

CONSTITUTION

Diabetes Research Envisioned and Accomplished in Manitoba (DREAM) Trainees

at the Children's Hospital Research Institute of Manitoba

ARTICLE I: NAME & AFFILIATION

Section A: Name – The name of this group shall be “Diabetes Research Envisioned and Accomplished in Manitoba Trainees” and the accepted abbreviation shall be “DREAM Trainees”.

Section B: Affiliation – DREAM Trainees is a student group in the Diabetes Research Envisioned and Accomplished in Manitoba (DREAM) research theme at the Children's Hospital Research Institute of Manitoba (CHRIM).

Section C: Logo – The DREAM Trainees logo represents the support provided by DREAM and CHRIM while giving a specific identity to the DREAM Trainees.



ARTICLE II: OBJECTIVES & INITIATIVES

The objectives of DREAM Trainees are:

- To represent DREAM's trainees on relevant committees in DREAM, CHRIM and the University of Manitoba
- To enhance experience – academic, networking, career development, and social – of trainees affiliated with the DREAM

- theme and for trainees within CHRIM
- To increase academic and research collaboration between members of the DREAM theme and members of CHRIM
 - To promote career development, networking and communication skills for trainees in DREAM and for trainees within CHRIM
 - To promote understanding and reconciliation with Indigenous communities in Manitoba by providing educational opportunities for trainees and striving for community and patient-oriented research
 - To provide a social network for the trainees of DREAM and to facilitate connections with other trainees CHRIM

The specific initiatives of DREAM Trainees are:

- To organize and support DREAM Trainee Annual Lectureship, with emphasis on criteria related to excellence in scientific research in diabetes and metabolism and trainee career development
- To organize and support Trainee Day during DREAM Diabetes Research Annual Symposium, with emphasis on trainee career development

ARTICLE III: BUDGET

Each year, DREAM Trainee initiatives are supported by an allocation through the DREAM theme at CHRIM. Typically, this amount is \$4,000 per year, subject to annual review.

The DREAM Trainees Executive in direct consultation with the DREAM Trainees Advisory Committee will decide how the budget is to be spent. Each budget decision will be voted on with majority from at least 2/3 of the executive. Priority shall be given to the DREAM Trainee Annual Lectureship and trainee-led career development initiatives.

ARTICLE IV: MEMBERSHIP & DUES

Section A: Eligibility - All trainees supervised by DREAM PIs and their collaborators are considered DREAM Trainee members.

Section B: Duties – To actively participate in DREAM Trainee initiatives, including Seminar Series, regular research and career development

sessions, annual symposia, CHRIM research day events, and other DREAM-affiliated events as they arise. Participation shall include an engaged audience member who asks questions and participates in discussion as well as a presenter where applicable. Members are expected to give at least one research presentation each year for the DREAM Trainees Seminar Series.

ARTICLE V: DREAM TRAINEES EXECUTIVE MEMBERSHIP

DREAM Trainees Executive consists of:

1. Chair
2. Student Representative
3. Past-Chair
4. Representatives: Trainee Development Coordinator, Seminar Series Coordinator, Cultural Coordinator, CON-SNP Liaison, Member(s) at Large

To maintain and active and functioning executive committee the following roles are essential: Chair, Student Representative, Seminar Series Coordinator, Trainee Development Coordinator and Cultural Coordinator.

Section A: DREAM Trainees Chair – It shall be the duty of the Chair:

- To organize and lead DREAM Trainees Executive team including the supervision and coordination of activities, initiatives and monthly meetings
 - o Responsible for monthly meeting coordination, meeting agenda, finalizing minutes and distributing to relevant parties (Executive and Advisory Committee)
- To actively participate in DREAM Diabetes Research Annual Symposium and Trainee Day management
- To actively participate in DREAM Trainee Annual Lectureship management
- To manage the available annual budget in consultation with the Advisory Committee
- To accept the responsibility, if assigned by the Student Representative, as DREAM Trainees representative at DREAM Council meetings during absence of the Student Representative

- To manage DREAM Trainees Twitter page

Section B: DREAM Trainees Student Representative – It shall be the duty of the DREAM Trainees Student Representative:

- To represent the interests of DREAM Trainees in all DREAM Council meetings and other PI executive meetings
- To update trainees through e-mail and monthly Newsletter with important information from the DREAM Trainees Executive and DREAM Council.
- To produce a monthly Trainees Newsletter including relevant information from the DREAM Trainees Executive and DREAM Council and highlight DREAM trainee and member achievements
- Ensure the trainee and other member DREAM e-mail lists are updated
- Maintain and update the DREAM Trainees section of the DREAM website and ensure trainee profiles are updated on an annual basis

Section B: Past-Chair – It shall be the duty of the Past-Chair:

- To advise and assist the Chair and Student Representative as needed for the smooth functioning of DREAM Trainees activities, including DREAM symposium, Trainee Day and the Newsletter
- To take minutes during all DREAM Trainees Executive meetings

Section C: Representatives

Trainee Development Coordinator:

- To be a resource for all trainees, connecting trainees with PIs, training experiences, and award opportunities
- To assist other executive members with seminars and activities that pertain to trainee and career development such as:
 - The Chair and the Trainee Annual Lectureship
 - The Seminar Series Coordinator and Members at Large to brainstorm ideas and assist with organizing, scheduling, coordinating and operationalizing seminar series activities with relevant topics for DREAM trainees and members

- To aid in trainee preparation for abstract competitions, poster presentations and oral talks
- To invite and manage at least 2 guest speakers per year, as agreed by the DREAM Trainees Executive

Seminar Series Coordinator:

- To organize, coordinate and manage the DREAM Trainees Seminar Series, including but not limited to:
 - Schedule and coordinate presentations for trainees and PIs
 - Work in Progress Presentations, Article Critiques, Technique or Topical Seminars, Career Development Talks, Workshops, Manuscript Bootcamp, etc.
 - Organize and operationalize at least 2 workshops per year, as agreed by the DREAM Trainees Executives
 - Work with the Trainee Development Coordinator and Members at Large to brainstorm ideas and be the team lead for organizing, scheduling, coordinating and operationalizing seminar series activities with relevant topics for DREAM trainees and members
- Maintain a weekly one hour room booking at CHRIM for Seminar Series
 - 500 JBRC preferred
- Ensure DREAM trainee and other member e-mail lists are updated by working with the Student Representative
- Keep all DREAM members (including trainees, PIs and staff) informed about upcoming Seminars through e-mail and the newsletter. At minimum, monthly schedule updates should be sent at the beginning of each month and weekly reminders should be sent with 2-3 days for notification.
- To provide Student Representative responsible for the Newsletter with timely updates related to the Seminar Series
- To ensure that all DREAM members attending Seminar Series receive all necessary documents before and/or after each seminar

- Documents can be uploaded to the DREAM Trainees Seminar Series google drive or e-mailed
- In the case of journal articles, the presenter is required to submit the article to the Seminar Series Coordinator 10 days prior to presentation. The Coordinator will approve the article with criteria including a recent (last 5 years), high impact (e.g. Nature, Cell, Diabetes, etc.) publication and send to all DREAM Seminar Series attendees 1 week prior to the presentation. It is up to the Seminar Series Coordinator to enforce this rule.

Cultural Coordinator:

The role of the Cultural Coordinator is open to any Indigenous or non-Indigenous member who desires to support and facilitate a reciprocal understanding and appreciation between all trainees with an interest in advancing Indigenous peoples' health and wellness. It shall be the duty of the Cultural Coordinator:

- To provide leadership and access to current political, environmental, social, and cultural knowledge pertaining to Indigenous peoples within Manitoba.
- To organize cultural events/workshops/teachings for trainees and to let trainees be aware of cultural opportunities available in the broader community.
- To ensure that Indigenous voices are effectively represented, advocated, and promoted in all aspects, operations, and activities organized by DREAM Trainees.
- To increase academic and educational collaboration between Indigenous institutes/groups at the University of Manitoba and strengthen existing partnerships in the community, including within the DREAM Stakeholder Advisory Group.

CON-SNP Representative:

The role of the CON-SNP Representative is open to a current executive officer of the University of Manitoba CON-SNP group. They will be a liaison between the DREAM Trainees and CON-SNP. This role can be filled by an

individual already holding another executive position. It shall be the duty of the CON-SNP Representative:

- To attend or send updates to the DREAM Trainee Executive meetings in order to inform DREAM Trainees of current and planned events, and inform CON-SNP executives of current or planned DREAM Trainee events
- To support the DREAM Trainee Executives in their activities and share DREAM Trainee initiatives that are relevant to CON-SNP members

Clinical Research Representative:

The role of the Clinical Research Representative is open to a current DREAM trainee involved in “clinical research” as defined by activities similar to those undertaken by researchers on the 5th floor of CHRIM. This role can be filled by an individual already holding another executive position. It shall be the duty of the Clinical Research Representative:

- To act as a liaison between the DREAM clinical staff and the DREAM Trainees
- To support the DREAM Trainee executives in their activities

Members at Large:

- To help all executive members of the DREAM Trainees with their portfolios by assisting with various responsibilities
- Work with the Trainee Development and Seminar Series Coordinator to brainstorm ideas and assist with organizing, scheduling, coordinating and operationalizing seminar series activities with relevant topics for DREAM trainees and members

Section D: Eligibility – A DREAM Trainee executive member must be a DREAM Trainees member in good standing

Section E: Election – The DREAM Trainees Chair and Student Representative shall be elected by ballot (or anonymous survey) overseen by DREAM Trainees Advisory Committee (defined in Article VI below) before December 1st each year, or following the DREAM

Diabetes Research Annual Symposium. The DREAM Trainees Advisory Committee will recommend the new Chair and Student Representative, subject to final approval by the DREAM Council.

The Chair, Student Representative and Representatives will write a short (<250 words) summary introducing themselves, their prior leadership experience and what they can/will do to enhance the trainee experience for all DREAM trainees and members. These short summaries will be distributed to all DREAM trainees prior to the election.

Section F: Term – DREAM Trainee representatives shall serve for a maximum of three years, not including service as Chair, Student Representative and Past-Chair. Their term shall begin on January 1st each year.

The Chair and Student Representative shall serve for maximum of two years (one year preferred). Past-Chair will make themselves available for one year.

ARTICLE VI: DREAM Trainees ADVISORY COMMITTEE

Section A: Advisory Committee – The Advisory Committee is made up of the DREAM Director (or Co-Directors) and the DREAM Symposium Coordinator. The DREAM Trainees Chair and Student Representative are the other members of the DREAM Trainees Advisory Committee. Additional members from DREAM Trainees (executive or general membership) can be invited for specific initiatives at the discretion of the committee.

Section B: Duties – The Advisory Committee is responsible for:

- To maintain an awareness of the activities and programs sponsored by DREAM Trainees
- To meet on an as needed basis with the DREAM Trainees Chair to discuss upcoming meetings, long range plans, goals, annual Symposia, Trainee Annual Lectureship, budget and problems of the group
- To oversee, coordinate and approve the nomination and election of DREAM Trainees Chair and Student Representative, before December 1st each year or following the DREAM Diabetes Research Annual Symposium

- Based on election results, the DREAM Trainees Advisory Committee will recommend the new DREAM Trainees Chair and Student Representative, subject to final approval by DREAM Council. In the case of a "tie" election the winner will be decided by an internal, anonymous vote of the full DREAM Council