

Constitution of “Medicine4youth Club - UofT”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Medicine4youth UofT Club”
- 1.2. The official acronym or abbreviation of the group is “M4Y-UofT”
- 1.3. M4Y UofT is a chapter of Medicine4Youth Non Profit Organization whose goal is to provide resources and empower youth who share similar interests in medicine.
- 1.4. To align with the purposes, objectives, missions and/or mandates of the general organization this student organization:

M4Y-UofT is dedicated to connecting students and offering opportunities to enhance their understanding of medicine and healthcare. Our mission is to provide essential resources and host a variety of panels to support aspiring medical professionals. We strive to foster community involvement in the medical field and ignite interest in various aspects of medicine by organizing social events that empower our community to achieve their future goals.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will start at \$0 per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee (If one is applicable) within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.

- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting 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 May 1st to April 30th.
- 4.2. The Executive Committee shall be composed of 6 voting members (Two co presidents, a VP, and three directors) but the team can have up to 15 members as defined in article 5, this is based on the desecration of the co presidents and the rest of the team are non executive associates.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

5.1. Co-Presidents

- 5.1.1. Share overall leadership and responsibility for the club.
- 5.1.2. Serve as the primary spokespersons for the group.
- 5.1.3. Oversee the operations, management, and success of the group.
- 5.1.4. Hold signing and financial authority along with the Financial Director.

5.1.5. Ensure a smooth transition of leadership from one year to the next.

5.1.6. Are eligible to cast votes at meetings of the Executive Committee.

5.2. Vice-Presidents (VPs)

5.2.1. There are up to two Vice-Presidents, each supporting the co-presidents in their absence or on various tasks as needed.

5.2.2. Ensure activities of the club comply with policies of the University of Toronto.

5.2.3. Coordinate organizational recruitment efforts.

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

5.3. Secretary

5.3.1. Manages meetings by setting time, recording if needed, and answering question boxes.

5.3.2. Might answer emails as needed.

5.3.3. Maintains a list of group members.

5.3.4. Maintains the group website and member contact list.

5.3.5. Records notes and motions for meetings.

5.3.6. Notifies all members of general meetings.

5.3.7. Is eligible to cast votes at meetings of the Executive Committee.

5.4. Financial Team:

5.4.1. Financial Director

5.4.1.1. Serves as the contact point of the financial team.

5.4.1.2. Oversees the Treasurer and Fundraising Coordinator.

5.4.1.3. Manages the financial aspects such as budgeting and financial reporting.

5.4.1.4. Holds signing and financial authority along with the Co-Presidents.

5.4.1.5. Is eligible to cast votes at meetings of the Executive Committee.

5.4.2. Treasurer

5.4.2.1. Manages the financial aspects such as budgeting, keeping financial records, and reporting financial status.

5.4.2.2. Records all financial transactions of the group.

5.4.2.3. Maintains a budget of income and expenses.

5.4.2.4. Advises members on the financial position of the group.

5.4.2.5. Prepares an annual budget for the group.

5.4.3. Fundraising Coordinator

5.4.3.1. Manages fundraising strategies.

5.4.3.2. Plans fundraising events.

5.4.3.3. Seeks out sponsorships or donations.

5.5. Public Relations Team:

5.5.1. PR Director

5.5.1.1. Serves as the contact point of the Public Relations team.

5.5.1.2. Oversees the Social Media Coordinator, Graphic Designer, and Outreach Coordinator.

5.5.1.3. Manages overall PR strategies and execution.

5.5.1.4. Is eligible to cast votes at meetings of the Executive Committee.

5.5.2. Graphic Designer

5.5.2.1. Designs social media posts and online banners.

5.5.2.2. Creates any other visual content needed.

5.5.3. Outreach Coordinator

5.5.3.1. Recruits new members.

5.5.3.2. Welcomes new members and maintains member engagement.

5.5.4. Social Media Coordinator

5.5.4.1. Keeps track of page analytics.

5.5.4.2. Answers DMs and comments.

5.5.4.3. Posts content.

5.6. Events Operations Team:

5.6.1. Events Operations Director

5.6.1.1. Plans and organizes club events, activities, and meetings.

5.6.1.2. Ensures events run smoothly.

5.6.1.3. Is eligible to cast votes at meetings of the Executive Committee.

5.6.2. Events Associate(s)

5.6.2.1. Helps with managing the event sites.

5.6.2.2. Ensures everything needed for events is provided and organized.

Article Six – General Hiring

6.1. General Provisions

6.1.1. All voting positions on the Executive Committee shall be filled through an annual hiring process.

6.1.2. All voting group members shall be eligible to apply for any of the positions.

6.1.3. The hiring process shall ensure transparency, fairness, and inclusivity.

6.2. Executive team Selection (General election)

6.2.1. All members of the executive team for the upcoming term shall be elected through a democratic vote by the entire club members. This process ensures collective decision-making, eliminating any individual discretion. Co-Presidents must be re-elected annually, with no guarantee of continued service in the role beyond a single term.

6.2.2. The election process must be completed by the end of June each year to ensure a timely transition of leadership.

6.2.3. A minimum of two weeks' notice must be provided for the nomination period, allowing sufficient time for candidates to declare their intent to run.

6.2.4. Following the nomination period, there must be at least three days allocated for campaigning, during which candidates can present their platforms and engage with the outgoing Executive Team.

6.2.5. The election must take place during an Annual General Meeting (AGM), conducted either in person or in a hybrid format, in accordance with UofT protocols. Election procedures must be synchronous to ensure fairness and transparency.

6.2.6. Candidates for the Co-Presidency must demonstrate strong leadership qualities, a deep commitment to the organization's mission, and the ability to work effectively within a team.

6.2.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

6.3. Executive Committee Hiring

6.3.1. Once the Co-Presidents and executive team are selected, they shall be responsible for hiring the remaining members of the team (associates).

6.3.2. The Co-Presidents shall form a hiring panel, including at least two other current Executive Committee members, to conduct interviews and evaluate candidates.

6.3.3. The hiring panel shall evaluate candidates based on their qualifications, experience, and commitment to the club's goals.

6.3.4. The hiring process should be completed within two weeks following the selection of Co-Presidents.

6.3.5. In the event that any associate positions remain unfilled after the initial hiring process, the Co-Presidents are authorized to conduct additional hiring rounds to fill these vacancies.

6.3.6. The Co-Presidents shall announce the additional hiring rounds to all voting members and ensure the process remains open and transparent.

6.3.7. Positions filled during these additional hiring rounds shall be subject to the same evaluation criteria and procedures as the initial hiring.

6.4. Voting and Eligibility

6.4.1. All voting members of the group are eligible to apply for any of the Executive Committee positions.

6.4.2. The Executive Committee positions include Vice-Presidents, Financial Director, PR Director, and Events Operations Director.

6.4.3. Each position carries voting rights on the Executive Committee and responsibilities as outlined in Article Five.

6.5. Removal from Office

6.5.1. The Co-Presidents can only be removed from office through a super majority vote of the Executive Committee, with a vote brought only by one of the directors, a VP or co president.

6.5.2. A super majority is defined as a two-thirds (2/3) vote of the entire Executive Committee.

6.5.3. Grounds for removal include failure to fulfil duties, misconduct, or actions contrary to the club's mission and values.

6.5.4. The process for removal shall include a formal review and the opportunity for the Co-Presidents to present their case to the Executive Committee, and the opportunity to request the entire executive team to be present. They shall also have an opportunity for an appeal in front of the entire club members during a General meeting with 2 weeks notice.

6.6. Transition of Power

6.6.1. The outgoing Co-Presidents and Executive Committee members shall work closely with the newly appointed members to ensure a smooth transition.

6.6.2. All relevant documents, records, and responsibilities shall be handed over to the incoming Executive Committee.

6.6.3. The transition period should be utilized for training, orientation, and strategic planning for the upcoming term.

7. Article Seven – Finances

7.1. The Treasurer shall keep an active record of income and expenses.

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

7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

7.4. The group may not engage in activities that are essentially commercial in nature, unless for the purpose of fundraising for club budget.

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.

8. Article Eight – Meetings

8.1. The Executive Committee shall at the minimum 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 vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A 50% +1 majority of the Executive Committee is required to approve any motion to revoke membership, co-presidents also have this power but can be questioned in case of unjust decisions.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote of present members to be passed at a general meeting. At minimum 30 members or 50 percent of all members need to be present, whichever is lower.
- 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.

11. Article eleven: Termination of collaboration

11.1. Medicine4Youth Non Profit Organization can choose to end collaboration with this chapter with a minimum notice of sending an official letter before the start of the winter semester in the case of termination in the upcoming academic school year. This would lead to the removal of the right to use the name and branding of Medicine4Youth and any association with Medicine4Youth leading to end of the collaboration either for a duration of time or permanently.

11.2. In such circumstances the club can either close or continue without the collaboration of the medicine4youth NPO and return any and all transferable value (Left over funding, sponsors, banners, posters, pre-planned events with speakers, ...) gained by affiliation with medicine4youth.

11.3. In such case the club is no longer permitted to have any "medicine4youth" likeness on their social media, banners, posters and any other use of the name. Any previous usage will have to be removed and an announcement regarding the change in club status will have to be made on all platforms.

11.4. Chapter leadership not fulfilling Medicine4Youth's expected duties will be contacted, warned and as a last resort a voting committee made up of medicine4youth's (General NPO) leadership and the leader's co-president, the vice presidents and the chapter directors (Financial, Events, PR). The UofT chapter leader gets a chance to be heard and then an anonymous vote is conducted. A 50%+1 is required to relieve the leader of their duties officially. In such a situation, a voting system takes place by the same voting committee to elect a new Co-President from the Vice Presidents and Directors, effective immediately.