



CANADIAN ASSOCIATION OF PAKISTANI
PHARMACISTS BYLAWS DOCUMENT



CAPP BYLAWS (DRAFT)

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Article I : Organization:

The Canadian Association of Pakistani Pharmacists (hereby referred to as CAPP) has been established to help all pharmacists of Pakistani origin residing in Canada and looking for work in the pharmacy profession and health care. It is a non-profit, non-religious and political organization.

Section 1: Regular Meeting shall be held quarterly, for such meetings date and venue will be decided by the board of directors.

Section 2: Annual meetings shall be held every year to update on budget, finance and various past, present and future activities of the organization. Venue and agenda shall be approved by the board of directors

Section 3: Special Meeting, motion required to have two-third of the board to make a quorum.

Article II: Purpose

To help pharmacists of Pakistani origin residing in Canada and working in different field of pharmacy and health care.

Enhance the professional activities of pharmacists in Canada.

Foster close relationship among its members and other associations in health-related field and activities.

Article III: Membership

Section 1: Eligibility

Membership is open to all pharmacists from Pakistani origin with good standing in their respective pharmacy field and residing in Canada.

Section 2: Membership Fee

All members are required to pay their annual dues at the beginning of each fiscal year. There is a two-tier fee structure comprising of regular members and organizers including directors of the organization. Regular membership fee is \$20 and organizer/director membership fee is \$50 per year. Privileges shall be revoked including and not limited to voting of a member if the membership dues are not paid for the year.

Article IV: Management (Structure)

Section 1: Board of Directors

The Board of Directors consists of 5 board members who are responsible for providing the strategic frame work and vision of the organization.

Section 2: Coordinators

The Standing Committee is appointed by the board of directors and comprises of professional, fundraising/advertisement, and organizing committees.

Section 3: Removal

Any coordinators shall be removed by the board of directors if not been able to attend 3 meetings in a row or any personal reasons excused him/herself from said responsibilities.

Article V: Finances

Section 1: Budget

A budget shall be drafted 45 days before the annual meeting of each year, shall be approved by a majority vote of the board. Once approved shall be presented to the members during annual meeting.

Section 2: Treasurer

The Treasurer shall be responsible for keeping accurate records of any document, income/credit and bank account information. All payments will be made by cheques only and duly signed by at least two directors.

Section 3: Bank Account/Cheque

Signatures of at least 3/5 board of directors will be required when dealing with banks and accounts

Section 4: Annual Financial Report

The Annual Financial Report shall be posted/available every year before the annual meeting approved by majority of board of directors.

Article VI: Parliamentary Authority

Section 1: Robert's Rules of Order

Robert's Rule of order shall govern meetings when they are not in conflict with the organization's bylaws.

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. ... Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....")

Article VII: Amendments/Other Provisions

Section 1: Bylaws may be amended or replaced at a special meeting of the organization by a two-third vote of those present and voting. The said meeting shall be held by the approval of 2/3 of the board of directors. Notice of any proposed change shall be contained in the notice of meeting. Only paid members shall be allowed to vote in the said meetings.

Article VIII : Conflict of Interest :

Section 1: **Whenever a director or organizer/coordinator or a member has a financial or personal interest in any matter coming before the board of directors, the affected person shall**

- (a) Fully disclose the nature of the interest
- (b) Withdraw from discussion, lobbying and voting on the matter

Section 2: **Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of directors determine that it is in the best interest of the organization to do so.**

Section 3: **The minutes of any such meeting must be recorded and disclose.**

Article XI : Code of Conduct

Section 1: **all executives of the association will be held responsible and accountable for all activities of the association**

Section 2: **all members will always be treated with utmost respect and dignity**

Section 3: **any inappropriate behavior towards the organization or its other members shall not be accepted, and reprimand notice shall be issued as a warning. Such repeated behavior will result in**

disciplinary action by the board of directors, and could lead to the termination of the membership

Adoption of Bylaws:

We, the under signed, are all of the initial directors of the association and we consent to, and her by do adopt the foregoing bylaws, as bylaws of Canadian Association of Pakistani Pharmacists.

Adopted and approved by Board of directors:

Date:.....

Name: sign:

Name :.....sign:.....

Name:..... sign:.....

Name:..... sign:.....

Name:..... sign:.....