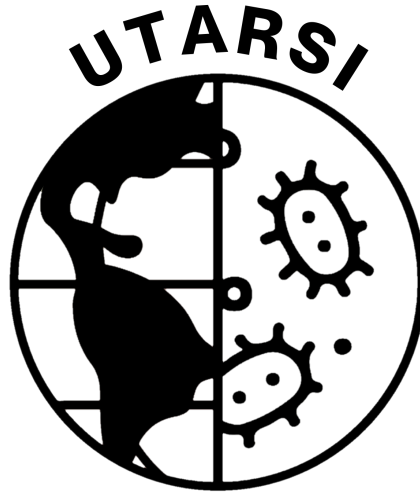


# **Constitution of the University of Toronto Antimicrobial Resistance Student Initiative (UTARSI)**



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## **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is the University of Toronto Antimicrobial Resistance Student Initiative.
- 1.2. The official acronym or abbreviation of the group is UTARSI.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is:
  - 1.3.1. To prioritize public health advocacy, community service, and general awareness regarding antimicrobial resistance.
  - 1.3.2. To build a network encouraging academic and social development among members while acting as a conduit to the local scientific community.
  - 1.3.3. To foster an online community through social media to disseminate evidence-based information.
  - 1.3.4. To connect students to laboratory research opportunities and external scientific initiatives as a secondary objective.

## **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. There is no membership fee collected for this group (\$0.00).

### **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 unless otherwise stated in this document.
- 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 from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of eight (8) or more voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum number of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

### **5. Article Five - Executive Committee Composition and Duties**

#### **5.1. The Co-Presidents (2) 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 spokespersons for the group;
- 5.1.4. Hold signing and financial authority along with VP Finance;
- 5.1.5. Preside over meetings of the Executive Committee and/or members;
- 5.1.6. Ensure a transition of office from one year to the next;

- 5.1.7. Communicate with external organizations and individuals to facilitate club events, initiatives, and operations;
- 5.1.8. Serve as the contact persons for the group;
- 5.1.9. Review and approve all team initiatives to ensure they are consistent with UTARSI's mission and values.

**5.2. The Vice-President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the Co-Presidents in their absence,
- 5.2.3. Assist the Co-Presidents in administrative and leadership duties to ensure the success of each sub-team,
- 5.2.4. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.5. Coordinate organizational recruitment efforts.

**5.3. The Internal Affairs Director 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. Oversee and manage organizational tasks, including maintaining and coordinating a shared calendar that details initiatives and action items;
- 5.3.4. Set up and notify members of executive meetings, including organization and distribution of meeting agendas and managing room bookings;
- 5.3.5. Ensure all executive and general meetings are documented by taking notes and identifying action items while in attendance;
- 5.3.6. Systematically organize action items and follow up with team members to ensure completion;
- 5.3.7. Hire and lead the Internal Affairs Junior Director, teaching them about the roles and responsibilities of the Internal Affairs Junior Director to prepare them for future leadership roles in the process;
- 5.3.8. Notify all members of general meetings and events.

**5.4. The Finance Director shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.4.2. Organize, record, and maintain all financial transactions of the group;
- 5.4.3. Hold signing and financial authority along with the Co-Presidents;
- 5.4.4. Create and maintain a working financial database including event budgets, financial resources, expenses, revenue, reimbursements, receipts, and e-transfers;
- 5.4.5. Seek and apply for funding opportunities to support the operations and initiatives of the organization;
- 5.4.6. Attend executive meetings to discuss finances and provide updates;
- 5.4.7. Advise Directors on the financial position of the group;
- 5.4.8. Prepare an annual budget for the group.

**5.5. The Marketing Director shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.5.2. Attend weekly meetings to discuss projects and provide updates on marketing & media-related activities;
- 5.5.3. Manage and hold access to UTARSI's social media accounts;
- 5.5.4. Lead and oversee the Marketing Team, consisting of Marketing Associates, a Junior Marketing Director and a First Year Representative;

- 5.5.5. Teach the Junior Marketing Director and/or First Year Representative about the roles and responsibilities of the Marketing Director to prepare them for future leadership roles;
- 5.5.6. Edit and approve content created by the Marketing Team before posting;
- 5.5.7. Create social media content to promote UTARSI's research and events;
- 5.5.8. Handle all correspondences and notifications on UTARSI's social media accounts;
- 5.5.9. Ensure the growth of UTARSI's membership and social media followers through media outreach and initiatives;
- 5.5.10. Document UTARSI events and meetings through photography and videography;
- 5.5.11. Attend all general and executive meetings to discuss current initiatives and provide updates on future initiatives;
- 5.5.12. Create an annual media plan that details the initiatives the Marketing Team will undertake.

**5.6. The Events Director shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.6.2. Create an annual events plan and calendar that details the initiatives that the Events Team will undertake;
- 5.6.3. Lead and oversee the Events Team, consisting of Events Coordinators, a Junior Events Director, and a First Year Representative;
- 5.6.4. Teach the Junior Events Director and/or First Year Representative about the roles and responsibilities of the Events Director to prepare them for future leadership roles;
- 5.6.5. Attend events to ensure set up, event running, and clean up;
- 5.6.6. Attend general and executive meetings to discuss initiatives and provide updates on future initiatives.

**5.7. The Research Director shall:**

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee;
- 5.7.2. Produce research that is consistent with the mission of UTARSI;
- 5.7.3. In coordination with the Marketing Team, generate high-quality research posts for a lay audience;
- 5.7.4. Collaborate with the Events Team to facilitate research-focused events;
- 5.7.5. Lead and oversee the Research Team, consisting of Research Coordinators and a Junior Research Director;
- 5.7.6. Teach the Junior Research Director and/or First Year Representative about the roles and responsibilities of the Research Director to prepare them for future leadership roles;
- 5.7.7. Edit and fact-check written work completed by the Research Team;
- 5.7.8. Attend all general and executive meetings to discuss current initiatives and provide updates on future initiatives;
- 5.7.9. Create an annual research plan and calendar that details the initiatives that the Research Team will undertake.

**6. Article Six – General Members**

- 6.1. General members shall contribute to the advancement of the mission and goals of UTARSI by:

- 6.1.1. Promoting UTARSI initiatives, raising awareness through UTARSI campaigns, and supporting the execution of UTARSI event;
- 6.1.2. Providing the UTARSI Executive Committee with feedback regarding the impact of UTARSI initiatives during bi-annual general member meetings;
- 6.1.3. And/or participating and contributing as members of the various teams.

## **7. Article Seven – Team Members**

- 7.1. Each team shall consist of voting members who will work towards UTARSI's mission in their respective fields.
- 7.2. UTARSI shall maintain the following teams:
  - 7.2.1. Research Team,
  - 7.2.2. Operations Team,
  - 7.2.3. Events Team,
  - 7.2.4. Marketing Team.
- 7.3. The executive members shall vote to appoint a Junior Director and Coordinators for each team.
- 7.4. Team Members must attend club and/or team meetings at least once every two months.

## **8. Article Eight – Elections**

- 8.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 8.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 8.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 8.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 8.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 8.6. 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.
- 8.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 8.8. 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).

## **9. Article Nine – Finances**

- 9.1. The Finance Director shall keep an active record of income and expenses.
- 9.2. The Finance Director shall present the group's updates on the group's financial position at bi-annual general meetings.
- 9.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 9.4. The group may not engage in activities that are essentially commercial in nature.

- 9.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 9.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 9.7. The group will not pay salaries to any of its officers.

## **10. Article Ten – Meetings**

- 10.1. The Executive Committee shall meet a minimum of twice a month. The quorum for Executive Committee meetings shall be 50%+1.
- 10.2. 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, provide feedback on the club's performance, and propose or vote on constitutional amendments.
- 10.3. 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.

## **11. Article Eleven - Termination of Membership**

- 11.1. 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.
- 11.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 11.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 11.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 11.5. 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.
- 11.6. 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.
- 11.7. Executive Committee members are subject to the same termination of membership process as general members.

## **12. Article Twelve – Amendments**

- 12.1. All constitutional amendments shall require a plurality of votes to be passed at a general meeting.
- 12.2. All voting members may propose and vote on amendments to the constitution.
- 12.3. 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.
- 12.4. 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.