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 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-run 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 through 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 Eastern raises money for medicine, education and community development projects for low-income families around the world, commits to learning about and increasing awareness of inequality in global healthcare, and promotes MEDLIFE's goals and reputation within their community.

Part 2. The activities of this organization, to build a worldwide movement empowering the poor in their fight for equal access to healthcare, education, and a safe home, must be directed toward the purpose stated above and is further described at www.medlifemovement.org.
ARTICLE III, MEMBERSHIP

Section A. REQUIREMENTS

Part 1. All members are required to demonstrate support for the purpose of this organization and participate in chapter meetings and fundraising activities. Members are required to attend 1 meeting per month.

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 Eastern 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 cover their own airfare. Cost of airfare will vary depending on departure location.

Part 4. Membership in a MEDLIFE Eastern chapter or participation in a MEDLIFE volunteer trip participation shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.

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 an executive board position.

Part 3. Members that volunteer on a Mobile Clinic have the right to receive a partial reimbursement by MEDLIFE Eastern 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 as well as their involvement within the chapter.

Section C. MEMBER REMOVAL

Part 1. MEDLIFE Eastern 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 chapter sponsored Mobile Clinics.

ARTICLE IV. EXECUTIVE BODY

Section A. HEADQUARTER OFFICERS
MEDLIFE Eastern is held accountable by MEDLIFE Associates that work at MEDLIFE Headquarters in Lima, Peru.

Section B. CHAPTER OFFICERS

Part 1. President: The President organizes and facilitates weekly executive board meetings and weekly/bi-weekly general body meetings. He/she maintains regular communication with MEDLIFE Headquarters and keeps MEDLIFE Associates updated on chapter progress as well as looks for new ways to address health needs in the local community and abroad.

Part 2. Vice President: Assist the president with responsibilities as needed; carry out the duties of the president in the absence of the president; automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached; coordinate all social functions of the organization; serve as coordinator of all standing and ad hoc committees; be an ex-officio member of all standing and ad hoc committees.

Part 3. Secretary: Keep a proper record of all activities of the club, including the minutes of every meeting; take attendance at all business meetings of the organization; prepare a roll call of members and call it when necessary; authenticate by his/her signature all records and documents of the organization; carry on the official correspondence of the club; which will be signed by the president; give 72 hours of notice of all meetings; distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Part 4. Treasurer: Expend funds as authorized by the membership of the organization as indicated in the organization's minutes; keep an accurate account of all receipts, membership dues, and expenditures of the organization; complete, sign, and submit all financial paperwork; submit a financial report; keep track of the club's accounts, income, and expenditures; give a Treasurer statement of balance at every meeting; request financial assistance from the Student Government Association and Budget and
Management Committee if needed; be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Part 5. Public Relations/Advertising & Recruitment Officer: This officer will spread the word about MEDLIFE on their campus and in their communities to attract members to MEDLIFE and to establish new partnerships. He/she is responsible for documenting chapter activities (via text, photos, or video) and sending this information to MEDLIFE Headquarter staff members. He/she is also responsible for recruitment and retention of members through varied ways including mentorship and relationship building activities.

Part 6. Fundraising Officer: This officer will organize and plan all chapter fundraising efforts and keeps track of chapter finances to meet goals. He/she are in charge of at least one large-scale MEDLIFE event per semester, smaller events such as bake sales are also encouraged.

Part 7. Education Officer: This officer is to familiarize themselves, the E-board and members about the MEDLIFE curriculum. He/she is to tailor the curriculum for your Chapter’s need as well as coordinating and collaborating with E-board members about how to facilitate material from the MEDLIFE curriculum. (Will be the point person to lead the teaching of the curriculum). The officer will be in charge of evaluating the effectiveness of the existing curriculum and report to MEDLIFE HEADQUARTER staff. The Education Officer will also lead outreach and awareness about local and national issues and as well implement any education initiatives from MEDLIFE HEADQUARTER.

Part 8. Trips & Volunteer Officer: This office is the contact person for all students who are interested in volunteering on a MEDLIFE trip. He/she informs students about the various mobile clinic opportunities, get students excited and educated students with information about trip preparation as well as seeks and organizes local volunteer opportunities for chapter members. This officer must organize at least two volunteering events per semester through local partnerships.

**For new chapters, the Trips & Volunteer Officer can be combined until the Executive Board expands.

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE
Part 1. All officers and candidates for office must be current members of MEDLIFE Eastern.

Section D. NOMINATIONS AND ELECTIONS

Part 1. Nominations and elections will be taken within one month of chapter formation and in April of each academic year. Quorum is required to hold a vote. Quorum is defined as one-third of the total number of members in the chapter present. With exception is Expansion Chapters who will appoint their first E-board.

Part 2. A member may nominate any other member, and self-nominations are accepted.

Part 3. A majority vote by those voting members present is required for election to office.

Part 4. In the event quorum is not met, selection of the new executive board is determined by the current executive board members with an unanimous vote for each respective officer position.

Section E. REMOVAL FROM OFFICE

Part 1. Officers not fulfilling duties may be removed from office by a two thirds majority vote of present members a regularly scheduled meeting. Quorum is required.
Part 2. Officers not fulfilling their officer duties may 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 election to April elections the following year.

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

ARTICLE V. MEETINGS
Section A. Meetings will be held weekly or 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 at www.medlifemovement.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.
Club/ Organization Policies & Procedures
All clubs and organizations at Eastern Connecticut State University must follow these policies and procedures. All officer and advisors must read and sign page 1 of this document.

Important Information

Purchase Orders
Clubs and organizations cannot enter into credit arrangements with vendors without a purchase order number issued by SABO. Purchase order requests require a voucher with proper signatures and a complete set of minutes. SABO staff will check your account balance before issuing a purchase order number. All invoices must be signed by a member and returned before payments can be processed and vendors paid. It is very important that we keep Eastern Connecticut State University’s established credit rating intact.

Reimbursements
All reimbursement requests must have original receipts attached to the vouchers with minutes and signatures.

Deposits
All income must be deposited directly to the Cashiers Office in the Wood Support Services Building. No expense can ever be paid directly out of income. All transactions must be processed through the University. Section 4-32 of the Connecticut General Statues requires the deposits of revenue be made within 24 hours if $100.00 or more and within seven (7) calendar days if under $100.00. For your protection, please make deposits immediately. If it is necessary to hold cash overnight or over a weekend, a locking cash box (available from SABO) must be used and taken to the Campus Police Station for safekeeping.

Events
All events must be registered through the online Event Registration Form.

Remember, no student is authorized to sign a sales agreement or other contract on behalf of their organization, SABO, or the university. Should a student sign a legal document or buy something without getting prior approval, they may find that they are financially responsible for the obligation. Their organization, the SGA, or the University may not honor the student’s action. Be careful when signing or ordering anything.