**BYLAWS**

**OF**

**MEDICINE, EDUCATION, DEVELOPMENT FOR LOW INCOME FAMILIES EVERYWHERE**

**ARTICLE I. MEMBERS**

*Section 1. Active Membership.* A Member shall be considered active if they (1) have paid membership dues for the current term and (2) meet the following point requirements: 10 points from Service (including points received during the annual Regional Trip, Philanthropy service events, and the annual International Trip), 2 points from Workshops, 2 points from Socials, 2 points from Intramurals, 2 points from Fundraising, and 2 points from International. Officers and Directors must meet the requirements outlined in this section to be considered active members.

*Section 2. Reevaluation of Active Membership.* Active membership status shall be reevaluated at the end of the Fall and Spring semesters as defined by the University of Florida.

**ARTICLE II. MEETINGS**

*Section 1. Regular Meetings.* The regular meetings of the Body shall be held once each month during the Fall and Spring semesters on a day determined by the Executive Board at the start of each Fall and Spring semester. These meetings shall serve as a forum for the membership to receive information about upcoming events and any other items determined by the Executive Board. Any materials presented at the meeting shall be provided to the membership.

*Section 2. Annual Meetings.* The regular meeting in April shall be known as the annual meeting and shall be for the purpose of electing officers and for any other business that may arise.

*Section 3. Special Meetings.* Special meetings may be called by the President or by the Executive Board. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least seven (7) days before the meeting and the business day before the date of the meeting.

*Section 4. Quorum.* One-third of the active membership, as defined in §1 of Article I, shall constitute a quorum.

**ARTICLE III. EXECUTIVE BOARD**

*Section 1. Board Composition.* The officers of the Body shall constitute the Executive Board.

*Section 2. Board’s Duties and Powers.* The Executive Board shall have general supervision of the affairs of the Body between its regular meetings, fix the hour and place of meetings, maintain the website of the Body, maintain communication and accountability of the Directors, and perform such other duties as are specified in these bylaws.

*Section 3. Board Meetings.* The Executive Board shall meet bi-weekly and upon the call of any officer, provided that three (3) days’ notice is given.

*Section 4. Executive Board Contract.* The members of the Executive Board shall sign the Executive Board contract, created by the President and Vice President, at the beginning of their terms. The members of the Executive Board shall adhere to the point requirements outlined in the Executive Board contract.

**ARTICLE IV. DIRECTORS**

*Section 1. Officers and Duties.* The directors of this body shall be 2 Service Directors, 2 Workshops Directors, a Public Relations Director, a Fundraising Director, 2 Socials Directors, a Regional Trip Director, 2 Intramurals Directors, 2 Philanthropy Directors, and 2 International Directors. No member shall hold more than one Director position or currently serve as an Officer. These directors shall perform the following duties:

1. The Service Director(s) shall
   1. coordinate volunteer events with local community organizations and nonprofits,
   2. communicate volunteer events to the membership, and
   3. fulfill such other duties applicable to the office as these Bylaws and the Executive Board prescribe.
2. The Public Relations Director shall
   1. lead the Public Relations Committee,
   2. oversee engagement on MEDLIFE’s social media platforms
   3. create graphics and post on MEDLIFE social media platforms,
   4. take photos and videos at events, and
   5. fulfill such other duties applicable to the office as these Bylaws and the Executive Board prescribe.
3. The Workshops Director(s) shall
   1. create presentations and interactive activities to facilitate learning and application of important topics/skills for the membership,
   2. collaborate with guest speakers to engage the membership in the discussion of a variety of topics,
   3. communicate workshop events to the membership, and
   4. fulfill such other duties applicable to the office as these Bylaws and the Executive Board prescribe.
4. The Fundraising Director shall
   1. coordinate fundraisers,
   2. communicate fundraising events to the membership, and
   3. fulfill such other duties applicable to the office as these Bylaws and the Executive Board prescribe.
5. The Regional Trip Director shall
   1. plan and organize service events located outside of Gainesville,
   2. organize an annual regional trip, and
   3. fulfill such other duties applicable to the office as these Bylaws and the Executive Board prescribe.
6. The Socials Director(s) shall
   1. plan social events for the membership,
   2. communicate social events to the membership,
   3. organize mentor/mentee program each semester, and
   4. fulfill such other duties applicable to the office as these Bylaws and the Executive Board prescribe.
7. The Intramurals Director(s) shall
   1. create events for the membership focused on improving the physical and mental health of the membership,
   2. facilitate teamwork and bonding through their events,
   3. communicate intramural events to the membership, and
   4. fulfill such other duties applicable to the office as these Bylaws and the Executive Board prescribe.
8. The Philanthropy Director(s) shall
   1. create and maintain partnerships with local community organizations that align with MEDLIFE’s pillars,
   2. coordinate fundraising and service initiatives with MEDLIFE’s community partners,
   3. communicate philanthropy events to the membership, and
   4. fulfill such other duties applicable to the office as these Bylaws and the Executive Board prescribe.
9. The International Director(s) shall
   1. promote and coordinate the International Trip that takes place during Spring Break,
   2. maintain communication with MEDLIFE Headquarters regarding the annual International trip,
   3. oversee and promote MEDLIFE Headquarters campaigns (e.g., Moving Mountains and Grow the Movement),
   4. organize Global Health Roundtable events,
   5. lead the Global Health Roundtable Committee,
   6. communicate international events to the membership, and
   7. fulfill such other duties applicable to the office as these Bylaws and the Executive Board prescribe.

*Section 2. Director Eligibility and Term of Office.* Any Member is eligible to apply for a director position. Each Director shall serve for a term of one (1) semester.

*Section 3.* *Director Selection*. Applications for director positions shall open the week before reading days each semester or as decided by the Executive Board. Applications shall remain open for seven (7) days. Following the close of applications, the Executive Board shall review the applications and invite top applicants for interviews. Interviews conducted by the Executive Board shall take place during reading days each semester. Following interviews, the Executive Board reviews the interview notes and appoints the directors. The results of the applications shall be communicated to all applicants.

*Section 4. Director Contract.* Each Director shall sign the Director contract, created by the Executive Board, during their first Director Board meeting. The Directors shall adhere to the point requirements outlined in the Executive Board contract.

*Section 5. Removal From Directorship.* A Director may be removed from office upon accruing three (3) strikes as defined by the Director Contract by a majority vote of the Executive Board. A Director that is removed from office is not eligible to run for an Officer position during the next election.

*Section 6. Resignation.* Any Director desiring to resign from their position shall submit resignation in writing to the President, who shall present it to the Executive Board for action.

*Section 7. Vacancies.* In the case of a vacancy in any Directorship, the Executive Board shall open applications within two (2) days for the vacant position. The application shall remain open for seven (7) days. Following the close of applications, the Executive Board shall review the applications and invite top applicants for interviews. Interviews conducted by the Executive Board shall take place within seven (7) days of the close of applications. Following interviews, the Executive Board reviews the interview notes and appoints the director(s). The results of the applications shall be communicated to all applicants.

**ARTICLE V. DIRECTOR BOARD**

*Section 1. Board Composition.* The officers and directors of the Body shall constitute the Director Board.

*Section 2. Board’s Duties and Powers.* The Director Board shall organize all events, participate in tabling, interact with Members through virtual platforms and in-person events, and perform such other duties as are specified in these bylaws.

*Section 3. Board Meetings.* The Executive Board shall meet monthly and upon the call of the Vice President, provided that three (3) days’ notice is given.

**ARTICLE VI. AMENDMENT OF BYLAWS**

These bylaws may be amended in accordance with the procedures outlined in the Constitution.

**SPECIAL RULES OF ORDER**

**OF**

**MEDICINE, EDUCATION, DEVELOPMENT FOR LOW INCOME FAMILIES EVERYWHERE**

# **Rule I – Elections**

*Section 1.* Following nominations, each nominee will have three (3) minutes of presentation time, during which they may answer questions. During the presentation of each nominee, all other nominees shall exit the room. During balloting, all nominees must remain outside of the meeting room. The nominees may enter the meeting room for the announcement of the result of balloting. Following the election meeting, the results of the election shall be announced by the Executive Board.

*Section 2.* The President shall oversee all elections except that of the President. The Vice President shall oversee the election of the President.