

## CONSTITUTION

### 1. Name

1. The Club/Society shall be called: Queensland Pharmacy Students' Association.

### 2. Association

1. The Club/Society shall be an associated body of the University of Queensland Union in the category of Faculty/Departmental.

### 3. Aim and Objectives

The aims of the club/society are to:

1. Provide amenities for members.
2. Organise social functions and activities for the members, and provide industry relevant networking opportunities for members.
3. Promote and organise sporting activities and education events for members.

The objectives are to:

4. Represent the interests of all pharmacy students at the University of Queensland.
5. Promote the profession of pharmacy where possible.
  6. Promote and organise social and sporting activities to enrich the university experience.
  7. Seek advancement of pharmaceutical education in Queensland.
  8. Foster the improvement of staff-student relationships.

### 4. Membership

1. Open to students enrolled in the Bachelor of Pharmacy degree at the University of Queensland.
2. Honorary Life Membership or Honorary Associate Membership may be conferred on any person who has given valuable service to the Association or the Profession of Pharmacy.
  1. Nominations for Honorary Life Membership shall be submitted to the management committee to consider the nominations/s.
  2. Honorary Associate Membership may be conferred for a period of ONE year only by the management committee.
3. Associate membership is also available for students enrolled in other courses.
4. Staff membership is available for related staff of the School of Pharmacy at the University of Queensland.
5. The club/society shall have not less than thirty (30) financial members.
6. 70% of the club/society's membership must be students enrolled at the University of Queensland.
7. The club/society shall not adopt aims or objectives which would bring it under the jurisdiction of the University of Queensland Sports Association (UQ Sport).

### 5. Membership Fees

1. Shall be \$16.00 per year or \$55.00 for four (4) years, as the members shall from time to time at any general meeting so determine.
2. Shall be payable annually upon joining the club/society for one year, or at once for multiple subsequent years, as decided by the member upon submitting their membership form.

### 6. Termination of Membership

1. A member may resign from the Club/Society at any time decided by giving notice in writing to the president or secretary, as long as they have not received any benefit from or used any privileges of the membership. This includes, but is not limited to, purchases at membership prices and attendance at member-only events.
2. Such resignation shall take effect at the time such notice is received by the president or secretary unless a later date is specified in the notice when it shall take effect on that later date.
3. If a member fails to comply with any of the provisions of these rules, has membership fees in arrears or conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Club/Society, the management committee shall consider whether the member's membership shall be terminated.
4. The member concerned shall be given a full and fair opportunity of presenting the member's case and if the management committee resolves to terminate the membership, it shall instruct the secretary to advise the member in writing accordingly.

## **7. Register of Members**

1. The management committee shall cause a register to be kept in which shall be entered the names and student number of all persons admitted to membership of the Club/Society.
2. Shall contain the particulars of resignations, terminations and reinstatements of membership, and any further particulars as the management committee or the members at any general meeting may require from time to time.
3. Shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection and a copy provided for the Clubs and Societies Administration Officer once each semester upon request.
4. Shall contain personal information that may not be disclosed to any other person or entity unless authorised by the management committee.
5. Shall be available for inspection upon application to the secretary with a reasonable cost for making copies of the register for the member.
6. Must be submitted upon request, in the correct format, to the NAPSA secretary for NAPSA affiliation as an official branch.

## **8. Membership of Management Committee**

1. The management committee of the Club/Society shall consist of a President, Secretary, Treasurer and Director of Internal Communications as 'executive' management committee members, all of whom shall be members of the Club/Society, and such number of other members as the members of the Club/Society at any general meeting may from time to time elect or appoint by special resolution. All the aforementioned office bearers must be members of the Union. Membership of the management committee shall not be restricted other than by being a member of the University of Queensland Union.
2. At the annual general meeting of the Club/Society, all the members of the management committee for the time being shall retire from office, but shall be eligible upon nomination of re-election.
3. Election of officers and members of the management committee shall take place in the following manner:
  1. The chairperson shall declare the management committee position open and open nominations for it to be filled.
  2. Any member may nominate themselves or another member, and such nomination must be seconded by another member.

3. To be eligible for nomination, the member must be present. Postal nominations can only occur with delivery of a pre-recorded video presenting the member's suitability to the management committee role.
4. An elected member of the incoming management committee is no longer eligible for further nomination except in the circumstance that no other member is nominated.
5. Upon being nominated, the nominee may accept or decline the nomination.
6. Once all nominations have occurred, the chairperson shall close nominations and invite each nominee to present for the same amount of time, as determined by the management committee, while all other nominees are asked to wait outside.
7. Once all nominees have presented, and left the room, discussion shall commence regarding the candidates for election.
8. Upon ceasing discussion, a silent vote shall take place, with all members writing their one vote on a piece of paper, which should be collated and counted by the chairperson. Votes can be for any nominated member, to abstain (in a case of personal conflict of interest) or to reopen nominations.
9. The chairperson, upon determining the majority vote, shall ask the nominees to return to the room, and then announce the result.
10. In the event of a majority vote to reopen nominations, the management committee will determine the date and time for another election.

**9. Resignation or Removal from Office of member of Management Committee**

1. Any member of the management committee may resign from membership of the management committee at any time by giving notice in writing to the secretary, but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Club/Society where that member shall be given the opportunity to fully present the member's case.
2. The question of removal shall be determined by a vote of 75% majority of the members present at such a general meeting.
3. There is no right of appeal against a member's removal from office under this section.

**10. Vacancies on Management Committee**

1. The management committee shall have power at any time to appoint any member of the Club/Society to fill any casual vacancy on the management committee until the next annual general meeting.
2. The continuing members of the management committee may act notwithstanding any casual vacancy in the management committee, however if their number is reduced below the number fixed as is necessary for quorum of the management committee, the continuing members or members may act for the purpose of increasing the number of members of the management committee to that number required to achieve quorum or by summoning a general meeting of the association, but for no other purpose.

**11. Functions of the Management Committee**

1. Except as otherwise provided by these rules and subject to resolutions of the members of the Club/Society carried at any general meeting, the management committee:
  1. Shall have overall control and management of the administration of the affairs and funds of the Club/Society

2. Shall have authority to interpret the meaning of these rules and any matter relating to the Club/Society on which these rules are silent.
3. Shall act as a Board of Trustees for the funds of the Club/Society.
2. The management committee may exercise all the power of the Club/Society to raise or secure the payment of money in such manner as the members of the Club/Society may think fit and secure the payment or performance of any debt, liability or other engagement incurred or to be entered into by the Club/Society in any way.
3. The management committee will take full responsibility for all publications produced by the Club/Society or by any of its members.
4. All publications relating in any way to the consumption of alcohol at any QPSA event must be approved finally by the President, in accordance with the rules of the UQ Union.

#### **12. Meetings of Management Committee**

1. The management committee shall meet at least once every two (2) calendar months to exercise its functions.
2. The management committee shall be called by the secretary with two (2) days' notice.
3. The secretary and/or their nominee for the meeting must keep an accurate record of resolutions passed at all management committee meetings.
4. At every meeting of the management committee, a simple majority of at least four (4) members plus one (1) elected and /or appointed to the management committee as at the close of the last general meeting of the members, shall constitute a quorum.
5. Subject as previously provided in this section, the management committee may meet together and regulate its proceedings as it thinks fit.
6. However, questions arising at any meeting of the management committee shall be decided by a majority of votes and, in case of equality of votes, the question shall be deemed to be decided in the negative.
7. A member of the management committee shall not vote in respect of any matter in which the member has a vested conflict of interest, or any matter arising thereout, and if the member does so vote the member's vote shall not be counted.
8. Such notice shall clearly state the nature of the business to be discussed thereat.
9. The president shall preside as chairperson at every meeting of the management committee, or if there is no president, or if at any meeting the president is not present within ten (10) minutes after the time appointed for holding the meeting, the vice-president shall be chairperson, or if the vice-president is not present at the meeting then the members may choose one (1) of their number to be chairperson of the meeting.
10. If within half an hour from the time appointed for the commencement of a management committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee, shall lapse.
11. In any case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the management committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
12. All resolutions must be passed at an official management committee meeting.

#### **13. Delegation of Powers of Management Committee**

1. The management committee may delegate any of its powers to a subcommittee consisting of such members of the association as the management committee thinks fit.
2. Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the management committee.
3. A subcommittee may elect a chairperson of its meetings.

4. If no such chairperson is elected, or if at any meeting the chairperson is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one (1) of their number to be chairperson of the meeting.
5. A subcommittee may meet and adjourn, as it thinks proper.
6. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.
7. The management committee may delegate any of its powers to other members of the Club/Society elected at a general meeting (authorised officers) or appointed by the management committee (other officers) as the management committee thinks fit and impose any necessary restrictions upon any subcommittee elected in order to ensure the financial integrity and accountability of the Club/Society.
8. The Graduation Dinner subcommittee (if appointed) must contain at least one member who was or is currently a member of the management committee or an authorised officer of the Club/Society.

**14. Resolutions of Management Committee without Meeting**

1. A flying minute signed by all members of the management committee shall be as valid and effectual as if it had been passed at a meeting of the management committee duly convened and held.
2. Any such resolution may consist of several documents in like form, each signed by all members of the management committee.

**15. First Full Affiliation Meeting**

1. Repealed at Annual General Meeting dated 27<sup>th</sup> day of May 2008

**16. First Annual General Meeting**

1. Repealed at Annual General Meeting dated 27<sup>th</sup> day of May 2008.

**17. Subsequent Annual General Meetings**

1. Each subsequent annual general meeting must be held at least once each year within six (6) months after the end of the Club/Society's previous financial year. The annual general meeting will be held between weeks 11 and 13 of semester 2.

**18. Business to be transacted at Annual General Meetings**

1. The receiving of the statement of income and expenditure, assets and liabilities, for the last financial year prepared by the Treasurer.
2. The receiving of reports from the President and the Secretary.
3. The receiving of the auditor's report on the financial affairs of the Club/Society for the last financial year.
4. The presenting of the audited statement to the meeting for adoption.
5. The election of members of the management committee.
6. The minutes of the annual general meeting shall be submitted to the Clubs and Societies Administration officer within seven (7) days of the annual general meeting. Where there is a tied vote, the issue will be deemed to have resolved in the negative.
7. The election of authorised officers of the Club/Society shall be in accordance with the eligibility criteria set out in clause 8 of this constitution for the management committee.

**19. Special General Meeting**

1. The Secretary shall convene a special general meeting if required by sending out notice of the meeting within fourteen (14) days of:
  1. Being directed to do so by the management committee.
  2. Being given a requisition in writing signed by not less than one-third (1/3) of the members presently on the management committee or from ordinary members not less than double the number of members presently on the management committee plus one (1). Such requisition shall clearly state the reasons why such special general meetings is being convened and the nature of the business to be transacted thereat.
  3. Being given a notice in writing of an intention to appeal against a decision of the management committee to reject an application for membership or to terminate the membership of any person.
2. Not less than fourteen (14) days' notice shall be given to members of any special general meeting.

**20. Quorum at General Meetings**

1. At any general meeting, the number of members required to constitute a quorum shall be 15% of the membership plus one, or 15 persons, whichever is fewer.

**21. Notice of General Meetings**

1. The secretary shall convene a general meeting of the Club/Society by giving not less than fourteen (14) days' notice of any such meeting to the members of the Club/Society.
2. The manner by which such notice shall be given shall be determined by the management
3. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

**22. Procedure at General Meetings**

1. The President shall preside as chairperson, or if there is no president, or if the president is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice President shall be the chairperson, or if the Vice President is not present or is unwilling to act then the members present shall elect one (1) of their number to be chairperson of the meeting.
2. The chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
3. Every question, matter or resolution shall be decided by a majority of votes of the members present.
4. Every resolution must be minuted.
5. Resolutions passed at a general meeting are binding upon the management committee and all other elected or appointed officers of the association.
6. The management committee may choose to elect an 'executive-elect' at any special general meeting prior to the annual general meeting, to provide a handover period for the incoming and outgoing executive. If done so, the outgoing executive shall retain power and title until the AGM.

**23. Alterations of Rules**

1. These rules may be amended or added to from time to time by a special resolution carried at any general meeting.

2. However any amendment or addition is valid only if the president registers it and it is approved by the Clubs and Societies committee.

**24. Funds and Accounts**

1. The funds of the Club/Society must be kept in the name of the Club Society in the University branch of the Commonwealth Bank. The Club/Society shall operate one (1) account only. Exceptions to this can only occur with the specific approval of the Clubs and Societies committee.
2. The two primary signatories for the bank account must be held by President and Treasurer with a secondary signatory being nominated by President upon election of the management committee.
3. The secondary signatory may act only in the direction of the President or Treasurer with the President's approval in the instances of illness, bereavement or absence of a primary signatory.
4. Electronic banking may only be processed by primary signatories.
5. Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club/Society and the particulars usually shown in books of a like nature.
6. All monies shall be deposited in total as soon as practicable after receipt thereof.
7. All amounts shall be paid by cheque or electronic funds transfer signed physically or electronically by any two (2) of the President, Vice President, Treasurer or other members authorised from time to time by the management committee.
8. Cheques shall be crossed "not negotiable" except where determined otherwise by the management committee.
9. The management committee shall determine the amount of petty cash that shall be kept.
10. All expenditure shall be approved or ratified at a management committee meeting.
11. As soon as practicable after the end of each financial year, the treasurer shall cause to be prepared a statement containing the particulars of:
  1. The income and expenditure for the financial year just ended.
  2. The assets and liabilities at the close of that year.
12. The accounts of the Club/Society must be audited at least one month prior to the annual general meeting.
13. The auditor must examine the statement prepared by the Treasurer and present a report on it to the Secretary before the next annual general meeting following the financial year for which the audit was made.
14. The income and property of the Club/Society must be used solely in promoting the Clubs/Society's objectives and exercising the Clubs/Society's powers.
15. The financial loss on the Graduation Dinner event shall be capped at \$10000 however this may or may not include a venue or other form of bond at the discretion of the management committee.
16. The assets and income of the organisation shall be applied solely in the furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
17. At any time, a discount may be offered of up to twenty (20) per cent to the authorised officers of the club for events where attendance is required as part of the member's role responsibilities. This discount may only be offered where the President and Treasurer have deemed it appropriate and viable. This does not extend to merchandise purchases.

**25. Documents**

1. The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club/Society.

**26. Financial Year**

1. The financial year of the Club/Society shall close on the thirty-first (31<sup>st</sup>) of August in each year.

**27. Not for Profit Clause/Dissolution**

1. In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred in trust to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

**28. Redundancy**

1. This constitution is an interim document that will apply until the Club/Society obtains suitable advice and resolves to adopt a new constitution and incorporate in accordance with the *Associations Incorporation Act 1981 (Qld) (the Act)*.
2. This constitution allows for members to resolve by special resolution passed at any general meeting at which quorum is present to incorporate and adopt proposed rules under section 6(1) of the Act.

This constitution is enacted on this 27<sup>th</sup> day of May 2008.

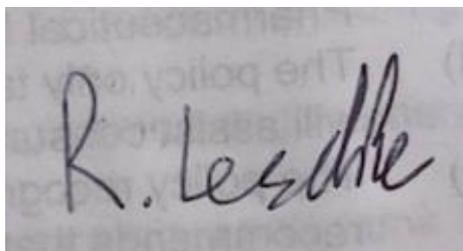
This constitution was amended on this 27<sup>th</sup> day of October 2014.

This constitution was amended on this 14<sup>th</sup> day of October 2016.

This constitution was amended on this 18<sup>th</sup> day of October 2017.

This constitution was amended on this 23<sup>rd</sup> day of October 2018.

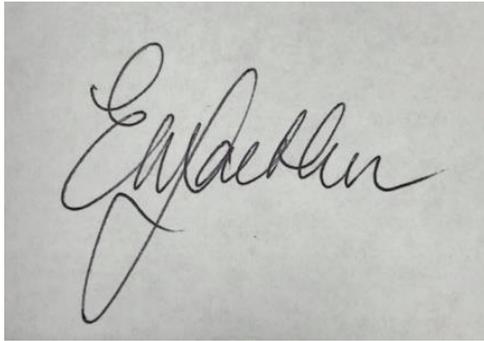
Signed by the Management Committee (print and sign clearly):

A photograph of a handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "R. Leschke".

Robert Leschke - 2018 QPSA President

A handwritten signature in black ink on a light brown, grid-lined background. The signature is highly stylized and cursive, appearing to read 'Angel Lee'.

Angel Lee - 2018 QPSA Treasurer

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read 'Elizabeth Jacklin'.

Elizabeth Jacklin - 2018 QPSA Secretary