



CONSTITUTION
OF THE
YOUNG PHARMACISTS' GROUP SIERRA LEONE

PREAMBLE:

WHY THE NEED FOR A YOUNG PHARMACISTS' GROUP IN SIERRA LEONE?

Following the trend and growth of the Pharmacy profession in Sierra Leone and by extension to foster strength to the parent body (the Pharmaceutical Society of Sierra Leone, PSSSL), there is every need to have an establishment of the Young Pharmacists' Group (YPG) in this part of the world. This will also work in line with the FIP-YPG's call for more establishment, networking and opportunities for innovative ideas among member countries of FIP who have an established proportion of Young Pharmacy graduates. This body will serve as an auxiliary to the parent body with defined structures and functions in line with standards and operations of the FIP-YPG. This will also encourage young Pharmacists to be actively involved in their Pharmacy practice and PSSSL.

ABOUT THE YOUNG PHARMACISTS GROUP-SIERRA LEONE (YPG-SL)

BACKGROUND:

YPG-SL forms the springboard of young graduating Pharmacists in Sierra Leone. Its membership comprises of young Pharmacists anticipating for the uplift of the Pharmacy profession through advocacy, commitment, and service delivery within the healthcare sector to enhance optimal patient satisfaction and service delivery.

OBJECTIVES:

1. To provide a forum for young pharmacists in all areas of practice and in all corners of Sierra Leone to share their ideas and concerns of the growth of the profession and to seek for mentorships and career development;
2. To promote the active improvement of Pharmaceutical education and advance the profession of Pharmacy;
3. To involve its members in the moral and ethical obligations of the profession of Pharmacy;
4. To bring astute young minds who will produce innovative and resourceful materials of relevance to the Pharmacy profession and to assist in the improvement and understanding of world health problems;
5. To provide an independent forum for communication and dialogue among members and to contribute to the welfare of all members;
6. To be committed to the improvement of health care and service delivery to everyone and raising societal awareness about the role and importance of Pharmacists in patient care through health promotion activities;

VISION:

The Young Pharmacists Group-Sierra Leone will serve to motivate, inspire, strengthen and create opportunities for its members and young Pharmacists in Sierra Leone to enhance optimal patient care and service delivery.

MISSION:

Serving as the mouthpiece for young graduating Pharmacists in Sierra Leone, the Young Pharmacists Group-Sierra Leone will lead its members and young Pharmacy graduates to develop their career pathways by creating opportunities for leadership and professional development, raising societal awareness about the role and importance of Pharmacists in patient care, and create more opportunities for multidisciplinary connections with other young healthcare professionals. Its members will serve as examples and models to pharmacy students and recent graduates transitioning to professionals. YPG-SL will promote the goals of PSSSL by encouraging young members of PSSSL to participate in PSSSL activities and projects and abiding to the code of ethics of the profession. It will also enhance to promote creativity and innovation amongst young Pharmacists in Sierra Leone.

ARTICLE 1

LOGO, NAME AND MOTTO

1.0 Logo:



1.1 Interpretation of Logo:

The Logo for YPG-SL shall be designed as the structure in the diagram above.

1. The **green plant** overarching the mortar and pestle symbolizes the historic source of drugs.
2. The **mortar and pestle** symbolizes the origin of compounding of medicines.
3. The **double cycle** is to make provision for upgrade to emblem
4. The outlook colours Green, White and Blue are to represent the country's national flag.

1.2 Name:

This group shall be called the **Young Pharmacists' Group Sierra Leone**, abbreviated as **YPG-SL**.

1.3 Motto:

The motto of this group shall be **“Empowering Young Pharmacists”**.

ARTICLE II

MEMBERSHIP

2.0.FULL MEMBERSHIP

Full Membership shall comprise all Young Graduating Pharmacists within 5 years of graduation with a Pharmacy degree from a recognized Pharmacy School who are practicing or doing internship in Sierra Leone.

Any person who qualifies under the provisions of the constitution and wishes to become a member of the Group shall indicate his or her intentions to the secretary of the Group by filling and submitting the required membership form and fulfilling all matters thereof.

Membership in the group shall be classified as follows:

A.Intern Pharmacists:

Membership shall be available to intern Pharmacists who have demonstrated serious interest in the profession of Pharmacy and the objectives of YPG-SL and who have paid the required dues of the Group.

Intern Pharmacists' membership shall be that period from the time of receipt of dues by the financial secretary until completion of internship.

B.Licensed Pharmacists

Membership shall be granted to any licensed Pharmacist who have graduated within the last five (5) years with an Undergraduate degree in Pharmacy from any recognized Pharmacy School and licensed to Practice in Sierra Leone and who has demonstrated a serious interest in the profession of Pharmacy and the objmembersh the YPG-SL and who have paid the required dues of the Group.

2.1 OTHER MEMBERSHIP

A.Members-In-Association(MIA)

An organization seeking admission as a Member or an Observer Organization shall submit an application in writing to the President through the Secretariat.MIA shall be granted to Young Pharmacists' Associations emanating as Pharmacy graduates from substituent colleges and who would want to be part of the national YPG.

B.Honoary Membership

Honorary membership is conferred upon all individuals or interest groups who have contributed immensely in strengthening the efforts and careers of young Pharmacists in Sierra Leone.

Membership in this category is open to all well meaning Sierra Leoneans but cannot partake in the election of executive of YPG-SL nor its official decisions.

C.Alumni Membership

This category of membership is open to all past members of YPG-SL who still wants to contribute to the progress of the Group. Membership in this category cannot partake in the election of executive of YPG-SL nor its official decisions.

2. 2.Resignation and Cancellation

Any member who wishes to resign from YPG-SL and its functions may do so duly through written notification to the Secretary General. Forfeiture of all dues paid to the Group shall be entailed in the resignation. Also, any member found acting contrary to the rules governing the conduct of members of YPG-SL and the objectives of the Group and who fails to comport him/her self upon notifications of warning(s) shall have his/her membership cancelled by a 2/3 vote of motion of the executive against that person.

2.3 Membership Benefits

All full and paid-up members are to benefit from the following:

2.4 Donations:

1. Marriage.....200% of annual due
2. Child Birth50% of annual due
3. Death of wife/husband.....100%
4. Death of a child.....100%
5. Death of father/mother.....50%
6. Death of a member a minimum of200% and executive will decide on other needed contributions and how to raise funds.
7. Death of an Honorary/Alumni member, the executive will decide on the needed fund.
8. In any of the cases above, the executive will decide the number of members to represent the group in attendance.
9. All donations shall be appropriated from the Group's funds and donations for purposes other than those stated above and their values shall be decided upon and determined by the Executive. However, members will contribute to supplement the donation, depending on the decision of the executive.

ARTICLE III
LEADERSHIP AND STRUCTURES

3.0 Qualification to stand for positions

All persons vying for executive positions shall be committed and paid up members of the Group and who have no legal implications at national level or are they wanting of acts/conducts contrary to the ideals of YPG-SL. For the position of President and Secretary General, candidates must be licensed Pharmacists; all other positions are open to both licensed and intern Pharmacists.

3.1 Term of Office

The term of office for all Executives and committee heads shall be for one (1) year. None of the above executives or committee heads shall serve more than two (2) consecutive terms in the same position.

3.2 Training of executives

The Young Pharmacists' Group Sierra Leone will conduct training session(s) for its elected executive members and committee heads in the skills they will need to successfully execute their offices. The discretion of the Executive will determine the exact content and timing of the training based on the different portfolios.

3.3 Dismissal of executives

A two-third (2/3) vote of no-confidence shall be empowered into the general membership in a well attended meeting to dismiss from his/her position any executive or committee member who has failed to perform the duties of his/ her position, providing that the person in question shall have the opportunity to answer the charges against him/her in writing or in person before the membership votes on the question of dismissal.

3.4 Duties of Executives (Domestic Rules)

The Executives of the Group thereof referred to as the “**National Executive Committee**” shall comprise of a President, Secretary General, Financial Secretary, Public Relations Officer, Auditor and 4 Committee heads. The committee heads will recommend members for their committees and these recommended individuals shall be approved by the executive. The committees are: Projects, Media and Publication, events and Nominations committees. These executive members shall be elected at the Annual General Assembly (AGA) of the YPG-SL.

The duties of the Executives shall be as follows:

3.4.1 President

He/She shall:

- a. Be the most senior elected Officer of the Group and official representative of the Group;

- b. Head the National Executive Committee and preside over all meetings of the National Executive Committee and the Annual General Assembly;
- c. See to the implementation of decisions taken by the membership during monthly meetings and the General Assembly;
- d. Sign all approved and confirmed documents on behalf of the Group and together with the Secretary General execute deeds;
- e. Represent the Group at meetings of other Young graduate bodies within the health sector and/ or other bodies where necessary;
- f. Be the principal signatory to the Group's account;
- g. Perform other functions as may be directed by the National Executive Committee, or the general membership.

3.4.2 Secretary General

He /She shall:

- a. Be responsible for the administrative machinery of the Group; summon all meetings in consultation with the President;
- b. Keep records and reports of all procedures and decisions of all general and executive meetings and the AGA;
- c. Arranges the method of delegate(s) registration; the procedure by which motions and resolutions are introduced for consideration by the house during the AGA;
- d. Be responsible for all correspondence of the Group;
- e. See to the implementation of decisions taken by the Executive and General membership
- f. With knowledge of the Executive, represent the Group at meetings of other Young professional bodies and other organizations thereof;
- g. Have the power to act in the capacity of the President, in situations that need immediate action. Such actions shall however be reported at the appropriate time to the Executive for ratification;
- h. Perform other functions as may be directed by the Executive and membership.

3.4.3 Financial Secretary

He/She shall:

- a. Keep proper books of account of the Group;
- b. Present annual budget estimates to the National Executive and general membership for approval;

- c. Present statements of accounts as may be required by the National Executive from time to time;
- d. Present financial statements to the National Executive and the general membership annually;
- e. Oversee the expenditures of the Group;
- f. Perform other functions as may be directed by the Executive and general membership.

3.4.4 Public Relations Officer

He/She shall:

- a. Serve as the official mouthpiece of the group;
- b. See to the publicity of activities of the Group and ensure that the Executive and general membership are well informed about the activities of the Group.

3.4.5 Auditor

He/She shall

- a. Monitor the functions and activities of the executive and the general membership;
- b. Advise the executive on matters of concern raised by the membership;
- c. Make clarifications on matters raised as concern from membership;
- d. Keep records of all duplicates of documents regarding the financial procedures of the Group and other documents of relevance for inspection;
- e. Shall give an annual audit report at the AGA.

3.4.6 Events Committee

- a. Liaise with the executive to make preparations towards gatherings including Conferences, workshops, meetings and the AGA;
- b. Coordinates seating of the delegate(s) during the AGA;
- c. See to the organization of the activities of the Group;
- d. See to the arrangement of joint programs with other groups in consultation with the Executive;
- e. Periodically prepares welfare plans based on the growing needs of the members and the welfare of the Executive members;
- f. See to perform other functions as may be directed by the Executive Committee and general membership.

3.4.7 Media and Publication Committee

- a.Prepare materials required for publication;
- b.Liaise with the PRO to disseminate information regarding the functions of the Group.

3.4.9 Projects committee

- a.They shall be responsible for the design and conduct of the Group's project plans;
- b.This committee shall supervise research proposals and facilitate grants from local and international relations;
- C.They shall advise the Group where necessary on the procedures of the different researches undertaken and projects ahead or accomplished .

3.4.8 Nominations Committee

The Nominations Committee consists of committed members of the Group, including a designated Chairperson, who are not candidates for any national office. The number of committee members will be determined by the executive. The Committee functions to ensure that all candidates for national office are full paid-up members of YPG-SL and to present all identified candidates to the House of Delegates during the Open Session and to oversee the electoral processes such as the use of proxy votes during elections, voting procedures for the election of Executive officers and length of speeches and debate for candidates vying for positions.

3.5 Interim Executive

In a situation where there is a need for an interim executive, provision to maintain and upkeep the mandate of the functions of the group shall be delegated on a team of committed members of the YPG-SL who will steer the events and functions of the group unto the conduct of the AGA where official elections of new executive will be done. They shall be elected at a general meeting. This team shall occupy all the executive and committee positions as stated in this document for the function of the group, i.e., an interim president, secretary general, auditor, financial secretary. PRO, Projects, Events, M/P and Nominations committee. Their function shall be time bound and target oriented, i.e. ensure the safe conduct of an Annual General Assembly.

3.6 Declarations of Vacant Positions

A position shall be declared vacant if:

- 1.The position holder abstains from office for more than three(3) consecutive months.
- 2.If the position holder resigns or is dismissed from the position.

In such cases above, the executive and entire membership in a general meeting will appoint suitable persons into such positions until the conduct of the next AGA.

ARTICLE IV

ELECTION OF EXECUTIVE AND COMMITTEE HEADS

4.0 Election Guidelines and Procedures

4.1 Guidelines

1. Elections shall be held annually at the groups' annual general assembly thereof referred to as the **“Annual General Assembly” of YPG-SL**;
2. Elections shall be held independently for all the offices and at all the levels of the Group;
3. Newly elected officers shall be inducted into office within seven (7) days of their election;
4. All outgoing officers shall give a written report relating to their respective offices and should be approved by the membership at the AGA. Copies of such reports shall be kept in their respective files and handed over to their successors in a handing over ceremony;
5. For amendments to the Constitution as specified in **Article IX** of the Constitution to be necessary, a vote of at least two-third (2/3) of the membership present at the AGA shall be acceptable. Otherwise, all questions shall be decided by a majority of the votes cast.

4.2 Procedures

Voting shall be made by secret ballot, with each eligible voter entitled to cast one vote for each office to be filled. For each office, the candidate receiving a majority of the votes cast for that office shall be elected. In case of a tie the candidates receiving the two (2) highest numbers of votes in the first ballot shall be included in the second balloting. Additional balloting for said office shall continue until one (1) candidate shall receive a majority of votes cast on a re-ballot and he/she shall be elected to the said office.

4.3 Election Code of conducts

- a. Curriculum Vitae and personal statements shall be submitted to the Secretariat through the nominations committee and must be done fourteen (14) days prior to the convening of an Annual General Assembly. A notification of receipt of application shall be made to the candidates. Candidates entering the race after the 14 days time would be considered disqualified;
- b. Candidates will be made known by the nominations committee to the general membership three (3) days to the elections;
- c. Nominees shall publicly address the membership with motivational speeches on the day of elections at the AGA either in person or absentia;
- d. Receptions and or hospitality should not be used for promotion of a candidate and there should be no distribution of campaign materials through any YPG-SL media;

e. No member of YPG-SL shall recklessly or negligently disseminate information on behalf of a candidate about another YPG-SL member or candidate. If this occurs, the candidate is obligated to notify the nominations committee immediately. Any allegation of misconduct or otherwise regarding a candidate shall be submitted in writing to the nominations committee for review 2 days prior to the election. If the allegation of misconduct is found to be valid or will discredit the Group, the nominations committee shall determine the best course of action;

f. In all other circumstances pertaining to the elections, the nominations committee shall determine the appropriate course of action.

4.4 Voting Rights and Forfeiture of Benefits

a. All fully paid up members who have also settled all other matters related to the Annual General Assembly and who have consented to partake in the election of executive willingly are eligible to vote and are duly conferred voting rights. They are however obliged to follow all voting procedures and election code of conducts before, during and after the AGA.

b. Any member who falls into arrears of payment of dues for the annual due scheme forfeits his/her voting rights as well as benefits. That member can however be reinstated after settling in full.

N/B: All dues must be settled in full fourteen (14) days before the conduct of the Annual General Assembly.

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ARTICLE V

MEETINGS AND THE ANNUAL GENERAL ASSEMBLY

5.0 The Annual General Assembly

The entire membership of YPG-SL shall meet annually to elect the executives and committee heads and amend the policy of the group, and conduct such other business as may be necessary. This gathering shall be named the **Annual General Assembly** otherwise known as the “**AGA**”.

The general membership shall meet during the AGA of the group and at such other times and places as it may determine. The date of the AGA shall be announced at least ninety (90) days prior to such meeting.

5.1 Delegate Selection

Any active member fully paid up and committed and who has completed registration for the AGA may serve as a delegate and may participate in the AGA accordingly as prescribed in the standing orders governing the conduct of the AGA.

5.2 Delegate Responsibilities

The primary responsibility of each delegate is to present his/her view accordingly during the conduct of the AGA. Each delegate is sent information approximately fourteen (14) days prior to the AGA about the Group and all proposed resolutions and amendments to be considered by the house during the AGA. Before the AGA, it is the responsibility of the delegate(s) to become familiar with the policy of the group.

5.3 Agenda of the AGA

Agenda and detail of the procedures of the Annual General Assembly shall be determined and published by the executive and shall be distributed to the delegates at the commencement of the AGA. Change to the agenda shall be done only by a vote that effect by at least two-thirds (2/3) of fully paid up members present.

5.4 Official Observer Status

1. Reputable Organizations or individuals may apply to the executive of YPG-SL for official observer status during the AGA. Applicants must demonstrate compliance with guidelines for official observers adopted by the house and the executive shall grant official observer status based on these criteria;

2. Official Observer Status shall be granted to all organizations and individuals with which YPG-SL has an official liaison relationship;

3. Organizations with official observer status are invited to send representative(s) to observe the actions of the membership at the AGA. Official observers may speak or comment on the floor of the AGA upon invitation from the Chair but they cannot vote nor move motions.

5.5 Guidelines for Official Observer status

a. The organization and YPG-SL should already have a formal relationship established and have worked for the mutual benefit of both.

b. The organization should be national or international in scope and have goals and concerns about developmental issues.

c. The organization or individual is expected to add a unique perspective and bring expertise to deliberations in the house during the AGA.

d. The organization or individual must submit their application for observer status at least two weeks before the AGA or YPG-SL must have invited the organization or individual 2 weeks before the AGA.

5.6 Meetings

- a. The Executive shall meet at least once every month and may be convened for an emergency meeting at the instance of the President;
- b. The President shall chair over all meetings. In his/her absence the secretary general can lead the meeting.
- c. All general meetings shall be called by or through the executive and notification of the agenda should be sent Fourteen (14) days prior to such meeting to the entire membership.
- d. In the case of an emergency, a general meeting shall be conveyed without the prior fourteen(14) days notification.

5.7 Quorum

1. The **right to vote** shall be vested in all fully paid up and committed members of the YPG-SL. In order for quorum to be established, a majority of the registered members should be present at the AGA.
2. Candidates can vote and be voted for in abstentia if application is made to the nominations committee with valid reasons 24 hours before the conduct of elections at the AGA.
3. No other votes of a proxy nature shall be allowed except for an emergency that the nominations committee can accept.

ARTICLE VI
REPORTS AND PUBLICATIONS

6.0 Reports

In order to increase the interest of the general membership about the benefits from the Group's general interest programs, as well as increasing the information available to the membership as to the functions of the Executive, the following reports will be published in an official publication of the group which circulates to the general membership at the indicated times:

6.1 Activities Report.

Publication of a report of the Group's general interest activities, including all trips in and out of the country and for public health campaigns shall be done by the executive. Efforts shall be made at every given time to have these reports published not later than one (1) month following the events. Participants to foreign trips or national events on behalf of the group shall make a compilation of the outcome of the event and forward it to the executive through the secretariat not later than Fourteen days (14) after the end of such event. This will help the executive to make their compilation and publish within the one month (1) period provided.

6.2 Financial Report.

The Executive (led by the financial secretary in this case) shall prepare an annual financial report, which shall include income and expenditures for the current and previous fiscal year. The report shall be in an easily understandable form with special itemization of workshops, social events and Committee budgets in details. This financial statement shall be reviewed by the executive and published fourteen days (14) prior to the AGA.

6.3 Publications of Reports and Events

- a.** Publications of reports and events unfolding within the Group shall be written and shared not later than thirty days (30) after each event within the following social media as shall be approved by the membership:
 1. The Group's Facebook page;
 2. The Group's general WhatsApp page;
 3. Any other social media available and approved by the membership at any given point in time.
- b.** There shall be an official website available for all unfolding events and annual events reports and recording. This site shall provide all background details and enquiries needed about YPG-SL.

- c. A Magazine which shall bear the name “**YoungPharmaSL Magazine**” shall be published yearly and will contain messages, research publications, jokes, promotional tips and or any other relevant communication tool that will be of relevance to the profession of pharmacy and healthcare delivery.
- d. A newsletter named “**YPG-SL Newsletter**” will be published quarterly to publish unfolding events within the Group and other relevant information, particularly those of health concerns.

ARTICLE VII

ESTABLISHMENT OF YPG-SL REGIONAL BRANCHES

7.0 Following the growth and establishment of the YPG-SL, provision shall be made for the establishment of regional branches of the YPG-SL thus referred to as “**Regional Branches**”.

These shall include:

1. Eastern Regional Branch
2. Northern Regional Branch
3. Southern Regional Branch
4. North-West Regional Branch
5. Western Area Branch

Each of these branches shall have regional executives and function in liaison with the national body and shall adopt and follow all the objectives and ideals of the national body. The executive structure shall include a regional Chairperson, Secretary, Financial Secretary, PRO, Events committee and Projects committee.

All regional chapters shall be answerable to the national executive and shall give annual reports to the national body about their functions and activities.

The election of regional branch executives for the regional branches shall occur at regional levels with the supervision of the national executive.

The Branch Committee shall meet at least once every month and may be convened for an emergency meeting at the instance of the Chairperson

The Chairperson shall preside over all meetings. In his/her absence the Secretary General shall act.

7.1 FUNCTIONS:

The Branch Executive shall perform the following functions:

- a. Shall initiate and execute Policy action subject to the direction by the Branch General Membership in line with the national body .
- b. The branch executive in consultation with membership shall ensure that, the branch Group is duly inaugurated and registered with the National Group. Such a branch shall be

issued with a registration number. The inauguration shall be done upon the recommendation of the National executive.

- c. Shall submit its annual report to the national executive. Perform similar functions as those of the National Group but with limited jurisdiction.

ARTICLE VIII

FINANCES

8.0 Membership Dues

Annual dues for intern Pharmacists and licensed Pharmacists who graduated within the last five (5) years with a Pharmacy degree shall be determined by the executive and approved by the general membership at every annual meeting or during a consensus general meeting in case of an interim executive.

8.1 Fund-raising Guidelines

No funds may be raised for activities and publications of the Group from sources disapproved by the executive and entire membership.

YPG-SL will publish, on a yearly basis, a list of its current sources of funds from commercial and non-profit sources, which will be available from the national YPG-SL office upon request.

8.2 Authority to Withdraw and Expend Funds

A . Withdrawal of funds

Funds can only be withdrawn by order of the Executive the bank with cheques signed by the President, Financial Secretary and the Secretary General to defray expenses of the Group, its publications, and to further the purposes of the Group.

B.Expending of Funds

Money can be expended only with the authority of the president and the financial secretary.

8.3Fundraising, Social and Educational events:

The executive in consultation with the general membership shall determine the type of social, educational and fundraising events suitable for members at specific points in time during the Group's calendar year. They should be events of interest to the profession and thus necessary to promote the ideals of the profession and young pharmacists in Sierra Leone.

ARTICLE IX

AUDTING AND AMENDMENTS

9.0 Audit of official records

Wherein any active and fully paid up member of the group upon dissatisfaction with any of the matters dealing with the operations of the executive and or needs clarity of the group's official documents, minutes of the proceedings of the executive, general meeting, the membership status and the financial records, such person shall forward to the Auditor General a written request for such purpose. The auditor general will facilitate the adherence to the request within thirty (30) days of such request from the executive or officer in charge. Such documents shall also be produced at any time when requested by a simple majority vote of the delegates at the Annual General Assembly and also in a general meeting.

9.1 Amendments

Proposed amendments to this Constitution shall be considered at the Annual General Assembly of the entire membership. Any five (5) or more full members of the Group may propose amendments to this Constitution by submitting such proposals in writing to the Executive. These proposals must be submitted not later than thirty (30) days prior to the opening session of the annual meeting at which they are to be considered. An affirmative vote of at least two-thirds (2/3) of the delegates present shall be necessary for the adoption of any such proposed amendments.

For all resolutions seeking to amend this constitution, the actual vote counts shall be tabulated and maintained as part of the official record of that session of the general membership.

Documents compiled by Pharm Brima Lahai.

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