

NILE VALLEY MEDICAL STUDENTS' ASSOCIATION

MedSIN-NVMSA

NVMSA Constitution & Bylaws

Constitution

1. Nomenclature

1.1 The official name of this association is "Nile Valley Medical Students' Association".

1.2 The name is abbreviated as "NVMSA" or "NvMSA" with the capitalization considered.

1.3 Recognized arabic translation of this name is:

"جمعية طلاب الطب جامعة وادي النيل"

2. Vision

NVMSA aspires to create a healthy and role-conscious society toward health issues by empowering and inspiring medical students to become the promising future doctors armed with the experience, knowledge and values necessary for leadership roles to ensure the positive impact.

3. Mission

NVMSA empowers medical students through capacity building activities and community-based interventions to ensure effective evolution, as well as inspiring them by general assemblies, workshops and other external participation opportunities, it also develops their administrative skills through executive work responsibilities.

4. Establishment

4.1 NVMSA is non-profit and non-political medical students' association and it should be established in "Nile Valley University Faculty of Medicine".

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4.2 The official Email for the team is "medsin.nvmsa@gmail.com".

4.3 The official logo and stamp of NVMSA is annexed (1).

5. Values

5.1 NVMSA LT admits that everyone should be respected and treated equally.

5.2 NVMSA LT admits that everyones' opinions and ideas should be taken into consideration.

5.3 NVMSA LT persides accountability and transparency invariably.

5.4 NVMSA LT foremost seeks for associations' greatness.

6. Objectives

6.1 Coordinating capacity building activities to improve students' knowledge and experience.

6.2 Enhancing teamwork dynamics to create a collaborative environment as well as evolving leadership skills.

6.3 Hosting assemblies and conferences to broaden students horizons regarding different community issues and responsibilities.

6.4 Propulsion of therapeutic convoys to carry out positive social impact nevertheless other community outreach programs.

6.5 Empowering students' potential through inspiring, encouraging and supporting them to apply for national, regional and international opportunities.

Bylaws

7. General Regulations

7.1 NVMSA Local Team are NVMSA members who are appointed by the ex NVMSA Executive Board to hold specific positions.

7.2 Appointment process should abide by "NVMSA Scoring System" Annexed (2).

7.3 Appointment process should be started after the September national general assembly.

7.4 NVMSA Local Team members consist of :

7.4.1 President

7.4.2 Secretary General "SecGen"

7.4.3 Treasurer

7.4.4 Publication and New Technology Support Division Director "PNTSDD"

7.4.5 Training Support Division Director "TSDD"

7.4.6 Local Public health Officer "LPO"

7.4.7 Local Officer on sexual and Reproductive health including HIV and AIDS "LORA"

7.4.8 Local Officer on Medical Education "LOME"

7.4.9 Local Officer on human Rights and Peace "LORP"

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7.4.10 Local Officer on Research Exchange "LORE"

7.4.11 Local Exchange Officer "LEO"

7.5 NVMSA Local Team "Executive Board" or "EB" consist of :

7.5.1 President

7.5.2 Secretary General

7.5.3 Treasurer

7.6 NVMSA Local Team members should abide by NVMSA LT's Bylaws and Association's Constitution.

7.7 NVMSA Local Team members should align their plans and work with "NVMSA LT's Strategy" Annexed (3) if available.

7.8 NVMSA Local Team members should send monthly reports to their correspondent national team and to NVMSA LT's executive board.

7.9 The President should be requested before maintaining external communications.

7.10 NVMSA Local Team members violating bylaws or missing any of their responsibilities undergo "NVMSA Accountability System" retributions Annexed (4).

7.11 NVMSA Local Team executive board members and support division directors can apply to the same NVMSA LT's position for another one term while others cannot.

7.12 NVMSA Local Team members should appoint their Local Assistants upon a call opened by the EB members.

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7.13 NVMSA Members blacklist ban members who don't commit to participating in internal or external opportunities obtained for one term.

8. Local Team Regulations

8.1 Executive Board:

8.1.1 Executive board members are chief administrative officers supervising the workflow of the Local Team members.

8.1.2 Executive board members responsible for appointing the new NVMSA Local Team annually.

8.1.3 Executive board members actions directly affect the well-being of NVMSA Local Team.

8.1.4 Executive board members should assist and support other Local Team members to implement their activities.

8.1.5 Executive board members should open a call for Local Assistants and supervise the appointment process which abides by "NVMSA Scoring System" annexed (2).

8.2 Local officers:

8.2.1 Local officers responsible for initiating, monitoring and coordinating activities relating to their standing committees.

8.2.2 Local officers are required to implement at least one activity every two months.

8.2.3 Local officers may seek out collaborations upon request submitted to the Secretary General via official email.

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8.2.4 Local officers should submit a monthly report to the Secretary General according to EB's IOGs.

8.2.5 Local officers are entitled to conduct regular meetings with their Local Assistant to ensure involvement and sustainability.

8.2.6 Local officers should complete the requirements needed to obtain their voting right nationally.

8.3 Support Division Directors:

8.3.1 Support division directors are officials with a diverse body of work which centers on supporting activities, capacity building and promotion.

8.3.2 Support division directors may seek out collaborations upon request submitted to the Secretary General via official email.

8.3.3 Support division directors are entitled to conduct regular meetings with their Local Assistant to ensure involvement and sustainability.

8.4 Meetings:

8.4.1 Local Team meetings are the highest authority platform for decision making.

8.4.2 Local Team meetings are chaired by the President, however in case of unavailability then it could be chaired by any EB member.

8.4.3 At least one Local Team meeting should be held monthly to maintain Local Team affairs.

8.4.4 Local Team members should be informed by the Secretary General about the date, time and place 72 hours before the meeting's specified time and if the meeting is urgent 24 hours before it.

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8.4.5 The quorum for every official Local Team meeting is (50%+1), and at least one EB member should be present.

8.4.6 Local Team members being late more than 15 minutes after the meeting's specified time will be considered as absent.

8.4.7 If a Local Team member is unavailable to attend the scheduled meeting they should send an excuse before the meeting via official email to the chairperson to be voted upon its validity in the same meeting.

8.4.8 Meeting agenda should be sent at least 24 hours in case of ordinary meetings and 12 hours in case of urgent meetings before the meeting's specified time.

8.4.9 Meeting's observers have no voting right, however they should be NVMSA members or invited guests.

8.4.10 The executive board holds at least one meeting per month to follow up on the progress of the association.

8.4.11 Executive board meetings chaired by the president.

8.4.12 In case of equal votes, the president shall have the casting vote.

8.5 Finances:

8.5.1 NVMSA LT's financial management should abide by "NVMSA Financial Regulations" annexed (5).

8.5.2 NVMSA LT's activities and projects funding operations managed by the Treasurer.

8.5.3 Allocated budgets for external participation purposes requires a voting process to be endorsed.

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8.5.4 The Treasurer is entitled to send a monthly financial report to the President and the Secretary General should be CC'd.

8.5.5 The Treasurer and the President are responsible for all financial actions of the Local Team.

8.6 IOGs:

8.6.1 IOGs prepared by the Local Team officials to regulate internal operational procedures.

8.6.2 IOGs have to abide by NVMSA LT's bylaws, however incompatibility implies its invalidity.

8.6.7 IOGs discussed, amended and adopted in official Local Team meetings by voting.

9. Strategy

9.1 NVMSA LT's strategy established to achieve long-term targeted goals, however it should be aligned to MedSIN-Sudan's strategy and IFMSA's mission.

9.2 NVMSA LT's strategy should be well tracked and implemented under EB's supervision.

9.3 NVMSA LT's strategy cannot be amended or redrafted, however spelling and numbering errors can be corrected.

9.4 NVMSA LT's strategy operates for three terms maximally according to LT's insights.

9.5 NVMSA LT's strategy adoption requires two-thirds majority within a Local Team meeting.

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10. Local Team Job Description

10.1 President:

10.1.1 The President mainly supports, guides and helps Local Team members to efficiently perform their duties and responsibilities.

10.1.2 Entitled to maintain NVMSA's membership in MedSIN-Sudan.

10.1.3 Responsible for tracking LT's strategy and annual working plans implementation.

10.1.4 Responsible with the Treasurer for maintaining a stable financial status.

10.1.5 Represents NVMSA Local Team in external meetings, events and Congregations.

10.1.6 Maintains collaborations with partners and external organizations.

10.1.7 Responsible for conserving NVMSA LT's bylaws predominance and NVMSA Accountability System implementation.

10.2 Secretary General:

10.2.1 Assists the President to accomplish executive and administrative tasks properly.

10.2.2 Monitors Local Team work-flow, activities, AWP's implementation to ensure effective performance.

10.2.3 Prepares Local Team monthly reports, half-term report and end of the term report.

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10.2.4 Prepares and sends out invitations, provisional agenda, and other relevant information concerning Local Team meetings.

10.2.5 Responsible for writing and preparing minutes of the Local Team meetings by summarizing all discussed matters into action points, arranging them and delivering them to the Local Team members.

10.2.6 Entitled to conduct at least one Local Team's situation analysis to assess the general progression.

10.3 Treasurer:

10.3.1 Responsible for all financial operations, fundraising efforts and bookkeeping administration.

10.3.2 Implementing and coordinating Local Team's fundraising strategy.

10.3.3 Reporting Local Team on the financial situation.

10.3.4 Creating and maintaining a positive professional relationship with financial partners and sponsors.

10.3.5 The treasurer may also seek out collaborations to raise funds for external representation.

10.4 PNTSDD:

10.4.1 The PNTSDD is responsible for NVMSA LT's visibility and promotion.

10.4.2 Required to create and maintain easily accessible communication platforms.

10.4.3 Keeping members posted and updated regarding all matters of NVMSA LT.

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10.4.4 Assist NVMSA LT members technically in creating manuals, publications and databases.

10.5 TSDD:

10.5.1 Makes sure that the local team's capacity building activities are consistent with NVMSA LT's vision, mission ,strategy and its member's needs.

10.5.2 Develops and maintains a monitoring and evaluation system to ensure the quality of capacity building activities.

10.5.3 Creates and maintains NVMSA trainers and facilitators database.

10.5.4 Responsible for Local Team members capacity building.

10.5.5 Conducting and supervising the trainings held by NVMSA LT.

10.5.6 Required to hold at least two trainings between every two national general assemblies in order to secure NVMSA's voting right.

10.6 Local Officers:

10.6.1 Organizing standing committees' related activities in order to build member's capacity.

10.6.2 Engaging NVMSA members in the standing committee's related activities on the local, national and international levels.

10.6.3 Raising awareness regarding standing committees' focus areas.

10.6.4 Collaborating and advocating with different organizations to tackle pressing issues in order to create the much needed change we want for our community.

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10.6.5 Encourage medical students to become new committee members and provide the necessary information about the structure, mission, vision etc.

11. Membership Structure

11.1 A member is any student registered in the college.

11.2 Members shall respect the association and the constitution.

11.3 Members commit to refraining from using the association's activities for any political purposes or personal financial gain.

11.4 Members violating the regulations suspended for one term.

11.5 Suspended members cannot participate in association' activities.

12. Amendments of the Local Team Bylaws:

12.1 All Local Team bylaws have to comply with the association's constitution and bylaws.

12.2 Amendments to the Local Team bylaws have to be discussed, voted and adopted in an official local team meeting.

12.3 Local Team bylaws are amended by a two third majority of the appointed local team officials in a TOM.

12.4 All local team bylaws' amendments should be delivered to the Secretary General at least 24 hours before the upcoming TOM to be listed in the meeting's agenda.

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12.5 Grammar, spelling, numbering and cross points changes to the Local Team bylaws and its annexes can be done by the Executive Board, however all changes should be presented in the following TOM.

12.6 sub-bylaws systems, regulations and visual identity undergo the same process for amending.

13. Dissolution of the association

13.1 The association shall be dissolved by the approval of four-fifths of its members.

13.2 A proposal to dissolve the association must be submitted in writing by one-third of the members at least two months before the vote on it.

13.3 Upon dissolution of the association, all its funds, after paying its debts and financial obligations, shall revert to the college of medicine and health Sciences - Nile Valley University.

13.4 No member may recover any money paid to the association upon its dissolution.

ANNEXATIONS:



1. Logo 'LINK' and Stamp 'LINK'

2. "NVMSA Scoring System"

1. Background

1.1 This system demonstrates accurate points equated with the application's datum of NVMSA members, accordingly it should be considered to maintain an obvious and transparent selection process aligned with NVMSA LT's values.

2. Interviews

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Question	Score
Introducing	5 points
Knowledge	15 points
Contribution	20 points
Situation	10 points
Total	50 points

3. Plan of Action

Key element	Score
Pillars & goals "SMART"	10 points
Brief elaboration	8 points
Presentation & design	7 points
Timeline bounding	5 points
Total	30 points

4. Motivation Letter

Key element	Score
Structure	5 points
Introduction	5 points
Storyline	5 points
Conclusion	5 points
Total	20 points

5. Curriculum Vitae

5.1 non IFMSA qualification minimize 3 points from the relevant score

5.2 Conference should be at least 36 hours

5.3 Workshop should be at least 18 hours

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5.4 Training should be at least 6 hours

Qualification	Score
International Position	20 points
Regional Position	15 points
Local position	10 points
International General Assembly	12 points
Regional General Assembly	10 points
National General Assembly	8 points
Local General Assembly	5 points
Workshop Facilitator	3 points
Workshop Participant	2 points
Training Facilitator	3 points
Training Participant	2 points
Head of Organizing Committee	7 points
Organizing Committee Member	3 points

3. "NVMSA LT's Strategy"

‘Unavailable’

4. "NVMSA Accountability System"

1. Background

This system is constructed to align NVMSA LT member's performance and commitment with the LT bylaws and values by illustrating obvious retributions for the undesirable violations.

2. Flagging System

2.1 If a member commits one violation they will receive a yellow flag.

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2.2 Receiving a yellow flag leads to receiving a warning via official Email.

2.3 Receiving two yellow flags leads to receiving a warning via official TOM then Email.

2.4 Receiving three yellow flags leads to receiving a red flag which leads to directly position's exemption via official TOM upon voting.

2.5 The tasks of this system are the responsibility of the Executive Board.

3.Violations

3.1 LT bylaws violating leads to receiving one yellow flag.

3.2 Task forces malfunctioning without an adopted excuse leads to receiving one yellow flag.

3.3 Maintaining an official external communication without Executive Board permission regarding LT issues leads to receiving one yellow flag.

3.4 Any disrespectful behavior in any forum representing the association leads to receiving one yellow flag.

3.5 Meeting absence without an adopted excuse leads to receiving one yellow flag.

5. "NVMSA Financial Regulations"

1.Background

1.1 This regulations provide a clear and structured framework for the financial management of the association to ensure its sustainability and transparency

2.Regulations

2.1 The general budget represents the financial framework for managing the association's activities and operations.

2.2 The general budget must be approved by the executive Board before implementation.

2.3 The general shouldn't be used to cover the travel expenses of any association member.

2.4 The association's financial resources are approved by the executive board and may include:

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2.4.1 Sponsorships from companies and institutions.

2.4.2 Donations, grants, and gifts.

2.4.3 Revenue generated from association activities.

2.4.4 Association investments.

2.4.5 Any other resources deemed acceptable by the executive board.

2.5 The President of the association oversees the disbursement of the general budget for:

2.5.1 Annual fees required by the MedSIN-Sudan.

2.5.2 Activities and initiatives of the association.

2.6 The financial year aligns with the operational year of the association.

2.7 The treasurer is responsible for maintaining accurate and comprehensive records of all revenues and expenditures, supported by proper documentation in accordance with sound accounting principles.

2.8 The general budget must be securely deposited in the association's bank account managed by the treasurer.

2.9 The treasurer is required to present a detailed monthly financial report to the executive board during meetings.