



MEDICAL STUDENTS' ASSOCIATION OF NORTHERN CYPRUS

MSANC Constitution and Bylaws

This document has been prepared by Sultan Jarboue Salaheldin and amended during MSANC NGA October 26, 2019.

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MSANC Constitution:

1. Introduction to the Organisation

- 1.1. The official name of the organisation is “Medical Students’ Association of Northern Cyprus” .
- 1.2. Official recognised translation of the name is “Kuzey Kıbrıs Tıp Öğrencileri Birliği” in Turkish.
- 1.3. The official and only abbreviation of the organisation is MSANC.
- 1.4. The organisation is established in Northern Cyprus.
- 1.5. The official language of MSANC is English.

2. Affiliation

- 2.1. MSANC is an independent, student-run, non-political, non-governmental and non-profit organisation.
- 2.2. MSANC is a National Member Organisation (NMO) of the International Federation of Medical Students’ Associations (IFMSA).

3. Nature

- 3.1. The National Federation is an independent federation of medical students committees in Northern Cyprus.

4. Principles

- 4.1. The National Federation pursues its aims without political, religious, social, racial, national, sexual, or any other form of discrimination.
- 4.2. The National Federation promotes humanitarian ideals among medical students and so seeks to contribute to the creation of responsible future physicians.
- 4.3. The National Federation respects the autonomy of its members.

5. Objectives

- 5.1. The goal of The National Federation is to serve society and medical students in Northern Cyprus through its members by:
 - a. Empowering medical students in using their knowledge and capacities for the benefit of society.
 - b. Participating in forums for medical students throughout the world to discuss topics related to individual and community health, education and science and to formulate policies from such discussions.
 - c. Promoting and facilitating professional and scientific exchanges as well as projects and extracurricular training for medical students, thereby exposing them to other cultures and societies and their health problems.
 - d. Providing a link between members, medical students’ associations and international organisations, and to encourage the cooperation between them for the ultimate benefit of society.

6. Members

- 6.1. The National Federation is composed of members which are referred to as: Local Committees, and MSANC alumni.
- 6.2. Medical students who are members of the Local Committees are referred to as: "Delegates of the Local Committees".
- 6.3. The Local Committee should be affiliated to a medical school and recognised by its faculty's administration.
- 6.4. Incorporation of new members is decided upon by the National General Assembly.
- 6.5. All of the Local Committees must abide by the Constitution and Bylaws of MSANC and shall fulfil their obligations towards The National Federation.

7. National General Assembly

- 7.1. The National General Assembly is composed of all members of The National Federation. Observers aren't given any voting rights at the National General Assembly.
- 7.2. The National General Assembly shall be convened once a year in October after IFMSA August General Assembly.
- 7.3. The Executive Board appoints an Organising Committee in charge of planning the National General Assembly or in certain cases they plan it themselves.
- 7.4. The constitution of MSANC can't be suspended at any time even by the National General Assembly.

8. Team of Officials

- 8.1. MSANC team of officials is to include people elected by the National General Assembly to manage an aspect of work of MSANC. This team includes: Executive Boards members, Standing Committees Officers, and Support Division Directors.
- 8.2. All officials must abide by the constitution and bylaws of MSANC.
- 8.3. All officials must provide an activity report to the National General Assembly.
- 8.4. MSANC official will cease to hold office:
 - a. At the end of his/her term.
 - b. By written resignation.
 - c. By his/her death.
 - d. By removal from office due to not abiding MSANC Constitution and Bylaws or misconduct by a decision of the Executive Board & Supervisory Board.
- 8.5. The team of officials must meet at least once every two months.
The meeting is to follow the procedures stated in the bylaws.
- 8.6. MSANC team of officials can be appointed by the Executive Board in case of no selection during the National General Assembly by careful and wise selection, and according to their qualifications.

9. Executive Board

- 9.1. The federation shall be managed by the Executive Board who are elected for a one year period by the National General Assembly.
- 9.2. The Executive Board shall be at least three persons holding the positions of President, Vice President for Internal Affairs and Secretary General and are elected by the National General Assembly.
- 9.3. The Executive Board is entitled to the official representation of The Federation.
- 9.4. The Executive Board can choose to delegate tasks to other individuals but will remain responsible for those tasks at any time.
- 9.5. The Executive Board is the highest authority and decision making body in MSANC.
- 9.6. The Executive Board is in charge of overseeing the activities of MSANC.

10. Supervising Council

- 10.1. The supervising council shall consist of three members and will operate according to the guidelines in section 8 of the bylaws.
- 10.2. Each seat will be appointed to a person from one LC to avoid bias and to keep everything fair as possible.

11. Standing Committees, and Support Divisions

- 11.1. Standing Committees and Support Divisions can be formed by the National General Assembly.
- 11.2. MSANC Officials will be elected by the National General Assembly to coordinate the work of the Standing Committees/Support Divisions.

12. Finances

- 12.1. MSANC is a non-profit organisation with its income consisting of events, sponsorships, partnership and other contributions.
- 12.2. Finances of the National Federation are managed by the Vice President for Finance
- 12.3. In case the Vice President for Finance isn't appointed, the Executive Board will be responsible and will manage the finances.

13. Bylaws

- 13.1. To regulate detailed managements issues of MSANC, the bylaws of MSANC exist. The bylaws must at all times comply with the constitution of MSANC.
- 13.2. The Constitutions and bylaws of Local Committees are considered as part of the national bylaws and are there to regulate the work of the Local Committees. The Local Constitution and Bylaws cannot conflict with the National Constitution and Bylaws.

14. Dissolution

- 14.1. The dissolution of MSANC shall be decided upon by an absolute majority vote of the National General Assembly. A proposal for dissolution has to be sent a month at least prior to the upcoming National General Assembly. In the case of the dissolution, any residual funds or resources shall be given to charities.
- 14.2. Proposal for dissolution can only be made by MSANC Team of Official members and LC Presidents.
- 14.3. Only members with voting rights can vote on the dissolution.

MSANC Bylaws:

1. General Regulation

1.1. Name of the organisation

- 1.1.1. The name of the organisation is “Medical Students’ Association of Northern Cyprus”.
- 1.1.2. Recognised Turkish translation is “Kuzey Kıbrıs Tıp Öğrencileri Birliği”.
- 1.1.3. The only officially recognised abbreviation is MSANC.

1.2. Language

- 1.2.1. The official language of MSANC is English.

1.3. Status

- 1.3.1. MSANC currently operates as a student organisation with its subsidiaries also known as the Local Committees affiliated with medical faculties in Northern Cyprus.

1.4. Mission Statement

- 1.4.1. MSANC aims to unite all medical students in Northern Cyprus and provide them a platform to gain knowledge, express their thoughts and share their ideas. MSANC also aims, through different events and activities, to introduce medical students to global health, medical ethics and human rights activities. Furthermore, MSANC aims to empower medical students and enable them to use this gained knowledge and capacities for the benefit of society and provide them with opportunities to broaden their social and cultural perspectives.

1.5. Vision Statement

- 1.5.1. Unite all medical students so that they can collaborate together and take on health leadership roles both locally and globally.

1.6. Constitution and Bylaws

- 1.6.1. MSANC shall be governed by the Constitution and Bylaws.
- 1.6.2. The Constitution is the highest law of MSANC and shall never be suspended.

1.7. Publications

- 1.7.1. All printed material (e.g., leaflets, pamphlets and booklets) written in the name of MSANC must be approved by the Vice President for External and Internal Affairs before being distributed.

1.8. Online Communication Channels

- 1.8.1. MSANC has the following channels:
 - a. Website: <http://msanorthcyp.org>
 - b. Facebook page: <https://www.facebook.com/msanorthcyp/>
 - c. Instagram page: <https://www.instagram.com/msanorthcyp/>
 - d. Twitter account: <https://twitter.com/msanorthcyp>

1.9. Strategic Plan

- 1.9.1. MSANC long-term work is based on its one-year strategic plan. It aims to ensure continuity, transparency and accountability in the work of the National Federation's elected and appointed leaders. It includes the general strategic plan and the strategic plan of each Standing Committee.
- 1.9.2. The strategic plan is adopted by the National General Assembly at its meeting.
- 1.9.3. The Annual Work Plan of each Team of Official must reflect the priorities laid out in the strategic plan, to underpin the implementation of the strategic plan.
- 1.9.4. Any further changes to the Annual Work Plan can be voted upon at any Team of Officials meeting.
- 1.9.5. The Annual Work Plan is to be made available to all Local Committees within one week of its adoption.
- 1.9.6. At each National General Assembly meeting the Executive Board must report on the realisation of the strategic goals individually and the execution of the strategic plan as a whole.

2. Members

2.1 General

- 2.1.1. MSANC membership is valid for one term and is subject to renewal on a yearly basis.
- 2.1.2. MSANC membership is open to any medical student registered in any medical school affiliated within the organisation.
- 2.1.3. Graduates of affiliated medical schools can, if they chose, be alumni members after graduation. (bylaw 2.2.1)
- 2.1.4. MSANC Members have to abide by and follow the MSANC Constitution and Bylaws.
- 2.1.5. A medical Local Committee seeking membership in MSANC must be comprised of 100% medical students and medical interns. Medical students are considered the students in training to become medical doctors (Bachelor's degree) in a higher education Northern Cyprus university, recognised by the Northern Cyprus Ministry of Higher Education.
- 2.1.6. Only one full member or Candidate member shall represent a university in the MSANC at any given time.

2.2 Regulations to Obtain and Maintain Membership in MSANC:

2.2.1. MSANC Alumni:

- a) individual who was active in the past in the work of the National Federation, positively influenced it and contributed to its development, sustainability and visibility. Any individual suspended from an official position of MSANC cannot not be considered as alumni.
- b) has finished his/her medical internship program or a year has passed since his/her graduation.
- c) for an individual to become an alumnus/alumna, he/she should submit an application when the call for alumni is opened by the MSANC Executive Board.
- d) MSANC Secretary General shall send an email to the Alumni twice a year requesting from them to re-update their personal information. Ideally, it should be done in January and July of each year. The Secretary General shall update the database accordingly.
The database is found on google drive. Alumni will be added to it to review whats happening without the ability to edit anything.
- e) Alumni have no rights to candidate for positions in the Team of Officials of MSANC or the Local Committees.
- f) Alumni have no right to attend international IFMSA events including but not limited to trainings and workshops as representatives of MSANC. This segment of the bylaw can be overlooked in case of lack of representation in IFMSA General Assembly or in case of requiring a representative for upgrading the association membership status.
- g) Alumni can candidate for positions in the MSANC Supervising Council.

2.2.2. Candidate Membership Status

- 2.2.2.1. Candidate Membership is open to any medical Local Committee of a medical school in Northern Cyprus.
- 2.2.2.2. Candidate Members have the right to utilise the name of MSANC in their activities and projects.
- 2.2.2.3. Candidate Members have the right of having their own delegates representing them at National General Assembly Meetings.
- 2.2.2.4. Candidate Members have proposing and speaking rights but no voting or seconding rights at National General Assembly Meetings.
- 2.2.2.5. Delegates of Candidate Members are not eligible to run for Team of Officials positions and program coordinators at MSANC.
- 2.2.2.6. Delegates of Candidate Members are not eligible to run for international Team of Official positions, Supervising Council, assistants, and program coordinators at IFMSA.
- 2.2.2.7. Delegates of Candidate Members are eligible to participate in international IFMSA trainings, workshops, task forces, and small working groups provided that MSANC Executive Board approves it.
- 2.2.2.8. Candidate Members do not have the right to host the National General Assembly Meetings of MSANC.
- 2.2.2.9. Candidate Members can send delegates to IFMSA General Assembly Meetings and to the Europe Regional Meetings as seen fit by MSANC Executive Board.

2.2.3. Obtaining Candidate Membership at MSANC

2.2.3.1. To Apply for Candidate Membership at MSANC, the Local Committee must fulfil all the following points to be eligible for applying for Candidate membership:

- a. the Local Committee must submit the “Official MSANC Application Form for Obtaining Full Membership of MSANC” that includes:
 - i. The total number of members represented by the Local Committee.
 - ii. The Local Committee’s estimated yearly budget in TL.
 - iii. A description of the Local Committee’s current Structure, Activities and officials with their respective Contact Information.
 - iv. A motivation letter.
- b. The Local Committee must have activated at least one Standing Committee of MSANC.
- c. The Local Committee must have carried a minimum of 2 projects that was held in one of the Standing Committees within the last 12 months before the application for the candidate membership. The projects must be fully implemented and reported to be considered.
- d. Must have a written form of regulations for the Local Committee which must include at least:
 - i. The official name, nature, principles, objectives;
 - ii. Membership structure, meeting structure;
 - iii. Executive Board structure and function;
 - iv. Working groups, Officials;
 - v. Internal bylaws and Elections Procedures.
- e. Has set up a database for registered members which must include at least:
 - i. Names of members.
 - ii. Contact information of members.
 - iii. Experience of members.
 - iv. Standing Committee of members.

2.2.4. Applying for Candidate Membership at MSANC

2.2.4.1. The following documents must be submitted to apply for candidate Membership:

- a. The ‘Official MSANC Application Form for Obtaining Candidate Membership of MSANC’ that must include:
 - i. The total number of members represented by the Local Committee.
 - ii. The Local Committee’s estimated yearly budget in TL.
 - iii. A description of the Local Committee’s current Structure, Activities and officials with their respective Contact Information.

- iv. A motivation letter.
 - v. Information concerning former membership of MSANC, if such has existed.
 - vi. Declaration that the Local Committee will always abide MSANC Constitution and Bylaws at all times, signed by the Local President.
- b. A signed application form signed and stamped by the Administration of the Faculty.
 - c. A copy of the regulations of the Local Committee as stated in paragraph 2.2.4.
- 2.2.4.2. The application for Candidate Membership should be sent to MSANC Executive Board at least 1 month before the upcoming National General Assembly Meeting.
- 2.2.4.3. The Local Committee applying must fulfil all conditions for the Candidature membership status on the date of its request, with no exceptions.
- 2.2.4.4. The Executive Board reviews the application of Local Committees seeking Candidate Membership Status of MSANC.
- 2.2.4.5. Valid applications will be allowed to submit their candidatures to the National General Assembly. The Local Committee is given ten minutes during the upcoming National General Assembly Meeting to submit its candidature followed by five minutes of questions.
- 2.2.4.6. The incorporation of members is voted upon by a simple majority vote by the National General Assembly.
- 2.2.5. Losing Candidate Membership Status
- 2.2.5.1. A Local Committee will lose its Candidate Membership of MSANC in the following cases:
- a. Failure to send a delegation to two consecutive National General Assembly Meetings will result in an immediate membership loss.
 - b. Working in violation of the Constitution and Bylaws of MSANC. The supervising council will investigate this case and will report their findings to the National General Assembly. If the claim is sincere the membership can be terminated.
 - c. Working in violation of the Constitution and Bylaws of the Local Committee. The supervising council will investigate this case and will report their findings to the National General Assembly. If the claim is sincere the membership can be terminated.
 - d. If a Candidate Member fails to upgrade to Full membership within 2 years, the LC will be immediately suspended for the upcoming year.
 - e. Upon official request by the Local Committee to the National General Assembly, signed by its president and its Executive Board members, which will result in an immediate membership loss. The Local Committee will be

required to present the reasons for their membership withdrawal to the National General Assembly.

2.2.6. Full Membership Status

- 2.2.6.1. Full Membership is open to all Candidate Member of MSANC given that they have fulfilled all the requirements to be eligible for Full Membership.
- 2.2.6.2. Full Members have the right to utilise the name of MSANC in their activities and projects.
- 2.2.6.3. Full Members have the right of having their own delegates representing them at National General Assembly Meetings.
- 2.2.6.4. Full Members have proposing and speaking rights at National General Assembly Meetings.
- 2.2.6.5. Full Members have voting rights provided that they have submitted all required documents and fulfilled all the conditions of bylaw 2.2.7
- 2.2.6.6. Delegates of Full Members are eligible to run for Team of Officials positions, Supervising Council, assistants, and program coordinators at MSANC.
- 2.2.6.7. Delegates of Full Members are eligible to run for international Team of Official positions, Supervising Council, assistants, and program coordinators at IFMSA.
- 2.2.6.8. Full Members are eligible to participate in international IFMSA trainings, workshops, task forces, and small working groups.
- 2.2.6.9. Full Members have the right to host exchange students.
- 2.2.6.10. Full Members can send delegates on exchange contracts and programs.
- 2.2.6.11. Full Members have the right to host the National General Assembly Meetings of MSANC.
- 2.2.6.12. Full Members can send delegates to IFMSA General Assembly Meetings and to the Europe Regional Meetings.

2.2.7. Obtaining Full Membership

- 2.2.7.1. To Apply for Full Membership at MSANC, the Local Committee must fulfil all the following points to be eligible for applying for full membership:
 - a. The Local Committee must have activated at least three Standing Committees of MSANC.
 - b. The Local Committee must have carried a minimum of 4 projects that were held at least in three different Standing Committees within the last 12 months before the application for the full membership. The projects must be fully implemented and reported to be considered.
 - c. The Local Committee must submit the “Official MSANC Application Form for Obtaining Full Membership of MSANC” that includes:
 - i. The total number of members represented by the Local Committee.

- ii. The Local Committee's estimated yearly budget in TL.
 - iii. A description of the Local Committee's current Structure, Activities and officials with their respective Contact Information.
 - iv. A motivation letter.
- d. A copy of the regulations of the Local Committee as follows:
- i. The official name, nature, principles, objectives;
 - ii. Membership structure, meeting structure;
 - iii. Executive Board structure and function;
 - iv. Working groups, Officials;
 - v. Internal bylaws and Elections Procedures
- e. The application for Full Membership should be sent to MSANC Executive Board at least 1 month before the upcoming National General Assembly Meeting.
- g. A written Local Committee Report. These reports should be submitted one week before the National General Assembly Meeting at latest. Failure to submit these completed documents for two consecutive National General Assembly Meetings will result in an immediate membership loss. The content of the report shall contain:
- i. Activity Report in each active Standing Committee.
 - ii. Elections Report (if elections were held in the past six months).
 - iii. Updated contact information list of the local Team of Officials.
 - iv. A list of all individuals within the local committee with penalties. The Local Committee report must be filled completely and correctly.
- f. The Local Committee applying must fulfil all conditions for the Full membership status on the date of its request, with no exceptions.

2.2.8 Losing Full Membership

2.2.8.1. A Local Committee will lose membership in MSANC in the following cases:

- a. Failure to submit one complete Local Committee Reports to the National General Assembly will result in an immediate membership loss.
- b. Working in violation of the Constitution and Bylaws of the Local Committee might lead to membership termination if the claim is sincere after an investigation has been made by Supervisory Board.
- c. Upon official request by the Local Committee to the National General Assembly, signed by its president and its Executive Board members, which will result in an immediate membership loss. The Local Committee will be

required to present the reasons for their membership withdrawal to the National General Assembly.

2.2.9 Voting rights:

2.2.9.1. Full Members can obtain voting rights during National General Assembly Meetings.

2.2.9.2. Each full member is granted up to 5 votes during the National General Assembly Meeting whereby each vote is cast independently. Those 5 from Full member LC that can vote are: executive board members. Standing Committee Directors, Supervising Council and assistants of full members have speaking rights but no voting rights.

2.2.9.3. To obtain voting rights during National General Assembly Meetings, Full member must:

- a. Deliver the financial report of the National General Assembly no later than one month from hosting it.
- b. Submit a Local Committee report as dictated by section 2.2.7 of the bylaws.
- c. Submit an updated contact information list as dictated by section 2.2.7 of the bylaws.
- d. Have representatives at the National General Assembly Meetings.
- e. Have no penalties that cause the Local Committee to lose its voting right as dictated by the bylaws.
- f. Have no debts to MSANC.
- g. Have had valid elections in their Local Committee, according to their Constitution and Bylaws and election guidelines at the time of announcing the call for candidatures, within the last twelve months.
- h. Have held a minimum of 4 projects that were at least in three different Standing Committees.

3. Team of Officials

3.1 General Regulation

3.1.1. MSANC Team of Officials members are responsible for the operations of MSANC during their term.

3.1.2. MSANC Team of Officials is elected for a year by the National General Assembly and consists of the following:

- a. National Executive Board.
- b. Standing Committee Officers.
- c. Supervisory Board
- d. Support Division Directors.

3.1.3. The official term of MSANC Team of Officials starts and ends as the following:

- a) The official term of MSANC Team of Officials starts fifteen days after all the positions of the new Team of Officials are assigned, whether elected in the National General Assembly or by second round elections or by selection process within one week after the end of the second round.

- b) The official term of MSANC Team of Officials ends fifteen days after all the positions of the new Team of Officials are assigned, whether elected in the National General Assembly or by second round elections or by selection process within one week from the end of the second round.
- 3.1.4. Each member of the Team of Officials is entitled to officially represent MSANC in his/her field of work.
- 3.1.5. Candidature procedure for the Team of Officials positions shall be shared by the end of the year via social media.
- 3.1.6. A Team of Officials member must:
 - a. Abide by the Constitution and Bylaws of MSANC.
 - b. Work in the best of interests of MSANC and its members.
 - c. Fulfil all of the tasks assigned to him/her as stated in the bylaws of MSANC.
 - d. Work according to an action plan developed using strategic planning, and high quality of evaluation and monitoring techniques.
 - e. Maintain contact with the remaining Team of Officials and Local Committees.
 - f. Support the Local Committees and keep following up on their activities in his/her own field of work.
 - g. Attend at least 2/3 of the total Team of Officials meetings.
 - h. Attend National General Assemblies of MSANC during his/her term provided that he/she is within the country (Northern Cyprus).
 - i. Send activity reports to the Secretary General before Team of Officials Meetings and National General Assemblies for adoption.
 - j. Try his/her best to attend international meetings or equip attendees of the international meetings with information to insure a high level of external representation.
 - k. Help in filling their respective parts of the NMO report by providing the information required.

3.2 Regulations for Team of Officials meetings

- 3.2.1. The team of officials shall meet at least once every 2 months. The attendance should be in person.
- 3.2.2. The Team of Officials Meeting shall be called for by the General Secretary at least two weeks before the meeting where the time and date of the Team of Officials Meeting will be confirmed.
- 3.2.3. All Team of Officials members have speaking, proposing and voting rights at the Team of Officials Meeting, where each Team of Officials member has a single vote. Supervisory board members will have speaking and proposing rights but not voting rights.
- 3.2.4. The Team of Officials members must submit activity reports to the Secretary General at least four days before the meeting itself.
- 3.2.5. Decisions of the Team of Officials Meeting shall be passed by simple majority.
- 3.2.6. The meeting minutes shall be kept by the Secretary General or by someone chosen by the Team of Officials among them.

3.2.7. At least two executive board members, four standing committee directors and one supervising council should be present for the meeting to proceed. In case this requirement can't be achieved, the meeting will be postponed for further notice and an investigation will be set to find the reason for absence by most members.

3.3. Suspension and removal of Team of Official Members

3.3.1. Team of official members can be suspended/removed in one of the following cases:

- (a) Fraud.
- (b) Working directly against MSANC or one of its subsidiaries.
- (c) Criminal or legal offence.
- (d) Not fulfilling the duties of the position held.
- (e) Violating MSANC Constitution and Bylaws.
- (f) Abusing his/her authority.
- (g) Refusing to report/communicate.
- (h) Not attending the required number of Team of Officials Meetings or National General Assemblies in his/her term.

3.3.2. The procedure for suspension of Team of Officials Member will be as follows:

- a) In case of any of the violations in section 3.3.1. is reported, the Supervising Council shall investigate the claims being made.
- b) If the claim has been found to be true, the Team of Officials member shall be suspended by a decision of the Supervising Council and Executive Board. Majority voting will be taken into account.
- c) The suspended person shall never be able to candidate for any MSANC Team of Officials position again.
- d) Vacancies created by suspensions shall be filled according to section 3.5 of the bylaws.

3.4. Resignation of Team of Officials members

3.4.1. In the case of a written resignation submitted by one of the Team of Officials members to the Executive Board, the Executive Board shall call for a meeting with the resigning member of the Team of Officials within a week of his/her resignation to discuss the reasons for the resignation. If the Team of Officials member doesn't show up to the meeting, his/her resignation is accepted immediately.

3.4.2. The Executive Board must notify all other members of the Team of Officials and Local Committees about the resigning official within three days of the acceptance of the resignation.

3.5. Vacancies and replacements

3.5.1. A vacancy in MSANC Team of Officials/Supervising Council arises in the case of:

- a) Suspension
- b) Removal from office
- c) Resignation
- d) Death

- e) Introduction of a new position by the NGA.
- 3.5.2. In the case of vacancies arising due to suspension, removal from office, resignation, or death:
 - a) The Executive Board must make a decision regarding the replacement of that Official and filling of the vacant position within two weeks of the vacancy. The Executive Board may decide either to redistribute tasks amongst themselves, or to have a special election for that position at the regular Meeting. This decision can only be made during an Executive Board Meeting.
 - b) The vacant position will be filled only for the remainder of the current term.
- 3.5.3. In the case of a vacancy in the Supervising Council during the year, a special election must be held by Executive Board to immediately find a replacement from the respective LC.
- 3.5.4. The Executive Board shall fill the vacant positions till someone gets appointed.
- 3.5.5. A special application form shall be opened for candidatures or a recommendation of a student shall be taken into consideration.
- 3.5.6. Candidates must fulfil all criteria's for becoming a MSANC Official in order to fill the position.

3.6. Handover

- 3.6.1. Handover of the Team of Officials positions shall start after the National General Assembly of the term and should be completed before the end of the term as designated by bylaw 3.1.
- 3.6.2. The handover process shall be supervised by MSANC Supervising Council in order to determine its adequacy. The handover process must include:
 - a) Passing any official documentation and information required for the operation of MSANC.
 - b) Passing the official electronic communication tools including official email addresses, social media pages, YouTube channels, website access etc...
 - c) Passing the stamps of MSANC to the new Team of Officials members if applicable.
 - d) Handing in the bank accounts and all other finances of MSANC.
 - e) Handing in all assets of MSANC to the new Team of Officials including all external relations and contact information of outside parties.
- 3.6.3. An official consent form that the handover has been completed must be signed by both the new and old Team of Officials members when the handover is completed.
- 3.6.4. In the case of no handover being done, MSANC Supervising Council will investigate the claim. In the case that the claim is correct, Executive Board members shall have his/her membership terminated from his/her Local Committee permanently and they shall not be given a certificate or accredited for their work throughout the year.

- 3.6.5. The Executive Board must organise training sessions with the help of the Capacity Building Support Division for the new Team of Officials. The content of these sessions is decided by both the old and the new Team of Officials.

4. Executive Board

4.1 General Regulation

- 4.1.1. The Executive Board is the managing body of MSANC and is responsible for the work of MSANC between the National General Assembly Meetings, within the mandate, guidelines and decisions provided by the National General Assembly.
- 4.1.2. All Executive Board members have representation authority in the name of MSANC in the specific field of their task.
- 4.1.3. The Executive Board shall be composed of at least three members and a maximum of six members who are:
- a. President (Essential position).
 - b. Secretary General (Essential position).
 - c. Vice President for Internal Affairs (Essential position).
 - d. Vice President for Finance.
 - e. Vice President for External Affairs.
 - f. Vice President for Activities.
- 4.1.4. Executive Board members are not allowed to hold any other concurrent positions within:
1. MSANC Teams of Officials
 2. MSANC Supervising Council
 3. A Local Committee's Team of Officials
 4. A Local Committee's Supervising Council
 5. Any regional or international position within IFMSA
- 4.1.5. Executive Board members are not allowed to hold any other concurrent executive positions in any other organisation/federation in Northern Cyprus and abroad.

4.2 Tasks

- 4.2.1. President
- a. Coordinates the activity of the Team of Officials.
 - b. Calls for meetings for the Executive Board and National General Assembly.
 - c. Moderates the following meetings:
 - i. Team of Officials Meeting
 - ii. Executive Board Meeting
 - d. Coordinates the development and monitors the execution of:
 - i. MSANC one-year strategic plan
 - ii. The Annual Work Plan of the Team of Officials.
 - iii. MSANC External Representation strategies
 - iv. MSANC fundraising strategies
 - v. MSANC capacity building strategies
 - vi. MSANC promotional strategies along with the concerned official.

- e. Maintains contact with the MSANC Alumni.
 - f. Is responsible of issuing all official documents in the name of MSANC to be used on a local, national and international level with the help of the executive board members.
 - g. Is responsible for the official bank account of MSANC along with the Vice President of Finance. If this situation can't be met, then by the Vice President of Finance alone while being overseen by the president.
 - h. Monitors the financials and archives of MSANC.
 - i. Represents MSANC in national and international externals with the help of the concerned Vice President(s).
 - j. Supports and maintains contact with Local Committees with the help of the concerned Vice President(s).
 - k. Coordinates the MSANC activities with the help of the concerned Vice President(s).
 - l. Is responsible for MSANC stamp.
 - m. Act as the primary contact person with the United Nations and WHO.
 - n. High proficiency level in English language is mandatory.
- 4.2.2. Secretary General
- a. Is responsible for the documentation and archives of MSANC. He/she must maintain an archive of decisions made by the Executive Board and Team of Officials members and copies of all MSANC publications including but not limited to:
 - i. Candidatures and applications submitted for consideration by MSANC;
 - ii. Minutes of National General Assembly meetings and reports adopted at them;
 - iii. Approved Policy Statements
 - iv. Financial reports of National General Assembly meetings;
 - v. All versions of the national Federation's Constitution and Bylaws, Internal Guidelines and regulations;
 - vi. Annual and Financial Reports of MSANC;
 - vii. Minutes of Executive Board and Team of Officials meetings;
 - viii. Written agreements between MSANC and other parties.
 - b. Is responsible for the administrative control of the MSANC online tools along with the Vice President for Internal and External Affairs. Tools include but not limited to:
 - i. MSANC Website
 - ii. MSANC Facebook Page
 - iii. MSANC Twitter Account
 - iv. MSANC Instagram Account
 - v. MSANC Mailing List
 - c. Collects reports of MSANC activities and officials and remind the respective parties before the deadlines.
 - d. Is responsible for maintenance and development of the online databases including but not limited to:
 - i. MSANC Google Drive
 - ii. Projects History Library
 - iii. Blacklist and Penalties Database

iv. MSANC Timeline

- e. Is responsible for taking the minutes of the Executive Board and Team of Officials Meetings, and send them in due time to the respective parties as stated in sections of the bylaws.
- f. Helps the president in issuing all official documents in the name of MSANC to be used on a local, national and international level.
- g. Makes sure the Constitution and bylaws, regulations, and guidelines of MSANC are up to date and the latest versions are available to the Local Committees and the Team of Officials.
- h. Sends official announcements of the Executive Board and the Team of Officials to concerned parties.
- i. Be responsible for MSANC evaluation along with the local Secretary Generals.
- j. Download existing emails and uploading them on the Google Drive and maintaining the drive's existing documents without manipulation or deletion.

4.2.3. Vice President for Internal Affairs

- a. Replaces the President in case of his/her resignation, suspension, removal, absence or death.
- b. Will act as the President within Northern Cyprus in case the President is absent upon the presidents' notice.
- c. Coordinates communication within and between MSANC Local Committees
- d. Recruits new Local Committees
- e. Supports Local Committees to ensure their active presence and development within MSANC
- f. Is responsible for the administrative control of the MSANC online tools along with the Secretary General and Vice President for External Affairs. Tools include but not limited to:
 - i. MSANC Website
 - ii. MSANC Facebook Page
 - iii. MSANC Twitter Account
 - iv. MSANC Instagram Account
 - v. MSANC Mailing List
- g. Mediates the resolution of any conflict that may arise within MSANC
- h. Helps the president in issuing all official documents in the name of MSANC to be used on a local, national and international level.
- i. Oversees that all MSANC activities are in line with the strategy, missions, visions of MSANC and the concerned Standing Committees.

4.2.4. Vice President for Finance

- a. Be responsible for MSANC financial administration, including:
 - i. Overseeing the bookkeeping;
 - ii. Ensuring that financial operations are aligned with the budget;
 - iii. Monitoring the financial operations of MSANC Programs, Activities, and international events hosted by MSANC;
 - iv. Managing MSANC bank account along with the president;
 - v. Updating the Executive Board on the financial situation of MSANC, at each of its meetings;

- vi. Reporting on the financial situation of MSANC at each National General Assembly meeting;
 - vii. Providing necessary financial data to the Supervising council upon request;
 - viii. Producing of the MSANC annual financial report.
- b. Is responsible for MSANC fundraising efforts, including:
- i. Coordinating the development and execution of a fundraising strategic approach;
 - ii. Coordinating the management of grants received by the national Federation: application, administration and reporting.
 - iii. Collecting any fundraised/residual money from Team of Officials' members and Program Coordinators within 2 weeks of the last event/activity.
- c. Produces and presents the budget proposal for the national Federation for the following financial year.
- d. Forms the financial committee to review the financial report of the National General Assembly Meeting.
- f. Provides access for MSANC Vice President for Finance elect and President elect to MSANC treasury on the last week of the handover period after having them sign a financial will. The treasury includes, but not limited to:
- i. Liquid cash
 - ii. Assets
 - iii. Financial documents.
- g. Helps the president in issuing all official documents in the name of MSANC to be used on a local, national and international level.
- 4.2.5. Vice President for External Affairs
- a. Will act as the President in External Representation in case the President is absent upon the presidents' notice.
 - b. Develops and implements an External Representation strategic approach.
 - c. Develops and implements a strategy for the promotion of MSANC and its work along with the Communication and Public Relations Support Division Director.
 - d. Develops social media and policies strategy along with the Communication and Public Relations Support Division Director.
 - e. Develops, updates, and regulates the use of the Corporate Identity.
 - f. Represents MSANC to external relations and maintains contacts in conjunction with the president and other relevant Officials.
 - g. Act as the primary contact person in case of the absence of the president to the United Nations and WHO.
 - h. Coordinates the external representation of MSANC.
 - i. Coordinates outreach to new external partners.
 - j. Reports regularly the External Representation.
 - k. Creates along with the local Vice Presidents for External Affairs and National Standing Committee Officers, the Policy Statement Usage Report.
 - l. Prepares all MSANC delegates who represent the national federation in Northern Cyprus.

- m. Monitors all MSANC Publications
- n. Monitors the content and use of online communication channels
- o. High level proficiency in English is mandatory
- p. Helps the president in issuing all official documents in the name of MSANC to be used on a local, national and international level.
- q. Is responsible for the administrative control of the MSANC online tools along with the Secretary General and Vice President for Internal Affairs. Tools include but not limited to:
 - i. MSANC Website
 - ii. MSANC Facebook Page
 - iii. MSANC Twitter Account
 - iv. MSANC Instagram Account
 - v. MSANC Mailing List

4.2.6. Vice President for Activities

- a. Works closely with National Officers and follows up on activities.
- b. Ensures the setting of a proper timeline for the term.
- c. Coordinates the Standing Committee National Officers.
- d. Develops mechanisms to measure the impact of MSANC work.
- e. Collects and analyses reports of the NGA, International Meetings Delegations and MSANC Activities.
- f. Collects reports of the Executive Board members.
- g. Coordinates international announcements/calls on MSANC general server.
- h. Coordinates the activities fair and presentations before and during National General Assembly meetings.
- i. Coordinates the trainings of the National General Assembly meeting along with the Capacity Building Support Division director.
- j. Assures a high quality of MSANC projects activities including projects/ programs.
- k. Improve MSANC activities including projects/programs via feedback and evaluation.
- l. Monitors the national officers' preparations for the Standing Committee sessions and meetings which include but not limited to:
 - i. Survival Kits
 - ii. Meeting/Session Agenda
- m. Helps the president in issuing all official documents in the name of MSANC to be used on a local, national and international level.

4.3 Regulations for Executive Board meetings

- 4.3.1. The Executive Board shall meet at least once every 2 months provided that all of these are in person.
- 4.3.2. The meetings shall be called for by the President at least five days prior to the meeting.
- 4.3.3. The meeting agenda must be sent by the Secretary General no later than 48 hours before the meeting.
- 4.3.4. Each member has one vote during an Executive Board meeting. In case of a tie during a vote, the President has the final decision.
- 4.3.5. Decisions shall be passed forward by a simple majority vote.

- 4.3.6. The meeting minutes shall be kept by the Secretary General if he/she is present or by someone chosen by the Executive Board among them in case of his/her absence. Meeting minutes must be sent within four days at most after the meeting and adoption of the minutes shall be voted upon online and is passed by a simple majority vote as well.
- 4.3.7. The minutes shall be sent after adoption to the Team of Officials members no later than one week after the meeting itself.
- 4.3.8. Observers can be allowed by a simple majority vote of the Executive Board.
- 4.3.9. Observers have no speaking or proposing rights unless given by the Executive Board.
- 4.3.10. Observers can be:
 - (i) Members of MSANC.
 - (ii) Medical Students in any of the Local Committees.
- 4.3.11. At least the president, vice president for internal affairs and the secretary general should be present for the meeting to proceed. In case this requirement can't be achieved, the meeting will be postponed for further notice and an investigation will be set to find the reason for absence by most members.

4.4 Overruling the decision of the Executive Board by the Supervising council

- 4.4.1. A decision of the Executive Board can be overruled by the Supervising Council for the following important reasons:
 - a. When the decision will result in an illegal or criminal offence.
 - b. When the decision violates the Constitution or Bylaws.
 - c. When the decision violates decisions of the National General Assembly.
 - d. When the decision is beyond their mandate as specified in the Constitution or Bylaws.

5. Standing Committees

5.1 General

- 5.1.1. A Standing Committee works to benefit a specific field of interest. The activities of a Standing Committee shall be continuous.
- 5.1.2. A Standing Committee consists of a National Officer(s) and the medical students working in the fields of interest within their Local Committees, which are active members within the Standing Committee.
- 5.1.3. MSANC Standing Committees are:
 - a. The Standing Committee on Professional Exchange (SCOPE)
 - b. The Standing Committee on Research Exchange (SCORE)
 - c. The Standing Committee on Medical Education (SCOME)
 - d. The Standing Committee on Public Health (SCOPH)
 - e. The Standing Committee on human Rights and Peace (SCORP)
 - f. The Standing Committee on Sexual and Reproductive health including HIV and AIDS (SCORA)
- 5.1.4. Requirements for Membership in Standing Committees are defined in the relevant Standing Committee Regulations. All members of a Standing Committee must abide by the Standing Committees Regulations at all times.

5.2 Standing Committee National Officers

- 5.2.1. The National Officer(s) of a Standing Committee has speaking and proposing but no voting rights during National General Assembly Meetings. National Officer(s) has speaking, proposing and voting rights during Team of Officials Meetings.
- 5.2.2. The National Officers are responsible for ensuring the ongoing management and operation of the Standing Committees on the national level.
- 5.2.3. MSANC Standing Committee National Officers are:
 - a. The National Exchange Officer (NEO) for SCOPE
 - b. The National Officer on Research Exchange (NORE) for SCORE.
 - c. The National Officer on Medical Education (NOME) for SCOME.
 - d. The National Public Health Officer (NPO) for SCOPH.
 - e. The National Officer on human Rights and Peace (NORP) for SCORP.
 - f. The National Officer on Sexual and Reproductive health including HIV and AIDS (NORA) for SCORA.
- 5.2.4. Tasks of the National Officer:
 - a. Abide the respective Standing Committee regulations.
 - b. Be the official MSANC representative in the corresponding committee's field of work on the national, regional and international level.
 - c. Be responsible for the development of the Standing Committee through ensuring proper planning and execution of activities that are in line with the strategic plan, vision and mission of the Standing Committee and MSANC.
 - d. Coordinates the development of the one year strategic plan of the Standing Committee and the annual work plan of the Standing Committee Team.
 - e. Ensure the Standing Committee Annual work plan is written and adopted by the National and Local Officers within one month from holding office. This plan should be compatible with the strategic plan of the standing committee and MSANC.
 - f. Establish in collaboration with the treasurer a budget for his/her committee for the term within two months of holding office.
 - g. Collaborate with the treasurer to execute of the fundraising strategy as well as for seeking funds and grants that are useful and related to the field of work of the Standing Committee. Collaborate with the vice president for external affairs to recruit sponsors to cover the expenses of the standing committee's activities.
 - h. Collaborate with the vice president for external affairs on advocacy, external representation and opportunities.
 - i. Ensure that the Standing Committee related guidelines and regulations are followed and respected by all parties and updated when necessary.
 - j. Provide the Standing Committee members including Local Officers with regulations, manuals, templates, and other relevant documents for effective implementation of the Standing Committee's activities and events.
 - k. Supervise all running National projects/programs and their coordinator and organising committee within the standing committee.

- l. Encourage enrolment of local and national activities in the relevant IFMSA Programs along with the vice president for activities and vice president for international affairs.
- m. Supervise all running National projects/programs and their coordinator and organising committee within the standing committee.
- n. Be responsible of the coordination of the Standing Committee training sessions and its preparations with the respective trainer and Capacity Building Support Division Director.
- o. Inform the Team of Officials and the National General Assembly of any updates related to their Standing Committee
- p. Work with the Local Officers to assist MSANC Full members in establishing and developing the Standing Committee within their Local Committee.
- q. Assure the quality of national activities and capacity building events related to the standing committee.
- r. Attend all MSANC National General Assembly meetings given they are in the country
- s. Ensure proper handover to the incoming National Officer after the term of office expires, including the Standing Committee Manual, Regulations and contacts of the Standing Committee International Team.
- t. Inform the Standing Committee Regional Assistant of the region when the term is ending, and hand over the contact to the incoming National Officer.

5.3 Standing Committee Local Officers:

- 5.3.1. Coordinates and oversees the work of the individual Local Committees of MSANC, and ensures continuity of MSANC in the Local Committee
- 5.3.2. Mediates and maintains communication between:
 - i. MSANC and the administrations of Faculties at the local level
 - ii. EB and the local officers.
- 5.3.3. Assists the Vice President Internal, and generally the Executive Board, in their tasks at the local level.
- 5.3.4. Assists in the development of the Standing Committees in the Local Committee.
- 5.3.5. Holds regular meetings with the Local Officials to discuss their work, plans, concerns, and issues, and reports back to the EB.

5.4 Standing Committee Meeting:

- 5.4.1. These meetings are done within MSANC Standing Committees themselves.
- 5.2.2 The decisions made only binds the decided Standing Committees.
- 5.2.3 The meetings are subjected to enquiry.
- 5.2.4 The decisions made during the meeting and a list of enquiry should be filed and submitted to Secretary General within one (1) week after the meeting.

6. National General Assembly

6.1 General

- 6.1.1. The National General Assembly is the highest authority and decision-making body of MSANC.
- 6.1.2. The National General Assembly must be convened at least once a year in October.
- 6.1.3. General Assembly is a two to three days long meetings and sessions.
- 6.1.4. Plenary sessions are to be held during all National General Assemblies of MSANC.
- 6.1.5. The meetings are led by the President.
- 6.1.6. Executive Board determines the date and the agenda of the General Assembly meetings.
- 6.1.7. All Team of Official members must attend the General Assembly, unless they have graduated or they will be immediately suspended from MSANC.
- 6.1.8. At least two executive board members, three standing committee directors, one supervising council, and 1 of the local committees executive board representative should be present for the national general assembly to proceed. In case this requirement can't be achieved, the meeting should be postponed for further notice and an investigation will be set to find the reason for absence by most members.

6.2 Agenda of the plenary

- 6.2.1. The National General Assembly Plenary agenda shall include:
 - a. Opening.
 - b. Adoption of the agenda.
 - c. Adoption of the Local Committee reports.
 - d. Adoption of all reports of MSANC Team of Officials and MSANC Projects.
 - e. Adoption of the report of the Supervising Council.
 - f. Presentation of Local Committees applying for membership (if any exists).
 - g. Adoption of membership of new applying Local Committees (if any exists).
 - h. Presentation of the report of the financial committee on the previous National General Assembly.
 - i. Presentation of the candidatures to their respective positions.
 - j. Adoption of the financial report of the previous National General Assembly Organising Committee.
 - k. Adoption of the financial report of the Executive Board.
 - l. Amendments to the Constitution and Bylaws.

6.3 Alternation of bylaws

- 6.3.1. Alteration suggestions has to be presented to the general secretary before first of August.
- 6.3.2. The general secretary has to forward the alteration suggestions to the local committees before mid of August.
- 6.3.3. Alteration suggestions that do not cover these requirements are considered invalid and cannot be voted on during the general assembly.
- 6.3.4. Alternation of bylaws will always be discussed in the general assembly and voted on.
- 6.3.5. Alteration suggestions vote by secret ballot.
- 6.3.6. Alteration of the bylaws quorum is (2/3) plus (one) of the members

who can vote.

6.4 Elections

- 6.4.1. Elections shall follow the procedure mentioned in the Elections Guidelines.
- 6.4.2. The Elections Guidelines shall be adopted in October National General Assembly of the year. Failure of adoption of the Elections Guidelines will result in conducting the elections according to the latest adopted version by the National General Assembly.
- 6.4.3. Elections for the Team of Officials and Supervising Council positions of MSANC shall be held during October National General Assembly of the year.
- 6.4.4. Elections will take place in the plenary sessions only, except in the case of a second round call for vacant positions in which voting will be conducted online according to section 6.4.14.
- 6.4.5. A candidate for the Team of Officials can only be a medical student or has been a graduate for less than 6 months at the time of elections.
- 6.4.6. A candidate for the National Supervising Council can be either a delegate from an MSANC Local Committee with full membership or an MSANC Alumnus/ Alumna.
- 6.4.7. Deadline for candidatures shall be set by the Executive Board but shall be no later than two weeks before the first day of the National General assembly.
- 6.4.8. If no candidatures for a position are submitted. The Executive Board may reopen the call for candidatures for that position.
- 6.4.9. No applications can be submitted within the last six days prior to the National General Assembly. This is to allow review of the applications.
- 6.4.10. Only Team of Officials in MSANC (standing committee directors) can apply for a position in the executive board.
- 6.4.11. Only Executive Board members can apply for president position. However, this rule will be overlooked in case no one from the Executive Board is running for president allowing MSANC standing committee directors to apply for this position.
- 6.4.12. There can be no multiple candidatures for the same person (running for more than one position) at the same National General Assembly.
- 6.4.13. Candidates are elected by a simple majority vote. In case more than one candidate exists for the same position, the candidates are elected by relative majority. In case no relative majority is achieved, the election moves to a re-vote.
- 6.4.14. Second round of elections
 - 6.4.14.1. In case of remaining vacancies in the Team of Officials after the end of the October National General Assembly, a second round of elections shall be announced by sending a call for the candidatures for the vacant positions to the Local Committees within seven days of the end of the National General Assembly.
 - 6.4.14.2. Voting for candidates in the second round of elections shall be done online within ten days of the end of the National General Assembly.
 - 6.4.14.3. Each Full Member of MSANC who had voting rights at the concerned National General Assembly can vote in the second round of elections.

6.4.14.4. There can be no multiple candidatures for the same person (running for more than one position) in the second round of elections.

6.4.15.5. Selection Process

6.4.15.5.1. In case of remaining vacancies after the second round of elections, the Executive Board shall fill the vacant positions within one week of the end of the second round by offering these positions to qualified delegates of Full Members of MSANC whom they see fit for these vacant position.

6.5 Minutes

6.5.1. The plenary minutes should be kept by the secretary.

6.5.2. The plenary minutes are to be sent to the Local Committees no later than two weeks following the National General Assembly.

6.5.3. The National Secretary General is responsible for sending the plenary minutes of the National General Assemblies that took place during their term to the Local Committees. If they fail to deliver the minutes within the deadline, the Supervising Council notifies them to do so, and will investigate the cause of delay in order to prevent such occurrence again.

6.5.4. The plenary minutes must include:

- a. Motions Tabled.
- b. Decision taken.
- c. Any procedural

7. Support Division

7.1 Support divisions are groups designed to carry out a task of permanent importance to the practical management of MSANC.

7.2 MSANC's support divisions are:

- a. Capacity Building Support Division.
- b. Publication and Communication Support Division Director.
- c. Projects and Activities Support Division Director.

7.3 A Support Division Director is elected by the National General Assembly and is part of the MSANC Team of Officials.

7.4 The Director of a Support Division shall

- a. Co-ordinate the activities of MSANC within his/her specific field.
- b. Collect relevant information.
- c. Inform and support the Local Committees, and Officials on issues related to his/her activities.
- d. Keep in contact and support the local support division in each Local Committee if present.

7.5 The Training Support division

7.5.1. Only certified IFMSA trainers can be part of the Capacity Building Support Division.

7.5.2. Tasks

- a. Coordinate the trainings at National General Assembly Meetings along with the Vice President for Activities.
- b. Provide trainings upon request from Local Committees.
- c. Make an effort to keep in contact with IFMSA Capacity Building Team and contribute to its growth.
- d. Conduct at least four national training days each inclusive of three sessions each day.
- e. Update and maintain trainers' database including standing committee trainers.
- f. Contact the Standing Committee officers to facilitate any training sessions needed.
- g. Assist in handover process (local + national) by giving training

7.6 Communication and Public Relations Support Division

7.6.1. The Communication and Public Relations Support Division is responsible for the public relations and mass media contacts of MSANC.

7.6.2. They are in charge of the development and management of promotional materials that include but not limited to:

- i. Business cards
- ii. Booklets
- iii. Merchandise

7.6.3. They coordinate the content and use of online communication channels

7.6.4. The Communication and Public Relations Support Division shall be responsible for the MSANC publications including but not limited to:

- i. MSANC Blog
- ii. MSANC Newspaper

7.6.5. The Communication and Public Relations Support Division shall be responsible of managing MSANC's social media platforms including, but not limited to:

- a. MSANC's Facebook official page.
- b. MSANC's official Instagram account.
- c. MSANC's official Twitter account.

7.6.6. The Communication and Public Relations support division is responsible for managing MSANC website along with the president.

7.6.7. Support Division Director tasks:

- i. Develops and implements a strategy for the promotion of MSANC and its work along with the Vice president for external affairs.
- ii. Develops social media and policies strategy along with the Vice president for external affairs.
- iii. Publish annual report of MSANC work after approval of the Vice president for external affairs.
- iv. Is responsible of coordinating the publications team whose members are recruited by an open call to local committees.
- v. Is the primary editor of press releases.
- vi. Assist other Officials in the creation of other publications.

- 7.6.8. They should have access to all local projects and meetings which the local EB approve of.
- 7.6.9. Support Division Directors has speaking, proposing and voting rights during National General Assembly Meetings and Team of Officials Meetings.

8. Supervising Counsel

8.1 Members

- 8.1.1. The supervising council shall consist of three members.
- 8.1.2. In case vacant positions are remaining after a second round of elections, the remaining vacant positions shall be offered by the new Executive Board members and existing Supervising Council members for a person(s) of their choice whom the criteria of the Supervising Council candidates mentioned in the election guide apply to.
- 8.1.3. The Supervising Council shall consist of:
 - a. Any MSANC member who has held a position among the MSANC Team of Officials and completed at least one term without an approved resignation or suspension OR
 - b. Any member of MSANC who has held a position as a Local Committee Executive Board member or Supervising Board member and completed at least one term without resignation or suspension.
 - c. Approved active member in the Local Committee by MSANC Executive Board members in case the previous 2 criteria's weren't found.
 - d. 1 member from each Local Committee. Each Local Committee can never be represented by more than one person in the Supervising Council.

8.2 Election of Members

- 8.2.1. The candidates for the Supervising Council shall be proposed by a Local Committee or the Executive Board.
- 8.2.2. Candidatures have to be sent to the Secretary General at least two weeks prior to the National General Assembly, if no candidatures are received for a certain post in the Supervising Council; it will be possible to candidate for this position until six days before the day of the elections by sending that candidature to the Secretary General.
- 8.2.3. All members of the Supervising Council are elected for a period of one year.
- 8.2.4. Elections of the Supervising Council members will be held at the October Meeting after the election of all Officials.

8.3 Duties of the Supervising Council

- 8.3.1. The Supervising Council shall be responsible for overseeing the actions and decisions made by the Executive Board and Officials of MSANC. It shall be an active resource body to assist and advise the Officials in case necessary. Advice from the Supervising Council is not binding.
- 8.3.2. The Supervising Council is responsible of approving any decision that leads to the termination of any individual's membership from any of MSANC's Local

Committees. Any decision made by the supervising council in regards to such matters shall be presented and approved during the Team of Officials Meeting by absolute majority.

- 8.3.3. Members of the Supervising Council will decide amongst themselves on a group of officials to follow throughout the year. for each group there will:
 - a. Discuss with the officials their individual work plan of the year.
 - b. Follow along with the same officials throughout the year and offer advice as necessary.
 - c. Be impartial and objective in all their decisions.
- 8.3.4. Supervising Council members will receive a copy of all Executive Board meeting minutes three weeks after the meetings and will be responsible for review. Each member shall post a copy of the minutes with any comments to the Secretary General within two weeks of receiving the minutes.
- 8.3.5. The Supervising Council is responsible for submitting a written report at least 4 days before each Team of Officials Meeting.
- 8.3.6. The Supervising Council is responsible for any investigation that can be requested by any of MSANC's Local Committee Member or any MSANC Official. The request must specify the issue and potential harm to be investigated and what efforts have been made to address the issue to date. Requests from Local Committee members require a completed request form, signed by the local committee's President unless it was against the president's then it can be passed immediately to the Council.
- 8.3.7. The Supervising Council may decide to reject a request for an investigation if there will be no apparent benefit from conducting an investigation for the National Federation, Decisions by the Supervising Council to reject investigations must be included in the report of the Supervising Council presented to the National General Assembly. The National General Assembly may overturn the Supervising Council decision to reject a request for an investigation by two-thirds majority.
- 8.3.8. Members of the Supervising Council who have a conflict of interest in the investigation request at hand will not contribute to the investigation proper and will not participate in to the voting procedure to accept, delay or reject an investigation request.
- 8.3.9. In the event that the Supervising Council determines that an Executive Board member or other MSANC Official has not acted in accordance with their duties and responsibilities (section 4 and 5 of the bylaws) the Supervising Council must notify all Officials and Local Committee Presidents of their findings within one week.
- 8.3.10. The Supervising Council is responsible for the NMO's financial auditing where they review the financial documents and transactions of the NMO's ongoing financial year. The auditing of the handover period shall be part of the handover period to the next supervising council.
- 8.3.11. The financial documents and transactions must include but are not limited to:
 - a) Bank statement(s)
 - b) International transactions
 - c) Exchange financials
 - d) Delegation support
 - e) International representation expenditures

f) Receipts of expenditures

- 8.3.12. The Vice President for Finance must assist the supervising council and shall provide access to the information necessary for them to carry out their duties at any given time.
- 8.3.13. The supervising council shall document their findings and recommendations on the financial status of the NMO, in the submitted report prior to each regular National General Assembly.
- 8.3.14. All decisions made by the Supervising Council shall require simple majority.
- 8.3.15. Any decision made by the Supervising Council to suspend a member of the Executive Board or another MSANC Official has to be presented at the next Team of Officials Meeting. The Team of Official has to approve the suspension with an absolute majority. In case Team of Official approves the suspension, the suspended Official will be removed from office. In case the suspension is not approved, the Official will resume the position.
- 8.3.16. If a non-official MSANC member is found responsible for an offence or illegal action upon the results of a completed investigation, the Supervising Council can recommend to a Local Committee Executive Board/Local Supervising Council to issue a penalty to that member based on his/her Local Committee's Constitution and Bylaws.
- 8.3.17. At least one supervising council member must attend:
- a. Team of Officials meetings.
 - b. National General Assembly meetings.
- Given that every member of the Supervising Council must at least attend two Team of Officials' Meetings and one National General Assembly meeting during their term.

9. Local Committee Elections

- 9.1** The elections of each Local Committee are held and regulated according to its Constitution and Bylaws, and its election guidelines.
- 9.2** To insure the full transparency of local elections, the National Executive Board is tasked with the supervision of the Local Elections through the National Vice President for Internal Affairs or Vice President for Members.
- 9.3** The supervising EB member will have the following tasks
- 9.3.1. Supervising the validation of candidatures done by the elections committee.
- 9.4** The Local Election Committee is responsible for recording the interviews with the candidates and sending the records along with the submitted election report. Only applicable in case of an interview.
- 9.5** Determining the validity of an elections report is done based on the Elections Guidelines and Constitution and Bylaws of the Local Committee.
- 9.6** If a conflict between the LC election report and the recommendation of the supervising EB member was found, the elections validity of the LC is considered pending until further clarification is provided by both parties.

10. Activities of MSANC

10.1 MSANC activities are national events that are conducted to achieve a specific outcome.

10.2 MSANC activities are:

- I) Endorsed projects
- II) Fundraising projects
- III) SWG
- IV) Programs

10.3 In case one of the Local Committees is unable to work due to specific reasons and requests the help of the National Team to initiate the work. MSANC will be doing the work of that Local Committee while getting all the help and support of that Local Committee.

11. Amendments to the Constitutions and Bylaws

11.1 Any amendments to the constitution and bylaws can be submitted by any of the following:

- (i) MSANC Team of Officials member;
- (ii) MSANC Full Members Executive Board;
- (iii) MSANC Supervising Council;

11.2 Amendments to the constitution and bylaws must be submitted at least four weeks before the upcoming National General Assembly.

11.3 Amendments to the Constitution and Bylaws must be attached and sent by email to MSANC Secretary General in word format for each bylaw or constitution amendment proposal before the deadline.

11.4 The amendments shall be discussed under the agenda item “Amendments to the constitution and bylaws” and can’t be reopened during the National General Assembly.

11.5 The amendments shall take effect immediately after the National General Assembly unless specified otherwise.

11.6 Amendments to the constitution require a two-thirds majority vote to pass.

11.7 Amendments to the bylaws require a simple majority vote to pass.

11.8 An updated version of the Constitution and Bylaws will be distributed by the Secretary General within three weeks of the conclusion of the National General Assembly.

11.9 If an amendment involves the removal of a position in the Team of Officials, and the position is not currently vacant, the amendment can only be effective once the current official in the respective position ceases to hold office through any possible event.

11.10 If an amendment involves the renaming of a position in the Team of Officials, and the position is not currently vacant, the current official in the respective position will continue to hold office of the newly named position.

12. International Representation

12.1 General Regulation

- 12.1.1. MSANC Team of Officials is the body entitled to represent the members of MSANC within IFMSA.
- 12.1.2. In the absence of the President, the Vice President for External Affairs shall act as MSANC's NMO President within IFMSA.
- 12.1.3. Representing MSANC internationally includes, but not limited to the participation of MSANC delegates in:
 - A. IFMSA General Assemblies (GA)
 - B. IFMSA Regional Meetings (RM)
 - C. International Small Working Groups (SWG)
 - D. International Task Forces (TF)
 - E. IFMSA Trainings
 - F. IFMSA Workshops
 - G. IFMSA Delegation to External Meetings/Assemblies
 - H. Any other IFMSA-related event/activity/meeting

12.2 Communication

- 12.2.1. Any official communication concerning MSANC with the IFMSA Team of Officials, International Assistants, Program Coordinators, Supervising Council or other NMOs should be carried out through the respective MSANC Team of Officials member.
 - 12.2.1.1. The President shall be responsible for maintaining official contact with the IFMSA Team of Officials, International Assistants, Program Coordinators, Supervising Council or other NMOs through the IFMSA server.
 - 12.2.1.2. Each Standing Committee Officer shall be responsible for the communication between him/her and the concerned IFMSA Regional Assistant/Director/Liaison Officer.
 - 12.2.1.3. The Trainings Support Division Director shall be responsible for the communication between him/her and the IFMSA Capacity Building Regional Assistant/Vice President for Capacity Building.
 - 12.2.1.4. No delegate or member of MSANC, other than the National Team of Officials or delegated persons by the National Team of Officials, is allowed to have any communication concerning MSANC or any of its delegates/members with the IFMSA Team of Officials, International Assistants, Program Coordinators, Supervising Council or other NMOs, and can be prohibited from applying to any international IFMSA related assembly/meeting/position/activity/event by the Executive Board if they do so, after reporting the incident to his/her Local Committee.
- 12.2.2. IFMSA Server and Mailing Lists

- 12.2.2.1. The President is responsible for representing MSANC on the IFMSA Server and all mailing lists in coordination with the responsible Team of Officials member.
- 12.2.2.2. Standing Committee Officers are responsible for representing their Standing Committees in the relevant IFMSA server and mailing list, and they are as the following:
 - a. NPO: IFMSA-SCOPH
 - b. NORP: IFMSA-SCORP
 - c. NORA: IFMSA-SCORA
 - d. NOME: IFMSA-SCOME
 - e. NORE: IFMSA-SCORE
 - f. NEOs: IFMSA-SCOPE
- 12.2.2.3. The President and the Standing Committees Officers are responsible for forwarding opportunities announced on their assigned servers that they think would be of interest, to the Local Committees, and/or to the Secretary General to be shared on the MSANC website and/or social media pages.

12.3 IFMSA General Assemblies (GAs) and Europe Regional Meetings (EuRegMe):

12.3a. Delegation

- a. A call for MSANC delegation must be sent by the Vice President for Internal Affairs to all Local Committees no later than a week from opening the first registration period by the organising committee.
- b. The priority for delegation spots is as follows:
 - a. President
 - b. NEO and NORE
 - c. One Executive Board Member
 - d. Rest of National Officers
 - e. One Support Division Director
 - f. LEO and LORE
 - g. Rest of Executive Board Members
 - h. Rest of Local Officers
- g. Rest of Support Division Directors
- h. General Delegates

12.3b. Selection of Delegates

- a. The Executive Board is entitled to select the general delegates attending the General Assembly/Europe Regional Meeting.
- b. Selection of MSANC general delegates for IFMSA General Assemblies and Europe Regional Meetings must follow the latest adopted MSANC Selection Guidelines.

12.3c. In case any member of the Team of Officials (except for the President, NORE and the NEOs) is not attending the GA/EuRegMe, his/her spot will be given to the person following them on the list according to priorities.

12.3d. The President shall head the delegation to the GA/EuRegMe. If the President cannot attend the GA/EuRegMe, the Vice President for External Affairs

will automatically take his/her delegation spot. If the President and the Vice President for External Affairs cannot attend the GA/EuRegMe:

- a. The Executive Board must select a head of delegation from the attending delegates.
- b. If neither are attending, their priority spot is given to another Executive Board member.
- c. If the NEO cannot attend the GA/EuRegMe, the LEO from a Local Committee which is active in exchange will take his/her priority spot, if both of them are not attending, one of the Executive Board will be responsible for representing MSANC in the SCOPE sessions and signing the exchange contracts.
- d. If the NORE cannot attend the GA/EuRegMe, the LORE from a Local Committee which is active in exchange will take his/her priority spot, if both of them are not attending, one of the Executive Board will be responsible for representing MSANC in the SCORE sessions and signing the exchange contracts.
- e. Any selected delegate representing MSANC in a GA/EuRegMe, either national or local, must sign and submit a contract of attending the GA/EuRegMe to the Executive Board within a week of his/her selection and hence be obliged by its rules.
- f. Delegates attending international or regional meetings or events must make sure they have adequate medical insurance coverage for the period of the meeting or event. None is provided by MSANC in any form.

12.3e. Preparations

- a. The President and the rest of the Team of Officials are responsible for preparing the delegation to the GA/EuRegMe.
- b. The President must organise at least one preparatory meeting for the delegation prior to the GA/EuRegMe.
- c. Standing Committee Officers attending or not attending the GA/EuRegMe must make sure the delegates are provided with maximal help during and prior to the GA/EuRegMe, they must hold at least one meeting with the delegates attending their respective Standing Committee session.
- d. The whole delegation must assist the President with the documents/decisions to be discussed or voted upon during the plenaries. Final decisions in the plenary will only be taken by the President given that the Executive Board is informed of the decisions beforehand.
- e. Any issue/problem during the IFMSA GA/EuRegMe must be reported to the head of delegation immediately. These issues shall be reported by the head of delegation and investigated by the Executive Board members after the GA/EuRegMe. The Executive Board can take any decision regarding any MSANC delegate who has violated the IFMSA or MSANC Constitution and Bylaws, GA/EuRegMe Code of Conduct, or harmed the image and delegation of MSANC, after referring to the Supervising Council recommendations.

12.3f. Plenaries

- a. All delegates must attend all plenary sessions. A delegate may miss only one plenary session for an adequate reason after getting documented approval from the head of delegation.
- b. All delegates must be present during the roll call at the beginning of all plenaries.
- c. Failure to do so will prohibit the applicant from applying to any international IFMSA-related assembly/meeting/position/activity/event by the Executive Board.

12.3g. Sessions

- a. All delegates must attend all of their sessions. A delegate may miss only one session for an adequate reason after getting documented approval from the head of delegation.

12.3h. NMO Hours

- a. All delegates must attend all NMO hours of the delegation. A delegate must get an approval from the head of delegation if he/she cannot attend the NMO hour.
- b. Important news and updates mentioned in sessions must be shared by all delegates to keep everyone informed about everything in the association.

12.3i. Activities Fair/Presentation

- a. Any delegate applying any project/program for the activities fair/presentation must consult with and inform the Vice President for Activities prior to submitting the application form. The Vice President for Activities must assist the delegate with his/her application.
- b. Any delegate applying a local project for the activities fair/presentation must inform his/her Local Committee if his/her project got accepted. The Local Committee must inform the President or Vice President for Internal Affairs and the Vice President for Activities within three days from being accepted, otherwise, the President can refuse presenting the activity.
- c. Any Standing Committee Officer applying a MSANC project/program for the activities fair/presentation must inform the President or Vice President for Internal Affairs and the Vice President for Activities within three days from being accepted, otherwise, the President can refuse presenting the activity.
- d. The Executive Board has the right to accept or refuse any project/program to be presented in the activities fair/presentation for adequate reasons.
- e. Local Committees are responsible for the financial support of their local projects/programs organised on the national level that are accepted in the activities fair/presentation.

- f. MSANC treasury is responsible for the financial support of national projects that are accepted and approved by the Executive Board in the activities fair/presentation.
- g. All delegates must abide by the head of delegation's request to attend and support MSANC's projects in the activities fair/presentation.
- h. The Vice President for Activities along with the accepted project leaders/program coordinators must assist and prepare any delegate representing a project/program in the activities fair/presentation.

12.3j. Reporting

- a. All MSANC delegates to IFMSA General Assemblies/Europe Regional meetings should provide a written report on the sessions and events they have attended within two weeks from the departure day of the GA/EuRegMe to the President. Failure to do so will prohibit the applicant from applying to any international IFMSA-related assembly/meeting/position/activity/event by the Executive Board.
- b. The President must write and submit the delegation report of the GA/EuRegMe (assisted by the head of delegation if he/she is not attending) to the National General Assembly to be adopted.

12.4 IFMSA Small Working Groups (SWGs) and Task Forces (TFs)

- 12.4.1. Participation in any international IFMSA Small Working Group/Task Force is open to all individuals who are delegates of one of MSANC Local Committees, except for those who had their membership suspended.
- 12.4.2. The respective Standing Committee Officer(s) must be informed of any delegate's acceptance to any IFMSA Small Working Group/Task Force related to his/her standing committee by the delegate him/herself. The Standing Committee Officer(s) must inform the Executive Board of the delegate's acceptance.

12.5 IFMSA Trainings and Workshops

- 12.5.1. Any general delegate of MSANC attending/facilitating an international IFMSA training or workshop must inform his/her Local Committee of his/her attendance/participation three weeks before the event, failure to do so will prohibit the delegate from applying to any international IFMSA related assembly/meeting/position/activity/event.
- 12.5.2 The Local Committee must inform the Executive Board if any delegate from their Local Committee is attending/facilitating any IFMSA training or workshop three weeks before the event, failure to do so will give the right to the National Executive Board to accept or refuse the delegate's attendance and the delegate can be prohibited from applying to any international IFMSA related assembly/meeting/position/activity/event.
- 12.5.3. Any general delegate of MSANC who has attended/facilitated an international IFMSA training or workshop must report his attendance to the relevant Standing Committee Officer within three weeks from the departure day of the training or workshop, failure to do so will prohibit the delegate

from applying to any international IFMSA related assembly/meeting/
position/activity/event.

13. Financials

13.1 General

- 13.1.1. The official currency of MSANC shall be the Turkish Lira (TL).
- 13.1.2. The financial year of MSANC starts on the 1st of November and ends on and including the 30th of October of the next year.
- 13.1.3. All money transactions shall be made through online payment to MSANC bank account. The association bank details will be shared with who it may concern for money transaction. In case of cash payment, individuals are requested to head to our bank, proceed with their payment and provide our Vice President for Finance or President, in case of absence of the Vice President for Finance, a receipt.
- 13.1.4. For any money withdrawal or payment from MSANC bank account, a fully detailed information for the purpose of the withdrawal, amount and destination of payment shall be recorded and presented to MSANC executive board members for approval.

13.2 MSANC's Annual Budget

- 13.2.1. MSANC's Annual Budget includes all projected incomes/expenditures of MSANC for the upcoming financial year.
- 13.2.2. MSANC's Annual Budget is prepared and presented by the Vice President for Finance at the October National General Assembly of the term for adoption.
- 13.2.3. Any amendments to the budget can be carried out at National General Assemblies and require a two thirds majority to pass.
- 13.2.4. MSANC's Budget must include:
Incomes:
 - (i) NMO registration fees.
 - (ii) MSANC's annual operating costs (e.g. website).
 - (iii) International Representation costs.
 - (iv) Delegate Support to International/Regional meetings.
 - (v) Money available for project support.
 - (vi) Strategic and operation plan fund.
 - (vii) Exchanges
 - (viii) Other expenses.

13.3 Project financials

- 13.3.1. All project finances including fundraising of MSANC must be handled to the National Vice President for Finance.
- 13.3.2. The Organising Committee can withdraw money preceded by giving receipts to the National Treasurer before having another amount of money withdrawn.

14. Penalties

- 14.1** All MSANC members must abide by the most recent constitution and bylaws of MSANC.
- 14.2** Failure to abide to the Constitution and Bylaws of MSANC will result in a penalty to the person in question.
- 14.3** Committing one or more of the points mentioned below will hold the individual in question accountable and a penalty will be given.
- 14.4** Penalties are put into action by a simple majority vote from the national EB in addition to the approval of the national Supervising Council.
- 14.5** If the penalty was towards a national EB member, only the Supervising Council can take action.
- 14.6** Penalties are given according to violation:
- a) First Violation: Not attending an event or meeting without prior notice at least 24 hours before the start of the event without adequate reason OR spreading wrong information about the national team and association OR refusal to work and cooperate with the National and/or Local team OR misconduct and misbehaviour will lead to a warning which is administered by the supervisory board.
 - b) Second Violation: Not attending an event or meeting for the second time without prior notice at least 24 hours before the start of the event without adequate reason OR spreading wrong information about the national team and association OR refusal to work and cooperate with the National and/or Local team, will lead to a second warning which is administered and reviewed by the supervisory board. The involved person will be given least priority in representing the national team in International representation.
 - c) Third Violation: In case of violating the rules for the third time, the EB has the right to immediately suspend the involved person. The supervisory board shall be informed as soon as such decision is made with a report of the violation.
- 14.7** Anyone who gets suspended or resigns from his position in MSANC or one of it's Local Committees can never apply to any position, be part of or participate with any event related to IFMSA under the name of the National Team.