

CONSTITUTION

REVISED CONSTITUTION OF THE

PHARMACEUTICAL SOCIETY OF JAMAICA

The Pharmaceutical Society of Jamaica was formed in 1944, in succession to the Jamaica Pharmacists Association that was organised on the 5th July 1928.

NAME: PHARMACEUTICALS SOCIETY OF JAMAICA

Registered Office:

The Registered Office of the Society shall be situated at 41 Lady Musgrave Road, Kingston 10, Jamaica.

AIMS AND OBJECTS

The Aims and Objects of the Society are:

- 1) To encourage a spirit of goodwill, sympathy and co-operation among members of the Profession.
- 2) To uplift and maintain the high standard of the profession.
- 3) To seek affiliation with like organisations in Great Britain and other Commonwealth Countries, the United States of America, the Caribbean and Latin American countries, and other parts of the world.
- 4) To arrange educative and informative lectures and demonstrations, and hold regular Seminars and Conferences so as to enable members of the profession to keep pace with the advance of Science in general and modern concepts of Pharmacy in particular.
- 5) To assist in the promotion and maintenance of Pharmaceutical education at the School of Pharmacy, The University of Technology, or at any other recognized Institution of Pharmacy Education.
- 6) To promote the discipline of members of the Profession by maintaining a proper Code of Ethics.

CONSTITUTION

- 7) To Co-operate with Government Agencies in suppressing illicit trading in Drugs and to assist in the eradication of Drug abuse in the Island
- 8) To protect the General Public against fraud, deception and exploitation imposed by quacks or other unqualified dealers in Drugs and Poisons.
- 9) To ensure that members of the Society maintain a satisfactory standard of service for the benefit of the public whether engaged either as proprietor or employee in the Private Sector or as an employee in the Government Service.
- 10) To see that the rights and privileges of members of the profession are not infringed upon, and that members are properly remunerated for the services performed in their professional field.
- 11) To act as Bargaining Agents in the securing of satisfactory remuneration for services performed and for proper working conditions on behalf of members of the Profession.
- 12) To act as a medium in helping to obtain employment for qualified Pharmacists.
- 13) To provide assistance to deserving members of the Society and to other local organisations where there is an urgent need, subject to the prevailing resources of the Society.
- 14) To create and maintain an educational fund to assist in the training of Pharmacy Students at The University of Technology or towards advanced studies in Pharmacy at an approved College or University for members who show an aptitude for further training.
- 15) To promote a system of co-operative funding whereby Pharmacists may be enabled amongst themselves to set up and operate co-operative trading ventures in drugs, medicines and related commodities.
- 16) To participate in such National Health Care Delivery Plan of the Government of Jamaica as may from time to time be approved.
- 17) To promote, maintain and recognise sub-branches of the Society in approved areas.
- 18) To encourage and stimulate associations of Pharmacy Students and to extend affiliation with the Pharmaceutical Society of Jamaica.
- 19) The Society shall be registered as a Limited Company (By Guarantee) without

CONSTITUTION

share capital.

RULES

Election of Officers:

All officers are elected annually and shall be eligible for re-election in the same office for not more than five consecutive years .

The Officers of the Pharmaceutical Society of Jamaica shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, Assistant Secretary, Treasurer and two Auditors.

The Executive Committee shall consist of all the officers of the Society (except the two Auditors) the Immediate Past President, Immediate Past Secretary and seven other members who shall be elected annually .

Members shall be eligible for re-election for not more than five consecutive years.

MEMBERSHIP

All qualified and registered Pharmacists are eligible for membership.

All Pharmacy Students are eligible for associate membership, through their Affiliated Student Association.

All Pharmacy Interns are eligible for membership.

Membership in the Society may be terminated subject to investigation and decision of the Executive Committee, if the member repeatedly disregards the Rules and Regulations of the Society .

Members shall have the right to appeal, and shall be allowed to appear and defend themselves before an investigating panel appointed by the Executive Committee.

Honorary Membership may be extended to persons other than qualified Pharmacists; including Scientific Workers or other persons eminent in our national life, who by their interest in the Society or ability to contribute to the general welfare of the profession as a whole, are so recommended by the Executive Committee of the Society and ratified by members at any general meeting of the Society .

Life Membership:

CONSTITUTION

Provision shall be made for life membership at a fee to be determined by the consensus of the members of the Executive Committee of the Pharmaceutical Society of Jamaica. This membership shall be voluntary.

Life members shall enjoy all privileges and benefits of the Society.

Associate Membership:

Provision shall be made for associate membership with rules and at a fee to be determined by the consensus of the Pharmaceutical Society of Jamaica.

Branches:

To broaden the membership base, branches can be formed with a similar officers structure to the National Association headed by a Chairman.

These branches are answerable to the National Body and abide by the said constitution. The parish designations of the branches may be adjusted after proper representation by the branch Chairpersons to the Annual General Meeting.

FEES

An Annual Subscription Fee of \$300.00 is payable during the course of each calendar year. This fee is subject to revision on the recommendation of the executive and approval of the members of the Pharmaceutical Society of Jamaica.

Contingencies should be met from the Society's funds and/or by voluntary contributions from members of the Society.

Affiliated Student Associations shall pay to the parent body a fee per pharmacy student member per annum, as determined by the members of the Executive Committee of the Pharmaceutical Society of Jamaica.

Registered members of the Student Organisation are not required to pay direct fees to the Pharmaceutical Society of Jamaica, but should be in good financial standing with their student body.

Honorary members shall be exempted from the payment of Annual Subscription Fees.

Pharmacy interns shall pay an annual subscription fee to the Pharmaceutical Society of Jamaica equivalent to Seventy Five percent (75%) of the Annual Subscription of the Annual fee of Pharmacists.

CONSTITUTION

MEETINGS

Executive Meetings:

The Executive Committee shall meet at least once each month at a time and place pre-determined by the Secretary in consultation with the President with prior notice of such meetings being sent to members of the Committee. Any elected executive member who is absent from three (3) consecutive meetings, without submitting an apology, acceptable to the Executive Body, shall be deemed to have demitted office.

The Executive Committee shall consist of all Officers of the Society (except the two Auditors) the Immediate Past President and immediate Past Secretary and seven (7) ordinary members.

Five members shall form a quorum.

The Committee shall have powers to co-opt.

General Meetings:

General Meetings shall be held at regular intervals, decided by branch executives, at a time and place for which due notice has been given to all members.

Twelve members shall form a quorum.

Special Meetings:

Special Meetings may be called at the discretion of the Executive Committee.

Extra-ordinary Meetings:

Extra-ordinary meetings may be called at any time on the written application of any twelve (12) financial members of the Society.

Such application should state the reasons for calling the meeting and the notice of intention should be sent to the Secretary at least seven clear days before the proposed date of the meeting.

National Regional Meetings:

Three (3) such meetings shall be held each year One (1) in each region ie. Western, Eastern and Central Branches.

Annual General Meetings:

Annual General Meetings shall be held at the beginning of Pharmacy Week, during which there will be election and installation of Officers.

Resolutions for consideration at the Annual General Meeting should be submitted in writing to the Secretary at least one month before the meeting is convened.

CONSTITUTION

Amendment or Addition to any Rule may be brought up at any Monthly Meeting, provided that due notice is given at the General Meeting at least one month in advance.

VOTING

Members who are in arrears with subscriptions for more than one year shall not be entitled to vote at Annual General Meetings unless otherwise decided by members present and eligible to vote.

Voting shall be by secret ballot and certified proxy votes of eligible members and shall be permissible for all members of the executive.

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 Student who are members of their affiliate Association.

DUTIES

President:

The President shall preside at all meetings of the National body including the Executive Committee and shall be responsible for the proper conduct of business at all such meetings. He shall have a casting vote. He shall sign the Minutes of the Meetings after they are moved, seconded and confirmed.

In conjunction with Secretary and Treasurer, he shall superintend the general administration of the affairs of the Society and shall endeavour to secure the observance of the Rules by all concerned.

First Vice President:

The First Vice President shall assist the President in the performance of his duties and in the absence of the President shall perform the duties of that office

Second Vice President:

The Second Vice President shall act in the absence of the President and the First Vice President.

In the absence of the above named officers a Chairman shall be elected by the members present to preside over the meeting.

Secretary:

The Secretary shall conduct the business of the Society in accordance with the Rules and

CONSTITUTION

shall carry out the instructions given to him from time to time at all meetings. He shall attend all meetings and shall have the minutes recorded. He shall have the right to speak and vote. He shall prepare the Annual Report.

He shall keep a record of attendance at all General and Executive Meetings.

He shall prepare and circulate a slate of candidates to the membership in good time, so that proxies will reflect the considered votes of the members issuing their proxies.

He shall give adequate Notice of all meeting.

The work of the secretariat should be under the direct supervision of the secretary who will be responsible to the president.

He shall keep in his custody the official SEAL of the Society

Assistant Secretary:

The 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.

Treasurer:

The Treasurer shall keep the accounts of the Society.

He shall lodge all monies received to the Account of the Pharmaceutical Society of Jamaica in an approved Commercial Bank or Financial Institution authorised by the Society: and shall make such payments as may be constitutionally authorised, and in conjunction with the Trustees of the Society, withdraw funds on behalf of the Society.

He shall maintain proper account books and shall produce such books, vouchers and other relevant documents upon request by the Executive Committee or the Auditors.

He shall prepare and present annual audited financial statements and interim reports to the Secretary for submission at the meetings, and shall give any assistance that the auditors may require.

He shall be fully responsible to the society for all monies passing through his hands in respect of transactions regarding the Society.

Trustees:

The Trustees shall consist of the President, Secretary, and one other member of the Society nominated and approved in Executive Committee, and shall have responsibility for the assets of the Society.

CONSTITUTION

Withdrawals of funds of the Society shall be made on the signatures of any two of the Trustees.

Auditors:

The Final Annual Accounts of the Society shall be prepared and audited by a group of qualified accountants and shall attach their seal in the normal business manner.

The Society's internal Auditors shall audit the accounts at intervals determined by the executive members.

They shall prepare an annual report for presentation at the Annual General Meeting.

They shall not be executive officers of the Pharmaceutical Society of Jamaica.

REVISED – 1974, 1995