

# MIT MedLinks Constitution

Revised 3/17/2013

## Article I: Purpose

The MedLinks program works to support MIT students in connecting to campus support resources, the policies and services of MIT Medical, and determining when and how to seek medical attention. MedLinks is a residentially-based peer health advocacy program that supports the health of students in their residences along with the wider MIT community through one-on-one interactions and health promotion events. This program is sponsored and supported by Community Wellness at MIT Medical. MedLinks is comprised of student representatives (each called "a MedLink"). Every dorm and many FSILGs have at least one resident who is a MedLink. In addition, MedLinks can dispense single doses of common over-the-counter medications and provide disposable thermometers along with a variety of first aid supplies. All MedLinks attend mandatory training and ongoing continuing education seminars annually. Training and education consist of:

- Determining when to seek medical attention for common aches, pains, cold and flu
- Learning about MIT Medical policies, procedures, and resources
- Improving listening and communication skills
- Becoming familiar with a variety of health topics, such as stress, depression and other mental health issues; responsible alcohol use; sexual health; and sexual assault prevention and awareness
- Appropriate dispensation of MedLink supplies

## Article II: Membership

- A. Any MIT student is eligible to apply for membership
- B. At the beginning of the fall semester, the Membership Coordinator develops an application and solicits applications for membership from the MIT Community.
- C. Applications shall be opened no less than two (2) weeks before the submission deadline.
- D. Applications for membership are the responsibility of MedLinks Exec, under the direction of the Membership Coordinator.
- E. The format for application review is determined by the Membership Coordinator, but the following is suggested:
  - I. Initial applications are reviewed by at least two executive members, each which give an initial yes/no vote if the applicant should be extended an interview. Ties are broken by the vote of a third executive member.
  - II. Applicants invited to interview are interviewed by Exec and the Residential Directors in a format decided by the Membership Coordinator
  - III. Following the interview, the entire executive board will review interview notes and make membership decisions under the direction of the Membership Coordinator

- F. Offers of membership will be extended by the Membership Coordinator and prospective members shall have no less than one (1) day to respond to their invitation of membership
- G. Offers of membership are contingent on satisfactory completion of the MedLinks training retreat
- H. The membership of this organization will at all times contain at least five (5) MIT students.
- I. This organization will not discriminate on any characteristic listed in MIT's Nondiscrimination Statement for membership, officer position, or in any other aspect

### **Article III: Officers**

- A. All officers of this organization must be distinct members in good standing with the organization.
- B. This organization will have nine (9) executive officers:

#### **President**

- i. The President shall be the official representative of the group to any other organization and to MIT.
- ii. The President shall preside over all general body meetings and executive board meetings.
- iii. The President shall determine meeting times and shall publicize these meeting times to the membership.
- iv. The President shall regularly consult with program coordinator(s) from MIT Medical.
- v. The President shall keep track of ASA deadlines and objectives.
- vi. If there is a tie in voting among Executive members, the president holds the power to break the stalemate.

#### **Vice President**

- i. The Vice President shall assist the president with his/her duties, and perform his/her duties in his/her absence.
- ii. The Vice President shall keep track of meeting agendas and distribute meeting minutes to the executive board members and membership.
- iii. The Vice President shall oversee the Residential Director program.

#### **Treasurer**

- i. The Treasurer shall be responsible for the finances of the group.

#### **Community Health Coordinator**

- i. The Community Health Coordinator shall organize campus-wide events each semester based on the issues affecting the student body.

#### Medical Operations Coordinator

- i. The Medical Operations Coordinator shall oversee the OTC kit program and ensure all kits remain fully stocked.
- ii. The Medical Operations Coordinator shall also write and distribute a MedLinks newsletter (“Links Letter”) at least once a semester.

#### Training Coordinator

- i. The Training Coordinator will be in charge of planning new member training and continuing education sessions.

#### Membership Coordinator

- i. The Membership Coordinator shall oversee the integration of new members, including recruitment, selection, and training.
- ii. The membership coordinator is also responsible for evaluating successful completion of the membership requirements as outlined in Article V for all members.

#### Promotional Chair

- i. The Promotional Chair shall be responsible for designing and organizing publicity campaigns and events for MedLinks.

#### Webmaster

- i. The Webmaster shall maintain the MedLinks website.
- ii. The Webmaster shall maintain all mailing lists and Athena permissions.

### C. Officer Selection Process

- I. Executive Board positions will be determined by the selection committee. The selection committee will include
  - i. MedLinks Program Coordinators
  - ii. Outgoing members of the Executive Board not seeking re-election
  - iii. General members not seeking election that express interest to the outgoing executive board
  - iv. MedLinks in good standing who would like to run for a position on the Executive Board must complete an application. Applicants will rank their position preferences.
- II. MedLinks Executive Board applications will be open to membership no less than two (2) weeks before due to the selection committee
- III. All applicants will be invited to an interview with the selection committee
- IV. The selection committee will determine the executive board after completing all interviews. Decisions will preferably be made by consensus, but in lieu of a consensus, officer positions will be decided by a majority vote of the selection committee.
- V. The term of office runs from the last day of classes of the Spring Semester until the last day of classes of the following year.
- VI. Removal: Officers may be removed by a unanimous vote of the remainder of the executive board.
- VII. Procedures following removal or resignation:

- i. An ad-hoc selection committee shall be formed, consisting of at least one executive board member and the Program Coordinator, preferably including one member-at-large.
- ii. The selection committee shall solicit applications from general membership immediately and select a new executive board according in accordance with all selection criteria.
- iii. In case of an urgent circumstance where immediate selection of a new officer would severely hinder organizational operations, MedLinks Executive Officers may hold two executive positions for no more than one semester.
  - a. An urgent circumstance shall be determined by a vote of 80% of the executive board and program coordinator
  - b. The temporary term of office ends at the last day of the current semester
  - c. New executive applications are solicited immediately at the start of the following semester

#### **Article IV: Meetings**

- A. At least one general body meeting shall be held per semester. Quorum at general body meetings consists of half of all active members present.
- B. Meetings shall be presided over by the President, unless he or she is absent, in which case the Vice President shall preside.
- C. Executive Board meetings shall be held weekly and will be open to all active members.
- D. Quorum at executive board meetings consists of seven (7) executive board members

#### **Article V: Active Membership Criteria**

- A. To maintain active status, a MedLink must attend at least one (1) continuing education seminar per semester
- B. To maintain active status, a MedLink must attend the registration day general body meeting each semester
- C. To maintain active status, a MedLink must log at least one interaction per semester on the MedLinks website
- D. To maintain active status, a MedLink must achieve 32 points per semester
- E. Points are awarded for the following manner
  - I. Each logged interaction on the MedLinks website earns one (1) point
  - II. Attendance at the registration day meeting earns eight (8) points
  - III. Attendance at a continuing education seminar earns four (4) points
  - IV. Attending a MedLinks Executive meeting, or a living group meeting as specified by the residential director earns four (4) points
  - V. Organizing a campus-wide event earns twenty (20) points
  - VI. Organizing a living group event earns eight (8) points
  - VII. At the discretion of the membership coordinator with the rough guideline of four (4) points per hour of service

- F. Failure to meet any of the above membership criteria for one (1) semester results in the member being placed on probation
- G. Failure to meet the above membership requirements for two (2) consecutive semesters results in termination of membership.
- H. At the discretion of the Membership Coordinator, the point requirement can be waived for extreme mitigating circumstances. Members requesting excusal from the point requirement should contact the Membership Coordinator directly.

**Article VI: Amendments**

- A. Amendments to this constitution may be presented by any member of the organization.
- B. Amendments to this constitution shall be passed by a two-thirds vote of the members present or voting online.
- C. Quorum for amending this constitution shall be one-half of all members of the organization present or voting online.

**Article VII: ASA Governance Clause**

MIT MedLinks agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.