

Constitution of University of Toronto's Community of Support student association at Mississauga Campus (Aspiring Physicians of Tomorrow)

Article I: Name

Section 1: The name of this organization shall be titled "Aspiring Physicians of Tomorrow", or "APT" as an abbreviation

Section 2: This organization is affiliated with minority students who plan to pursue a career in medicine. This organization has ties to the COS chapters at UTSG and UTSC.

Article II: Objective or Purpose

The Aspiring Physicians of Tomorrow organization serves to provide a support network for minority students who wish to pursue a career in medicine. This will be done through various workshops that will link the members of this group to current medical school students, doctors, and other professionals who will be able to provide guidance, tips and advice. The various workshops and get-togethers will take place throughout the school year. This organization will also support general research on current events in medicine and science to keep students updated with the medical field.

The main focus of this organization is to produce a community of support amongst its members so that each member of this organization can feel as if they can confide in their peers for help, whether it be academically, or non-academically related.

Article III: Membership

Section 1. Membership to this organization is open to any student who wishes to pursue a career in medicine, especially those of a minority background with fewer resources to help with these interests.

Section 2. Membership will be established through walk-ins, invitation and reference.

Section 3. Membership is extended through the willingness of the member to be. All members of APT will be UofT members in good standing

Section 4. There will be no limit on the number of members

Section 5. There will be no fee imposed on club members

Article IV: Executives

Section 1. The officers of this association shall be the President, Vice-President, Secretary, Treasurer, Events coordinator, and Social Media Coordinator.

Section 2.

President:

- a) Co-ordinates the association (Supervise the affairs of the group)
- b) Maintains rules and regulations (Oversee executive and general members of the group)
- c) Sets time for meetings (Oversee meeting and events)
- d) Co-operates with the other organizations and committees (Act as a liaison between partner clubs and organizations for collaborative events)
- e) Ensure that all activities organized by the club meet the regulations and policies of the University of Toronto
- f) Coordinate organizational recruitment efforts
- g) Oversees emails and communications on a broader scale.

Vice-president:

- a) Co-works with the president (Assist the President in overseeing group affairs)
- b) Substitutes the president's absence (Can represent the President at meetings and collaborations)
- c) Supervises other officers (Oversee executive and general members of the group)
- d) Ensure that all activities organized by the club meet the regulations and policies of the University of Toronto
- e) Oversees emails and communications on a broader scale.

Secretary (Directors of Administrative Affairs):

- a) Announces members and meetings (Maintain a list of all registered members)
- b) Does secretarial work (Record notes/motions for both general and board meetings)
- c) Notify all members of general meetings and executive members for board meetings

Treasurer (Finance Director):

- a) Maintain a positive balance in the account
- b) Collects dues (hold signing officer authority along with President for financial purposes)
- c) Prepare and event-based fiscal report to be distributed at board meetings
- d) Record all financial transactions and receipts of the group
- e) Advise members on the financial position of the club
- f) Prepare an annual budget for the group
- g) Seek out funding opportunities

Social Media Coordinator:

- a) Coordinates activities. (coordinate and plan social functions)
- b) Create and coordinate general club marketing duties
- c) Create signage for general meetings and events
- d) Create and maintain club affiliated email addresses (Responding to emails from students, sending out invitations to events)
- e) Monitor and maintain the social media of the group

Events Coordinator:

- a) Increase attendance for the events by tabling, spreading posters, raising awareness, helping the club achieve its goal and objective
- b) Coordinate sponsorship seeking efforts for events
- c) Take lead on planning and hosting club events throughout the year.

Article V: Meetings

Section 1. Meetings will be held weekly. (General meetings will be held once a month on a day decided by a majority vote in the preceding meeting from September to April)

Section 2. Executive meetings will be held 2-4 times a month preceding the general meeting from September to April.

Section 3. The president may, under special circumstances, call a special meeting provided that a notice of seventy-two hours is given as to when the convention will be held.

Section 4. Two thirds of the voting memberships are necessary to constitute a quorum.

Section 5. A general meeting for those involved or interested will be held tentatively on September 14, 2023. Mandatory attendance is required for executive members, and will be open to the public. The meeting will be an opportunity to outline the group's mission, goals, and accomplishments in order to be shared with all club members.

Article VI: Elections

Section 1. Elections will be held on the first Friday of April and the elected officer will hold office for one school year.

Section 2. The candidates are nominated two weeks before elections. Each candidate will write themselves up for the office that they are going to run for. A friend or another member with their knowledge can also nominate them. Advertising will take place a week before nominations.

Section 3. Candidates will be given the option of having the club advertise their campaign using social media.

Section 4. Candidates must receive two thirds of the votes of those that are present.

Section 5. The team will be finalized as of the first week of May.

Section 6. If vacancy occurs, a special meeting will be held for the purpose of electing an officer with the notice of at least seventy-two hours.

Section 7. Officers must have good discipline and leadership skills. They must show commitment and devotion to the betterment of the association.

Section 8. Any officer who fails to fulfill their responsibility will be removed by two thirds vote of the entire membership during a special meeting held for this purpose.

Section 9. If no one opts to run for office of a particular position, former executives have the right to collectively appoint a suitable candidate as officer.

Article V11: Parliamentary authority

Section 1. Executive board will run meetings.

Article VII: Finances

Section 1. Dues and fundraising through the department of cultural diversity.

Section 2. Funding shall be expended upon the authorization of the organization by majority vote of those present or in case of emergency, expenditure upon authorization of the executive board and the approval of the advisor

Section 3. An annual audit shall be conducted in compliance with current university policy. A special audit can be undertaken upon a vote of the majority of the members present at any regular meeting or at the discretion of the executive board or advisor.

Article VIII: Reading of the Constitution

Section 1. The constitution shall be read/ distributed to all members at the first meeting of each year.

Section 2. Each new member shall receive a copy of the constitution.

Article IX: Advisors

Section 1. One advisor shall be elected by the organization and that advisor must be a university faculty/ staff member.

Section 2. The duties of the advisor shall be of general nature.

Article X: Method of Amendment

This constitution may be amended at a regular meeting by a two-third vote of all registered UofT members. The proposed amendments shall be submitted in writing to all members of the organization at least seven days before being voted upon.

The Executive Team shall then adopt this updated constitution and re-submit the document to appropriate University offices (ex. CSE, UTMSU, etc.) within a span of two weeks from the date of approval by general members.