

# **Constitution of “Student Publication for Advancing Research and Knowledge in Health Sciences (SPARK Health)”**

## **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “**Student Publication for Advancing Research and Knowledge in Health Sciences**”
- 1.2. The official acronym or abbreviation of the group is “**SPARK Health**”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to:
  - Empower students in writing, editing, publishing and presenting their research to a broader academic community through the publication of a high-quality undergraduate student research journal,
  - Enhance student engagement in trending topics in health science,
  - Promote open science communication among all University of Toronto students,
  - Allow students to exchange ideas and feedback in research and scientific writing,
  - Foster collaboration with peers, professors, and alumni of University of Toronto to help students establish a robust academic network.

## **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. There will be no membership fee.

## **3. Article Three – Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members and non-voting members shall be eligible to attend at the discretion of the Executive Team.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two unless specified in the clause.

## **4. Article Four - Executive Team**

- 4.1. The term for all positions on the Executive Team shall be from May 1st to April 30th.

4.2. The Executive Team shall be composed of 12 voting members:

4.2.1. Two (2) Editor-in-Chief of equal ranks whom are involved in both Executive Teams listed in 4.2.2 and 4.2.3,

4.2.2. Editorial Executive Team

- One (1) Managing Editor
- One (1) Deputy Editor

4.2.3. General Executive Team

- One (1) Secretary
- One (1) Treasurer
- Two (2) Promotions Director
- Two (2) Events Director
- One (1) Web Director
- One (1) Design Director

4.3. All members of the Executive Team must be currently registered students of the University of Toronto.

4.4. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

4.5. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Team.

## **5. Article Five - Executive Team Composition and Duties**

### **5.1. The Editor-in-Chief shall:**

- 5.1.1. Be eligible to cast votes at meetings of the Executive Team,
- 5.1.2. Oversee the operations, management, and success of SPARK Health, including the Editorial Executive Team and the General Executive Team,
- 5.1.3. Serve as spokesperson for SPARK Health,
- 5.1.4. Hold signing and financial authority along with the Treasurer and can allocate budget and resources to various teams or projects,
- 5.1.5. Preside over meetings of the Executive Team and/or general members,
- 5.1.6. Ensure a transition of office from one year to the next,
- 5.1.7. Ensure activities of the club comply with policies of the University of Toronto,
- 5.1.8. Collaborate with the executive team to set goals for the journal and SPARK Health,
- 5.1.9. Responsible for the overall vision, strategy, direction of the publication and SPARK Health,
- 5.1.10. Lead the editorial team alongside the editorial executive members, establishing, editorial guidelines that aligns with publication standards, objectives and integrity,
- 5.1.11. Establish overall vision, strategy, direction of the publication,
- 5.1.12. Makes final approval on article publication and major hires.

## **Editorial Executive Team**

### **5.2. The **Managing Editor** shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Team,
- 5.2.2. Work with the Editorial Executive Team to oversee the operations, management, and success of the editorial team,
- 5.2.3. Responsible for the day-to-day operations of the editorial team. This includes managing the workflow, setting deadlines, and ensuring that content is produced on time,
- 5.2.4. Provide updates on the editorial process during executive meetings,
- 5.2.5. Coordinate meetings with the editorial team throughout the year,
- 5.2.6. In the absence of the Editor-In-Chief, preside over meetings involving the editorial team along with the Deputy Editor,
- 5.2.7. Ensures the quality and consistency of the publication content, providing feedback to editors, and writers when needed,
- 5.2.8. Responsible for hiring the editorial team,
- 5.2.9. Maintain a list of the editorial team,
- 5.2.9. Collect feedback from general members about the publication(s).

### **5.3. The **Deputy Editor** shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Team,
- 5.3.2. Collaborate with the Editorial Executive Team to set goals for the editorial team,
- 5.3.3. Assist the Editor-In-Chief in overall vision, strategy, and direction of the publication,
- 5.3.4. Oversee article submission, selection, and approval,
- 5.3.5. Works closely with the editorial team and writers to edit and refine content and structure,
- 5.3.6. Enforcing the editorial guidelines, and ensuring the quality and consistency of the publication content,
- 5.3.7. In the absence of the Editor-In-Chief, preside over meetings involving the editorial team along with the Managing Editor,
- 5.3.8. May have specific editorial oversight for certain sections or types of content within the publication relating to one's specialty and/or study,
- 5.2.9. Responsible for hiring the editorial team.

## **General Executive Team**

### **5.4. The **Secretary** shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Team,
- 5.4.2. Record meeting summaries of executive meetings,
- 5.4.3. Maintain a list of group members,
- 5.4.4. Compile a list of important dates for the club,

- 5.4.5. Coordinate administrative activities with Student Life and other relevant institutional organizations,
- 5.4.6. Assist in the organization of SPARK Health's activities and events,
- 5.4.7. Collaborates with the Events Director to book venues for SPARK Health events, ensuring all necessary agreements are reviewed, approved, and signed in a timely manner,
- 5.4.8. Notify all members of general meetings and important events.

**5.5. The Treasurer shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Team,
- 5.5.2. Hold signing and financial authority along with the Presidents,
- 5.5.3. Maintain an annual budget of income and expenses,
- 5.5.4. Oversee budget allocations,
- 5.5.5. Record all financial transactions and reimbursements of the group,
- 5.5.6. Apply for fundings and sponsorships when needed,
- 5.5.7. Advise members on the financial position of the group.

**5.6. The Promotions Director shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Team,
- 5.6.2. Have access to and manage SPARK Health's social media platforms,
- 5.6.3. Promote club events and journals through the SPARK Health social media, accounts, generating online presence and engagement,
- 5.6.4. Create promotional materials and content to engage the club members,
- 5.6.5. Collaborate with the General Executive Team to publicize social and academic events,
- 5.6.6. Collaborate with the Editorial Executive Team to promote the journal publications.

**5.7. The Events Director shall:**

- 5.7.1. Be eligible to cast votes at meetings of the Executive Team,
- 5.7.2. Plan and organize at least one (1) SPARK Health social event per semester,
- 5.7.3. Plan and organize academic and networking events,
- 5.7.4. Responsible for booking event venues and spaces along with the Administrative Officers,
- 5.7.5. Collaborate with the Promotions Director to maximize event visibility and attendance,
- 5.7.6. Communicate and coordinate event budgets, financial decisions and potential sponsors with the Treasurer,
- 5.7.7. Collaborate with the Secretary when reaching out to external parties and members for social events.

**5.8. The Web Director shall:**

- 5.8.1. Be eligible to cast votes at meetings of the Executive Team,
- 5.8.2. Maintain and update the SPARK Health website regularly, including relevant events, announcements, and news,
- 5.8.3. Coordinate with the Design Director to oversee design and layout of website pages, ensuring it is user-friendly and aligns with the visions of the University of Toronto and SPARK Health,
- 5.8.4. Create and manage website content, including blog posts, spotlights, and multimedia content (photos, videos),
- 5.8.5. Create and manage an article submission portal to ensure it is accessible to all potential contributors, in collaboration with the Editorial Executive Team,
- 5.8.6. Monitor inquiries and feedback submitted through the website,
- 5.8.7. Troubleshoot and resolve any technical problems that arise with the website.

**5.9. The Design Director shall:**

- 5.9.1. Be eligible to cast votes at meetings of the Executive Team,
- 5.9.2. Collaborate with the Executive Team to establish a direction for visual content, while majorly contributing to creation of designs for SPARK Health, the journal(s), social media, the website, and other related materials,
- 5.9.3. Coordinate and oversee the work of any other members responsible for design creations, providing guidance, feedback, and support as needed,
- 5.9.4. Ensure all design work aligns with the University of Toronto and SPARK Health journal's branding and visual identity,
- 5.9.5. Coordinate with the Web Director to maintain and update the visual aspects of the journal's website,
- 5.9.6. Stay informed about current design trends and tools to continuously improve the journal's visual appeal.

**6. Article Six – Elections**

- 6.1. All voting group members shall be eligible to apply for nomination to and cast a ballot for each voting position. The current executive team will select, in an unbiased manner, the final nominees who are eligible to participate in the election.
- 6.2. All voting positions on the Executive Team, except for the roles specified in 6.3, shall be filled through an annual election of eligible nominees.
- 6.3. The roles of Treasurer, Web Director, and Design Director shall be hired directly by the current Executive Team, excluding members who are reapplying.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall take on the role.

6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

6.7. A nominee may run for multiple positions but can only be elected to one position. If a nominee wins more than one position, they will assume the role they received the most votes for, and the runner-up for the other position(s) will be elected.

6.8. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

6.9. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1).

## **7. Article Seven – Finances**

7.1. The Editor(s)-In-Chief and Treasurer will have access to the group's bank account and any financial statements.

7.2. The Treasurer shall keep an active record of income and expenses.

7.3. The Treasurer shall present the group's updates on the group's financial position at the annual general meeting(s).

7.4. A majority agreement between the Editor(s)-In-Chief and Treasurer must be achieved for signing of all expenditures under \$300.00.

7.5. The Executive Team must approve all expenditures over or equal to \$300.00 through a majority vote at a meeting of the Executive Team.

7.6. The group may not engage in activities that are essentially commercial in nature.

7.7. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.8. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.9. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

8.1. The Executive Team shall meet monthly. The quorum for Executive Team meetings shall be 50%+1 of the voting members of the Executive Team.

8.2. The group shall hold general meetings at least once per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

8.3. The Executive Team must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Team may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Team.
- 9.3. A two-thirds majority of the Executive Team is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Team to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Team members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Team shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.