

ASSOCIATION OF FACULTIES OF PHARMACY OF CANADA
BY-LAWS
Approved May 31, 2007

1.0 NAME

The name of this organization shall be: The Association of Faculties of Pharmacy of Canada/L'Association des Facultes de pharmacie du Canada.

2.0 MISSION and GOALS

2.1 Mission

To advance the interests of academic pharmacy by supporting, promoting and recognizing innovation, excellence and leadership in pharmacy education, research and scholarly activity.

2.2 Goals and Objectives:

(a) Foster advancement of academic pharmacy in Canada

- To promote excellence in pharmacy education, research and scholarly activity.
- To support members, Deans and Faculties in advancing knowledge, skills and expertise critical to pharmacy education, research and scholarly activity.
- To encourage high standards by assuming an advisory role for the development of policies, guidelines and standards used for the accreditation of pharmaceutical education programs.

(b) Stimulate and provide opportunity for the development and exchange of ideas among pharmacy educators with a view to improving curricula, teaching and learning.

- To showcase and promote innovations in pharmacy teaching and research.
- To provide members and external organizations with the ability to easily identify and access AFPC members with expertise and skills in teaching and research.

(c) Establish and maintain liaison with pharmacy and relevant educational associations, other health professions, governmental agencies, and members of the pharmaceutical industry to further the development, support, and improvement of pharmacy education, practice, and research.

- To be recognized by external organizations as the leading representative on academic pharmacy affairs in Canada.

- To be seen as “the voice” of academic pharmacy in Canada.

(d) Support and advance the interests of AFPC members.

- To secure independence through consistent, long term funding for the ongoing operations of AFPC and for special projects.
- To be valued by faculty members so as to increase their involvement in AFPC.
- To be valued by the Deans so that they look to AFPC for assistance on relevant projects and support faculty member involvement in AFPC.

3.0 DEFINITIONS AND INTERPRETATION

3.1 Definitions

- (a) “ACT” means the *Canada Corporations Act*.
- (b) "ASSOCIATION" or "AFPC" means The Association of Faculties of Pharmacy of Canada/L'Association des Facultes de pharmacie du Canada, a corporation without share capital incorporated under the Canada Corporations Act by letters patent.
- (c) "COUNCIL" means the governing body of the Association.
- (d) "FACULTY OF PHARMACY" means an incorporated college, faculty, school or department of pharmacy in a duly recognized university in Canada.
- (e) "CONSTITUENT FACULTY" means a Canadian faculty of pharmacy that meets the requirements for membership and which may at any time be admitted to membership.
- (f) "INSTRUCTIONAL STAFF" means all personnel who hold a full or part-time academic appointment with a faculty of pharmacy and who are engaged in the teaching, training or tutelage of pharmacy students.
- (f) "MEMBER" means a member in any category of the Association.

3.2 Interpretation

In all by-laws, regulations and resolutions of the AFPC, unless the context otherwise requires:

- (a) The singular shall include the plural and the plural the singular;

- (b) Although the French version of the By-Laws shall be acknowledged, the English version shall be recognized as the official version.
- (c) Written correspondence may take the form of e-mail, fax, mail, courier, or personal delivery of documents, where appropriate.

4.0 MEMBERSHIP

4.1 Application for Membership

- (a) Application for “Constituent Faculty”, “Associate”, or “Affiliate” membership in the AFPC shall be addressed in writing to the executive director in such form as the council may from time to time prescribe. “Individual” and “Student” memberships are granted by Constituent Faculties as described in 4.2.2 and 4.2.5.
- (b) In the event that the Executive Director requests proof of eligibility, it is the responsibility of the applicant to provide such proof.
- (c) Applicants may appeal to the Council the refusal of membership, the decision of which shall be final and binding, and there shall be no further appeal therefrom.

4.2 Membership Categories

The categories of membership in the AFPC shall be:

4.2.1 Constituent Faculty

Membership in the Association requires that a Constituent Faculty be representative of the mission and goals of the Association. A Constituent Faculty is a Faculty, College or School of Pharmacy that delivers a professional program accredited by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP).

4.2.2 Individual Member

An individual member shall be any member of the instructional staff of any constituent faculty. All instructional staffing holding a 20% or greater appointment at a constituent faculty are granted individual member status while the appointment is held.

4.2.3 Associate Member

An associate member shall be any person who does not fulfill all the criteria for individual membership.

4.2.4 Affiliate Member

An affiliate member shall be any professional or educational association, institution or business corporation that supports the mission and goals of the Association.

4.2.5 Student Member

A student member shall be any person enrolled in a program of undergraduate or graduate studies at a constituent faculty who is granted membership by that constituent faculty.

4.2.6 Honored Life Member

On retirement or disablement, an Honored Life Membership will be awarded to individuals who have made major contributions to AFPC and have been members for 10 years (including at least 5 consecutive years at the time of their retirement or disablement) or an active non-member who has made a major contribution to the organization.

4.3 Rights, Privileges and Obligations

All categories of members shall have equal rights, privileges and obligations, subject to the following exceptions:

- (a) Individual and honored life members shall have the right to be Council members, to hold elected office, to nominate candidates for elected office, to call a special general meeting, to have access to the books of the organization, to attend any meeting of the Council, as observers and, to participate in debate on all issues, and to exercise one vote on motions put forth at annual or special general meetings as provided for in By-law 14.6.
- (b) All other categories of membership shall be non-voting;
- (c) An individual member who ceases to hold an academic appointment in a constituent faculty may continue to hold individual membership to the end of the membership year for which dues have been paid;
- (d) Honored life members shall pay no dues;

- (e) By by-law, certain rights may be assigned or limited to certain categories of members;
- (f) In the event a member ceases to be a member of the Association, all rights, title and interests of such member in and to the property and assets of the Association shall revert to the Association.

4.4 Resignation

Any member may at any time resign from membership in the Association by serving written notice to that effect upon the Executive Director and upon discharging any lawful liability which is standing upon the books of the Association at the time of such notice.

5.0 DUES AND ASSESSMENTS

5.1 Amount of Dues

The annual dues payable by constituent faculties and other members of the Association shall be those fixed from time to time by resolution of the Council. The dues assessment for each constituent faculty shall include provision for individual member status for all instructional personnel of that faculty subject to the qualification in By-law 4.2.2

5.2 When Due

The first dues of a constituent faculty or member shall be payable upon application and annually thereafter upon receipt of an invoice, except as set forth in By-law 4.3(c) and (d).

5.3 Delinquency and Cancellation

A constituent faculty or any other member who fails to pay annual invoiced dues within a period to be established by the Council shall cease to hold membership and shall be so notified by the Executive Director by ordinary mail.

6.0 HEAD OFFICE

The head office of the AFPC shall be in the City of Vancouver in the province of British Columbia, and at such place therein as the AFPC may determine by resolution from time to time.

7.0 SEAL AND CERTIFICATION OF DOCUMENTS

7.1 Seal

The seal of the AFPC shall be in such form as shall be prescribed by the Council and shall have the words "The Association of Faculties of Pharmacy of Canada/L'Association des Facultés de pharmacie du Canada" inscribed thereon. The custody of the seal shall be entrusted to the Executive Director or another officer whom the Council may designate. The seal shall be in the form impressed hereon.

7.2 Certification of Documents

The Executive Director or another officer whom the Council may designate shall have the authority to certify specific documents.

8.0 ORGANIZATION

8.1 Administrative Structure

The Association shall consist of a General Assembly of individual and honorary life members, a Council of representatives from each constituent faculty, and an Executive Committee composed of four (4) officers, these being the President, the President-Elect, the immediate Past President and the appointee of the Association of Deans of Pharmacy of Canada, and where appointed, an Executive Director or other professional staff, so designated.

8.2 Professional Staff

(a) Establishment of Positions

The establishment of professional staff positions, such as an Executive Director, shall be approved by a vote of the general membership.

(b) Appointment to Positions

Appointment to fill established professional staff positions shall be made by the Council, and the remuneration and terms of service shall be stated in contracts between the Association and those appointed.

(c) Job Descriptions

The duties of all professional staff employees shall be stated in specific job descriptions for each position. These job descriptions shall be approved by the Council and may be varied from time to time by mutual agreement between the Council and the staff concerned. These job descriptions may include some of the duties assigned elsewhere in these By-laws to one or more of the officers of the Association.

(d) Duties of the Executive Director:

The Executive Director shall:

- (i) Manage the Association in accordance with the policies and procedures established by the Council;
- (ii) Serve as chief operating officer responsible for the office;
- (iii) Devote full effort to the fulfillment of the goals of the Association;
- (iv) Circulate notices, agendas and minutes of the General Assembly, the Council and of the Executive Committee;
- (v) Ensure that minutes are prepared and that minute books are properly maintained for meetings of the General Assembly, the Council, and of the Executive Committee;
- (vi) Inform the membership about Association activities and maintain internal communications within the Association.

9.0 COUNCIL

9.1 Duties and Responsibilities

The affairs of the AFPC shall be governed by the Council which shall plan, supervise, control and direct all activities of the Association including its committees and publications, establish budgets, set member dues, disburse funds, and determine policies. The Council shall actively pursue the mission and goals of the AFPC and may adopt such rules and regulations for the conduct of its business as may be deemed advisable. The Council may delegate to any committee or officer any or all powers, duties and authority

of the Council which may be lawfully granted. Council members shall serve in a representative capacity and as such are expected to express the general policies, and positions of their electoral or appointing group but shall act in accordance with personal best judgment and initiative after hearing and participating in debate on issues within the lawful authority of the Council.

9.2 Composition

The Council shall be comprised of one individual member duly elected by each constituent faculty and the four executive committee officers described in 8.1. The Executive Director shall serve as an ex-officio member of Council, without vote.

9.3 Term of Office

- (a) Council members representing AFPC constituent faculty members and the appointee from the Association of Deans of Pharmacy of Canada shall hold office for a term of three (3) years and may serve no more than two (2) consecutive terms. The President, President-Elect, Immediate Past President and Executive Director shall serve, without interruption, subject to the limitation on terms of office stated in By-law 11.3
- (b) The term of office of Council members shall commence immediately following the AFPC annual general meeting and shall conclude upon the induction of their successors.

9.4 Council Vacancies

Should a vacancy occur on the Council by virtue of the death, resignation, removal or ineligibility of a Council member elected by a constituent faculty or appointed by the Association of Deans of Pharmacy of Canada, that constituent faculty or the Association of Deans of Pharmacy of Canada may appoint another member to serve the balance of the term. A Council member so appointed shall be eligible for election to the Council for two (2) consecutive terms after having served the balance of the term. The procedure for vacancies originating from the loss of any other Executive Committee officers is stated in By-law 11.4.

9.5 Standard of Care

All members and officers of the Council shall exercise the powers and discharge the duties of their office honestly, in good faith and in the best interests of the Association, and in connection therewith shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

9.6 Meetings

The Council shall meet at least once in each year at such time and place as the President may designate. The President may invite the chair of any standing or special committee or a representative of any duly constituted organization to attend a regular or special meeting of the Council as an observer or to report on any matter of interest to the Council.

9.7 Special Meetings

Special meetings of the Council may be called by the Executive Committee or at the request of at least seven (7) members of the Council in good standing. Notice of any special meeting shall contain sufficient information on special business to permit the member to form a reasoned judgment on the decision to be taken. No other business shall be considered at such meetings.

9.8 Notice of Meeting

A written notice of any meeting of the Council shall be given to each member of the Council either: i. By e-mail, facsimile transmission or courier delivery at least 7 days before the meeting is to take place, or ii. By mail. Such notice shall be sent at least 21 days prior to the meeting (exclusive of the day on which it was sent, but inclusive of the day for which notice is given). Notice of such meeting or any irregularity in the calling or conduct thereof, can only be waived by the unanimous consent of all members of the Council.

9.9 Quorum

At any meeting of the Council, a quorum shall consist of a majority of those entitled to be present and vote, unless otherwise specifically provided. Such quorum of Council members present shall be competent to do and perform all acts which are or shall be directed to be done at any such meeting. Provided a quorum is present at the beginning of a meeting, the meeting may continue or adjourn even though members leaving reduce the number to less than a quorum. The President as well as members who have declared a conflict of interest shall be counted in determining a quorum.

9.10 Order of Business

The current edition of Robert's Rules of Order, shall govern the Association in all procedural matters not contained in these By-laws.

9.11 Voting Rights and Procedure

Only Council members in attendance at any meeting of the Council may vote, except for the Executive Director who may not vote. Proxies are not accepted at meetings of the Council.

9.12 Teleconferencing

If all the members of the Council consent, any one or more members of the Council may participate in the meeting by means of such telephone, audio-video conferencing or other communication facilities as permit all persons participating to hear each other, and a member participating in such a meeting by such means shall be deemed to be present at that meeting. Meetings of the Executive, all standing or any special committees may also be conducted by electronic conferencing.

9.13 Remuneration

No Council member, officer or Executive Committee member shall receive any remuneration for duties performed on behalf of the Association, with the exception of the Executive Director whose remuneration shall be established as per By-law 8.2 (b). Council members, officers or Executive Committee members may be reimbursed for reasonable expenses incurred while performing such duties.

9.14 Indemnification

All Council members, officers and members of good standing or special committees of the Association and their heirs, executors and administrators, and their estates and effects respectively, shall at all times be indemnified and saved harmless out of the funds of the Association from and against:

- (a) All costs, charges and expenses whatsoever which Council members, officers or committee members sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against them, for or in respect of any act, deed, matter or thing howsoever made, done or permitted by them in or about the execution of the duties of their offices;
- (b) All other costs, charges and expenses that they may sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

9.15 Removal

Members of Council may be removed before the expiration of their term for any reason or if they have been absent from two (2) consecutive meetings of the Council without reason deemed by the Council to be adequate. A two-thirds majority of the AFPC members of Constituent Faculties or of the Association of Deans of Pharmacy of Canada who elected/appointed them must approve the resolution for removal at a meeting at which the person concerned has been invited to make a statement.

10.0 NOMINATIONS AND ELECTIONS

10.1 Appointment and Composition of Nominating Committee

The Executive Committee shall appoint a Nominating Committee at their first meeting following the annual general meeting of the Association. The Nominating Committee shall be chaired by the Immediate Past President and shall include one other Past President and two additional voting members of the Association who are not standing for nomination. The duties of the Nominating Committee are:

- (a) Nomination of a full slate of candidates for election to the Executive Committee, namely for the President-Elect.
- (b) Recommendation to the Council naming candidates to fill vacancies on the Executive Committee pursuant to By-law 11.4.

10.2 Call for Nominations

At least three (3) months before the annual general meeting the Nominating Committee shall:

- (a) Inform the membership of all vacant positions for officers;
- (b) Invite nominations for members to stand for election to these positions;
- (c) Announce that the closing date for the receipt of such nominations shall be two (2) months before the scheduled date of the annual general meeting.

10.3 Nominating Procedure

The Nominating Committee shall check that those who have been nominated are willing to serve if elected to office, and shall ensure that at least one name is put forward for each

vacant position. Nominations received by the Committee shall not be secret at any time, and any candidate shall be free to withdraw in favor of another.

10.4 Ballot Prior to Annual General Meeting

Except where the Act requires a meeting,

- (a) At least six (6) weeks before the annual general meeting, the Executive Director shall prepare and circulate to the voting members a ballot containing the names of all persons nominated and willing to serve as reported by the Nominating Committee. The return date of this ballot shall be no less than three (3) weeks prior to the annual general meeting;
- (b) The President shall, no fewer than 30 days prior to the annual general meeting, appoint three (3) scrutineers from amongst the voting members of the Association who shall be neither members of the Executive Committee nor candidates for election or appointment to the Executive Committee;
- (c) Each voting member of the Association shall have one (1) vote. Officers will be declared elected on the basis of a majority of votes cast by mail, as verified by the scrutineers;
- (d) At the annual general meeting, the President will announce the results of the election or acclamation of officers as well as the appointment of new Council members.

11.0 OFFICERS

11.1 Number of Officers

The officers of the Association shall be the President, President-Elect, Immediate Past President and the ADPC appointee.

- (a) The ADPC appointee will be made by ADPC.

11.2 Duties of Officers

The duties of President, President-Elect, and Immediate Past President shall be such as their titles by general usage would indicate or as may be required by law, or as specified or assigned to them from time to time by the Council.

- (a) The President shall:

- (i) Be responsible for the overall supervision and administration of the Association;
 - (ii) Chair meetings of the General Assembly, of the Council and of the Executive Committee;
 - (iii) In consultation with the Executive Director, prepare agendas for meetings of the General Assembly, and of the Council and Executive Committee;
 - (iv) Ensure that all policies and actions approved by the General Assembly and by the Council are properly implemented.
- (b) The President-Elect shall:
- (i) Fulfill the duties of the President when that person is temporarily absent or otherwise unable to perform the duties of the office;
 - (ii) Perform all specific duties assigned by the President or requested by the Council or General Assembly.
- (c) The Immediate Past President shall:
- (i) Chair the Nominating Committee;
 - (ii) Perform all specific duties assigned by the President or requested by the Council or General Assembly.
- (d) The ADPC Appointee shall communicate with and represent the Deans of Pharmacy of Canada regarding matters of interest to the organizations.
- (e) The President and Executive Director shall be ex-officio members of all committees of the Council.

11.3 Term of Office

The officers shall remain in office for one (1) year or until their successors are elected or appointed, with the exception of the Executive Director, whose term, by resolution of the Council, shall be subject to terms and conditions of employment and the ADPC appointee as provided for in 9.3(a). The President, President-Elect, and Immediate Past President shall, in no event, remain in the same office for more than one (1) term. In no event shall any officer remain in office if such officer ceases to be an individual member.

11.4 Vacancies

Should the office of the President become vacant, it shall be filled by the President-Elect. Vacancies in any other elected office shall be filled, on the recommendation of the Nominating Committee, by the Council for the balance of the term thereof.

11.5 Removal of Officers and Executive Committee Members

Officers and Executive Committee members may, by resolution of the Council, be removed before the expiration of their term for any reason or if they have been absent from two (2) consecutive meetings of the Executive Committee without reason deemed by the Executive Committee to be adequate. A two-thirds majority of Council must approve the resolution for removal at a meeting at which the officer or Executive Committee member concerned has been invited to make a statement.

12.0 EXECUTIVE COMMITTEE

12.1 Composition

The Executive Committee shall be comprised of all duly elected officers as well as the appointee from the Association of Deans of Pharmacy of Canada. The term of office of the Executive Committee shall commence immediately following the annual general meeting. In addition, the Executive Director shall serve on the Executive Committee without vote.

12.2 Duties and Responsibilities

The Executive Committee shall supervise the management and planning of the Association, shall actively pursue its objectives, and shall oversee the financial affairs of the Association, subject to such directions as may from time to time be given or imposed by the Council. The Executive Committee shall exercise all the powers and authority of the Council, except those which must be exercised by the Council or when the latter is in session. Decisions of the Executive Committee are subject to ratification by the Council at its next regularly scheduled meeting.

12.3 Meetings

The Executive Committee shall meet at least twice annually at such times and places as the President may designate.

12.4 Notice

- (a) A written notice of any meeting of the Executive Committee shall be given to each member of the Executive Committee either
 - (i) By e-mail, facsimile transmission or courier delivery at least 7 days before the meeting is to take place, or
 - (ii) By mail. Such notice shall be sent at least 21 days prior to the meeting (exclusive of the day on which notice is sent, but inclusive of the day for which notice is given).
- (b) Notice of such meeting or any irregularity in the calling or conduct thereof, can only be waived by the unanimous consent of all members entitled to attend the meeting.

12.5 Quorum

At any meeting of the Executive Committee, a quorum shall consist of a majority of the members of the Executive Committee who shall be competent to do and perform all acts which are or shall be directed to be done at any such meeting. Provided a quorum is present at the beginning of the meeting, the meeting may continue or adjourn even though members leaving reduce the number to less than a quorum. Members who have declared a conflict of interest shall be counted in determining a quorum.

12.6 Voting Rights and Procedures

- (a) Only those members present at an Executive Committee meeting may vote.
- (b) Except as otherwise provided in these By-laws, a motion at any meeting of the Executive Committee shall be decided by a majority of votes.

12.7 Teleconferencing

If all the members of the Executive Committee consent, any one or more members of the Executive Committee may participate in the meeting by means of such telephone, audio-video conferencing or other communication facilities as permit all persons participating to hear each other, and a member participating in such a meeting by such means shall be deemed to be present at that meeting.

13.0 STANDING AND SPECIAL COMMITTEES

13.1 Standing Committees

- (a) Standing committees of the Association shall be established by the Council to conduct such business and perform such duties as may from time to time be determined and shall report annually to the Council.
- (b) Chairs of standing committees shall be appointed annually by the President from among the Council members and shall normally serve a two-year term, subject to ratification by the Council.
- (c) Other members of standing committees may be appointed by the Chair in consultation with the President, and may, but need not be, members of the Council.
- (d) Standing Committees shall serve until discharged or until their successors shall be appointed.
- (e) A member of any committee, whether standing or special, may be removed before the expiration of that person's term. A two-thirds majority of the Council must approve the resolution for removal.
- (f) The Standing Committees of the Council shall include but are not limited to
 - the By-Laws Committee
 - the Nominating Committee
 - the Education Committee
 - the Research Committee
 - the Awards Committee
 - the Conference Planning Committee
 - the Communications Committee

13.2 Special Committees

- (a) The Council may establish special committees and their terms of reference as required from time to time. Any special committee so established shall serve for the duration of its deliberations and until submission of its report.
- (b) Chairs of special committees shall be appointed by the President from among the voting membership of the Association and may, but need not be, members of the Council.
- (c) Other members of special committees may be appointed by the Chair, in consultation with the President, and may, but need not be, members of the Council.

13.3 Remuneration

No member of a standing or special committee shall receive remuneration for duties performed on behalf of the Association but may be reimbursed for reasonable expenses incurred while performing such duties with the approval of the Council.

14.0 ANNUAL AND SPECIAL GENERAL MEETINGS

14.1 Annual General Meeting

The annual general meeting of the Association shall be held each year at such time and place as may be designated by the Council or Executive Committee. The meeting shall be held in Canada unless otherwise resolved by the members.

14.2 Special General Meetings

Special general meetings of the Association may be held upon the call of the Council at such times and places as it may designate. The President shall call a special general meeting upon the written request of at least one-third of the voting members of the Association within 60 days after the filing of such request with the President. Notice of such special general meetings shall contain sufficient information to permit members to form a reasoned judgment on the decision to be taken, and no other business may be considered at those meetings.

14.3 Notice

At least 30 days' notice of annual or special general meetings shall be given. The form of the notice may be by email, facsimile, courier, mail or via any other regular communication provided to the members of the Association.

14.4 Quorum

At any annual or special general meeting, ten per cent of voting members of the Association must be present, to constitute a quorum as verified by the Executive Director. Provided a quorum is present at the beginning of a meeting, the meeting may continue even though members leaving reduce the number to less than a quorum. Members who have a declared conflict of interest shall be counted in determining a quorum.

14.5 Order of Business

The usual order of business determined by parliamentary procedure shall govern the conduct of all meetings. In all matters not governed by By-laws, procedure shall be in accordance with Robert's Rules of Order.

14.6 Voting

Only those voting members of the Association in attendance at annual or special general meetings may vote. Such voting privileges pertain to the approval or rejection of audited financial statements, receipt of committee reports, resolutions, amendment of By-laws and the appointment of auditors. Proxies are not accepted at annual or special general meetings.

15.0 FINANCES

15.1 Signing Authority

All cheques, drafts, orders for payment of money, notes, acceptances and bills of exchange issued or endorsed on behalf of the Association shall be signed by such officers, employees or agents of the Council in such manner as shall be determined by resolution of the Council from time to time.

15.2 Banking

- (a) Anyone of such officers, employees or agents so appointed may endorse cheques for deposit with the Association's bankers for the credit of the Association or the same may be endorsed "for deposit only" with the bankers of the Association.
- (b) Anyone of such officers, employees or agents so appointed may arrange, settle, balance and certify all books and accounts between the Association's bankers and the Association and may receive all paid cheques and vouchers and sign all the Bank's forms of settlement of balances and releases or verification slips.
- (c) All funds paid to the Association shall be deposited from time to time to the credit of the Association in such manner as the Council may approve.

15.3 Surplus Funds of the Association

The Council may set aside a reserve for contingencies from the surplus of the Association or may invest the surplus funds of the Association in a manner as may be determined

from time to time by resolution.

16.0 AUDITORS

An auditor shall be appointed each year at the annual general meeting of the members of the Association. The auditor shall have access at all reasonable times to the books and accounts of the Association and all receipts, documents and vouchers relating thereto, and shall conduct an audit thereof and make an annual report to the membership of the Association at the annual general meeting of such.

17.0 FINANCIAL YEAR

The financial year of the Association shall commence on the first day of January in each year.

18.0 AFFILIATIONS AND REPRESENTATIVE APPOINTMENTS

The Association may affiliate itself with, pay fees to, or become a member of any other organization with similar aims and objectives as may be determined by resolution of the Council. Upon invitation from other academic or professional organizations, the Council may nominate individuals to serve as representatives or appointees on the governing council, board or committees of the requesting organization. AFPC has official appointees on the governing structures of the:

- Canadian Council for the Accreditation of Pharmacy Programs (CCAPP)
- Canadian Council on Continuing Education in Pharmacy (CCCEP)
- Pharmacy Examining Board of Canada (PEBC)

19.0 DISSOLUTION

In the event that the Association is dissolved, and after payment of all indebtedness of the Association, the remaining funds, investments, and other assets shall be distributed to one or more organizations in Canada carrying on similar activities.

20.0 REPEAL and AMENDMENTS

- (a) The By-laws of the Association may be repealed or amended by a majority of votes cast at a meeting of the Council and sanctioned by an affirmative vote of at least two-thirds of the voting members of the Association present at an annual general meeting duly called for the purpose of considering the repeal or amendment of the By-laws. The repeal or amendment of the By-laws shall not be enforced or acted upon until the approval of the Minister Industry Canada has been obtained.

- (b) Notice in writing of any change in the By-laws of the Association to be proposed at any annual general meeting must be received by the President at least three (3) months prior to such meeting and must be made known to all voting members of the Association at least two (2) months prior to such meeting.