

# Constitution of Pharmaceutical Association of St. Lucia Inc.

## Article I

### **1 Name**

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

### **2 Vision**

The vision of the Association is to have a strong and vibrant organization, which will continuously engage in promoting the professional and social interests of Pharmacists maximizing pharmaceutical care activities to achieve a positive outcome from drug therapy, and foster linkages with other local and international health organizations.

### **3 Mission**

To protect and improve the public's health through pharmacy leadership, education, and the involvement of pharmacists in all healthcare practice settings, thereby providing pharmaceutical care.

To develop competencies in the various areas with an aim to develop pharmacy specialities.

### **4 Objectives**

- a) To defend and enforce the rights and privileges of Pharmacists.
- b) To represent, express and give effect to the views and opinion of members on matters pertaining to Pharmacy.
- c) To actively promote and protect the interest of members and to establish the primacy of Pharmacists.
- d) To promote support or oppose legislation or other measures affecting the aforesaid interests.

- e) To buy or otherwise obtain furniture, books, papers, apparatus and other things for, or which may be of use at or in connection with the Association or its property.
- f) To work closely with the Ministry of Health and other enforcing agencies to ensure the importation of quality pharmaceutical products.
- g) To increase public awareness and education of pharmacy practice and the laws and regulations which govern its practice.
- h) To build constructive partnerships with other organizations to further the mission of the PASLInc.
- i) To increase effective communication among pharmacists and the general public through advocacy.
- j) To increase the involvement and recognition of pharmacy technicians in the practice of pharmacy and pharmacy activities.
- k) To increase confidence among Pharmacy Technicians.
- l) To increase sources of revenue for the Pharmacy Association.
- m) To ensure that all Pharmacists uphold the standards of the practice of pharmacy and act professionally always maintaining patient confidentiality.
- n) To provide continuing education to all Pharmacist and Pharmacy Technicians practicing pharmacy in the state of St. Lucia with a view to develop the practice of pharmacy and pharmacists.
- o) To ensure that all practicing Pharmacists in St. Lucia are registered.
- p) To ensure all premises authorized to sell pharmaceuticals are registered.
- q) To monitor the development of pharmacy education and continuing education activities.

- r) To engage pharmacy owners in active dialogue as to the goal, vision and mission of the Pharmacy Association.
- s) Increase membership participation in pharmacy activities.
- t) To increase awareness of the role of the Pharmacy Inspectors.

## Article II

### **1 Membership**

There shall be three categories of membership

- a) **FINANCIAL:** 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.

An Active member shall be a financial member who has attended four (4) consecutive meetings and has had two (2) consecutive years membership and /or has served as a committee member for at least one (1) year.

- b) **ASSOCIATE:** individuals who are not registered pharmacists, who support the mission/objectives of the Association e.g. Pharmacy technicians, Pharmacy students.
- c) **HONORARY:** An individual who in the opinion of the Association as expressed by a majority of three fourths of the members 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 EC\$125. Pharmacy technicians and students EC \$65. Subscriptions are due on or before the Annual General Meeting.
- 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 yearly subscription fee.

## Article III

### **1 PRIVILEGES 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 II 1(a) 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 II 1(b) are not entitled to vote in a general election or hold office.

### **2 EXPULSIONS/ TERMINATION**

- a) The Association by resolution passed at a special meeting of not less than two-thirds of the members present and voting can expel any member on the grounds 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 (14) 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, Immediate Past 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) Elections of new officers shall take place at the Annual General Meeting.
- b) The Executive Committee shall notify each Member at least ninety (90) days prior to the Annual General Meeting at which there is scheduled an election that the Executive Committee is prepared to receive nominations.
- c) Candidates for election on the Executive shall be nominated and seconded by members entitled to vote for any or all of the Executive Officers, and shall forward the same in writing, to the Secretary of the Executive Committee no later than thirty (30) days prior to the Annual General Meeting. Each nomination shall be accompanied by a photograph and must include a short biography of the nominee, to reflect the candidate's involvement and achievements in the Association.
- d) The Executive Committee shall notify each member of the office for which they have been nominated. A member becomes a candidate for office only upon acceptance of nomination for that office. Acceptance of nomination must be made at least fourteen (14) days prior to the Annual General Meeting.
- e) All nominations shall be made in the above manner except when at the time of balloting, all nominees or all but one (1) nominee for any office withdraws. In such instances, and no other, nominations may be made from the floor of the Annual General Meeting.
- f) To be eligible for nomination as an Executive Officer one must be an active member according to Article II 1(a) and meet all other requirements as stated in the Constitution and Bye-laws.

- g) Voting shall be by secret ballot and shall continue until one candidate receives a majority of the votes cast. A majority shall be at least fifty percent (50%) plus one (1) of the votes cast. If no candidate receives a majority, the candidate receiving the least number of votes shall be withdrawn from further balloting.
- h) Any person who is nominated unopposed for an office will be deemed elected to the post for which he/she was nominated.
- i) If nominated to two (2) positions, if unopposed this post takes priority or the post with most votes take priority. If the votes are equal, the candidate will choose the position.
- j) A valid ballot paper reflects the intentions of the voter unambiguously. An 'X' must be placed within the box, which is next to the name of the candidate.
- k) Balloting for Executive Officers shall be in the following order: President, Vice-President, Secretary, Treasurer, Assistant Secretary/Treasurer and Public Relations Officer.
- l) An election officer shall be appointed from outside the Association to conduct the election process before the Annual General Meeting.
- m) An official list of financial members shall be provided to the election officer.
- n) Counting of the ballots will take place after all votes have been cast for all Executive Officer positions.

**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, and shall be installed immediately after election at the Annual General Meeting. The Caribbean Association of Pharmacists and the Commonwealth Pharmacy Association representatives shall be appointed after the first Executive 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 active members. It shall be the primary strategic planning unit, developing strategies and allocating resources to implement the 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/her duties and in his/her 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 by order of 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 an 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 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.

**6 PUBLIC RELATIONS OFFICER**

The Public Relations Officer shall be responsible for the promotion of the Association's activities and for the dissemination of information to the public.

## 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 6:00pm or 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 thirty minutes of 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 seven persons present in person. 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 Fundraising and Social.
- 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**

- a) 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.
- b) The books shall be in the registered office of the Association, or with the Treasurer or such other place as the Executive Committee may determine and shall be available for inspection by any member of the Executive Committee.
- c) The accounts shall be kept of all monies received and expended by the Association.
- d) 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 CONSITUTION**

- 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: May 21<sup>st</sup> 2017

ADOPTED: September 20<sup>th</sup> 2017