



MEDLIFE Student Chapter Constitution

University of Toronto Mississauga

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

Part 1. MEDLIFE is a volunteer-led global health organization whose mission is to help families achieve greater freedom from the constraints of poverty, empowering them to live healthier lives. We seek to achieve this goal by partnering with motivated individuals from communities experiencing poverty and working to improve their access to Medicine, Education, and Community Development. Along with affiliate Chapters, MEDLIFE UTM raises money for Medicine, Education, and Community Development projects for low-income families around the world and is committed to learning about the inequalities of global issues, while promoting MEDLIFE's mission within our local community.

Part 2. The activities of this organization must be directed toward the purpose stated above and is further described at www.medlifemovement.org.

ARTICLE III. MEMBERSHIP

Section A. REQUIREMENTS

Part 1. Membership is open to all UTMSU members only. There are no fees associated with being a general member at MEDLIFE. All members are required to demonstrate support for the purpose of this organization and participate in Chapter meetings and fundraising activities. Executives attend one meeting biweekly.

Part 2. The cost of participation in a MEDLIFE Service Learning Trip is \$1,950 USD, not including flights. The cost of airfare will vary depending on departure location. This fee will cover the majority of food, lodging, in-country transportation, and other in-country costs associated with the Service Learning Trip, including the Mobile Clinic materials. The fee also supports MEDLIFE's year-round community development work, patient follow-up program, and other initiatives.

Part 4. Membership in a MEDLIFE UTM Chapter or participation in a MEDLIFE Service Learning Trip will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

Part 5. A voting member at MEDLIFE is anyone who is part of our membership list.

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 Service Learning Trip.

Part 2. Members have the right to apply to a committee, an officer position, and/or an Executive Board position.

Part 3. Members that attend a Service Learning Trip have the right to receive a partial reimbursement by MEDLIFE UTM from the grants, scholarships, fundraising opportunities, and sponsorships that may be offered by their campus and sponsors. This partial reimbursement will vary between members depending on their level of involvement both within the Chapter and on the Service Learning Trip.

Section C. MEMBER REMOVAL

Part 1. MEDLIFE UTM 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, and Chapter sponsored Service Learning Trips.

ARTICLE IV. EXECUTIVE BODY

Section A. HEADQUARTER OFFICERS

MEDLIFE UTM is held accountable by MED International Associates that work at MEDLIFE Headquarters in Lima, Peru.

Section B. CHAPTER EXECUTIVES

The executive committee shall be composed of eight elected executives. These include the positions of the President, Vice-President, Director of SLT & Travel, Director of Fundraising, Director of Engagement, Director of Social Media & Marketing, Director of Membership & Sustainability and Director of Grow the Movement.

Part 1. President (Required): The President organizes and facilitates bi-weekly Executive Board meetings and weekly/bi-weekly general body meetings. The President maintains regular communication with MEDLIFE Headquarters and keeps MED International Associates updated on Chapter progress while looking for new ways to address social issues and needs in the local community and abroad. The President is responsible for reporting the bi-annual audit to the UTMSU along with controlling the funds of MEDLIFE.

Part 2. Vice President: This executive will work closely with the President, and other E-Board members to ensure semester goals are being met. In addition, the Vice President is responsible for taking notes during weekly or biweekly meetings, creating calendars of Chapter events, reserving space for meetings and events, and other tasks associated with ensuring Chapter activities run smoothly.

Part 3. Service Learning Trip & Travel Director: This Director is the contact person for all student participants who are interested in attending a MEDLIFE Service Learning Trip. They organize the trip with HQ and prepare students for the week by providing them with pre-trip information and assistance with the registration process.

Part 4. Director of Engagement: This director is responsible to plan the calendar of events with the president and ensure that all the members of MEDLIFE are kept engaged throughout the year.

Part 5. Director of Grow the Movement: This director is responsible for organizing a timeline of recruitment events with the president and the members. The director will also coordinate how the general members and E-board members can contribute to the recruitment activities and help with achieving their 3 hours of recruitment per year. Furthermore, the director will work with others to promote recruitment activities.

Part 6. Director of Fundraising: This officer will organize and plan all Chapter fundraising efforts and track Chapter finances to meet goals. They are in charge of **at least one** larger-scale MEDLIFE event per semester and smaller events throughout the semester.

Part 7. Director of Membership & Sustainability: This director is responsible for taking attendance at the MEDLIFE general meetings and promoting better attendance in case of any problems. Furthermore, this director takes notes during meetings and ensures that all the members are on track in terms of engagement during events.

Part 7: Director of Social Media & Marketing: This director is responsible for managing this MEDLIFE chapter's social media accounts. The director will help with further promotion of the MEDLIFE chapter's events and recruitment through flyers, posters, social media posts and other advertising material. This director will also be in charge of coordinating any merchandising requests for the members.

Please note, Chapters can choose to combine positions during the first year until the Chapter grows and further develops on campus.

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

Part 1. All officers and candidates for office must be current members of MEDLIFE UTM

Section D. NOMINATIONS AND ELECTIONS

Part 1. The Election Procedures

- The executive committee will hold an election in the Winter semester, based on the timeline set by the UTMSU.
- The executive board will appoint and approve of a Chief Returning Officer (CRO) from the general members committee, whose role will be to supervise the elections. A CRO is an unbiased third-party party to the election and will also have to be approved by the Campus Group Coordinator. The CRO must be one The CRO is not allowed to run for any of the positions in the incoming executive board. The CRO is responsible to conduct and hold elections in March.
- Elections are open to all interested candidates that are UTMSU registered students.

Part 2. The Election Timeline

- The CRO will select three election dates before March 30th for the voting period. These dates will be announced in a minimum of two weeks prior to election dates and have to fall on weekdays.
- The Advertising Period for MEDLIFE executive elections will occur prior the month of March with a minimum of one mass email per week being sent to all the registered members of MEDLIFE to remind them about the opportunity to nominate themselves during the Nomination Period.
- The Nomination period is when any interested member of MEDLIFE is allowed to self-nominate themselves. The CRO will oversee and manage the Nomination Period. The CRO will only accept nominations for candidacy in the election period prior to the beginning of March.
- All candidates meeting: A meeting will be conducted by the CRO with all the candidates. The meeting will cover the election's rules. The meeting is mandatory for all future candidates, and if one is unable to attend, the candidates must send a representative.
- The Campaign Period is the time where the nominated individuals are allowed to campaign themselves to the registered members of MEDLIFE.
- The Voting Period is a time where registered MEDLIFE members can vote for their incoming executive board. During this time, it is allowed for the nominated individuals to continue to campaign themselves. The voting platform will be organized by the CRO.
- Following the elections, the CRO will be responsible for counting votes and announcing the election results to the MEDLIFE general members and executives. A candidate with the most votes will be elected for their corresponding executive position.

Part 3. Quorum is required to hold a vote. Quorum is defined as one-third of the total number of members in the Chapter voting. The only exception stands for Expansion Chapters who will appoint their first E-Board.

Part 4. A majority vote by members is required for election to office.

Part 5. If the event quorum is not met, the selection of the new Executive Board is determined by the current Executive Board members with a unanimous vote for each respective officer position.

Part 6. When any complaints surrounding the elections are made either during the election period or around the time of the release of the election results, the complaints will be communicated with the Campus Group Coordinator in a written format within the 72 hours of the elections. The Clubs Committee and ASAC withhold the right to nullify

any group's election results if evidence of gross misconduct has been found in the operation of the election.

Section E. REMOVAL FROM OFFICE

Part 1. There will be a warning system outline for executives that are not fulfilling the duties. At the beginning of the year, it will be clearly outlined to the executive board that there is a maximum of three bi-weekly MEDLIFE executive meetings and events that can be missed throughout the course of the year. Every time an executive will miss their meeting, there will be a written warning communicated to the executive in question to remind them about the maximum amount of meetings allowed to be missed. Once an executive misses more than three meetings, there will be action taken to decide whether the executive should be removed from the office or not by a two-thirds majority vote of present members during a regularly scheduled meeting. Executives not fulfilling their official duties may also be asked to step down by MEDLIFE Headquarters.

Section F. TERMS OF OFFICE AND VACANCIES

Part 1. The term of office shall be from the meeting following the election to April elections the following year.

Part 2. Should a vacancy in an officer position occur, there will be another nomination and election for the vacant position.

ARTICLE V. MEETINGS

Section A. Executive meetings will be held biweekly. General meetings will be held biweekly. Time and dates will depend on the maximum availability of members for that semester or quarter. Quorum is required to conduct business at a meeting.

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 on www.medlifemovement.org.

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

Section B. AMENDMENTS

Part 1. All constitutional amendments have to be approved by a two-thirds vote of the entire membership of MEDLIFE through their general meetings.

Part 2. All constitutional amendments must be approved by the UTMSU before they are formalized.

Part 3. All constitutional amendments must be approved by the Centre for Student Engagement (CSE) before they are formalized.