Student Chapter Constitution for MEDLIFE

The Ohio State University

ARTICLE I. NAME

Section A: NAME

Part 1. The official name of this organization is Medicine, Education, and Development for Low-Income Families Everywhere, and it will use the name or its acronym MEDLIFE, in all publicity materials and correspondence.

ARTICLE II: PURPOSE

Section A: PURPOSE

Part 1. MEDLIFE is a secular, volunteer-run global health organization whose mission is to help families achieve greater freedom from the constraints of poverty, empowering them to live healthier lives. Our patients did not choose to be poor, but they did choose to strive for a better life. MEDLIFE stands beside them in this pursuit. We seek to achieve this goal by partnering with motivated individuals from poor communities working to improve their access to MEDs: Medicine, Education, and Community Development. MEDLIFE believes access to quality healthcare, education, and personal development are basic human rights. To this end, we commit all our resources to bringing Medicine, Education, and Development to Low-Income Families Everywhere. Along with affiliate chapters, MEDLIFE Ohio State raises money for medicine, education, and community development projects for low-income families in South America; actively learns about and increases awareness of inequality in global healthcare; and works to promote the highest standard of MEDLIFE's goals and reputation within the community.

Part 2. The activities of this organization must be directed toward this purpose and are further described at www.medlifeweb.org.

ARTICLE II.MEMBERSHIP

Section A: REQUIREMENTS

Part 1. All members are required to demonstrate support for this organization and participate in chapter meetings and fundraising activities.

Part 2. Members are required to pay a membership fee of $10 per semester. This fee will be utilized to provide food at the meetings, bring in guest speakers, and host events at the end of each semester to acknowledge the hard work of our members. In addition, the MEDLIFE executive board at The Ohio State University chapter has the right to change the cost of membership to reasonable means.

Part 3. In addition to paying the membership fee, to be considered active members, students must accumulate at least 6 points per semester. One point is earned for every hour of an eligible event attended. Eligible events include general body meetings, fundraisers, volunteer opportunities, or social events. Only one point may be obtained that will count towards the point requirement from a social event. Therefore, students must participate in any of the other events to fulfill the membership requirement. One point may be earned by following our chapter on our social media platforms. At least two points must come from volunteer opportunities or fundraisers, and no more than four (out of the minimum six) points may be attributed solely to volunteer opportunities or fundraisers, respectively.

Part 4. The cost of participation in a one-week MEDLIFE medical brigade varies depending on the location of the trip. The MEDLIFE website has prices for individual trips listed available at [www.medlifeweb.org](http://www.medlifeweb.org). This money will cover the majority of food, lodging, in-country transportation, and other in-country costs associated with the medical brigades. Participants cover their airfare. The cost of airfare will vary depending on the departure location.

Part 5. NON-DISCRIMINATION CLAUSE: This organization is committed to building and maintaining a diverse community to reflect human diversity and improve opportunities for all. We are committed to equal opportunity, affirmative action, and eliminating discrimination and harassment. Its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, and employment.

Section B. RIGHTS

Part 1. Members have the right to participate in meetings and events of the organization and to apply to participate in a MEDLIFE medical brigade.

Section C. MEMBER REMOVAL

Part 1. MEDLIFE Ohio State holds the right to remove any member not in appliance with the organization’s goals and policies, including but not excluding inappropriate or illegal behaviors. Removal is left to the discretion of the executive board and will result in a ban from participating in any future meetings, activities, or medical brigades. The vote to remove a member must be unanimous among the executive board.

Part 2. Members who do not meet point requirements and dues requirements will be considered inactive.

ARTICLE III: STUDENT ADVISORY BOARD

Section A: OFFICERS

Part 1. MEDLIFE Ohio State is responsible to the MEDLIFE Student Advisory Board (SAB). The SAB is made up of students who have held leadership positions with MEDLIFE in the past at their respective schools. The board is comprised of district directors, each responsible for a region of MEDLIFE chapters. The SAB is led by the Chief of the Student Advisory Board.

Part 2. The SAB is responsible to the MEDLIFE Executive Board.

Section B. TITLES AND DUTIES

Part 1. President: The President will take responsibility for their chapter as a whole with the primary responsibility of making sure the chapter reaches its overall goals for the year as set by the SAB. To this end, the president will work closely with each of the other officers and aid them in their efforts. The president will chair all meetings of MEDLIFE Ohio State. The President is responsible to the MEDLIFE Student Advisory Board and is required to attend weekly Student Advisory Board meetings chaired by the Student Advisory Board District Chair.

Part 2. The Brigades Coordinator will help chapter participants who have chosen to join a MEDLIFE medical brigade to prepare for their brigade. The Brigade Coordinator is expected to inform members of travel plans, flight information, and any need requirements for the trip (immunizations, money exchange, etc). They are to delegate responsibilities to the brigade chair, who aids in their effort to organize brigades. The Brigade Coordinator is responsible for the MEDLIFE Student Advisory Board and is required to attend Student Advisory Board meetings chaired by the SAB District chair.

Part 3. The Fundraising Coordinator will organize the chapter’s fundraising efforts and keep track of chapter finances to reach chapter fundraising goals. The Fundraising Coordinator will delegate responsibilities to the fundraising chair(s) and oversee the fundraising committee. The fundraising coordinator is responsible to the MEDLIFE Student Advisory Board and is required to attend Student Advisory Board meetings chaired by the Student Advisory Board District Chair.

Part 4. The Membership Coordinator is responsible for maintaining a connection between the executive board and general body members through email and personal contact. The Membership Coordinator must maintain the listserv and update it when needed. They will delegate responsibilities to the membership chair and collaborative events chair and work closely with the recruitment coordinator to gain new and interested members for MEDLIFE. The Membership Coordinator is responsible to the MEDLIFE Student Advisory Board and is required to attend Student Advisory Board meetings chaired by the Student Advisory Board District Chair.

Part 5. The Recruitment Coordinator is expected to organize social events, recruit new and interested members for the brigades and chapter as a whole, and promote member relationships. MEDLIFE is interested in gaining a chapter of students with a diverse background, interests, and cultures. The Recruitment Coordinator is responsible to the MEDLIFE Student Advisory Board and is required to attend Student Advisory Board meetings chaired by the Student Advisory Board District Chair.

Part 6. The Public Relations Coordinator is responsible for monitoring social media and its respective interactions. The Public Relations Coordinator is also the webmaster of the website provided to MEDLIFE at Ohio State by the Ohio Union services and is responsible for advocating MEDLIFE’s message and goals through social media. The Public Relations Coordinator must work closely with the Historian to capture and archive all MEDLIFE-OSU events. The Public Relations Coordinator is responsible to the MEDLIFE Student Advisory Board and is required to attend Student Advisory Board meetings chaired by the Student Advisory Board District Chair.

Part 7. The Volunteer Coordinator is expected to organize consistent and local volunteer opportunities in the Columbus area within all three of our pillars: Medicine, Education, and Development. They will delegate responsibilities to the Collaborative Events Chair and ensure that there is a volunteer opportunity for each pillar at least once a month (at least three volunteer opportunities per month). The Volunteer Coordinator will also be in charge of maintaining all individual members’ volunteer hours, as well as the total volunteer hours for the chapter itself. This will be recorded and reported to nationals at the end of the year.

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

Part 1. All officers and candidates for office must be current, active members of MEDLIFE here at The Ohio State University.

Section D. NOMINATIONS AND ELECTIONS

Part 1. Elections for the coordinator and president executive board positions will take place in February or March of the Spring Semester at a mutually convenient time. These positions will become active at the start of the summer for the following school year. Each candidate is permitted to give a timed two-minute speech and must leave the room when their opponents are speaking. All candidates must leave the room as the outgoing executive board discusses each candidate and reviews their qualifications. Each executive board member is to voice their opinion and remain unbiased. They should aim to choose the most qualified individual with the most experience, motivation, and desire to improve MEDLIFE-OSU. The results will be revealed via email that night or the following day. This voting style allows the board to review each candidate thoroughly and ensure that the future of MEDLIFE is in good hands. Half of the chair positions will be elected in the spring after coordinator/president elections using an online application and resume submission. The two candidates that show the most promise (by vote of the current outgoing board) will be interviewed by the outgoing President, incoming President, and most relevant Coordinator (Fundraising Coordinator for Fundraising Chair) in the spring elections. The other chair positions will be elected at the beginning of the fall semester (before October) to allow for underclassmen involvement. These candidates will submit their applications and resumes, and the top two candidates (by current board) will be interviewed by the President and most relevant coordinator.

Part 2. The role of the outgoing president is to facilitate the discussion of the candidates running for each position after the two-minute speeches have been given. Only the **outgoing** executive board is permitted to vote in the elections of the executive board for the following school year.

Part 3. A two-thirds vote by the executive board after deliberation is required for election to office.

Part 4. The position of president should be fulfilled by an individual with previous experience on the executive board, either as a coordinator position or a chair position. They must show exceptional skill in organizing and leading a group and be prepared to handle the many responsibilities required by this role. The current executive board must choose unbiased to ensure that the most qualified and experienced individual is given the position.

Part 5. A member may nominate any other member, and self-nominations are accepted. The application to apply for a position is sent via email and must be filled out by the assigned due date. The executive board will review applications and decide whether a person is qualified to run for candidacy and give their speech to the board.

Part 6. The positions of Brigade Chair, Fundraising Chair, Membership Chair, Collaborative Events Chair, Historian, and Recruitment Chair are selected by application and interview process. At the start of the autumn semester, after the new executive board has been elected, the process for choosing chairs will be conducted for fundraising, membership, and historians. The board will decide on candidates for the chair positions by reviewing applications and voting with a two-thirds majority for the best person. The chair positions are created to assist their respective coordinators in their duties. The brigade, recruitment, and collaborative events chairs will be elected in the spring semester, following coordinator/president elections using the same process.

Section E. REMOVAL FROM OFFICE

Part 1. Officers not fulfilling duties may be removed from office by a unanimous vote by the executive board after a discussion in which each executive board member must discuss their opinion. There must be reasonable evidence to prove the person is no longer qualified for or fulfilling their respective position.

Part 2. Members wishing to remove an officer by vote should first inform the SAB. The SAB will inform the member in writing at least one week before the vote.

Part 3. Executive board members are expected to obtain 20 points per semester. Each point can be obtained for every hour that is spent at a MEDLIFE event (except for social events, which are capped at 1 point per semester). All executive board members are expected to attend all general body meetings, executive board meetings, and other specified events throughout the year. The president will consider excused absences, and those lacking points can create their events to make up for needed points. Not meeting the necessary points for a given semester will call for a vote for officer removal via the SAB.

Part 4. Executive board members are allowed three strikes per year. One strike is accumulated for every unexcused absence at required events and for every two occurrences of tardiness beyond 5 minutes at required events. Three strikes will call for a vote for officer removal via the SAB.

Section F. TERMS OF OFFICE AND VACANCIES

Part 1. The term of office shall be from the start of summer before the school year until the end of the spring semester. After elections are over, the old executive board finishes out its school year and mentors the new executive board to take over once summer begins.

Part 2. Should a vacancy in office occur, there will be another nomination and election for the vacant office, following the prescribed election process above.

ARTICLE IV. MEETINGS

Section A: Meetings will be held biweekly, with time and date depending on the maximum availability of members for that semester.

ARTICLE V. AFFILIATIONS

ARTICLE VI. BY-LAWS AND AMENDMENTS

Section A. BY-LAWS

Part 1. By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of MEDLIFE and when not in conflict with the overarching goals of MEDLIFE 501(c)3 as described at [www.medlifeweb.org](http://www.medlifeweb.org).

Part 2. This constitution takes precedence over any by-laws.

Section B. AMENDMENTS

Part 1. This constitution can be amended by a unanimous vote of the executive board after deliberation and editing of the constitution.

Part 2. Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken.