



# **Proposed changes to the BPSA Constitution**

March 2021



## 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 ~~fourteen~~ 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 ~~his or her~~ their absence the Vice President. In the absence of both the President and the Vice President the Executive shall elect a ~~Chairperson~~ Chairman.
- 3.7 At meetings of the Executive, the ~~Chairperson~~ Chairman of the meeting shall have a casting vote, but otherwise shall not vote.
- 3.8 The Executive shall act at all times within the Objects of the Association. Decisions on matters falling within the Objects should be taken by a majority affirmative vote by all members of the Executive. In matters of urgency, decisions on matters falling within the Objects may be taken either by an affirmative vote by 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 ~~his or her~~ 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 National** Representatives' Meeting.
- 3.11** The Executive may at its discretion use the services of any person necessary in order to ensure the proper running of the Association and may pay proper fees and charges in respect of any work performed by such person on behalf of the Association.
- 3.12** The Executive shall abide by the Code of Conduct.

#### **4. Membership**

- 4.1** Membership of the Association shall be open to **individuals undertaking accredited training to become a pharmacist all students undertaking an accredited MPharm degree, overseas pharmacist assessment programme or pre-registration training** in Great Britain, on payment of the prescribed fee.
  - 4.1.1** If a pharmacy student has to temporarily suspend their MPharm (or equivalent) studies (but continues to remain registered on their degree programme), membership of the Association will be extended accordingly.
  - 4.1.2** If a pharmacy student graduates from their School of Pharmacy with a degree that is not an MPharm (or equivalent) membership of the Association will cease on 31 December of the same year.
  - 4.1.3** If a pharmacy student is no longer allowed to remain as a student on the MPharm degree (or equivalent); membership of the Association will automatically cease.
- 4.2** Associate membership of the Association:
  - 4.2.1** Is defined as students not encompassed by the above definition (as referred to in 4.1), who may be permitted to speak but shall have no right to vote at meetings
    1. Shall be granted at the discretion of the Executive.
    2. Shall be eligible for events and services at the discretion of the Executive.
- 4.3** The Association may by ordinary resolution at the meeting held at the Annual Conference of the Association, agree to admit as members, pharmacists who are



members of the Executive for a period ending on the first anniversary of their initial registration as a pharmacist with the Society.

- 4.4** The HLM committee shall report to the meeting held at the Annual Conference of the Association the details of any person who has been made an Honorary Life Member of the Association in recognition of outstanding service to the Association.
- 4.5** Honorary Life Members of the Association shall have a right to attend meetings of the Association and may be permitted to speak at meetings, but shall have no right to vote.
- 4.6** The Association will work with the Society, as outlined within a partnership agreement, which will allow collaborative working in order to further the Objects of the Association and enable membership of the Society for all BPSA members.

## **5. Powers**

- 5.1** The Association shall have the power, within the Objects of the Association to:
  - 5.1.1** Organise such social and educational events as, in the opinion of the Executive, should be held.
  - 5.1.2** Seek sponsorship for any events or activities as may be required, subject to paragraph 5.2 below.
  - 5.1.3** Pay all Association expenses out of the funds of the Association in accordance with the Regulations.
  - 5.1.4** Buy, lease or sell any goods and equipment of any description, which in the opinion of the Executive, are required for the day-to-day running of the Association.
  - 5.1.5** Invest funds of the Association in investment accounts of banks or building societies providing that no such investment may be made other than with the consent of the Treasurer for the time being of the Association.
  - 5.1.6** Exercise discipline over members of the Association in accordance with the Regulations.
  - 5.1.7** Become a member of any international body representing the interests of students of pharmacy and to pay the appropriate subscription charges.
  - 5.1.8** 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.
  - 5.1.9** 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.

**5.1.10** To appoint Committees where necessary to achieve the duties set out in the regulations, and any other activities as deemed appropriate by the Executive.

**5.2** 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.

**5.3** 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.

## **6. Finance**

**6.1** The Treasurer of the Association shall keep accounts of income and expenditure of the Association for a period of not less than seven years, in a form which is acceptable to the Executive and Honorary Treasurer. Advice is to be sought from the Society as needed.

**6.2** 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.

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

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

**6.5** Funds of the Association shall be placed in an account or accounts of banks or building societies acceptable to the Honorary Treasurer and the Executive, on advice from the Society, opened in the name of the Association.

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

**6.7** Funds of the Association may be used for any purpose falling within the objects of the Association, in accordance with the Regulations.

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

**6.9** 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.

- 6.10** 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.
- 6.11** 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.
- 6.12** 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.

## **7. Association**

- 7.1** The Association shall hold an Annual Conference each year, and such other conferences as the Executive shall determine.
- 7.2** The Annual Conference shall:
  - 7.2.1** Elect an Executive for the following year.
  - 7.2.2** Be presented with a written report of the accounts of the Association for the current financial year 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.
  - 7.2.3** Conduct any other business of the Association.
- 7.3** The quorum at the Annual Conference of the Association shall be thirty members of the Association and seven members of the Executive.
- 7.4** Voting on Association policy at Annual Conference shall be by a simple majority of those present and voting. No postal or proxy vote is permitted.
- 7.5** Not less than 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.
- 7.6** 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.
- 7.7** 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 covering 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.

- 7.8 Proposals to amend the Constitution in such an extraordinary session must meet all the requirements of Article 8 of the Constitution.
- 7.9 The Executive will make arrangements for any properly requested extraordinary session to be held within the timescales as set out in the Regulations.
- 7.10 The quorum for an Extraordinary Meeting will be as for Annual Conference with the addition of at least one HLM of the Association.
- 7.11 Standing Orders will apply to all business conducted at an Extraordinary Meeting as per Annual Conference.

## 8. Constitution

- 8.1 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.
- 8.2 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. shall be the subject of publication. ~~written notification to all representatives at each School of Pharmacy and of a notice in the Pharmaceutical Journal; such notification to be given at least fourteen days before the conference.~~
- 8.3 Any amendment to the Constitution shall come into force at the changeover of the Executive following Annual Conference.