



Constitution

October 2013

Name

1. The organisation shall be called the Pharmacy Schools Council, referred to hereafter as PhSC.

Purpose

2. The PhSC will:
 - a. Represent the collective interests and views of all UK schools of pharmacy by:
 - Being a principal source for informed opinion and advice on all matters concerning pharmacy education from the perspective of UK schools of pharmacy,
 - Responding to consultations on matters that impact on pharmacy education, training and research and
 - By providing a point of reference for the media.
 - b. Provide high quality services and add value for members by delivering meetings, policy and communications materials that respond to members' needs
 - c. Work to improve and maintain quality in pharmacy education and training and to facilitate the transition from education into practice
 - d. Work closely with the General Pharmaceutical Council (GPhC), Royal Pharmaceutical Society and other representative and professional groups in pharmacy on matters of shared interest.
3. The purpose outlined in paragraph 2, articulate the strategic objectives of PhSC. These shall be reviewed, along with rest of this constitution at least once every 5 years.
4. PhSC will also set more specific key objectives, linked to the strategic aims. These objectives shall be agreed by members each academic year.

Membership and meetings

5. Full members of the PhSC shall be the serving Heads (or equivalent) of the UK Schools of Pharmacy.
6. A UK School of Pharmacy is defined as a school, faculty or department of a UK University that is responsible for the delivery of an MPharm programme that is accredited by the General Pharmaceutical Council or the Pharmaceutical Council of Northern Ireland.

7. A new School of Pharmacy becomes eligible for full membership following the admission of the first year cohort of students to a (provisionally) accredited MPharm programme.
8. Requests for membership to PhSC from new Schools of Pharmacy must be considered and approved at a quorate meeting of existing members.
9. Attendance at Council meetings of the PhSC will normally be restricted to full members or their nominated deputy, agreed observers and to any guests invited to attend.
 - a. Observers may be invited to attend meetings as representatives of other bodies associated with the work of the PhSC after formal proposal and agreement by a quorate meeting of Council or after electronic consultation.
 - b. Nominated deputies. Each head of school (or equivalent) may nominate one deputy who may attend meetings in the place of the head to all meetings. The nomination is done on an annual basis.
 - c. In exceptional circumstances full members of the PhSC may nominate deputies for a particular meeting or meetings; this is at the discretion of the Chair.
10. A meeting of the Council will be deemed quorate if more than half its members (currently 26) are present.
11. Council will normally meet three times a year with one of these meetings being a residential. Meeting dates for each academic year will be proposed and agreed at the summer meeting of the previous academic year.

Secretariat and administration

12. Secretariat support for PhSC is provided by a team working at the interface between healthcare and higher education. This team is:
 - a. Led by salaried Executive Director who shall be responsible for the administration of the PhSC's activities and the appointment of supporting staff.
 - b. Also serves the Medical Schools Council (MSC), the Dental Schools Council (DSC), the Council of Healthcare Science in Higher Education (CHS) and the Association of UK University Hospitals (AUKUH).
13. The Executive Director and all staff involved in supporting PhSC will be employees of Universities UK (UUK) and enjoy the terms and benefits of all employees of UUK.
14. The Executive Director will report directly to the Chairs of MSC, PhSC, DSC, AUKUH and CHS and will report into the Chief Executive, Universities UK on an agreed basis. This reporting line serves to reassure UUK that the activities of PhSC do not pose any legal, financial or reputational risk to UUK.
15. The Medical Schools Council will take the lead in the appointment of the Executive Director to lead the secretariat which oversees the work of MSC, PhSC, DSC, AUKUH and CHS. It undertakes to consult with PhSC, DSC, AUKUH and CHS in making this appointment subject to the employer responsibilities of UUK.

16. The main contact for PhSC members and stakeholders shall be delegated by the Executive Director to a named Senior Policy Officer.

Officers of the PhSC

17. The Officers of the PhSC, all of whom for the duration of their terms of office shall be members of PhSC nominated by subscribing institutions, shall be (a) the Chair (b) the Deputy Chair and (c) the Treasurer.
18. All members of the PhSC, including currently serving Officers are eligible for election as Officers of the PhSC.
19. Members of the PhSC shall normally elect the Chair three months in advance of the commencement of his/her three-year term of office which under usual circumstances would begin 01 August. It is not normally expected that the Chair be eligible for election for a further term of office.
20. Members of the PhSC shall normally elect the Deputy Chair three months in advance of the commencement of his/her three-year term of office which under usual circumstances would begin 01 August. The Deputy Chair may be re-elected to serve a further three year term or for so long as he or she remains a member of PhSC whichever is the shorter.
21. Members of the PhSC shall normally elect the Treasurer three months in advance of the commencement of his/her three-year term of office which under usual circumstances would begin 01 August. The Treasurer may be re-elected to serve a further three year term or for so long as he or she remains a member of PhSC whichever is the shorter.
22. The Deputy Chair and Treasurer may not continue to hold those Offices on the PhSC if they cease to qualify for membership to PhSC. After ceasing to qualify for membership to the PhSC, the Chair is able to continue in this office for a period of one year. In the case of a School having two members, only the vote of the current member will be counted.

Executive Committee

24. There shall be an Executive Committee of the PhSC consisting of the elected officers of the PhSC and the past chair.
25. There is the opportunity to co-opt members from Scotland, Wales or Northern Ireland to sit on the Executive Committee as a full member. These members will hold responsibility for consulting with schools in the devolved administrations and ensure that issues raised are considered by the Executive Committee where appropriate.
26. The Executive Committee may also co-opt additional members of PhSC or interested members of school staff to meetings of the Executive Committee where this is felt to be appropriate.
27. Meetings of the Executive Committee will usually be held in London. The Chair of the PhSC will ensure that close contact is established and maintained with colleagues in the devolved administrations.
28. A meeting of the Executive Committee will be deemed quorate if 3 members are present.

Elections of Officers and members of the Executive Committee of the PhSC

29. All Officers and members of the Executive Committee of the PhSC shall be elected by ballot from members of the PhSC. Members will nominate themselves to stand for election.
30. A member of the PhSC secretariat shall act as Returning Officer for all elections.
31. An independent scrutineer shall be appointed for all elections; this will normally be the Executive Director of the PhSC.
32. Elections shall be conducted using the Electoral Reform Society's eSTV system. If there is more than one nomination for a post, members will be asked to rank the candidates on a ballot paper and the candidate with proportionally the largest share of the vote as calculated by the eSTV system will be elected.
33. Ballot papers and nomination forms should be returned by email to the Returning Officer.
34. The winner of an election shall be declared by telephone to the successful candidate and by email to all members as soon as possible after the completion of the election process. The announcement will give only the names of the elected candidates, not the shares of the votes cast for each candidate.
35. Elections for the three officers shall usually be staggered to support continuity of leadership.

Funding and financial Records

24. For the purpose of reporting the PhSC is treated as a restricted fund managed by The Medical Schools Council secretariat under the auspices of Universities UK, a Company Limited by Guarantee (No 2517018) and a registered Charity (No 1001127).
25. All PhSC activities will be funded collectively through an annual subscription fee set at a flat rate for all member Schools of Pharmacy. Any changes to the subscription fee must be agreed by Council.
26. The annual accounts for PhSC will be made available to the Treasurer following each year end to present to Council for approval and agreement of the budget and subscriptions for the following year.
27. Universities UK will manage the financial records for the PhSC on an agreed and timely basis with year-end of 31 July.
28. Universities UK will report on the financial performance of the restricted funds it manages in its Statutory Report and Accounts. The Report and Accounts are presented to the UK Board and the Members of Universities UK at the Annual General Meeting. As required the Senior Policy Officer for Pharmacy will report to the PhSC.
29. Universities UK and Medical Schools Council secretariat staff will treat the funding of the PhSC as a restricted fund and accordingly may not use its income for general purposes.
30. Members, including the Chair will cover their own travel expenses incurred attending Council meetings. However members may seek reimbursement for any expenses incurred by

members for external meetings where they are representing PhSC or other agreed business for PhSC.