



Lebanese Medical Students' International Committee
اللجنة الدولية لطبة الطب في لبنان

The LeMSIC Constitution and Bylaws

Adopted by the LeMSIC Executive Board on the 6th of June 2017

Amended on the 28th of January 2021



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The LeMSIC Constitution

1. Introduction to the Organization

1.1. The official name of the organization shall be Lebanese Medical Students' International Committee

1.2. Officially recognized translations of the name are Comité International des Étudiants de Médecine au Liban (French) and اللجنة الدولية لطلبة الطب في لبنان (Arabic)

1.3. The official and only abbreviation of the organization is LeMSIC

1.4. The organization is established in Lebanon

1.5. The official language of LeMSIC is English

2. Nature and Affiliation

2.1. LeMSIC is an independent, student-run, non-partisan, non-governmental and not-for-profit organization

2.2. LeMSIC is a National Member Organization (NMO) of the International Federation of Medical Students' Associations (IFMSA)

3. Principles

3.1. LeMSIC pursues its aim without political, religious, social, racial,

national, sexual, or any form of discrimination

3.2. LeMSIC promotes humanitarian ideals among medical students and so seeks to contribute to the creation of responsible future physicians

3.3. LeMSIC respects the autonomy of its members

4. Objectives

4.1. The objectives and goals of LeMSIC are:

a. Empowering medical students in using their knowledge and capacities for the benefit of society

b. Providing a forum 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 sensitizing them to other cultures and societies and their health problems

d. Providing a link between members, medical students' associations, and international organizations, and encouraging the cooperation between them for the ultimate benefit of society



5. Constitution and Bylaws

5.1. LeMSIC shall be governed by its constitution and bylaws

5.2. The Constitution is the highest law of LeMSIC and shall never be suspended, but may be amended by a vote of the Team of Officials (TO) as detailed in the LeMSIC bylaws

5.3. Bylaws have to comply with the Constitution, and can be suspended and/or amended by a vote of the Team of Officials as detailed in the LeMSIC bylaws

6. Officials

6.1. A LeMSIC Official is a person elected by LeMSIC members or appointed by the Team of Officials as detailed in the LeMSIC bylaws

6.2. All Officials have to abide by the LeMSIC Constitution and Bylaws

7. Team of Officials

7.1. The Team of Officials is the highest decision-making body in LeMSIC

7.2. The Team of Officials is elected for a term of one year and is in charge of overseeing the activities, initiatives, and representation of LeMSIC

8. National General Assembly

8.1. The National General Assembly (NGA) is a meeting involving all LeMSIC Local Committees held at least once a year

8.2. The Team of Officials appoints a Head of Organizing Committee in charge of planning the NGA





The LeMSIC Bylaws

1. General Regulations

Vision Statement

1.1. A healthy world in which all medical students in Lebanon are united and empowered to become global health leaders

Mission Statement

1.2. LeMSIC is an organization run by medical students, which aims to develop empowered healthcare professionals that will provide Lebanon with a sustainable and healthier future through activities, capacity building, international opportunities, and peer-to-peer education on global health issues

Constitution and Bylaws

1.3. LeMSIC shall be governed by its constitution and bylaws

1.4. The Constitution is the highest law of LeMSIC and shall never be suspended

1.5. The Bylaws regulate the practical internal management of LeMSIC. They are divided into articles,

and each article is divided into paragraphs

1.6. Proposals for spelling, grammatical, numbering or

punctuation changes to the Bylaws can be presented to the TO for adoption by a 2/3 majority vote during any TO meeting

Changes to the Constitution

1.6. Proposals for changes must be submitted to the TO by a LeMSIC official at least 4 weeks before the next TO meeting

1.7. The LeMSIC TO is responsible for seeking legal advice regarding the amendment of the Constitution

1.8. Voting will take place 2 TO meetings after the one in which the proposal was discussed

1.9. Adopting the change to the Constitution requires a $\frac{3}{4}$ majority vote by the TO

1.10. Proposed changes will be in effect immediately after they are voted on, unless otherwise specified by the proposal





1.11. Proposals for spelling, grammatical, numbering or punctuation changes to the Constitution can be presented to the TO for adoption by a 3/4 majority vote during any TO meeting

Suspension of the Bylaws

1.12. To suspend a bylaw, the proposer must submit a proposal to the VPI at least 24 hours prior to the TO meeting in which the proposal will be discussed

1.13. The proposal must include the following:

- a. What bylaw is to be suspended
- b. Why that bylaw is to be suspended
- c. How the suspension of the bylaw solves the issue
- d. The duration for which the bylaw will be suspended

1.14. Suspension of a bylaw requires a $\frac{2}{3}$ majority vote by the TO

Changes to the Bylaws

1.15. Any LeMSIC member may propose changes to the Bylaws

1.16. To introduce a new bylaw, the proposer must fill the

LeMSIC Bylaws Proposal form and submit it, either personally or via any TO member, to the VPI at least 48 hours before the TO meeting

1.17. The proposed bylaw will be discussed in the same TO meeting. The proposed bylaw and the following

discussion will be shared in the meeting minutes

1.18. To amend an existing bylaw, the proposer must fill the LeMSIC Bylaws Change Proposal form and submit it, either personally or via any TO member, to the VPI at least 48 hours before the TO meeting

1.19. Adoption of the proposed bylaw requires a 2/3 majority vote that will take place in the next TO meeting

1.20. Changes to the Bylaws will be in effect immediately after the vote unless otherwise specified by the proposal

Other regulations

1.21. In order to further regulate the practical internal management of the organization, Local Committees, and Standing Committees can have Internal Operating Guidelines (IOGs). All guidelines must comply with and be annexed to the Constitution and Bylaws of LeMSIC

1.22. Majorities will be defined as follows:

a. Simple majority: more votes in favor than against. Abstentions do not count.

b. Absolute majority: the next natural number above 50% of all the votes in favor. Abstentions do count.

c. Relative majority: the proposal receiving the most votes carries. Abstentions do not count. In case there are more votes against than for any of the proposals, all proposals fail.





d. 2/3 majority: The number of votes in favor is at least the double of the number of votes against. Abstentions do not count.

e. 3/4 majority: The number of votes in favor is at least three times the number of votes against. Abstentions do not count.

1.23. Requests for refunds should be made in the term during which the money was spent. Any requests submitted after the end of that term will not be accepted and the refund would not be made.

2. Officials

General

2.1. A LeMSIC Official is a person who is elected by LeMSIC members or is appointed by the TO to hold a specific position within the National Team (NT)

2.2. The LeMSIC National Team is formed of:

a. Members of the Executive Board, i.e. President, Vice-President for External Affairs (VPE), Vice-President for Internal Affairs (VPI), Vice-President for International Affairs (VPIA), Vice-President for Finance (VPF), Vice-President for Activities (VPA), Vice-President for Capacity Building (VPCB), Vice-President for Public Relations and Communication (VPPRC), and their assistants

b. Local Directors

c. National and Local Officers of Standing Committees and their Assistants

2.3. An Official must meet the following requirements at the time of their candidature:

a. Be a registered medical student or a medical school graduate in one of the medical schools' members of LeMSIC not having graduated more than 6 months prior

b. Have basic knowledge of the structure and function of LeMSIC

c. Meet additional requirements detailed in bylaws 7.13-7.25

d. Has not worked against LeMSIC or its principles in any way

2.4. An Official shall:

a. Abide by and uphold the LeMSIC Constitution and Bylaws

b. Fulfill their specific tasks as described in the Bylaws

c. Work to ensure the continuity of LeMSIC

d. Maintain regular communication with other LeMSIC officials and with LeMSIC members via the corresponding channels

2.5. Officials cease to hold office for any one of the following reasons:

a. At the end of their terms

b. By removal from office as detailed bylaw 2.11

c. By a written resignation as detailed in bylaws 2.16-2.18

d. In the event of death





Probation and Suspension

2.6. Officials are responsible to carry out all expected tasks. They are held liable for any failures and/or any ensuing damage that would affect LeMSIC

2.7. A LeMSIC member may submit a formal inquiry to the TO concerning any misconduct of an Official

2.8. Actions that are considered misconduct include:

- a. Non-adherence to the LeMSIC Constitution and Bylaws
- b. Malfunction of office
- c. Misuse of committee funds
- d. Fraud
- e. Deliberate work against TO decisions and/or against the general LeMSIC interests
- f. Failing to report
- g. Any other action that is considered as misconduct by a $\frac{2}{3}$ majority vote of the TO

2.9. The validity of a complaint against an official must be assessed by the VPI based on sufficient evidence, including but not limited to witnesses, documents, emails, etc. except when the complaint is against the VPI, in which case the validity of the complaint is assessed by the President

2.10. Once an official's action is considered as misconduct, a written warning will be sent by the VPI to the official in question detailing the reasons for such a warning, as well as the potential consequences of any

subsequent misconduct. If the complaint is against the VPI, the warning and its details will be sent by the President. The TO will have to be notified prior to sending the warning

2.11. Any of the following actions can be taken and must be proportional to the offence:

a. Suspension: The Official in question remains in their position and shall fulfill their duties but loses their right to represent LeMSIC in international meetings until the end of the term. In the case of a TO member, the suspended official also loses their voting rights for 2 consecutive TO meetings, and only regains it by a $\frac{2}{3}$ majority TO vote during subsequent EB meetings

b. Removal: The Official in question loses their position and the right to represent LeMSIC in international meetings until the end of the term but can remain as a general member of LeMSIC and has the right to participate in its activities. Additionally, Officials removed from office lose their right to run for elections in subsequent terms

c. Expulsion: The Official in question loses membership in LeMSIC and is no longer allowed to take part in any of its activities

2.12. Decisions regarding appropriate action will require a $\frac{2}{3}$ majority vote by the TO. If the official in question is a TO member, they will not participate in the vote

2.13. In the event of an official receiving a second warning, the official is automatically suspended, with





possibility of further action by the TO as per bylaw 2.11

2.14. Concerned Officials must have the appropriate opportunity to plead their case in the event of a misconduct claim against them prior to any voting that will take place

2.15. Any TO decision concerning an Official's misconduct must be transmitted in writing to the Official in question by the VPI within 72 hours of the decision

Resignation

2.16. Any Official has the right to submit a letter of resignation stating their reason(s)

a. If the official in question is a TO member, the letter must be submitted to the VPI and the VPA

b. If the official in question is not a TO member, the letter must be submitted to the respective National Officer, the VPI, and VPA

2.17. The resignation of the official may be delayed if the official in question is in charge of an event and/or activity within a period of time deemed reasonable by the TO

2.18. The Letter of Resignation is shared with the TO within 72 hours of receiving it. Accepting or delaying an official's resignation must then be made by an absolute majority TO vote. If the official who is resigning is a member of the TO, he or she will not participate in the vote to accept or delay the resignation

Handovers

2.19. All LeMSIC officials must provide a proper handover to their successors by:

a. Filling the handover template provided by the LeMSIC VPA no later than one month prior to the end of the term

b. Arranging meetings with the new officials within one month of the start of the term

3. The Team of Officials

General

3.1. The Team of Officials shall manage LeMSIC and is responsible for the work and activities of LeMSIC

3.2. The TO is elected by LeMSIC members

3.3. The TO is formed of:

a. The Executive Board

b. The National Officers of the Six Standing Committees of LeMSIC;

i. National Officer on Medical Education (NOME)

ii. National Exchange Officer on Outgoings (NEO-Out)

iii. National Exchange Officer on Incomings (NEO-In)

iv. National Public Health Officer (NPO)

v. National Officer on Sexual & Reproductive Health and Rights including HIV and AIDS (NORA)

vi. National Officer on Research Exchange (NORE)





- vii. National Officer on Human Rights and Peace (NORP)
- c. The Local Directors of local committees with at least one full member Standing Committee
- 3.4. The TO can create and/or dissolve task forces
- 3.5. The TO can delegate tasks to other persons but will remain responsible for these tasks at all times

The Executive Board

- 3.6. The Executive Board (EB) supervises and advises the TO and other LeMSIC officials/members
- 3.7. The EB is formed of:
 - a. President
 - b. Vice-President of Internal Affairs (VPI)
 - c. Vice-President for International Affairs (VPIA)
 - d. Vice-President of External Affairs (VPE)
 - e. Vice-President for Capacity Building (VPCB)
 - f. Vice-President for Activities (VPA)
 - g. Vice-President for Finance (VPF)
 - h. Vice-President for Public Relations and Communication (VPPRC)
- 3.8. The EB coordinates and monitors the activities of the Standing Committees to ensure they are running according to the bylaws of LeMSIC

- 3.9. The EB acts to support any Standing Committee in need of personnel or help
- 3.10. The EB promotes, markets, and fundraises for LeMSIC and its activities
- 3.11. The EB has the power to overrule decisions of the TO, within 72 hours of the decision, if it reaches unanimity about need for such action
- 3.12. The EB can plan TO training activities in collaboration with the Vice-President for Capacity Building
- 3.13. The EB should present public midterm and end-term progress reports
- 3.14. The EB can delegate tasks to other people but will remain responsible for these tasks at all times

Tasks

- 3.15. President:
 - a. Chairs the TO and EB meetings
 - b. Calls for meetings of the TO and EB
 - c. Coordinates the development of the strategic and annual plan of LeMSIC
 - d. Follows up on the annual working plan of LeMSIC Officials
 - e. Represents LeMSIC externally on the national and international level
 - f. Follows up on LeMSIC's legal matters
 - g. Countersigns with the VPF for expenses greater than 500 USD





- h. Sets the LeMSIC annual budget, at the start of the term, alongside the VPF
- i. Has access to the LeMSIC bank accounts along with the VPF
- j. Follows up on the work of the President's Assistant for Alumni
- k. Assumes all the responsibilities of the Alumni Assistant in case of their resignation, suspension removal, absence, or death, until a new Alumni Assistant is appointed by the EB

3.16. Vice-President for Internal Affairs:

- a. Replaces the President in case of their resignation, suspension, removal, absence, or death
- b. Coordinates communication within and between LeMSIC Local Committees
- c. Recruits new Local Committees
- d. Supports Local Committees to ensure their active presence and development within LeMSIC
- e. Maintains contact between LeMSIC and local university administrations
- f. Mediates the resolution of any conflict that may arise within LeMSIC
- g. Updates and Upholds the LeMSIC constitution and bylaws

3.17. Vice-President for International Affairs:

- a. Acts as LeMSIC NMO President
- c. Maintains contact between LeMSIC and IFMSA, and heads

LeMSIC delegations to IFMSA Meetings

- d. Maintains contact between LeMSIC and other NMOs
- e. Oversees preparation of LeMSIC delegations to regional and international IFMSA meetings
- f. Sends the call for coordinator(s) of any IFMSA event organized by LeMSIC prior to the formation of an organizing committee, to be voted upon by the EB
- g. Collects and analyses reports of IFMSA Meetings Delegations
- h. Coordinates IFMSA announcements/calls on the LeMSIC general server
- j. The VPIA is not allowed to hold any IFMSA EB, TO, or IT position during their term as LeMSIC VPIA.

3.18. Vice-President for External Affairs:

- a. Oversees communication with sponsors
- b. Coordinates new outreach programs to new external partners and oversees communication with all existing partners
- c. Develops an external representation strategy
- d. Supervises the development of LeMSIC policies
- e. Oversees the preparation of delegations to national meetings with externals
- f. Represents LeMSIC nationally, including through media appearances,





and internationally except for any IFMSA-related events

3.19. 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. Oversees the proper scheduling of meetings and activities and ensures the appointment of an Executive Council Contact Person for activities and NGA
- d. Develops mechanisms to measure the impact of LeMSIC work
- e. Collects and analyses reports of the NGA, International Meetings Delegations and LeMSIC Activities
- i. Coordinates the production of the LeMSIC Annual Report
- j. Coordinates training activities with the VPCB
- k. Oversees that all LeMSIC activities are in line with the strategy, missions, visions of LeMSIC and the concerned Standing Committees
- l. Assists activity coordinators
- m. Follows up on the tasks of the Administrative Assistant
- n. Assumes all the responsibilities of the Administrative Assistant in case of their resignation, suspension removal, absence, or death, until a new Administrative Assistant is appointed by the EB

3.20. Vice-President for Capacity Building:

- a. Is responsible for the capacity building of LeMSIC TO-elect prior to the start of their term
- b. Ensures the implementation of Peer Education programs across different areas of intervention within LeMSIC
- c. Acts as the main communication channel between trainers and any concerned LeMSIC members
- d. Creates and maintains a database of trainers, training logs, and resources
- e. Oversees and coordinates all training and capacity building activities that happen within LeMSIC
- f. Develops and maintains a monitoring and evaluation system to ensure the alignment of capacity building activities and resources with the capacity building IOGs

3.21. Vice-President for Finance:

- a. Oversees financial management and bookkeeping of LeMSIC;
- b. Sets the LeMSIC annual budget, at the start of the term, alongside the president ;
- c. Ensures that financial operations are aligned with the budget ;
- d. Manages the LeMSIC bank accounts together with the president;
- e. Monitors and regulates internal and international financial transactions such as expenses, revenues, fundraisers, and/or



donations, including those of the standing committees

f. Should report any discrepancy to the EC and investigate it

g. Receives signed financial reports of LeMSIC activities and/or events. Such reports should include the original receipts of all transactions including expenses, revenues, fundraising and/or donations

h. If they do not receive the reports mentioned in 3.21.g within the period of time deemed appropriate, they should follow up with the relevant official

i. Compiles a mid-term and an end-term financial report, to be made public via the LeMSIC online platforms

j. For transactions exceeding 500 USD, both the VPF's and the president's signatures are required for fund acquisition

3.22. Vice-President for Public Relations and Communication:

a. Develops, updates, regulates, and monitor the implementation of the LeMSIC Corporate Identity

b. Oversees the development of publications and is responsible of their divulgation through social media, official website, and other online platforms

c. Coordinates the content and use of online communication channels and LeMSIC platforms

d. Develops and implements guidelines and a strategy for the

promotion of LeMSIC's work including sponsorships

e. Oversees the development of promotional materials, including business cards, custom packaging, and merchandise

f. Develops, updates, and monitors the implementation of LeMSIC Privacy and Data Protection policies

3.23. National Officers:

a. Represent their Standing Committee on the LeMSIC TO

b. Coordinate their Standing Committee activities and events

c. Call for, set the agenda, and chair meetings of their respective SC's Team

d. Hand in an Activity Report about each national activity or event, within a period of time deemed appropriate by the VPA

e. Prepare mid-term and end-term progress report about the Standing Committee and hand it to the VPA

f. Are responsible for maintaining the active status of their respective Standing Committee in IFMSA

g. Maintain contact with their respective IFMSA Regional Assistant and Standing Committee Director

h. Develop, coordinate, and ensure the sustainability of the national vision and strategy of their respective Standing Committee and LeMSIC's Mission and Vision.

i. In the event of resignation, suspension, removal, absence, or



death of the National Officer, the Assistant National Officer will assume all responsibilities of the National Officer until a new National Officer is appointed by the TO, based on the recommendation of the SC's Team

3.24. Local Directors:

- a. Coordinate and oversee the work of the individual Local Committees of LeMSIC, and ensures continuity of LeMSIC in the Local Committee
- b. Each Local Committee can have only one Local Director, who must be from that Local Committee
- c. Mediate and maintain communication between
 - i. LeMSIC and the administrations of Faculties at the local level
 - ii. TO and the local officers
- d. Assist the Vice-President for Internal Affairs, and generally the Team of Officials, in their tasks at the local level
- e. Assists in the development of the Standing Committees in the Local Committee
- f. Holds regular meetings with the Local Officials to discuss their work, plans, concerns, and issues, and reports back to the TO

4. Executive Board Assistants

General

4.1. EB Assistants are selected by the EB and include:

- VPPRC Assistant for Publications
- VPPRC Assistant for New Technologies
- President Assistant for Alumni
- Administrative Assistant

Tasks

4.2. VPPRC Assistant for New Technologies:

- a. Maintains and updates the LeMSIC website and online platforms
- b. Investigates options for increasing website traffic and visibility
- c. Manages the online voting systems
- d. Advises the EB on new advancements in technology that could be used to the benefit of LeMSIC

4.3. VPPRC Assistant for Publications:

- a. Is the primary designer of publications, including manuals, annual reports, and newsletters.
- b. Assists members and officials in the creation of needed materials, including posters, flyers, presentations, and e-mail headers.





c. Assists the VPPRC in developing and updating the LeMSIC Corporate Identity.

4.4. Administrative Assistant:

- a. Oversees the proper scheduling of meetings and activities
- b. Collects reports of LeMSIC local and national activities
- c. Prepares, in coordination with the LeMSIC President, after collecting input from TO members, an agenda for all TO meetings, to be made available on the general server at least 24 hours before the meeting
- d. Is responsible for computing the minutes of the Executive Board meetings, to be made available on the general server at most 1 week after the meeting
- e. Collects reports of the TO members
- f. Coordinates announcements and calls on the LeMSIC general server.

4.5. President's Assistant for Alumni:

- a. Maintains communication between LeMSIC and LeMSIC Alumni
- b. Maintains and updates a database of LeMSIC Alumni and their relevant contact information to be made available to the EB
- c. Promotes LeMSIC events among its alumni

Selection

- 4.6. A call for EB assistants for the next term must be sent by the VPI at least 2 weeks prior to the beginning of the new term and must remain open for at least 3 weeks
- 4.7. The EB must share the selection results 10 days after closing the call
- 4.8. An absolute majority EB vote in favor of an applicant is required for the selection
- 4.9. In case of any vacant positions after the first round, the EB will fill the remaining positions by a $\frac{2}{3}$ majority vote

5. Membership

General

- 5.1. A LeMSIC membership is valid for one term and is subject to renewal on a yearly basis
- 5.2. A LeMSIC Member is defined as either a medical student or a current LeMSIC official, who has paid the non-refundable membership fees
- 5.3. Upon payment of the LeMSIC registration fee and completion of the official registration form, members are to be assigned an official LeMSIC ID number for the entire duration of the term, provided to them by the VPI.
- 5.4. LeMSIC membership is open to any medical student registered in any medical school affiliated within the





organization or any medical student registered in a program offered by a medical school affiliated within the organization

5.5. Graduates of affiliated medical schools can, if they chose, remain members for one term after graduation

5.6. LeMSIC Members have to abide by and follow the LeMSIC Constitution and Bylaws

Types of Membership

5.7. Non-Voting Members are:

- a. Members of a candidate local committee defined by Bylaw 9.8
- b. Members of full Local Committees who do not meet requirements for voting rights are also Non-Voting Members

5.8. Voting Members are those who (1) are part of a full Local Committee and (2) meet the requirements for voting rights defined in Bylaws 7.9-7.12.

5.9. Honorary Life Members (HLMs) are LeMSIC alumni who have greatly contributed to the vision/mission and achievements of LeMSIC. Honorary Life Membership can only be granted by a TO vote

Alumni

5.10. Alumni are past members of LeMSIC who do not fulfill requirements for membership as defined by bylaws 4.2 and 4.3

Honorary Life Membership

5.11. Nominating a person for Honorary Life Membership requires a petition signed by 3 members of the TO, stating the contributions of the nominee

5.12. Only alumni can be nominated for Honorary Life Membership

5.13. Nominations shall be handed in to the Vice-President for Internal Affairs

5.14. The Vice-President for Internal Affairs will make the nominations available to all members of the TO within one week of receiving them. The TO will then vote on the matter in its first subsequent meeting

5.15. Nominees are granted Honorary Life Membership if they obtain 2/3 majority of the TO vote

5.16. More than one petition for granting the status of HLM can be considered each term. However, each nomination will be voted on independently. No more than two HLM can be granted per term

5.17. The names of HLMs should be annexed to the LeMSIC Constitution and Bylaws. It is the responsibility of the VPI to keep the list updated

5.18. The TO may strip an HLM from their status when there is sufficient evidence of them violating the LeMSIC Constitution and Bylaws and/or when they have done considerable harm to LeMSIC. Such a decision requires a 2/3 majority vote





Probation and Suspension

5.19. Members are expected to abide by the LeMSIC constitution and bylaws

5.20. A LeMSIC member may submit a formal inquiry to the TO concerning any misconduct of another member

5.21. Actions that are considered misconduct are listed in bylaw 2.8

5.22. The validity of a complaint against a member must be assessed by the VPI based on sufficient evidence, including but not limited to witnesses, documents, emails, etc.

5.23. Once a member's action is considered as misconduct, a written warning will be sent by the VPI to the member in question detailing the reasons for such a warning, as well as the potential consequences of any subsequent misconduct. The TO will have to be notified prior to sending the warning

5.24. Any of the following actions can be taken and must be proportional to the offence:

a. Suspension: the member in question is still responsible for fulfilling their duties, and remains in any unofficial position that they might have, but loses their right to represent LeMSIC in international meetings, and their right to benefit from any SCOPE/SCORE exchange opportunities until the end of the term.

b. Removal: the member in question will be suspended and not allowed to run for any official positions in the next term.

c. Expulsion: the member in question loses membership in LeMSIC and is no longer allowed to take part in any of its activities

5.25. Decisions regarding appropriate action will require a $\frac{2}{3}$ majority vote by the TO.

5.26. In the event of a member receiving a second warning, the official is automatically suspended, with possibility of further action by the TO as per bylaw 4.23

5.27. Concerned members must have the appropriate opportunity to plead their case in the event of a misconduct claim against them prior to any voting that will take place

5.28. Any TO decision concerning a member's misconduct must be transmitted in writing to the member in question by the VPI within 72 hours of the decision

6. Standing Committees

General

6.1. A Standing Committee is a permanent body working within LeMSIC to benefit a specific field of interest

6.2. LeMSIC is composed of the following six Standing Committees (SC):

a. The Standing Committee on Medical Education (SCOME)





- b. The Standing Committee on Professional Exchange (SCOPE)
 - c. The Standing Committee on Public Health (SCOPH)
 - d. The Standing Committee on Sexual & Reproductive Health and Rights including HIV and AIDS (SCORA)
 - e. The Standing Committee on Research Exchange (SCORE)
 - f. The Standing Committee on Human Rights & Peace (SCORP)
- 6.3. The SCs are governed by the LeMSIC Constitution and Bylaws as well as the respective Internal Operating Guidelines (IOG)
- 6.4. Each Standing Committee must report its plans, projects, and activities for the term to the VPA, in writing
- 6.5. These plans, projects or activities may be subject to amendment or refusal by the TO if:
- a. they are found to be in violation of LeMSIC constitution and bylaws
 - b. they are found to be in violation of Standing Committee's own IOGs
 - c. they are found inappropriate after TO debate and require an absolute majority vote by the TO
- 6.6. Any Standing Committee holding a local or national activity should give a minimum of 20% of its net income to LeMSIC's treasury if it is more than 1000\$, and a minimum of 15% of its net income to LeMSIC's treasury if it is equal to or less than 1000\$.

Structure

- 6.7. Each standing committee is formed of what is known as the SC's Team, consisting of:
- a. National Officer(s), as detailed in bylaw 3.20
 - b. Assistant National Officer
 - c. Local Officers of the respective Local Committees
 - d. Assistant Local Officers of the respective Local Committees
- 6.8. Additional officers and/or coordinators may be appointed at the discretion of the NO to assist a SC's Team as defined by the SC's IOGs

Assistant National Officers

- 6.9. Each Standing Committee will have one Assistant National Officer
- 6.10. Tasks of the Assistant National Officer are:
- a. Works with the National Officer to coordinate the activities of the Standing Committee
 - b. Manages the finances of the SC, in coordination with the National Officer
 - c. Is responsible for taking SC's Team meeting minutes and sharing them on the SC server within one week of the meeting
 - d. Assumes all responsibilities of the National Officer in the event of resignation, suspension,





removal, absence, or death of the National Officer, until a new National Officer is appointed by the TO, based on the recommendation of the SC's Team

6.11. In the event of resignation, suspension, removal, absence, or death of the Assistant National Officer, a new Assistant National Officer will be appointed by the TO, based on the recommendation of the National Officer

Local Officers

6.12. Each Local Committee within the Standing Committee will have one Local Officer

6.13. Tasks of the Local Officer are:

- a. Organizes the Standing Committee's activities within the respective Local Committee
- b. Works with the National Officer and SC's Team to coordinate the activities of the Standing Committee
- c. Is responsible for meeting deadlines set by the National Officer and SC's Team in order to maintain the active status of the Standing Committee in the Local Committee
- d. Hands in activity and/or financial reports of the Standing Committee's activities and events in the Local Committee to the National Officer and SC's Team, within 2 weeks after completion of the activity or event

6.14. In the event of resignation, suspension, removal, absence, or death of the Local Officer, a new Local Officer will be appointed by the NO and the LD, based on the

recommendation of the SC's and Local Team

Assistant Local Officers

6.15. Each Local Committee within the Standing Committee will have one Assistant Local Officer

6.16. Tasks of the Assistant Local Officer are:

- a. Works with the Local Officer to organize the Standing Committee's activities within the respective Local Committee
- b. Manages the finances of the SC, in coordination with the Local Officer
- c. Prepares, in coordination with the Local Officer, the agenda for all Local Standing Committee meetings
- d. Prepares, in coordination with the Local Officer, the meeting minutes for all Local Standing Committee meetings held, to be made available at most 72 hours after the meeting on the respective online platforms
- e. Schedules local meetings in coordination with the VPA and respective LD, and informs local members about the date, time and location of these meetings
- f. Assumes all responsibilities of the local Officer, in the event of resignation, suspension, removal, absence, or death of the Local Officer, until a new local Officer is appointed by the NO, based on the recommendation of the SC's Team

6.17. In the event of resignation, suspension, removal, absence, or





death of the Assistant local Officer, a new Assistant local Officer will be appointed by the NO and the LD, based on the recommendation of the SC's and Local Team

Selection

LOs and Assistant LOs

6.18. For the first call, LOs and Assistant LOs selection Local Officers and Assistant Local Officers of each SC in each LC are appointed by the respective Appointment Committee (AC)

6.19. An appointment committee is formed in each LC for each SC

6.20. An AC shall be composed of:

- i. The LD and the previous-term LD of the LC in question
- ii. The NO(s) and the previous-term NO(s) of the SC in question

6.21. In the event that a current or previous LD or NO is unavailable, they must be replaced by an EB member

- i. The current LD and/or a previous LD are replaced by the VPI
- ii. The current NO and/or a previous NO are replaced by the current VPA
- iii. In the event of a conflict of interest or an inadequate or incomplete AC, the VPI should determine how to proceed

6.22. A call for LOs and assistant LOs must be sent by the VPI at least 2 weeks prior to the beginning of the new term and must remain open for at

least 3 weeks; the ACs are then formed

6.23. The results must be shared 10 days after closing the first call, at which point the ACs will be dissolved

6.24. In case of any vacant positions after the first round, the relevant NO(s) and LD will fill the remaining vacancies

Assistant NOs

6.25. For the first call, Assistant NOs are appointed by the VPA and the respective NO(s)

6.26. In the event of a conflict of interest or inadequacies or unavailability, the VPI should determine how to proceed

6.27. A call for assistant NOs for the next term will be sent by the VPI at least 2 weeks prior to the beginning of the new term and must remain open for at least 3 weeks;

6.28. The results of the selection will be shared 10 days after closing the first call

6.29. In case of any vacant positions after the first round, the TO will fill the remaining positions by a $\frac{2}{3}$ majority vote



7. IFMSA Involvement

General

7.1. LeMSIC participates in and should send delegates to two annual IFMSA General Assemblies: The March Meeting General Assembly (MM-GA) and the August Meeting General Assembly (AM-GA), as well as the IFMSA Eastern Mediterranean Region (EMR) Meeting

7.2. LeMSIC can also participate in and can send delegates to other international events such as IFMSA Team of Officials meetings, IFMSA regional meetings, IFMSA trainings and workshops, IFMSA summer schools, as well as special events and conferences

7.3. LeMSIC members have the right to apply to IFMSA positions given that they fulfill the requirements for those positions

Delegation Selection

7.4. Delegates must be members of LeMSIC as defined by bylaw 4.2

7.5. Spots on the delegation to IFMSA General Assembly March Meeting shall be reserved for the following:

- a. Vice-President for International Affairs attending Presidents' Sessions
- b. National Officer on Medical Education attending SCOME Sessions
- c. National Exchange Officer – Incomings attending SCOPE Sessions

d. National Public Health Officer attending SCOPH Sessions

e. National Officer on Sexual & Reproductive Health and Rights including HIV and AIDS attending SCORA Sessions

f. National Officer on Research Exchange attending SCORE Sessions

g. National Officer on Human Rights & Peace attending SCORP Sessions

h. The president attending NMO Management Sessions

i. Selected members based on:

- a. LeMSIC's annual budget
- b. Capacity provided by the respective OC

7.6. Spots on the delegation to IFMSA General Assembly August Meeting shall be reserved for the following:

- a. Vice-President for International Affairs attending Presidents' Sessions
- b. National Officer on Medical Education attending SCOME Sessions
- c. National Exchange Officer – Outgoings attending SCOPE Sessions
- d. National Public Health Officer attending SCOPH Sessions
- e. National Officer on Sexual & Reproductive Health and Rights including HIV and AIDS attending SCORA Sessions
- f. National Officer on Research Exchange attending SCORE Sessions



g. National Officer on Human Rights & Peace attending SCORP Sessions

h. The president attending NMO Management Sessions

g. Selected members based on:
a. LeMSIC's annual budget
b. Capacity provided by the respective OC

7.7. Spots on the delegation to EMR meeting shall be reserved for the following:

- a. Vice-President for International Affairs attending Presidents' Sessions
- b. National Officer on Medical Education attending SCOME Sessions
- c. National Public Health Officer attending SCOPH Sessions
- d. National Officer on Sexual & Reproductive Health and Rights including HIV and AIDS attending SCORA Sessions
- e. National Officer on Human Rights & Peace attending SCORP Sessions
- f. 1 selected National Officer of the following, attending SCOPE/SCORE Sessions:
 - i. National Exchange Officer – Outgoings
 - ii. National Exchange Officer – Incomings
 - iii. National Officer on Research Exchange

g. Selected members based on:
a. LeMSIC's annual budget
b. Capacity provided by the respective OC

7.8. Spots on the delegation cannot be exchanged or offered, except between National Exchange Officers attending SCOPE Sessions

7.9. In the event that any National Officer is not able to attend their respective Standing Committee sessions at an IFMSA General Assembly or Regional Meeting, they shall send a valid excuse to the VPIA at least 12 weeks prior to the international meeting in question. Their spot on the delegation will be added to the members' spots

7.10. The EB must send the call for delegates to the IFMSA General Assemblies and Regional Meeting at least 12 weeks prior to each meeting

7.11. LeMSIC members who wish to participate as delegates must select which sessions (Standing Committee, Presidents', NMO Management, or Alumni) they wish to attend at the meeting, send a Curriculum Vitae and Motivation Letter VPIA before the deadline specified in the call for delegates

7.12. Team of Officials members who wish to apply for the delegation spot attending NMO management sessions in any of the General Assemblies, National Officers who wish to apply to for delegation spots attending sessions other than the ones reserved for them, and National Officers who wish to apply for the delegation spot attending SCOPE/SCORE Sessions in the EMR





meeting must follow the process defined by bylaw 7.11.

7.13. A Selection Committee for each international meeting shall be in charge of selecting delegates as follows:

a. The Selection Committee shall be composed of the following:

- VPIA

- any EB member not applying to the international meeting in question

b. The EB members applying to the international meeting in question must be replaced by members/alumni having held TO positions or attended international meetings within the last 2 terms, and not attending the international meeting in question. The Team of Officials must appoint them at least 12 weeks prior to each meeting

c. The Selection Committee will send a list of applicants that excludes any Team of Officials member, along their Curriculum Vitae and their Motivation Letter to the Local Directors and the National Officers, at least 1 week before the selection. Local Directors and National Officers can send input to the Selection Committee regarding an applicant.

d. A relative majority vote in Favor of an applicant is required for the selection as delegate; in the event of a tie vote, the VPIA's vote will be decisive.

e. A prioritized waiting list must be created from the pool of non-selected applicants. The list must be subcategorized depending on the sessions the applicants applied for.

f. The Selection Committee must have voted on a delegation and a prioritized waiting list at least 8 weeks prior to each IFMSA meeting, at which point it will be dissolved.

7.14. The VPIA must inform all applicants whether they have been selected or rejected as delegates within 48 hours of the vote

7.15. Applicants who have been selected for the delegation must confirm their participation with the VPIA within 48 hours of being notified

a. If an applicant who has been selected for the delegation cannot confirm their participation within 48 hours of being notified, the VPIA must select another applicant from the subcategory of the same session to replace them according to the prioritized waiting list.

b. If no replacement was found from the corresponding subcategory, a new applicant will be selected from the prioritized list with disregard for subcategorization.

7.16. Applicants who have been rejected can submit a petition for reconsideration of their application to the VPIA within one week of the vote; the TO must then choose whether to reopen the vote for the applicant (appropriate majority to be specified by the TO)

7.17. Registration fees for the delegates participating in international meetings mentioned in bylaw 7.1 are covered by the LeMSIC treasury



unless decided otherwise through a simple majority vote by the EB

7.18. In the event LeMSIC cannot cover delegates' registration fees, applicants who have been selected and have confirmed their participation must submit this fee within 2 weeks of being notified

- a. If an applicant who has been selected for the delegation cannot submit their registration fee within 2 weeks of being notified, the VPIA must select another applicant to replace them according to paragraph 7.15.a.

7.19. If a delegate wishes to cancel their participation, they must notify the VPIA. The VPIA can select another member to replace them according to paragraph 7.15.a. If unsuccessful, and the deadline for cancellation set by the OC has passed, the delegate shall pay half the registration fee to the LeMSIC treasury, unless the fees were originally covered by the delegate themselves, in which case no refund will be given

7.20. The head of delegation shall set a deadline for Visa applications. Delegates who apply after said deadline are liable for the costs of cancellation as detailed in bylaw 7.20.

7.21. The VPIA has the right to attend the meeting irrespective of the selection process

7.22. All applications must be finalized by the VPA and VPIA at least one week prior to the registration deadline set by the Organizing Committee of the international meeting

The Delegation

7.23. All delegation members must abide by the LeMSIC Constitution and Bylaws and the IFMSA Constitution and Bylaws during international meetings

7.24. The VPIA is by default the head of the delegation but can appoint any other delegate to head the delegation in their place

7.25. A vice head of the delegation is appointed by the VPIA

7.26. The head of the delegation is responsible for:

- a. Handling the finances (pertaining to the representation of LeMSIC) of the delegation
- b. Making the appropriate reservations if necessary
- c. Ensuring all members of the delegation fulfill their VISA requirements
- d. Calling for delegation meetings and setting the agenda prior to travel
- e. Representing LeMSIC at the Plenaries of international meetings if applicable, with voting rights if applicable
- f. Calling for delegation meetings at the international meetings
- g. Ensuring all members of the delegation abide by the LeMSIC and the IFMSA Constitution and Bylaws during the international meeting, and deciding on appropriate



punishments if needed, in accordance with said bylaws

7.27. All decisions pertaining to the representation of LeMSIC (e.g. voting at the plenaries) are to be made by the delegation with an appropriate majority vote

7.28. The Head of Delegation can overrule the vote if they deem it necessary and must provide appropriate explanation in the next TO meeting

7.29. Delegates are responsible for:

- a. Attending delegation preparatory meetings. Delegates who do not fulfill this responsibility can be replaced or have their participation cancelled prior to the meeting
- b. Attending their respective sessions, unless excused by the head of delegation
- c. Attending all other sessions, including but not limited to Theme event, Policy discussions, and plenaries, unless excused by the head of delegation
- d. Engaging in discussions and voting procedures related to LeMSIC decisions at international meetings
- e. Submitting a report detailing their participation in General Assemblies or Regional Meetings. Such reports must be submitted within 3 weeks after the return of the delegation.

Finances and Travel Assistance Funding

7.30. All costs of travel, including but not limited to travel tickets and visa services, must be covered by the delegates themselves

7.31. The LeMSIC Vice-President for Finance can set up a Travel Assistance Fund to cover a fraction or all travel costs of a delegate if deemed appropriate by the TO

7.32. The application for Travel Assistance Funding of a delegate must be submitted for review by the respective National Officer and the EB with the confirmation of participation

7.33. An absolute majority In Favor vote by the EB is required for approval of Travel Assistance Funding taking into consideration the recommendations of the respective National Officer(s) when applicable

7.34. The Executive Council must allocate funds from the Melhem Abu Alwan Fund to cover the costs of travel of one participant for each IFMSA General Assembly meeting within 6 weeks of the start of the term in question

7.35. All LeMSIC members applying to attend an IFMSA General Assembly meeting as part of LeMSIC's delegation are eligible to apply for the Melhem Abu Alwan Fund, except for LeMSIC's President for the term in question

7.36. The Selection Committee may choose to cover the costs of travel of one LeMSIC delegate for each IFMSA General Assembly meeting from the Melhem Abu Alwan Fund, up to the





amount allocated for that meeting by the EB at the beginning of the term in question

7.37. Any funds remaining from the amount allocated from the Melhem Abu Alwan Fund to the IFMSA General Assembly March Meeting must be added to the amount allocated from the Melhem Abu Alwan Fund to the IFMSA General Assembly August Meeting for the term in question

7.38. Any funds remaining from the amount allocated from the Melhem Abu Alwan Fund to the IFMSA General Assembly August Meeting must be added to the Melhem Abu Alwan Fund for the following term

7.39. The VPIA for the term in question is in charge of sending a report detailing the manner in which the recipient of the Melhem Abu Alwan Fund was chosen for each IFMSA General Assembly meeting, along with receipts for costs of travel funded by said Fund, to any donors within the Melhem Abu Alwan Fund at least 1 week before the end of the term

IFMSA Positions

7.40. IFMSA Positions for which a LeMSIC member can apply to include, but are not limited to:

- a. IFMSA Executive Board positions
- b. IFMSA Team of Officials positions
- c. IFMSA Supervising Council positions
- d. IFMSA International Teams positions

e. IFMSA Program Coordinator positions

f. IFMSA Task Forces

g. IFMSA Plenary Teams, including Constitutional Credentials Committee and Financial Committee

i. IFMSA delegates to external meetings

7.41. A LeMSIC member who wishes to apply for an IFMSA position must inform the VPIA at least 1 weeks prior to the deadline set by IFMSA unless the call was sent within 2 weeks of the deadline. The validity of the application is, in that case, assessed by the VPIA after consulting the EB.

7.42. The Support Committee for each call for IFMSA positions must be in charge of approving a candidature as follows:

a. The Support Committee must be composed of the following:

- The VPIA
- EB members not applying to an IFMSA position during the call in question

b. The EB members applying for the IFMSA positions during the call in question must be replaced by members/alumni having held TO positions or attended international meetings within the last 2 terms, and not applying to an IFMSA position during the call in question. The EB must appoint them at least 10 days prior to the deadline of the call set by IFMSA

c. An absolute majority vote in favor of an eligible applicant is required for the approval of a





candidate; in the event of a tie vote, the VPIA's vote will be decisive

d. The Support Committee must have voted on the approval of a candidature at least 1 week prior to the deadline of the call set by IFMSA, at which point it will be dissolved

8. Elections

General

8.1. LeMSIC Officials are elected for a period of one term by LeMSIC members once a year

8.2. The term of office shall start on September 1st of each year, and run through August 31st of the subsequent year

8.3. The first round of elections should begin during the first 2 weeks of May

The Elections Committee

8.4. The Team of Officials shall appoint an Elections Committee at least 10 weeks before the first round of elections and will be dissolved at the conclusion of the 2nd round of the Elections

8.5. The Elections Committee is made up of at least 3 members/alumni, and at most 5

8.6. Members wishing to join the Committee will submit applications and be appointed with a $\frac{2}{3}$ majority vote by the TO

8.7. Members of the Elections Committee are not eligible to present candidatures for the elections they are coordinating

8.8. The Elections Committee shall be responsible for:

a. Specifying the elections' timeline (preliminary voting rights, petitions for voting rights, final voting rights, deadline for candidatures, sharing of candidatures, withdrawal of candidatures, presentations and debate, elections, results, additional rounds)

b. Sending a list of available positions within the National Team, providing a description of these positions and eligibility criteria for members to run within 2 weeks of appointment

c. Compiling the preliminary list of members with voting rights based on input from relevant TO members, and sharing it no later than 6 weeks before the date of the elections

d. Receiving and assessing petitions for voting rights during the candidatures period

e. Opening the call for candidatures no later than 4 weeks prior to the first round of elections

f. Receiving and assessing the validity of submitted candidatures

g. Producing a report on the validity of all received candidatures and sharing it on the LeMSIC mailing lists and/or other official online platforms

h. Moderating the candidates' presentations and debate





- i. Deciding on and executing the best method(s)/system(s) to carry out the elections
- j. Counting votes and announcing the elections results on the LeMSIC mailing lists and/or other official online platforms
- k. If necessary, managing subsequent rounds of elections
- l. Submitting a report to the EB within 1 month after the conclusion of the 2nd round of Elections, including but not limited to the following points:
 - i. Adopted timeline
 - ii. Voting Rights criteria
 - iii. Elections platform used
 - iv. Debate time allocated and process
 - v. Results of each round of elections
 - vi. Struggles faced
 - vii. Recommendations for future election committees

Voting Rights

- 8.9. Active members within a SC are granted voting rights within said SC by the respective NO and LD
- 8.10. Voting rights should be made available to the Elections Committee no later than 6 weeks before the date of the elections
- 8.11. Any member with voting rights can vote for the positions of the EB, and their respective LC's LD. In addition, members with voting rights within a SC can vote for said SC's NO

8.12. A member can have voting rights in more than one Standing Committee. However, having voting rights in one Standing Committee does not automatically entitle a member for voting rights in all other Standing Committees

8.13. Members who are not granted voting rights can submit a petition to gain voting rights within two weeks of the release of voting rights by the Elections Committee

8.14. The following LeMSIC members are voting members unless they are suspended and/or removed from office at the time of the elections

- a. Members of the TO can vote for all positions of the new TO
- b. Assistant National Officers will automatically get voting rights in their respective Standing Committee
- c. All officials within a Standing Committee get voting rights in that Standing Committee
- d. LeMSIC members who hold EB/TO/SupCo/IT/PC positions within IFMSA can vote for all positions of the new EB

Requirements for Candidatures

- 8.15. All candidates must:
- a. Be members of a full member Local Committee
 - b. Have voting rights in LeMSIC
 - c. Be knowledgeable of LeMSIC's Structure and Function





8.16. Requirements for President:

- a. Must have served at least one term in the LeMSIC TO within the previous two terms
- b. Must have previously attended at least one IFMSA General Assembly

8.17. Requirements for VPI:

- a. Must have served at least one term in LeMSIC's National Team
- b. Must have appropriate knowledge and understanding of the LeMSIC Constitution and Bylaws
- c. Must have attended at least one of either an IFMSA General Assembly or an IFMSA Eastern Mediterranean Region (EMR) Meeting

8.18. Requirements for VPIA:

- a. Must have served at least one term in LeMSIC's National Team
- b. Must have previously attended at least two IFMSA International Meetings, including at least one IFMSA General Assembly
- c. Must not hold any IFMSA EB, TO or IT position during the term of VPIA they are running for.

8.19. Requirements for VPA:

- a. Must have served at least one term in any LeMSIC SC Team
- b. Must have basic organizational and managerial skills
- c. Must have participated in any LeMSIC activity management/preparation and/or presented a LeMSIC activity in international meetings.

8.20. Requirements for VPE:

- a. Must have served at least one term in LeMSIC's National Team
- b. Must have previously attended at least one of either an IFMSA General Assembly or an IFMSA Eastern Mediterranean Region (EMR) Meeting

8.21. Requirements for VPCB:

- a. Must have attended and/or delivered at least 2 IFMSA certified training workshops
- b. Must be part of the LeMSIC trainers' pool

8.22. Requirements for VPF:

- a. Must have served at least one term in any LeMSIC's National Team
- b. Must have basic financial experience
- c. Must be a member at the Local Committee of the American University of Beirut

8.23. Requirements for VPPRC:

- a. Must have served at least one term as a VPPRC assistant or must have headed the PRC Team of at least 2 national events
- b. Must have attended at least 70% of TO Meetings during the previous term
- c. The process of VPPRC appointment for the term 2020-2021 will be initiated as soon as the Bylaw Change Proposals regulating it are adopted.
- d. The VPI is mandated to remove bylaws 8.23.c and 8.23.d without the approval of the TO as soon as the





VPPRC is appointed for the term 2020-2021.

8.24. Requirements for National Officers:

- a. Have voting rights in their respective Standing Committee
- b. Have a general knowledge of the structure and function of the Standing Committee in IFMSA
- c. NEOs/NOREs must have served at least one term in their respective SC's Team

First round of elections

8.25. All LeMSIC Officials will be elected with an absolute majority.

8.26. In case there are two candidates for a position, and no candidate gains an absolute majority in the first round, the candidate with the higher number of votes will continue to a vote of confidence to gain an absolute majority. If the candidate does not reach an absolute majority, the candidate will not be elected.

8.27. In case there are three or more candidates for a position and no candidate gains an absolute majority, there will be a second round. Only the two candidates with the highest number of votes in the first round will continue to the second round.

- a. If two candidates tie for the second highest number of votes, an intermediate round will be held for them, in which the one with the least number of votes will be eliminated. In case of a tie, a lottery witnessed by the

2 concerned candidates will be performed by the Elections Committee for a candidate to continue to the second round.

- b. The candidate who achieves a relative majority in the second round, will continue to a vote of confidence to gain an absolute majority. If the candidate does not reach an absolute majority, the candidate will not be elected.

8.28. A position will be considered vacant and will move to the second round of elections when:

- a. No one candidates for the position
- b. None of the candidates were able to secure the required majority vote

Second round of elections

8.29. A call for candidatures is reopened for all vacant positions within 72 hours of the results of the first round of elections

8.30. The second round of elections must take place within one week of opening the second call for nominations

8.31. An absolute majority is required for election

8.32. In case there are two candidates for a position, and no candidate gains an absolute majority in the first round, the candidate with the higher number of votes will continue to a vote of confidence to gain an absolute majority. If the candidate does not





reach an absolute majority, the candidate will not be elected.

8.33. In case there are three or more candidates for a position and no candidate gains an absolute majority, there will be a second round. Only the two candidates with the highest number of votes in the first round will continue to the second round.

a. If two candidates tie for the second highest number of votes, an intermediate round will be held for them, in which the one with the least number of votes will be eliminated. In case of a tie, a lottery witnessed by the 2 concerned candidates will be performed by the Elections Committee for a candidate to continue to the second round.

b. The candidate who gains relative majority in the second round, will continue to a vote of confidence to gain an absolute majority. If the candidate does not reach an absolute majority, the candidate will not be elected.

8.34. After the second round, positions that remain vacant will move to a third round of elections

Third round of elections

8.35. The TO will nominate members for the position and an absolute majority vote is required for election. Voting will continue until all vacant positions have been filled

8.36. The VPI must send the call for the third round of elections at least 2 weeks prior to the start of the new term

Interim round of elections

General

8.37 This round is established as an additional, exceptional, and urgent electoral process beyond the time frame or process of the LeMSIC Elections

8.38 This round must be held once a term and be completed within the first 4 months of the term.

8.39 It may include up to 2 TO positions, with no more than 1 EB position.

Establishment process of the Interim Round of Elections

8.40 The opening of an interim round of elections occurs in the following TOM after the relevant submissions were made, termed the establishment TOM, and requires a $\frac{2}{3}$ majority.

8.41 A TO member must submit at least 1 TOM prior to an establishment TOM to the VPI the following:

a. A proposal with at least 500 words explaining the need for this interim round of elections countersigned by at least 1 EB member and 1 SupCo member

b. All the relevant Bylaw Change Proposals for the suggested position(s). The VPI should be mandated to add these bylaws into the LeMSIC Constitution and Bylaws upon the completion of the interim round.



Election Process of the Interim Round of Elections

8.42 The VPI will handle the election process of the interim round of elections.

8.43 Adoption of the bylaws relevant to the position must be approved prior to opening of the call.

8.44 The call with the new position(s) should be sent within a week from opening the interim round of elections.

8.45 Candidates must submit a CV, motivational letter, and an annual working plan.

8.46 The call should remain open for a maximum of 14 days with the candidate's validity shared at most 3 days after closing the call.

8.47 During the TOM following the closure of the call, the TO will vote on the candidates. An absolute majority is needed.

8.48 Should there be no applicant for the position, the election process for this position is automatically closed for this position and may not be replaced by another process.

8.49 If there are no members elected into the new positions, the interim round is automatically closed for this position.

9. Regulations for Team of Officials Meetings

General

9.1. The TO must meet at least once every calendar month or every four weeks

9.2. The final agenda for every meeting must be sent by the VPA to the LeMSIC general server, at least 24 hours prior to the meeting

9.3. Any LeMSIC member has the right to propose a point to be discussed in TO meetings. They must email the VPA, who would then consult with the president and add it to the agenda if deemed appropriate

9.4. Minutes of all EB meetings:

a. Are the responsibility of the VPA

b. Must include: time & date of the meeting, location, attendees, absentees, summary of discussions, decisions made, and reports/proposals presented

c. Must be reviewed by the TO within 48 hours after the meeting

d. Must be made available on the TO and the LeMSIC general servers within 1 week of each meeting

9.5. Every meeting must start with a quick review of the minutes of the previous meeting and any updates regarding decisions or discussions made previously



Attendance

- 9.6. All TO members must attend the TO meetings
- 9.7. TO members who cannot attend a meeting inform the VPA at least 24 hours prior to the meeting and provide a valid excuse
- a. TO members who cannot attend a meeting have the right to submit a written statement/proposal of items to be discussed on their behalf by the TO
- b. National Officers who cannot attend a TO meeting must send their Assistant in their place
- 9.8. TO members cannot miss two consecutive TO meetings without a valid excuse, and cannot have more than $\frac{1}{4}$ unexcused absences out of the total number of TO meetings evaluated at midterm and end term
- 9.9. TO members may invite observers to attend the TO meeting
- 9.10. Observers at TO meetings do not have speaking or voting rights. The meeting chair may accord them speaking rights if deemed appropriate.
- 9.11. PCo and EB assistants have speaking rights but no voting rights during all TO meetings

Quorum

- 9.12. Quorum at any TO meeting consists of more than half of the TO members being present
- 9.13. Quorum is mandatory for all TO meetings. Once quorum has been established, the meeting will remain in

quorum until its conclusion, unless $\frac{1}{4}$ of present members leave the meeting

- 9.13. Suspended or removed TO members are not considered part of the TO during the period of suspension or removal, and therefore do not count for quorum
- 9.15. In case of absence, suspension, or removal of a National Officer, the Assistant National Officer will be counted for quorum
- 9.16. If no quorum is established and an urgent decision needs to be made, the meeting chair will call for a second meeting within the following week to vote on the matter at hand. At this second meeting, the members present will form a quorum regardless of number and will vote on the decision

Decision Making

- 9.17. Each position within the TO has one vote at any TO meeting
- 9.18. If one position is occupied by two members (i.e. two national officers for one standing committee), only one vote will be accepted
- 9.19. Voting is to be done on a roll call basis, except when voting on candidatures (i.e. for positions or delegations), in which case voting is done by ballot
- 9.20. A TO member has the right to request a vote be done by ballot instead of roll call for any particular proposal with no need to justify their request
- 8.19. TO members vote either in favor of a proposal, against a proposal, or abstain from voting



9.21. All proposals require simple majority in order to pass, unless otherwise mentioned elsewhere in the bylaws

a. If two or more different proposals are presented against each other, a relative majority will decide on which proposal passes

9.22. In the case of a tie vote:

a. Discussion within the TO will be opened and TO members will express their opinions. A second vote will then take place by ballot

b. In the case of a second tie, the EB's vote will be decisive

c. In the case of a tie between EB members, the President's vote will be decisive

10. Local Committees

Definition of a Local Committee

10.1. A Local Committee (LC) is a LeMSIC committee established at a medical school recognized by the Lebanese Government, that represents the medical students of that school in LeMSIC

10.2. A Medical School in Lebanon can only be represented by one LC and one LC represents only one Medical School

10.3. A LC must have at least one LeMSIC Standing Committee

Approaching LeMSIC

10.4. The medical student council or group of medical students at a medical school in Lebanon with no established Local Committee can submit an official letter to the VPI requesting an introductory presentation about LeMSIC to its medical students

10.5. A medical school requesting an introductory presentation about LeMSIC is only entitled to one presentation by the VPI per year. If another presentation is requested by the same medical school in the same year, the VPI has the right to decline holding a second presentation

10.6. The presentation should introduce the medical students to the structure and function of LeMSIC and IFMSA, contain an outline or overview of the various LeMSIC and IFMSA activities throughout the year, familiarize the students with the process of establishing a Local Committee and how they can contribute to LeMSIC and IFMSA

Candidate Status

10.7. Once an introductory session about LeMSIC and IFMSA is carried out at a medical school wishing to integrate into LeMSIC as a new LC, that medical school must choose which Standing Committee(s) it wants to establish. A preliminary contract is then signed between the VPI, the respective National Officer(s) and a student representative from that medical school. That student representative will serve as unofficial Local Director for the entire period of candidature



10.8. The newly established Standing Committee will have a status of candidate local committee. Its members shall have participation and speaking rights at LeMSIC meetings and/or activities, but shall not have voting rights as defined by Bylaw 7.9

10.9. In addition to participating in LeMSIC meetings and/or activities, the candidate local committee must work with the National Officer and the SC's Team on organizing its own events

10.10. A Local Committee can hold Candidate status for a maximum of 2 years. If not promoted to Full Member status, the Local Committee must reapply to join LeMSIC and Candidate Status is renewed

Full Member Status

10.11. For a Local Committee to achieve Full Member status it must:

- a. Have held Candidate Status for at least one year
- b. Have Participated in at least one National Event
- c. Have at least one fully functional Standing Committee, with the recommendations of the National Officer
- d. Have not violated any of the LeMSIC Constitution and Bylaws
- e. Present the TO with their candidature for Full Member status
- f. Secure $\frac{2}{3}$ majority vote by the TO

10.12. Full Member status can be revoked if any serious violations of the

LeMSIC Constitution and Bylaws are made or if the local Standing Committees become inactive

11. Supervising Council

General

11.1. The Supervising Council supervises and advises the Team of Officials as detailed in the following section

11.2. The Supervising Council is composed of 3 or 5 persons, with no more than 2 members from the same Local Committee. They are elected by a $\frac{2}{3}$ majority vote by the National Team

11.3. The newly elected Supervising Council will assume their responsibilities from the time of their election until 2 months after beginning of the next term when the new Supervising Council is elected

Requirements for the Supervising Council

11.4. Candidates for the Supervising Council must have previously served on a LeMSIC Team of Officials within the two previous terms and attended at least one IFMSA General Assembly or Regional Meeting.

11.5. Candidates for the Supervising Council must submit their candidatures including relevant CV and Motivation Letter to the Executive Board following a call from the VPI.



11.6. If, after the second round of elections, the Supervising Council consists of less than 3 people, the Team of Officials can choose to assign someone to that position by a $\frac{2}{3}$ majority vote

11.7. Supervising Council members shall not hold any other Official position within LeMSIC.

Work of the Supervising Council

11.8. The Supervising Council has the right to attend any official LeMSIC meeting including those of the Team of Officials with prior notice

11.9. Members of the Supervising Council have speaking rights but do not have voting rights for said meetings.

11.10. Members of the Supervising Council can request the preliminary agenda from the VPA before the final agenda is shared

11.11. Members of the Supervising Council can request to add items on the TO meeting agenda

11.12. After receiving a detailed version of the Team of Officials meeting minutes including the action points and decisions made within 1 week of the meeting, the Supervising Council must submit a commentary on said minutes to the VPA within a further 2 weeks.

11.13 Members of the Supervising Council will decide amongst themselves on a group of officials to follow throughout the term. For each group they will:

- i. Discuss with the Officials their individual Annual working plan
- ii. Follow along with the same officials throughout the year and offer advice as necessary
- iii. Be impartial and objective with their respective group

11.14. The Supervising Council has the power to overrule decisions of the Team of Officials and Executive Board for reasons deemed appropriate by a $\frac{2}{3}$ majority vote in case of the following:

- a. Non-adherence to the LeMSIC Constitution and Bylaws
- b. Malfunction of office
- c. Misuse of committee funds
- d. Fraud
- e. Deliberate work against general LeMSIC interests
- f. Failing to report
- g. Any other action that is considered as misconduct unanimously by the Supervising Council

Investigations:

11.15. An investigation is a formal process in which the Supervising Council inspects an issue raised by a member or an Official with the goal of clarifying how actions of individuals, groups and other circumstances led to the matter raised. If the issue has caused harm or still has the potential to cause harm for LeMSIC, on the internal external and/or international level, the Supervising Council is expected to advise the EB on how to

avoid this issue in the future, and take action to minimize or avoid harm immediately.

11.16. The Supervising Council can receive requests from LeMSIC members, officials, or members of the Team of Officials to open or initiate investigations against any LeMSIC Official including members of the Team of Officials

a. The Supervising Council then has the right to accept or refuse the request to open the investigation with a $\frac{2}{3}$ majority vote

11.17. After conducting an investigation, the supervising council must advise the EB on the he most suitable decision regarding the investigation and the official(s) involved, while having the power to suspend, remove or expel a LeMSIC Official including members of the Team of Officials for reasons deemed appropriate by a $\frac{2}{3}$ majority vote, namely:

- a. Non-adherence to the LeMSIC Constitution and Bylaws
- b. Malfunction of office
- c. Misuse of committee funds
- d. Fraud
- e. Deliberate work against general LeMSIC interests
- f. Any other action that is considered as misconduct unanimously by the Supervising Council

11.18. The supervising council must share the Investigation report with the EB within 2 months after its conclusion

11.19. The EB must then decide on sharing the report with the Members with a simple majority vote

Dissolution of the Supervising Council

11.20. The Supervising Council can be dissolved by the Team of Officials by a $\frac{2}{3}$ majority vote and a simple majority vote by the Team of Officials in case of:

- a. Non-adherence to the LeMSIC Constitution and Bylaws
- b. Malfunction of office
- c. Misuse of committee funds
- d. Fraud
- e. Deliberate work against Executive Board decisions and/or against the general LeMSIC interests
- f. Any other action that is considered as misconduct by a $\frac{2}{3}$ majority vote of the Team of Officials

10.21. Subsequently, the Team of Officials must assign by a $\frac{2}{3}$ majority vote a provisional Supervising Council that will serve until the election of the new Supervising Council as detailed bylaws 10.4 – 10.6.

12. Activities

General

12.1. LeMSIC activities are efforts initiated by LeMSIC officials or members aiming to spread LeMSIC's vision and mission on a local, national, regional, and/or international level.



12.2. An activity coordinator is a person responsible for coordinating an activity.

12.3. An activity coordinator must:

- a. For a local activity, attain the approval of the LD and PCo(s)/NO(s) of that specific LC and SC(s) respectively prior to contacting the VPA;
- b. For a national activity, attain the approval of the PCo(s)/NO(s) of that specific SC(s) prior to contacting the VPA;
- c. Submit to the VPA a request with the activity planning details, all relevant financial issues, all relevant external matters, all relevant publication and social media plans, and all relevant capacity building matters at least 2 weeks prior to the activity date
- d. Coordinate between the relevant NT official, the members, and the Organizing Committee
- e. Coordinate the tasks among the OC members and keep up with their progress
- f. Draft, with the relevant NT official, goals, objectives, indicators of success, methodology, and evaluation.
- g. Enroll the activity in the IFMSA database, with the help of the relevant National Officer(s) or PCo and VPA and fill the activity report.
- h. Provide progress reports at regular intervals and/or at request to the VPA
- i. Conduct a proper evaluation of the activity

j. Compile an impact assessment report to be submitted to the VPA within a month after the end of the activity

k. Submit a final activity report to the VPA within two weeks after the activity is completed.

l. Draft a summary report of the activity with a full analysis to be archived with the VPA's administrative assistant including the enrollment certificate and impact assessment report

12.4. After the request has been submitted, the VPA's preliminary approval or rejection must be sent to the coordinator within 72 hours at the latest with valid reason after discussion with all relevant LDs, NOs, and PCos

12.5. After the preliminary approval of the activity, the VPA should direct and follow up with the activity coordinator to the VPF, VPE, VPPRC, and VPCB of all financial matters, external matters, publications, social media, and capacity building matters respectively to attain their respective approval.

12.6. The relevant EB members must set the requirements and deadline to attain approval on all external/financial/capacity building matters during the first TO meeting of the term. The deadlines must be shared by the VPA on LeMSIC's General Server no later than 1 week after the first TO meeting





Activity Coordinator

12.7. A local activity coordinator is appointed by the respective LD and/or PCo(s) and/or NO(s) of the SC(s) and LC in question

12.8. The national coordinator is selected by the VPA and all other relevant Officials

12.9. The national coordinator must meet the following criteria:

- a. An active LeMSIC member belonging to a full or candidate LC
- b. Exhibit knowledge in activity planning
- c. Portray motivation to the TO coordinators
- d. Been part of at least one reported activity Organizing Committee, either National or Local, or is part of a SC Team

Projects

General

12.10. A Project is an activity or a group of activities that tackles various topics under a specific theme. A project can involve one or more Standing Committee Programs' focus areas.

12.11. All LeMSIC Projects should be registered with the VPA.

12.12. The VPA must designate the SCs the adopted project should fall under.

12.13. An adopted project's duration should be at least 2 terms

12.14. Each Project will be headed by a project coordinator and followed up on by the National Officer(s) of the designated Standing Committee(s).

Project Adoption

12.15. Any general member can propose a new LeMSIC Project

12.16. A Project term starts from October 1st until the end of the term and may not start at the time of adoption

12.17. The proposed project must be submitted to the VPA.

12.18. A project should be submitted at least 1 week before a TO meeting

12.19. The Project Application Form must include 2 signatures from TO members

12.20. The VPA should share all pending application forms with the TO at least 3 days before a TO meeting.

12.21. Adoption of the proposed project requires a 2/3 majority vote that will take place in the next TO meeting.

12.22. The VPA must add all newly adopted projects to LeMSIC's Project Database before sending the call for PCo.

Project Coordinator

12.23. A LeMSIC Project is coordinated by a Project Coordinator (PCo). The term of office for a Project Coordinator runs from 1st October until the end of the term.





12.24. A Project Coordinator:

- a. Coordinates the project's activities and events;
- b. Sets an AWP no later than 2 weeks after the beginning of their term;
- c. Ensures the sustainability and adherence to the goals and objectives of the project, as listed in its adopted proposal;
- d. Sends calls and sets selection criteria for Organizing Committees;
- e. Calls for, sets the agendas, and chairs the meetings of the project's Organizing Committees;
- f. Hands an activity report about each activity or event;
- g. Submits mid-term and end-term project reports to the VPA;
- h. Maintains contact with the VPA, and relevant National Officer(s);
- i. In the event of resignation, suspension, removal, absence, or death of the Project Coordinator, the relevant National Officer(s) will assume all responsibilities of the Project Coordinator until a new PC is appointed by the TO.

Selection

12.25. A candidate for Project Coordinator must:

- a. Be a LeMSIC General Member
- b. Have been part of 2 reported activity Organizing Committee, either National or Local, or part of a SC Team

12.26. Selection Process:

- a. A project coordinator is appointed by a committee formed by the current VPA, current relevant NOs, the previous-term VPA, and the relevant previous-term NOs
- b. In the event of a conflict of interest or inadequacies or unavailability in this committee, the VPI should determine how to proceed
- c. call for PCo must be sent by the VPI at least 2 weeks prior to the beginning of the new term and must remain open for at least 3 weeks; this committee is then formed
- d. The results of the selection must be shared within 10 days after closing the first call, at which point this committee will be dissolved
- e. In case of any vacant positions after the first round, the current VPA and current relevant NO(s) will fill the remaining vacancies

Activity advisors

12.27. A LeMSIC member/alumnus is considered an Active Activity Advisor if they meet at least 3 of the following criteria:

- a. Have graduated a LAMLOC, AMOC, PHLT, PHLT-T, and/or any equivalent IFMSA workshop
- b. Have facilitated at least 3 sessions on activity management and/or financial management





c. Have been a National Officer, a Project Coordinator, or Vice President for Activities within the previous 2 terms

d. Have successfully enrolled and reported at least two activities under the IFMSA Programs

12.28. Active Activity Advisors can assist National Officers, Activity Coordinators, and Project Coordinators in Activity planning and enrollment when needed

12.29. Active Activity Advisors have the right:

a. To appeal to the Vice President for Activities any activity or project for re-discussion and structuring

b. To request from the Vice President for Finances any financial documents relevant to any activity or project

c. To attend any activity or project regardless of capacity as observers with the approval of the Vice President for Activities

12.30. An Activity Advisor is considered active during the term they meet the criteria set in point 12.27 and they maintain their active status if they:

a. Inform the Vice President for Activities of their willingness to help at the start of every term

b. Have assisted in the planning of at least 3 activities during the previous term

c. Have assisted in the enrollment of at least 1 activity during the previous term and have documented it with the Vice President for Activities

12.31. An inactive Activity advisor may regain active status upon the completion of the criteria in clause 12.30. a-c within the term or at the discretion of the VPA.

13. Corporate Identity and Publications

Corporate Identity

13.1. The official LeMSIC Corporate Identity is identified in the Corporate Identity Manual and includes, but is not limited to, the LeMSIC name, translations, abbreviation, logo, and other templates

13.2. The Standing Committee logos are not part of the LeMSIC Corporate Identity Manual, but can be used by LeMSIC in accordance with the IFMSA Bylaws and Corporate Identity Regulations

13.3. The Corporate Identity Manual is drafted by the VPPRC and adopted by the Executive Board. It can be updated at the discretion of the VPPRC, but all updates need to be adopted by the TO

13.4. The LeMSIC Corporate Identity should always be used in all representations of LeMSIC. Only the LeMSIC Corporate Identity can be used; changes in layouts or any other additions are not allowed



Publications

13.5. All printed or digital material (e.g. posters, leaflets, brochures, booklets, newsletters, and external correspondence) produced solely in the name of LeMSIC must follow the LeMSIC Corporate Identity regulations

13.6.a. If externals are not involved, such material cannot be distributed without prior approval of the VPPRC, who reserves the right to make any modification deemed necessary.

13.6.b. If externals are involved, such material cannot be distributed without prior approval of the VPPRC and the VPE, who reserve the right to make any modification deemed necessary.

13.7. Advertisement can occur in all printed or digital LeMSIC material, except those produced on the official stationery

13.8. Advertisement in any printed or digital LeMSIC material requires the approval of the Executive Board

14. Treasury

Annual Budget

14.1. A budget for LeMSIC must be proposed by the EB and shall be approved by the TO within 30 days of the start of the term by an absolute majority

14.2. Any amendments to the budget must be approved by the TO by a 2/3 majority

Financial Report

14.3. A mid-term report and a detailed final report of spending must be adopted by the EB and annexed to the EB meeting minutes during which they were adopted

Debts

14.4. A general member/official is officially in debt towards LeMSIC if their name figures in LeMSIC's Debts Database.

14.5. A general member/official's name figures in the LeMSIC's Debts Database if they fail to pay off the amount owed at most 1 month after receiving 2 official warnings by the VPF.

14.6. Official warnings should be separated by a duration of at least 1 month, and should specify the amount owed by the debtor, its currency, the reason it was accumulated along with any proof supporting this claim (invoices, etc.)

14.7. The LeMSIC's Debts Database is moderated by the VPF and is only made accessible to the President and Supervising Council.

14.8. The VPF, President, and Supervising Council form the Debts Committee, provided none of them are officially indebted or in the process of being officially indebted to LeMSIC. In the latter cases, adequate substitutes from the EB shall be found.

14.9. The Debts Committee can prevent a debtor's name from entering the Database or erase it from the Database provided the following is fulfilled:

- a. The debtor thoroughly pleaded their case before the Debts Committee no more than 2 weeks after their name figured in the Database.
- b. The Debts Committee agreed, with a 2/3 majority vote, to set an appropriate reimbursement plan for the debtor. Failure to commit to this plan would automatically result in the disciplinary actions outlined by bylaw paragraph 12.10.

14.10. A general member/official officially in debt towards LeMSIC will be prevented from running for office and/or removed from office, unless deemed otherwise by a 2/3 majority vote from the EB.

15. Strategic Plan

15.1. LeMSIC's long-term work is based on its three-year strategic plan. It aims to ensure continuity, transparency, and accountability in the work of the organization's elected and appointed leaders.

15.2. The strategic plan is adopted by the TO with a 2/3 majority vote at the TO meeting that directly precedes the period it covers. Amendments to the tabled Strategy require a 2/3 majority vote to pass. The period of the three-year strategic plan is followed by a term in which the strategic plan is

evaluated, and the new strategic plan is drafted.

15.3. The Annual Work Plan of each member of the TO must reflect the priorities laid out in the strategic plan, to underpin the implementation of the strategic plan.

15.4. The TO must report on the execution of the strategic plan in their annual report

16. Policies

16.1. A policy document is a statement and a position paper adopted by LeMSIC's Team of Officials highlighting LeMSIC's stance on a specific topic. The policy document should be aligned with LeMSIC's vision and mission.

16.2. Any LeMSIC member can draft a policy document to submit to the TO on a topic with the signature of at least 1 TO member.

16.3. The policy document format shall be decided by the TO.

16.4. Policy documents must include valid references for facts and/or information

16.5. A policy proposal must be submitted at least one week prior to the TO meeting in which it will be proposed.

16.6. Adoption of a policy document can only take place two TO meetings after the one during which it was proposed.



16.7. Adopting a policy document requires a 2/3 majority vote by the TO. In case it does not reach the required majority, the policy proposal fails.

16.8. A policy document is adopted for a period of three calendar years from the date it was adopted, after which it expires.

16.9. The policy document should be revised, edited, re-proposed and re-voted on by the Team of Officials after its expiration date.

16.10. A policy should not be amended or dropped before its expiration date unless otherwise voted on by a 2/3 majority of the TO.

16.11. During the first quarter of every term, the TO will form a Policy Documents Revision Committee. The committee shall be composed of 1 EB member, and 3 members from either the TO or the Supervising Council. The committee must check if all current policy documents are relevant, useful, and have concrete calls to action and should advise the TO accordingly.

16.12. No more than 3 policy documents can be adopted by the Team of Officials within the same term.

17. Code of Conduct (CoC) and Code of Conduct Committee (CoCC)

17.1. The LeMSIC's code of conduct (CoC) is a policy that aims to guide the actions of all LeMSIC members during all initiatives under the name of LeMSIC including activities, trainings, and external and internal meetings.

17.2. The LeMSIC's code of conduct needs a 2/3 TO majority vote to become an official document.

17.3. The CoC is applicable in all LeMSIC events even in the absence of a CoCC.

17.4 Changes to the CoC:

a. Any LeMSIC official may propose changes to the CoC.

b. To introduce a new section, amend a pre-existing section, or remove a section, the LeMSIC official must submit a proposal to the VPI at least 48 hours before the TO meeting.

c. The proposed change will be discussed in the same TO meeting.

d. Adoption of the proposed change requires a 2/3 majority vote that will take place in the same TO meeting.

e. Changes to the CoC will be in effect immediately after the vote unless specified otherwise in the proposal.

Code of Conduct Committee (CoCC):

17.5 The CoCC:

1. Is headed by a Head of Committee (HoC).

2. Must be formed of 5, 7, or 9 members, including HoC.

3. At least 40% of CoC members must be of a different gender than the majority.





Requirements for CoCC members:

17.6. All CoCC members must:

- a. Be a member, Official, or Alumni of a Full Member LC
- b. Have attended at least two national events or served as national team, TO, or EB in previous terms
- c. Have been a LeMSIC member for least 9 months
- d. Can be a LeMSIC Official
- e. Cannot be President or VPI for the term they are serving

Tasks and responsibilities of the CoCC:

17.7. CoCC members:

- a. Should uphold the CoC and enforce it during select LeMSIC initiatives
- b. Should report any complaint or breach of the CoC to the HoC.

17.8. Head of Committee (HoC):

- a. Coordinates between CoCC, VPI, and other relevant Officials.
- b. Maintains contact with CoCC members during select events
Proposes necessary changes for the CoC Timeline and Selection of the CoCC.

17.9. A call for CoCC for the next term must be sent by the VPI at least 4 weeks prior to the beginning of the new term and must remain open until the beginning of the new term

17.10. At the start of the term, the call is closed, and a committee is formed of the VPI, President, and previous-term Head of Committee.

17.11. In the event of a conflict of interest or an inadequate or incomplete committee, the VPI should determine how to proceed.

17.12. The committee will create a priority list from available applicants based on:

Relevant experience in humanitarian work, sexuality, sexual harassment, consent, mental health, and ethics.

1. CV and motivation letter of the applicant
2. Availability throughout the term
3. LC representation
4. No previous offenses within LeMSIC

17.13. The committee must finalize the list in 7 days at which point it will be shared with the TO with the applicants' CVs and motivation letters.

Voting on the CoCC:

17.14. Voting on the CoCC shall happen during the following TOM after the finalization of the priority list.

17.15. Each applicant on the list will be voted on individually by order of priority.

17.16. Applicants who receive 2/3 majority by the TO will be deemed Chosen.





Applicants:

17.17. The CoCC will then be formed from the Chosen Applicants according to the priority list whilst respecting article A.2 of this Section.

17.18. In the event of the resignation, of suspension, of death, or of removal of one of the CoCC members, the TO will appoint another CoCC member by a 2/3 majority.

Voting on the HoC:

17.19. After the CoC is formed, CoC members who expressed willingness to be HoC will be candidates for this position.

17.20. If a candidate receives an absolute majority, they are selected as HoC.

17.21. If no absolute majority is reached and there is more than one candidate, the candidate with the highest number of votes proceeds to a vote of confidence.

17.22. A candidate is then selected as HoC if they achieve an absolute majority on the vote of confidence.

17.23. In the event of the resignation, of suspension, of death, or of removal of the HoC member, the TO will follow the same voting procedure after the completion of the CoC.

17.24. Once the CoC is formed, no new members can be selected.

17.25. The TO can decide to disband the CoC by a 2/3 majority. In this case, a new call will be open

within 1 day and will follow the same selection procedure.

Removal of CoCC member:

17.26. Approval vote of a 2/3 majority by the TO is needed.

17.27. A CoCC member can be removed if they were found to commit one of, but not limited to, the following:

- a. Breach of LeMSIC Bylaws
- b. Breach of CoC.
- c. Inactivity
- d. Misconduct

17.28. If any complaint/report is submitted against a CoCC member, the member is immediately suspended from their work in the CoCC until a thorough investigation is done by the VPI.

Events:

17.29. The VPA, VPI, and HoC decide whether or not a CoCC is needed in each event; such a decision can be overruled by a 2/3 majority vote by the TO.

17.30. Attendees should be informed of the CoC and acting CoCC members at the start of each event.

17.31. At least 3 CoCC members should be present at all times during an event unless otherwise specified by the HoC, VPI, and President unanimously.

17.32. Bylaws 17.9 to 17.13 take effect on the 20th of October 2020. Prior to the said date, the EB will





decide on how the selection of the CoCC will happen.

17.33. The VPI is mandated to remove bylaws 17.32 and 17.33 on the 20th of October 2020, and renumber accordingly.





18. Annexes

1. Capacity Building Internal Operating Guidelines: [here](#)
2. SCOPE/SCORE Internal Operating Guidelines: [here](#)
3. LAMLOC Regulations: [here](#)
4. GDPR Regulations: [here](#)

