**CLUB CONSTITUTION: Information Sheet**

**Part 1: Club Information**

Executive Member: Rachael Allen & Mackenzie Crawford on behalf of

Club/Organization: MEDLIFE Queen’s would like to ratify for the 2017/2018 year.

SIGNATURE: Rachael Allen & Mackenzie Crawford

QUEEN’S STUDENT NUMBER: 10141822 & 10092971

Club Email: medlife.queens@gmail.com

**Part 2: Contact Person Release**

I, Rachael Allen, allow the AMS to release my name and email address (rachael.allen@queensu.ca) as a contact person in connection with this ratified AMS club.

I, Mackenzie Crawford, allow the AMS to release my name and email address (12mcc4@queensu.ca) as a contact person in connection with this ratified AMS club.

*Please note: In order to keep a current listing of all clubs, it is vital that every club be re-ratified each year. Failure to do so indicates that the club is no longer under the auspices of the Alma Mater Society. Re-ratification declares that the club’s constitution is identical to the original constitution approved by AMS Assembly. If changes to the club constitution are to be made, these changes must be proposed before or during re-ratification. Your new club will not enjoy the privileges of AMS affiliation after the end of the school year if it is not re-ratified.*

**Part 3: Incoming Executive Information**

**Incoming PRESIDENT:** Rachael Allen

**Email Address:** rachael.allen@queensu.ca

**Phone Number:** 647-889-4560

**Outgoing PRESIDENT:** Mackenzie Crawford

**Email Address:** 12mcc4@queensu.ca

**Phone Number:** 905-914-8556

**Vice President**  Mr. Quinn Scarlett

**VP MOBILE CLINICS:** Mr. Kyle MacNeil

Ms. Claudia Sydor

**VP CONFERENCE:** Ms. Kiley Hyland

Ms. Sierra Mendelsohn

**VP FUNDRAISING:** Ms. Emily Reier

Ms. Zoe Frank

**VP EXPANSION:** Ms. Samantha Lee

Ms. Nayeon Kim

**VP EDUCATION** Ms. Grace Hilton

**VP FINANCE:**  Mr. Michael Arnason

**VP Marketing:** Ms. Kaitlyn Varley

**VP TUTORIALS** Ms. Erin Mick

**Mandate of Club (max. 100 words):**

Our mission is to help families achieve greater freedom from the constraints of poverty, empowering them to live healthier lives. We aim to achieve this goal through partnering with motivated individuals in poor communities and working to improve their access to MEDs: Medicine, Education and community Development. MEDLIFE believes access to quality healthcare is a basic human right. To this end, we commit our time, resources, and knowledge to bring Medicine, Education and Development to Low Income Families Everywhere.

**Description of Club (max. 250 words):**

MEDLIFE is an international NGO that provides access to medicine, education, and development in impoverished communities, with the ultimate goal of sustainably improving quality of life. MEDLIFE develops relationships with residents of the areas they work in to ensure that aid remains continuous and projects are geared towards each community’s unique needs. With the help of student volunteers, medical professionals hired in Peru, Ecuador, Tanzania, and India set up mobile clinics in low-income areas. At Queen’s, our club has two main purposes. The first is to recruit and prepare students for volunteer service trips to Peru, Ecuador, Tanzania, and/or India. The second is to raise money for the MEDLIFE Fund, which supports follow-up medical care and community development projects. In addition, we work to raise awareness about issues of global health and development.

Student Chapter Constitution: MEDLIFE Queen’s

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 will use the name or its acronym, MEDLIFE, 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 Queen’s raises money for medicine, education and community development projects for low-income families in Peru, Ecuador, Tanzania, and India; 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 this purpose and is further described at www.medlifeweb.org.

ARTICLE II.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.

Part 2. Full members of the club shall consist of any student of Queen’s University affiliated with the AMS.

Part 3. Full AMS members have the right to vote at the meetings of the General Assembly, seek nomination and be elected to an AMS office.

Part 4. The cost of participation in a MEDLIFE mobile clinic volunteer trip ranges from $750 to $850 for one week and $1520 to $1550 for two weeks.  This money will cover the majority of food, lodging, in-country transportation, and other in-country costs associated with the medical brigades.  Participants cover their own airfare.  Cost of airfare will vary depending on departure location.

Part 5. Membership in a MEDLIFE Queen’s chapter or participation in a MEDLIFE medical mission 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 medical brigade.

ARTICLE III: STUDENT ADVISORY BOARD

Part 1. MEDLIFE Queen’s is responsible to the MEDLIFE Student Advisory Board (SAB). The SAB is made up of students who have held leadership positions with MEDLIFE in the past at their respective schools. The board is comprised of district directors, each responsible for a region of MEDLIFE chapters.  The SAB is lead by the Chief of the Student Advisory Board.

Part 2. The SAB is responsible to the MEDLIFE Executive Board.   
 Section A: OFFICERS

Section A. TITLES AND DUTIES

Part 1. **President:** The President will take responsibility for their chapter as a whole with the primary responsibility of making sure the chapter reaches its overall goals for the year as set by the SAB. To this end, the President will work closely with each of the other Vice Presidents and aid them in their efforts. The President will chair and prepare agendas for all meetings of MEDLIFE Queen’s executive board, oversee all committees, and manage inter-club relations. The President is responsible to the MEDLIFE Student Advisory Board and is required to attend weekly Student Advisory Board meetings chaired by the Student Advisory Board District Chair.

Part 2. **Vice President:** The VP is responsible for day-to-day operations, member communications, booking meetings, taking meeting minutes, managing the chapter calendar, and coordinating socials. In addition, the vice president will be responsible for the ordering of club clothing each year, with input with other executive members.

Part 3. **Vice President Finance:** The VP Finance will be responsible for the financial aspects of the chapter. This includes developing and managing the budget, applying for grants, and working to help MEDLIFE Queen’s achieve referendum status.

Part 4. **Vice President Expansion:** The VP Expansion will work to create new MEDLIFE chapters at other universities and high schools. They will give presentations when possible and maintain weekly communication with new chapters. In addition, the VP Expansion will work to prepare guides for trip and event planning to distribute to the new chapters.

Part 5. **Vice President Fundraising:**  The VP Fundraising will be responsible for planning and carrying out fundraising events and initiatives. They will also work to coordinate communications, promotion, and sponsorship with the other executive board members.

Part 6. **Vice President Mobile Clinics:** The VP Mobile Clinics will organize mobile clinic volunteer trips to Peru, Ecuador, Tanzania, and/or India. They will be responsible for coordinating flights and registration, socials, training events, and promotion.

Part 7. **Vice President Outreach:** The VP Outreach will oversee volunteerism efforts, non-monetary donation collection, and education and awareness efforts on issues of global health and development. They will be responsible for planning at least one major chapter-wide volunteering initiative each semester.

Part 8. **Vice President Conference:** The VP Conference will be responsible for planning a 1.5-day conference for Queen’s students and other MEDLIFE chapters on issues of global health and development. They will work closely with the President in overseeing sponsorship, logistics, speakers, events, socials, delegates, and marketing efforts.

Part 9. **Vice President IT/Media:** The VP IT/Media will be responsible for creating visually appealing promotional material for various events and general club endeavors when required. They will also be in charge of ensuring that the club website and Facebook page are updated with current events, and that all events and trip information meetings are promoted thoroughly on social media.

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

Part 1. All candidates for co-presidency must have served for at least one year on the executive board.

Section D. NOMINATIONS AND ELECTIONS

Part 1. Nominations for co-presidency will occur in March, with the election occurring one week later following candidate statements.

Part 2. The Co-Presidents will be selected by the sitting executive board. The outgoing Co-Presidents may decide to extend the vote to all MEDLIFE Queen’s members upon candidate request.

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

Section E. EXECUTIVE BOARD HIRING

Part 1. All executive positions are limited to one year. Returning executive members must re-apply and interview with the incoming Co-Presidents.

Part 2. New executive board members will be hired by all outgoing sitting members of the executive board and incoming Co-Presidents.

Section F: REMOVAL FROM EXECUTIVE BOARD

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. Members wishing to remove an officer by vote should first inform the SAB.  The SAB will inform the member in writing at least one week prior to the vote.

Part 3. Officers not fulfilling their officer duties may be asked to step down by the SAB.

Section G. TERMS OF OFFICE AND VACANCIES

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

Part 2. Should a vacancy in office occur, there will be another hiring or election period.

ARTICLE IV. MEETINGS

Section A: Meetings will be held weekly, time and date depending on the maximum availability of members for that semester.  Quorum is required to conduct business at a meeting.

ARTICLE V. AFFILIATION WITH THE ALMA MATER SOCIETY (AMS)

The constitution of the AMS shall take precedence over this constitution.  In particular, the following sections of the AMS constitution shall be recognized: 2.01.03, 7.01, and 7.02

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.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 executive committee 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.

Article VII:  AMS Assembly

The AMS Assembly, as the highest legislative body representing students at Queen’s, constitutes the ultimate source of authority for MEDLIFE Queen’s.  Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting.

Article VIII:  Funding

Part 1. In accordance with section 7.02 of the AMS constitution, MEDLIFE Queen’s recognizes it is eligible to receive either or both student activity fees and Assembly grants.  Eligibility for receiving Club Grants shall be restricted to those student organizations receiving funding from neither student activity fees nor Assembly Grants.  Any funding received from the Society shall be spent for the purpose for which it was requested.

Part 2. MEDLIFE Queen’s shall be eligible to fundraise and to receive donations.  Fundraising efforts and donations in excess of $5,000 shall in all cases to be coordinated through the AMS Advancement and Development Officers and the Queen’s University Office of Advancement business office.

Article IX: Amendments

  The constitution shall be reviewed annually and any amendments shall be immediately presented to the AMS for approval, through the Commission of Internal Affairs.