

Last Updated: July 31, 2022

Constitution of “Young Leaders in Public Health and Medicine - St. George Chapter Student Group (YLPHM UTSG)”

1. Name

The official name of this recognized student group is “Young Leaders in Public Health and Medicine - St. George Chapter Student Group”. For simplicity, it will be referred to as the “Organization” within this document.

The acronym or abbreviation of this Organization is: “YLPHM UTSG”

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of the Organization are to:

- 1) Nurture student interest in health and medicine amongst the University of Toronto community
- 2) Provide curated resources, opportunities, and a social network to like-minded students interested in pursuing a career in health and medicine
- 3) Increase accessibility to health and medicine-related resources by sharing meaningful, educational content surrounding pertinent topics in medicine and science

3. Membership

The Organization shall maintain a list of group members. Voting membership is open to all registered students of the University of Toronto, but voting membership is open only to registered students of the University of Toronto. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

Members must register with a designated executive by submitting their full name and a valid email address, or by completing the YLPHM UTSG General Member Application. The membership fee will be \$0 per year.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Rights of Members

All members may apply for a full refund of their membership fee within one (1) month of becoming a member

All voting members have a right:

- To attend all general meetings of members.
- To cast votes at all general meetings of members
- To stand for election unless otherwise stated in this document
- To cast votes in all group elections and referendums
- To propose and vote on amendments to this constitution

The rights described in Article Four are not awarded to non-voting members as described in Article Three

5. Executive Committee

The term for all positions on the Executive Committee shall be from May 1st to April 30th. The Executive Committee shall be composed of **eight (8)** voting members, and all voting members of the Executive Committee must be currently registered students of the University of Toronto.

Non-voting members may only hold non-voting positions on the Executive Committee. The maximum number of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

6. Executive Committee Composition and Duties

The Executive Committee shall comprise **eight (8)** elected positions. These include a President, Vice-President, Secretary, Treasurer, Events Director, Outreach Director, Communications Director, and First Year Representative.

The President shall:

- Oversee the operations, management, and success of the Organization
- Serve as the primary contact and spokesperson for the Organization
- Hold signing and financial authority along with the Treasurer
- Preside over meetings of the Executive Committee and/or members
- Ensure a transition of office from one year to the next
- Finalize recruitment for the Organization

The Vice-President shall:

- Assume duties of the President in their absence
- Oversee the various projects of the Organization alongside the President
- Ensure activities of the Organization comply with policies of the University of Toronto
- Coordinate the Organization's recruitment efforts when necessary

The Secretary shall:

- Maintain a list of general members
- Supervise the YLPHM UTSG General Member Application form responses
- Maintain the general member contact list and update the mailing list when appropriate
- Record notes and motions for meetings
- Notify general members of meetings, events, and workshops using the monthly, MailChimp newsletter

The Treasurer shall:

- Record all financial transactions of the Organization
- Hold signing and financial authority along with the President
- Maintain a budget of income and expenses
- Keep copies of all receipts and invoices related to the Organization
- Advise members on financial position of the Organization

The Events Director shall:

- Develop and facilitate events catered towards students interested in health and medicine
- Conduct outreach with potential collaborators
- Initiate and maintain contact with on-campus student clubs, groups, and unions
- Act as a liaison, when appropriate, alongside the Outreach Director

The Outreach Director shall:

- Represent the group to external parties
- Generate community engagement
- Maintain communication with the Scarborough (UTSC) and Mississauga (UTM) branches, peers, and student groups
- Supervise the Organization's email inbox

The Communications Director shall:

- Create health, medicine, and event-related content using Canva
- Maintain and update the group's social media accounts and website in a timely manner
- Respond to incoming messages and comments on social media
- Post marketing material in partnership with the Outreach and Events Directors

The First Year Representative shall:

- Maintain communication and conduct outreach with first-year peers and groups, such as, but is not limited to: First Year Learning Communities, Residence and Commuter Councils, Mentorship Programs, etc.)
- Share information regarding the Organization's events, workshops, and opportunities to first-year peers and groups
- Participate in the planning and facilitation of an event or workshop specifically geared towards first-year students

7. Elections

All voting positions on the Executive Committee shall be filled through an annual election, and all voting group members shall be eligible to seek nomination and cast a ballot for each voting position. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee. Non-voting group members shall not be eligible to cast a ballot for any elected position.

The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled. The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.

8. Finances

The Treasurer shall keep an active record of income and expenses, and the Treasurer shall present the group's updates on the group's financial position at annual general meetings. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee. In order to make health and medicine-related resources and opportunities as accessible as possible, there will be no general membership fee. However, individual events or workshops may charge for tickets exclusively on the occasion that the financial commitment to host the event or workshop is substantial. A case for priced ticketing for a YLPHM UTSG programming must be presented by the Treasurer and the Executive Members leading the planning process for the event or workshop. The proposal will be voted on by the Executive Committee and may only pass with a 75% vote or higher.

The group may not engage in activities that are essentially commercial in nature, and the group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group. The group will not pay salaries to any of its officers.

9. Meetings

The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50% + 1 of the voting members of the Executive Committee. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

10. Termination of Membership

The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest. A vote to revoke membership must be held at a meeting of the Executive Committee. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

Following the termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club. Executive Committee members are subject to the same termination of membership process as general members.

11. Amendments

All constitutional amendments shall require a $\frac{2}{3}$ majority vote to be passed at a general meeting. All voting members may propose and vote on amendments to the constitution. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.