

# AMENDMENTS

## BUNDI MEDICAL STUDENTS ASSOCIATION

### **Announcement of Re-Structured Administrative Model**

All students are hereby informed that, with the objective of making the functioning of the Bundi Medical Students Association (BMSA) more effective, transparent, and student-centric, the Association has been re-structured.

#### **Central Body – Post Distribution**

The Central Executive Body of BMSA shall consist of the following posts:

- President
- Vice President
- General Secretary
- 2 Joint Secretaries.

The Central Executive Body shall collectively supervise all committees and ensure transparency, accountability, and effective management of association affairs.

#### **Eligibility Criteria:**

- The posts of President, Vice President, and General Secretary shall be filled from the Senior-most Batch through an annual election process.
- The posts of Joint Secretaries (2) shall be filled from the Final Year and Pre-Final Year students.

#### **Role of Joint Secretaries:**

- The Joint Secretaries shall assist the General Secretary in day-to-day administrative work.
- They shall coordinate between the Central Body and all committees.
- They shall help in supervision, implementation, and smooth functioning of association activities.
- In the absence of the General Secretary, they may handle delegated responsibilities under the supervision of the President.

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### Under Committees Structure

BMSA shall function through the following committees:

- Cultural Committee
- Sports Committee
- Literature Committee
- Arts & Craft Committee
- IT & Cinema Committee
- Finance Committee
- Disciplinary Committee
- Mess Committee

### Each committee shall consist of the following positions:

- Secretary – Final / Pre-Final Year
- Joint Secretary – Final / Pre-Final Year
- Batch-wise Heads – From all batches except the Final Year( 1. Boys+ 1 girls)
- Volunteers (Members) – From all batches, based on interest and willingness

**Note:** This committee composition shall not be applicable to the Finance Committee, Disciplinary Committee, and Mess Committee.

Volunteers shall be considered active members of the Association and shall assist in various BMSA activities and programs.

### Sports Committee – Updated Structure

To improve coordination and equal participation, the following posts are proposed to be added under the Sports Committee:

- **Girls Sports Incharge – 1 Girls ( minimum)**
- The Sports Committee shall appoint **separate Incharges** for each sport (e.g., Cricket Incharge, Football Incharge, Badminton Incharge, etc.), as decided internally by the committee.

### Media & IT (IT & Cinema) Committee – Sub-Committee Structure

The following roles shall function under the Media & IT Committee:

- Editing Head
- Videography Head
- Photography Head (Photography Society)
- IT Incharge (Technical & Website-related work)
- Social Media Incharge (Handling all official social media accounts)

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### **The President**

- (a) He/she shall preside over all the meetings of the General Body in usual circumstances.
- (b) He/she shall have authority over all the elected representatives of BMSA and over the secretaries of various clubs and societies and shall hold joint responsibility for smooth functioning of the Council.
- (c) President will nominate the spokesman for the union.
- (d) He/ She shall be appointing the Society head, society secretary and 2 executives of General Cleanliness and awareness Society- after consultation with the Vice President.
- (e) President holds the ultimate power. He can overwrite any decision at his will.

### **The Vice-President**

- (a) He/she shall exercise all such powers and duties that may be relegated to him by the President.
- (b) In absence of the President, he/she shall act for and on behalf of the President.
- (c) He/she shall assist the President in all of his duties.
- (d) He/she shall call for a General Body meeting if the President is under impeachment.
- (e) In case of non-confidence against president he will take all the powers of president till the result of motion.
- (f) He/she shall preside over all the meetings of the General Body in usual circumstances.
- (g) He will be the supervisor of all the clubs and societies present in the college.

### **The General Secretary**

- (a) He/she shall be the recording secretary for the BMSA and during the general body meeting.
- (b) He/she shall call the General Body meetings in consultation with the President or Vice President of the BMSA.
- (c) He/she shall attend to all the correspondence of the BMSA as and when required to do so under instructions from the President.
- (d) He/she shall maintain the BMSA Office and stores.
- (e) He/ She shall be the Chief Coordinator of the annual intra and inter collegiate.

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### **Finance Secretary\*** (If needed)

- (a) Duties/she shall be responsible for managing all the funds of the association.
- (b) He/she shall prepare the annual budget report and spends and present it to the executive committee.
- (c) He/she shall raise a demand in case of shortage to the President/Vice President or the Patron.

### (d) **Structure**

The Finance Committee shall consist of:

- Finance Secretary
- Joint Finance Secretary

No Batch-wise Heads or only Volunteers shall be appointed in the Finance Committee.

### **Cultural Secretary**

- (a) He/she shall be responsible for inter-college and intra-college activities organizing social and cultural activities.
- (b) He/she shall be responsible for the celebration of National days.
- (c) He/she shall be responsible for arranging picnics, parties, festivals and social gatherings.
- (d) He/she shall be responsible for informing the institute's students/ teams of various competitions and events being organized in other colleges in accordance with the respective society secretaries.

### **Literary Secretary**

- (a) He/she shall be responsible for literary activities including debates, quizzes, poetry and writing competitions etc.
- (b) He/she shall- be responsible for informing the institute's students/ teams of various competitions and events being organised in other colleges.
- (c) He/she shall be the society head (literary society).
- (d) He/she shall also appoint the heads of the Quiz Club, the Debate Club and the Poetry Club after their formation.  
(After the formation of BMSA the executive committee will be responsible for the formation of clubs).
- (e) Additionally, the informal events organized in each festival shall also be under his/her discretion.

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### **Sports Secretary**

- (a) He/she shall conduct various sports activities for both girls and boys.
- (b) He/she shall be in charge of all the indoor and outdoor games and shall be responsible for all the matters pertaining to the sports.
- (c) He/she shall arrange friendly matches in various games against any team inside or outside station.
- (d) He/she shall maintain a performance record of all the players of each team.
- (e) He/she shall be responsible for informing the institute's students/ teams of various competitions and events organised in other colleges.
- (f) He/she shall be the society head of the Sports Society.

### **Fine Arts Secretary**

- (a) He/she shall be responsible for inter-college and intra-college Fine arts activities.
- (b) He/she shall be responsible for informing the institute's students/ teams of various competitions and events being organised in other colleges.
- (c) He/she, in concordance with the President or Vice President, is responsible for the funds for the events.
- (d) He/she shall be the head of the Fine Arts society.

### **IT secretary/ Cinema secretary**

- (a) He/she shall be responsible for screening all important events, or events voted for by members, in the respective venue.
- (b) He/she shall be responsible for running college's social media handles.
- (c) He/she in concordance with the General Secretary shall be responsible for maintaining the updated student database every year, with the help of Class Representative.

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### The Disciplinary Committee (DC)

#### Purpose & Scope

The Disciplinary Committee (DC) shall be responsible for ensuring the ethical, moral, and professional conduct of all Executive Committee members as well as general members of BMSA.

The DC shall have the authority to investigate complaints, issue warnings, and recommend suspension or removal of any member found violating the BMSA Constitution or involved in misconduct.

The DC shall function independently, ensuring fairness, impartiality, and confidentiality in all disciplinary proceedings.

#### Composition of the Disciplinary Committee

The Disciplinary Committee shall consist of:

- Chairperson -President
- Vice-Chairperson - vice president
- General secretary
- Five (5) Advisor Members

At least two (2) members shall be female.

Members shall be selected based on integrity, neutrality, and seniority.

#### Functions

##### 1. Supervision

The DC shall oversee the Executive Committee's adherence to BMSA rules, policies, and ethical standards.

##### 2. Disciplinary Action

The DC may issue written warnings to any Executive or General Member violating the Constitution or Code of Conduct.

In case of repeated violations, the DC may suspend or recommend removal of an Executive Committee member after due process.

##### 3. Complaint Handling

All complaints related to misconduct, abuse of power, financial mismanagement, or violation of BMSA policies shall be examined by the DC.

##### 4. Hearing Process

The accused member shall be given a fair opportunity to present their defense before any disciplinary action is taken.

##### 5. Appeal System

Any member facing disciplinary action may appeal to the Executive Committee, whose decision shall be final.

##### 6. Ensuring Transparency

The DC shall maintain written records of all proceedings and submit a quarterly report (every three months) to the Advisory Committee and Executive Committee.

#### Grounds for Disciplinary Action

The following acts shall be treated as misconduct:

- Financial Mismanagement – misuse of funds, lack of transparency, or unauthorized transactions.
- Abuse of Power – misuse of position for personal or unfair advantage.
- Breach of Conduct – harassment, discrimination, bullying, or inappropriate behavior.
- Dereliction of Duty – continuous negligence or failure to perform assigned responsibilities.
- Violation of BMSA Constitution – ignoring constitutional procedures or engaging in unethical practices.

#### Procedure for Removal of a Committee Member

- First Warning:

A written warning shall be issued to the concerned member.

- Second Warning & Investigation:

If misconduct continues, the DC shall conduct a formal inquiry.

- Final Decision:

If found guilty, the DC may recommend suspension or removal, which shall be forwarded to the Executive Committee.

- Replacement Process:

In case of removal, a replacement shall be nominated or elected as per BMSA election rules.

#### Special Powers of the Disciplinary Committee

Emergency Suspension:

The DC may impose temporary suspension if a member poses an immediate threat to the integrity or functioning of BMSA.

Oversight of Elections:

The DC may supervise election-related processes to prevent malpractice.

Intervention in Crisis:

The DC may intervene in leadership disputes, conflicts of interest, or organizational crises affecting BMSA.

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### Mess Committee

#### Structure

The Mess Committee shall consist of a minimum of four (4) and a maximum of eight (8) members.

At least one (1) female member from each batch shall be mandatory.

#### Roles & Responsibilities

The Mess Committee shall be responsible for the overall management and smooth functioning of the student mess, including:

- Food Quality & Hygiene

Ensuring the quality, taste, nutritional value, and hygiene of food served in the mess.

- Menu Planning

Preparing, reviewing, and updating the weekly or monthly mess menu in consultation with students.

- Mess Timings & Discipline

Monitoring mess timings and maintaining discipline during meal hours.

- Grievance Handling

Addressing complaints and suggestions related to food quality, hygiene, or mess services in a timely and effective manner.

- Coordination with Management

Coordinating with mess staff, contractors, and college authorities for smooth mess operations.

- Inspection & Monitoring

Conducting regular inspections of the mess kitchen, storage areas, and dining facilities.

- Budget Coordination