

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.

Appendix A

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 operating budget of the association will be made public upon request in accordance with Article 14 of the SUS Financial By-Laws.
- 4.3 The association shall maintain proper records of its finances.
- 4.4 The association shall not operate at a deficit and shall always maintain no less than one dollar (\$1) in its balance in the centralized bank account managed by SUS.
- 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

Appendix A

- Vice President Finance
- Vice President Academic
- Vice President Internal
- Vice President Communications
- Vice President Fundraising & Sustainability
- U3 Representative (2)
- U2 Representatives (2)
- U1 Representative (2)
- SBMS Representative
- Governor

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.

Appendix A

- 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 attend and serve as the representative of PILS at General Council meetings.

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 oversee all financial transactions, including income, expenditures, and reimbursements of the Council.

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

Appendix A

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.
- f. To chair the Communications Committee

7.7 The duties of the Vice President Fundraising & Sustainability 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.
- e. Advocate for the social and environmental sustainability among the Council and its members.
- f. Develop and implement strategies to promote sustainable and inclusive practices across all Council-related initiatives and operations.
- h. Establish partnerships with external organizations to further sustainability goals.

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, distributing and promoting the sale of NTC sets to students.
- d. To spearhead the planning and organization of events for the U3 student body (including, but not limited to, convocation reception).

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.

Appendix A

- i. Advertising includes, but is not limited to, classroom announcements during the respective courses.
 - ii. Organizing NTC sets includes: selection of the editors and writers for each class, compiling NTC sets, distributing and promoting the sale of NTC sets to students.
- d. To spearhead the planning and organization of events for the U2 student body.

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 The duties of the SBMS Representative shall be:

- a. To represent the interests of SBMS council within PILS by providing updates in weekly PILS meetings
- b. To represent the interests of the PILS council within the SBMS council by providing updates in weekly SBMS meetings
- c. To promote PILS and SBMS events within both communities
- d. To collaborate with the SBMS and PILS to organize academic and social events for students under the SBMS program
- e. To address the SBMS program faculty on behalf of the interests of the Pharmacology community to fulfill academic and administrative responsibilities, as needed
- f. To maintain active communication with the SBMS representatives from Microbiology and Immunology Student Association (MISA), Physiology Undergraduate League of Students (PULS), Pharmacology Integrative League of Students (PILS), and McGill Anatomy and Cell Biology Students' Society (MACSS)
- g. To collaborate with the SBMS representatives to organize a minimum of one event for SBMS students each semester
- h. Required to attend the equity training offered by the SUS Equity Committee in the fall semester

7.12 The duties of the Governor shall be:

- a. To act as the non-partisan Chief Electoral Officer (CEO)
- b. To establish the election timeline
- c. To oversee the nomination process and verify the eligibility of candidates.
- d. To ensure the integrity and fairness of the association's election process

Appendix A

- e. To supervise the campaigning period to ensure compliance with election rules and regulations outlined in the constitution.
- f. To maintain regular communication regarding the progress of the election to all candidates.

7.13 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.

7.14 In the event of resignation, removal or extended inability to act of any other EC position, Council shall determine the best course of action.

7.15 In the event of a resignation, the person resigning must:

- a. Provide a minimum of two weeks' notice.
- b. During this period, ensure completion of ongoing tasks and/or transfer all relevant information to successor before ceasing responsibilities.
- c. Assist in the recruitment and onboarding process of the successor.
- d. Prepare a comprehensive and detailed exit report.
- e. Failure to comply with any of the above will authorize EC members to report to the Vice President Accountability of SUS.

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 Attendance and active participation of all Executive Officers is mandatory at each meeting, unless excused for valid reasons.

8.3 Each Executive Officer is responsible for informing the President in advance if they are unable to attend the meeting. It is also their duty to review the minutes from the meeting they missed to stay informed about council-related matters.

8.4 Each member of the EC should fill out their section of the meeting minutes by giving a brief overview of their weekly updates, including members who may be unable to attend. The Vice President Communications will add further details during the meeting as needed.

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

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

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

Appendix A

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

8.9 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.

8.10 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 Fundraising Committee
- d. The Communications Committee

9.2 The decision to establish the Committees lies within the discretion of the Council and its chair.

9.3 There shall be other committees defined in the by-laws of the association.

9.4 Council or the EC may establish other ad hoc committees as is deemed necessary.

9.5 All Committees of Council shall operate in accordance with this constitution and by-laws.

9.6 The Planning Committee shall:

- a. Be chaired by the Vice President 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 authority of the Vice President Internal.
- d. Advise Council on matters relating to the social events, activities and services of the association.

9.7 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 their portfolio.

Appendix A

9.8 The Fundraising Committee shall:

- a. Be chaired by the Vice President Fundraising.
- b. Assist the Vice President Fundraising in the exercise of their 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 their portfolio.

9.9 The Communications Committee shall:

- a. Be chaired by the Vice President Communication.
- b. Assist the Vice President Communication in the exercise of their duties, including but not limited to, photography and graphic design. Previous experience in these areas is preferred.
- c. Be appointed and dismissed by the Vice President Communication.

TITLE III - SUPPLEMENTAL

Article 10 - Elected Positions

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 & Sustainability
- g. Vice President Communications
- h. U3 Representative (2)
- i. U2 Representatives (2)

Article 11 - Eligibility of Elections

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

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

11.3 Candidates seeking the Offices of President must possess at least one year experience on the EC

11.4 Candidates seeking the Office of Vice President Internal must possess at least one year experience on either the Planning Committee or in event planning through other engagements.

Appendix A

While prior experience on the EC is not required, it is preferred.

11.5 Candidates seeking the Office of Vice President External should possess relevant experience through other engagements. While prior experience on the EC is not required, it is preferred.

11.6 Candidates seeking the Office of the President must acquire seventy-five (75) signatures from general members, or the amount of signatures equal to 20% of the general membership; whichever is less.

11.7 Candidates seeking the Office of all other positions on EC must acquire fifty (50) signatures from general members, or the amount of signatures equal to 10% of the general membership; whichever is less.

Article 12 - Procedure of Elections

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

12.2 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.

12.3 The President, under the condition that they are NOT running for a position on EC, shall act as the non-partisan Chief Electoral Officer (CEO) to oversee and ensure the integrity of the association's general elections; in the event that they are running, the President has the option to appoint an external individual, who must be free from any conflict of interest and in their graduating year, to act as the governor overseeing the elections.

12.4 Candidates are permitted to run for only one position during the elections. Should they decide to switch positions, they are required to submit a new nomination form and recollect signatures.

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

12.6 In the case where no candidate presents themselves 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 themselves after the extended nomination period, Council shall decide on the best course of action.

12.7 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

Appendix A

elected by acclamation.

12.8 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 13 - Selection of the U1 Representative and Governor

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

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

13.3 Appointment of the U1 Representative will be carried out in the semester succeeding PILS Executive elections, whereas appointment of the governor will be carried out in the Winter semester when elections take place.

Article 14 - Selection of SBMS Representative

14.1 The Pharmacology Representative to the SBMS council will be appointed by at least one member of the SBMS council and at least one member of PILS council through an interview process.

14.2 Determination of the SBMS Representative will be decided through a consensus among the present members during the interview.

14.3 Appointment of the SBMS Representative will be carried out in the semester succeeding PILS Executive elections.

Article 15 - Impeachment

15.1 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.

15.2 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.

15.3 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.

15.4 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.

Appendix A

Article 16 - Additional Provisions

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

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

16.3 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.

16.4 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.

16.5 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 17 - Coming into Force and Superseding Clause

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

17.2 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 18 - Constitutional Amendments and By-laws

18.1 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,

18.2 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 19 - The SUS Constitution and By-laws

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

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

Appendix A

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Additions and modifications made in May 2015 by: Christopher Wong

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