

2024 - 2025

UNIVERSITY OF TORONTO MISSISSAUGA ONCOLOGY SOCIETY



CONSTITUTION

Welcome to UofTMOS and thank you for joining
UofT in the fight against cancer





Article I - Club Name

University of Toronto Mississauga Oncology Society (UofTMOS)

Article II - Mission statement

The University of Toronto Mississauga Oncology Society is dedicated to fostering a community of students with an interest in oncology research and support. Our mission is to approach cancer holistically, putting ourselves in the oncologist's shoes. This includes raising awareness about different types of cancers, promoting cancer research efforts, fundraising for cancer-related issues, and providing a supportive environment for UTM students affected by cancer. Through educational events, fundraising initiatives, and support programs, we aim to make a positive impact in the fight against cancer. We strive to empower our members to develop their skills, knowledge, and leadership abilities, as well as promote inclusivity and diversity within our organization and beyond.

Article III - General Member Policies

1. Full membership is open to all members of the University of Toronto (UofT) community including all staff, students, faculty and alumni.
2. Executive members may take away or refuse membership to any member whose actions are not aligned with the operations of the club.
3. Any member who has their membership revoked or refused may appeal to the Executive team once. If the appeal is not successful then the applicant may seek help from UofT authorities, whose requests will be respected by the club.
4. Associate membership will be offered to UofT affiliates and alumni exclusively. This will enable them to participate in all club activities excluding voting during elections and general meetings. An associate member cannot be recognized as an executive member under any circumstances.



5. UofTMOS will not require members to pay a membership fee. Being registered as either an executive member or a general member grants you the opportunity to participate in all UofTMOS activities
6. In order to vote during the electoral period, you must be registered as a general member. If a vote was submitted before the individual registered as a general member, then the vote will be considered invalid.



Article IV - Executive Team

Position	Responsibilities
<i>Presidential Team</i>	
<i>President</i>	<ul style="list-style-type: none"> a. Oversee executive members to ensure all members are contributing to the club's goals. b. Serve as the primary point of contact for external organizations and stakeholders c. Preside over meetings and ensure that all members have an opportunity to participate d. Develop and implement long-term strategic plans for the club e. Ensure that all members are fulfilling their responsibilities and contributing to the club's goals
<i>Vice-President</i>	<ul style="list-style-type: none"> a. Perform the roles of the president in their absence. b. Assist the President in their Duties c. Coordinate Directors of each team to ensure all club activities are on track d. Help develop long-term strategic plans for the club



<p style="text-align: center;"><i>Director of Events</i></p>	<ol style="list-style-type: none"> a. Manage the events team, delegating roles amongst them. Will require autonomy. b. Develop and manage the club's event calendar, including educational events, fundraising initiatives, and social events. c. Coordinate with other Directors and Coordinators to ensure that events are well-planned and executed. <ul style="list-style-type: none"> ● <i>Finance team for budgeting.</i> ● <i>Marketing team for promotion</i> ● <i>Administrative coordinator for delegation</i> d. Identify potential event sponsors and partners, and coordinate with them as needed. <ul style="list-style-type: none"> ● <i>Princess Margaret Cancer Foundation</i> ● <i>Relay for Life</i> e. Recruit and manage volunteers for events. <ul style="list-style-type: none"> ● <i>assign and train volunteers</i> f. Ensure that all events are well-documented and evaluated for future improvement. <ul style="list-style-type: none"> ● <i>present flaws and room for improvement in club meetings</i>
<p style="text-align: center;"><i>Director of Research</i></p>	<ol style="list-style-type: none"> a. Manage the research team, delegating roles among them. Will require autonomy. b. Search for and find one UofT-affiliated article per week pertaining to the cancer focused on during the week: <ul style="list-style-type: none"> ● Breast Cancer ● Lung Cancer ● Colon/Rectum Cancer ● Prostate Cancer ● Stomach Cancer ● Liver Cancer ● Esophageal Cancer ● Cervical Cancer ● Thyroid Cancer c. Digesting that article and then summarizing it, delegating tasks amongst members of the research team. The format for the summaries will be: <ul style="list-style-type: none"> ● About the author



	<ul style="list-style-type: none"> i. <i>Affiliation to UofT</i> ii. <i>Field of Expertise</i> iii. <i>Research Focus</i> ● Key terms and definitions ● Synopsis of the article <ul style="list-style-type: none"> i. <i>Basic and easily digestible summary of the article</i> ● Methods <ul style="list-style-type: none"> i. <i>What experimental methods were used in this study to obtain results?</i> ● Results ● Conclusion and Significance <ul style="list-style-type: none"> i. <i>What conclusion can be derived from the results</i> ii. <i>What is the real-world significance of these results</i> <p>d. Editing weekly research summaries so they are easily digestible to those who have no competence in the field.</p> <p>e. Ensuring all references are credited.</p> <p>f. Having one article summary ready by 11:59 PM the Friday before it is posted onto the Instagram account.</p> <p>g. Sending research summaries to outreach coordinators.</p>
<i>Internal Affairs Team</i>	
<i>Administrative Coordinator</i>	<ul style="list-style-type: none"> a. Manage the club's administrative tasks, including record-keeping, meeting minutes, and communications b. Coordinate with the President and Vice-President to ensure that all members are well-informed about club activities and updates c. Help develop and implement administrative policies and procedures to ensure smooth club operations d. Assist in the organization of club events and meetings e. Manage the club's membership database and ensure that all member information is up-to-date



<p style="text-align: center;"><i>Finance Coordinator</i></p>	<ul style="list-style-type: none"> a. Responsible for completing and submitting the biannual audits to the UTMSU b. Manage the club's finances, including budgeting, fundraising, and accounting c. Develop and maintain a budget for the club's activities and events d. Coordinate with other Directors and Coordinators to ensure that all expenses are accounted for and within budget e. Identify and pursue fundraising opportunities, such as grants or sponsorships f. Ensure that all financial records are well-documented and evaluated for future improvement
<i>Events Team</i>	
<p style="text-align: center;"><i>Events Coordinator</i></p>	<ul style="list-style-type: none"> a. Assist the Director of Events in planning and executing club events b. Manage the logistics of individual events, such as venue selection, equipment rental, and catering c. Recruit and manage volunteers for events d. Ensure that all events are well-documented and evaluated for future improvement e. Assume the responsibilities of the Director of Events in their absence
<i>Research Team</i>	
<p style="text-align: center;"><i>Research Coordinator</i></p>	<ul style="list-style-type: none"> a. Assist the Director of Research in synthesizing weekly research summaries. b. Read and grasp the articles that the Research director assigns as the article of focus. c. writing a portion of the weekly research summaries. Will be delegated a certain portion of the following: <ul style="list-style-type: none"> a. About the author <ul style="list-style-type: none"> i. <i>Affiliation to UofT</i> ii. <i>Field of Expertise</i> iii. <i>Research Focus</i> b. Key terms and definitions c. Synopsis of the article



	<ul style="list-style-type: none"> i. <i>Basic and easily digestible summary of the article</i> d. Methods <ul style="list-style-type: none"> i. <i>What experimental methods were used in this study to obtain results?</i> e. Results f. Conclusion and Significance <ul style="list-style-type: none"> i. <i>What conclusion can be derived from the results</i> ii. <i>What is the real world significance of these results</i> d. Ensure that all research summaries are well-documented and evaluated for future improvement e. Assume the responsibilities of the Director of Research in their absence f. Work in collaboration with other research coordinators if assistance is needed.
Marketing Team	
<i>Outreach Coordinator</i>	<ul style="list-style-type: none"> a. Managing the Instagram and LinkedIn account for @UofTMOS <ul style="list-style-type: none"> ● Respond to direct messages from other clubs and students who are inquiring about the UofTMOS. ● Maintaining strong connections and a positive outlook b. Creating new templates for Instagram posts, banners, and posters <ul style="list-style-type: none"> ● Current templates will be provided ● All designs will be made using Canva ● taking the weekly research summaries provided by the research team and formatting it into a visually appealing Instagram post. c. Sending designs to president/vice-president for approval d. Facilitating the gathering, synthesizing and posting of the cancer focus of the week using the provided template.



Article V - Club Meetings Policy

The University of Toronto Mississauga Oncology Society (UofTMOS) will convene 15-minute executive member Zoom meetings on a weekly basis. These gatherings shall adhere to a predetermined schedule, with the exact date and time to be determined following the provision of requisite member scheduling information. Furthermore, UofTMOS will organize 60-minute Zoom meetings for all members (executive and general members) during weeks that feature significant events. The club will also hold General Member meetings twice a year, one per each semester. These meetings will gather all of the general members and be an opportunity for the whole club to interact and network. Supplementary meetings may also be arranged during specific weeks, with timely and comprehensive communication preceding the designated meeting time.

Article VI - Elections

Important Dates and Electoral Process

- Advertising Period: *Early March*
- Nomination Period: *Mid March*
- All Candidates Meeting: *Late March*
- Campaign Period: *Early April*
- Voting Period: *Early April*

Election Policies

- Any General Member may run for an executive position within the Election process.
- Any member within the club may vote during the election.
- Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.
- The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.
- Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.



Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Roles and Responsibilities of the Senior Elections Officer (SEO)

- Meeting with the presidential team, executive members, and candidates to discuss election requirements.
- Making set dates and times for the application period, campaign period, and election period.
- Delivering information about election results to the members of the club.
- Dealing with election issues in an appropriate and timely manner.

Article VII - Executive Member Termination

The University of Toronto Mississauga Oncology Society operates under a 3-strike policy to ensure all operations run smoothly and all members contribute equally to our goals. All executive members must attend the weekly meetings unless they have been granted permission by the president to not attend for a valid reason, complete tasks within the stipulated time frame, actively communicate in the Slack channel when necessary, and treat all members with utmost respect and kindness at all times. If these expectations are not met by one of the executive members, then the presidential team (president, vice-president, director of events, and director of research) will convene and discuss whether a strike should be given to the member. The 3-strike policy progresses in the following fashion:

1. **First Strike:** *a warning will be given to the executive member. If the member proves they can perform club activities adequately following the first strike, the strike may be removed if granted by the presidential team.*
2. **Second Strike:** *a final warning will be given to the executive member. In this case, the second strike is irreversible and the particular member will be at risk of a final strike until the end of the winter term.*
3. **Third Strike:** *if necessary, the presidential team will convene and determine if a third and final strike should be given to the executive member. If given a final strike, the executive member's position on UofTMOS will be terminated until the end of the winter term.*



In the event that an executive member engages in any behaviour that has the potential to tarnish the club's reputation, cause harm to another club member, or contravene club policies and objectives, said member will be subject to a comprehensive review conducted by a higher-ranking individual within their respective position. For instance, if a research coordinator were to be involved in academic misconduct, it would be the responsibility of the Director of Research or any superior position to determine whether termination is warranted. All requests for termination must follow the proper channels, involving the Vice President and the President for final consideration.

Article IIX - Event Types

Event Type	Description
<i>Type 1 Events</i>	These are formal events where all participating UofTMOS members will be required to wear business casual attire and conduct themselves in a formal manner. Typically, these events will facilitate interactions between the University of Toronto faculty/public speakers with the student body. The venue should accommodate a large group of students such as a lecture hall and UofTMOS will most likely be catering.
<i>Type 2 Events</i>	These are semi-formal events where all the participating UofTMOS members will be required to wear business casual attire and conduct themselves in a semi-formal manner. Typically, these events will facilitate interactions between UofTMOS members and the student body so the use of super formal jargon is not recommended. Tabling will be the primary 'venue' for type 2 events.
<i>Type 3 Events</i>	These are casual events where all participating UofTMOS members will be advised to wear casual attire and conduct themselves in a semi-formal manner. Typically, these events will facilitate interactions between UofTMOS members and the student/greater community. The UTMSU will be the primary 'venue' for type 3 events.



Article IX - Amendments

Club amendments may be brought up by any member of the executive team to their higher up on the presidential team. If one of the presidential members considers the amendment to be valid, then the presidential team can have a vote to have the constitution amended.