

Pharmacology Integrative League of Students (PILS)
Constitution

Preamble

In the interest of promoting and protecting the welfare of our peers, we, the Pharmacology undergraduate body of McGill University (Downtown campus), reaffirm in this Constitution our commitment to service, representation and leadership.

TITLE I - THE SOCIETY

Article 1 - Name

- 1.1 The name of the association herein formed shall be called the Pharmacology Integrative League of Students (PILS), hereinafter “the association.”
- 1.2 The association shall, in all things, conduct itself using the proper name of Pharmacology Integrative League of Students, or PILS.

Article 2 - Membership

- 2.1 All students at McGill University (Downtown campus) registered in the Pharmacology major or honours program in the Faculty of Science shall be members of the association.
- 2.2 The association shall be recognized by its membership, the Science Undergraduate Society (SUS), the Student’s Society of McGill University (SSMU), the McGill Administration and all other external organizations as the only legitimate representative association for all Pharmacology major and honours students at McGill University (Downtown campus).

Article 3 - Mandate

- 3.1 The mandate of the association shall be:
 - a. To promote the common interest and welfare of its members.
 - b. To provide representation, services, events and activities that serve to promote the welfare and prosperity of its members.
 - c. To provide for the academic, political, social and athletic needs of its members.
 - d. To defend the values and unique perspectives of its members.
- 3.2 The association shall abide to and enforce this constitution and any subsequent by-laws enacted.

Article 4 - Finances

4.1 The fiscal year of the association shall be from the first (1st) of May to the thirtieth (30th) of April of the following year.

4.2 The financial statements of the association shall remain public at all times.

4.3 The association shall maintain proper records of its finances and shall operate in compliance with the Generally Accepted Accounting Principles (GAAPs) as prescribed by the Association of Chartered Accountants of Canada.

4.4 The association shall not operate at a deficit and shall always maintain no less than one dollar (\$1) in its bank account.

4.5 The association shall abide by the financial regulations enacted by SUS General Council.

TITLE II - ORGANIZATION

Article 5 - Governing Council

5.1 The general governing body of the association shall be known as the Governing Council, hereinafter "Council," and shall be empowered to make all decisions and take all actions on behalf of the association.

5.2 Council shall be composed of the following:

- a. All members of the Executive Committee, who shall each hold one (1) vote
- b. The Governor, who shall hold one (1) vote.
- c. Any other member appointed by Council for the purpose of providing advice (non-voting).

5.3 No member of the association may hold more than one position on Council.

Article 6 - The Executive Committee

6.1 There shall be a standing Committee of Council entitled the Executive Committee (EC), which shall govern the association between meetings of Council, in a manner not inconsistent with this constitution, by-laws and policies enacted by Council.

6.2 The EC shall be composed of the following Executive Officers who shall each hold one (1) vote:

- President
- Vice President External
- Vice President Finance

- Vice President Academic
- Vice President Internal
- Vice President Communications
- Vice President Fundraising
- U3 Representative (2)
- U2 Representatives (2)
- U1 Representative

6.3 The EC shall be chaired by the President.

6.4 The EC shall have all the powers of Council between meetings of Council except that it shall not:

- a. Amend this constitution.
- b. Enter the association into any agreement with an organization autonomous of the association which binds the association for a period of greater than one (1) month prior to receiving the approval of Council.
- c. Amend, enact or rescind any by-laws.
- d. Take any action that is inconsistent with the policies of Council.

6.5 The EC shall submit for ratification to each regular meeting of Council a report of all matters upon which it has acted since the previous meeting of Council.

Article 7 - Powers and Duties of Executive Officers

7.1 The duties of the President shall be:

- a. To be the Chief Executive Officer of the association.
- b. To ensure the long term integrity of the association.
- c. To be the chief representative of the association in conjunction with the Vice President External.
- d. To enforce the constitution and by-laws of the association.
- e. To chair and coordinate the activities of the EC.
- f. To chair, call meetings of and set the agenda for Council.
- g. To ensure that the objectives of the association are met.
- h. To maintain the association's office in conjunction with the Vice President Internal.

7.2 The duties of the Vice President External shall be:

- a. To represent the association and communicate positions and policies taken by the association to external bodies and agencies.
- b. To plan, coordinate and organize the association's events and activities in conjunction with the Vice President Internal.
- c. To be the representative of the association in conjunction with the President.
- d. To secure external sponsorships and sources of revenue for the association in conjunction with the Vice President Finance.
- e. To chair the Planning Committee in conjunction with the Vice President Internal.

7.3 The duties of the Vice President Finance shall be:

- a. To ensure the long term financial stability of the association.
- b. To advise Council and the EC on financial policy.
- c. To maintain and prepare the financial records of the association.
- d. To develop the annual budget in compliance with SUS policies.
- e. To ensure article four (4) of this constitution is enforced.
- f. To operate the finances of the association with the consent of Council.
- g. To chair the Finance Committee.

7.4 The duties of the Vice President Academic shall be:

- a. To provide for the academic affairs of the association.
- b. To plan, coordinate and organize the academic events and activities of the association.
- c. To advise Council and the EC on academic policy and services.
- d. To ensure the academic needs of the membership are satisfied.
- e. To promote enhancements to the academic policies of McGill University in cooperation with the SUS Vice President Academic.
- f. To chair the Academic Committee.

7.5 The duties of the Vice President Internal shall be:

- a. To ensure a good rapport between the association and its membership.
- b. To plan, coordinate and organize the events and activities of the association in cooperation with the Vice President External.
- c. To maintain the association's office in conjunction with the President.
- d. To advise Council and the EC on the opinions and demands of the membership.
- e. To chair the Planning Committee in conjunction with the Vice President External.

7.6 The duties of the Vice President Communications shall be:

- a. To facilitate communication between members of Council and the association.
- b. To maintain the association's listserv.

- c. To provide for the marketing and publicity of the association's affairs.
- d. To maintain the association's website.
- e. To take minutes of all official meetings of Council.

7.7 The duties of the Vice President Fundraising shall be:

- a. To plan, coordinate and organize the fundraising activities of the association.
- b. To ensure the success of all fundraising initiatives.
- c. To provide for the financial stability of the association through fundraising activities in conjunction with the Vice President Finance.
- d. To chair the Fundraising Committee.

7.8 The duties of the U3 Representatives shall be:

- a. To inform fellow U3 members of the association about applicable Pharmacology events and services.
- b. The recruiting of the U1 Representative from the U1 Pharmacology student body, with the assistance of fellow PILS executives.
- c. To advertise and organise NTC sets for all relevant U3 Pharmacology courses.
 - i. Advertising includes, but is not limited to, classroom announcements during the respective courses.
 - ii. Organising NTC sets includes: selection of the editors and writers for each class, compiling NTC Sets and e-mailing them to the printing company, arranging the pick-up of NTC sets from the printing company, distributing and selling NTC sets to students during office hours.

7.9 The duties of the U2 Representatives shall be:

- a. To inform fellow U2 members of the association about applicable Pharmacology events and services.
- b. The recruiting of the U1 Representative from the U1 Pharmacology student body, with the assistance of fellow PILS executives.
- c. To advertise and organise NTC sets for relevant pharmacology courses.
 - i. Advertising includes, but is not limited to, classroom announcements during the respective courses.
 - ii. Organising NTC sets includes: selection of the editors and writers for each class, compiling NTC Sets and e-mailing them to the printing company, arranging the pick-up of NTC sets from the printing company, distributing and selling NTC sets to students during office hours.

7.10 The duties of the U1 Representative shall be:

- a. To inform fellow U1 members of the association about applicable Pharmacology events and services.
- b. The organizing of events involving U1 Students. Organizing includes advertising to all U1 Pharmacology Students, and budgeting, or estimating a projected cost of the event.
- c. The creation and maintenance of all McGill intramural sports teams under the banner of the association.

7.11 In the event of resignation, removal or extended inability to act of the President, the Vice President External shall assume the duties of the President until a by-election, if necessary, can be held in accordance with this constitution, or until the President regains the ability to act.

7.12 In the event of resignation, removal or extended inability to act of any Vice President, Council shall determine the best course of action.

Article 8 - Meetings of the Association

8.1 Meetings of Council shall be held at the call of the President but shall occur no less than once every two (2) weeks.

8.2 The Quorum for Council shall be one member more than fifty percent (50%) of the voting members of Council.

8.2 The EC shall meet as frequently as it deems fit and shall assemble at the call of the President.

8.3 The Quorum for a meeting of the EC shall be four (4) Executive Officers.

8.4 Meetings of the Committees of Council, excluding the EC, shall be held at the call of the committee's chair.

8.5 The Quorum for all Committees of Council, excluding the EC, shall be one member more than fifty percent (50%) of the voting members of that committee.

8.6 Meetings of Council and all standing committees, including the EC, shall abide by the voting procedures as prescribed by the newest official version of Robert's Rules of Order.

Article 9- Committees of Council

9.1 The following shall be standing Committees of Council:

- a. The Planning Committee
- b. The Academic Committee
- c. The Finance Committee
- d. The Fundraising Committee

- 9.2 There shall be other committees defined in the by-laws of the association.
- 9.3 Council or the EC may establish other ad hoc committees as is deemed necessary.
- 9.4 All Committees of Council shall operate in accordance with this constitution and by-laws.
- 9.5 The Planning Committee shall:
- a. Be chaired jointly by the Vice Presidents External and Internal.
 - b. Assist in the planning, coordinating and operating of the association's social events, activities and services.
 - c. Be appointed and dismissed by the joint authority of the Vice Presidents External and Internal.
 - d. Advise Council on matters relating to the social events, activities and services of the association.
- 9.6 The Academic Committee shall:
- a. Be chaired by the Vice President Academic.
 - b. Assist the Vice President Academic in the exercise of their duties, including the planning, coordinating and operating of the association's academic events, activities and services.
 - c. Be appointed and dismissed by the Vice President Academic.
 - d. Advise Council on matters relating to the academic events, activities and services of the association.
 - e. Advise the Vice President Academic in the affairs of his portfolio.
- 9.7 The Finance Committee shall:
- a. Be chaired by the Vice President Finance.
 - b. Assist the Vice President Finance in the exercise of his duties.
 - c. Be appointed and dismissed by the Vice President Finance.
 - d. Advise the Vice President Finance and Council in all financial matters of the association.
- 9.8 The Fundraising Committee shall:
- a. Be chaired by the Vice President Fundraising.
 - b. Assist the Vice President Fundraising in the exercise of his duties, including the planning, coordinating and operating of all fundraising endeavors.
 - c. Be appointed and dismissed by the Vice President Fundraising.
 - d. Advise the Vice President Fundraising in the affairs of his portfolio.

TITLE III - SUPPLEMENTAL

Article 10 - Elections

10.1 The following Executive Officers shall be elected by and from the general membership of the association:

- a. President
- b. Vice President External
- c. Vice President Finance
- d. Vice President Academic
- e. Vice President Internal
- f. Vice President Fundraising
- g. Vice President Communications
- h. U3 Representative
- i. U2 Representatives (2)

10.2 Only members of the association may vote, run for or be appointed to public office.

10.3 Only members of the association may serve on the Committees of Council.

10.4 The association's general elections shall be held once a year in the winter semester on a date determined by Council.

10.5 Candidates seeking the Office of the President must acquire seventy-five (75) signatures from general members, or the amount of signatures equal to 10% of the general membership; whichever is less.

10.6 Candidates seeking the Office of the Vice-President(s) must acquire fifty (50) signatures from general members, or the amount of signatures equal to 5% of the general membership; whichever is less.

10.7 The nomination period for executive officers shall be open for no less than five (5) days, the campaign period shall be open for no less than three (3) days and voting shall be open for no less than two (2) days.

10.5 The Governor shall act as the non-partisan Chief Electoral Officer (CEO) to oversee and ensure the integrity of the association's general elections.

10.6 Candidates for Executive positions who receive a simple plurality of the valid votes shall be deemed elected.

10.7 In the case where no candidate presents himself for an Executive position, the nomination period shall be extended by 48 hours regardless of the date of the campaign period, whereas if no

candidate presents himself after the extended nomination period, Council shall decide on the best course of action.

10.8 In the case where only one candidate presents himself for an Executive Position, the nomination period shall be extended by 48 hours regardless of the date of the campaign period, whereas if no additional candidate presents himself, the nominated candidate shall be deemed elected by acclamation.

10.9 The association shall promote and advertise the general elections at least seven (7) days in advance of the start of the nomination period and shall promote and advertise all instances of extended nomination periods, where necessary.

Article 11 - Selection of the U1 Representative and Governor

11.1 The U1 representative and Governor will be appointed by the PILS Executive Committee through an interview process.

11.2 Determination of the U1 Representative and Governor will be decided through a consensus among the PILS Executive Committee.

11.3 Appointment of the U1 Representative and Governor will be carried out in the semester succeeding PILS Executive elections.

Article 12 - Impeachment

12.1 Any Executive Officer may be removed from office for impropriety, violation of the provisions of this constitution or by-laws, delinquency of duties or misappropriation of the association's funds.

12.2 Impeachment of any Executive Officer may be initiated by a signed petition of at least three (3) Executive Officers or four (4) members of Council and shall pass with a 2/3 majority vote of Council.

12.3 Any person against whom a motion to impeach is directed shall be afforded a five (5) day notice and the opportunity to respond to the allegations made.

12.4 Impeachment of any member of Council other than an Executive Officer may be initiated by a motion in Council and shall pass with a simple majority vote of Council.

Article 13 - Additional Provisions

13.1 All minutes and documents of the association shall be public documents except during *in camera* sessions.

13.2 All members of the association have the right to a copy of the minutes and documents of the association.

13.3 All members of the association have the right to address any questions, comments or concerns regarding the affairs of the association to any Executive Officer.

13.4 All Executive Officers of the association, elected during the general elections, shall take office on the first (1st) of May to the thirtieth (30th) of April of the following year.

13.5 In the event of an Executive Officer elected through a by-election, the officer shall take office immediately upon election and shall serve until the next general elections take place.

TITLE IV - THE CONSTITUTION

Article 14- Coming into Force and Superseding Clause

14.1 This Constitution supersedes and repeals all previous Constitutions of the association.

14.2 This Constitution was approved by the general membership on April 1st, 2014 and shall come into force as soon as it is ratified by the SUS General Council following that date.

Article 15 - Constitutional Amendments and By-laws

15.1 This Constitution may be amended by a 2/3 majority vote of Council, but such amendments are subject to the ratification of SUS General Council,

15.2 It is expected that Council shall enact, amend or rescind by-laws, from time to time, as it deems fit and as the situation requires,

Article 16 - The SUS Constitution and By-laws

16.1 If this Constitution and any subsequent by-laws are in conflict with the SUS Constitution and by-laws, then the latter shall take precedence.

16.2 Any areas not mentioned in this Constitution or subsequently included in the by-laws shall be defaulted to the SUS Constitution and by-laws.

Drafted and edited by: Billi Wun

Additions made in September 2011 by: Tara Swami

Additions and modifications made in March 2014 by: Alessio Valentini

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