Constitutional Bylaws

Edition: MAY 2020

Last amended at the Executive Board and Team of Officials meeting, 30 April – 2 May, 2020 online.

The governing constitutional bylaws of Medical Students Association of India are of the highest privilege and this document is the deciding document during decision-making.

The Executive Board and Team of Officials of MSAI are not above this constitution.

Information documented here is correct until the time of publication.
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## The First Executive Board Members (2013 – 2014)

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<tr>
<td>Dr Swapnil Bumb</td>
<td>President</td>
</tr>
<tr>
<td>Vacant</td>
<td>Vice President Internal Affairs</td>
</tr>
<tr>
<td>Sushmitha Kothapalli</td>
<td>Vice President External Affairs</td>
</tr>
<tr>
<td>Dr Ishita Sachdev</td>
<td>General Secretary</td>
</tr>
<tr>
<td>Pooja Chauhan</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Rohini A. Shende</td>
<td>Special Officer - IFMSA</td>
</tr>
<tr>
<td>Dr Pradeep Sharma</td>
<td>Director of Marketing and PR</td>
</tr>
<tr>
<td>Kumar Anshul</td>
<td>Director of Memberships</td>
</tr>
<tr>
<td>Rashmi Choudhary</td>
<td>Director of Communications</td>
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## The Present Executive Board Members (2020 – 2021)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Poorvaprabha Patil</td>
<td>President</td>
</tr>
<tr>
<td>Katya Saksena</td>
<td>Vice President for Internal Affairs</td>
</tr>
<tr>
<td>Mauli Mehta</td>
<td>Vice President for External Affairs</td>
</tr>
<tr>
<td>Dhrumil Patil</td>
<td>Vice President for Capacity Building</td>
</tr>
<tr>
<td>Ritika Mishra</td>
<td>Vice President for Activities</td>
</tr>
<tr>
<td>Chaitanya Kalra</td>
<td>Vice President for Finances</td>
</tr>
<tr>
<td>Vacant</td>
<td>Vice President for Exchanges</td>
</tr>
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SECTION 1: NAME

1.1 The official name of the organization shall be ‘Medical Students Association of India’, hereafter also referred to as ‘The Association’ or ‘MSA-India’ or ‘MSAI’.

1.2 The official abbreviation shall be ‘MSA-India’ or ‘MSAI’.

1.3 The Association is registered in the Court of Law of the Republic of India as a Non-Governmental Organization under the Societies Registration Act (1860).

1.4 MSA-India is the official National Member Organization (NMO) of International Federation of Medical Students’ Associations (IFMSA) and was adopted as a full member at the 65th General Assembly, August Meeting in Puebla, Mexico.

SECTION 2: REGISTERED OFFICE

2.1. The registered office of the Association is ‘S-473, Basement, Greater Kailash, Part- One, New Delhi-110048, India’.

SECTION 3: MISSIONS AND OBJECTIVES

3.1 Mission: An organization of, for and by medical students, that endeavors to enhance youth involvement in the health system, including, but not limited to, the fields of public health, sexual and reproductive health and rights, human rights, medical education as well as providing opportunities to participate in exchange programs.

3.2 Objectives

3.2.1 Programs for the benefit of medical students.

3.2.2 Providing a forum for medical students to discuss issues related to individual and community health, education and science, and to formulate policies from such discussions.

3.2.3 To be an association for communication and representation of Indian medical students, domestically and internationally.

3.2.4 To provide a link between members and international organizations, and to encourage cooperation between them.

SECTION 4: INTERPRETATION AND DEFINITIONS

4.1 In these constitutional rules, the words and expressions following have the meanings hereinafter assigned to them respectively:

4.1.1 ‘Medical Student’ is considered a student-in-training to become an MBBS medical doctor in a higher educational institution recognized by the state where they study.

4.1.2 ‘Member’ means a member of the Association.
4.1.3 ‘Executive Board’ or ‘EB’ means the Executive Board of MSA-India.

4.1.4 ‘EBTO Meeting’ means the meetings of the Executive Boards and the Team of Officials as described in Section 14.

4.1.5 ‘Standing Committees’ means working body of the organization which have particular aims and objectives to help achieve the objectives of the organization as described in Section 9.

4.1.6 ‘Team of Officials’ or ‘TO’ means the Standing Committee National Officers, Regional Directors and Director for Public Relations and Communications.

4.1.7 ‘Official’ or ‘MSAI Official’ or ‘MSAI Officer’ means any of the following:

   4.1.7.1 Any member of the Executive Board
   4.1.7.2 Any member of the Team of Officials
   4.1.7.3 Any assistants of the EBTO member
   4.1.7.4 Any General Secretary of MSAI Units
   4.1.7.5 Any member of the Supervisory Council

4.1.8 ‘Supervisory Council’ means a council comprising a minimum of 3 members who guide and supervise the working of the Executive Board and Team of Officials and are elected by them in the beginning of their term.

4.1.9 ‘Unit’ of MSAI is a specialised body that works in a specific field, and is headed by a general secretary who reports to the Unit Head, and is guided by the Steering Committee.

4.1.10 Regions in MSAI are defined as follows:

   4.1.10.1 North - Jammu and Kashmir, Ladakh, Himachal Pradesh, Punjab, Haryana, Chandigarh, Delhi, Uttar Pradesh, and Uttar Pradesh.
   4.1.10.2 East - Bihar, Jharkhand, Chhattisgarh, Odisha, West Bengal, Sikkim, Assam, Meghalaya, Tripura, Manipur, Nagaland, Arunachal Pradesh, Mizoram
   4.1.10.3 South - Karnataka, Tamil Nadu, Kerala, Andhra Pradesh, Telangana, Andaman and Nicobar Islands, Puducherry & Lakshadweep.
   4.1.10.4 West - Maharashtra, Gujarat, Goa, Rajasthan, Madhya Pradesh, Daman and Diu & Dadra and Nagar Haveli.

4.1.11 “OLMs” or ‘Online meetings’ are teleconference meetings held by MSAI Officials by giving sufficient prior notice and the minutes of these meetings are recorded.

4.1.12 “Plenary” is an official meeting where quorum should be present to vote upon important decisions such as bylaw changes, procedural motions, adopting policies and electing the new EBTO.

4.1.13 Quorum is defined as the minimum number of members of the voting body that must be present at any of its meetings to make the proceedings of that meeting valid.

4.1.14 A Small Working Group or SWG is a group of individuals, led by national coordinators, that work together on a specific goal for a defined period of time to achieve certain outcomes.

4.1.15 A Task Force is a group of individuals, selected by the Executive Board, working on a specific task for a limited period of time, and reporting the findings to the EB on completion of the task.

4.1.16 IFMSA or the International Federation of Medical Students Associations is a network of medical students from all over the world and comprises National Member Organisations (NMOs).
4.1.17 ‘Annual General Meeting’ (AGM) means the meeting of all the Members of the Association duly called and constituted and adjourned meeting thereof. It is convened at the National General Assembly

 SECTION 5: NATIONAL MEETINGS

5.1 National General Assembly

5.1.1 The National General Assembly (NGA) is the annual conference of MSA-India held in the month of April/May and comprises workshops/sessions, plenary sessions as well as the election of the new EBTO Officials.

5.1.2 The National General Assembly will be organised by an Organising Committee headed by the Organising Chairperson and Organising Secretary. The Committee would consist of members of MSAI who would be under official agreement with the MSAI EB.

5.1.3 The calls for the Organising Committee will be opened no later than 1st October of the ongoing term.

5.1.4 The Organising Committee will be selected by a vote of the Executive Board and Team of Officials and regional representation should be taken into account.

5.1.5 The Organising Chairperson and Secretary will report to the MSAI President

5.1.6 The National General Assembly must include the following:
   5.1.6.1 Functional plenary (with 2/3\textsuperscript{rd} quorum of EBTO members) for bylaw changes and election of new EBTO
   5.1.6.2 Standing Committee Sessions or Workshops subject to approval from the EB
   5.1.6.3 Receive portfolio reports of the EBTO members
   5.1.6.4 Work on the plan for the upcoming term

5.1.7 The NGA may also include other events (such as theme events, activities fair etc.) which will be decided by the OC subject to approval by the EB

5.1.8 The NGA must be held in person and shall be open to all Members of The Association and other medical students worldwide

5.1.9 Official invitations for the National General Assembly meetings have to be sent to all members over the plexus server, at least two months in advance by the EB.

5.1.10 Planning and implementation of the National General Assembly will be as per the Capacity Building Guidelines

5.2 National Workshop Meet

5.2.1 ‘National Workshop Meets’ or ‘NWMs’ are National Meets that can be held at any time of the year and are organised by an organising committee, headed by an Organising Chairperson

5.2.2 Proposal for an NWM is submitted to the Vice-President of Capacity Building within one month of opening the calls, and proposed to the Executive Board
5.2.3 Regional Directors are expected to work with members to develop proposals for NWMs and equal Regional Opportunity is to be taken into consideration while selecting a proposal for a National Workshop Meet.

5.2.4 The Organising Chairperson reports to the MSAI President and Vice-President of Capacity Building

5.2.5 The EB must take equal Regional Opportunity into account while selecting a proposal for a National Workshop Meet

5.2.6 Planning and implementation of the National Workshop Meets will be as per the Capacity Building Guidelines

SECTION 6: POWERS OF THE ORGANIZATION

6.1 To raise funds by membership registrations, subscriptions, levies Donations and other means.

6.2 To manage funds in the interest of the organization.

6.3 To enter into notarized contracts with employees, members, sponsors, media and other persons, companies, organizations & agencies.

6.4 To acquire by purchase, lease or grant, any property, and to manage, let, sell, exchange or otherwise deal with property owned or used by the Association with the approval of the EB.

6.5 To publish books, journals, papers and other printed or otherwise publishable matter.

6.6 To appoint individuals and establish subcommittees to undertake specific tasks as required.

6.7 To engage legal counsel and take legal action in matters affecting the Association as approved by the EB.

6.8 To sign, execute and deliver any deed or document relating to the business of the Association as approved by the EB.

6.9 To meet the expenses of any member of the EBTO or person acting on their behalf and shall be approved by the VPF.

6.10 To hold meetings of members.

6.11 To remove office holders as mentioned in Section 8.4.

6.12 To create and confer such awards and/or honors as the EB deems fit.

6.13 To regulate all proceedings at its meetings in such a manner as it may deem fit.

6.14 To conduct its meetings in person or by teleconference

6.15 To make amendments in accordance with the constitution mentioned in section 19

6.16 To take up any other actions in the best interest of the organization which are not in contravention of the constitution with approval from 2/3rd majority amongst the EBTO

SECTION 7: OFFICIALS
7.1 Executive Board (EB) and Team of Officials (TO)

7.1.1 The Association shall be managed by the Executive Board and Team of Officials. The Executive Board of the Association is composed of seven (7) positions. The National General Assembly votes the EB members as (1 each):

7.1.1.1 President
7.1.1.2 Vice President for External Affairs
7.1.1.3 Vice President for Internal Affairs
7.1.1.4 Vice-President for Finances
7.1.1.5 Vice-President for Activities
7.1.1.6 Vice President for Capacity Building
7.1.1.7 Vice President for Exchanges

7.1.2 The Executive Board and the Team of Officials are elected for a period of one (1) year.

7.1.3 The term of an EBTO member can be extended to not beyond 2 months, in case the position remains vacant.

7.1.4 The Team of Officials is composed of seventeen (17) people. The National General Assembly also votes on the Team of Officials consisting of:

- 2 National Public Health Officers (SCOPH)
- 2 National Officers on Human Rights and Peace (SCORP)
- 2 National Officers on Sexual and Reproductive Health and Rights including HIV & AIDS (SCORA)
- 2 National Officers on Medical Education (SCOME)
- 2 National Exchange Officers (SCOPE)
- 2 National Officers on Research Exchange
- 1 Regional Director – North
- 1 Regional Director – East
- 1 Regional Director – South
- 1 Regional Director – West
- 1 Director of Public Relations & Communications

7.1.5 The Executive Board and the Team of Officials are entitled to officially represent the Association.

7.2 Supervisory Council

7.2.1 The Supervisory Council is composed of at least 3 persons.

7.2.2 Supervisory Council members shall not hold any other Official position within the organization.

7.2.3 The Supervisory Council has the power to overrule decisions of the EB for important reasons as described in section 8.3, after which the matter has to be presented to the EBTO, which will take a final decision.

7.2.4 The Supervisory Council has the power to suspend any MSAI official from their office for important reasons as described in Section 8.4.

7.2.5 Election of the Supervisory Council will be done by the newly elected EBTO with two third majority.

7.2.6 The term of Supervisory Council will start from 1st July and end on 30th June of the next year.
7.2.7 In any unforeseen circumstances, an online special general assembly (SGA) can be called to make bylaw changes or elect/replace EBTO members after taking permission from the Supervisory Council and informing members of MSAI about the same.

7.3 Other Officials

7.3.1 Assistants

7.3.1.1 Executive Board and Team of Officials Members can appoint assistants to aid them in their work as a part of their support teams.

7.3.1.2 The Official to whom this task belonged will remain responsible themselves for this task at all times.

7.3.1.3 Assistants of the EBTO who work in specific areas must be appointed by the respective Executive Board or Team of Officials member.

7.3.1.4 An Assistant has to be a member of a MSAI that is not in violation with the MSAI Constitution and Bylaws.

7.3.1.5 No person shall hold more than one Assistant position per term.

7.3.2 General Secretary of Units

7.3.2.1 General Secretary of Units are appointed by the President on approval of the Executive Board and are the main point of contact between the Unit and Executive Board.

7.3.2.2 Their term starts on July 1st and lasts for one year.

7.3.2.3 The General Secretary coordinates the work of the members of the Unit, reports to the Unit Head/Chair, and is guided by the Steering Committee.

SECTION 8: DUTIES OF THE EXECUTIVE BOARD

8.1 General

The Executive Board is the managing body of the MSAI and is responsible for the work of MSAI between the Annual General Meetings, within the mandate, guidelines and decisions provided at these meetings.

8.1.1 Each incoming EB member shall present strategic/operational plans after being elected.

8.1.2 Members of the EB must attend all National General Assembly Meetings and Executive Board Meetings.

8.2 Tasks

8.2.1 President

8.2.1.1 Represent MSAI to external partners/organizations and maintaining contacts, in conjunction with the VPE and other relevant Officials.

8.2.1.2 Develop, through a consultative process involving MSAI Officials, short- and long-term strategies for the work and structure of MSAI, especially in relation to external organizations in conjunction with the relevant officials.

8.2.1.3 Portal of communication between the EB and MSAI Supervisory council.

8.2.1.4 Maintain and promote contacts with Alumni Council members of MSAI.

8.2.1.5 Represent MSAI as the NMO President in all IFMSA work.

8.2.2 Vice-President for Activities (VPA)

8.2.2.1 Coordinate work related to Activities with National Officers and General Secretary of Units and ensure enrollment and reporting of MSAI Activities with IFMSA Programs.
8.2.2.2 Monitor National Officers for carrying out activities regularly, aiming for one activity per month with a minimum of 6 on-ground activities.
8.2.2.3 Be the link between EB and all the MSAI activities and IFMSA program enrollment and reporting.
8.2.2.4 Archiving of all activities report and create/update google drive of the same. Maintenance of MSAI database for activities conducted under all Standing Committees.
8.2.2.5 Help MSAI members and Standing Committees/Units in designing, implementing and evaluating the impact of the activities and guide them in making an impact report.
8.2.2.6 Receive regular reports of Activities executed under all Standing Committees/Units which includes information about activities conducted and future activities planned as well as Standing Committee/Unit administration
8.2.2.7 Review and assess activities to ensure that they are in accordance with the basic protocols of planning and execution of IFMSA which includes project designing, evaluation and reporting.
8.2.2.8 Ensure all Activities based Standing Committees are motivated to apply to present their activities at the General Assemblies and the Asia Pacific Regional Meetings including but not limited to, Activities fair, Standing Committee fairs and the Rex Crossley Awards.
8.2.2.9 To update and monitor databases related to activities outreach, regional activities distribution, certificates related databases (templates, requests, reference numbers, PDFs), permission letters, activity enrollments and activities fair database
8.2.2.10 To process certificates within 15 days after receiving a request from the Standing Committee/MSAI Official and send them in the format of a zip file to the respective Standing committees/MSAI Official.
8.2.2.11 To guide and monitor any Inter Standing Committee/Unit collaborations.
8.2.2.12 Coordinate with Standing Committees/Units to create an Annual Activities Impact Report.

8.2.3. Vice President for Finances (VPF) or Treasurer
8.2.3.1 Be responsible for the financial administration and bookkeeping of MSAI
8.2.3.2 Be responsible for collecting membership fees from new members.
8.2.3.3 Be responsible for the official bank accounts of the MSAI.
8.2.3.4 Present an adequate report, as decided by the EB, on the financial situation of MSAI at every EB meeting.
8.2.3.5 Duties at the end of the financial year
   a) The annual financial report must be submitted and presented to the EB & Supervisory Council at the National General Assembly. If no report is received, the matter is referred to the Supervisory Council
   b) Audit the MSAI bank account(s) at the end of financial year with the assistance of the appointed Chartered Accountant.
8.2.3.6 Review the budgets of all MSAI projects and events.
   a) Deliver receipts received during their term to Operational office at the end of their term.
   b) Develop and implement fundraising strategies for MSAI.
8.2.3.7 Collect the new MSAI registrations details and update and maintain the MSAI membership database along with the Regional Directors
8.2.3.8 Share details of the new memberships every month with the Executive Board

8.2.4. Vice-President for Internal Affairs (VPI) or Secretary General
8.2.4.1 Be responsible for maintaining contact between the members and the EB.
8.2.4.2 Coordinate with all the Regional Directors to enhance the functioning and sustainability of the involvement of all the active states as well as maintaining the College Whatsapp Group Reference Sheet.
8.2.4.3 Collect the Annual Working Plan and Quarterly Reports from the EBTO.
8.2.4.4 VPI will be responsible for conflict resolution amongst the EBTO and will be the first point of contact. If unresolved, VPI can inform the Supervisory Council for further action.
8.2.4.5 Be responsible for the administration, correspondence and archives of MSAI.
8.2.4.6 Share the Minutes of any MSAI Officials meeting with the entire EBTO and the Supervisory Council within a week of receiving them.
8.2.4.7 Maintain the registration of MSAI and its Constitution to the Government of India (Societies Act) as Secretary General of MSAI.
8.2.4.8 Update the Constitutional Bylaws with the changes decided during the EBTO plenary sessions.
8.2.4.9 Overlook the functioning of MSAI Units.
8.2.4.10 To overlook the implementation of guidelines and update them with amendments made during plenary sessions.
8.2.4.11 To send out calls for and coordinate with the Plenary Team as well as collect the plenary minutes to share with the EBTO and Supervisory Council.
8.2.4.12 To send out calls for Small Working Groups and coordinate with national coordinators for the same.
8.2.4.13 To ensure, along with the EBTO, Appointment Letters and Term Completion Letters are issued to all MSAI Officials as well as Local Officers and maintain a referenced database of the same.
8.2.4.14 To open calls for the IOG Plenaries at least a month before the NGA or NWM.

8.2.5 Vice-President for External Affairs (VPE)
8.2.5.1 To be in constant touch with other national & international organizations, other external partners and national & international medical student bodies.
8.2.5.2 Keep a tab on all the MOUs signed between MSAI and other organizations (except ones with college festivals) and also to communicate regularly with those organizations.
8.2.5.3 IFMSA General Assembly delegation selection, APRM delegation selection, and external meetings delegation selection (March meeting & August meeting), to be approved by the VPE and the President.
8.2.5.4 Coordination with the EB & TO for matters regarding External Representation.
8.2.5.5 To coordinate and manage the external representation of the organization at various national and international meetings throughout the term, approved by the President.
8.2.5.6 To archive and maintain databases of MOUs signed, Press Releases, Policy Briefs and Policy Documents.

8.2.6 Vice-President for Capacity Building (VPCB)
8.2.6.1 Develop and coordinate the implementation of Capacity Building Strategy in accordance to the CB Guidelines.
8.2.6.2 Be responsible for the capacity building of MSAI, and individual medical students.
8.2.6.3 Assure the capacity building flexibility towards different areas of intervention.
8.2.6.4 Develop and maintain a monitoring and evaluation system to ensure the quality of capacity building activities and resources.
8.2.6.5 Create and maintain a database of trainers.
8.2.6.6 Maintain and update the training resource center.

8.2.7 Vice-President for Exchanges (VPX)

8.2.7.1 Support SCOPE and SCORE in regards to their exchanges to develop a coordinated structure for international student exchanges.
8.2.7.2 Provide support and supervise Public Health exchanges, SCORA X-Changes and GoSCORP, in coordination with the respective National Officers.
8.2.7.3 Identify opportunities and develop a plan for implementation of National Exchanges in collaboration with Standing Committees.
8.2.7.4 Work on external collaborations providing exchange opportunities and work to make them available to the members (with the VPE)
8.2.7.5 Approach externals for recognition for our exchange programs (with VPE)
8.2.7.6 Represent exchanges to externals (with VPE)
8.2.7.7 Supervise the Exchange related finances along with the VPF

8.2.8 The EB can delegate tasks to others. Any EB member can propose to delegate one of their personal tasks to another person. The EB has to take a decision about this. The EB member to whom this task belonged will remain responsible themselves for this task at all times.

8.3 An Executive Board decision can be overruled by the Supervisory Council

8.3.1 A decision of the EB can be overruled by the Supervisory Council for the following important reasons:

8.3.1.1 When the decision will result in an illegal or criminal offence
8.3.1.2 When the decision violates the Constitutional Bylaws
8.3.1.3 When the decision is harmful for the progress of the organization in any way.
8.3.1.4 When the decision is beyond their mandate as specified in the Constitutional Bylaws

8.4 Suspension, Removal and resignation of Officials

8.4.1. Officials shall be suspended from their functions by the Supervisory Council for the following important reasons:

8.4.1.1 Fraud
8.4.1.2 Committing a criminal offence
8.4.1.3 Malfunction of office
8.4.1.4 Inability to fulfil duties for a period longer than 2 months, without prior notice to the EB
8.4.1.5 Breaking the Constitutional Bylaws
8.4.1.6 Deliberately working against decisions of the EBTO
8.4.1.7 Failing to communicate with the organizational bodies
8.4.1.8 Refusing to report
8.4.1.9 Any breach in following the Code of Conduct as specified under section 25

8.4.2 Procedure for termination of Officials.

8.4.2.1 In the event of a complaint against an MSAI Official on grounds listed in Section 8.4.1, the supervisory council will investigate, within a defined period, the concern or delegate the investigation to the Executive Board
8.4.2.2 In the event that the Supervisory Council determines that an Official has committed the offences described in Section 8.4.1., the Supervisory Council shall present a report of the investigation to the EBTO and the decision of termination will be voted upon by the Executive Board and Team of Officials, in person or online
8.4.2.3 The Official will be terminated after a vote of the EBTO having at least 2/3rd majority.
8.4.2.4 The official subject to investigation and the proposer of the investigation cannot be a part of the investigating body.

8.4.3 Upon termination of an Official, they shall return all funds allocated by MSAI to them, which have not been used. Furthermore, they shall not receive any more reimbursements or be given further funding.

8.4.4 Procedure for Resignation of Officials
8.4.4.1 MSAI Officials can resign by sending in their letter of resignation via email to VPI with a notice period of at least 2 weeks.
8.4.4.2 The VPI must inform the EBTO, Supervisory council and MSAI members about the resignation and ensure that work is reassigned to ensure the smooth functioning of the organisation.
8.4.4.3 Upon the resignation of the Official, their email access to all documents related to MSAI in their capacity as the MSAI Official must be revoked by the VPI. They must also be removed from all channels of informal and formal communication and databases listing them as an MSAI Official.

8.5 Replacement of vacant Official positions
8.5.1 In the absence, suspension, removal, resignation, or death of an EBTO member, the rest of the members of the Executive Board and the Team of Officials may decide either to redistribute tasks amongst themselves, or to have a special election for that position. This decision can only be made during the Special General Assembly (SGA), either in person or online, the results of which should be informed to the members on the Plexus server.
8.5.2 In the event that the Executive Board and the Team of Officials take the decision to have a special election for a vacant position at a Special General Assembly as per section 19.3. The elected candidate will assume office immediately upon election and will fulfil only the remainder of the current term.

SECTION 9: DUTIES OF THE TEAM OF OFFICIALS

9.1 Standing Committees
9.1.1 Definition
9.1.1.1 A Standing Committee works to benefit a specific field of interest. The activities of a Standing Committee shall be continuous.
9.1.1.2 The MSAI Standing Committees are:
9.1.1.2.1 Standing Committee on Medical Education (SCOME)
9.1.1.2.2 Standing Committee on Professional Exchange (SCOPE)
9.1.1.2.3 Standing Committee on Public Health (SCOPH)
9.1.1.2.4 Standing Committee on Sexual and Reproductive Health and Rights including HIV & AIDS (SCORA)
9.1.1.2.5 Standing Committee on Research Exchange (SCORE)
9.1.1.2.6 Standing Committee on Human Rights and Peace (SCORP)
9.1.1.3 Any member of MSAI can participate in any of the Standing Committee programs at their will.
9.1.1.4 The Standing Committees shall function as per the Internal Operating Guidelines which are discussed in Section 10
9.1.2 General Duties of National Officers
9.1.2.1 Exercising their voting rights
9.1.2.2 Attending national meets
9.1.2.3 Representing MSAI externally (after approval by the concerned EB member)
9.1.2.4 Implementing their duties as defined in the Internal Operating Guidelines
9.1.2.5 Coordinating with and updating the Executive Board members in the concerned area of work
9.1.2.5.1 Reporting to the VPA for anything that concerns activity designing, implementation, evaluation and presentation including issuing of certificates and inter-standing committee collaborations.
9.1.2.5.2 Reporting to VPI for anything concerning the MSAI Units, issuing letters for appointment and term completion, OLMs, SWGs, Annual Working Plans and Quarterly Updates.
9.1.2.5.3 Reporting to the VPCB for Capacity building initiatives like workshops and inductions
9.1.2.5.4 Reporting to the VPF with cyclic budget reports and finance related initiatives
9.1.2.5.5 Reporting to the VPE for External Representation work including framing policies and external partnerships
9.1.2.5.6 Reporting to VPX with proposals for exchange programs and their reports
9.1.2.5.7 Reporting to the President in case of any conflict or complaint as well as general updates
9.1.2.6 Engaging with members of MSAI
9.1.2.7 Keeping confidential all the sensitive information discussed within the EBTO
9.1.2.8 Providing an appropriate and thorough handover to their successors for an easy leadership transition
9.1.2.9 Ensure all criteria to maintain the active status of the SC in the respective NMO, set by International Teams, is fulfilled.

9.2 Regional Directors
9.2.1 Duties of RDs are:
9.2.1.1 Will collect the reports from Regional Director Assistants(RDAs) in their region every quarter and send it to the VPI.
9.2.1.2 Will coordinate and monitor the activities and events held in the region and make sure that at least one activity is held in each state under each standing committee.
9.2.1.3 Will be responsible for Capacity Building, Inductions and Training in their region in coordination with the VPCB.
9.2.1.4 Will coordinate with the national officers and to increase the participation in the region.
9.2.1.5 Will coordinate with VPE to secure partnerships and external representation opportunities in the region.
9.2.1.6 Will be responsible for handling memberships in their region in coordination with VPF.
9.2.1.7 Will coordinate with the Regional Director Assistants and other MSAI officials to ensure smooth functioning of their region.
9.2.1.8 Ensure all members are added to the email server and respective WhatsApp groups.

9.3 Director for Public Relations and Communications
9.3.1 Duties of the Director for Public Relations and Communications (DPRC)
9.3.1.1 Develop and implement a strategy for the promotion of MSAI and its work in accordance with the PRC Guidelines.
9.3.1.2 Be responsible for the public relations and mass media contacts of MSAI.
9.3.1.3 Be the primary editor of MSAI publications (Vani and Fenestra).
9.3.1.4 Provision of creative and promotional material such as graphics, video, publication etc. for official activities of Standing Committees/Units or for EB as and when required as per the PRC Guidelines.
9.3.1.5 Design letters/ certificates/ e-certificates/ letters of acknowledgement and recommendations/ online material to be sent to members.
9.3.1.6 Assist other officials in the creation of other publications like Activities and Exchanges Fairs posters etc. and merchandising like badges, stickers etc. to be used at international and national meetings.
9.3.1.7 Coordinate the content and use of online communication channels like social media as well as the MSAI website with the help of the Website Developer.
9.3.1.8 Work with VPI to develop, update, and regulate the use of the Corporate Identity.

9.3.1.9 The official MSAI internet portals include:
   - Website: www.msaindia.org
   - Facebook Page: www.facebook.com/msaindia
   - Twitter: www.twitter.com/msai_india
   - YouTube: www.youtube.com/channel/UCqbcIYAiGqu-ZyzAJ79G7Cg
   - Instagram: www.instagram.com/msaindia
   - Issuu: www.issuu.com/msaindia

SECTION 10: INTERNAL OPERATING GUIDELINES (IOGs)

10.1 Definition:
10.1.1 Internal Operating Guidelines are a set of rules or guidelines determined by the National Officers of a Standing Committee with inputs from the National team, which outline communication, administrative and work protocols for the National and Support team of that Standing Committee to streamline procedures and ensure high quality of work as amended, revised or replaced from time to time.
10.1.2 The Bylaws comprise of the chief protocols with respect to the functioning of MSAI and in case of conflict with IOGs, the bylaws are to be followed.

10.2 Amendments to Internal Operating Guidelines
10.2.1 A request to schedule an IOG Plenary must be made via email to the VPI at least two weeks prior to the planned date.
10.2.2 The IOG Plenary is subject to availability of the voting committee as well as logistical arrangements and will be overseen by the VPI.
10.2.3 The IOG plenaries should be held at the National Workshop Meets and the National General Assembly.
10.2.4 The Voting Committee
   - The Committee will consist of the National Officers, National Officer Assistants as well as two members of the Executive Board.
   - The session will be chaired by an MSAI Alumnus/non-voting EBTO member if possible, otherwise, the committee can select a member to chair the session amongst itself.
10.3 Quorum
   10.3.1 Two-thirds of the members of the voting committee must be present, and
   10.3.2 At least one representative from each voting group i.e. Executive Board, National Officers and National Officer Assistants must be present.
10.3.3 Passing a Proposal
   · Any proposal must be passed with a 2/3rd majority of the voting body.
10.3.4 Amendments can be proposed by any member of the National Team
10.3.5 A plenary for amendments to IOGs can be organised by the VPI on request of the National Officers of a standing committee, keeping in mind availability of voting body and logistical requirements

10.4 Violation of Internal Operating Guidelines
   10.4.1 If a National Officer is unable to discharge duties as per the IOGs, an MSAI Official can bring the issue to the attention of the Vice-President of Internal Affairs(VPI) via email. If the issue is not resolved the VPI can inform the supervisory council and action taken is at the discretion of the Executive Board.
   10.4.2 If a National Officer Assistant is unable to discharge duties as per the IOGs, the National Officers can discuss the issue amongst themselves. They must give a warning to the NO assistant and allow a grace period of one month. Failure to redeem themselves may result in termination as per the bylaw 8.4
   10.4.3 If a Local Officer is unable to discharge duties as per the IOGs, the NOs can discuss the issue amongst themselves. They must give a warning to the LO and allow a grace period of one month. Failure to redeem themselves may result in Suspension as per the IOGs

SECTION 11: ELECTION

11.1 The Executive board and the Team of Officials shall be elected every one (1) year at the National General Assembly / Teleconference.

11.2 Eligibility for Candidature
   11.2.1 Only a member of the Association can apply
   11.2.2 Having a minimum experience of:
       11.2.2.1 Six months working in their respective Standing Committee for the position of National Officer.
       11.2.2.2 Six months working in MSAI in their respective region for the position of Regional Director.
       11.2.2.3 Six months working in MSAI and previous PRC experience for the position of Director for Public Relations and Communications
       11.2.2.4 One year as an MSAI official for a position in the Executive Board.
   11.2.3 The application is valid
   11.2.4 The member is present at the NGA
   11.2.5 The EBTO should not have a criminal record
   11.2.6 Is an undergraduate student studying in a medical college recognised by the Medical Council of India or within one year of graduation

11.3 The candidates should apply by sending their Curriculum Vitae, Motivation Letter & Plan of Action to the VPI and/or Plenary team before the set deadline.

11.4 The candidate may apply for the posts of the Executive Board and Team of Officials
11.5 The candidates are announced publicly. The candidates may distribute their letter of intent to the members.

11.6 Voting
   11.6.1. The voting shall happen at the National General Assembly/Teleconference, through a secret ballot/online voting. The numerical results are counted by the Supervisory Council.
   11.6.2. The results of the voting shall be announced at the respective National General Assembly/Teleconference.
   11.6.3. A second independent counting of votes can be asked for by any candidate and will only be conducted if the Supervisory Council determines a need for it.
   11.6.4. The voting slips should be sealed and kept at the registered office for a period of one (1) year. In case of an online election, the results must be saved on the Official MSAI-India msai-india@ifmsa.org email account for the period of one year.
   11.6.5 The individuals are elected by a simple majority

11.7 The following members will have voting rights: Executive Board and Team of Officials

11.8 The elected representatives shall hold office from May 15th to May 14th of the next year, the same could be extended to a maximum of 2 months during which the new elections happen and also the existing EBTO will help in the handover process.

11.9 The elected President in consultation with the Executive Board can decide the portfolios of the EB members.

11.10 Any EB member will cease to hold office
   a. At the end of their term.
   b. By a written resignation with a one month notice (if accepted by EB).
   c. By their death
   d. By removal from office by court in cases provided for in law
   e. By removal from office as described under section 8.4
   f. By removal from office through a no confidence motion

11.11 In any unforeseen circumstances, an online special general assembly (SGA) can be called to elect/replace EBTO members after taking permission from the Supervisory Council and informing members of MSAI about the same.

SECTION 12: MEMBERS

12.1 The EB decides upon accepting and refusing members.

12.2 The following students are eligible for MSAI membership:
   12.2.1 Students studying a medical or paramedical degree in an educational institution recognized by the Medical Council of India, including:
      • Bachelor of Medicine & Bachelor of Surgery (MBBS)
      • Bachelor of Dental Surgery (BDS)
      • Bachelor of Physiotherapy (BPT)
      • Bachelor in Nursing degrees, Pharmacy, Paramedical courses
      • Postgraduate Medical Courses
12.2.2 Any non-medical undergraduate courses recognized by the Government of India. (Should not increase 10% of total members)

12.2.3 Student with Indian Citizenship studying in a Foreign University in the above fields only after obtaining a letter from the NMO (of the Foreign University) clearly stating either of the following scenarios.
   
   12.2.3.1 Foreign NMO does not allow Indian or other nationalities within their NMO
   
   12.2.3.2 There is not an existing NMO in that country
   
   12.2.3.3 The student does not wish to be a part of that NMO and instead wants to be a part of MSAI. (In this case, the student will have to submit an official letter from the other NMO stating that they are not and never was a member of that NMO)
   
   12.2.3.4 The student will have to submit the letter to VPI and their membership status will be decided by a unanimous vote of the Executive Board.

12.3 Eligible students may become Members on payment of the prescribed membership fee and filling the Membership form completely and accurately.

12.4 The validity of the membership is for 7 years. However to work within the administration of MSAI, the individual requires to meet the Eligibility Criteria as highlighted in the respective guidelines and Bylaws

12.5 The membership fee shall be determined by the EB at the NGA every year and is subject to change only after a unanimous vote by the EB.

12.6 The interpretations of these bylaws defined in the Membership Guidelines are to be followed in the case of disputes.

12.7 Membership is valid for 7 years after which the membership has to be renewed to be a part of the association.

12.8 Honorary MSAI Lifetime Membership
   
   12.8.1. Honorary MSAI Lifetime Members are members of MSAI who have greatly contributed to the achievements and aims of MSAI and are voted upon by the EBTO.
   
   12.8.2 Calls for candidates for Honorary MSAI Lifetime Membership will be opened at the National General Assembly
   
   12.8.3 They are voted upon by the Executive Board and Team of Officials by a two-third majority and have lifetime MSAI membership.
   
   12.8.4. Honorary MSAI Lifetime Members shall be invited to MSAI events
   
   12.8.5 Honorary MSAI Lifetime Members shall pay a membership fee of zero (0) Rupees to MSAI.
   
   12.8.6 The EBTO can take away the Honorary Lifetime Membership from a person, when they have violated the Constitution or Bylaws or when they have done considerable harm to MSAI. Such a decision requires a two-thirds majority.

SECTION 13: TERMINATION OF MEMBERSHIP

13.1 Membership may be terminated in cases of misbehavior, such a breach of the code of conduct as specified under Section 26, that causes harm to the Organization. The member can be expelled as a result of a decision by a 2/3rd majority of EB and TO after a thorough investigation into the circumstance. No membership can be terminated under assumptions of harm to the Organization.

13.2 Any person or organization may submit a written complaint to the President or Supervisory Council if the conduct of a member of the Association has been injurious to the character of the Association
13.3 A Judging Panel should be set up consisting of uninvolved Supervisory Council members. The matter is discussed hearing both sides of the matter and a decision is made by 2/3 rd Majority of the EBTO. The Judging panel is only to terminate the Membership and not to evict the individual from Positions and termination of membership must be avoided as much as possible. To terminate the position of the EBTO member, the process as defined in bylaw 8.4.2 is followed.

13.4 The decision of the Judging Panel along with the judging process and its minutes must be shared with the Members of MSAI after a decision is made.

13.5 The Member concerned must receive at least one (1) month’s prior notice of the Judgement Day with the Judging Panel member names. During the course of one month, the questioned member can demand a change in the Judging Panel if they wish to eliminate bias.

13.6 Within fourteen (14) days of the resolution to expel the Member being passed, the Association shall give the Member a written notification of the resolution.

SECTION 14: EXECUTIVE BOARD AND TEAM OF OFFICIALS MEETING

14.1 Meetings of the Executive Board and Team of Officials:
  14.1.1 Notifications of meetings of the Executive Board /EBTO must be made to the involved MSAI Officials no less than one (1) week in case if a teleconference and four (4) weeks prior to the meeting if in person, after consultation with all the Officials.
  14.1.2 The Executive board and Team of Officials will have no less than Four (4) meetings yearly.
  14.1.3 Any EBTO member missing more than one meeting without prior notice in breach of Code of Conduct as per section 26 and a complaint would be forwarded to the Supervisory Council for necessary action.

SECTION 15: FINANCES

15.1 The financial year of the Association shall be from April 1st to March 31th of the following calendar year with respect to income tax and other Government rules and regulation, however, the tenure of the VPF will remain as described in bylaw 10.8.

15.2 The funds of the Association shall be in the control of the EB and shall be kept in such Bank or Banks as the EB may determine.

15.3 VPF & any one other EB member as decided unanimously by the EB will have independent authority over the bank account and transactions.

15.4 The VPF has the Association’s bank accounts audited every financial year (with respect to Government rules) and a report shall be shared with the MSAI Officials and the Supervisory Council, along with a concise report being shared during the NGA.

15.5 The EB shall appoint a Chartered Accountant (independent of the Association) to perform the audit.

15.6 An Annual Financial Plan must be submitted to the EB-Elect by the VPF and the VPF-Elect by July 31st every year. The plan needs to be revised mid-yearly by January 31st.
SECTION 16: INDEMNIFICATION OF EXECUTIVE BOARD MEMBERS

16.1 Every Member of the Executive Board and every other officer of the Association for the time being shall be indemnified out of the funds of the Association against any liability incurred by any person or entity in the discharge of any action or duty undertaken on behalf of the Association and in defending any proceedings whether civil or criminal in which judgment is given in favor of the person or in which the person is acquitted.

SECTION 17: INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO OBJECTIVES

17.1 Any income, or benefit or advantage shall be applied to the objectives of the Association.

17.2 No Member of the Association or any person associated with the Member shall participate in or materially influence any decision made by the Association with respect to any payment to or on behalf of that Member or associated persons of any income, benefit or advantage.

17.3 Any income paid shall be reasonable and relative to that which would be paid in transaction with open market value.

17.4 The provision and effect of this clause shall not be removed from the Bylaws and shall be implied into any document replacing these bylaws.

SECTION 18: SUBSTANTIAL COMPLIANCE SUFFICIENT

18.1 A substantial compliance with these Bylaws with regard to matters of the Association shall be sufficient and shall be invalidated only by a failure to comply exactly with these rules.

SECTION 19: AMENDMENTS TO THE BYLAWS

19.1 Amendments to the Bylaws can be made at the National General Assembly or National Workshop Meet at a meeting in which we have quorum i.e. at least two-third of the Executive Board and Team of Officials are present.

19.1.1 Any member of MSAI can propose a motion before the deadline specified in the call for Bylaw changes and has to be present during the plenary. However, voting, seconding and proposing amendments during the plenary is restricted to the Executive Board and Team of Officials.

19.1.2 In all plenaries, each member of the EBTO present shall have 1 vote per motion.

19.1.3 The Plenary shall be chaired by the MSAI President until the Chair has been elected.

19.1.4 EBTO members not attending the Plenary will be required to provide a detailed explanation for their absence at least 2 weeks prior to the date of the plenary or will be subject to review by the Supervisory Council which may lead to their removal from office.

19.1.5 All grammatical and renumbering changes to the Constitutional Bylaws can be made by the VPI, without changing the meaning, in between NGAs. These changes should be shared with the EBTO and all MSAI Members.

19.1.6 A motion is passed:

19.1.6.1 Nemo Contra if there are no amendments or direct negatives

19.1.6.2 By Simple majority if there is a direct negative but no alternate motion

19.1.6.3 By Relative majority if there is a direct negative and alternate motion
19.1.6.4 By Relative majority if there is an amendment that is not accepted by the proposer

19.2 Plenary Team

19.2.1 Plenary team will consist of one Chairperson, one Co-Chairperson and up to three Support Persons

19.2.2 Calls for Plenary Team have to be opened no later than 1 month before the proposed date of the Plenary and their selection will be made unanimously by the Executive Board

19.2.3 All proceedings of the plenary have to be documented by the Plenary Team in the form of Meeting Minutes which will be archived and sent to the VPI

19.3 Special General Assembly (SGA)

19.3.1 In any unforeseen circumstances, a Special General Assembly (SGA) can be called by the Executive Board to make bylaw changes, elect EBTO members or to replace an EBTO Member who resigned/ was removed, after taking permission from the Supervisory Council and informing members of MSAI about the same.

19.3.2 The SGA must be held in person or by teleconference.

19.3.3 Notice for SGA should be given at least 1 week before it takes place to the Executive Board, Supervising Council and Team of Officials.

19.3.4 The quorum of the SGA shall be 2/3rd of members of the Executive Board and Team of Officials.

19.3.5 During an SGA, should there be vacant EBTO positions, application calls will be opened and voted upon by the EBTO.

19.3.6 The proceedings of an SGA shall be regulated in a manner similar to plenaries as mentioned in section 19.1

19.3.7 The calls for plenary team for an SGA should be opened at least 1 week prior to the scheduled date

SECTION 20: BYLAWS

20.1 MSAI will function according to the bylaws. Any disputes arising in the association will be resolved based upon bylaws. Amendments and changes to the bylaws have to be decided as per the procedure laid down in Section 19.

20.2 The Bylaws comprise of the chief protocols with respect to the functioning of MSAI and in case of conflict with IOGs or other Guidelines, the bylaws are to be followed.

SECTION 21: ALUMNI COUNCIL

21.1 An MSAI Alumnus is defined as an individual who was active in the past work of the organisation, positively influenced it and contributed to its development, sustainability and visibility. Any individual suspended according to section 8.4 shall not be considered an Alumnus.

21.2 Members of the Executive Board, Team of Officials and Supervisory Council who successfully complete their term will automatically be considered as MSAI Alumni.

21.3 MSAI Alumni are automatically considered Honorary MSAI lifetime members.

21.4 The President of MSAI is the official point of contact with the MSAI Alumni

21.5 The EBTO will select from amongst the Alumni the Chair and Vice-Chair to the Alumni Council
21.6 The opportunities and duties of the Alumni Council are described in the Alumni Engagement Strategy.

**SECTION 22 REGULATION OF WORK**

**22.1 Certificates**

**22.1.1 General Guidelines for Certificates**

- **22.1.1.1** Certificates will be issued by the VPA on the MSAI Certificate template with the MSAI Logo watermark and the unique Certificate Reference Number.
- **22.1.1.2** The Certificates will only be issued in PDF format.
- **22.1.1.3** The Certificate template will not be shared by the VPA team with anyone.
- **22.1.1.4** Any change in the Certificate template design will be by consensus of the VPA and the DPRC.
- **22.1.1.5** The certificate will be issued within 15 days from the date the certificate was requested via email.
- **22.1.1.6** The Certificates will be indexed systematically by the reference numbers in the MSAI Certificate Database.

**22.1.2 Certificates for Activities**

- **22.1.2.1** The Request for Activities Certificates will be sent by the Standing Committee via email to the VPA.
- **22.1.2.2** Any MSAI Member can receive certificates for organising, volunteering or attending an MSAI event.
- **22.1.2.3** A non-MSAI Member will not receive a certificate but can continue to attend or volunteer for MSAI events. Non-MSAI Members cannot organise events.
- **22.1.2.4** There can be a maximum of two organisers for every event unless an exception is approved by the National Officers.
- **22.1.2.5** The Signatories for an Activities certificate are the President and the VPA.

**22.1.3 Certificates for Workshops**

- **22.1.3.1** The Request for Workshops Certificates will be sent by the Standing Committee/Unit/Executive Board member conducting the workshop via email to the VPA.
- **22.1.3.2** Any MSAI Member or non-member can receive certificates for attending a workshop.
- **22.1.3.3** Only an MSAI Member can receive certificates for facilitating a workshop.
- **22.1.3.4** The Signatories for a workshop certificate are the President and the VPCB.

**22.1.4 Certificates for National Meets**

- **22.1.4.1** The Request for Certificates for workshops during National Meets will be sent by the VPCB/Organising Committee via email to the VPA.
- **22.1.4.2** Any MSAI Member or non-member can receive certificates for attending a workshop.
- **22.1.4.3** Only an MSAI Member can receive certificates for facilitating a workshop or being a part of the Organising Committee.
- **22.1.4.4** The Signatories for a National Meeting Workshops certificates are the President and the Organising Chair of the meet.
- **22.1.4.5** The Signatories for a National Meeting Organising Committee certificates are the President and the VPCB.

**22.1.5 Certificates for Inductions**
22.1.5.1 The Request for Induction Certificates will be sent by the VPCB or RDs via email to the VPA
22.1.5.2 Only an MSAI Member can receive certificates for organising or facilitating an induction session
22.1.5.3 The Signatories for a induction certificate are the President and the VPCB

22.1.6 Certificates for Small Working Groups (SWGs)
22.1.6.1 The Request for Small Working Group Certificates will be sent by the Coordinators of the SWG via email to the VPA
22.1.6.2 Only an MSAI Member can receive certificates for coordinating or participating in an SWG
22.1.6.3 The Signatories for the Small Working Group certificate are the President and the VPI

22.1.7 Certificates for Organising Committees for Exchanges (OCs)
22.1.7.1 The Request for Organising Committees Certificates will be sent by the VPX via email to the VPA
22.1.7.2 Only an MSAI Member can receive certificates for being a part of the Organising Committee for an Exchange Program
22.1.7.3 The Signatories for the Organising Committees Certificates are the President and the VPX

22.1.8 Certificates for Units
22.1.8.1 The Request for Units Certificates will be sent by the Unit Head via email to the VPA
22.1.8.2 Any MSAI Member can receive certificates for organising, volunteering or attending an event by the Unit
22.1.8.3 A non-MSAI Member will not receive a certificate but can only attend or volunteer for events by the Unit
22.1.8.4 The Signatories for the Unit Certificates are the President and the Representative from the External Body/VPE

22.2 Guidelines
22.2.1 Guidelines are a set of rules determined by an MSAI Official with inputs from the Executive Board and Team of Officials, which outline communication, administrative and work protocols to streamline procedures and ensure high quality of work as amended, revised or replaced from time to time.
22.2.2 Amendments to the guidelines can be proposed at any time during the term by the concerned MSAI Official and will be adopted upon approval from the Executive Board.
22.2.3 Implementation of guidelines, regulation of amendments to guidelines and maintenance of their archives is the responsibility of the VPI
22.2.4 The Bylaws comprise of the chief protocols with respect to the functioning of MSAI and in case of conflict with IOGs the bylaws are to be followed.

22.3 Term Completion Letters
22.3.1 For Support Teams
22.3.1.1 Term Completion letters for Support Teams will be issued by the VPI after receiving a request form the respective EBTO Members
22.3.1.2 The Term Completion Letters will be issued in PDF Format with the signatories being the President, VPI and the respective EBTO Member.
22.3.1.3 The final decision regarding who will receive the Term completion letter will be up to the respective EBTO members

22.3.2 For the EBTO
   22.3.2.1 Term Completion letters for the EBTO will be issued by the VPI
   22.3.2.2 The Term Completion Letters will be issued in PDF Format with the signatories being the President and the VPI
   22.3.2.3 Term Completion letters will not be issued to those members of the EBTO who did not attend plenary, unless reason for absence was informed at least 2 weeks prior.

22.3.3 For the Unit General Secretaries
   22.3.3.1 Term Completion letters for the Unit General Secretaries will be issued by the VPI
   22.3.3.2 The Term Completion Letters will be issued in PDF Format with the signatories being the President and the VPI

SECTION 23: RESEARCH GUIDELINES

23.1 All research projects undertaken under MSAI need approval first. Approval can be taken from a National Officer or Executive Board member.

23.2 All the data collected should be sent to the President and VPI ID after the publication. The data will be archived on the MSAI database and can be used later for educational and research purposes (on mutual permission of the principal investigator)

23.3 The principal investigator can publish the data in any journal with due communication to and acknowledgement of MSAI, else, MSAI can raise an objection for improper use of resources.

23.4 VPI will be responsible for the research database until the Research and Ethics cell is created for the purpose.

23.5 The article before submission to the journal must be reviewed and approved by MSAI.

SECTION 24: INTELLECTUAL PROPERTY

24.1 Any content produced under the banner of MSAI (using its name and/or logo and/or other elements of the MSAI Corporate Identity) are the intellectual property of MSAI.

24.2 No work produced by an MSAI member will be considered to be the intellectual property of the individual by the organization unless previously agreed upon.

24.3 MSAI Officials reserve the right to use all material produced as per their requirement upon permission from the EB.

24.4 Usage of the MSAI logo by any external party (non-MSAI) has to be explicitly approved by an EB member.
SECTION 25: CODE OF CONDUCT

25.1 The Code of Conduct is an internal guideline and an external statement of the values that MSAI upholds. It is built around the recognition that everything we do in connection with our work at MSAI will be, and should be, measured against the highest possible standards of ethical business conduct. It should be seen as a central guide and reference for MSAI officials and members to support day-to-day decision making. It shall be implemented at all levels through terms to come. Failure to follow the Code can result in disciplinary action as per section 8.4 and section 13.

25.1.1 General Code
   25.1.1.1 Act with integrity
   25.1.1.2 Be accountable
   25.1.1.3 No harassment or abuse of any sort
   25.1.1.4 Be proactive and professional
   25.1.1.5 No discrimination on the basis of age, caste, class, sex, gender identity, sexual orientation, religion, race, ethnicity, language, place of origin, disability, socioeconomic status or other aspects of identity.
   25.1.1.6 Be respectful and polite towards each other
   25.1.1.7 Protect MSAI’s assets, and use these assets only in the manner intended. Do not use MSAI assets for personal benefit or the benefit of anyone other than the stakeholders and beneficiaries.
   25.1.1.8 Be modest, honest, transparent and an active listener when communicating
   25.1.1.9 Try to use and promote the use of appropriate and inclusive language in MSAI

25.1.2 Communication Guidelines
Communication guidelines are a set of rules and directions which set the standards of communication and interaction between MSAI Officials as well as between the MSAI Officials and MSAI Members

25.1.2.1 Communication of Members with MSAI Officials
   25.1.2.1.1 The Regional Director Assistants (RDAs) are the primary contact persons for any suggestions/queries/questions that the general members have. The RDAs then communicate the concern to the Regional Director who directs it to the respective MSAI Officials
   25.1.2.1.2 For Activities, the members can fill the Domestic Activities Form (DAF) and the necessary information is provided to them by a process defined in the Internal Operating Guidelines for each Standing Committee
   25.1.2.1.3 DPRC is the contact person for members who contact us via our social media platforms and must communicate the concern to the respective MSAI Official
   25.1.2.1.4 Official MSAI WhatsApp groups are the mode of communication with members and are regulated by the Regional Directors

25.1.2.2 Communication amongst the Executive Board and Team of Officials
   25.1.2.2.1 Email is the official mode of communication between the Executive Board and Team of Officials and is recommended for all important tasks and decisions
   25.1.2.2.2 Unofficial communication, which includes communication over whatsapp, text messages and phone calls is advised for general discussions and cannot be used as proof in case of dispute.
   25.1.2.2.3 The Team of Officials must inform and update the Executive Board regarding their respective areas of work in a timely manner

25.1.2.3 Communication within a Standing Committee
25.1.3 Dispute Redressal

25.1.3.1 Any dispute at the local level will be handled by Regional Directors.
25.1.3.2 In case of any conflict of interest within the Local Officers team of a Standing Committee, the issue will be addressed by the respective National Officer of that committee.
25.1.3.3 In case of any internal dispute in between the Executive Board and Team of Officials, the matter will be brought to the VPI or President and if no consensus can be obtained, then the Supervisory Council opinion will be sought.
25.1.3.4 Members of the EBTO are encouraged to help in overall administration. Yet, the final decision lies with the official whose domain it comes under.
25.1.3.5 WhatsApp or other social networking applications for any sort of official communication will not be entertained as proof in any sort of dispute.

SECTION 26: DISSOLUTION

26.1 The Association may be dissolved voluntarily at a National General Assembly of its members if the Association passes a resolution requiring its dissolution and the resolution is confirmed at a subsequent National General Meeting called together for that purpose.

26.2 A proposal for the dissolution shall be sent to all Members at least six (6) months before the National General Assembly meeting. The proposal shall be sent by registered mail.

26.3 Any assets/funds of MSAI at the conclusion of the dissolution shall be passed on to an institution of general benefit in accordance with the objectives of MSAI.
Annexure

Guidelines

1. Internal Operating Guidelines
   a. SCORA
      https://drive.google.com/file/d/18rpILTF43wGNkD09A138gM2E_Z00N0F8/view?usp=sharing
   b. SCOPH
      https://drive.google.com/file/d/1QnPap7MgCJi0Z5bQBR6DgWX88dzdU_B3/view?usp=sharing
   c. SCOME
      https://drive.google.com/file/d/1sDN9R1qUa0j1VELIAq8ini4BZY2spo/view?usp=sharing
   d. SCORP
      https://drive.google.com/file/d/10_8kmejLzIS4wjyrakXE_tEteT_LOvfbntn/view?usp=sharing
   e. SCOPE
      https://drive.google.com/file/d/1e_3B9PcIRh_60AOpB04BVF1r1my7t/view?usp=sharing
   f. SCORE
      https://drive.google.com/file/d/1BxpcOrCELDBQnQiZO0oxcNBc4vkMbxtD/view?usp=sharing

2. Capacity Building Guidelines
   https://drive.google.com/file/d/16ul5b0hY3KaAmvKKXX5xKtLEw0mg2MA/view?usp=sharing

3. External Representation Guidelines
   https://drive.google.com/file/d/1-NUERIRfH0O7S-eG9IkcvHdC20w7qc-J/view?usp=sharing

4. PRC Guidelines
   https://drive.google.com/file/d/1LNwtkqPTJfwdlcUmkJbW0jCQQ14ErbGw/view?usp=sharing

Voting Procedure (explanation)

A. Nemo Contra
   When a motion passes without any amendments or direct negatives, by unanimous vote of the voting body

B. By Simple majority
When there is a direct negative (but no alternate motion), to the motion being discussed. If there are more votes in favour of the motion than against it, it passes by simple majority.

C. By Relative majority

When there is a direct negative and an alternate motion is proposed. If there are more votes in favour of the original motion than in favour of the alternate motion, it passes by relative majority.

D. By Relative majority

When there is an amendment that is not accepted by the proposer. If there are more votes in favour of the original motion than in favour of the amended motion, it passes by relative majority.

**Abbreviations**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>MSAI</td>
<td>Medical Students Association Of India</td>
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<tr>
<td>IFMSA</td>
<td>International Federation of Medical Students Associations</td>
</tr>
<tr>
<td>SCORA</td>
<td>Standing Committee on Sexual and Reproductive Health and Rights including HIV &amp; AIDS</td>
</tr>
<tr>
<td>SCOME</td>
<td>Standing Committee on Medical Education</td>
</tr>
<tr>
<td>SCOPH</td>
<td>Standing Committee on Public Health</td>
</tr>
<tr>
<td>SCORP</td>
<td>Standing Committee on Human Rights and Peace</td>
</tr>
<tr>
<td>SCOPE</td>
<td>Standing Committee on Professional Exchanges</td>
</tr>
<tr>
<td>SCORE</td>
<td>Standing Committee on Research Exchanges</td>
</tr>
<tr>
<td>SC</td>
<td>Standing Committee</td>
</tr>
<tr>
<td>VPI</td>
<td>Vice- President for Internal Affairs</td>
</tr>
<tr>
<td>VPE</td>
<td>Vice- President for External Affairs</td>
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<tr>
<td>VPCB</td>
<td>Vice- President for Capacity Building</td>
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<tr>
<td>VPF</td>
<td>Vice- President for Finances</td>
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<td>VPA</td>
<td>Vice- President for Activities</td>
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<tr>
<td>VPX</td>
<td>Vice- President for Exchanges</td>
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<td>EB</td>
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<td>TO</td>
<td>Team of Officials</td>
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<td>EBTO</td>
<td>Executive Board and Team of Officials</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
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<tr>
<td>RD</td>
<td>Regional Director</td>
</tr>
<tr>
<td>RDA</td>
<td>Regional Director Assistant</td>
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<tr>
<td>DPRC</td>
<td>Director of Public Relations and Communications</td>
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<td>SWG</td>
<td>Small Working Group</td>
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<td>NGA</td>
<td>National General Assembly</td>
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<td>NWM</td>
<td>National Workshop Meet</td>
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<td>AGM</td>
<td>Annual General Meeting</td>
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<td>IOG</td>
<td>Internal Operating Guidelines</td>
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<tr>
<td>CB</td>
<td>Capacity Building</td>
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<tr>
<td>OLM</td>
<td>Online Meetings</td>
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