

## **Constitution of University of Toronto Student Chapter Global Medical Training**

**Name** The official name of this recognized campus group is “University of Toronto Student Chapter Global Medical Training”. The acronym or abbreviation of this group is: UofT GMT.

**Purpose** Global Medical Training (GMT) is an international humanitarian organization that provides free medical and dental services to rural communities in Central America. While doing so, it organizes medical volunteer trips for university students interested in healthcare to learn from local doctors and pharmacists, and witness first-hand the lack of accessible healthcare still experienced by many in the world today.

U of T GMT is a chapter of GMT. U of T GMT has 4 main goals:

1. To raise as much funds as possible for club donations
2. To gather as many donations as possible from sponsors and partners
3. To educate as many trippers, general members, and students of U of T as possible about the lack of access to healthcare
4. To organize the most rewarding, memorable, safe, and enjoyable medical volunteer trip for trippers and GMT staff

**Membership** Membership to the group is open to all University of Toronto members (student, staff, faculty, and alumni), especially those interested in healthcare and volunteering in this field. U of T GMT will not restrict membership and/or activity for reason of age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, or sexual orientation.

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. Non-U of T members are also welcome to become members of the group. However, they do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

For recognition by the University of Toronto Students' Union (UTSU), U of T GMT must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

**Executive List and Duties** The Executive Committee shall be comprised of nine (9) elected officers. These include a President, a Vice President of External Affairs, a Vice President of Internal Affairs, a Vice President of Outreach. Under the VP of External Affairs are a Creative Director, and a Public Relations Director. Under the VP of Internal Affairs is a Treasurer. Under the VP of Outreach are 2 Co-Outreach Directors. It is preferred that the executive members have completed at least one GMT trip.

The President shall:

1. Oversee the operations, management and success of the entire club
2. Preside over all general meetings and executive meetings
3. Work closely with all other executive members in all projects and events
4. Ensure communication among all divisions
5. Record notes and motions for meetings
6. Be responsible for all actions made on behalf of the organization
7. Act as the official representative and spokesperson of the club
8. Hold signing officer authority along with the Treasurer for financial purposes
9. Set clear goals and ensure they are accomplished throughout the year 10.  
Ensure transition of office to the future Executives such as through the Handbook

The Vice President of External Affairs shall:

1. Oversee the publicity and promotion of events and the club, such as by sending members email updates, advertise on newsletters, and conduct in-class announcements
2. Organise meetings for external affairs division
3. Be involved in all external affairs division's events and projects
4. Ensure external affairs division...
  - a. Organises information booths
  - b. Creates promotional materials
  - c. Maintains online presence
  - d. Organises donation drives

5. Update members list
6. Seek partnerships with external organisations

The Creative Director shall:

1. Create promotional artwork for events and projects
2. Manage the website

The Public Relations Director shall:

1. Recruit new members through the organization of information booths
2. Organize donation drives

The Vice President of Internal Affairs shall:

1. Assume duties of the President in his/her absence
2. Oversee club-related issues such as recording involvements of all members and coordinating with ULife for CCR
3. Organize meetings for internal affairs division
4. Be involved in all internal affairs division's events and projects
5. Ensure internal affairs division...
  - a. Finds sponsorships and obtains funding
  - b. Organizes trip information sessions, recruits trippers and books air tickets in time
6. Organize club socials
7. Create educational pamphlets/brochures

The Treasurer shall:

1. Record all financial transactions of the group along with receipts
2. Hold signing officer authority along with the President for financial purposes
3. Prepare an annual budget for the group as well as budgets for specific events
4. Be in charge of obtaining funding and sponsorships

The Vice President of Outreach shall:

1. Oversee the organization of outreach events both academic and fundraising
2. Organize meetings for outreach division
  
3. Be involved in all outreach division's events and projects
4. Ensure Outreach division...
  - a. Organizes sufficient fundraising events
  - b. Organizes academic events for trippers
5. Coordinate with Treasurer regarding funding and funds raised; VP of Internal Affairs about executive and associate involvements; VP of External Affairs about publicity; Trip Director about tripper workshops
6. Recruit and delegate shifts and tasks for executives and associates

The Social Media Director shall:

1. Use multiple social media platforms to advertise club activities, fundraisers, and trip applications
  - a. Specifically, the use of promoted instagram posts and stories with links to applications

The Outreach Directors shall:

1. Organize fundraising events throughout the academic year
2. Organize academic events for the trippers including the pre-trip vitals workshop and an ethics workshop

The group may appoint a Trip Director. However, the Trip Director does not hold executive decision-making authority until ratified by the general membership. The Trip Director shall:

1. Organize trip information sessions and tripper meetings
2. Liaise with GMT and the trippers
3. Book air tickets, collect money orders, and relay all trip information

**Termination of Executive or General Members** 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, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favour of removal is required.

The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter. An appeal process is required unless the original vote was before the general membership.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership.

## **Elections**

Elections shall be held in the spring semester of each year to elect executive members for the following year. The election date will be announced in a minimum of two weeks prior to the date and must fall on a weekday. The President shall preside over the elections process.

Nominations of candidates must be received at least five days before the election date. Candidates have to be general or executive members who are also registered U of T members. To be eligible to run for an executive position, candidates are required to attend at least 5 events (fundraisers, meetings) during the school year.

Candidates must prepare a brief speech to be presented during election day. Candidates who are unable to attend election day may record their speech via video to be shown during the speeches, and/or send in their script to be read aloud by the President on their behalf.

Candidates must be respectful to other candidates. Political attacks will not be tolerated. Candidates who do so shall be disqualified and may risk termination of their club membership.

The voting process must be a paper ballot without substitution (i.e. online voting and other methods of voting are prohibited). The paper ballots shall be provided to each U of T member on the day of the elections. It is preferred that the ballot is cast anonymously and must be placed in an enclosed bag or box.

Only registered U of T members who have been a member in good standing (attended or volunteered in at least 2 events and meetings as a general member; attended 80% of all events and meetings as an executive member) 30 days prior to election dates are eligible for voting. They may not vote by proxy. Non-U of T members may not be nominated or vote in elections. Members' T-Cards and memberships will be checked upon entering the voting room.

Each member will have one vote and may only vote for one candidate per position. Any ballot not following these criteria will be considered a "spoiled ballot" and will be discarded.

The Executive Committee shall appoint at least three general or executive members to be part of the Elections Committee. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election. The Elections Committee is responsible for counting ballots twice for accuracy. It is preferred that the members of the Elections Committee are not nominated for any position. In the event that this is not possible, members may not count the ballots for their nominated position(s).

The candidate with the most votes shall be elected to the position. In the case of a tie, there will be an immediate recount of all valid ballots (excluding any spoiled ballots). If no errors are present, the executive position can be shared by the two candidates. In the case of two candidates interested in running as co - presidents, a confidence vote of fifty percent or above will be required. Prior notice in regards to running as co - presidents should be 5 days in advance to the election date.

Following the elections, current executive members shall meet with the incoming executives members, review and hand down the constitution, handbook, the bank account, and all other semester and annual reports, and ensure a smooth transition of office. Term of executive positions shall be from the May 1<sup>st</sup> to April 30<sup>th</sup>.

**Finances** The Treasurer shall keep records of all income and expenses and retain all invoices and receipts for the year. The Treasurer shall present the group's financial health at annual general meetings and executive meetings. The Treasurer shall assist with budgeting at the beginning of each semester, and for each event and project. The Treasurer shall hold signing officer authority along with the President for financial purposes, including the bank account.

The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting. The group's executive members or general members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to any of its members.

**Meetings** A) Annual General Meetings (AGMs): The group shall hold general meetings at least twice per year, generally once every semester. The Executive Committee will announce the dates one week prior to holding the meetings on the website, social media pages, and via email. The AGMs are to be held on campus on a weekday. The AGMs are open to all members, both general and executive, and interested individuals who are keen on learning about the club and joining it.

These meetings are intended to go over the group's annual activity plan, financial health, and other club-related issues. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

B) Executive Meetings: The Executive Committee shall meet on at least a bimonthly basis. The dates will be announced via the Facebook group. The executive meetings are to be held on campus on a weekday. Executive meetings will include executive members and associates. The quorum of executive meetings shall be 50%+1 of executives.

These meetings are intended to ensure communication among divisions, go over the group's activity plan for that period, budgeting for upcoming activities, and other club-related issues.

C) Division Meetings: Each division shall meet prior to division-organized events and projects. The dates will be announced via the Facebook group or division group chats. Division meetings will include executive members and associates belonging to the division.

These meetings are intended to discuss the events and projects organized by that specific division, including execution, staff delegation, and budgeting.

**Amendments** The constitution may be amended by written proposal. Constitutional amendments shall require a 2/3 majority vote. Any registered U of T member may propose and vote on amendments to this constitution. Non-U of T members do not hold the aforementioned rights.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two weeks of its approval by general members.

Last amended: September 2024