



University of Toronto Emergency First Responders Club Constitution

Author: Rafael Perez Vicente

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1 Purpose

1.1 General

1. The official name of the recognized student group shall be "University of Toronto Emergency First Responders Club", hereafter referred to as "UTEFR" by its official acronym.
2. The Team will instill confidence in first aid treatment across the St. George University of Toronto Campus.
3. The Team will make first aid readily available to the University of Toronto St. George Campus student body, staff and faculty.
4. The Team will offer accessible first aid courses and other certifications open to the public to provide a culture of emergency preparedness across the Greater Toronto Area.
5. The Team will keep their skills and certifications current and up-to-date.
6. The Team will maintain high standards of care as follows by Chapter 9.6 .

1.2 Interpretations

1. In this document, the masculine form shall be interpreted to include all gender identity forms.
2. In this document,
 - (a) "Team" shall refer to the entire group of members and executive team from UTEFR.
 - (b) "Members" shall refer to members of the club as specified in Chapter 2
 - (c) "Executives" shall refer to the executive team specified in Chapter 4
 - (d) "Resolution" shall mean a motion approved by the majority of votes at a UTEFR meeting.
 - (e) "Active Member I" shall mean any current University of Toronto student, Member of UTEFR that has not received any suspension.
 - (f) "Active Member II" shall mean any Member of UTEFR that is not a current University of Toronto student.
 - (g) "Probation" 30-day period in which an active Member of UTEFR may be suspended if they fail to perform a responsibility agreed upon prior.
 - (h) "Suspension" 60-day period in which a Member is restricted from undertaking any responsibilities.
 - (i) "Responder" Active Member I or II that has successfully passed an evaluation of their skills, and therefore is eligible to undertake responsibilities that involve providing medical coverage at events.
 - (j) "Supervisor" Active Member I or II that has successfully passed an evaluation of their skills, and therefore is eligible to undertake responsibility being the lead of a medical team providing medical coverage at events.
 - (k) "Skills evaluation" Practical examination where the training team examines the skills of a Member to determine if they are fit to undertake responsibility working in medical coverages as per the skills outlined on their certifications.
3. All other words shall carry their common dictionary definitions

2 Membership and fees

2.1 General

1. Executives shall maintain an up-to-date list of all registered members of UTEFR.
2. All members registered as current University of Toronto students are welcome with equal rights and privileges, including voting and constitutional amendment rights.
3. All other members (i.e. Faculty, staff, alumni) may remain members of UTEFR without voting or constitutional amendment rights.

2.2 Types of membership and qualifications

1. The Executives and Members may not discriminate on year of study, program, course-load, graduation year, degree level, or current status in the University of Toronto.
2. All current full-time and part-time University of Toronto students are welcome to join UTEFR with full voting and constitutional amendment rights.
3. All other members part of the University of Toronto community (i.e. Staff, Faculty, Alumni) may join UTEFR exempt of voting and constitutional rights.

2.3 Fees

2.3.1 General

1. Members and Executives may not be charged for membership at UTEFR. No student will be charged for purchases relating to UTEFR consumables or equipment for their registration as club members.
2. Members and Executives may pay fees to UTEFR with the sole purpose of retrieving the cost of their responder uniforms, which is not a requirement for membership at UTEFR, but it is to participate as a responder.
3. Members and Executives may pay fees to UTEFR as part of their first aid certifications, special workshops or equipment, none of which are mandatory in their membership obligations as specified in chapter 3.

2.3.2 Courses

1. Members and Executives may choose to participate in paid courses offered by UTEFR at discounted rates, this is not mandatory.

3 Members: Rights, duties and responsibilities

3.1 General

1. "Rights" shall refer to a service, product, or opportunity that Members may have available with their active membership to UTEFR
2. "Duties" shall refer to obligations that Members must follow to remain an Active Member of UTEFR. Unless extenuating circumstances arise and members are able to reach a written agreement as per Chapter 3.4.
3. "Responsibilities" shall refer to actions or duties outside the Membership agreement that Members may choose to undertake. These are optional Duties but failure to complete them after their undertaking may lead to Suspension or Termination as per Chapter 10.

3.2 Membership Agreement

The following Chapter 3.3 outlines the rights, duties and responsibilities that members agree to when joining UTEFR following the definitions in Chapter 3.1.

3.3 Types of memberships

1. All other University of Toronto members, Faculty, staff and alumni shall enter the **Active Member II**, with its rights, duties and responsibilities specified in sections 3.3.1.
2. All current University of Toronto students that sign-up to join UTEFR shall enter the **Active Member I** status, with its rights, duties and responsibilities specified in section 3.3.2.

3.3.1 Active Member II

1. Rights

- (a) All Active Members II have the right to attend general meetings and monthly trainings.
- (b) All Active Members II shall have access to all open Member communication channels as outlined in section 12.
- (c) All Active Members II shall have access to the opportunities offered in communication channels including but not exclusive of volunteering and employment, course offerings, gear orders, merch orders, etc.

2. Duties

- (a) All Active Members II must attend all monthly meetings per academic year (September to April) to maintain their status as Active Members II, otherwise, Members may undergo a suspension period where they won't be eligible to undertake any responsibilities as per Chapters 9.2.1, 10.

3. Responsibilities

- (a) All Active Members II are eligible to sign up to participate in non-mandatory events, such as workshops, medical coverages, volunteering opportunities with our partners, course instructing, recruitment opportunities, etc.
- (b) The selection to perform any responsibilities is not guaranteed and is carried out as per Chapter 9.3 by the Executive Director.
- (c) Members that fail to carry out the responsibilities outlined upon their selection may undergo a suspension period as per Chapter 10.

3.3.2 Active Member I

1. Rights

- (a) All rights outlined in section 3.3.1 for Active Members II plus the following.
- (b) All Active Members I have the right to vote in the yearly elections for Executives in UTEFR annual elections as per the protocol outlined in Chapter 7
- (c) All Active Members I have the right to nominate themselves for positions in the Executive committee, provided that they fulfill the requirements outlined in Chapter 7.3
- (d) All Active Members I have the right to propose any constitutional amendments as per the protocol outlined in Chapter 13

2. Duties

- (a) All duties outlined in section 3.3.1

3. Responsibilities

- (a) All responsibilities outlined in section 3.3.1

3.4 Extenuating circumstances

Extenuating circumstances are defined as situations of higher power, or out of the control of a Member that prevents them from completing a Duty or Responsibility that they have within the team.

For any circumstance, a member may reach out to the Executive Director with any extenuating circumstance that has prevented them from completing their duties and responsibilities. The Executive Director will determine if their explanation is a valid example of something out of the control of the member and may waive the strike, suspension or member removal if deemed appropriate.

4 **Executive committee**

4.1 **General**

1. The Executive Team is comprised of 6 Members of the team that are appointed through the election process in Chapter 7.
2. The Executive Team is the ultimate body that overlooks the club and represents it with the University of Toronto. As such, it must be composed of University of Toronto students, Active Members I.
3. The term of a position is for a year, starting in May following the election process in April.
4. In the event of infirmity, death, resignation, or any form of unfitness to perform a position, the responsibilities may be shared by the Executive Team until a new Member is appointed, as deemed by the Executive Director.
5. No person can hold more than one (1) position in the Executive Committee at once.

4.1.1 **Executive Director**

1. The Executive Director is appointed as the Chief Executive Officer of the Team.
2. All other members of the executive team answer and report to the Executive Director.
3. The Executive Director is responsible for overlooking all operations, providing insight, feedback, and taking decisions in the best interest of UTEFR as described by its purpose 1
4. The full list of duties may be found in Chapter 4.2.1
5. Requirements to apply as an Executive Director shall be found in Chapter 7

4.1.2 **Internal Director**

1. The Internal Director is appointed as the Chief Internal Officer of the Team.
2. The Internal Director is responsible for conflict resolution, social bonding and maintaining the professionalism and reputation of our responders at the up-most level.
3. The full list of duties may be found in Chapter 4.2.2
4. Requirements to apply as an Internal Director shall be found in Chapter 7

4.1.3 **Finance Director**

1. The Finance Director is appointed as the Chief Finance Officer of the Team.
2. The Finance Director is responsible for the administration of expenses, funding, sponsorships and Team purchases.
3. The full list of duties may be found in Chapter 4.2.3
4. Requirements to apply as a Finance Director shall be found in Chapter 7

4.1.4 **Training Director**

1. The Training Director is appointed as the Chief Training Officer of the Team.
2. The Training Director is responsible for the planning, executing and overlooking of the monthly trainings to keep our responders and their standards of care up to the highest levels.
3. The full list of duties may be found in Chapter 4.2.4.
4. Requirements to apply as a Training Director shall be found in Chapter 7

4.1.5 Communication Director

1. The Communication Director is appointed as the Chief Communication Officer of the Team.
2. The Communication Director is responsible for advertising events, courses and relevant information related to UTEFR purpose 1.
3. The full list of duties may be found in Chapter 4.2.5
4. Requirements to apply as a Communication Director shall be found in Chapter 7

4.1.6 Equipment Director

1. The Equipment Director is appointed as the Chief Equipment Officer of the Team.
2. The Equipment Director is responsible for keeping all the medical equipment used for event coverage organized, up-to-date and appropriately packed to respond to emergencies with the highest level of care.
3. The full list of duties may be found in Chapter 4.2.6
4. Requirements to apply as an Equipment Director shall be found in Chapter 7

4.2 Duties and responsibilities

4.2.1 Executive Director

The Executive Director is responsible for:

1. Overseeing the work and responsibilities of the Finance, Training, Communications, Internal and Equipment Directors.
2. Serving as the spokesperson for the group.
3. Managing partnerships, sponsors, university staff, clients, etc, unless otherwise agreed upon with another Member of the executive team.
4. Managing events organized by the team.
5. Keeping other directors up-to-date on their duties and tasks.
6. Managing Responders, Supervisors and/or Members that volunteer at events.
7. Managing all patient documents with confidentiality and storing them safely.
8. Making purchase orders of equipment needed.
9. Holding signing and financial authority along with the Finance Director.
10. Presiding over meetings of the Executive Committee and/or members.
11. Ensuring a transition of office from one year to the next.

4.2.2 Internal Director

The Internal Director is responsible for:

1. Keeping an up-to-date list of Members.
2. Answering to any faculty and university duties appointed from the Executive Director.
3. De-escalating any conflicts within the team.
4. Ensure activities of the club comply with the policies of the University of Toronto.
5. Coordinate organizational recruitment efforts.
6. Organizing social events.

4.2.3 Finance Director

The Finance Director is responsible for:

1. Obtaining funding for the Team.
2. Searching for sponsorships.
3. Keeping track of all financial transactions.
4. Holding signing and financial authority along with the Executive director.
5. Maintaining budget of income and expenses.
6. Managing refunds.
7. Preparing an annual budget for the Team.

4.2.4 Training Director

The Training Director is responsible for:

1. Planning, organizing and executing monthly trainings.
2. Electing trainer assistants for the school year, see Chapter 5, along with the Executive Director.
3. Organizing Skill Evaluations for Members to become Responders or Supervisors.
4. Signing off on members' skills to certify them as up to the standard of care to volunteer in medical coverages.
5. Ensuring the standards of care of the team are held high.
6. Notifying the Executive Director of any extenuating circumstances with Responders or Supervisors.
7. Reminding Members of their scope of care and keep them up-to-date with the changes in practice scopes.

4.2.5 Communication Director

The Communication Director is responsible for:

1. Maintaining the group website and social media platforms up to date.
2. Promoting events offered by UTEFR, or other content that aligns with the purpose of the team in Chapter 1.
3. Managing any incoming inquiries from the website, social media and email.
4. Documenting general meetings with photos and videos.
5. Connecting with groups and individuals with similar interests and purposes.

4.2.6 Equipment Director

The Equipment Director is responsible for:

1. Responding to orders of equipment for meetings, medical coverages or other events.
2. Keeping all equipment clean and in good condition.
3. Ensuring to keep inventory of stock of medical products and submitting a purchase order to Executive or Finance Director.
4. Restocking equipment bags and notifying Executive Director of any anomalies.
5. Keeping offices and club spaces clean, with all equipment organized.
6. Responding to uniform requests from Responders and Supervisors.

5 Training team

5.1 General

1. The training team is a group of members that have shown to be exemplary models of Responders and Supervisors.
2. The training team has an outstanding understanding of different responder and first aid certifications, being able to differentiate their scopes of practice, and answer questions about them.
3. The training team is responsible for executing the monthly trainings under the supervision and leadership of the Training Director.
4. The training team is responsible for evaluating the skills and abilities of Members of UTEFR and deem them fit to participate in medical coverages at events as per section 5.5.

5.2 Selection Process

1. The selection of the training assistants shall happen during the summer after the elections of the new Executive Committee. This process is responsibility of the Training Director, with the help of the Executive Director where deemed necessary.
2. The selection of the training assistants shall be a 3-phase process, where Members shall be notified of this opportunity through the official communication channels.
 - (a) The first phase shall be a written application, where the individual may portray their abilities to synthesize information and be an effective communicator. Additionally, applicants will be required to provide documentation as deemed necessary by the Training Director, including but not limited to first aid certifications, resume, expression of interest, etc.
 - (b) The second phase shall be comprised of a written and practical examination imparted by the Training and Executive Directors.
 - (c) In the third phase, applicants will lead a workshop on topics provided by the Training Director, where they may be required to prepare a lecture and an activity related to the lecture. This lecture will be given to the Executive Committee.
3. Applicants will be notified if they have been selected as training assistants by the Training Director before the start of the school year.

5.3 Responsibilities of Training Assistants

The training assistants are responsible for:

1. Helping the Training Director plan, lead, and supervise monthly trainings.
2. Scheduling skills evaluations along with the Training Director to assess the Members' ability to respond to emergencies.
3. Answering questions and building the understanding and abilities of Members.
4. Preparing practical cases for different events including skills evaluations, monthly trainings, workshops, field day, etc.
5. Building high-quality lectures and workshops for Members to practice their skills and learn new ones.
6. Attending all monthly meetings, workshops, and skills evaluations as deemed by the Training Director.

5.4 Termination of a Training Assistant

Training assistants may be relieved of their duties following the procedure outlined in Chapter 11.3.

5.5 Skills Evaluations

5.5.1 General

Skills evaluations are a method of the training team for assessing the performance of an Active Member who wishes to engage in volunteering as a medical responder in UTEFR, see responsibilities of the medical responder in Chapter 9.2.1. Members will participate in one or two practical scenarios that will test their skills within their scope of knowledge as provided by their official certification. To sign-up in a skills evaluation a Member must have a valid and current certification issued by a recognized Canadian organization.

1. Skills evaluations are valid from the beginning of the school year in September 1st, to the following August 30th.
2. Members are required to do a new skills evaluation each time they upgrade their certifications to be able to practice with that scope of practice. Otherwise, their allowed scope of practice shall be the one they used to pass their skill evaluation.

5.5.2 Procedure

1. The Training Team shall announce skills evaluation dates through an official communication channel.
2. Active Members I or II may sign up for a slot in the evaluation date.
3. Members will be assessed on their ability to perform the necessary treatments to a patient within their scope of practice, de-escalate a situation, follow the protocols outlined in UTEFR protocol manuals and provide an accurate interpretation of the scenario.
4. Members are evaluated using a rubric that ensures fairness in each simulation by following the Patient Assessment Model taught.
5. Training team will make notes during the evaluation and provide feedback to the assessed Member as well as giving them a "PASS" or "FAIL" status after their evaluation.
6. Members are required to sign their evaluation form after the simulation regardless of the outcome.

5.5.3 Considerations

1. Members that fail to show up for a scheduled skills evaluation, regardless of the reason, will not be able to sign up for another appointment for 30 days, as deemed by the Training and Executive Director.
2. Members are allowed to inform the Training or Executive Director of circumstances that prevent them from showing up to an evaluation up to 12 hours before their scheduled appointment.
3. Cancelling an appointment less than 12 hours before the scheduled time may result in a 30-day suspension from signing up to future skills evaluations, as deemed by the Training and Executive Director.
4. Members that fail to show up for a scheduled skills evaluation more than 3 times will not be allowed to sign up for another appointment for the rest of the school year.
5. Members that cancel appointments for skills evaluations more than 3 times will receive a 30-day suspension from signing up to future skills evaluations, as deemed by the Training and Executive Director.

6 Finances

1. The Financial Director shall keep track of all income and expenses produced by UTEFR.
2. The Financial Director shall present the group's updates on financial position at annual general meetings.
3. All expenditures over \$200.00 CAD must be approved by both the Financial and Executive Director.
4. The group may not engage in commercial activities that make it their primary activity,

5. The group shall not provide services and goods for a profit, when this profit is used for purposes other than the group.
6. The group shall not pay salaries to any of its officers for their service in their positions outlined in Chapter 4.2

7 **Elections**

7.1 **General**

Elections shall occur at the end of the academic year, in the last general meeting of the year. All positions of the executive committee shall be filled through the annual election.

1. Only Active Members I, current University of Toronto students, shall seek executive positions in UTEFR.
2. In the event of a lack of postulations for an executive position, the tasks shall be divided among the remainder positions until a candidate is found.
3. All Active Members I shall be eligible to seek nomination as candidates for any position in the Executive Committee, provided that they satisfy the requirements listed.
4. All Active Members II shall not be eligible to seek nomination for any Executive committee positions or cast a ballot during the election process.

7.2 **Procedure**

1. Elections shall take place in a non-biased manner. No individual seeking election may participate in the planning or administering the election.
2. Individuals seeking election shall give a speech no longer than 90 seconds expressing their interest in the position and their plans to fulfill their role before the election.
3. The nominee winning the plurality of votes cast for each of the positions shall be deemed the winner.
4. On the condition that multiple candidates are to be elected for a single position the nominees winning the largest share of votes cast shall be deemed the winner.
5. On the condition that only one candidate is nominated for a position, the candidate must earn a share of more than 50% of votes cast to deem them winners of the position.
6. On the condition that a candidate nominated for more than one position is the winner for multiple positions, said candidate will be elected for the position they ranked higher in their application, and the other position will be filled with the runner-up.
7. On the condition that two or more candidates earn the same share of votes casted. Members will cast their votes again after hearing another 90 second speech from the tied candidates.
8. Candidates may postulate themselves for a maximum of two (2) executive positions.

7.3 **Recommendations on qualifications and experience**

Any recommendations outlined in the following Chapter are not to be taken as requirements but rather suggestions on the level of qualifications required to excel in each position described. A lack of a certain item on the recommendations for qualifications and experience shall not be taken as a reason to decline a candidate application. It is strongly recommended that candidates have the minimum qualifications and experience outlined in this document as these will all be relevant to their positions.

7.3.1 Executive Director

1. The candidate shall have at minimum an Emergency First Responder Certification at the time of application, or otherwise an equivalent certificate of First Aid competency, which will be evaluated by the previous Executive Committee prior to the acceptance of their application.
2. The candidate shall exhibit experience working in pre-hospital medical care for a minimum of eight (8) weeks prior to their application.
3. The candidate shall have an active supervisor status with the Team prior to their application.
4. The candidate shall be in good standing with the Team, no suspensions or conflicts noted by the previous executive committee.
5. The candidate shall have attended at least two-thirds of the Monthly trainings and general meetings of the year.

7.3.2 Internal Director

1. The candidate shall have a minimum of Emergency First Responder Certification at the time of application, or otherwise an equivalent certificate of First Aid competency, which will be evaluated by the Executive Committee prior to the acceptance of their application.
2. The candidate shall have an active responder status with the Team prior to the application.
3. The candidate shall be in good standing with the Team, no suspensions or conflicts noted by the previous executive committee.
4. The candidate shall have attended at least 50% of the Monthly trainings and general meetings of the year.

7.3.3 Finance Director

1. The candidate shall have a minimum of Standard First aid and CPR-C Certification at the time of application, or otherwise an equivalent certificate of First Aid competency, which will be evaluated by the Executive Committee prior to the acceptance of their application.
2. The candidate shall be in good standing with the Team, no suspensions or conflicts noted by the previous executive committee.
3. The candidate shall have attended at least 50% of the Monthly trainings and general meetings of the year.

7.3.4 Training Director

1. The candidate shall have a minimum of Emergency Medical Responder at the time of application, or otherwise an equivalent certificate of First Aid competency which will be evaluated by the Executive Committee prior to the acceptance of their application.
2. The candidate shall have an active supervisor status with the Team prior the application.
3. The candidate must be in good standing with the Team, no suspensions or conflicts noted by the previous executive committee.
4. The candidate shall exhibit experience working in pre-hospital medical care for a minimum of six (6) months prior to their application.
5. The candidate shall be interviewed by the previous training director prior to the acceptance of their application.
6. The candidate shall have attended at least two-thirds of the Monthly trainings and general meetings of the year.

7.3.5 Communication Director

1. The candidate shall have a minimum of Standard First Aid and CPR-C at the time of application, or otherwise an equivalent certificate of First Aid competency which will be evaluated by the Executive Committee prior to the acceptance of their application.
2. The candidate shall have an active responder status with the Team prior the application.
3. The candidate shall be in good standing with the Team, no suspensions or conflicts noted by the previous executive committee.
4. The candidate shall have attended at least 50% of the Monthly trainings and general meetings of the year.

7.3.6 Equipment Director

1. The candidate shall have a minimum of Emergency First Responder at the time of application, or otherwise an equivalent certificate of First Aid competency which will be evaluated by the Executive Committee prior to the acceptance of their application.
2. The candidate shall have an active supervisor status with the Team prior the application.
3. The candidate shall be in good standing with the Team, no suspensions or conflicts noted by the previous executive committee.
4. The candidate shall have attended at least 50% of the Monthly trainings and general meetings of the year.

8 Meetings

8.1 Executive Meetings

1. All positions in the Executive Committee except the Executive Director hold one (1) vote and 16.5% assistance in Executive Meetings.
2. The Executive Director holds one (1) vote and 17.5% assistance in Executive meetings.
3. The quorum for Executive Committee meetings shall be at least 50% of assistance.
4. The Executive Committee may meet when deemed necessary by any Executive Committee Member by calling a meeting.
5. When calling a meeting, the Executive Member shall provide a purpose and an estimated length of discussion, followed by a couple of tentative availability dates.

8.2 General Meetings

1. The group shall hold at least two (2) general meetings per year, where members may evaluate the group's financial health, yearly activity and plans, and propose or vote on constitutional amendments and elections.
2. The Executive Committee must announce the general meeting at least two (2) weeks in advance, prior to the date of the meeting.
3. All Active Members I and II are welcome to attend these meetings.

8.3 Monthly Mandatory Trainings

1. The Training Team and Executive Director may inform Members of Monthly Mandatory Trainings at least ten (10) days before the date.
2. All Active Members I and II with a current, non-expired certification must attend the monthly trainings.

3. Active Members I and II without a current, non-expired certification may not attend Monthly Mandatory Trainings unless otherwise specified by the Executive or Training Director.
4. The training team shall prepare lectures and workshops that will be imparted to Active Members to keep their skills relevant and current within their scope of practice.
5. Attendance to the Monthly Mandatory Trainings may be waived given conflicts with class or other responsibilities when informed to the Training Director or Executive Director at least 24 hours before the meeting.
6. The waiver of attendance to a monthly training is solely determined by the Training and Executive Directors, informing them of a conflict does not guarantee an approval of absence.
7. Any other conflict or extenuating circumstances that prevent a Member from attending a Mandatory Monthly Training must be informed to the Executive or Training Director as soon as possible, this will be evaluated to determine if the absence may be waived.

9 **Responsibilities**

9.1 **General**

Members may undertake a variety of responsibilities within the team. Once accepted, they must ensure the appropriate completion of responsibilities to remain in good standing with the Team. Members may be suspended or have their membership revoked given an inappropriate completion of responsibilities or lack of completion.

9.2 **Types of responsibilities**

Active Members I and II have the option of completing a skills evaluation as outlined in Chapter 5.5, provided they have a valid first aid certification. Given their certification and performance in the evaluation, members may be qualified to become responders or supervisors in the Team, which will unravel different responsibilities for them.

9.2.1 **Responders**

1. Must have at least a valid Standard First Aid certification.
2. Once acquired a responder status, earns the responsibility of monitoring their certification and notifying the Executive Director as soon as their certification expires.
3. May undertake responsibility signing up as a medical provider in events that require coverage.
4. May undertake responsibility in the transportation of equipment to and from the event venue.
5. May undertake responsibility providing treatment in events and writing appropriate patient care reports.
6. May undertake responsibility of gear and equipment usage.

9.2.2 **Supervisors**

1. Must have at least a valid Emergency First Responder certification.
2. Once acquired a supervisor status, earns the responsibility of monitoring their certification and notifying the Executive Director as soon as their certification expires.
3. May undertake any responsibility outlined in Chapter 9.2.1 plus the following.
4. May undertake responsibility as the medical supervisor of events that require coverage which entails the following:
 - (a) Responsible for monitoring all responder activities in the event.
 - (b) Responsible for safeguarding paperwork, including patient care reports, equipment check reports, equipment use reports, Over-the-counter medication requests, etc.
 - (c) Responsible for reviewing all paperwork completed by the responders under their tutelage.

- (d) Responsible for taking decisions for the team in the venue and being the main point of contact for the event organizers and Operations Manager.
- (e) Responsible for all the gear on the venue.
- (f) Responsible for taking care of their responders and making sure they feel comfortable
- (g) Responsible for all the medical activities done at the event site.
- (h) Responsible for notifying the operations manager of any calls and equipment used at the end of the shift.
- (i) Responsible for notifying the operations manager of any calls to Emergency Medical Services.
- (j) Responsible for check-in and check-out with event organizers.

9.3 Selection process for responsibilities

Once Members earn the possibility of undertaking responsibilities as a responder or supervisor, they may choose to sign-up for these opportunities when reported in communication channels. From the moment they choose to sign-up for an opportunity, they shall block this date in their calendar as they may not notify of conflicts after the schedule has been made, this will be considered a strike as outlined in Chapter 10.

Member selection for an opportunity to undertake responsibilities in a medical coverage depends on the following:

1. Number of monthly mandatory trainings attended.
2. Certification level.
3. Number of shifts covered prior.
4. Strikes that they have received.
5. Feedback from trainers and Training Director.
6. Time of submission of their request.

All of the factors above are to be considered by the Executive Director when making the schedule for a medical deployment.

9.4 Undertaking responsibilities

If selected to undertake responsibility in an event, members shall be notified through an appropriate communication channel at least 5 days before the event. Any questions when undertaking new responsibilities shall be directed to the Executive Director or any Member of the Executive Committee.

9.5 Failure to perform responsibilities

Failure to perform responsibilities appropriately include but are not limited to:

1. Showing up late to an event.
2. Failure to inform Operations Manager of a circumstance that prevents the Member from participating in the event.
3. Improper use of gear and equipment.
4. Improper patient approach.
5. Complaints of attitude from event organizers, patients or team members.
6. Failure to follow UTEFR protocols.
7. Failure to operate within their scope of practice.
8. Inappropriate use of uniform

Given any of these, or any other action deemed unacceptable by the Executive Committee that affects the standing of the club or its reputation, the Member may receive a strike, a suspension or have their membership revoked as per Chapter 10. A lack of knowledge may not be an excuse to justify any failure to fulfill responsibilities, members are encouraged to reach out to the Executive Committee with any questions they have prior to their shift.

9.6 Standard of Care

The standard of care at UTEFR is defined as the set of practices and treatments that are considered appropriate in our responder team, given a baseline that has been enforced to ensure appropriate and high-quality care.

Any member of the Team that practices medical care at any event coverage is expected to operate to the full extent of their certifications. Members are required to utilize the full extent of their medical scope, performing appropriate interventions without crossing the boundaries of their medical practice. In addition, members are expected to conduct themselves on a professional matter being responsible, respectful, tolerant and following the values portrayed by the purpose and mission of UTEFR.

10 Strikes, Member Probation, Suspension, and Termination of Membership

10.1 General

Any action from a Member that negatively affects the standing and interests of the club as well as its reputation including non-disclosure of conflicts of interest, or continuing conflicts of interest may be considered an offense that the Executive Committee may evaluate to deem if no further action is necessary, a strike, probation, suspension or a membership removal may be necessary.

10.2 Strikes

1. Strikes are minor offenses against the interests of the club that endanger the organization and structure of operations as deemed by the Executive Committee.
2. After a strike, the Member shall receive a verbal warning with no record, notifying the Member of the conduct that is not accepted in the Team
3. A Member may hold up to three (3) strikes before any further action is taken regarding their membership.
4. A Member may receive a 30-day probation after three (3) strikes are surpassed, as deemed by the Executive Committee.
5. After a probation period, the Member may return to the Team without any further reprimands but shall be suspended if another strike is acquired.

10.3 Member Probation

1. Probation is the first form of on-record reprimand that the Executive Committee issues.
2. A Member may be put on probation if they have a first moderate offense noted that endangers the interest of the club, its organization, and the structure of operations noted by the Executive Committee.
3. A Member may be put on probation after they surpass three (3) strikes. During a probation period, a Member shall attend Monthly Mandatory Trainings, sign up for new responsibilities and vote, but may not propose constitutional amendments.
4. Members are to be notified via an official communication channel of their probation the date it is approved and when the suspension is over.

10.4 Member Suspension

1. Suspensions are the second form of on-record reprimand that the Executive Committee issues.
2. A Member may be suspended if a second moderate offense that endangers the interests of the club, its organization, and the structure of operations is noted by the Executive Committee.

3. A Member may be suspended after they surpass four (4) strikes. During a suspension period, a Member shall not attend Monthly Mandatory Trainings, sign up for new responsibilities, vote or propose constitutional amendments.
4. Members are to be notified via an official communication channel of their suspension the date it is approved and when the suspension is over.

10.5 Termination of Membership

1. The Executive Committee may revoke the Membership of any member of the club who commits a severe offense that negatively affects the interests of the club, its organization, and the structure of operations.
2. A two-thirds majority of the Executive Committee is required to approve any motion to revoke a membership.
3. After a second suspension, or 5 strikes. A Member will, effective immediately, have their membership terminated.
4. Termination of membership shall be notified via an official communication channel.

10.5.1 Appeal termination of membership

1. Any Member may appeal a termination of their membership by providing a 500-word statement on the issues that led to their termination. Their statement shall be presented to Members at a general meeting, as well as reports outlining their offenses to the Team.
2. A majority of votes from Active Members II shall reinstate the member as part of the Team.
3. Active Members I shall not vote to reinstate other members in the team but may appeal their termination.

11 Relieving of duties

11.1 General

Both Executive Members and Training Assistants may be relieved of their duties as deemed by an Executive Committee vote when their performance on their duties and responsibilities is not acceptable. The process to relieve a member of their duties is outlined in Chapter 11.2.

11.2 Executive Member Removal

1. The performance of an Executive Member may be evaluated at any point by any other Executive Member by noting their involvement and engagement as compared with their responsibilities outlined in this document.
2. The evaluation of performance shall be presented in an Executive Meeting, where the member shall be allowed to explain their lack of performance.
3. If after four (4) weeks of the verbal warning, the Executive Member's performance is questioned by a different member of the Executive Committee, their permanence in the team may be subject to an Executive Committee vote where a majority of votes is needed to relieve the member of their duties in the Executive Committee. Executive Members shall cast a singular ballot in favour, against or abstaining.
4. The exception to the above point shall be made when the position to relieve is the Executive Director. In this case, the vote will have to be made across the entire Active Members I. Active Members I shall cast a singular ballot in favour, against or abstaining, the majority of votes against their removal is sufficient to maintain their position.
5. The former Executive Member shall remain part of the Team as an Active Member.

11.2.1 Appealing a Executive Member removal

A member of the executive committee shall appeal their removal after a vote has been cast by presenting a 5 to 10-minute presentation to the Team during a General Meeting, in which the member shall demonstrate how they have fulfilled their tasks. The executive team members questioning their performance shall also be prepared to give a 5 to 10-minute presentation on how they see the duties outlined in the position description not being fulfilled.

Active Members I shall cast a vote, in which 2/3 of votes in favor of reinstating shall offer back the position to the Executive Member.

In the case that the Executive Member is not chosen to be reinstated, they may still choose to keep their status as an Active Member I.

11.3 Training Assistant Removal

1. A training assistant may receive up to two noted verbal reprimands in which the Training Director will take note of the date and reason of the reprimand, and notify the Executive Director when it happens, given situations that put at stake the reputation of UTEFR, the integrity of its responders or the quality of its care.
2. If a third verbal reprimand is required, the Executive Director shall be involved in a verbal discussion with the Training Assistant and the Training Director.
3. If the Training Assistant still fails to fulfill their tasks, the decision to terminate their trainer duties shall be solely that of the Training Director and Executive Director.
4. Training Assistants shall not be able to appeal their removal, and if a removal happens, their re-election as a Training Assistant or election as a Training Director shall not be possible.

12 Communication channels

UTEFR's official communication channel is their Whatsapp community, to which all Members have access when they join the Team. In addition, UTEFR's Executive Committee may communicate official manner through email.

UTEFR also has an active Instagram Account and a Website where Members may find information on events, the current constitution, important deadlines, resources, among others.

13 Amendments

1. All constitutional amendments shall require at least 2/3 of Active Members I to cast a vote to be considered.
2. For a constitutional amendment to be passed, the majority of vote shall support the change.
3. All Active Members I shall propose and vote on amendments.
4. The Executive Committee shall review constitutional amendments, and submit a revised version of the constitution to the staff in the Division of Student Life at the University of Toronto within two (2) weeks.
5. Amendments to the constitution shall take effect only once revised by the Division of Student Life at the University of Toronto.