

Constitution of “AI Ethics in Healthcare”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “AI Ethics in Healthcare”
- 1.2. The official acronym or abbreviation of the group is “AEH”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to educate University of Toronto students about the ethical implications, benefits and risks of applying artificial intelligence in a healthcare perspective. Through critical discussion, collaborative learning and healthy engagement, the club seeks to develop and educate students to have a deeper understanding of this rapidly evolving and complex field.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting group members are open only to all registered students of the University of Toronto.
- 2.3. Non-voting membership is open to University of Toronto staff, faculty and alumni. Non-voting members do not hold any rights awarded to voting members.
- 2.4. The membership fee will be \$0 per year and is fully student held and run.

3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election, it is recommended that they are active and reoccurring general members.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be in effect from September to April until the next office is appointed during March-April elections for the upcoming academic year.
- 4.2. The Executive Committee shall be comprised of 4 voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.5. 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.

- 4.6. The Executive Committee may appoint volunteers, facilitators or coordinators to assist with the planning and execution of events that require a neutral and interactive position such as debate roles for an interactive game.
- 4.7. Individuals appointed as volunteers/helpers are not Executive Committee members and hold no voting or decision-making power.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as a spokesperson for the group and speak on behalf of AEH at campus events, panels or with external partners.
- 5.1.4. Oversee and arrange all club functions, social media, and general meetings
- 5.1.5. Arrange guest speakers, collaborations with external factors, etc
- 5.1.6. Preside over meetings of the Executive Committee and/or members,
- 5.1.7. Ensure a transition of office from one year to the next
- 5.1.8. Hold elections and ensure candidates follow requirements listed in Article 6
- 5.1.9. Collaboratively help in creating presentation slides and scripts to ensure smooth and consistent general meetings

5.2. The Vice President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Serve as a secondary spokesperson for the group and speak on behalf of AEH at campus events, panels or with external partners.
- 5.2.3. Ensure activities of the club comply with the policies of the University of Toronto
- 5.2.4. Ensure a transition of office from one year to the next
- 5.2.5. Hold elections and ensure candidates follow requirements listed in Article 6
- 5.2.6. Collaboratively help in creating presentation slides and scripts to ensure smooth and consistent general meetings

5.3. The Secretary shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members
- 5.3.3. Maintain the group website and member contact list,
- 5.3.4. Record notes, motions, ideas and plans from meetings
- 5.3.5. Maintain emails and be responsible for booking and reserving meeting locations and rooms
- 5.3.6. Collaboratively help in creating presentation slides and scripts to ensure smooth and consistent general meetings

5.4. The Director of Events shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Oversee, manage, plan and take part in all events, activities and debates
- 5.4.3. Responsible for maintaining and updating social media (Instagram) to notify members of upcoming meetings and events
- 5.4.4. Notify members of the club about general meetings, upcoming events, possible volunteer events, location of meeting, elections, important dates, etc.

- 5.4.5. Collaboratively help in creating presentation slides and scripts to ensure smooth and consistent general meetings

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election taking place in March to April for the for the Fall academic year
- 6.2. All voting group members shall be eligible to seek nomination under the recommendation that they are active, participating and reoccurring general members of the club.
- 6.3. All non-voting group members (alumni, faculty, external collaborators) may only serve in non-voting support roles and are not eligible to hold executive decision-making positions
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected and successful position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner and withstand the position in the next academic year.
- 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 nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. If no eligible member runs for a position on the Executive team during the general elections, the current holder of the position may remain in their role until a qualified candidate is appointed by majority vote in an election.
- 6.9. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – Finances

- 7.1. The AI Ethics in Healthcare club does not engage in financial activities and will not collect, receive or apply for funding. Should this change in the future, the Executive Committee will appoint a Treasurer and update the constitution accordingly, pending approval.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least once per month to provide the general membership an opportunity to review the group's annual activity plan, take part in activities/events and propose or vote on constitutional amendments.
- 8.3. The Executive 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. General meetings

with general membership will be held once a month unless stated otherwise throughout the academic school year

9. Article Nine - Termination of Membership

- 9.1. The Executive 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 vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote (i.e 3/4 executive team members) to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive 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.