

Constitution of the Pharmaceutical Association of St. Lucia Inc.

Article I

1 Name

- a) The name of the organization shall be The Pharmaceutical Association of St. Lucia Inc.
- b) It shall be a non-profit organization, which shall be non-partisan and shall consist of an unlimited number of male and female members.

2 Vision

To be a strong and vibrant organization which is continuously engaged in promoting the professional and social interest of pharmacists and pharmacy personnel, maximizing pharmaceutical care activities, to achieve positive patient outcomes through drug therapy and in fostering linkages with other local and international health organizations.

3 Mission/Objectives

- a) To ensure a high standard of pharmaceutical education and practice through continuing education.
- b) To collect and disseminate information relating to pharmacy, among members, health care professionals and consumers.
- c) To defend and enforce the rights and privileges of Pharmacists.
- d) To represent, express and give effect to the views and opinion of members on matters pertaining to Pharmacy.
- e) To actively promote and protect the interest of members and to establish the primacy of Pharmacists.
- f) To promote support or oppose legislation or other measures affecting the aforesaid interests.
- g) To buy or otherwise obtain furniture, books, papers, apparatus and other things for, or which maybe of use at or in connection with the Association or its property.
- h) To work closely with the Ministry of Health and other enforcing agencies to ensure the importation of quality pharmaceutical products.
- i) To foster a close relationship with other health professional, agencies and associations e.g. St. Lucia Diabetic and Hypertension Association.
- j) To do such things and to pursue and undertake such activities that is incidental to the accomplishments of the foregoing.

Article II

1 Membership

There shall be three categories of membership

- a) ACTIVE: Every Pharmacist registered as such in this island or in any other country shall be eligible for membership in this Association provided that his or her application meets the approval of the executive committee, and shall be bound by agreement to the rules of the Association.
- b) ASSOCIATE: individuals who are not registered pharmacists, who supports the mission/objectives of the Association e.g. Pharmacy students, Pharmacy technicians.
- c) HONORARY: An individual who in the opinion of the Association as expressed by a majority of three fourths of the members of present and voting at a General Meeting of the Association has rendered outstanding service in the course of Pharmacy in St. Lucia may be elected as an honorary member of the association. Such a nomination must be submitted by two or more active members.

2 Subscription

- a) All members, with the exception of honorary members, shall pay a yearly subscription fee of \$ 100 EC. Pharmacy technicians and students \$50 EC. Subscriptions are due on or before the annual general meeting, and can be paid in two installments.
- b) Any member whose subscription has not been paid within three months of the due date shall cease to enjoy the privileges of the Association. Notice of such non-payment shall be sent to such a member by the secretary. After a further three months of non-payment the defaulter shall cease to be a member.
- c) Any member wishing to be reinstated shall have to pay an additional 50% of the annual fee.

Article III

1 PRIVILIGES AND RIGHTS OF MEMBERS

- a) Every financial member of the Association shall be entitled to all the benefits and privileges afforded by the Association.
- b) Any member wishing to retire shall signify such desire in writing to the secretary and there upon such notice shall be put before the executive committee at its next meeting and if accepted, the secretary shall notify the member of the fact and upon payment

by him or her of all dues in arrears up to the date of acceptance he or she shall cease to be a member.

- c) VOTING: Members specified in Article 11 a) and b) may vote in a general election for members of the executive committee. Members wishing to exercise this right must be financial at the time of election.
- d) Members specified in Article 11 b) are not entitled to hold office.

2 EXPULSIONS/ TERMINATION

- a) The Association by resolution passed at a general meeting of three quarters majority of the members present and voting can expel any member on the ground that the member has failed to observe or comply with the rules of the Association or that the conduct of the member is calculated to bring the Association into disrepute. Such expulsion shall operate as a cancellation of the membership of that person in all capacities.
- b) No resolution shall be entertained unless the Secretary previously gives such member fourteen days notice in writing of such intention and the reasons thereof and also an opportunity to defend the charges made against him/her and explain his/her conduct.
- c) Membership shall terminate upon the death of a member.

ARTICLE IV

OFFICERS ELECTION AND TERM OF OFFICE

1 OFFICERS

The officers of the Association shall be the President, Vice President, Secretary, Treasurer, Assistant Secretary/Treasurer, Public Relations Officer, and two (2) Trustees nominated by the executive committee. A retiring officer shall be eligible for re-election.

2 ELECTIONS

- a) Nomination and elections of new officers shall take place at the Annual General Meeting.
- b) Only financial members are eligible for nomination to office.
- c) An election officer shall be appointed from within or outside the Association to conduct the election process.
- d) An official list of financial members shall be provided to the election officer.
- e) Any person who is nominated unopposed for an office will be deemed elected to the post for which he/she was nominated.

3 TERM OF OFFICE:

Elected officers shall serve a one-year term and shall be eligible for re-election.

ARTICLE V:

EXECUTIVE COMMITTEE

1 OFFICER

The executive committee shall consist of the elected members mentioned above, along the Caribbean Association of Pharmacists and the Commonwealth Pharmaceutical Association representatives. The officers shall be installed immediately after election at an Annual General Meeting.

2 VESTED POWERS

The general management of the objectives, affairs and business of the Association shall be vested in the executive committee, who shall be elected at an Annual General Meeting of the Association from among its financial members. It shall be the primary strategic planning unit, developing strategies and allocating resources to implement same.

3 FAILURE TO ATTEND MEETINGS

If any member of the Executive Committee while in the island failed to attend three consecutive meetings of the committee without a reasonable excuse or is out of the island for more than three months without prior notification of leave, or if the member should die, his seat becomes vacant.

4 Vacancy

In the event of any vacancy occurring in the committee before the date of the next Annual General Meeting, the remaining committee members shall have the power to appoint a member of the Association, or a bye-election shall be conducted at a general meeting to fill the vacancy.

5 BYE-LAWS

The Executive Committee shall pass bye-laws in furtherance of the objectives and administration of the Association which shall take effect upon ratification by two thirds majority vote of members present at a General Meeting.

ARTICLE VI

DUTIES OF OFFICERS

1 PRESIDENT

The president of the Association shall preside at all meetings of the Association. If the President is absent then the Vice President can act as chairperson. The President shall be ex-officio, a member of all committees appointed by the executive committee. The President shall enforce all the rules, decisions, and recommendations, can call special meetings when necessary, cast a vote (when there is an equality of vote) on any motion, suspend any member on charge and maintain order.

2 VICE PRESIDENT

The Vice President shall assist the President in all his duties and his absence, performs the same with equal power.

3 SECRETARY

The Secretary shall keep all documents of the Association, record minutes of meetings of the Association, issue notices of meetings and arrange meeting places when ordered by the President, attend to correspondences and perform such other duties as the office may require for the proper management of the Association's business.

4 TREASURER

- a) The Treasurer shall receive all monies collected for and on behalf of the Association for which he/she shall issue a receipt, and deposit such amount in a savings account approved by the executive committee in the name of the Association (except such amount as the Treasurer is authorized by the executive committee to keep in hand to meet current expenses).
- b) The Treasurer shall be responsible for all forms of monies, which may from time to time be paid into his/her hands.
- c) The Treasurer shall have the power subject to direction of the executive committee to withdraw money from the bank for use by the Association. All cheques and withdrawal slips must be signed by the Treasurer and either the President, Vice President or Secretary.
- d) The Treasurer shall produce bank information (savings) records and reports on the Association's accounts at meetings.

5 ASSISTANT SECRETARY/TREASURER

The Assistant Secretary/Treasurer shall assist the Secretary and the Treasurer in all their duties and in their absence performs all such duties.

ARTICLE VII

BUSINESS OF THE ASSOCIATION

1 MEETINGS

- a) The monthly meetings of the Association shall be held on the third Wednesday of every month at 7.00pm and at any other time when members deem it necessary. Notice of all such meetings shall be circulated. No business shall be transacted at any meeting unless a quorum of members is present. If within one half of an hour the time appointed for the meeting, a quorum is not present, the meeting shall be postponed.
- b) Quorum:
 - 1 A quorum for a general meeting shall be one-third of financial members. At all meetings, a vote of the simple majority of all those present shall prevail.
 - 2 A quorum for the executive committee for the transaction of business at any executive meeting, shall be a simple majority of its members i.e. if the committee comprised of nine persons then five persons represents a quorum.
- c) There shall be an Annual General Meeting in the month of April for the following purposes:
 - 1 To receive from the executive committee an audited Statement of accounts.
 - 2 To receive reports from the executive committee.
 - 3 To elect officers for the ensuing year.
- d) Extra Ordinary Meeting of the Association shall be convened by the Secretary whenever instructed by the President or on the requisition in writing by at least five members of the Association. The requisition and notice shall state the object of such meeting and no other business shall be discussed.
- e) The executive committee shall determine the number of meetings required to conduct the necessary business of the Association.

2) STANDING COMMITTEES

There shall be two standing committees:

- 1 Social and fund raising.
- 2 Continuing education.

AD HOC COMMITTEES: These committees shall be determined and established by the executive committee whenever necessary. For all committees, a chairperson shall be identified either by the committee itself, or by the President of the Association or anyone acting on his/her behalf.

3) INCOME AND PROPERTY

The income of the Association shall be applied solely towards the promotion of the objectives of the Association and no portion thereof shall be paid directly or indirectly by way of dividend, profit or otherwise to the members of the Association, providing that nothing herein contained shall prevent the payment in good faith or reasonable and proper remuneration to any officer of the Association or to any member in return for any services actually rendered to the Association.

4) ACCOUNTS

1. The executive committee shall cause accounts to be kept of the assets and liabilities of the Association and on matters in respect of which such receipt and expenditure takes place.
2. The books shall be in the registered office of the Association, or with the secretary or such other place as the executive committee may determine and shall be available for inspection by any member of the executive committee.
3. The accounts shall be kept of all monies received and expended by the Association.
4. At least once yearly, these accounts shall be examined and the correctness of the balance sheet be ascertained by one or more qualified auditors.

5 Audits

Auditors shall be appointed at each Annual General Meeting. They shall examine the accounts and verify the same with the accounts and vouchers relating thereto, and shall sign the annual

accounts as found by them to be correct or shall report in what respect they found it incorrect.

ARTICLE VIII

ADOPTION OF REVISED CONSITITUTION

- a) The revised constitution shall be circulated among members for discussion at a monthly meeting of the Association.
- b) Its adoption will then take place at the next monthly meeting, duly and validly convened.
- c) A motion to adopt the revised constitution shall not be carried or be valid unless supported by three quarters (3/4) of persons present.
- d) Upon ratification by three quarters of members present, the revised constitution shall take immediate effect.

ARTICLE IX

AMENDMENTS

Proposition to amend any section of the constitution shall be submitted in writing by at least two members of the executive committee for review, after which it shall be discussed and voted upon at a general meeting. Approval of at least two thirds of the members voting must be obtained before the amendment can take effect.

AMENDED: November 30th 2003

ADOPTED: March 17th 2004