Updated: April 13, 2026

CONSTITUTION OF THE PHARMACOLOGY & TOXICOLOGY STUDENTS' ASSOCIATION

2026

University of Toronto

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 consist of all full-time undergraduate students enrolled in a program offered by the Department who pay ASSU fees. It shall also include students participating in the Arts & Science Internship Program (ASIP) who, although not enrolled in courses during their internship term, remain in a Departmental program and continue to pay ASSU fees. Members of the Constituency shall be referred to as "Constituents."

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 twelve elected members with the following positions:
    a. Co-Presidents [(2), one holding the Presidential seat on ASSU]

   b. Vice Presidents (2)
   c. Partnerships Director
   d. Social Events Director
   e. Finance Director
   f. Marketing Directors (2)
   g. Second Year Representatives (2)
   h. Third Year Representative
   i. Fourth Year Representative
   j. 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 of 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 Finance Director.
   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 advocates 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.
h. They shall be responsible for tracking and managing the completion of tasks assigned to each member of the Executive.

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 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 Kickoff Event, academic and social events, and closing ceremony.
    ii. Tracking program completion by each Participant.
    iii. Be available to counsel Participants on a face-to-face basis as required.

5. Duties of the Partnerships Director

a. They shall be responsible for recording proceedings of all the PTSA meetings.
b. They shall be responsible for scheduling and coordinating all the meetings of the PTSA.
c. They shall secure partnerships with external organizations and companies for the benefit of the PTSA.
d. They shall serve as a liaison with the Program Officer and Undergraduate Assistant from the Department to inform decisions made by the Executive.
e. The Partnerships Director is responsible for the recruitment and organization of the Members-at-Large (MALs).

6. Duties of the Finance Director

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 overseeing the accurate creation of 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 Social Events Director

a. They shall oversee all social events of the PTSA.
b. They shall work with the Marketing Directors for the promotion of social events.
c. They shall be responsible for organizing, along with the aid of another designated Executive member:
    i. PHOXIE: the 2nd year elections.
    ii. Fall and Spring Pub Nights
    iii. Fall Student-Professor Luncheon.

8. Duties of the Marketing Directors

a. They shall maintain all electronic media outlets associated with the PTSA such as (but not limited to) the Instagram page, LinkedIn page, website, student email mailing lists, and any other social media.
b. They shall coordinate with the Department to promote PTSA programming.
c. They shall conduct and file all correspondence to the Constituency.

9. Duties of the Fourth Year Representative

a. They shall be the official representatives of all fourth year Constituents.
b. They shall assist with the general activities of the PTSA.
c. They shall act as the liaison between fourth year Constituents and the Executive.
d. Required to run at least one social or academic event geared towards the interests of the fourth-year students

10. Duties of the Third Year Representative

a. They shall be the official representatives of all third year Constituents.
b. They shall assist with the general activities of the PTSA.
c. They shall act as the liaison between third year Constituents and the Executive.
d. Required to run at least one social or academic event geared towards the interests of the third-year students

11. Duties of the Second Year Representatives

a. They shall be the official representatives of all second year Constituents.
b. They shall assist with the general activities of the PTSA.
c. They shall act as the liaison between second year Constituents and the Executive.
d. Required to run at least one social or academic event geared towards the interests of the second-year students

12. 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.
c. Required to run at least one social or academic event geared towards the interests of the international students

Article VII: Members-at-Large (MALs) Structure and Duties

1. Recruitment

a. The Executive shall have the option to create and/or fill Member-at-Large (MAL) positions, for such positions that are needed for certain circumstances.
b. The creation and/or appointment of such positions must be announced publicly and openly.
c. Prospective MALs may submit an application to their position(s) of choice. The Executive will subsequently appoint successful candidates to work mainly in conjunction with one of the Executives.

d. In addition to role-specific tasks, Members-at-Large may also undertake general responsibilities as needed.

2. **Duties of 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.
    a. General responsibilities include, but are not limited to:
        i. Participating in the planning and execution of social and academic PTSA events alongside the Executives.
        ii. Creating promotional material for programming advertisement.
    b. 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.
    c. The Partnerships Director is responsible for the recruitment and organization 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 money and receipts collected by the PTSA from its various functions shall be immediately presented to the Finance Director.

3. Signing authority for all the PTSA accounts must be transferred to the incoming Executive Board on or before the start of their term.

Article IX: Meetings and Procedures

1. The Executive of the PTSA shall meet at least once every two weeks during the academic year.

2. Meetings will take place in-person with a virtual option in the case of remote members.

3. 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 their term in office, the PTSA may remove them from office as outlined in Article IX.

4. Executive meetings shall be called by either of the Co-Presidents.

5. Notices of meeting and minutes of previous meetings shall be published and distributed to all members of the Executive by the Partnerships Director.

6. Meetings shall be conducted by the Co-Presidents.

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. 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 put into writing as a yes-or-no vote, and the voting form shall be made available to all Constituents for two weeks.

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. Two weeks will be given to all Constituents to vote on the Amendments, and amendments shall be approved with a 2/3 majority.

4. The PTSA shall be the sole author and final interpreter of this Constitution.

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. Creating an application form for interested Constituents intending to run for a position.
    c. Coordinating with the Marketing Directors to support advertising and promotion for elections.
    d. Overseeing and ensuring voter registration during elections and implementing ballots.
    e. Informing candidates of the rules and regulations of the Election through the all-candidates email and during Elections.
    f. Completing actions regarding complaints or violations of election procedures shall be taken after seeking counsel from either the Associate Chair or the Program Officer of the Department.
    g. Preparing ballots for each position with the respective candidate names in advance.

3. The CEO shall determine the date for the Spring Elections.

4. Voting shall take place during the Spring Elections for all Executive positions except for the Second Year Representatives, 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) must have served for at least one term previously as a PTSA Executive.
    c. Candidates running for a Co-President position must receive 15 nominations from the Constituency in the form of signatures (including the student's full name, student number, and University of Toronto affiliated email addresses). Candidates running in a slate can share nominations insofar as they have nominations from at least 20 unique Constituents altogether.
    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 Third Year Representatives is only open to Constituent students in their third year of registration at the University of Toronto.
    f. The position of Fourth Year Representatives is only open to Constituent students in their fourth or fifth year of registration at the University of Toronto.
    g. The position of International Representative is only open to Constituents who are registered as International students at the University of Toronto.

6. **Intent to Run**
    a. Any member of the Constituency may indicate their interest in running for a position by filling out the application form created by the CEO.
    b. All positions are available for candidacy application during the Spring Elections except for the Second Year Representatives where they shall be voted in during the Fall Elections.
    c. Candidates are allowed to run for two positions maximum.

7. **Elections Conduct and All-Candidates Campaigning**
    a. An all-candidates email shall be delivered at least two weeks before the Election to describe and inform candidates of the rules of the Election. The email should include at a minimum the following Election information:
        i. Date and time
        ii. Location
        iii. Voter eligibility
        iv. Campaigning rules
        v. Speech time limits
        vi. Candidate speaker order
    b. The time given to candidates to speak at the Election and the speech time limits shall be decided by the CEO.
    c. 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 by the CEO.
    d. It is mandatory for all candidates to attend and remain for the full duration of the Spring Elections.

e. The designated campaigning period commences two weeks before the Spring Elections and terminates at the end of the Spring Elections.
    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 (ex. 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.
f. Candidates running for two positions have an opportunity to indicate—via email reply up to the announced start time of the elections—which position they would prefer to hold should they win in both. If a candidate wins two seats and has not indicated their preference, the decision of which seat they will receive is up to the discretion of the CEO.

8. Voting and Counting

a. The voting period shall be defined as a minimum of three (3) hours during which the ballot is open via an electronic form prepared by the CEO. The voting period shall commence only after all candidate speeches and question periods have concluded, and the ballot must be shared on PTSA social media platforms and be emailed to the candidates.
b. 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.
c. Ballots for seats involving more than one candidate shall not include an "abstain" option.
d. Tabulation shall commence immediately following the closing of the election period for each Position.
e. Ballots with multiple names or markings that cannot be interpreted shall be considered void.
f. Within a week following the tabulation of the final results, the results shall be announced and publicly posted on the PTSA website.
g. 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.
h. 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.

9. 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. 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 Vice-Presidents.

3. Attendance: participants must attend as many Mentorship events as possible and a minimum of 2 general PTSA events to receive CCR credit. Attendance shall be tracked by the Vice-Presidents.
    a. Mentor-mentee meetings: Participants must meet for a total of 1 hour per two months, with a minimum monthly meeting schedule.