

Last Revised: 2024-01-14

Constitution of “Student Chapter for Healthcare Improvement at UofT”

1. Name

The official name of this recognized student group is “Student Chapter for Healthcare improvement at UofT”

The acronym or abbreviation of this group is: UTIHI

2. Purpose and Objectives

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

Purpose: Provide and connect students with opportunities to practice and learn about quality Improvement in healthcare.

Objectives: Inspire students and increase their quality improvement and patient safety awareness by offering educational seminars, the chance to participate in QI projects and an annual conference to promote the spread of QI and safety knowledge.

Mission: “Develop students’ foundational skills in quality improvement and patient safety through education and practical experience.”

3. Membership

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten percent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0.00 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 20 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be comprised of 17 elected officers. These include Co-Presidents (2), Vice President-Internal (1), Vice President-External (1), Director of Operations (1), Director of Collaboration (1), Directors of Education (3), Directors of Practical Experience (3), Director of Communication (1), Director of Faculty and Student Relations (1), Director of Publishing (1), Director of Public Affairs (1), Pharmacy Representatives (2), and Nursing Representatives (2) (*Nursing representatives will be elected and appointed independently by the Nursing Graduate Society according to their bylaws*).

The **Co-Presidents (x2)** shall:

- Oversee the operations, management and overall success of the team
- May hold signing officer authority for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Work with faculty advisors, Vice Presidents, and leadership team to move in strategic direction and achieve organizational goals.
- Actively collaborate and communicate with IHI Open School Canadian Region Coordinator and other Canadian IHI Open School Chapters to achieve national IHI Open School objectives. For example, in 2017 this involved organizing a national conference that took place simultaneously in Vancouver and Toronto.
- Increase Chapter profile within professional faculties, public and private sector
- Chair regular leadership team meetings, annual General Meeting, annual Faculty Advisory Meetings
- Communicate with Faculty Advisors through at least three FAC updates per year, and communicate with the IHI Open School and other IHI chapters
- Ensure completion of transition reports, and end-of-year report
- Conduct end-of-year leadership team survey and membership survey

The **Vice-President, Internal** shall:

- Manage internal operations including monitoring chapter activities, tracking performance and identifying areas of improvement
- Hold signing officer authority in lieu of/addition to the co-presidents (if required)
- Act as the finance officer, in charge of creating budget, managing finances, collecting sponsorship, organizing reimbursements to chapter members and keeping accurate records of all transactions

- Assist the co-presidents with conception and implementation of the organization's strategic vision
- Ensure club activities meet regulations and policies of the University of Toronto
- Maintain and renew registration with university entities such as Student Life (SOP, CCR) while identifying new opportunities for recognition and partnership at The University of Toronto
- Complete funding applications from the U of T, UTSU, U of T faculties and support sponsorship efforts from external organizations
- Perform other duties as assigned by the co-presidents

The **Vice-President, External** shall:

- Support and oversee the outreach initiatives of the organization, including to faculty members, university partners, and external entities to increase the public profile of the organization
- Hold signing officer authority in lieu of/addition to the co-presidents (if required)
- Support the Director of Collaboration and Director of Faculty and Student Relations with their initiatives and tasks
- Manage, delegate, and oversee the activities of the communications team in the creation and management of graphic materials and the organizational digital portfolio
- Lead the organization's public relations efforts and engagement in regulatory/legislative affairs as they relate to healthcare quality improvement
- Collaborate with the Conference Director to create timely and effective conference promotional and graphic materials
- Assist the Communications and Outreach team with their projects when needed

The **Director of Operations** shall:

- Manage and organize UTIHI's internal files and emails
- Work closely with the VP Internal to support the day to day operational and financial duties and tasks of the organization
- Assist the **VP-Internal** with required duties and tasks
- Schedule and send out invites for room bookings and meetings
- Assist in minute taking during executive meetings
- Monitor and support online registration forms, applications, and bookings (i.e. tracking membership, future leadership elections, etc.)
- Perform other duties as assigned by the **Co-Presidents** and **VP-Internal**

The **Director of Education (x3)** shall:

- Work with the *Center for Advancing Collaborative Healthcare and Education (CACHE)* at the University of Toronto to organize ~2-3 quality improvement and patient safety seminars throughout the year. The workshops are primarily catered to students in the health sciences
- Identify potential speakers and help design the content of each workshop, ensuring it aligns with designated IHI themes and objectives

- Assist the communications and collaboration teams with seminar marketing, funding, and the recruitment of workshop facilitators
- Work with the directors of practical experience to support the design, implementation and improvement of the organization's education initiatives
- Perform other relevant duties as assigned by the **Co-Presidents**

The **Director of Practical Experience (x3)** shall:

- Evaluate the Practical Experience Program by consulting with stakeholders and students
- Design an improved curriculum for the quality improvement program for future years
- Develop and/or identify educational materials aimed for students and practical experience program participants
- Assist the education and collaboration teams with student outreach, development of seminars and other club activities
- **For the 2022/23 academic year, there will not be any QI projects offered through UTIHI, the Directors of Practical Experience will instead focus on evaluating and improving the curriculum where necessary for future years.*
- Perform other duties as assigned by the **Co-Presidents**

The **Director of Faculty and Student Relations** shall:

- Support the team in engaging with the organization's faculty advisors
- Identify and integrate new faculty advisors from across the University of Toronto and affiliate institutions
- Maintain regular communications with faculty advisors (~once per month), and organize meetings to provide updates and opportunities for faculty engagement
- Support the organization in managing student inquiries
- Identify opportunities for student engagement and student outreach
- Support the VP-External in liaising with representative student societies and clubs at the University of Toronto
- Perform other duties as assigned by the **Co-Presidents** and **VP-External**

The **Director of Communications (x2)** shall:

- Use social media (Website, Facebook, Twitter, LinkedIn, etc.) to advertise Chapter events and explore additional marketing avenues
- Create social media posts, graphics and promotional materials for UTIHI events
- Maintain and update website frequently
- Update members and collaborators on Chapter news
- Update mailing list
- Perform other duties as assigned by the **Co-Presidents** and **VP-Communications and Outreach**

The **Director of Collaboration** shall:

- Establish new and/or maintain existing sponsorship relationships with University departments and external stakeholders
- Maintain a central record of external collaborators (government, healthcare organizations, patient safety, quality improvement organizations and private sector)
- Provide regular updates to sponsorship partners
- Provide support to conference organizing committee by managing fundraising efforts for the annual conference
- Create and maintain latest version(s) of sponsorship prospectus, communication templates and related fundraising media (booklets, pamphlets, forms etc.)
- Arrange sponsor benefits allocation and respond to sponsor requests as needed
- Perform other duties as assigned by the **Co-Presidents** and **VP-External**.

The **Conference Director** shall:

- Plan, organize, and develop materials for UTIHI's annual student conference
- Collaborate with VP-Communications, Co-Presidents and VP-External to develop promotional and outreach efforts required for the conference
- Work with the Director of Collaboration to recruit potential speakers and sponsorships
- Manage conference logistics and support participant engagement
- Perform other duties as assigned by the **Co-Presidents**, **VP-External**, and **VP-Communications & Outreach**

The **Director of Publishing** shall:

- Compose articles, case studies, interview pieces and/or other content for the organization's blog (~2 posts per semester)
- Identify and communicate key developments in the fields of healthcare and/or quality improvement
- Assist with the maintenance of the organization's blog page
- Perform other responsibilities as assigned by the **Co-Presidents** and **VP-Communications and Outreach**

The Director of Public Affairs

- Support educational initiatives on campus related to healthcare quality improvement and patient safety policy, including workshops.
- Share opportunities for students to be involved in providing feedback on health/public health policy topics at the municipal, provincial, and federal levels.

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.

Termination of Executives or General Members:

Any member of the club who repeatedly fails to fulfill the aforementioned duties or commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The severity of the offense will determine the first step of the procedure for termination of membership, or revoking officer positions:

1. Verbal warning will be issued to the member in question regarding situation
2. Written warning will be issued to the member in question regarding situation
3. A vote is held by the Leadership Team (2/3 majority) regarding membership for the member in question, at which point that member provides a defense for him/herself.
4. Member can appeal the Leadership Team decision to the general membership. If this is exercised, a 2/3 majority vote will be required to repeal the decision.

The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

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

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

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select a U of T registered student executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from Sept 1st to August 30th each year.

6. Finances

The Co-Presidents shall keep records of all income and expenses. The Co-Presidents shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

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

7. Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.