

# **CONSTITUTION OF THE INTERNATIONAL MEDICAL ASSOCIATION- JIANGSU UNIVERSITY (IMSA-JU)**

## **PREAMBLE**

We members of the international medical students association of the Jiangsu University China, in commitment to obtaining medical training to the highest level so as to render a selfless SERVICE TO HUMANITY, with the intent of providing a positive dynamic state of physical, mental and environmental wellbeing and a health care oriented towards the achievement of the wellbeing of a human; Believing in access to quality health care and equal access to appropriate standards of health care regardless of economic status, race, nationality, gender etc. .and in the general pursuit of social, moral and ethical obligations of this noble profession;

Do hereby adopt and enact this constitution on this day, 28<sup>th</sup> April 2014

## **ARTICLE 1:**

### **NAME**

1. The association shall be known and called the International Medical Students' Association of Jiangsu University.
2. The motto of the union shall be SERVICE TO HUMANITY.

## **ARTICLE 2:**

### **AIMS AND OBJECTIVES**

The aims of the association shall be:

1. To foster unity amongst medical and pharmacy students in Jiangsu University
2. To facilitate the dissemination of health care information to members
3. To mobilize the intellectual resources of members in an effort to contribute positively to the socioeconomic development of our respective countries.
4. To promote active participation in programs that will aid the improvement of medical education in Jiangsu University

## **ARTILCE 3:**

### **MEMBERSHIP AND AFFILIATIONS**

Membership of the IMSA-JU be apolitical and trans-cultural in nature

#### **A. Full Memberships**

1. The association shall consist of all students studying Medicine (under graduates and post graduates) and Pharmacy in Jiangsu University

**B. Associate membership**

1. Persons studying Medical related programs or Health Science are eligible to apply to be associate members

**C. Cessation of membership**

A member shall lose his/her membership under any of the following conditions:

1. Dismissal/Termination of studies
2. Completion of program
3. Death

**ARTICLE 4:**

**OFFICES**

**A. There shall be a Patron duly selected by the Oversees education college (OEC)  
The Patron shall be a teacher of any medicine related subject.**

**B. EXECUTIVES:**

There shall be executive officers duly elected by members and shall constitute the Executive Committee, herein known as the Executive. They shall comprise the following:

1. President
2. Vice President
3. General Secretary
4. Treasurer/Financial Secretary
5. Publicity officer
6. Organizer
7. Welfare Officers

**(I) The Executive shall form standing committees twice in a year, soon after the 7 days of freshmen intake**

1. Judicial Committee
2. Welfare Executive

**(II) The Executive shall oversee the formation of ADHOC committees by members in a general assembly to carry out special duties in accordance with the aims and objectives of association.**

**(III) The ADHOC committees shall include**

1. The Audit Committee
2. The Electoral Commission
3. And any others as and when necessary to carry out special duties in accordance with the aims and objectives of the association.

**C: Functions of the Executive Committee:**

**(I) The President**

He shall

1. Preside over all Executive and General Meetings of the association.
2. Direct the day to day running of the association
3. Represent the association at all meetings.
4. Under no circumstance, negotiate unilaterally on behalf of IMSA-JU without the knowledge of the Executive or use association resources for personal purposes.
5. Vote as tie-breaker in all meetings.
6. Be a signatory together with the Financial Secretary and Secretary to the association's account.
7. Also delegate other executive officers and members to carry out other duties/tasks as deemed fit.

**(II) The Vice President**

He shall:

1. Chair all the sub-committees formed by the Executive.

2. In the absence of the President, preside over all the meetings.
3. He or she may assist with the carrying out of responsibilities and functions of both the President and the General Secretary.

### **(III) The General Secretary**

He/ She shall

1. Be responsible for all the correspondents and minutes of the association.
2. Be responsible to give a formal proposal before 10 days of any planned event to the organizing secretary of UISA.
3. Present a report of the association's activities at all meetings.
4. Keep accurate records of all correspondents and minutes of the association and shall make same available to the general secretary of UISA whenever required.
5. Under the direction of the President, summon all meetings stating clearly the agenda.
6. In consultation with the organizing secretary send out all announcements and information concerning the association.
7. Updated list of the newly recruited members should be submitted to UISA within the 4<sup>th</sup> week of every semester.

### **(IV) Treasurer/Financial Secretary**

He shall

1. Be responsible for keeping all the accounts of the association and shall be custodian of the association's account books.
2. Issue receipts for all the funds received and paid into the association's bank account.
3. Applying for refunds related to any event should be done within 3 days after the event.
4. Be a signatory with the President and Secretary to the association's bank account.
5. Keep an impress, which would be decided by the Executive for the day to day running of the association.
6. Prepare and submit financial record on the state of the association's accounts biannually.

7. Be responsible for receiving of all monies of the association and depositing the same in the association's account.

#### **(V) Organizer**

He shall

1. Arrange for the venue of all activities of the association.
2. Organize meetings, seminars, symposia, press conferences, get-togethers, trips etc of the association.
3. Oversee all academic, recreational and supporting activities of the association.
4. Be interested with any assets of the association.
5. Perform any additional duties as may be assigned by the executive.

#### **(VI) Publicity officer**

He shall

1. Be in charge of publicizing the activities of the IMSA-JU to all students.
2. Publicity officer should well publicize IMSA during freshmen registration and make it well-known to all the students.
3. Design integration modules to bring together and foster unity of all members of the IMSA-JU.
4. Publicity officer should inform OLIVE newsletter at least 3 days before to cover the event and submission of any news to the OLIVE newsletter should be done within 3 days after the event.
5. Minimum one news feed related to any topic of either events of IMSA or medical related articles should be submitted once a month to OEC (OLIVE).
6. Perform any additional activities as may be assigned by the executive.
7. Mediate on matters that affect members' unity.
8. Manage all information posted on the notice boards.

#### **(VII) Welfare Officer**

Head the Welfare Committee of the IMSA-JU and work closely in ensuring the welfare of IMSA-JU member



1. Be entrusted with collating complaints and reports of students of the IMSA-JU and bringing them to the knowledge of the Executive for appropriate actions.
2. Perform any additional duties as may be assigned by the Executives.

#### **D: Functions of the Standing Committees**

Membership of these committees shall be odd-numbered but must not exceed five (5) persons in good standing.

##### **(I) Judicial Committee**

1. Shall have the power to interpret and enforce the constitution.
2. Shall be responsible for the amendment of the constitution.
3. All impeachment proceeding against any members of the Executive shall be brought before the Judicial Committee
4. Except, where the committee finds it advisable, all sittings of the committee shall be in public, and unless specifically provided in this constitution, the decision of the Judicial Committee in all matters shall be by simple majority.
5. In proving cases of misdemeanor on the part of any member, the Judicial Committee shall make recommendations for appropriate sanctions.
6. Shall preside over all electoral disputes that may arise.
7. The Committee shall only be subject to the dictates of this constitution.

##### **(II) The Welfare Committee**

1. Members of this committee shall constitute class representatives.
2. Shall work closely with the Executive in fulfilling welfare obligations to members.
3. Shall advise the executive on welfare matters arising from the individual members.
4. Shall perform any other duties assigned by the executive.
5. Shall advise the executive on possible avenues of fund raising for the association.

#### **E: Functions of the ADHOC Committees**

Members of this committee shall be appointed by the house at the last general meeting before the end of the academic year and shall not be more than five (5) persons.

##### **(I) Audit Committee**

1. Shall be an independent body to audit the accounts of the Association at the end of each academic year.
2. Shall submit an audited report to the Executive and debrief members at annual general meetings

## **(II) Electoral Commission**

1. Shall be responsible for conducting all elections, referenda, opinion polls etc. by secret ballot.
2. Shall make rules and regulations of procedure for the exercise and execution of all elections.
3. Shall appoint a vetting committee to screen members vying for executive positions.

## **ARTICLE 5:**

### **MEETINGS / ACITIVITIES**

There shall be Executive Meetings and General Meetings as well as Class Meetings as shall be determined.

All members of the Executive shall be present at all meetings. Any members wishing to absent him/her must give cogent reasons, in writing to the President or General Secretary at least 24 hours before the said meeting.

Notice of a meeting shall be given to members not less than five (5) days before the time of the meetings unless otherwise stated.

There shall be emergency meetings and as when necessary per semester, that may be however be convened at shorter notices.

There shall be two General Meetings per Semester.

The duration of meetings shall not be more than 2 hours at a sitting.

Quorum is set at one-third (1/3) of members being present at any meeting but can be changed by the President in consultation with members already present in cases of emergency.

A special meeting can be called by members when deemed necessary by one-third (1/3) signatories of members with at least 4 from each class.

A simple majority shall be the deciding factor for ruling on matters arising at sitting.

IMSA-JU shall organize seminars and others forums to sensitize its members on the current development in the field of practice.

## **ARTICLE 6:**

### **STANDING ORDERS**

- i. All motions shall have a “proposer” and “seconder”. No discussion shall be allowed on any motion until it has been proposed and seconded. The mover of a motion shall be allowed to speak first for the motion.
- ii. Debate shall be limited to the immediate pending question and the President shall rule out of order if any speaker is failing to adhere to the subject of discussion.
- iii. The “mover” and the “seconder” of a substantive motion shall have the right to accept an amendment and if so accepted, shall become part of the substantive motion.
- iv. Point of order must be heard at all times except during the act of voting and must be dealt with in the conduct and procedure of the meeting.
- v. Voting at meetings shall normally be secret ballot or show of hands.
- vi. In the event of a tie, the President shall have a casting vote.

## **ARTICLE 7:**

### **FINANCE**

1. There shall be a Fund for the association into which shall be paid:
  - i. All monies raised or received for the purpose of or on behalf of the Association
  - ii. Any other monies raised or received in trust for and on behalf of the association.
  - iii. Dues shall be paid by members as shall be agreed upon.
2. No money shall be withdrawn from the Fund except:
  - i. To meet expenditure that is charged upon the Fund by the association
  - ii. Where the issuance of those monies has been authorized:
    - a. By a resolution of members or
    - b. By the Executive Committee in case of emergency and should be communicated to members at the subsequent General Meeting.
3. The Association shall have an account with a bank to be determined by the house.



4. Signatories to the account shall include the vice President, Treasurer/ Financial Secretary and the General Secretary

5. FUNDING shall be by yearly contribution of membership dues as shall be agreed by the house and this shall be used for the running of the association and Welfare fund.

#### **ARTICLE 8:**

##### **CONDUCT OF ELECTIONS**

1. Any students vying for an office must be a good academic status and law abiding.
2. The qualifications for the Office of the **President** shall be a person with experience in leadership and should **NOT** have failed in any subject in the academic year in which the election is held.
3. A person vying for an office must have been a member of the association for at least one (1) academic year and must have at least one academic year prior to graduation.
4. All offices shall have one year term, however all handing over should be done **before the month of May** in each election year.
5. The Executive shall be elected on from among persons with full membership status.
6. The Electoral Commissioner shall arrange for the conduct and supervision of any election within the association.
7. All interested candidates should apply for nominations to the electoral commission in specified time for evaluation and vetting and the electoral commission shall announce final nominees.
8. The vetting committee shall comprise the Patron, one OEC staff, one tutor of related medical course, one out going executive and one medical related post graduate student.
9. All members of the Executive Committee shall be elected by popular votes by members of the association via secret ballot after every academic year.
10. No member shall hold on Executive office for more than two (2) terms.
11. Outgoing Executives shall hand over all documents and assets of IMSA-JU 14 days after declaration of election results.
12. Duly elected Executive shall assume office latest by fourteen (14) days after declaration of election results in each election year.

13. Elections shall be declared valid by simple majority.
14. Where there are two or more candidates for a particular office, a simple majority is required to win the elections.
15. In the event of a tie, fresh elections shall be held only for the candidates involved and CLAUSE 14 shall still hold.
16. Any candidate who is unopposed must obtain more than 50% of the total votes cast and if after a second attempt the candidate still fails to obtain the required percentage of votes and there is still no other interested candidate, the elections shall be suspended and the candidates automatically becomes an executive.

**Code of Conduct for executives:**

1. Do not use the association money or paraphernalia for personal use.
2. Members should maintain a high level of confidentiality
3. High level of discipline
4. Members should maintain a harmonious and good professional relation among each other.
5. Members should have a positive attitude toward learning and academic excellence.

**ARTICLE 9:**

**RESIGNATION/REMOVAL/IMPEACHMENT AND BY-ELECTION**

1. Any member of the Executive who wishes to resign must inform the Executive in writing fourteen (14) days before the date of resignation and this intent shall be communicated to Executive and members within four days of the receipt of the letter.
2. The IMSA-JU and executives on accepting the resignation shall mandate the Electoral Commission to conduct fresh elections to fill the vacant office.
3. The resigning officer shall handover all documents and assets of the association in his possession not more than (7) days after resignation.
4. Impeachment of an Executive member shall be initiated by the Judicial Committee on the receipt of a written and addressed complaint from any member of the association. Such complaint must bear the signatories of at least one-third (1/3) of members.
5. Any officer appointed by the executive may be removed from office for stated reasons and a

- replacement shall be made within seven (7) days after removal from office.
6. Such officer may make an appeal in the form of writing to the Judicial Committee within three (3) days after being served with the notice of removal.
  7. By-elections shall be held within (10) days after the creation of such vacancies either by resignation, removal, impeachment, death etc.

#### **ARTICLE 11:**

##### **CODE OF CONDUCTS FOR MEMBERS:**

- i. Members should exhibit a high level of discipline and a good academic records.
  - a. Leaders (president and vice-president) : scores should not be less than 70% and there should be no make-up in the last two semesters of the academic year
  - b. Executives (general secretary,organizing secretary, financial secretary, publicity officer and welfare secretary ) : scores should not be less than 60% and there should be no make-up in the last two semesters of the academic year
- ii. Members should live by the sworn Hippocratic oath
- iii. Members should abide by all the rules and regulations enshrined in the handbook of overseas students given by the Overseas Educational College of Jiangsu University
- iv. Members must adhere to all medical ethics and principles during bedside teaching and clerkship
- v. Members must give outmost respect to elected executives and those in authority.
- vi. No form of violence shall be tolerated; any member with any grievance should report it in writing to the executive committee to be addressed.
- vii. No member shall be allowed to use the associations name or paraphernalia for any activity or project without due authorization.

#### **ARTICLE 12:**

##### **BENEFITS/HONORARIA**

1. Certificate of service shall be given to outgoing Executive and committee members.
2. Certificate of honor shall also be given to vibrant and outstanding members.
3. Certificate membership shall be given to all members upon completion of their study in Jiangsu University.

**ARTICLE 13:**

**AMENDMENTS**

1. Part or parts of this constitution may be amended by a majority of at least two-third (2/3) of members who shall petition the Judicial Committee in writing.
2. The constitution under no circumstance should be suspended.

1. He as used in this constitution shall refer to any male or female officially a member of the association.

2. Executive as used refers to members of the IMSA-JU duly elected into office.

