

The PSJ Constitution

Mr. Basil Wright

The Board & Executive Committee

- **6. The Board shall consist of a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.**
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- **7. The Executive Committee (hereinafter referred to as the “Committee”) shall consist of fifteen (15) members including the said members of the Board, the Immediate Past President, Immediate Past Secretary and six (6) other members elected by the Board.**
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- **8. All members of the Board and the Committee shall be officers of the Society.**
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The Constitution

- 9. All members of the Board and the Committee shall be elected bi-annually.
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- **10. Each Officer shall hold office for a term of two (2) years and shall, except the President, be eligible for re-election in the same office for not more than three consecutive terms .**
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- **11. The President shall be eligible for re-election in the same office for not more than two (2) consecutive terms.**
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Affiliated Associations

- **15. Affiliated associations shall be granted voting rights at the Annual General Meeting or regular Monthly Meeting through their appointed representatives in the ratio of one vote to every ten Pharmacy Students who are members of their affiliate Association.**
- Will Pharmacy Technicians have voting privileges?

Proxy Form

- **18. The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the office or at such other place within the Island as is specified for that purpose in the notice convening the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than 48 hours before the time appointed for the taking of the poll and in default the instrument of proxy shall not be treated as valid.**



Proxy Form

- **19. An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit: -**

Proxy Form

- **APPOINTMENT OF PROXY**

FORM 1B

- ***Pursuant to Article 19 of the Society's Articles of Incorporation***

- **Pharmaceutical Society of Jamaica Limited**

- I/We, _____ of
in the parish of _____, being a member/members of the above named Society, hereby
appoint _____ of _____ or failing him
or _____ as my/our proxy to vote for me/us on my/our behalf at the
(annual or extraordinary, as the case may be) general meeting of the Society to be held on the day of
20 _____ and any adjournment thereof.

Signed this

day of

20

This form is to be used in favour of /against the resolution. Unless otherwise instructed, the proxy will vote as he thinks fit.*Strike out whichever is not desired.

Proxy Form

- **20. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.**

Nominations

- **NOMINATIONS**
- **25. All nominations shall be made on the form prescribed immediately below, and shall comply with the requirements of Articles 26 and 27 below.**
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Nomination Form

- **PHARMACEUTICAL SOCIETY OF JAMAICA LIMITED**
- ***NOMINATION FORM***
- ***20__ BOARD OF DIRECTORS***
- (Deadline to submit nominations are October __, 20__)
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- I nominate _____ of _____, aged _____ having professional registration no. _____ for the following position:
- *(Only active Pharmacist may be nominated. Active Pharmacists may nominate themselves for these positions.) Please use separate forms for each nomination.*
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- ***/__/ PRESIDENT***
- Shall superintend the general administration of the affairs of the Society and endeavour to secure the observance of the Articles and any subsequently made rules or regulations, by all concerned.
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- ***/__/ FIRST VICE PRESIDENT***
- Shall assist the President in the performance of his/her duties. In the absence of the President, he/she shall perform the duties of that office.

FORM 1C

Nomination Form

- **/___/ SECOND VICE PRESIDENT**

- Shall act in the absence of the President and the First Vice President.

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- **/___/ SECRETARY**

- Shall conduct the business of the Society in accordance with the Articles and shall carry out the instructions given to him/her by the President or the Executive Committee. He/she shall also be responsible for the conduct of the Board elections process. This office shall be under the direct supervision of the President.

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- **/___/ ASSISTANT SECRETARY**

- Shall assist the Secretary in all matters concerning the Secretarial duties of the Society and shall in absence of the Secretary act in the office.

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- **/___/ TREASURER**

- Shall keep the accounts of the Society.

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- **/___/ ASSISTANT TREASURER**

- Shall assume the duties of the Treasurer in his/her absence.

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- Nominee's signature: _____

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- Submitted by _____, with registration no. _____ (if applicable).

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Nomination Form

- 26. Only one candidate may be nominated on any nomination form.
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- 27. A nomination form shall—
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- a) specify the candidate's name, address and professional registration number;
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- b) be signed by the candidate;
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- c) specify the candidate's age;
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- d) specify the names and registration numbers of the persons nominating the candidate.

Nomination Form

- 28. Any candidate wishing to be nominated shall provide to the Secretary by the specified time, a completed nomination form, signed by him.
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- 29. All nominees shall provide to the Secretary by the specified time-
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- a) a declaration signed by the candidate which confirms that—
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- (i) the information provided on the nomination form is correct,
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- (ii) the candidate consents to being nominated,
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- (iii) if elected, the candidate intends to serve for a full term of office,
-
- (iv) the candidate is eligible to act as the trustee of a charity;
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Nomination Form

- b) particulars of the extent and type of work undertaken by the candidate within and for, the profession of pharmacy;
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- c) a declaration, signed by the candidate attesting that he has not received a criminal conviction or police caution nor been the subject of any finding, penalty or censure issued by the Council, or a Committee of the Society or any other regulatory or public body, or any other decision by any person or body that the candidate considers relevant.
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- d) a statement, signed by the candidate, confirming that no retention fee or penalty due to the Society from that candidate remains unpaid;
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- e) particulars of his professional qualifications; and
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- f) a photograph of himself taken within the previous six (6) months.

Nomination Form

- 30. Nomination forms (together with accompanying material) shall be delivered to the Secretary before the latest time specified thereon for the return of nomination forms and to the place and in the manner specified.
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- 31. The Secretary shall declare invalid any purported nomination form which has not been properly signed or completed, is not accompanied by the items mentioned at Article 29 a) to f) above, is received after the specified latest time for receipt, or which in any other respect does not comply with these Articles.
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- 32. If a prospective candidate dies or ceases to be eligible for election before the close of the nomination period, the nomination shall be deemed to have been withdrawn.
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Nomination Form

- 33. Upon the expiry of the latest time for receipt of nominations, the Secretary shall—
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 - (a) determine the validity or otherwise of nominations received;
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 - (b) inform prospective candidates as to whether or not they have been validly nominated, and where he has decided that a purported nomination is invalid, provide reasons for that decision;
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 - (c) publish a list of validly nominated candidates on the Society's website.
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Vice Presidents

- 40. **FIRST VICE PRESIDENT.** The First Vice President shall assist the President in the performance of his/her duties. In the absence of the President, he/she shall perform the duties of that office.
- 41. **SECOND VICE PRESIDENT.** The Second Vice President shall act in the absence of the President and the First Vice President.

Comment :

- Both Vice Presidents should have portfolios with responsibility.

Pharmacy Technicians

- **61. All Pharmacy Technician and Pharmacy Technician students are eligible for associate membership, through their Affiliated Association.**
- **Comment – Should Pharmacy technicians gain associate membership?**

Annual Fee

- 75. An Annual Subscription Fee shall be paid by all members at the beginning of each calendar year. This fee amount shall be determined by the Committee and shall be subject to annual revision.

Comment - Should this fee be paid on a calendar year basis or should it be payable on the day following the election of officers?

Annual General Meeting

- **ANNUAL GENERAL MEETINGS**

93. Annual General Meetings shall be held at the Society's Annual Retreat, during which there will be election and installation of Officers, when appropriate.

Comment

- **AGM to be held during Annual Retreat**
- **Pharmacy week to be held in June or remain in November**
- **Should we move towards a President elect?**

The End

- Thank you

