

**TANZANIA PHARMACEUTICAL STUDENT ASSOCIATION
(TAPSA)**



**TAPSA CONSTITUTION
2021
REVISED 2025**

“This is an official document of Tanzania Pharmaceutical Students’ Association, through which all day-to-day activities of the association run. Every Member of the association plus any other stakeholder has an obligation of respecting it and make sure that in any circumstance there is no compromise against the document”.

TAPSA CONSTITUTION 2021, REVISED 2025

FORE WORD

A: ABOUT TAPSA

- Being the student aspiring to be health cadre delivers and service providers we are entitled responsibility to the Tanzanians and world at large as tomorrow health practitioners.
- Having a goal to prepare diligent health professionals ADUPS was founded in MidAugust 1987 by MUCHS pharmacy students and as a result of guidance and support from IPSF, the association was officially registered on the 4th April 1990 in UDSM.
- It became a full member of IPSF and APSF in August 1993 and September 2002 respectively.
- ADUPS has being active for almost twenty years and her members have every reason to be proud for attaining this age. In the year-2007 MUCHS declared transformation from being a constituent College of University of Dar es Salaam to full-fledged University hereby namely MUHAS. ADUPS had to transform her name and become TAPSA.
- Following this expansion, the association is having chapters in colleges/universities providing pharmaceutical science.
- Being pharmacy student we are entitled to understand that the national health policy and National drug policy in particular in vital to guide Tanzania towards the development of health sector, henceforth we shall dedicate our effort tirelessly and diligently make sure that ordinary Tanzanians are well informed on the rational use of drug, essential drug concept and drug information at large in order to have improved health services provision, assess and equality while addressing the different reforms that are taking place in the health sector.
- TAPSA shall always offer tremendous scientific contribution in matters of health importance and drug information in particular through our dedicated commitment.

TAPSA CONSTITUTION 2021, REVISED 2025

B: PREAMBLE

- Whereas the member of association conceives in mind understand and believe that TAPSA play her role to promote, safeguard and maintain honor of pharmacy profession and prepare, health professionals who will serve the nation.
- Whereas the member of Association understands and believe that only genuine autonomous and independent association run democratically by student themselves will be completely responsible to her members and hence serve their interest to the best of her capacity.
- Whereas belief shows that diligent and autonomous association shall improve to a greater extent, a social relationship based on mutual understanding between the members of this association and organizations, within and outside the Tanzania.
- Whereas history has shown that student have successfully and amicably performed the vast responsibilities given to them by the nation as youth, citizen, leaders and builders of Tanzania under numerous independent associations of higher learning institution and that some of these students are respected officials in our nation and world at large.

Therefore

- i. TAPSA shall always be ready to join any affiliation catering for student in health sector at the local or international level and make sure that she participates effectively in all youth activities as it seems fit to the interest of her member.
- ii. TAPSA shall always advocates for transparency, faithfulness, good governance and active community participation in herself and all possible levels of leadership within and outside Tanzania and will further advocate for voluntary, pioneer ship, self-discipline, self-reliance and the doctrine or sense of social responsibility. iii. TAPSA shall always fight against social-economic segregation, poverty, corruption, ignorance and diseases so as to serve her members, nation and world at large.
- iv. TAPSA will always defend and fight for humanity dignity and human health within and outside Tanzania.
- v. TAPSA being guided by the desire to ensure that academic and social environment maintained in its status and perfection not only by cooperation but by mutual understanding from each individual member, lecturers and other members of staff at large bearing in mind that TAPSA is commissioned to help her members to gain professional knowledge through attendance of workshop, seminar, Symposium, congresses and conferences apart from lectures.
- vi. Taking into account that we member of TAPSA entering into partnership, with other higher learning institutions, affiliations within and outside the country having the same vision and mission, can amount into outstanding and productive health professionals.
- vii. For the purpose of learning and experience leadership in early stage of profession and for the need to maintain practicability, certainty, confidence, consistency, easy tracing of clarity and transparency.

TAPSA CONSTITUTION 2021, REVISED 2025

We therefore, members, of Tanzania Pharmaceutical students' association (TAPSA) in our togetherness after exercising our due elegance and analyzing our unity and honor, of our profession have resolved to have a written constitution herein after referred to as **THE CONSTITUTION OF TAPSA**.

C: TAPSA PRESIDENTS

S/N	NAME	DURATION OF SERVICE	UNIVERSITY
14	SENGIYUMVA KARUMA SAAD	2024-2026	KIUT
13	NOEL P SHIMBA	2022-2024	MUHAS
12	HAMIS MSAGAMA	2020-2022	MUHAS
11	CASTORY MUNISHI	2019-2020	MUHAS
10	ISAYA MBWILO	2018-2019	
09	ERIC VENANT	2017-2018	SJUT
08		2008-2017	

ARTICLE 1: THE IDENTITY

A. NAME:

The name of the Association shall be "Tanzania Pharmaceutical Students' Association" herein after referred to as TAPSA.

B. LOCATION

The headquarters of TAPSA shall be in the premises of MUHAS.

C. VISION

To promote learning experience of pharmaceutical nature and hence forth provide the newly qualified Pharmacist with the basis of pharmaceutically oriented interactions amongst themselves, other members of health care and our clients, the patients.

D. MISSION

To promote love and respect for learning, the pursuit of truth, and to ensure that every student understands his/her responsibility to educate himself/herself to the best of his/her capabilities and to search knowledge for the betterment of mankind and in so doing cherish and promote academic freedom.

E. LANGUAGE

The official transactions of the Association shall be recorded in English in correspondences and discussions, English and/or Swahili will be used.

Official documents shall be in English and may be translated into other language(s) if seen necessary.

TAPSA CONSTITUTION 2021, REVISED 2025

ARTICLE 2

2. INTERPRETATION

The following words shall have the meaning assigned to them as follows:

- I. MUCHS: Muhimbili University College of Health Sciences.
- II. MUHAS: Muhimbili University of Health and Allied Sciences.
- III. SJUT: St. John's University of Tanzania.
- IV. TAPSA: Tanzania Pharmaceutical Students' Associations
- V. UDSM: University of Dar es Salaam.
- VI. EXECUTIVE OFFICIALS
President, Vice President, General Secretary, Finance Officer and publication secretary.
- VII. STATUS: The Status of the association as describes under this Constitution
- VIII. AGM: Annual General Meeting.
- IX. COUNCIL: A Meeting of office bearers, all councilors together with TAPSA representatives of each class or member chapter.
- X. Ex-Com: Executive committee comprising all Executive Officials. XI. VONOCO: Vote of No Confidence.
- XII. ADUPS: Association of Dar es Salaam University Pharmaceutical Students.
- XIII. IPSF: International Pharmaceutical Students Federation
- XIV. APSF: Africa Pharmaceutical Students Federation.
- XV. NEC: National Executive Committee
- XVI. SMIHAS: Santa Maria institute of health and allied science
- XVII. MCOHAS: Mtwara college of health and allied Sciences
- XVIII. DECOHAS: Decca college of health and allied sciences
- XIX. KIUT: Kampala international university of Tanzania
- XX. CCOHAS: City college of health and allied sciences
- XXI. KICOHAS: Kigamboni college of health and allied sciences
- XXII. NCP: Nobo college of Pharmacy
- XXIII. CUHAS: catholic university of health and allied sciences
- XXIV. TIHEST: Tandabui institute of health science and technology XXV. RUCU: Ruaha Catholic university
- XXVI. UDOM: University of Dodoma
- XXVII. KSP: Kilimanjaro School of pharmacy
- XXVIII. CCOHAS, Dodoma campus
- XXIX. Royal college of health and allied sciences.
- XXX. CCOHAS: City college of health and allied sciences Mwanza campus
- XXXI. AVIHIST; Apple valley institute of health sciences and Technology
- XXXII. Excellent college of health and allied sciences
- XXXIII. St. Joseph college of health and allied sciences
- XXXIV. MHTI; Mgao health training institute

TAPSA CONSTITUTION 2021, REVISED 2025

- XXXV. Mvumi institute of health sciences
- XXXVI. SUZA; state university of Zanzibar
- XXXVII. TPC; Tabora polytechnic college
- XXXVIII. Tabora bliss college
- XXXIX. Zanzibar school of health
- XL. Imperial college of health and allied sciences
- XLI. Kam college of health sciences
- XLII. Peramiho college of health and allied sciences
- XLIII. MMMPS-Medical missionaries Mary School of Pharmacy

ARTICLE 3

3. STATUS

- i Thus, TAPSA shall be an autonomous, non-political, non-profit, student association committed to serve Pharmaceutical Students and general public at large.
- ii TAPSA shall be capable in law of purchasing, holding, alienating, managing and disposing of any property what so ever whether movable or immovable and whether by the way of investment or otherwise and entering into such contract as may be necessary or expedient for the performance of her function under this constitution.
- iii TAPSA shall be in power of signing and terminating any contract(s), that in one way of another touches or involves her members, whenever necessary.
- iv During tendering process, Full Members of TAPSA shall be given the first priority, followed by any other eligible person.
- v Tendering process must be advertised so as to advocate environment of fairness and transparency.

ARTICLE 4

4. OBJECTIVES OF THE ASSOCIATION

- a. To seek recognition of pharmaceutical students among fellow health professionals, students and the Public at large.
- b. To promote, safeguard and maintain honor of pharmaceutical education through communication with other international pharmaceutical students' affiliations.
- c. To foster active cooperation with other International Health Agencies, Institutions, Association and Societies in Africa in particular, and the world in general.
- d. To raise awareness to the Secondary School Students about Pharmaceutical education, its application and Pharmacy as a profession.
- e. To promote social activities in general like sports and games.
- f. To promote drug compliance, Rational drug use and provision of Drug information to the society.
- g. To raise awareness of Diseases like Malaria, HIV, TB, Cholera, measles etc. to the Society.
- h. To establish a proper Association basis for communication between the university/college, authorities and students as well as maintaining harmonious relations

TAPSA CONSTITUTION 2021, REVISED 2025

between students and academic members of staff, the university /college administration, non-academic staff and the community in general.

- i.** To promote the spirit of voluntary activities in life saving or rescue operations especially during epidemics.
- j.** To provide scientific and up-to date health/medical information to her members, other students and society in general.
- k.** To cooperate and communicate or otherwise promote relationship between TAPSA and all students/ youth organizations and any other organization which share and promote objectives common to those of TAPSA
- l.** To represent the opinions of pharmaceutical students in discussions with professional, governmental and non-governmental organizations.
- m.** To assist pharmaceutical students in issues related to pharmaceutical education.

ARTICLE 5

5. FUNCTIONS

- a.** To organize debates, seminars, workshops, conferences (congresses), study tours and symposia to enhance Intellectual Scientific and political awareness to the students and society at large.
- b.** To undertake such fund-raising activities as the students' Pharmaceutical association may deem expedients.
- c.** To publish her own journals, books, newspaper, leaflets, magazines, recordings or otherwise through any other means of presenting information to the public.
- d.** To establish committees, secretariats, commissions, or any functional or task forces for the better carrying out of the objectives of the Association.
- e.** To undertake in general any other activities/function in conformity with TAPSA like fresher's ball and finalist farewell party.

ARTICLE 6:

6. MEMBERSHIP AND PRIVILEGES

A. There shall be four categories of membership:

- i.** Full Membership
- ii.** Associate membership
- iii.** Honorary Membership.
- iv.** Corresponding Membership.

B. Full Membership.

Shall be open to any student pursuing Degree and Diploma Courses in Pharmacy in an Accredited Institution of Higher Learning in United Republic of Tanzania. Such a member shall pay to the Association full subscription fee as may be prescribed from time to time and shall enjoy all the rights and privileges provided by the Association including the right to vote during the Association's meetings and to be elected to the office.

TAPSA CONSTITUTION 2021, REVISED 2025

C. Associate Membership

Shall be open to Students of any cadre leading to acquisition pharmaceutical knowledge, and to those who have already qualified as such professionals.

D. Honorary Membership

Shall be granted by the Council at its discretion, to such persons as have rendered distinguished service to the Association or to Pharmaceutical Education as a whole.

E. Corresponding Membership

Shall be extended to such persons having interest in furtherance of Pharmaceutical Education Sciences and/or wishes to support and advance the objectives of TAPSA morally and/or financially.

Termination of Membership

Membership shall be terminated on:

- i. Resignation given one month notice on writing to the President of TAPSA his/her intention to do so and upon approval of the Council.
- ii. Being expelled for going contrary to the constitution of the Association.
A member shall be expelled on motion carried by at least two-third majority of members present at the Council.
- iii. Discontinuation from studies or expelled from the University/College
- iv. Death of a member.
- v. 3-Years (For Diploma) and 4-Years (For Degree) after completion of pharmaceutical studies.
- vi. Membership shall be extended until full registered by pharmacy council for degree and diploma for maximum of 3 years after completion of studies.

G. Privileges of a Member

1. Member shall receive privileges only upon payment of TAPSA membership fee each academic year, otherwise he/she will be considered as inactive member and so shall not receive any privileges from the association.
2. All Members shall have the following privileges upon payment of membership fee.
 - i. Participation in annual conference (upon payment of the respective conference fee), symposia, workshops and any other official event of TAPSA.
 - ii. Shall receive all publications of TAPSA if any as the case may be.
3. Full Members only, shall obtain and inspect copies of documents of TAPSA upon request to the President.
4. Full Members only shall be eligible to vote or hold office when elected or nominated. Each full member being entitled to one vote.
5. In case of any programs or opportunities available in TAPSA, priority shall be given to full members. E. g Students Exchange Program.

H. Obligations

- i. All members of TAPSA shall uphold this constitution endeavor to educate to oneself to the best of one's capability and to use one's education for the benefit of mankind.
- ii. All members shall diligently perform the duties he/she happens to be assigned by the association.
- iii. Every member shall pay fees and annual subscriptions when due as may be prescribed from time to time as established under this constitution.
- iv. All members shall attend meetings as scheduled, carry out assignment, be an example of self-discipline ethical and academic responsibility, participate in all activity of the association and refrain from influencing TAPSA members, or her office bearer in a way which may appear to prejudice the association.

ARTICLE 7:

7. ORGANS OF THE ASSOCIATION AND THEIR FUNCTIONS.

A. The association shall have the following organs:

- i. The General Assembly
- ii. The Council
- iii. The National Executive Committee
- iv. The Executive Committee
- v. The Body of Trustees

B. The General Assembly

The General Assembly, hereinafter referred to as the Assembly shall be the supreme organ of the Association and shall constitute of all members of the Association.

C. Functions of the General Assembly:

- i. The members shall convene once every academic year for the purpose of deliberating Association's affairs, such a meeting being the Annual General Meeting.
- ii. For the purpose of this part of this constitution, it is hereby stipulated that Annual General Meeting shall be held on January of each Calendar Year.
- iii. General Assembly may be held from time to time as the Council may determine in case there is a matter that need the concern of all members of the Association. A quorum at a general assembly, including the Annual General Meeting shall be 50% of the full members.
- iv. The constitution may be amended from time to time by the Assembly at a resolution of not less than two thirds of the full members present at a General Assembly provided that the notice concerning the meeting shall specify the proposed amendments as shall have been circulated to members at least two weeks before the date of the Assembly.
- v. The General Election of Ex-Com shall commence at the Annual General

Meeting. Questions arising at any meeting shall be decided by the majority of

TAPSA CONSTITUTION 2021, REVISED 2025

votes. In the case of equality of votes, the President shall have a second or casting vote

D. The National Executive Committee

There shall be the National Executive Committee comprising of all the chair persons and vice chairpersons from all TAPSA chapters including the president and vice president.

E. Functions of The National Executive Committee

- i. Shall be responsible to ensure that TAPSA is smoothly run-in accordance to the constitution.
- ii. Shall determine the chapter in position to host the annual scientific conference.

F. The Council

The council, hereinafter referred to as the council shall be constituted of the following:

- i. The President.
- ii. The Vice President
- iii. The General Secretary
- iv. The Publication Secretary.
- v. The Finance Officer.
- vi. The councilors
- vii. The vice councilors
- viii. TAPSA representatives

G. Functions of the Council:

- i. The day-to-day affairs of the Association shall be managed by the council.
- ii. The council may meet together for the dispatch of business, adjourn or regulate its meetings as it shall think fit. Questions arising at any meeting shall be decided by the majority of votes. In the case of equality of votes, the President shall have a second or casting vote. The quorum at any meeting of the council shall be 50%.
- iii. All meetings of the council shall be summoned by the General Secretary provided that the General Secretary shall on the requisition of the President or any 50% members of the council, summon a meeting of the council.
- iv. The Council shall prepare and approve proper minutes of General Assembly of the Association and all meetings of The Standing Committees appointed by the council to be taken and recorded.
- v. The council shall cause a true Bank Account(s) of all money received and expended by the Association to be kept and such account(s) shall be audited as at fourteen (14) days before the Annual General Meeting each year by two members of the Association. The two Auditors so appointed shall not be members of the Council. The External Auditors may be hired if there is a need to do so.
- vi. The Accounting year of the Association shall run from one day after Annual General Meeting to the commencement of the other Annual General Meeting.
- vii. The council may open a bank account at any bank or banks approved by it.

TAPSA CONSTITUTION 2021, REVISED 2025

All cheques shall be signed by two Executive officers of the Association namely the President and Finance Officer.

- vii. The council shall submit to each Annual General Meeting a report of the Activities of the Association Committee (s) appointed by it during the proceeding accounting year, together with the financial statement duly certified as correct by the auditors appointed.
- viii. Any vacancy occurring among the members of the council may be filled by co-option from among members of the Association. Any person so co-opted shall hold office until the election of the council.

H. The Executive Committee

The President, Vice President, General Secretary, Publication Secretary and Finance Officer, hereinafter referred to as “Executive Officials” shall form the Executive Committee.

Functions:

- i. The Executive Committee shall supervise and Co-ordinate all the activities of the Association.
- ii. The President and General Secretary and/or Finance Officer hereinafter referred to as the “Signatories” shall be responsible for signing agreements, money transactions and other matters as the Executive committee may direct or think appropriate for the two Executive officers to act on behalf of the association.
- iii. Appointing of councilors, TAPSA representatives and Members of various committees.

I. Chapter Executive Committee

The chairperson, Vice chairperson, General Secretary, Publication Secretary and Finance Officer, hereinafter referred to as “Chapter Executive Officials” shall form the Chapter

Executive Committee Functions:

- i. The Chapter Executive Committee shall supervise and Co-ordinate all the activities of the Association in the chapter.
- ii. The chairperson and General Secretary and/or Finance Officer hereinafter referred to as the “Signatories” shall be responsible for signing agreements, money transactions and other matters as the chapter Executive committee may direct or think appropriate for the two Chapter Executive officers to act on behalf of the association.
- iii. Appointing of councilors, TAPSA representatives and Members of various committees in the chapter.

J. Body of trustees

The meeting at its desecration, at the annual general assembly shall elect a body of trustees, herein after referred to as honorary guardian, patron, matron, Dean of School of Pharmacy and other two members of staff.

K. Functions of the Body of Trustees

TAPSA CONSTITUTION 2021, REVISED 2025

- i. Shall be the advisory organ of the association in all matters up bringing to promotion, safeguarding and maintaining honor of the association.
- ii. Shall bridge between the association and the public.
- iii. Shall be the general overseer of day-to-day function of the association.
- iv. Shall assist pharmaceutical students and hence the association both morally and materially when such occasion warrants.
- v. Shall be doing evaluation programs and give technical advice in innovative plan or function developed by functional units of association.
- vi. Shall oversee and advice the whole frame of the association, policy, activity and program.
- vii. Shall guide the smooth running of the association and maintain harmony among the members of association.
- viii. Shall be overseers and advisors of all the properties and finances of the association.
- ix. Shall be the members of general assembly but shall not be liable for voting.

L. The Honorary Guardian

The Annual General Meeting shall elect an Honorary Guardian; hereinafter referred to as the “Guardian” (such a person so elected shall be a member of the “Academic Staff” of the School / Faculty of Pharmacy).

M. Functions of the Honorary Guardian:

The Guardian shall guide the smooth running of the Association, (and be representative of the staff of School/Faculty of Pharmacy in the Association’s affairs).

N. Patron / Matron

Patron/Matron of association shall be elected by General Assembly on being nominated by the council; such a person may not be a bearer of Pharmaceutical profession.

O. Functions of the Patron/Matron:

Shall be the advisor of association in all matters pertaining to promotion, Safeguarding and maintaining honour of the association. He/she shall bridge between the Association and Public.

ARTICLE 8

8. THE DUTIES OF THE EXECUTIVE OFFICIALS

There shall be executive officials at the national levels and executive officials at the chapter level which shall be under the national executive committee and shall be mandated to control and ensure that all activities in their respective chapters are done by the chapter and reports are to be submitted to the national executive committee.

TAPSA CONSTITUTION 2021, REVISED 2025

National Executive Committee

A. President

- i.** The TAPSA President shall be elected by the Annual General Meeting
- ii.** The President shall be the head of TAPSA and the chief spokesperson of the Association.
- iii.** The president shall preside over all TAPSA official meetings hereby referred as Executive committee, council and General Assembly.
- iv.** The President shall be one of the Absolute signatories of TAPSA Bank Account and the certificates issued by TAPSA.
- v.** The president shall sign the Approved Secretary.
- vi.** The president shall have the second or casting Vote in case of Equality of votes in any matter that has to be decided by voting.
- vii.** The president shall have 1 year term in office; he/she shall be eligible for another term of mandate if he/she meets the criteria to stand for and a motion for vote of confidence is supported by at least 70% of the members.
- viii.** Shall have a responsibility of defending TAPSA constitution. Giving proposals and resolutions when questioned to do so by any or all of members attending the official meeting.
- ix.** Shall be the Chief Executive Officer of the Association.

B. Vice President

- i.** Shall be elected by the Annual General Meeting
- ii.** To be in close contact with the President, to advise and assist him/her in the execution of duties.
- iii.** To act for the President in his/her absence, if and when necessary.
- iv.** The vice president shall have 1 year term in office; he/she shall be eligible for another term of mandate if he/she meets the criteria to stand for and a motion for vote of confidence is supported by at least 70% of the members.

C. General Secretary

- i.** The General Secretary shall be elected by the Annual General Meeting.
- ii.** The General Secretary shall be the Documentary person in all TAPSA official meetings.
- iii.** He/she shall arrange and notify members of the TAPSA meetings. **iv.** He/she shall keep minutes of all General and council meetings.
- v.** He/she shall be a general Overseer and in charge of day-to-day duties of the Association.
- vi.** The secretary shall also have 1 year term in office; he/she shall be eligible for another term of mandate if he/she meets the criteria to stand for and a motion for vote of confidence is supported by at least 70% of the members.
- vii.** Shall keep all records and properties of the association.
- viii.** Shall prepare and maintain an annual timetable on meeting of each organ of the association.

D. Finance Officer

- i. The Finance Officer shall be elected by the Annual General Meeting.
- ii. Shall be responsible for all financial Matters of the Association. iii. Shall be one of the Signatories of the Association. iv. He/she shall be responsible to submit Annual Financial report to the Annual General Meeting.
- v. Shall be an overseer of all projects and activities that can help to increase fund for the Association.
- vi. Shall document Income and Expenditure statement of the Association.
- vii. With the entire supervision of the general secretary, he/she shall meet agreement and/or contracts related to raising fund with an organ within and/or outside the University/College and that such agreement shall have an approval of entire executive committee.
- viii. To prepare and present to the members of association in all possible notes board periodic financial statement of income and expenditure at least once per semester.
- ix. To prepare and present to the council an annual budget and supplementary budget of the association.
- x. To collect all funds and revenue due payable to the association by individuals, members and other organs.
- xi. To keep records of all properties owned by the association.
- xii. He/she shall have 1 year term in office; he/she shall be eligible for another term of mandate if he/she meets the criteria to stand for and a motion for vote of confidence is supported by at least 70% of the members.

E. Publication secretary

- i. The Publication Secretary shall be elected by the Annual General Meeting
- ii. Shall keep members Informed about IPSF Conferences, Publication and relevant booklets and make them available to the members.
- iii. Shall be in charge for Preparation and Publication of TAPSA Journal. iv. Shall be in charge for updating Information in the TAPSA website.
- v. Shall be in charge of the TAPSA notice Board to control flow of Information. vi. The publication secretary shall have 1 year term in office; he/she shall be eligible for another term of mandate if he/she meets the criteria to stand for and a motion for vote of confidence is supported by at least 70% of the members.

Chapter Executive Committee

A. Chairperson

- i. The TAPSA chairperson shall be elected by the Annual General Meeting of the chapter.
- ii. The chairperson shall be the head of TAPSA in the chapter and the chief spokesperson of the Association in the chapter.

TAPSA CONSTITUTION 2021, REVISED 2025

- iii.** The Chairperson shall preside over all TAPSA official meetings hereby referred as Executive committee and General Assembly in his/her chapter.
- iv.** The chairperson shall be one of the Absolute signatories of chapter's TAPSA Bank Account.
- v.** The chairperson shall sign the Approved Secretary.
- vi.** The chairperson shall have the second or casting Vote in case of Equality of votes in any matter that has to be decided by voting.
- vii.** The chairperson shall have 1 year term in office; he shall be eligible for reelection if he/she meets the criteria to stand for another Election.
- viii.** Shall have a responsibility of defending TAPSA constitution. Giving proposals and resolutions when questioned to do so by any or all of members attending the official meeting in the chapter.

B. Vice chairperson

- i.** Shall be elected by the Annual General Meeting of the chapter.
- ii.** To be in close contact with the chairperson, to advise and assist him/her in the execution of duties.
- iii.** To act for the chairperson in his/her absence, if and when necessary.

C. General Secretary

- i.** The General Secretary shall be elected by the Annual General Meeting of the chapter.
- ii.** The General Secretary shall be the Documentary person in all chapter official meetings.
- iii.** He/she shall arrange and notify members of the TAPSA meetings.
- iv.** He/she shall keep minutes of all meetings as well as reports to the national executive committee.
- v.** He/she shall be a general Overseer and in charge of day-to-day duties of the chapter.
- vi.** He/she shall have one year term in the office, he shall be Eligible for re-election of the same post or any other post if he/she meets the criteria to stand for other Election.
- vii.** Shall keep all records and properties of the association in the chapter.

D. Finance Officer

- i.** The Finance Officer shall be elected by the Annual General Meeting of the chapter.
- ii.** Shall be responsible for all financial Matters of the chapter.
- iii.** Shall be one of the Signatories of the chapter.
- iv.** He/she shall be responsible to submit Annual Financial report to the Annual General Meeting and on the General assembly.

TAPSA CONSTITUTION 2021, REVISED 2025

- v.** Shall be an overseer of all projects and activities that can help to increase fund for the Association in the chapter.
- vi.** Shall document Income and Expenditure statement of the chapter.
- vii.** With the entire supervision of the general secretary, he/she shall meet agreement and/or contracts related to raising fund with an organ within and/ or outside the University/College and that such agreement shall have an approval of entire chapter executive committee.
- viii.** To prepare and present to the members of association in all possible notes board periodic financial statement of income and expenditure at least once per semester.
- ix.** To prepare and present to the council an annual budget and supplementary budget of the association.
- x.** To collect all funds and revenue due payable to the association in the chapter by individuals, members and other organs.
- xi.** To keep records of all properties owned by the association.
- xii.** He/she shall have one year term in the office, he shall be Eligible for re-election of the same post or any other post if he/she meets the criteria to stand for other Election

E. Publication secretary

- i.** The Publication Secretary shall be elected by the Annual General Meeting of the chapter.
- ii.** Shall keep members Informed about IPSF Conferences, Publication and relevant booklets and make them available to the members.
- iii.** Shall be in charge of the TAPSA notice Board to control flow of Information.
- iv.** The Publication Secretary shall have one year term in office; he/she shall be Eligible for re-election of the same office or any other Post if he/she meets the criteria to stand for other Election

ARTICLE 9

PART ONE: STANDING COMMITTEES.

A. Regulations for standing Committees.

- i.** The Committee members shall be elected by Executive Committee, both in the national and chapter levels.
- ii.** The Committee shall be headed by Councilor being assisted by vice councilor
- iii.** The Committee shall have a total number of at least four members.
- iv.** They shall be responsible to propose the project suiting the committee in accordance to targeted goals of the committee and perform duties as they will be assigned by the Ex-com.
- v.** They shall be responsible to keep all the document of the activities done by the committee.
- vi.** Councilors and vice councilors shall be legal members of the executive council.

TAPSA CONSTITUTION 2021, REVISED 2025

- vii. They shall prepare the formal annual report of the activity done there in that will be included in the annual report of the president and annual financial report of Finance Officer.

B. Standing Committee on Academics.

- i. Shall organize and conduct survey of special topic concerning pharmaceutical student's education.
- ii. Shall be responsible for curriculum review and GPA calculation. iii. Motivate Pharmacy student to engage in pharmaceutical research.
- iv. Organize academic tours.
- v. To organize and motivate Pharmacy student to participate in workshop, seminars, symposia and congresses so as to foster pharmaceutical knowledge apart from lectures.
- vi. The committee shall be in charge of the library and book project. vii. To deal with and seek solutions to all academic problems.
- viii. To initiate, prepare and undertake all activities related to search of knowledge.
- ix. To encourage and ensure that students understand themselves to best of their capability and make maximum utilization of their ability.
- x. To analyses and suggest improvement to existing teaching and learning methods/Environments including the Assessment and Recommendations on students' general performance.
- xi. Shall work in collaboration with school /faculty representative to represent students in school/faculty board meetings.

C. Standing Committee on Pharmaceutical Promotion

- i. Shall be responsible to raise awareness to the secondary school students and
- ii. public at large on pharmaceutical education, its application and Pharmacy as a profession.
- iii. They shall be responsible to seek recognition of pharmaceutical student amongst fellow health professionals, students and the general public. To organize mass media sessions on promotion of rational use of medicine and drug information.
- iv. Shall be responsible for organizing the Pharmacy Day.

D. Standing Committee on local and international relation.

- i. To promote safeguard and maintain honor of pharmaceutical education through communication with other international pharmaceutical student affiliation.
- ii. To foster active cooperation with other agencies, institution, associations, and societies in Africa in particular, the world at large.
- iii. Linking TAPSA with another pharmaceutical student throughout the world through the IPSF Exchange Program.
- iv. Shall be responsible for inviting and entertaining all local and foreign guest of TAPSA at different event.

TAPSA CONSTITUTION 2021, REVISED 2025

- v.** Shall sensitize TAPSA members to attend local and international conferences organized by Pharmacy affiliation.
- vi.** To make strategic plan so that the association can have ability to contact and/or to make visits to the pharmaceutical associations outside Muhimbili.
- vii.** To provide on invitation of students from other universities/colleges to pay visit to the respective university/college.
- viii.** To proclaim the good name and activities done by the school/faculty of pharmacy and TAPSA.

E. Standing Committee on Information and Publication.

- i. They shall be in responsible for Preparation and Publication of TAPSA Journal.
- ii. Shall be responsible in updating Information in TAPSA Website. iii. Shall be members of Editorial board of TAPSA Journal.
- iv. They shall make sure that members are informed about IPSF conference, publications and relevant Booklets and make them available to them whenever possible.
- v. To call for articles, for publication of TAPSA journal long before publication are made and submit in time of publication.
- vi. To initiate and run audio-visual programs of all kind for mass communication including radio, television, computer/internet program.
- vii. To initiate mutual cooperation/relation with other pharmacy student's organization within and outside the country. It shall further consist of chief editor of TAPSA journal and other members of editorials board.

f) Standing Committee in Sports and Social Affairs.

- i. Shall be responsible to organize and motivate students to participate in all social and sports Events.
- ii. Shall organize welcoming party for Fresher's and Farewell party for Finalists.
- iii. Shall be in charge of all contribution on issues like Death, Sickness, wedding and the like.
- iv. Shall organize getting together events.
- v. To supervise, encourage and coordinate all sports, arts and cultural activities undertaken by the members of association.
- vi. To prepare and maintain in each semester a timetable for various sports and entertainment.
- vii. To ensure that all necessary and sufficient sports facilities and coaching services are provided to students.

TAPSA CONSTITUTION 2021, REVISED 2025

g) Standing Committee on Public health and environmental issues.

- i. To sensitize community health in the general public. ii. To organize special event during world special days such as world health day, world anti-tobacco day, HIV Day, etc.
- iii. To deal with and seek solutions to various problems related to provision of medical or health services to the student and the community.
- iv. To ensure that environment at lecture rooms, theatres and laboratories at a state of sound and satisfactory cleanness.
- v. To ensure students are timely and well attended in case of disease conditions either as outpatients or admitted. vi. To initiate, maintain and encourage students and the community to protect themselves against HIV/AIDS.
- vii. To initiate community-based visit to the group of those who are highly in need and make donation of in places like prison, orphanage, cancer institute, blood bank.

h) Standing Committee on Economic Stability

- i. Shall be responsible in collection of membership fees. ii. Shall be responsible for project write and fundraising.
- iii. Shall be responsible in advertising and agreement of all tenders Publicized by TAPSA.
- iv. Lay on plans, administer and supervise all economic projects undertaken by the association.
- v. To perform any other duties/work related to students' sponsorship as circumstance may determine for the needs/interests of the members of the Association
- vi. Shall find donors to advertise in the TAPSA journal and during conferences.

Standing Committee on Legal affairs

- i. Shall be responsible for constitution amendments.
- ii. Shall define the constitution and provide a stand to the president in case of any controversial matter. iii. Shall ensure that TAPSA is fully and legally registered as a recognized association in Tanzania.
- iv. Shall assist the NEC to make sure that TAPSA is smoothly run-in accordance to the constitution and that it does not interfere with any other association.
- v. Drafting and interpreting constitutional provisions in collaboration with the Council and NEC.
- vi. Advise NEC on legal and policy issues including elections, disciplinary procedures and governance.

TAPSA CONSTITUTION 2021, REVISED 2025

- vii. Developing legal framework for resolving disputes and appeals within TAPSA
- viii. Over-seeing constitutional compliance across all chapters.
- ix. Conducting periodic reviews of the constitution every two years.

j) Standing Committee on annual scientific conference

- i. Shall be responsible for organizing the annual scientific conference
- ii. Shall accomplish with all pre-conference, conference and post conference activities and smoothen the way to the next annual conference.
- iii. Shall deposit into the association main account at least 10% of the total fund raised through the conference for the institutional overhead.

PART TWO: TAPSA REPRESENTATIVES

- i. There shall be TAPSA representatives from among members in each class or any other area where TAPSA members reside who shall be appointed by the Ex-com in the member chapters.
- ii. Shall facilitate implementation of TAPSA activities in that location.
- iii. Shall bridge between the other TAPSA leaders and the members in that location.
- iii. Shall provide the services intended by TAPSA to the members in the area.
- iv. There shall be a TAPSA General representative from among the representatives in a given university/college with associate members. He/she shall also be appointed by the Ex-com.
- v. The TAPSA General representative will ensure that everything is run smoothly to all members and he/she will represent the university/college members in special TAPSA meetings.

ARTICLE 10

10. ELECTION

The procedures for election of the Executive Officials of the association shall be provided as stated herein,

a) President, Vice President, General Secretary, Finance officer and Publication Secretary.

- i. All full members of TAPSA shall elect the president, vice president, General Secretary, treasure and publication secretary during the general election.
- ii. The Vice President shall be the running mate of the Presidential Candidate.
- iii. Any full member of TAPSA has got the right to contest for the posts stipulated above except those in the final year of studies.
- iv. The election shall be valid if 50% of the members of association have participated in general election.

TAPSA CONSTITUTION 2021, REVISED 2025

- v.** The general election shall take place in the first three weeks of the second semester in each academic year.
- vi.** The general election shall be one of the agendas of the annual general meeting.
- vii.** The general election should be supervised by electoral committee which shall be nominated by the council three weeks before election. **viii.** The electoral committee shall constitute of any eight (8) TAPSA full members namely chairperson, secretary and other six (6) members.
- ix.** The Ex-com members shall not be part of the electoral committee shall continue to run the office until the day of General election.
- x.** The electoral committee shall be accountable to Ex-com. If a member of Ex-com wants to run for a post, He/she shall resign before the nomination of the electoral committee.
- xi.** The guardian shall be an associate member of electoral committee.
- xii.** The outgoing President shall have a second or casting vote in case of equality of votes.
- xiii.** During the general election each candidate shall have one representative during Counting of the ballots as witnesses **xiv.** The final result shall be announced by the chairperson of the electoral committee at the Annual General Meeting.
- xv.** Handing over shall be within seven (7) days after the General Election.
- xvi.** Any appeal concerning the general election shall be directed to the guardian of the Association.

b) Chairperson, Vice chairperson, General Secretary, Finance officer and Publication Secretary.

A. Chairperson

- i.** The TAPSA chairperson shall be elected by the Annual General Meeting of the chapter.
- ii.** The chairperson shall preside over all TAPSA official meetings hereby referred as Executive committee and General Assembly of the chapter.
- iii.** The chairperson shall be one of the Absolute signatories of chapter's TAPSA Bank Account and the certificates issued by TAPSA. **iv.** The chairperson shall have the second or casting Vote in case of Equality of votes in any matter that has to be decided by voting.
- v.** The chairperson shall have 1 year term in office; he shall be eligible for reelection if he/she meets the criteria to stand for another Election.
- vi.** Shall have a responsibility of defending TAPSA constitution. Giving proposals and resolutions when questioned to do so by any or all of members attending the official meeting.
- vii.** Shall be the Chief Executive Officer of the Association in the chapter.

B. Vice chairperson

- i.** Shall be elected by the Annual General Meeting
- ii.** To be in close contact with the chairperson, to advise and assist him/her in the execution of duties.
- iii.** To act for the chairperson in his/her absence, if and when necessary.

C. General Secretary

- i. The General Secretary shall be elected by the Annual General Meeting of the chapter.
- ii. The General Secretary shall be the Documentary person in all TAPSA official meetings in the chapter.
- iii. He/she shall arrange and notify members of the TAPSA meetings.
- iv. He/she shall keep minutes of all General and committee meetings.
- v. He/she shall be a general Overseer and in charge of day-to-day duties of the Association in the chapter.
- vi. He/she shall have one year term in the office, he shall be Eligible for reelection of the same post or any other post if he/she meets the criteria to stand for other Election.
- vii. Shall keep all records and properties of the association.
- viii. Shall prepare and maintain an annual timetable on meeting of each organ of the association in the chapter.

D. Finance Officer

- i. The Finance Officer shall be elected by the Annual General Meeting of the chapter.
- ii. Shall be responsible for all financial Matters of the chapter.
- iii. Shall be one of the Signatories of the chapter.
- iv. He/she shall be responsible to submit Annual Financial report to the Annual General Meeting of the association.
- v. Shall document Income and Expenditure statement of the Association.
- vi. With the entire supervision of the general secretary, he/she shall meet agreement and/or contracts related to raising fund with an organ within and/or outside the University/College and that such agreement shall have an approval of entire executive committee of the chapter.
- vii. To prepare and present to the members of association in all possible notes board periodic financial statement of income and expenditure at least once per semester.
- viii. To prepare and present to the council an annual budget and supplementary budget of the association.
- ix. To collect all funds and revenue due payable to the association by individuals, members and other organs.
- x. To keep records of all properties owned by the association.
- xi. He/she shall have one year term in the office, he shall be Eligible for reelection of the same post or any other post if he/she meets the criteria to stand for other Election

E. Publication secretary

- i. The Publication Secretary shall be elected by the Annual General Meeting
- ii. Shall keep members Informed about IPSF Conferences, Publication and relevant booklets and make them available to the members.
- iii. Shall be in charge of the TAPSA notice Board to control flow of Information.

TAPSA CONSTITUTION 2021, REVISED 2025

- iv. The Publication Secretary shall have one year term in office; he/she shall be Eligible for re-election of the same office or any other Post if he/she meets the criteria to stand for other Election

F. Functions of the electoral committee

- i. To announce the date of general election.
- ii. To provide the forms to candidates at least two weeks (14 days) before the general election.
- iii. The screening of the contestants shall be eight (8) days before general election. iv. The final screen candidate shall not be more than two (2) candidates in each contested post.
- iv. To administer the whole election process including campaign which will commence one (1) week before the general election.
- v. The electoral committee shall have the mandate of nullify the general election results if at all appears the need to do so. And shall call for another general election within fourteen (14) days.

NOTE: - The candidate will have to hand in,

- 1. A duly filled candidate form.
 - i. A curriculum Vitae (CV).
 - ii. Two passport size pictures for publication purposes.
- 2. An individual may have a maximum of only two terms of leadership during his/her course of study.
- 3. Qualities of a Leader.
 - i. An active member of TAPSA.
 - ii. A trust worth
 - iii. A good role models. iv. Cooperative to the TAPSA members.
 - v. Open minded/transparency
 - vi. Tolerant and confident
 - vii. Creative
- 4. The chapter shall be considered to hold the TAPSA presidential post in a rotation which shall be set and agreed by the NEC, only when that chapter has attained the following.
 - i. Students of all levels required for degree of pharmacy 30
 - ii. 50% of the students are active full members of TAPSA.
 - iii. Possession of all Organs.
 - iv. Documented record of at least three activities in every standing committee

C)Termination or Resignation of Executive leaders include the following procedures

- a. I) Writing a resignation letter to the patron, carbon copy to guardians, NEC and President.

TAPSA CONSTITUTION 2021, REVISED 2025

- ii) Writing a resignation letter to the President, carbon copy to chapter guardian and chairperson
- b. Co-option section establishment and regulations in case of resignation or constitutional termination of a leader from a post.
- Co-option of position; involves filling a vacant position following termination or resignation of an Executive official and it shall be through nomination from either the President or Chapter chairman and appointment after the nominated candidate has been vetted by the NEC and Legal affairs standing committee or existing council if deem necessary.

ARTICLE 11

11. FINANCE AND PROPERTY

PART ONE: Fees and subscription

- i. Subject to other provisions of this constitution, new full members and Associate members shall pay the registration fee while the continuing members shall pay the annual membership fee as the comment may from time to time determine.
- ii. The Honorary and the Corresponding members shall not be required to pay such subscription. iii. All subscription shall be payable on the beginning of the first semester of the academic year.
- iv. If a member doesn't pay the annual membership fee within one month after the beginning of a new academic year, membership privileges will be nullified until he/she pays the fee.
- v. Students Associate members shall pay a half while Associate members who are Professionals shall pay twice the fees subscribed to the full members.

PART TWO

- i. The Finance Officer under supervision of General Secretary shall govern all financial matters of the association.
- ii. The management of all property/wealth of TAPSA shall be the responsibility of the executive committee in consultation of a council.
- iii. TAPSA may employ permanent and/or temporally staff as it considers necessary to do so in case of running her office (s).
- iv. The sources of fund of the association shall be student's subscription fees, book project, proposal write up, grants, workshops, seminars, conferences, fund rising events and money from various donors.
- v. The budget of association shall be worked upon by the council and each standing committee shall submit its budget to the council.
- vi. TAPSA shall hold two (2) bank accounts one shall be main and the other min-bank account which is for the purpose of special events such as conferences, workshops,

TAPSA CONSTITUTION 2021, REVISED 2025

- symposium and seminars. vii. The two (2) bank accounts shall be in two different banks operating nearby the University/college premises.
- viii. All cheques drawn to the association bank account shall be authorized by Ex-Com.

ARTICLE 12

12. CONSTITUTION AMMENDMENT

- i. The Annual General Meeting, when need a rise through the standing committee on economic stability and constitution shall collect proposals, opinions and comments from students, and other legal personalities if seems necessary, the effect of which shall be the preparation of proposal of amendment (s).
 - ii. The proposal of amendment shall be initiated by any TAPSA member who shall submit them to the standing committee on legal affairs in writing not less than one month before the annual general meeting, upon signification the committee a shall present it to the Ex-com. The Ex-com shall, after consultation of council and honorary guardian circulates the same proposal to other members of association at least three (3) weeks before the annual general meeting.
 - iii. Any proposed amendment to the constitution shall be conducted right after obtaining the support of at least half of TAPSA full members by voting at the Annual General Meeting.
 - iv. The proposal of amendment (s) shall be discussed and notified in the Annual General Meeting.
 - v. The constitution amendment (s) shall be done in an interval of at least two (2) years.
- 29
- vi. The amendment of constitution shall be made for the interest of the majority and not for an individual or minority.
 - vii. Amendment to the constitution of the association must be approved by at least two third (2/3) of the Council, in writing and in two third (2/3) of majority of the members of General Assembly.

ARTICLE 13

13.TAPSA CHAPTERS

- i. TAPSA shall have chapters in the universities/Colleges which contain pharmaceutical students who are the TAPSA full members.
- ii. The TAPSA chapters shall adopt the TAPSA constitution.
- iii. All chapters except the one holding the presidential post shall specify their university/College names after a full name of TAPSA.
- iv. Each chapter shall deposit 10% of the membership and registration fees collected to the TAPSA main account under the chapter holding the presidential post for facilitation of the overall TAPSA activities.

TAPSA CONSTITUTION 2021, REVISED 2025

- v. Leadership structure in the chapters shall be chairman, vice chairman, secretary, treasurer, publicity secretary, councilors, vice councilors, members in standing committees and TAPSA Representatives, the responsibilities and regulations of these leaders shall correspond respectively to those of the President, vice president, General Secretary, Finance officer, Publication Secretary, councilors, vice councilors, members in standing committees and TAPSA Representatives as stated in this constitution but only within their chapter.
- vi. The Annual conference shall be hosted by any chapter under the general name of TAPSA while other activities may be conducted separately in different Chapters.
- vii. The chapter shall be considered to hold the TAPSA presidential post in a rotation which shall be set and agreed by the NEC, only when that chapter has attained the following.
 - a. Students of all levels required for degree of pharmacy 30
 - b. 50% of the students are active full members of TAPSA.
 - c. Possession of all Organs.
 - d. Documented record of at least three activities in every standing committee.

ARTICLE 14

14. MISCELLINEOUS PROVISIONS

- i. No any member or non-member shall use the name of TAPSA without the consent in writing of the Executive Committee.
- ii. Any fundraising done using the name of the association must provide a financial gain to the association adequate for implementation of her various activities.
- iii. No any member of the association shall rise motion of VONOCO against ExCom member unless the motion is founded on grounds of misconduct, abuse of the office, financial frauds and manipulation, failure to protect the constitution and failure to discharge his/her duties.
- iv. Termination of the Executive Officials shall be by resignation, misconduct, abuse of office, financial fraud and manipulation, failure to protect a constitution and failure to discharge his/her duties.
- v. Executive committee of TAPSA may be dissolved by a resolution passed by a special general assembly in full scale provided that following the passing of such resolution of dissolving, the general assembly shall; direct the councilors to appoint for liquidator(s), make provision for the final disposal of TAPSA assets and the interim committee which will prepare the general election as stipulated in this constitution.
- vi. Upon dissolution of executive committee all premises and properties shall be kept under supervision of the guardian.
- vii. If any subject matter has not been covered by the provision of this constitution, then such subject matter shall be before the council for decision and declaration.

.....TAPSA.....