



# MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)

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ANNEX 1

## **MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)**

### **THE PREAMBLE**

**We, MEDSAR members,**

PURSUANT to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in its articles 35 and 46

PURSUANT to the International Covenant on Civil and Political Rights of 16 December 1966, especially in article 22, ratified by the Decree-Law n° 8/75 of 12/02/1975;

BASING on the International Covenant on Economic, Social and Cultural Rights of 16 December 1966, especially under its article 1, ratified by the Decree-Law n° 8/75 of 12/02/1975;

BASING on the African Charter on Human and Peoples' Rights of 27 June 1981, especially in Article 10, ratified by the Law n° 10/83 of 17/05/1983;

PURSUANT to Law n° 04/2012 of 17/02/2012 governing the organization and the functioning of national non-governmental organizations

REALISING that every association should have a clearly structured institution, in order to promote the social health of its members;

REALISING that every association whose members are free, equal and reputable must be entitled to a certain set of rights and obligations;

REALISING that the association is committed to promote the academic performance and social welfare as its basic objective;

CONVINCED that the association must play a key role in the promotion of health of Rwandan society; ASSOCIATION

CONSIDERING the approval of the following articles by the General Assembly of MEDSAR as the Constitution of MEDSAR;

**WE, hereby adopt the present document, as the constitution of the “ MEDICAL STUDENTS ASSOCIATION OF RWANDA”**

# MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)

## CHAPTER 1: GENERAL PROVISIONS

### SECTION 1: Name, Address, Duration, Scope and Objectives of the MEDSAR

#### Article 1:

Here is established an association, by name “MEDICAL STUDENTS ASSOCIATION OF RWANDA”; “ISHYIRAHAMWE RY’ABANYESHURI BIGA UBUGANGA MU RWANDA” also referred to as “MEDSAR” in abbreviation.

Article 2: The headquarters of the MEDSAR shall be in the University of Rwanda, in the School of Medicine. However, it may be transferred elsewhere in the country, upon approval by the General Assembly in election by 2/3 majority of present people with voting rights attending the GA.

#### Article 3:

The MEDSAR will exist for an indeterminate period of time.

#### Article 4:

The areas of operation of MEDSAR shall be within the boundaries of the Republic of Rwanda. However, it may extend its activities abroad upon approval by the General Assembly by simple majority of people with voting rights attending the GA.

#### Article 5:

The MEDSAR shall have the following objectives among others;

- a) To unite, defend and represent medical students in Rwanda;
- b) To promote the science and the spirit of research among its members;
- c) To initiate and participate in all programs which aim at promoting the life standards of Rwandan citizens;
- d) To combat the solitude and development reluctance by promoting the collaboration of MEDSAR with other associations in Rwanda and abroad for interest of members and Health promotion.

### SECTION 2: MEMBERSHIP

P.O. Box: 531, Butare

E-mail: [medsar-rwanda@ifmsa.org](mailto:medsar-rwanda@ifmsa.org)

[supcomedsar@gmail.com](mailto:supcomedsar@gmail.com)

Website: [www.medsarwanda.org](http://www.medsarwanda.org)

## MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)

### Article 6:

The membership of MEDSAR shall be comprised of:

a) *Ordinary members:*

The Ordinary members shall consist of the founding members and Associate members.

The founding members shall consist of members who have signed this constitution.

The Associate members shall consist of physical persons whose application was approved by the General Assembly fulfilling the conditions in (Article 7).

B) *Alumni members:*

The Alumni members consist of members who completed their studies and approved by the General Assembly because of showing their interest in the MEDSAR's activities.

c) *Honorary members:*

The honorary members are acknowledged by the General Assembly for their special support (moral or material) to the organization and are proposed by the Executive Board and approved by the General Assembly.

### Article 7:

The MEDSAR shall be open to membership for any one, upon fulfillment of the following conditions:

- a) Abiding by this constitution and other internal regulations of MEDSAR;
- b) Being a medical student in Rwanda or a Rwandan Medical Students all over the world;
- c) Showing the commitment to the objectives of MEDSAR;
- d) Have paid the membership fee agreed on by the General Assembly.
- e) Being a member of one standing committee
- f) Have successfully registered at the registration platform provided the publication and information offices.



## **MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)**

### Article 8:

Membership ceases in case of voluntary withdrawal, exclusion or upon the dissolution of MEDSAR.

Voluntary withdrawal refers to the way of personal initiative to quit the MEDSAR. It shall be made through a letter written and handed to the President of the Executive Committee who shall submit the case for approval or disapproval by the General Assembly.

Exclusion shall be decided by the General Assembly majority votes of 2/3 against a member who does no longer comply with the present constitution and internal regulations of the MEDSAR.

However, during the cases mentioned in the present article, the concerned member shall be given a chance to present his/her defense to the General Assembly.

### Article 9:

The MEDSAR is entitled to the following rights:

- a. To receive from its members' annual registration fees;
- b. To ask for manpower if this can neither hamper their education nor their life;
- c. To negotiate friendship or partnership with other associations targeting interests of MEDSAR.



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### Article 10:

The members of MEDSAR are entitled to the following rights:

- a. Rights to be candidate to any post of the MEDSAR according to the internal regulations which are made by Supervising council and Approved by the GA;
- b. Only the Associate members can vote or be elected;
- c. In case an Associate member has a problem, the MEDSAR must help him/her in all possible ways;
- d. To be informed on the progress of the action plan of the MEDSAR;
- e. Associate Members have equal rights in the General Assembly;
- f. Each member has right to speech in the General Assembly;
- g. Members have right to give their opinion on each problem that concerns the MEDSAR;
- h. Members are vested with power to a decision against anybody that has betrayed the MEDSAR or has shown that he/she is against the objectives of the MEDSAR.
- i. The opportunities within MEDSAR have to be benefited by the Associate members.
- j. Criteria of selection have to be provided by the internal guidelines made by the Executive Board and the Supervising Council.

### Article 11:

MEDSAR shall have the following duties:

- a. To put in practice the objectives of the MEDSAR as they are provided by the present constitution;
- b. To defend the common interests of the MEDSAR;
- c. To ensure the observation of the rights of members as stated in the article 10 of the present constitution.

## **MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)**

### **Article 12:**

MEDSAR associate members shall be duty bound to:

- a. Attending general assembly and Payment of required fees by executive committee.
- b. Show commitment in the activities of the MEDSAR;
- c. Respect the rights of the MEDSAR as it is formulated in the article 9;
- d. Consolidate the honor and the esteem of the MEDSAR as well as fighting for its development;
- e. To observe the provisions of the present constitution;
- f. To prevent any mismanagement of the MEDSAR.

### **SECTION 3: MEDSAR DOCUMENTS**

#### **Article 13:**

MEDSAR Official document; Constitution, Internal Regulations and bylaws should be dated, showing place, signed by Supervising Council President and signed & stamped by MEDSAR President. They must be uploaded on MEDSAR website less than 1week after the adoption.

## MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)

### CHAPTER 2: ORGANS OF MEDSAR

#### Article 14:

The MEDSAR shall have the following organs:

- The General Assembly
- The Executive board
- The Standing Committee Directors
- The Supervising Council

### SECTION1: GENERAL ASSEMBLY

#### Article 15:

The General assembly shall be constituted by all members and shall be the supreme body of MEDSAR.

#### Article16:

The General Assembly shall have the following powers:

- Approve the agenda before starting
- To elect or expel any leader of organ;
- To approve and disapprove the establishment of a standing committee;
- To approve the constitution and internal regulations of the MEDSAR and modification of constitution and internal regulations;
- Decision making power of the MEDSAR belongs to the General Assembly as it is shown in the internal regulations of MEDSAR.
- The General Assembly has the power to approve or deny membership applications.



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### **Article 17:**

The General Assembly shall be convened and led twice (March, November) during the academic year by the president of MEDSAR. It may be also convened if the Executive Committee in collaboration with Supervising Council judges it necessary. The general assembly gathers and takes valuable resolutions if quorum is present.

When quorum is not reached, another meeting is convened within 7 days, on the occasion the General Assembly gathers and takes valuable decision despite the number of the participants.

### **Article 18:**

The quorum of the general assembly shall be made up of 2/3 of all associate members.

## **SECTION 2: EXECUTIVE BOARD**

### **Article 19:**

The Executive Board shall be elected by simple majority of the general assembly and shall be comprised by:

- a. The president who will be the legal representative of MEDSAR.
  - Coordinate the Executive Committee and SCD.
  - Call for meetings of the Executive Committee.
  - Coordinates the development of the long strategic plan of the MEDSAR` and the annual work plan of the SCD
  - Maintain the contact with MEDSAR Board of Recommendation.
  - Maintain the contact with MEDSAR Alumni
  - Maintain the work of IFMSA.
  - Monthly report to the Supervising Council
- b. The Vice president of Internal Affairs
  - He will replace the President in case He is absent.
  - Develop mechanisms to measure the impact of MEDSAR work



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- Collects and analyses Reports of GAs and other MEDSAR Activities
  - Monitor the execution of the Annual Work Plan and collect reports of MEDSAR leaders
  - Coordinate the Standing Committee Directors
  - Monthly report to the Supervising Council
  - Ensure all the MEDSAR Activities are enrolled in IFMSA database by directors
  - Recruitment of Member and informing the membership status to all bodies
  - Develop and coordinates the implementation Capacity Building Strategy such as IFMSA Trainings
- c. The Vice president of External Affairs :
- Develop External Representation Strategy
  - Represent MEDSAR to external relations and maintaining contacts,
  - Coordinate the external representation,
  - Reports regularly the External Representation
  - Coordinate outreach to new external partners.
  - Maintain the work of IFMSA
  - Develop the MoU with people in charge.
  - Follow-up and Ensure members are informed with IFMSA, IFMSA General Assemblies(March Meeting, August Meeting and ARMs)
  - Send Annual MEDSAR Report to all our external partners
- d. The Vice President of Communication, Publication and Information:
- Develop and implement a strategy for the promotion of MEDSAR and its work
  - Be responsible for the public relations and mass media contacts of MEDSAR.
  - Be the primary editor of press releases.



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- Be in charge of development and management promotional materials (business cards, booklets, merchandise etc.)
- Develop MEDSAR Website, its maintenance and Ensure that MEDSAR Website host is updated and Paid by every 01<sup>st</sup> of July
- Assist Standing Committee Directors in their publications
- Develop social media strategy and policies
- Coordinate the content and use of online communication channels (Twitter, Facebook...) and provide online platform of any activities needed (registration ...)
- Develop, update, and regulate the use of online resources.
- Publish annual work of MEDSAR.

e. Secretary General:

- Documentation of all MEDSAR activities.
- Assisting the Vice President of Communication, Publication and Information in publication activities
- Assisting the Vice President of Internal Affairs in coordination of Standing Committee
- In charge of the MEDSAR office and all MEDSAR assets
- Keeping all Documents of MEDSAR.
- Prepares and sends out invitations, provisional agenda, and other relevant information concerning General Assembly.

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f. Vice President of Finance:

Is responsible for the MEDSAR's financial administration, Fundraising and financial resources mobilization, including:

- Overseeing the bookkeeping;
- Ensuring that financial operations are aligned with the budget;
- Monitoring the financial operations of MEDSAR Activities;
- Managing the MEDSAR bank accounts;
- Updating the Executive Board and Supervising Council on the financial situation of the Organization, every 2 month.
- Reporting on the financial situation of the MEDSAR at each General Assembly meeting;
- Collecting membership fees from the MEDSAR members ;
- Providing necessary financial data to the MEDSAR's bodies, upon request;
- Avail the Organization Estimated Annual Budget before handover Period end

### **Article 20:**

The Executive Committee shall serve for a one year term. Its members may stand for another term individually. Members of the Executive Committee shall not be remunerated and shall not use the name of MEDSAR to advance their personal interests.

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### Article 21:

The duties of the Executive Committee shall be:

- a. To prepare and lead General Assemblies,
- b. To elaborate the plan of action which are approved further by the General Assembly,
- c. To prepare annual budget of MEDSAR, making the annual report and shall deal with the daily management of MEDSAR
- d. To execute the resolutions and recommendations of the General Assembly,
- e. To propose for the general assembly the amendments of the constitution and the internal regulations,
- f. To negotiate agreements of cooperation and funding with partners,
- g. To recruit, appoint or dismiss members of the personnel employee of the MEDSAR.
- h. The EB shall report Monthly to the Supervising Council

### Article 22:

Where necessary, the Executive Committee (Board, Standing Committee Directors) may set up sub committees to deal with certain specialized functions of MEDSAR and these are approved by the Supervising Committee with internal regulations.

### Article 23:

- a. The Rank of MEDSAR Representation in IFMSA should as Follow: President, VPE then VPI, VPCP, Secretary and Treasurer
- b. The Executive Committee (EB, SCD and Supervising Council) meets once in 2 month or any time if necessary.
- c. The MEDSAR Executive Board Together with Supervising Council will be setting regulations regarding partnership project and how joint project are being carried out in MEDSAR

## MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)

### SECTION 3: STANDING COMMITTEES

#### Article 24:

The Standing Committees are approved by the General Assembly with the aim of ensuring the proper functioning of the MEDSAR.

#### Article 25:

The Standing Committee is headed by a Director of the Standing committee and shall work in accordance with the framework established under the action plan of MEDSAR.

#### Article 26:

The General Assembly can decide to dissolve the Standing Committee upon accomplishment of its mission or they are no longer valid by 2/3 majority.

### SECTION 4: SUPERVISING COMMITTEE

#### Article 27:

The Supervising Committee is elected by the General Assembly and duty bound to supervise and advises the Executive Board in the execution of its program of activities and auditing all the finances of the organization.

#### Article 28:

The Supervising Council shall be made up of five positions. Its members are not elected for other position in MEDSAR unless they resign from the previous post and any previous Supervising Council member has right to reapply for a position.

- Chairperson
- Vice chairperson
- Secretary
- 2 members.

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### **Article 29:**

The Supervising Committee shall deal with conflicts resolution in the MEDSAR. The internal regulations will regulate the procedure and mechanisms through which the conflict resolution will be handled by the Supervising Committee.

### **Article 30:**

The Supervising Committee is the only organ that organizes leads and provides internal regulations of elections in the MEDSAR.

### **Article 31:**

The Supervising Committee can temporarily suspend a member of Executive Committee or MEDSAR workers if they have not fulfilled their duties. In this case the chair person of supervising council shall summon the general assembly within 10 days. The definitive decision is taken and approved by General Assembly.

### **Article 32:**

The Supervising Council with the Executive Board are the only institutions that deals with explanation of the constitution and preparing projects of new constitution, or amendments to an existing constitution.

### **Article 33:**

The Supervising Council should report once in two month to the platform provided by the publication offices.

### **Article 34:**

The Supervising Council has right to financial autonomy, the finances has to be regulated according to the annual work plan.

## **MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)**

### **ELECTION**

#### **Article 35:**

The Election has to occur in the General Assembly, the Executive Board and SCD in November and the Supervising Council in March. The handover process has to be for 2 month and the official handover no longer than 60 days of Election, the elected committee and the current committee must have meeting twice in month for a smooth handover. The Vice president of Internal Affairs shall provide the final list of associate members to the Supervising Council, the Supervising Council shall publish the list of associate members to publication offices one week before election.

### **CHAPTER 3: THE PATRIMONY OF MEDSAR**

#### **Article36**

The MEDSAR may acquire movable or immovable property necessary for carrying out its objectives as long as it is within the bounds of laws governing nonprofit making organizations in Rwanda.

#### **Article37:**

Three signatories; the President, treasurer and one of supervising Council shall operate all MEDSAR bank accounts.

#### **Article38:**

The financial Year begins with a new EB term and expires at its ends. All MEDSAR membership fees should start being paid immediately after election of the new EB and ends before IFMSA August meeting within the financial year.



## **MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)**

### **Article 39:**

The assets and finances of MEDSAR shall be preceded from the subscriptions of the members, donations as well as from its income generating activities.

## **CHAPTER 4: FINAL PROVISIONS**

### **SECTION 1: Amendments of the constitution, dissolution and destination of the assets.**

### **Article 40:**

Upon approval by the General Assembly, the present constitution shall be amended according to the proposal submitted by the Executive Board, Supervising Council, or 1/3 of the members.

### **Article 41:**

Dissolution of the MEDSAR shall be approved by 2/3 of all members in a special meeting called for that purpose.

On dissolution, the assets of the MEDSAR shall be donated to another association having similar objectives, upon approval by the general assembly.

### **Article 42:**

The modalities for implementation of this constitution and all provisions that are lacking shall be determined in the internal regulation of the MEDSAR approved and adopted by the general assembly.

### **Article 43:**

Any provision of the previous constitution, contradicting the present constitution is hereby abrogated and shall have no value.

### **Article 44:**

This constitution is approved and adopted by the founding members of the MEDSAR who appear on the annexed list.

# MEDICAL STUDENTS' ASSOCIATION OF RWANDA (MEDSAR)

## ANNEXE 1

### MEDSAR SCOPE REGULATIONS

- SCOPE should contribute actively to the finances of MEDSAR.
- The SCOPE Exchange registration fees should be paid via the MEDSAR Account.
- MEDSAR EB should work with SCOPE Director and provide the necessary means to market our exchanges.

Done at Butare

On 5/01/2020

HAGENIMANA Theogene  
Chairperson of MEDSAR Supervising council



**MEDSAR PRESIDENT**

