

Constitution Of  
The Pharmacology and  
Toxicology Students'  
Association

Adopted

**February 25, 2019**

**Article I: Article of Presence**

1. There shall be a body known as the Pharmacology and Toxicology Students' Association.

**Article II: Definitions**

1. "PTSA" refers to the Pharmacology and Toxicology Students' Association.
2. "ASSU" refers to the Arts and Science Students' Union at the University of Toronto.
3. "The Department" refers to the Department of Pharmacology and Toxicology at the University of Toronto.
4. "Executive" refers to the elected council members as defined in Article V.

**Article III: Constituency of the PTSA**

1. The Constituency of the PTSA shall be comprised of all full-time undergraduate students enrolled in at least one course offered by the Department and paying ASSU fees. A member of the Constituency will be referred to as a "Constituent".

**Article IV: Purposes of the PTSA**

1. The PTSA is a student-run organization in the Department of Pharmacology and Toxicology at the University of Toronto.
2. It is bound by the ASSU constitution as well as applicable university regulations.
3. The PTSA is responsible for:
  - a. Organizing events, both social and academic, for the constituency of the PTSA.
  - b. Providing, upon request, consultation for students in matters concerning the Department.
  - c. Acting as the primary liaison between the Department and the Constituency.

**Article V: Structure and Membership of the PTSA**

1. The PTSA shall be comprised of an Executive Council and Members-at-Large
2. The Executive shall consist of a minimum of eleven elected members with the following positions:
  - a. Co-Presidents [(2), one holding the Presidential seat on ASSU]
  - b. Vice Presidents (2)
  - c. Secretary
  - d. Director of Social Events
  - e. Director of Finance
  - f. Director of Communications
  - g. Second Year Representatives (2)
  - h. Third Year Representatives (2)
  - i. International Student Representative

3. All positions of the Executive shall have a term of one calendar year beginning on May 1st ending on April 31st, with the exception to the Second Year Representatives whose terms begin according to the date of their election.
4. The Executive, by simple majority vote, shall have the option to create and/or fill appointed positions, for such positions that are temporary or needed for certain circumstances. The creation and/or appointment of such positions must be announced publicly and openly; appointments are for interim office only and a by-election shall be held to fill the spot permanently at the earliest convenience.
5. Any member of the Executive who does not fulfill their duties or violate the rules outlined in the constitution in any way can be voted out of office by a simple majority of the Executive, as outlined in Article X.
6. The Members-at-Large shall consist of a minimum of one member of the constituency who wish to aid in the Executive Council's goals and vision for the constituency.

#### **Article VI: Duties of the Executive**

1. The Executive is responsible for fulfilling the purposes of the PTSA as outlined in Article IV as well as act as the figures for the leadership of the PTSA.
2. They shall be responsible for organizing and overseeing the elections.
3. Duties of the Co-Presidents
  - a. They are responsible for the overall organization and conduct of the Executive and shall supervise the general administration of the association and oversee all undertakings.
  - b. They shall supervise the preparation of the budget and ensure that all financial conduct of the PTSA is used appropriately in concert with the Director of Finance.
  - c. Either of the Co-Presidents can act as the secondary signing officer on all financial transactions.
  - d. One Co-President, by consensus of the Executive, shall act as the Presidential Seat on the ASSU.
  - e. They are the primary ombudspersons for the Constituency and act as a liaison between the Constituency and the Department.
  - f. Should one Co-President be unable to fulfill their responsibilities, the other Co-President shall assume their responsibilities in their absence.
  - g. They are the primary liaison between the PTSA and external bodies.
4. Duties of the Vice-Presidents
  - a. They shall be responsible for the general administration of the PTSA.
  - b. They shall assume the Co-Presidents' responsibilities in the case where they are both unable to fulfill their roles.
  - c. They shall take inventory as well as maintain the property of the PTSA.

- d. They shall be responsible for all merchandise and academic-related fundraisers in concert with the Director of Finance.
  - e. They shall be responsible for organizing all joint ventures with external organizations at the University of Toronto.
  - f. They shall be responsible for organizing and overseeing all aspects of the PTSA mentorship program (Article XV) and its front-end proceedings, this includes, but is not limited to:
    - i. the Welcome Launch, Training Sessions, and Closing ceremony.
    - ii. Be available to counsel Participants on a face-to-face basis as required.
5. Duties of the Secretary
- a. They shall be responsible for recording and publishing proceedings of all the PTSA meetings.
  - b. They will conduct and file all correspondence to the Executive.
  - c. They shall be responsible for scheduling all the meetings of the PTSA.
  - d. They shall notify members of the Executive of all meetings of the PTSA.
  - e. They shall be responsible for tracking and managing the completion of tasks assigned to each member of the Executive.
  - f. They shall be responsible for the organization and collection of Course Commentaries.
  - g. They shall be responsible for the back-end of the PTSA mentorship program, including but is not limited to:
    - i. Tracking program completion by each Participant.
    - ii. Forwarding concerns to the Vice-Presidents.
6. Duties of the Director of Finance
- a. They shall be the primary signing officer on all financial transactions.
  - b. They shall receive, disburse, and account for all the funds of the PTSA.
  - c. They shall be responsible for creating a budget which shall be presented and approved by the Executive.
  - d. They shall be responsible for overseeing and handling the finances of all PTSA merchandise and past test sales.
7. Duties of the Director of Social Events
- a. They shall oversee all social and academic events of the PTSA.
  - b. They shall work with the Director of Communications for the promotion of social events.
  - c. They shall organize and oversee the work of the Members-at-Large with the Second Year Representatives.
  - d. They shall be responsible for organizing, along with the aid of another designated Executive member:
    - i. PHOXIE: the 2nd year orientation.
    - ii. Student-Professor Luncheon.
8. Duties of the Director of Communications

- a. They shall maintain all electronic media outlets associated with the PTSA such as the website, student email mailing lists, and any other social media.
  - b. They shall conduct and file all correspondence to the Constituency.
9. Duties of the Second Year Representatives
- a. They shall be the official representatives of all 2nd Year Constituents.
  - b. They shall assist with the general activities of the PTSA.
  - c. They shall act as the liaison between 2nd year Constituents and the Executive.
  - d. They shall be responsible for organizing, along with the aid of other Executive members:
    - i. Year End Pub Night.
  - e. They shall organize and oversee the work of the Members-at-Large with the Director of Social Events.
  - f. They shall assist with the back-end duties of the PTSA Mentorship Program with the assistance of the Secretary so long as they are not participating as a Mentorship mentee themselves.
10. At the discretion of the Executive Council, the PTSA may create Third Year Representative(s) and/or Fourth Year Representative(s) positions to better represent the Constituency in the PTSA if the Executive Council lacks representation from a certain year's Constituency.
- a. They shall assist in the general conduct of the PTSA.
  - b. The creation and election of this position(s) will be done in accordance with Article V. 4.
11. Duties of the International Representative
- a. They shall be the official representative of all International students in the Constituency.
  - b. They shall act as the liaison between International student Constituents and the Executive and assist the Director of Communications in correspondence with the International student Constituency.
  - c. The role will be filled by holding an International Representative election at PHOXIE. International students in the Department are highly encouraged to run although the candidacy and voting for this position is open to all Constituents.

#### **Article VII: Members-at-Large Structure and Duties**

1. The Members-at-Large
  - a. Members-at-Large may attend PTSA meetings on a drop-in basis and participate in Executive Council discussions to give ideas and opinions.
  - b. A maximum of 5 Members-at-Large can attend PTSA Executive meetings at a time. This is based on a first-come-first-served basis.
  - c. As the Members-at-Large are not elected, its members do not have voting rights in Executive Council decisions.
  - c. Members-at-Large may assist in the general conduct of the PTSA including participating in the planning and execution of PTSA events.

- d. CCR accreditation may be given depending on the degree of involvement (ie. attendance, assisting with events) in PTSA work at the discretion of the Executive.
- e. The Director of Social Events and 2<sup>nd</sup> Year Representatives are responsible for the organization and activities of the Members-at-Large.

#### **Article VIII: Finances**

1. The finances of the PTSA shall consist of all the funds collected by the PTSA, as well as any incidental monies.
2. All monies collected by the PTSA from its various functions shall be immediately presented to the Director of Finance.
3. Signing authority for all the PTSA accounts must change on or before the mandate of the incoming the PTSA.
4. Any changes to the budget created by the Director of Finance must be approved by a two-thirds majority vote of the Executive.

#### **Article IX: Meetings and Procedures**

1. The PTSA shall meet in plenary session at least twice per month during the academic year.
2. All members of the Executive are required to attend all meetings of the Executive. In the event a member fails to attend more than three meetings during his/her term in office, the PTSA may remove him or her from office as outlined in Article IX.
3. The meetings shall be called by either of the Co-Presidents.
4. Notices of meeting and minutes of previous meetings shall be published and distributed to all members of the Executive by the Secretary.
5. Meetings shall be conducted by the Co-Presidents.
6. A quorum shall consist of a simple majority of the voting membership of the Executive (half plus one). In the event of a tie, the council shall revote.
7. There shall be at least two general meetings held for all Constituents of the PTSA during the academic year.
8. The general meetings shall be chaired by a member of the PTSA chosen by consensus.

#### **Article X: Removal from Office**

1. Any member of the Executive may be brought up for impeachment by another member. The matter will be tabled for the next meeting.

2. A member of the PTSA Executive may be removed from office by the PTSA for a clear violation of the Constitution (such as, but not limited to: failure to fulfill attendance requirements as outlined in Article IX, or failure to fulfill Executive duties as outlined in Article VI), for any unauthorized financial transactions, or for using the name or resources of the PTSA for personal ends.
3. Any member of the Executive may resign upon the formal presentation of a resignation request along with a simple majority vote by council. The member shall then resign and standard vacancy procedures shall apply.
4. Any member whose name has been tabled for impeachment must be notified by official correspondence no later than one week after the meeting in which that member's name was mentioned.

#### **Article XI: Position Vacancies and Appointments**

1. Positions vacant by reason of no nominations having been received must be filled by appointment for the interim with a by-election to fill the position permanently held at the earliest convenience.
2. The power of interim appointment is vested exclusively in the PTSA as a whole.
3. The interim appointment procedure shall be as follows:
  - a. If the number of candidates running for a position is less than or equal to the number of positions available, the member(s) may be appointed by a simple majority.
  - b. If the number of candidates running for a position is greater than the number of positions available, each member of the PTSA shall have a number of votes equal to the number of available positions. Each candidate that obtains a simple majority of the Executive up to a limit of the available positions (in descending order of votes received) shall be considered appointed.
  - c. If there are still open positions, a vote shall be repeated with the remaining candidates.
    - i. If no candidate obtains appointment by vote, the person with the lowest votes is dropped from the ballot and another vote shall proceed.
    - ii. In the event of a tie for the lowest vote, all candidates that are tied shall be dropped from the ballot.
    - iii. Voting shall continue until the number of required candidates achieve a simple majority.

#### **Article XII: Referenda**

1. A referendum can be proposed by any member of the Constituency. This referendum shall be voted on during the General Meeting. Any referendum proposal should be presented to the PTSA before the General Meeting.

**Article XIII: Amendments to this Constitution**

1. Amendments to the Constitution may be proposed by any member of the Constituency.
2. Proposed amendments shall be presented to the PTSA and shall be tabled until the next meeting.
3. The PTSA shall be the sole author and final interpreter of this Constitution.
4. A General Meeting shall be held to ratify the amendments, 2 weeks advanced notice shall be given to all Constituents and amendments shall be approved with a 2/3 majority.
5. All ratified amendments to this Constitution shall be made effective immediately.

**Article XIV: Elections**

1. All elections shall be run by a Chief Electoral Officer (CEO) appointed by the members of the PTSA.
2. The CEO cannot run in the PTSA elections for that year. They shall be responsible over all things related to elections, including but not limited to:
  - a. Finalizing decisions concerning administrative matters.
  - b. Oversee and ensure sign-in of voters during elections, implement ballots.
  - c. Inform candidates of the rules and regulations of the Election.
  - d. Actions regarding complaints or violations of election procedures shall be taken at the discretion of the CEO.
  - e. Ballots for each position with the respective candidate names shall be prepared by the CEO in advance.
3. The CEO shall determine the dates for the Fall and Spring Elections.
4. Voting shall take place during the Spring General Meeting for all Executive positions except for Second Year Representative and International Representative voting, which will take place at PHOXIE.
5. Eligibility of Candidates
  - a. All candidates for Executive positions shall be members of the Constituency and must remain so during their term in office.
  - b. Candidates for the positions of Co-Presidents (2) are recommended to have served on another student union previously.
  - c. Candidates running for a Co-President position must receive 15 nominations from the Constituency in the form of signatures.
  - d. The positions of Second Year Representatives are only open to Constituent students in their second year of registration at the University of Toronto.
  - e. The position of International Representative is only open to Constituents who are registered as International students at the University of Toronto.



## 6. Nominations

- a. Any member of the Constituency may be nominated for a position.
- b. All positions are available for candidacy application/nomination during the spring elections except for the Second Year Representatives and the International Representative where they shall be voted in during the Fall Elections.
- c. The number of positions each candidate is allowed to run for is determined at the discretion of the CEO based on the number of candidates running for that election.

## 7. All-Candidates Forum

- a. PTSA shall provide a forum before or during the Spring General Meeting which shall take place before or during the “designated campaigning period”.
- b. There shall be an all-candidates meeting that shall take place before the forum to describe and inform candidates of the rules of the Election
- c. The speaking order shall be announced and posted between the all-candidates meeting and the Spring General Meeting.
- d. The time given to candidates to speak at the forum shall be decided by the CEO and be announced at the all-candidates meeting that occurs prior to the forum.
- e. After all the candidates for each position have spoken, there shall be a question period where the audience may ask questions to the candidates; the duration of the question period shall be decided and announced at the all-candidates meeting by the CEO.
- f. It is mandatory for all candidates to attend and remain for the full duration of the Spring General Meeting. Those who are not present may be represented by proxy.
- g. The designated campaigning period commences two weeks before the Spring General Meeting and terminates with at the end of the Spring General Meeting.
  - i. Candidates are only allowed to promote their candidacy and the Elections via face-to-face campaigning activities including but not limited to: word of mouth and in person canvassing. Private messages over social media are permitted but public forum (eg. course pages, Facebook groups and mass emails) campaigning is strictly prohibited.
  - ii. No promotional media (posters, pamphlets, etc.) shall be allowed by candidates for campaign purposes.
  - iii. It shall be the CEO’s discretion to exercise penalties.

## 8. Polling

- a. There shall be a polling booth during the Spring General Meeting.
- b. Conversation at the polling booth shall be limited to technical questions regarding how to vote.
- c. Candidates are prohibited from lingering at the polling booth.
- d. Non-Constituents may not be present during the polling period.

## 9. Voting and counting

- a. All candidates that are running unopposed in the election must run a yes/no vote by the Constituency. A simple majority affirms the election of the candidate.

- b. Any Constituent may vote for any candidate with the exception of Second Year Representatives and International Representatives in which only second year and International Constituents are allowed to vote, respectively.
- c. Tabulation shall commence immediately following the closing of the election period for each Position.
- d. Ballots with multiple names or markings that cannot be interpreted shall be considered void.
- e. Immediately following the tabulation of the final results, the results shall be announced and publicly posted on the PTSA website.
- f. If intention to file an appeal is communicated to the PTSA and the CEO, the CEO shall inform all candidates affected as soon as possible.
- g. After all appeals have been resolved the incoming member shall be considered an official member of the PTSA.
  - i. Warnings or Disqualifications shall be given in writing to the offending Candidate; anonymized details and type of complaint, date, article of Constitution breached must be cited.
  - ii. Action regarding the complaint or violation shall be taken at the discretion of the CEO.
- h. Any penalties shall be reported.
  - i. Any complaints, Warnings, or Disqualifications that occur prior to the Spring General Meeting shall be announced prior to All-Candidates Forum, and all parties involved shall be allotted a length of time (at the discretion of the CEO) to state and explain their case.

#### 10. Appeals

- a. Any complaint regarding election and campaign procedural irregularities shall be presented to the PTSA within forty-eight hours after election results have been announced.
- b. If the voting irregularities are suspect to affect the voting results, an investigation shall follow that could result in a re-election.

#### **Article XV: PTSA Mentorship Program**

1. Participants shall be selected from a blinded pool of applicants.
2. Mentees are limited to new (first year at the Department) incoming undergraduate students studying at the Department.
3. Mentors are limited to undergraduate students in the Department who have completed more than 2 years of study.
4. All Participants must fulfill the minimum Attendance, Reporting, and Meeting Requirements for the Program to receive Recognition. These criteria are set up at the discretion of the Co-Vice Presidents.

5. Attendance: participants must attend as many Mentorship events as possible and a minimum of 2 general PTSA events. Attendance shall be tracked by the Vice-Presidents.
  - a. Meeting: Participants must meet for a total of 1 hour per month, with a minimum biweekly meeting schedule.
  
6. Participants not meeting any 1 of the 2 requirements outlined above shall be given a warning by the Vice-Presidents. Non-adherence to the above requirements shall result in withdrawal of the Participant from the Program at the discretion of the Vice-Presidents.