



# **AAPI MSRF CONSTITUTION & BYLAWS/WORKING DOCUMENTS**

*This document was prepared and adopted by the members  
on February 2nd, 2024 through email ballot*

# **AAPI MSRF GUIDELINES & BYLAWS**

## **(AAPI-MSRF) CONSTITUTION**

### **ARTICLE 1: Purposes and Mission Statement.**

#### **A. Purposes.**

- The AAPI – MSRF is a national organization representing medical ,dental and podiatry students and resident physicians of Indian origin in North America;
- The AAPI – MSRF will promote, uphold and maintain the highest standards of ethics in the practice of medicine and in medical education;
- The AAPI – MSRF will provide a channel of networking, support, and open communication among its members;
- The AAPI – MSRF will actively work to represent its members and their professional needs in both political and social domains;
- The AAPI – MSRF will provide non-profit group service to the community at large and host other activities by local chapter affiliates.

#### **B. Mission Statement.**

The AAPI – MSRF is a national organization which will promote the professional, political and social goals of Indian American medical, dental, podiatry students and resident and fellow physicians today and in the future.

#### **C. English is the official language.**

### **Article II. Membership.**

#### **A. Eligibility.**

- **Medical Student:** A student presently enrolled in a medical , dental, podiatry or osteopathic college that is accredited by the American Medical Association, the American Osteopathic Association or their equivalent.
- **Resident Physician:** A physician who is currently enrolled in an accredited residency program in North America.
- **Fellow:** A physician who is currently training in an accredited fellowship program in North America.

## **B. Discrimination.**

Membership shall not be discriminated against because of race, color, gender, age, handicap, religious preference, disabilities, sexual orientation, ethnic or national origin.

## **C. Local Chapter Affiliation.**

Members may organize into local groups by charter as affiliates to the national organization.

## **Article III. Executive Committee**

### **A. Composition**

- President.
- President–Elect.
- Vice-president.
- Secretary
- Treasurer
- Past President
- Regional Directors as per AAPI bylaws
- Regional Coordinators. One (1) from each region as defined by the designations used by the AAPI parent organization.
- National Convention Chairperson.
- Chair of Public Relations Committee.
- Chair of the Publications Committee.
- Chair of the Membership Committee.
- Chair of the Fund-Raising Committee.
- Chair of the Service Committee.
- Chair of the Website Committee.

## **B. Executive Committee Meetings**

- Will be held annually as set by Executive Committee members.
- Special meetings may be scheduled with at least thirty (30) days' notice after being called by majority vote of Executive Committee or by the MSRF President.
- Each member will have one (1) vote.
- No proxies will be accepted.
- By majority vote, may institute/amend organizational policy, approval for disbursement of organizational funds, approve chapters, awards and honors, and oversee the maintenance of organizational records, property and equipment.
- By three-quarters (3/4) vote may suspend or cancel any chapter affiliates, remove any officer of the organization, or terminate any membership.
- Proceedings of the annual Executive Committee Meeting shall be published within 30 days after the meeting.
- Robert's Rules of Order apply to parliamentary procedure.

## **C. Executive Committee Elections**

- Nominations may be submitted by any member of the AAPI-MSRF.
- Nominations will be submitted by December 31<sup>st</sup> as per AAPI bylaws and will follow all the policies of AAPI bylaws.
- All nominees must be active members in good standing.
- To run for election for Vice -President in the MSRF board, MSRF members should be at least involved with AAPI-MSRF for 1 year and attended 2 meeting in 5 years and must be a medical, dental podiatry student, resident physician or fellow in a medical school or osteopathic college in North America. ECFMG
- Medical, dental or podiatry graduates or medical students of Indian origin who are in the United States can run for election positions other than Executive council members positions including Vice President, and Secretary, treasurer and Regional director .
- All official AAPI – MSRF member will have one vote.
- No proxies will be accepted.
- Newly elected executive committee members shall assume the duties of their positions at the close of the annual AAPI – MSRF National Convention.

## **D. Executive Committee Officers**

### **I. President**

#### **a. Qualifications.**

Active member of AAPI – MSRF. Must have served as President- Elect. President Elect automatically ascends to the position of President after completing their term as President-Elect.

#### **b. Duties.**

- Presides at the Annual Executive Committee Meeting and the General Body Meeting.
- Serves as the official representative of AAPI – MSRF and contact person for the AAPI Executive Director.
- Must attend at least two (2) AAPI Governing Body Meetings and must attend the Winter Medical conference and AAPI convention.
- Works closely with the other executive officers in carrying out the routine objectives and plans of the organization at a national level.
- Serves on Executive Committee.
- Serves as the AAPI-MSRF delegate to the AMA-RFS. In the event the President-Elect is not a resident as defined by Article II, section A.2, the AAPI-
- MSRF executive committee will designate a qualified alternate.
- Term of office shall be one (1) year.

## **II. President-Elect**

#### **a. Qualifications.**

Active member of AAPI – MSRF .Must have served as AAPI - MSRF Vice President .Vice president automatically becomes President -Elect after completing their term as Vice President..

#### **Duties.**

- Serves as parliamentarian at the Executive Committee Meeting and General Body Meeting.
- Carries out the duties as assigned by the President.
- In the event that the President is unable to or unwilling to perform the duties of the position, the President-Elect will assume the duties of President.
- Serves on Executive Committee.
- Works closely with the other executive officers in carrying out the routine objectives and plans of the organization at a national level.
- Serves as the AAPI-MSRF delegate to the AMA-MSS. In the event the President-Elect is not a medical student as defined by Article II, section A.1, the AAPI-MSRF executive committee will designate a qualified alternate.
- Term of office shall be one (1) year.
- Will serve in the Nomination committee and the convention finance committee.

### **III. Vice-President**

#### **a. Qualifications.**

Active member of AAPI – MSRF for at least 2 years at the time of filing. Must have served as MSRF secretary or treasurer.

#### **b. Duties.**

- Carries out the duties as assigned by the President.
- In the event that the President-Elect is unable to or unwilling to perform the duties of the position, the Vice-President will assume the duties of President-Elect.
- Serves on Executive Committee
- Works closely with the other executive officers in carrying out the routine objectives and plans of the organization at a national level.
- Term of office shall be one (1) year.
  
- Will serve in the membership committee of the AAPI and will assist the AAPI Vice President in recruiting members.
  
- Will serve in the convention selection committee.

### **IV. Secretary**

#### **a. Qualifications.**

Active member of AAPI – MSRF for at least one year at the time of filing.

#### **b. Duties.**

- Oversees the preparation of the proceedings for the AAPI – MSRF Executive Committee Meeting and General Body Meeting.
- Oversees the maintenance of all historical organizational records.
- Records the minutes of AAPI – MSRF Executive Committee Meeting and General Body Meeting and will publish them within thirty (30) days.
- Serves on Executive Committee.
- Term of office shall be one (1) year.
- Works closely with the other executive officers in carrying out the routine objectives and plans of the organization at a national level.
  
- Will work with the elected AAPI Secretary.

## **V. Treasurer**

### **a. Qualifications**

Active member of AAPI-MSR

### **b. Duties.**

- Assumes the duties of the Secretary if that officer is unable or unwilling to perform the duties of the position.
- Performs those duties as assigned by the MSRF President..
- Serves as Chair of Finance and Budget Committee.
- Serves on Executive Committee.
- Term of office shall be one (1) year.
- Works closely with the other executive officers in carrying out the routine objectives and plans of the organization at a national level.
  
- Works along with the AAPI- elected treasurer to maintain AAPI -MSRF accounts. Will need to work with MSRF President to approve and sign checks.

## **VI. Regional Coordinators.**

### **a. Qualifications.**

Active member of the AAPI – MSRF

Must be enrolled in a medical college/residency program from the region he/she will be representing.

### **Duties.**

- One (1) official coordinator from each region defined by the designations used by the AAPI parent organization.
- Perform the duties as assigned by the President, President-Elect, Vice-President, Secretary, Treasurer or Convention Chairperson.
- Help organize and coordinate activities from their respective region and will be the resource person for local chapter affiliates.
- Serve on Executive Committee.
- Term of office shall be one (1) year.
  
- Will work along with the AAPI Regional directors in their region.

## **VII. National Convention Chairperson.**

### **a. Qualifications.**

- Active member of AAPI – MSRF. Must be nominated by the MSRF President at least one year prior to the convention.

### **b. Duties.**

- Organize the details of the convention with regards to registration, publicity, accommodations, the research forum, speakers/workshops, travel, entertainment, etc.
- Give monthly reports to the Executive Committee Officers on the progress of the Convention starting ten months before projected date of convention.
- Utilize members of the Executive Committee to assist in planning for the Convention and will work in conjunction with the convention chairperson of the AAPI Convention and the AAPI Executive Director.
- Serves on Executive Committee.
- Term of office shall be one (1) year.

**All chairs will be nominated by the MSRF- President for a one-year term. Each chair will need to make their committee and choose their Vice Chair with approval of the MSRF President with at least five members. Quarterly reports need to be presented to the Executive Committee.**

## **VIII. Publications Committee Chair**

### **a. Qualifications**

Active member of AAPI – MSRF.

### **b. Duties.**

- Edits and publishes the official AAPI – MSRF Newsletter, AAPI STAR, maintains the AAPI-MSRF Web Page, and publishes any directories approved >by the AAPI-MSR
- Serves on Executive Committee.
- Term of office shall be one (1) year.

## **IX. Public Relations Committee Chair.**



### **a. Qualifications**

Active member of AAPI – MSRF.

### **b. Duties.**

- Conducts all activities with purposes related to publicity, to media coverage, and the overall presentation of the organization to others.
- Shared responsibility with National Convention Chairperson in publicizing the AAPI – MSRF and its National Convention.
- Directly responsible for the organization name, symbol, and any insignia >pertaining to AAPI – MSRF.
- Serves on the Executive Committee.
- Works closely with President, Vice-President, Secretary and Treasurer in carrying out the routine objectives and plans of the organization at a national level.
- Term of office shall be one (1) year.

## **X. Website Committee Chair.**

### **a. Qualifications.**

Active member of AAPI – MSRF.

### **b. Duties.**

- Conducts all activities related to developing and maintaining the AAPI-MSRF website.
- Serves on the Executive Committee.
- Works closely with President, Vice-President, Secretary and Treasurer in carrying out the routine objectives and plans of the organization at a national level.
- Term of office shall be one (1) year.

## **XI. Membership Committee Chair.**

### **a. Qualifications.**

Active member of AAPI – MSRF.

### **b. Duties.**

- Develops and maintains the AAPI-MSRF membership database
- Coordinates the activities of the local AAPI-MSRF chapters.
- Coordinates the activities of the AAPI-MSRF regional representatives.
- Serves on the Executive Committee.

- Works closely with President, Vice-President, Secretary and Treasurer in carrying out the routine objectives and plans of the organization at a national level.
- Term of office shall be one (1) year.

## **XII. Service Committee Chair.**

### **a. Qualifications**

Active member of AAPI–MSRF.

### **b. Duties.**

- Develops and coordinates service projects both in the United States and abroad.
- Serves on Executive Committee.
- Works closely with President, Vice-President, Secretary and Treasurer in carrying out the routine objectives and plans of the organization at a national level.
- Term of office shall be one (1) year.

## **Article IV. Code of Conduct.. Code of Conduct and conflict of Interest policies will be as per AAPI bylaws.**

Participants should declare conflicts of interest and conduct themselves in a manner that is attune to the highest professional ideals. Participants should maintain dialogue that is relevant and respectful of the rights of others, you understand that when you submit comments, posts or images on AAPI digital platforms, you will not:

- Spread false and/or defamatory information.
- Include content that is discriminatory, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person’s privacy or right to publicity, or otherwise violative of any law.
- Infringe on copyrights, trademarks or trade secrets.
- Post content that includes private and/or personal information, such as home phone numbers and email addresses.
- Seek medical advice (consult your personal physician) or disclose personal health information.
- Promote commercial services and products, or causes.
- Post in manner that would constitute spamming (e.g., posting with such frequency or repetitiveness that others may be discouraged from posting, posts that are irrelevant to the topic and/or the AMA’s mission, and “follow me” posts) or trolling (defined as comments that appear intended to send the discussion in a fruitless direction).

MSRF working documents or bylaws will be governed by AAPI bylaws and AAPI bylaws will take precedence over these working documents.