

**INTERNATIONAL PHARMACY GRADUATE PROGRAM
ALUMNI ASSOCIATION
UNIVERSITY OF TORONTO**

CONSTITUTION

1) NAME: International Pharmacy Graduate Program Alumni Association (IPGAA)

- Established (month) 2004 or 2005.

2) MISSION STATEMENT: To work and advocate on behalf of all International Pharmacists who have graduated from the IPG Program and/or those IPGs who have taken any part of the IPG Program at a Faculty of Pharmacy recognized by the IPG Program Central Office, University of Toronto and/or those currently enrolled in the program and/or those who wish to enrol in the program.

3) OBJECTIVES:

- To encourage and promote networking between IPG Program graduates for professional and social purposes.
- To collaborate with the IPG Program for the promotion and advancement of the IPG Program
- To assist in the promotion and maintenance of a group of graduates who can act as Mentors and/or Preceptors to active IPG students
- To establish a peer referral network between active and potential participants and IPG Program graduates
- To lobby government and/or other important organizations on the contributions, importance and needs of an International Pharmacist.
- To maintain a dynamic list of 'Purposes', as exemplified in item # 14 below.

4) ELIGIBILITY:

All International Pharmacists who are graduates of an IPG Program recognized by the University of Toronto and/or those who have taken either or both CPS I and II. Any exceptions to this will be at the discretion of the Executive Committee of the IPG Alumni Association.

Any person of worthy cause or eminence within the profession of Pharmacy may be elected to Honorary Membership by a majority of the membership. Honorary Members will have all privileges except for voting and holding a position in the Executive Office.

In order to be eligible as an IPG Mentor or Preceptor the IPG Pharmacist must have practiced pharmacy in any Canadian province for a minimum of 3 consecutive years, be actively/currently licensed to practice pharmacy and not be involved in any active discipline and/or complaints situation with a provincial regulatory authority.

All IPG Program graduates are eligible to serve as a 'peer' within a referral network, in order to assist active and potential IPG Program students. The peer shall not interfere with the intention and purpose of the IPG Mentor and/or the Preceptor. All parties should work in harmony for the betterment and professional enculturation of the IPG student.

5) MEETINGS: The IPGAA will conduct a minimum of 2 general meetings per calendar year, at the discretion of the Executive Committee.

The Executive Committee of the Association will conduct a minimum of 2 meetings per year, at the discretion of the Chairperson.

An Annual General Meeting shall occur within 45 days of the end of the fiscal year of the IPGAA

The fiscal year of the IPGAA shall commence (for example only) on Jan 1st and end Dec 31st or any other calendar date as approved by the Executive Committee.

6) MEMBERS OF THE EXECUTIVE COMMITTEE:

- Chairperson
- Immediate Past Chairperson
- One Vice Chairperson
- Secretary/Treasurer
- One member of the active IPG Program student body
- An elected representative from the IPG Program Faculty

The term of office on the Executive Committee is two years.

7) ELECTION OF THE EXECUTIVE COMMITTEE:

- Voting: If any person on the Executive Committee (EC) is unable to complete their term of office and/or duties, the remaining members of the EC may appoint an interim replacement until the next general meeting.
- The Chairperson and other members of the Executive Committee shall serve a maximum of 2 terms of office (4 years).
- IPG Alumni must be physically present at the general meeting to nominate and/or vote for the Executive Committee. (Opportunity for proxy voting - to be determined.)
- The past-Chairperson will present a slate of candidates for the purpose of election
- Each candidate shall have the opportunity to speak on his/her behalf to the IPGAA members as to why they should be elected to an office of the Executive Committee.
- 'Last minute' nominations can occur at the general meeting prior to voting only at the discretion of the Chairperson.
- The Executive Committee will be elected by a simple majority.
- A vote will be held for each position.

8) PURPOSE OF THE EXECUTIVE COMMITTEE:

- To guide the objectives and members of the IPGAA.
- To ensure important pharmacy practice issues pertaining to IPGs are brought forward to Alumni Association members.
- To authorize, collect and invigilate the annual membership fees collected from the membership. A member's non-payment of greater than 90 days from the due date causes suspension of membership from the Alumni Association, unless payment is 'forgiven', at the discretion of the EC.
- To recommend to the membership ways to spend/distribute collected fee's which are intended for the betterment of the active and potential IPG students.
- To give input to the IPG Program staff on current matters that apply to IPG pharmacists and when asked by the Program staff for such advice.

- To act on behalf of the members in matters of health, education, enculturation and well-being.
- To present a report of it's activities to all members at all general and annual meetings

9) ROLE OF THE CHAIRPERSON OF THE EXECUTIVE COMMITTEE:

- May appoint ad-hoc sub-committees comprised of the members, as needed
- May assign specific responsibilities to other executive members
- To co-ordinate and approve work of and any decisions by the Executive Committee that will impact the entire IPG Alumni Association
- To approve all meeting dates of the Executive and the general meetings.
- To undertake other such duties that pertain to the office of the Chairperson

10) ROLE OF THE VICE-CHAIRPERSON:

- To take direction and responsibilities bestowed upon them by the Chairperson
- To replace the Chairperson if he/she unable to do so

11) ROLE OF THE SECRETARY-TREASURER:

- To record all actions/timing/responsibilities decided upon at all of the EC and general meetings and to distribute to all members
- To be responsible for the collection of all Alumni funds and disbursements and accounting/reconciliation of same
- To ensure two designated/approved signatures appear on all cheques.....to include any combination of Chairperson, Vice-Chairperson, Secretary-Treasurer.
- To oversee any expenses submitted by Alumni members including the Executive Committee
- To ensure an informal annual audit of funds is conducted
- To present a financial report to the Association at all meetings, including a Year End Report.

12) MEETINGS:

The following general rules will apply at all meetings

- The presence of non-members shall be at the discretion and approval of the Chairperson
- The members will receive written notice (including e-mail) of all meetings with a proposed agenda including location, time allocations on the pertinent topics including a start/conclude times of the meeting.
- The members shall RSVP their intention to attend all meetings within 10 days of the meeting. If there will not be a simple majority of members planning to attend or in attendance; the meeting may be cancelled and rescheduled at the discretion of the Chairperson.
- Only paid members shall be eligible to vote on an issue. The Chairperson is not required to vote unless there is a need for a "tie-breaker"
- Requests to speak on an issue will be taken in order, once the person is recognised by the Chairperson.
- Votes will be decided by a simple majority, except as otherwise approved.
- Voting on an issue can only proceed if there is a simple majority of paid members in attendance
- All meetings are non-smoking with cell-phones and other electronic communication devices "off", unless under approved situations, at the discretion of the Chairperson
- All meetings shall start promptly at the published time. All members are asked to be punctual and constructive/professional with their input
- Dress code at all meetings is business casual, as a minimum
- All members will be given a minimum of 30 days written or electronic notification of all meetings

13) AMENDMENTS TO THE CONSTITUTION:

- Must be approved by 75% of all paid/active members of the Alumni Association, either at a general meeting or via an electronic 'call to vote'
- Amendments to the Constitution may be initiated:
 - a) Upon petition to the Executive Committee by 25 members of the Association
 - b) By 2/3 majority of the members present at a general meeting of the Association
 - c) By any member of the Executive Committee

All amendments to the Constitution shall be presented in written form to the Executive Committee who shall then decide when such amendments are placed before the Association for a vote.

Such amendments shall become effective after 75% of the association members are present at a general or annual meeting and have approved the amendment by a majority of votes cast.

14) EXAMPLES of the Purpose of the IPG Alumni Association:

- To ensure all monies collected through membership fees, donations or other fund raising activities are to be used to establish a bursary, scholarship or other/approved foundation fund to assist active IPG students with such needs as tuition, text/course book purchases/exchange programs.
- To assist active IPG students with matters of enculturation, in a way that enhances the established and approved Preceptor and Mentorship programs.
- To assist graduates with pharmacy practice issues that may affect IPGs
- To assist with the recruitment, registration, orientation and appropriate 'celebrations' for IPGs if/when requested by the IPG Program staff.
- To hold social events that include spouses, as deemed appropriate by the Executive and approved by the membership
- To enhance the studentship, internship and employment opportunities network on behalf of the active IPGs in concert with the IPG Program staff
- To provide a network to assist IPG graduates with post-licensure pharmacy practice issues that pertain to all IPGs
- To promote the value and structure of the IPG Program as established, co-ordinated and maintained at the University of Toronto
- To maintain and improve communications between the IPG Alumni and the IPG Faculty

15) FEES and DUES:

- Annual membership fees are due at the beginning of each fiscal year or any part thereof. The amount shall be determined by the Executive Committee. Any special dues or levies must be approved by a majority of the Executive Committee.