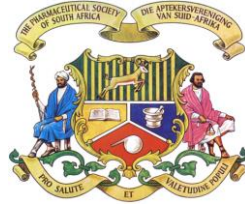


# The Pharmaceutical Society of South Africa Young Pharmacists' Group

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## Young Pharmacists' Group (YPG) Operating Guidelines

### List of terminology

AGM	Annual General Meeting
BM	Business Meeting
NEC	National Executive Committee
PSSA	Pharmaceutical Society of South Africa
SAPJ	South African Pharmaceutical Journal
SC	Steering Committee
YPG	Young Pharmacists' Group

### Article 1 – Membership

1. The acquisition of membership within YPG begins with the purchase of individual PSSA membership.
2. The YPG network consists of individual members of PSSA who are recent graduates (i.e. up to five years after graduation from their first degree in pharmacy) or are below the age of 35 years.

### Article 2 – Discontinuation of Membership

1. Membership within YPG will cease under one of the following circumstances:
  - 1.1 When a person ceases to be an individual member of PSSA.
  - 1.2 When a member is over 35 years old.
  - 1.3 When a member is over 35 and has graduated from his/her first pharmacy degree more than 5 years ago.
  - 1.4 When a member requests in writing, to the YPG Steering Committee (SC) or PSSA National Office.
2. Notification of the discontinuation of membership shall come directly from PSSA National Office under one of the following circumstances:
  - 2.1 Renewal invoices are sent to members electronically and/or by post.
  - 2.2 If individuals do not renew their membership, they are discontinued after a period of non-payment determined by the PSSA National Office.
  - 2.3 If an YPG member is over 35 years old and has graduated from his/her first pharmacy degree more than 5 years ago, their YPG membership ends October of the year they turn 35. Notification occurs when members receive their renewal invoices.

### **Article 3 – General Assembly Standing Orders**

1. The General Assembly is the supreme decision-making body of the YPG. It is composed of all YPG members.
2. The General Assembly is responsible for:
  - 2.1 the election of the SC;
  - 2.2 the approval and acceptance of the annual report of the SC and minutes of the previous General Assembly;
  - 2.3 the audit and acceptance of the YPG financial report;
  - 2.4 the adoption of official documents and approval of any revisions to those documents;
  - 2.5 the provision of feedback and guidance as relates to strategic planning, including but not limited to, the suggestion of new, practical initiatives and projects for the future; and
  - 2.6 the arbitration of any conflicts that may arise when individual members challenge decisions of the Steering Committee
3. Meetings
  - 3.1 The General Assembly shall meet at least once a year in conjunction with the PSSA Annual General Meeting (AGM). Should the AGM be cancelled in a particular year, the General Assembly shall convene alternatively in accordance with the PSSA National Executive Committee's (NEC) May meeting.
  - 3.2 Every member shall receive notice of the General Assembly at least one month before an Assembly takes place and this notice should include a general outline of the agenda for the meeting, minutes from the previous General Assembly, and a report from the SC.
4. Conduct of the General Assembly
  - 4.1 The General Assembly will be conducted in the English language.
  - 4.2 The Chair of YPG will preside over all proceedings. The Chair will also oversee the election procedure and voting (if not standing for re-election), together with an YPG member who is not nominated for a position in the incoming SC. They will be responsible for the election process, ensuring that no person enters or leaves the room during the election process, and assist with counting the secret ballots. If all three SC members stand for re-election, a previous member of the YPG SC should be invited to assist with this part of the General Assembly.
  - 4.3 One of the SC members will take official minutes during the meeting. The minutes will be distributed by the SC to all YPG members at least 4 weeks after the meeting.
  - 4.4 One of the SC members will oversee the proceedings of the General Assembly, and to ensure that the Assembly is conducted within the Operating Guidelines of the YPG.
  - 4.5 Speaking Privileges
    - 4.5.1 All PSSA members, who fulfill the criteria to belong to the YPG, and who are in attendance or otherwise providing assistance to the General Assembly shall have speaking privileges during the General Assembly. Non members in attendance shall have speaking privileges only if recognized by the Chair.
    - 4.5.2 Speaking privileges shall include the right to address the General Assembly, raise Points of Information, and Points of Order.
    - 4.5.3 The Chair has the right to remove the speaking privileges from any participant who is disrupting the General Assembly.
    - 4.5.4 Every speaker shall address themselves solely to the Chair. Every speaker must state their name before addressing the General Assembly.

- 4.5.6 The debate must be limited to the subject being discussed. The Chair should bring back to order any speaker failing to adhere to the subject under discussion.
- 4.5.7 A Point of Order may be heard at any time during the General Assembly except during the act of voting. It must deal with the conduct of the Assembly, transgression of the Operating Guidelines, or calling attention to the introduction of matters not relevant to the motion under discussion. A point of order is debatable. When calling a Point of Order, an attendee may ask for a ruling from the Chair on any point of the Operating Guidelines, provided that the point is a relevant one.
- 4.5.8 A Point of Information provides or requests information to or from the speaker. It may be heard at any time during the General Assembly except during the act of voting. A Point of Information must be relevant to the subject under discussion.

#### 4.6 Voting Privileges

All attendees that are members of PSSA, and who fulfill the criteria to belong to the YPG may vote during the meeting.

#### 5. Motions

- 5.1 Any YPG member may propose a motion during the General Assembly.
- 5.2 YPG members who are unable to attend the YPG General Assembly in person can send in proposals and motions to be considered or voted on via email up to 48 hours before the start of the General Assembly.
- 5.3 All motions (except procedural motions) for presentation to the General Assembly must be submitted in writing to the SC, and shall be prefaced by the words: "This xx General Assembly..."
- 5.4 Withdrawing a Motion:
  - 5.4.1 A motion will be withdrawn if the proposer is not present at that session of the General Assembly or with the consent of the proposer.
  - 5.4.2 Any motion that is withdrawn may be proposed by other members or the SC.
- 5.5 Motions Previously Voted Upon

A motion previously voted upon during the current General Assembly may be reconsidered. A motion to reconsider the motion may only originate from a member who was present during voting on the motion in question or the SC.
- 5.6 Procedural Motions
  - 5.6.1 Procedural motions, unless otherwise stated below, must be moved, and discussed in accordance with the procedure for motions as outlined above. No abstentions are permitted when voting on procedural motions.
  - 5.6.2 A motion to close the subject under discussion is not amendable and not debatable.
  - 5.6.3 A motion to reconsider a motion is debatable but not amendable. If the motion to reconsider is passed, the original motion may be re-debated and re-voted upon.
  - 5.6.4 A motion for the adjournment of the meeting for a stated period is debatable but not amendable. If the motion is carried, the meeting shall be dissolved for the period so stated, and no vote shall be taken on any motion.
  - 5.6.5 A motion to refer the subject under discussion to the SC for a decision is debatable but not amendable.
  - 5.6.7 A motion to bring a challenge to the Chair's ruling is not amendable but debatable.
  - 5.6.8 A vote of "no confidence" in the Chair is not amendable but debatable.
  - 5.6.9 A motion to vote on the motion in parts is not amendable but debatable.

## 5.7 Amendments to Motions

- 5.7.1 An amendment may be incorporated into a motion immediately with the approval of the proposer of that motion.
- 5.7.2 If the amendment is not accepted by the proposer of the original motion, the amendment is discussed and voted upon before the vote on original motion.

## 5.8 Voting on Motions

- 5.8.1 Voting shall take place by a show of hands unless a secret ballot is requested (and approved by a simple majority of the General Assembly) or mandated.
- 5.8.2 In the case of secret ballot, the Chair shall specify the alternatives that can be written on the ballot paper.
- 5.8.3 An individual ballot shall be considered spoilt if what is written on the ballot paper is different from the alternatives specified by the Chair.
- 5.8.4 A revote may be requested by any voting member immediately following the original vote. Members must vote in the same way as they did in the original vote.
- 5.8.5 A recount of the votes may be requested by the Chair at any time or by any participating member.
- 5.8.6 No interruptions are permitted during the vote or during the count, nor may any person enter or leave the room during a vote or count.

## **Article 4 – YPG Elections Procedures**

- 1. Any person nominated for the SC should be an individual member of PSSA for at least six months prior to the election date. It is required for the SC to acquire an updated list of YPG members before the start of the Business Meeting (BM) to verify the membership status of all meeting attendees.
- 2. A call for nominations for the YPG SC positions should be released at least 4 weeks prior to the election date. The call will consist of details of the election, a description of the positions and the official application form.
- 3. Together with the official application, candidates must submit copies of their CVs and motivation letters to the SC. These items must be received no later than 48 hours before the start of the General Assembly. Incomplete applications will not be accepted, nor will they be reviewed by the General Assembly.
- 4. In order for General Assembly members to be familiar with the candidates running for each SC position, each candidate is invited to attend, at their own cost, the General Assembly during which elections will be held.
  - 4.1 If a candidate is unable to be at the election in person, he/she must ensure his/her participation in the elections by any type of communication technology available during the time of the General Assembly and bear the costs for that himself.
  - 4.2 Each candidate will be invited to give a short presentation, not exceeding two minutes, explaining their reasons for nomination, together with the experiences and benefits that they would bring to YPG and PSSA.
- 5. Candidates for committee positions should demonstrate in-depth knowledge of YPG and PSSA structures and projects. Prior leadership experience within PSSA/YPG or other local, national, and international pharmacy organisations is a desirable but not essential qualification for candidates.
- 6. Voting:

- 6.1 Voting shall occur by secret ballot and the SC shall prepare the official voting forms. For each vacancy, a separate voting form will be made.
- 6.2 When there is one candidate for office, the voting procedure will be as follows: the YPG member voting will write the word 'YES', 'NO' or 'ABSTAIN'.
- 6.3 When there is more than one candidate for office, the voting procedures will be as follows: the YPG member voting shall write the name of the candidate they wish to elect.
- 6.4 After an open discussion, the candidates must leave the General Assembly room.
  - 6.4.1 Doors shall be locked.
  - 6.4.2 Secret ballot papers shall be distributed.
  - 6.4.3 Voting options shall be specified by the Chair.
  - 6.4.4 No interruption shall be allowed until the results are announced.
- 6.5 Each member has a maximum of one vote. Delegation of voting rights to other General Assembly members is not allowed.
- 6.6 Votes will be counted by two persons (one from the SC and another from among the General Assembly). These two persons shall duly certify the numbers of votes cast.
- 6.7 In the case of a single candidate for a vacancy: the candidate will be elected by a simple majority of 'YES' votes. If the candidate is not elected then the vacancy will remain open.
- 6.8 In the case where there is more than one candidate for a vacancy: the candidate with the majority votes will be elected.
- 6.9 In the case where there are no candidates for a vacancy at the time of the election, or a position remains open after the elections: the SC will issue a call for nominations to all YPG members within two weeks after the General Assembly. Decision about the appointment to SC duties in these cases will be taken jointly by the elected members of the incoming and those of the outgoing SC.
- 6.10 The Chair shall read out the results of each election and these will be recorded in the minutes of the meeting. The SC will inform the PSSA NEC of the results as soon as possible after the election meeting, but no later than two weeks after. The Chair will inform the candidates who were not present at the election of the results.

## **Article 5 – Steering Committee**

1. The SC shall consist of at least a Chair and two additional members who coordinate YPG projects and oversee YPG public relations, respectively.
2. The SC is responsible for all aspects of YPG operation that do not fall under the exclusive powers of the General Assembly. These include, but are not limited to:
  - 2.1 The organisation of YPG meetings and conference programmes and the coordination of YPG projects;
  - 2.2 The approval and management of the annual YPG budget, whose income shall consist of:
    - 2.2.1 PSSA subsidy to YPG; and
    - 2.2.2 Other ways of generating income (approved by PSSA).
  - 2.3 The implementation of decisions of the General Assembly; and
  - 2.4 Maintaining internal communication and providing support to YPG members.
3. SC members shall be elected for a one year mandate with the possibility of one-time re-election.
4. All members of the SC shall remain for a maximum of two mandates, regardless of the position(s) held.

5. All members of the SC shall have a vote in SC decisions.
6. Any upcoming or current vacancy of a position within the SC shall be made known at least one month before the General Assembly where the election occurs.
7. The SC shall meet in-person at least once a year at the PSSA AGM. A mid-year meeting at the PSSA National Office conducted around the same time as a NEC November meeting, is also highly recommended.
8. The responsibilities assigned to each position shall be reviewed, prepared, and publicized by the SC every year before the launch of the elections announcement.
  - 8.1 Responsibilities of the Chair shall include, but will not be limited to:
    - 8.1.1 Chairing the committee and co-ordinating its actions.
    - 8.1.2 Representing the YPG at all relevant levels, including PSSA NEC.
    - 8.1.3 Organising the annual update of the working plan.
    - 8.1.4 Maintaining the financial accounts of the YPG and presenting them to the General Assembly and to PSSA for auditing purposes.
    - 8.1.5 Ensuring all documents are maintained and turned over to the new SC.
    - 8.1.6 The chair shall also provide a turnover document, which will detail all current projects, contacts and other relevant information about the YPG.
    - 8.1.7 Other tasks as they arise.
  - 8.2 Responsibilities of the Project Coordinator (PC) shall include, but will not be limited to:
    - 8.2.1 Managing the contacts with the PSSA sections/branches in coordination with the Chair.
    - 8.2.2 Organising the logistical support for projects initiated by young PSSA members.
    - 8.2.3 Organising the updates of the YPG resources for young pharmacists.
    - 8.2.4 Coordinating temporary projects of interest to young pharmacists as deemed appropriate.
    - 8.2.5 Organising the YPG program for the PSSA Conference.
    - 8.2.6 Other tasks as they arise.
  - 8.3 Responsibilities of the Public Relations Officer (PRO) shall include, but will not be limited to:
    - 8.3.1 Liaising with the PSSA members (organisations and individuals) in coordination with the Chair.
    - 8.3.2 Promoting active participation in the PSSA initiatives to young PSSA members
    - 8.3.4 Writing and recruiting articles for the South African Pharmaceutical Journal (SAPJ), revising website content, and producing press releases that promote the activities of the YPG.
    - 8.3.5 Preparing two monthly electronic newsletters and regularly updating the YPG website through the National Office.
    - 8.3.6 Other tasks as they arise.
9. All SC members shall respect the general rules of PSSA regarding officers' activities and ethics.

#### **Article 6 – Resignation or Removal from the Steering Committee**

1. Any member of the SC who wishes to resign shall simultaneously inform the PSSA Executive Director or his/her representative and the remaining SC members by way of a formal resignation letter. This can be in an electronic format such as e-mail.
  - 1.1 If a member of the SC resigns, the remaining SC members shall co-assume the vacated officer's duties. A call for nominations must be released within two weeks after the resignation. The decision to fill the position will be done in accordance to the Article 4, paragraph 11 and must be done preferably in a maximum of one month's time.

2. Any member of the SC who fails to adhere to the general rules of PSSA or who violates the code of ethical conduct as laid out in the PSSA Constitution will be subject to immediate dismissal from office by the SC on behalf of the YPG membership.
- 2.1 Removal from the SC must be preceded by immediate notification to and approval by the PSSA Executive Director or his/her representative.

#### **Article 7 – Working Groups**

1. The SC and/or the General Assembly may form and disband at any time working groups for specific purposes.
2. A proposal of establishing a Working Group should include details of the purpose for which the Working Group is to be formed, its goals and objectives, the means of measuring the achievement of these goals and objectives and an estimated time span for the work of the group.
3. The chairs and members of such Working Groups shall be created and appointed by the SC or the General Assembly, as appropriate and befitting of the circumstances.

#### **Article 8 – Amendments to the Operating Guidelines**

1. Any amendment of the YPG Operating Guidelines will require a 2/3 majority vote of the members present at the General Assembly for passage.