

Constitution

University of Toronto St. George MEDLIFE Student Chapter (UTSG MEDLIFE)

MEDLIFE: Medicine, Education and Development for Low Income Families Everywhere

Revised November 27th, 2023

1. Information

1.1. Name

Official Name: "University of Toronto St. George MEDLIFE Student Chapter"
Acronym of this group: "UTSG MEDLIFE"

1.2. Contact Information

E-mail: utsg.medlife@gmail.com
Website: <https://www.utsqmedlife.com/>

2. Purpose and Objectives

MEDLIFE is a non-profit organization, whose mission is "to build a worldwide Movement empowering the poor in their fight for equal access to healthcare, education, and a safe home" [1]. The organization has partnered with motivated individuals in low-income communities working to improve their access to MEDs: Medicine, Education, and Community Development. Currently, MEDLIFE operates in Ecuador, Nicaragua, Tanzania, and Peru, where they have developed connections to local communities that allow MEDLIFE staff and volunteers to work with community members to create a world free from the constraints of poverty [1].

As a student chapter, we aim to represent and promote MEDLIFE to undergraduate and graduate students at the University of Toronto. We host fundraisers to raise money for the MEDLIFE Fund, engage students to volunteer in local community service initiatives and promote student volunteering in MEDLIFE's Service Learning Trips (SLT). Students who participate in our local chapter and Service Learning Trips can go on to hold further leadership roles in the organization as executive members, in order to develop their leadership skills and take on a more active role in the MEDLIFE Movement. This can lead to further opportunities with MEDLIFE, including being involved in the MEDLIFE Expansion Team and/or interning with MEDLIFE at their Headquarters in Latin America.

[1] This information is abstracted from the MEDLIFE organization's official website:
<https://www.medlifemovement.org/>

3. Membership

3.1. Eligibility

The Membership is open to all University of Toronto registered students. No membership fee is required.

Non-University of Toronto members are also welcomed to the club; however, they are excluded from the rights outlined below in section 3.3; that is, to run elections, to nominate executives, and to vote for constitutional amendments. Additionally, non-University of Toronto members can only hold a non-voting membership.

All members are welcome to participate in the events and activities run by the University of Toronto MEDLIFE Chapter.

3.2. Requirements

All individuals part of the University of Toronto community may register for a membership with a member of the Executive Committee by providing their full name, student number (if applicable), and a valid email address.

All individuals not part of the University of Toronto community may attain membership by providing their full name and valid email address to any member of the Executive Committee.

3.3. Member Rights

MEDLIFE Chapter members who are University of Toronto registered students may:

- Be elected onto the Executive Committee and serve one (1) full year term.
- Be re-elected onto the Executive Committee with no limitations
 - Re-elected individuals are not restricted to a maximum number of servable terms or to the position they serve in the new term.
- Nominate other University of Toronto members for the Executive Committee.
- Propose and vote on constitutional amendments.

4. Executive Committee

The Executive Committee must be composed of University of Toronto registered students. In the case of any disagreement among members of the Executive Committee on matters not outlined clearly in this constitution, a $\frac{2}{3}$ majority will decide on the final outcome of the decision.

4.1. Term Requirements

All members of the Executive Committee are required to serve one (1) full term from May

1st to April 30th of the given year. If a new candidate has not been elected for a particular position, the current Executive is not expected to fulfill duties past their term.

The current co-Presidents are expected to find a candidate to fill the position immediately as per the hiring process in Section 8.4.

All Executive Committee members are expected to train and prepare for their role during the Summer Academic Term. In addition, they are required to perform the duties outlined below during the Fall and Winter Academic Semesters.

All Executive Committee members are required to attend biweekly executive team meetings. Executive Committee members are permitted 1 absence at meetings per semester. If no appropriate reason is provided, any executive that misses more than two meetings will be asked to leave the Executive Committee (see Section 5).

4.2. Committee Positions: Executives

There are 3 Executive Positions in the club, which are selected on the basis of an election among members of the previous year (see Section 8).

Co-President (2 Persons)

- Establish the goals and vision for the University of Toronto's MEDLIFE chapter, in accordance with the goals and vision of MEDLIFE.
- Oversee the operations, management, and success of the group.
- Plan and run meetings with other Executive Committee members biweekly and communicate activities, needs, and progress of the MEDLIFE chapter and MEDLIFE organization.
- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto.
- Be the spokesperson for the group with the University of Toronto and its affiliates.
- Meet with the MEDLIFE Headquarters representative to provide chapter updates and discuss concerns and progress.
- Raise and monitor student fundraiser activities, and facilitate all proposals for new fundraising ideas.
- Hold signing authority for financial purposes, and oversee all club finances in concert with the Vice President.
- Co-sign cheques with the Vice President as required.
- Secure funding from internal and external sources.
- Attend biweekly meetings in person or online when required.
- Ensure proper transition to the future executives.
- Coordinate organizational recruitment efforts.

Vice President (1 Person)

- Co-sign cheques with the Co-Presidents as required.
- Ensure active involvement from club members and Service Learning Trip (SLT) participants.
- Attend the Executive Committee's biweekly meetings in person or online.

- Take detailed notes during Executive Committee meetings and share notes with all Executive Committee members after the meeting in a timely manner.
- Maintain and update the general members list.
- Record, document, and maintain all financial transactions of the University of Toronto MEDLIFE chapter.
- Responsible for overseeing the transactions and finances of all events reported by the other Executive Committee Members, in concert with the co-Presidents.
- Assist the Co-Presidents and other executives in recruiting new members.
- Send out emails to inform members of our events and information sessions.
- Answer any inquiries from club members.
- Attend all club events, and assist the executive team in the execution of events as required.

4.3. Committee Positions: Officers, coordinators, and designers

Community Engagement Officer (3 Persons)

- Go to classes to spread awareness for MEDLIFE and recruit students to become general members and/or participate in our Service Learning Trips.
- Collaborate with the Head of Media and Advertising.
- Create a plan for the full year, and must then follow these given deadlines.
- Contribute ideas to discussions.
- Send out announcements for events run by the chapter, including fundraising events, seminars, and social gatherings.
- Volunteer at MEDLIFE's events, activities, and fundraisers. At these events, is responsible for providing information to potential volunteers.
- Active on social media to promote club awareness (includes Twitter, Instagram, Facebook, and any other appropriate means of promoting awareness).
- Communicate with other University of Toronto St. George clubs and local external organizations about collaboration efforts.
- Find sponsorships.
- Attend biweekly meetings in person or online when required.

Co-Fundraising Officer (3 Persons)

- Come up with ideas for fundraising and awareness events.
- Keep a calendar of all upcoming events.
- Carry out plans for the event once it is established by the Executive Committee.
- Must follow given deadlines and contribute ideas to discussions.
- Volunteer at MEDLIFE events/fundraisers. Will be in charge of providing information to potential volunteers.
- Responsible for preparing a budget for the events in concert with the Co-Presidents.
- Communicate with senior executives and other general executive teams on all issues relating to upcoming activities.
- Attend biweekly meetings in person or online when required.

Local Volunteer Officer (3 Persons)

- Come up with ideas for local volunteer opportunities and awareness events.
- Carry out plans for the event once it is established by the executive committee.
- Must follow given deadlines and contribute ideas to discussions.
- Volunteer at MEDLIFE events/fundraisers. Will be in charge of providing information to potential volunteers.
- Keep a calendar of all upcoming volunteer events.
- Communicate with senior executives and other general executive teams on all issues relating to upcoming activities.
- Attend biweekly meetings in person or online when required.

Mobile Clinic Officer (3 Persons)

- Responsible for communication with MEDLIFE organization regarding the registration of upcoming Service Learning Trips (SLTs).
- Act as the main source of communication between the club's general members on SLTs and the University of Toronto MEDLIFE Chapter.
- Must follow given deadlines and contribute ideas to discussions.
- Resolve any issues raised by the members interested in travelling on SLTs and/or communicate with other members of the Executive Committee for advice.
- Communicate with Senior Executives and the rest of the Executive Committee on all issues relating to upcoming activities.
- Volunteer at MEDLIFE events/fundraisers. Will be in charge of providing information to potential volunteers.
- Attend biweekly meetings in person or online when required.

Marketing Coordinator (2 Persons)

- Send out announcements for all club events and activities as required, through video, paper, and/or verbal means.
- Must follow given deadlines and contribute ideas to discussions.
- Oversee the activity of other executive members' on all club Social Media accounts.
- Answer any inquiries from members.
- Be active on social media (including Twitter, Instagram, Facebook, and any other appropriate means of promoting awareness).
- Post daily and/or weekly content on the chapter's social media platforms (which include Facebook, Instagram, and our website).
- Update the MEDLIFE UTSG website.
- Volunteer at MEDLIFE events/fundraisers.
- Attend biweekly meetings in person or online when required.

Graphic Designer (1 Person)

- Design and print flyers, posters, and banners for events to promote the presence of our MEDLIFE chapter.
- Volunteer at MEDLIFE events/fundraisers.
- Must follow given deadlines and contribute ideas to discussions.

- Attend biweekly meetings in person or online when required.

5. Termination

5.1. Notice of Removal

Any member of the club, whether a general member, an officer, or a member of the Executive Committee, who engages in behaviour that negatively affects the interests of the University of Toronto MEDLIFE Chapter and/or its members, including non-disclosure of any significant or continuing conflict of interest, may be given notice of removal.

5.2. Membership Termination Procedure

The member up for removal shall be given the opportunity to defend their actions. A $\frac{3}{4}$ majority vote of the current members present in favor of removal is required. The member must have the right to appeal before the general membership, in which a meeting will be called for all members to vote on termination, with a $\frac{3}{4}$ majority determining the final say on the matter.

Upon termination, the member will be removed from the club's membership list and lose any and all privileges associated with being a member of the University of Toronto MEDLIFE chapter.

Executive Committee members are subject to the same termination process; however, as determined by the vote, they may lose their Executive Committee position along with their membership in the group. In this case, the deciding vote for termination shall be made by the Executive Committee and general members.

6. Finances

The University of Toronto MEDLIFE Chapter reserves the right to seek funding to reimburse the club for any expenses. They are also permitted to receive funding in other various forms, such as resources (printed, web, or educational material) and equipment (advertising supplies, food, etc.). For special events, extra funding may be solicited from various sources, including corporate, academic, governmental, or non-governmental.

However, the group's Executive Committee or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover group expenses, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. That said, the group: (1) will not have, as a major activity, a function that makes it an on-campus part of a commercial organization; (2) will not provide services and goods at a profit when that profit is used for purposes other than those of the organization; and (3) will not pay salaries to any of its officers.

7. Meetings

During the Summer Academic Term, the Committee meetings shall be held as required for the development and planning of key events at the discretion of the Executives, in order for the Committees to meet the roles outlined in Section 4. The meetings may be conducted in person

or through conference calls.

During the Fall and Winter Academic Terms, Committee meetings shall be held bi-weekly by the Co-Presidents at a time that accommodates the majority of the Committee members. The purpose of these meetings is to ensure all Committee members are meeting the mandates set out for their respective roles, as outlined in Section 4.

Annual General Meetings (AGMs) shall be held at the beginning of the Fall and Winter Terms, and as necessary throughout the semester. The meetings shall be held in person or online and must be open to all University of Toronto MEDLIFE Chapter members. The Executive Committee shall announce the dates of these meetings at least two weeks prior to holding the meetings, with the purpose of the meetings being to update members on the club's activity.

Attendance at all meetings is mandatory for at least one Co-President.

8. Elections

8.1. Initiation

The current Co-Presidents call an election in the Winter Academic Term to determine the succeeding Executives (Co-Presidents and Vice President). Each Executive's term officially runs from May 1st to April 30th of the following year.

8.2. Co-President Nomination

To ensure that candidates for the Executive positions (Co-Presidents and Vice President) are committed to the club and deemed appropriate candidates, the person that intends to run for Executive positions is **strongly recommended** to meet any one (1) of the following requirements:

- The individual must have previously served at least one (1) year on the Executive Committee and have played an active role in assisting the events and activities to promote the club's mission. **OR**
- The individual must have travelled on at least one (1) of MEDLIFE's overseas Service Learning Trips (SLT).

All students are able to self-nominate to run for the Co-President position. The nomination period should last a minimum of 1 week. The candidates running for Executive positions must apply by sending the current Executives a brief statement of interest, proof of eligibility, and any credentials that they wish to highlight.

In the event that sufficient candidates are not nominated by the end of the nomination period, the following actions are to be taken:

- Extend the nomination period by 1 week.

8.3. Election Process

Once a sufficient pool of candidates for the Executive positions is obtained, the following process shall take place:

1. An online ballot will be created for the election, and will be made available to the club members through email and social media.

2. The form will contain the names of each candidate with the option of 'Yes', 'No' and 'Abstain' being made available to the voter. Members must verify their membership in order to cast their vote. Voting eligibility will be limited to club members from the University of Toronto registered student pool only. Each member will have one equal vote.
3. The candidates with the highest number of votes at the end of the election period for the respective Executive Roles shall be named the new Co-Presidents and Vice President of the University of Toronto MEDLIFE Chapter, respectively.
4. In the case of a tie, the votes of the current Co-Presidents and Vice President shall be used as a tiebreaker.
5. The elections will be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

8.4. Hiring the Committee Officers

The new Executives will be responsible for hiring the Committee Officers. The newly elected Co-Presidents will review all positions in each Committee and determine any amendments to the positions as they are currently constituted. Then, the hiring process will involve a call for applications to all interested University of Toronto registered students, a review of applications, and an interview process.

The call for applications will be in the form of an online application form. Applicants will be asked to provide information as to why they would like to be part of the University of Toronto MEDLIFE Chapter, prior relevant experiences related to their intended positions, and what they hope to achieve as Committee Officers.

9. Amendments

9.1. General Amendments

Amendments to this Constitution proposed during the Fall or Winter term may be made at any General Meeting called by the Executive Committee. Any University of Toronto general member, Committee Officer, or Executive member is allowed to propose amendments at this time. Motions will require a $\frac{3}{4}$ majority approval of registered members in attendance to be passed.

Further, the content of the constitution will be reviewed at the end of the academic year after the new Committee Officers are elected. At this point, amendments may be proposed by the Committee Officers. Any motions shall require a $\frac{3}{4}$ majority of registered members in attendance for approval.

9.2. Special Circumstances

In the circumstance that the membership is not able to attend, the Co-Presidents may call an Executive Committee meeting in which $\frac{3}{4}$ of the Executive Committee must approve the amendment in order for it to pass.

9.3. Notification of Amendments

The Co-Presidents are required to formally adopt the new constitution and submit the revised constitution to ULife (modern branch of the Office of Student Affairs) and the University of Toronto Students' Union (UTSU) within two (2) weeks of approval by general

members to effect the change.