Association) and by the Honorary Treasurer as outlined by the Regulations.
- 5.11** The outgoing Treasurer shall propose the budget for the next Executive, this will be reviewed by the Finance Audit Committee at Annual Conference and voted on by the delegation.
- 5.12** If the elected Treasurer wishes to deviate from this budget during their mandate they must present their proposal to the Executive, if this is voted on with two thirds majority then the proposal shall be presented to the advisory board for approval.

## **6. Association**

- 6.1** The Association shall hold an Annual Conference each year, and such other conferences as the Executive shall determine.
- 6.2** The Annual Conference shall:
  - 6.2.1** Elect an Executive for the following year.
  - 6.2.2** Be presented with a written report of the accounts of the Association for the current financial year and the proposed budget for the next Executive. The accounts of the Association for the whole of the financial year shall be presented to the Conference in both oral and written formats.



**6.2.3** Conduct any other business of the Association.

- 6.3** The quorum at the Annual Conference of the Association shall be thirty members of the Association and seven members of the Executive.
- 6.4** 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.
- 6.5** Not less than twenty working 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.
- 6.6** An extraordinary session of Annual Conference may be requested outside of Annual Conference to discuss urgent policy motions and/or to accept specific constitutional changes.
- 6.7** An Extraordinary Meeting must be called by a minimum of thirty members of the Association who were or are from at least five Schools of Pharmacy. The request must be put in writing to the Secretary -General of the Association, detailing the reasons for the request and the wording of any proposed policy motions.
- 6.8** Proposals to amend the Constitution in such an extraordinary session must meet all the requirements of Article 8 of the Constitution.
- 6.9** The Executive will make arrangements for any properly requested extraordinary session to be held within the timescales as set out in the Regulations.
- 6.10** The quorum for an Extraordinary Meeting will be as for Annual Conference with the addition of at least one HLM of the Association.
- 6.11** Standing Orders will apply to all business conducted at an Extraordinary Meeting as per Annual Conference.

**7. Constitution**

- 7.1** Amendments to the Constitution must be accepted by a two-thirds majority of members present and voting at the Annual Conference or at an extraordinary meeting of Annual Conference.
- 7.2** Any proposal to amend the Constitution is to be considered at Annual Conference or at an Extraordinary Meeting of the Association. Amendments must be approved by a Constitutional Working Party consisting of at least three Honorary Life Members, and a notification made on the Association's website and promoted across the Association's social media; such notification to be given at least fourteen days before the conference.



- 7.3** Any amendment to the Constitution shall come into force at the changeover of the Executive following Annual Conference.



## **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 Representatives, Executive and Annual Conference meeting regulation changes should be identified from the decisions made during the meeting.

### **1. Designation of Areas**

#### **Northern:**

Newcastle University  
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  
Keele University

#### **Eastern:**

De Montfort University  
University of East Anglia  
University of Hertfordshire  
University of Nottingham  
University of Lincoln

#### **Western:**

Aston University  
University of Bath  
University of Birmingham  
Cardiff University  
University of Reading  
Wolverhampton University  
Swansea University



**Southern:**

University of Brighton  
King's College London  
Kingston University London  
Medway School of Pharmacy  
University of Portsmouth  
University College London School of Pharmacy  
University of Sussex

**2. Officer's Job Descriptions**

**2.1 General**

- 2.1.1 Each officer shall abide by the Constitution, Standing Orders, Regulations, Policy of the Association, Executive Code of Conduct, and Grievances and Respect at Work policy. 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 Annual 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 four weeks before or after the Executive changeover.
- 2.1.8 Officers shall inform the Executive of any declarations of interest they may have, at the next meeting of the Executive following uptake of the interest.
- 2.1.9 Officers shall read all minutes presented to them and act upon them appropriately.
- 2.1.10 Officers shall keep up to date with issues affecting pharmacy students and pre registration trainees.
- 2.1.11 Officers must be willing to undertake any responsibilities that are not directly linked to their job role, when deemed necessary by the Executive.
- 2.1.12 Officers must implement Association policy as formulated by Annual Conference and meetings of the Executive or Representatives.
- 2.1.13 To work with the Society to attend schools of pharmacy each academic year, to promote membership of the Association and the Society and to highlight the Association's work and services.

## **2.2 Role of the President**

- 2.2.1 To lead the implementation of Association policy as formulated by Annual Conference and meetings of the Executive or Representatives.
- 2.2.2 To ensure that the Association is represented at relevant meetings of the Society 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.
- 2.2.9 To work with the Society, to write 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.
- 2.2.10 To maintain registration with the Information Commissioner.
- 2.2.11 To write, with the Vice President, an annual report of the year before changeover, to be sent to all professional contacts.
- 2.2.12 To coordinate the Association's presence at the Society's Annual Conference in association with the External Relations Officer.
- 2.2.13 To construct and distribute press releases on behalf of the Association when necessary in collaboration with the External Relations Officer and Policy Officer.
- 2.2.14 To be accountable for the consistent branding of the Association.
- 2.2.15 To act as the main point of contact between the Executive and the Advisory Board.

### **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 organise and promote one national event (in addition to Annual Conference) as directed by the members.
- 2.3.4 To maintain communication links with the entire Executive and be a point of contact where the President is unavailable.
- 2.3.5 To maintain and strengthen existing links with the Society.
- 2.3.6 To write, with the President, an annual report of the year before changeover, to be sent to all professional contacts.
- 2.3.7 To keep appropriate contact with Honorary Life Members of the Association.



- 2.3.8 To maintain the Alumni mailing list.
- 2.3.9 To produce the Alumni publications.
- 2.3.10 To coordinate the organisation of any working parties of the Association with the Secretary General.
- 2.3.11 To organise any Alumni events with the Secretary General.

#### **2.4 Role of the Secretary General**

- 2.4.1 To act as 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 Executive meetings within three weeks of the meeting to which they relate, with the exception of Annual Conference minutes which shall be completed accurately by the end of the Executive year.
- 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 Association's Christmas cards.
- 2.4.8 To maintain an up to date database of BPSA Representatives, contact lecturers and Heads of Pharmacy Schools.
- 2.4.9 To organise business cards and name badges for the Executive.
- 2.4.10 To maintain an up to date database of Honorary Life Members of the Association.
- 2.4.11 To lead on the review of the documentation listed in regulation 2.1.1.



- 2.4.12 To produce the Annual Conference booklet.
- 2.4.13 To lead the Association's work with the Society to attend each school of pharmacy every academic year, to promote membership of the Association and the Society and to highlight the Association's work and services.
- 2.4.14 To organise adequate attendance of the Executive and Representatives at each Roadshow.
- 2.4.15 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.
- 2.4.16 To co-ordinate the organisation of any working parties of the Association with the Vice President.
- 2.4.17 To organise Alumni events with the Vice President.
- 2.4.18 To send accurate Action Points to the Executive within 48 hours of the meeting to which they relate.
- 2.4.19 To ensure the Roadshow presentation is up-to-date, accurately reflecting the activities of the Association in such a way as to appeal to first year students and encourage Association membership.

## **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 maintain the public liability insurance of the Association.
- 2.5.3 To coordinate, document and acknowledge all sponsorship of Association events in liaison with the External Relations Officer.
- 2.5.4 To keep an inventory of all Association property and to ensure as far as possible that it is kept in an acceptable condition.
- 2.5.5 To present the accounts of the Association at each meeting of the Executive, Annual Conference and at the Changeover of the Executive.
- 2.5.6 To be responsible for all financial aspects of online payments.



- 2.5.7 To organise a meeting of the Finance Review Committee at least 28 days before the Association's Annual Conference.
- 2.5.8 The Treasurer shall, thirty days before the Annual Conference of the Association, submit to auditors chosen by the Executive and Honorary Treasurer on advice from the Society, copies of the accounts of the Association from the past 12 months.
- 2.5.9 To present the budget for the next Executive mandate to be reviewed by the Finance Audit Committee and approved by the delegation at Annual Conference

## **2.6 Role of the External Relations Officer**

- 2.6.1 To safeguard and develop sponsorship for the services and events of the Association.
- 2.6.2 To coordinate, 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 give written thanks to all sponsors, speakers and invited guests at Annual Conference in conjunction with the Annual Conference organisers.
- 2.6.5 To organise the Medical Exhibition at Annual Conference.
- 2.6.6 To coordinate the Association's presence at the Society's Conference in association with the President.
- 2.6.7 To represent the Association and promote its policies to external organisations
- 2.6.8 To construct and distribute press releases on behalf of the Association when necessary in collaboration with the President.

## **2.7 Role of the EPSA Officer**

- 2.7.1 To act as the Association's EPSA Liaison Secretary.
- 2.7.2 Where possible to attend EPSA meetings as the official delegate and promote 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.

- 2.7.3 To publicise future EPSA events and other relevant information through the publications of the Association and the Representatives.
- 2.7.4 To ensure, by liaison with the Treasurer, that any membership fees due to EPSA are correctly paid on time.
- 2.7.5 To ensure roles within EPSA's projects are fulfilled by the European Officer or an appointed subcommittee, roles including but not limited to National Individual Mobility Project, public health and Twinnet.
- 2.7.6 To organise the Travel Fund with the Treasurer.
- 2.7.7 To act as an advocacy representative on EPSA's advocacy platform and appoint a second representative.

## **2.8 Role of the Graduate Officer**

- 2.8.1 To organise pre-registration conferences according to the Regulations within four months of the pre-registration year commencing.
- 2.8.2 To oversee the production and distribution of the graduate newsletter and communications.
- 2.8.3 To act as a contact point for graduate members and to keep abreast of all issues affecting pre-registration students and MPharm graduates.
- 2.8.4 To liaise with the Society regarding their Associate membership group and any activity relating to pre-registration trainees.
- 2.8.5 To maintain and keep up-to-date the graduate membership database.
- 2.8.6 To organise any ARPharmS associate membership promotion alongside the society.
- 2.8.7 To promote graduate membership to final year MPharm students prior to their graduation.
- 2.8.8 To be the main contact point with the General Pharmaceutical Council for pre-registration and graduate matters.

## **2.9 Role of the IPSF Officer**



- 2.9.1 To act as BPSA Contact Person for the International Pharmaceutical Students' Federation (IPSF).
- 2.9.2 To bring the aims, activities and opportunities of the IPSF to the attention of the Executive and members of the Association.
- 2.9.3 To attend the 'IPSF World Congress' and 'IPSF EuRO Regional Symposium' as an 'Official Delegate' or make sure arrangements as to be aware of their proceedings.
- 2.9.4 To attend all Contact Person meetings or make sure arrangements as to be aware of their proceedings.
- 2.9.5 At the end of their mandate, write and forward one copy of the 'Annual Member Organisation Report' to the Chairperson of IPSF EuRO and keep one copy for the Association's records.
- 2.9.6 To ensure, by liaison with the Association's Treasurer, that the IPSF membership fee and the IPSF Student Exchange fee is accurate and is paid on time and to organise a BPSA travel fund for IPSF events.
- 2.9.7 To read and understand the latest 'IPSF Official Documents'.
- 2.9.8 To provide 'BPSA Membership Confirmation Letters' to Association members who request them.
- 2.9.9 To ensure, by liaison with the IT Officer, that the Association's website page(s) regarding IPSF are kept up to date.
- 2.9.10 To oversee the release of applications for the role of the BPSA's Student Exchange Officer (SEO) and promote these to members of the Association.
- 2.9.11 To elect a member to be the SEO for the Association. The SEO will not be an Executive member but will act as the SEO for the Association in line with the IPSF's working practices, under the supervision of the IPSF Officer.
- 2.9.12 To ensure that the SEO fulfils these roles and those stated in 2.9.3, 2.9.7, or in the event the SEO position is unfilled, to take on these roles themselves:
  - 2.9.12.1 To coordinate the IPSF Student Exchange Programme (SEP) in Great Britain.
  - 2.9.12.2 To attend all Student Exchange Officer meetings or make such arrangements as to be aware of their proceedings.
  - 2.9.12.3 To release applications, for the roles of 'Local Exchange Officers'



(LEOs), to members of the Association to assist in the running of SEP.

- 2.9.12.4 To maintain a database of hosts to use for SEP and to ensure that this is passed onto the next SEO.
- 2.9.12.5 To receive incoming and outgoing application forms from the IPSF SEP database, screen for suitability and facilitate the exchange.
- 2.9.12.6 To provide monthly updates of activities to the IPSF Student Exchange Committee and the IPSF Officer.
- 2.9.12.7 To ensure by liaison with the Treasurer, that outgoing Association students accurately pay their SEP fee by an agreed deadline.
- 2.9.12.8 To forward one copy of the Winter SEP and Summer SEP report(s) to the IPSF Chairperson of Student Exchange and keep one copy of each for the Association's records.
- 2.9.12.9 To ensure the Association's webpage on the IPSF's website regarding SEP is kept up to date.

## **2.10 Role of the Publications Officer**

- 2.10.1 To compile and edit the Association's publications.
- 2.10.2 To liaise with the relevant parties to produce the Association's publications.
- 2.10.3 To ensure timely distribution of the publications.
- 2.10.4 To ensure that the Association's publications contain suitable educational content.
- 2.10.5 To produce the monthly Get Involved! e-newsletter to be distributed to each member of the Association in conjunction with the Society.
- 2.10.6 To work with the President and External Relations Officer to distribute the Association's press releases.

## **2.11 Role of the IT 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 To oversee the Association's electronic communication accounts.
- 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 coordinate the running of e-groups.
- 2.11.7 To act as specific point of contact with the website provider.
- 2.11.8 To be responsible for all technical aspects of online payments.

## **2.12 Policy Officer**

- 2.12.1 Actively work towards actioning approved Association policies and ensure that the Association is working within these policies.
- 2.12.2 Produce a report that summarises the work that has been carried out to implement policies during the mandate. This report should be presented to the delegation of the Annual Conference.
- 2.12.3 Assist the President in creating Association statements, including, but not limited to: position statements, open letters and reports.
- 2.12.4 To identify policy topics that are relevant to the Association's and its members' needs.
- 2.12.5 To research, plan for and propose evidence-based motions on behalf of the Executive to the Annual Conference delegation during Conference Business.
- 2.12.6 During Conference Business, assist the Secretary General in accurately recording motions which are approved, abstained or voted against.
- 2.12.7 To lead on surveys that are designed to collect the views of the Association's members when necessary.



- 2.12.8 Ensure results of surveys are collated and documented or published where appropriate.
- 2.12.9 Work with the relevant member of the Executive to ensure stakeholders and partners are aware of policies that potentially involve them.
- 2.12.10 To have an awareness of the policy work conducted by the International Pharmaceutical Students' Federation and the European Pharmaceutical Students' Association.

### **2.13 Role of the Area Coordinators**

- 2.13.1 To organise the area events according to the Regulations.
- 2.13.2 To liaise with the Association's representatives, school of pharmacy representatives, and relevant members of the Executive in the organisation and promotion of events, competitions, 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 act as the official contact point for the Association's Representatives in their area.
- 2.13.5 To maintain regular communication with all Representatives and Pharmaceutical Student Association Executive committees in their area.
- 2.13.6 To organise and attend meetings with Representatives in their area during their term of office.
- 2.13.7 To facilitate the changeover of Representatives in their area.

### **2.14 Role of the Annual Conference Organiser**

- 2.14.1 Two elected conference organisers shall organise the Annual Conference in accordance with the Regulations alongside a recruited sub committee if required to fulfil all aspects of the role.
- 2.14.2 To liaise with the Executive at all stages of the organisation of the Annual Conference.



- 2.14.3 To write a report of the Annual Conference event.
- 2.14.4 To give written thanks to all sponsors, speakers and invited guests at Annual Conference in conjunction with the External Relations Officer.
- 2.14.5 To work with the Information Technology Officer to ensure the Annual Conference web pages are kept up to date.
- 2.14.6 To coordinate the promotion of the Annual Conference to all members.

### **2.15 Role of the Competitions Coordinator**

- 2.15.1 To organise the BPSA Student of the Year Award.
- 2.15.2 To organise the Research Poster Awards.
- 2.15.3 To liaise with external organisations regarding the coordination of the competitions of the Association.
- 2.15.4 To coordinate the Responding to Symptoms Competition.
- 2.15.5 To develop, organise and promote additional competitions as deemed appropriate by the Executive.

### **2.16 Role of the Engagement Officer**

- 2.16.1 To facilitate the promotion of Association activities and opportunities through the Association's social media platforms.
- 2.16.2 To facilitate the creation of promotional materials in line with the Association's branding guidelines in conjunction with other Executive members when required.
- 2.16.3 To liaise with other members of the Executive to implement strategies to engage students with the Association
- 2.16.4 To take a lead on regularly updating the Association's Social Media sites.
- 2.16.5 To be accountable for the consistent branding of the Association.

## **3.1 General**



- 3.1.1 The Association shall operate via a centralised fund for its monies contributed to it by sponsorship, events, merchandise and any other income permitted by the Constitution and Regulations.
- 3.1.2 The financial year shall be from the first day in July to the last day in June of the following year.
- 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 outgoing Treasurer shall present a budget for approval at the Annual Conference of the outgoing Executive including allowances for:
- Executive expenses - with a breakdown for each post on the Executive.
  - Area activities.
  - Publications and stationery.
  - International activities.
  - 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. Members and the Assembly of the Society shall be notified of any such changes not less than twenty-eight days before that financial year. A formal announcement will be made in professional publication(s).
- 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 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. This also applies to members of the Advisory Board.



- 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.
- 3.2.6 Members of the Executive and Representatives can only submit expense claims after signing the Finance Agreement and submitting the document to the Treasurer.
- 3.2.7 Where the Executive deem appropriate, and with the approval of the Treasurer, members of the Association can claim expenses, providing they have prior approval of the expense from the Treasurer and submit proof of the expense to the Treasurer for reimbursement within 13 weeks of the expense being incurred.

### **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.
- 3.3.6 The Association will appoint a Finance Review Committee who will hold a minimum of one meeting to compile and discuss the Accounts of the Association. Their findings will be passed to the Finance Audit Committee who will present at Annual Conference.

#### **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, and 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 ten days 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.
- 4.5 A Steering Committee shall be elected at the start of the conference and:
  - 4.5.1 Shall consist of one Executive member, one member with previous conference experience and one other member.
  - 4.5.2 The members of which must attend all sessions and ensure adequate motions for debate.
  - 4.5.3 Be run in accordance with guidelines for the committee.
- 4.6 An Honorary Life Membership Committee shall be elected at the start of conference and:
  - 4.6.1 Shall approve persons to receive Honorary Life Membership of the Association.



- 4.6.2 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.
- 4.6.3 Be run in accordance with the guidelines for the committee.
- 4.7 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.
- 4.8 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.
- 4.9 Motions passed at Annual Conference related to the internal running of the Association shall be incorporated into the Regulations.
- 4.10 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. 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 an absentee application for election to the Secretary General before midnight on the eve of the elections. Their proposer and seconder must be present at Conference for their application to be valid. The absentee 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 by surname. 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. Absentee 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 two minutes. The candidate shall speak for no longer than three minutes.
- 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 Executive President should advertise the vacant position(s) to as many members as possible by whatever 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. The outgoing President may provide a structured application form for interested bodies to complete.
- 6.5** The outgoing President should pass over any applications received to the incoming President.
- 6.6** A meeting of the incoming Executive should be convened aiming to co-opt the vacant position(s).
- 6.7** The proposal application(s) should be read out, reviewed by the Executive, and the Executive should then secretly vote on whether to co-opt the candidate, abstain from voting or to reopen nominations. If the position is contested then 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.
- 6.10** If the number of incoming Executive members present at the 6th meeting of the outgoing Executive meets quorum then points 6.5 to 6.8 (inclusive) may be followed at that meeting. The co-option process will only be undertaken by the incoming Executive but they may invite the outgoing President in an advisory capacity. Any co-options agreed upon during such a session will not become formally accepted until the first meeting of the incoming Executive but successful candidates should be invited along to the Executive Changeover.



## **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 Advisory Board 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 temporarily 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 Advisory Board 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. Removal of an Executive member**

- 9.1** A call for a vote of no confidence may be requested by any Executive member who believes a breach of code of conduct has occurred, this must be submitted to the President in writing. In cases where this pertains to the President the request should be submitted to the Vice President.
- 9.2** The meeting should be chaired by the chair of the Advisory Board or by a chairperson nominated by the chair of the Advisory Board.
- 9.3** The Executive member facing the vote of no confidence may not take part but may submit a statement to be read to by the Chairperson at the initiation of the meeting.
- 9.4** The Executive may vote, with a two thirds majority of Executive members present and voting and a quorum of at least two thirds of Executive members, to remove a member of the Executive from their position, the timing to be decided by those present and voting. All other members of the Executive shall be invited and sufficient provisions made to allow them to attend. Executive members may vote either for or against removal and may not abstain. All votes shall be secret but counted for the minutes of the Association.

## **10. Area Events**

- 10.1** Area Coordinators shall aim to organise two area events during the academic year.
- 10.2** Area events shall be advertised to all Schools of Pharmacy in the publications of the Association and via the School of Pharmacy Representatives.



- 10.3** Area Coordinators should invite members of the Executive to have a higher profile and be proactive in events organised by and at the Schools of Pharmacy.
- 10.4** The Executive should ensure that a minimum of two Executive members are present at BPSA area events, excluding the Area Coordinator.

## **11. Pre-registration Conference**

- 11.1** The Graduate Officer shall organise a conference for pre-registration trainee Pharmacists. This event shall include information about career opportunities within the profession of pharmacy and workshops about current affairs relevant to the pre-registration trainee pharmacist.
- 11.2** The conference shall be advertised to all pre-registration members in the publications of the Association, the Pharmaceutical Journal and wider pharmaceutical press where appropriate, no less than one month before the event.
- 11.3** The Conference should allow time for delegates to discuss current relevant pre-registration issues of their own choice.

## **12. BPSA Representatives**

- 12.1** The BPSA Representatives (herein referred to as the BPSA Rep(s)) are located at each School of Pharmacy.
- 12.2** Each School of Pharmacy shall appoint / elect at least one BPSA Rep per academic year according to their local guidelines where feasible.
- 12.3** The BPSA Rep(s) shall represent the Association at their School of Pharmacy.
- 12.4** The BPSA Rep(s) and the Association must maintain strong communication between each other.
- 12.5** They shall promote and encourage members to participate in all Association events and services.
- 12.6** They shall endeavour to participate in Association events and services wherever possible.



- 12.7** They shall endeavour to attend Executive, Representatives and Executive, and Area Committee meetings where invited.
- 12.8** They shall encourage all pharmacy students to become members of the Association.
- 12.9** They shall actively work with their local Pharmacy Students Associations, aiding communication between the two Associations.
- 12.10** They shall ensure a successful changeover, between themselves and their successor(s).
- 12.11** All Representatives should sign the Representative agreement

### **13. Extraordinary meetings**

- 13.1** An Extraordinary Meeting must be called by a minimum of thirty members of the Association who were or are from at least five Schools of Pharmacy. The request must be put in writing to the Secretary General of the Association, detailing the reasons for the request and the wording of any proposed policy motions.
- 13.2** Written notification for an Extraordinary Meeting must state the topic to be discussed at the meeting, the names of the members and be submitted to the Secretary General.
- 13.3** The Extraordinary Meeting shall be held no later than eight weeks following the receipt of the call for the meeting.
- 13.4** Not less than fourteen days' notice shall be given to the members of the topic, time, date and place of the Extraordinary Meeting of the Association.
- 13.5** The quorum for an Extraordinary Meeting will be as for Annual Conference with the addition of at least one HLM of the Association.
- 13.6** The Extraordinary Meeting shall be chaired by the President, or in his/her absence the Vice President.

### **14. Committees**

- 14.1** The Executive may utilise committees to achieve the duties set out in the regulations.



**14.2** These committees shall be overseen by the appropriate Executive member and shall maintain regular contact with them.

**14.3** Committee members are not required to be BPSA members. However, this is at the discretion of the Executive and the advisory board.

## **15. Advisory Board**

**15.1** The 'Advisory Board' is an independent body to the Executive and will begin their mandate on the same day as the Executive.

**15.2** The advisory board shall consist of at least three, and up to five members, including:

- a. The Immediate Past President (IPP)
- b. The Honorary Treasurer
- c. One Honorary Life Member (HLM), chosen by the IPP and Honorary Treasurer before the beginning of the mandate
- d. The remaining two vacancies may be filled by a HLM, previous Executive member or professional deemed appropriate by joint decision of both the advisory board and the current Executive committee. The decision to make these appointments will be at the discretion of the advisory board and Executive at any given time.

**15.3** The advisory board members shall not hold any position on the current Executive.

**15.4** Role of the advisory board members

15.4.1 The advisory board shall be chaired by one member of the advisory board selected by joint decision of the advisory board and the current Executive.

15.4.2 The advisory board shall ensure that the work of the Executive and Association is in accordance with the Constitution, Regulations, policies and values of the Association.

15.4.3 The advisory board will review the BPSA accounts at least quarterly. Additional reviews may be requested by either the advisory board or a member of the Executive.

15.4.4 The advisory board will attend Annual Conference and any Extra General Meetings (EGM), where possible.

15.4.5 The advisory board will receive invitations to Executive meetings. One



representative should attend at least 30% of each of the first two meetings, in addition to the meeting closest to the Annual Conference.

15.4.6 The advisory board will counsel the Executive on matters where they see fit or when requested by any member of the Executive

15.4.7 The advisory board will provide assistance to the Executive when requested, including but not limited to: EGMs, votes of removal of an Executive member, grievances, breaches of code of conduct, serious concerns, co-option of a new Executive member, proposing changes to the Constitution or Regulations.

15.4.8 Advisory board members must declare any conflicts of interest. These will be discussed by the Executive and the advisory board in the absence of said advisory board member, to decide on an appropriate course of action if any action is required

15.4.9 The advisory board will carry out their duties as set out in the grievance policy and respect at work policy.

15.4.10 The IPP will chair co-option meetings for the Executive. If the IPP is unavailable, another member of the advisory board will chair the meeting.

15.4.11 The IPP will be present at the first meeting between the Society and the President. If the IPP is unavailable another member of the advisory board will take their place.

## **15.5 Resignations, vacancies and dismissals**

15.5.1 If a member of the advisory board is failing to, or unable to, carry out their duties, the remaining members may vote to remove them. This decision must be finalised by the current Executive.

15.5.2 Any member wishing to resign from the advisory board must do so in writing, to both the chair of the advisory board and the current President of the Association. At least one month's notice is required.

15.5.3 In the event of a vacancy the position may be filled as in 15.2.