

**Saskatchewan Pharmacy and Nutrition Students' Society Constitution**  
**Revised April 5, 2023**

**We, the undersigned, deem this  
Document to be the Current  
Constitution as voted upon  
April 5, 2023.**

**Sarah Klaassen  
Co-President (Nutrition)**

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Co-President (Pharmacy)**

## Article I: Name and Objectives

- Section 1      The name of this organization shall be the Saskatchewan Pharmacy and Nutrition Students' Society hereafter referred to as the SPNSS.
- Section 2      The SPNSS shall foster good relations among its members through academic, social, and athletic activities while maintaining the professional identities of Pharmacy and Nutrition through respective council members.

## Article II: Definitions

- SPNSS Member      Any student registered in the College of Pharmacy and Nutrition, University of Saskatchewan is eligible to become an SPNSS member. Eligible persons will obtain membership status on receipt of SPNSS membership fees.
- SPNSS      Any social, academic, or athletic activity organized by the SPNSS Council which all Event SPNSS members are entitled to attend.

## Article III: Membership

- Section 1      Membership structure
- 1) Membership of the SPNSS shall be comprised of all students registered in the College of Pharmacy and Nutrition, University of Saskatchewan, who have paid membership fees. Fees shall be a one-time \$120 payment per student in their first year of study. If a student chooses not to purchase a membership in their first year of study, the membership will be \$95, \$65, or \$35 in their second, third, and fourth years respectively. Memberships will be valid for the duration of the student's time in the college once payment is made. This membership structure may be amended, should the Co-Presidents and SPNSS Council of 2022-2023 deem it necessary, through a 2/3 vote.
  - 2) During the 2022-2023 school year, memberships will be \$35 per student per year for the current 3<sup>rd</sup> year pharmacy and nutrition students.
  - 3) No fees will be collected from 4<sup>th</sup> year pharmacy and nutrition students during the 2020-2022 school years.
- Section 2      Individuals will lose membership privileges upon expulsion or suspension by the College of Pharmacy and Nutrition.
- Section 3      Executive Council reserves the right to revoke the membership of any student who is determined to have repeatedly acted inappropriately at SPNSS functions.
- Section 4      Only SPNSS members are eligible for discounts on certain SPNSS articles and functions.
- Section 5      Membership fees shall be guided by SPNSS budgets.

## **Article IV: SPNSS Executive Council**

Section 1      The SPNSS Executive Council shall consist of

- 1) Past President(s)
- 2) President Pharmacy
- 3) President Nutrition
- 4) Vice President
- 5) SPNSS Treasurer
- 6) Member of Student Council

Section 2      The voting members of the Executive Council shall be

- 1) Past President(s)
- 2) President Pharmacy
- 3) President Nutrition
- 4) Vice President
- 5) SPNSS Treasurer
- 6) Member of Student Council

## Section 3

### General Duties of the Executive Officers

- 1) The Past President shall
  - a. Act as the chairperson and advisor for the SPNSS Executive and Council meetings during the first semester until the Co-Presidents are able to fulfill their roles as Co-Chairs.
  - b. In the event of a tie in an Executive or Council meeting, the Past President will cast the deciding vote.
  - c. Be responsible for organizing the Pharmacy Cornerstone campaign in conjunction with the Senior Stick.
  - d. Introduce incumbent Co-Presidents to Professional Companies to set up donations and general relationships.
  - e. If the co-president(s) are elected in for their 2<sup>nd</sup> year, the Past President will serve for both terms of their 3<sup>rd</sup> year.
  - f. If both presidents are in their 3<sup>rd</sup> year, the past president will be chosen based on placement location. In the event that location is not a determining factor, the decision will be up to the president's discretion.
  
- 2) The Co-Presidents' position shall
  - a. Be assumed by the Presidents elected by the Pharmacy and Nutrition members.
  - b. Be responsible for communication of SPNSS Executive information to the SPNSS council.
  - c. Enforce the observation of this constitution.
  - d. In the absence of the Past Co-President, the Co-Presidents will alternate for chair of SPNSS Executive and Council meetings and shall cast the deciding vote in the absence of the Past President.
  - e. (The Pharmacy Co-President shall) be in their 2<sup>nd</sup> or 3<sup>rd</sup> year while holding office and cannot hold another position on council for that year.
  - f. (The Nutrition Co-President shall) be in their 2<sup>nd</sup> or 3<sup>rd</sup> year while holding office and cannot hold another position on council.
  - g. Act as Chief Returning Officers.
  - h. (The Nutrition Co-President shall) be responsible for organizing the Nutrition Cornerstone campaign in conjunction with the Dietitians of Canada Senior and Junior Liaisons.
  - i. Be responsible for all presidential activities as outlined in their transition documents.
  
- 3) The Vice President position shall
  - a. Be assumed by the Vice President elected by SPNSS members and shall act as Chairperson for the Summer Committee, Fall Fundraiser Committee, Winter Formal Committee, Wellness Committee, and Spring Banquet Committee should the Vice President choose to form them.
  - b. Be responsible for membership drives and maintenance of membership lists, and the procurement of membership cards for the academic year.
  - c. Be responsible for being the contact persons for charitable causes.
  - d. Be responsible for organizing fundraising events and projects.
  - e. Be responsible for committees in accordance with the Selections Committee.
  - f. Orient the 1<sup>st</sup> year students of the college with regards to the articles contained in the constitution (athletics, and various planning committees) and help them interact with the rest of the college.
  
- 4) The Treasurer Shall

- a. Be elected at the time of SPNSS General Elections. Any member of the SPNSS who is a full-time student is eligible to run for the position.
- b. Perform the following duties
  - i. Receive payment, issue payment and give proper notice to SPNSS Council members of fee payment.
  - ii. Construct a forecast budget for the following school year in March (done by the outgoing treasurer).
  - iii. Present detailed financial statements in September, December, and March.
  - iv. Be responsible for the main SPNSS float and coordinate floats from this as required for council functions
  - v. Coordinate the ordering of supplies when required, such as cleaning supplies and office supplies for the lounge.
  - vi. Provide a weekly update of the budget at council meetings, including a summary of incoming and outgoing funds as of that week as well as a notice of any outstanding items.
  - vii. Complete the following returns:
    - 1. the SPNSS fiscal statement due by 30 Aug each year;
    - 2. the SPNSS annual return due by 31 Oct each year; and
    - 3. PST return due by 20 Jan each year
    - 4. Hold office from September 30<sup>th</sup> October 1<sup>st</sup> of each academic year.
    - 5. Meet with the incoming treasurer before April 30<sup>th</sup> to start mentorship until September 30<sup>th</sup>.

5) The Member of Student Council shall

- a. Be elected during the SPNSS Round 2 Elections and hold the position from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.
- b. Any member of the SPNSS who is a full-time student is eligible to run for the position and must make a speech at SPNSS elections, even if unopposed.
- c. Represent the opinions and positions of the College of Pharmacy and Nutrition student body on the (i) University Student Council and (ii) University Council.
- d. Attend University Student Council meetings and be responsible for relaying information between the USSU and SPNSS executive and Council at weekly meetings.
- e. As written in the USSU Bylaw, the MSC is to sit on at least one other committee within the USSU.

## Article V: SPNSS Council

Section 1 The SPNSS Council shall consist of

- 1) SPNSS Executive Council (8)
- 2) Secretary
- 3) Social Directors (2)
- 4) Business Manager
- 5) Health Science Liaisons (2)
- 6) Senior Canadian Association of Pharmacy Students and Interns (CAPSI) Representative
- 7) Junior CAPSI Representative
- 8) Senior Stick (2)
- 9) Senior Stick Elect (1)
- 10) Senior Dietitians of Canada (DC) Liaison
- 11) Junior DC Liaison
- 12) Sports Representatives (2)
- 13) Fundraising Coordinators (FCs) (2)
- 14) Student Faculty Representative (2)
- 15) 3<sup>rd</sup> Year Pharmacy Representative
- 16) 3<sup>rd</sup> Year Nutrition Representative
- 17) 2<sup>nd</sup> Year Pharmacy Representative
- 18) 2<sup>nd</sup> Year Nutrition Representative
- 19) 1<sup>st</sup> Year Pharmacy Representative
- 20) 1<sup>st</sup> Year Nutrition Representative
- 21) Yearbook Editors (2)
- 22) Photographer
- 23) Public Relations Officer (PRO)

(Total 37 members)

Section 2 Voting power

- 1) Voting members of SPNSS Council
  - a. Vice President
  - b. Treasurer
  - c. Member of Student Council
  - d. Secretary
  - e. Student Faculty Representative (2 Votes)
  - f. Health Science Liaisons (2 Votes)
  - g. 1 vote from each of the Year Representatives (7 Votes)
  - h. Senior Sticks (up to 3) for the 2022-2023 Council. Subject to change at the discretion of the 2022-2023 council.
  - i. DC Liaisons (2 Votes)
  - j. Social Directors (2 Votes)
  - k. Business Manager
  - l. Sports Representatives (2 Votes)
  - m. CAPSI Representatives (2 Votes)
  - n. Fundraising Coordinators (2 Votes)
  - o. Yearbook Editors (2 Votes)
  - p. Photographer
  - q. Public Relations Officer
- 2) SPNSS council members hold one vote, regardless of how many positions they hold.

- 3) Should two students hold one position, each student shall cast one vote independent of the co-position holder.

### Section 3 General Duties of the Officers

- 1) All SPNSS Council members must participate in either set-up or take-down of events, as well as selling tickets for events. Each SPNSS Council member must participate in the aforementioned manner once per term. Participation will be kept track of by the Co-Presidents.
- 2) All officers shall preside for a term of one year, with the exception of the CAPSI Representatives, Senior Sticks, DC Liaisons, and the Health Science Liaisons, whose terms shall be two years.
- 3) The Secretary shall keep the minutes, make the SPNSS council members aware of meeting times and locations, conduct general correspondences, take attendance, post the agenda and the minutes of each meeting for council members, post an amended minutes of each meeting for general SPNSS members on the SPNSS website or another resource such as Google Drive., and keep the records of the SPNSS.
- 4) The **Fundraising Coordinators shall**
  - a. be 1 pharmacy and 1 nutrition student
  - b. liaise with other SPNSS positions to determine which events and activities need sponsorship before the commencement of the school year for Term 1 events and before the end of November for Term 2 events
  - c. update the sponsorship list in consultation with the Communications & Alumni Relations Officer in the College of Pharmacy and Nutrition and the SPNSS Co-Presidents and Past President
  - d. create a sponsorship package to be distributed over the Summer to the sponsorship list
  - e. maintain any proposal and sponsorship files electronically to be retained in a binder filed for each academic year
  - f. provide a sponsorship report to SPNSS council when necessary
  - g. act as liaison and steward between sponsors and the SPNSS, while continuing to maintain effective secondary communication with the Treasurer and the Co-Presidents
  - h. disseminate any financial documents (invoices, receipts, etc.) to sponsors in a timely manner
  - i. disseminate any financial documents (incoming sponsorship) to the Treasurer in a timely manner
  - j. assist with any events or activities that are sponsored to ensure that the sponsorship agreements are upheld (i.e. signage, promotional materials, etc.)
  - k. maintain the designated Pharmacy and Nutrition bulletin board in the entrance of the Health Science Building E-Wing Atrium,
  - l. ensuring that general and non-specific advertisements are not posted
  - m. updating the board monthly
  - n. making an effort to promote the professions of Pharmacy and Dietetics, in liaison with the Senior Sticks, CAPSI, HSSA, and DC representatives
  - o. Collaborate with businesses to offer a discount/deal to SPNSS members
- 5) The **Social Directors** shall be responsible for the organization of a social program, giving due consideration to past social programs, and shall be responsible for

carrying out this program subject to Council approval. They shall add all tentative event dates to the electronic calendar as soon as dates are known.

- 6) The **CAPSI Representatives** shall be responsible for expressing the CAPSI members' opinions, administering local CAPSI projects, maintaining liaison between CAPSI and the SPNSS and organizing and promoting professional functions such as guest speakers. The CAPSI Jr. representative shall be a student entering their 2nd year, while the CAPSI Sr. shall be entering their 3rd year.
- 7) The **Business Manager** shall be responsible for selling any College paraphernalia. They shall be responsible for the ordering and collection of monies for paraphernalia that, in their opinion, is in present demand. All College paraphernalia to be ordered must be pre-approved by the Business manager through liaison with the General council. There will be 2 sales of College paraphernalia, one in each term, dates of which will be determined by the business manager. They will be responsible for the distribution of College lockers.
- 8) **Junior and Senior Health Sciences Liaisons** will be responsible for communication between the College of Pharmacy and Nutrition and the other health science colleges through direct involvement with the Health Sciences Students' Association of Saskatchewan. Liaisons are expected to attend weekly HSSA meetings (or as scheduled) and assist with planning and promoting all HSSA events. These events include:
  - a. I-PASS in September,
  - b. Medicomania in November,
  - c. Malpractice Mixer in January, and
  - d. BBIF in March.

This will be a two-year position (on both SPNSS and HSSA) with a senior and junior representative alternating between a pharmacy and nutrition student. Only in the event that a suitable candidate (based on program) cannot be found in initial elections or in a bi-election will preference be given to a student in an alternate program.

- 9) The **Student Faculty Representatives (2)** shall represent student opinion to the faculty and aid in conveying faculty opinion to students, including taking positions on committees if the faculty chooses them to do so. Student faculty Representatives shall also be responsible for organizing and promoting at least 2 Student Faculty and/or Inter-Year functions a year, while assisting with any events which faculty are attending. The Student Faculty Representatives will be in contact with Faculty members promoting SPNSS events. The Student Faculty Representatives will be responsible for planning the Student-Faculty Golf Tournament. The Student Faculty Representatives will also plan and host the Student-Faculty Wine and Cheese Night.
- 10) **Junior and Senior DC Liaisons** shall act as liaisons between DC and the student body and between DC and the SPNSS, encourage students to participate in activities of the profession, strengthen and unify students' positions before the decision and policy makers, and expand information sharing and peer support with dietetic students on a national level. This is a two-year position, with the Jr entering their second year and subsequently taking on the Sr role when entering their third year.
  - a. The DC Sr Liaison must initiate and maintain contact with a representative of Dietitians of Canada for the duration of the term, and will be the University of Saskatchewan's Dietitians of Canada Student Network Representative,



fulfilling all associated duties as outlined by the DC Student Network. The DC Sr Liaison will plan and organize Professional Enhancement Day in Term 1 in liaison with the Senior Stick Elect, and will plan at least one additional event during their elected term. The Sr. DC Liaison will have their DC membership and DC National Conference registration subsidized by the SPNSS for the duration of one year.

- b. The DC Jr Liaison will be in charge of promoting the annual DC Conference. If there is student interest, the Jr. and Sr. DC Liaisons will chair a committee (NPEC), direct fundraising initiatives, and provide Nutrition students with information regarding the conference as it becomes available.
- c. Eating Disorder Awareness Week (EDAW) must be acknowledged and promoted as an educational and professional event for the students of the college. The Jr. and Sr. DC Liaisons are responsible for promoting this event on campus and to the Dietitians of Canada.
- d. Nutrition Month (NM) must be acknowledged and promoted as an educational and professional event for the students of the college. The Jr. and Sr. DC Liaisons are responsible for promoting this event on campus and liaising between the NM group and the Dietitians of Canada) The Sr. DC Liaison will plan one professional enhancement event during their elected term.
- e. The Jr. and Sr. DC Liaisons will be in charge of promoting the annual DC Conference. If there is student interest, the Jr. and Sr. DC Liaisons will chair a committee, direct fundraising initiatives, and provide Nutrition students with information regarding the conference as it becomes available.
- f. The Sr. DC Liaison will have their DC membership subsidized by the SPNSS for the duration of one year.
- g. Liaise with Pharmacy student representatives (Senior Stick Elect, CAPSI, etc.) to investigate and promote opportunities for joint academic and professional opportunities between Pharmacy and Nutrition Students.
- h. Changes to DC Sr and Jr Liaison roles may be altered in response to extenuating circumstances, at the discretion of the liaisons and/or DC.

11) The **Senior Stick Elect and Senior Stick** shall

- a. The Senior Stick Elect will be in their 2nd year of Pharmacy and a member of the SPNSS. There will be two Senior Sticks (one in 3rd year and one in 4th year of Pharmacy) for the 2022-2023 council. Subject to change at the discretion of the 2022-2023 council.
- b. Promote the purposes of the SPNSS and shall act as a Council advisor.
- c. Act as representatives on behalf of the College of Pharmacy and Nutrition to the provincial regulatory and representative bodies. The Senior Stick shall be the student representative to the Saskatchewan College of Pharmacy Professionals (SCPP) and shall be responsible for promoting SCPP organized events to students and for promoting student-related issues to the SCPP. The Senior Stick Elect shall be the student representative to the Pharmacy Association of Saskatchewan and shall be responsible for promoting PAS-organized events to students and for promoting student related issues to the PAS.
- d. Plan and organize Professional Enhancement Day in liaison with the Senior Stick Elect and/or the Dietitians of Canada Senior and Junior Liaison.
- e. Assist the Senior Stick in organizing and promoting PED, and in coordination with the CAPSI Junior and Senior, organize and promote professional events.

- f. Liaise with the Jr and Sr DC Liaisons to investigate and promote opportunities for joint academic and professional opportunities between the Pharmacy and Nutrition Students.

- 12) The **Yearbook editors** shall be responsible for the organization of the Pharmacy and Nutrition yearbook for their current academic year, herein referred to as "Assigned Edition" or "Yearbook Edition." The yearbook editors shall have the option of forming and co-chairing the Yearbook Committee. The yearbook editors shall design the yearbook in a fiscally responsible manner under the discretion of the SPNSS council. Additionally, the yearbook editors shall take responsibility to distribute the previous year's edition, including contacting the 4<sup>th</sup> year Pharmacy and Nutrition students and graduates of Pharmacy and Nutrition for pick-up, when received in the Fall from the yearbook vendor. Yearbook editors will be responsible for managing the social media platforms at the discretion of council.
- 13) The **Sports Representatives** shall be responsible for organizing and registering athletic teams within the College of Pharmacy and Nutrition. The Sports Representatives will act as liaisons between the SPNSS Council and the Campus Recreation Board, and are required to attend Campus Recreation Council Board meetings. The Sports Representatives are also responsible for planning and organizing the Rider trip in Term 1. In the event that a second trip in term is feasible with enough interest from the student population, either a hockey trip or acceptable alternative should be planned. The Sports Representatives are also responsible for organizing the SPNSS Annual Bonspiel.
- 14) Council members engaging in term-long contracts/agreements for SPNSS must have the SPNSS Co-presidents read and approve the contract/agreement. As well, the SPNSS Co-Presidents must sign the contract/agreement, in addition to the council member wanting to engage in a contract/agreement. Lastly, no member of council shall engage in a multi-year contract/agreement that extends past their term as a member of the SPNSS council.
- 15) The **room representative** shall act as a liaison between the SPNSS Council and their respective class. The room rep shall make announcements about SPNSS events, activities, and fundraisers in class and by email to keep all class members informed. The room rep is also responsible for collecting the annual SPNSS membership fees. The room reps will be responsible for organizing community based initiatives throughout the academic school year. The room reps shall co-chair a committee of their choosing per semester, should there be enough committees formed (e.g. Fall Fundraiser, Spring Banquet Etc.) and assist the yearbook editors as needed. The second year room reps will plan and organize the SPNSS Christmas Party. The first-year room reps will plan an open, joint event for the college, namely a Pledge to Professionalism Ceremony should the first-year classes express interest in such a student-driven initiative. The third-year room reps shall plan an interdisciplinary event at a time determined by the council. The third year room reps will act as the 1<sup>st</sup> year representative until the 1<sup>st</sup> Year Representatives are elected.
- 16) The **photographer** shall attend all SPNSS events to take photos for use in the yearbook and general media. The photographer is responsible for finding a replacement if they are unable to attend an event. The photographer shall receive discounted or complimentary tickets to all events, as deemed appropriate by the SPNSS council.

- 17) The **Public Relations Officer (PRO)** shall be responsible for the promotions and the internal and external public relations of the SPNSS, including that between the SPNSS council and the general student population. The PRO shall be responsible for:
- a. maintenance of the SPNSS brand, adhering to guidelines outlined in the University of Saskatchewan's *Visual Style Guide* ([found here](#)), including updating SPNSS letterhead, newsletters, and website as needed
  - b. promotion of SPNSS professional, social, and athletic events through designated social media platforms
  - c. creation of advertisements to post on the lounge TV, updated weekly
  - d. promotion of SPNSS events that are open to the general public in the greater campus community and the community of Saskatoon if applicable
  - e. maintenance of the SPNSS website on a weekly basis
  - f. bi-weekly updates of- and call for submissions for website content at council meetings
  - g. maintenance of the SPNSS Facebook page as frequently as required and deemed appropriate (every second day on average is advisable)
  - h. communicate with ICT and the College office to ensure SPNSS email lists are updated at the beginning of the academic year
  - i. forward email communications from student representatives within 48 hours of receipt of request, unless otherwise indicated.
  - j. Any submitted correspondence to the PRO must be sent at least 24 hours prior to the expected transmission date.
  - k. The Public Relations Officer will be responsible for keeping track of SPNSS events on a public calendar.
- 18) Council members are expected to maintain the integrity, confidence, and dignity of their position.
- a. Council members shall treat each other with courtesy, professionalism, and good faith.
  - b. Council members may give honest and respectful criticism but shall not disparage other council members or their opinions.
  - c. Council members shall respect individual or cultural differences, including race, gender, physical and/or mental disability, sexual orientation, religion, and nationality.
  - d. When speaking at meetings, council members shall use appropriate language
  - e. No council members shall engage in inappropriate or unprofessional behaviour at a meeting or council events
  - f. When representing the SPNSS, council members must act in the best interest of the council

#### Section 4      Nominations of Officers

- g. Final call for nominations shall ideally occur at least five days before the day of the election. Such nominations shall be handed, in confidence, to the Chief Returning Officer or deposited to a place designated by the Chief Returning Officer. They shall post all nominations after they have signed the nomination form at the close of nominations.
- h. Nomination for office shall be posted in writing and shall be signed:
  - a. by at least ten (10) SPNSS members for Presidential, Vice President, Senior Stick Elect, CAPSI Jr and DC Jr Liaison nominees,
  - b. by at least five (5) SPNSS members for other council positions, not including

Year Representatives,

- c. by at least five (5) SPNSS members and two (2) faculty members for the Student Faculty Representative.
- i. If no nominees for a specific position have announced themselves two days prior to close of nominations, the Chief Returning Officers shall post that no candidates have come forward for the said position.
- j. If at the close of nominations (for first and second rounds only), only one candidate remains nominated for a particular position, they must pass a vote of confidence during elections to be acclaimed into the position.
- k. All candidates may campaign for 1 week prior to the start of election speeches, regardless if an individual gives a speech or not, either through social media or in person, with a maximum of five posters, no larger than standard bristle board size, per candidate.
- l. The **Co-President and Senior Stick Elect** positions shall not be acclaimed positions unless, by election time, they are the only nominee.
- m. The two positions for **Sports Representatives** will consist of one representative from Pharmacy and one representative from Nutrition. All nominees shall run separately. In the event that there are no nominations submitted by a corresponding Pharmacy or Nutrition member, the second position will be opened to all nominees.
- n. The two positions for **FC** will consist of one representative from Pharmacy and one representative from Nutrition. All nominees shall run separately. In the event that there are no nominations submitted by a corresponding Pharmacy or Nutrition member, the second position will be opened to all nominees.
- o. The two positions for **Social Directors** will consist of one representative from Pharmacy and one representative from Nutrition and Dietetics. All nominees shall run separately. In the event that there are no nominations submitted by a corresponding Pharmacy or Nutrition and Dietetics member, the second position will be open to all nominees.
- p. No student entering their fourth year of study in the College of Pharmacy and Nutrition may serve on the SPNSS Council. This will apply to all elected positions as well as those chosen by the Selections Committee. The only exception to this shall be the Senior Stick, and Past-President
- q. The two positions for **Yearbook Editors** will consist of one representative from Pharmacy and one from Nutrition and Dietetics. All nominees shall run separately. In the event that there are no nominations submitted by a corresponding Pharmacy or Nutrition and Dietetics member, the second position will be open to all nominees.
- r. A member seeking to become a candidate for a position on council must be in good academic standing according to the requirements of the College of Pharmacy and Nutrition.

Section 5 Election of Officers

- 1) Any member of the SPNSS shall be eligible to vote.
- 2) **The Chief Returning Officer shall:**
  - a. Appoint as many Deputy Returning Officers from Society members as seems necessary for the proper conduction of voting.
  - b. At the stipulated time, call for election and shall post notice of such election at least 14 days before an election is to take place.
- 3) The Co-Presidents shall call a mass meeting (speeches) prior to the elections, at which time all candidates shall be given the opportunity to address the other SPNSS members. The Chairpersons, who shall be the Chief Returning Officers, shall allot time allowed for each candidate. The meeting shall be recorded and available to all members.
- 4) The Chief Returning Officers shall be responsible for developing and distributing the ballot for the online election process using the ITS Web Survey tool.
- 5) The Co-Presidents, Vice President, Senior Stick Elect, Jr. DC Liaison, and CAPSI Jr. shall be elected during Round One Elections, the result to be announced before closing of nominations for other offices in order to permit the unsuccessful candidate(s) to run for other offices or duties.
- 6) The Chief Returning Officers shall declare the candidate receiving the most votes cast elected first to the nominees, followed by all members of the SPNSS and the office. The decision of the Chief Returning Officers will be final unless a formal written complaint or appeal is lodged with the Chief Returning Officers or council within one week after the day of voting.
- 7) The Chief Returning Officer at the end of an election shall contact the candidates with the results of the election as well as making the numerical results available to the candidates for their position only, if requested.
- 8) All Year Representatives shall be elected by their classmates by closed ballot or by an in-class cote under the direction of the Co-Presidents, after all elections have been held. They shall be selected on the basis of plurality of votes. The names of those elected shall be posted the same day of the election.
- 9) The Chief Returning Officers shall be responsible for viewing the ITS survey tool results.
- 10) During the time of an election, the Chief Returning Officers are responsible for overseeing that the use of PC materials (paper, tape, and markers) are not used in the production of posters for candidates.
- 11) No special concession shall be made for any group of students during elections. All voting will take place on days decided by the Chief Returning Officers. Members of the SPNSS in their 4th year may make their votes known via email from their mail.usask.ca accounts to BOTH Chief Returning Officers, or (when using the ITS Web survey tool) may vote as all other SPNSS members.

- 12) In the event that a Round 1 position is not fulfilled after the close of nominations/voting, a bi-election shall occur to fill the position before Round 2 nominations close.
- 13) In the case of a tie for an SPNSS officer, the current SPNSS council shall vote and decide the elected officer for the subsequent year. If the vote should be tied among the SPNSS council, the past president shall cast the deciding vote. In the case that there are two past presidents or no past president, the Vice President shall cast the deciding vote.
- 14) In the case of a tie for a CAPSI liaison, the current CAPSI council shall vote and decide the elected representative for the subsequent year. If the vote should be tied among the CAPSI council, the CAPSI Senior Representative shall cast the deciding vote.

- Section 6 Corresponding Pharmacy and Nutrition positions shall coordinate their efforts and work as a team to fulfill their responsibilities.
- Section 7 Unfilled posts
- Vacancies in any elected office shall be filled by appointment from nominations received by Council. This will be done by a majority vote at a Council meeting designated by the Co-Presidents. Candidates will be required to present a 1-2 minute speech to council members.
- Section 8 Resignation of Officers
- i Any SPNSS council member may resign from their position by providing written notification to the Co-Presidents. Written notification must be submitted two weeks prior to the said date of resignation, to allow the position to be filled before that date. The written resignation will be read by the Co-Presidents to the SPNSS council at the next meeting date and will become effective immediately. The letter itself will not be posted in the minutes.
  - ii The Co-Presidents will send out a call for nominations for the unfilled position to students eligible for the position (e.g., Senior Stick Elect position only available to first-year pharmacy). Section 7 applies as the selection process for the unfilled position. At the discretion of the Co-Presidents, a replacement to the resigned position may be appointed if a meeting cannot be called (i.e. during the summer). The replacement to the resigned position must be confirmed by the Council at the next meeting date by a  $\frac{2}{3}$  majority vote. The replacement to the resigned position may begin conducting the responsibilities of the position prior to the acceptance of the written resignation or their appointment to the position by the full council.

Section 9 Non-attendance

- 1) Council members absent from council meetings will not be eligible to vote on motions presented to the council in that meeting. The absent member will be counted as an absentee during voting.
- 2) Attendance to SPNSS council meetings is mandatory.
- 3) The secretary will inform the Co-Presidents of council members who have maintained an attendance rate of below 50% in council meetings, either virtual or in-person. The Co-Presidents will consider attendance rates for election nominations.
- 4) Council members who are unable to attend a meeting, virtual or in-person, will notify the secretary of their absence.

Section 10 Recall of Officers

1. If it is deemed that a member of the SPNSS council is unable to perform their duties effectively as determined by written submission of ten (10) SPNSS members, with written reasons stated on the motion then:
  - a. The SPNSS Executive Committee shall vote on the issue of removal from council by secret ballot.
  - b. If the said officer is on the Executive Committee, they shall be excluded from the vote.
  - c. In the event of an even number of voters, the Past-President of the SPNSS shall cast the deciding vote.
2. A member of the council may be removed from office if:
  - a. They fail to remain in good academic standing
  - b. Break several duties as outlined in Section 3 as deemed by the executive council after a confidential hearing.
  - c. The SPNSS Executive Committee shall vote on the issue of removal from council by secret ballot.
  - d. If the said officer is on the Executive Committee, they shall be excluded from the vote.
  - e. In the event of an even number of voters, the Past-President of the opposite program to the officer in question of the SPNSS shall cast the deciding vote.

## Article VI: Committees

- Section 1 All Committee Chairpersons must be members of SPNSS.

Section 2 Where deemed necessary by council, a committee may be formed in the appropriate manner by the Selections Committee. The Selections Committee will be responsible for collecting applications and selecting the chairperson(s) for the said committee. The appointed chairperson(s) will be directly responsible to the Vice President.

Section 3 Suggested Committees

- 1) Winter formal committee:
  - a. The Vice President as chair:
    - i. Responsible for organizing charity contact, decorating venue and coordinating emcee and speeches for the event
    - ii. Will work with the Social Directors to coordinate promotion and sales of tickets
- 2) Summer Committee shall be responsible for organizing Welcome Week activities
  - a. Vice President and two 2nd or 3rd year Room Representatives will be co-chairs, along with the Social Directors, of a committee of Pharmacy and Nutrition student volunteers
- 3) Fall Fundraiser committee shall be responsible for organizing Night Lights, or similar event to be held in September.
  - a. Vice President and two 2nd or 3rd year Room Representatives will be co-chairs, along with the Social Directors, of a committee of Pharmacy and Nutrition student volunteers
- 4) Wellness committee shall be responsible for organizing non-alcoholic events (e.g. games nights, grub crawls), and volunteering opportunities.
  - a. Vice President and a Room Representatives will be co-chairs, along with the Social Directors, of a committee of Pharmacy and Nutrition student volunteers.
- 5) Spring Banquet committee shall be responsible for organizing the Spring Banquet to held in March.
  - a. Vice President and a Room Representatives will be co-chairs, of a committee of Pharmacy and Nutrition student volunteers.
- 6) Yearbook Committee shall:
  - a. Consist of 2 editors, one from each Pharmacy and Nutrition, as well as all the room reps.
  - b. Be responsible for the photography, layout, advertising and other related activities regarding the Assigned Edition.
  - c. Be responsible for ensuring that all students enrolled in the yearbook's academic year of coverage will have timely access to their Yearbook Edition, subject to conditions set forth in subsection.
  - d. Be responsible to assign a minimum of one photographer to attend and acquire photos for all SPNSS sponsored functions.
  - e. Will create a "terms of reference" to be agreed upon each year by the SPNSS council to handle surplus funds generated from the sale of advertisements in the Assigned Edition.
  - f. Conditions: All students, excluding 4<sup>th</sup> year Pharmacy and Nutrition students, are responsible for retrieving their own yearbooks. SPNSS council and the Yearbook Committee will not be held liable for mis-delivery of mailed yearbooks.



- g. Former Yearbook co-editors shall be responsible for their Assigned Edition and granted the resources, rights, and privileges necessary by the SPNSS council to carry out their duties concerning the distribution of their former yearbooks as needed.
- 7) PreRx Committee shall consist of two co-chairpersons and a committee of student volunteers from the class of the co-chairpersons. All volunteers shall be in the Pharmacy program and shall serve for two years.
  - 8) Students for Indigenous Reconciliation and Engagement (S-FIRE) will be a College committee comprised of both Pharmacy and Nutrition students who are committed to advocating for the increased awareness and education of health care issues regarding Indigenous populations.

## **Article VII: Meetings**

- Section 1 SPNSS Executive shall meet as needed with date, time, and place set by the CoPresidents.
- Section 2 SPNSS council shall meet at least once every other week, excluding December and the months of and between April through August. The date, time, and place will be set by the SPNSS Co-Presidents.
- Section 3 Quorum at any council meeting shall be 2/3 of the voting members.
- Section 4 Either Co-President or at least Ten SPNSS members may call special meetings at any time.
- Section 5 The Rules of Order for all meetings except where otherwise provided for in the Constitution shall be conducted according to Robert's Rule of Order, revised.
- Section 6 Between the time of election of incoming Council and dissolution of outgoing council, both the outgoing and incoming councils shall attend council meetings.
- Section 7 It is assumed that the reign of power from the outgoing SPNSS council has passed to the incoming SPNSS Council upon ratification of the incoming SPNSS Council.

## **Article VIII: Annual General Meeting**

- Section 1 There shall be at least one General Meeting per year.
- Section 2 Upon the calling of a General Meeting, all proposed Constitutional changes and amendments must be submitted to the Co-Presidents ideally one week before the called meeting.
- Section 3 Attendance of ten percent of SPNSS members shall constitute quorum.
- Section 4 Any proposed changes or amendments to the SPNSS constitution must be approved by at least 2/3 of the SPNSS members present at the General Meeting

Section 5 After the adjournment of the General Meeting, it is the responsibility of the Co-Presidents to type the complete amended constitution. The Co-Presidents must sign the amended copy for it to be considered the current constitution.

## Article IX: Finances

Section 1 The following budgets/accounts shall be held and monitored by the Treasurer

- 1) Social Representatives
- 2) Rec Board Representative (Sports Rep)
- 3) Welcome Week
- 4) Book co-op/Membership
- 5) Yearbook
- 6) Misc
- 7) Senior Stick
- 8) Year End Banquet
- 9) Winter Formal
- 10) Night Lights
- 11) Student Faculty
- 12) Business Manager

Section 2 All membership monies will stay in the SPNSS account.

Section 3 Payments and Financial Statements

- 1) When payments by the SPNSS are to be made by cheque, such cheques are to be signed by two of either the Co-Presidents or Treasurer.
- 2) When an event is held, a detailed financial statement must be presented to the SPNSS Council no later than 1 month following the event without an extension approved by the Co-presidents.
- 3) The SPNSS may make payments or accept payments by e-transfer through the SPNSS treasurer e-mail at the discretion of the current SPNSS Co-Presidents and the Treasurer, with a note that making payments through this method has a service fee.

Section 4 Social Directors

- 1) The Social Reps must present detailed financial statements to Council when appropriate.

Section 5 Sr/Jr DC Liaison

- 1) Professional Enhancement Day (PED) funds are held in a separate account, *Nutrition Students Enhancement Fund*, which is controlled by the college.
  - a. Ticket sales and external funding must be sufficient to cover the cost to ensure that a deficit is not left for the next year.
- 2) A separate account is set up for student fundraising to attend the Dietitians of Canada annual conference.
  - a. This is an off-campus account which both the Sr and Jr liaisons act as signing authorities.

# SPNSS Bylaws

**Bylaw 1** Anything contained in the Articles of the constitution shall be paramount and all powers conferred by the Bylaws shall be deemed subordinate to powers conferred by the constitution.

**Bylaw 2** **Year End Banquet**

**Section 1** Annual Awards

- 1) Female Sports Rep Award—awarded annually to a female pharmacy or nutrition student with the most cumulative campus rec points
- 2) Female Athlete of the Year—awarded annually to a female pharmacy or nutrition student deemed the most valuable athlete in campus rec or Husky athletics
- 3) Male Sports Rep Award—awarded annually to a male pharmacy or nutrition student with the most cumulative campus rec points
- 4) Male Athlete of the Year—awarded annually to a male pharmacy or nutrition student deemed the most valuable athlete in campus rec or Husky athletics
- 5) Student-Faculty Golf Tournament Award—awarded annually to the team who wins the student-faculty golf tournament
- 6) Faculty Participation Award—awarded annually to the faculty member showing the greatest participation in student-faculty events throughout the academic year
- 7) "Medicines and You" recognition award—awarded annually to the coordinators of the Medicines and You program
- 8) Yearbook Coordinator's Award—awarded annually to the pharmacy and nutrition students responsible for editing the SPNSS year book
- 9) CAPSI Patient Interview Competition award—awarded annually to the student with the highest score in the patient interview competition
- 10) CAPSI literary challenge—awarded annually to the student with the highest score in the literary challenge
- 11) CAPSI OTC competition award—awarded annually to the student with the highest score in the over the counter competition
- 12) SPNSS bursaries—awarded annually to one Pharmacy or Nutrition student in each class, years 1 through 3, as nominated and voted for by their classmates following criteria as determined by the Vice President on a yearly basis
- 13) Council College award—awarded annually to a non-council student who has made the most significant contribution to SPNSS council events throughout the year
- 14) Trent Paul Memorial Spirit Award—awarded annually to one pharmacy or nutrition student demonstrating the most school spirit and enthusiasm throughout the year
- 15) Canadian Blood Services award—awarded annually to each pharmacy and nutrition class with the greatest number of blood donations throughout the academic year
- 16) NPEC Participation Awards for Nutrition years 1, 2, 3
- 17) NPEC Top Seller Award
- 18) Superlative Awards per class, years 1 through 4

**Bylaw 3** **Election Policy**

For all round one and two positions, the candidate must undergo a vote of confidence during the SPNSS elections. The Ballot shall state: Do you agree that **Candidate's Name** should be acclaimed for the position of **Position** or should nominations for the position be reopened?

**Bylaw 4      Campus Recreation Fees**

All fees related to Campus Recreation sports for SPNSS members shall be paid for by the SPNSS.

**Bylaw 5      Guests at Events**

SPNSS members may be held responsible for the inappropriate actions of their guests at all SPNSS functions.

**Bylaw 6      Refusal of Entrance**

The Co-Presidents reserve the right to refuse entrance to any participants at SPNSS events, whether a member, a non-member, a guest, or other persons not directly involved with the venue, place, or organization the event is held at based on previous/current behavior at SPNSS events.

**Bylaw 7      CAPSI Letter of Intent**

The application procedure for the position of CAPSI Jr. shall include a letter of intent in addition to regular protocol. This letter will be written even if only 1 candidate runs for the position. All candidate letters will be made available to the entire student body by being posted on the CAPSI board for the duration of round 1 elections. The letter should be no more than 1 page and outline why the applicant would like to run what previous experience the applicant has had in a leadership role and what the applicants knows about CAPSI. This letter is meant to demonstrate that the applicant understands what is expected if they are elected to the position and how they will be able to fulfill this role. Information regarding the position expectations and role is available on the CAPSI website ([www.capsiusask.ca](http://www.capsiusask.ca))

**Bylaw 8      Request to Attend Meetings**

SPNSS members can request to attend weekly SPNSS council meetings, their attendance is at the Co-Presidents' discretion.

**Bylaw 9**

The Jr and Sr DC Liaison have the right to remove people from NPEC in the event of misconduct including, but not limited to: monetary theft and unprofessional behaviour. DC Liaisons have the right to remove the person from NPEC for the current year in which they will receive no financial benefits from fundraisers they have completed, and ban them from consequential years for the remainder of their program.