



CONSTITUTION

Effective September 2023-April 2024

Article I – Name

UTM Pre-Medical Club (hereinafter referred to as “the Club”)

Article II – Mission

To act as a supporting structure for University of Toronto at Mississauga (hereinafter referred to as UTM) students considering a career in healthcare by providing information on local and overseas medical schools.

Article III – Goals

1. To form a support structure for students considering a career in healthcare.
2. To act as a platform for prospective medical school students in UTM to interact and gain greater insight into the medical/health-care profession.
3. To promote a sense of community among students interested in healthcare.
- 4 To promote volunteerism and community awareness among our members
5. To facilitate the process of matriculation into the student's school of choice. Two areas where our club can provide aid are:
 - 1) Preparing for the entrance exams, and
 - 2) Facilitating information concerning careers and training in healthcare.

Article IV – Membership

1. Full-membership is open to all members of the University of Toronto (hereinafter also referred to as the University) community including all staff, students and faculty. All full members have voting privileges; however, only University of Toronto full-time students that have signed up to be general members and have paid their membership fee may run for executive office.
2. The Council shall refuse or revoke the membership of any individual whose conduct is detrimental to the operation of the Club or whose behavior is deemed unacceptable in the light of the objectives and interests of the Club and/or the University Of Toronto Code of Conduct.
3. A member or applicant whose membership is revoked or refused may appeal to the Council once. If the appeal is not successful, he/she may seek the assistance of the University authorities,

whose recommendations shall be respected by the Club.

4. An eligible individual may obtain the Club membership only after he/she has provided his/her full legal name, email address, student number and University status (where applicable).

Article V – Council

1. The following positions shall exist in the Council:

- a. President
- b. Vice-President of External Affairs
- c. Vice-President of Internal Affairs
- d. Vice-President of Administration
- e. Administrative Coordinators (3)
- f. Treasurer (3)
- g. Events Coordinator (3)

2. Council positions are open only to Members who have been in the sub-committee for at least four consecutive months.

3. Any eligible member may run for up to three positions only.

4. All council positions may not be held for more than three consecutive terms unless there are no other candidates.

5. If there are no qualified candidates, a general Member may be elected to a Council position for one term.

6. All Council positions are admissible for a co-position when requested by the current Council Member.

7. Each Council Member must be actively present in more than half of the monthly Council Meetings held in their term of service.

8. The Council may impeach any Council Member who is not fulfilling his/her duties and suspend him/her from his/her position.

9. The impeachment vote shall be held by secret ballot. The Council Member undergoing impeachment may not vote.

10. The President may be impeached by the unanimous vote of the Council.

11. Other Council Members may be impeached by the simple majority vote of the Council.

Article VI – Council Members

1. **The President shall:**

- a. oversee the Club's operation to ensure that the Club's mission and objectives are being achieved,

- b. ensure that all Council Members are performing their expected duties or delegating responsibility for those duties as necessary,
- c. issue impeachment warnings if a Council Member is not performing his/her duties and put the impeachment forward to the Council if the warning is disregarded,
- d. communicate between the Club, University administration, senior officials, and non-University organizations,
- e. sign all the Club's financial documents,
- f. be in charge of the Club's security and passwords,
- g. prepare year plans,
- h. oversee all events/activities,
- i. handle room booking for club events or meetings,
- j. prepare the meeting agenda, and
- k. call meetings.
- l. design all promotional posters/banners/merchandise,
- m. seek approval/authorization to post promotional material on campus, and
- n. post promotional material and make class announcements.

2. The Vice-President of External Affairs shall:

- a. take the responsibilities of the President along with the Vice-President of Internal Affairs in his/her absence,
- b. keep track of important deadlines relating to medical school entrance exams, medical school applications etc.
- c. remind Council Members of aforementioned deadlines
- c. contact and communicate between the Club and non-University organizations
- d. organize off-campus events, and
- e. send invitation to organizations/persons to participate in events organized by the Club.

3. The Vice-President of Internal Affairs shall:

- a. take the responsibilities of the President along with the Vice-President of External Affairs in his/her absence,
- b. keep track of health-care related events/seminars/talks organized by the University,

- c. contact and communicate between the Club and University of Toronto organizations, and
- d. organize on-campus events, including joint-club events, and
- e. coordinate sub-committee members.

4. The Vice President of Administration

- a. take the responsibilities of the President along with the Vice-President of External Affairs in their absence
- b. lead the administrative team
 - i. Ensuring to equally distribute tasks amongst the team
 - ii. Organization of Meeting minutes and executive feedback forms
 - iii. Take meeting minutes
- c. handle communications
 - i. Manage and respond to club emails
 - ii. Manage social media inquiries from general members

5. The Treasurer(s) shall:

- a. oversee the Club's financial activities,
- b. sign all the Club's financial documents,
- c. handle and keep the Club's records of financial activities in proper format for audit purposes,
- d. present the Club's financial statements for the General and Council Meetings,
- e. prepare the Club's annual budget,
- f. ensure that the use of cash in the Club's financial activities is financially prudent,
- g. keep track of Club expenditures and ensure the Club does not run a deficit,
- h. collect membership fees from the Committees and deposit them in the Club's bank account,
- i. arrange for reimbursement of the Club's expenses, and
- j. prepare and present a financial statement at the end of his/her term of office.

6. The Events Coordinator(s) Shall:

- a. be responsible for planning and executing the events on behalf of the club
- b. send Club announcements to Members in a timely manner, informing them of upcoming events
- c. update the Club's Facebook page and/or website, and
- d. be responsible for maintaining the Club's mailing list.

7. The Administrative Coordinator(s) Shall:

- a. Take meeting minutes
- b. Draft email responses
- c. Respond to Social Media Messages
- d. Assist with writing monthly newsletters

8. The Subcommittee Supervisor

- a. advise and council the subcommittee members in regards to fundraising events
- b. be present at all Subcommittee events.
- c. is responsible for managing Subcommittee Funds and equipment
- d. is playing the role of the bridge between the executives and subcommittee members

Article VII- Sub-Committee

1. All members of the sub-committee would be known as a ‘Sub-committee Member’
2. The sub-committee shall consist of a maximum of 8 members
3. Sub-committee positions are open to all Members
4. Members are accepted to the sub-committee through an interview process paneled by at least 2 council members and at least one president.
5. Sub-committee Members shall shadow over council members and aid council members in organizing club events and/or administrative work, including attendance of office hours as required by the club.
7. Each Sub-committee Members must be actively present in more than half of the monthly Council Meetings in their term of service.
8. The Council may impeach any Sub-committee Member who is not fulfilling his/her duties and suspend him/her from his/her position.
9. The impeachment vote shall be held by secret ballot.

Article VIII – General Meetings

1. General Meetings shall be called to hold General Elections or to approve changes to the Constitution.
2. The President upon the request must call a General Meeting by any of the Council Members and the approval by the Council or receiving a signed written request by at least 10% of the membership of the Club.
3. In a General Meeting, a quorum shall consist of:

- a. Two Council Members,
- b. 10% of the Club's members.

5. If a General Meeting does not reach this quorum, another General Meeting may be held where a quorum shall consist of all Council Members. In such a case, the notice for the General Meeting must be sent to Members by email at least one week before the General Meeting.
6. Only University Members may vote in a General Meeting.
7. The President of the Club shall chair the General Meetings for constitutional changes or shall delegate that responsibility to one of the Council Members.
8. Anonymous paper ballots, provided by the Club, shall do all voting at the General Meetings.
9. Constitutional change ballots must be collected and the results announced (on the same day) by the President or the elected Chairperson in the Council.
10. The Council must find two non-Member Proctors to conduct the General Election prior to the General Meeting date.
11. General Election ballots must be collected and the results announced (on the same day) by the two non-Member Proctors.
12. The President shall keep all anonymous paper ballots for one month after the General Meeting.

IX. Article – Elections

1. Elections must be held by the end of May.
2. Advertising for elections are mandatory and are to take place over a period of a minimum of one week.
3. All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be unbiased and must be approved by the club executive and the Clubs' Coordinator
4. A Nomination period following the advertising period should be set for a period of at least one week
5. A campaign week will be held in the week following nominations' close
6. Elections are to take place at a location designated for this purpose by the club s' executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-elections, clubs must still follow the above regulations
7. If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life
8. At least one General Meeting for General Elections must be held annually, during which the Members may express their views in person.
9. The newly elected Council Members shall immediately become non-voting Council

- Members until May 1st of the same year, when they shall assume their positions.
10. Each candidate may provide his/her biography and make a short speech during the electoral general meeting. The biography should be under 300 words.
 11. Each candidate may introduce him/herself and make a statement no more than five minutes in length.
 12. Any complaints in regards to the elections must be brought to the Council.
 13. If the Council rejects a University Member's complaint, he/she may seek the assistance of the University authorities, whose recommendations shall be respected by the Club.
 14. Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Clubs Coordinator in a written format within 72 hours of the election
 15. Non occurrence of elections will result in immediate effect of cancellation of club statu
 16. Non-submission of election results will result in later loss of club status through the Clubs Committee

Article X – Council Meetings

1. Council Meeting must be held in person and at least once every month.
2. A Council meeting may be called at any time by the President or with the support of at least three Council Members.
3. A simple majority (50% + 1) vote of the Council Members is needed to pass a motion. In case of a deadlock, the President's vote shall be the tiebreaker.
4. Council Meetings shall be open only to Council Members and those invited by them.

Article XI – Contact Persons and Signing Officers

1. Only the President, Vice-President of External Affairs, and Vice-Presidents of Internal Affairs may be the Contact Person or a Signing Officer.
2. The President shall be in charge of signing non-financial official documents.
3. All financial transactions and documents must be signed by the Secretary of Finance, and either of the President, or Vice-Presidents.

Article XII – Amendments

1. The Council must initiate a constitutional review when requested by a Council Member.
2. A constitutional review must be announced and concluded within two weeks.
3. The Council shall prepare the final draft of the revised Constitution.
4. All of the amendments as a whole to the Club's Constitution must be approved by at least two-thirds of the Members present at the General Meeting.

5. Only University Members may file a complaint in regards to the outcome of the constitutional changes voting and must be brought to the Council.
6. If a complaint filed by a University Member is rejected, he/she may seek the assistance of the University authorities, whose recommendations shall be respected by the Club.
7. During a year in which the Treasurer position has not been filled, the Co-President's will fulfill the Treasurer's duties, as outlined in Article 6 (section 4).
8. If Article 10: section 1 can not be fulfilled, online meetings will be conducted as a substitute.
9. All amendments made to the constitution will be communicated immediately to the Centre of Student Engagement and all applicable University of Toronto departments.