<center>**Constitution of Life Sciences Career Development Syndicate**</center>

1. **Article One – Name and Purpose**

    1.1. The official name of the recognized student group is "Life Sciences Career Development Syndicate"
    1.2. The official acronym or abbreviation of the group is "LSCDS"
    1.3. The purpose, objectives, mission and/or mandate of the organization is to bridge the gap between academia and industry by providing opportunities for academics to network with professionals and build their career knowledge and network. The LSCDS executive team develops, plans, organizes and runs an annual series of career development-focused events with the goal of enhancing the awareness of career options outside of academia. LSCDS events include: a year-round career seminar series, networking series and an annual networking reception, annual career day, a mentorship program, an industry case study program, and a job shadowing program.

2. **Article Two – Membership and Membership Fee**

    2.1. The group shall maintain a list of group members.
    2.2. Executive team membership is open to all registered University of Toronto students.
    2.3. Voting membership is open to all registered students of the University of Toronto.
    2.4. Voting membership is open only to registered students of the University of Toronto.
    2.5. Non-voting executive membership is open to University of Toronto, postdoctoral fellows, staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-executive members do not hold any rights awarded to executive members.
    2.6. The executive membership fee will be $0 per year.

3. **Article Three – Rights of Members**

    3.1. All currently-registered student members have a right to attend all general meetings of members.
    3.2. All currently-registered student members have a right to cast votes at all general meetings of members.
    3.3. All currently-registered student members have a right to stand to apply to different positions within the group unless otherwise stated in this document.
    3.4. All voting members have a right to propose and vote on amendments to this constitution.
    3.5. The rights prescribed in Article Three are not awarded to non-executive members as described in Article Two.

4. **Article Four - Executive Committee**

    4.1. The term for all positions on the Executive Committee shall be from July 1st to June 30th.
    4.2. The Executive Committee shall be comprised of 35 members.

4.3. All members of the Executive Committee must be currently registered students of the University of Toronto.

4.4. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.5. 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.

5. **Article Five - Executive Committee Composition and Duties**

5.1. **The President shall:**

    5.1.1. Be an LSCDS executive member with a minimum of 1 year previous experience,

    5.1.2. Be elected through a fair and democratic election for the role,

    5.1.3. Have the power to vote in appointing individuals for all non-voting executive positions,

    5.1.4. Be the main contact person for all external organizations, companies, institutions, and personnel, such as requests for advertisement postage on our websites, participation in our group activities, inquiries for our group function, or student questions. The President/Co-President is the representing 'face' of LSCDS, and thus, should ensure that he/she has an updated profile and contact information on both the LSCDS website and Ulife,

    5.1.5. Respond to emails and/or direct emails to other LSCDS Executives in a timely manner, including checking LSCDS emails every day,

    5.1.6. Conduct an orientation meeting where all executive members shall be present, and detailed discussion of roles and responsibilities shall take place. Prior to this meeting, the constitution and contract shall be shared with the Executives at least one week prior to the meeting via email for review and signatures,

    5.1.7. Work with the Leads of each event/program to build a comprehensive schedule of events for the upcoming year for each team. This schedule shall be shared with all the LSCDS Executives via an online calendar of choice (e.g., Google calendar). The schedule of events shall be outlined to develop a marketing campaign in conjunction with the Director(s) of Marketing and Director(s) of IT & Communications to facilitate outreach for the events,

    5.1.8. Review emails, posters, and social media advertisement to ensure brand consistency and good representation by the group,

    5.1.9. Ensure that event organization is coordinated in a group effort. Ensure that there is a timeline of events developed, including what needs to be completed by when and by whom, which will be available for all members of the group. It is important that the President/Co-Presidents ensure that each member is assigned a reasonable task with a deadline so that tasks are completed on time with minimum disruption. The President/Co-Presidents should also follow up on members who do not meet the agreed standard and work very closely with Team Leads in that regard,

    5.1.10. Maintain a detailed, centralized database of potential guests/sponsors to assist in guest recruitment by the different teams or in sponsorship efforts, in

collaboration with the Vice-President (e.g., list of companies approached, contact person, outcome, etc.),

5.1.11. Streamline the operations of the Executive team through the adoption of centralized forms and documents, automation codes, and transition documents,

5.1.12. Communicate and remind the members of the objectives/mission/vision of the LSCDS and motivate the executives and volunteers to ensure high standards and professionalism,

5.1.13. Preside over meetings of the Executive Committee and/or members,

5.1.14. Create an agenda for every Executive Team meeting and circulate it in advance, along with the team meeting information,

5.1.15. Finalize meeting minutes once received from the Vice-President and send back for distribution to all members after the meeting. It is recommended that the minutes are distributed within 2 days after the meeting to implement the changes/tasks promptly. Meeting minutes shall be recorded by the Vice-President or an appointed representative,

5.1.16. Make executive decisions at Executive team meetings,

5.1.17. Ensure a transition of office from one year to the next, including transition documents and end-of-year reports prepared by Team Leads,

5.1.18. The President/Co-Presidents (both past and present) are responsible for accurate record-keeping of all contracts and statistics of student feedback. This will ensure a smoother and easier transition of updated information from year-to-year,

5.1.19. Maintain the login information for all LSCDS legacy accounts and any other accounts (e.g., social media, website hosting services, and banking information)

5.1.20. Identify other relevant career development workshops hosted by other student bodies and establish collaborations to minimize duplication of efforts,

5.1.21. Assist the Director of Finance in developing an annual budget for the year in consultation with the previous Vice-President and previous LSCDS President(s). The President/Co-Presidents must attend the budgeting meeting with the GLSE, which is responsible for obtaining the annual funding from the Faculty of Medicine.

5.1.22. Hold signing and financial authority along with the Director of Finance,

5.1.23. Organize regular General Meetings (i.e., town halls), during which anyone from within or outside the LSCDS is welcome to attend. These should take place preferably once per academic term,

5.1.24. Book rooms (at Medical Sciences Building or another building on campus) that can hold all the attendees (via website: Academic + Campus Events (ACE) will be accepting all recognized Campus Group booking requests exclusively via the online booking request portal: www.ace.utoronto.ca/cgroup, with subsequent confirmation email sent via: ace.team@utoronto.ca) or an executive member with building access. Virtual meetings held on the LSCDS' business Zoom account is an alternative to in-person meetings. Emails with the Zoom link will be sent to all members of the executive team once a meeting time has been confirmed,

5.1.25. Ensure that the team can book halls at Hart House by emailing: events.harthouse@utoronto.ca (the President/Co-Presidents and Director of Finance should be copied on all correspondence),

5.1.26. Be familiar with other governing bodies (whether student or institutional), such as Ulife, GSU, UTSU, and other clubs, as well as university regulations regarding student groups, and be able to direct members to the right resources. The President/Co-Presidents should, when necessary, lead partnerships and collaboration between LSCDS and other student/sponsor groups,

5.1.27. Maintain regular communication, whether via email or meetings, with the GLSE regarding any concerns, issues or feedback related to the LSCDS. These can be financial issues (e.g., opening a group bank account and administering sponsorship funds) or matters that impact the Syndicate,

5.1.28. Prepare a final report, outlining in detail activities of the LSCDS, to be submitted to the Sara Sharifpoor (medicine.research@utoronto.ca) and Ayesha Glover (ayesha.glover@utoronto.ca) at the end of academic year. This report shall contain a proposed budget for the upcoming year and be submitted to the GLSE one week prior to the meeting.

5.2. **The Vice-President shall:**

5.2.1. Be an LSCDS executive member with a minimum of 1 year previous experience,

5.2.2. Be elected through a fair and democratic election for the role,

5.2.3. Have the power to vote in appointing individuals for all non-voting executive positions,

5.2.4. Be eligible to cast votes at meetings of the Executive Committee,

5.2.5. Assist the President/Co-Presidents in all their duties and assume duties of the President in their absence,

5.2.6. Respond to emails and/or direct emails to other LSCDS Executives in a timely manner, including checking LSCDS emails every other day,

5.2.7. Ensure activities of the club comply with policies of the University of Toronto,

5.2.8. Coordinate organizational recruitment efforts,

5.2.9. Assist the President/Co-Presidents and Director of Finance in developing an annual budget,

5.2.10. Work closely with LSCDS Team Leads and the President to monitor expenses, oversee spending and maintain copies of all expense receipts and invoices. The original receipts are submitted to Sara Sharifpoor (medicine.research@utoronto.ca) and Ayesha Glover (ayesha.glover@utoronto.ca), Business Officers at the Faculty of Medicine, GLSE alongside the expense reimbursement form that details all expenses. At the end of the financial year (June 30th) the incurred expenses are audited and tallied with the records at the Faculty of Medicine,

5.2.11. Work jointly with the Director(s) of Marketing and event Leads to obtain internal and external sponsorships and funding. Any confirmed internal sponsorship received via any of the University of Toronto Departments shall be transferred to the Faculty of Medicine, GLSE FIS internal account. This should be coordinated with Sara Sharifpoor (medicine.research@utoronto.ca) and Ayesha Glover (ayesha.glover@utoronto.ca) and the administrator of the funds at the sponsoring Department. Sponsorship from any external organizations to

the University of Toronto, e.g., biotech companies, pharmaceutical companies and others, shall be deposited to the LSCDS community account at BMO,

5.2.12. Assist the Director of Finance in seeking out sponsorship opportunities and preparing sponsorship applications on behalf of the LSCDS. Develop general sponsorship package, as well as event specific package in collaboration with Team Leads,

5.2.13. Record meeting minutes during monthly LSCDS executive meetings; If unable to attend, inform President/Co-Presidents prior to meeting and have a delegate record the meeting minutes,

5.2.14. Send recorded meeting minutes to President/Co-Presidents for approval within 48 hours after the meeting,

5.2.15. Send meeting minutes to all LSCDS executives within 24 hours after approval and necessary edits by President/Co-Presidents,

5.2.16. Maintain a record of all meeting minutes throughout the year,

5.2.17. Recruit a team of 2-3 executives to assist with building and writing grant applications, sponsorship packages and performing other business development duties, including outreach to other organizations and university clubs.

5.3. **The Director of Finance shall:**

5.3.1. Be an LSCDS executive member with a minimum of 1 year previous experience,

5.3.2. Be elected through a fair and democratic election for the role,

5.3.3. Have the power to vote in appointing individuals for all non-voting executive positions,

5.3.4. Be eligible to cast votes at meetings of the Executive Committee,

5.3.5. Record all financial transactions of the group,

5.3.6. Hold signing and financial authority along with the President,

5.3.7. Maintain a budget of income and expenses,

5.3.8. Advise members on financial position of the group,

5.3.9. Assists the President/Co-Presidents in all their duties and assumes the role of the President/Co-Presidents in their absence,

5.3.10. An LSCDS executive member with a minimum of 1 year previous experience and will be trained during their time as Vice-President/Co-Vice-President for the role of President/Co-President by the current person in that role (if desired),

5.3.11. Work with LSCDS President to prepare a budget for the upcoming year,

5.3.12. Work closely with LSCDS Team Leads and the President to monitor expenses, oversee spending and maintain copies of all expense receipts and invoices. The original receipts are submitted to Sara Sharifpoor (medicine.research@utoronto.ca) and Ayesha Glover (ayesha.glover@utoronto.ca), Business Officers at the Faculty of Medicine, GLSE alongside the expense reimbursement form that details all expenses. At the end of the financial year (June 30th) the incurred expenses are audited and tallied with the records at the Faculty of Medicine,

5.3.13. Work jointly with the Director(s) of Marketing and event Leads to obtain internal and external sponsorships and funding. Any confirmed internal sponsorship received via any of the University of Toronto Departments shall be transferred to the Faculty of Medicine, GLSE FIS internal account. This should be coordinated with Sara Sharifpoor (medicine.research@utoronto.ca) and

Ayesha Glover (ayesha.glover@utoronto.ca) and the administrator of the funds at the sponsoring Department. Sponsorship from any external organizations to the University of Toronto, e.g., biotech companies, pharmaceutical companies and others, shall be deposited to the LSCDS community account at BMO,

5.3.14. Seek out sponsorship opportunities and prepare sponsorship applications on behalf of the LSCDS. Develop general sponsorship package, as well as event specific package in collaboration with Team Leads,

5.3.15. Recruit a team of 2-3 executives to assist with building and writing grant applications, sponsorship packages and performing other business development duties, including outreach to other organizations and university clubs if needed,

5.3.16. The Director of Finance (past and present) is responsible for accurate record-keeping of all previous documents pertinent to budgeting (such as budget Excel file and presentation).

5.4. **The Director of IT & Communications shall:**

5.4.1. Be appointed by voting members (leadership) and as such does not have executive voting rights,

5.4.2. Update and maintain the LSCDS website and Google Workspace subscription,

5.4.3. Post job postings as requested by sponsors (and approved by leadership)

5.4.4. Add the upcoming events on the website calendar,

5.4.5. Circulate email announcements (job openings, professional development workshops, upcoming events etc.) as per request of executive members,

5.4.6. Circulate emails to the LSCDS listserv about upcoming LSCDS events and any relevant opportunities,

5.4.7. Circulate emails requested by LSCDS sponsors,

5.4.8. Create Zoom links (webinar versus meeting, as deemed appropriate) for the event,

5.4.9. Ensure all IT tasks are performed during events, including enabling closed-captioning, spotlighting speakers, etc,

5.4.10. Record events as requested by Team Leads and post recording on our website and/or YouTube,

5.4.11. Perform cost and feature comparisons between different website and/or virtual conferencing platforms,

5.4.12. Event registration:
   5.4.12.1. Create and circulate an online registration page for the events, monitor registration, and communicate numbers of registrants to Team Leads and Associates,
   5.4.12.2. Email feedback surveys to event attendees immediately after events,
   5.4.12.3. Provide a final list of attendee and registrants 24 hours after the event to the Team Leads,
   5.4.12.4. Collect feedback from LSCDS executives regarding the website to improve its content and visual appeal.

5.4.13. Training:
   5.4.13.1. Train the columnists/blog writers on posting blogs on the website,
   5.4.13.2. Train the incoming web-designers for the upcoming academic year.

5.5. **The Director(s) of Marketing shall:**

5.5.1. Be appointed by voting members (leadership) and as such does not have executive voting rights,

5.5.2. Prepare creative and innovative marketing material that are representative of the LSCDS brand,

5.5.3. Report data on site analytics and social media posts (e.g., likes, engagement, reach) to the President/Vice President to devise strategies to maximize recruitment of high-quality guests and student turnout,

5.5.4. Act as an LSCDS ambassador/promoter by communicating LSCDS mandate and upcoming events to potential event guests, sponsors, and students,

5.5.5. Coordinate with Team Leads about the advertisement of events on social media,

5.5.6. Seek approval from the President/Vice President about creating posts for other student groups/companies/etc.,

5.5.7. Maintain general presence online and interact with other student groups/company pages to increase social media outreach,

5.5.8. Develop relationships with other student organizations to promote events,

5.5.9. Manage all social media groups for LSCDS, including but not limited LinkedIn, Instagram, and Twitter,

5.5.10. Regularly update social media groups to advertise and promote LSCDS events,

5.5.11. Generate and facilitate interest and discussion on social media about LSCDS and topics that align with the mission of LSCDS including, but not limited to, life science career news and interesting developments in various life science fields,

5.5.12. Work closely with the Outreach Team to distribute and promote their work.

5.6. **The Director of Outreach shall:**

5.6.1. Be appointed by voting members (leadership) and as such does not have executive voting rights,

5.6.2. Brainstorm and pitch ideas for blogs suitable for the goals and objectives of the LSCDS to the President/Vice President prior to the start of the academic year,

5.6.3. The Team Lead shall coordinate activity of the team by delegating specific tasks to team associates, e.g., writing weekly news blurbs, or assigned blogs on specified topics, and ensuring timely submission of articles,

5.6.4. Collaborate with the Director of IT & Communications and Director(s) of Marketing to maximize the number of readers and generate exposure to articles,

5.6.5. Write and edit blogs that address the needs of life science graduate students, including writing about events and interviewing guest speakers,

5.6.6. Post writing content on the LSCDS website,

5.6.7. Promote professional ties and foster relationships with diverse industry stakeholders through on-site or virtual interviews, which inquire about their career trajectory and current field. Interviews are created as 'Spotlight' articles that should cover a range of industry careers,

5.6.8. Educate trainees about diverse industry careers by recruiting, interviewing, and writing about industry professionals to spotlight different professions,

5.6.9. Compile individual's answers into a cohesive written piece in accordance with previous spotlight interviews,

5.6.10. Compose the bi-annual LSCDS newsletter and work closely with the Director(s) of Marketing to distribute it via email to all students on the newsletter subscriber list. The LSCDS newsletter is a compilation of advertisements for upcoming

LSCDS events/meetings as well as related requested advertisements from industry or other U of T groups regarding related job/volunteer opportunities. The newsletter also allows for an increased presence and public awareness of LSCDS among our target audience,

5.6.11. Attend LSCDS events and write recap articles, including lessons learned as an attendee.

5.7. **The Team Lead of the Career Seminar Series Team shall:**

5.7.1. Be appointed by voting members (leadership) and as such does not have executive voting rights,

5.7.2. Schedule regular meetings to keep up with progress and timeline,

5.7.3. Organize 6-8 high quality seminars or workshops focused on a variety of relevant career areas including, but not limited to scientific marketing and sales, medical writing, medical affairs (medical science liaisons, scientific advisors), pharmacovigilance, patent agents, clinical research, consulting (speakers can be referred to by GMCA),

5.7.4. Spearhead the organizational strategy and topics of all events such that they fall in line within specific and relevant themes that serve the needs of our delegates,

5.7.5. Liaise and network with industry professionals on a regular basis and invite relevant professionals (i.e., with a graduate degree) to speak about their journey from academia into industry,

5.7.6. Communicate the mission and vision of the LSCDS at various professional and industry events on an ongoing basis,

5.7.7. Support the on-boarding of speakers through dry runs, brief documents, or brief meetings prior to the event to ensure their expectations are met and roles are understood,

5.7.8. Work closely with the Vice President to keep track of the budget allocated to this event,

5.7.9. Manage overall operations of the seminars on event days including room reservations, pizza ordering and delivery, drink inventory and dispensable items (plates, napkins), operation of AV equipment (for in-person events). For virtual events, manage event registration with the help of the Director of IT & Communications, set up the appropriate hosting platform such as Zoom, ensure everyone has the meeting password (if applicable), ensure attendees are admitted at the appropriate time, and prepare questions for the Q&A session,

5.7.10. Coordinate with the Director(s) of Marketing to leverage various strategies of advertising and marketing (i.e., LSCDS list serve, Facebook, Twitter, Instagram, LinkedIn, Faculty of Medicine, GLSE list serve, GSU digest) in conjunction with the Director(s) of Marketing to attract attendees to seminars,

5.7.11. Liaise with the Director of IT & Communications to set up online registration deadlines and decide on what information to collect on individual registrants,

5.7.12. Measure event success via surveys, analyze feedback and prepare summary reports to be completed by the end of the academic year.

5.8. **The Team Lead of the Life Sciences Career Expo/Career Day shall:**

5.8.1. Be appointed by voting members (leadership) and as such does not have executive voting rights,

5.8.2.   Identify the theme(s) of the event with support from leadership, associates, and Executive Team,

5.8.3.   Select a date(s) for the career day and book all relevant rooms,

5.8.4.   Meet regularly with partnering groups or faculty that are involved in the organization of the event,

5.8.5.   Schedule regular team meetings to keep up with progress and timeline,

5.8.6.   Work closely with the Director of Finance to keep track of the budget allocated to this event,

5.8.7.   Connect with the Director of Finance regarding ticket sales and funding application opportunities (if deemed qualified),

5.8.8.   For an in-person meeting, coordinate all the arrangements with venue, catering, seating, and related event details keeping within budget,

5.8.9.   Secure keynote speaker(s) and recruit key professionals to participate in the panel discussions through formal invitations and ensure the invitations are followed up in a timely manner,

5.8.10. Recruit company representatives for company-related sessions, such as company booths and coffee chats through formal invitations and ensure the invitations are followed up in a timely manner,

5.8.11. Work closely with the Director(s) of Marketing to develop and execute a marketing strategy for the promotion of the event,

5.8.12. Liaise with the Director of IT & Communications to set up a registration form with an accompanying deadline and Zoom links, as well as update website for the event (LSCE.ca and LSCDS.org),

5.8.13. Coordinate with the IT & Communications team to determine the most suitable conferencing platform,

5.8.14. Coordinate with the IT & Communications team to ensure the appropriate event sessions are recorded and uploaded on our website and/or YouTube,

5.8.15. Create an information package outlining information on speakers, guests, participating companies, and program agenda guests for attendees,

5.8.16. Create an information package demonstrating value proposition and other relevant statistics on the event (or past career day/LSCE events) to potential companies,

5.8.17. Recruit, train, and coordinate volunteers for the event,

5.8.18. Manage registration on the day of the event. For an in-person meeting, open at least 40 minutes before the event begins. Make sure those who arrive early and register can enter the venue hall after registering. For a virtual meeting, log onto each session at least 10 minutes early to onboard speakers,

5.8.19. For an in-person meeting, print student/guest name tags and registration lists. Make sure registration lists indicate what events each person has signed up for,

5.8.20. Measure event success via surveys, analyze feedback and prepare summary reports to be completed by the end of the academic year.

5.9. **The Team Lead of the Networking Team shall:**

5.9.1.   Be appointed by voting members (leadership) and as such does not have executive voting rights,

5.9.2.   Schedule regular meetings to keep up with progress and timeline with the President and Vice-President and team associates,

5.9.3. Coordinate guest recruitment and motivate recruitment efforts to ensure quotas are met and professional guests are confirmed,

5.9.4. Coordinate all arrangements with the venue, catering, seating, and relevant event details, aligning with the budget allowance,

5.9.5. Work closely with the Director of Finance to keep track of the budget allocated to this event,

5.9.6. Send formal invitations to guests and ensure the invitations are followed up in a timely manner,

5.9.7. Work closely with the Director(s) of Marketing to develop and execute a marketing strategy for the promotion of events to students,

5.9.8. Create an information package outlining information on guests and event agenda for all attendees,

5.9.9. Recruit, train, and coordinate volunteers for the event,

5.9.10. Measure event success via surveys, analyze feedback and prepare summary reports to be completed by the end of the academic year,

5.9.11. Liaise with the Director of IT & Communications to set up a registration form with an accompanying deadline,

5.9.12. Manage registration on the day of the event. Open at least 40 minutes before the event begins. Make sure those who arrive early and register can enter the venue hall after registering,

5.9.13. Print student/guest name tags and registration lists,

5.9.14. For the Mini-Networking Nights
　　5.9.14.1.1. Coordinate with the Director of IT & Communications to set up the appropriate hosting platform and breakout rooms,
　　5.9.14.2. Invite 20-25 professionals for all the nights (5 guests/event) in relevant industries to share their experiences,

5.10. For the Networking Reception
　　5.10.1.1. Invite 20-25 professionals in relevant industries to share their experiences with event attendees. Coordinate distribution of invitations and follow up on invitations.

5.11. **The Team Lead of the Mentorship Team shall:**

5.11.1. Be appointed by voting members (leadership) and as such does not have executive voting rights,

5.11.2. Schedule regular team meetings to keep up with progress with mentee and mentor recruitment and event planning and timeline,

5.11.3. Work closely with the Vice President to keep track of the budget allocated to the Launch event,

5.11.4. Coordinate guest recruitment and motivate recruitment efforts to ensure quotas are met and guests are confirmed,

5.11.5. Determine a method for ranking mentees to accept a certain number of mentees to the program,

5.11.6. Leverage the existing approach and/or create an alternative approach to matching mentees and mentors based on the mentees' preference,

5.11.7. Coordinate all arrangements with the venue, catering, seating, and relevant event details. Act as on-site liaison (depending on if a portion of the events were in-

person) and host the following events: launch/introductory event, follow-up meeting and concluding event,

5.11.8. Invite 25-40 professionals from diverse backgrounds and industries to share their experiences. Coordinate distribution of formal invitations and follow up on invitations,

5.11.9. Work closely with the Office of Advancement, medicine.advancement@utoronto.ca to distribute mentor calls to UofT alumni for mentors' recruitment,

5.11.10. Work closely with the Director(s) of Marketing to develop and execute a marketing strategy for the promotion of the events to students,

5.11.11. Liaise with the Director of IT & Communications to set up the registration form with an accompanying deadline,

5.11.12. Measure event and mentorship success via surveys, analyze feedback and prepare summary reports to be completed by the end of the academic year,

5.11.13. Manage registration on the day of the event. Open at least 40 minutes before the event begins,

5.11.14. Print student/guest name tags and registration lists,

5.11.15. Prepare monthly newsletters to keep in contact with mentees and mentors to encourage continued professional development and progress throughout the length of the mentorship program.

5.12. **The Team Lead of the Industry Team Case Study (ITCS) Program Team shall:**

5.12.1. Be appointed by voting members (leadership) and as such does not have executive voting rights,

5.12.2. Plan and implement the ITCS program throughout the academic year, which includes information night (general audience), launch event, 101 seminar series, 1-1 mentorship meetings, 3 engagement meetings, and showcase event,

5.12.3. Recruit 12 professional guests from the biomedical industry to act as Industry Advisors for the duration of the program,

5.12.4. Recruit 6-8 professional guests to speak at the 101 seminar series,

5.12.5. Evaluate applications and recruit ITCS trainees,

5.12.6. Recruit, train, and coordinate volunteers to help moderate the showcase event (if needed),

5.12.7. Monitor the case study email daily and respond to inquiries from students, trainees and advisors,

5.12.8. Measure event success via surveys, analyze feedback and prepare summary reports to be completed by the end of the academic year,

5.12.9. Work closely with the Director of Finance to keep track of the budget allocated to this event,

5.12.10. Liaise with the Director of IT & Communications to set up the registration forms with accompanying deadlines,

5.12.11. Manage registration for the information session. Open at least 40 minutes before the events begin,

5.12.12. For the showcase event, ensure attendees who arrive early and register can enter the venue after registering. For virtual events, ensure attendees can wait in the Zoom waiting room,

5.12.13. Print advisor and student name tags, registration lists, LSCDS volunteers & ITCS team name tags, arrows/signage for directions at the event, table numbers, and advisor and trainee table assignments for structured networking. Make sure registration lists indicate what table each person is assigned to.

5.13.   **The Team Lead of the Job Shadowing Program shall:**
5.13.1.   Be appointed by voting members (leadership) and as such does not have executive voting rights,
5.13.2.   Schedule regular meetings to keep up with progress and timeline,
5.13.3.   Recruit hosts in various areas of the life sciences,
5.13.4.   Organize the coordination and negotiation of placement details with the hosts,
5.13.5.   Select candidates and coordinate the matching of trainee-host placements,
5.13.6.   Facilitate trainee and host communication and post-placement follow ups
5.13.7.   Work closely with the Director(s) of Marketing to develop and execute a marketing strategy for the promotion of the events to students,
5.13.8.   Recruit, train, and coordinate associates,
5.13.9.   Measure event success via surveys, analyze feedback and prepare summary reports,
5.13.10. Work closely with the Vice President to keep track of the budget allocated to this event,
5.13.11. Liaise with the Director of IT & Communications to set up online registration deadlines and what information to collect from registrants.
5.13.12. Other duties as required

5.14.   **The Team Lead of Alumni Affairs shall:**
5.14.1.   Be appointed by voting members (leadership) and as such does not have executive voting rights,
5.14.2.   Serve as the conduit between the present LSCDS executive and past alumni,
5.14.3.   Develop and execute strategies to maximize LSCDS alumni involvement with current events,
5.14.4.   Work closely with the Director of IT & Communications and Director(s) of Marketing to ensure alumni lists are maintained and handle all correspondence with alumni,
5.14.5.   Maintain a detailed database of LSCDS alumni to assist in guest recruitment or sponsorship efforts,
5.14.6.   Arrange the annual "meet & mingle" event where current LSCDS executives meet with past alumni at Hart House,
5.14.7.   Create a guest package that outlines the event agenda and includes information about key speaker and attendees,
5.14.8.   Measure event success via surveys, analyze feedback and prepare summary reports to be completed at the end of the academic year,
5.14.9.   Work closely with the Vice-President to keep track of the budget allocated to this event,
5.14.10. Liaise with the Director of IT & Communications to set up the registration form with an accompanying deadline,
5.14.11. Manage registration on the day of the event. Open at least 40 minutes before the event begins,
5.14.12. Print student/guest name tags and registration lists.

5.15. **The Associates of each team shall:**
5.15.1. Be appointed by voting members (leadership) and as such does not have executive voting rights,
5.15.2. Attend regular meetings,
5.15.3. Assist with the recruitment of professional guests,
5.15.4. Assist with the coordination all the arrangements,
5.15.5. Assist with the marketing campaign through re-sharing and liking event posts on social media,
5.15.6. Assist with the creation of information package for guest speakers and program for student attendees,
5.15.7. Assist with the recruitment, training, and coordination of volunteers,
5.15.8. Assist with the measurement of event success via surveys, analyze feedback and prepare summary reports,
5.15.9. Perform other duties as required.

6. **Article Six – Elections and Recruitment**

6.1. All voting position on the Executive Committee shall be filled through an annual election,
6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position,
6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee,
6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position,
6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner,
6.6. 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,
6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
6.8. Candidates running for the position of President, Vice-President and Director of Finance must have held a position on the LSCDS Executive Council for at least one year prior to the current year's transition,
6.9. Elections for voting members shall take place in early July,
6.10. Recruitment and interviews for non-voting executive positions shall take place later in July, after elections. Interested applicants are asked to submit resumes (one page) and cover letters (one page), and successful candidates will be interviewed by the Leadership and/or Team Leads.
6.11. All members of the Recruitment Committee shall be unbiased in the results of the election and shall be required to disclose all conflicts of interest in the election.

7. **Article Seven – Finances**

   7.1.   The Director of Finance shall keep an active record of income and expenses. Copies of these documents, including all current expenses and bank account statements shall be kept on the Google Drive to be accessible for review at any point by President/Co-President and Vice-President.

   7.2.   The Director of Finance shall present the group's updates on the group's financial position at annual general meetings.

   7.3.   The President/Co-Presidents must approve all expenditures over $100.00.

   7.4.   The group may not engage in activities that are essentially commercial in nature.

   7.5.   The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

   7.6.   The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

   7.7.   The group will not pay salaries to any of its officers.

   7.8.   Funding for the LSCDS shall be provided by the Temerty Faculty of Medicine, Office of Graduate and Life Sciences Education (GLSE).

   7.9.   At the beginning of the academic year, the LSCDS shall provide an annual proposed budget to the Office of the Vice Dean, GLSE, at the Temerty Faculty of Medicine for review and approval.

   7.10. All eligible invoice payments and expense reimbursements are processed through the Temerty Faculty of Medicine, GLSE Financial Information System (FIS) account on the University of Toronto financial system and original documents are kept on file in the Office of the Vice Dean, GLSE.

   7.11. The LSCDS can secure external funding via ongoing partnerships and future collaborations with industry and other student groups and offices within and outside of the University of Toronto; such activity will be led by the LSCDS Executive Team, overseen by the Vice-President and the President/Co-Presidents.

   7.12. The Director of Finance shall be responsible for developing the annual budget for the upcoming year, in consultation with the President/Co-Presidents of the LSCDS.

   7.13. During the year, all expenditures must be reviewed and approved by the Vice-President and the President/Co-Presidents to ensure adherence to the budget.

   7.14. The Vice-President shall record all expenditures and keep copies of all documents. Original copies of receipts shall be forwarded to the Faculty of Medicine, GLSE for processing. All receipts to be submitted for reimbursement shall be validated by the Vice-President and/or President/Co-President, where one signature shall be obtained to validate expenditures submitted for reimbursement.

   7.15. The newly appointed LSCDS Executive Team is to meet with the Temerty Faculty of Medicine, Graduate and Life Sciences Education (GLSE) at the beginning of the school year to propose a complete list of events for the upcoming year including proposed budget, and this documentation should be sent to the Temerty Faculty of Medicine, GLSE for review a week prior to the meeting.

8. **Article Eight – Meetings**

   8.1.   The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
   8.2.   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.
   8.3.   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.

9. **Article Nine - Termination of Membership**

   9.1.   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.
   9.2.   A member can also be terminated if they do not attend three (3) team meetings and refuse to contribute to the team's efforts.
   9.3.   A vote to revoke membership must be held at a meeting of the Executive Committee.
   9.4.   A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
   9.5.   Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
   9.6.   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.
   9.7.   Following a 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.
   9.8.   Executive Committee members are subject to the same termination of membership process as general members.
   9.9.   If an Executive Committee member decides to resign from the LSCDS, they must provide a resignation notice a minimum of 2 weeks before their departure.

10. **Article Ten – Amendments**

   10.1.   All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
   10.2.   All voting members may propose and vote on amendments to the constitution.
   10.3.   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.
   10.4.   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.