



MSAI

Medical Students'
Association of India

MSAI BYLAWS

Edition - NGA 2024

Last amended at National General Assembly 2024
3rd - 6th May 2024, Amritsar

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.

The First Executive Board Members (2013 – 2014)

Name	Position
Dr Swapnil Bumb	President
Vacant	Vice President Internal Affairs
Sushmitha Kothapalli	Vice President
Dr Ishita Sachdev	General Secretary
Pooja Chauhan	Treasurer
Rohini A. Shende	Vice President
Dr Pradeep Sharma	Director of Marketing and PR
Kumar Anshul	Director of Memberships
Rashmi Choudhary	Director of Communications

The Present Executive Board Members (2023 – 2024)

Name	Position
Dr. Soham Aggarwal	President
Dr. Aboli Borse	Vice President for Internal Affairs
Dr. Rhea Rajkumar	Vice President for External Affairs
Dr. Aadarsh Netha	Vice President for Capacity Building
Dr. Anagha Goursetty	Vice President for Activities
Dr. Aadarsh Shrivastava	Vice President for Finances
Dr. Prastuti Verma	Vice President for Exchanges

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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 'MSAI'.
- 1.2. The official abbreviation shall be 'MSAI'.
- 1.3. The Association is registered in the Court of Law of the Republic of India as a Non-Governmental Organisation 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 endeavours 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 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 MSAI.
- 4.1.4. 'EBTO Meeting' means the meetings of the Executive Boards and the Team of Officials as described in Section 16.
- 4.1.5. 'Standing Committees' means the working body of the organization which has 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
 - 4.1.7.6. Any member of EBTO-elect
 - 4.1.7.7. Any member of the Election Commission
- 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 at 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, Uttarakhand, 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 a quorum should be present to vote upon important decisions such as bylaw changes, procedural motions, adopting policies, reports, guidelines 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
- 4.1.18. The Constitutional division is composed of the Executive Board, Team of Officials, their respective support teams and the units.
- 4.1.19. Fundamental Division encompasses the College Representatives (CRs) and Local Committee Representatives (LCRs)
- 4.1.20. The Election Commission is a body of administrators (minimum one from each region) that will oversee the selection and election of the representatives of fundamental division.

- 4.1.21. College Representative is a general member who will be selected on application basis by the EC for a limited duration as a part of the Fundamental division to play an active role in the election of LCRs.
- 4.1.22. Local Committee Representative is a member of the Fundamental Division who is elected by the CRs of their respective LC and will play an active role in election of EB and TO.
- 4.1.23. Local Committee is a state, union territory or a combination of state and union territory(s) selected as per National Medical Council Database, which is liable to change in the upcoming years.

SECTION 5: NATIONAL MEETINGS

- 5.1. National General Assembly
 - 5.1.1. The National General Assembly (NGA) is the annual conference of MSAI 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 15th November 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. The election will be by 2/3rd Majority and the EBTO members in the Organizing Committee will not have a voting right.
 - 5.1.5. The Organising Chairperson and Secretary will report to the Vice President of Capacity Building and MSAI President
 - 5.1.6. The National General Assembly must include the following:
 - 5.1.6.1. Functional plenary (with 2/3rd quorum of EBTO members) for bylaw changes, adoption of reports, policies, guidelines.

- 5.1.6.2. Functional plenary (with 2/3rd quorum of EBTO members + Local Committee Representatives) for election of new EBTO
- 5.1.6.3. Standing Committee Sessions or Workshops subject to approval from the EB
- 5.1.6.4. Receive portfolio reports of the EBTO members
- 5.1.6.5. 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. It can be held via teleconference due to unavoidable circumstances.
- 5.1.9. Official invitations for the National General Assembly meetings have to be sent to all members over the email 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 VPCB at least 1 month before the proposed date of NWM 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 7.4.
- 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 in case of unavoidable circumstances
- 6.15. To make amendments in accordance with the constitution mentioned in Section 21
- 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
- 6.17. Any member or non-member can be held accountable for inappropriate behavior including but not limited to bullying, defamation, Harassment and action can be taken against them that includes but is not limited to, termination of membership as per Section 15 and or legal action as decided by the Executive Board, in consultation with the Supervisory Council.

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:
 - 7.1.4.1. 2 National Public Health Officers (SCOPH)
 - 7.1.4.2. 2 National Officers on Human Rights and Peace (SCORP)
 - 7.1.4.3. 2 National Officers on Sexual and Reproductive Health and Rights including HIV & AIDS (SCORA)
 - 7.1.4.4. 2 National Officers on Medical Education (SCOME)
 - 7.1.4.5. 2 National Exchange Officers (SCOPE)
 - 7.1.4.6. 2 National Officers on Research Exchange (SCORE)
 - 7.1.4.7. 1 Regional Director – North
 - 7.1.4.8. 1 Regional Director – East
 - 7.1.4.9. 1 Regional Director – South
 - 7.1.4.10. 1 Regional Director – West
 - 7.1.4.11. 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 9.1.4, 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 7.4.
 - 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 the 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.
 - 7.2.8. The Supervisory Council has the power to approve/disapprove any EB applications requiring a Candidature form to apply for IFMSA opportunities
 - 7.2.9. The Alumni Chair has the power to approve/disapprove any Supervisory Council applications requiring a Candidature form to apply for IFMSA opportunities
- 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 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.
 - 7.3.1.6. An Assistant must keep all information shared with them of The Association confidential.

7.3.2. General Secretary of Units

- 7.3.2.1. MSAI has two units - Bioethics and AMR Unit
- 7.3.2.2. 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
- 7.3.2.3. Their term starts on July 1st and lasts for one year
- 7.3.2.4. 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
- 7.3.2.5. The General Secretary must not hold any other EBTO or Assistant position
- 7.3.2.6. The Bioethics Unit is chaired by the President and the AMR Unit is chaired by the Vice President of External Affairs
- 7.3.2.7. A General Secretary must keep all the information shared with them of The Association confidential

7.3.3. Election Commission

- 7.3.3.1. A body of administrators (at least 1 from each region) who will oversee the administration of the Fundamental division
- 7.3.3.2. The duties of the Election Commission are mentioned in the Section 10 of the bylaws

7.4. Suspension, Removal and resignation of Officials

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

- 7.4.1.1. Fraud
- 7.4.1.2. Committing a criminal offense
- 7.4.1.3. Malfunction of office
- 7.4.1.4. Inability to fulfill duties for a period longer than 2 months, without prior notice to the EB
- 7.4.1.5. Breaking the Constitutional Bylaws
- 7.4.1.6. Deliberately working against decisions of the EBTO
- 7.4.1.7. Failing to communicate with the organizational bodies
- 7.4.1.8. Refusing to report
- 7.4.1.9. Any breach in following the Code of Conduct as specified under Section 27

7.4.2. Procedure for termination of Officials.

- 7.4.2.1. In the event of a complaint against an MSAI Official on grounds listed in Section 7.4.1, the supervisory council will investigate, within a defined period, the concern or delegate the investigation to the Executive Board
- 7.4.2.2. In the event that the Supervisory Council determines that an Official has committed the offenses described in Section 7.4.1, 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
- 7.4.2.3. The Official will be terminated after a vote of the EBTO having at least 2/3rd majority.
- 7.4.2.4. The official subject to investigation and the proposer of the investigation cannot be a part of the investigating body.
- 7.4.3. 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.
- 7.4.4. Procedure for Resignation of Officials
 - 7.4.4.1. MSAI Officials can resign by sending in their letter of resignation via email to VPI with a notice period of at least 2 weeks
 - 7.4.4.2. 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 organization
 - 7.4.4.3. 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.
- 7.5. Replacement of vacant Official positions
 - 7.5.1. 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. The results of this election should be informed to the members on the Email server.

- 7.5.2. In the event that the Executive Board and the Team of Officials take the decision to have a special election for a vacant position. The elected candidate will assume office immediately upon election and will fulfill only the remainder of the current term.

SECTION 8: INTERNAL STRUCTURE

- 8.1. The Internal Structure of MSAI comprises three bodies
 - 8.1.1. Constitutional division
 - 8.1.2. Fundamental division
 - 8.1.3. Election Commission
- 8.2. The Constitutional division:
 - 8.2.1. Consists of Executive Board and Team of Officials (EBTO) and their team, who officially represent the Medical Students' Association of India (MSAI). EBTO support teams and units are also a part of the constitutional division.
 - 8.2.2. EBTO is the main administrative body which takes all administrative decisions of MSAI.
 - 8.2.3. The upcoming EBTO is voted upon by the existing EBTO and LCRs.
- 8.3. The Fundamental division:
 - 8.3.1. Consists of Local Committee Representatives (LCR) and College Representatives (CR), who represent the Medical Students' Association of India (MSAI) at all local levels.
 - 8.3.2. They take an active part in the formation of the Constitutional division.
 - 8.3.3. CRs will be selected by the Election Commission based on a fixed eligibility criteria. An objective criteria is used for selection if there is more than one eligible candidate from one college.
 - 8.3.4. LCRs are voted upon by the CRs of the respective local committee.
- 8.4. The Election Commission:
 - 8.4.1. A body of administrators (at least 1 from each region) who will oversee the administration of the Fundamental division.

- 8.4.2. They conduct elections of Local Committee Representatives of the Fundamental division and are also responsible for selecting the college representatives.
- 8.5. Supervisory Council
 - 8.5.1. A council comprising a minimum of 3 members who guide and supervise the working of the EBTO & EC.

SECTION 9: DUTIES OF THE CONSTITUTIONAL DIVISION

9.1. Duties of Executive Board

9.1.1. General

- 9.1.1.1. 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.
- 9.1.1.2. Each incoming EB member shall present strategic/operational plans after being elected.
- 9.1.1.3. Members of the EB must attend all National General Assembly Meetings, National Workshop Meets and Executive Board Meetings. An exemption can be made in case of unavoidable circumstances.
- 9.1.1.4. Providing an appropriate and thorough handover to their successors for a smooth transition of leadership.

9.1.2. Tasks

9.1.2.1. President

- 9.1.2.1.1. Represent MSAI to external partners/organizations and maintain contacts, in conjunction with the VPE and other relevant Officials.
- 9.1.2.1.2. 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.
- 9.1.2.1.3. Portal of communication between the EB and MSAI Supervisory council.
- 9.1.2.1.4. Maintain and promote contacts with Alumni Council members of MSAI
- 9.1.2.1.5. Represent MSAI as the NMO President in all IFMSA work
- 9.1.2.1.6. Act as Chair of the Bioethics Unit and guide the

working of the unit with the General Secretary of the unit

9.1.2.2. Vice-President for Activities (VPA)

- 9.1.2.2.1. Coordinate work related to Activities with National Officers and General Secretary/ Unit coordinator of Units and ensure enrolment and reporting of MSAI Activities with IFMSA Programs. Monitor National Officers, General Secretaries and Unit Coordinators for carrying out activities regularly, aiming for one activity per month with a minimum of 6 on-ground or online activities, except for newly established units for a period of upto 1 year of their inception and SCOPE and SCORE.
- 9.1.2.2.2. Be the link between EB and all the MSAI activities and IFMSA program enrolment and reporting.
- 9.1.2.2.3. Archiving of all activities report and create/update google drive of the same. Maintenance of MSAI database for activities conducted under all Standing Committees, Units and by local and regional activity coordinators.
- 9.1.2.2.4. Help MSAI members and Standing Committees/Units in designing, implementing and evaluating the impact of the activities and guide them in making an impact assessments report biannually.
- 9.1.2.2.5. 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
- 9.1.2.2.6. 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.
- 9.1.2.2.7. Ensure all 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.
- 9.1.2.2.8. To update and monitor databases related to activities outreach, regional activities distribution, certificates related databases (templates, requests, reference numbers, PDFs), activity enrolments and activities representation database
 - 9.1.2.2.9. To process certificates within 30 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.
 - 9.1.2.2.10. To guide and monitor any Inter Standing Committee/Unit collaborations.
 - 9.1.2.2.11. Coordinate with Standing Committees/Units to create an Annual Activities Impact Report.
 - 9.1.2.2.12. Coordinate with the VPA Assists and the general members for conduction of Local Activities as mentioned in the section 24.4 of the bylaws
- 9.1.2.3. Vice President for Finances (VPF) or Treasurer
- 9.1.2.3.1. Be responsible for the financial administration and bookkeeping of MSAI
 - 9.1.2.3.2. Be responsible for collecting membership fees from new members.
 - 9.1.2.3.3. Be responsible for the official bank accounts of the MSAI.
 - 9.1.2.3.4. Present an adequate report, as decided by the EB, on the financial situation of MSAI at every EB meeting.
 - 9.1.2.3.5. Duties at the end of the financial year
 - 9.1.2.3.5.1. 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
 - 9.1.2.3.5.2. Audit the MSAI bank account(s) at the end of financial year with the assistance of the

appointed Chartered Accountant.

9.1.2.3.6. Review the budgets of all MSAI projects and events.

9.1.2.3.6.1. Deliver receipts received during their term to the Operational office at the end of their term.

9.1.2.3.6.2. Develop and implement fundraising strategies for MSAI.

9.1.2.4. Vice-President for Internal Affairs (VPI) or Secretary General

9.1.2.4.1. Be responsible for maintaining contact between the members and the EB.

9.1.2.4.2. 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.

9.1.2.4.3. Collect the Quarterly Reports from the EBTO

9.1.2.4.4. 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

9.1.2.4.5. Be responsible for the administration, correspondence and archives of MSAI.

9.1.2.4.6. Share the Minutes of any MSAI Officials meeting with the entire EBTO and the Supervisory Council within a week of receiving them.

9.1.2.4.7. Maintain the registration of MSAI and its Constitution to the Government of India (Societies Act) as Secretary General of MSAI.

9.1.2.4.8. Share the updated the Constitutional Bylaws with the changes decided during the EBTO plenary sessions as received from the plenary team.

9.1.2.4.9. Oversee the functioning of ASH Committee

9.1.2.4.10. To overlook the implementation of guidelines and make sure they are updated with amendments made during plenary sessions

9.1.2.4.11. 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.
- 9.1.2.4.12. To send out calls for Small Working Groups and coordinate with national coordinators for the same
 - 9.1.2.4.13. 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
 - 9.1.2.4.14. To open calls for the IOG Plenaries at least 2 weeks before the NGA or NWM
 - 9.1.2.4.15. Collect the new MSAI registrations details and update and maintain the MSAI membership database along with the Regional Directors.
 - 9.1.2.4.16. Share details of the new memberships every month with the Executive Board as and when required.
 - 9.1.2.4.17. Be the point of contact for the Election Commission in case of conflicts of Fundamental Division with the Constitutional Division.
- 9.1.2.5. Vice-President for External Affairs (VPE)
- 9.1.2.5.1. To be in constant touch with other national & international organizations, other external partners and national & international medical student bodies.
 - 9.1.2.5.2. Keep a tab on all the MOUs signed between MSAI and other organizations (except ones with college festivals and venues for conferences) and also to communicate regularly with those organizations.
 - 9.1.2.5.3. 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.
 - 9.1.2.5.4. Coordination with the EB & TO for matters regarding External Representation.
 - 9.1.2.5.5. To coordinate and manage the external representation of the organization at various national and international meetings throughout the term, approved by the

- President
- 9.1.2.5.6. To archive and maintain databases of MOUs signed, Press Releases, Policy Briefs and Policy Documents
 - 9.1.2.5.7. Act as Chair of the AMR Unit and guide the working of the unit with the General Secretary of the unit
 - 9.1.2.5.8. Be responsible for the mass media contacts of MSAI
- 9.1.2.6. Vice-President for Capacity Building (VPCB)
- 9.1.2.6.1. Develop and coordinate the implementation of Capacity Building Strategy in accordance to the CB Guidelines
 - 9.1.2.6.2. Be responsible for the capacity building of MSAI, and individual medical students.
 - 9.1.2.6.3. Assure the capacity building flexibility towards different areas of intervention.
 - 9.1.2.6.4. Develop and maintain a monitoring and evaluation system to ensure the quality of capacity building activities and re-sources.
 - 9.1.2.6.5. Create and maintain a database of trainers.
 - 9.1.2.6.6. Maintain and update the training resource centre.
 - 9.1.2.6.7. Be the point of contact for the Local Committee Representatives in case of any MSAI Capacity Building initiatives.
- 9.1.2.7. Vice-President for Exchanges (VPX)
- 9.1.2.7.1. Support SCOPE and SCORE in regards to their exchanges to develop a coordinated structure for international student exchanges.
 - 9.1.2.7.2. Provide support and supervise Public Health exchanges, SCORA X-Changes and GoSCORP, in coordination with the respective National Officers.
 - 9.1.2.7.3. Identify opportunities and develop a plan for implementation of National Exchanges in collaboration with Standing Committees.
 - 9.1.2.7.4. Work on external collaborations providing exchange opportunities and work to make them

- available to the members (with the VPE)
- 9.1.2.7.5. Approach externals for recognition for our exchange programs (with VPE)
 - 9.1.2.7.6. Represent exchanges to externals (with VPE)
 - 9.1.2.7.7. Supervise the Exchange related finances along with the VPE
- 9.1.3. 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.
- 9.1.4. An Executive Board decision can be overruled by the Supervisory Council
- 9.1.4.1. A decision of the EB can be overruled by the Supervisory Council for the following important reasons:
 - 9.1.4.1.1. When the decision will result in an illegal or criminal offence
 - 9.1.4.1.2. When the decision violates the Constitutional Bylaws
 - 9.1.4.1.3. When the decision is harmful for the progress of the organization in any way.
 - 9.1.4.1.4. When the decision is beyond their mandate as specified in the Constitutional Bylaws
- 9.2. Duties of Team of Officials
- 9.2.1. Standing Committees
 - 9.2.1.1. Definition
 - 9.2.1.1.1. A Standing Committee works to benefit a specific field of interest. The activities of a Standing Committee shall be continuous.
 - 9.2.1.1.2. The MSAI Standing Committees are:
 - 9.2.1.1.2.1. Standing Committee on Medical Education (SCOME)
 - 9.2.1.1.2.2. Standing Committee on Professional Exchange (SCOPE)
 - 9.2.1.1.2.3. Standing Committee on Public Health (SCOPH)
 - 9.2.1.1.2.4. Standing Committee on Sexual and Reproductive Health and Rights

- including HIV & AIDS (SCORA)
- 9.2.1.1.2.5. Standing Committee on Research Exchange (SCORE)
- 9.2.1.1.2.6. Standing Committee on human Rights and Peace (SCORP)
- 9.2.1.1.3. Any member of MSAI can participate in any of the Standing Committee programs at their will.
- 9.2.1.1.4. The Standing Committees shall function as per the Internal Operating Guidelines which are discussed in Section 10
- 9.2.1.2. General Duties of National Officers
 - 9.2.1.2.1. Exercising their voting rights
 - 9.2.1.2.2. Attending national meets
 - 9.2.1.2.3. Representing MSAI externally (after approval by the concerned EB member)
 - 9.2.1.2.4. Implementing their duties as defined in the Internal Operating Guidelines
 - 9.2.1.2.5. Coordinating with and updating the Executive Board members in the concerned area of work
 - 9.2.1.2.5.1. Reporting to the VPA for anything that concerns activity designing, implementation, evaluation and presentation including issuing of certificates and inter- standing committee collaborations.
 - 9.2.1.2.5.2. All required databases, documents and certificate requests must be updated and shared with the VPA upon the timeline set at the beginning of the term
 - 9.2.1.2.5.3. Reporting to VPI for anything concerning the MSAI Units, issuing letters for appointment and term completion, OLMs, SWGs, Quarterly Updates and conflicts.
 - 9.2.1.2.5.4. Reporting to the VPCB for Capacity building initiatives like workshops and inductions
 - 9.2.1.2.5.5. Reporting to the VPF with cyclic budget reports and finance related initiatives
 - 9.2.1.2.5.6. Reporting to the VPE for External Representation work including framing policies and external partnerships

- 9.2.1.2.5.7. Reporting to VPX with proposals for exchange programs and their reports
 - 9.2.1.2.5.8. Reporting to the President in case of any conflict or complaint as well as general updates
 - 9.2.1.2.6. Engaging with members of MSAI and giving them feedbacks on application within specified time if required
 - 9.2.1.2.7. Keeping confidential all the sensitive information discussed within the EBTO
 - 9.2.1.2.8. Providing an appropriate and thorough handover to their successors for an easy leadership transition
 - 9.2.1.2.9. Ensure all criteria to maintain the active status of the SC in the respective NMO, set by International Teams, is fulfilled.
- 9.2.2. Regional Directors
- 9.2.2.1. Duties of RDs are:
 - 9.2.2.1.1. Will collect the reports from Regional Director Assistants (RDAs) in their region every quarter and send it to the VPI.
 - 9.2.2.1.2. 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.
 - 9.2.2.1.3. Will be responsible for Capacity Building, Inductions and Training in their region in coordination with the VPCB.
 - 9.2.2.1.4. Will coordinate with the national officers and to increase the participation in the region.
 - 9.2.2.1.5. Will coordinate with VPE to secure partnerships and external representation opportunities in the region.
 - 9.2.2.1.6. Will be responsible for handling memberships in their region in coordination with VPI.
 - 9.2.2.1.7. Will coordinate with the Regional Director Assistants and other MSAI officials to ensure smooth functioning of their region.
 - 9.2.2.1.8. Ensure all members are added to the respective

WhatsApp groups.

9.2.3. Director of Public Relations and Communications

9.2.3.1. Duties of the Director of Public Relations and Communications (DPRC)

- 9.2.3.1.1. Develop and implement a strategy for the promotion of MSAI and its work in accordance with the PRC Guidelines
- 9.2.3.1.2. Be responsible for the public relations
- 9.2.3.1.3. Be the primary editor of MSAI publications (Vani and Fenestra) and MSAI Website
- 9.2.3.1.4. 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
- 9.2.3.1.5. Design letters/ certificates/ e-certificates/ letters of acknowledgement and recommendations/ online material to be sent to members.
- 9.2.3.1.6. 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.
- 9.2.3.1.7. Coordinate the content and use of online communication channels like social media as well as the MSAI website
- 9.2.3.1.8. Work with VPI to develop, update, and regulate the use of the Corporate Identity
- 9.2.3.1.9. The official MSAI internet portals include:
 - 9.2.3.1.9.1. Website: www.msaindia.org
 - 9.2.3.1.9.2. FacebookPage: www.facebook.com/msaindia
 - 9.2.3.1.9.3. X: www.x.com/msai_india
 - 9.2.3.1.9.4. Youtube: www.youtube.com/@msaindiayt
 - 9.2.3.1.9.5. Instagram: www.instagram.com/msaindia
 - 9.2.3.1.9.6. LinkedIn: in.linkedin.com/company/msaindia

9.3. Duties of Support Team

- 9.3.1. The duties of the support team have to be fulfilled as mentioned in their respective IOGs or as decided by the respective EBTO members.

SECTION 10: DUTIES OF ELECTION COMMISSION

- 10.1. Oversee the selection and election of the Fundamental Division on a timeline decided by the Election Commission in the first month of the term.
- 10.2. Set objective eligibility and selection criteria, duties and operating guidelines for College Representatives.
- 10.3. Set objective eligibility criteria, duties and operating guidelines for Local Committee Representative candidates.
- 10.4. Oversee and ensure fair elections for the Local Committee Representatives through online voting by College Representatives.
- 10.5. Formulate a work summary report at the end of the term to be shared with the upcoming Election Commission
- 10.6. Elect the upcoming Election Commission
- 10.7. Ensure conflict resolution in the Fundamental Division
- 10.8. The Election Commission must work towards maintaining the internal harmony of the fundamental division.

SECTION 11: DUTIES OF FUNDAMENTAL DIVISION

- 11.1. Duties of College Representatives
 - 11.1.1. Be the representative of their college (& therefore their respective region)
 - 11.1.2. Cast vote for Local Committee representatives
 - 11.1.3. Perform the tasks as described by the election commission at the beginning of the term
- 11.2. Duties of Local Committee Representatives
 - 11.2.1. Conduct at least one online/offline Capacity Building Session during their term for their respective local committees under the supervision of the Capacity Building Team. The content and session designs for the same shall be provided by the Capacity Building Team.
 - 11.2.2. Aid Capacity Building team with collaborations in regional initiatives.
 - 11.2.3. Be a point of contact for their LC delegation for any MSAI CB event like NGA, NWMs
 - 11.2.4. Aid in promoting MSAI Workshops, Webinars, local activities, exchanges (including, but not limited to college activation), external and capacity building opportunities in their respective LC.
 - 11.2.5. Work with the CB Team to set up meaningful partnerships with

colleges/universities and other relevant potential partners.

- 11.2.6. Perform the tasks as described by the election commission at the beginning of the term

SECTION 12: INTERNAL OPERATING GUIDELINES (IOGs)

12.1. Definition

12.1.1. 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.

12.1.2. 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.

12.2. Amendments to Internal Operating Guidelines

12.2.1. A request to schedule an IOG Plenary must be made via email to the VPI at least two weeks prior to the planned date.

12.2.2. The IOG Plenary is subject to availability of the voting committee as well as logistical arrangements and will be overseen by the VPI.

12.2.3. The IOG plenaries can be held at the National Workshop Meets and/or the National General Assembly.

12.2.4. The Voting Committee

12.2.4.1. The Committee will consist of the National Officers, National Officer Assistants as well as two members of the Executive Board.

12.2.4.2. 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.

12.2.5. Amendments can be proposed by any member of the National Team

12.2.6. 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

12.2.7. Quorum

12.2.7.1. Two- thirds of the members of the voting committee must

- be present, and
- 12.2.7.2. At least one representative from each voting group i.e. Executive Board, National Officers and National Officer Assistants must be present.
 - 12.2.8. Passing a Proposal
 - 12.2.8.1. Any proposal must be passed with a 2/3rd majority of the voting body.
 - 12.2.9. All grammatical and renumbering changes to the IOGs can be made by the respective National officers, without changing the meaning, in between NGAs. These changes must be made in consultation with the VPI and should be shared with the EBTO and all MSAI Members.
- 12.3. Violation of Internal Operating Guidelines
- 12.3.1. 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.
 - 12.3.2. 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 7.4
 - 12.3.3. 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 13: ELECTION

- 13.1. The Executive board and the Team of Officials shall be elected every one (1) year at the National General Assembly / Teleconference.
- 13.2. Eligibility for Candidature
 - 13.2.1. Only a member of the Association can apply
 - 13.2.2. Having a minimum experience of:
 - 13.2.2.1. Six months working in their respective Standing

- Committee support or national team for the position of National Officer.
- 13.2.2.2. Six months working in MSAI in their respective region for the position of Regional Director.
 - 13.2.2.3. Six months working in MSAI and previous PRC experience for the position of Director of Public Relations and Communications
 - 13.2.2.4. One year as an MSAI official for a position in the Executive Board.
- 13.2.3. Validity of the application-
- 13.2.3.1. The candidate must send their application before the set deadline to the VPI and/or Plenary Team
 - 13.2.3.2. The application must include Curriculum Vitae (max 2 pages), Motivation Letter (max 1 page), Plan of Action (max 2 pages), Technical Data Card and a clear recent Photograph
 - 13.2.3.3. The Technical Data Card should have the correct name of the position for which the candidate is applying. A corrected version of the TDC can be sent to the plenary team if the name of the position mentioned in it is not in accordance with MSAI bylaws as per the mentioned timeline by the Plenary Team.
 - 13.2.3.4. Candidatures will be determined for their validity by the Plenary Team and the candidates will be informed about the validity of their applications
- 13.2.4. The member is present at the NGA
 - 13.2.5. The EBTO should not have a criminal record
 - 13.2.6. Is an undergraduate student studying in India, in a medical college recognised by the National Medical Council (NMC) or within 6 months of completion of internship.
- 13.3. The candidate may apply for the posts of the Executive Board and Team of Officials
- 13.4. The candidates are announced publicly. The candidates may distribute their letter of intent to the members.
- 13.5. Voting for Executive Board and Team of Officials
- 13.5.1. 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.

- 13.5.2. The results of the voting shall be announced at the respective National General Assembly/Teleconference.
- 13.5.3. 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.
- 13.5.4. 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.
- 13.5.5. The individual candidates are elected by a simple majority
- 13.5.6. If a position has received more than one valid application, the candidates will be elected through a relative majority.
- 13.5.7. The number of votes for, against and abstentions shall be displayed at the time of declaration of results for each candidate.
- 13.6. The following members will have voting rights: Executive Board, Team of Officials and Local Committee Representatives
- 13.7. The elected representatives shall hold office from June 1st to May 31st 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.
- 13.8. The elected President in consultation with the Executive Board can decide the portfolios of the EB members.
- 13.9. Any EB member will cease to hold office
 - 13.9.1. At the end of their term.
 - 13.9.2. By a written resignation with a one-month notice (if accepted by EB).
 - 13.9.3. By their death
 - 13.9.4. By removal from office by court in cases provided for in law
 - 13.9.5. By removal from office as described under section 7.4
 - 13.9.6. By removal from office through a no confidence motion
- 13.10. 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.
- 13.11. Voting for LCRs
 - 13.11.1. Results for Local Committee Representatives are elected on the first day of the plenary at the National General Assembly
 - 13.11.2. Election Commission shall conduct online elections as per the timeline decided at the start of the term to elect the Local

Committee representatives.

- 13.11.3. Eligibility for LCR candidates:
 - 13.11.3.1. A member of MSAI
 - 13.11.3.2. Should belong to an MSAI-active college
 - 13.11.3.3. Be a member of the organization at least for a year.
 - 13.11.3.4. Should not be currently holding a post in the EBTO, EBTO support teams or Units
 - 13.11.3.5. Should have attended at least 2 activities in any Standing Committees/Units.
 - 13.11.3.6. Should be the College Representative for the ongoing term
 - 13.11.3.7. Should not be a candidate in the EBTO elections they have voting rights for.
- 13.11.4. The candidate shall apply by sending in their candidature to the Election Commission
- 13.11.5. Individual candidates shall be elected through a simple majority
- 13.11.6. If a position has received more than one valid application, the candidates will be elected through a relative majority

SECTION 14: MEMBERS

- 14.1. The membership is open to all students of the country as specified in section 14.2
- 14.2. The following students are eligible for MSAI membership:
 - 14.2.1. Students studying a medical or paramedical degree in an educational institution recognized by the National Medical Council (NMC), including:
 - 14.2.1.1. Bachelor of Medicine & Bachelor of Surgery (MBBS)
 - 14.2.1.2. Bachelor of Dental Surgery (BDS)
 - 14.2.1.3. Bachelor of Physiotherapy (BPT)
 - 14.2.1.4. Bachelor in Nursing degrees, Pharmacy, Paramedical courses
 - 14.2.1.5. Postgraduate Medical Courses
 - 14.2.2. Any non-medical undergraduate courses recognized by the Government of India. (Should not increase 10% of total members)
 - 14.2.3. 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.
 - 14.2.3.1. Foreign NMO does not allow Indian or other nationalities

- within their NMO
- 14.2.3.2. There is not an existing NMO in that country
 - 14.2.3.3. 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)
 - 14.2.3.4. 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.
- 14.3. Eligible students may become Members on payment of the prescribed membership fee and filling the Membership form completely and accurately.
 - 14.4. The validity of the membership is for a lifetime. However, to work within the administration of MSAI, the individual requires to meet the Eligibility Criteria as highlighted in the respective guidelines and Bylaws
 - 14.5. The membership fee shall be determined by the EB at the NGA or NWM every year and is subject to change only after a unanimous vote by the EB.

SECTION 15: TERMINATION OF MEMBERSHIP

- 15.1. Membership may be terminated in cases of misbehaviour, such a breach of the code of conduct as specified under Section 27, 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.
- 15.2. 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.
- 15.3. 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 2/3rd 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 7.4.2 is followed.

- 15.4. 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.
- 15.5. 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.
- 15.6. 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 16: EXECUTIVE BOARD AND TEAM OF OFFICIALS MEETING

- 16.1. Meetings of the Executive Board and Team of Officials:
 - 16.1.1. Notifications of meetings of the Executive Board /EBTO must be made to the involved MSAI Officials no less than 24 hours in case if a teleconference and four (4) weeks prior to the meeting if in person, after consultation with all the Officials
 - 16.1.2. The Executive board and the Team of Officials shall have at least one (1) offline meeting and no less than six (6) OLMs yearly
 - 16.1.3. Any EBTO member missing more than one meeting without prior notice in breach of Code of Conduct as per section 27 and a complaint would be forwarded to the Supervisory Council for necessary action.

SECTION 17: FINANCES

- 17.1. 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 9.1
- 17.2. 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.
- 17.3. VPF & any one other EB member as decided unanimously by the EB will have independent authority over the bank account and transactions.
- 17.4. 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.
- 17.5. The EB shall appoint a Chartered Accountant (independent of the Association) to perform the audit

- 17.6. An Annual Financial Plan “Budget Estimate” should be prepared by the VPF detailing proposed Expenses for the term within 45 days of the start of new term. The plan should be revised midterm latest by January 31st as “Revised Budget Estimate”

SECTION 18: INDEMNIFICATION OF EXECUTIVE BOARD MEMBERS

- 18.1. 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 favour of the person or in which the person is acquitted.

SECTION 19: INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO OBJECTIVES

- 19.1. Any income, or benefit or advantage shall be applied to the objectives of the Association.
- 19.2. 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.
- 19.3. Any income paid shall be reasonable and relative to that which would be paid in transaction with open market value.
- 19.4. 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 20: SUBSTANTIAL COMPLIANCE SUFFICIENT

- 20.1. 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 21: AMENDMENTS TO THE BYLAWS

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

- 21.1.1. 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.
- 21.1.2. In all plenaries, each member of the EBTO present shall have 1 vote per motion
- 21.1.3. The Plenary shall be chaired by the MSAI President until the Chair has been elected.
- 21.1.4. 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.
- 21.1.5. 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
- 21.1.6. A motion is passed:
 - 21.1.6.1. Nemo Contra if there are no amendments or direct negatives
 - 21.1.6.2. By Simple majority if there is a direct negative but no alternate motion
 - 21.1.6.3. By Relative majority if there is a direct negative and alternate motion
 - 21.1.6.4. By Relative majority if there is an amendment that is not accepted by the proposer
- 21.2. Plenary Team
 - 21.2.1. Plenary team will consist of one Chairperson, one Co-Chairperson and up to three Support Persons.
 - 21.2.2. 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
 - 21.2.3. All proceedings of the plenary should be live streamed in case of an online or hybrid plenary and have to be documented by the Plenary Team in the form of Meeting Minutes which will be archived and sent to the VPI
 - 21.2.4. After completion of the Plenary, the Plenary

Chairperson must share the updated MSAI Bylaws alongwith the amendments with the VPI.

21.3. Special General Assembly (SGA)

- 21.3.1. 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.
- 21.3.2. The SGA must be held in person or by teleconference.
- 21.3.3. Notice for SGA should be given at least 1 week before it takes place to the Executive Board, Supervising Council and Team of Officials.
- 21.3.4. The quorum of the SGA shall be 2/3rd of members of the Executive Board and Team of Officials.
- 21.3.5. During an SGA, should there be vacant EBTO positions, application calls will be opened and voted upon by the EBTO.
- 21.3.6. The proceedings of an SGA shall be regulated in a manner similar to plenaries as mentioned in Section 21.1
- 21.3.7. The calls for plenary team for an SGA should be opened at least 1 week prior to the scheduled date

SECTION 22: BYLAWS

- 22.1. 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 21
- 22.2. 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 23: ALUMNI COUNCIL

- 23.1. 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 7.4 shall not be considered an Alumnus.

- 23.2. Members of the Executive Board, Team of Officials and Supervisory Council who successfully complete their term will automatically be considered as MSAI Alumni.
- 23.3. The President of MSAI is the official point of contact with the MSAI Alumni
- 23.4. The newly elected EBTO will select from amongst the Alumni the Chair and Vice- Chair to the Alumni Council
- 23.5. The opportunities and duties of the Alumni Council are described in the Alumni Engagement Strategy

SECTION 24: REGULATION OF WORK

24.1. Certificates

24.1.1. General Guidelines for Certificates

- 24.1.1.1. Certificates will be issued by the VPA on the MSAI Certificate template with the MSAI Logo watermark and the unique Certificate Reference Number
- 24.1.1.2. The Certificates will only be issued in PDF format
- 24.1.1.3. The Certificate template will not be shared by the VPA with anyone
- 24.1.1.4. Any change in the Certificate template design will be by consensus of the VPA and the DPRC
- 24.1.1.5. The certificate will be issued within 30 days from the date the certificate was requested via email, which must be shared by a mutually decided deadline by the VPA and the relevant official at the start of the term.
- 24.1.1.6. The Certificates will be indexed systematically by the reference numbers in the MSAI Certificate Database

24.1.2. Certificates for Activities

- 24.1.2.1. The Request for Activities Certificates will be sent by the Standing Committee/Unit/VPA Assistant via email to the VPA
- 24.1.2.2. Any MSAI Member can receive certificates for organising, volunteering or attending an MSAI event
- 24.1.2.3. A non-MSAI Member will not receive a certificate but can continue to attend or volunteer for MSAI events. Non-MSAI members can co-organise an event along with an MSAI member but will not be issued a certificate for the same.

- 24.1.2.4. There can be a maximum of two organisers for every event unless an exception is approved by the National Officers
- 24.1.2.5. The Signatories for an Activities certificate are the President and the VPA
- 24.1.3. Certificates for Workshops (except National Meets)
 - 24.1.3.1. The Request for Workshops Certificates (except National Meets) will be sent by the Standing Committee/Unit/Executive Board member conducting the workshop via email to the VPA
 - 24.1.3.2. Any MSAI Member or non-member can receive certificates for attending a workshop.
 - 24.1.3.3. Only an MSAI Member can receive certificates for facilitating a workshop.
 - 24.1.3.4. The Signatories for a workshop certificate are the President and the VPCB
- 24.1.4. Certificates for National Meets
 - 24.1.4.1. The Request for Certificates for workshops during National Meets will be sent by the VPCB/Organising Committee via email to the VPA
 - 24.1.4.2. Any MSAI Member or non-member can receive certificates for attending a workshop
 - 24.1.4.3. Only an MSAI Member can receive certificates for facilitating a workshop or being a part of the Organising Committee
 - 24.1.4.4. The Signatories for a National Meeting Workshops certificates are the President, VPCB and the Organising Chair of the meet
 - 24.1.4.5. The Signatories for a National Meeting Organising Committee certificates are the President and the VPCB
- 24.1.5. Certificates for MSAI Inductions
 - 24.1.5.1. The Request for MSAI Induction Certificates will be sent by the VPCB via email to the VPA.
 - 24.1.5.2. Only an MSAI Member can receive certificates for organising or facilitating an MSAI induction

session.

- 24.1.5.3. The Signatories for an MSAI induction certificate are the President and the VPCB

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

- 24.1.7. Certificates for Organising Committees for Exchanges (OCs)
 - 24.1.7.1. The Request for Organising Committees Certificates will be sent by the VPX via email to the VPA.
 - 24.1.7.2. Only an MSAI Member can receive certificates for being a part of the Organising Committee for an Exchange Program.
 - 24.1.7.3. The Signatories for the Organising Committees Certificates are the President and the VPX.

- 24.1.8. Certificates for Units
 - 24.1.8.1. The Request for Units Certificates will be sent by the Unit General Secretary via email to the VPA
 - 24.1.8.2. Any MSAI Member can receive certificates for organising, volunteering or attending an event by the Unit
 - 24.1.8.3. A non-MSAI Member will not receive a certificate but can attend or volunteer for events by the Unit. Non-MSAI members can co-organise an event along with an MSAI member but will not be issued a certificate for the same.
 - 24.1.8.4. The Signatories for the Unit Certificates are the President and the Representative from the External Body/VPE

- 24.1.9. Certificates for Webinars
 - 24.1.9.1. The Request for webinar certificates which include

externals will be sent by the relevant officials for the external webinar via email to the VPA, while keeping VPE in loop through this process. The certificates for the participants of external webinars shall be distributed by relevant officials for the external webinar via mail as the main channel.

- 24.1.9.2. Any MSAI Member can receive certificates for attending a webinar by MSAI, if all prerequisites are fulfilled.
 - 24.1.9.3. The Signatories for the Webinar Certificates are the President, VPE and the Representative from the External Body (based on availability) after their consent.
 - 24.1.9.4. The Webinar Certificates should include logos of MSAI and the External Body (based on availability) involved in the webinar after their consent.
- 24.1.10. Certificates for Exchange inductions
- 24.1.10.1. The request for certificates for Exchange Inductions will be sent by the Standing Committee via email to the VPA
 - 24.1.10.2. Any MSAI Member can receive certificates for organizing an Exchange Induction
 - 24.1.10.3. A non-MSAI Member will not receive a certificate but can continue to volunteer for Exchange Inductions. Non-MSAI members can co-organise an Exchange Induction, along with an MSAI member, but will not be issued a certificate for the same.
 - 24.1.10.4. There can be a maximum of 2 organizers in an Exchange inactive college and a maximum of 4 organizers in an Exchange active college for an Exchanges Induction, unless an exception is approved by the National Officers
 - 24.1.10.5. The signatories for certificates concerning the Exchange Inductions are the President and the VPX
- 24.1.11. Certificates for Pre-Departure Training (PDT) and Upon Arrival Training (UAT)
- 24.1.11.1. The request for certificates for PDT and UAT will be sent by the Standing Committee via email to the VPA
 - 24.1.11.2. Any MSAI Member can receive certificates for organizing an UAT or PDT, and attending a PDT
 - 24.1.11.3. A non-MSAI Member will not receive a certificate but can

continue to volunteer for UATs and PDTs. Non-MSAI members can co-organise any of the events stated above, along with an MSAI member, but will not be issued a certificate for the same.

- 24.1.11.4. The signatories for certificates concerning the above mentioned events are the President and the VPX

24.2. Guidelines

- 24.2.1. 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.
- 24.2.2. Amendments to the guidelines can be proposed at a plenary by the concerned MSAI Official and will be adopted upon receiving 2/3rd majority of the EB or the Executive Board.
- 24.2.3. Implementation of guidelines, regulation of amendments to guidelines and maintenance of their archives is the responsibility of the VPI
- 24.2.4. The Bylaws comprise of the chief protocols with respect to the functioning of MSAI and in case of conflict with guidelines the bylaws are to be followed.

24.3. Term Completion Letters

24.3.1. For Support Teams

- 24.3.1.1. Term Completion letters for Support Teams will be issued by the VPI after receiving a request from the respective EBTO Members
- 24.3.1.2. The Term Completion Letters will be issued in PDF Format with the signatories being the President, VPI and the respective EBTO Member.
- 24.3.1.3. The final decision regarding who will receive the Term completion letter will be up to the respective EBTO members

24.3.2. For the EBTO

- 24.3.2.1. Term Completion letters for the EBTO will be issued by the VPI
- 24.3.2.2. The Term Completion Letters will be issued in PDF Format with the signatories being the President and

the VPI

24.3.2.3. 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.

24.3.3. For the Unit General Secretaries

24.3.3.1. Term Completion letters for the Unit General Secretaries will be issued by the VPI

24.3.3.2. The Term Completion Letters will be issued in PDF Format with the signatories being the President and the VPI.

24.4. Local Activities

24.4.1. Local Activities within MSAI are the ones organized once independently by MSAI members irrespective of the position they hold and may not require affiliation with any Standing Committee or Unit.

24.4.2. Each activity must be accompanied by a detailed Project Design, Content Document, and relevant questionnaires, with support available from the Local Activities manual. The Project Design needs to be approved by the VPA before conducting the activity; and in case of overlapping focus areas with SC focus areas, the respective National Officers will be informed about the Local Activity.

24.4.3. Thorough documentation through pre and post-event report forms is mandatory for all activities.

24.4.4. Activity coordinators must collaborate with the assists to the Vice President of Activities (VPA Assist) during the planning stage and shall serve as the main point of contact throughout the process.

24.4.5. Monitoring of local activities is the responsibility of VPA Assists, overseen by the Vice President of Activities (VPA), ensuring comprehensive documentation of coordinator names, contact details, event dates/venues, city/state, and affiliated medical college.

24.4.6. Verification of pre and post-event report forms and questionnaires is essential following the conclusion of each activity.

24.4.7. In activities with external involvement, notification via email to the Vice President of External Affairs (VPE) (vpe@msaindia.org)

is necessary at least 10 days prior to the event, with primary communication managed by the VPE. Involvement of external in the activity is subject to approval by the VPA and VPE.

- 24.4.8. Certificates are exclusively issued to Activity Coordinators (organizers) and MSAI member volunteers upon successful completion of the activity within 1 month.
- 24.4.9. Enrollment and reporting of local activities are the responsibility of VPA Assists following approval from the VPA & President.

SECTION 25: RESEARCH GUIDELINES

- 25.1. All research projects undertaken under MSAI need approval first. Approval has to be taken from the VPI and the concerned EBTO official
- 25.2. 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)
- 25.3. 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.
- 25.4. VPI will be responsible for the research database until the Research and Ethics cell is created for the purpose.
- 25.5. The article before submission to the journal must be reviewed and approved by MSAI.

SECTION 26: INTELLECTUAL PROPERTY

- 26.1. 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.
- 26.2. 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.
- 26.3. MSAI Officials reserve the right to use all material produced as per their requirement upon permission from the EB.
- 26.4. Usage of the MSAI logo by any external party (non-MSAI) has to be explicitly approved by an EB member.
- 26.5. Any MSAI member promoting an MSAI initiative (activities, workshops, national meets) with a different promotional

material other than the ones circulated already need to add the MSAI logo and get it approved from the respective EBTO member before circulation on the required Whatsapp groups/social media platforms

SECTION 27: CODE OF CONDUCT

- 27.1. 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 7.4 and Section 15.
- 27.1.1. General Code
- 27.1.1.1. Act with integrity
 - 27.1.1.2. Be accountable
 - 27.1.1.3. No harassment or abuse of any sort
 - 27.1.1.4. Be proactive and professional
 - 27.1.1.5. 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.
 - 27.1.1.6. Be respectful and polite towards each other
- 27.1.2. Protect MSAs 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.
- 27.1.3. Be modest, honest, transparent and an active listener when communicating
- 27.1.4. Try to use and promote the use of appropriate and inclusive language in MSAI
- 27.1.5. Abide by the MSAI Privacy Policy and Terms and Conditions.
- 27.2. Communication Guidelines
- 27.2.1. 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

- 27.2.2. Communication of Members with MSAI Officials
- 27.2.2.1. The Regional Director Assists (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
 - 27.2.2.2. 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
 - 27.2.2.3. DPRC and an assigned EB member are the contact person for members who contact us via our social media platforms and must communicate the concern to the respective MSAI Official
 - 27.2.2.4. Official MSAI WhatsApp groups are the mode of communication with members and are regulated by the Regional Directors
- 27.2.3. Communication amongst the Executive Board and Team of Officials
- 27.2.3.1. Email is the official mode of communication between the Executive Board and Team of Officials and is recommended for all important tasks and decisions
 - 27.2.3.2. 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.
 - 27.2.3.3. The Team of Officials must inform and update the Executive Board regarding their respective areas of work in a timely manner
 - 27.2.3.4. The President and the VPI in the beginning of the term decide on a time period for an EBTO official to get back on official and unofficial modes of communication
 - 27.2.3.5. Inability to get back within a time period defined by the President and VPI needs to be informed prior to the respective officials and President.
 - 27.2.3.6. The President and the VPI in the beginning of the term discuss and inform the EBTO about the way forward to apply for leave of absence

- 27.2.4. Communication within a Standing Committee
- 27.2.4.1. Communication within a Standing Committee will be as per the directions in the Internal Operating Guidelines adopted by that committee
- 27.2.5. Communication Guidelines for Fundamental Division.
- 27.2.5.1. Email is the official mode of communication and is recommended for all important tasks and decisions
- 27.2.5.2. 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.
- 27.2.5.3. The Fundamental Division must inform and update the Election Commission regarding their work in a timely manner.
- 27.2.5.4. The Election Commission will be the Point of Contact for the College Representatives, Local Committee Representatives in case of any conflicts within the members of the Fundamental Division.
- 27.2.6. Communication Guidelines for Election Commission
- 27.2.6.1. Email is the official mode of communication and is recommended for all important tasks and decisions
- 27.2.6.2. 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.
- 27.2.6.3. The Election Commission must inform and update the Supervisory Council regarding their work in a timely manner.
- 27.2.6.4. The VPI will be the Point of Contact for the Election Commission in case of conflicts between Fundamental division and the Constitutional Division.
- 27.2.6.5. The VPI will be the point of contact for the Election Commission in case of conflicts between the fundamental division and the constitutional division. In case the VPI and Election Commission are not able to resolve the matter and reach a consensus, the Supervisory Council's opinion will be sought.

- 27.2.7. Communication amongst the Fundamental Division, Constitutional Division and Election Commission
- 27.2.7.1. Email is the official mode of communication and is recommended for all important tasks and decisions
 - 27.2.7.2. 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.
 - 27.2.7.3. The Election Commission will be the Point of Contact for the College Representatives, Local Committee Representatives in case of any conflicts within the members of the Fundamental Division.
 - 27.2.7.4. The VPI will be the Point of Contact for the Election Commission in case of conflicts between Fundamental division and the Constitutional Division. In case the VPI and Election Commission are not able to resolve the matter and reach a consensus, Supervisory Council's opinion will be sought.
 - 27.2.7.5. The VPCB will be the point of contact for the Local Committee Representatives in case of any MSAI Capacity Building initiatives.
- 27.3. Dispute Redressal
- 27.3.1. Any dispute at the local level will be handled by Regional Directors.
 - 27.3.2. 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.
 - 27.3.3. In case of any internal dispute 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.
 - 27.3.4. Members of the EBTO are encouraged to help in overall administration. Yet, the final decision lies with the official whose domain it comes under.
 - 27.3.5. WhatsApp or other social networking applications for any sort of official communication will not be entertained as proof in any sort of dispute.
 - 27.3.6. In case of any internal dispute between the Election Commission

and Fundamental Division, the matter will be brought to the VPI and if no consensus can be obtained, then the Supervisory Council opinion will be sought.

SECTION 28: DISSOLUTION

- 28.1. 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.
- 28.2. 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.
- 28.3. 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

A. Guidelines

Guidelines	
SCORA Internal Operating Guidelines	LINK
SCOPH Internal Operating Guidelines	LINK
SCOME Internal Operating Guidelines	LINK
SCORP Internal Operating Guidelines	LINK
SCOPE Internal Operating Guidelines	LINK
SCORE Internal Operating Guidelines	LINK
Capacity Building Guidelines	LINK
External Affairs Guidelines	LINK
PRC Guidelines	LINK
ASH Guidelines	LINK
Bioethics Guidelines	LINK
AMR Unit Guidelines	LINK
Election Commission Guidelines	LINK
Financial Guidelines	LINK

B. Abbreviations

Abbreviations	
MSAI	Medical Student's Association of India
IFMSA	International Federation of Medical Students Associations
SCORA	Standing Committee on Sexual and Reproductive Health and Rights including HIV & AIDS

Medical Students' Association of India

Suite S-473, Basement, Greater Kailash, Part One, New Delhi- 110048, India | E: msai-india@ifmsa.org

www.msaindia.org

Abbreviations Contd.

SCOME Standing Committee on Medical Education

SCOPH Standing Committee on Public Health

SCOPE Standing Committee on Professional Exchanges

SCORP Standing Committee on Human Rights and Peace

SCORE Standing Committee on Research Exchanges

SC Standing Committee

VPE Vice - President for External Affairs

VPI Vice - President for Internal Affairs

VPF Vice - President for Finances

VPCB Vice - President for Capacity Building

VPX Vice - President for Exchanges

VPA Vice - President for Activities

EB Executive Board

TO Team of Officials

EBTO Executive Board and Team of Officials

RD Regional Director

RDA Regional Director Assistant

DPRC Director of Public Relations and Communications

SWG Small Working Group

NGA National General Assembly

NWM National Workshop Meet

AGM Annual General Meeting

IOG Internal Operating Guidelines

CB Capacity Building

OLM Online Meetings



Medical Students' Association of India

Suite S-473, Basement, Greater Kailash, Part One, New Delhi- 110048, India | E: msai-india@ifmsa.org

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