

# CONSTITUTION FOR THE PHARMACEUTICAL CHEMISTRY STUDENT UNION

## Article I: Name

The name of the organization is hereby declared the “Pharmaceutical Chemistry Student Union” and will hereafter be referred to as “PCSU” in the Constitution.

## Article II: Definition of Terms

Section I: For the purpose of this document,

- a) **PCSU** – Pharmaceutical Chemistry Student Union
- b) **Department** – The Department of Pharmaceutical Sciences at the University of Toronto
- c) **Faculty** – Faculty staff of Arts and Science and Leslie Dan Faculty of Pharmacy
- d) **Program** – The Department’s Pharmaceutical Chemistry Specialist Undergraduate program
- e) **PHC** – The designated code for courses offered by the program
- f) **Students** – The students of the program
- g) **Third Party** – Any individual or organization that is not a member of the PCSU
- h) **Industry** – Any pharmaceutical business or enterprise that exists outside the academic circle
- i) **Signing Officer** – A student union executive responsible for signing records to establish their truth and accuracy
- j) **Executive Member** – A member of PCSU elected to fulfill an executive role in the PCSU who attends general meetings, and regularly contributes ideas and constructive criticism on how to improve the program or community
- k) **Rotational Representative** – An executive member of PCSU who have been elected as the 2<sup>nd</sup> or 3<sup>rd</sup> year student representative will act as a helper on a bimonthly basis under Treasurer, Secretary, Public Relation Officer, or Events Coordinator.
- l) **Academic Semester** – Refers to either the Fall session of classes or Winter/Spring session of classes as described on the Faculty of Arts and Sciences course calendar
- m) **Academic Year** – Refers to the start of classes in September to the end of the exam period in April/May
- n) **Full-time** – Having a minimum course load of 70% (i.e. 3.5 credits or more), as per the University of Toronto’s definition
- o) **Part-time** – Having a course load less than 70% (i.e. 0.5 to 3.0 credits), as per the University of Toronto’s definition
- p) **Income Statement** – Presents the results of the entity’s (PCSU) operations during a given period of time. Summarizes the revenues and expenses associated with PCSU activities.

## Article III: Organization and Purpose

Section I: The PCSU

- a) is a student-run organization dedicated to representing and supporting undergraduate students registered in the program or enrolled in PHC courses
- b) acts as a student voice between the classroom and the department
- c) will provide academic support through liaison between the students and the Faculty
- d) will inform students and its related career paths through the hosting of informational seminars
- e) aims to create a welcome atmosphere for all students through social events

Section II: The PCSU will consist only of general members and the executive council. The existence of sub-unions will not be organized.

## Article IV: Membership

Section I: Any student registered in the program or enrolled in a PHC course is considered a member of PCSU.

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## Article V: Executive Council

Section I: The executive council will consist of eleven (11) members: President, Vice-President, Treasurer, Public Relation Officer, Events Coordinator, Secretary, Media Specialist, two (2) 3rd Year Student Representatives and two (2) 2nd Year Student Representatives.

In the event of scenarios outlined in Article IX, Section IX, the executive council will consist of eleven (11) members: (2) Co-Presidents, Treasurer, Public Relation Officer, Events Coordinator, Secretary, Media Specialist, two (2) 3rd Year Student Representatives and two (2) 2nd Year Student Representatives.

Section II: Executives are elected at the end of current academic year by the members of PCSU and will take office at the commencement of the following academic year.

Section III: Any full-time member (or part-time member who pays the ASSU fee) of the PCSU can be a candidate for an executive position provided they are registered in the program or taking a PHC course.

Section IV: If an executive continuously fails to complete tasks according to their role stated in Article V, Section V, or is absent from meetings as described in Article VII, Section IV, it is to the discretion of the executive council to remove this individual from their executive role through a unanimous vote, and a by-election will be held to replace their position.

Section V: Executive roles and their responsibilities are as follows:

### a) President

- i. They will plan and lead regular meetings alongside with the Vice-President.
- ii. They will delegate tasks to executives and ensure that they are completed.
- iii. They will oversee any task(s) assigned to the executive team and will fulfill any role in the case an executive fail to complete their task(s), and ensure the success of the union.
- iv. They will communicate with department members for regarding student, faculty and/or academic-related concerns.
- v. They will have a seat on the ASSU council and communicate ASSU matters to the rest of the council.
- vi. They will send annual election results to the ASSU office.
- vii. They are one of the three Signing Officers that may be required to be present at PCSU's banking institution for all financial transactions as described by Article VI, Section IV.
- viii. They will conduct a performance evaluation at the start of the second academic semester of each executive member alongside with the Vice-President to ensure the performance has been up to par and adjust any improvements accordingly.
- ix. They will organize the rotational schedule for the Rotational Representatives to one of the following executive positions: Secretary, Treasurer, Events Coordinator or Public Relations Officer for the academic year.

### a.1) Co-President (appointed only according to Article IX, Section IX)

- i. They will plan and lead regular meetings alongside with the other Co-President.
- ii. They will delegate tasks to executives and ensure that they are completed.
- iii. They will oversee any task(s) assigned to the executive team and will fulfill any role in the case an executive fails to complete their task(s) and ensure the success of the union.
- iv. They will communicate with department members regarding student, faculty and/or academic-related concerns.
- v. They will have a seat on the ASSU council and communicate ASSU matters to the rest of the council.
- vi. They will oversee the mass communication between PCSU members in regard to the promotion and advertisement of upcoming events in the form of electronic (i.e. e-mails,

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social media) and public announcements (i.e. oral or written form) and ensure that they are completed.

- vii. They will assist the other Co-President in communications with the department.
- viii. They will send the annual election results to the ASSU office.
- ix. They are one of the three Signing Officers that may be required to be present at PCSU's banking institution for all financial transactions as described by Article VI, Section IV.
- x. They will conduct a performance evaluation at the start of the second academic semester of each executive member alongside with the other Co-President to ensure the performance has been up to par and adjust any improvements accordingly.
- xi. They will organize the rotational schedule for the Rotational Representatives to one of the following executive positions: Secretary, Treasurer, Events Coordinator or Public Relations Officer for the academic year.

### **b) Vice-President**

- i. They will oversee the mass communication between PCSU members in regard to the promotion and advertisement of upcoming events in the form of electronic (i.e. e-mails, social media) and public announcements (i.e. oral or written form) and ensure that they are completed.
- ii. They will assist the President in communications with the department.
- iii. They will assist the President to coordinate and lead meetings.
- iv. They will oversee any task(s) assigned to the executive team and will fulfill any role in the case an executive fail to complete their task(s) and ensure the success of the union.
- v. They will prepare the weekly meeting agenda and will give notice to all executive members in no less than 24 hours in advance.
- vi. They will have a seat on the ASSU council and communicate ASSU matters to the rest of the council.
- vii. They are one of the three Signing Officers that may be required to be present at PCSU's banking institution for all financial transactions as described by Article VI, Section IV.
- viii. They will conduct a performance evaluation at the start of the second academic semester of each executive member alongside with the President to ensure the performance has been up to par and adjust any improvements accordingly.

### **c) Treasurer**

- i. They will be responsible for all responsibilities described in Article VI.
- ii. They will oversee all the PCSU's financial affairs including any and all monetary transactions involving the PCSU.
- iii. They will be responsible for the upkeep of comprehensive records of all financial transactions and to provide financial support for each event.
- iv. They will provide current financial status at every executive meeting and be responsible for the advisement of spending, as described in Article VI.
- v. They, with the assistance of the Rotational Representative, will prepare annual funding requests to ASSU, the Pharmacy Enhancing the Student Experience Fund, and any applicable funding from third parties.
- vi. They will budget events and organize fundraisers to properly subsidize PCSU activities, with the assistance of the Rotational Representative.
- vii. For each PCSU event, they are responsible for preparing a detailed income statement outlining all financial transactions that occurred. This document should be completed in no less than 7 days after the events conclusion.
- viii. They are one of the three Signing Officers that may be required to be present at PCSU's banking institution for all financial transactions as described by Article VI, Section IV.

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## **d) Events Coordinator**

- i. They will organize and direct events planned by the PCSU and be responsible for the sending out of e-mails relating to the events to PHC students.
- ii. They will book suitable and accessible event locations, obtain elevator access if necessary, and confirm the availability of a faculty supervisor for events taking place above the 4<sup>th</sup> floor of the Leslie Dan Pharmacy Building after hours.
- iii. They will work with the Treasurer to govern necessary expenses in cases where funding is needed to uphold activities.
- iv. They will work with the Media Specialist to promote and advertise upcoming events in the form of electronic announcement through social media to PHC students.
- v. They will give notice to all members of upcoming meetings, events, and location in no less than a week in advance.
- vi. Rotational Representative will assist in the organization of events and drafting of e-mails relating to the events.

## **e) Public Relations Officer**

- i. They will carry out communication to third parties in the form of written or verbal discourse.
- ii. They will relay communication between the PCSU and third parties in a prompt and professional manner.
- iii. They will be expected to maintain positive relations with various individuals from the pharmaceutical industry.
- iv. They will maintain a list of third party contact information, including name, e-mail, company name/institution, phone number, and their biography, with the assistance of the Rotational Representative.
- v. Rotational Representative will assist in the drafting of e-mails to faculty and additional third parties.

## **f) Secretary**

- i. They are responsible for recording meeting minutes for every executive member and meeting and sending this document no later than 48 hours after the meeting.
- ii. They will maintain written records of the proceedings that take place in the PCSU including, but not limited to announcements, meeting minutes, membership, and special events registration, mailing lists, and event agendas.
- iii. They will keep an up-to-date calendar that will consist of scheduled events that PCSU hosts, as well as scheduled lectures, tutorials, laboratories, upcoming midterms, and finals for the prerequisite PHC courses.
- iv. They will keep all executive members up to date with current business.
- v. They will organize and compile an inventory list of items belonging to the PCSU executive members.
- vi. Rotational representative will assist with either writing of the meeting minutes or the finalization of the meeting minutes, switching between the two in accordance to the need of the Secretary.

## **g) Media Specialist**

- i. They will be responsible for the design of printed and electronic media used for promotional purposes by the PCSU.
- ii. They will be responsible for managing applications of PCSU's graphical resources (i.e. logos, posters, banner for social media events, etc.).
- iii. They will be responsible for the management and response to any questions or concerns of any online websites, and social media pages used to represent the PCSU to the public and any other third parties.
- iv. They will be responsible for taking and uploading photos of events to any online websites and social media pages.

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- v. They will be responsible for organizing the format and naming convention of electronic files that are easily accessible to the executive members.
  - vi. They will be responsible for responding to emails addressed to the PCSU admin account and relaying the information and questions to the executive group when needed.
- h) Third Year Student Representative
- i. They are a third year student in the program responsible for representing the third year students.
  - ii. They will act as a communication link from the students to the PCSU to help voice any academic-related suggestions or concerns.
  - iii. They will communicate PCSU events and information to third year students through class announcements.
  - iv. They will serve as Rotational Representative where the member is placed under the supervision of one of the following executives: Secretary, Treasurer, Events Coordinator or Public Relations Officer.
  - v. During a rotation, they will provide direct assistance to the supervising member in the completion of their tasks.
- i) Second Year Student Representative
- i. They are a second year student in the program responsible for representing the second year students.
  - ii. They will act as a communication link from the students to the PCSU to help voice any academic-related suggestions or concerns.
  - iii. They will communicate PCSU events and information to second year students through class announcements and e-mails.
  - iv. They will keep track of the number of guests attending the PCSU events
  - v. They will serve as Rotational Representative where the member is placed under the supervision of one of the following executives: Secretary, Treasurer, Events Coordinator or Public Relations Officer.
  - vi. During a rotation, they will provide direct assistance to the supervising member in the completion of their tasks.

### **Article VI: Financial Procedures**

Section I: The financial situation must be shared at every executive meeting.

Section II: For fundraising event and events that require an admission fee, the Treasurer must be present and is responsible for the collection, recording, and safekeeping of the money.

- a) Immediately after the event, the Treasurer must create a simple invoice of the transactions that occurred in that event.
- b) The invoice must be viewed and verified for accuracy through the signatures of the Signing Officers.

Section III: The receipts of all expenses must be retained, photocopied for backup, and filed, with the assistance of the Rotational Representative.

Section IV: Withdrawal of funds from the PCSU bank account requires the attendance and signature of two of three Signing Officers, the President, Vice-President, or Treasurer.

### **Article VII: Executive Meetings**

Section I: Executive meetings will be held regularly with the attendance of at least 50% + 1 executives, where one must be either the President or a Vice-President who will lead the meeting.

Section II: There will be no less than five executive meetings per academic semester.

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Section III: Meetings will follow an agenda prepared by the Vice-President and minutes will be recorded by the Secretary regarding events for the academic year, and any student-department concerns or conflicts.

Section IV: Each executive member is permitted to miss a maximum of 2 meetings for the entire academic year. After 2 absences without notifications, they may be removed through a unanimous vote by the executive council, and a by-election held to replace their position

Section V: Newly elected executives and the current executives must conduct one meeting together before the commencement of the next academic year to discuss bank account transfer, budgeting, event planning, and other PCSU-related matters that will change upon arrival of the newly-elected.

## **Article VIII: General Meetings**

Section I: General meetings with members of PCSU will be held at least twice during the academic year. At least 50% + 1 of executives must be present, where one must be either the President or Vice-President.

Section II: Meetings will follow an agenda prepared by the executive council, which will include any student concerns or interests that have been reported previously to an executive by general members. Discussion about upcoming events and suggestions for improvement will also take place at this time.

## **Article IX: Election and Voting Procedures**

Section I: Elections for executive member positions will be held once annually or twice in case of by-election

Section II: If a candidate for the upcoming elections submits their statements after the set deadline, they will not be eligible to run during the election for that position. However, if the position is vacant after the election, they may act as an interim executive if approved by the PCSU members. The interim executive position will be valid until by-election.

Section III: Elected candidates will assume their roles in the subsequent school year and expected to fulfill all duties as outlined in Article V, Section V. No candidate may run for more than one role.

Section IV: No changes can be made to candidate statements regarding changing the positions after the set deadline before the election, regardless, if a vacant position is available during the election. In the case of a vacant executive position during the academic year, the council may vote to either call a by-election or collectively assume the responsibilities of that position, depending on the proximity of the end of the academic year.

Section V: To be eligible for any executive position, candidates must be in the program or enrolled in a PHC course in that academic year.

Section VI: Announcements regarding the annual election, the nomination time period, and its procedures must be made available to PCSU members two weeks in advance of the election date.

Section VII: A day of voting will be appointed such that all eligible voters may convene in person to submit their choice while maintaining anonymity.

Section VIII: In case of a vacant executive position during the summer, the PCSU council may appoint a candidate in the program or enrolled in a PHC course during the academic year to be the interim executive. The permanent position is to be determined by voting during by-election. The interim executive position will be valid until by-election.

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Section IX: In case an executive member partakes in the Arts & Science Internship Program (ASIP), formerly Professional Experience Year (PEY) program, an Internal executive may be appointed to reduce the workload of the executive member on ASIP. The preference of appointment will be any person(s) who ran for the position of the executive member on ASIP in the previous election, followed by any person(s) who ran in the previous election. An appointed Internal executive member will take on the title of the executive member on ASIP appended with "Internal".

In the event that the current President partakes in ASIP (formerly PEY), the Vice President may be appointed to the position of Co-President (as outlined in Article V, Section V) to reduce the workload of the President. The President will then take on the title of Co-President for a total of (2) Co-President roles.

Section X: If a by-election is selected, the nomination period must be a minimum of one week, and the election date and procedures published to PCSU members at least two weeks in advance of the voting day.

Section XI: If an electoral candidate is elected to council but fails to attend the election in which they are running in without providing prior notice before the start time of the election, the candidate will be removed from the running and not be eligible to run during the election period for that position. If the position is vacant after the election, they may act as an interim executive if approved unanimously by the current PCSU council. The interim executive position will be valid until the next by-election.

Section XII: Candidate(s) may only be elected to a vacant PCSU executive position if they receive a minimum of 1 vote or a non-zero majority. Votes for a candidate cast by the candidate themselves will not be counted and their ballot discarded.

## **Article X: Amendments**

Section I: All amendments to the constitution must be approved through a voting system that constitutes both the executives and the members of the PCSU as defined in Article IV, Section I. Two weeks' notice must be given to all PCSU members before voting.

Section II: Announcement and description of the pending amendment will be made public to all members of the PCSU. A voting day will be held for all members and executives to vote for the passing of the amendment. Votes will be collected and sent to Linda Chung or the current secretary of the Pharmaceutical Chemistry Undergraduate office, who will act as a neutral party to count the votes and inform the PCSU of the results.

Section III: The percentage of votes required to pass the amendment must be a minimum of 60%.

Section IV: If an amendment is passed, the appropriate changes to the constitution will be made by the President. The new draft will be presented to the executive members for final review, and will be signed by the President and Vice-president before being sent to ASSU for update.

Section VI: If an amendment fails to pass, no changes will occur to the constitution. A minimum of 6 weeks must pass before another attempt at voting the amendment change or a new proposal of a similar cause can be made.