

Constitution of “Temerty Faculty of Medicine Research Showcase Organizing Committee”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Temerty Faculty of Medicine Research Showcase Organizing Committee”.
- 1.2. The purpose, objectives, mission and/or mandate of the organization is to encourage scientific collaboration and communication of research amongst the various departments at the University of Toronto, with a specific focus on the Temerty Faculty of Medicine. The Temerty Faculty of Medicine Research Showcase Organizing Committee facilitates this mission by planning and hosting an annual research showcase outlining the research being undertaken by undergraduate, graduate, and medical students, as well as postdoctoral fellows, faculty, and staff within the Temerty Faculty of Medicine.

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. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All currently-registered student members have a right to attend all general meetings of members.
- 3.2. All currently-registered student members have a right to cast votes at all general meetings of members.

- 3.3. All currently-registered student members have a right to apply to different positions within the group unless otherwise stated in this document.
- 3.4. All voting members have a right to propose and vote on amendments to this constitution.
- 3.5. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Organizing Committee

- 4.1. The term for all positions on the Organizing Committee shall be from August 1st to July 31st.
- 4.2. The Organizing Committee shall be comprised of thirteen (13) to twenty (20) members.
- 4.3. All voting members of the Organizing Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Organizing Committee.
- 4.5. The maximum number of non-voting positions on the Organizing Committee shall be one (1) position or ten per cent (10%) of the positions on the Organizing Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Organizing Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.

5. Article Five - Organizing Committee Composition and Duties

5.1. The Co-President(s) (aka Committee Leads) shall:

- 5.1.1. Be eligible to cast votes at meetings of the Organizing Committee,

- 5.1.2. Have 1 year of previous experience as a committee member (recommended, but not required),
- 5.1.3. Oversee the operations, management, and success of the group,
- 5.1.4. Serve as spokesperson for the group,
- 5.1.5. Hold signing and financial authority along with the Finance Director,
- 5.1.6. Preside over meetings of the Organizing Committee and/or members,
- 5.1.7. Recruit volunteers and support their and the team's planning of the event through dry runs prior to the event to ensure their expectations are met and roles are understood,
- 5.1.8. Be the main contact person for all external organizations, companies, institutions, and personnel, such as requests for advertisement postage on our website, participation in our group activities, inquiries for our group function, or student questions. The Committee Lead(s) is the representing 'face' of Temerty Faculty of Medicine Research Showcase Organizing Committee, and thus, should ensure that he/she has an updated profile and contact information on both the Temerty Faculty of Medicine Research Showcase website and Ulife,
- 5.1.9. Respond to emails and/or direct emails to other Temerty Faculty of Medicine Research Showcase Organizing Committee members in a timely manner, including checking Temerty Research Showcase emails daily,
- 5.1.10. Conduct an orientation meeting where all Organizing members shall be present, and detailed discussion of roles and responsibilities shall take place. Prior to this meeting, the constitution shall be shared with the Organizing members at least one week prior to the meeting via email for review,
- 5.1.11. Work with the Directors of each session/delegate to build a comprehensive program of events for the upcoming year,
- 5.1.12. Ensure that event organization is coordinated in a group effort. Ensure that a timeline of events is developed, including what needs to be completed by when and whom, which will be available for all members of the group. It is important that the Committee Lead(s) ensure that each

member is assigned a reasonable task with a deadline so that tasks are completed on time with minimal disruption. The Committee Lead(s) should also follow up with members who do not meet the agreed standard and work very closely with Directors in that regard,

- 5.1.13. Streamline the operations of the Organizing team through the adoption of centralized forms and documents, automation codes, and transition documents,
- 5.1.14. Communicate and remind the members of the objectives/mission/vision of the Temerty Faculty of Medicine Research Showcase Organizing Committee and motivate the Executives and volunteers to ensure high standards and professionalism,
- 5.1.15. Create and/or review an agenda for every Organizing Team meeting circulate it in advance, along with the team meeting information,
- 5.1.16. Finalize meeting minutes once received from the meeting note-taker and send back for distribution to all members after the meeting. It is recommended that the minutes are distributed within 2 days after the meeting to implement the changes/tasks promptly. Meeting minutes shall be recorded by an assigned note-taker,
- 5.1.17. Review emails, posters, and social media advertisements to ensure brand consistency and good representation by the group,
- 5.1.18. Ensure a transition of office from one year to the next, including transition documents and end-of-year reports prepared by the Organizing Committee,
- 5.1.19. Maintain the login information for all accounts (e.g., social media, website hosting services, and banking information),
- 5.1.20. Assist the Director of Finance in developing an annual budget for the year in consultation with the previous Temerty Faculty of Medicine Research Showcase Organizing Committee Team Lead(s),
- 5.1.21. Assist the Director of Finance in identifying suitable venues and catering for the event,
- 5.1.22. Hold signing and financial authority along with the Director of Finance,

- 5.1.23. Book rooms via the online booking request portal (<https://lsm.utoronto.ca/cgroup>) or communicating with Campus Events.

5.2. The Vice-President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Organizing Committee,
- 5.2.2. Collaborate with the event committee to brainstorm ideas and establish goals for the event,
- 5.2.3. Assume Committee Co-Lead position should one of the Co-Leads steps down,
- 5.2.4. Support the development and execution of the event plan, including timelines, budgets, and resource allocation.
- 5.2.5. Supervise and support event committee members, delegate tasks, and ensure accountability,
- 5.2.6. Regularly meeting with the Co-leads to track team progress and address challenges,
- 5.2.7. Work closely with the Director of Finance to ensure the event stays within budget and funds are managed appropriately.
- 5.2.8. Assist with team tasks as needed and review/proofread materials,
- 5.2.9. Ensure all logistical details (venue, catering, equipment, etc.) are arranged and confirmed,
- 5.2.10. Perform other business development duties, including outreach to other organizations and university clubs, if needed,
- 5.2.11. Oversee post-event evaluations to gather feedback and assess success,
- 5.2.12. Measure event success via the feedback surveys, analyze feedback and prepare a summary report to be completed within two weeks after the event for the team to review and debrief,
- 5.2.13. Contribute to the transition document summarizing the event outcomes, lessons learned, and recommendations for future events,
- 5.2.14. Ensure that all financial aspects of the event are reconciled and reported.

5.3. The Finance Director shall:

- 5.3.1. Be eligible to cast votes at meetings of the Organizing Committee,
- 5.3.2. Record all financial transactions of the group,
- 5.3.3. Advise members on financial position of the group,
- 5.3.4. Prepare an annual budget for the group,
- 5.3.5. Maintain a budget of income and expenses and prepare a budget Excel file and/or a presentation (the latter when required by the Temerty Faculty of Medicine leadership),
- 5.3.6. Work closely with Committee Lead(s) to monitor expenses, oversee spending and maintain copies of all expense receipts and invoices. The original receipts are submitted to Ayesha Glover (ayesha.glover@utoronto.ca),
- 5.3.7. Hold signing and financial authority along with the Committee Leads,
- 5.3.8. Seek out sponsorship opportunities and prepare sponsorship applications on behalf of the Organizing Committee,
- 5.3.9. Identify, build, write, and submit grant applications and sponsorship packages,
- 5.3.10. Spearhead all arrangements with the venue, catering, poster booking, and relevant event details, aligning with the budget allowance,
- 5.3.11. Ensure the team compiles all information required for reimbursement and submit reimbursement forms on members' behalf,
- 5.3.12. Complete post-event financial reports that are required by sponsors, including reporting on success outcomes,
- 5.3.13. Reach out to sponsors following the event with thank-you emails to maintain positive relationships,
- 5.3.14. Ensure that all financial aspects of the event are addressed, like paying vendors, submitting receipts and invoices, and coordinating payments from departments and sponsors,
- 5.3.15. The former and current Directors of Finance are responsible for accurate recordkeeping of all previous documents pertinent to budgeting (such as

Excel budget file and presentation).

- 5.3.16. Prepare a final report summarizing lessons learned and recommendations for future events,

5.4. The Scientific Program Committee shall:

- 5.4.1. Be eligible to cast votes at meetings of the Organizing Committee,
- 5.4.2. Identify and recruit judges for the symposium, poster, and research panel sessions, where applicable,
- 5.4.3. Identify research themes within the Temerty Faculty of Medicine, in which registrants can submit their abstracts under,
- 5.4.4. Organize abstract submissions and de-identify the submissions' names, department, and any important identifiers to minimize conflicts of interest,
- 5.4.5. Assign the organizing committee abstracts to review based on research interest and availability,
- 5.4.6. Organize the top-ranked abstracts into themes and confirm participation of presenters and notify waitlisted and rejected applicants,
- 5.4.7. Coordinate the logistics of presenters, including room, time, order of presentation/poster number and ensure that this information is communicated with the presenters,
- 5.4.8. Recruit research and mentorship panelists, prepare discussion questions in advance and ensure they are prepared for the sessions,
- 5.4.9. Liaise with the Marketing & Communications team to ensure all information regarding participating presenters and session logistics are up-to-date on the website, social media platforms, and in email advertisements,
- 5.4.10. Liaise with the Marketing & Communications team to organize the abstracts into accessible Google Drive folders/documents to be linked in the event program and that the presenter information is included accurately in the event program,

- 5.4.11. Follow up with the winners after the event to determine their gift card preferences and communicate this to the Director of Finance,
- 5.4.12. Complete sections in the final transition document summarizing the session outcomes, lessons learned, and recommendations for future events.

5.5. The Professional Guest Engagement Team shall:

- 5.5.1. Be eligible to cast votes at meetings of the Organizing Committee,
- 5.5.2. Identify guests that are of life sciences background in different sectors and are representative of what trainees are interested in,
- 5.5.3. Create and update a centralized database of professionals contacted,
- 5.5.4. Liaise with guests about the value proposition of the event, session logistics, and ensure that they are registered for marketing purposes so that quotas are met and professional guests are confirmed,
- 5.5.5. Invite 25-30 professionals from diverse backgrounds and industries to share their experiences; coordinate distribution of formal invitations and follow up on invitations,
- 5.5.6. Match attendees to guests based on the former's career interests; distribute invitations and matches to the attendees ahead of the event, including information about the guests and their bios,
- 5.5.7. Liaise with the Marketing & Communications team to ensure all information regarding participating professionals and session logistics are up-to-date on the website, social media platforms, and in email advertisements,
- 5.5.8. Follow up with the guests after the event to determine their gift card preferences and parking stubs and communicate this to the Director of Finance,
- 5.5.9. Collect feedback from attendees and guests and complete sections in the final transition document summarizing the session outcomes, lessons learned, and recommendations for future events.

5.6. The Marketing & Communications Team shall:

- 5.6.1. Be eligible to cast votes at meetings of the Organizing Committee,
- 5.6.2. Create and manage registration form, ensuring all the information collected is necessary for the team and the Temerty Faculty of Medicine,
- 5.6.3. Email and post on various social media platforms about the event sessions and participating presenters/panelists,
- 5.6.4. Inform the team regularly about registrant statistics to proactively market the event so that all Temerty Medicine members are aware of the event for potential registration and reach out to potential presenters/panelists should the registration rates are too low,
- 5.6.5. Prepare creative and innovative marketing material that are representative of the Temerty Medicine brand using Canva and other creative platforms,
- 5.6.6. Compile and update a list of contacts to market the event to different graduate and undergraduate departments, unions, and student groups,
- 5.6.7. Compile and update a list of social media accounts for event marketing to various graduate/undergraduate departments, unions, and student groups,
- 5.6.8. Advertise the event on social media at optimized times/days to maximize outreach; ask that Committee Lead(s) review the posts beforehand to ensure that the advertisement is on brand with the organization,
- 5.6.9. Maintain general presence online and interact with other student groups/company pages to increase social media outreach,
- 5.6.10. Spearhead communication with departments and course instructors for the organizing group to hold marketing pitches and field questions about the event, if needed,
- 5.6.11. Manage and update the Research Showcase website,
- 5.6.12. Report data on site analytics and social media posts (e.g., likes, engagement, reach) to the Committee Lead(s) to devise strategies to maximize attendee recruitment,

- 5.6.13. Prepare informative one-pagers for attendees to prepare for sessions,
- 5.6.14. Create name tags, event program, and any informative posters/QR codes and signage for event day,
- 5.6.15. Prepare and send out confirmation emails to manage the expectations of attendees and outline the event session logistics,
- 5.6.16. Prepare registrant master list for the name tags,
- 5.6.17. Design and purchase event swag, if needed,
- 5.6.18. Prepare the list of abstract submissions for the Scientific Program Committee to review and assign to the team,

6. Article Six – Recruitment

- 6.1. All voting positions on the Organizing Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Organizing Committee.
- 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 be deemed the winner.
- 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. The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. Candidates running for the position of Committee Lead(s) must have held a position on the Organizing Committee for at least one year prior to the current year's transition.

- 6.9. Elections for voting members shall take place following the event (~2 weeks).
- 6.10. Interested applicants must fill out an application form expressing their interests in specific roles and outlining any prior experience that would be beneficial for the role.

7. Article Seven – Finances

- 7.1. The Director of Finance shall keep an active record of income and expenses. Copies of these documents, including all current expenses and bank account statements shall be kept on the Google Drive to be accessible for review at any point by Committee Lead(s).
- 7.2. The Director of Finance shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Organizing Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Organizing Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Organizing Committee shall meet biweekly or monthly (depending on the progress of planning for the event). The quorum for Organizing Committee meetings shall be 50%+1 of the voting members of the Organizing Committee.
- 8.2. The group shall hold general meetings at least twice 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 Organizing Committee 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 Organizing Committee 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 member can also be terminated if they do not attend three (3) team meetings and refuse to contribute to the team's efforts.
- 9.3. A vote to revoke membership must be held at a meeting of the Organizing Committee.
- 9.4. A two-thirds majority of the Organizing Committee is required to approve any motion to revoke membership.
- 9.5. Any member facing removal shall have the right to appeal the decision of the Organizing Committee to the general membership.
- 9.6. 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.
- 9.7. 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.
- 9.8. Organizing Committee members are subject to the same termination of membership process as general members.
- 9.9. If an Organizing Committee member decides to resign from the Organizing Committee, they must provide a resignation notice a minimum of 2 weeks before their departure.

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 Organizing Committee 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.