

Constitution of the Physiology Undergraduate League of Students (PULS)

Article I: Name

1. The Physiology Undergraduate League of Students (PULS) shall be the name of the organization.

Article II: Policy

1. The members of this organization shall include and be limited to all students registered in the undergraduate programs offered by the Physiology Department at McGill University. Students in the Interdepartmental Honours in Immunology program are included as voting members in this organization, and are limited to running for all positions excluding President, Vice President, U3 Representative and U2 Representative.
2. Executives and officers shall preside over PULS.
3. The primary concerns of PULS shall be to:
 - a) Represent the undergraduate student body of the Physiology department of McGill University by upholding the following responsibilities:
 - i. Serve as a forum for open discussion among undergraduate students of the department of Physiology of McGill University regarding all aspects of student life.
 - ii. Advocate on behalf of McGill Undergraduate Physiology Students.
 - b) Provide services for students
 - c) Provide a means for the students and faculty to meet and interact with one another.
 - d) Provide opportunities to students with the goal of contributing positively to their involvement with school life, extra-curricular activities, volunteer activities, physical health or any other activity they may wish to be involved in.

Article III: Membership

1. The PULS council shall consist of the Executive members and Officers.
2. The executive members shall consist of three elected U3 or U2 students for the positions of
 - a. President
 - b. Vice President
 - c. Vice President of Finance & Records/VP Finance
3. The officers of the organization shall consist of:
 - a. Seven elected U2 or U3 students for the positions of:
 - a) VP Academic
 - b) VP Internal
 - c) VP Athletics & Publicity
 - d) 2 U3 representatives
 - e) 2 U2 representatives

- b. One appointed U1, U2 or U3 student for the position of Charity Director
 - c. One appointed U1, U2 or U3 student for the position of Communications Director
 - d. Two appointed U1 students for the positions of U1 Representatives
 - e. One appointed U2 or U3 student in the I.H.I. program for the position of I.H.I. Representative
4. Students must have held a council position in the previous academic year to be eligible for the position of President, Vice President and VP Finance, if applicable.
 5. The executives and the officers shall appoint the Communications Director, the Charity Coordinator, and any unfilled positions after the election period either directly following the election period or at the commencement of the following academic year, as per the discretion of the President and Vice President.
 6. The executives and the officers shall appoint the two U1 Representatives and the I.H.I. Representative at the commencement of the following academic year.
 7. If, under extraordinary circumstances, a member is unable to fulfill their position on council for the upcoming academic year, the following procedures shall be implemented based on the position of the departed member. Afterwards, the resolution must be voted upon by the Physiology student body with at least 15% voter participation and 50%+1 approval required to pass.
 - a. President:
 - a) The remaining executives and officers shall vote, with a 2/3rd majority required to pass, on whether the position of President will be filled by the incoming Vice President, or the President and Vice President portfolios will be consolidated and divided into two Co-President positions, to be filled by two eligible students.
 - b. Other Executive Member:
 - a) The remaining executives and officers shall appoint an eligible replacement prior to the commencement of the following academic year.
 - c. Officer:
 - a) The remaining executives and officers shall appoint an eligible replacement at the commencement of the following academic year.

Article IV: Responsibilities

1. The President shall:
 - Preside over all official functions
 - Direct all business at all council meetings
 - Act as the SUS representative
 - Act as the liaison between staff and students
 - Be responsible for the overall efficiency of the council
 - Act as the liaison between PULS and any outside sponsorship organizations
 - Be responsible for the Alvin Shrier Award granted to U1, U2, and U3 students
 - Coordinate with the Physiology Department in organizing the U2 Professorial Mentoring Program
2. The Vice President shall:

- Assume duties of the President at any function which the President is unable to attend
 - Assist the President in presiding over all events
 - Attend all SUS General Council meetings
 - Be responsible for the Ann Wechsler Teacher of the Year Award
 - Be responsible for handling student-professor grievances
 - Be responsible as the liaison between PULS and any outside sponsorship organizations
 - Record minutes at all PULS council meetings
 - Organize applications for SUSAN (SUS Appreciation Night)
3. The VP Finance shall:
- Deal with all PULS finances
 - Be responsible for the collection of funds for PULS sponsored charities
 - Be responsible for the annual publication of the PULS report
4. The VP Academic shall:
- Organize all academic events and services (i.e. academia day, graduate school seminars, lecture series, tutoring, etc...)
 - Be responsible for the electronic publication of the Physiology Student Handbook, which is to be revised once every year, updating course sections as needed.
 - Be responsible for the production of the Physiology Undergraduate Research Journal
 - Organize the Wine and Cheese Event
5. The VP Internal shall:
- Host biweekly/monthly PHGY Fridays, finances permitting, for the Physiology student body
 - Organize a U1 Breakfast at the beginning of the year for the incoming students
 - Organize the end of year Gala/Formal event
 - Organize at least one additional large scale social event for the Physiology student body per semester
 - Be responsible for the advertisement of PULS sponsored events
6. The VP Athletics & Publicity shall:
- Organize all sports events and intramural teams representing the Department of Physiology.
 - Be responsible for the design, coordination, and sale of all Physiology clothing and memorabilia
7. The Charity Director shall:
- Organize and supervise volunteer opportunities of the choice of the council
 - Be responsible for choosing and orchestrating one special charity project each year
 - Be responsible for choosing and organizing a subcommittee if they desire
 - Be responsible for events related to the Science Undergraduate Society's annual Charity Month
 - Be responsible for the setting up of any PULS charity auctions
8. The Communications Director shall:
- Be responsible for the design and maintenance of the PULS web page
 - Be responsible for the coordination of the online polling during election period
 - Be the official liaison between PULS and external parties (not pertaining to other council members' events), especially responding to PULS email and Facebook messages.

- Be responsible for the advertisement of all PULS sponsored events
 - Be responsible for PULS' social media presence through regular posts on social media (e.g. PULS Facebook and Twitter accounts)
 - Be responsible for posting meeting minutes to the PULS website after every meeting
9. The Physiology Undergraduate Student Representatives shall:
- Serve as liaisons between the PULS council and its student body
 - Be responsible for the advertisement of all PULS sponsored events
 - Be responsible for all class notes and NTCs
 - Organize year-specific events
 - Create and or manage a Facebook group associated with their respective graduating class.
 - The U3 Student Representatives shall be responsible for organizing the annual U3 Graduation Dinner and Coordinate the Synapse program.
 - The U2 Student Representatives shall ensure that the following courses are, at minimum, audio recorded: PHGY 311, 312, 313, and 314.
10. The I.H.I. Student Representative shall:
- Represent the interests of the I.H.I. student body
 - Serve as a liaison between the PULS council, the I.H.I. Representatives of the BUGS and MISA councils, and the I.H.I. student body
 - Promote I.H.I. student involvement within PULS and PULS-organized events
 - Promote the I.H.I. program to the U1 Physiology student body
 - Participate in the organization of I.H.I.-specific events
11. All members shall:
- Advertise, attend and participate in all PULS sponsored events
 - Complete their office hours (2 hours/week for the Executive positions, VP Academic, VP Internal, and 1 hour/week for all other members)
 - Fulfill their courier responsibilities
 - Participate in the maintenance of the PULS office
 - Advise students on their Undergraduate experience in the Department of Physiology to the best of their abilities
 - Respond to social media inquiries pertaining to their respective responsibilities

Article V: Subcommittee

1. The PULS subcommittee shall consist of a maximum of 8 Physiology or IHI students.
2. Members of the subcommittee will be selected by appointment by the current PULS council for a one- or two-semester term at the beginning of each academic year, if deemed necessary by the current council.
 - a. Applications for subcommittee during the second semester will be opened as needed.
3. Subcommittee members are not required to attend weekly PULS meetings or host office hours.
4. The main liaison between subcommittee and the PULS executive council shall be the Communications Director.
5. Assist council on matters relating to events, activities and services of PULS.

- a. Each subcommittee member must assist with at least one event per semester.

Article V: Meetings

1. Meetings shall be held on a weekly basis and shall be open to all Physiology students.
2. Attendance by all council members is mandatory.
3. The President may call a special meeting for urgent business at any time. However, only the business of the meeting shall be transacted.
4. Minutes shall be distributed to all council members after each meeting.
5. Minutes shall be made available to all students by being uploaded to the PULS website after every meeting.

Article VI: Voting

1. At least two-thirds of the council must be present for any vote.
2. All members shall receive only one vote.
3. Voting shall be either by a show of hands, or by secret ballot at the request of at least two members.
4. Fifty percent plus one of the voting body shall be required to carry a motion.
5. The executives shall exercise their veto power when equality of votes occurs (Must be $\frac{2}{3}$ majority).

Article VII: Elections

1. Elections shall be held in March, for which council members shall decide upon an exact date.
2. Any returning student registered in the Department of Physiology as a full-time student for both semesters (including present council members) may be nominated for executive or officer positions. For the I.H.I. representative position, any returning student registered in the I.H.I. who will take or has taken at least one 300-level or above Physiology course may be nominated.
3. Nominations for executive positions require 50 signatures, and nominations for non-executive positions require 30 signatures of students registered in Physiology for the endorsement of a candidate.
4. A mandatory meeting to be attended by all candidates will be called by PULS; the rules of the election shall be stated at this meeting.
5. Nomination forms must be presented to the council at the mandatory meeting, which will take place at least two days before the scheduled date at which candidates may commence their campaigns. Campaigning shall only be done during the week prior to the election period.
6. Students running for any position cannot do so together. Each student must run separately for his or her position. Current PULS officers and acclaimed candidates may not contribute to another student's campaign.

7. All campaign materials (posters, Facebook events and posts) must be removed by 6PM the day before the voting period begins. Failure to do so shall lead to official sanction of the candidate.
 - Questions and responses from Facebook events and posts shall be archived and be available on the PULS website during voting period.
 - Members of PULS will survey for remaining campaign materials before voting period begins.
 - Sanctions that occur before the voting period will appear on the ballot and the student body will be informed by email. Sanctions that occur during the voting period will be announced to the student body by email.
8. The Communications Director shall be responsible for coordinating the online polling. If the current Communications Director is running for a position on council, the Vice President will manage elections.
9. Elections shall be decided by a majority of votes.
10. The new council shall take office on the day after the last day of scheduled exams.
11. Any vacancies occurring in the council shall be filled by new council appointment.
12. Students should not spend more than \$25 for campaigning purposes.
 - The use of any special authority or relationship to obtain campaign materials beyond the allotted amount is strictly prohibited
13. In the event of a tie, an emergency meeting shall be called for the soonest possible time. At this meeting, the departing council members will interview both candidates, and declare the winner by appointment. At least 2/3 of the council and both candidates must be present.
14. Social media campaigns are permitted on platforms used for PULS communication (Facebook) and only these platforms. In addition, candidates may NOT advertise using PULS listserv or any other PULS resources, excluding the office space.
15. Individuals can run for both an elected position and simultaneously apply for an appointed position. If they win the elected position, they must take it, and withdraw from the appointed race.
16. Disqualification of a candidate will be decided by $\frac{2}{3}$ majority vote by council members not running for a PULS position in the upcoming year. Grounds for disqualification are as follows:
 - Slander (anything hurtful, mean, unjustified and/or irrelevant to the campaign) against any candidate
 - Directly imploring the student body to not vote for any candidate
 - Breaking multiple campaigning rules in Article VII
 - Other reasons at the discretion of the council

Article VIII: Transition

1. All outgoing executives and officers must have at least one sit-down meeting with the incoming members prior to the end of the year.

2. All outgoing executives and officers must compile an exit report before the new members are instated.
3. All outgoing executives and officers must be available for consultation in the following year.

Article IX: Impeachment

1. Grounds for impeachment shall include:
 - a. Misuse of funds
 - b. Non-fulfillment of duties as outlined in Article IV
 - c. Absence of two meetings in one semester without a valid reason
 - d. Lateness of at least 15 minutes from the designated meeting time three times in one semester without a valid reason.
 - e. Absence from 3 PULS-related events in one semester without a valid reason.
2. Procedure for the impeachment of PULS members is as follows:
 - a. Decision to issue a formal warning for impeachment shall be rendered by two-thirds majority of the executive council
 - b. A formal warning shall be presented within one week of the decision to issue the warning
 - c. If grounds for impeachment persist, a meeting to impeach shall be convened
 - d. The council member in question shall be informed of the meeting for impeachment
 - e. All council members must be present at the meeting at which time the executives present a formal case for impeachment followed by the defense of the council member in question. Discussion by the council occurs. Decision to impeach will be made with a two-thirds majority secret ballot vote.
3. Failure of the council member in question to attend the meeting to impeach without a valid reason shall result in automatic impeachment of the individual.

Article X: Amendments

1. The constitution may be amended upon request at any council meeting. Amendments must be approved by at least two-thirds of council members.
2. Amendments shall be in agreements with the policy of the Physiology Undergraduate League of Students at McGill University.
3. The President and Vice-President are responsible for establishing a course of action for any proceedings not explicitly stated in the constitution.