

## **Article I: Name of Organization**

1.1 The official name of the organization will be the Physicians of Tomorrow.

1.2 The Physicians of Tomorrow may be referred to by the acronym POT.

## **Article II: Purpose**

2.1 The purpose of Physicians of Tomorrow will be to support all full-time and part-time students who are pursuing a career in the medical field.

- Undergraduate students across Canada
- High school students in Ontario
- Physicians of Tomorrow's goal is to foster student involvement beyond the classroom by connecting aspiring physicians with their peers and professionals in the field they desire, while engaging and supporting through volunteer work, internships, mentorships, seminars, workshops, educational events, and social events.

2.2 The Physicians of Tomorrow will enhance the educational, social, and cultural environment of aspiring doctors throughout Canada by:

- Providing a friendly and safe environment for students to engage, contribute, and gain insight into the medical field through social and networking events.
- Offering resources, assistance, and guidance from people in the medical field including pre-medical students, medical students, university alumni, professors, researchers, and doctors.
- Fostering interest in all facets of medicine among members through volunteer work, internships, mentorships, seminars, workshops, and educational events.
- Serving as a bridge among aspiring doctors between highschool, undergraduate, and medical school communities.
- Providing members with the resources to further their exploration of medical/doctor related career paths. This club would enlighten members about whether the medical field is the right career path for them by providing insight on the vigours of undergraduate and medical school as well as assisting them with preparing for their career.
- Creating an environment where students can interact outside the classroom

2.3 The Physicians of Tomorrow functions mainly as a nonprofit organization within the three undergraduate campuses of the University of Toronto, and will not conduct activities with a commercial purpose.

2.4 The Physicians of Tomorrow operates within the three undergraduate campuses of University of Toronto but is open to highschools across Ontario, undergraduate universities and medical schools across Canada.

### **Article III: Membership**

3.1 Membership in Physicians of Tomorrow is free and open to students, staff, and faculty in any university across Canada, and to any high school in Ontario

3.2 Alumni from any campus from a Canadian University

- Can run for any position
- Host seminars

3.3 Any high school students in Ontario:

- Can apply for general membership

3.4 Only students from UofT can get voting privileges

- Only these students can receive CCR for executive positions and general membership

3.5 The term of membership for the Physicians of Tomorrow will be from September 1 - April 31

### **Article IV: Executive**

4.1 The senior executives of the organization shall include:

- Co-Presidents
- Vice President External
- Vice President Internal
- Vice President Communications
- Vice President Mentorship
- Vice President Finance
- Chief Returning Officers

4.2 The junior executives of the organization shall include:

- Secretary
- Events Coordinators
- Mentorship Coordinators
- Social Media Coordinators
- Outreach Specialist
- Marketing Assistant
- Campus Representatives
- Finance Specialist

4.3 The responsibilities of each executive position are as follows:

➤ **Co-Presidents**

- Oversee the overall management and operations of the association by ensuring its legitimacy and advocacy for medical and undergraduate student involvement, while bridging relationships with various faculties, universities, medical schools, and high schools across Canada.
- Plan, approve, supervise, and serve as coordinator of all internal and external operations and ensure all executives carry out their respective duties.
- Represent the Physicians of Tomorrow in all events, meetings, and projects.
- Fulfill the responsibilities of any vacant position or ensure that they are fulfilled by another party.
- Organize and execute regular meetings with all executive members.
- Ensures good standing with other universities, clubs, and groups for collaborations
  - Liaises between other related organizations and campus groups for greater outreach.
- Responsible for creating a reasonable timeline of events throughout the year
- Reaches out to figures/organizations using personal social media and Physicians of Tomorrow accounts to inquire about collaborations
- Required to promote the club through personal social media accounts.

➤ **Chief Returning Officers**

- Oversee the overall management and operations of the association and assist the co-presidents in running the organization
- Represent the Physicians of Tomorrow in events and projects.
- Ensures good standing with other universities, clubs, and groups for collaborations
  - Liaises between other related organizations and campus groups for greater outreach.
- Reaches out to figures/organizations using personal social media and Physicians of Tomorrow accounts to inquire about collaborations
- Required to promote the club through personal social media accounts.
- Only past Presidents of Physicians of Tomorrow may take on this role.

**External Department**

➤ **VP External**

- A liaison between “Physicians of Tomorrow” and other organizations
  - Responsible for creating a strategy to foster ties with medical school admissions officers, current physicians, medical students, etc.
  - Responsible for creating a reasonable timeline of events throughout the

year

- Ensures good standing with other universities, clubs, and groups for collaborations. Liaising between other related organizations and campus groups for greater outreach.
- Outreaches to figures/organizations using personal social media and Physicians of Tomorrow accounts to inquire about collaborations
- Encouraged to promote the club through personal social media accounts.
  - Responsible for at least 2 collaborative events per semester
  - Responsible for training/commanding departmental associates (event coordinators)
- Inquires about the event coordinators' available times to host separate meetings with them when it is appropriate to collaborate
- Responsible for assigning and overlooking event coordinators' tasks (i.e., creating slides, speeches, timing of events, etc.)
  - Collaborates with the VP Communications in outreaching to other organizations through different social platforms
- Responsible for finding and staying abreast with emerging and current topics in medical schools, physicians, and the medical field as a whole (i.e. journals, reviews, commentaries and the like) to report to VP Communications

#### ➤ **Event Coordinators (Online & In-person)**

- Ensures events run smoothly
  - Works with other executive members to create, plan and organize events and activities throughout the school year
  - Works with the VP External to develop events in collaboration with other clubs and organizations
  - Works with the Social Media Coordinators and VP Communications to ensure the clubs events are being promoted
  - Creates and prepares relevant slides for events
  - Takes part in hosting events
- Keeps a list of events and activities done throughout the year
  - Analyzes events' successes and challenges to make improvements for future events
  - Responsible for creating an evaluation right after each event (i.e., what went well, what could have gone better, steps for improvement, etc.)
  - Responsible to hold at least "x" event per month unless stated otherwise by the president(s)

## ➤ **Campus Representatives**

- Ensures events run smoothly alongside External Department
  - Liaising between Physicians of Tomorrow and the students of their respective university
- Works with other executive members alongside External Department to executive events and activities throughout the school year
  - Works with the Social Media Coordinators and VP Communications to ensure the clubs events are being promoted
  - Responsible for individually promoting Physicians of Tomorrow's initiatives (such as events, resources, etc.)
- Holding Physicians of Tomorrow events in their respective universities (may be hosted with a Physician of Tomorrow sponsor such as BeMo Princeton Reviews, MD Consultants, etc.)
  - Keeps a list of events and activities done throughout the year at their respective university
  - Responsible for creating an evaluation right after each event (i.e., what went well, what could have gone better, steps for improvement, etc.)
- Assist the executive team with general tasks (i.e., creating tiktoks for information and events, connecting with students on Discord, etc.)

## **Internal Department**

### ➤ **VP Internal**

- Ensures the club's internal affairs runs smoothly across all affiliated Canadian universities
  - Assists in the coordination of organizational recruitment and promotion efforts within universities
  - Emails bi-weekly newsletters about upcoming events/news and ensures newsletters fit the aesthetic of the club. (Uses visuals created by the VP communications and social media coordinators. Utilizes the same theme.)
  - Maintains and organizes paperwork, sheets, and slides in the POT google drive.
  - Manages the POT Discord server (chats, roles, announcements, etc.)
  - Reports to one of the presidents/co-founders before submitting work
  - Encouraged to promote the club through personal social media accounts.
    - Responsible for training members under the internal department
  - Inquires about the secretaries' available times to host separate meetings with them when it is appropriate to collaborate

- Responsible for coordinating with secretaries on newsletters. Emails to executive members, organizations and professional individuals such as doctors, professors, researchers, etc.
- Responsible for hosting executive meetings with secretaries on scheduled days. Alternates with the co-presidents in hosting meetings.
  - Responsible for keeping up to date with all of the executives' endeavors
- Assists executives in the technical aspect (ex. zoom calls, discord channels, discord bots, etc).
- Troubleshoots technical difficulties during events, meetings, and across the social platforms such as linkedin, the website, etc.

### ➤ **Secretary**

- Handles and keeps record of the club's internal correspondence. Works hand-in-hand with other secretaries. Secretaries alternate in performing the following duties:
  - Organizes and maintains contact information of executive members (i.e., phone numbers, emails, and social media accounts).
  - Organizes official records of notes and minutes of ALL club/group and executive committee meetings. (i.e., meetings with physicians, etc)
    - Agendas are to be done at least 24 hours before the meeting and meeting minutes are to be sent out within the same day of the meeting
  - Remains up to date with all of the executives' current and upcoming POT responsibilities to take note of it on the agendas and meeting minutes
  - Informs and reminds other executives of deadlines for meetings, mailings and other commitments.
  - Maintains [physiciansoftomorrow@gmail.com](mailto:physiciansoftomorrow@gmail.com) and redirects specific emails to executives when needed.
  - Keeps a general membership database and ensures it is up-to-date (ex. emails of general members for newsletters, etc.)
  - Maintains complete up-to-date copies of the club's documents
  - Encouraged to promote the club through personal social media accounts.
    - Instructed by the VP Admin and Co-Presidents
  - Secretaries assist the VP Admin in creating newsletters, writing emails, and organizing documents.
  - Assists the Presidents and VP Admin in leading meetings
  - Follows the general format of meeting agendas and minutes as directed by

the co-presidents. Please ask for assistance when needed.

## **Communications Department**

### **➤ VP Communications**

- Oversees and maintains all social media platforms
  - Social media platforms include Instagram, Linked In, Tiktok, Twitter, Website, Facebook, Linktree, visuals for Newsletters
    - \*Newsletters are written by VP Admin & Secretaries
  - Responsible for finding and staying abreast with emerging and current topics of medical schools, physicians, and the medical field as a whole (i.e., journals, reviews, commentaries and the like and promoting them on social platforms.)
  - Plans the timing for each post to ensure consistency
  - Ensures the aesthetic/theme of posts is maintained throughout the social platforms
  - Responsible for the publicity of POT for the purposes of recruiting members and advertising events held by the organization. May need to work alongside the External Department and Mentorship Department.
  - Responsible for strategizing ways to increase traction of social media posts
  - Creates attention-grabbing captions that encompasses all necessary details (i.e., zoom link, who is featured in the event, etc.)
  - Reports to one of the presidents/co-founders before submitting work
- Responsible for training members under communications department
  - Inquires about the social media coordinators' and/or marketing assistants' available times to host separate meetings with them when it is appropriate to collaborate
  - Works alongside social media coordinators to create visually appealing infographics/posts
  - Approves the posts of social media coordinators

### **➤ Social Media Coordinator**

- Each social media coordinator must pick 2-3 social media platforms to focus on.
  - Instagram, Facebook, and Link Tree
  - Website and Twitter
  - Tiktok, Linked In, and Newsletter Visuals
- Responsible for finding and staying abreast with emerging and current topics of medical schools, physicians, and the medical field as a whole
  - i.e., if your focus is on twitter, stay up to date with tweets from academic

- professionals/facilities, etc.
- Creates infographics/posts for a specific social media platform about a variety of topics to spread awareness (i.e., other options other than medical school, upcoming events, etc.)
  - Timing and approval of posts are directed by the VP Communications and/or Co-Presidents
- Prepare various distributable marketing materials on a regular basis with direction from the VP Communications and/or Co-Presidents
  - Reports to one of the Presidents/VP Comms before submitting work

### ➤ **Marketing Assistant**

- Primarily outreaches to get sponsorships for POT
  - i.e. Prep 101 discounts for their courses, Princeton discounts, MCAT book giveaways, etc.
- Responsible for executing strategies to promote sponsorships and maximize Physicians of Tomorrow exposure within different universities
  - Works alongside the VP Communications and Social Media Coordinators to create infographics and posts for sponsorships
  - Assists Social Media Coordinators with their duties
    - Choose social platform(s) to assist with
- Maintains a list of contacts and history of all sponsorships

## **Mentorship Department**

### ➤ **VP Mentorship**

- Oversees and maintains the mentorship program within POT
  - Responsible for ensuring the effectiveness of the mentorship program by conducting check-ins and monitoring the progress of mentee and mentor meetings
  - Plans the overall timing and outline of recruiting mentors and mentees, including program begin and start dates
  - Work with Mentorship Coordinators to evaluate the successes and challenges of the program, and create innovative solutions that will improve the programs execution and effectiveness
- Addressing mentor inquiries within the program
  - Includes acting as a reference for the mentor upon request when the mentorship program concludes
  - Responsible for mitigating any issues encountered during the mentorship program to improve the success of mentees and



mentors during the year

- Assists with the transition from high school to university smoothly
  - Required to be a mentor; you are able to choose whether you want to mentor high school students or university students
  - Helps first and second years around campus with course selection
- Prepare 1 meeting per semester with both mentors and mentees
  - Mentors are obligated to plan meetings with their mentees
    - At least 2 meetings a semester
    - Mentors will be for both high school students and university students
    - Only university, graduate, or medical students can apply for the mentor position
- Outline the responsibilities for mentors and ensure they connect with mentors for updates

➤ **Mentorship Coordinator**

- Assists students in transitioning from high school to university smoothly
  - Required to be a mentor; you are able to choose whether you want to mentor high school students or university students
  - Helps first and second years with course selection
- Required to hire and train mentors for the upcoming school year
  - Works alongside the High School and University Outreach Specialists to find mentors
  - Works alongside the VP Externals, VP Communications, Social Media Coordinators, Marketing Assistants, and Outreach Specialists in promoting the mentorship program
  - Outline the responsibilities for mentors and ensure they connect with mentors for updates
  - Prepare 1 meeting per semester with both mentors and mentees
    - Mentors are obligated to plan meetings with their mentees at least 2 meetings a semester
    - Mentors will be for both high school students and university students
    - Only university, graduate, or medical students can apply for the mentor position
      - Required to outreach to at least 3 high schools promoting the mentorship program
  - Facilitate meetings with guidance counselors to encourage high school students to join the mentorship program
    - Required to outreach to at least 3 University Clubs promoting the

mentorship program

- Encouraged to promote the club through personal social media accounts.

➤ **Outreach Specialist**

- Provide students with resources to help them transition to university
  - Find scholarships related to university and high school students
  - Create a google doc with a list of scholarships and update it biweekly
- Work alongside mentorship coordinator to educate new university students and senior high school students to smoothen the transition to university
  - Help mentorship coordinators in hiring and training mentors, as well as facilitating meetings
- Provide volunteer hours for students in High School and sign off on the document

**Finance Department**

➤ **VP Finance**

- The VP Finance of Physicians of Tomorrow shall have, but is not limited to the following powers and duties:
- Receives and collects all money such as fees, dues, contributions and funds generated.
- Maintain the POT bank account and document all related POT transactions
- Report the financial status of POT to the rest of the team
- Create a thorough budget for the academic school year
- Be in communication with sponsorships regarding fees, membership perks, and any related transactions of money.
- Coordinate and implement projects with the Events Coordinators and VP External
- Actively seek out methods to provide grants and services to events and initiatives.
- Primary source of funding will be the POT bank account
- Be in charge of and record all reimbursements through the POT bank account
- Oversee recruitment of general members of POT

➤ **Finance Specialist**

- Complete Expense Summaries for events as per university guidelines for funding reimbursements, as well as other relevant financial documents
- Coordinate with external department to gain information needed for expense summaries, such as expenses related to events being held (e.g., prizes, food, etc)
- Assist with overseeing recruitment of general members, as well as ensuring all queries are dealt with

**General Members**

➤ **Physicians of Tomorrow Member**

- Access to all POT events such as medical school mock interviews, professional networking nights, seminars.
- Receive mentorship from experienced undergraduates, medical students, and physicians to aid in their career.
- Access to a variety of events, resources, and discounts from Physicians of Tomorrow's sponsors: Kaplan, The Princeton Reviews, Blueprint, BeMo Academic Consultants.
- CCR will be awarded to active UofT members of Physicians of Tomorrow who have paid the general membership fee (i.e., those who have participated in the mentorship program as a mentee, and have successfully completed the required amount of hours).

**Article V: Removal of Members and Executives**

5.1 Any executive or general member will be terminated for any act that negatively affects the club's members or image. Depending on the severity of the offense, members may receive a warning or be immediately terminated.

- Executive members may be removed from their position by going against the rules or:
  - Removal from office can occur after a member of the clubs committee has issued one (1) verbal warning and one (1) written statement.
    - A verbal warning will be addressed first, followed by a written warning
    - Each warning will address the problem(s) and the steps needed to resolve it
    - To ensure compliance with the terms, the perpetrator must sign the bottom of the written letter.
- An executive may be removed from office by the club if they fail to perform their assigned duties as defined in the club constitution
  - The vote will take place through a majority rule voting process
  - In the event of a split vote, the presidents will have the final say
- A member of "Physicians of Tomorrow" may submit a request for the removal of an executive to the presidents.
- The identity of the member who submitted the request for removal of an executive will remain anonymous for the sake of privacy
- After a complaint is filed, a vote must be held within three weeks of when the complaint is received
- Secret ballots will be used to vote for both general members and executive members. Votes will be counted by the member who requested the termination along with the current presidents

## **Article VII: Meetings**

### **7.1 General**

- The group shall hold at least one (1) general meetings during the fall semester
- The dates will be chosen by the executive team according to their schedule and announce the dates via social media and through the mailing list
- These meetings are used to discuss the future of the club and its endeavours (this includes talking about the election process, first meeting of the semester, etc)
- General meetings are only available for those who are registered members of the club

### **7.2 Executive**

- The executive members shall hold executive meetings biweekly throughout the year.
- The time and day of the week will be decided amongst executive members before the upcoming term through the use of a when2meet poll.
- After gathering everyone's availability each meeting will be set on that day
  - It may change depending on everyone's availability
- The purpose of executive meetings is to provide a structure for the organization's executives to discuss and make decisions on day-to-day reflecting the organization
- Executive meetings are restricted to executive members only.
- The President(s) may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.
- At the end of each general meetings every executive is obligated to report their progression with their roles (example, how mentorship is going)

## **Article VIII: Elections + Transition**

### **8.1 Election**

- The process to elect for senior executives will begin April 30
- Senior executive positions close at the end of May
- The process to elect for junior executive will begin August 1
- Junior executive positions close at the end of September to allow for first years to apply
- The process for the senior executives:
  - There will be one week for a nomination period
    - During this period the candidate will need to be nominated for a position by a member (general or executive)
    - The candidate must be a general member of the club and may also elect themselves for a position

- For presidential position, it is required that you have a minimum of one year experience in the club
    - The presidents will hold a meeting with all candidates at the end of the nomination period
    - This meeting is mandatory for all candidates running for a position
    - This meeting allows the president(s) to explain how the election process works
  - The following week ,each candidate will have the option to campaign for their desired position for one week
  - The campaign period is followed by the voting period to determine the new team
  - Only members on the mailing list are able to vote
    - See Appendix A VII for more information about voting
- Positions that are being elected are: President(s)
- All other positions will be hired through an application process

## 8.2 *Transition*

- The transition period will be divided into two sections since the deadlines for the junior and senior executives differ. However, the process is the same for both
  - The transition period for the senior executives will be at the beginning June
  - The transition period for junior executive will be at the end of September
- Prior to the start of the new executive term, the previous executive must transfer all resources used for the position to the new executive
- A meeting will be held during the transition period for the new executives so they can familiarize themselves with their duties
  - During this meeting, the previous executives will be training the new executives

## **Article IX: Precedence of University Policies**

9.1 Physicians of Tomorrow will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of Physicians of Tomorrow, the University's policies, procedures, and guidelines will take precedence.

## **Article X: Legal Liability**

10.1 The University of Toronto does not endorse the Physicians of Tomorrow's beliefs or

philosophy nor does it assume legal liability for the group's activities on or off campus.

## **Appendix A: General Meeting Rules of Order**

- Attend the meeting on time and be prepared; if you are running late, or if you can't attend, let someone know before the meeting
- The microphone should be muted when not in use
- Listen attentively and participate when you can
- Treat everyone with respect and value everyone's contributions
- The secretary must create an agenda the executives can follow, and the executives must review it in advance and plan what to discuss
- Meeting must be completed by the scheduled time

### **I. Review of the Agenda**

1. The agenda is prepared by the secretary or presidents prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. Modifications to the agenda must be approved by the president or the one responsible for the meeting.

### **II. Approval of Minutes**

1. Minutes should be recorded into the club's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Prior to the general membership approving the minutes, any member can suggest changes. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.

### **III. Executive Reports**

1. General members must be given the opportunity to ask questions and provide comments after the presentation of the leader.
2. Presentations to general members should also take place during this

time

### **IV. Open Forum**

1. Members of the club are given an opportunity to ask questions and express concerns to the executive after a report has been provided.

## **V. Motions and Deliberations**

1. A member of the executive committee announces subject matter for discussion and opens the floor to discussion.
2. Everyone must stay respectful and listen attentively to the speaker. This includes not interrupting the speaker who has the floor.
3. The leader may set reasonable time limitations. Time limits must be uniformly applied to all members. The speaker shall be given a one-minute warning before time runs out. Time limit may be extended.
4. When it appears to the leader that all members have had the opportunity to fully discuss the matter at hand, the leader can end the meeting.