

Club Constitution - Caltech MedLife & Pre-Medical Society

ARTICLE I. NAME

The official name for this club is Caltech MedLife & Pre-Medical Society.

ARTICLE II. PURPOSE

The purpose of this organization is to promote interest in medicine, public health, service, and pre-health exploration through educational, service, and community-building activities. This club is also the official Caltech chapter of the International MedLife organization.

This club seeks to:

support campus and community service STEM and health initiatives,
encourage collaboration among students interested in medicine, public health, and social impact,
and provide opportunities for students interested in pursuing health-related fields.

I understand that recognized student clubs and organizations represent Caltech, and that my conduct while a member of a student club/organization is subject to the Caltech Honor Code. As such, I promise not to damage the position of the Institute while acting on behalf of my organization or take any action that may potentially infringe on Caltech's standing or reputation within the greater community.

ARTICLE III. MEMBERSHIP

All currently enrolled undergraduate and graduate students may become members of Caltech Medlife & Pre-Medical Society.

Other members of the Caltech community, such as staff, faculty, spouses of current students, and JPL staff, may participate in club activities as affiliates. As such, they may not assume officer or other leadership positions. Non-Caltech affiliated individuals may not hold positions within Caltech student clubs and organizations.

Caltech Medlife & Pre-Medical Society will maintain at least a 60/40 percent ratio of student members to affiliate members. If the Club falls below this threshold, it may lose recognition during the academic year.

All members are required to demonstrate support for the purpose of this club.

Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

Club members have the right to attend meetings, participate in club-sponsored activities, receive club communications, and apply for officer or committee positions if eligible, given attendance and engagement with club activities. Eligible student members in good standing may be considered for leadership positions in accordance with this constitution and applicable Caltech policy.

Other requirements for membership include being in support of the purpose of the club, maintaining

good standing with Caltech, and providing any information reasonably necessary to maintain club membership records, including joining the club mailing list. The club may establish reasonable participation requirements for active membership, voting privileges, or leadership eligibility, such as minimum meeting attendance, so long as those requirements are clearly communicated and applied uniformly.

ARTICLE IV. MEETINGS AND EVENTS

Regular club meetings will be held on campus as decided by the leadership, around once a term. Club meetings will be held no later than the 8th week of the term. Officer meetings may be held as needed to plan events, manage operations, and coordinate responsibilities; they are typically held around once a term before the 3rd week of the term.

I understand that I have to register events that are sponsored or subsidized by Caltech and have one or more of the following components:

All events with alcohol service whether they are hosted on or off campus

Events on campus with 50 or more people (without alcohol)

Off-campus events with 30 or more people and/or when a group is traveling 30 miles or more from campus (House retreats, ski trips, ASCIT and GSC formals, etc)

Any event with special access or materials (Pumpkin drop, LN2, Animals, etc)

Events that include construction

Campus rally/protest/demonstration/vigils and memorials

Events that feature a non-Caltech guest speaker

Events that involve hosting another campus or program

Any event where RLCs or Club Advisors request registration

If an event is being held in an academic building, please check the division's policy regarding room reservations and whether registration through this process is required. (BBE requires registration through our office for all club events being held in their spaces.)

ARTICLE V. OFFICERS AND ELECTIONS

I understand that only currently enrolled students who are active club members may hold leadership positions and participate in the officer selection process. A student is considered an active member if they are on the club roster and have attended at least one club event during the academic year.

Any active member may apply for an officer position.

The officer selection committee will consist of the current president and vice president, in consultation of the club advisor. They will review applications and designate officer roles based on: demonstrated commitment to the club, readiness for the role, relevant experience, leadership potential, and the needs of the club.

The club will use a leadership selection process designed to support continuity, preparation, and transparency. If the club determines that a position should be shared or that additional leadership is

needed, a second position may be opened with advisor input. The MedLife HQ and/or president holds the right to remove any officer not fulfilling their responsibilities after two intervention meetings with the officer involved. Club officer removals will be done in consultation with the club advisor and/or Office of Student and Family Engagement.

The club may adapt its selection process for specific years if necessary, provided that the process remains transparent, documented, and consistent with Caltech expectations. Any changes to the selection process should be communicated to members in advance when feasible.

The officers of the Club shall include: President, Vice President, Secretary, Treasurer, Service Learning Trip (SLT) Director, Marketing / Social Media Director, Recruitment Director, and Engagement Director

ARTICLE VI. FUNDS

I understand that all club banking must be done through the Bursar's office.

I understand that I must consult with the Office of Student and Family Engagement before fundraising from a non-Caltech entity, whether that is alumni, other individuals, corporations, foundations, and others.

I understand that clubs must consult with the Office of Student and Family Engagement before engaging in any plans for sales or commercial sponsorships from non-Caltech entities.

ARTICLE VII. AFFILIATIONS

Caltech Medlife & Pre-Medical Society is the Caltech Chapter of the MEDLIFE organization.

Where MEDLIFE guidelines, regulations, or policies differ significantly from those of Caltech, Caltech's policies, regulations, and guidelines take precedence. However, an attempt to integrate both policies should be made.

ARTICLE VIII. CLUB ADVISOR

Recognized student clubs and organizations at the California Institute of Technology are required to have an advisor who is a full-time Caltech faculty member, staff member, or postdoc.

I understand that the student club leaders are responsible for managing the club and the advisor is available for guidance but cannot control club activities.

Club meetings with advisor will be held at least once per term and as needed otherwise.

ARTICLE IX. AMENDMENTS

This constitution may be amended by a vote of the leadership team and approval of the advisor, or by any broader process required by Caltech policy. Proposed amendments should be shared with the club in advance when possible.