



Constitution

Article I

Name of the Organization

The Organization shall be known as the Carleton Medlife Chapter, and herein after shall be referred to as the Organization.

Article II

Purpose of the Organization

The non-profit organization shall work towards growing a movement that aids the less fortunate within low-income communities in Latin America and Africa regarding several of the world's most prominent issues such as, equal access to healthcare, education, community development and food security. Through collaboration, prioritization of sustainability, leadership, fundraising, local and international volunteering projects the organization will continue to alleviate the struggles of low-income communities at hand.

Article III

Structure

The General Membership shall be the legislative body of the organization and shall be composed of all members. The Executives shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV

Membership

There shall be three levels of membership within the organization.

1. General Membership.

Consisting of general members of the club. For which can run and/or vote for a position in office, attend club meetings, aid in volunteering opportunities, fundraise, and possibly partake in the yearly international service learning trip. *All* club members are recognized as general members by the Carleton MEDLIFE chapter. Active and Ambassador member statuses are recognized by MEDLIFE HQ for exemplary commitment to the MEDLIFE organization.

Membership in the organization shall be valid from date of entry in the club to the following academic year.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution. Disciplinary action is being considered. The Executive shall report it to the Clubs and Societies Commissioners.

2. Active Membership. (recognized under MEDLIFE movement HQ)

Requirements:

- Fundraise over \$200 USD in the academic year for *Moving Mountains* campaign
- Submit qualified referrals for *Grow the Movement* campaign

Benefit unlocked:

- \$100 USD off the service learning trip (+2 qualified referrals)
- \$200 USD off the service learning trip (+3 qualified referrals)

Active membership in the organization (MEDLIFE HQ) shall be valid from the date the recipient received the active membership award to the following academic year.

3. Ambassador Membership. (recognized under MEDLIFE movement HQ)

Requirements:

- Fundraise over \$400 USD in the academic year for *Moving Mountains* campaign
- Submit qualified referrals for *Grow the Movement* campaign

Benefit unlocked:

- \$250 USD off the service learning trip (+3 qualified referrals)
- \$300 USD off the service learning trip (+4 qualified referrals)
- \$400 USD off the service learning trip (+5 qualified referrals)

Ambassador membership in the organization (MEDLIFE HQ) shall be valid from the date the recipient received the active membership award to the following academic year.

Article V

Executive

President: Ensures that the chapter continually contributes to the cause and the movement that MEDLIFE stands for and ensures that the club attains their yearly goals. This person also prepares power-points, attendance sheets and agendas for each meeting. This person should be dedicated to the movement.

Vice-President: Serves as a second arm to the President, providing assistance with responsibilities and stepping in to help with other positions. For example, the VP will help the president organize meetings, slide shows and agendas for each meeting and be in charge of running the meeting if the President cannot attend. This person should be dedicated to the Movement and enjoy stepping in to make sure the job gets done.

Vice-President of Finance: The VP of Finance will be in control of the club's money, both in collection and distribution. They will work hand in hand with the remaining executive members in assuring fund goals are met and will oversee all funding, fundraising and sales.

Director of Fundraising: Plans Volunteering projects in the local community and motivates students to be socially responsible within their environment. This person keeps track of chapter finances in an effort to reach chapter fundraising goals. This person should be organized and be able to motivate other members.

Director of Volunteering: Organizes volunteer opportunities that allow Carleton chapter members to volunteer in the community and give back.

Director of Service Learning Trip (SLT) and Travel: This officer coordinates the student registration and trip preparation for anyone interested in the service learning trips that MEDLIFE organizes. This officer also prepares information sessions for the students interested in the trip.

Director of Recruitment and Membership: In charge of creating and carrying out efforts to recruit new members. The Recruitment Officer understands MEDLIFE's goals, builds relationships and invites new students to join. This person should be able to motivate and inspire others to join the Movement and be social and willing to put themselves out there.

Director of Marketing and Social Media: Runs all social media accounts for the Chapter and encourages members to develop new outlets to tell people about our organization. This Officer is also responsible for documenting chapter activities (text, photo or video) to use as media content for the chapter.

Director of Education: The Education Officer researches and presents topics on International Development and Public Health during General Body Meetings and plans educational meetings with guest speakers. This person will also make informational posts on social media accounts.

E-Council

Secretary: This person will work closely with each of the executives to ensure that they are well (mentally & physically) and on top of their tasks. This person will be the one to go to if any executives has an issue or cannot fulfill their duties. This person will take notes of the topics discussed in the meetings to be shared with the group members that could not attend, with the first point of contact being the Vice-President.

Sponsor Outreach: This person will be in charge of reaching out to personal contacts or people through social media that would sponsor events and/or provide incentives. This person will work closely with and report to the Director of Fundraising.

Volunteer Officer: This person will research virtual volunteer opportunities that MEDLIFE CU can collaborate with; this can be done through the web, social media, personal contacts, etc. This person will work closely with and report to the Director of Volunteering.

Expansion Officer: This person will work on recruiting new club members. They will reach out to Carleton students through social media and on campus to grow the club. This person will work closely with and report to the Director of Recruitment and Membership.

Social Media Officer: This person will brainstorm/research interesting social media ideas that will boost engagement (i.e., Instagram takeover). This person will be in charge of documenting each MEDLIFE event on social media platforms and organizing event posts/reminders on social platforms. This person will work closely with and report to the Director of Marketing and Social Media.

Education Officer: This person will search for relevant news articles, research articles, personal stories that are about public health, MEDLIFE directly, international development, etc. They will create a list of these subjects in a google form shared with the Director of Education. This person will work closely with and report to the Director of Education.

Club Advisor: This person will oversee all club happenings. They will also provide clarification and/or assistance to the current club President and Vice-President if needed.

Article VI *Meetings*

General Body Meetings are to be held monthly. 12 members are required to run a meeting. General body meetings are mandatory for E-board members. E-board members are required to give **24HR NOTICE IF THEY CANNOT ATTEND THE MEETING**. E-board votes on meeting cancellation and majority wins the vote. Meetings will be advertised on social media and are open to everyone. STL informational sessions will be held biweekly, starting once SLT dates are determined each academic year. These meetings are mandatory for the **Director of Service Learning Trip (SLT) and Travel**.

Article VII *Elections*

- A Succession Officer will be elected or appointed for the club to run elections. Ideally, this decision will be made in a consensus manner. This person should be any one (1) of the following:
 - A neutral party to all elections being held within the club
 - A member of the Clubs Oversight Committee
 - A member of the CUSA Clubs Office
 - A club member or an external student non-member
- Our club will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
- Students-at-large must have the opportunity to join the club after the announcement of a campaign, but should not be allowed to join during a voting period.
- A rough guide to how to set the dates would be as such:
 - Day 1 - Announcement of campaign, voting, and results announcement dates
 - Day 7 - Start of campaign
 - Day 10 - last day to buy voting memberships for the club
 - Day 14 - end of campaign
 - Day 15 - start of voting
 - Day 16 - end of voting
 - Day 17 - Results announced
- Every voter has the right to cast their ballot in private
- During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing

- Appeals, complaints, or conflicts may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator

Article VIII
Impeachment

Impeachment from Executive office will be considered if the member is affiliated with three or more of the following:

- Does not arrive at meetings on time.
- Does not make alternative plans to ensure Chapter responsibilities are met if unable to make a meeting.
- If this person is unresponsive to emails (takes longer than 24 hours).
- Does not report progress on time and does not provide an appropriate excuse.
- If Tasks are not completed when asked.
- Does not deliver any content, or delivers subpar content.
- Does not correspond with teammates/chairs.

Medlife holds the right to remove any member not in compliance with the organization's goals and policies, including but not excluding inappropriate or illegal behaviours. Removal is left to the discretion of the executive board and will result in ban from participating in any future meetings, activities, and group medical projects.

48 hour notice is required to attempt to impeach an Executive Member.

E-board members can vote to impeach this individual.

Majority votes are necessary for impeachment.

Article IX
Amendments

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.

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

This constitution can be amended by a two-thirds vote of the entire membership at a regular meeting of MEDLIFE.

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.

Article X
Dissolution of the Organization

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the MEDLIFE Movement Organization.