Please download this document, edit the information applicable to your school, and erase this statement.

MEDLIFE AT [UNIVERSITY NAME] CONSTITUTION

PREAMBLE

We, the members of **Students for MEDLIFE at [UNIVERSITY NAME]**, henceforth referred to in this document as the "Chapter," agree to abide by the regulations and policies of [UNIVERSITY NAME] and establish this Constitution to govern the affairs of our organization.

Article I - Name and Purpose

Section 1 **The name of this organization shall be:** Students for MEDLIFE (Medicine, Education and Development for Low-Income Families Everywhere) at [UNIVERSITY NAME]

Section 2 **The purpose of this organization shall be**: The purpose of the Students for MEDLIFE at [UNIVERSITY NAME] is to support and extend MEDLIFE's mission and all MEDLIFE's divisions (including Smiles Movement, Safe Homes Movement, and Engaged Education) within the university community, focusing on providing healthcare, education, and safe housing to low-income families globally. It aims to transform volunteering and community engagement through a collaborative and empowering approach, emphasizing listening, analyzing root causes, and educational exchange. The organization is dedicated to raising awareness, fundraising, and mobilizing students for service, fostering an inclusive, action-oriented campus culture, and contributing to a vibrant, engaged, and socially responsible student body.

When working with partner and low-income/disadvantaged communities, students are encouraged to:

1. **Listen First:** Begin with a deep understanding by listening to the community's perspectives and experiences, recognizing them as the experts of their needs.
2. **Analyze Root Causes:** Work with the community to identify the underlying causes of challenges rather than just addressing symptoms.
3. **Collaborative Action Planning:** Engage in joint planning with community leaders to prioritize and tackle the most pressing issues defined by the community.
4. **Enable, Not Impose:** Support the community by enabling local stakeholders, providing them with the resources and assistance they need to lead their development.
5. **Educational Exchange:** Use education to empower, exchanging knowledge in a way that respects and enhances local expertise and solutions.

MEDLIFE's approach to strengthening the on-campus community includes the following:

1. **Interdisciplinary Collaboration:** By inviting students from all academic backgrounds to apply their knowledge to real-world issues, we encourage cross-disciplinary collaboration, fostering a campus-wide dialogue on global health, education, and development.

2. **Inclusivity and Diversity:** Our commitment to inclusivity ensures that students from various cultural, academic, and socioeconomic backgrounds unite, enriching the campus community with diverse perspectives and ideas.

3. **MedTalks and Educational Events:** Regularly scheduled MedTalks, workshops, and speaker events provide platforms for students, faculty, and external experts to discuss critical global and local issues, sparking campus-wide awareness and intellectual exchange.

4. **Local Service Projects:** By organizing local service initiatives, we provide opportunities for students to engage with and give back to the local community, creating a sense of unity and shared purpose on campus.

5. **Leadership Development:** Through hands-on projects and leadership roles within the club, students develop skills in organization, advocacy, and project management, which they can apply in various contexts across the university.

6. **Sustainable Campus Initiatives:** Aligning with MEDLIFE's sustainability goals, we aim to spearhead and participate in initiatives that promote environmental and social responsibility on campus, creating a legacy of sustainability.

7. **Global to Local Connection:** By applying MEDLIFE's global lessons to local contexts, we encourage students to think globally while acting locally, leading to a more globally aware and socially responsible student body.

Article II – Non-Discrimination Statement

Section 1 Membership and all privileges, including voting and officer positions, must be extended to all students regardless of age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities regarding gender for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students with the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Article III – Membership

Section 1

1. **Members Requirements**
    - To qualify as a member, a student must meet the following criteria:
        - Be enrolled in at least one (1) semester hour of University credit at [UNIVERSITY NAME]

        - Properly register with the Chapter and MEDLIFE's database by completing a registration form provided by MEDLIFE HQ.
        - Attend Chapter activities.
    - All members are required to demonstrate support for this organization and participate in Chapter meetings and fundraising activities.
    - Members are expected to adhere to the values, principles, and guidelines established by their Chapter and MEDLIFE International. This includes demonstrating respect for cultural differences, maintaining professionalism, and upholding ethical standards.
    - The chapter may determine a point-based membership system to ensure fairness and clarity in determining membership eligibility. This system rewards active participation and engagement. By attending meetings, participating in events, fundraising efforts, and assuming leadership roles, each member accumulates points towards membership.
    - **[OPTIONAL]**. Add personalized membership (E.g., Members are required to pay a membership fee of [Amount] 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 Chapter has the right to change the cost of membership to reasonable means)

2. **Rights**
    - Part 1. Members have the right to participate in the organization's meetings and events and to apply to participate in a MEDLIFE Service Learning Trip.
    - Part 2. All Chapter members are eligible to apply for scholarships on active service trips offered by MEDLIFE.
    - Part 3. Membership in the Chapter or participation in a MEDLIFE Service Learning Trip will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

3. **Benefits**
    - **Enhanced Educational Opportunities:** Opportunities to participate on Service Learning Trips, tailored to enrich academic understanding through direct involvement in global health initiatives. This aligns with our commitment to practical, impactful learning experiences.
    - **Community Service and Personal Growth:** Active participation in service learning trips and our fundraising campaigns allows members to accumulate service hours, fostering personal development while contributing meaningfully to community welfare on both a local and global scale, reflective of our Chapter's mission of service and empowerment.
    - **Leadership Opportunities**: Members may have the opportunity to take on leadership roles within the Chapter, such as executive board positions or subcommittee chairs (APPENDIX A). These leadership opportunities provide valuable experience in team

management, project planning, and organizational governance, enhancing members' leadership skills and credentials.

- **Exclusive Access to Events and Opportunities**: Members may gain access to exclusive Chapter events, such as leadership retreats, networking receptions, or guest speaker sessions featuring professionals in global health and development.

- **Recognition and Awards**: Members may be eligible for awards and be honored at special recognition events or ceremonies held by the Chapter to celebrate their contributions and achievements. These awards could include "Member of the Year," "Outstanding Service Award," or "Global Health Advocate Award," highlighting members' dedication and impact within the MEDLIFE community.

- **Eligibility To Apply For Summer Internships:** Be eligible to apply for Summer MEDLIFE HQ internships in Latin America.

- **Discounted Or Free Continuing Education Courses:** Members could receive a scholarship or free access to continuing education courses or workshops offered by the Chapter, MEDLIFE HQ, or partner organizations.

Section 2

1. **Associate Members: {{ADD ASSOCIATE MEMBERS IF NEEDED}}**
    a. Professor School of Life Sciences
    b. Professor, School of Life Sciences Diversity, Equity and Inclusion Initiative
    c. Professor, Biology (Biology and Society) (PhD) program
    d. Professor, Complex Adaptive Systems
    e. Medical Director, Biodesign Clinical Testing Laboratory

Section 3:

1. **Membership Accountability:** At MEDLIFE, a strong commitment to our mission and values is essential for creating a meaningful impact within our community. To ensure the active participation and engagement of our members, we have established processes for holding them accountable to requirements and responsibilities. Here is how we maintain membership accountability:

    a. **Attendance and Participation:** All members must attend general meetings, events, and activities regularly. Active participation is essential for building community and contributing to our initiatives. Activities such as recruitment will count significantly through a points system, enabling members to qualify for service trip scholarships and leadership opportunities.

    b. **Tracking Attendance:** We maintain attendance records for all meetings and events. Members are required to sign in during these activities to verify their presence.

c. **Minimum Participation:** Members are expected to participate in a minimum number of [Introduce number of events] events or activities each semester. Please meet this requirement to ensure their membership status is maintained.

d. **Communication:** Effective communication is vital to the success of our Chapter. We expect members to respond promptly to emails, messages, and notifications from the executive board and coordinators.

e. **Subcommittee Responsibilities:** We offer various subcommittees for members to join (APPENDIX A) based on their interests and skills. Each subcommittee has specific responsibilities, and members are accountable for fulfilling their roles effectively.

f. **Subcommittee Reports:** Subcommittee heads submit regular progress reports to the executive board. This ensures transparency and accountability in committee activities.

Section 4

1. **Membership Status Impact:** If members are not meeting the established requirements and responsibilities, their membership status may be affected as follows:

    a. **Probation:** Members falling short of attendance or participation requirements may be placed on probation. During this period, they will receive additional guidance and support to help them meet expectations.

    b. **Membership Review:** If a member continues to struggle to meet requirements during the probation period, their membership will be reviewed by the executive board. Based on the review, a decision will be made regarding their ongoing membership.

    c. **Termination:** In cases of persistent non-compliance with requirements or misconduct, membership may be terminated. The executive board will make this decision after a thorough assessment.

We believe that upholding membership accountability not only ensures the success of our initiatives but also maintains a strong sense of dedication and commitment among our members. We collectively contribute to our shared goals and vision by holding each other accountable.

Article IV - Executive Body

Section 1

1. **Requirements**

    a. Part 1. All Executive members are required to demonstrate support for this organization and participate in Chapter meetings, organizational events, and fundraising activities.

    b. Part 2. All executive members are required to participate in the organization's meetings and events and to apply to participate in a MEDLIFE Service Learning experience.

    c. Part 3. All Executive members must participate in MEDLIFE HQ campaigns, bi-weekly meetings, and other events organized by MEDLIFE HQ.

d. A ranking point system will help identify potential leaders. Interested members can achieve at least 15 out of 21 points for leadership candidacy. Those scoring 15 points or above are deemed strong leadership candidates for the Chapter, especially those nearing 21 points, indicating an ideal fit. This ensures a thorough assessment of each candidate's experience, dedication, and leadership compatibility with our mission (Refer to Appendix A for the Leadership Evaluation Rubric).

2. **Benefits**

   a. **Access to Exclusive Service Learning Trip Experiences:** As an E-Board member, you'll enjoy special privileges during our Service Learning Trips. This means not only expanding your horizons through hands-on experiences but also being eligible for internships and scholarships.

   b. **Earn Service Hours through Participation in Service Learning Trips and Fundraising:** We believe in giving back to the community and fostering personal growth. By taking part in our Service Learning Trips and contributing to fundraising efforts, you'll not only accumulate valuable service hours but also make a tangible impact on causes that matter.

   c. **Professional References and Endorsements:** E-Board members could receive professional references or endorsements from Chapter advisors or leadership, attesting to their leadership skills, dedication, and accomplishments within the organization. These references can strengthen their credentials and credibility in future academic or professional pursuits.

   d. **Mentorship and Advising:** E-Board members will receive mentorship and advice from experienced Chapter coaches, alumni, or professionals in relevant fields. This mentorship provides guidance, support, and opportunities for reflection to help E-Board members navigate challenges and maximize their impact.

3. **Executive Body of this Organization:** The MEDLIFE Chapter consists of

   a. President

   b. Service Learning Trip Director

   c. Moving Mountains/ Fundraising Director

   d. Grow the movement/Expansion/Recruitment Director

   e. Engagement Director

   f. Marketing and Social Media Director

   g. Membership & Points Director (Secretary)

4. **Description/Responsibilities**

   a. President

i. Organize and attend Executive Board (E-Board) Meetings and General Body Meetings.

ii. Coordinate, lead, and facilitate the flow and progress of meetings.

iii. As the liaison, actively update MEDLIFE HQ about the Chapter's progress and plans.

iv. Oversee, delegate, and support the goals of all directors

v. Be the face of MEDLIFE on campus.

vi. Lead the Chapter toward the goals set forth by MEDLIFE HQ

vii. Delegate tasks to every E-Board member, and make sure they hit their deadlines and goals.

viii. Create a final calendar of events with each E-Board member's/Subcommittee's proposal

b. Service Learning Trip Director/Officer

i. Work with the President to create a timeline for MEDLIFE trip preparation.

ii. Organize trip meetings (SLT info sessions, deposit meetings, Q&A, flight meetings, etc.)

iii. Depending on the number of SLT (Service Learning Trips) dates, each should be overseen by a dedicated subcommittee responsible for coordinating student registration and preparing for the trip.

iv. Plan and direct meetings with SLT participants.

v. Coordinate SLT-related information with HQ

vi. Follow up (call, text message, email) potential/interested SLT participants

vii. Work with others to create presentations for meetings pertaining to SLT.

viii. Invite previous SLT participants to SLT info sessions.

ix. In charge of inviting members to all events through formal and informal chapter channels of communication.

c. Moving mountains / Fundraising Director

i. Organize the Moving Mountains campaign and set up the Give Lively Chapter page

ii. Organize large-scale fundraising events and multiple smaller ones each semester for Chapter activities and/or SLT funding.

iii. Seek school grant funding opportunities with the president

iv. Ensure members understand all MEDLIFE SLT funding opportunities

v. Manage Chapter fundraising budget

vi. Help organize meetings and aid members in club and individual fundraising goals.

vii. Oversee and direct Fundraising Committee members (if applicable)

viii. Follow up on General Members fees

ix. In charge of inviting members to all events through formal and informal chapter channels of communication

d. Grow the Movement / Expansion / Recruitment Director

i. Work with the President and members to create a timeline for recruitment activities (Visit classes, reach out to clubs, reach out to academic departments, tabling/flyering, coffee hours, etc).

ii. Coordinate with Chapter and E-Board members to sign up for recruitment activities

iii. Work with others to create presentations for other recruitment activities in order to recruit prospective members.

iv. Research and identify new communities or organizations to work with

v. Create and share email templates with other Chapter members to send emails to clubs, academic departments, etc.

vi. Work with the President to create a list of local universities, rotary groups, and high schools to advocate MEDLIFE's goals and to encourage the creation of new Chapters.

vii. Coordinate with other chapters and clubs on campus to plan collaborative events (public relations). This includes but is not limited to recruitment and social events.

e. Engagement Director

i. Conduct surveys to define what kind of activities would be more engaging for members and other students.

ii. Oversee up to six subcommittees, each comprising 3-5 members. These subcommittees would be responsible for organizing and leading one event per semester, thereby distributing leadership roles and ensuring a diverse array of activities and initiatives within the Chapter.

iii. Organize events to keep members engaged (leadership activities, social events, team bonding, local volunteering, MED Talks/Workshops)

iv. Plan activities calendar for each semester with the president

v. Coordinate the sending out a Monthly Newsletter to all members

f. Marketing and Social Media Director

i. Co manages the chapter's social media accounts with the President.

ii. Create and/or edit HQ flyers/posters and other advertising material (work with the Recruitment Director).

iii. Promote events organized by SLT, Fundraising, Recruitment, and Expansion officers by creating and sharing Instagram posts, contacting listservs, etc.

iv. Request other school club pages to share content on their social media pages.

v. Order and/or coordinate merchandising requests

vi. Work with committees to publicize the Chapter's work and events.

vii. Create a timeline of posts to present to the Co-Presidents & directors

viii. Interact with new followers in social media and invite them to join the GroupMe chat! (Reach out to the ones that like the posts as well)

g. Membership & Points Director (Secretary)

i. Keep track of meeting attendance

ii. Reserve spaces for general meetings and events, set up and manage a (Google) calendar, and ensure the meetings/events run smoothly.

iii. Actively maintain the Chapter's listservs

iv. Ensure all HQ forms and activities reports are filled out

v. Support in creating agenda

vi. Record meeting (agreements) minutes at Executive Board and general body meetings

vii. Support in PowerPoint preparation

viii. Support all areas with creating emails (create a template or distribute the template created by other E-Boarders).

Section 2

1. **Term of Office:** Officers may start their position in August of the academic year and hold it until graduating unless they would like to step down. When an officer graduates or steps down, that position will be available and chosen through election.

Section 3

1. **Process for Removing an Officer:**

a. Part 1. MEDLIFE [UNIVERSITY NAME] holds the right to remove any officer not in compliance with the organization's goals, including but not excluding inappropriate or illegal behaviors. Removal is left to the discretion of the Executive Board and/or the Chapter coach and will result in a ban from participating in any future meetings, activities, and Chapter-sponsored Service Learning Trips.

b. Part 2. MEDLIFE [UNIVERSITY NAME] holds the right to remove any officer not fulfilling their responsibilities after two intervention meetings with the students involved. Removal is left to the discretion of the Executive Board, and will no longer have any benefit or right as an Executive member.

c. Part 3. MEDLIFE [UNIVERSITY NAME] will ask all the officers involved to vote on whether the officer in question might continue in their position for the remainder of the academic year or will be removed.

d. Part 4 The officer in question is allowed to appeal for a second opportunity to continue in the Chapter as long as the majority of the officer's team agrees with it.

Section 4

1. **Vacancy of an Office:** MEDLIFE will have the following process in case any officer decides to step down:

    a. **Notification:** In the event of a vacancy, the outgoing officer informs the executive board promptly, detailing the reason and expected departure date.

    b. **Emergency Meeting:** The executive board holds an emergency meeting to redistribute responsibilities temporarily among existing members.

    c. **Interim Appointment:** An interim officer may be appointed from within the Chapter to manage responsibilities until a permanent replacement is found, subject to executive board approval.

    d. **Selection Process:** A comprehensive process is initiated to find a permanent replacement, involving application review, interviews, and candidate assessment.

    e. **Transition:** Outgoing and incoming officers collaborate to ensure a seamless transition of responsibilities.

    f. **Communication:** Members are informed of changes in leadership positions through official channels to maintain transparency.

Article V – Elections

Section 1

At MEDLIFE, we value a democratic and transparent approach to leadership elections and decision-making. Elections for the new president and/or the rest of the officers will be held in January. After selecting the new E-Board, they will be required to shadow the current E-Board for the semester, culminating in their assumption of leadership responsibilities in May for the upcoming year.

Below, we outline the election and voting processes within Chapter

1. **Election Process:**

    a. **Nomination Period:** Before elections, a nomination period is announced. Members have the opportunity to nominate themselves or fellow members for available positions.

    b. **Candidate Information**: Each nominee should submit an application providing a brief statement outlining their qualifications, experiences, and vision for the role they are seeking. The E-Board should review and approve the candidate's qualifications and eligibility to apply for the position.

    c. **Campaign Period**: Candidates may campaign by sharing their goals and engaging with members to gain support for their candidacy (Optional)

    d. **Question and Answer Session:** A designated event or session may be held for candidates to address the Chapter, answer questions, and present their ideas. (Optional)

    e. **Voting:** Members cast their votes to elect the candidates for various positions.

    f. **Announcement of Elected Officers**: After the election period, the information of elected E-Board members is shared with the Chapter, allowing members to become familiar with their new leaders.

    g. **Transition:** The newly elected officers shadow and work with outgoing officers throughout the second semester to ensure a smooth transition of responsibilities. Towards the end of the semester, the formal transition process involves at least two or more meetings where the exiting Executive Board members need to share knowledge, documents, school and MEDLIFE HQ procedures, tasks, etc, with the incoming E-Board members. The elected president will benefit from a full month of advisement and support from MEDLIFE HQ, ensuring a smooth transition and leadership continuity by May in strategic alignment with our global mission.

2. **Procedures for Voting:**

    a. Eligibility: Only active chapter members are eligible to participate in the voting process. Membership status and points will be verified before the distribution of voting materials.

    b. Voting Material Distribution: Voting platform or materials will be made available to eligible members either electronically or in person in accordance with the Chapter's preferred method of communication and voting.

    c. Voting Options: Members vote for their preferred candidates for each position. The voting process can be confidential or public, depending on the Chapter's decision.

    d. Deadline: A clear deadline needs to be set for submitting votes to ensure timely process completion.

    e. Vote Counting: The votes are counted either by an appointed election committee or by the executive board, ensuring fairness and accuracy.

f. **Announcement of Results:** Once the votes are tallied, the results are announced to the Chapter.

Section 3

1. **Guiding Principles:**

    a. **Fairness:** All candidates are given an equal opportunity to present themselves, and all members are encouraged to participate in the voting process.

    b. **Transparency:** The election process is transparent, ensuring that members are informed about candidates and the voting process.

    c. **Equal Vote:** Each member's vote carries equal weight, contributing to a democratic outcome.

    d. **Respectful Campaigning:** Candidates and members engage in respectful campaigning and discussions, adhering to the Chapter's values and standards.

Article VI – Meetings

Section 1

1. **Meeting Frequency:**

    a. Executive Board: The Chapter will meet with their MEDLIFE International Chapter Coach bi-weekly before and during the academic semester for strategic planning and coordination.

    b. General Members: Gather on a bi-weekly or monthly basis or as required by their respective subcommittee involvement.

Section 2

1. **Meeting Procedures:** Effective meetings are essential for productive communication, collaboration, and decision-making within the Chapter. We have established clear procedures and formats to ensure our meetings are organized, efficient, and engaging. Here are the key meeting procedures followed within our Chapters:

    a. **Meeting Schedule:** Regular meetings are scheduled at a convenient time for the majority of members. The meeting schedule is communicated well in advance to ensure attendance.

    b. **Agenda Creation:** An agenda is prepared for each meeting, outlining the topics and the order of discussion. Members are encouraged to submit agenda items in advance to ensure comprehensive coverage.

    c. **Meeting Format:** Meetings begin with a welcome and a brief overview of the agenda by the president or designated facilitator. Each agenda item is discussed one by one, allowing members to provide input and engage in discussions.

d. **Time Management:** To ensure efficient time use, each agenda item has a designated time limit.

e. **Open Discussions:** All members are encouraged to share their thoughts, ideas, and concerns during open discussions. Respectful communication is emphasized, and all voices are valued.

f. **Voting and Decision-Making:** When decisions need to be made, a clear process for voting is followed. Decisions are made through a majority vote, ensuring collective agreement.

g. **Action Items**: Action items are identified for each agenda item, and responsible individuals are assigned to follow up. Deadlines for completing action items are set to ensure progress.

h. **Reports and Updates**: Officers and committee heads provide updates on ongoing projects and initiatives.

i. **Feedback and Adjournment:** At the end of the meeting, members are invited to provide feedback on the meeting's effectiveness. The meeting is officially adjourned after all agenda items have been discussed.

j. **Meeting Minutes:** Detailed meeting minutes are recorded, capturing discussions, decisions, and action items. Meeting minutes are shared with members after approval to ensure transparency and accountability.

By following these meeting procedures, we ensure that our meetings are productive, inclusive, and focused on achieving our Chapter's goals.

Article VII – Advisors

[UNIVERSITY NAME] requires each registered student organization to have a faculty or staff person as an advisor for a registered student organization.

Section 1

Primary advisor: The MEDLIFE [UNIVERSITY NAME] will have a Primary advisor who shall be an ex-officio member with no voting privileges. The primary advisor will support the MEDLIFE Club and help spread the word on campus by reaching out to their students and inviting them to their future events.

Section 2

Method of selecting advisor: The representative and officers at the Chapter are the ones to choose the advisor on campus.

Section 3

Duties or responsibilities of the advisor shall be: Verify that the Chapter is active and the students are working well together as a team to become a successful Chapter.

Being an active Chapter means

- Having at least 5 members on the Executive Board and a minimum of 10 general members.
- Yearly organization of a Service Learning Trip with at least two members participating.
- Yearly participation in our Moving Mountain fundraising campaign.
- Yearly participation in our Grow the Movement campaign.
- Organize local initiatives and activities with all of the members of the Chapter.
- Actively recruit members during the academic year.

Article VIII – Amendments and Review

Section 1

The constitution may be amended by any active member who can propose changes, submit them in writing to the executive board, and inform the Chapter Coach where they will be doing a review and evaluation of the constitution. After that, viable proposals are discussed during a chapter meeting, during which they will draft the proposal based on feedback. Once they finish it, they must notify the MEDLIFE Coach and make the necessary changes.

Section 2

The constitution will be reviewed: The MEDLIFE Constitution will be reviewed annually by the Chapter President and the Chapter Coach of MEDLIFE International.

_____

NAME, President

MM/DD/YYY

APPENDIX A: THE ROLE OF SUBCOMMITTEES IN ENHANCING LEADERSHIP AND EFFECTIVENESS

Each of the E-Board roles in the Chapter has its unique responsibilities and areas of focus, and any of them could potentially justify creating a subcommittee to enhance the Chapter's structure and capacity. However, some roles may lend themselves more naturally to creating subcommittees than others based on the breadth and complexity of their duties. Here's an analysis of each role and its potential for creating subcommittees:

- Service Learning Trip Director
    - Service Learning Trip subcommittee
- Expansion Director
    - Public Relations subcommittee - Pre-med club relations and Faculty/academic departments newsletters, mass emails, school newspaper.
    - On-campus recruitment subcommittee - Class visit, flyering, coffee hours, and other activities.
- Engagement Director
    - Education and Training subcommittee - Researches and presents topics on Medicine, International Development, Public Health, nursing, education or others during General Body Meetings and facilitates discussions. Facilitate medical shadowing and mentorship programs with healthcare professionals, host workshops and seminars on medical school applications, MCAT preparation, career paths in medicine and public health, guest lectures, and panel discussions on current public health issues and careers.
    - Community service subcommittee - Finds opportunities in the community for the Chapter to give back locally and keep students engaged throughout the semester.
    - Team Bonding subcommittee - Organizes fun and engaging activities for all the chapters during GBM or outside of GBMs. These activities create a sense of community amongst members and help create new friendships.
- Moving Mountains/ Fundraising Director
    - Moving Mountains Campaign Subcommittee - Focuses on organizing the Moving Mountains webinar and power hour.
    - Large Fundraising events subcommittee - Organizes 2 or more campus-wide fundraising events throughout the year.
    - Small fundraising events subcommittee - Organizes at least 1 small fundraising event every two months.
    - Grants and corporate sponsorships subcommittee - Seeking school or business funding for the SLT.

- Marketing and Social Media Director
    - Social Media Subcommittee - Publishes content, engages with new followers, interacts with other campus club pages, organizes IG Lives, and increases followers organically or through paid ads.
    - Creative design subcommittee - Social media content creation (Posts, story, reels, videos), designs or reuses MEDLIFE HQ flyers and other marketing materials
- Membership & Points Director (Secretary)

For a Chapter encompassing a broad spectrum of interests such as premedical students, nursing, predental, engineering, women's health, and public health, specialized subcommittees can enhance the organization's reach and impact by catering to these diverse areas. Here are suggested subcommittees tailored to these fields:

- Vice President for Smiles Movement (Dental)
    - Predental and Oral Health Director - Organize dental volunteering opportunities through MEDLIFE Service Learning Trips and Smiles Movement with the vice-president, coordinate dental health camps and fluoride application drives, and host informational sessions on dental school admissions and careers in dentistry.
    - Dental Expansion Director - Dental club relations and Faculty/academic departments newsletters, mass emails, school newspaper, class visits, flyering, coffee hours, and other activities.
- Vice President for Safe Homes Movement (Engineering)
    - Engineering solutions for Health Director - Organize community development volunteering opportunities through MEDLIFE Service Learning Trips and Safe Homes Movement in coordination with the vice-president, collaborate with local communities and partners to assess needs and develop engineering solutions, organize workshops on biomedical engineering, environmental health engineering, and other relevant topics.
    - Engineering Expansion Director - Engineering clubs relations and Faculty/academic departments newsletters, mass emails, school newspaper, Class visits, flyering, coffee hours, and other activities.
- Vice President for Nursing Community
    - Nursing and Community Health Director - Organize nursing volunteering opportunities through MEDLIFE Service Learning Trips with the vice-president, develop and implement community health screenings and education sessions, and organize nursing-specific workshops and guest lectures on global health nursing.
    - Nursing Expansion Director - Nursing club relations and Faculty/academic departments newsletters, mass emails, school newspaper, class visits, flyering, coffee hours, and other activities.

Each subcommittee should have leadership roles (chair/co-chair) and be responsible for coordination with the executive board. This ensures that the subcommittees' activities align with the organization's overall goals and that there is effective communication between all groups. Regular meetings between subcommittee leaders and the main leadership team can help synchronize efforts, share resources, and enhance the organization's overall impact.