

**Private Pharmacy Retail Business Association - By-**  
**Laws**

## **Article I: Name and Purpose**

### ✓ **Section 1.1 – Name**

The name of this organization shall be the Private Pharmacy Retail Business Association, hereinafter referred to as "The Association" or "PPRBA."

### ✓ **Section 1.2 – Purpose**

The purpose of the Association shall be to unite private pharmacy businesses and retail pharmacists in Trinidad, fostering collaboration, education, advocacy, and ethical procurement. The Association aims to uplift the retail pharmacy sector, restore the public's trust in pharmacists, and ensure access to safe, affordable and quality healthcare.

## **Article II: Membership**

### ✓ **Section 2.1 - Membership Categories**

The Association shall consist of the following categories of members:

- a) Retail Pharmacists: Individuals holding a pharmacist's license.
- b) Pharmacy Business Owners: Business owners operating licensed pharmacy establishments.

### ✓ **Section 2.2 - Rights and Responsibilities**

a) Retail Pharmacists:

- Enjoy free membership.
- Participate in Association discussions, events, and networking.
- Access educational resources and materials.
- Uphold the Code of Conduct.

b) Pharmacy Business Owners:

- Pay a monthly fee of \$250.
- Access exclusive benefits, including bulk ordering and cost savings.
- Attend meetings and participate in decision-making processes.
- Uphold the Code of Conduct.

### ✓ **Section 2.3 - Application for Membership**

- a) Individuals seeking membership shall complete the appropriate application form.
- b) Applications shall be reviewed and approved by the Board.

### ✓ **Section 2.4 - Termination of Membership**

- a) Membership may be terminated by resignation, non-renewal, or for violations of the Code of Conduct.
- b) The Board may terminate membership for actions detrimental to the Association or violations of the Code of Conduct.

## Article III: Board of Executives

### ✓ Section 3.1 – Composition

The Board of Executives shall consist of seven (7) members: Chairman, Vice Chairman, Secretary, Treasurer, Public Relations Officer, and two (2) Trustees.

### ✓ Section 3.2 - Selection and Term

Board members shall be elected through a nomination and voting process at general meetings. Each term shall be one (1) year, with the possibility of re-election no more than twice.

### ✓ Section 3.3 - Roles and Responsibilities

The Board shall collectively oversee the Association's activities, policies, and strategic direction. Specific roles include but are not limited to:

- Chairman: Lead the Board, represent the Association, and preside over meetings.
- Vice Chairman: Assist the Chairman and assume responsibilities in their absence.
- Secretary: Maintain accurate records, manage meeting minutes, manage correspondence, and ensure transparency.
- Treasurer: Manage finances, budgets, and financial reporting.
- Public Relations Officer: Manage communication, marketing, and public relations efforts.
- Trustees: Safeguard the Association's interests, provide guidance, and ensure adherence to the mission.

## Article IV: Meetings and Procedures

### ✓ Section 4.1 – Meetings

- a) Regular Meetings: The Board shall meet monthly.
- b) General Meetings: All members shall gather tri-annually to discuss Association matters.

### ✓ Section 4.2 - Decision-Making

Decisions shall be made by a majority vote of Board members present. In the case of a tie, the Chairman's vote shall serve as the tiebreaker.

### ✓ Section 4.3 - Meeting Notices

- a) Notices shall be sent at least seven (7) days prior to meetings by the Public Relations Officer.
- b) Meeting agendas shall be circulated with the notices.

## **Article V: Committees**

### ✓ **Section 5.1 – Committees**

The Board may establish committees, such as Education, Advocacy, Disciplinary, Financial, Events and others, consisting of members who share common interests and objectives.

### ✓ **Section 5.2 - Committee Composition**

Committee members shall be appointed by the Board from interested Association members.

## **Article VI: Code of Conduct**

### ✓ **Section 6.1 - Adherence**

All members, including Board members, paying members, and non-paying members, shall adhere to the Association's Codes of Conduct. Violations shall be addressed through a disciplinary process outlined in Article VI, Section 6.2.

### ✓ **Section 6.2 - Violation Procedure**

a) Any member may report a suspected violation of the Code of Conduct to the Board.

b) The Board shall investigate the report, affording the accused member an opportunity to respond.

c) If the Board determines that a violation has occurred, it shall impose appropriate disciplinary measures, which may include warnings, suspension, or termination of membership.

## **Article VII: Financial Matters**

### ✓ **Section 7.1 - Membership Fees**

a) Paying members shall pay a monthly fee of \$250.

b) Membership is free for retail pharmacists and other pharmacists.

### ✓ **Section 7.2 - Financial Management**

The Treasurer shall maintain accurate financial records, prepare budgets, and present financial reports to the Board and members.

### ✓ **Section 7.3 – Audit**

The Association's financial records shall be subject to periodic audits by an external auditor.

## **Article VIII: Ethical Procurement**

### **✓ Section 8.1 - Bulk Ordering**

The Association will facilitate bulk ordering transactions to secure cost-effective deals for paying members to participate in. The Association shall make no profit on these transactions.

## **Article IX: Amendments**

### **✓ Section 9.1 - Amendment Procedure**

Amendments to the by-laws may be proposed by the Board or members. A two-thirds majority vote of members present at a general meeting is required for amendment approval.

## **Article X: Dissolution**

### **✓ Section 10.1 - Dissolution Procedure**

In the event of dissolution, remaining Association funds shall be donated to a charitable organization aligned with the Association's mission.

## **Article XI: Effective Date**

### **✓ Section 11.1 - Effective Date**

These by-laws shall take effect upon adoption by the Board.

**These proposed by-laws encompass the governance, membership, roles, responsibilities, procedures, and ethical standards that guide the operations of the Private Pharmacy Retail Business Association.**

**Adopted by the Board on [Date].**

**Registered on [Date].**