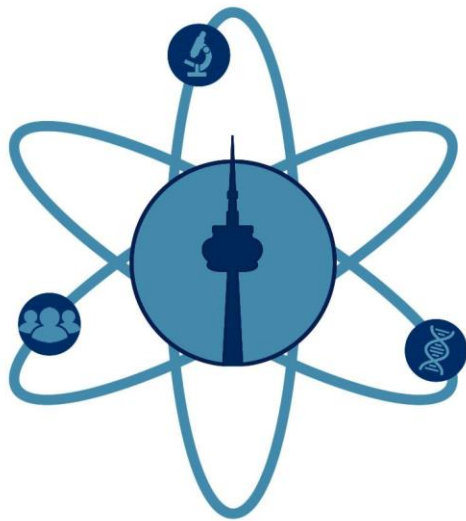


Governing Documents of the Institute of Medical Science Students' Association (IMSSA)



IMSSA

Institute of Medical
Science Students'
Association

Preamble

Be it resolved that the Institute of Medical Science Students' Association affirms the equality of all students notwithstanding their gender, race, colour, sexual orientation, or socioeconomic status. We are committed to improving the quality and accountability of postgraduate education at the Institute of Medical Science, and improving the accessibility to postgraduate medical education at the University of Toronto. Let it be known that this Constitution is formulated in accordance with guidelines issued by Student Affairs, University of Toronto. Let it be known that we, the students of Institute of Medical Science, shall abide by this constitution and hereby dedicate this constitution for the betterment of the student community.

Constitution

Article I. Name

The name of the organization is the Institute of Medical Science Students' Association, and, hereafter in this Constitution and these Bylaws, shall be referred to as the IMSSA.

Article II. Purposes

The purposes of the IMSSA shall be:

- (a) to represent the interests of graduate students of the Institute of Medical Science at the University of Toronto, hereinafter referred to as the IMS;
- (b) to promote interaction among the graduate students, staff, and faculty of the IMS;
- (c) to promote the general welfare of the student body of the IMS;
- (d) to initiate and promote the interest and participation of students in academic, recreational, cultural, athletic, community, and social affairs;
- (e) to provide a common framework within which students can communicate, exchange information, and share experience, skills, and ideas;
- (f) to bring students together to discuss and co-operatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students; and
- (g) to do all other things that are incidental or conducive to these purposes.

Bylaw I – General

Article I. General

Section 1.01 Definitions

The following definitions shall apply to the Institute of Medical Science Students' Association, its Policies, and all other governing documents of the IMSSA:

- (a) "Executive Council" shall mean the executive organization of the IMSSA; and
- (b) "Member" shall mean a person that satisfies requirements in Section 2.01.

Section 1.02 Interpretation

The interpretation of the constitution shall be the President, and the Executive Council shall be the final interpreter.

Section 1.03 Status

The IMSSA shall be the sole representative of the IMS student body as a whole in affairs both within and outside the IMS.

Section 1.04 Logo

The IMSSA shall maintain a logo(s). The logo(s) shall be prominently displayed on material including letterhead, posters and any official documents and promotional material pertaining to all events that are funded and/or hosted by the IMSSA.

Article II. Membership

Section 2.01 Qualifications

All graduate students currently enrolled in the IMS shall be *ipso facto* members of the IMSSA.

Section 2.02 Rights and Privileges

Every member shall be entitled to the following rights and privileges:

- (a) to participate in activities organized or sponsored by the IMSSA;
- (b) to elect and be elected as Executives of the IMSSA;
- (c) to help in organizing IMSSA activities with approval from the Executive Council; and
- (d) to enjoy equal privileges and rights among all members of the IMSSA.

Despite Section 2.02(b), as specified in Section 7.02(c) and Section 7.02(f), only members that meet certain requirements are entitled to elect or be elected as President (or Co-Presidents) and Vice Presidents.

Article III. Policies

Section 3.01 General

Policies of the IMSSA may be established from time to time by the Executive Council. Policies may outline procedural framework, operations and management, and positions on issues of the IMSSA.

Section 3.02 Status

All Policies remain in force unless amended or rescinded.

Section 3.03 Establishment, Repeal, and Amendment of Policies

A resolution requiring a simple majority (50% + 1) of the Executive Council may vote to adopt, amend, or rescind a Policy.

Article IV. Executive Council

Section 4.01 Purpose

The purposes of the Executive Council shall be:

- (a) to direct the policy and management of the IMSSA toward the purposes set in Article II of the Constitution;
- (b) to plan, organize, and co-ordinate the activities of the IMSSA; and
- (c) to orient new members of the Executive Council to their responsibilities;

Section 4.02 Duties

All members of the Executive Council shall:

- (a) learn the Constitution, this Bylaw, and other relevant governing documents as required by their portfolio within one month of their election;
- (b) execute their duties as described by their portfolio;
- (c) attend Executive Council meetings;
- (d) promote the IMSSA among IMS students;
- (e) assist in the organization and planning of IMSSA events;
- (f) be informed of IMS policies and procedures; and
- (g) update the IMS of any student activities/concerns.

Section 4.03 Membership

The elected members of the Executive Council shall include:

- (a) President (or Co-Presidents);
- (b) Vice President, Operations;
- (c) Vice President, External Affairs;
- (d) Secretary;
- (e) Treasurer;
- (f) Director of Internal Communications;
- (g) Director of External Communications;
- (h) Director of Academic Affairs;
- (i) Director of Sporting Events;
- (j) Director of Social Affairs;
- (k) Director of Community and Outreach Initiatives;
- (l) Director of Wellness and Wellbeing Initiatives;
- (m) Graduate Students' Union (GSU) Representatives;
- (n) Clinician-Investigator Program Representative;
- (o) Professional Master's Program Representatives;
- (p) International Student Representative;
- (q) Faculty of Medicine Interdepartmental Committee Representative;
- (r) First-year/SURP Representative;
- (s) PhD Student Representative; and
- (t) Site Directors.

The appointed members of the Executive Council shall include:

- (u) Raw Talk Podcast Representative;

- (v) IMS Magazine Representative;
- (w) IMS Mentorship Representative; and
- (x) Members-at-Large.

Section 4.04 Members-at-Large

A Member becomes a Member-at-Large of the Executive Council at the second consecutive and regularly scheduled Meeting of the Executive Council attended by the respective Member. Members-at-Large shall retain their status until the next election for the Executive Council.

Section 4.05 Limits of Membership

No Member may hold more than one (1) elected position on the Executive Council, unless there is no other IMS student available to hold the vacant position. Only one (1) person may hold each position listed in Section 4.03 with the following exceptions:

- (a) Co-Presidents, with two (2) positions only in the event of a Co-Presidential election;
- (b) GSU representative, with three (3) representatives per provisions set by the GSU;
- (c) Professional Masters Program Representative, with a maximum of three (3) positions encompassing the BMC and MHSc programs;
- (d) appointed members of the Executive Council, who may additionally hold one (1) elected position;
- (e) Site Directors, with a maximum two (2) positions per site as listed in the Policy on Site Directors; and
- (f) Members-at-Large, with no set maximum.

Section 4.06 Vacancies

The President (or Co-President) shall be responsible for filling vacant positions in the Executive Council. Duties prescribed for the vacant position(s) shall be delegated by the President (or Co-Presidents) to the remaining members of the Executive Council.

Article V. Meetings of the Executive Council

Section 5.01 Schedule

Meetings of the Executive Council shall occur:

- (a) as regularly scheduled meetings, occurring every other week during the fall semester and at least monthly during winter and summer semesters, at the discretion of the President (or Co-Presidents) and the Vice-presidents; and
- (b) as emergency meetings, when necessary and as determined by the President (or Co-Presidents).

The date, place, and time of the following Meeting of the Executive Council shall be determined at the end of each Executive meeting.

Section 5.02 Quorum

Quorum for every Meeting of the Executive Council shall be a simple majority (50% +1) of all *elected* members of the Executive Council. Failing to achieve quorum for a meeting shall place the meeting in recess to be reconvened at a date, time, and place as determined by the President (or Co-Presidents).

Section 5.03 Rights

All members of the Executive Council have speaking rights at Meetings of the Executive Council.

- (a) Elected Members

Elected members of the Executive Council may move, second, or vote in Meetings of the Executive Council.

- (b) Appointed Members

An appointed member of the Executive Council may move, second, or vote in Meetings of the Executive Council only after the second consecutive and regularly scheduled Meeting of the Executive Council attended by the respective appointed member. An appointed member shall have their right to move, second, or vote rescinded after failing to attend two consecutive and regularly scheduled Meetings of the Executive Council. Exceptions may be made with the discretion of the President (or Co-Presidents) and Vice Presidents.

Section 5.04 Observers

- (a) Definition

Observer means any individual who is not a member of the Executive Council.

- (b) Status

Observers may be invited by members of the Executive Council to attend Meetings of the Executive Council.

(c) Rights

Observers shall not have the rights to move, second or vote on any motions at Meetings of the Executive Council. The Executive Council may extend speaking rights to an Observer or Observers by way of motion requiring a simple majority.

Section 5.05 Notice

Notice of a regularly scheduled Meeting of the Executive Council shall be provided to every member of the Executive Council no later than five (5) days prior to the date of the meeting.

Section 5.06 Agenda

An agenda for each meeting shall be drafted by the President and shall be provided to every member of the Executive Council no later than three (3) days prior to the date of the meeting.

Section 5.07 Participation by Electronic Means

A member of the Executive Council may participate in a Meeting of the Executive Council by electronic means. Requests to participate by electronic means should be submitted to the President (or Co-Presidents) and the Secretary at least 24 hours prior to the meeting.

Section 5.08 Minutes

The Secretary shall record minutes at every Meeting of the Executive Council. Draft minutes shall be distributed to every member of the Executive Council within a prescribed period after the respective meeting. Changes to the draft minutes should be made prior to approval of the minutes at the subsequent Meeting of the Executive Council.

Article VI. Finance

Section 6.01 Fiscal Year

The Fiscal Year of the IMSSA shall begin on September 1st and end on August 31st of the following year.

Section 6.02 Accounts

The Executive Council shall keep accounts of the moneys received and expensed by the IMSSA. The Executive Council shall furthermore produce and retain records of all financial transactions that involve these accounts. All cheques and bankbooks shall be jointly signed by the President (or a Co-President) and the Treasurer.

Section 6.03 Budgets

An annual budget shall be prepared by the President (or Co-Presidents) and the Treasurer, in consultation with the Vice Presidents, and submitted to the Executive Council for adoption within sixty (60) calendar days of the start of the Fiscal Year. The budget may contain a deficit of up to 20% of the prior year's End-of-Year Balance. Nevertheless, the projected End-of-Year Balance for the incoming Fiscal Year is subject to Section 6.06.

Section 6.04 Statements

(a) Term Financial Report

A brief statement of accounts shall be prepared by the Treasurer and submitted to the Executive Council for approval at the last Meeting of the Executive Council of each academic term.

(b) Annual Financial Report

An annual statement of accounts and balance sheets of the current Fiscal Year shall be prepared by the Treasurer for adoption at the final Meeting of the Executive Council of each Fiscal Year. Copies of the annual statement of accounts and the balance sheets shall be submitted to the following Meeting of the Executive Council.

(c) Members' Access

Members may request any financial statements or documents by written request to the Treasurer. The Treasurer shall provide the Member with the requested financial statements or documents within two (2) weeks' receipt of the request.

Section 6.05 Surplus and Deficit

Any budget surplus or deficit of at the end of any Fiscal Year is applied to the respective year's End-of-Year Balance. This balance shall be carried forward to the incoming Fiscal Year as the prior year's End-of-Year Balance.

Section 6.06 End-of-Year Balance

The End-of-Year Balance is calculated from the total value of liquidable assets minus the total value of liabilities of all financial accounts held by the IMSSA at the end of each Fiscal Year excluding accounts receivable. At the end of each Fiscal Year, the End-of-Year Balance shall never be negative, and the total value of liquidable assets across all financial accounts held by the IMSSA at the end of each Fiscal Year shall never be less than the prescribed minimum as specified in **Section 6.06(a)**.

(a) Minimum Balance

The prescribed minimum shall be \$3,000.00. The Executive Council may temporarily change the prescribed minimum for the current Fiscal Year only if the following conditions are met:

- (i) a resolution to change the prescribed minimum is passed at a Meeting of the Executive Council requiring a two-thirds majority (66.7% + 1); and
- (ii) the President (or Co-Presidents), Vice Presidents, and the Treasurer reach a consensus agreement (100% in favour) regarding the change to the prescribed minimum.

Article VII. Elections

Section 7.01 Elections Committee

An Elections Committee shall be convened annually no later than August to supervise the election of members of the incoming Executive Council for the following year.

(a) Membership

The membership of the Elections Committee shall include:

- (i) Three (3) members of the outgoing Executive Council (including the Chair);
- (ii) Two (2) Members, at least one of whom is not an elected member of the outgoing Executive Council, non-voting.

(b) Chair

The outgoing President (or an outgoing Co-President) shall be the Chair of the Elections Committee only if they are not a candidate for an elected position of the incoming Executive Council in the elections supervised by the Elections Committee. Otherwise, the President *of the previous year* shall appoint a member of the Executive Council to serve as Chair of the Elections Committee. The Chair shall guide the Elections Committee to conduct a fair election according to the provisions of Section 7.01(e).

(c) Voting Members

A member of the outgoing Executive Council who is not a candidate for an elected position of the incoming Executive Council is eligible for nomination as a voting member of the Elections Committee.

(d) Non-voting Members

A member of the outgoing Executive Council is eligible for nomination as a non-voting member of the Elections Committee. Non-voting members shall assist the Chair of the Elections Committee in matters that concern the elections.

(e) Duties

The Elections Committee shall:

- (i) set a date and location for elections;
- (ii) contact all Members for nominations for the elections;
- (iii) provide clearly defined roles for each position available for election;
- (iv) make available the Constitution and other governing documents for review by all prospective candidates;
- (v) promote all candidates to all Members in a fair and unbiased manner;
- (vi) record a list of all candidates and respective running positions;
- (vii) prepare online voting ballots; and
- (viii) distribute and enforce Terms of the Elections Process, as provided in Section 7.02, to all candidates.

With regard to elections for the incoming President (or Co-Presidents), the Elections Committee shall:

- (ix) distribute online voting ballots to eligible voters specified in Section 7.02(f);
- (x) make online voting available for at least one (1) week; and
- (xi) provide instructions regarding the online voting process to eligible voters.

Section 7.02 Terms of Elections Process

(a) Qualifications

Every candidate must currently be enrolled in the IMS.

(b) Eligibility for Nomination

All positions for election on the Executive Council shall be open to all Members for nomination. All members may be nominated for multiple positions simultaneously, including both Vice President and President (or Co-President). However, no candidate may be nominated for multiple Vice President positions. Up to two (2) candidates may be nominated together as a slate for the Co-Presidents positions.

(c) Exceptions for Nomination

Despite Section 7.02(b), only candidates who meet the following criteria are eligible for nomination for the positions of President (or Co-Presidents) and/or Vice President.

Candidates must:

- (i) have been an incumbent and elected member of the Executive Council for at least six (6) months prior to the elections; or
- (ii) be a Member-at-Large of the Executive Council who has attended at least 75% of Meetings of the Executive Council in the outgoing year.

Despite the above criteria, if there are no eligible candidates for the President (or Co-Presidents) or Vice President positions, any Member is eligible to run for these positions.

(d) Schedule

Elections shall occur in August for the President (or Co-Presidents) and Vice Presidents positions and in September for other positions of the Executive Council.

(e) Eligibility for Voting

All Members may vote for elections of the Executive Council.

(f) Exceptions for Voting

Despite Section 7.02(e), members of the Elections Committee may not vote in elections for the Executive Council unless to break a tie. Furthermore, only Members who meet the following criteria are eligible for voting for the positions of President (or Co-Presidents) and Vice Presidents. Members must be:

- (i) an incumbent and elected member of the Executive Council; or
- (ii) a Member-at-Large of the Executive Council or an appointed member of the Executive Council, and in either case, must also have been granted voting rights for Meetings of the Executive Council as specified in Section 5.03(b).

(g) Violation

Failure to abide by provisions in Section 7.02 by members of the Elections Committee or any of the nominees will result in termination of the election procedure and an immediate re-election.

Section 7.03 By-election

At the last Meeting of the Executive Council during the Fall and Winter terms, a by-election shall be held within the Executive Council for any vacant positions on the Executive Council. Only Members-at-Large and appointed members of the Executive Council are eligible for nomination in the by-election.

(a) Exception

Despite Section 7.03, if a vacant position cannot be filled by the Executive Council, any Member shall be eligible for nomination in the by-election.

Article VIII. Removal from Office

Section 8.01 Resignation

A member of the Executive Council may, at any time, resign from their position by giving one month's notice in writing to the Executive Council.

Section 8.02 Absences

(a) Allowance

Each member of the Executive Council may miss up to five (5) Meetings of the Executive Council unexcused in a year, including meetings that occur during the summer.

(b) Excess Absences

At the discretion of the President (or Co-Presidents) and Vice Presidents, any member of the Executive Council that misses more than ten (10) meetings, excused or otherwise, shall be subject to proceedings in Article IX. Relevant considerations for discretion include but are not limited to the respective member's participation and contributions to IMSSA as well as any external circumstances that may have contributed to the member's absences.

(c) Exceptions

A member of the Executive Council is excused from a Meeting of the Executive when the member:

- (i) is traveling from the University of Toronto Mississauga Campus (UTM), the University of Toronto Scarborough Campus (UTSC), Sunnybrook Health Sciences Centre, or Baycrest Hospital;
- (ii) is enrolled in the Translational Research Program;
- (iii) reports a medical- or familial-related emergency, at the discretion of the President; or
- (iv) has provided written notice to the President (or Co-Presidents) and the Secretary of their absence, and when the member has furthermore provided an update on their portfolio when requested or necessary.

Section 8.03 Conduct Unbecoming

All Members must act according to University of Toronto Code of Student Conduct and are expected to represent the IMSSA professionally and with proper conduct. Any claim against a member of the Executive Council of conduct unbecoming of a member of the Executive Council shall be reviewed by the President (or Co-Presidents) and Vice Presidents subject to proceedings in Article IX.

Article IX. Grievances

Section 9.01 Terms

In this Article, the following terms and definitions shall apply:

- (a) “Claimant” shall mean a Member who has submitted a claim against a Respondent;
- (b) “Disciplinary Action” shall mean an act prescribed in Section 9.05.
- (c) “Prescribed Offense” shall mean an act prescribed in Section 9.04.
- (d) “Respondent” shall mean a member of Executive Council who is subject to a claim.

Section 9.02 Process

The following provisions describe the Grievance Process of the IMSSA.

(a) Submission

A Claimant may submit a claim against a Respondent to the President (or Co-Presidents) and Vice Presidents.

(b) Receipt

The President (or Co-Presidents) and Vice Presidents shall receive and review any claim from a Claimant against a Respondent where, to their discretion, *prima facie* evidence of a Prescribed Offense is presented.

(c) Investigation

If *prima facie* evidence of a Prescribed Offense is found, the President (or Co-Presidents) and Vice Presidents must begin an investigation into the claim(s). The investigation shall be conducted in a reasonable and expeditious manner and must allow sufficient time for Claimants’ and Respondents’ Right to Provide Information prescribed in Section 9.02(d).

(d) Right to Provide Information

If an investigation is initiated under Section 9.02(c), both the Claimant and the Respondent shall immediately be notified of the investigation and shall have at minimum one (1) week to provide additional information with regard to the claim(s). At the discretion of the President and Vice Presidents *and with the consent of both the Claimant and Respondent*, this time period may be reduced or extended provide further information for the investigation.

(e) Recommendation

On a balance of probabilities, if it is reasonably likely that a Prescribed Offense was committed by the Respondent, the President (or Co-Presidents) and Vice Presidents shall inform the Respondent of any Disciplinary Action(s) recommended.

(f) Right to Appeal

If the Respondent accepts the recommendations for Disciplinary Action(s) in whole, the Disciplinary Action(s) are imposed in whole, and no further Right to Appeal is granted to

the Respondent. If the Respondent rejects the recommendations for Disciplinary Action(s) in part or in whole, the Disciplinary Action(s) are stayed in whole, and the Executive Council shall hear an appeal as specified in Section 9.02(g). In no circumstances is the Claimant entitled to any Right to Appeal.

(g) [Appeal to Executive Council](#)

Any recommendation for Disciplinary Action(s) may be appealed to the Executive Council, who may explicitly concur, reject, or vary the recommendation at a Meeting of the Executive Council by a resolution requiring a two-thirds majority (66.7% + 1). If the Executive Council fails to reach a decision, the original recommendation shall be imposed and unchanged. Notice of any such recommendation appealed to Executive Council must be provided to members of the Executive Council no less than seven (7) days prior to the meeting. Quorum must be met. The President and the Respondent shall have the right to present their case to the Executive Council for up to five (5) minutes each, and the Executive Council may extend the time for presentation at their discretion. The decision of the Executive Council is final, and the recommendation arising from the decision of the Executive Council (or lack thereof) shall be imposed upon the Respondent.

[Section 9.03 Right to Resignation](#)

If the findings of an investigation under Section 9.02(c) result in the recommendation of the Respondent's dismissal from office in the Executive Council, the Respondent is entitled to resign from their position rather than to be dismissed from their position.

[Section 9.04 Prescribed Offenses](#)

A Prescribed Offense is an act committed by a member of the Executive Council that results from:

- (a) infringement of the Constitution, this Bylaw, or a resolution of the Executive Council;
- (b) neglect of the respective member's responsibilities or their office's portfolio;
- (c) committing corrupt acts while using the name of the IMSSA and that damage the IMSSA's reputation;
- (d) improper conduct including but not limited to: excessive profanity, disrespect for leaders, harassment, or assault towards members of the Executive Council or students, faculty, or staff at the University of Toronto, or members of the general public; and
- (e) a criminal offense.

[Section 9.05 Disciplinary Actions](#)

A Disciplinary Action is an act taken upon a Respondent or imposed by the Executive Council that arises from an investigation as specified in Section 9.02(c). Disciplinary Actions may include:

- (a) restrictions for participating in IMSSA affairs for a prescribed time;
- (b) restrictions for participating in IMSSA affairs for an indefinite time;
- (c) dismissal from office; and

(d) dismissal from the Executive Council.

Article X. Amendments

Section 10.01 General

This Bylaw may be amended or repealed only by resolution of the Executive Council requiring a two-thirds majority (66.7% + 1) at two consecutive Meetings of the Executive Council.

Section 10.02 Application

Any such amendment or repeal shall be effective from the date of the resolution at the second Meeting of the Executive Council. If no resolution is reached by the second meeting, the amendment or repeal shall be considered rejected, and no change to this Bylaw shall be made.

Section 10.03 Review by Executive Council

The constitution should be reviewed annually by the Executive Council for appropriate amendments, if necessary. Amendments should be distributed for comment from elected executives. Challenges to the amendments should be resolved by vote.

Policy on Duties of Executive Council

Article I. President (or Co-Presidents)

The President (or Co-Presidents) shall:

- (a) serve as the lead representative of the IMS student body;
- (b) oversee the activities of the IMSSA and be responsible for the internal actions of the Executive Council;
- (c) call meetings every other week and preside over the Executive Council;
- (d) outline expectations of all elected members per Section 4.02 of Bylaw I at the first Council meeting;
- (e) serve on the IMS Executive Council, or appoint an Executive Member to serve on the IMS Executive Council, where they shall update the Council on IMSSA events and bring the opinions of the IMS student body to the attention of the IMS Executive Council;
- (f) serve on the Student, Alumni, Faculty Engagement (SAFE) committee;
- (g) guide Members in the Executive Council's events/affairs;
- (h) cast the final decision in the event in case of a tie amongst the Executive Council members (Co-Presidents shall each hold one half of one vote);
- (i) coordinate responsibilities among the Executive Council members;
- (j) issue a written warning to members who miss four or more meetings;
- (k) meet with the Vice Presidents to discuss the case of elected members who miss six or more meetings and/or do not demonstrate sufficient participation in Executive Council affairs;
- (l) meet with the Vice Presidents to discuss the Executive Council affairs every 2 – 3 months;
- (m) generate and preserve a detailed archive of records and documents which are deemed of value and interest to future Members;
- (n) review the roles and duties of all the Executive Council positions, including their own position, and direct a comprehensive and unbiased amendment of positions for the following year if necessary;
- (o) call and conduct elections with the assistance of the Elections Committee:
 - (i) in the month prior to the Fall academic term for the presidential positions;
 - (ii) at the beginning of the Fall academic term; and
 - (iii) at the end of the Fall and Winter terms (i.e., the beginning of December and May) for any vacant positions; and
- (p) be responsible for the transfer of duties and pertinent information to their successor.

Article II. Vice President, Operations

The Vice President, Operations shall:

- (a) act as support for President;
- (b) serve as Acting President if the President is unable to be present at IMSSA meeting;
- (c) ensure the IMSSA is achieving its mission objectives;

- (d) chair the IMS Holiday Party and Wine and Cheese Events;
- (e) assist the President(s) in mediating any arising conflicts among the Executive Council members;
- (f) manage and coordinate sponsorship for the Executive Council events and initiatives;
- (g) oversee the roles of and provide guidance to the Director of Academic Affairs, Director of Sporting Events, and Director of Wellness and Wellbeing;
- (h) assume the duties of the President in their absence or inability to fulfill their responsibilities;
- (i) meet with the President to discuss the case of members who miss six or more meetings;
- (j) meet with the President to discuss the Executive Council affairs every 2 – 3 months; and
- (k) be responsible for the transfer of duties and pertinent information to their successor.

Article III. Vice President, External Affairs

The Vice President, External Affairs shall:

- (a) act as support for President;
- (b) serve as Acting President if the President is unable to be present at IMSSA meeting;
- (c) ensure the IMSSA is achieving its mission objectives;
- (d) chair the major IMSSA fall and spring/summer events, including initiating the planning for the following year's Annual IMSSA Thanksgiving Potluck celebration;
- (e) serve on the IMS Executive Council in the absence of the President(s) to update on IMSSA events and bring the opinions of the IMS student body to the attention of the IMS Executive Council;
- (f) assist the Director of Communications in managing the Association's brand and promoting upcoming initiatives;
- (g) oversee the roles of and provide guidance to the Director of Outreach and Community Initiatives and Director of Social Affairs;
- (h) assume the duties of the President in their absence or inability to fulfill their responsibilities;
- (i) meet with the President to discuss the case of members who miss six or more meetings;
- (j) meet with the President to discuss the Executive Council affairs every 2 – 3 months; and
- (k) be responsible for the transfer of duties and pertinent information to their successor.

Article IV. Secretary

The Secretary shall:

- (a) be responsible for the recording and distribution of minutes of the Executive Council meetings;
- (b) keep records of all IMSSA meeting information including members present during the meetings and items discussed;
- (c) inform the President when a member misses four or more meetings;
- (d) be the IMSSA Co-Curricular Record (CCR) contact and fulfill all duties required to update and maintain CCRs annually for IMSSA members;
- (e) be involved in event-planning and other committees; and
- (f) be responsible for the transfer of duties and pertinent information to their successor.

Article V. Treasurer

The Treasurer shall:

- (a) be the Chief Financial Officer of the IMSSA, and together with the President, be responsible for the financial stability of the IMSSA;
- (b) along with the President, meet with the Vice Presidents once per term to review the working budget;
- (c) be responsible for the bank account of the IMSSA in order to maintain financial stability;
- (d) be responsible for maintaining receipts of all financial transactions, for keeping a ledger in which all debits, credits, cheques, and remaining bank balance, as well as the date are recorded, for maintaining and organizing bank records, and for conducting annual audits (if applicable) in accordance with policies established by Student Affairs, University of Toronto;
- (e) be responsible, along with the President, for the application for the annual “head grant” from the Graduate Students’ Union;
- (f) be responsible for the preparation of an annual budget at the start of fiscal year;
- (g) present monthly and current statements of accounts versus budget, and cash flow positions at Executive Council meetings;
- (h) be responsible for the preparation of an annual financial report at the end of the fiscal year, and its presentation to the Council at the final meeting of the year; and
- (i) assist the President(s) in transferring responsibility of duties to their successor.

Article VI. Director of Internal Communications

The Director of Internal Communications shall:

- (a) maintain and facilitate communication between IMSSA and the IMS student body;
- (b) compile weekly e-mails for distribution to IMS students;
- (c) update the website calendar with upcoming events and past event information/photos;
- (d) update the IMSSA Twitter account;
- (e) update the IMSSA Facebook page and group with upcoming events;
- (f) update the IMSSA Instagram account;
- (g) manage the IMSSA email account;
- (h) form, meet regularly with, delegate duties to, and plan events with a committee, at the discretion of the director, made up of IMSSA members and the IMS Communications Officer; and
- (i) be responsible for the transfer of duties and pertinent information to their successor.

Article VII. Director of External Communications

The Director of External Communications shall:

- (a) maintain and facilitate communication between IMSSA and the IMS Department and other university groups;
- (b) update the IMS Department on IMSSA events, activities and act as the liaison between IMSSA and the IMS Department, such as when IMSSA is requesting IMS support or when the IMS has updates to report to IMSSA;
- (c) maintain the IMSSA section of the IMS website;

- (d) update executive profiles and pictures annually on the IMSSA website, as collected by the Director of Internal Communications;
- (e) be responsible for the transfer of duties and pertinent information to their successor; and
- (f) attend the Graduate Representation Committee in place of the president/co-presidents when he/she/they cannot attend.

Article VIII. Director of Academic Affairs

The Director of Academic Affairs shall:

- (a) plan events to enrich the academic and professional development experience of IMS students;
- (b) create advertising material for academic events; posters, e-mails, etc.;
- (c) assist the IMSSA in any matters of policy and academic planning;
- (d) attend IMS curriculum committee meetings at his or her own discretion, after consultation with the current year's President of the IMSSA, as well as the chairperson of the IMS committee in order to represent students of the IMS and be able to report on the meeting to fellow IMSSA members;
- (e) form, meet regularly with, delegate duties to and plan events with a committee, at the discretion of the director, made up of IMSSA members; and
- (f) be responsible for the transfer of duties and pertinent information to their successor.

Article IX. Director of Social Affairs

The Director of Social Affairs shall:

- (a) initiate ideas for a variety of social events or seminars held by the IMSSA throughout the year;
- (b) organize and plan events with the help of the Executive Council;
- (c) encourage and promote the overall goal of involving colleagues from various fields in community-like social events;
- (d) create advertising material for social events/seminars; posters, e-mails, etc.;
- (e) attend all social events, unless there are extenuating circumstances;
- (f) form, meet regularly with, delegate duties to and plan events with a subcommittee, at the discretion of the director, made up of IMSSA members; and
- (g) be responsible for the transfer of duties and pertinent information to their successor.

Article X. Director of Sporting Events

The Director of Sporting Events shall:

- (a) be responsible for arranging and attending IMSSA-specific sporting activities (e.g., intramurals, tournaments, etc.), and public sporting events (e.g., baseball, hockey, basketball games...etc.);
- (b) ensure that scheduled events are applicable to a vast audience and do not necessarily require a high level of athletic talent;
- (c) create advertising material for sporting events; posters, e-mails, etc.;

- (d) form, meet regularly with, delegate duties to and plan events with a subcommittee, at the discretion of the director, made up of IMSSA members; and
- (e) be responsible for the transfer of duties and pertinent information to their successor.

Article XI. Director of Community and Outreach Initiatives

The Director of Community and Outreach Initiatives shall:

- (a) maintain IMSSA's dedication to serving the broader community;
- (b) seek out and organize charity and outreach activities and events for the IMS student body;
- (c) manage fundraising and other donations made by the Executive Council;
- (d) form, meet regularly with, delegate duties to and plan events with a committee, at the discretion of the director, made up of IMSSA members; and
- (e) be responsible for the transfer of duties and pertinent information to their successor.

Article XII. Director of Wellness and Wellbeing Initiatives

The Director of Wellness and Wellbeing Initiatives shall:

- (a) maintain monthly wellness and wellbeing initiatives;
- (b) represent IMSSA in planning the CAMH One Brave Night event;
- (c) organize and plan events with the help of the Executive council;
- (d) attend all Wellness and Wellbeing events, unless there are extenuating circumstances;
- (e) create advertising material for social events/seminars; posters, e-mails, etc.;
- (f) form, meet regularly with, delegate duties to and plan events with a subcommittee, at the discretion of the director, made up of IMSSA members; and
- (g) be responsible for the transfer of duties and pertinent information to their successor.

Article XIII. Graduate Students' Union (GSU) Representatives

The GSU Representatives shall:

- (a) be the liaison between the GSU and the IMSSA;
- (b) attend all GSU meetings on behalf of the IMSSA (once a month);
- (c) distribute GSU notices (weekly digest) to the IMS office for onward forwarding to students; and
- (d) report to the Executive Council all relevant resolutions made at the GSU meetings and all ongoing major items discussed by the GSU.

Article XIV. Clinician-Investigator Program Representative

The CIP Representative shall:

- (a) ensure trainees are aware of the CIP Representative and their role;
- (b) relay information regarding events, workshops, seminars, etc. to all CIP trainees (posters, e-mails, etc.);
- (c) act as a liaison between CIP trainees and the IMS/IMSSA; and
- (d) address specific issues affecting CIP trainees.

Article XV. Professional Master's Program Representative(s)

The Professional Master's Program Representative(s) shall:

- (a) ensure students are aware of the Professional Master's Program Representative(s) and their role;
- (b) relay information regarding events, workshops, seminars, etc. to all professional program students (posters, e-mails, etc.);
- (c) act as a liaison between the Professional Master's Programs and the IMS/IMSSA;
- (d) address specific issues affecting Professional Master's Program students; and
- (e) assist in the preparation of posters and other promotional material for IMSSA-related initiatives.

Article XVI. International Student Representative

The International Student Representative shall:

- (a) ensure international students are aware of the International Student Representative and their role;
- (b) relay information regarding events, workshops, seminars, etc. to all international students (posters, e-mails, etc.);
- (c) act as a liaison between international students and the IMS/IMSSA;
- (d) address specific issues affecting international students; and
- (e) plan and execute one event for the international student's community (ex. Thanksgiving Dinner, relief fundraiser, etc.).

Article XVII. Faculty of Medicine Interdepartmental Committee Representative

The Faculty of Medicine Interdepartmental Committee Representative shall:

- (a) be the liaison between the Interdepartmental Committee and the IMSSA;
- (b) attend all Interdepartmental Committee meetings on behalf of the IMSSA (once a month) and help plan interdepartmental events;
- (c) report to the Executive Council all relevant events being planned by the Interdepartmental Committee and distribute advertising material.

Article XVIII. First-year/SURP Representative

The First-year and SURP Representative shall:

- (a) be the liaison between first-year research stream and Summer Undergraduate Research Program (SURP) students and the IMSSA;
- (b) provide weekly updates to students in the MSC1010H/MSC1011H seminar class regarding Council initiatives and upcoming events;
- (c) organize and chair at least one SURP event, if interest is expressed by students;
- (d) relay feedback from MSC1010H/MSC1011H and SURP students to the Council.

Article XIX. PhD Student Representative

The PhD Student Representative shall:

- (a) ensure students are aware of the PhD Student Representative and their role;
- (b) relay information regarding events, workshops, seminars etc. to all PhD students
- (c) act as a liaison between PhD students and the IMS/IMSSA;
- (d) plan and execute at least one event annually to promote PhD student engagement in the IMSSA community utilizing allocated IMSSA funds; and
- (e) address specific issues affecting PhD students.

Article XX. Site Directors (all sites included – sites listed in Appendix 1)

The Site Directors shall:

- a) ensure students are aware of the IMSSA Site Director at their respective sites and their role;
- b) relay information regarding events, workshops, seminars, etc. to all graduate students at the site (posters, e-mails, mailboxes);
- c) act as a liaison between graduate students and the IMS/IMSSA; and
- d) organize, create advertising material for, and carry out site-specific events (minimum one event per fall and winter term, optional for the summer at the discretion of the Site Directors and President).

Article XXI. Raw Talk Podcast Representative

The Raw Talk Podcast Representative shall:

- (a) be the liaison between the Raw Talk Podcast and the IMSSA;
- (b) attend all Raw Talk Podcast meetings on behalf of IMSSA;
- (c) update IMSSA on upcoming editions of the Podcast;
- (d) encourage and arrange opportunities for IMSSA news and events to be promoted on the podcast;
- (e) promote IMSSA involvement in the Podcast; and
- (f) be elected by the Raw Talk team.

Article XXII. IMS Magazine Representative

The IMS Magazine Representative shall:

- (a) be the liaison between the IMS Magazine and the IMSSA;
- (b) attend all IMS Magazine meetings on behalf of IMSSA;
- (c) update IMSSA on upcoming editions of IMS Magazine;
- (d) encourage and arrange opportunities for IMSSA news and events to be published in the IMS Magazine;
- (e) promote IMSSA involvement in the IMS Magazine (e.g., collect photos from IMSSA events, keep IMS Magazine informed about the IMSSA events, etc.); and
- (f) be elected by the IMS Magazine Committee.

Article XXIII. IMS Mentorship Representative

The IMS Mentorship Representative shall:

- (a) be the liaison between the IMS Mentorship Program and the IMSSA;
- (b) attend all IMS Mentorship meetings on behalf of IMSSA;

- (c) update IMSSA on upcoming Mentorship events;
- (d) utilize IMSSA students and networks to determine student needs to be addressed through the Mentorship program at the discretion of the Co-Presidents;
- (e) promote IMSSA involvement in the IMS Mentorship programs; and
- (f) be elected by the IMS Mentorship Committee.

Article XXIV. Members At-Large

Members-at-Large shall:

- a) help with organizing IMSSA events/seminars wherever needed; and
- b) promote the IMSSA and related events among IMS students.

Policy on Site Directors

Article I. Membership

The position of Site Director on the Executive Council may be held by two Members for each site listed below:

- (a) Centre for Addiction and Mental Health (CAMH)
- (b) The Hospital for Sick Children
- (c) Medical and Related Sciences Discovery District (MaRS)
- (d) Medical Sciences Building/Donnelly Centre for Cellular and Biomolecular Research (CCBR) and Women's College
- (e) Mount Sinai Hospital and Toronto Rehab
- (f) Princess Margaret Hospital
- (g) St. Michael's Hospital
- (h) Sunnybrook Health Sciences Centre
- (i) Toronto General Hospital
- (j) Toronto Western Hospital and Baycrest Hospital

Policy on IMSSA Director Sub-committees

The following sections provide Terms for Reference for the following sub-committees:

- 1) Communications
- 2) Academic
- 3) Sporting Events
- 4) Social Affairs
- 5) Community and Outreach
- 6) Wellness and Wellbeing Initiatives
- 7) Holiday Party Planning

1. Terms of Reference of the Communications Sub-Committee

Article I. Membership

- (a) Any IMSSA member may serve on this sub-committee;
- (b) The Director of Internal Communications and the Director of External Communications must serve on this sub-committee.

Article II. Chair and Duties of the Chair

The Director of Internal Communications shall serve as the Chair for the Communications Sub-Committee.

The Chair shall:

- (a) Appoint a Deputy of Communications if there is a sub-committee member who is interested and fits the criteria;
- (b) form, meet regularly with, delegate duties to, and plan events with this sub-committee;
- (c) be responsible for ensuring IMSSA is updated on the activities of the communications sub-committee.

Article III. Deputy of Communications and Duties

The Deputy shall:

- (a) be a student enrolled in their first year in the IMS program;
- (b) act as support to Chair of the Communications Sub-committee;
- (c) collaborate with and communicate relevant information from their sub-committee to the First Year Rep to increase community engagement in events;
- (d) participate in subcommittee events;

Article IV. Purpose

The purpose of the Communications Sub-Committee is to provide support to the Directors of Internal and External Communications in fulfilling the expectations of their roles.

Article V. Areas of Responsibility

The Communications Sub-committee is responsible for, but not limited to the following:

- (a) maintaining and facilitating IMSSA's communication with students, faculty, groups, departments and communities
- (b) helping the Chair in composing weekly IMSSA communications;
- (c) managing and updating social media accounts on a regular basis, including but not limited to: Facebook, Instagram and Twitter;
- (d) posting weekly announcements on social media accounts
- (e) supporting other IMSSA events by promoting them on social media and sharing live updates.

2. Terms of Reference of the Academic Sub-Committee

Article I. Membership

- (a) Any IMSSA member may serve on this sub-committee;
- (b) The Director of Academic Affairs must serve on this sub-committee.

Article II. Chair and Duties of the Chair

The Director of Academic Affairs shall serve as the Chair for the Academic Sub-Committee.

The Chair shall:

- (a) Appoint a Deputy of Academic Affairs if there is a sub-committee member who is interested and fits the criteria;
- (b) form, meet regularly with, delegate duties to, and plan events with this sub-committee;
- (c) be responsible for ensuring IMSSA is updated on the activities of the Academic Sub-Committee.

Article III. Deputy of Academic Affairs and Duties

The Deputy shall:

- (a) be a student enrolled in their first year in the IMS program;
- (b) act as support to Chair of the Academic Sub-committee;
- (c) collaborate with and communicate relevant information from their sub-committee to the First Year Rep to increase community engagement in events;
- (d) participate in subcommittee events;

Article IV. Purpose

The purpose of the Academic Sub-Committee is to provide support to the Director of Academic Affairs in fulfilling the expectations of their role.

Article V. Areas of Responsibility

The Academic Sub-committee is responsible for, but not limited to the following:

- (a) supporting the academic and professional wellbeing of IMS students;
- (b) providing opportunities to strengthen skills necessary for a successful graduate degree in the Faculty of Medicine as well as new skills that may not be readily available in the traditional IMS student trajectory;
- (c) considering opportunities for creativity and improving communication in the sciences;
- (d) communicating the U of T learning resources and events that are available for academic affairs and professional development (Ex. through the weekly Collegiate Corner, a column in the IMSSA Weekly Communication curated by the Academic Affairs subcommittee that highlights workshops, courses, resources and events offered at Uoft that would be useful or interesting to IMS students);
- (e) brainstorming new ideas for sub-committee initiatives;
- (f) creating marketing for Academic initiatives (social media postings, posters);
- (g) attending Academic Affairs initiatives.

3. Terms of Reference of the Sporting Events Sub-Committee

Article I. Membership

- (a) Any IMSSA member may serve on this sub-committee;
- (b) The Director of Sporting Events must serve on this sub-committee.

Article II. Chair and Duties of the Chair

The Director of Sporting Events shall serve as the Chair for the Sporting Events Sub-Committee.

The Chair shall:

- (a) Appoint a Deputy of Sporting Events if there is a sub-committee member who is interested and fits the criteria;
- (b) form, meet regularly with, delegate duties to, and plan events with this sub-committee;
- (c) be responsible for ensuring IMSSA is updated on the activities of the Sporting Events Sub-Committee.

Article III. Deputy of Sporting Events and Duties

The Deputy shall:

- (a) be a student enrolled in their first year in the IMS program;
- (b) act as support to Chair of the Sporting Events Sub-committee;
- (c) collaborate with and communicate relevant information from their sub-committee to the First Year Rep to increase community engagement in events;
- (d) participate in subcommittee events;

Article IV. Purpose

The purpose of the Sporting Events Sub-Committee is to provide support to the Director of Sporting Events in fulfilling the expectations of their role.

Article V. Areas of Responsibility

The Sporting Events Sub-committee is responsible for, but not limited to the following:

- (a) arranging and/or informing IMS students about the sporting event-related activities available on campus (ex. Intramural sports teams, run clubs, sport-related social events etc.);
- (b) ordering jerseys and sporting apparel for IMS students if there is interest in doing so;
- (c) assisting with the brainstorming and creation of sporting events;
- (d) attending Sporting Events Sub-committee initiatives;
- (e) creating marketing for sporting events (social media postings, posters);

4. Terms of Reference of the Social Affairs Sub-Committee

Article VI. Membership

- (a) Any IMSSA member may serve on this sub-committee;
- (b) The Director of Social Affairs must serve on this sub-committee.

Article VII. Chair and Duties of the Chair

The Director of Social Affairs shall serve as the Chair for the Social Affairs Sub-Committee.

The Chair shall:

- (a) Appoint a Deputy of Social Affairs if there is a sub-committee member who is interested and fits the criteria;
- (b) form, meet regularly with, delegate duties to, and plan events with this sub-committee;
- (c) be responsible for ensuring IMSSA is updated on the activities of the Social Affairs Sub-Committee.

Article VIII. Deputy of Social Affairs and Duties

The Deputy shall:

- (a) be a student enrolled in their first year in the IMS program;
- (b) act as support to Chair of the Social Affairs Sub-committee;
- (c) collaborate with and communicate relevant information from their sub-committee to the First Year Rep to increase community engagement in events;
- (d) participate in subcommittee events;

Article IX. Purpose

The purpose of the Social Affairs Sub-Committee is to provide support to the Director of Social Affairs in fulfilling the expectations of their role.

Article X. Areas of Responsibility

The Social Affairs Sub-committee is responsible for, but not limited to the following:

- (a) assisting in organizing social events throughout the year for IMSSA/IMS students;
- (b) brainstorming new ideas for sub-committee initiatives;
- (c) creating marketing for Social Affairs initiatives (social media postings, posters);
- (d) attending Social Affairs initiatives.

5. Terms of Reference of the Community and Outreach Sub-Committee

Article I. Membership

- (a) Any IMSSA member may serve on this sub-committee;
- (b) The Director of Community and Outreach must serve on this sub-committee.

Article II. Chair and Duties of the Chair

The Director of Community and Outreach shall serve as the Chair for the Community and Outreach Sub-Committee.

The Chair shall:

- (a) Appoint a Deputy of Community and Outreach if there is a sub-committee member who is interested and fits the criteria;
- (b) form, meet regularly with, delegate duties to, and plan events with this sub-committee;
- (c) be responsible for ensuring IMSSA is updated on the activities of the Community and Outreach Sub-Committee.

Article III. Deputy of Community and Outreach and Duties

The Deputy shall:

- (a) be a student enrolled in their first year in the IMS program;
- (b) act as support to Chair of the Community and Outreach Sub-committee;
- (c) collaborate with and communicate relevant information from their sub-committee to the First Year Rep to increase community engagement in events;
- (d) participate in subcommittee events;

Article IV. Purpose

The purpose of the Community and Outreach Sub-Committee is to:

- (a) provide support to the Director of Community and Outreach in fulfilling the expectations of their role;
- (b) use our resources as medical science students for community and outreach initiatives that benefit a wide range of populations (ex. Patient populations, low SES individuals, students).

Article V. Areas of Responsibility

The Community and Outreach Sub-committee is responsible for, but not limited to the following:

- (a) assisting in organizing community and outreach events throughout the year for IMSSA/IMS students;
- (b) brainstorming new ideas for sub-committee initiatives;
- (c) continuing to run the various annual IMSSA Community and Outreach Annual Events, including:
 - a. Warm Hands for Cold Streets Clothing Drive

- b. IMSSA Blood Donation Drive
 - c. IMSSA Annual Documentary Screening
 - d. IMSSA Community and Outreach involvement at the IMS Holiday Party
- (d) creating marketing for Community and Outreach initiatives (social media postings, posters);

6. Terms of Reference of the Wellness and Wellbeing Initiatives Sub-Committee

Article I. Membership

- (a) Any IMSSA member may serve on this sub-committee;
- (b) The Director of Wellness and Wellbeing Initiatives must serve on this sub-committee.

Article II. Chair and Duties of the Chair

The Director of Wellness and Wellbeing Initiatives shall serve as the Chair for the Wellness and Wellbeing Initiatives Sub-Committee.

The Chair shall:

- (a) Appoint a Deputy of Wellness and Wellbeing Initiatives if there is a sub-committee member who is interested and fits the criteria;
- (b) form, meet regularly with, delegate duties to, and plan events with this sub-committee;
- (c) be responsible for ensuring IMSSA is updated on the activities of the Wellness and Wellbeing Initiatives Sub-Committee.

Article III. Deputy of Wellness and Wellbeing Initiatives and Duties

The Deputy shall:

- (a) be a student enrolled in their first year in the IMS program;
- (b) act as support to Chair of the Wellness and Wellbeing Initiatives Sub-committee;
- (c) collaborate with and communicate relevant information from their sub-committee to the First Year Rep to increase community engagement in events;
- (d) participate in subcommittee events;

Article IV. Purpose

The purpose of the Wellness and Wellbeing Initiatives Sub-Committee is to provide support to the Director of Wellness and Wellbeing Initiatives in fulfilling the expectations of their role;

Article V. Areas of Responsibility

The Wellness and Wellbeing Initiatives Sub-committee is responsible for, but not limited to the following:

- (a) promoting and hosting events with the aim of improving IMS students' wellness and wellbeing including but not limited to:
 - a. nutrition
 - b. fitness
 - c. community outreach
 - d. mental health initiatives
 - e. social events;
- (b) brainstorming new ideas for sub-committee initiatives;
- (c) creating marketing for Wellness and Wellbeing Initiatives (social media postings, posters);

7. Terms of Reference of the Holiday Party Planning Sub-Committee

Article I. Membership

- (a) Any IMSSA member may serve on this sub-committee;
- (b) The Vice-Presidents must serve on this sub-committee

Article II. Chair and Duties of the Chair

The Vice-President of Operations shall serve as the Chair for the Holiday Party Planning Sub-Committee.

The Chair shall:

- (a) form, meet regularly with, delegate duties to, and plan the Annual IMS Holiday Party with this sub-committee;
- (b) be responsible for ensuring IMSSA is updated on the activities of the Holiday Party Planning Sub-Committee.

Article III. Purpose

The purpose of the Holiday Party Planning Sub-Committee is to provide support to the Vice-Presidents in fulfilling the expectations of their role as leads of the Holiday Party Planning;

Article IV. Areas of Responsibility

The Holiday Party Planning Sub-committee is responsible for, but not limited to the following:

- (a) booking the venue;
- (b) organizing catering including food and beverages;
- (c) deciding on a theme for the party;
- (d) making the holiday party poster and other marketing/promotional material;
- (e) brainstorming and creating decorative pieces;
- (f) selling tickets and manage waiting list;
- (g) managing registration and coat check;
- (h) event set up and takedown at venue;

Appendix 1.0 – Supplementary Financial Information for Section 6.06

The formulas below will describe the maximum deficit that can be incurred in a given year, as outlined in **Section 6.06**:

Let:

Prior Year's End of Year Balance = EYB_P

Incoming Year's Maximum Deficit = D_{MAX}

Prescribed Minimum Bank Balance = B_{MIN}

Incoming Year's Projected End of Year Balance = EYB_I

$$EYB_I = EYB_P - D_{MAX} - B_{MIN}$$

$$D_{MAX} = \begin{cases} EYB_P * 20\%; & \text{if } EYB_P - D_{MAX} > B_{MIN} \\ EYB_P - B_{MIN}; & \text{if } EYB_P - D_{MAX} \leq B_{MIN} \end{cases}$$

$$\therefore EYB_I \geq 0$$

Terms of Reference of the _____ Committee

Article V. Membership

Article VI. Chair and Duties of the Chair

Article VII. Quorum

Article VIII. Subcommittees

Article IX. Purpose

Article X. Areas of Responsibility

Article XI. Procedures