

# THE CONSTITUTION



**MBU****SA**

**MBARARA UNIVERSITY PHARMACY  
STUDENTS' ASSOCIATION  
(MBUPSA)**

November, 2023

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## PART A: GENERAL PROVISIONS

### ARTICLE 1: NAME

The organisation shall be called Mbarara University Pharmacy Students' Association abbreviated as "MBUPSA" and is hereafter referred to as the Association.

### ARTICLE 2: ORGANISATION

- a) The association is a non- political non- religious non- profit body uniting all pharmacy and post graduate students in the pharmacy department of Mbarara University of Science and Technology.
- b) A pharmacy student shall refer to an individual pursuing a degree of Bachelor of Pharmacy at Mbarara University of Science and Technology.
- c) A post graduate student shall refer to an individual pursuing a master's degree in sciences offered by the Pharmacy Department at Mbarara University of Science and Technology.

### ARTICLE 3: ESTABLISHMENT OF THE ASSOCIATION.

- a) The association was founded in 2003 with the sole aim of fostering a sense of community and professional development among pharmacy and post graduate students in Mbarara University of Science and Technology.
- b) The association is recognised by and holds full membership in the Uganda Pharmaceutical Students' Association as stated under UPSA Constitution article 6.1 h) iii.

## ARTICLE 4: THE MBUPSA LOGO

The constitution shall feature the MBUPSA logo prominently on its cover. It shall be described as two dark brown hands cradling a brown-yellow capsule and a yellow tablet. These hands are cocooned by two green leafed branches each adorned with white flowers at the tips and a slight touch of blue. On either side of these elements are two conical flasks partially shaded brown. The words MBUPSA entailing a brown-yellow capsule with a round yellow tablet head, representative of the letter P in the word, shall be placed centrally below the noted figure.

## ARTICLE 5: INTERPRETATION AND EFFECT

### Section a): Preamble

- I. The English version of this Constitution shall serve as the principal document, and its articles shall be construed in harmony with the Laws of Uganda.
- II. English shall be the primary language for all association communications except when in cases where an alternative language is more appropriate or effective.
- III. All previous constitutions, superseded by this edition, by which the association was formerly governed are repealed and rendered ineffective.
- IV. The provisions delineated within this constitution shall bear legal authority over the association and its members, and there shall be no suspension of the constitution thereof.
- V. Provisions of this Constitution shall be quoted as in the hypothetical example; MBUPSA Constitution, November 2023 - Part A, Article 7, Section b) Clause i

- VI. In instances of ambiguity in constitutional interpretation, the legal committee shall provide definitive recommendations, including any requisite legal and other consultations.

#### Section b): Operational definitions

- I. Account: unless otherwise stated, refers to the official bank account of MBUPSA.
- II. Association: refers to MBUPSA.
- III. Casting Vote: an ultimate vote to decide which side wins, usually placed by a selected individual.
- IV. Complaint logging: the recording of complaints in an official system for consequent handling.
- V. Fees: any monetary fund paid to MBUPSA for a given reason.
- VI. General assembly: As described in article 21.
- VII. Handover: a process in which old Team members introduce and initiate new members to take up the mandate of running MBUPSA.
- VIII. Late: refers to anything occurring after the stipulated deadline
- IX. Meeting: as described in Article 17.
- X. Member: any individual having membership in MBUPSA according to Article 7.
- XI. Organisation: any established body consisting of a group of people working together towards a given goal.
- XII. Petition: a formal written request for judicial action.
- XIII. Pharmacist: as described by the Pharmacy and Drugs Act, Chapter 280, 1971, Laws of Uganda.
- XIV. Pharmacy student: as described in Article 2.
- XV. Quality: being of a standard appreciated by MBUPSA Fraternity as of high calibre and fit for purpose.
- XVI. Referendum: voting done by all full members of MBUPSA.

- XVII. Rights: refers to provisions of Article 7 but may mean otherwise.
- XVIII. Simple majority: 50%+1 of votes.
- XIX. Support: unless the context otherwise stipulates, refers to financial assistance.
- XX. MBUPSA Fraternity: the entire collection of members of MBUPSA.
- XXI. Vacancy: a position in the MBUPSA Team that is unoccupied.
- XXII. Vote: expression of preference for a given candidate.

### Section c): Acronyms and Abbreviations

- I. AGA: Annual General Assembly.
- II. MBUPSA: Mbarara University Pharmacy Students' Association.
- III. EC: Electoral Commission.
- IV. GRC: Guild Representative Councillor
- V. ICT: Information and Communication Technology.
- VI. IPSF: International Pharmaceutical Students' Federation.
- VII. PRO: Public Relations Officer
- VIII. PSU: Pharmaceutical Society of Uganda.
- IX. QA: Quality Assurance.
- X. UPSA: Uganda Pharmaceutical Students' Association.
- XI. USD: United States Dollars

## ARTICLE 6: SCOPE AND VALUES

### Section a): Vision

To foster and upload a holistic pharmacist with strong work ethics and professional integrity.

### Section b): Mission

To vehemently contribute to the promotion and maintenance of holistic health through advocacy for health policy change and provision of pharmaceutical services to the grass root for a better community.

### Section c): Objectives

- I. Contribute to the promotion and maintenance of the health of the Ugandan communities through advocacy for health policy change and the provision of pharmaceutical services to both the grass root and urban communities of Uganda.
- II. Contribute to the promotion of proper drug usage and promote drug safety through a number of activities such as research and sensitization workshops.
- III. Be a voice advocating for quality and relevant pharmacy education in the university.
- IV. Avail a voice and channel through which challenges in pharmacy practice and pharmacy education can be discussed and enact or call for reforms relating to that.
- V. Advocate for, represent, promote and protect the interests and wellbeing of members of the Association generally and in relation to the study and practice of the profession of pharmacy.
- VI. Provide and promote services and benefits to its members and promote and or organize activities which lead to the advancement of their professional and or educational interests.
- VII. Promote unity amongst all pharmacy students in the university and establish and or maintain ties with other organizations having related or similar objects.
- VIII. Uphold and nurture professional integrity and standards of pharmacy students' code of Conduct.

### ARTICLE 7: MEMBERSHIP

#### Section a): Full membership

- I. Application for full membership to the association shall be open to only pharmacy and post graduate students.

- II. Before membership shall be granted or renewed, the concerned individual will pay the prescribed membership or subscription fees.
- III. Membership fees for the forthcoming academic year shall be agreed by a resolution at the Annual General Assembly.

#### Section b): Associate membership

- I. Associate members will be former pharmacy and post graduate students who were once members of the association.
- II. Associate members will not have voting rights but will have permission to speak at the association's events.
- III. Associate membership shall be granted by the executive after an application by the applicant. After consideration and granting of membership by the executive, a letter confirming membership shall be written to the applicant by the Secretary General co-signed by the President within one week.
- IV. Associate Members shall be eligible to attend events of the association and utilize services provided by the association at the discretion of the Executive.

#### Section c): Honorary Life Membership

- I. A committee shall be appointed by the executive and will be in charge of identification and drafting a criterion for the award of Honorary Life Membership.
- II. The President and the Secretary General shall be ex-officio of this committee.
- III. The committee shall have a maximum of 10 members.
- IV. The Secretary General will present the names of individuals to whom Honorary Life membership has been granted to the executive indicating these individuals' actions that have instigated the membership grant.

- V. Honorary Life Members of the Association shall have a right to attend meetings of the Association (except when the executive deems otherwise) and may be permitted to speak at meetings, but shall have no right to vote.

## ARTICLE 8: THE EXECUTIVE

- a) The executive committee shall hold comprehensive responsibility for diligently pursuing the vision, mission and objectives of MBUPSA in accordance with this constitution.
- b) The Executive shall hold office from the last day of semester 1 to the last day of Semester 1 of the next academic year.
- c) The Executive shall constitute of the following members:  
President, Vice-President, Speaker, Finance Secretary, organizing secretary, Deputy organizing secretary, Secretary General, Legal advisor, Quality assurance officer, Head of Academics research and innovation, Deputy head of academics' research and innovation, public relations officer, deputy public relations officer, Head of ICT, Head of Sports, Head of editorial committee, Class representatives, Post graduate representative.
- d) Further details about the executive are discussed in Article 14.

## ARTICLE 9: FINANCES OF THE ASSOCIATION

- a) The Association shall operate via a centralized fund for its income which includes membership fees and any other income permitted by the Constitution.
- b) The finances of the association shall be derivable from such means that are consistent with the nobility of the pharmacy profession.
- c) The currency of the association shall be the official currency of the Republic of Uganda i.e., the Uganda shilling.

- d) Additional information regarding MBUPSA finances and regulations shall be addressed further in article 19.

## ARTICLE 10: DOMESTIC REGULATIONS AND STANDARD OPERATING PROCEDURES

- a) Domestic regulations shall describe matters that include the internal structure and day to day running, procedures and activities of the association.
- b) Standard operating procedures shall refer to protocols to be followed in the running of activities within the association.
- c) It shall be within the powers of any member of the association to propose a change in the procedures and shall do so by writing to the president of the association through the Secretary General.
- d) The changes will be prepared by the user department, approved by the QA committee Chairperson and authorized by the President.
- e) Further description shall be given in PART B of the constitution.

## ARTICLE 11: CONSTITUTION AMENDMENTS

- a) Any member intending to amend part of the constitution or association byelaws shall do so by writing to the President of the association through the Secretary General.
- b) The member will ensure that all details concerning the proposed amendment are included in the letter.
- c) The members shall be notified by the president of all proposals to amend the constitution within 1 month of receipt of the letter.
- d) The president through the Secretary General will then call for an Executive meeting to discuss the amendment and shall either reject or amend or approve the amendments.

- e) The president of the association will authorize the amendments by signing against them as authorized before they can become functional.
- f) Amendments to the Constitution may be accepted by a simple majority of the executive members.

## ARTICLE 12: STANDARD OPERATING PROCEDURES (SOPS)

- a) The procedures are not meant to be comprehensive but intended that they give guidance within all areas of Association business.
- b) In the absence of a suitable reference in the SOPs, common sense and consultation should take precedence.
- c) The SOPs should be constantly reviewed and updated by the executive and or the association's committees.
- d) The QA Chairperson will keep all copies of the standard operating procedures and regulations of the association and will be the primary person concerned with updating them.
- e) The quality assurance chairperson shall sign on all new and amended SOPs.
- f) The president following deliberation by the executive will authorize the SOPs before they can become operational.

## ARTICLE 13: OBJECTS OF THE ASSOCIATION

The Executive shall act at all times within the Objects of the Association. Decisions on matters falling within the Objects should be taken by a majority affirmative agreement by members of the Executive of which the president's must be a part.

## PART B: LEADERSHIP and DOMESTIC REGULATIONS

### ARTICLE 14: MBUPSA TEAM

#### **MBUPSA Team**

All the officers working on a regular or stated basis shall be collectively titled as “MBUPSA team”.

#### Section a) Composition of the MBUPSA Team

The team comprises committees as stated below;

- I. The Executive committee
- II. The Finance committee
- III. The Events/Organizing committee
- IV. The Quality assurance committee
- V. The Academics Research and Innovation committee
- VI. The Electoral committee
- VII. The Legal committee
- VIII. The Sports committee
- IX. The ICT committee

#### Section b): The term of office

The team shall take office from the last day of semester 1 to the last day of Semester 1 of the next academic year. The committee members shall take office immediately after appointment by committee heads.

#### Section c): Accountability and membership prerequisite

The incoming team members must accomplish the following before taking office and these may be embedded in all guidelines of the electoral committee.

- I. Must have paid that semester’s subscription dues before applying.

- II. For the presidential position, must have served as a member of the previous executive committees.
- III. Must have been an active member of the association with at least 75% participation in all activities.
- IV. Must be well disciplined.
- V. Must not be a black listed member of the association.
- VI. Must be a non – convicted citizen of Uganda.
- VII. Must familiarize themselves with the constitution.
- VIII. The members of the team shall be accountable to the President at all times.
- IX. The quality assurance committee with consultation of the electoral committee and executive may draw permanent guidelines that will be updated every five years.

#### Section d): Individual Team tasks

- I. To abide by the Constitution, Standing Orders, Domestic regulations, Policy of the Association and Executive Code of Conduct. The Executive shall review these documents at regular intervals.
- II. To maintain active participation throughout the entire tenure in office.
- III. To submit written reports about their various offices mid-way and at the end of each semester and an overall report at most 1 month before the expiry of their term of office to the Secretary General of the association for review who will thereafter forward them to the president for approval.
- IV. These reports shall provide a concise account of all aspects of their job description, including progress on recommendations made to them, recommendations that they may have, and full

details where appropriate of all financial transactions which occurred in the course of their business.

- V. In some cases, officers may be called upon to present reports at any of the association's assemblies.
- VI. The end of term report shall be produced for the changeover of the new executive. The executive along with the Quality Assurance Department may gazette a standard report format.
- VII. To maintain good communication links with the rest of the Executive. They shall report back any pertinent information from meetings attended except otherwise indicated at such meeting.
- VIII. To act at all times with due respect to colleagues and may in case of any misunderstandings, he or she will present the matter to the Secretary General who in consultation with the president will call for a meeting to discuss the issue raised. Breach of this will cause automatic suspension of the concerned member pending investigations by the quality assurance committee.
- IX. Recommendations made by the outgoing Executive should be actively pursued by the incoming Executive and progress reported back at the next association assembly to represent the Association when on Association business.
- X. To act in such a manner that portrays the nobility of the pharmacy profession. Any member who falls short of this shall be suspended by the executive pending investigations by the Quality Assurance Committee. This investigation shall not take more than two weeks unless otherwise required.
- XI. To keep accurate records of any activities undertaken that relate to their role. This shall include reviewing and acting on Standard Operating Procedures.

- XII. To ensure that an accurate changeover with their successor is organized. If an Officer is unable to attend the Executive changeover, they shall ensure that an individual changeover takes place no more than one week before or after the Executive changeover.
- XIII. To inform the Executive of any conflicts of interest they may have, as and when they happen.
- XIV. Each Officer of the Association may be allocated (a) university(ies) offering pharmacy. They shall maintain regular links with that School as necessary. This shall be done by the president in consultation with the Secretary General.
- XV. To read all minutes presented to them and act upon them appropriately.
- XVI. To keep up to date with issues affecting pharmacy students and the pharmacy profession at large.
- XVII. To undertake any responsibilities that are not directly linked to their job role, as directed by the president on behalf of the association.
- XVIII. To ensure participation of MBUPSA members in association activities.
- XIX. To incur financial expenses in the name of the association in a mature and responsible way.

## ARTICLE 15: EXECUTIVE COMMITTEE

### Section a): Composition of the Executive Committee

- I. President
- II. Vice-President
- III. Speaker
- IV. Secretary General
- V. Finance Secretary

- VI. Organizing secretary
- VII. Deputy organizing secretary
- VIII. Legal advisor
- IX. Quality assurance officer
- X. Head of Academics research and innovation
- XI. Deputy head of Academics research and innovation
- XII. Public relations officer
- XIII. Deputy public relations officer
- XIV. Head of ICT
- XV. Head of Sports
- XVI. Head of editorial committee
- XVII. Class representatives
- XVIII. Post graduate representative.

#### Section b): Election of Executive Committee

The members of the Association shall at a designated date (In the month of November) elect an Executive and that elected Executive shall be charged with the day to day running of the association.

#### Section c): Function of the Executive Committee

- I. The executive will be supreme decision-making body of the association and all its decisions will be final and binding.
- II. The executive committee shall be in charge of general running of the association.

### ARTICLE 16: ROLES OF INDIVIDUAL EXECUTIVE COMMITTEE

#### Section a) Role of the President

Through the executive:

- I. To implement Association policy as formulated by the executive or any other channel deemed fit by the executive. The president may

himself present policies to the executive for discussion otherwise the executive will have a policy formulation committee of 5 members appointed from within itself.

- II. To represent the association at meetings of any appropriate bodies.
- III. To approve and authorize all association transactions.
- IV. To interpret Association policy whereby such interpretation shall be deemed null upon voting of such by at least 3/4 of the executive members after which occurrence the section under contention shall be forwarded to the policy formulation committee to provide a final interpretation.
- V. To ensure that the Executive is working together as a team and that all members of the Executive are fulfilling their duties.
- VI. To represent the Association.
- VII. To organize the changeover of the executive in association with the Secretary General
- VIII. To maintain and strengthen existing links with bodies deemed appropriate by the executive.
- IX. To attend to all student related issues and or assign any executive member to take over such a role.
- X. To continuously devise mechanisms through which the association can perform more efficiently.
- XI. To be a non-voting member on the incoming executive unless he re-aspires for presidency.
- XII. To be a signatory on all association documents unless otherwise herein stipulated.
- XIII. To select a competent acting president in case of anticipated absence and such may be but is not limited to the vice president.

- XIV. To hold custody of association property or assign a party to do so. Such a party will do so after approval by the executive.

#### Section b): Role of the Vice President

- I. To deputize for the President when necessary and support the Executive as required.
- II. With the president; ensure that the Executive is working together as a team and that all members of the executive are fulfilling their duties.
- III. To act as the Association's International Liaison Secretary.
- IV. Where applicable to attend international meetings and represent the views of the Association. If unable to attend, he or she should fully brief the appointed delegates. A full summary of the event must be presented to the Executive at the next available Executive meeting.
- V. To publicize future international events through the publications of the Association and any other means availed.
- VI. To promote the association at the IPSF Congress wherever appointed by the president.
- VII. To ensure, by liaison with the Finance Secretary, that any membership fees due to international organizations are correctly paid on time.
- VIII. In collaboration with the other executive members and committees to lead MBUPSA Public Health Campaigns.

#### Section c): Role of the Secretary General

- I. To oversee the printing of certificates for awardees presented by the president of the Association.
- II. To act as the Secretary for the Association.

- III. To deal with all correspondence addressed to the Association and report such to the President thus shall keep custody of the association post office box.
- IV. To produce and distribute accurate minutes of such meetings signed by him/her and the president at most one week of the meeting's occurrence.
- V. To ensure that all publications and minutes are filed and archived.
- VI. To co-ordinate the production and distribution of the Associations greeting cards
- VII. To write, with the President, an annual report of the year before changeover, to be sent to all professional contacts.
- VIII. To organize business cards and name badges for the Executive.
- IX. To organize for the purchase and sale of membership badges.
- X. To maintain and keep records of attendees at all association events.
- XI. To keep an up-to-date database of All Members of the Association.
- XII. To keep appropriate contacts of all members of the association as well as all affiliated company's contact details.
- XIII. To ensure privacy and confidentiality of all the information in his or her custody.
- XIV. To avail the above information to the president and any other individual bearing authorization from the president to obtain access.
- XV. To publish communications to members through whichever means available.
- XVI. Draft and or type letters or proposals as directed by the president.

#### Section d): Role of the Finance Secretary

- I. To head the finance committee which shall be charged with collection of membership, subscription and any other fees deemed appropriate from association members as well as suggest mechanisms through which the association funds will emerge.
- II. Be in charge of the economic planning for the association.
- III. Appoint members to the finance committee. The finance secretary will do this in consultation with the president.
- IV. Shall draw executive budgets and present them to the executive along with other committee's budgets for approval.
- V. Under supervision of the president; co-ordinate, document and acknowledge all sponsorship of Association events in liaison with the Public Relations Officer.
- VI. To present the accounts of the Association at meetings of the association whenever applicable.

#### Section e): Role of the Public Relations Officer

- I. Shall have a deputy.
- II. Under supervision of the president and the finance secretary; safe guard and develop sponsorship for the services and events of the Association.
- III. To maintain links with the sponsors, invite them to events and send them regular communications through the president of the association as deemed appropriate.
- IV. Publicize all the activities of the association in conjunction with the Organizing Committee.
- V. Coordinate the running of MBUPSA social media.

- VI. With the Secretary General write letters of thanks co-signed by the president to all sponsors, speakers and invited guests at the association activities.

#### Section f): Role of the ICT Chairperson

- I. Be the Head of the ICT committee which shall be composed of representatives of every class and former head as ex-officio.
- II. Update and maintain the MBUPSA website at regular intervals.
- III. Be responsible for updating and maintaining all IT equipment currently owned by MBUPSA.
- IV. Under supervision of the Secretary General forward all correspondence via the MBUPSA email address to the appropriate Executive members.
- V. Oversee the securing of membership email addresses.
- VI. Design and produce electronic publicity materials for MBUPSA activities in conjunction with other executive members when required.
- VII. Advise the Executive on information technology use and needs.
- VIII. To act as specific point of contact with the website provider.

#### Section g): Speaker

- I. Shall preside over executive meetings and general assemblies.
- II. Shall organize meetings of the Executive and general assemblies.
- III. To distribute agendas and ensure details are given to those invited to attend the meetings.
- IV. Shall ensure that the Executive is working together as a team and that all members of the executive are fulfilling their duties.
- V. Shall act as spokesperson for the Association.
- VI. Shall head the electoral committee.

### Section h): Electoral Commission Chairperson

- I. The Speaker shall be the E.C Chairperson.
- II. To oversee all activities and functions of the EC.
- III. To ensure that elections are held freely and fairly periodically.
- IV. To chair the general Assembly.
- V. To call and chair any meetings of the EC.
- VI. To select, appoint and co-ordinate the screening committee/panel.
- VII. To announce any results of a poll or election.
- VIII. Shall organize a changeover/handover of power from the outgoing to the incoming executive committee in coordination with the Secretary General.

### Section i): Organizing Secretary

- I. Shall have a deputy.
- II. Shall oversee all the operations of the association and shall ensure all committees operate efficiently and effectively.
- III. Shall be the head of all committees and all committee chairpersons shall be answerable to him/her.
- IV. Shall be answerable to the president and shall report directly to the president's office.
- V. Shall coordinate all committee activities and report to the president regularly on all committees' progress.
- VI. Shall report matters arising to the president who will in turn report them to the executive for further discussion.

### Section j): Head of Academics, Research and Innovation

- I. Shall have a deputy.
- II. To coordinate pharmacy week activities i.e., quiz, exhibition, academic workshops and trainings.

- III. To be custodians of Association Research projects, formulations, products etc.
- IV. To lobby opportunities for research grants and innovations.
- V. To address students' issues /complaints pertaining their academics loading with the department.
- VI. To organize/coordinate national academic Events, i.e., competitions, symposia, workshops, trainings, etc.
- VII. Shall head the academics, research and innovation committee which shall be composed of utmost 10 members.

#### Section K): Head of Sports

- I. To organize and coordinate activities during the sports week.
- II. To ensure co-curricular activities are organized and held by the association periodically.
- III. Shall head the sports committee which shall be composed of 5 members.

#### Section L): Quality assurance Officer

- I. To draft and update SOPs of the association and every department.
- II. To ensure the SOPs are being adhered to.
- III. To ensure exceptional quality of projects, products as well as services or events organized by the Association.
- IV. Will head the disciplinary committee of the association.

#### Section m): Class Representatives

- I. To ensure maximum participation of their class in Association activities.
- II. To coordinate and mobilize their class for every association activity.
- III. To be an ambassador of the Association executive to their class and vice versa.

- IV. To relay concerns of their class to the executive and deliver timely feedback.
- V. To maintain a harmonious relationship between their class and the Association.

#### Section n): Legal Advisor

- I. Protecting, defending and upholding the constitution.
- II. Shall be a presidential advisor as well as an overall advisor to the different committees.
- III. Shall draft MOUs with potential partners of the Association.
- IV. Shall draft NDAs for the association members handling association products/product formula and be custodian of them.
- V. Shall head the Legal advisory committee who shall help him/her in execution of the above duties.
- VI. The committee shall be composed of 5 members including the president.
- VII. The committee shall have the power to make technical changes to the constitution that do not alter the content.
- VIII. Shall coordinate policy formulation activities such as a referendum.

#### Section o): Head of Editorial

- I. Shall head the editorial committee.
- II. Shall be charged with a responsibility coordinating the production of annual magazine named "The MBUPSA Pharmazine".
- III. Shall be composed of utmost 5 members including the PRO.

### ARTICLE 17: MEETINGS OF THE EXECUTIVE

#### Section a) General rules

- I. The Executive shall meet at least eight times each semester.

- II. The quorum of the meeting shall be 4 executive members of which the President, Finance Secretary and Secretary General or their appointees must be apart.
- III. In case of absence of any of these three officers, early communication must have been made and specified appointees to play their roles approved by the president.
- IV. All executive meetings of the association will be compulsory for all executive members. In case of short comings, an affected member may write to the president through the secretary general indicating their inability to attend the meeting at least 24 hours before the meeting.
- V. Any member who fails to do as stipulated in the immediate article above will pay a fine stipulated by the executive committee.
- VI. All meetings of the Executive shall be chaired by the President of the Association, or in his absence the Vice President. The president may appoint an executive member to chair a meeting either during his absence or his presence.
- VII. In the absence of both the President and the Vice President and any prior communication of an appointed chairperson by the president, the executive shall elect a Chairperson for the meeting.
- VIII. The chairperson of a meeting shall not be eligible to vote but shall have a casting vote and may with consultation of the president give a final decision on any contentious issues that may arise during the meeting.

## Section b): Dismissal, resignation and vacancy within the executive committee

- I. In the situation that an executive member fails at their duties by continuous violation of article 16 section a) up to three times will lead to dismissal of the member from the executive.
- II. The president shall sign the dismissal letter following the dismissal.
- III. The Secretary General will call for applicants from the association to fill up the vacancy.
- IV. The executive will then hold interviews for the applicants and thereafter will vote.
- V. The Secretary General will then write an appointment letter to the member which will be co-signed by the president. On reception of the letter, the elected member will ascend to office immediately.
- VI. In the case that a member of the Executive decides to resign then he/she should write a letter stating their intent to the President. In the case of the President wishing to resign he/she should write this letter to the Vice President.
- VII. The Executive member resigning should carry on their job role until they have changed over with the relevant Executive member(s); this is most likely to be the President or Vice President.

## ARTICLE 18: ANY OTHER ROLES/COMMITTEES

### Section a): Roles of the patron

- I. The patron will be selected by the executive when it is necessary to do so.
- II. The patron where applicable will link the association to other organizations where the association has interests.
- III. He or she may where applicable be invited to attend executive meeting.

- IV. He or she shall attend all applicable association events if feasible.
- V. He or she will be selected from any practicing pharmacist who has been in practice field for more than 4 years.
- VI. The patron will be deputized by the Assistant Patron who will be selected by the executive from within the lecturers in the pharmacy department.

#### Section b): Committee Heads

- I. Head and be responsible for the enforcement of committee applicable policies of the association.
- II. Report to the president of the association about any developments or challenges encountered.
- III. Write monthly reports about their committee's activities.

#### Section c): Finance committee

- I. The finance secretary shall appoint four members to the finance and economic planning committee and he or she shall be the head of this committee. The appointees may or may not executive members.
- II. The secretary general and the president will be ex-officio on the finance committee.
- III. The finance secretary shall present his or her nominees to the executive for approval.
- IV. The Finance committee will be tasked with devising sources of funds to run the association activities and will draft policies towards the attainment of such.

#### Section d): Events/Social Affairs Committee (Organizing committee)

- I. The organizing Secretary shall be the head of the MBUPSA social affairs/events committee.
- II. The president and PRO shall also be members of the committee.

- III. Shall with his/her committee organize the organization of all MBUPSA's social events.
- IV. Shall propose programs/agenda and all other necessities for social events of the association to the executive.
- V. Shall appoint Emcees for association activities and present them to the executive for approval.

#### Section c): Electoral committee

- I. The Electoral committee will include in addition to the speaker; the president, the vice president, the organizing secretary, the finance secretary and the quality assurance officer.
- II. The speaker shall head the committee.
- III. In case, any of the members is aspiring, the Speaker in consultation with the president will appoint members to replace the aspiring members.
- IV. The electoral committee will also double as the screening committee.
- V. The electoral committee will draw guidelines that it shall approve within itself that will be adhered to during the election period by all aspirants.

#### Section d): Guild representatives

- I. Year one pharmacy students will only be eligible to contest for GRC Secretary. The class shall elect one person who will be presented to the guild as a representative.
- II. Year two pharmacy students shall also present one elected person and such will be eligible to be the GRC pharmacy.
- III. Year three students shall present one elected person and such will be eligible to be the second GRC pharmacy.
- IV. Year four students will not be eligible to contest for GRC posts.

### Section e): Quality assurance committee

- I. The Quality Assurance committee will be the internal auditors of the association and the executive will organize workshops for the committee members to ensure acquisition of the necessary skills.
- II. No executive member except the Quality Assurance Committee Chairperson will be part of the quality assurance committee.
- III. The quality assurance committee will monthly review and audit the association's books of accounts and provide copies of reports to both the president and the finance secretary.
- IV. The Quality assurance committee may assign a committee of inquiry to investigate any irregularities found.
- V. No executive member shall be appointed to this committee but any executive member may be invited to the committee's meeting to answer questions raised so long as he or she is informed at least 48 hours before the meeting and he or she is reminded four hours before the meeting commences.

### ARTICLE 19: POWERS OF THE ASSOCIATION

The Association shall have the power, within the Objects of the Association to:

- a) Organize social and educational events as, in the opinion of the Executive, should be held.
- b) All events shall have to be approved by the president before they are enacted.
- c) Seek sponsorship for any events or activities as may be required so long as such does not put the association's objects at stake.
- d) Pay all Association expenses out of the funds of the Association in accordance with the stipulated guidelines or byelaws of the association.

- e) Buy, lease or sell any goods or things of any description, which in the opinion of the Executive, are required for the day-to-day running of the Association.
- f) Invest funds of the association provided that no such investment may be made other than with the consent of the president in consultation with the Finance Secretary.
- g) Through its disciplinary committee appointed by the executive, exercise discipline over members of the association. The president, vice president and the Secretary General will be ex-officio of the disciplinary committee.
- h) Become a member of any organization representing the interests of students of pharmacy nationally and internationally and to pay any fees thereby charged by such.
- i) On occasion to subscribe or contribute to any charitable or benevolent fund, the support of which will be in the opinion of the Executive assist them to further the Objects of the association, provided that the total sum subscribed shall not in any one year, unless approved by the general assembly exceed 200 USD.
- j) Enter into, vary, carry out or cancel any contracts or agreements where so to do will further the Objects of the Association, and provided that the Executive so decides, to take or defend any legal proceedings arising there from.

## ARTICLE 20: FINANCE

### Section a): Accounts

- I. Funds of the association shall only be placed in bank accounts agreed upon by the executive.
- II. The activities of the Association shall be funded by these bank accounts.

- III. Any transaction which causes the account to be overdrawn shall be brought to the attention of the Finance Secretary.
- IV. Any payments over 1500 USD shall be cleared with the Honorary Treasurer.
- V. Change of signatories to accounts shall occur at most within a month after the handover of office.
- VI. The Association shall have one main account which shall have two signatories: The Finance Secretary shall be the cosignatory and the President (principal signatory). In the absence of the Finance Secretary, the Secretary General shall carry a reserve cosignatory.
- VII. Funds will be withdrawn in the presence of both the president and the finance secretary.
- VIII. In case of absence of the finance Secretary, the president may withdraw funds so long as he bears a letter from the association's patron authorizing him to withdraw the specific amount of money. The president will only do this for the enforcement of activities agreed upon by the executive.
- IX. In case such case arises as a matter of urgency, the president will communicate the act to the executive in less than 24 hours of its occurrence to all executive members clearly justifying the action and the object of the association aimed at.
- X. A typed copy of the accounts of the Association shall be presented at the handover ceremony after elections and published in any approved place for convenient view by the members of the association.
- XI. All accounts currently used by the Association shall be submitted for review by the Quality Assurance Committee.

## Section b): Financial regulations

- I. The Finance Secretary of the Association shall keep accounts of income and expenditure of the association in a reasonable form as determined by the quality assurance committee in consultation with the executive.
- II. The Finance Secretary of the Association shall also be responsible for the accounting to the Executive of the monies of the Association.
- III. The president will be responsible for accounting of funds to the association general assembly.
- IV. The president will be obliged to ensure that the finance secretary fulfils his or her duties and consequently may at any time deemed reasonable request for the books of accounts of the association for review.
- V. The president in consultation with the Finance Secretary will authorize all expenditure of the association and will be a signatory on all financial documents of the association. In case of his absence, the president will provide written authorization to the Finance Secretary to execute this duty.
- VI. The finance secretary will present budgets of committees as presented by such committees to the executive for approval. He/she will ensure that all budgets are presented in time.
- VII. The Finance Secretary shall update the Executive on any changes to the budget and ensure that the Executive adhere to it.
- VIII. The Executive may at its discretion use the services of any person necessary in order to ensure the proper running of the Association and may pay proper fees and charges in respect of any work performed by such person acting on behalf of the Association.

- IX. Any contract or financial obligation (as defined by the Constitution) must always carry the two signatories specified for the main account unless otherwise stipulated in the constitution. No contract may be signed without a majority agreement from a meeting of the Executive.
- X. An Honorary Treasurer will be proposed, who shall be an Honorary Life Member. They will be nominated by the President in consultation with the Finance Secretary and approved at a meeting of the executive.
- XI. They shall hold office performing duties outlined within the Regulations drafted by the executive until such times where they are unable to do so, in which case a new Honorary Treasurer is appointed.
- XII. The association will annually hire an expert in auditing to perform an annual audit on the association's accounts. This will be done one month before the new executive ascends to office.

#### ARTICLE 21: ANNUAL GENERAL ASSEMBLY (AGA)

- a) The Association shall hold general Assemblies each semester, and such other assemblies as the Executive shall determine.
- b) The quorum at the Annual General Assembly of the Association shall be twenty members of the Association and four members of the Executive inclusive of which will be the president, the secretary general and the finance secretary.
- c) Not less than seven days' notice shall be given to the members of the association of the date and place of the general assembly of the Association and any other assemblies of the Association.
- d) In the case of emergencies members will be informed of such emergency assemblies at least 48 hours to the event.

## **References**

1. Pharmacy and Drugs Act, Chapter 280, 1971, Laws of Uganda.
2. UPSA Constitution, March 2019