



Constitution of MEDLIFE UTSC

2022-2023

Article I: Name of Organization

- 1.1 The official name of the organization will be Medicine, Education and Development for Low Income Families Everywhere Student Chapter at the University of Toronto Scarborough.
- 1.2 The Medicine, Education and Development for Low Income Families Everywhere may be referred to by the acronym MEDLIFE UTSC.

Article II: Purpose

- 2.1 The purpose, objectives, mission and/or mandate of organization is outlined here:

MEDLIFE is a secular, volunteer-run global health organization whose mission is to help families achieve greater freedom from the constraints of poverty, empowering them to live healthier lives. Our patients did not choose to be poor, but they do choose to strive for a better life. MEDLIFE stands beside them in this pursuit. We seek to achieve this goal through partnering with motivated individuals from poor communities working to improve their access to MEDs: Medicine, Education and community Development. MEDLIFE believes access to quality healthcare, education and personal development are basic human rights. To this end, we commit all our resources to bring Medicine, Education and Development to Low Income Families Everywhere. Along with affiliate chapters, MEDLIFE UTSC raises money for medicine, education and community development projects for low-income families in South America; actively learns about and increases awareness of inequality in global healthcare; and works to promote the highest standard of MEDLIFE's goals and reputation within the community.

2.2 MEDLIFE UTSC will enhance the educational, recreational, social, and cultural environment of University of Toronto Scarborough by fundamentally serving as a non-profit function within the University of Toronto Scarborough.

2.3 MEDLIFE UTSC operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

2.4 MEDLIFE UTSC operates as an independent entity working within the University of Toronto Scarborough

Article III: Membership

- 3.1 Membership in MEDLIFE UTSC is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.
- 3.2 The term of membership for the MEDLIFE UTSC will be from October 1 – April 30 each year.
- 3.3 Each member shall be afforded the following rights through membership in MEDLIFE UTSC:
 - 3.3.1 The right to participate in meetings;
 - 3.3.2 The right to communicate and to discuss and explore all ideas;
 - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 - 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 3.4 Each member shall possess the following responsibilities relative to participation in MEDLIFE UTSC:
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Attend general meetings;
 - 3.4.5 Abide by the constitution and subsequent official organizational documents;
 - 3.4.6 Respect the rights of peers and fellow members;
 - 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 MEDLIFE UTSC will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting.
- 3.6 MEDLIFE UTSC values and respects the personal information of its members. MEDLIFE UTSC secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.7 MEDLIFE UTSC will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executive

- 4.1 The executives of the organization shall include:
 - (2) Co-Presidents*
 - (1) Vice President External*
 - (1) Vice President of Academics*
 - (1) Vice President Operations*
 - (1) Vice President Marketing*
 - (1) Secretary*
 - (1) Finance Officer
 - (2) Mobile Clinic Ambassador
 - (3) Fundraising Officer

- (2) Media Journalist
- (2) Graphic Designer
- (3) Academic Ambassadors
- (2) First Year Representative
- (2) Second Year Representative
- (2) Third Year Representative
- (1) Webmaster

* is considered a senior executive (these are the positions you can apply during internal hiring)

Co-Presidents:

- Shall supervise the executive members, acting as a resource for them to utilize in order to implement their events, services, and goals. The Co-President is a more managerial role than an active event organizer
- Serve as an official signing officer of the association.
- Oversee the financial and organizational stability of the association. This includes putting priority on the long-term longevity and stability of the organization over short-term decisions.
- Organize the transitional material in conjunction with the incoming President, training each executive for the position.
- Takes responsibility for their chapter as a whole with the primary responsibility of organizing and facilitating bi-weekly executive board meetings and bi-monthly general body meetings
- Serves as a link between the campus chapter and MEDLIFE National.
- Responsible for maintaining communication with the MEDLIFE National Office to keep them up-to-date on the chapter progress.
- Identifies new ways to address health needs in the local community and abroad. Serves as the spokesperson for the group
- Candidates must fulfill the further requirement of having 1-year experience as an executive of MEDLIFE UTSC and have proven to be an asset to the team

Vice President Academics:

- Responsible for closely working with the Co-Presidents, Academic Ambassadors, and the student representatives
- Responsible for ensuring that all academics events and initiatives are executed successfully
- Responsible for keeping in contact with the executives/volunteers under their lead
- Responsible for organizing and leading premedical workshops, MCAT Prep Sessions, grad/medical school seminars, and MEDTalks. (This includes assigning the number of guest speakers to be contacted by each executive/department).
- Responsible for filling out the ERA form for every events hosted by their department
- Responsible for coordinating with Operations department with regards to budget allocation for each event initiatives to be proposed to co-presidents
- Ensures that MEDLIFE's academic calendar of events run smoothly
- Candidates must fulfill the further requirement of having 1-year experience as an executive of MEDLIFE UTSC and have proven to be an asset to the team
- Responsible for reviewing the MEDTALKS posts before they go live

Vice President Operations:

- Responsible for working closely with the Co-Presidents, Secretary, Finance Officer, Academic Department, and Externals Department to ensure semester goals are being met.
- Responsible for ensuring that all events and initiatives are executed successfully
- Responsible for keeping in contact with the executives under their lead
- Responsible for ensuring sufficient funds and smooth operational function of the chapter

- Responsible for creating the audit template and funding form templates for the finance officer
- Responsible for hosting meetings with finance office to teach student representatives how funding applications work
- Attend ALL the funding meetings in university with the finance officer
- Ensures that MEDLIFE's calendar of events run smoothly and within the team's budget
- Candidates must fulfill the further requirement of having 1-year experience as an executive of MEDLIFE UTSC and have proven to be an asset to the team

Vice President Marketing:

- Responsible for working closely with the Co-Presidents, Media Journalists, Graphic Designers, Academic Department, and Externals Department to ensure semester goals are being met.
- Responsible for ensuring that decorations/set-up in all events and initiatives are executed successfully
- Responsible for keeping in contact with the executives under their lead
- Responsible for implementing new approaches of outreach, awareness, and event promotion on campus
- Ensures that MEDLIFE's event posting calendar runs smoothly.
- Responsible for handling all MEDLIFE's social media accounts (Facebook, Instagram, and LinkedIn)
- Responsible for responding to inquiries through direct messages
- Candidates must fulfill the further requirement of having 1-year experience as an executive of MEDLIFE UTSC and have proven to be an asset to the team

VP External:

- Responsible for working closely with the Co-Presidents, Mobile Clinic Ambassadors, Fundraising Officers, Marketing Department, and Operations Department to ensure semester goals are being met.
- Responsible for ensuring that all events and initiatives are executed successfully
- Responsible for keeping in contact with the executives under their lead
- Responsible for filling out the ERA form for every events hosted by their department
- Responsible for hosting a meeting to plan fundraising events with fundraising officers before presenting their proposal to co-presidents
- Ensures that MEDLIFE's calendar of fundraising events run smoothly
- Responsible for creating a spreadsheet of local volunteering opportunities within Toronto and Scarborough
- Candidates must fulfill the further requirement of having 1-year experience as an executive of MEDLIFE UTSC and have proven to be an asset to the team

Webmaster:

- Responsible for working closely with Co-Presidents and Marketing department to ensure that MEDLIFE's website is always up to date and well-maintained
- Responsible for uploading pictures, blogs, event dates, as well as monitoring the website's member forum
- Responsible for monitoring and analyzing site performance
- Directly reports to Co-Presidents

Mobile Clinic Ambassadors:

- Serves as the contact person for all students who are interested in volunteering on a MEDLIFE trip
- Coordinates the student registration and trip preparation
- Coordinates student airfare with MEDLIFE National staff members and travel agents, as well as sending out all trip-related information to clinic participants.
- Recruiting students to attend the MEDLIFE trips, briefing participants about our mission and expectations, and acquiring donations of medications and supplies when necessary.

- Recruiting and coordinating volunteers and members for MEDLIFE UTSC
- Responsible for hosting in-person and virtual SLT info sessions
- Responsible for looking up local volunteering opportunities within Toronto and Scarborough
- Directly reports to VP External
- Candidates must fulfill the further requirement of having attended a MEDLIFE mobile clinic themselves

Fundraising Officer:

- Organizes all of the chapter fundraising efforts/events (i.e., Krispy Kreme collaboration, donation events for the holiday)
- Must attend ALL power hour sessions
- Should reach out to fundraising sponsors if applicable prior an event
- Responsible for filling out ALL fundraiser event proposals
- Responsible for forming and heading a committee to plan events for the chapter (Examples of the types of fundraising events include a 5K, battle of the bands, banquet or silent auction.)
- Responsible for facilitating fundraising events and volunteer roles
- Responsible for listing down volunteering opportunities during fundraising events
- Directly reports to VP External

Graphic Designer:

- Responsible for creating promotional materials and advertisements for ALL events and initiatives
- Responsible for working closely with VP Marketing, Academics Department, Externals Department, Media Journalist, and Webmaster
- Knowledge in Photoshop or Canva is strongly recommended
- Familiarity with social media platforms is strongly recommended
- Directly reports to VP Marketing

Media Journalist:

- Responsible for spreading the word about MEDLIFE on campus and beyond through the development of promotional material and publicity campaigns.
- Responsible for writing captions for posters, event descriptions, and short essays on certain MEDLIFE series or fundraising campaigns
- Responsible for working closely with VP Marketing, Academics Department, and Externals Department
- Responsible for sending out MEDLIFE trip information through various listservs, street painting for major events, flyering, putting up posters, organizing Facebook, and encouraging members to develop new outlets to tell people about our organization.
- Also responsible for documenting chapter activities (via text, photos, or video) and sending this information to VP Marketing to be communicated with MEDLIFE National staff members.
- Directly reports to VP Marketing
- Responsible for writing posts based off the MEDFACTS submissions provided by the Academic Ambassadors

Finance Officer

- Responsible for keeping track of chapter finances in an effort to reach chapter fundraising goals
- Helps create and implement sponsorships and partnerships with other organizations
- Create funding application with SCSU and the Student Enhancement Fund
- Helps decide the budget for each event to be proposed to Co-presidents
- Reimburse club purchases using the club bank account
- Pitch in how to budget the funding for events (i.e., gifts for guest speakers/raffle winners)

- Teach student representatives how to handle the organization's finances and how to process funding applications
- Attend ALL the funding meetings in university with VP Operations
- Directly reports to VP Operations

Secretary:

- Responsible for taking meeting minutes and uploading it on the term's drive
- Responsible for processing room bookings
- Responsible for administrative tasks: sending out emails regarding upcoming meetings and events, promotional materials from academic partners, and announcements from MEDLIFE HQ
- Organizing online meetings (ex: google hangouts)
- Identifying availabilities of executives and scheduling events/meetings
- Create posting schedules for social media posts and Instagram takeovers
- Responsible for maintaining membership record (name, student email, year, program)
- Responsible for maintaining executive and event attendees attendance record
- Directly reports to VP Operations

Student Representative:

- Responsible for making announcements and promoting MEDLIFE UTSC events/initiatives at respective classes and through their social media platform
- Responsible for helping with the organization and execution of upcoming academic/fundraising events
- Responsible for planning and hosting de-stressor events with help of other executives
- Responsible for searching up local volunteering opportunities within Toronto and Scarborough
- Responsible for assisting other MEDLIFE UTSC departments with specific tasks as needed
- Directly reports to VP Academics and VP Externals

Academic Ambassadors:

- Responsible for ensuring that all academics events and initiatives are executed successfully
- Responsible for making announcements and promoting MEDLIFE UTSC events/initiatives at respective classes and through their social media platform
- Responsible for organizing and leading premedical workshops, MCAT Prep Sessions, grad/medical school seminars, case competitions, and MEDTalks
- Responsible for creating event proposals for academic events
- Responsible for searching articles for the MEDFACTS series to be written by media journalist
- Responsible for contacting academic-related sponsorships for club partnership
- Directly reports to VP Academics

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Only student members of the organization may hold executive positions.

- 4.2 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.3 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.4 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

- 4.5 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.6 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 4.7 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.8 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.9 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

- 5.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) executives appointed by the general membership to investigate a complaint determines that:
 - 5.1.1 A member or executive has engaged in unlawful actions or activities;
 - 5.1.2 A member or executive has violated the constitution;
 - 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 5.1.4 A member or executive has violated the rights of a fellow member;
 - 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
 - 5.1.6 An executive role no longer fits the needs of the organization;
 - 5.1.7 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 5.2 The process for removing a member or executive may also be initiated when:
 - 5.2.1 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
- 5.3 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:
 - 5.3.1 First Tier:
 - The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 5.3.2 Second Tier:
 - Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
 - The Vice President Human Resources will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
 - The Vice President Human Resources must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to demonstrate progress or correction of behavior.
- 5.3.3 Third tier:
- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
 - The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
 - The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article VI: Finances

- 6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.
- 6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.
- 6.3 All Budgets shall be prepared by the Vice-President Operations in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 6.4 The Vice-President Operations shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- 6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.8 The President, the Vice-President Operations, and only in special circumstances the Finance Director shall be the sole signing authorities of banking instruments for the organization.
- 6.9 MEDLIFE UTSC will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.10 MEDLIFE UTSC will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

- 7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 7.2 General meetings will be facilitated by Co-Presidents. They shall be responsible for:

- 7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
- 7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- 7.2.3 Moderating the discussion at meetings according to the agenda;
- 7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.
- 7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 7.4 There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
- 7.5 General meetings may be called to order by the President, through a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.
- 7.6 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 7.7 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 7.8 All executives are expected to make brief progress reports on their activities at every general meeting.
- 7.9 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.10 Members must contact the Co-Presidents a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Co-presidents will then add the discussion item to the agenda.
- 7.11 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Co-Presidents who shall only vote in the event of a tie.
- 7.12 Any question at a valid general meeting shall be decided by a show of hands.
- 7.13 Whenever a vote by show of hands occurs, a declaration by the Co-Presidents that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 7.14 In case of an equality of votes at a valid general meeting, the Co-Presidents of the meeting shall have the deciding vote.
- 7.15 The Co-Presidents presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

- 8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
 - 8.2.1 Formulating and distributing an agenda for each meeting;
 - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period May 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.

- 8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 8.5 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 8.8 Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 8.10 Any question at an Executive Meeting shall be decided by a show of hands.
- 8.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 8.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Emergency Meetings

- 9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 9.2 These meetings must abide by the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- 9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article X: Elections

- 10.1 Executive elections will be held prior to March 31 each year.
- 10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.
- 10.4 Screening of candidates will be conducted by sending out their responses to the application form which also contains their task and attendance progress throughout the term and accomplishments/contribution to executives who will assess each candidate's qualifications against pre-established criteria for holding the positions prior to the voting period.
- 10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.

- 10.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.
- 10.7 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.
- 10.8 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.
- 10.9 This committee will be composed of two (2) senior executives with high qualification and contribution to the organization.
- 10.10 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the executive team.
- 10.11 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 10.12 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.
- 10.13 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

Article XI: Amendments

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
 - 11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
 - 11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
- 11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 11.4 The general membership must have the final say on amendments to the constitution.

Article XII: Transition

- 12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 12.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article XIII: Emergency Powers

- 13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 13.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article XIV: Food Handling on Campus

- 14.1 MEDLIFE UTSC will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XV: Precedence of University Policies

- 15.1 MEDLIFE UTSC will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of MEDLIFE UTSC, the University's policies, procedures, and guidelines will take precedent.

Article XVI: Legal Liability

- 16.1 The University of Toronto Scarborough does not endorse MEDLIFE UTSC's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVII: Banking

- 17.1 MEDLIFE UTSC agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Co-Presidents may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the

meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.

2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the Co-Presidents prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the Co-Presidents that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Co-Presidents that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.

2. Strict time limitations should be imposed by the Co-Presidents and these limitations must be enforced. Each general member should address the Co-Presidents regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Co-Presidents announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Co-Presidents. No general member may interrupt the speaker who has the floor.
3. The Co-Presidents may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Co-Presidents is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Co-Presidents shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Co-Presidents that all general members have had the opportunity to fully discuss the matter at hand, the Co-Presidents should announce that the item of business is ready for a vote.

VIII. Voting

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Co-Presidents will call each motion presented to a vote.

4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.