



# **Constitution**

*Physiology Undergraduate League of  
Students (PULS)*

*Last Updated February 2025*

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## **Article I: Name**

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

## **Article II: Policy**

1. Students in the Interdepartmental Honours in Immunology (I.H.I.) 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, unless they have been enrolled in the Physiology program for at least one academic year prior to entry into the I.H.I. program.
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, extracurricular 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. Eight elected U2 or U3 students for the positions of:
    - i. VP Academic
    - ii. 2 Co-VP Internals

- iii. VP Athletics
    - iv. 2 U3 Representatives
    - v. 2 U2 Representatives
  - b. One appointed U1, U2 or U3 student for the position of VP Sustainability
  - c. One appointed U1, U2 or U3 student for the position of VP Communications
  - 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
  - f. One appointed U1, U2 or U3 student in the Joint Physiology program (either Physiology and Math or Physiology and Physics) for the position of BioPhysical Science Student Representative
  - g. One appointed U1, U2 or U3 student for the position of PULS Representative to the School of Biomedical Sciences (SBMS)
- 4. To be eligible for the position of Vice President or VP Finance, students must have previously held a council position. To be eligible for the position of President, students must have held a council position in the previous academic year.
- 5. To be eligible for any executive member position, students must be a McGill Undergraduate student for the entire duration of the academic year.
- 6. The executives and the officers shall appoint the VP Communications, the VP Sustainability, and any unfilled elected positions after the election period.
- 7. The executives and the officers shall appoint the two U1 Representatives, the I.H.I. Representative and the BioPhysical Science Student Representative at the commencement of the following academic year.
- 8. The PULS Representative to the SBMS will be appointed by at least one member of the SBMS council and at least one member of PULS.
- 9. 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:
    - i. 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:
    - i. The remaining executives and officers shall appoint an eligible replacement prior to the commencement of the following academic year.
    - ii. If no eligible replacement is found from sitting or incoming council

members, then the position may be appointed from the Physiology Student Body with the same eligibility of an Officer. The executive title and power of the vacant position will be transferred to the VP Academic. The duties of the vacant position will remain.

- c. Officer:
  - i. 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:
  - a. Preside over all official functions.
  - b. Direct all business at all council meetings.
  - c. Act as the SUS Representative.
  - d. Act as the liaison between staff and students.
  - e. Be responsible for the overall efficiency of the council.
  - f. Be responsible for the Alvin Shrier Award granted to U1, U2, and U3 students.
  - g. Be responsible for planning and overseeing Physiology Career Day.
  - h. Be responsible for selecting a speaker and the presentation of awards at the Physiology Undergraduate Day.
    - i. If unable to present the awards, either Vice-President or VP Finance would present in place of the President.
2. The Vice President shall:
  - a. Assume duties of the President at any function which the President is unable to attend.
  - b. Assist the President in presiding over all events.
  - c. Attend all SUS General Council meetings.
  - d. Be responsible for the Ann Wechsler Teacher of the Year Award.
  - e. Coordinate the designated council meeting time.
  - f. Share the meeting minutes document with the council prior to each meeting. Edit and upload to SUS after the meeting.
  - g. Organize applications for SUSAN (SUS Appreciation Night).
  - h. Be responsible for the coordination of the online polling during election period if the current VP Communications is running for an elected position (in order to prevent a conflict of interest).
  - i. Be responsible for setting up a communication platform for all members of PULS over the summer.
3. The VP Finance shall:
  - a. Be responsible for all PULS finances.

- b. Be responsible for the organization of fundraising events and auctions.
  - c. Be responsible for the annual publication of the PULS report.
  - d. Be responsible for the handling of sponsorships affiliated with PULS.
  - e. Be responsible for the design, coordination, and sale of all Physiology and PULS clothing and memorabilia.
  - f. Appoint a fundraising committee if the VP Finance sees fit.
  - g. Be responsible for a semesterly audit of PULS finances (i.e. how much has been spent and how much money remains).
4. The VP Academic shall:
- a. Organize a minimum of one academic event per semester.
  - b. Be responsible for overseeing all academic events (ie. Journal club, Introduction to Physiology, etc.).
  - c. Organize Physiology Academia Day (also known as “Wine and Cheese”).
  - d. Be responsible for appointing an academic committee.
  - e. Coordinate academic and financial accommodation student requests for NTCs in addition to collaborating with the Student Accessibility and Achievement for registered students.
5. The Co-VP Internals shall:
- a. Host biweekly/monthly PHGY Fridays for the Physiology student body.
  - b. Organize a U1 Breakfast or an equivalent U1 introductory event at the beginning of the year for the incoming students.
  - c. Organize the end of year Gala/Formal event.
  - d. Organize at least one additional large scale social event for the Physiology student body per semester.
  - e. Be responsible for appointing a Social committee.
6. The VP Athletics shall:
- a. Organize an intramural team representing the Department of Physiology per semester.
  - b. Organize at least one sports or wellness event per semester.
  - c. Be responsible for the promotion of external or internal volunteer opportunities.
7. The VP Sustainability shall:
- a. Organize at least one equity/sustainability-related event/initiative per year.
  - b. Be responsible for choosing and orchestrating at least one charitable project per semester.
  - c. Be the point of contact for any concerns that constituents and officers have that they do not wish to present to the executives.

- d. Ensure that all PULS events, initiatives and proceedings are organized, planned and executed in a fair and equitable manner.
  - e. Act as a liaison between PULS and other diversity bodies both inside and outside of the university.
  - f. Promote diversity, equity, and inclusion for underrepresented groups within the department of Physiology and PULS. Continually investigate strategies to improve diversity, equity, and inclusion.
    - i. Ensure diversity, equity, and inclusion within all events and initiatives hosted by PULS.
    - ii. Monitor the equity complaints form.
  - g. Be responsible for appointing a Sustainability committee.
8. The VP Communications shall:
- a. Be responsible for the design and maintenance of the PULS web page.
  - b. Be responsible for the coordination of the online polling during election period, **unless running in the election.**
  - c. Be the official liaison between PULS and external parties (not pertaining to other council members' events), specifically responding to PULS emails and Instagram direct messages.
  - d. Be responsible for monitoring the email for ListServ requests.
  - e. Be responsible for the advertisement of all PULS sponsored events.
  - f. Be responsible for PULS' social media presence through regular posts on social media (e.g. PULS Instagram).
  - g. Be responsible for posting meeting minutes to the PULS website after every meeting.
9. The Physiology Undergraduate Student Representatives shall:
- a. Serve as liaisons between the PULS council and its student body.
  - b. Be responsible for the advertisement of all PULS sponsored events.
  - c. Be responsible for all class notes and NTCs of their year.
  - d. Organize year-specific or program-specific events including, but not limited to, at least one year or program specific bonding event per semester.
  - e. Create and or manage a group chat associated with their respective graduating class or specific program.
  - f. The U3 Student Representatives shall be responsible for organizing the annual U3 Graduation Dinner and Graduation Gift.
  - g. The U3 Student Representatives shall be responsible for the coordination and the logistics of the Synapse program.
10. The I.H.I. Student Representative shall:

- a. Represent the interests of the I.H.I. student body.
  - b. 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.
    - i. If there is no representative on another council, relay information to the council that lacks an IHI representative.
  - c. Promote I.H.I. student involvement within PULS and PULS-organized events.
  - d. Promote the I.H.I. program to the U1 Physiology student body.
  - e. Coordinate the U2 I.H.I orientation in the Fall semester.
  - f. Participate in the organization of I.H.I.-specific events.
  - g. Coordinate with the PULS U3 representatives or organize their own separate I.H.I Graduation Gift.
11. The BioPhysical Science Student Representative shall:
- a. Represent the interests of the Joint Physiology student body.
  - b. Serve as a liaison between the PULS council and the Joint Physiology program student body.
  - c. Promote Joint Physiology program student involvement within PULS and PULS-organized events.
  - d. Promote the Joint Physiology program.
  - e. Organize at least one (1) bonding event per semester for the Joint Physiology program student body.
12. The PULS Representative to the SBMS shall:
- a. Represent the interests of the SBMS council within the PULS council by providing updates in weekly PULS meetings.
  - b. Represent the interests of the PULS council within the SBMS council by providing updates in weekly SBMS meetings.  
promote PULS and SBMS events within both communities
  - c. Collaborate with the SBMS and PULS to organize academic and social events for students under the SBMS program.
  - d. Address the SBMS program faculty on behalf of the interests of the physiology community to fulfill academic and administrative responsibilities, as needed.
  - e. Maintain active communication with the SBMS representatives from Microbiology and Immunology Student Association (MISA), Pharmacology Integrative League of Students (PILS), McGill Anatomy and Cell Biology Students' Society (MACSS), and Biochemistry Undergraduate Society (BUGS).
  - f. Collaborate with the SBMS representatives to organize a minimum of one event for SBMS students each semester.
13. All members shall:
- a. Advertise, attend and participate in all PULS sponsored events to the best of their ability

- b. Complete their PULS Lounge hours, in-person.
  - i. 2 hours/week for VP positions, 1 hour/week for representative positions.
- c. Fulfill their courier responsibilities.
- d. Participate in the maintenance of the Physiology Undergraduate Lounge.
- e. Advise students on their Undergraduate experience in the Department of Physiology to the best of their abilities.
- f. Respond to social media and email inquiries pertaining to their respective responsibilities.

#### **Article V: Committees**

1. There shall be a PULS Academic Committee and Social Committee.
2. If the executive deems it necessary, there shall be a Sustainability, Communications, and Fundraising committee.
3. Members of each committee will be selected by and report to the PULS VP responsible for their committee.
  - a. VP Academic is responsible for the Academic Committee
  - b. Co-VP Internals are responsible for the Social Committee
  - c. VP Communications is responsible for the Communications Committee
  - d. VP Sustainability is responsible for the Sustainability Committee
  - e. VP Finance is responsible for the Fundraising Committee
4. Each committee member must assist or help plan at least one initiative per semester.
  - a. The initiative should be one that falls within the scope of their committee.
  - b. The initiative is determined by the VP responsible for that committee according to the interests of the committee members.
5. Applications for committees during the Winter semester will be opened as needed.
6. Committee members are not required to attend weekly PULS meetings or to host Lounge hours.
7. The respective VP in charge of the committee is responsible for hiring their committee following an application process.
  - a. An interview must be conducted.
    - i. At least two people must be present at each interview.
  - b. The application and hiring process must be consistent across committees.
  - c. All interviews and applications must follow the same rubric.
    - i. The rubric must be approved by the Executive team.
8. At the discretion of the pertinent VPs, 2 or more committees may be joined.
9. The committee must hold at least one meeting per month.

## **Article VI: 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 before each meeting.
5. Minutes shall be made available to all students by being uploaded to the PULS website after every meeting.

## **Article VII: 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 VIII: 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 (or Interdepartmental Honours in Immunology, given one completed academic year enrolled in the Physiology program) as a full- or part-time student for both semesters (including present council members) may be nominated for executive or officer positions.
  - a. Should an I.H.I. student not have completed one academic year enrolled in the Physiology program, they may be nominated for all positions except for President, Vice President, U3 Representative and U2 Representative.
3. Nominations for executive positions require 30 signatures, unless extraordinary circumstances prevail. All nominations must submit a statement (max. 300 words) on their commitment to run and a video submission (max. 1 minute) outlining their platform and intention to run. Videos and statements will be posted to the PULS social media accounts at the start of the campaigning period.
  - a. Signatures may be obtained via virtual or hard-copy method.
  - b. The budget for the video submission must not exceed the \$25 election budget stipulated in VIII.3
4. A mandatory meeting hosted by the election committee 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 their position. Current PULS officers and acclaimed candidates may not contribute to another student's campaign.
7. All campaign materials (posters, social media posts, etc.) must be removed by 6PM the day before the voting period begins. Failure to do so shall lead to official sanction of the candidate.
  - a. Members of PULS will survey for remaining campaign materials before voting period begins.
  - b. 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. An outgoing Executive Member who is expected to graduate by the end of their term shall be appointed as Elections Officer and manage campaigns.
  - a. The VP Communications shall be responsible for coordinating the online polling. If the current VP Communications is running for a position on council, then another outgoing executive member shall manage the online polling.
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.
  - a. 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, Instagram, X, Discord and TikTok) and only these platforms. In addition, candidates may NOT advertise using PULS listserv or any other PULS resources, excluding the lounge 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:

- a. Slander (anything hurtful, mean, unjustified and/or irrelevant to the campaign) against any candidate.
- b. Directly imploring the student body to not vote for any candidate.
- c. Breaking multiple campaigning rules in Article VIII.
- d. Other reasons at the discretion of the council.

### **Article IX: 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 X: 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.
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 XI: 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 agreement 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.

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