

# **Constitution of “ UTM Regenerative Medicine Club”**

## **Name**

The official name of this recognized campus group is “UTM Regenerative Medicine Club”

The acronym or abbreviation of this group is: UTM RMC

## **Purpose and Objectives**

The purpose, objectives, mission and/or mandate of organization is outlined here:

Regenerative medicine, which is a branch of medicine that uses medical therapies to regenerate damaged or diseased tissues or organs, is here to revolutionize healthcare. That’s why at UTM RMC we are dedicated to promoting research in the field of regenerative medicine, and spreading awareness of its therapeutic applications. We hope to provide UTM students with a platform where they can learn more about regenerative medicine and be involved in the breakthroughs the field has to offer. We will achieve this through seminars, interactive workshops, outreach, informative social media content, and potential research opportunities.

## **Membership**

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

Only UTMSU 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.

There will be no annual membership fee whatsoever. The group is completely free of charge for anyone to participate.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 25 members, a total of 100% of which are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

## **Executive List and Duties**

The executive committee shall be comprised of ten (10) elected officers. These include a president, vice-president, secretary, events coordinators, marketing directors, and research coordinators.

*The President shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group

- Hold signing officer authority along with the Finance Director for financial purposes
- Preside over board meetings as well as general meetings

Ensure transition of office to the future Executives

*The Co-Vice Presidents shall:*

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

*The Secretary shall:*

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

*The Finance Director shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Submit bi-annual audit to the UTMSU
- Prepare an annual budget for the group as well as budgets for specific events

*The Events Director shall:*

- Oversee all on-campus and off-campus events
- Work alongside the Marketing Director to ensure everyone knows about an upcoming event
- Work alongside the Finance Director to ensure proper financial spending
- Ensure that all the events of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Oversee the entire events team/events coordinators and report to the president and vice-presidents.

*The Events Coordinators shall:*

- Oversee all on-campus and off-campus events
- Work alongside the Marketing Director to ensure everyone knows about an upcoming event
- Work alongside the Finance Director to ensure proper financial spending
- Ensure that all the events of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

*The Marketing Director shall:*

- Oversee all online operations
- Oversee the entire marketing team/marketing coordinators and report to the president/vice-presidents.
- Direct and remain responsible for the social media team
- Create content to be posted on the social media pages
- Focus on increasing engagement on social media platforms

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- Oversee all online operations
- Direct and remain responsible for the social media team
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- Focus on increasing engagement on social media platforms

*The Research Director shall:*

- Seek research opportunities from labs at University of Toronto
- Oversee the entire research team/research coordinators and report to the president/vice-presidents
- Supervise general members to publish informative articles or other forms of media
- Be in contact with labs at University of Toronto and promote its findings for educational purposes

*The Research Coordinators shall:*

- Seek research opportunities from labs at University of Toronto
- Supervise general members to publish informative articles or other forms of media
- Be in contact with labs at University of Toronto and promote its findings for educational purposes

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.

### **Termination of Executives or General Members:**

#### **General Member Removal:**

- **Notice of removal**
  - 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 a notice of removal.
  - The member up for removal shall have the right to defend his/her actions
- **Voting Process**

- A two-thirds majority vote of the current members present in favour of removal is required.
- **Appeal Process**
  - The member has a right to appeal and explain his/her actions in front of the general membership and the general membership will have the final say on the matter.
- **Final Vote Process**
  - If there is a two-thirds majority vote again for the removal of the member then they will be removed from the club's membership and will lose any privileges associated with being a member of the club.

### **Executive Member Removal:**

- **Notice of removal**
  - 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 a notice of removal.
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- **Appointment/by-election**
  - In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections and Procedures"

### **Elections**

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

### Election Procedures:

All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU

A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.

Elections must open to all interested candidates who are UTMSU registered members of the group.

### Election Timeline

**Advertising Period:** Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group

**Nomination Period:** All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.

**All Candidates Meeting:** A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.

**Campaign Period:** During this time, candidates can campaign themselves to the Campus Groups's membership.

**Voting Period:** Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

### Election Policies

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.

### Election Tie:

In preparation of a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope.

### **Finances**

The Treasurer shall keep records of all income and expenses. The Treasurer 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.

### **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 where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

### **Amendments**

Only UTMSU members 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, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.