



Constitution of Medicine4Youth UTM Chapter

Article I. Club Name

The official name of this recognized campus group is “Medicine4Youth UTM Chapter”

The acronym or abbreviation of this group is: “M4Y UTM”

Article II. Purpose and Objectives

Medicine4youth is a nonprofit organization whose goal is to provide resources and empower youth who share similar interests in medicine. To align with that interest, M4Y UTM’s mission is to expose students (pre-med and non medical students) to non-traditional career options in the medical field, build strong prospective leaders in the medical industry and use our club to make an impact on the medical community through volunteering and other opportunities.

Our goals include:

1. Assist our members in deciding if medicine is the right path for them
2. Introducing how medical roles can apply to those outside the medical field
3. Exposing students to how different disciplines relate to the medical field
4. Helping members attain their goal of getting into medical school
5. Providing various opportunities (volunteer, research, shadowing etc..) to help enhance members personal portfolio

Our goals and mission will be attained by:

- Providing opportunities for club-wide volunteer events
- Providing students with a case study competition with the opportunity to have students’ research published
- Providing first year students with mentorship opportunities with upper year and current medical school students, who will provide them with guidance on programs, courses, etc.
- Hosting a medical school practice interview to assist students in preparing for medical school applications

- Having career panels with doctors and other professionals within the healthcare field
- Hosting medical ethics debates about current topics to keep members informed
- Consistently posting MCAT prep tips, course recommendations and information needed to be shared with the community
- Having other events and fundraisers to increase awareness about the club
- Establishing a Google Classroom to engage general members in club activities & events

Article III. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. 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 per year.

Article IV. Executive List and Duties

The executive committee shall be composed of eight (8) elected officers. These include:

- Co-presidents (2)
- Vice President
- Chief Secretary
- Chiefs of Finance (2)
- Chief of Communication
- Chief of Events

The Co-President shall:

- Overall leadership
- Primary spokesperson
- Oversees operations, management & success of the group
- Hold signing & financial authority along w/ the Chief of Finance
- Ensure a smooth transition of leadership roles
- Casts votes at executive meetings
- Has increased overall responsibility for financial, organizational functioning, and liability of club matters
- Handles outreach of new members
- Be the go-to person for all executive members if assistance is required
- Holds veto power if voting during an executive meeting requires a tie breaker

The Vice-President shall:

- Assume duties of the President in his/her absence
- Ensure activities comply w/ policies
- Coordinates member recruitment
- Coordinates information from committees or events to ensure all members are informed or approve of decisions and news
- Eligible to cast votes at exec meetings
- Hold signing & financial authority along w/ the Chief of Finance
- Handles outreach of new members
- Be the go-to person for all executive members if assistance is required
- Manages Chief of Communications

The Secretary shall:

- Manages meetings by setting time, and recording if needed
- Answers emails
- Maintains a list of group members & contact lists
- Maintains Google Classroom for general members
- Notifies all members of general meetings
- Eligible to cast votes at exec meetings
- Tracks events calendar

The Chief of Finance shall:

- Manages fundraising strategies
- Plans fundraising events
- Seeks out sponsorships or donations
- Manages budgets of incomes & expenses & financial reports
- Holds signing & financial authority along w/ the Co-presidents & VP
- Records financial transactions
- Advises members on the financial position of the group
- Prepares an annual budget
- Manages events lists for budgeting

The Chief of Events shall:

- Plans & organizes club events, activities, meetings & fundraisers
- Ensures events run smoothly
- Is eligible to cast votes at exec meetings
- Manages team of events group
- Plans volunteering opportunities
- Manages Events Team

The Chief of Communications shall:

- Keeps track of page analytics
- Answers DMs & comments

- Posts content
- Coming up with content ideas (reels, posts, etc.)
- Posts reels

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.

Article V. Termination of Executives or General Members

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, may be given notice of demotion or removal.

The member up for demotion or removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members 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.

Article VI. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members of 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 SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates for executive positions have to be members in good standing and be part of the group for at least one month prior to the nomination period.

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

In preparation for a tie, the SEO shall select an 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 SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

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

Only U of T members 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 May 1st to April 30th.

Article VII. Finances

The Chiefs of Finance shall keep records of all income and expenses. The Chiefs of Finance 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.

Article VIII. 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 (with extra meetings as needed) where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

Article IX. Amendments

Any registered U of T members of M4YUTM 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. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.