



MRSS Constitution

The Michener Institute for Education at UHN

The University of Toronto

Medical Radiation Sciences Society (MRSS): Constitution (2007-2008) (Previously Revised Feb 2016; Latest Revision: Jan 2021)

Definitions

MRS - Medical Radiation Sciences

MRSS - Medical Radiation Sciences Society

IPHSA - Interprofessional Healthcare Students' Association

UHN – University Health Network

The Medical Radiation Sciences Society Mandate

The MRSS is an elected governing body for undergraduate MRS programs at the Michener Institute of Education at UHN and the University of Toronto. The MRSS represents MRS students to the Faculty of Medicine, alumni, the institute, the medical profession, the community, and other faculties within the University of Toronto and the Michener Institute. The Society organizes a wide variety of student events and is concerned with both academic and non-academic aspects of student life.

Objectives

The elected MRSS governing body for undergraduate medical radiation science students strives to serve these students in the following manner:

1. Represent the views and concerns of students to faculty, to alumni, to other faculties within the University of Toronto and the Michener Institute, to the medical profession and to the community.
2. Enhance the quality of student life for MRS students both socially and academically.

3. Facilitate communication between MRS students at different stages of their training, to maintain a sense of community and spirit within the programs.
4. Facilitate communication between MRS students, the University of Toronto, and the Michener Institute to ensure that all students have an equitable opportunity to available student resources.

Membership

The Membership of the society shall be of two types:

1. Current Members: Encompasses all students currently registered in the MRS program, including all streams of Nuclear Medicine, Radiation Technology, and Radiation Therapy, at the University of Toronto and Michener Institute of Education at UHN.
2. Life Members: Encompasses all graduates from the MRS program, including all streams of Nuclear Medicine, Radiation Technology, and Radiation Therapy, at the University of Toronto and Michener Institute of Education at UHN.

Only Current Members will be considered Voting Members of the MRSS and have full access to the activities and resources offered by the MRSS. Life Members will only have partial access to these resources.

Governing Council

The MRSS Governing Council shall consist of the current President, VP Administration, and VP Finance. In keeping with its Objectives, the duties of the Governing Council shall be:

1. To regularly communicate relevant news regarding faculty affairs, university affairs, and external affairs to the student body, through the Blackboard course page, social media accounts, and emails, so students are constantly updated about issues that specifically affect their academic and non-academic experiences at the school.
2. To encourage communication between the MRS student body, academic professors, clinicians, and demonstrators.
3. To initiate formal and informal gatherings for the MRS student body, academic professors, clinicians, and demonstrators.
4. To liaison with other medical radiation sciences schools and encourage participation in student affairs at the provincial and national levels.
5. To encourage liaison between members and their colleagues in other health science fields.
6. To encourage interest in the University and Institute as a whole, and in participation in campus-wide events.
7. To liaison with members of the community and encourage participation in community affairs within the university, the institute, and the city.
8. To be innovative and responsive to any student needs that arise.
9. To organise and regulate the function of the MRSS Atoms Initiative as outlined in the "MRSS Atoms Initiative" Subsection.
10. To select students to be members of Michener and University of Toronto committees.

MRSS Executive Members

MRSS Executive Members MRSS Executive members shall comprise of:

1. President
2. Vice-President Administration
3. Vice-President Finance
4. Past Presidents
5. First-Year Student Representatives

The MRSS President

1. The President shall be elected on the General Ballot of the Spring Elections for a one-year term. This student representative must be a member of the incoming second year class.
2. The responsibilities of the MRSS President include:
 - a) Act as official spokesperson and liaison for the MRSS to the Faculty of Medicine or to any other individual or organization, as necessary.
 - b) Direct the emphasis and the energies of the MRSS in the best interests of the student body.
 - c) Be ultimately responsible for the efficient management of all activities of the MRSS.
 - d) Be an official member of all committees of the MRSS.
 - e) Adopt the position of Past President and act as advisor to the newly elected Medical Society Executive upon completion of his/her term as President of the Medical Society.
 - f) Overlook the function and organization of the MRSS Atoms Initiative.
3. In the event that business must proceed in the absence of the President, the function of the President shall be assumed by a member of the Governing Council in the following order of precedence:
 1. VP Finance
 2. VP Administration
 3. An Executive assigned by the President

The MRSS Vice-President Administration

1. The Vice-President Administration shall be elected on the General Ballot of the Spring Elections for a one-year term. This representative must be a member of the incoming second year class.
2. The responsibilities of the MRSS Vice-President Administration include:
 - a) Record minutes at meetings and make them accessible to the student body in a timely fashion.
 - b) In charge of all publications to the student body including posters, emails, newsletters, social media posts, etc. (can enlist first-year student representatives for assistance)
 - c) Maintain a current email compilation of all current MRSS members.
 - d) Manage the administrative duties of the MRSS.

The MRSS Vice-President Finance

1. The Vice-President Finance shall be elected on the General Ballot of the Spring Elections for a one-year term. This representative must be a member of the incoming second year class.

2. The responsibilities for the MRSS Vice-President Finance include:
 - a) Comply with all Society regulations regarding finances as outlined in the Handbook for Student Societies in the University of Toronto from the Office of the Vice-Provost, Students.
 - b) Receive and discharge all accounts of the Society, recording all transactions.
 - c) Ensure that an adequate cash reserve is always maintained.
 - d) Comply with all University regulations concerning an annual audit, which must be submitted to the appropriate University of Toronto office prior to December 31.
 - e) Be responsible for Society finances for the fiscal year as outlined in the “Financial Management” subsection (from May 1 of the year of election until April 30).
 - f) Perform other duties as assigned by the MRSS President.

The MRSS Past President

1. The Past President shall be the President of the MRSS from the preceding term.
2. The Past President shall:
 - a) Not be a voting member of the Executive or the General Assembly.
 - b) Not be required to attend Medical Society Executive or General Assembly meetings.
 - c) Serve only as advisor to the current elected Medical Society Executive.
 - d) Not be directly involved in the activities of the current elected President.

The MRSS First-Year Student Representatives

1. The MRSS first-year representatives shall be chosen by the Governing Council for a one-year term. Two representatives from each MRS stream of Nuclear Medicine, Radiological Technology, and Radiation Therapy must be selected. These representatives must be a member of the incoming first year class. These representatives are not directly associated with the Governing Council, however are still involved in Society function and considered Executive members.
2. The responsibilities of the MRSS first-year student representatives include:
 - a) Uphold the Constitution of the MRSS.
 - b) Assist in organizing events that fulfill the mission of the Society.
 - c) Contribute towards and assist the Governing Council in the planning and implementation of such events.
 - d) Foster interprofessional relationships between members.
 - e) Attend all meetings posted by the president.
 - f) Be responsible for instructing and informing the members of their respected stream year.

If an individual MRSS Executive Member fails to uphold their duties (as felt by the other MRSS Executive Members) then said member is given a grace period of approximately three weeks to perform his/her duty (another appropriate deadline may be set as determined by the other MRSS Executive Members). If the duty remains unfulfilled, said member can be removed as a MRSS Executive Member following a vote.

Meetings of Members

Regular meetings of the members must be held at least once a month. No more than two monthly meetings may be cancelled in the one-year term. Cancelling a monthly meeting must reflect the best

interest of the student body to accommodate academia, health, or another reason agreed upon within the MRSS Governing Council. A vote may be used in the event of a dispute. This vote will only include all MRSS Governing Council members.

Special meetings may be called by the President at their discretion or at the request of any member of the Executives.

Attendance

The required attendance for each Executive Meeting is as follows:

1. President, VP Administration, VP Finance, and the first-year Representatives.
2. Meetings of the members shall be open to all members of the Society as observers, and all members shall have the right to speak at meetings. At the discretion of the MRSS President, agenda items deemed confidential will be discussed only with the MRSS Governing Council.

Annual General Meeting

The annual general meeting will be held in the month of March. At this time, financial statements will be reviewed, and proposals/ suggestions will be taken.

Meetings of Governing Council / Executive

The meetings will be held on an ad-hoc basis as needed in addition to the regular meetings of the members. These meetings may be called by the President at their discretion or at the request of any member of the Executives.

Rules of Order

Executive meetings shall be informal with respect to agendas, motions, and debate unless otherwise decided by the President.

Minutes:

1. The minutes of the meetings of the Executives shall use Robert's Rules of Order as a template but formatted according to the preference of the Governing Council.
2. Minutes must be recorded and systematically filed by the VP Administration.
3. Approved minutes shall be retained in the MRSS archives to be administered by the MRSS and shall be open to all members of the MRSS.

Committees

The list of committees will be provided at the beginning of the year to all MRS students in the MRSS Terms of Reference document. It is the responsibility of the MRSS Governing Council to fill all committee positions. Preference of positions on committees may be given to returning students who were a member of the respected committee in the previous academic year. In the event that there is a surplus of student applications, random selection techniques (determined by the Governing Council) should be used to fill the positions appropriately. If there are remaining students once all positions are filled, these

students may be selected as alternates for primary committee members. In the event that a primary committee member cannot attend a meeting, the alternate student may attend the meeting in their place to ensure appropriate student representation. However, primary committee members must attend all committee meetings, unless there is a conflict due to academia, health, or another personal reason outlined to appropriate leadership.

Conflict of Interest

If there is a conflict of interest (financial or constitutional), the member must declare it prior to meeting. In the event that there is a vote, the member who has declared the conflict of interest will not be able to participate in the vote.

Elections and Referenda

Positions that may only be gained by popular election shall include President, Vice-President Administration, and Vice-President Finance. Elections shall be held no later than March 30th of each year.

Voting Procedures

Voting eligibility is restricted to current members of the MRSS, as defined in the *Membership* section.

MRSS Members will be given 1 to 2 weeks notice of running candidates and during this time candidates may campaign (campaign methods must be in accordance with Michener guidelines).

Elections will occur over the span of 2 consecutive days within the same week and must be available to the student body for no less than 6 hours of each election date. Current MRSS Members may vote in person or online (through their Michener email account).

An elected position will be won by gaining the most votes.

Votes will be counted by the current MRSS President, VP Administration, and VP Finance. Those members that count votes will not be able to vote except in the event of a tie between candidates, at which point their votes shall decide who is elected.

In the case of a vacancy (resignation, impeachment, lack of a running candidate), MRSS will run a bi-election within 4 weeks of the vacancy according to the standard election process, provided that MRSS members can be given adequate notice and are present.

Membership Fees

Current members shall be consulted about any changes in membership fees (increases or decreases). A referendum will be conducted via in person and by email of all current members. If successful, the society will contact the Vice-Provost, Students, and First-Entry Divisions to implement the change.

Financial Management

The fiscal year of the Medical Radiation Sciences Society begins May 1 and extends to April 30 of every year. A budget for the society should be drafted prior to Medical Radiation Technologist Week (beginning of November).

The University will undertake to release to student societies the fees collected on their behalf in each academic session. Payments are calculated and disbursed by Student Accounts, Financial Services Department, third Floor, 215 Huron Street. Funds for the fall/winter sessions are normally released in three installments: approximately 60% at the end of September and 25% at the end of January, with the residual balance disbursed at the end of March. Funds for the summer session (if applicable) are normally released in two installments: approximately 60% at the end of June and 30% at the end of July, with the residual balance treated as an adjustment to the first fall/winter installment. Payment of the installments is subject to compliance with the audit requirements set out in the following section on Audits. Cheques can be picked up by the MRSS Vice-President Finance in the Department of Radiation Oncology at 149 College St, Suite 504 or another location as directed by MRS program leadership.

Financial Timeline

This timeline is subject to change each academic year (except for the MRSS fiscal year). For the most up to date timelines, please reference the Handbook for Student Societies in the University of Toronto from the Office of the Vice-Provost, Students.

Financial Timeline	
Item	Date(s)
Fiscal year (Specific to MRSS)	May 1 to April 30
Fall/Winter student fee instalment cheques released (60%)	After September 30
Audit memo sent to student societies	Early October
Audit exemption request letter due	October 31
Audited financial statements/audit exemption package due	December 31
Fall/Winter student fee instalment cheques released (25%)	After January 31
Fee change memo sent to student societies*	Early February
Preliminary fee change request information due	March 10
Final documentation for fee change requests due	March 31
Fall/Winter student fee instalment cheques released (Residual)	After March 31
Fall/Winter student fee instalment cheques released (Residual)**	After May 31
Summer student fee instalment cheques released (60%***)	After June 30
Summer student fee instalment cheques released (30%***)	After July 31

* Timelines for St. George & multi-campus student societies.

** May cheques are only issued if there is a fall/winter balance on the account at the end of the winter session.

*** Not all student societies collect and receive fees in the summer session.

Audits

Each student society on whose behalf a compulsory non-academic incidental fee is collected is required by the Policy for Compulsory Non-Academic Incidental Fees (apart from the exceptions noted in the Policy) to have its books audited annually by an independent auditor licensed under the Public Accountancy Act. The appointment of an auditor should be approved each year by resolution at the full council level. The audited financial statements should be signed jointly by the MRSS Vice-President Finance and at least one other Governing Council member, received by the council or the appropriate legislative body of the student society and formally accepted by resolution. In addition, the council is

responsible for bringing these reports to the attention of and making them available to the general membership of the society upon request. A copy of the audited financial statements should also be forwarded to the Office of the Vice-Provost, Students, and First-Entry Divisions no later than December 31st each year. If the auditor's report is not received by this date, or if there is a denial of audit opinion or other qualification which the reviewer feels is sufficiently serious to require special attention, the University may withhold further installments of the fees collected for that year until the society is able to show, by means of an interim review by its auditors of its current books, that the problems or questions which were identified have been satisfactorily resolved. When the audit has been completed, the auditor may submit a memorandum of recommendations addressed to the executive of the society and containing comments on:

- The efficacy of procedures
- Any unusual operating results
- Any other aspects of accounting and financial control which should be brought to the attention of the membership

The audit reviewer in the Office of the Vice-Provost, Students, and First-Entry Divisions will expect a copy of any such interim memorandum of this nature if one is received by the society.

Audit Items

The following documentation should be prepared for a student society's selected auditor:

- Ledgers/books/journals that provide details of all accounting transactions. These ledgers must be complete and accurate. The ledger detail must be totaled, and these totals must agree to the revenue and expense amounts reported in the financial statements.
- Bank statements and cancelled cheques for every month of the fiscal year. These documents must be organized and details of outstanding cheques/deposits at year-end must be provided.
- Receipts/invoices to support all expenditures.
- Receipts or other documentation to support revenue/cash receipts other than fee revenue received from the University.
- Financial Statements (balance sheet and income statement) must be prepared accurately and in accordance with Generally Accepted Accounting Principles. The statements must be prepared by an individual with appropriate knowledge/experience. A bookkeeper/accountant should be hired if necessary. Internal Audit will not accept financial statements that are incorrect or that need adjustment.

Internal Control

Internal control means that there are adequate organizational safeguards and procedural checks to protect the assets of the MRSS and to ensure that the society's objectives are met. It also means the effective allocation and use of the student society's resources. These resources are cash generated from fees and other income, physical plant facilities purchased or made available by the University and the human resources hired by the student society. Professional help and advice may be required to create and implement such controls. The auditor engaged by the society can provide a memorandum each year outlining financial areas needing improvement, and the Office of the Vice Provost, Students, and First-Entry Divisions may also be able to assist in developing appropriate procedures.

Financial Control

The budget is a primary financial control for the MRSS and should be approved by all members of the Governing Council.

- The creation of a budget forces the executive to look at its objectives and to plan, organize, and direct the society towards meeting these objectives.
- The reporting of “actual” and “budgeted” operating results provides the vehicle by which the executive can monitor and control the financial activities of the society.
- Significant variations from budgets would require an immediate explanation and some executive direction to meet these financial exigencies.
- Deficit budgeting should be prohibited where the deficit exceeds the student society’s accumulated surplus.

Accounting Controls

Accounting control refers to the segregation, grouping, and accumulation of accounting transactions according to the nature of the income or expenditure.

- Salaries should be segregated from other expenditures.
- Student fees income should be segregated from other income and appear as a separate line item in the financial statements.
- Expenditures such as social costs should be grouped to indicate the total costs for all social events.

The allocation of income or expenditures to accounts should always be consistent.

Physical Control

Physical control of assets includes the use of:

- Lockable petty cash boxes, files and drawers, and control over the number of keys issued.
- Bank safety deposit boxes (contracts, bonds, etc.).
- Prompt deposits of all cash in banks.
- Limited access to office areas.
- Controlled access to inventory areas (supplies, equipment, etc.).

Levels of Authority

Internal control is gained by allowing only specified officers to sign cheques and requiring certain levels of authority for committing the society to financial or other obligations. The MRSS bank account shall be set up such that both the Vice-President Finance and the President must jointly sign off on all cheques that are written. In the event that the society must write a check to the Vice-President Finance or the President, the Vice-President Administration may be added to signing authority and be one of the two signing authority members that can jointly sign off on cheques. The Vice-President Administration may only sign off on checks made to the Vice-President Finance or the President. Equipment purchases, staff appointments, or contracts should require formal approval by the Governing Council.

Budgets

Budgets should:

- Be prepared at the beginning of a fiscal year to chart the program of a society.
- Be categorized according to the budget definitions.
- Have monthly statements presented showing the actual experience of the society compared to its original intentions.
- Never have a budgeted deficit exceed the society's accumulated surplus.
- Have contingency line items of approximately 5-10%.
- Attempt to save funds for the next fiscal year if possible.

Cheques

All cheques should be:

- Physically controlled by the Vice-President Finance or the President. Blank cheques must be kept in a locked file, drawer, or in a secure location as determined by the Vice-President Finance or the President.
- Pre-numbered to control their use and reconciliation.
- Voided, if spoiled, to prevent their subsequent re-use.
- Signed by both the Vice-President Finance and the President who are authorized by the banking resolution and only when fully supported by invoices and/or signed receipts.
- The cheque number must be entered on the respective invoices being paid, in the journals and books of account and no cheques may be signed in blank.

Receipts

All receipts should be:

- Budgeted at the beginning of the fiscal year.
- Recorded in the books of account.
- Fees income should be separated from other income.
- All income must be recorded according to budget classifications.
- Deposited intact in the bank when received.
- Compared to budgets and discussed at the executive meetings.

Sales for social and special events should be controlled by the use of pre-numbered tickets and cash reports reconciling ticket sales, attendance, and the respective bank deposits.

Petty Cash

Petty cash should be operated on an imprest (advance loan) basis. A nominal amount of cash is issued by cheque to a custodian who is required to submit a request for additional funds when this becomes depleted. The custodian is personally responsible for the protection of the cash and will be reimbursed only for the expenses submitted and supported by invoices or receipts. The initial allotment is charged to a "Petty Cash" and subsequent reimbursements are debited, according to the approving authority, to the appropriate expense accounts. Payments out of petty cash should be:

- Limited to nominal amounts with a fixed maximum of \$25.

- Supported by purchase invoices and/or receipts.
- Stamped “paid” when paid.
- Limited to student society business (no personal loans).

Unspent petty cash funds should be either deposited in the MRSS bank account at the end of the society’s fiscal period or transferred securely to the succeeding Governing Council members.

Bookkeeping

The format of the MRSS books should lend itself to quick financial interpretation. A Cash Journal is to be used.

- The book format is simple to maintain.
- There is no possibility of losing pages (short of tearing them out).
- The multiple columns facilitate classifying accounts and maintaining cash control balances.
- The various committees know precisely what has been spent out of their respective budgets at a glance.
- The book is self-balancing, thereby providing a check on the posting accuracy (the total of the debit columns should always equal the total of the credit columns).
- This self-balancing feature results from double-entry bookkeeping.
- The pages are pre-numbered and provide an audit trail.

The headings in the columns of the Cash Journal should follow the budget classifications for the year. This means the books will automatically reflect any changes in the MRSS program for the current fiscal year. Double entry bookkeeping literally means at least two entries are required for each transaction.

- Each entry in the book must be adequately supported by either a cash report or a Cheque Requisition supported by an invoice from a vendor.
- An invoice is evidence of a purchase (reveals the nature of the purchase, who received the goods or services, when the purchase took place and the reasonableness of the expenditure).
- Cheque Requisition provides further details regarding the reason for the expenditures, authorization, approval, and audit trail.
- Cash reports should tie into sales of tickets, books, T-shirts, etc., and the bank deposit. These vouchers must then be protected and preserved for audit.
- Books and supporting documentation regardless of the accounting system should be kept at the University (preferably secured in the student society office).

Please ensure that electronic books are regularly backed up.

Records

All financial records, budgets, auditor’s reports, and council minutes will be available for examination by any current member of MRSS. This request will be met within two weeks.

Grievances

If in the event a current member of MRSS voices a complaint, members of the MRSS Governing Council shall contact the member in question to resolve the issue. If the complaint is directed to MRSS not following its constitution or failing to manage its affairs properly, an impromptu meeting will be called

by the President and taken place within a week of the original complaint. After the meeting, the Governing Council will be given one week to respond to the member's complaint.

Accountability for Payments to Other Organizations

The IPHSA requests a donation annually for their commitment to promoting interprofessional events. When/if requested, this donation will be discussed at the next meeting. The donation amount has typically ranged from \$50-100.

Other Governing Documents

The MRSS Terms of Reference will contain the list of committee positions available each year. This document is edited with the consultation of the MRS Program Leadership to provide the program with student representation in each council. This document will be reviewed in September every year for accuracy prior to publishing to the student body.

The MRSS Atoms Initiative Project Proposal drafted August 2020.

Handbook for Student Societies in the University of Toronto from the Office of the Vice-Provost, Students.

Amendments

Amendments to these By-Laws rests with the general voting membership at large (current members of the MRSS).

Appointed MRSS Executives must be ratified by the MRSS members given adequate notice.

Any constitutional proposal must be supported by the President and either the VP Administration or VP Finance, in addition to at least 5 signatures from current MRSS members endorsing the proposal. The signatures can be from any voting members (executive or non-executive).

A constitutional proposal shall be considered an amendment if it is supported by 2/3 of the voting membership. This 2/3 voting approval is only defined by the voting population, not the entire MRSS voting population. For example, if only 60 eligible members vote, then the proposal must have at least 40 votes in favour of the proposal to be accepted.

MRSS Governing Council will organise this voting process. Members will be given a minimum 5 days within the same week to cast a vote. After that period is ended, votes will be counted by the President, VP Administration, and VP Finance separately to conclude the result. MRSS Executive members may cast a vote for or against the proposal.

MRSS Executives can amend the constitution on "MRSS Executive Members" without having to go through the standard "Amendment to By-Laws" rules, provided that amendments are proposed to the general membership and the general membership is given adequate time to vote against the amendments if they choose.

MRSS Transition Document

Present MRSS Governing Council members will meet with succeeding MRSS Governing Council members between the dates of May 1st and May 31st before the new school year to turn over the duties and responsibilities of the MRSS. This will be the transition period where both old and new executive members will have access to email and documents.

During the meeting, succeeding MRSS Governing Council members should be given an opportunity to sit one-on-one with the present MRSS Governing Council members holding the same position/ title to get a personal and professional account of the duties and responsibilities of the specific title/ position.

At the end of the meeting, the succeeding MRSS Governing Council members should have an idea of the necessary documents and policy and procedures for running the MRSS for the coming school year. As well, suggestions and recommendations can be passed on the succeeding MRSS Governing Council members as well.

Present MRSS Governing Council members may exchange contact information with succeeding MRSS in case of future advice and help.

MRSS Executive Meetings with MRS Program Leadership

The MRSS Governing Council members will meet once monthly with the MRS program leadership to ensure continued student involvement and support. No more than one monthly meeting may be cancelled in the one-year term. Cancelling a meeting must reflect the best interest of the MRSS Governing Council members and MRSS Program Leadership to accommodate academia, health, or another reason agreed upon between the two parties.

MRSS Atoms Initiative

The MRSS Atoms Initiative is organised and controlled by the MRS Governing Council each academic year. This initiative should follow the Project Proposal drafted August 2020. Any minor adjustments to the initiative should be appropriate to reflect the current year and must be approved by the President, VP Administration, and VP Finance. Examples of minor adjustments include budget, recruitment messages, and assigning points. No significant structural changes should be made without the approval of MRS Program leadership. Significant structural changes include the 1:4 ratio, objectives, charters, and planned evaluation.

Structural Components:

The MRSS Atoms Initiative was proactively developed to provide the incoming first-year students with an equitable opportunity to professionally socialize and network into the MRS program. The MRSS Atoms Initiative is a mentorship cluster program, delegating upper year MRS students to a group of first-year MRS students (stream specific; Nuclear Medicine, Radiation Therapy, and Radiological Technology) with a maximum 1:4 ratio.

Early September, all second- and third-year MRS students should be contacted by the Governing Council through email and invited to take part as mentors. The Governing Council will select interested students and select the appropriate amount of mentors as determined by the Governing Council (approximately

28 mentors). In the event that there is a surplus of student applications, random selection techniques (determined by the Governing Council) should be used to fill the positions appropriately. Mentors will be divided into groups using random segregation techniques and the MRSS can consider personal preference to enhance social aspects of each group. All mentors must attend a one-hour Mentorship Workshop prior to the start of the program to ensure they have the necessary skills and resources.

The Governing Council will randomly assign all incoming first-year students (mentees) into equal groups of six to eight depending on the amount of incoming first-year students. Groups must be finalized and announced before the end of orientation week. Frequency of communication within groups will be dependent on individual group dynamics and level of comfort. However, it is recommended that the mentors create group chats using their preferred platform to maintain accessible communication. Groups are also encouraged to participate in MRSS events as a team to facilitate professional relationships. To ensure all participants understand their roles and responsibilities, each group is required to submit a group charter.

The point system is a reward system that encourages students to participate in MRSS events and the MRSS Atoms Initiative throughout the academic year. Points can be awarded to individual teams for simply participating in MRSS events. This point system will begin September 8 and will extend until March 31 of each academic year. The group that finishes in first place at the end of March will receive a prize for their engagement during the year. This prize should only consume approximately 4% of the MRSS Budget or approximately \$45/student but may be adjusted to reflect the budget for the respected fiscal year.

Evaluation of the MRSS Atoms Initiative is vital to function. At the end of semester one, two separate surveys evaluating satisfaction must be sent to the mentees and mentors. The surveys must evaluate group dynamics, mentor performance, mentee preferences, and overall Atoms satisfaction. These surveys must be analysed by the Governing Council to constantly approve upon the Atoms Initiative. To encourage participation in the surveys, gift cards can be given out through a random draw.