



Student Chapter Constitution for MEDLIFE

Iowa 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 known to the Iowa State University Student Organization Database as MEDLIFE Iowa State University Chapter and we will use the name, its acronym, MEDLIFE, or MEDLIFE ISU in all publicity materials and correspondence.

ARTICLE II. 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 do choose to strive for a better life. MEDLIFE stands beside them in this pursuit. We seek to achieve this goal through 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 bring Medicine, Education and Development to Low Income Families Everywhere. Along with affiliate chapters, MEDLIFE Iowa State University raises money for medicine, education, and community development projects for low-income families around the world; 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 the purpose stated above and is further described at www.medlifeweb.org.

ARTICLE III. STATEMENT OF COMPLIANCE

Part. 1 MEDLIFE Iowa State University Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. MEDLIFE ISU agrees to annually complete President's Training, Treasurer's Training, and Adviser Training. MEDLIFE ISU also agrees to follow all protocol regarding student's participation in volunteer trips/mobile clinics as outlined in the operations manual.

ARTICLE IV. NON-DISCRIMINATION STATEMENT

Part 1. Iowa State University and MEDLIFE do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

ARTICLE V. MEMBERSHIP

Section A. REQUIREMENTS

Part 1. Membership shall be open to all registered students in good standing at Iowa State University. All members are required to demonstrate support for the purpose of 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 Iowa State University Chapter has the right to change cost of membership to reasonable means.

Part 3. The cost of participation in a MEDLIFE volunteer trip varies with duration and location. This money will cover the majority of food, lodging, in-country transportation, and other in-country costs associated with the Volunteer Trips. Participants will cover their own participation costs and airfare. Cost of airfare will vary depending on departure location.

Part 4. Membership in the MEDLIFE Iowa State University Chapter or participation in a MEDLIFE volunteer trip participation will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

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 volunteer trip.

Part 2. Members have the right to apply to a committee, a chair position, and/or a executive board position.

Part 3. Members that volunteer on a mobile clinic have the right to receive a partial reimbursement by MEDLIFE Iowa State University Chapter from the grants, scholarships, and sponsorships that may be offered by their university and sponsors that are specific to the volunteered mobile clinic. This partial reimbursement will vary between members and will take into consideration of their active involvement on the mobile clinic, their involvement within the chapter, as well as their financial need.

Section C. MEMBER REMOVAL

Part 1. MEDLIFE Iowa State University 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 ban from participating in any future meetings, activities, and group medical brigades.

ARTICLE VI. RISK MANAGEMENT

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to MEDLIFE Iowa State University Chapter, [c] to submit documentation to ISU's Risk Management Office, [d] to ensure that Iowa State University policies are followed at all of the organization's events, and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

ARTICLE VII. EXECUTIVE BODY/OFFICERS

Section A. NATIONAL OFFICERS

MEDLIFE Iowa State University Chapter is held accountable by the MEDLIFE Student Trip Advisors (STAs) that work at MEDLIFE National.

Section B. CHAPTER OFFICERS

Part 1. President: The President takes responsibility for their chapter as a whole with the primary responsibility of organizing and facilitating weekly executive board meetings and weekly or biweekly general body meetings, serving as a link between the chapter and both the school's campus as well as MEDLIFE National, and looking for new ways to address health needs in the local community and abroad. The president is responsible for maintaining communication with the executive board, and directing MEDLIFE members in reaching the goals set forth by the these groups. To these ends, the president must work closely with and oversee the work of all other chapter officers.

Part 2. Vice President: The Vice President is responsible for closely working with the President, Trips Officer, Treasurer/Fundraising Officer, Membership Officer, and Media/Advertising Officer to ensure (their) semester goals are being met. In addition, the Vice President is responsible for taking notes during weekly or biweekly meetings, setting up Google documents/calendar, reserving space for meetings and events, and basically ensuring that MEDLIFE's calendar of events run smoothly.

Part 3. Trips Officer: The Trips officer is the contact person for all students who are interested in volunteering on a MEDLIFE Trip (Mobile Clinics, Development Corps, or Mobile Schools). This officer coordinates the student registration and trip preparation. This includes coordinating student airfare with MEDLIFE National staff members and travel agents, as well as sending out all trip-related information to clinic participants.

Part 4. Treasurer/Fundraising Officer: The Treasurer is responsible for all budgetary matters and handling the chapter's finances. They will collect and deposit member dues, hold a p-card, and keep track of all transactions. The Fundraising officer organizes the chapter fundraising efforts and keep track of chapter finances in an effort to reach chapter fundraising goals. This officer is also in charge of at least one large-scale MEDLIFE event per semester (set forth by MEDLIFE National). This officer is responsible for forming and heading a committee to assist in planned events for the chapter and MEDLIFE National. This officer is also responsible for creating the budget proposed to Iowa State University's Student Government as well as attending all mandatory meetings regarding said budget.

Part 5. The Membership Officer/Recruitment Officer are responsible for recruiting new student members and encouraging past members to continue with the chapter. They are responsible for leading the chapter's efforts to bring MEDLIFE to additional college campuses and grow the membership at their campus as well as creating committees to support their efforts. In addition, the Membership Director is responsible for organizing social and community service events by partnering up with the Fundraising Officer for the financial aspects of the events and Media and Advertising Officer for promotion of the events; the Recruitment Officer, on the other hand, is responsible for actively seeking opportunities to increase the membership base as well as to provide volunteers for mobile clinics. One officer will take on both of these roles.

Part 6. Media and Advertising Officer: The Media and Advertising Officer is responsible for spreading the word about MEDLIFE on campus and beyond through the development of promotional material and publicity campaigns. This includes sending out MEDLIFE trip information through various listservs, street-painting for major events, organizing Facebook and Twitter ads, and encouraging members to develop new outlets to tell people about our organization. This officer is also responsible for documenting chapter activities (via text, photos, or video) and sending this information to MEDLIFE National staff members.

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

Part 1. All officers and candidates for office must be current members of MEDLIFE Iowa State University Chapter.

The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate,

and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section D. ELECTIONS OF OFFICERS

Part 1. Officer terms will run by calendar year (Spring - Fall). This is excluding the years 2016-2017. As the organization is founded on Iowa State's campus spring 2016, it will not fully begin until fall 2016. The founder/original executive board members will hold their executive positions until fall 2017 if they so choose to. The first open executive board election will be held fall 2017. If executive board positions open up, we will follow the procedure for reappointment in article 7 section F part 2.

Part 2. Elections will take place in November for the next calendar year's executive board. The new executive board will be announced at the last general meeting of the fall semester. The first election is not to be held until Fall 2017.

Part 3. General members will have the opportunity to apply and interview for any or all executive board positions.

Part 4. A majority vote, following the interview process, by the current executive board will determine the following calendar year's new executive board.

Section E. REMOVAL FROM OFFICE

Part 1. Officers not fulfilling duties may be removed from office by a two thirds majority vote of current executive board members. Officers may step down from their positions.

Part 2. Officers not fulfilling their officer duties may be asked to step down by MEDLIFE National.

Section F. TERMS OF OFFICE AND VACANCIES

Part 1. The term of office shall be from the January after elections until the January of the new calendar year. This allows proper transition time to train the new executive board between elections and the start of the new officers. Officer terms will run by calendar year (Spring - Fall). This is excluding the years 2016-2017. As the organization is founded on Iowa State's campus spring 2016, it will not begin until fall 2016. The founder/original executive board members will hold their executive positions until fall 2017 if they so choose to. This will allow a solid foundation to be laid for MEDLIFE ISU. The first executive board election will be held fall 2017. If executive board positions open up, we will follow the procedure for reappointment in article 7 section F part 2.

Part 2. Should a vacancy in office occur, there will be another application process open to general members to fill the position.

ARTICLE VIII. ADVISER

Part 1. The University MEDLIFE Chapter Adviser will be responsible for overseeing the club's officers as well as general members. The adviser will provide guidance and campus resources to help this organization be successful. The adviser is not required to attend any organization meetings or events but is highly encouraged to attend and support all MEDLIFE events. The chapter adviser will be responsible for signing off on all necessary documents/events held by the MEDLIFE chapter. Because the executive board holds an even number of seats, the adviser may cast their vote on the given situation in order to break a tie.

Part 2. The University MEDLIFE Adviser will be appointed upon foundation of Iowa State University's MEDLIFE Chapter by the founders/first executive board members.

Part 3. The University MEDLIFE Chapter Adviser will hold their status as adviser year to year or at their own leisure.

Part 4. In the instance of adviser removal, the executive board will speak on behalf of MEDLIFE Iowa State University Chapter and determine whether the adviser is meeting expectations. If the adviser fails to meet expectations or is not living up to the organization's purpose, removal may take place.

Part 5. If a vacancy occurs in the position of adviser, the current executive board has the right to select the replacement adviser.

ARTICLE IX. FINANCES

Part 1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection.

Part 2. Dues will be \$10.00 per member per semester.

Part 3. If MEDLIFE Iowa State University Chapter dissolves or is removed from campus, all monies resting in the University account will be donated to The MEDLIFE Fund.

ARTICLE X. 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.

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

Section B. AMENDMENTS

Part 1. This constitution can be amended by a two-thirds vote of the entire membership at a regular meeting of MEDLIFE.

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.