



**College of Pharmacists of Manitoba**

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# Bylaws

## Governing the College of Pharmacists of Manitoba

Approved: 2024-02-23

## College of Pharmacists of Manitoba

### Bylaw Definitions

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In these bylaws, unless otherwise stated:

“**Act**” means *the Pharmaceutical Act of Manitoba*, including the Regulations made pursuant to the Act.

“**Annual Cycle**” means the twelve-month period, June 1<sup>st</sup> to May 31<sup>st</sup>.

“**Bylaws**” means the bylaws of the College of Pharmacists of Manitoba made under section 75 of *the Pharmaceutical Act of Manitoba*.

“**College**” means the College of Pharmacists of Manitoba (CPhM).

“**Council**” means the governing Council of the College of Pharmacists of Manitoba.

“**Council Chair**” means the individual elected by Council to lead the governance body and preside over meetings of Council.

“**Minister**” means the Minister appointed by the Lieutenant Governor in Council to administer *the Pharmaceutical Act of Manitoba*.

“**Public Representative**” means a person who is not and never has been registered or listed under *the Pharmaceutical Act*.

“**Registrar**” means the registrar of the College of Pharmacists of Manitoba appointed under subsection 7(7) of *the Pharmaceutical Act*; the registrar is the Chief Executive Officer of the College of Pharmacists of Manitoba. The titles “Registrar” and “Registrar / Chief Executive Officer” are interchangeable.

“**Registrant**” means an individual who is either registered or listed under *the Pharmaceutical Act* as a pharmacy professional in the province of Manitoba in one of the classes of registration established in these bylaws.

“**Regulations**” means the regulations passed pursuant to *the Pharmaceutical Act*.

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## College of Pharmacists of Manitoba

### Bylaw Article 1.0 – BYLAWS

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#### Article 1.0

- 1.1 Bylaws of the CPhM, or any article thereof, may be enacted, amended, or revoked by a vote of a majority of the Council members present at a Council meeting.
- 1.2 Notice of a motion to enact, amend, or revoke a bylaw shall be given to Council at least fourteen (14) days prior to the meeting referred to in Article 1.1.
- 1.3 Bylaws must be consistent with *the Pharmaceutical Act* of Manitoba.
- 1.4 Before making, amending, or revoking a bylaw, Council must:
  - a. Provide a copy of the proposed bylaw change to registrants for their review and comment; and
  - b. Review and consider the comments received.
- 1.5 A bylaw may be amended or repealed by a majority of registrants of the CPhM
  - a. Present and voting at a general meeting or special general meeting; or
  - b. Voting by a method conducted in accordance with these bylaws
- 1.6 Notice of a motion to amend or revoke a bylaw shall be given to registrants at least thirty (30) days prior to the time of vote referred to in Article 1.5.
- 1.7 A bylaw remains in effect unless amended or revoked, as per subsection 1.1 or 1.5 of this Article 1.0.
- 1.8 Every bylaw, including any amendment or revocation of a bylaw, shall be maintained as a compilation of the CPhM bylaws by the registrar.

## **College of Pharmacists of Manitoba**

### **Bylaw Article 2.0 – CORPORATE MATTERS**

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#### **Article 2.0**

##### **2.1 Head Office**

The head office of the CPhM shall be in Manitoba.

##### **2.2 Corporate Seal**

The seal of the CPhM shall be in such form as may be prescribed by the Council and shall have the words the “College of Pharmacists of Manitoba” endorsed thereon.

##### **2.3 Fiscal Year**

The fiscal year of the CPhM shall end on December 31<sup>st</sup> in each year.

##### **2.4 Annual Cycle**

The annual cycle of governance shall begin 1<sup>st</sup> June and end the 31<sup>st</sup> May in each year.

Council and committee terms shall follow the annual cycle of governance.

##### **2.5 Auditor**

Council shall appoint, by resolution, an auditor of the CPhM, on an annual basis. The auditor shall, at least once in every year, as soon as possible after the end of the fiscal year, examine the accounts of the CPhM and shall report to Council.

##### **2.6 Signing Officers**

The signing officers of the CPhM shall be designated by Council in policy.



## **College of Pharmacists of Manitoba**

### **Bylaw Article 3.0 – COUNCIL**

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#### **Article 3.0**

##### **Composition of Council**

3.1 There shall be twelve (12) members of Council:

- a. Six (6) appointed pharmacists
- b. One (1) appointed pharmacy technician
- c. Four (4) public representatives
- d. One (1) ex-officio

3.2 The appointed members of Council shall be appointed in accordance with Article 6.0 of this bylaw.

3.3 All public representatives shall be appointed to Council by the Minister.

3.4 The Dean of the College of Pharmacy, Rady Faculty of Health Sciences, University of Manitoba, or designate, shall serve as an ex-officio, voting member of Council.

##### **Term of Office – Registrant Council Members**

3.5 Each registrant member of Council shall serve a three – year term with a maximum of two consecutive terms.

3.6 A Council member who has served two consecutive terms may seek re-appointment after at least two years have elapsed since the expiry of their last term.

##### **Term of Office – Public Representative Council Members**

3.7 Each public representative appointed by the Minister shall serve a term of office prescribed by the Minister.

## **College of Pharmacists of Manitoba**

### **Bylaw Article 4.0 – OFFICERS AND EXECUTIVE COMMITTEE**

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#### **Article 4.0**

##### **Officers of the College**

4.1 The officers of the CPhM shall be:

- a. Council Chair
- b. Council Vice Chair

##### **Executive Committee**

4.2 The Executive Committee shall be composed of:

- a. Council Chair
- b. Council Vice Chair
- c. Two (2) additional Council Members

##### **Election of Officers and Executive Committee Members**

4.3 At the first Council meeting in each annual cycle, the Council shall elect, by secret ballot from among councillors eligible for election, a Chair and a Vice Chair.

In addition, Council shall elect two other council members to serve on Executive Committee.

4.4 The Registrar shall oversee and administer the election process and ensure election results constitute the four positions in line with the provisions in this Article and the Terms of Reference of the Executive Committee.

4.5 There shall be four separate, sequential elections. The election for Chair shall be completed before the process to elect the Vice Chair begins; the election for Vice Chair shall be completed before the processes to elect additional council members to the Executive Committee begin. In this way, someone who is not successful in being elected as Chair may run in the election for the Vice Chair or Executive Committee positions.

##### **Terms of Office**

4.6 The terms of office of the Chair, Vice Chair, and Executive Committee members shall each be for a one-year term, in accordance with the annual cycle.

4.7 Officers shall hold office until their successors are elected.

4.8 No person shall be elected to the same position for more than three (3) consecutive terms.

- 4.9 If the Chair position becomes vacant, the Vice Chair shall assume the Chair position for the unexpired term of office. If the Vice Chair position becomes vacant, the Council shall elect a Vice Chair from among Council members to hold office for the unexpired term of office.
- 4.10 An officer of Council may resign at any time by submitting written notice of such intent to Council. The resignation shall be effective on the date specified in the written notice, or, if no such date is specified, effective immediately.
- 4.11 An officer of Council may be removed from office by a vote of two-thirds (2/3) of the members present at a Council meeting and such removal shall take effect immediately upon the passing of such resolution or the time specified in such resolution.

**Duties and Responsibilities**

- 4.12 Duties and responsibilities of Officers shall be set out in policy.
- 4.13 Duties and responsibilities of the Executive Committee shall be set out in policy.

## **College of Pharmacists of Manitoba**

### **Bylaw Article 5.0 – REGISTRAR**

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#### **Article 5.0**

- 5.1 The Registrar is the Chief Executive Officer of the CPhM.
- 5.2 The Registrar shall be appointed by and responsible to the Council.
- 5.3 The Registrar shall perform all duties prescribed by the Act, regulations, bylaws, and policies.
- 5.4 The Registrar is authorized to prescribe such forms, certificates, or other documents as may be required for purpose of administering the Act, the regulations, or the bylaws.

## College of Pharmacists of Manitoba

### Bylaw Article 6.0 – APPOINTMENTS TO COUNCIL

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#### Article 6.0

#### Appointments

- 6.1 An Appointment Committee will be established by Council to complete the council appointment process.
- The authority, duties and responsibilities of the Appointment Committee will be set out in policy.
- 6.2 The following districts are established for the appointment of registrants to Council:
- a. District 1: An Urban Area within the Winnipeg Perimeter
  - b. District 2: A Rural Area outside the Winnipeg Perimeter
- 6.3 Six pharmacists shall be appointed to Council.
- i. Three (3) shall be appointed from District 1
  - ii. Three (3) shall be appointed from District 2.
- 6.4 One pharmacy technician shall be appointed to Council.  
Geographic regions do not apply to pharmacy technician appointments to council.
- 6.5 Council members from all Districts will be appointed on the same date in 2024.
- 6.6 One pharmacist appointed from District 1 and one pharmacist appointed from District 2 in 2024 shall serve three – year (3) terms. Appointments for these Council seats will be conducted in 2027 and every three (3) years thereafter.
- 6.7 One pharmacist appointed in District 1 and one pharmacist appointed in District 2 in 2024 shall serve a two-year (2) term, with the next appointments to be conducted in 2026. Beginning in 2026, these members of Council shall serve a three – year (3) term.
- 6.8 One pharmacist appointed in District 1 and one pharmacist appointed in District 2 in 2024 shall serve a one-year (1) term, with the next appointments to be conducted in 2025. Beginning in 2025, these members of Council shall serve a three – year (3) term.
- 6.9 The pharmacy technician shall serve a three-year (3) term. The next appointment for this Council seat will be conducted in 2027 and every three (3) years thereafter.

#### Eligibility

- 6.10 An individual is eligible for appointment to Council if:
- a. The individual is a registrant of the CPhM and holds a class of registration or listing that allows them to serve on Council, in accordance with Article 12.0 of these bylaws.

- b. on the deadline for receipt of applications, the registrant is a registrant in good standing and their registration or listing is not subject to terms, conditions, or limitations;
- c. on the deadline for receipt of applications, the registrant is not in default of the payment of any fee prescribed by the Regulations or required by the bylaws;
- d. on the deadline for receipt of applications, the registrant is not the subject of any disciplinary or incapacity proceedings;
- e. the registrant's registration or listing has not been revoked, suspended, surrendered, or subject to conditions within the current calendar year, and the six (6) years preceding the deadline for receipt of applications, for matters either:
  - i. set out in section 34(1)(a) through (f) and section 54 of the Act, or
  - ii. regulatory consequences placed on a listing as a result of professional misconduct;
- f. the Registrant has not been the subject of any professional misconduct, incompetence or incapacity finding in the six (6) years preceding the deadline for receipt of applications;
- g. the Registrant has not previously been removed from Council under Article 6.22 of these bylaws in the three (3) years preceding the deadline for receipt of applications;
- h. on the deadline for receipt of application, the registrant's primary place of employment is in the district in which they are being considered for appointment;
- i. the registrant has resigned, before submitting an application for consideration for appointment, any position such as director, owner, board member, officer or employee that the registrant holds with a professional advocacy association relating to the professions of pharmacy.

6.11 No employee of the CPhM shall be eligible for appointment to Council.

6.12 A dispute as to whether a registrant is eligible for appointment to Council will be determined by the Appointment Committee.

### **Applications for Appointment**

6.13 An application must be in writing on the application form provided by the CPhM and must be received by the Council Chair no later than the date fixed for receiving applications.

6.14 A call for applications shall be made at least 30 days prior to the date fixed for receiving applications.

### **Notice of Results**

6.15 The Council Chair shall promptly provide notice of the appointments.

### **Taking Office**

6.16 Subject to section 6.16 of this Article, Council members shall take office on the 1<sup>st</sup> day of June in the year of their appointment.

6.17 Council members appointed in mid-term to fill a vacancy shall take office immediately upon appointment.

### **Filling of Vacancies on Council**

- 6.18 If the seat of a registrant Council member becomes vacant before the expiry of the member's term of office, a call for applications shall be published to fill that vacancy.
- 6.19 The term of a member appointed under section 6.17, shall continue until the time the former Council member's term would have expired.
- 6.20 If the seat of a public representative on Council becomes vacant, the Minister's Office will be advised of the vacancy.

### **Cease to be a Council Member or Disqualification**

- 6.21 Any Council member may resign at any time by providing written notice to the Chair of Council and the Registrar. Such notice shall be effective immediately and irrevocable.
- 6.22 Any Council member shall cease to be a member of Council if they:
- a. Reside and practice outside of Manitoba
  - b. Resign
  - c. No longer hold a class of registration that allows them to serve on Council, in accordance with Article 12.0 of these bylaws
  - d. Become an employee of the CPhM
  - e. Die.
- 6.23 Any member of Council shall be disqualified from sitting on Council if they:
- a. are subject to a finding in accordance with section 54 of the Act;
  - b. hold a licence to practice that becomes subject to a term, condition, or limitation
  - c. hold a listing to practice that becomes subject to a term, condition, or limitation
  - c. is found guilty of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification;
  - d. is in default of payment of any fee prescribed by CPhM bylaw for a period of more than thirty (30) days;
  - e. fails, without reasonable cause, to attend two consecutive meetings of the Council;
  - f. fails, without reasonable cause, to attend two consecutive meetings of a committee of which they are a member;
  - g. becomes a member of any other college regulated under the *Regulate Health Professions Act* (RHPA) or single health care profession statute;
  - h. retains or obtains a responsible position such as director, owner, board member, or officer or retains employment or becomes an employee of any professional advocacy association relating to the pharmacy professions; or

- i. fails, in the opinion of two thirds of the members of Council present and voting, to discharge properly or honestly any office to which they have been appointed or elected, or to abide by the Council Oath of Office and / or Code of Conduct.

6.24 When an individual ceases to be a Council member, all committee appointments and representations held by that individual shall be declared vacant.



## College of Pharmacists of Manitoba

### Bylaw Article 7.0 – FIDUCIARY OBLIGATIONS OF COUNCIL MEMBERS AND COMMITTEE MEMBERS

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#### ARTICLE 7.0

##### Fiduciary Obligation

- 7.1 Members of the Council and committees have a fiduciary relationship with the CPhM. Council members and committee members have an obligation to act in the best interest of the CPhM, which includes keeping CPhM information confidential and avoiding conflicts of interests.

##### Agreements

- 7.2 Upon appointment, and annually thereafter if requested, every Council member is required to complete and deliver to the Registrar:
- a. Oath of Office
  - b. Oath of Confidentiality
  - c. Conflict of Interest Agreement
  - d. Conflict of Interest Questionnaire / Affiliations Form

Council members and committee members must comply with the Code of Conduct for Council and Committee Members.

- 7.3 Upon appointment, and annually thereafter if requested, every committee member is required to complete and deliver to the Registrar:
- a. Oath of Confidentiality
  - b. Conflict of Interest Agreement
  - c. Conflict of Interest Questionnaire / Affiliations Disclosure Form

##### Confidentiality

- 7.4 Members of the Council and committees are required to maintain confidentiality of information that comes before them in the course of discharging their duties unless disclosure is authorized by Council or is otherwise permitted under the Act.

##### Duty to Avoid Conflict of Interest

- 7.5 All Council members and committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matter where they have a direct or indirect personal, professional, or financial interest.
- 7.6 All Council members and committee members have a conflict of interest where a reasonable person could conclude that there is the appearance that:
- a. The personal, professional, or financial interests of a Council member or committee member or a related person could influence the Council member's or committee member's judgement in performing their duties.

- b. A Council member or committee member holds a responsible position such as director, owner, board member, committee member, officer, or employee of any professional advocacy association relating to the profession of pharmacy.
- c. The Council member or committee member is not directly involved with the matter and attempts to influence another Council member or committee member or a member of the staff of the CPhM who is involved in the matter.
- d. There is an actual, potential, or perceived use of CPhM information by a Council member or committee member for personal gain.
- e. There is an appearance of bias.
- f. The Council member's or committee member's position with another organization affects their decision-making abilities.

7.7 If a Council member or committee member considers themselves to have a conflict of interest or should the Council or committee declare that there is conflict of interest, the Council or committee member will:

- a. Absent themselves from the portion of the meeting relating to the matter
- b. Refrain from influencing, in any way, the voting and refrain from doing anything that might be perceived as attempting to influence the decision of other Council members or committee members on the matter; and
- c. Decline to vote or take part in the discussion on any question relating to the matter.

7.8 Council and committees will follow any supplemental policy and procedure contained in the Conflict of Interest Policy that will be established and updated from time to time.

### **Staff Positions**

7.9 A member of Council or a committee may not hold any other position, contract, or appointment with the CPhM while serving as a member of Council or its Committees. There is a one-year waiting period before the individual may apply for a staff or consultant position with the CPhM after serving on Council or committee. This includes, but is not limited to, positions as investigator, inspector, or staff.

## College of Pharmacists of Manitoba

### Bylaw Article 8.0 – COMMITTEES

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#### Article 8.0

##### Statutory Committees Under the Act

- 8.1 Pursuant to the Act, CPhM must have the following Statutory Committees, the duties of which are set out in the Act:
- a. Board of Examiners Committee
  - b. Complaints Committee
  - c. Discipline Committee
- 8.2 Pursuant to the Act, CPhM may have the following Statutory Committees, the duties of which are set out in regulation:
- a. Dispensing Practitioners Committee
  - b. Extended Practice Pharmacist Advisory Committee

##### Committees of Council

- 8.3 Council may establish committees.
- 8.4 The principles which guide how standing and other committees of Council are established, the mandate of each, and how such committees operate shall be set out in policy.
- 8.5 Committees of Council will be assigned to support and reinforce the work of Council; a committee of Council will exist to accomplish the duties and tasks set out for it by Council in its terms of reference
- 8.6 Terms of reference for a committee of Council will have a clear mandate, product, authorities, timelines, and staff considerations.

##### Ad Hoc Committees

- 8.7 Ad hoc committees may be appointed by Council for a specific purpose on precise terms of reference which state that the committee shall cease to function upon completion of the specific task.
- 8.8 Council shall establish for the ad hoc committee:
- i. Specific objective, duties, or tasks to be achieved
  - ii. Membership and term of appointment
  - iii. Chairperson
  - iv. Budget allocation

## College of Pharmacists of Manitoba

### Bylaw Article 9.0 – REMUNERATION AND REIMBURSEMENT OF EXPENSES FOR COUNCIL AND COMMITTEES

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#### Article 9.0

- 9.1 Council members and committee members shall be eligible for remuneration for attending council and committee meetings.
- 9.2 Council shall set out policies defining:
- i. Rate of remuneration offered to council and committee members for attending meetings.
  - ii. Reimbursement for expenses incurred in the course of attending meetings of Council or committees of the CPhM.

## College of Pharmacists of Manitoba

### Bylaw Article 10.0 – COUNCIL MEETINGS

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#### Article 10.0

- 10.1 Regular, special, and emergency Council meetings shall be held at such times and places and with such notice to Council members as may be set out in policy.
- 10.2 The annual cycle of governance is set out in Article 2.4 of these bylaws.
- 10.3 Council shall have no fewer than four regular meetings during each calendar year, held one in each quarter of the calendar year, if reasonably possible.
- 10.4 Council meetings may be held in-person, by videoconference, teleconference, or any manner of virtual communication, or hybrid version thereof, as long as all persons participating in the meeting may hear and participate in discussion of the meeting.
- 10.5 Unless specifically provided for otherwise under the Act or the Regulations, a majority of Council members constitutes a quorum for any meeting of the Council and must include at least one officer and one public member of Council.
  - i. In determining quorum of Council, a total number of the members shall be considered, and not be reduced as a result of any vacancy.
- 10.6 General meetings of Council shall be open to the public for observation, as set out in policy.
- 10.7 Council may consider an item in a closed session of Council if it meets criteria as a confidential or personal nature. Such criteria and procedure for a closed session shall be set out in policy.
- 10.8 Persons wishing to make a submission on an issue to Council may apply in advance to the Registrar in accordance with policy.

**Article 11.0**

**Annual General Meeting**

- 11.1 An annual general meeting shall be held at least once every calendar year.
- 11.2 An annual general meeting of the CPhM shall be held at a date, time, and in a format to be determined by Council, and the agenda for the meeting shall be set by Council.
- 11.3 At least twenty-one (21) days before the date of the annual general meeting, notice of the annual general meeting shall be published.
- 11.4 The agenda and annual report shall be published prior to the annual general meeting.
- 11.5 The accidental omission to give notice to any registrant or registrants shall not invalidate any action taken at an annual general meeting.

**Special General Meetings**

- 11.6 Council shall convene a special general meeting:
  - i. When it considers it advisable, or
  - ii. Upon receiving written request, signed by at least five (5%) percent of the registrants of the CPhM entitled to vote, specifying a resolution to be deliberated and voted upon.
- 11.7 Notice of a special general meeting of the CPhM shall state the business to be considered at the meeting; the business transacted at a special general meeting of the CPhM shall be limited to that specified in the notice thereof.
- 11.8 The accidental omission to give notice to any registrant or registrants shall not invalidate any action taken at a special general meeting.

**Quorum**

- 11.9 A quorum for any annual or special general meeting of the CPhM shall be the number of registrants eligible to vote and in attendance at the meeting.

**Records**

- 11.10 Minutes shall be taken at all annual and special general meetings of the CPhM.

## **Voting at Annual and Special General Meetings**

- 11.11 Eligibility to vote at an annual or special general meeting shall be determined based on verification of registration according to the official register, maintained in the registration database.
- 11.12 At any annual or special general meeting of the CPhM, each registrant who is eligible to vote shall be entitled to one vote.
- 11.13 A majority vote of those registrants eligible to vote and in attendance shall be required to pass a resolution at an annual general meeting.
- 11.14 In the event of a tie vote, the motion would be defeated.
- 11.15 A two-thirds (2/3) vote of the registrants eligible to vote and in attendance shall be required to pass a resolution at a special general meeting.
- 11.16 The procedural rules of the CPhM shall apply to every annual and special general meeting; any points of procedure not specifically provided for in the procedural rules of the CPhM shall be decided by the procedure as set forth in Robert's Rules of Order Newly Revised, current edition.

## College of Pharmacists of Manitoba

### Bylaw Article 12.0 – REGISTRANTS

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#### Article 12.0

#### Registers of the College of Pharmacists of Manitoba

12.1. In accordance with Section 9 of the Act, the Registrar shall maintain the following registers of the CPhM:

- i. A register of pharmacists
- ii. A register of interns
- iii. A register of students
- iv. A register of licensed pharmacies

12.2 In accordance with Section 60 of the Pharmaceutical Regulations, the Registrar shall maintain a list of pharmacy technicians.

#### Classes of Registrants

12.3 The register of pharmacists includes the following classes:

- i. Provisional Registered Pharmacists
- ii. Full Registered Pharmacists
- iii. Non-Practicing Registered Pharmacists
- iv. Inactive / Retired Pharmacists

12.4 The list of pharmacy technicians includes the following classes:

- i. Provisional Pharmacy Technicians
- ii. Practicing Pharmacy Technicians
- iii. Non-Practicing Pharmacy Technicians

12.5 Individuals of any class in 12.3 and 12.4, as well as students and interns, are the registrants of the CPhM.

12.6 The requirements to be eligible to register in any class, and the terms, limitations, and obligations to remain in each class are set out in practice direction.

#### Practice Year

12.7 The practice year shall commence on the first day of January and terminate on the last day of December.

12.8 A licence or certificate to practice is valid in the practice year it is issued, from the date issued to the last day of December.

12.9 A licence or certificate to practice is subject to any terms, limitations, or conditions, as may be prescribed in accordance with the Act, regulations, bylaws, and policies administering the Act.



## **Rights, Privileges, and Responsibilities of Registrants**

### **12.10 Rights, Privileges, and Responsibilities of all Registrants**

- i. Are entitled to attend annual general and special general meetings of the CPhM
- ii. Are entitled to receive official CPhM publications
- iii. Shall pay the fees prescribed in Schedule A of these bylaws
- iv. Shall report to the CPhM, within thirty (30) days:
  - Any change in name
  - Any change in home address, telephone number, facsimile number, or email address
  - Any change to place(s) of employment, including business address, telephone number, facsimile number, or email address for each place of practice
- v. Shall answer all correspondence from the CPhM in which a reply is requested and required, within fifteen (15) days or the deadline specified in the correspondence
- vi. Shall accurately complete and submit the required annual renewal by providing such information as may be requested and required pursuant to the Act, regulations, and these bylaws.

### **12.11 Rights, Privileges, and Responsibilities of Provisional Registered Pharmacists**

- i. May hold a licence to practice with the limitation that such practice is carried out under the supervision of a Full Registered Pharmacist with a valid licence to practice, according to applicable provisions in the Act, regulations, standards of practice, and practice directions.
- ii. Is entitled to use a protected title, as set out in Section 4(2) of the Act, but only in conjunction with the term "Provisional", as set out in the practice direction on the use of titles.
- iii. Must convert their class of registration to Full Registered Pharmacist upon achieving all requirements to be eligible for the Full Registered Pharmacist class of registration.
- iv. May not serve as an appointed registrant member of Council
- v. May serve as an appointed member on any committee of the CPhM, but shall not hold the position of chairperson of such a committee
- vi. May attend and participate in, but not vote at meetings of the CPhM

### **12.12 Rights, Privileges, and Responsibilities of Full Registered Pharmacists**

- i. May hold a licence to practice, according to applicable provisions in the Act, regulations, standards of practice, and practice directions.
- ii. Is entitled to use a protected title, as set out in Section 4(2) of the Act
- iii. May serve as an appointed registrant member of Council
- iv. May serve as an appointed member on any committee of the CPhM
- v. May attend, participate in, and vote at annual and special general meetings of the CPhM, in accordance with these bylaws

#### 12.13 Rights, Privileges, and Responsibilities of Non-Practicing Pharmacists

- i. Is entitled to use a protected title, as set out in Section 4(2) of the Act, but only in conjunction with the term “Non-Practicing”, as set out in the practice direction on the use of titles.
- ii. May attend and participate in, but not vote at annual and special general meetings of the CPhM
- iii. May serve as an appointed member on any committee of the CPhM, but shall not hold the position of chairperson on such a committee
- iv. May not serve as an appointed registrant member of Council, with some exceptions, as outlined in policy

#### 12.14 Rights, Privileges, and Responsibilities of Inactive / Retired Pharmacists

- i. Is entitled to use a title, as set out in Section 4(2) of the Act, but only in conjunction with the term “Inactive” or “Retired”, as set out in the practice direction on the use of titles.
- ii. May attend and participate in, but not vote at annual and special general meetings of the CPhM

#### 12.15 Rights, Privileges, and Responsibilities of Students

- i. May attend and participate in, but not vote at annual and special general meetings of the CPhM

#### 12.16 Rights, Privileges, and Responsibilities of Interns

- i. May attend and participate in, but not vote at annual and special general meetings of the CPhM

#### 12.17 Rights, Privileges, and Responsibilities of Provisional Pharmacy Technicians

- i. May hold a certificate to practice with the limitation that such practice is carried out under the direct supervision of a Full Registered Pharmacist with a valid licence to practice or a practicing pharmacy technician, according to applicable provisions in the Act, regulations, standards of practice, and practice directions
- ii. Must convert their class of listing to Practicing Pharmacy Technician upon achieving all requirements to be eligible for such listing
- iii. May not serve as an appointed registrant member of Council
- iv. May serve as an appointed member on any committee of the CPhM, but shall not hold the position of chairperson of such a committee
- v. May attend and participate in, but not vote at meetings of the CPhM

#### 12.18 Rights, Privileges, and Responsibilities of Practicing Pharmacy Technicians

- i. May hold a certificate to practice, according to applicable provisions in the Act, regulations, standards of practice, and practice directions
- ii. May serve as an appointed registrant member of Council
- iii. May serve as an appointed member on a committee of the CPhM
- iv. May attend, participate in, and vote at annual and special general meetings of the CPhM in accordance with these bylaws

12.19 Rights, Privileges, and Responsibilities of Non-Practicing Pharmacy Technicians

- i. May attend and participate in, but not vote at annual and special general meetings of the CPhM
- ii. May serve as an appointed member on any committee of the CPhM, but shall not hold the position of chairperson on such a committee
- iii. May not serve as an appointed registrant member of Council, with some exceptions, as outlined in policy.

## College of Pharmacists of Manitoba

### Bylaw Article 13.0 – FEES

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#### Article 13.0

13.1 Schedule A: Fees shall be set annually, in accordance with the financial policies of Council.

13.2 The Registrar may charge a fee for:

- i. anything the Registrar is required or authorized to do under statute, regulations or bylaw.
- ii. anything that a committee of the CPhM is required or authorized to do under statute or regulation.

13.3 A fee levied to an individual or corporation in reference to:

- Application
- Registration
- Licence to Practice as a Pharmacist
- Special authorization in practice
- Transfer of registration category
- Listing to Practice as a Pharmacy Technician
- Pharmacy licence

As set out in Schedule A: Fees, shall be paid prior to the granting of a registration in any registration category, granting of a licence to practice, listing to practice, or licence to operate a pharmacy, whichever the case may be, and is non-refundable.

13.4 A licence to practice, listing to practice, or licence to operate a pharmacy must be renewed annually as specified in a renewal notice and meet all other obligations as prescribed by statute, regulation, and bylaw.

13.5 A registrant must comply with requests specified in an annual registration and licence renewal or listing renewal notice and meet all other obligations as prescribed by statute, regulation, and bylaw. Failure to comply with the terms contained in such a notice will result in the cancellation of the registration, listing, or licence.

13.6 A licence to practice as a pharmacist shall expire on December 31<sup>st</sup> in each year, unless renewed prior to that date, and each person whose licence to practice has expired shall not practice as a pharmacist.

13.7 A listing to practice as a pharmacy technician shall expire on December 31<sup>st</sup> in each year, unless renewed prior to that date, and each person whose listing has expired shall not practice as a pharmacy technician.

13.8 A licence to operate a pharmacy shall expire on December 31<sup>st</sup> in each year, unless renewed prior to that date. A pharmacy whose licence has expired shall not operate.

13.9 A pharmacy licence will be issued upon confirmation that the pharmacist designated as the pharmacy manager has paid all fees and is licenced to practice.

- 13.10 Registrants who stop practising for a period of time during the current Practice Year will not be entitled to any reduction in their annual fees.
- 13.11 Fees that are not paid by the date stipulated on a renewal notice will attract an automatic late penalty, as set out in Schedule A: Fees.
- 13.12 Other fees may be levied, in accordance with Schedule A: Fees.

## College of Pharmacists of Manitoba

### Bylaw Article 14.0 – HONORARY MEMBERS

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#### Article 14.0

- 14.1 The privileges of honorary membership shall be open to any person who is not a registrant of the CPhM who has made an outstanding contribution to assist the CPhM in fulfilling its mandate and objects relating to the regulation of the profession of pharmacy in Manitoba in the public interest and / or furthering the mission of CPhM.
- 14.2 Honorary members must be nominated by five (5) registrants of the CPhM. Nominations shall be submitted once, annually, on November 1<sup>st</sup>.
- 14.3 Council shall consider nominations of honorary members annually, at its next meeting after November 1<sup>st</sup>. Council may approve honorary members by at least a two-thirds (2/3) vote.

#### Fees

- 14.4 Honorary members will not pay annual registration fees.

#### Conditions

- 14.5 Only those who are not registered or listed with CPhM, and are not eligible to apply for registration or listing with CPhM, are eligible for honorary membership.
- 14.6 An honorary membership shall be for life, save and except in the case where, in the opinion of Council, the member acts in a manner inconsistent with an honorary member designation.
- 14.7 Honorary members shall not be eligible for nomination to Council.
- 14.8 Honorary members shall not have voting privileges.
- 14.9 Honorary members shall not use any title protected by the CPhM, including pharmacist and pharmacy technician, and shall not hold themselves out as qualified to practice the profession of pharmacy.

## College of Pharmacists of Manitoba

### By-Law Article 15.0 – PROCEDURES TO MAINTAIN A CODE OF ETHICS

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#### Article 15.0

- 15.1 The College of Pharmacists of Manitoba has adopted a Code of Ethics governing the conduct of registrants, students, interns, and owners.
- 15.2 Council may amend or repeal the Code of Ethics, as set out in the following procedure:
- a. Council may, at an open meeting, approve in principle, revisions to the code of ethics.
  - b. Council shall provide a copy of the proposed revisions for public review and comment.
  - c. Council shall receive comments for a period of thirty (30) days.
  - d. Council shall consider the comments received.
  - e. After considering the comments received, Council shall adopt amended code of ethics at an open meeting of Council.
- 15.3 The Code of Ethics may be amended or repealed by a majority of registrants of the CPhM, as set out in the following procedure:
- a. A vote may be held by registrants casting their ballots in person at a general meeting special general meeting, or voting by electronic ballot
  - b. Proposed changes to the code of ethics would be adopted by a simple majority of those present and voting in person or casting a vote by electronic ballot
  - c. Prior to a vote, either in person or electronically, the proposed amended or replacement code of ethics will be circulated for public review and comment for a period of thirty (30) days
  - d. All aspects of the process to amend or repeal and replace the code of ethics by a majority vote of registrants shall be overseen by the registrar.