



**South African Pharmaceutical Students' Federation**  
**Suid-Afrikaanse Apteker Studente Federasie**

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**SAPSF CONSTITUTION**

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**Mission**

The South African Pharmaceutical Students Federation, hereafter referred to as the SAPSF, as a united student body, serves the interests of the pharmacy students and promotes the pharmacy profession by working towards a common goal of quality of health for all.

In fulfilling its mission, the SAPSF is committed to:

- Uniting pharmacy students by providing a leadership base, addressing the student's issues and improving their status and recognition within the health care structure
- Promoting health and improving health care
- Professional competence and the development of confidence through continuing education
- Provision of health care and community services
- Providing health care fairly and equally to all South Africans



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**Article 1**

**Name**

1.1 The name of the organisation shall be "The South African Pharmaceutical Students Federation".

**Article 2**

**Aims and Objectives**

2.1 To unite all pharmacy students nationally and to provide a national leadership base through the SAPSF.

2.2 To promote the professional interest of pharmacy generally and to strive to provide a service to the community.

2.3 To represent all pharmacy students on all issues that affect them and the profession of pharmacy.

2.4 To establish and maintain links with other pharmacy student bodies on an international basis.

2.5 To establish and maintain relations with other student bodies and health care professional bodies nationally.



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2.6 To initiate and to actively support moves aimed at attaining higher standards of education in the profession of pharmacy.

2.7 To initiate and to support moves aimed at promoting the professional interests of Pharmacy.

2.8 To broaden the scope of knowledge of the pharmacy student beyond a formal learning and to encourage a sense of belonging to the South African community through various community projects.

### **Article 3**

#### **Principles**

The SAPSF shall be guided by the following principles:

3.1 Democracy

3.2 No discrimination with regard to gender, race, religion and sexual orientation

3.3 No political party alignment

3.4 Sound ethics and values

3.5 Consensus based decisions

3.6 Basic human rights

### **Article 4**

#### **Membership**

##### **4.1 Full Members**

4.1.1 All registered pharmacy students, in any institution in the Republic of South Africa offering the B.Pharm qualification, who have paid the required or prescribed membership fee shall be full members of the SAPSF.



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4.1.2 The subscription fee shall be determined annually by the annual general meeting or the congress.

4.1.3 Subscription fees shall be paid directly to the treasurer of the SAPSF where branches do not exist or through the branches of the SAPSF where such exist.

4.1.4 Branches of the SAPSF shall be at liberty to decide upon their branch membership fee.

#### **4.2 Branch Members**

4.2.1 An association of Pharmacy Students at a school of Pharmacy in South Africa shall be eligible to apply for membership of the SAPSF

4.2.2 Application for membership shall be made in writing to the secretary of the SAPSF.

4.2.3 The constitution of the branch must be in line with that of the SAPSF.

4.2.4 It is recorded that the following are branch members of the SAPSF:

**Potchefstroom Aptekerstudetevereniging (PASV)**

**Port Elizabeth Pharmacy Students Association (PEPSA) Rhodes**

**University Pharmacy Students Association (RUPSA) Tshwane**

**University of Technology University of Limpopo Association of Pharmacy Students (TUTULAPS)**

**University of KwaZulu Natal Association of Pharmacy Students (UKNAPS)**

**University of Limpopo Association of Pharmacy Students (ULAPS)**

**University of the Western Cape Association of Pharmacy Students (UWCAPS)**



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**Witwatersrand Pharmaceutical Students Council (WPSC)**

**4.3 Ordinary Members**

4.3.1 All students of Pharmacy registered as such in any institution in the Republic of South Africa offering the qualification B. Pharm shall Ipso Facto be ordinary members of the SAPSF.

4.1.2 The above members shall not be permitted to take part in the formal activities of the SAPSF.

**4.4 Junior Members**

4.4.1 Junior members shall be pharmacy students registered as such in any institution in The Republic of South Africa offering the qualification B.Pharm and who are not registered with the South African Pharmacy Council.

4.4.2 The above members shall enjoy the following benefits on payment of the required annual membership fee:

4.4.2.1 They shall have the right to attend meetings of the SAPSF

4.4.2.2 They shall have the right to partake in activities of the SAPSF

**4.5 Provisional Members**

4.5.1 The Presidential Committee may, at its discretion, grant provisional membership to an applicant Students' Pharmaceutical Association at a school of pharmacy in the Republic of South Africa, pending consideration of its application for membership by the next conference. Such provisional membership shall temporarily





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entail all the rights and privileges of full members, provided that such provisional members abide in full with the SAPSF Constitution.

4.5.2 Delegates of the Provisional member organisation may attend the

SAPSF Conference, but shall have no vote until such time as the application for membership has been approved at the congress.

#### **4.6 Honorary Membership**

4.6.1 Honorary Membership shall be granted to any person who has rendered sustained and distinguished service to the SAPSF. Such a person shall not be qualifying for full membership.

4.6.2 Such a person shall be nominated by the Executive Committee, any Branch of the SAPSF or any full member of the SAPSF and election shall be simple majority, following discussion.

4.6.3 The tenure of honorary membership shall be decided upon by the congress or the annual general meeting.

#### **4.7 Honorary Life Membership**

4.7.1 Honorary life membership shall be granted to any pharmacist who has rendered sustained and distinguished service to the SAPSF.

4.7.2 Such a person shall not qualify for full membership.



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4.7.3 Such a person shall be nominated by the Executive Committee, any branch or full member of the SAPSF and election shall be by a simple majority following discussion.

#### **4.8 National Alumni**

4.8.1 Pharmacists up to five years after qualifying and other pharmacists on the decision of the Executive committee may become associate members of the SAPSF, upon payment of the prescribed annual membership fee.

4.8.2 Application to become a member will be made to the treasurer and will be for a period of 12 months.

4.8.3 Members of the SAPSF Alumni shall have the rights to attend conferences of the SAPSF.

#### **4.9 Termination of Branch Membership**

4.9.1 A branch shall cease to be a member of the SAPSF after a period of Six months from the time the secretary of the SAPSF receives a letter by registered post from the branch informing him/her of the branch's decision to withdraw as a member of the SAPSF.

4.9.2 The withdrawing branch shall be liable for subscription fees and any other moneys due for the coming term of office.

4.9.3 The secretary of the SAPSF shall inform the withdrawing branch one month before termination of its impending termination of membership by registered post.



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4.9.4 Membership of the SAPSF of any branch shall be terminated by the removal of the name of such branch from the roll of members of the SAPSF.

**Article 5**

**Rights, Duties and Obligations of Members**

5.1 Every full member of the SAPSF shall have the right to partake in all activities of the SAPSF.

5.2 Full members shall have the right to attend meetings of the SAPSF and to carry out duties of the SAPSF as per mandate.

5.3 Branch delegates shall have the right to vote.

5.4 Full members shall have the right to be voted into office, to take decisions in the SAPSF and to represent the SAPSF in any way as per mandate, notwithstanding any provisions as set out in this constitution for any portfolio.

5.5 Every full member shall have the right to peruse all minutes and financial statements (Audited and un-audited) and correspondence to, from, among and between the bearers of the SAPSF, at any reasonable time.

5.6 Ordinary members shall have to the right to attend meetings of the SAPSF only.



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**Article 6**

**Subscriptions**

6.1 The treasurer of each branch shall pay annually by the 31st of March to the treasurer of the SAPSF, R18 for every full member of that branch. This amount shall be reviewed every four years at congress.

6.2 This amount will be placed into the SAPSF account.

6.3 Membership for the Alumni will be decided upon by that year's Executive Committee.

6.4 Any branch in arrears with its subscription shall not be entitled to vote in respect of the year in which its subscription fees are in arrears, unless payment of the debt has been arranged with the Treasurer and the Executive Committee has approved the application. A Branch may only acquire one (1) year's debt, amounts exceeding this will result in termination of membership and the branch will therefore have to re-apply for membership. A fine determined by the SAPSF Executive Committee will have to be paid upon application for membership.



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**Article 7**

**Conferences and Congresses**

7.1 Conference means the annual assembly of the SAPSF members for consultation.

7.2 Congress means the formal meeting of the delegates during conference for discussion.

7.3 Delegate means the person(s) elected by a branch to represent that branch of the SAPSF at a conference of the SAPSF.

7.4 Only delegates will represent their universities and have the right to vote.

**7.5 Composition of Congress:**

7.5.1 Congress shall be composed of delegates from branches (each branch shall appoint their own delegates).

7.5.2 Branches will be represented as follows in the congress:

- i. A branch having up to 20 members shall elect 2 delegates
- ii. A branch having 21-50 members shall elect 3 delegates
- iii. A branch having 51-100 members shall elect 4 delegates
- iv. A branch having 101-150 members shall elect 5 delegates
- v. A branch having 151-250 members shall elect 6 delegates
- vi. A branch having 251-350 members shall elect 7 delegates
- vii. A branch having 350+ members shall elect 8 delegates



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## **7.6 Powers and Duties**

7.6.1 Congress shall be the highest decision making body of the SAPSF.

7.6.2 Congress shall be called once annually.

7.6.3 Congress shall elect the Presidential Committee.

7.6.4 Congress shall discuss and finalise the national programme of action of the SAPSF.

7.6.5 Congress shall discuss and finalise policy questions regarding the SASPF and the profession of pharmacy.

7.6.6 Congress shall have the power to overrule or override any decision taken by the Executive Committee or any branch of the SAPSF

## **7.7 Pre Conference Meeting**

7.7.1 A pre-conference meeting shall be held by the Executive Committee before the opening of conference. At this meeting all branch chairs will be required to present a list of delegates to represent them on the congress.

## **7.8 Post Conference Meeting**

7.8.1 The post conference meeting shall be held on the day or on the day directly after the closure of the conference.

7.8.2 The handing over of the portfolios shall take place at this meeting.

7.8.3 It shall be the responsibility of the outgoing Executive Committee to ensure that this meeting does take place and to ensure the continuity of the portfolios and the working of the SAPSF as outlined in this constitution.



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7.8.4 All resolutions accepted at the conference will take effect on the closure of this meeting.

**7.9 Motions**

7.9.1 The motions passed at the SAPSF conference must be distributed to all the relevant bodies within one month of the closure of conference.

The secretary of the SAPSF must incorporate new motions, if necessary, into the existing constitution and the new constitution must be circulated to all branches, for approval, within two months of the closure of conference.

7.9.2 If no complaint is received within one month the new constitution will be declared the official constitution of the SAPSF.



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**Article 8**

**Standing Rules**

8.1 It shall be within the power of the congress by motion to enact and/or amend the Standing Rules provided nothing in the rules contradicts this constitution. (Refer to Annexure D).

**Article 9**

**Language**

9.1 The working language of the SAPSF will be English. All working documents will be recorded in English.

9.2 The recognised languages of the SAPSF will be official languages of the country.

9.3 In discussions, any recognised language may be used however translation into English is mandatory.

9.4 Correspondence shall be in English.

**Article 10**

**Autonomy**

10.1 Each branch of the SAPSF shall function autonomously but without the weakening of the SAPSF in any way, and no branch shall perform any act that will be detrimental to the SAPSF.

10.2 Each branch shall maintain its own constitution and an up-to-date copy shall at all times lodged with the secretary of the SAPSF.

10.3 Each branch shall manage its own affairs.





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**Article 11**

**Composition of Committees**

**11.1 The Executive Committee of the SAPSF shall be composed as follows:**

11.1.1 The members of the Presidential Committee as per article 11.2 below.

11.1.2 The Branch Chairpersons

11.1.3 The IPSF/Student Exchange officer who shall be elected to represent the SAPSF at the IPSF conferences as the first delegate.

11.1.4 The conference convenor who shall be appointed by the Branch hosting the next Conference of the SAPSF.

11.1.5 The immediate Past President who shall represent the SAPSF at the IPSF Conference.

**11.2 Composition and Election of the Presidential Committee:**

11.2.1 The **President**, who shall be elected by the delegates at congress.

He/She shall have been a member of the Executive committee of the SAPSF for at least the previous year and shall have attended a previous conference and shall be a student of Pharmacy.

11.2.2 The **Vice-President** whose election shall be the same as for the President above.

11.2.3 The **Treasurer**, who shall be elected for the period of one year by the delegates during the congress and he/she shall have been a member of the Executive Committee for at least a year.



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11.2.4 The **Secretary**, who has been a full member of the SAPSF for one year and shall be elected by the delegates of the congress for the period of one year.

11.2.5 The **Media and Communications Officer**, whose election shall be the same as for the Secretary above.

11.2.6 The **Editor**, whose election shall be the same as the Secretary above.

11.2.7 The **Public Initiative Officer** shall be the same as secretary above.

**11.3 The Sub-Committees of the SAPSF shall be as follows:**

11.3.1 The **Financial Committee** shall consist of:

- a) The Treasurer
- b) One Branch Chairperson
- c) The Conference Convenor

11.3.2 The **Disciplinary Committee** shall consist of:

- a) The Presidential Committee

11.3.3 The Constitutional Committee shall be elected at the post conference meeting, when required, and shall consist of a minimum of three Executive Committee members



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**Article 12**

**Powers of the Presidential Committee**

12.1 The Presidential Committee shall at all times be responsible to the Executive Committee as well as to all members.

12.2 The Presidential Committee may, in a situation where the SAPSF is in danger of being dissolved, waive this constitution and take any steps considered necessary by them for the maintenance of the SAPSF provided that should the SAPSF not become dissolved at the time this constitution is waived, the Presidential Committee shall within 72 hours advise each and every Executive Committee member of the steps taken and the reasons therefore.

12.3 The reasons shall be placed

- a) Before the Executive committee at the earliest opportunity for their consideration and ratification.
- b) Before the Annual General Meeting at the next congress as a report.

**Article 13**

**Powers of the Executive Committee**

13.1 Executive Committee members shall be bound by a contract signed between themselves and the SAPSF.

13.2 It shall at all times be responsible to the members of the SAPSF.



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13.3 It shall have the power to terminate membership of any branch if the office representative of that branch fails to attend two consecutive meetings of the Executive Committee without valid reasons.

13.4 It shall have the right to ask any executive member to step off the executive committee if the specific member does not comply with the responsibilities given to that portfolio, after the presentation of the half yearly report, by majority decision.

13.5 It shall be responsible for delegating duties to members of the Executive Committee, including official functions.

13.6 It shall be responsible for upholding and enforcing this constitution.

13.7 It shall be the official representative of the pharmacy students in the Republic of South Africa.

13.8 It shall meet at least twice per term of office and notice of such meetings shall be given eight weeks prior to the meeting by the Secretary.



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**Article 14**

**Duties of the Presidential and Executive Committees**

**14.1 The President**

14.1.1 To chair all meetings of the Presidential Committee and Executive Committee as well as the congress during conference.

14.1.2 To sign all minutes meetings after there adoption.

14.1.3 To represent the SAPSF at all official functions and where he/she is unable to do so, to appoint an Executive representative instead.

14.1.4 To convene all meetings in consultation with the Secretary.

14.1.5 To be a co-signatory on cheques.

14.1.6 To instruct the Secretary to issue notices of all meetings in adequate time.

14.1.7 To initiate and or direct the activities of the Presidential Committee and Executive Committee.

14.1.8 To ensure that all meetings which he/she convenes proceed in accordance with this constitution.

14.1.9 To personally visit each Branch during his/her term of office.

14.1.10 To ensure that he/she advises the Vice-President in writing or e-mail as to the activities of the SAPSF at least once a month.

14.1.11 To assume control over all marketing strategies of the SAPSF and to be the "face" of SAPSF.



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14.1.12 The President shall have a casting vote only.

14.1.13 In the event where more than one person is being nominated for positions on the Presidential Committee, the successful candidate shall be that person obtaining an absolute majority. In the event where there is a tie, further voting shall take place eliminating the person with the lowest number of votes, until one candidate obtains an absolute majority. If the President, after having scrutinised the results of the vote, notes that there are two candidates receiving the same number of votes, then he/she shall cast a vote eliminating one of the candidates.

Successive voting as mentioned above shall then take place.

14.1.14 The President will be the IPSF contact person.

14.1.15 On the termination of his/her term of office, he/she shall convene the post conference meeting and present an agenda for the meeting.

14.1.16 To ensure that a copy of his/her report for each Executive Committee meeting is posted to the Committee at least fourteen days prior to the meeting.

14.1.17 The President shall attend the National Executive Committee of the PSSA, and shall be their responsibility to maintain good ties with the PSSA.



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**14.2 The Vice-President**

14.2.1 To deputise for the President in his/her absence.

14.2.2 To carry out any duties that may be delegated to him/her by the President.

14.2.3 To assume the duties of any Presidential or Executive Committee member who is unable to perform his/her duties due to illness, resignation or otherwise, until such a time as the vacant portfolio can be fulfilled.

14.2.4 The Vice-President shall have an ordinary vote only.

**14.3 The Secretary**

14.3.1 To attend to all correspondence.

14.3.2 To inform the members of all matters relating to this constitution.

14.3.3 To perform any duties conferred upon him/her by the President and the Presidential Committee, provided that they are sanctioned by the President.

14.3.4 To keep minutes of all meetings of the Presidential Committee

Executive

14.3.5 To distribute minutes of the Executive Committee meetings to all members of the Executive Committee within three weeks of such a meeting.

14.3.6 To distribute, on written request by any member of the SAPSF, the minutes of any meeting or congress held by the SAPSF or Executive Committee.

14.3.7 To distribute the copies of the latest constitution to executive committee members.



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14.3.8 He/she shall be the chief administrator of the SAPSF.

14.3.9 He/ she shall compile a minutes of the conference to be included in the Red Paper drafted by the past president.

#### **4.4 The Treasurer**

14.4.1 To receive all monies paid to the SAPSF and to deposit them as soon as possible into the banking account of the SAPSF.

14.4.2 To remain in contact with the Treasurer of the PSSA (The Pharmaceutical Society of South Africa).

14.4.3 Authorisation of a cheque issued by the SAPSF shall be on the signature of a member of the Secretariat, appointed by the PSSA to act as financial advisor of SAPSF matters on behalf of the SAPSF, as well as the signature of either the SAPSF Treasurer or the SAPSF President.

14.4.4 To submit annually an audited balance sheet and financial statements at the congress.

14.4.5 To control the financial affairs of the SAPSF to the best of his/he ability and with due consideration to the financial interest of the SAPSF.

14.4.6 The treasurer shall retain the right to obtain the approval of the Executive Committee for the issue of cheques, should he/she deem it necessary.

14.4.7 To administer the colours of the SAPSF according to the colour rules as stated in this constitution.

14.4.8 The channelling of all financial requests and fundraising efforts of all branches must be via the SAPSF Treasurer.





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14.4.9 The treasurer of each branch must send a budget and financial statement to the SAPSF Treasurer at the end of the branch's financial year.

14.4.10 To maintain a balance register, in duplicate to that maintained by the PSSA, and to be able at any time to account precisely for monies spent on:

a) IPSF Expenses

b) Travel Expenses

c) Administration expenses incurred in the official running of the SAPSF.

14.4.11. To act as fundraiser of the SAPSF.

14.11.12. Shall ensure that 60% of the surplus funds generated from conference will be awarded to the hosting branch, and the remaining 40% will be SAPSF's Funds

### **14.5 The Media and Communications Officer**

14.5.1 To see that the website of the SAPSF is accurate and up to date.

14.5.2 Together with the Secretary to collect all IMR's of the Executive Committee and post them on the website.

14.5.3 Shall act as Secretary in the absence of the Secretary.

14.5.4 To be the public relations officer of the SAPSF.

14.5.5. Shall maintain contact with IPSF executive (shall be the contact person)

14.5.6 Students planning to attend any conference national and international must contact CP and get a letter of approval .CP must contact Presco and inform them of the student/s.



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14.5.7 To present a report at the November Executive meeting as well as at congress during his/her term of office.



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**14.6 The IPSF Student Exchange Officer**

14.6.1 Shall represent at the IPSF conference in such a manner as to improve the image of the SAPSF.

14.6.2 Shall submit to each member of the SAPSF Executive Committee full and comprehensive report of the IPSF congress within two months after return from the IPSF conference.

14.6.3 Shall maintain contact with the IPSF Executive and present any reports requested by the IPSF Executive.

14.6.4 Shall co-operate with other student exchange officers in matters pertaining to student exchange.

14.6.5 Shall attend the SAPSF conference and present a report on the IPSF conference.

14.6.6 Shall do a project until the following SAPSF AGM as decided by the SAPSF Executive Committee.

14.6.7 Shall endeavour to initiate student exchange, both national and international, and make all arrangements for these exchange students in co-operation with the branch chairs AND LOCAL EXCHANGE OFFICERS (LEO's).

14.6.8 Shall implement the working mechanism for student exchange.

14.6.9 Shall have a term which falls within the IPSF term and end after the IPSF Congress after which handover shall take place by the end of August.

14.6.10 The Presco, Exco and LEO pledge to be included in the constitution and make it an official document. Presco member to sign and make a commitment to attend conference.



### **14.7 The Editor**

14.7.1 To act as student editor, his/her duties will include the following:

- a) Contact with the SA Pharmacy Journal as far as student affairs are concerned.
- b) To produce a summary report of all SAPSF's outreaching and community orientated efforts in order to have a complete record of the federation's activities, to be sent to the members of the SAPSF Executive Committee and other parties deemed fit by the President.
- c) To produce publication for Pharmacy students once in every three months.

### **14.8 Public Initiative Officer**

His/her duties will include the following:

- a) To coordinate all projects between SAPSF and branches
- b) To maintain the integrity of all SAPSF projects/initiatives
- c) To ensure the successful running of all projects/initiatives
- d) To communicate with the IPSF SEO/CP with regards to IPSF project implementation
- e) To liaise between the Presidential Committee and the Executive Committee of the SAPSF



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- f) To assist in conjunction with relative portfolios for financing of campaigns if needed
- g) To maintain a relationship with relevant bodies in collaboration with various initiatives and projects

### **14.9 The Branch Chairman**

14.9.1 The person elected by majority vote according to the local branch constitution and shall adequately represent his/her branch on the SAPSF Executive Committee.

14.9.1 Shall give a verbal and written report to the SAPSF Executive Committee at the November Executive meeting, covering the period from term of office until the meeting. A detailed financial report and community report shall accompany the report. The report will be drawn up under the following headings, where applicable:

- a) Membership
- b) First year orientation
- c) Communication
- d) The IPSF
- e) Community Service
- f) Information and education
- g) Committee co-operation and meetings
- h) Student Lecturer Liaison
- i) PSSA Liaison
- j) Sport and Social
- k) Publications



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l) General

14.9.2 Shall ensure that his/her branch has the same portfolios as the SAPSF and these portfolio holders communicate regularly with respective portfolio holders on the SAPSF Executive Committee.

14.9.3 Shall endeavour to enforce the image of the SAPSF in his/her branch.

14.9.4 The election of the new branch chairman shall be held before the closing date of entries to the conference of the SAPSF. Nominees for branch chairman must be fully acquainted with the requirements of this constitution before he/she accepts.

14.9.5 Shall be responsible for sending in motions on behalf of his/her branch in accordance with this constitution.

14.9.6 Shall liaise with his/her local branch of the PSSA.

14.9.7 Shall hold one branch function in SAPSF's name as decided by the SAPSF Executive committee at the November/December Committee meeting.

14.9.8 Send in Informal Monthly Reports to the Secretary of the SAPSF by at the 25th of each month.

14.9.10 Shall maintain contact with other branch chairs and provide support and advice where necessary.

14.9.11 Shall attend two conferences of the SAPSF, the first one as the Incoming Branch chair and the second as the Outgoing Branch Chair.

14.9.12 He/she shall inform his/her branch that fundraising and expenses incurred in hosting the SAPSF Conference are the responsibility of the branch.

14.9.13 He/she shall be fully accountable to the executive committee of the SAPSF about the conference finances.



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14.9.14 Shall be involved in SAPSF projects during his/her term of office.

14.9.15 Shall see to it that the information about his/her branch on the SAPSF website is accurate and up to date, if not he/she to it that the Media and Communications Officer of the SAPSF receives the correct information.

**14.10 The Conference Convenor**

14.10.1 Shall be the Chairman of the branch where the conference is to be held, if he/she is unable to do so he/she shall appoint another committee member of his/her branch.

14.10.2 Shall set up a conference committee consisting of:

- a) Secretary, responsible for conference correspondence.
- b) Chairman of reception
- c) Chairman of Publication
- d) Chairman of fundraising
- e) Treasurer

14.10.3 Shall keep the Executive committee if the SAPSF informed about the progress of the conference arrangements at all times and shall compile a report at the end of conference.

14.10.4 Shall submit to the Executive Committee of the SAPSF a complete post conference report at the November/December Executive Meeting, stating clearly the financial position of the SAPSF.

14.10.5 Shall send a report to Presco and Exco by the 25<sup>th</sup> of every month about updates of the conference from the Mid Term Executive meeting.



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14.10.6 Will heed all directives given to him/ her by the Presidential Committee.

14.10.7 Will annually update the conference convenor's file.

14.10.8 He/she shall be fully accountable to the executive committee of the SAPSF about the conference finances.

14.10.9 During the mid-term executive committee meeting, the branch hosting the next conference shall give executive committee an opportunity to view the proposed accommodation and shall serve meals to the executive committee that will be served at the conference. The accommodation and meals must obtain a 51% approval of the executive committee. Should this requirement not be met during the mid-term meeting, the conference convener must review the accommodation and catering and must then gain approval of the presidential committee at least 3 months before the commencement of conference.

#### **14.11 Immediate Past President**

The duties of the Immediate Past president shall be:

14.11.1 To aid continuity by liaising with the President and new Executive.

14.11.2 To complete a specific task or project initiated the previous year or as directed by the Executive.

14.11.3 Shall form part of the Executive Committee of the SAPSF

14.11.14 To draft a Red Paper, to be produced at the end of conference of the discussions to be distributed to other Pharmacy organisations in the country i.e. SAAHIP, PSSA, and SAPC.





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**14.12 Other Members of the SAPSF**

14.12.1 Shall carry out tasks delegated to them by the Executive Committee of the SAPSF.

**14.13 Correspondence by the executive committee of the SAPSF**

14.13.1 Each executive committee member shall conduct all correspondence on official letterheads of the SAPSF and the said correspondence to be done in triplicate: the original to the addressee, a copy to the secretary and one to be retained. In addition, the Presidential committee shall forward a copy of all correspondence to the President.

14.13.2 A reference number shall appear at the top of each letter.

14.13.2.1 Code letter of the committee members concerned:

A – President

B – Vice-President

C – Secretary

D – Treasurer

E – 1-9 branches in alphabetical order.

F – 1-2 chairman of community services.

G – 1-2 chairman of information and education.

H – IPSF Contact Person / Student Exchange Officer

I – Chairman of Fundraising

J – Conference Convenor

K – Co-opted Member



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L – Branch Editor

M – Entertainment Co-ordinators

N – Branch M.S.C / S.R.C representatives

P – Immediate Past President

Q – Media and Communications

In the event of a branch having a correspondence secretary and a minutes secretary, the correspondence secretary must use the code letter “C1” and the minutes secretary the code letter “C2”.

14.13.2.2 The number of the letter e.g. 3

14.13.2.3 Date, month and year e.g. 10/98

14.13.3 Any member of the executive Committee or any sub-committee who changed his address shall within 14 days of such change, notify the secretary of the SAPSF in writing of such change.

14.13.4 One informal monthly report is to be sent by each member of the executive committee of the SAPSF by the 25th of each month. Branch

IMRs are to be signed by each portfolio holder.

14.13.5 It is the duty of every executive committee member to inquire from other executive committee members about the previous informal monthly report if they did not receive the informal monthly report seven days after the 25th of each month.

14.13.6 Executive members are to be fined for not communication. If the IMR is one month late, that particular branch or member of the executive must be fined R50.00 for each month late to communicate.



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If that branch or executive member does not respond in three months, one voting right is to be taken away.

**Article 15**

**Treasury**

**15.1 Current Account of the SAPSF**

15.1.1 The current account of the SAPSF shall be managed by the SAPSF Treasurer and the PSSA Treasurer.

15.1.2 Monies in this account will be used for the administration, travelling expenses and IPSF costs incurred by the Presidential Committee in the efficient operation of the SAPSF.

**Article 16**

**Expenses**

**16.1 The following expenses incurred by members of the Presidential Committee shall be borne by the SAPSF:**

16.1.1 Travel to the Annual SAPSF Conference by the cheapest reasonable way of transport.

Travel to the Executive meetings by the cheapest reasonable way of transport

16.1.2 Any other travel estimated, by the Presidential Committee, to benefit SAPSF.

Any other expenses as decided by the Presidential Committee

16.2 The Executive Committee after scrutinising a particular Branch's financial statements may, at their discretion, offer to help cover any expenses incurred in respect of attending SAPSF executive committee meetings by that particular branch



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of the expenses cannot be met, provided that sufficient funds are available to the SAPSF.

16.3 The costs relating to the attendance of the Presidential Committee to the annual SAPSF conference shall be borne as part of the expenses of the hosting branch, as part of conference expenses.

### **Article 17**

#### **Special Meetings**

17.1 The President and Secretary may at any time call a special meeting of the Executive Committee.

17.2 A special congress of the SAPSF may be called by the Presidential Committee if it deems it necessary, or on petition of at least two-thirds of the branches of the SAPSF.

17.3 The Secretary shall at all times, when a special meeting is called, give notice of such a meeting by registered post or e-mail to all Executive Committee members at least fourteen days prior to such a meeting, stating clearly the time, date, venue and agenda for the meeting.

17.4 The quorum for a special meeting is the same as a quorum for all other meetings of the SAPSF.

### **Article 18**

#### **Emergency Meetings**



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18.1 The President and the Secretary may at any time call an emergency meeting of the Presidential Committee.

18.2 Such a meeting will be held at the discretion of the Presidential Committee.

18.3 Quorum shall consist of two-thirds of those people invited to attend the meeting.

18.4 The Secretary shall at all-time give notice of the meeting at least seven days prior to such a meeting stating clearly the date, time venue and agenda for the meeting.

## **Article 19**

### **IPSF**

#### **19.1 The IPSF Delegates**

19.1.1 Candidates for appointment as delegates to the IPSF Congress shall be Pharmacy Students nominated by one branch and seconded by another.

19.1.2 Such candidates may so be nominated during the SAPSF Congress and up to one month after the closure of congress. Fees incurred in the attendance of a congress to the IPSF by an official delegate of the SAPSF shall be paid as fully as possible by the SAPSF.

19.1.3 The official delegate of the SAPSF to the annual IPSF Congress shall consist of two delegates:

- a) The Student Exchange Officer who shall be the delegation leader, and
- b) The SAPSF immediate past president who shall be the second delegate and the IPSF contact person.



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**Article 20**

**Quorum**

20.1 A quorum for the Executive Committee shall be two-thirds of the Presidential Committee plus two-thirds of the Branch Chairpersons.

20.2 The quorum for the Conference and Congress of the SAPSF shall be the Quorum of the Executive Committee plus delegates from two-thirds of the Branches of the SAPSF and/or two-thirds of the Branch delegates.

20.3 In event of there being no quorum present, then delegates and members present shall take a decision as to the way forward. In event where a decision is taken to continue with the meeting, then members/delegates present shall be deemed quorum if:

- a) At least half the members or delegates are present, excluding any apologies
- b) At least half the Branch Chairpersons are present, excluding any apologies.

20.4 No voting shall take place concerning the quorum.



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**Article 21**

**Voting**

21.1 Voting at the congress of the SAPSF or during the Executive

Committee meetings shall be by a show of hands except during elections.

21.2 The President shall only have a casting vote.

21.3 All delegates and branch chairpersons shall have one vote each.

21.4 Should any branch chairperson or his/her appointed representative absent himself/herself from two consecutive Executive Committee meetings without any apology, the voting rights of that branch shall be terminated till the end of the forthcoming conference.

**Article 22**

**Changes to the Constitution**

22.1 Any changes or amendments to this constitution shall be allowed by a two-thirds majority of the delegates to the congress.

22.2 It shall be the duty of every member of the SAPSF to inform the Executive Committee of any contravention to this constitution.

22.3 Proposed changes to this constitution must be lodged with the Secretary eight weeks prior to the conference.

22.4 A late proposal to change the constitution may be tabled at the conference only if all branches and the Executive Committee unanimously agree to consider the proposal.



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22.5 Any changes to the constitution will come into effect after the current conference.

**Article 23**

**Dissolution of the SAPSF**

23.1 In the event of the dissolution of the SAPSF all outstanding liabilities of the Branches of the SAPSF shall be met with amounts equally and paid to the Branches of the SAPSF at the time immediately prior to dissolution.

23.2 The SAPSF shall only be dissolved after a referendum has been taken and two-thirds of the branches are in favour of dissolution.

**Article 24**

**Interpretation**

24.1 In the event of a conflict between the English and any other version of this Constitution, the English version shall supersede.

24.2 In the event of this constitution falling silent on any issue, the SAPSF shall refer to the constitution of the PSSA.

**Article 25**

**Elections**

25.1 Elections of the Presidential Committee shall be held annually at the congress.

25.2 The electoral committee shall be composed of neutral people, who are not members of the SAPSF in terms of Article 14.1 or pharmacy students





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25.3 The election of the Presidential Committee shall be by a secret ballot.

25.4 The electoral committee shall be responsible for the conduction and supervision of the election of the Presidential Committee.

25.5 Ballot papers shall be counted and the results made known by the electoral committee.

25.6 A list of nominees for each portfolio shall be made available to the electoral committee by at least the start of congress, to enable the electoral committee to prepare the ballot papers.

25.7 A ballot paper shall be declared invalid if:

- a) The same reference is cast more than the required number of candidates (on the same ballot paper)
- b) No preference is cast at all

25.8 Should any irregularity arise before and/or after the voting, it shall be rectified by Electoral committee and voting shall continue.

25.9 Should and irregularity be deemed grave enough to impact negatively on voting procedures the election shall be declared null and void. The decision as to the way forward shall be taken by the Executive Committee.



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**Annexure A**

**Definitions**

**1.1 Full Member**

1.1.1 Any Pharmacy Student studying in the Republic of South Africa who has paid the required membership fee to the SAPSF shall be a full member of the SAPSF.

**1.2 Ordinary Member**

1.2.1 Any Pharmacy student studying in the Republic of South Africa shall Ipso Facto be an ordinary member of the SASPF.

**1.3 Delegate**

1.3.1 Any Full Member of the SASPF who has been elected by a particular branch to represent that branch at congress and have voting rights.

**1.4 Observer**

1.4.1 Any member, full or ordinary, attending congress but has no voting rights.

**1.5 Conference**

1.5.1 The annual assembly of the members of the SAPSF for consultation.

**1.6 Congress**



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1.6.1 The formal meeting of the delegates during conference from discussion where voting and passing of new motions takes place.

**1.7 Presidential Committee**

1.7.1 Elected annually at the Annual General Meeting of the SASPF and shall consist of the President, Vice-President, Treasurer, Secretary, Media and Communications Officer and Editor.

**1.8 Executive Committee**

1.8.1 Composed of the Presidential Committee as well as all the branch chairs.

**Annexure B**

**Annual Awards and Special Awards**

**1. Annual Awards**

The Following awards shall be made by the Executive Committee:

**1.1 Penny Ambler Memorial**

1.1.1 Awarded to the first time delegate to the congress for overall performance at the congress.

**1.2 The Lorraine Osman Trophy**



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1.2.1 Awarded to the best observer at the congress for overall performance at the congress.

**1.3 NicScheeper Memorial**

1.3.1 Awarded to the delegate at congress for overall performance at the congress.

**1.4 SAPSF Trophy**

1.4.1 Awarded to the best member of the SAPSF based on involvement in his branch and the SAPSF during the year as well as during congress.

**1.5 The Senate Inaugural Trophy**

1.5.1 Awarded to the member of the SAPSF for best individual contribution to a project to be decided annually by the Vice-President.

**1.6 Mer National Trophy**

1.6.1 Awarded to the branch of the SASPF, which in the opinion of the Executive Committee has contributed the most to the services/development of the community.

**1.7 SAPSF Service Award**

1.7.1 Awarded in the form of a framed certificate to any organisation or person who has assisted the SAPSF in that particular year. In the event of a re-awarding, the organisation or person shall be notified in the form of a letter.

**1.8 The Stavros Nicolaou Trophy**

1.8.1 Awarded to the branch(s) having participated most effectively in fundraising for that particular year.

**1.9 The NPSA Memorial Award**

1.9.1 Awarded to the branch presenting the best project at the conference.



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**1.10 The Emmanuel S'BusisoMkhizi Memorial Trophy**

1.10.1 Awarded by the Secretary of the SASPF to the best branch in communication.

**2. Special Awards**

**2.1 Wooden Spoon Award**

2.1.1 Awarded to the branch who stirs the most trouble during conference!!

**2.2 Double parking Award**

2.2.1 Awarded to two people from two different universities that meet each other for the first time in their lives and hit it off for the whole conference.

**2.3 Spirit Award**

2.3.1 Awarded to the branch with the best team spirit, judged by their participation during social functions.

**Annexure C**

**Code of Conduct of the SAPSF**

This code of conduct shall be binding to all full members of the SAPSF. The aim of this code of conduct is not to prescribe to the membership their style of living, but it shall be prescriptive as far as issues of the SAPSF are concerned.

**1.1 Attendance of Meetings**

1.1.1 The Executive Committee members of the SAPSF shall be expected to attend all the Committee meetings of the SAPSF during their term of office.



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1.1.2 In the case where a member cannot attend an Executive Committee meeting, he/she shall be expected to write an apology, stating clearly the reason(s) for his/her absence. Such a letter shall be discussed by the meeting to determine its acceptability to the Executive Committee.

### **1.2 Behaviour at Meetings**

1.2.1 Hauling, ululating and knuckling shall be prohibited at all meetings of the SAPSF.

1.2.2 The use of vulgar or abusive language shall be prohibited.

1.2.3 Expression of racist, sexist or ethicist sentiments shall be prohibited.

1.2.4 Attending the meetings under the influence of intoxicating substances shall be prohibited.

1.2.5 Talking among members in such a way that is disruptive to the smooth running of the meeting shall be prohibited.

### **1.3 Public Behaviour**

#### **1.3.1 The following shall be prohibited:**

- a) Public drinking in the colours of the SAPSF and all its branches
- b) Public drunkenness in the colours or symbols of the SASPF
- c) Executing duties of the SAPSF in the colours of the SAPSF under the influence of intoxicating substances and smoking.



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#### **1.4 Loyalty**

1.4.1 The following shall be prohibited:

- a) Misappropriation of the SAPSF funds by anyone
- b) Speaking ill of the SAPSF in public
- c) Public defiance of the position and the directives of the SASPF
- d) Issuing public statements contrary to the positions of the SASPF
- e) Performing of acts to the colours and symbols of the SAPSF that are derogatory or despicable.
- f) Failure or unwillingness to carry out the delegated tasks or implement the program of action of the SASPF.

#### **1.5 Disciplinary Procedure**

1.5.1 Disciplinary procedures shall be undertaken by the Executive Committee, after recommendation by the Disciplinary Committee in the case of an Executive member and/or branch member. In the case of a general full member of the SASPF it shall be the branch executive committee.

1.5.2 The right to appeal shall be to the Executive Committee of the SAPSF in the case of a general full member or to the congress in the case of an Executive Committee member.

1.5.3 The procedure for disciplining full members of the SAPSF shall be:

- a) Written apology
- b) Suspension from the position of responsibility in the case executive Committee members.



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- c) Suspension from the SAPSF for a specified period and the condition shall be determined by the body imposing the disciplinary action.
- d) Expulsion from SAPSF.
- e) For all criminal offences
- (d) above shall apply.
- f) Congress shall review all disciplinary actions for that term of office and shall have veto rights.

**1.6 General**

1.6.1 Any conduct to be contrary to the good standing of the SAPSF, in the view of the Executive Committee, or Congress shall be subject to disciplinary action.

1.6.2 No member of the SAPSF shall involve himself/herself in criminal acts.

1.6.3 The SAPSF Executive Committee reserves the right to take disciplinary action against any member up to five years after the date of an offence, after which the case will be handed over to the South African Pharmacy Council.





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**Annexure D**

**Standing Rules of the SAPSF**

**Standard Operating Procedures that are approved by the Exco (Presco and Branch Chairs) shall be kept as a separate document by the General Secretary.**

**1. The Chair**

1.1 The President shall take the chair and declare the meeting opened for business.

1.2 If the Secretary informs the congress that the President is absent, then the Vice-Chair shall take the chair during such absence.

1.3 In the absence of both the President and the Vice-President, a Chairperson shall be elected, the procedure being as follows:

a) After the members are seated at the time appointed for the commencement of the meeting and a quorum is present, the

Secretary shall draw attention to the absence of both the President and the Vice-President, and request the meeting to elect a chairman to preside during their absence.

b) If only one member is nominated and seconded, he/she shall be called to chair the congress without a question being put.

c) If more than one member is nominated, the delegates present shall vote, by secret ballot, to decide which of the nominees shall act as Chair.



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**2. Leave of Absence**

2.1 Leave of Absence shall be given by the congress to any member on account of his/her illness, illness or death of a relative, urgent business or for other sufficient cause to be stated by the congress and a member shall be excused from service in the congress or any committee thereof for as long as he/she has leave of absence.

**3. Agenda**

3.1 The agenda of the Annual General Meeting shall be set out as below and all business not completed at the adjournment of the congress shall be postponed until a time to be stated by the Executive Committee.

3.2 The procedure for business shall be set out as follows and may only be altered after a two-thirds majority vote of the congress:

- a) Official opening
- b) National Anthem
- c) Roll Call of branches and their delegates
- d) Report of the President
- e) Obituary List
- f) Confirmation and adoption of the minutes of the Previous Annual General Meeting
- g) Report and if confirmed, the adoption of the Treasurers report
- h) Reports and if confirmed, the adoption of the Vice-President's and Secretary' Report
- i) Reports and if confirmed, the adoption of the Branch Chair's reports



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- j) Motions to be directed to the respective bodies
- k) Division of the congress into discussion groups
- l) Motions arising out of discussion groups put to, discussed and voted by the congress
- m) Nominations and interviews for IPSF/student exchange delegates
- n) General – including speeches by visitors etc.
- o) Outcome of motions and directives from the previous Annual General Meeting
- p) Urgent late motions
- q) Election and induction of the new President
- r) Decision as to the venue of the next Annual General Meeting
- s) Closing of the meeting
- t) An Exco meeting will be held at the end of conference proceedings each day.

#### **4. Motions**

4.1 All motions for presentation to the meeting shall be properly composed and shall state the specific instruction, request, policy and/or action which it contemplates, and shall be prefaced by the words: “ That this the (number) Annual General Meeting/ Special Meeting of the South African Pharmaceutical Students Federation (SAPS F) ...” or similar identifying words.

4.2 Any motion or amendment which requires to be seconded and is not seconded forthwith or upon request shall fall away.



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4.3 Should an amendment to a motion be required, a delegate presenting it shall at the same time read the original motion, followed immediately by the amendment and proceed with the motion.

4.4 Any delegate presenting the amendment as mentioned in clause 4.3 above shall notify the chair in writing of the new motion.

4.5 Every delegate, in giving notice of a motion, shall read it aloud and shall deliver to the secretary, if so requested to, a copy by of such notice.

4.6 Any notice which contains unbecoming expressions or offends against the constitution or any other rule, or which requires editing may be amended before it is by the chair placed before the congress.

4.7 A delegate who has moved to make a motion may withdraw it by leave of the whole congress and with the concurrence of the motion's seconder, if any.

4.8 A motion which has by leave of the congress been withdrawn may be made again during the current session on notice given and accepted by the chair.

4.9 As early as possible after the receipt of a motion, the Executive Committee may:

a) Discard motions that are the same in principle as motion discussed in the preceeding three years, whether adopted or dismissed.

b) Reject motions that are not in accordance with the constitution, unless such a motion plans to alter or amend the constitution.

c) Shall consider and where it deems necessary consolidate such motions (not being motions to alter or amend the constitution), which are the same in principle or have similar directives.



## **5. Amendments**

5.1 An amendment may take these forms:

- a) To add a word or words either by insertion or affixation
- b) To omit a word or words
- c) Omit in order to insert a word or words

An amendment may not be the direct negative of the motion which it seeks to amend

5.2 Not more than one amendment shall be taken at one time and such amendments shall be disposed of before any other amendment is moved or debated or before further discussion on the original motion takes place.

5.3 If any amendment is carried, it replaces the original motion thus becoming the substantive matter before the congress and subject to amendment, but if it is defeated the original motion again becomes the question before the congress and may be the subject of further amendments as before.

5.4 The mover of the original motion may not move an amendment thereto, but when moving the original motion, with the consent of the congress and the seconder may accept any other or further proper amendment as part or in substitution of the original motion.

5.5 Only one amendment per motion may be proposed by any delegate.

5.6 A delegate wanting to present an urgent late motion shall rise from his/her seat and address himself/herself to the chair with the words "Mr/Madame President. I have an urgent late motion to bring to the notice of this congress" or words to that



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effect. He/she shall within fifteen minutes provide the chair with a written copy of the motion.

## **6. Rules of Debate**

6.1 A delegate desiring to speak shall address himself/herself to the chair.

6.2 When a delegate rises to speak he/she shall be called by the chair and if more than one delegate rises to speak at the same time the delegate who is called shall be entitled to speak.

6.3 The chair may rule how often a delegate may speak on a question or in debate and may rule as to the time permitted to any speaker.

6.4 Whenever the chair rises to speak during a debate, any delegate then speaking or offering to speak shall sit down and the members shall be silent so that the chair may be heard without interruption.

6.5 A delegate may speak on the question before the congress, upon any amendment proposed thereto, upon a question or amendment proposed by himself/herself, upon a question of procedure or upon a question of a point of order arising out of a debate and not otherwise.

6.6 By the indulgence of the congress a delegate may explain matters of personal nature although there be no question before the congress, but such matters may not be debated and must be confined strictly to the vindication of the delegate's own conduct.



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6.7 In asking any question, no argument or opinion shall be offered and, in answering any question, a delegate shall not be entitled to debate the matter to which it refers.

6.8 The chair, after calling the attention of the congress to the conduct of a member who persists in irrelevance or tedious repetition or either his/her own argument or of the arguments used by other members in debate, may direct him/her to discontinue his speech.

6.9 A delegate may not:

a) Interrupt another delegate whilst speaking except:

- i. to request that his/her words be taken down;
- ii. to call attention to a point of order or privilege suddenly arising;
- iii. to call attention to no quorum or
- iv. to call attention to the presence of 'strangers'

b) Refer to the head of state with disrespect, or use offensive, insulting, defamatory, or unbecoming language, in reference to any other delegate or any subject under discussion.

6.10 Any delegate having used objectionable language and not explaining or retracting them, or not offering an apology for the use thereof to the satisfaction of the congress, and any member called to order shall sit down unless permitted to explain by the chair.

6.11 A delegate who has moved or seconded a motion without speaking on it may address the congress on the subject of such a motion at any subsequent period of the debate.



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6.12 A reply shall be allowed to a member who has moved a substantive motion and such a reply closes the debate and no new matter may be introduced in support of the motion; no reply, however, is allowed to any member who has moved a motion of procedure or amendment except where the amendment has been adopted and has thus become the substantive motion. The mover of the substantive motion shall have the right to speak on each amendment thereto which may be to the congress.

6.13 Every delegate present and wishing to speak shall have the opportunity of doing so before the reply is made; except where the meeting, on the of any delegate resolves that a vote be taken without further discussion in which even the mover shall reply forthwith subject to the provisions of the proceeding rule.

## **7. Voting**

7.1 All voting at meetings, except when the President, Vice-President, Treasurer, Secretary and honorary members are elected, or when a division or ballot is called for by any delegate, shall be by show of hands and the count shall be conducted by the secretary who may invite other persons not being candidates entitled to vote, to assist in such counting.

7.2 Every delegate present in the congress when a division is held will be required to vote in accordance with the full voting power vested in him/her by the constitution.

7.3 After the chair has declared the result of the putting of any motion, a delegate may demand a decision of the congress on that motion, Where upon a vote shall without debate take place.





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7.4 In cases, where branches are not able to bring enough delegates to an annual conference such that they are lacking in terms of numbers of delegates as per the recommended guidelines on Article 7 subsection

7.5, "Composition of Congress" of the constitution of the SAPSF, be entitled to proxy votes. **Proxy** as defined as someone whom the respective branch chooses to represent them as delegates.

7.5 However, no delegate may hold more than one vote, and if the respective branch cannot achieve proxy then such votes would fall away. There should be a penalty to those branches in terms of their delegate numbers by a reduction of 25%, where if not a whole number will be rounded off to the nearest whole number, or as deemed fit by the current PRESCO and EXCO of that respective year.

## **8. General Conduct**

8.1 In the case of great disorder arising in the congress the chair may adjourn the congress without question or suspend any sitting for a time to be named by him/her.

## **9. The Congress in Committee**

9.1 All meetings shall be in "Open session" except upon the motion of a delegate duly seconded and carried, when the meeting may be declared to be "in Committee" for such period as he/she will allow. Records, if any, made of discussion taking place during such time as the meeting is "in Committee" shall not be for publication.

## **10. Suspension of Rules**



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10.1 Any rule may be suspended upon a motion made and carried by at least two-thirds of the delegates present, and such suspension shall be limited in its operation to the particular purpose for which the suspension was sought.

### **11. Interpretation**

11.1 In the event of any dispute arising out of any interpretation of the constitution, the chair shall not interpret any point on which the constitution is silent but shall submit such a point of dispute to the congress for decision by majority vote, without any discussion there upon.

## **Annexure E Colours of the SAPSF**

### **1. Colours of the SAPSF**

1.1 The badge is described in the Certificate of Registration, number 114/3/1/1075 according to the protection of Names, Uniforms and Badges Act.



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1.2 Arms: On an oval (shield), divided by an inverted pall Or, dexter Gules, a snake Or, sinister Gules, the recipe sign Or, and in base Argent, a chemist's flask, pestle and mortar, Vert, the whole within a bordure.

Motto: PRO SANITATE

1.3 The badge shall be sewn onto the blazer pocket.

1.4 The colour of the blazer shall be the same as the material on which the badge was made.

## **2. Qualifications to Wear Colours**

2.1 The following persons shall be entitled to wear the colours of the SAPSF:

a) A person who has paid his/her annual membership fee of the SAPSF.

2.2 Notwithstanding anything in sub-section 1.1 above the Executive of a branch may grant permission to the to a first time delegate to obtain and wear colours.

2.3 The local committees have the right to add more rules to the previously mentioned sections under the provision that any rules added by the branch be sent to the executive of the SAPSF for approval.

## **3. Ties, Cravats, Metal Badges**

3.1 Any person who has paid his first annual fee to join the SAPSF and who has, to the satisfaction of his local branch committee, shown enough interest in his branch and the SAPSF may purchase tie.



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3.2 The local Branch Committee may only award a SAPSF tie to a person whom they consider has serviced their branch, SAPSF and Pharmacy satisfactory, after ratification by the SAPSF Executive Committee.

#### **4. Honorary Colours**

4.1 The colour and badge will be the same with the addition of laurels.

4.2 Honorary colours shall be automatically awarded to persons who awarded honorary membership article 4 above.

#### **5. Disciplinary Action**

The Executive Committee of the SAPSF may take disciplinary action if the following are not adhered to:

5.1 No possessor of the colours may sell exchange or give away a badge and blazer or any other form of SAPSF colours to any person not entitled to wear the SAPSF colours.

5.2 Second hand blazers may only be purchased by a student from a member with the approval of the local branch committee.

#### **6. General**

6.1 The treasurer of the SASPF shall keep a list of purchased ties, badges or any other colours. It will be the duty of the treasurer to keep the list up to date.

6.2 Any other form of the SAPSF colours not mentioned herein will be subject to the same rules aforementioned.



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6.3 Every eligible member intending to purchase the colours will abide by these rules and will be required to sign a copy of the said colours.

6.4 Every local branch committee shall be responsible to the Executive Committee of the SAPSF in applying and executing the said colour rules and completing annexure thereto.

6.5 It shall be the duty of the Branch Chairman to order badges and ties that he/she requires from the Treasurer of the SAPSF and shall include full payment for the said colours together with an order duly signed by himself/herself.

## **7. Application for Colours**

7.1 To be made via the SAPSF Treasurer by completing the appropriate forms, if any.

## **Annexure F**

### **IPSF**

#### **1. Selection of IPSF Delegates**

1.1 Nominations of candidates shall fulfil sub-sections 19.1.1 and 19.1.2 of article 19.

#### **1.2 Selection procedure:**

1.2.1 Selection of IPSF delegates shall be by decision of the Executive Committee based on interviews conducted by the Executive Committee and chaired by the outgoing contact person.



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1.2.2 Selection of delegates shall take place at the November Executive Committee meeting.

1.2.3 The Executive Committee shall appoint two delegates to any IPSF congress. Such delegates shall be designated Contact Person and SAPSF Immediate past President.

## **2. Assumption of Duties**

2.1 The contact person and student exchange officer shall take office immediately upon closure of the July Executive Committee meeting at which they were appointed.

2.2 It shall be the responsibility of the outgoing contact person/ student exchange officer to ensure that the incoming contact person/ student exchange officer is fully informed so as to maintain continuity of portfolio ideals and procedures. 59

## **3. Duties and Report**

3.1 The Student Exchange Officer/ Contact Person shall fulfill the requirements of article 14.

3.2 The following reports must be submitted by the IPSF delegates in addition to their routine correspondence:

a) A comprehensive report on all activities of the IPSF covering the period between the November Executive Committee meeting and the SAPSF AGM, shall be presented at the AGM.



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b) A further report on the IPSF congress shall be published at the following SAPSF AGM.

#### **4. Working Mechanisms for the Student Exchange to South Africa**

The student must have a fair command of the English Language.

##### **4.1 Timetable**

4.1.1 At least 12 weeks notification of the intended exchange indicating preferences of location and dates must be received by the student exchange Officer.

4.1.2 At least 10 weeks prior to the exchange a fully comprehensive autobiography, including four easily recognisable photographs must be received student exchange officer.

4.1.3 At least eight weeks prior to the exchange, the branch chairperson must be notified and must receive the autobiography.

4.1.4 The following must also be notified of the exchange:

a) The relevant authorities and consultants

b) The President of SAPSF

4.1.5 The liaison secretary of the applicants association and the applicant must be sent the exact programme to be followed during the exchange at least four weeks prior to its commencement

4.1.6 The period of the exchange shall not exceed three months.

##### **4.2 Duties of the Student Exchange Officer**



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4.2.1 The student exchange Officer shall that the timetable is adhered to and that all requirements of section 4.1 are fulfilled.

4.2.2 He/she must remain in constant contact with the branch chairperson and confirm the programme throughout the exchange. He/she must receive comprehensive reports from the Branch Chairman.

**4.3 Duties of this the Branch Chairman**

4.3.1 The branch chairman must secure accommodation, preferably with a student at his/her Branch

4.3.2 He/she liaise with the Student Exchange Officer in the organisation of dates, employment and accommodation, ensuring that the student Exchange Officer is given sufficient time to carry out all his/her duties.

4.3.3 He/she must notify the PSSA local director of the exchange.

4.3.4 He/she must confirm with the employer all details supplied by the Student Exchange Officer, and must remain in constant contact with the employer and student during exchange.

4.3.5 He/she must confirm exact times of arrival and departure and adhere to the program of the Student Exchange officer at all times.

4.3.6 He/she must arrange for the student to be met.

4.3.7 At the beginning of the exchange he/she must ensure that the student is introduced to the area and to the home branch, and should use his/her discretion in providing entertainment the student.





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4.3.8 He/she must submit a comprehensive report to the Student Exchange Officer at the conclusion of the exchange.



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**Constitution of the SAPSF Old Boy's Society**

**Article 1**

**a) Name:**

The name of the organisation shall be "The SAPSF Old Boy's Society" abbreviation SOBS.

**b) Definitions:**

An Old Boy – any Pharmacist or Pharmacy student in at least his/her fifth year of study/internship and having attended three or more SAPSF Conferences.

The Minutes – table salt

The Constitution – tequila

The Parliamentation – a slice of lemon

Letter of reprimand – an empty wine glass

Tippex – water

A Dog – anyone eligible for membership of the SOBS

Adjournment – sip of white wine.

**Article 2**

There shall be three categories of membership:

a) NOBS – New Old Boys attending their first meeting.

b) OBS – Ordinary Old boys excluding NOBS

c) GOBS – Geriatric Old Boys, who shall be registered Pharmacists excluding NOBS



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All of the above shall be Honorary Life Members

**Article 3**

**Meetings:** The AGM of the SOBS shall take place during the banquet of the SAPSF Conference.

**Article 4**

**Procedure during Meetings:**

a. The following standard ritual shall take place whenever appropriate:

The member(s) concerned shall find it necessary to consult the minutes. Because the information he/she wants is not in the minutes, it is necessary for him/her to consult the constitution. At this stage it is advisable for him/her to consult the parliamentarian.

b. Appointment of the Chairman:

A new chairman shall be elected by the minority vote of the outgoing chairman every 10 minutes during the meeting.

c. Induction of the new Chairman:

He/she shall meet the requirements of article 4.a.

d. Appointment of Secretary

The youngest NOB shall be deemed to be secretary and as such will ensure that the minutes, constitution and parliamentation are available for consultation at all times.

e. The chairman may, at his/her discretion call for implementation of Article 4.a. at any times.



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f. Any member may call for an adjournment during the meeting, provided that such adjournments are not more than 5 minutes apart. g. Any DOG wandering into the meeting must be discouraged from yapping. Members may at their discretion invite DOGS to join the table for short periods of time, but such DOGS must be prepared to pay forfeits which the members deem suitable.

h. A NOB who attempts to speak before his/her initiation may be sent a letter of reprimand and told to erase his/her name with tippex.

i. Manner of Address

– formal at all times

- Surnames are to be used with the following prefixes

- If female - Mr

- If male - Mrs

### **Mike's Mug**

#### **Rules**

1. Only one contestant per delegation. As many delegations as possible should enter.

2. One shall conventional potty is used i.e. "Mike's Mug". The capacity should be sufficient to hold approximately two bottles of beer.

3. Contestants next to "Mug". The two bottles (not cans) of beer are placed exactly six metres away.

Contestants X 6 metres A'

Two bottles of beer 0 Mug .....B'



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4. However many contestants there are e.g. 10, draw lots to see who goes first, Second, last. (Contestant who goes first has the advantage of a “dry run”)
5. The contest requires a Starter, Timekeeper and a Scorekeeper.
6. Contestant is timed from when the starter says “go”. The contestant runs and collects one bottle and then runs back to empty the beer into the “Mug” without touching or moving it. He then takes the empty bottle back to point A, placing it upright and collects the other bottle and repeats the process leaving the second empty bottle upright in position
- B. He then runs back and proceeds to drink all the beer in the “Mug”.
7. When he has finished the beer, he must invert the “mug” on his head and shout “Mike’s Mug”. At this stage the time keeper records the time elapsed.
8. The starter is the sole judge and adjudicator. H must allocate a spillage and wastage penalty according to how much beer is left in the bottles and how much is spilled when pouring and drinking e.g. a penalty of 5 means excessive beer is spilled and left in bottles. 5 is the maximum penalty, therefore a time of 44 seconds plus two penalty points is equal to 48 seconds net. (2 seconds per penalty point). This will mean 42 seconds plus 5 penalty points = 52 points.
9. A starter can authorise moderate drying of the course if conditions become dangerous.
10. The starter must have been a previous contestant and must be willing to try and improve on the winner’s time.
11. A parallel contestant can be held for women using only one bottle of beer a shortening the course to 4 metres.



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12. The starter must ensure that there is no cheating e.g. moving bottles closer or moving the “mug” when pouring. Each “cheat” is two penalty points.

13. The winner may keep “Mikes Mug” for the next year as well as to circulate all these rules to delegate branches.

14. The winner’s time should be recorded and a record time should be recorded and a record time should be displayed before each contestant and carried over from year to year.

**Notes:**

1. “Mike’s Mug” was first introduced at the 1970 SAPSF Conference held at the Old Elizabeth in Port Elizabeth. The winner was then the President of the SAPSF who was also the founder of the contest.

2. Beer drinking is the traditional student past time. There can be no better way of breaking down inhibitions and international barriers than with a beer drinking contest.

3. Mike Lazarow reserves the right to be a starter if he is at any time present at a student conference where the contest is being held.

**Rules for the Slave Auction**

1. One member branch plus the Exec has to put up two delegates for the auction, one female and one male.

2. The auction will take place at the function before the ball.

3. The conference ministers of injustice shall officiate the auction.

4. The hosting branch would go last of the branches; the branch next in alphabetical order will go first.



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5. The branches will then follow at any order with the Exec. being last
6. The slave reserve price shall be determined by the conference convenor (it should be the price of the two photos) except for the first branch where the reserve price shall be the grand sum of R 1.00 (one rand).
7. The conference convenor shall appoint an official conference photographer, and make a conference register available to the ministers.
8. The conference register shall be called the BOOK OF SINS.
9. For the slave auction, the following details are to be entered into the conference register:
  - a) The venue, year and branch hosting the conference.
  - b) Name and branch of the slave
  - c) The name and branch of the master
  - d) The cost of the slave
  - e) The name of consortiums
  - f) The name of members of the consortiums
10. The slave shall be sold to the highest bidder (in monetary terms, not height of girth wise)
  - a) To provide tea and biscuits to its owner during tea breaks.
  - b) To answer to the name slave, serf or toady (no other names allowed).
  - c) To call its owner "master" or "milord" if male or "milady" if female.
  - d) To serve its owner and not to fetch things for its owner's friends.
  - e) To serve and be with its owner during the tea and lunch intervals and to escort its owner to the formal dance.



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f) To have the first dance with the owner at the formal dance and to have its picture taken with his/her owner by the official conference photographer. At this moment the slave regains its freedom.

11. The duties of the master are:

- a) Not to share the slave with any other free citizens (i.e. other conference goers).
- b) To be allowed to have two or more slaves, but the slave cannot have two or more masters unless a consortium is formed. In that case the consortium will need to inform the auctioneer and be registered in the conference register at the auction (i.e. the Minister's Book of Sins); the slave will then serve the consortium.
- c) To address his/her property as "slave", "serf" or "toady".
- d) Not to insist that the slave perform duties not enlisted in section 10 without the consent of the ministers or the slave.
- e) Together with the slave collect their photo from the conference convenor.

12. The conference convenor shall give the register to his/her successor to use for the next AGM.

**Definitions:**

- 1. **Master/mistress** refers to a person who has successfully purchased a slave.
- 2. **Slave** refers to the lowest of the low, a person who was successfully purchased.
- 3. **Owner** refers to master.