

Lakehead University Interprofessional Student Society (LIPSS)

Constitution

Amended

Table of Contents

Abbreviations **3**

Article 1 - Name and Purpose **4**

Article 2 - Membership and Meetings **5**

Article 3 - LIPSS Executive Council **8**

Article 4 - LIPSS Board of Directors **12**

Article 5 - LIPSS General Council **20**

Article 6 - Cheque Requisitions and Expenses **24**

Article 7 - Terms of Office **25**

Article 8 - Removal from Office **26**

Article 9 - Annual General Meeting **27**

Article 10 - Proxy Vote **30**

Article 11 - Amendments to Constitution **31**

Article 12 - Conference Reimbursement **32**

Article 13 - Tips on how to organize and implement a successful event **34**

Appendix 1 - Governance Model **36**

Abbreviations used:

LIPSS: Lakehead University Interprofessional Student Society

EC: Executive Council

BOD: Board of Directions

GC: General Council

NOSM: Northern Ontario School of Medicine

FHBS: Faculty of Health and Behavioural Sciences (at Lakehead University)

LUSU: Lakehead University Student Union

AGM: Annual General Meeting

Article 1

Name and Purpose

1.1 The name of the club is the Lakehead University Interprofessional Student Society, in short, LIPSS and shall herein be referred to by this name.

1.2 The mission of LIPSS is to promote interprofessional practice among health and social care learners in order to foster collaborative, holistic, person-centred care.

1.3 The purpose of LIPSS is to create an interprofessional environment for students in health-related programs in Thunder Bay, enhancing their ability to engage in collaborative and holistic, person-centred care, by:

1.3.1 Establishing social activities;

1.3.2 Organizing educational opportunities;

1.3.3 Lobbying on behalf of issues that affect LIPSS members;

1.3.4 Acting as a communication medium for the students between students and faculty or other key stakeholders;

1.3.5 Providing networking opportunities within the community for students in the Thunder Bay area.

1.4 LIPSS is a member of the Lakehead University Student Union (LUSU) and as such recognizes LUSU as its governing body.

Article 2

Membership and Meetings

2.1 All students are invited to become a member of LIPSS, if they see collaboration in health care as relevant to their profession. Specifically targeted are all students in the Faculty of Health and Behavioural Sciences (FHBS) at Lakehead University, those enrolled through the Northern Ontario School of Medicine (NOSM), and those enrolled in the School of Health and Community Services at Confederation College (ConCollege).

2.1.1 Lakehead University disciplines invited:

- Nursing
- Kinesiology
- Psychology
- Social Work
- Gerontology
- Public Health
- Nurse Practitioner
- Others faculties and programs as seen relevant to health care.

2.1.2. NOSM disciplines invited:

- Medicine
- Physiotherapy
- Occupational Therapy
- Dietetics
- Audiology
- Speech Language Pathology
- Radiation Therapy
- Physician Assistant
- Others as per the NOSM website

2.1.3. Confederation College disciplines invited:

- Paramedicine
- Practical Nursing
- Child and Youth Work
- Social Service Work
- Medical Laboratory Assisting
- Medical Radiation Technology
- Dental Assisting
- Dental Hygiene
- Police Foundations
- Personal Support Work
- Pre-Health Sciences
- Recreational Therapy
- Others as per the Confederation College website

2.2 There shall be at least one (1) General Council meeting per month, year-round (including summer). Executive Council may have an additional one (1) meeting per month, year round (including summer) if there is a need.

2.2.1. The General and Executive Council meetings may occur as one during the summer (May-August).

2.3 LIPSS General Council meetings should occur if at least one-half ($\frac{1}{2}$)+1 of the voting members support the vote to hold a meeting. Absences due to vacant positions will not be included in quorum totals.

2.3.1 A vote shall pass if one-half ($\frac{1}{2}$)+1 of members support the vote. The Director Internal shall count all votes, unless a conflict of interest occurs. In this case, the President(s) shall count the vote. Members who are teleconferencing shall email their vote to the Director internal at time of the vote. The Director Internal also has a vote. The number of votes can be announced immediately.

2.3.2 If the decision directly involves one individual on the committee, or feels they lack enough information to vote, then they have the option to abstain from the vote.

2.4 Should the LIPSS Board of Directors be presented with a petition containing at least twenty-five (25) signatures, it shall call a Board of Directors meeting to consider such Policy, and any decision shall be binding upon the LIPSS Board of Directors.

2.5 The time and date of a LIPSS Executive Council meeting will be determined by at least two (2) Executive Council members at least two (2) days prior to said meeting. No formal notice of meetings need be given if all members of the LIPSS Executive Council are present, or those absent have been notified, and have given consent for the meeting to be held.

2.6 No error or omission in giving notice for a meeting shall invalidate said meeting, or invalidate or make void any proceedings occurring at said meeting.

2.7 Every motion should be called by a heads-down-hands-up count. Members present at the meeting via teleconference email their vote to the Director Internal with the subject line: Vote:(Topic).

2.8 In certain special situations, deemed necessary by the LIPSS President(s), an electronic vote can be held for either Executive Council or the Board of Directors (eg. via Doodle Poll). The vote results are binding, and tabulated results are to be read into the minutes of next LIPSS Board of Directors meeting.

2.9 Procedures of all meetings are to be governed by Robert's Rules of Order. When in conflict, the LIPSS Constitution takes precedence over Robert's Rules of Order.

Article 3

LIPSS Executive Council

3.1 The LIPSS Executive Council will consist of three (3) key positions:

3.1.1 The LIPSS Co-President(s) (1-2)

3.1.2 The LIPSS Director Internal (1)

3.1.3 If only one President exists, an additional LIPSS Board of Director member can make up the third key position. The SimChallenge Director shall assume this position on the EC; if they do not wish to assume this position, a GC vote will decide the third member of the EC ($\frac{1}{2} + 1$ have to agree).

3.2 The LIPSS EC shall have the authority to make decisions on behalf of the LIPSS BOD. Any decisions made must be communicated to the LIPSS BOD by email as soon as possible, and then read into the minutes at the next LIPSS Board of Directors meeting.

3.2.1 Criteria for what decisions the EC can vote upon:

- booking a third party venue
- changes to constitution
- any purchase under \$50

3.3 The LIPSS EC are also voting members of the LIPSS BOD.

3.4 The LIPSS EC shall produce minutes for each meeting and these must be kept on the LIPSS Dropbox.

3.5 During the month of April (after new positions have been assigned), the outgoing LIPSS EC members shall serve as *ex-officio* representatives of the incoming LIPSS EC, with no voting rights. *Voting dates subject to change

3.6 LIPSS Co-President(s) (1-2)

3.6.1 The LIPSS Co-President(s) are the Chief Executive Officers of the Lakehead University Interprofessional Student Society. During the absence or inability of the LIPSS Co-President(s), presidential duties become the responsibility of the LIPSS Director Internal.

3.6.2 The LIPSS Co-President(s) shall, as Chief Executive Officers, establish the goals and objectives of LIPSS in collaboration with the BOD.

3.6.3 The LIPSS Co-President(s) should serve as the Chairperson(s) for all meetings of the LIPSS EC and the LIPSS BOD. However, a Director can chair: LIPSS EC Meetings; LIPSS BOD Meetings; or LIPSS GC Meetings, so long as a President is present.

3.6.4 The LIPSS Co-President(s) shall oversee all LIPSS subcommittees.

3.6.5 LIPSS Co-President(s) must have served on LIPSS for one (1) academic year previous to their nomination to ensure continuity within LIPSS.

3.6.6 LIPSS Co-President(s) must be nominated for and elected by LIPSS members in attendance at a general election occurring at its Annual General Meeting (AGM).

3.6.7 The LIPSS Co-President(s) shall endeavour to fill all seats on the LIPSS BOD during the first academic year meeting in September. Failing this, it shall be the responsibility of the LIPSS Co-President(s) to ensure that all seats on the LIPSS BOD are filled by the first meeting in October of the academic year. The LIPSS Co-President(s) will strive to fill all vacancies on the LIPSS BOD, which may occur as the academic year progresses. This process shall include the assistance of the other members of the BOD.

3.6.8 The LIPSS Co-President(s) shall be entitled to make decisions on behalf of LIPSS subject to the following criteria:

3.6.8.1 After diligent effort, the LIPSS Co-President(s) are unable to convene a meeting of the LIPSS BOD or the LIPSS EC;

3.6.8.2 If it is essential that the decision be made before such a meeting can be convened; and

3.6.8.3 The decision is reported to the LIPSS BOD, and the LIPSS EC, at the next meeting.

3.6.9 The LIPSS Co-President(s) are required to guide and mentor the incoming Co-President(s) during the months of March to April in order to provide adequate time to learn the nature of the role of the President. *Voting dates subject to change

3.6.10 The LIPSS Co-President(s) shall be responsible for the transmission of information from LIPSS to other student organizations.

3.6.11 The LIPSS Co-President(s) shall seek new opportunities to further IPE opportunities in Thunder Bay and promote the goals of LIPSS.

3.6.12 The LIPSS Co-President(s) shall be a **voting member** of both the BOD and EC.

3.7 LIPSS Director Internal

3.7.1 The LIPSS Director Internal is responsible for the internal runnings of the club.

3.7.2 The LIPSS Director Internal shall take meeting minutes at each EC Meeting and BOD Meeting. In the event that the LIPSS Director Internal is unable to attend a meeting, he/she must first ask their Associate to take minutes. Failing success with the Associate or if the Associate position is vacant, another responsible member of the club shall take meeting minutes; or, if a voice recorder is used, the Director Internal is responsible for transcribing the recording into the minutes.

3.7.3 The LIPSS Director Internal shall send meeting minutes out to the applicable members no longer than four (4) business days after the meeting took place.

3.7.4 The LIPSS Director Internal is responsible for creating a meeting agenda for each EC, GC and BOD meeting. The agenda must be sent to the Co-President(s) at least 48 hours before the meeting for revisions. The agenda must be sent out to the proposed attending members at least 24 hours prior to the meeting.

3.7.5 The LIPSS Director Internal shall keep record of the attendance at meetings.

3.7.6 The LIPSS Director Internal is responsible for booking rooms for meetings to take place.

3.7.7 The LIPSS Director Internal is responsible for planning meeting times, after consultation with the Co-President(s), GC and BOD.

3.7.8 The LIPSS Director Internal shall be a **voting member** of both the BOD and EC.

3.7.9 The LIPSS Director Internal shall send out relevant conference interest forms in collaboration with the LIPSS Director Research.

3.7.10 The conference interest form should include the following points:

3.7.10.1 Name, date and location of conference

3.7.10.2 Estimated costs of the conference (including travel and accommodations)

3.7.10.3 A spot for members to complete reasons to attend (what will you contribute or gain from the conference)

3.7.10.4 A spot for members to complete an interest statement in presenting

3.7.10.5 A spot for member to complete summary of the presentation if applicable

Article 4

LIPSS Board of Directors

4.1 Decisions voted-upon by the BOD are inclusive of the votes of the EC (Article 3).

4.2 The LIPSS BOD shall be empowered to set all financial, political and general policy for LIPSS.

4.3 Each LIPSS Director shall produce a written Final Report which must be submitted to the incoming LIPSS EC by the GC meeting prior to the AGM. Each LIPSS Director

shall place a copy of said written report into the LIPSS Dropbox, in the appropriate folder.

4.4 Each LIPSS Director is responsible for holding monthly meetings with their Associates, delegating tasks to their Associate(s) as needed, and communicating the subcommittee's progress to the Co-President(s) on an on-going basis (recommended weekly checkins).

4.5 All decisions made by the LIPSS BOD must always be done in the best interest of the members of LIPSS.

4.6 Three LIPSS BOD members will compose the EC.

4.7 In addition to the members of the LIPSS EC, the LIPSS BOD will include the following officers and positions:

4.7.1 LIPSS Past President(s)

4.7.2 LIPSS Director Finance

4.7.3 LIPSS Director Social/Fundraising

4.7.4 LIPSS Director SimSeries

4.7.5 LIPSS Director Communications

4.7.6 LIPSS Director External

4.7.7 LIPSS Director Recruitment & Retention

4.7.8 LIPSS Director Research

4.7.9 LIPSS Director SimChallenge

4.7.10 LIPSS Discipline Representatives

4.8. LIPSS Past President(s)

4.8.1 The LIPSS Past President(s) shall be **non-voting members** of the BOD.

4.8.2 The LIPSS Past President(s) shall act as resource persons to current LIPSS BOD and current LIPSS EC.

4.8.3 The LIPSS Past President(s) may resign from this position and nominate themselves for an alternative seat on the LIPSS BOD with approval of a majority from the LIPSS BOD. This shall only occur if the position cannot be filled by another member of the club.

4.8.4 The LIPSS Past President(s) must fit the criteria of the aforementioned member of LIPSS (they must be eligible students in related programs). If the past-presidents are no longer students, they are welcomed to continue mentoring the incoming President(s), but are not required to.

4.9 LIPSS Director Finance

4.9.1 The LIPSS Director Finance shall be a **voting member** of the BOD.

4.9.2 The LIPSS Director Finance shall report to the LIPSS BOD any financial decisions made on behalf of the LIPSS BOD.

4.9.3 The LIPSS Director Finance shall refer all expenditures in excess of fifty (50) dollars, not already allocated for in existing budgets, to the LIPSS EC. All expenditures in excess of fifty (50) dollars shall be referred to the LIPSS BOD.

4.9.4 The LIPSS Director Finance must be able to show LIPSS's financial position, and provide information of a financial nature pertaining to any expenditures made by the current LIPSS BOD and/or the LIPSS EC to any LIPSS member who so requests. The LIPSS Director Finance is permitted five (5) business days to present said financial information.

4.9.5 At every BOD and GC Meeting, the Director Finance shall report all changes to LIPSS's financial state, no matter how small.

4.9.6 The LIPSS Director Finance shall produce an Annual Financial Report which must be submitted to the incoming LIPSS EC by the AGM through Dropbox. The Annual Financial Report will include all major financial transaction summaries.

4.9.7 The LIPSS Director Finance shall be responsible for approving and providing financial advice regarding budgets for all planned LIPSS events. This advice shall be given to the appropriate Director for the event (ie. Director Fundraising for a fundraising event, and Director Social for a social event).

4.9.8 The LIPSS Director Finance is the member of the LIPSS BOD that is most responsible for the financial operations of LIPSS.

4.9.9 The LIPSS Director Finance shall apply for appropriate grants and sponsorships including but not limited to:

- The Canadian Federation of Medical Students (CFMS) Student Initiative Grant
- Port Arthur Rotary Club (or other Thunder Bay Rotary Clubs)

4.9.10 The LIPSS Director Finance shall co-sign all outgoing and incoming money with any other Director with the Co-President(s)' approval. In the event that the Director of Finance is unavailable, another Director can co-sign all outgoing and incoming money so long as there is no conflict of interest.

4.9.11 The LIPSS Director SimSeries shall work with Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

4.10 LIPSS Director Social/Fundraising

4.10.1 The LIPSS Director Social and Fundraising shall be a **voting member** of the BOD.

4.10.2 The LIPSS Director Social and Fundraising shall organize at least two social events per semester. One events must be to raise funds, enabling LIPSS to host events and attend conferences. The other event must be an internal event for the club, or an event to increase awareness of LIPSS.

4.10.3 The LIPSS Director Social and Fundraising shall organize events including, but not limited to:

- Bakesales
- Weekend Cafes
- Pub Nights
- Talent nights
- Thunderwolves 50/50 tickets
- Sponsorships
- Potlucks

4.10.4 During the preparation for any social event, the LIPSS Director Social and Fundraising and Fundraising is responsible for collaborating with the appropriate Directors as relevant to the event. This plan must be shared at a BOD meeting or a GC meeting prior to said event.

4.10.5 The LIPSS Director Social and Fundraising has the freedom to contribute to other projects and ongoing events, as deemed suitable by the LIPSS Director Social and Fundraising and LIPSS Co-President(s).

4.10.6 The LIPSS Director Social and Fundraising shall collaborate and coordinate with other program clubs to plan social activities and events.

4.10.7 The LIPSS Director Social and Fundraising shall work with Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

4.11 LIPSS Director SimSeries

4.11.1 The LIPSS Director SimSeries shall be a **voting member** of the BOD.

4.11.2 The LIPSS Director SimSeries shall organize and promote interprofessional activities and events which are academic and/or simulation-based in nature.

4.11.3 The LIPSS Director SimSeries has the freedom to contribute to other projects and ongoing events, as deemed suitable by the LIPSS BOD.

4.11.4 The LIPSS Director SimSeries shall organize events such as, but not limited to:

- LIPSS Speaker Series
- LIPSS SimSeries

4.11.5 The LIPSS Director SimSeries shall work with Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

4.12 LIPSS Director Communications

4.12.1 The LIPSS Director Communications shall be a **voting member** of the BOD.

4.12.2 The LIPSS Director Communications shall be adept with social media, graphic design, image editing, website design and journalism.

4.12.3 The LIPSS Director Communications will manage all communications of LIPSS, including updating and maintaining the LIPSS website, Facebook page, and Instagram page.

4.12.4 The LIPSS Director Communications is responsible for directing and approving communications information to be disseminated.

4.12.5 The LIPSS Director Communications shall work with the Director Recruitment to follow up on interest and recruitment emails from the LIPSS email.

4.12.6 The LIPSS Director Communications shall advise/collaborate with other Directors and Associates in the creation of promotional materials for their events.

4.12.7 The LIPSS Director Communications shall photograph (or organize a photographer to photograph) key LIPSS events.

4.12.8 The LIPSS Director Communications shall, upon notification from one LIPSS President, advertise the LIPSS AGM.

4.12.9 The LIPSS Director Communications is responsible for representing LIPSS with the utmost professionalism when disseminating information in all modes.

4.12.11 The LIPSS Director Communications is responsible for placing clothing orders for both club members and for the Sim Challenge.

4.14 LIPSS Director External

4.14.1 The LIPSS Director External shall be a **voting member** of the BOD

4.14.2 The LIPSS Director External shall be responsible for maintaining a line of communication with the Lakehead University FHBS IPE Committee.

4.14.3 The LIPSS Director External shall sit as Student Representative on the FHBS IPE Committee.

4.14.4 The LIPSS Director External shall facilitate the attendance of local/provincial/national/international conferences by LIPSS members. The LIPSS Director External shall collaborate with the LIPSS EC and Director Research to make these decisions. Refer to Article 13 for more information on the facilitation of conference attendance.

4.14.5 The LIPSS Director External and/or the Director of Research shall write activity summaries on recent events throughout the year, submitting to newsletters including but not limited to:

- The Northern Ontario Medical Journal (as needed)
- The University of Toronto IPE Newsletter (quarterly)
- The Northern Ontario School of Medicine IPE Newsletter (quarterly)
- The Argus (as needed)

4.14.6 The LIPSS Director External shall engage learners from health disciplines beyond programs at Lakehead University:

- Connecting NOSM students (Med, OT, PT, PA, DI, etc.) with our events
- Connecting with Confederation College to establish a working partnership with them and include them in events when possible

4.15 LIPSS Director Recruitment & Retention

4.15.1 The LIPSS Director Recruitment & Retention shall be a **voting member** of the BOD

4.15.2 The LIPSS Director Recruitment & Retention shall organize, facilitate, and implement the recruitment of members to the LIPSS committee and to LIPSS events.

4.15.3 The LIPSS Director Recruitment & Retention shall, by the beginning of the academic year have created:

- A presentation for program recruitment
- A schedule for program representatives
- A script for program representatives
- Any other documents required to recruit students

4.15.4 The LIPSS Director Recruitment & Retention shall constantly strive to ensure the longitudinal success of LIPSS. For example, the Director Recruitment & Retention will send out a Mid-Year Review and Year-End review (eg. via survey monkey) after each Fall and Winter semester, respectively, or at other times as group feedback is needed.

4.15.5 The LIPSS Director Recruitment & Retention shall provide orientation for new LIPSS members in September and on an ongoing basis as new members join throughout the year.

4.15.6 The LIPSS Director Recruitment & Retention shall oversee the recruitment of students for other major events throughout the year (ex. for SimChallenge, SimSeries, socials, fundraisers, etc).

4.16 LIPSS Director Research

4.16.1 The LIPSS Director Recruitment & Retention shall be a **voting member** of the BOD

4.16.2 The LIPSS Director Research shall guide any research associated with LIPSS, including but not limited to: (1) event evaluation (2) student experience and (3) conference presentations and posters.

4.16.3 The LIPSS Director Research, in collaboration with the Director of External, is responsible for searching for conferences that would be beneficial for LIPSS to attend.

4.16.4 It is the responsibility of the LIPSS Director Research to submit or advise other students in submitting abstracts to conferences that LIPSS has expressed interest in.

4.16.5 The LIPSS Director Research is recommended to have research experience, ideally in IPE.

4.16.6 The LIPSS Director Research shall participate in any relevant IPE Journal Clubs (i.e. the CEPD NOSM IPE Journal Club).

4.16.7 The LIPSS Director Research shall provide a short presentation and discussion on recent findings in IPE research in their monthly General Council update. This can be a self-selected article, or an article from the IPE Journal Club.

4.16.8 The LIPSS Director External and/or the Director of Research shall write activity summaries on recent events throughout the year, submitting to newsletters including but not limited to:

- The Northern Ontario Medical Journal (as needed)
- The University of Toronto IPE Newsletter (quarterly)
- The Northern Ontario School of Medicine IPE Newsletter (quarterly)
- The Argus (as needed)

4.16.9 The conference interest form should include the following points:

4.16.9.1 Name, date and location of conference

4.16.9.2 Estimated costs of the conference (including travel and accommodations)

4.16.9.3 A spot for members to complete reasons to attend (what will you contribute or gain from the conference)

4.16.9.4 A spot for members to complete an interest statement in presenting

4.16.9.5 A spot for member to complete summary of the presentation if applicable

4.17 LIPSS Director SimChallenge

4.17.1 The LIPSS Director SimChallenge shall be a **voting member** of the BOD.

4.17.2 The LIPSS Director SimChallenge shall organize the annual, large-scale, simulation-based event, known as the SimChallenge.

4.17.3 The LIPSS Director SimChallenge has the freedom to contribute to other projects and ongoing events, as deemed suitable by the LIPSS BOD.

4.17.4 The LIPSS Director SimChallenge shall work with Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

4.17.5 The LIPSS Director SimChallenge is responsible for overseeing and participating in the following tasks (in collaboration with SimChallenge Associates, and relevant subcommittees)

- Student recruitment (participants and volunteers)
- Student experience
- Facilitator recruitment and training
- Standardized patient recruitment and training
- Public relations
- Simulation development
- Integration with curriculum
- Evaluation and research

4.18 LIPSS Discipline Representatives

4.18.1 The LIPSS Discipline Representatives shall be **voting members** of the BOD.

4.18.2 There shall be one representative from each Health & Behavioural Science discipline, including:

- Nursing
- Kinesiology
- Psychology
- Social Work

- Medical School

4.18.3 If a member from another discipline wishes to have a Discipline Representative role, the council shall vote to have the position instated.

4.18.4 The LIPSS Discipline Representatives shall organize, facilitate, and implement the recruitment of members of their discipline to the LIPSS committee and to LIPSS events.

4.18.5 The LIPSS Discipline Representatives shall work with the Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

Article 5

General Council

5.1 All GC Members are **voting members**.

5.2 GC is composed of:

5.2.1 LIPSS Associates

5.2.2 EC

5.2.3 BOD

5.2.4 Advisors

5.2.5 NOSM Representative

5.3 LIPSS Associates

5.3.1 LIPSS Associates have two main roles. They are to act as advocates for interprofessional education amongst their peers (**5.3.1.1**), and they are to serve as Associates to the Directors on subcommittees (**5.3.1.2**).

5.3.1.1 They are to disseminate LIPSS event information to their program peers, and perform general member recruitment. This can be achieved in several ways:

- Word of mouth
- Posters
- Sharing the digital posters from the LIPSS facebook page with program groups/pages
- Emailing the poster to professors to disseminate (if the topic is relevant to their course)
- Shout-outs at the start/end of classes

5.3.1.2 All GC members will be assigned a subcommittee. When they are appointed, they will be given a chance to rank their top three (3) subcommittees they would like to help with. The EC will then appoint each rep to the most well-suited subcommittee. If

reps join throughout the year, they will be appointed to whichever subcommittee needs help at the time. For example, here are recommended subcommittee associates:

- Director Communications
 - Associate Communications (1 rep)
- Director Social and Fundraising
 - *Associate Fundraising (1-3 reps)
- Director Internal
 - Associate Internal (1 rep)
- Director External
 - Associate External (1 rep)
- Director SimSeries
 - *Associate SimSeries (2-3 reps)
 - Speaker Series Coordinator, dependent on interest each year (1 rep)
- Director Finance
- Director SimChallenge
 - *SimChallenge Associates (3-4 reps)
- Director Research
 - Associate Research (1 rep)
- Director Recruitment & Retention
 - *Associate Recruitment & Retention (1-2 reps)

*Associate positions with an asterisk are higher priority to be held than the other positions. However, it is important to gauge where help is needed most and use the discipline reps' time in the most effective way.

5.3.2 LIPSS Associates are expected to attend **all** LIPSS General Council meetings, and are encouraged to attend all LIPSS events (unless they have a scheduled class conflict).

5.3.3 LIPSS Associates are to forward any healthcare related events to Director Communications to be put on the centralized website calendar.

5.4 The LIPSS Medical Student Representative

5.4.1 The LIPSS Medical Representative is elected by the NOSM Student Society as the liaison between LIPSS and NOSM, and as a voice within the medical student body.

5.4.2 The LIPSS Medical Representative will fill all the above-stated responsibilities as a program representative, as well as the following duties:

5.4.2.1 The LIPSS Medical Representative is to forward all relevant NOSM Student Society (NOSMSS) Interest Group Events on to the Director Communications to be shared with LIPSS members on the website calendar and on Facebook (except if the event is specified as a medical-learner-only event).

5.4.2.2 The LIPSS Medical Representative is to coordinate an interprofessional lunch-hour potluck during the fall to be held in the medical school building.

5.5 Speaker Series Coordinator

5.5.1 The Speaker Series Coordinator is a member of the SimSeries subcommittee (working alongside the Director SimSeries and Associate(s)). Their primary role is to organize the Annual LIPSS Speaker Series (dependent on interest each year).

5.5.2 The Speaker Series Coordinator's responsibilities for planning the Speaker Series are as follows:

- Brainstorm ideas as to potential local speakers who have experience in IP research or practice, or any topic that would peak the interest of health learners
- Contact potential speakers and follow up to confirm dates
- Book rooms for the Speaker Series, and to accommodate for video-conferencing to Sudbury (and Orillia if desired), if their IP working group is interested
- Create and disseminate a poster for the Speaker Series in consultation with Director Communications and Director Recruitment & Retention
- Welcome, mediate, and close the Speaker Series sessions
- Purchase a gift and cards of thanks for the speakers, with approval from the BOD or EC (reimbursement from LIPSS will be provided).

5.5.3 The Speaker Series Coordinator is to attend **all** GC meetings.

5.6 Advisors

5.6.1 Advisors are students who have held previous positions on LIPSS and/or offer a unique perspective towards student-led IPE, but are not integral to the normal operation of LIPSS. They are not required to attend all GC meetings, but only the meetings when topics raised are relevant to their area of advisement.

5.6.2 More student advisor positions can be established as needed, or as the opportunity presents.

5.7 SimChallenge Committee

5.7.1 The SimChallenge committee is overseen by the LIPSS President(s). In order to build the knowledge of SimChallenge planning with other members, the President(s) /Director may appoint one of the SimChallenge Associates to spearhead the event as Chair of SimChallenge, under their mentorship.

5.7.2 The SimChallenge Committee plans the annual SimChallenge event.

5.7.2.1 The SimChallenge Committee is responsible for participating in the following tasks (in collaboration with relevant subcommittees)

- Student recruitment (participants and volunteers)
- Student experience
- Facilitator recruitment and training
- Standardized patient recruitment and training
- Public relations
- Simulation development
- Integration with curriculum
- Evaluation and Research

Article 6

Cheque Requisitions and Expenses

6.1 The LIPSS Director Finance and a LIPSS Co-President shall co-sign all outgoing and incoming funds. In the event that the Director of Finance or a Co-President is unavailable, other Director(s) can sign all outgoing and incoming funds so long as there is no conflict of interest, with the approval of the Co-President(s).

6.2 All members of the LIPSS EC and of the LIPSS BOD will always strive to choose the most cost effective option when making approved purchases or acquisitions.

6.3 EC is able to approve expenses not exceeding fifty (50) dollars without approval of the GC prior to making the purchase.

6.3.1 Any expenses exceeding fifty (50) dollars must be approved via a majority vote by the GC prior to making the purchase.

Article 7

Terms of Office

7.1 The term of office for the LIPSS EC and the LIPSS BOD shall commence April 1st and continue to the following March 31st (approximately).

7.2 During the month of March, the incoming LIPSS BOD and GC shall work closely with the current LIPSS BOD and GC to facilitate the transition from year to year.

7.3 The date of commencement of a term of office and/or the length of a term of office may be altered through a vote of the LIPSS BOD.

Article 8

Removal from Office

8.1 Any member of the LIPSS BOD, LIPSS GC or the LIPSS EC may be removed from office for, but not limited to, the following reasons:

8.1.1 Poor attendance at meetings and events;

8.1.1.1 After 2 missed meetings (either BOD, GC or EC) or three missed events within a semester long period, the individual's involvement with the committee will be re-evaluated with the Co-President(s) and the committee member in question.

8.1.1.2 Also, after two or more missed subcommittee meetings within a semester long period, a member of the subcommittee may come forward and address this absence to the Co-President(s). The individual's involvement with LIPSS may be discussed with the member at the discretion of the Co-President(s).

8.1.1.3 This article is to ensure that the individual is able to contribute to LIPSS to the best of their ability. LIPSS understands the dedication that is required for positions on the committee and wants to consider both the club and the individual's' best interests.

8.1.1.4 This article is enforced by the Co-President(s) and may depend on circumstantial information exclusive to the committee member in question.

8.1.2 Release of confidential and classified information;

8.1.2.1 A member shall be automatically removed from office for releasing confidential or classified information from LIPSS meetings, where this information is expressed, by a majority vote of the LIPSS BOD, as not to be released to the general membership or to the public.

8.1.3 Impeachment: A member may be removed from office, for not fulfilling their role as specified under their designated role as described in the Constitution, will be removed from office by a majority decision made by the EC.

Article 9

Annual General Meeting

9.1 An AGM shall take place at the final GC meeting at the end of March or early April. The incoming EC, BOD and GC will be appointed at the AGM.

9.2 During the AGM, the following business will be transacted:

9.2.1 Presentation of (1) year-to-date report and (2) next-steps report from the outgoing LIPSS Board of Director members.

9.2.2 Elections of the EC, BOD, and GC.

9.2.3 Summarizing previous accomplishments and establishing new directions.

9.2.4 Constitution review

9.3.1 All interested applicants must complete an application in order to be considered for a position as Co-President, Director, or Associate for any subcommittee. Members who have held previous positions on LIPSS must still complete an application.

9.3.1.1 The applicants must identify their top three preferred positions on the application form, which can include Co-President, Director, or Associate levels for the desired subcommittee.

9.3.2 Co-Presidency

9.3.2.1 To apply for Co-President, a member must have participated as an active member of GC for at least one (1) year.

9.3.2.2 After an application has been submitted, the potential Co-President will state a case at the AGM as to why they should be elected.

9.3.2.3 If the election is not taking place at the AGM, an application must still be completed in advance. The potential Co-President will state their case to be elected at the meeting following the completion of their application. A majority vote ($\frac{1}{2} + 1$) of the committee present at a meeting with quorum can vote the Co-President into the position.

9.3.3 Director and Associate

9.3.3.1 No experience on LIPSS is required to apply for Director and Associate positions.

9.3.3.2 After an application has been submitted, the applicant must state their case at the AGM as to why they feel they deserve to be elected for the desired position and subcommittee.

- 9.3.3.4** For elections taking place outside of the AGM, Directors and Associates may be elected at the discretion of the Co-Presidents (without stating a case to the GC), providing that the position is vacant.
- 9.3.3.5** If an applicant is applying for a position already filled outside of the AGM, they will have to state their case as to why they deserve the role over the current Director or Associate. A GC vote will take place at the meeting following the application. A majority vote ($\frac{1}{2} + 1$) is required at a meeting with quorum.
- 9.3.4** Applicants will have the opportunity to state their case for their most preferred position first. Should they not get voted into said position, they will have the opportunity to state their case for their next preferred position, up to three positions or they have been elected in.
- 9.3.5** All current members of LIPSS are required to be re-elected into their roles (should they wish to remain in them) at the AGM. This could mean running against a new or current committee member to stay in the role.
- 9.3.6** If a member steps down from a position or is removed from office (See Article 8), the position will be open for election. Should a member want to change positions or a new member wants to apply for the position, they will complete an application as in the regular procedure.
- 9.3.7** If there is only one application for a certain position, the member looking to fill the vacancy still must state their case to the committee and be elected in by a majority vote ($\frac{1}{2} + 1$) at the AGM. If this application is outside of the AGM, see Article **9.3.3.4**.
- 9.3.8** To assume co-positions, an initial vote will be held with all applicants running individually. The applicant who receives the majority vote will then get to decide whether or not he/she would like a Co-President. If he/she would like a Co-President, a secondary vote will be held with the remaining applicants. The applicant who receives the majority of the secondary vote will assume the role of Co-President.

Article 10

Proxy Vote

10.1 If a LIPSS BOD member has given **written** notification to the Co-President(s) or Director Internal of their absence at least 2 hrs prior to a meeting, this member may proxy their vote to another member attending the meeting. (Allows a peer at the meeting to vote on their behalf, either having told them their opinion in advance, or voting in what they feel reflect the absent member's opinion).

10.2 A LIPSS BOD may only hold one (1) proxy vote at any given meeting. Once the meeting is adjourned the proxy vote is no longer valid.

Article 11

Amendments to LIPSS Constitution

11.1 The LIPSS Constitution may be amended at any time as long as the amendment is in the interest of LIPSS and the GC vote is 50% +1 in agreeance. (See article **3.2.1** for additional amendments by EC)

Article 12

Conference Reimbursement

12.1. Members of the LIPSS GC will be eligible for funding to attend or present at conferences related to IPE/IPC. Here are the steps involved:

12.1.1 First, members must submit a completed conference interest form at least 1 month in advance of the conference to the Director Internal (or sooner if there is a registration or abstract deadline), answering the following questions:

- Name, date, and location of conference
- Estimated costs of the conference

- Reasons to attend (what you will contribute to or gain from at conference)
- Interest in presenting, and a summary of the presentation if applicable

12.2 The BOD will then decide how many students to send to the conference (i.e. if many students apply to attend one conference, a maximum of X number may be chosen). Each student will receive a **starting amount of \$100** funding.

12.3 The BOD can also decide the maximum amount of money that can be distributed, and can be divided to the students attending (For example, for St. Joseph's Care Group conference, \$400 max was allotted, only two students applied, so each student received \$200).

12.4 The students who attend the conference will collect their receipts, photocopy and submit to the Director Finance after the trip (food, accommodation, travel and conference fees).

12.4.1 It is important that students retain a copy of these receipts for themselves.

12.5 At the end of the academic year, the BOD or EC will meet to decide how much money is to provide **top up funding** to each student who attended a conference. The fair distribution of funding will be done based on:

- Amount of funding left in the account / the amount of budgeted conference funding left
- Whether the student presented or not
- Distance travelled/cost of trip

12.6 It is encouraged that students who attend conferences can also apply for funding through LUSU. This form can be obtained by emailing general@lusu.ca.

12.6.1 In the event that no members express interest in attending a conference, the EC may bring forth the names of potential conference delegates to the LIPSS BOD for ratification.

Article 13

Tips on how to organize and implement a successful event

13.1 How to schedule a space on campus:

13.1.1 Locations booked through LUSU: Boardroom, Classrooms, Agora, Hallways

13.1.2 Booking spaces at Lakehead can be done on the LUSU website: www.lusu.ca → Get Involved → Clubs → Book an Event

13.2 Additional Resources for booking rooms include:

13.2.1 Locations booked through Athletics: gyms, fields

13.2.2 Need approx 2 weeks prior to booking major space like the Study. Need at least 1 month for spaces in NOSM, preferably longer though.

13.2.3 Booking spaces in the NOSM building depends on the type of event.

- For spaces other than the lab: learneraffairs@nosm.ca
- If no response from learner affairs, contact the NOSM student representative
- For the lab: lshewchuck@nosm.ca (cell: 807-474-7795)

13.3 When bringing food on campus to be used in a non-student union area, food risk assessment forms and food waivers must be filled out. These forms can be obtained by emailing: general@lusu.ca

13.3.1. Food risk assessment forms and food waivers are not necessary for bake sales

13.3.2. Food risk assessment forms and food waivers are not necessary for Outpost, The Study, catering to any area of the university

13.3.3. Food risk assessment forms and food waivers are not required for off-campus events

13.3.4 Regarding food at the event, the rules have recently changed as to what you can bring on campus. We are allowed to bring in food from off campus into the Study that the Study doesn't provide. As such, the Study sells pizza, muffins (and pastries), and food from Masala grill.

13.4. IMPORTANT: Student Group Risk Assessment Forms **must** be completed **at least** 2 weeks prior to any event that has potential risk associated with it. The purpose of this form is to be cleared through LUSU to mitigate any risks to students and consequently be covered by the student union insurance.

13.5. If a float and cash box is required for any event, notify LUSU as early as possible. The cashbox can be picked up from the LUSU office. (Speak with Director Finance about obtaining a cash box/float)

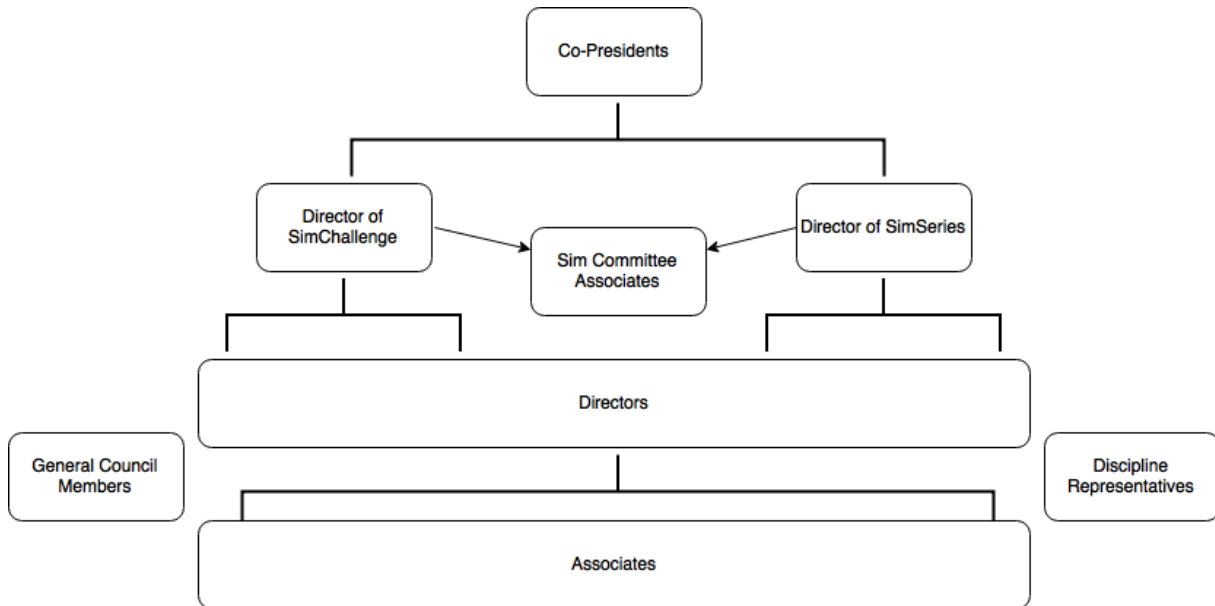
13.6. To print posters and other documents for LIPSS events, email the document to the Print Shop at Lakehead University. Obtain a printing form from the LUSU office with the signature of the person at the front desk. Bring the form to printing services (in the tunnels under the Ryan Building), and ask them to print the document(s) and the LIPSS account will be charged from LUSU.

13.7 Other important considerations:

- Agora booking cost: \$27.50 (flat rate)
- Faculty Lounge flat rate booking: \$120.00 (flat rate)

13.8 Book IT (Helpdesk) for Lakehead and NOSM whenever using powerpoint or other technology. Give advance notice. Also, they may not be able to come on evenings and weekends. Book IT Lakehead via website, and NOSM IT via joseph.modi@nosm.ca.

Appendix



Lakehead University Interprofessional Student Society (LIPSS)

Constitution

Amended

Table of Contents

Abbreviations **3**

Article 1 - Name and Purpose **4**

Article 2 - Membership and Meetings **5**

Article 3 - LIPSS Executive Council **8**

Article 4 - LIPSS Board of Directors **12**

Article 5 - LIPSS General Council **20**

Article 6 - Cheque Requisitions and Expenses **24**

Article 7 - Terms of Office **25**

Article 8 - Removal from Office **26**

Article 9 - Annual General Meeting **27**

Article 10 - Proxy Vote **30**

Article 11 - Amendments to Constitution **31**

Article 12 - Conference Reimbursement **32**

Article 13 - Tips on how to organize and implement a successful event **34**

Appendix 1 - Governance Model **36**

Abbreviations used:

LIPSS: Lakehead University Interprofessional Student Society

EC: Executive Council

BOD: Board of Directions

GC: General Council

NOSM: Northern Ontario School of Medicine

FHBS: Faculty of Health and Behavioural Sciences (at Lakehead University)

LUSU: Lakehead University Student Union

AGM: Annual General Meeting

Article 1

Name and Purpose

1.1 The name of the club is the Lakehead University Interprofessional Student Society, in short, LIPSS and shall herein be referred to by this name.

1.2 The mission of LIPSS is to promote interprofessional practice among health and social care learners in order to foster collaborative, holistic, person-centred care.

1.3 The purpose of LIPSS is to create an interprofessional environment for students in health-related programs in Thunder Bay, enhancing their ability to engage in collaborative and holistic, person-centred care, by:

1.3.1 Establishing social activities;

1.3.2 Organizing educational opportunities;

1.3.3 Lobbying on behalf of issues that affect LIPSS members;

1.3.4 Acting as a communication medium for the students between students and faculty or other key stakeholders;

1.3.5 Providing networking opportunities within the community for students in the Thunder Bay area.

1.4 LIPSS is a member of the Lakehead University Student Union (LUSU) and as such recognizes LUSU as its governing body.

Article 2

Membership and Meetings

2.1 All students are invited to become a member of LIPSS, if they see collaboration in health care as relevant to their profession. Specifically targeted are all students in the Faculty of Health and Behavioural Sciences (FHBS) at Lakehead University, those enrolled through the Northern Ontario School of Medicine (NOSM), and those enrolled in the School of Health and Community Services at Confederation College (ConCollege).

2.1.1 Lakehead University disciplines invited:

- Nursing
- Kinesiology
- Psychology
- Social Work
- Gerontology
- Public Health
- Nurse Practitioner
- Others faculties and programs as seen relevant to health care.

2.1.2. NOSM disciplines invited:

- Medicine
- Physiotherapy

- Occupational Therapy
- Dietetics
- Audiology
- Speech Language Pathology
- Radiation Therapy
- Physician Assistant
- Others as per the NOSM website

2.1.3. Confederation College disciplines invited:

- Paramedicine
- Practical Nursing
- Child and Youth Work
- Social Service Work
- Medical Laboratory Assisting
- Medical Radiation Technology
- Dental Assisting
- Dental Hygiene
- Police Foundations
- Personal Support Work
- Pre-Health Sciences
- Recreational Therapy
- Others as per the Confederation College website

2.2 There shall be at least one (1) General Council meeting per month, year-round (including summer). Executive Council may have an additional one (1) meeting per month, year round (including summer) if there is a need.

2.2.1. The General and Executive Council meetings may occur as one during the summer (May-August).

2.3 LIPSS General Council meetings should occur if at least one-half ($\frac{1}{2}$)+1 of the voting members support the vote to hold a meeting. Absences due to vacant positions will not be included in quorum totals.

2.3.1 A vote shall pass if one-half ($\frac{1}{2}$)+1 of members support the vote. The Director Internal shall count all votes, unless a conflict of interest occurs. In this case, the President(s) shall count the vote. Members who are teleconferencing shall email their vote to the Director internal at time of the vote. The Director Internal also has a vote. The number of votes can be announced immediately.

2.3.2 If the decision directly involves one individual on the committee, or feels they lack enough information to vote, then they have the option to abstain from the vote.

2.4 Should the LIPSS Board of Directors be presented with a petition containing at least twenty-five (25) signatures, it shall call a Board of Directors meeting to consider such Policy, and any decision shall be binding upon the LIPSS Board of Directors.

2.5 The time and date of a LIPSS Executive Council meeting will be determined by at least two (2) Executive Council members at least two (2) days prior to said meeting. No formal notice of meetings need be given if all members of the LIPSS Executive Council are present, or those absent have been notified, and have given consent for the meeting to be held.

2.6 No error or omission in giving notice for a meeting shall invalidate said meeting, or invalidate or make void any proceedings occurring at said meeting.

2.7 Every motion should be called by a heads-down-hands-up count. Members present at the meeting via teleconference email their vote to the Director Internal with the subject line: Vote:(Topic).

2.8 In certain special situations, deemed necessary by the LIPSS President(s), an electronic vote can be held for either Executive Council or the Board of Directors (eg. via Doodle Poll). The vote results are binding, and tabulated results are to be read into the minutes of next LIPSS Board of Directors meeting.

2.9 Procedures of all meetings are to be governed by Robert's Rules of Order. When in conflict, the LIPSS Constitution takes precedence over Robert's Rules of Order.

Article 3

LIPSS Executive Council

3.1 The LIPSS Executive Council will consist of three (3) key positions:

3.1.1 The LIPSS Co-President(s) (1-2)

3.1.2 The LIPSS Director Internal (1)

3.1.3 If only one President exists, an additional LIPSS Board of Director member can make up the third key position. The SimChallenge Director shall assume this position on the EC; if they do not wish to assume this position, a GC vote will decide the third member of the EC ($\frac{1}{2} + 1$ have to agree).

3.2 The LIPSS EC shall have the authority to make decisions on behalf of the LIPSS BOD. Any decisions made must be communicated to the LIPSS BOD by email as soon as possible, and then read into the minutes at the next LIPSS Board of Directors meeting.

3.2.1 Criteria for what decisions the EC can vote upon:

- booking a third party venue
- changes to constitution

- any purchase under \$50

3.3 The LIPSS EC are also voting members of the LIPSS BOD.

3.4 The LIPSS EC shall produce minutes for each meeting and these must be kept on the LIPSS Dropbox.

3.5 During the month of April (after new positions have been assigned), the outgoing LIPSS EC members shall serve as *ex-officio* representatives of the incoming LIPSS EC, with no voting rights. *Voting dates subject to change

3.6 LIPSS Co-President(s) (1-2)

3.6.1 The LIPSS Co-President(s) are the Chief Executive Officers of the Lakehead University Interprofessional Student Society. During the absence or inability of the LIPSS Co-President(s), presidential duties become the responsibility of the LIPSS Director Internal.

3.6.2 The LIPSS Co-President(s) shall, as Chief Executive Officers, establish the goals and objectives of LIPSS in collaboration with the BOD.

3.6.3 The LIPSS Co-President(s) should serve as the Chairperson(s) for all meetings of the LIPSS EC and the LIPSS BOD. However, a Director can chair: LIPSS EC Meetings; LIPSS BOD Meetings; or LIPSS GC Meetings, so long as a President is present.

3.6.4 The LIPSS Co-President(s) shall oversee all LIPSS subcommittees.

3.6.5 LIPSS Co-President(s) must have served on LIPSS for one (1) academic year previous to their nomination to ensure continuity within LIPSS.

3.6.6 LIPSS Co-President(s) must be nominated for and elected by LIPSS members in attendance at a general election occurring at its Annual General Meeting (AGM).

3.6.7 The LIPSS Co-President(s) shall endeavour to fill all seats on the LIPSS BOD during the first academic year meeting in September. Failing this, it shall be the responsibility of the LIPSS Co-President(s) to ensure that all seats on the LIPSS BOD are filled by the first meeting in October of the academic year. The LIPSS Co-President(s) will strive to fill all vacancies on the LIPSS BOD, which may occur as the academic year progresses. This process shall include the assistance of the other members of the BOD.

3.6.8 The LIPSS Co-President(s) shall be entitled to make decisions on behalf of LIPSS subject to the following criteria:

3.6.8.1 After diligent effort, the LIPSS Co-President(s) are unable to convene a meeting of the LIPSS BOD or the LIPSS EC;

3.6.8.2 If it is essential that the decision be made before such a meeting can be convened; and

3.6.8.3 The decision is reported to the LIPSS BOD, and the LIPSS EC, at the next meeting.

3.6.9 The LIPSS Co-President(s) are required to guide and mentor the incoming Co-President(s) during the months of March to April in order to provide adequate time to learn the nature of the role of the President. *Voting dates subject to change

3.6.10 The LIPSS Co-President(s) shall be responsible for the transmission of information from LIPSS to other student organizations.

3.6.11 The LIPSS Co-President(s) shall seek new opportunities to further IPE opportunities in Thunder Bay and promote the goals of LIPSS.

3.6.12 The LIPSS Co-President(s) shall be a **voting member** of both the BOD and EC.

3.7 LIPSS Director Internal

3.7.1 The LIPSS Director Internal is responsible for the internal runnings of the club.

3.7.2 The LIPSS Director Internal shall take meeting minutes at each EC Meeting and BOD Meeting. In the event that the LIPSS Director Internal is unable to attend a meeting, he/she must first ask their Associate to take minutes. Failing success with the Associate or if the Associate position is vacant, another responsible member of the club shall take meeting minutes; or, if a voice recorder is used, the Director Internal is responsible for transcribing the recording into the minutes.

3.7.3 The LIPSS Director Internal shall send meeting minutes out to the applicable members no longer than four (4) business days after the meeting took place.

3.7.4 The LIPSS Director Internal is responsible for creating a meeting agenda for each EC, GC and BOD meeting. The agenda must be sent to the Co-President(s) at least 48 hours before the meeting for revisions. The agenda must be sent out to the proposed attending members at least 24 hours prior to the meeting.

3.7.5 The LIPSS Director Internal shall keep record of the attendance at meetings.

3.7.6 The LIPSS Director Internal is responsible for booking rooms for meetings to take place.

3.7.7 The LIPSS Director Internal is responsible for planning meeting times, after consultation with the Co-President(s), GC and BOD.

3.7.8 The LIPSS Director Internal shall be a **voting member** of both the BOD and EC.

3.7.9 The LIPSS Director Internal shall send out relevant conference interest forms in collaboration with the LIPSS Director Research.

3.7.10 The conference interest form should include the following points:

3.7.10.1 Name, date and location of conference

3.7.10.2 Estimated costs of the conference (including travel and accommodations)

3.7.10.3 A spot for members to complete reasons to attend (what will you contribute or gain from the conference)

3.7.10.4 A spot for members to complete an interest statement in presenting

3.7.10.5 A spot for member to complete summary of the presentation if applicable

Article 4

LIPSS Board of Directors

4.1 Decisions voted-upon by the BOD are inclusive of the votes of the EC (Article 3).

4.2 The LIPSS BOD shall be empowered to set all financial, political and general policy for LIPSS.

4.3 Each LIPSS Director shall produce a written Final Report which must be submitted to the incoming LIPSS EC by the GC meeting prior to the AGM. Each LIPSS Director shall place a copy of said written report into the LIPSS Dropbox, in the appropriate folder.

4.4 Each LIPSS Director is responsible for holding monthly meetings with their Associates, delegating tasks to their Associate(s) as needed, and communicating the subcommittee's progress to the Co-President(s) on an on-going basis (recommended weekly checkins).

4.5 All decisions made by the LIPSS BOD must always be done in the best interest of the members of LIPSS.

4.6 Three LIPSS BOD members will compose the EC.

4.7 In addition to the members of the LIPSS EC, the LIPSS BOD will include the following officers and positions:

4.7.1 LIPSS Past President(s)

4.7.2 LIPSS Director Finance

4.7.3 LIPSS Director Social/Fundraising

- 4.7.4 LIPSS Director SimSeries
- 4.7.5 LIPSS Director Communications
- 4.7.6 LIPSS Director External
- 4.7.7 LIPSS Director Recruitment & Retention
- 4.7.8 LIPSS Director Research
- 4.7.9 LIPSS Director SimChallenge
- 4.7.10 LIPSS Discipline Representatives

4.8. LIPSS Past President(s)

4.8.1 The LIPSS Past President(s) shall be **non-voting members** of the BOD.

4.8.2 The LIPSS Past President(s) shall act as resource persons to current LIPSS BOD and current LIPSS EC.

4.8.3 The LIPSS Past President(s) may resign from this position and nominate themselves for an alternative seat on the LIPSS BOD with approval of a majority from the LIPSS BOD. This shall only occur if the position cannot be filled by another member of the club.

4.8.4 The LIPSS Past President(s) must fit the criteria of the aforementioned member of LIPSS (they must be eligible students in related programs). If the past-presidents are no longer students, they are welcomed to continue mentoring the incoming President(s), but are not required to.

4.9 LIPSS Director Finance

4.9.1 The LIPSS Director Finance shall be a **voting member** of the BOD.

4.9.2 The LIPSS Director Finance shall report to the LIPSS BOD any financial decisions made on behalf of the LIPSS BOD.

4.9.3 The LIPSS Director Finance shall refer all expenditures in excess of fifty (50) dollars, not already allocated for in existing budgets, to the LIPSS EC. All expenditures in excess of fifty (50) dollars shall be referred to the LIPSS BOD.

4.9.4 The LIPSS Director Finance must be able to show LIPSS's financial position, and provide information of a financial nature pertaining to any expenditures made by the current LIPSS BOD and/or the LIPSS EC to any LIPSS member who so requests. The LIPSS Director Finance is permitted five (5) business days to present said financial information.

4.9.5 At every BOD and GC Meeting, the Director Finance shall report all changes to LIPSS's financial state, no matter how small.

4.9.6 The LIPSS Director Finance shall produce an Annual Financial Report which must be submitted to the incoming LIPSS EC by the AGM through Dropbox. The Annual Financial Report will include all major financial transaction summaries.

4.9.7 The LIPSS Director Finance shall be responsible for approving and providing financial advice regarding budgets for all planned LIPSS events. This advice shall be given to the appropriate Director for the event (ie. Director Fundraising for a fundraising event, and Director Social for a social event).

4.9.8 The LIPSS Director Finance is the member of the LIPSS BOD that is most responsible for the financial operations of LIPSS.

4.9.9 The LIPSS Director Finance shall apply for appropriate grants and sponsorships including but not limited to:

- The Canadian Federation of Medical Students (CFMS) Student Initiative Grant
- Port Arthur Rotary Club (or other Thunder Bay Rotary Clubs)

4.9.10 The LIPSS Director Finance shall co-sign all outgoing and incoming money with any other Director with the Co-President(s)' approval. In the event that the Director of Finance is unavailable, another Director can co-sign all outgoing and incoming money so long as there is no conflict of interest.

4.9.11 The LIPSS Director SimSeries shall work with Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

4.10 LIPSS Director Social/Fundraising

4.10.1 The LIPSS Director Social and Fundraising shall be a **voting member** of the BOD.

4.10.2 The LIPSS Director Social and Fundraising shall organize at least two social events per semester. One events must be to raise funds, enabling LIPSS to host events and attend conferences. The other event must be an internal event for the club, or an event to increase awareness of LIPSS.

4.10.3 The LIPSS Director Social and Fundraising shall organize events including, but not limited to:

- Bakesales
- Weekend Cafes
- Pub Nights
- Talent nights
- Thunderwolves 50/50 tickets
- Sponsorships
- Potlucks

4.10.4 During the preparation for any social event, the LIPSS Director Social and Fundraising and Fundraising is responsible for collaborating with the appropriate Directors as relevant to the event. This plan must be shared at a BOD meeting or a GC meeting prior to said event.

4.10.5 The LIPSS Director Social and Fundraising has the freedom to contribute to other projects and ongoing events, as deemed suitable by the LIPSS Director Social and Fundraising and LIPSS Co-President(s).

4.10.6 The LIPSS Director Social and Fundraising shall collaborate and coordinate with other program clubs to plan social activities and events.

4.10.7 The LIPSS Director Social and Fundraising shall work with Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

4.11 LIPSS Director SimSeries

4.11.1 The LIPSS Director SimSeries shall be a **voting member** of the BOD.

4.11.2 The LIPSS Director SimSeries shall organize and promote interprofessional activities and events which are academic and/or simulation-based in nature.

4.11.3 The LIPSS Director SimSeries has the freedom to contribute to other projects and ongoing events, as deemed suitable by the LIPSS BOD.

4.11.4 The LIPSS Director SimSeries shall organize events such as, but not limited to:

- LIPSS Speaker Series
- LIPSS SimSeries

4.11.5 The LIPSS Director SimSeries shall work with Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

4.12 LIPSS Director Communications

4.12.1 The LIPSS Director Communications shall be a **voting member** of the BOD.

4.12.2 The LIPSS Director Communications shall be adept with social media, graphic design, image editing, website design and journalism.

4.12.3 The LIPSS Director Communications will manage all communications of LIPSS, including updating and maintaining the LIPSS website, Facebook page, and Instagram page.

4.12.4 The LIPSS Director Communications is responsible for directing and approving communications information to be disseminated.

4.12.5 The LIPSS Director Communications shall work with the Director Recruitment to follow up on interest and recruitment emails from the LIPSS email.

4.12.6 The LIPSS Director Communications shall advise/collaborate with other Directors and Associates in the creation of promotional materials for their events.

4.12.7 The LIPSS Director Communications shall photograph (or organize a photographer to photograph) key LIPSS events.

4.12.8 The LIPSS Director Communications shall, upon notification from one LIPSS President, advertise the LIPSS AGM.

4.12.9 The LIPSS Director Communications is responsible for representing LIPSS with the utmost professionalism when disseminating information in all modes.

4.12.11 The LIPSS Director Communications is responsible for placing clothing orders for both club members and for the Sim Challenge.

4.14 LIPSS Director External

4.14.1 The LIPSS Director External shall be a **voting member** of the BOD

4.14.2 The LIPSS Director External shall be responsible for maintaining a line of communication with the Lakehead University FHBS IPE Committee.

4.14.3 The LIPSS Director External shall sit as Student Representative on the FHBS IPE Committee.

4.14.4 The LIPSS Director External shall facilitate the attendance of local/provincial/national/international conferences by LIPSS members. The LIPSS Director External shall collaborate with the LIPSS EC and Director Research to make these decisions. Refer to Article 13 for more information on the facilitation of conference attendance.

4.14.5 The LIPSS Director External and/or the Director of Research shall write activity summaries on recent events throughout the year, submitting to newsletters including but not limited to:

- The Northern Ontario Medical Journal (as needed)
- The University of Toronto IPE Newsletter (quarterly)
- The Northern Ontario School of Medicine IPE Newsletter (quarterly)
- The Argus (as needed)

4.14.6 The LIPSS Director External shall engage learners from health disciplines beyond programs at Lakehead University:

- Connecting NOSM students (Med, OT, PT, PA, DI, etc.) with our events
- Connecting with Confederation College to establish a working partnership with them and include them in events when possible

4.15 LIPSS Director Recruitment & Retention

4.15.1 The LIPSS Director Recruitment & Retention shall be a **voting member** of the BOD

4.15.2 The LIPSS Director Recruitment & Retention shall organize, facilitate, and implement the recruitment of members to the LIPSS committee and to LIPSS events.

4.15.3 The LIPSS Director Recruitment & Retention shall, by the beginning of the academic year have created:

- A presentation for program recruitment
- A schedule for program representatives
- A script for program representatives
- Any other documents required to recruit students

4.15.4 The LIPSS Director Recruitment & Retention shall constantly strive to ensure the longitudinal success of LIPSS. For example, the Director Recruitment & Retention will send out a Mid-Year Review and Year-End review (eg. via survey monkey) after each Fall and Winter semester, respectively, or at other times as group feedback is needed.

4.15.5 The LIPSS Director Recruitment & Retention shall provide orientation for new LIPSS members in September and on an ongoing basis as new members join throughout the year.

4.15.6 The LIPSS Director Recruitment & Retention shall oversee the recruitment of students for other major events throughout the year (ex. for SimChallenge, SimSeries, socials, fundraisers, etc).

4.16 LIPSS Director Research

4.16.1 The LIPSS Director Recruitment & Retention shall be a **voting member** of the BOD

4.16.2 The LIPSS Director Research shall guide any research associated with LIPSS, including but not limited to: (1) event evaluation (2) student experience and (3) conference presentations and posters.

4.16.3 The LIPSS Director Research, in collaboration with the Director of External, is responsible for searching for conferences that would be beneficial for LIPSS to attend.

4.16.4 It is the responsibility of the LIPSS Director Research to submit or advise other students in submitting abstracts to conferences that LIPSS has expressed interest in.

4.16.5 The LIPSS Director Research is recommended to have research experience, ideally in IPE.

4.16.6 The LIPSS Director Research shall participate in any relevant IPE Journal Clubs (i.e. the CEPD NOSM IPE Journal Club).

4.16.7 The LIPSS Director Research shall provide a short presentation and discussion on recent findings in IPE research in their monthly General Council update. This can be a self-selected article, or an article from the IPE Journal Club.

4.16.8 The LIPSS Director External and/or the Director of Research shall write activity summaries on recent events throughout the year, submitting to newsletters including but not limited to:

- The Northern Ontario Medical Journal (as needed)
- The University of Toronto IPE Newsletter (quarterly)
- The Northern Ontario School of Medicine IPE Newsletter (quarterly)
- The Argus (as needed)

4.16.9 The conference interest form should include the following points:

4.16.9.1 Name, date and location of conference

4.16.9.2 Estimated costs of the conference (including travel and accommodations)

4.16.9.3 A spot for members to complete reasons to attend (what will you contribute or gain from the conference)

4.16.9.4 A spot for members to complete an interest statement in presenting

4.16.9.5 A spot for member to complete summary of the presentation if applicable

4.17 LIPSS Director SimChallenge

4.17.1 The LIPSS Director SimChallenge shall be a **voting member** of the BOD.

4.17.2 The LIPSS Director SimChallenge shall organize the annual, large-scale, simulation-based event, known as the SimChallenge.

4.17.3 The LIPSS Director SimChallenge has the freedom to contribute to other projects and ongoing events, as deemed suitable by the LIPSS BOD.

4.17.4 The LIPSS Director SimChallenge shall work with Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

4.17.5 The LIPSS Director SimChallenge is responsible for overseeing and participating in the following tasks (in collaboration with SimChallenge Associates, and relevant subcommittees)

- Student recruitment (participants and volunteers)
- Student experience
- Facilitator recruitment and training
- Standardized patient recruitment and training
- Public relations
- Simulation development
- Integration with curriculum
- Evaluation and research

4.18 LIPSS Discipline Representatives

4.18.1 The LIPSS Discipline Representatives shall be **voting members** of the BOD.

4.18.2 There shall be one representative from each Health & Behavioural Science discipline, including:

- Nursing
- Kinesiology
- Psychology
- Social Work
- Medical School

4.18.3 If a member from another discipline wishes to have a Discipline Representative role, the council shall vote to have the position instated.

4.18.4 The LIPSS Discipline Representatives shall organize, facilitate, and implement the recruitment of members of their discipline to the LIPSS committee and to LIPSS events.

4.18.5 The LIPSS Discipline Representatives shall work with the Director Communications, Director Recruitment and Retention, GC, and Program Representatives to ensure that event information is disseminated.

Article 5

General Council

5.1 All GC Members are **voting members**.

5.2 GC is composed of:

5.2.1 LIPSS Associates

5.2.2 EC

5.2.3 BOD

5.2.4 Advisors

5.2.5 NOSM Representative

5.3 LIPSS Associates

5.3.1 LIPSS Associates have two main roles. They are to act as advocates for interprofessional education amongst their peers (**5.3.1.1**), and they are to serve as Associates to the Directors on subcommittees (**5.3.1.2**).

5.3.1.1 They are to disseminate LIPSS event information to their program peers, and perform general member recruitment. This can be achieved in several ways:

- Word of mouth
- Posters
- Sharing the digital posters from the LIPSS facebook page with program groups/pages
- Emailing the poster to professors to disseminate (if the topic is relevant to their course)
- Shout-outs at the start/end of classes

5.3.1.2 All GC members will be assigned a subcommittee. When they are appointed, they will be given a chance to rank their top three (3) subcommittees they would like to help with. The EC will then appoint each rep to the most well-suited subcommittee. If reps join throughout the year, they will be appointed to whichever subcommittee needs help at the time. For example, here are recommended subcommittees associates:

- Director Communications
 - Associate Communications (1 rep)
- Director Social and Fundraising
 - *Associate Fundraising (1-3 reps)
- Director Internal
 - Associate Internal (1 rep)
- Director External
 - Associate External (1 rep)
- Director SimSeries
 - *Associate SimSeries (2-3 reps)
 - Speaker Series Coordinator, dependent on interest each year (1 rep)
- Director Finance
- Director SimChallenge
 - *SimChallenge Associates (3-4 reps)
- Director Research
 - Associate Research (1 rep)
- Director Recruitment & Retention
 - *Associate Recruitment & Retention (1-2 reps)

*Associate positions with an asterisk are higher priority to be held than the other positions. However, it is important to gauge where help is needed most and use the discipline reps' time in the most effective way.

5.3.2 LIPSS Associates are expected to attend **all** LIPSS General Council meetings, and are encouraged to attend all LIPSS events (unless they have a scheduled class conflict).

5.3.3 LIPSS Associates are to forward any healthcare related events to Director Communications to be put on the centralized website calendar.

5.4 The LIPSS Medical Student Representative

5.4.1 The LIPSS Medical Representative is elected by the NOSM Student Society as the liaison between LIPSS and NOSM, and as a voice within the medical student body.

5.4.2 The LIPSS Medical Representative will fill all the above-stated responsibilities as a program representative, as well as the following duties:

5.4.2.1 The LIPSS Medical Representative is to forward all relevant NOSM Student Society (NOSMSS) Interest Group Events on to the Director Communications to be shared with LIPSS members on the website calendar and on Facebook (except if the event is specified as a medical-learner-only event).

5.4.2.2 The LIPSS Medical Representative is to coordinate an interprofessional lunch-hour potluck during the fall to be held in the medical school building.

5.5 Speaker Series Coordinator

5.5.1 The Speaker Series Coordinator is a member of the SimSeries subcommittee (working alongside the Director SimSeries and Associate(s)). Their primary role is to organize the Annual LIPSS Speaker Series (dependent on interest each year).

5.5.2 The Speaker Series Coordinator's responsibilities for planning the Speaker Series are as follows:

- Brainstorm ideas as to potential local speakers who have experience in IP research or practice, or any topic that would peak the interest of health learners
- Contact potential speakers and follow up to confirm dates
- Book rooms for the Speaker Series, and to accommodate for video-conferencing to Sudbury (and Orillia if desired), if their IP working group is interested
- Create and disseminate a poster for the Speaker Series in consultation with Director Communications and Director Recruitment & Retention
- Welcome, mediate, and close the Speaker Series sessions
- Purchase a gift and cards of thanks for the speakers, with approval from the BOD or EC (reimbursement from LIPSS will be provided).

5.5.3 The Speaker Series Coordinator is to attend **all** GC meetings.

5.6 Advisors

5.6.1 Advisors are students who have held previous positions on LIPSS and/or offer a unique perspective towards student-led IPE, but are not integral to the normal operation of LIPSS. They are not required to attend all GC meetings, but only the meetings when topics raised are relevant to their area of advisement.

5.6.2 More student advisor positions can be established as needed, or as the opportunity presents.

5.7 SimChallenge Committee

5.7.1 The SimChallenge committee is overseen by the LIPSS President(s). In order to build the knowledge of SimChallenge planning with other members, the President(s) /Director may appoint one of the SimChallenge Associates to spearhead the event as Chair of SimChallenge, under their mentorship.

5.7.2 The SimChallenge Committee plans the annual SimChallenge event.

5.7.2.1 The SimChallenge Committee is responsible for participating in the following tasks (in collaboration with relevant subcommittees)

- Student recruitment (participants and volunteers)
- Student experience
- Facilitator recruitment and training
- Standardized patient recruitment and training
- Public relations
- Simulation development
- Integration with curriculum
- Evaluation and Research

Article 6

Cheque Requisitions and Expenses

6.1 The LIPSS Director Finance and a LIPSS Co-President shall co-sign all outgoing and incoming funds. In the event that the Director of Finance or a Co-President is unavailable, other Director(s) can sign all outgoing and incoming funds so long as there is no conflict of interest, with the approval of the Co-President(s).

6.2 All members of the LIPSS EC and of the LIPSS BOD will always strive to choose the most cost effective option when making approved purchases or acquisitions.

6.3 EC is able to approve expenses not exceeding fifty (50) dollars without approval of the GC prior to making the purchase.

6.3.1 Any expenses exceeding fifty (50) dollars must be approved via a majority vote by the GC prior to making the purchase.

Article 7

Terms of Office

7.1 The term of office for the LIPSS EC and the LIPSS BOD shall commence April 1st and continue to the following March 31st (approximately).

7.2 During the month of March, the incoming LIPSS BOD and GC shall work closely with the current LIPSS BOD and GC to facilitate the transition from year to year.

7.3 The date of commencement of a term of office and/or the length of a term of office may be altered through a vote of the LIPSS BOD.

Article 8

Removal from Office

8.1 Any member of the LIPSS BOD, LIPSS GC or the LIPSS EC may be removed from office for, but not limited to, the following reasons:

8.1.1 Poor attendance at meetings and events;

8.1.1.1 After 2 missed meetings (either BOD, GC or EC) or three missed events within a semester long period, the individual's involvement with the committee will be re-evaluated with the Co-President(s) and the committee member in question.

8.1.1.2 Also, after two or more missed subcommittee meetings within a semester long period, a member of the subcommittee may come forward and address this absence to the Co-President(s). The individual's involvement with LIPSS may be discussed with the member at the discretion of the Co-President(s).

8.1.1.3 This article is to ensure that the individual is able to contribute to LIPSS to the best of their ability. LIPSS understands the dedication that is required for

positions on the committee and wants to consider both the club and the individual's' best interests.

8.1.1.4 This article is enforced by the Co-President(s) and may depend on circumstantial information exclusive to the committee member in question.

8.1.2 Release of confidential and classified information;

8.1.2.1 A member shall be automatically removed from office for releasing confidential or classified information from LIPSS meetings, where this information is expressed, by a majority vote of the LIPSS BOD, as not to be released to the general membership or to the public.

8.1.3 Impeachment: A member may be removed from office, for not fulfilling their role as specified under their designated role as described in the Constitution, will be removed from office by a majority decision made by the EC.

Article 9

Annual General Meeting

9.1 An AGM shall take place at the final GC meeting at the end of March or early April. The incoming EC, BOD and GC will be appointed at the AGM.

9.2 During the AGM, the following business will be transacted:

9.2.1 Presentation of (1) year-to-date report and (2) next-steps report from the outgoing LIPSS Board of Director members.

9.2.2 Elections of the EC, BOD, and GC.

9.2.3 Summarizing previous accomplishments and establishing new directions.

9.2.4 Constitution review

9.3.1 All interested applicants must complete an application in order to be considered for a position as Co-President, Director, or Associate for any subcommittee. Members who have held previous positions on LIPSS must still complete an application.

9.3.1.1 The applicants must identify their top three preferred positions on the application form, which can include Co-President, Director, or Associate levels for the desired subcommittee.

9.3.2 Co-Presidency

9.3.2.1 To apply for Co-President, a member must have participated as an active member of GC for at least one (1) year.

9.3.2.2 After an application has been submitted, the potential Co-President will state a case at the AGM as to why they should be elected.

9.3.2.3 If the election is not taking place at the AGM, an application must still be completed in advance. The potential Co-President will state their case to be elected at the meeting following the completion of their application. A majority vote ($\frac{1}{2} + 1$) of the committee present at a meeting with quorum can vote the Co-President into the position.

9.3.3 Director and Associate

9.3.3.1 No experience on LIPSS is required to apply for Director and Associate positions.

9.3.3.2 After an application has been submitted, the applicant must state their case at the AGM as to why they feel they deserve to be elected for the desired position and subcommittee.

9.3.3.4 For elections taking place outside of the AGM, Directors and Associates may be elected at the discretion of the Co-Presidents (without stating a case to the GC), providing that the position is vacant.

9.3.3.5 If an applicant is applying for a position already filled outside of the AGM, they will have to state their case as to why they deserve the role over the current Director or Associate. A GC vote will take place at the meeting following the application. A majority vote ($\frac{1}{2} + 1$) is required at a meeting with quorum.

9.3.4 Applicants will have the opportunity to state their case for their most preferred position first. Should they not get voted into said position, they will have the opportunity to state their case for their next preferred position, up to three positions or they have been elected in.

9.3.5 All current members of LIPSS are required to be re-elected into their roles (should they wish to remain in them) at the AGM. This could mean running against a new or current committee member to stay in the role.

9.3.6 If a member steps down from a position or is removed from office (See Article 8), the position will be open for election. Should a member want to change positions or a new member wants to apply for the position, they will complete an application as in the regular procedure.

9.3.7 If there is only one application for a certain position, the member looking to fill the vacancy still must state their case to the committee and be elected in by a majority vote ($\frac{1}{2} + 1$) at the AGM. If this application is outside of the AGM, see Article **9.3.3.4**.

9.3.8 To assume co-positions, an initial vote will be held with all applicants running individually. The applicant who receives the majority vote will then get to decide whether or not he/she would like a Co-President. If he/she would like a Co-President, a secondary vote will be held with the remaining applicants. The applicant who receives the majority of the secondary vote will assume the role of Co-President.

Article 10

Proxy Vote

10.1 If a LIPSS BOD member has given **written** notification to the Co-President(s) or Director Internal of their absence at least 2 hrs prior to a meeting, this member may proxy their vote to another member attending the meeting. (Allows a peer at the meeting to vote on their behalf, either having told them their opinion in advance, or voting in what they feel reflect the absent member's opinion).

10.2 A LIPSS BOD may only hold one (1) proxy vote at any given meeting. Once the meeting is adjourned the proxy vote is no longer valid.

Article 11

Amendments to LIPSS Constitution

11.1 The LIPSS Constitution may be amended at any time as long as the amendment is in the interest of LIPSS and the GC vote is 50% +1 in agreeance. (See article **3.2.1** for additional amendments by EC)

Article 12

Conference Reimbursement

12.1. Members of the LIPSS GC will be eligible for funding to attend or present at conferences related to IPE/IPC. Here are the steps involved:

12.1.1 First, members must submit a completed conference interest form at least 1 month in advance of the conference to the Director Internal (or sooner if there is a registration or abstract deadline), answering the following questions:

- Name, date, and location of conference
- Estimated costs of the conference
- Reasons to attend (what you will contribute to or gain from at conference)
- Interest in presenting, and a summary of the presentation if applicable

12.2 The BOD will then decide how many students to send to the conference (i.e. if many students apply to attend one conference, a maximum of X number may be chosen). Each student will receive a **starting amount of \$100** funding.

12.3 The BOD can also decide the maximum amount of money that can be distributed, and can be divided to the students attending (For example, for St. Joseph's Care Group conference, \$400 max was allotted, only two students applied, so each student received \$200).

12.4 The students who attend the conference will collect their receipts, photocopy and submit to the Director Finance after the trip (food, accommodation, travel and conference fees).

12.4.1 It is important that students retain a copy of these receipts for themselves.

12.5 At the end of the academic year, the BOD or EC will meet to decide how much money is to provide **top up funding** to each student who attended a conference. The fair distribution of funding will be done based on:

- Amount of funding left in the account / the amount of budgeted conference funding left

- Whether the student presented or not
- Distance travelled/cost of trip

12.6 It is encouraged that students who attend conferences can also apply for funding through LUSU. This form can be obtained by emailing general@lusu.ca.

12.6.1 In the event that no members express interest in attending a conference, the EC may bring forth the names of potential conference delegates to the LIPSS BOD for ratification.

Article 13

Tips on how to organize and implement a successful event

13.1 How to schedule a space on campus:

13.1.1 Locations booked through LUSU: Boardroom, Classrooms, Agora, Hallways

13.1.2 Booking spaces at Lakehead can be done on the LUSU website: www.lusu.ca → Get Involved → Clubs → Book an Event

13.2 Additional Resources for booking rooms include:

13.2.1 Locations booked through Athletics: gyms, fields

13.2.2 Need approx 2 weeks prior to booking major space like the Study. Need at least 1 month for spaces in NOSM, preferably longer though.

13.2.3 Booking spaces in the NOSM building depends on the type of event.

- For spaces other than the lab: learneraffairs@nosm.ca
- If no response from learner affairs, contact the NOSM student representative
- For the lab: lshewchuck@nosm.ca (cell: 807-474-7795)

13.3 When bringing food on campus to be used in a non-student union area, food risk assessment forms and food waivers must be filled out. These forms can be obtained by emailing: general@lusu.ca

13.3.1. Food risk assessment forms and food waivers are not necessary for bake sales

13.3.2. Food risk assessment forms and food waivers are not necessary for Outpost, The Study, catering to any area of the university

13.3.3. Food risk assessment forms and food waivers are not required for off-campus events

13.3.4 Regarding food at the event, the rules have recently changed as to what you can bring on campus. We are allowed to bring in food from off campus into the Study that the Study doesn't provide. As such, the Study sells pizza, muffins (and pastries), and food from Masala grill.

13.4. IMPORTANT: Student Group Risk Assessment Forms **must** be completed **at least** 2 weeks prior to any event that has potential risk associated with it. The purpose of this form is to be cleared through LUSU to mitigate any risks to students and consequently be covered by the student union insurance.

13.5. If a float and cash box is required for any event, notify LUSU as early as possible. The cashbox can be picked up from the LUSU office. (Speak with Director Finance about obtaining a cash box/float)

13.6. To print posters and other documents for LIPSS events, email the document to the Print Shop at Lakehead University. Obtain a printing form from the LUSU office with the signature of the person at the front desk. Bring the form to printing services (in the tunnels under the Ryan Building), and ask them to print the document(s) and the LIPSS account will be charged from LUSU.

13.7 Other important considerations:

- Agora booking cost: \$27.50 (flat rate)
- Faculty Lounge flat rate booking: \$120.00 (flat rate)

13.8 Book IT (Helpdesk) for Lakehead and NOSM whenever using powerpoint or other technology. Give advance notice. Also, they may not be able to come on evenings and weekends. Book IT Lakehead via website, and NOSM IT via joseph.modi@nosm.ca.

Appendix

