

CONSTITUTION AND BYLAWS

Adopted by the IFMSA General Assembly on 4th March 2000 in Kuopio, Finland.

Amended by the IFMSA General Assembly on 5th August 2016 in Puebla, Mexico.

The IFMSA Constitution

1. Name/Seat
2. Nature
3. Principles
4. Objectives
5. Members
6. General Assembly
7. Executive Board
8. Supervising Council
9. Standing Committees, Divisions, Projects and Working Groups
10. Officials
11. Finances
12. Amendments to the Constitution
13. Bylaws
14. Dissolution

The IFMSA Bylaws

1. General Regulations
2. Members
3. General Assembly
4. IFMSA Meetings
5. Executive Board
6. IFMSA Officials
7. Supervising Council
8. Strategic Plan
9. International Secretariat
10. Finances
11. Regionalization and Regional Work
12. Standing Committees
13. Programs
14. External Relations
15. Policy Statements
16. Communication and Public Relations
17. Task Forces

Annex 1 – Deadlines and Documents Sharing

Annex 2 – Required Information to maintain and obtain membership

Annex 3 – Motion and debate maze

Annex 4 – List of Honorary Life Members

Annex 5 – IFMSA Regions and the Countries

Annex 6 – Contract between IFMSA and General Assembly Host Organization

The IFMSA Constitution

1. Name/Seat

- 1.1. The official name of the organization shall be International Federation of Medical Students' Associations. The association is hereinafter also referred to as: the Federation.
- 1.2. The official abbreviation shall be "IFMSA"
- 1.3. The Federation is established in the district council of Amsterdam.

2. Nature

- 2.1. The Federation is an independent Federation of medical students' associations.

3. Principles

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

4. Objectives

- 4.1. The goal of the Federation is to serve society and medical students all over the world through its member organizations by:
 - 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 to encourage the co-operation between them for the ultimate benefit of society.

5. Members

- 5.1. The Federation is composed of members, hereinafter also referred to as: full members, candidate members, associate members and Honorary Life Members. Only the aforementioned full members are the members as referred to in the Dutch Law.
- 5.2. The General Assembly decides upon accepting and refusing members.
- 5.3. All members, including the candidate members, the associate members and the Honorary Life Members, shall act according to the Constitution and By-laws

the Federation and shall particularly fulfill their contribution obligations.

6. General Assembly

- 6.1. The General Assembly is composed of all members of the Federation. It is the highest authority and decision-making body of the Federation. Every full member has one vote at the General Assembly Meetings. The other categories of members are admitted to the meeting but have no voting rights. A full member is allowed to grant power of attorney to another full member in order to cast a vote, such for the sole purpose of resolutions of amendment to the Constitution or dissolution, provided that a full member is allowed to cast vote for two other full members at most.
- 6.2. The General Assembly shall meet at least once each year. The General Assembly decides on the places and dates for the next General Assembly Meetings.
- 6.3. Official invitations for General Assembly Meetings have to be sent out to all members, including the candidate members, the associate members and the Honorary Life Members, at least two months in advance by the Executive Board.
- 6.4. If one third of the members agree upon the necessity of an extraordinary meeting of the General Assembly, it must be arranged according to article 6, paragraph 3.

7. Executive Board

- 7.1. The Executive Board shall manage the Federation. The Executive Board of the association is composed of at least three persons. The General Assembly appoints one of the Executive Board members as President, one of the Executive Board members as Secretary General and one of the Executive Board members as Treasurer.
- 7.2. The Executive Board is elected by the General Assembly for a one-year period.
- 7.3. The Executive Board is entitled to officially represent the Federation.
- 7.4. The Executive Board can delegate tasks to other persons, but it will remain responsible for these tasks at all times.
- 7.5. An Executive Board member will cease to hold office:
 - a. At the end of his term;
 - b. By a written resignation;
 - c. By his death;
 - d. By removal from office by court in cases provided for in law;
 - e. By removal from office by a decision of the General Assembly.

8. Supervising Council

- 8.1. The Supervising Council supervises and advises the Executive Board and other IFMSA Officials, as referred to in article 10.
- 8.2. The Supervising Council is composed of at least 3 persons. They are elected by the General Assembly for at least one year.
- 8.3. Supervising Council members shall not hold any other Official position within the Federation.

- 8.4. The Supervising Council has the power to overrule decisions of the Executive Board for important reasons as described in the Bylaws of the Federation, after which the matter has to be presented to the General Assembly, which will take a final decision.
- 8.5. The Supervising Council has the power to suspend any Executive Board member and any IFMSA Official, as referred to in article 10, from his office for important reasons as described in the Bylaws of the Federation.

9. Standing Committees, Divisions, Projects and Working Groups

- 9.1. To execute, co-ordinate and support the activities of the Federation, Standing Committees, Divisions, Projects and Working Groups can be formed by the General Assembly.
- 9.2. The work of these bodies is co-coordinated by a Director or Coordinator, elected by the General Assembly.

10. Officials

- 10.1. An IFMSA Official is a person elected by the General Assembly or appointed by the Executive Board as described in article 7, paragraph 4.
- 10.2. All IFMSA Officials have to work according to the IFMSA Constitution and Bylaws of the Federation and have to promote the principles and objectives of the Federation.
- 10.3. All IFMSA Officials have to present an activity report to the General Assembly.
- 10.4. An IFMSA Official will cease to hold office as described in article 7, paragraph 5, subsections a up to and including e.

11. Finances

- 11.1. The income of the Federation is composed of contributions of members, subsidies, gifts, legacies and other contributions.
- 11.2. The contribution shall be fixed by the General Assembly yearly.
- 11.3. The financial year of the Federation runs from 1st October up to and including 30th September of the next year.
- 11.4. Annually, within six months after the end of the financial year – subject to an extension of such period by the General Assembly – the Executive Board shall report at the yearly meeting of the General Assembly about the developments and the pursued policy in the Federation. It submits the accounts and the statements of assets and liabilities for approval to the General Assembly. All members of the Executive Board shall sign these documents;
if the signature of

one or more of them is lacking, this shall be disclosed, stating the reasons thereof.

- 11.5. Approval by the General Assembly of the documents as referred to in this paragraph, discharges the Executive Board for its management, unless the General Assembly makes a reservation.

- 11.6. The Executive Board is responsible for all financial actions of the Federation.

12. Amendments to the Constitution

- 12.1. Amendments to the Constitution have to be decided upon by the General Assembly by a two third majority at a meeting in which at least one third of the members are present or represented.

13. Bylaws

- 13.1. To regulate matters not described in this Constitution the Federation has Bylaws. The Bylaws have to comply with this Constitution. Amendments and changes to the Bylaws have to be decided upon by the General Assembly.

14. Dissolution

- 14.1. The dissolution of IFMSA shall be decided by the General Assembly by a three quarter majority of all full members. Voting by registered mail is possible.
- 14.2. A proposal for dissolution shall be sent out to all members at least six months before the beginning of the General Assembly Meeting. The proposal shall be sent out by registered mail.
- 14.3. Any funds remaining at dissolution will be spent according to the objectives of the Federation to an institution of general benefit.

The IFMSA Bylaws

1. General Regulations

Name of the organization

- 1.1. The official name of the organization is: International Federation of Medical Students' Associations
- 1.2. Recognized translations of this name are "Fédération Internationale des Associations des Étudiants en Médecine", "Federación Internacional de Asociaciones de Estudiantes de Medicina" and "الإتحاد الدولي لجمعيات طلبة الطب"
- 1.3. The only abbreviation recognized is "IFMSA".

Language

- 1.4. The official language of IFMSA is English.

Status

- 1.5. IFMSA is officially recognized as a Non-Governmental Organization (NGO) within the United Nations system.
- 1.6. IFMSA is officially recognized as a charity organization, established in the Netherlands.

Vision Statement

- 1.7. A world in which all medical students unite for global health and are equipped with the knowledge, skills and values to take on health leadership roles locally and globally

Mission Statement

- 1.8. IFMSA unites medical students worldwide to lead initiatives that impact positively the communities we serve. IFMSA Represents the opinions and ideas of future health professionals in the field of global health, and works in collaboration with external partners. IFMSA builds capacity through training, projects and exchange opportunities, while embracing cultural diversity so as to shape a sustainable and healthy future.

Constitution and Bylaws

- 1.9. IFMSA shall be governed by its Constitution and Bylaws.
- 1.10. The Constitution is the highest law of IFMSA. The Constitution shall never be suspended. The Constitution is registered under Dutch law with the Chamber of Commerce.
- 1.11. The Bylaws regulate the practical internal management of IFMSA. They are divided into Articles, and each Article is divided into paragraphs.

Changes to the Constitution

- 1.12. Proposals for changes must be submitted by an IFMSA Official or by two National Member Organizations in accordance with paragraph 9.4.
- 1.13. The IFMSA International Secretariat has to distribute the proposed changes in accordance with Annex 1.
- 1.14. The Executive Board is responsible for acquiring advice from a lawyer concerning legal consequences of the proposed amendment. The Execu-

tive Board must present this advice to the General Assembly prior to the vote.

- 1.15. Proposed changes not fulfilling these requirements cannot be voted upon by the General Assembly. Once a change to the Constitution has been proposed, no further amendments to that proposal may be submitted at any time
- 1.16. Changes to the Constitution are voted upon by ballot.
- 1.17. Changes to the Constitution will take effect immediately after the General Assembly unless otherwise specified in the proposal.
- 1.18. Any changes to the Constitution shall be exclusively discussed and voted on under the point of the agenda "Changes to the Constitution and Bylaws". This point cannot be reopened during the same General Assembly Meeting.

Suspension of the Bylaws

- 1.19. A proposal to suspend a paragraph of the IFMSA Bylaws shall be done through a procedural motion that needs to be proposed by at least two NMOs.
- 1.20. Each Proposal shall be limited to a single paragraph or a single list item.
- 1.21. The proposers should justify in writing and orally a) why the paragraph was not observed, b) why the paragraph needs to be suspended, c) how suspending the paragraph is going to solve the issue.
- 1.22. Paragraphs ruling the suspension of Bylaws cannot be suspended.

Changes to the Bylaws (or their Annexes)

- 1.23. A proposal to change the Bylaws must be submitted by an IFMSA Official, the IFMSA Team of Officials, the IFMSA Executive Board, the IFMSA Supervising Council, a Task Force or by two National Member Organizations in accordance with paragraph 9.4.
- 1.24. Changes to the Bylaws require a two-thirds majority.
- 1.25. Changes to the Bylaws will take effect immediately after the General Assembly unless otherwise specified in the proposal.
- 1.26. Any changes to the Bylaws shall be exclusively discussed and voted on under the point of the agenda "Changes to the Constitution and Bylaws". This point cannot be reopened during the same General Assembly Meeting.
- 1.27. All grammatical and renumbering changes to the Constitutions and Bylaws can be done by the IFMSA Secretary General between the IFMSA General Assemblies. These changes should be sent to the National Member Organizations immediately. A report listing all the suggested changes will be presented at the General Assembly for adoption by the Secretary General. Upon adoption of the report, the Secretary General can make the changes.

Other Regulations

- 1.28. In order to regulate their practical internal management, Standing Committees or Regions can have Regulations. All regulations have to comply with the Constitution and Bylaws of IFMSA. They



IFMSA

International Federation of
Medical Students' Associations

are decided by the National Representatives of the National Member Organizations participating in the respective Standing Committee or Region.

- 1.29. In order to regulate the practical internal management of the Federation, the Team of Officials can have Internal Operating Guidelines. All Guidelines have to comply with the Constitution and Bylaws of IFMSA. They are decided by the IFMSA Team of Officials and are to be shared with National Member Organizations immediately after being amended.



2. Members

General

- 2.1. A National Member Organization (NMO) of the IFMSA is a medical students' organization chosen as full, candidate, or associate member of the IFMSA.
- 2.2. A medical students' organization only represents its own members. No medical student shall be represented by a National Member Organization against his/her will.
- 2.3. For official external communication the state name used by IFMSA is the one used by the United Nations. Furthermore, for official internal communication the state name used by IFMSA when referring to a National Member Organizations is either the one used by the United Nations or the constitutional name of the respective country in English.
- 2.4. A National Member Organization proposes by which name it will be addressed within IFMSA. Any other National Member Organization cannot propose this. Changing the name of a National Member Organization has to be approved with a simple majority by the General Assembly.

Regulations to obtain and maintain membership

- 2.5. Only medical students' organizations can be full, candidate, or associate members of the IFMSA.
- 2.6. A Medical Students' organization seeking membership in IFMSA must be comprised of at least 60% medical students. Medical students are considered the students in training to become medical doctors in higher education institutions, recognized by the state where they study (i.e. by the Ministry of Education).
- 2.7. It must represent a state as defined by the United Nations, whether as a member state or a non-member state (These lists can be found at the United Nations website: "<http://www.un.org/en/members>" and "<http://www.un.org/en/members/nonmembers.shtml>").
- 2.8. The above paragraph applies to all members except:
 - a. Existing members who did not fall under it at its adoption (i.e. the Taiwanese NMO.)
 - b. Entries that received a standing invitation to participate as a member. Extending a Standing invitation is decided by the General Assembly with two-thirds majority.
- 2.9. It must represent only one state that has at least one medical school
- 2.10. Membership of the organization is open to all medical students within that state, regardless of its membership structure.
- 2.11. Only one full member shall represent a state in the IFMSA.
- 2.12. There can be only one associate member from one state.
- 2.13. All members of IFMSA must abide the Constitution and Bylaws of IFMSA at all times. If a member at any time does not comply with this, the General

Assembly may vote to remove the membership status with a two-thirds majority.

- 2.14. All members must submit the information mentioned in Annex 2 to the Constitution Credential Committee at every General Assembly Meeting. If the NMO fails to submit these completed documents for three consecutive General Assembly Meetings, then a motion shall be tabled by the Executive Board to remove the membership status of that NMO. The membership status is removed by simple majority and will take effect immediately. The NMO will not be able to re-apply in the next 2 General Assemblies.
- 2.15. Whenever a National Member Organization fails to fulfill their status requirements as listed in Annex 2, the Executive Board has to submit a report to the Constitution Credential Committee regarding this before the start of the second plenary session of the General Assembly Meeting. This report must specify which requirements the National Member Organization did not fulfil. With this report, the Constitution Credential Committee will review the membership status of the National Member Organization and will submit a recommendation in its report to the General Assembly regarding a possible change of status for the National Member Organization.

Obtaining membership in IFMSA

- 2.16. Medical students' organizations applying for candidate membership and National Member Organization with candidate membership applying for full or associate membership should submit an official application signed by the President of the organization in accordance with paragraph 9.4. The application form and documents that shall be submitted to apply for candidate, full or associate membership are mentioned in Annex 2
- 2.17. A candidate member can maintain its status for a maximum of three years.
- 2.18. If candidate members do not apply or apply and are not elected for full or associate membership within three years, they immediately lose their membership status.
- 2.19. To obtain and maintain full or associate membership, all organizations must meet the following requirements:
 - a. It has been a candidate member for at least one year or an associate member and in that time has proved its activity to the General Assembly through the NMO report.
 - b. It has to pay in advance the membership fee for the financial year immediately following to the year they apply for full membership at least two hours before the second plenary session of the August meeting of that year. The information and invoice about the payment should be given by the IFMSA Treasurer according to the guidelines stated in the section "Regulations for IFMSA membership Fees" as soon as the Secretariat informs



IFMSA

International Federation of
Medical Students' Associations

them about the application for the change of status.

- c. In case the application is not accepted or the full membership status is not granted by the General Assembly the money will be refunded to the National Member Organization.

2.20. The organization applying must fulfil all conditions for the membership status on the date of its request, with no exceptions.

2.21. The Vice-President for Members, with the support of the Executive Board, reviews the applications of organizations applying for candidate, associate or full membership and produces a report on the applications. The report covers on all applications received and contain a recommendation to the General Assembly and should be shared with NMOs according to Annex 1.

Obtaining membership for several organizations within the same state

2.22. An organization not currently member of IFMSA representing a state where IFMSA already has a National Member Organization can apply for IFMSA candidate membership in one of the following circumstances:

- a. If represents different universities than the current NMO
- b. If they represent different geographical areas not represented by the current NMO.
- c. If they work in IFMSA Standing Committee field that the current NMO is not active in.

2.23. The GA shall vote by ballot and with relative majority on the acceptance of the application for candidate membership and the future status of the members of the state in question.

2.24. If the current situation is that the state is represented by both a candidate and a full member the ballot shall include the following options:

- a. Candidate Member becomes Associate Member, Full Member continues as Full Member.
- b. Candidate Member becomes Full Member, Full Member becomes Associate Member.
- c. No changes of status of any of the members,
- d. Abstention.

2.25. If the current situation is that the state is represented by both a candidate and an associate member the ballot shall include the following options:

- a. Candidate Member becomes Full Member, Associate Member continues as Associate Member.
- b. Candidate Member becomes Associate Member, Associate Member becomes Full Member.
- c. No changes of status of any of the members.
- d. Abstention.

2.26. The Executive Board must submit a membership application review report for each candidate or

change of status application that shall cover each organization in at least the following fields:

- a. Compatibility of the mission, goals, structure, projects, and activities with the mission, goals, structure, projects, and activities of IFMSA.
- b. The number of students, number of medical faculties, and number of actively involved students.
- c. Overall activity level, in which committees active, and which specific activities.
- d. Relationship with and involvement in IFMSA so far.
- e. Relationship between the involved organizations in present and past taking into consideration reasons for any conflicts.
- f. Attitude towards creating a joint organization.
- g. Documents from relevant institutions clarifying the current status and level of activity of each organization.
- h. Future potential for contribution to IFMSA.
- i. Level of cooperation with the Executive Board in this investigation

2.27. If an Executive Board member is from a state that is involved in a dispute regarding two members vying for membership from that state, they shall not participate in the investigation or reporting of this decision. In this situation the responsibility for investigating and reporting on the dispute shall fall to the other Executive Board members.

Honorary Life Membership

2.28. Only persons can become Honorary Life Members.

2.29. The General Assembly can elect Honorary Life Members during the August Meeting. The status shall be granted to persons who have greatly contributed to the achievements and aims of IFMSA. A motion must be submitted to elect a person for Honorary Life Membership. Voting will be done by ballot and candidate shall be elected with the absolute majority.

2.30. Candidature for Honorary Life Membership must be sent signed by the NMO President and submitted in accordance with paragraph 9.4.

2.31. Medical students cannot be elected as Honorary Life Members. Former medical students cannot be considered for Honorary Life Membership until three years after graduation from medical school.

2.32. Honorary Life Members shall be invited to IFMSA meetings and events.

2.33. Honorary Life Members shall pay a membership fee of zero (0) Euros to IFMSA.

2.34. The General Assembly can take away the Honorary Life Membership from a person, when he/she has violated the Constitution or Bylaws or when he/she has done considerable harm to IFMSA. Such a decision requires a two-thirds majority.

2.35. The names of the Honorary Life Members of



IFMSA

International Federation of
Medical Students' Associations

IFMSA shall be attached in a list to the IFMSA Constitutions and Bylaws as an Annex 4.

Regulations for IFMSA Membership Fees

- 2.36. Full and associate members must pay an annual membership fee to the IFMSA.
- 2.37. An associate member shall pay the same fees as that of a full member. A 50% discount will be applied on the first year's membership fee of a new full or associate member.
- 2.38. Candidate members from states with no full or associate members shall not pay membership fees.
- 2.39. The annual membership fee for member organizations of IFMSA will be calculated by the following function, in which GNI/capita in international dollars (Atlas method) will be used

$$MF_{av} \left(\frac{GNI}{capita} \right) = 10 \cdot \sqrt{\frac{GNI}{capita} + 150 + 0.012 \cdot \frac{GNI}{capita} - 90}$$

- 2.40. The maximum fee which a member organization can pay will be capped at €2,330 and will be subject to inflation per annum. Inflation will be based on the latest yearly average inflation of the Organization for Economic Co-operation and Development (OECD) countries available and it will exclude food and energy prices. Countries with a population of less than one million inhabitants shall pay half of the fee calculated above and countries with a population of less than half a million shall pay one quarter of the fee calculated above.
- 2.41. The gross national income per capita in each state shall be obtained from the World Bank by the Treasurer and shall be revised within the revision window defined in Annex 1 annually. An associate member organization within a state shall be ranked according to the conditions of that state. For any other National Member Organization without the data of their financial state present in the World Bank, additional official documents recognized by the World Bank may be used.

- 2.42. All payments for membership fee are due in accordance with Annex 1.
- 2.43. Cost of IFMSA exchange program and taxes will be invoiced together with the membership fee.
- 2.44. A National Member Organization can request to the General Assembly at the August Meeting to not pay the annual membership fee by suspending their membership in IFMSA for the coming financial year, provided that the president of the National Member Organization submits a signed and stamped document stating so in accordance with paragraph 9.4.
- 2.45. Consequentially, the National Member Organization and its members may not take part in IFMSA activities for that financial year, except as observers at IFMSA meetings and events. The National Member Organization will still be subject to paragraph 2.17 and not gain any extra year before it loses its membership.

Debts of members

- 2.46. Any debts incurred by NMOs shall be due at the date requested. If an NMO has a debt for two consecutive years it will lose its membership status.
- 2.47. If a member organization lost membership while having debts the acceptance of a new member from that state will automatically lead to the new member organization taking over the debts of the previous member, if these debts have not expired.
- 2.48. The debt shall be paid as two annual installments each half of the original debt. Failure to pay annual installments on the debt will result in the immediate loss of membership.
- 2.49. Under special circumstances a National Member Organization can request to the IFMSA Executive Board to pay their debt in more than two installments. The Executive Board shall decide on a different payment plan, if necessary. This different payment plan shall be communicated to the Supervising Council.



3. General Assembly

General

- 3.1. Meetings of the General Assembly of IFMSA are held twice a year. One General Assembly Meeting shall commence within the first seven days of August and shall be named the August Meeting. The second General Assembly Meeting shall commence within the first seven days of March and shall be named the March Meeting. Any exceptions to this paragraph regarding the commencing of the General Assembly Meetings can be decided by the Executive Board between two General Assemblies and must be confirmed at the next General Assembly Meeting.
 - 3.2. General Assembly Meetings shall be held in countries where preferably delegations from all National Member Organizations can attend with equal representation.
 - 3.3. Quorum: One third of all full members with voting rights shall form a quorum
 - 3.4. A delegate is a representative of a National Member Organization who has been instructed by that National Member Organization to exercise his/her parliamentary right at the General Assembly Meeting.
 - 3.5. The NMO President or Head of Delegation has to register all participants to the Constitution Credential Committee by filling out a Credential Form. This has to be given to the Constitution Credential Committee before the start of the second plenary. Observers and Externals are to be registered by the Executive Board. Delegates who fail to register cannot participate in the plenary sessions.
 - 3.6. Participants in General Assembly Meetings are:
 - a. Delegates from full/associate/candidate member organizations
 - b. IFMSA Officials
 - c. IFMSA staff
 - d. Honorary Life Members
 - e. The Chairpersons of General Assembly Meetings
 - f. The members of the Constitution Credential Committee
 - g. The members of the Financial Committee
 - h. Task Forces' Representatives
 - i. Organizing Committee members and staff of General Assembly Meetings
 - j. Support persons selected by the Team of Officials
 - 3.7. National Member Organizations having debts to the Organizing Committee from a previous General Assembly Meeting due to late cancellation, delegates not showing up or delegates not paying the participation fee cannot participate in another General Assembly Meeting before having paid these debts. The Executive Board decides in these matters and must inform the National Member Organizations in question in due time before the next General Assembly Meeting.
 - 3.8. Observers in General Assembly Meetings are:
 - a. Any medical student not represented by any NMO
 - b. Invited guests
 - c. Delegates of organization in official relationship
 - d. External advisors
 - 3.9. The participation of participants under 3.8.a must be approved by the Organizing Committee of the General Assembly Meeting and by the Executive Board of IFMSA. The participation of participants under 3.8.b, c and d must be approved by the Executive Board of IFMSA.
 - 3.10. Speaking rights: All participants and observers have speaking rights during General Assembly Meetings if mentioned on the credential form that was submitted to the Constitution Credential Committee.
 - 3.11. Proposing rights: Only participants have proposing rights during General Assembly Meetings, except Organizing Committee Members, Observers and General Assembly staff.
 - a. Delegates from full/associate/candidate member organizations and support persons have proposing rights only on behalf of their NMO.
 - b. Supervising Council members, Constitution Credentials Committee members, Financial Committee members, and Task Force's representatives have proposing rights only on behalf of the respective body and only after such decision has been made by them and recorded to their relevant minutes or reports.
 - 3.12. IFMSA Officials have no proposing rights on behalf of their NMOs. IFMSA Officials have no speaking rights on behalf of their NMOs except when presenting candidatures.
- Chair
- 3.13. The Chair is composed of a Chairperson, a Vice-Chairperson, a Secretary, Assistant-Secretaries and Returning Officers.
 - 3.14. The Chairperson and the Vice-Chairperson must have participated in at least one previous General Assembly Meeting.
 - 3.15. The Chairperson and Vice-Chairperson will be elected during the first plenary by the full members that are present and had voting rights during the previous General Assembly Meeting.
 - 3.16. The Executive Board has the responsibility to Chair the General Assembly Meeting until the Chairperson is elected or in the event that both the Chairperson and the Vice-Chairperson are absent by the appointed time for the opening of the meeting. This temporary Chairperson shall act until the Chairperson, the Vice-Chairperson, or both arrive at the meeting and take over the Chair.
 - 3.17. The Chairperson is responsible for:
 - a. The conduct of the meeting
 - b. Interpreting and giving their ruling on all matters of procedure, order, competency and relevancy, as stated in the Constitution and the Bylaws
 - c. Informing the National Member Organizations about the motions that will be presented in the plenary at the General



IFMSA

International Federation of
Medical Students' Associations

Assembly Meeting at least two hours before the plenary at the General Assembly Meeting is scheduled to start.

- d. Deciding on the following procedures after an oral agreement from the plenary
 - i. To consider present motion to be postponed
 - ii. To open a list of speakers on a motion and in the end
 - iii. The speakers list to be reopened.
 - iv. Observers must leave the room.
- e. If the Chair decides they have reached an oral agreement about a procedure but a NMO wishes to contest, the NMO can ask for a vote with a 2/3 majority during the 10 seconds following the Chairs result announcement.

3.18. The Vice-Chairperson shall assist the Chairperson in his/her work. The Vice-Chairperson shall take the Chair

- a. when requested by the Chairperson
- b. when the Chairperson is absent at the appointed time for the opening of the meeting
- c. when the Chairperson is involved in the topic under discussion
- d. during the elections in which the Chairperson is a candidate
- e. When the Chairperson is removed through a "vote of no confidence".

3.19. The Chairperson can appoint a secretary and assistant-secretaries for the meeting once elected. The secretaries will take minutes of the meeting.

3.20. Returning Officers: The full members who had voting rights at the previous General Assembly Meeting will elect two returning officers. The returning officers are preferably observers. They will assist during voting through handing out and collecting ballot papers and by counting votes.

Constitutional Credential Committee

3.21. The Constitution Credential Committee is the advisory and reference body of all issues related to the interpretation of the Constitution and Bylaws of the IFMSA. It shall be the decision-making body when controversies in the interpretation of the IFMSA Constitution and Bylaws arise.

3.22. The Constitution Credential Committee has five members. They should be delegates from full member organizations, which had voting rights at the previous General Assembly Meeting, or delegates from associate member organizations, which had fulfilled all requirements at the previous General Assembly Meeting and which are not represented in the Executive Board. Honorary Life Members or Supervising Council members can be elected into the Constitution Credential Committee but they cannot occupy more than two positions.

3.23. The Constitution Credential Committee is elected at the first plenary by the full members that are present and had voting rights during the previous General Assembly Meeting. Members of the Constitution Credential Committee must have participated in at least one previous General Assembly Meeting.

3.24. The Constitution Credential Committee has the

following tasks:

- a. Reviews the membership status of National Member Organizations
- b. Reviews the applications of organizations willing to change their status
- c. Grants voting rights during General Assembly Meeting according to the Bylaws
- d. Reviews whether motions and proposals contradict the Constitution and Bylaws. Motions (including alternative motions) that contradict the Constitution and Bylaws will fail immediately and will not be discussed.
- e. Makes the final decision when disagreements in the interpretation of the Constitution and Bylaws arise

3.25. The Constitution Credential Committee has to present a written report at the beginning of the second plenary and at the last plenary of each General Assembly Meeting. All decisions of the Constitution Credential Committee have to be mentioned. This report has to mention the status of all National Member Organizations at that moment. The report has to be adopted by the General Assembly.

3.26. A representative of the Supervising Council is allowed to participate in all CCC meetings, if deemed appropriate by the CCC.

Invitation and Agenda

3.27. The General Secretariat must send out invitation and provisional agenda for General Assembly meetings to all National Members Organizations, Honorary Life Members, IFMSA Officials, members of the IFMSA Board of Recommendation and official partners at least two months before the meeting. Invitations shall include a document of official invitation, the provisional agenda, and the time schedule for the General Assembly Meeting.

3.28. A General Assembly Meeting shall include at least four plenary sessions.

3.29. The first plenary session must be held on the first day and include at least the following items in order listed:

- a. Opening
- b. Elections of the chairperson and vice chairperson.
- c. Presentation of Secretary, Secretary-assistants and Returning Officers.
- d. Election of the Financial Committee
- e. Election of the Constitution Credential Committee
- f. Adoption of the Agenda
- g. Presentations of other organizations, observers and guests
- h. Introduction of all IFMSA Officials and the Organizing Committee

3.30. A plenary session must take place on the day prior to departure. This plenary session shall at least contain the closure of the meeting.

3.31. The rest of the plenary sessions should include the following:

- a. Adoption of the report from the Constitution Credential Committee
- b. Adoption of the previous meeting's minutes.



IFMSA

International Federation of
Medical Students' Associations

- c. Adoption of all reports of IFMSA Officials.
 - d. Adoption of the report of the Supervising Council.
 - e. Presentation of National Member Organizations, applying for membership or change of status
 - f. Adoption of changes of status of National Member Organizations, and admission of new National Member Organizations.
 - g. Adoption of the report of the Financial Committee
 - h. Adoption of the financial report of the Federation (this point must occur in the agenda after the adoption of the report of the Financial Committee).
 - i. Adoption of the final report of the Constitution Credential Committee
 - j. Changes to the Constitution and Bylaws. (This point cannot be re-opened during the same General Assembly)
 - k. Adoption and changes to the IFMSA Policy Statements
 - l. Changes to the status (opening and closing) of the Standing Committees, and Task Forces.
 - m. Adoption of the reports of the IFMSA Task Forces
 - n. Presentation of Programs applying for IFMSA recognition.
 - o. Changes to the status (opening and closing) of the IFMSA Programs.
 - p. Adoption of the Reports of the relevant Official on the grants and events that commit IFMSA
 - q. Presentations of candidates for hosting next General Assembly Meeting
 - r. Election of host organization for next General Assembly Meeting
 - s. Any other business.
- 3.32. All candidatures and policy statements must be presented to the General Assembly at least one day before the election or adoption.
- 3.33. The following items shall be included only at the March Meeting agenda:
- a. Interim update by the Executive Board on the execution of the Strategic Plan
 - b. Presentation of candidates for Executive Board Positions
 - c. Election of the Executive Board
- 3.34. The following items shall be included only at the August Meeting agenda:
- a. Presentation of candidatures for IFMSA Official Positions
 - b. Election of IFMSA Officials
 - c. Presentation by the Executive Board of the progress on the execution of the strategic plan
 - d. Report of the IFMSA President on the status of the IFMSA Board of Recommendation.
 - e. Adoption of reports of IFMSA Programs.
 - f. Presentation of the strategic priorities underpinning the Federation's Strategic Plan, by the incoming Executive Board.
 - g. Adoption of the next year's budget

Voting Procedures

- 3.35. Every full member with voting rights has one vote.
- 3.36. To obtain voting rights during General Assembly Meetings, National Member Organizations must fulfill all the membership requirements mentioned in Annex 2 and have no greater than 10 Euros financial debts towards IFMSA.
- 3.37. Until the report of the Constitutional Credential Committee has been adopted, voting will be done by the full members who had voting rights during the last General Assembly Meeting.
- 3.38. At the start of each session, the Chair must do a roll call. All delegations with voting rights will be called to see if they are present. Official voting cards indicating the name of the National Member Organization and the country of origin that are easily readable will be handed out to the delegations that are present and voting devices will be handed out to each full member with voting rights. The results of the roll call will be recorded and incorporated in the minutes.
- 3.39. Appropriate seats shall be assigned to all delegations' representatives.
- 3.40. If any delegation subsequently joins or leaves the session, they have to inform the Chair who will hand out or take back the voting card and the voting device. If delegations fail to return the voting card and voting device before leaving the session, they will lose their voting rights for the rest of that plenary. At the end of all plenary sessions, the delegations have to return their voting card and their voting device to the Chair.
- 3.41. Decisions will be taken with a simple majority in cases of a single motion and relative majority in case of several motions, unless otherwise specified in the Constitution or Bylaws
- 3.42. The Voting is done by either raising the voting card, by using electronic voting devices or by ballot. The Chairperson will take the decision after consulting with the NMOs. The voting should be done as mentioned in Annex 3.
- 3.43. Voting during elections will be done by ballot, except for the election of the Chair, Constitution Credential Committee, and Financial Committee. In addition, voting by ballot shall take place if requested by a full member with voting rights.
- 3.44. Voting by ballot is done by indicating the vote on ballot paper or submitting the vote using an electronic voting system. The Chair decides to use ballot papers or an electronic voting system.
- 3.45. In case of suspected fraud or mistakes, the Chair shall call for a re-vote. In case the voting was conducted using an electronic voting system the Chair may decide to re-vote using ballot papers.
- 3.46. Full members unable to attend the General Assembly Meeting can vote by proxy in case of changes to the Constitution and dissolution of IFMSA. In order for a full member to be allowed to grant power of attorney to another full member in order to cast a vote, they must provide a letter to the other full member and to the General Secretariat in electronic format by E-mail, signed and stamped by the National Member Organization President, in which they will clearly state this deci-



IFMSA

International Federation of
Medical Students' Associations

sion. Both of the full members must have voting rights. A full member is allowed to cast a vote for a maximum of two full members.

- 3.47. The IFMSA Executive Board may call for an online voting in the period between two General Assemblies, in order to vote on emergency decisions or to resolve important issues arising from unpredictable circumstances. Each NMO with voting rights during the last General Assembly will receive an email with instructions on how to access the secure online voting system. The rules of majority will be those defined by the Bylaws concerning the matter voted upon.

Motion and Debate

- 3.48. A written motion must be tabled before debate is undertaken on a subject. Motions must be given to the Chair before midnight the day before the scheduled start of the session in which the motion will be discussed. This is the deadline for submitting motions
- 3.49. An implicit or explicit series of independent resolutions included in one single motion has to be divided into two or more independent motions upon request of any full member with voting rights (e.g. adoption of several reports at the same time).
- 3.50. The Chair shall decide when a tabled motion will be discussed. The Chair shall conduct the debate and decide upon the limitation of the discussion.
- 3.51. The motion shall be debated among the members in accordance with Annex 3.
- 3.52. Majorities will be defined as follows
- Simple majority: more votes in favor than against. Abstentions do not count.
 - Absolute majority: more than 50% of all the votes in favor. Abstentions do count.
 - 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/.
 - Two-third majority: The number of votes in favor is at least the double of the number of votes against. Abstentions do not count.
- 3.53. A motion passes if:
- No delegation gives a direct negative to the motion
 - It reaches a simple majority of votes, unless otherwise specified in the Bylaws.
 - It reaches a relative majority of votes in case there is an alternative motion
- 3.54. If a motion has not been seconded or has been defeated after voting, it shall not be reintroduced unless there is a procedural motion "The debate on a motion to be reopened".
- 3.55. A procedural motion that was not seconded or has been defeated after voting shall not be reintroduced by the same proposer during the general assembly
- 3.56. A procedural motion shall take precedence over all terms of address to the Chair apart from points of order, but shall not carry the right of interrupting the current speaker or a voting procedure. In the event of a procedural motion being carried it shall

be put into effect immediately

- 3.57. A procedural motion can be submitted at any time during a session. In the event of a procedural motion being proposed, the Chairperson shall after a brief introduction by the proposer ask for a second. If the motion is seconded, the Chairperson shall immediately put the procedural motion to a vote. It carries if it reached two-third majority
- 3.58. The following motions shall constitute procedural motions:
- To adopt the agenda
 - To change the agenda.
 - The meeting to be opened.
 - The meeting to be adjourned.
 - Election of the Financial Committee
 - The meeting to proceed immediately to a vote.
 - The meeting to proceed to the next business.
 - Consideration of present motion to be postponed
 - The debate on a motion to be reopened.
 - The speakers' list to be reopened.
 - Candidates for election leave the hall during preliminary discussions
 - To suspend a paragraph until the end of the General Assembly Meeting or until it will be resumed by the General Assembly
 - To resume a paragraph that has been suspended.
 - A discussion not to be recorded in the minutes.
 - Overrule the decision the Chairperson. When the motion passes, the Chairperson shall reverse the ruling in question.
 - No confidence in the Chair. When the motion passes the Chairperson shall immediately leave the Chair. In this case the Vice-Chairperson will become the Chairperson and a new Vice-Chairperson has to be elected.
 - Overrule the decisions of the Constitution Credential Committee. When the procedural motion passes, the decision of the Constitution Credential Committee will be reversed. If this concerns a proposal that had been refused by the Constitution Credential Committee, the proposal can be brought forward. If this concerns a proposal that had been allowed by the Constitution Credential Committee, the proposal will fail and not be discussed further.
 - Observers must leave the room.

Point of Order

- 3.59. A point of order shall be concerned with the enforcement of interpretations of the Constitution, Bylaws and policy statements of IFMSA.
- 3.60. A point of order shall take precedence over all other terms of address to the Chair and shall require the Chair immediately to allow the delegate to make his/her point of order.
- 3.61. In the event of any delegate using the point of



order to make statements, which are not directly related to the defined concern, he/she shall be called to order by the Chairperson.

- 3.62. In the event of a delegate being so warned on three occasions during a General Assembly Meeting their entire delegation shall lose the right to use the point of order for the rest of that Plenary Session.

Point of Information

- 3.63. A point of information TO somebody shall be a brief fact that is of value and relevance at this moment to the current speaker or to the meeting as a whole. It can in no case be used to express a personal point of view.
- 3.64. A point of information from somebody serves to put a brief question to the current speaker or the meeting at large, which is relevant to the particular debate.
- 3.65. When a point of information is indicated to the Chairperson while a speaker is speaking, the Chairperson will ask the speaker whether he/she will accept the point of information. In the event of the speaker refusing it, the Chairperson must make it as soon as the speaker has finished.
- 3.66. In the event of any delegate using the point of information to make statements that are not directly related to the defined concern of it, they shall be called to order by the Chairperson. In the event of a delegate being so warned on three occasions during a General Assembly Meeting their entire delegation shall lose the right to use the point of information for the rest of that Plenary Session.

Elections

- 3.67. Election of hosts for General Assembly Meetings takes place at both General Assembly Meetings. Election of IFMSA Officials takes place at the August Meeting. Election of the Executive Board begins at the March Meeting and continues at the August Meeting, if necessary.
- 3.68. Candidatures for General Assembly Meeting Host or position must be submitted in accordance with paragraph 9.4. If there are no candidatures for a General Assembly Meeting Host or position, candidatures may be submitted until 23:59, observed in the time zone of the relevant GA, three days before the relevant elections.
- 3.69. Candidatures for Officials positions must be submitted in accordance with paragraph 9.4. If no candidature is received for an Executive Board position before the original deadline, the procedure shall follow that of the Supervising Council positions.
- 3.70. There cannot be more than two candidates for the Executive Board from the same country.
- 3.71. Candidates may run for only one IFMSA Official position in any given General Assembly Meeting.
- 3.72. There cannot be co-candidatures (more than one person running together for the same position).
- 3.73. Candidates for IFMSA Officials have to provide the following documents:
- A filled out candidature form, signed and stamped by the President of the candidate's National Member Organization. If

the candidate is the NMO President the confirmation must be signed by a suitable alternative NMO board member.

- A filled out Technical Data Card for Officials.
 - A motivation letter and plan of action.
 - A curriculum vitae. Proof of information provided in the CV should be available upon request by a National Member Organization.
 - One copy of the identity page of the candidate's passport for registration purposes.
- 3.74. By signing the candidature the National Member Organization enters into the liability for any damages caused by its candidate after being elected for the corresponding executive body.
- 3.75. An IFMSA Official must meet the following requirements at the time of election:
- Be a medical student, or will not be graduated more than 6 months by the time their office term starts.
 - Be a member of a Full or Associate Member Organization.
 - Have attended at least one General Assembly Meeting; for candidates for Executive Board positions, at least two General Assembly Meetings, which, if submitting the candidature for the March Meeting, include the GA of election, but not if submitting the candidature for the August Meeting.
 - Have basic knowledge of the structure, function and relations of IFMSA.
- 3.76. Not be a member of a National Member Organization that is in violation with the IFMSA Constitution and Bylaws.
- 3.77. Candidates for hosting General Assembly Meetings have to provide:
- A filled out candidature form, signed and stamped by the President of the candidate's National Member Organization according to paragraph 9.4.
 - A motivation letter.
 - A detailed description of the facilities.
 - The visa requirements issued by the Ministry of Foreign Affairs of the country in question.
 - A business plan with an estimated budget that includes costs pertaining to food, accommodation, facilities, financial management and external auditing.
 - A filled in contract template including any additional deliverables the candidate commits to.
- 3.78. The National Member Organization applying to host a General Assembly Meeting must be a legally registered organization in their country, have at least one year of IFMSA membership as full or associate member, have been represented in at least two General Assembly Meetings, and have no debts to the IFMSA
- 3.79. Candidates must give an oral presentation no later than the day before the relevant elections with limited time to present using audio-visual or other



IFMSA

International Federation of
Medical Students' Associations

presentations. The time available for presenting is:

- a. Hosts for General Assembly Meetings: 15 minutes speaking time and 5 minutes for questions.
 - b. Executive Board: 5 minutes speaking time and 3 minutes for questions.
 - c. Other Officials: 3 minutes speaking time and 2 minutes for questions
 - d. IFMSA Programs: 5 minutes speaking time and 2 minutes for questions
- 3.80. The National Member Organizations that are candidates for hosting a General Assembly Meeting must include in their presentation a tentative total budget, projections for Travel Assistance Fund, fundraising, any guaranteed external funding sources, visa requirements, all possible restrictions and prohibitions imposed by local authority on any NMO, meeting facilities and, substitution and cancellation conditions for participants. Presenters must have in their possession a copy of the tentative reservation agreement with the meeting facilities, and be prepared to answer detailed questions about this agreement
- 3.81. If there is more than one candidate for a position or for hosting a General Assembly Meeting, the order of presentations will be decided by the Chair through a lottery
- a. During the presentation of the candidate, the other candidates for the same position have to leave the room.
 - b. During the presentation of the candidate for hosting General Assembly Meetings, the presenters from the other National Member Organizations that candidate for the same meeting have to leave the room.
- 3.82. Presentations and elections will be done in the following order:
- a. Executive Board members
 - b. Regional Directors
 - c. Standing Committee Directors
 - d. Liaison Officers
 - e. Supervising Council
- 3.83. The elections will carry with the following majorities
- a. All IFMSA Officials and hosts for General Assembly Meetings will be elected with absolute majority.
 - b. In case there is only one candidate for a position who fails to gain absolute majority, the candidate will not be elected.
 - c. If there is more than one candidate for a position and no candidate gains 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, where the candidate who gains relative majority will be elected.
 - d. If the two candidates gain the same number of votes in the second round, the casting vote will be drawn from a lottery performed by the Chair.
- 3.84. If no host organization has been elected in a General Assembly, the Executive Board will be in charge of finding an appropriate solution to match the needs of the Federation and the National

Member Organizations. The Executive Board has to send regular information to the NMO's on the progress of this problem solving.

- 3.85. The task to organize a General Assembly Meeting shall be on a contractual basis. The contract between the organizing National Member Organization and the Executive Board of IFMSA shall be signed one day after the election of the hosting National Member Organization. The contract must state at least the maximum participation fee, the place and name of the venue, the dates of the General Assembly Meeting and the financial report deadline to be delivered to the Financial Committee. The contract is attached to these bylaws as Annex 6.
- 3.86. The Organizing Committee of a General Assembly Meeting that is not able to fulfill the contents of the contract shall inform the Executive Board of IFMSA immediately. In such a case, the Executive Board shall decide on relevant actions.

Minutes

- 3.87. Minutes have to be taken during all the sessions. Minutes should contain:
- a. Name, date and venue of the session.
 - b. Time of opening, breaks and closure of the session
 - c. The names of the Chairperson, Vice-Chairperson, secretaries and returning officers.
 - d. The items on the agenda.
 - e. The results of the roll calls.
 - f. The names of the speakers and their delegations
 - g. All motions and amendments, including the number, the name of the proposer and seconder and the full text.
 - h. All decisions.
 - i. The results of the voting and elections.
 - j. The most important points of discussions.
- 3.88. The Chair is responsible for the production of the minutes, of which the draft has to be handed over to the Executive Board at the end of the meeting.
- 3.89. The Executive Board is responsible for the publication and distribution of the minutes to all the National Member Organizations, not later than two months after the meeting.

Reports

- 3.90. All reports shall be written. An electronic copy must be handed in to the Chair. In the case that the report author has difficulties with electronic communication, he can ask for permission from the Chair to submit the report in paper.
- 3.91. All reports shall include
- a. the title of the report
 - b. the author of the report
 - c. the date of the report
 - d. the meeting for which the report was written
 - e. a summary of the report
 - f. the report itself
- 3.92. All reports, except for the report from the Constitution Credential Committee and those for which



IFMSA

International Federation of
Medical Students' Associations

- deadlines are specified elsewhere in the Bylaws, must be finished and distributed to the National Member Organizations before midnight the day before the scheduled start of the session in which the reports will be discussed.
- 3.93. If necessary, reports can be explained with an oral presentation. The oral presentation shall not contain any new information.
- 3.94. For all reports, a motion shall be tabled to adopt the report. The motion shall be handled as described in Annex 3.
- 3.95. The following reports can be amended only by their author(s) during the General Assembly before the time of their voting:
- a. Team of Officials Reports
 - b. IFMSA Commitment Reports
 - c. Constitution Credentials Committee Reports
 - d. Financial Committee Report
 - e. Financial Reports
 - f. Membership Applications Review Report
 - g. Task Force Reports.
 - h. Annual Program Reports.
 - i. IFMSA Supervising Council Report.
- 3.96. All reports, adopted or not, shall be attached to the minutes as Annexes. Above the report shall be mentioned if the report was accepted or not.
- 3.97. In case a report of an Official is not adopted, the matter shall be presented to the Supervising Council for review. The Supervising Council will then propose further action to be taken by the General Assembly
- 3.98. No National Member Organization shall exceed the number of 16 delegates to the General Assembly, except host National Member Organization. Alumni can participate outside this quota as delegates of their National Member Organization provided that enough places are available.
- 3.99. For General Assembly registration purposes, the member organizations of IFMSA are divided into six categories according to the gross national income per capita of their countries:
- A: 0 - 500 USD
 - B: 501 - 2.000 USD
 - C: 2.001 - 5.000 USD
 - D: 5.001 - 12.500 USD
 - E: 12.501 - 20.000 USD
 - F: 20.001 and over USD
- 3.100. The gross national income per capita in each state shall be obtained from the World Bank by the Treasurer and shall be revised annually, within the first two weeks of May, and will be used for IFMSA General Assembly meetings throughout the following financial year.



IFMSA

International Federation of
Medical Students' Associations

4. IFMSA Meetings

General

4.1. The following meetings are considered the official Meetings of the IFMSA:

- a. The General Assembly Meeting and satellite workshops
- b. The IFMSA Regional Meetings and satellite workshops within the five regions (Africa, the Americas, Asia-Pacific, Eastern Mediterranean Region, Europe)
- c. The Team of Officials Meetings
- d. The Executive Board Meetings
- e. Sub-regional Trainings and IFMSA Workshops outside the General Assemblies, coordinated by the IFMSA Executive Board

4.2. Language: The official working language during General Assembly Meetings is English. Sub-Regional Training can have a different working language other than English.

4.3. Smoking or consumption of alcoholic beverages is prohibited during official meetings of IFMSA. Smoking shall be prohibited indoors within all public areas of the facilities hosting the IFMSA Meeting regardless of the facilities' smoking policy. There should be a certain area provided where smoking is allowed.

4.4. Any sponsorship from pharmaceutical, medical device or biologics companies (alternatives: manufacturers, etc) for an official IFMSA Meeting must be approved by the Executive Board and publicly disclosed to all registrants and potential registrants prior to the early registration deadline.

4.5. The IFMSA Regional Meeting shall be held once a year within the relevant region and the host National Member Organization shall be from the region.

4.6. The IFMSA Regional Director shall coordinate with the host National Member Organization in organizing the Regional Meeting

4.7. The regulations of the Regional Meetings shall be according to the Regional Regulations of each region.

4.8. The task to organize a Regional Meeting shall be on a contractual basis. The contract shall be signed between the organizing National Member Organization and the IFMSA Executive Board.

4.9. The participants of the Regional Meetings should be members within the region and the IFMSA Officials. IFMSA members outside the region wishing to participate will be able to attend as observers after the approval of the respective Regional Director.

Sub-Regional Training

4.10. Sub-Regional training is defined as an official IFMSA meeting with a capacity building approach aimed to deliver several training and workshops for members within the region.

4.11. Sub-Regional Training shall be coordinated by the IFMSA Vice-President for Capacity Building and the IFMSA Regional Director.

4.12. Sub-Regional Training can be held more than once a year within the region with minimum of 3 working

days.

4.13. The host of sub-regional training should be a National Member Organization within the Region. Alternatively the host of a SRT can be an IFMSA Official, supported by the IFMSA Executive Board.

4.14. There shall be a contract between the Executive Board and the National Member Organization covering all the needs and requirements to ensure a successful sub-regional training.



IFMSA

International Federation of
Medical Students' Associations

5. Executive Board

General

- 5.1. The Executive Board is the managing body of the IFMSA and is responsible for the work of IFMSA between the General Assembly Meetings, within the mandate, guidelines and decisions provided by the General Assembly.
- 5.2. The Executive Board will be composed of 7 members as follows:
 - a. President
 - b. Vice-President for Activities, serving also as Secretary General
 - c. Vice-President for Finance, serving also as Treasurer
 - d. Vice-President for Members
 - e. Vice-President for External Affairs
 - f. Vice-President for Capacity Building
 - g. Vice-President for Public Relations and Communication
- 5.3. Executive Board members are not allowed to hold any other post in IFMSA.
- 5.4. No individual is allowed to have more than two terms as an Executive Board member.
- 5.5. All Executive Board members have representation authority in the name of IFMSA in the specific field of their task.
- 5.6. Members of the Executive Board must attend all General Assembly Meetings.
- 5.7. Any kind of legal contract involving IFMSA shall be signed by all Executive Board members.

Tasks

- 5.8. President:
 - a. Coordinates the Executive Board and the Team of Officials.
 - b. Calls for meetings of the Executive Board and Team of Officials.
 - c. Coordinates and monitor the execution of the Annual Work Plan.
 - d. Coordinates the development of the three-year strategic plan of the Federation and the annual work plan of the Team of Officials.
 - e. Maintains the contact with the IFMSA Board of Recommendation and review its members after 5 years from the date of addition of each member.
 - f. Maintains the contact with IFMSA Alumni.
- 5.9. Vice-President for Activities:
 - a. Develops mechanisms to measure the impact of IFMSA work
 - b. Collects and analyses Reports of GAs, Regional Meetings, and other IFMSA Activities
 - c. Collects reports of IFMSA Officials
 - d. Ensures the appointment of an Executive Board Contact Person to GAs Hosts.
 - e. Coordinates the Standing Committee Directors
 - f. Is responsible for the functioning of the General Secretariat.
 - g. Is responsible for maintenance and development of the online databases

- h. Prepares and sends out invitations, provisional agenda, and other relevant information concerning General Assembly Meetings.
- i. Is responsible for minuting the minutes of the Executive Board, Team of Officials and General Assembly Meetings, and send them in due time to the Supervising Council and the National Member Organizations.

5.10. Vice-President for Finance:

- a. Is responsible for the Federation's financial administration, including:
 - i. Overseeing the bookkeeping;
 - ii. Ensuring that financial operations are aligned with the budget;
 - iii. Monitoring the financial operations of IFMSA Programs and Activities;
 - iv. Managing the Federation's bank accounts;
 - v. Updating the Executive Board on the financial situation of the Federation, at each of its meetings;
 - vi. Reporting on the financial situation of the Federation at each General Assembly meeting;
 - vii. Collecting membership fees from the Federation's National Member Organizations;
 - viii. Providing necessary financial data to the Federation's bodies, upon request;
 - ix. Producing of the Federation's annual financial report; and
 - x. Providing regular interim financial reports to the National Member Organization.
- b. Is responsible for the Federation's fundraising efforts, including:
 - i. Coordinating the development and execution of the Federation's fundraising strategy;
 - ii. Coordinating the management of grants received by the Federation: application, administration and reporting; and
 - iii. Creating, maintaining and updating sponsorship materials in general and the IFMSA General Assembly sponsorship prospectus in particular.
- c. Is the liaison to the Federation's accountant and external financial auditor.
- d. Shall produce and present the budget proposal for the Federation for the following financial year.

5.11. Vice-President for Members:

- a. Be responsible for maintaining contact between the NMOs and the Executive Board.
- b. Support the NMOs to ensure their active presence and development in IFMSA
- c. Conduct NMOs needs assessments
- d. Recruit non-member organizations
- e. Inform NMOs whose membership status



- has been changed, immediately after the General Assembly Meeting at which this change was voted upon.
- f. Coordinate the Regional Directors.
- 5.12. Vice-President for External Affairs:
- Develop External Representation Strategy
 - Represent IFMSA to external relations and maintaining contacts, in conjunction with the Liaison Officers and other relevant Officials
 - Coordinate the external representation, with focus on the coordination of Liaison Officers
 - Reports regularly the External Representation
 - Create, with the direct collaboration of the Liaison Officers, the Policy Statement Usage Report
 - Coordinate outreach to new external partners
 - Act as primary Liaison Officer to the United Nations
 - Oversee preparations of delegations
- 5.13. Vice-President for Capacity Building
- Develops and coordinate the implementation Capacity Building Strategy
 - Is responsible for the capacity building of IFMSA, the NMOs, and supports NMOs' capacity building efforts.
 - Assures the capacity building flexibility towards different areas of intervention
 - Develops and maintains a monitoring and evaluation system to ensure the quality of capacity building activities and resources.
 - Creates and maintains a database of trainers.
 - Is an open channel of communication between trainers and NMOs.
 - Maintains and updates the training resource center.
 - Supports NMOs with the training resources needed for their capacity building activities
 - Coordinates the communication between the Team of Officials and IFMSA Sub-Regional Trainings Hosts.
- 5.14. Vice-President for Public Relations and Communication
- Develop and implement a strategy for the promotion of IFMSA and its work
 - Be responsible for the public relations and mass media contacts of IFMSA.
 - Be the primary editor of press releases
 - Be in charge of development and management promotional materials (business cards, booklets, merchandise etc)
 - Monitor Publications, including MSI
 - Assist other Officials in the creation of other publications
 - Develop social media strategy and policies
 - Coordinate the content and use of online communication channels
- Develop, update, and regulate the use of the Corporate Identity
 - Publish annual report of IFMSA work
- 5.15. The Executive Board can delegate tasks to others. Any Executive Board member can propose to delegate one of their personal tasks to another person, but the decision needs to be made by the Executive Board. The Executive Board member to whom this task belonged will remain responsible themselves for this task at all times.
- Regulations for Executive Board meetings
- 5.16. The Executive Board shall meet at least once a month, either physically or online
- 5.17. The quorum for an Executive Board meeting is the two thirds of the total number of Executive Board members.
- 5.18. All Executive Board members have one vote at the Executive Board meeting.
- 5.19. The Executive Board makes decisions with absolute majority.
- 5.20. In the case of a tie, the President will have the casting vote
- 5.21. Executive Board members who cannot attend have to inform the other Executive Board members and submit their activity report in writing.
- 5.22. Executive Board members who are not present can submit written proposals in advance.
- 5.23. Minutes shall be taken which comprise a summary of discussions, decisions taken, and reports presented. These minutes are to be made available to all IFMSA Officials within two weeks of the end of the meeting. Minutes are to be made available to all National Member Organizations within one week of their adoption.
- 5.24. Only the Executive Board may allow other participants or observers to be present at Executive Board meetings.
- 5.25. IFMSA Officials shall be participants when allowed to be present.
- 5.26. Observers of Executive Board meeting can be:
- Members of National Member Organizations
 - Honorary Life Members
 - Any medical student
 - Invited guests
 - Members from organizations in an official relation with IFMSA
 - External advisors
- 5.27. Participants have both speaking and proposing rights during the Executive Board meeting. Observers have neither speaking nor proposing rights, unless given by the Executive Board.
- 5.28. Upon request from one of its members, the Executive Board has the right to ask from other participants and observers to leave the meeting for one or more agenda points.
- Overruling an Executive Board decision by the Supervising Council.
- 5.29. A decision of the Executive Board can be overruled by the Supervising Council for the following important reasons:
- When the decision will result in an illegal or criminal offence



IFMSA

International Federation of
Medical Students' Associations

- b. When the decision violates the Constitution or Bylaws
 - c. When the decision violates decisions of the General Assembly
 - d. When the decision is beyond their mandate as specified in the Constitution or Bylaws
- 5.30. Any National Member Organization of IFMSA may inform the Supervising Council of any decision of the Executive Board for the important reasons listed in the previous paragraph. The Supervising Council will then be responsible for following up on such claims.
- 5.31. In the event that the Supervising Council determines that the Executive Board has committed the offences described in the previous paragraph, the Supervising Council shall overrule this decision and must notify all other Officials and National Presidents of their findings within one week of their decision.
- 5.32. Any decision by the Supervising Council to overrule or not to overrule a decision by the Executive Board shall be voted upon at the next General Assembly Meeting. A two-thirds majority shall be required to overrule or not to overrule the decision of the Executive Board. If such a majority is not reached the decision is reinstated.



IFMSA

International Federation of
Medical Students' Associations

6. IFMSA Officials

General

- 6.1. An IFMSA Official is any person elected by the General Assembly or appointed by the Executive Board, as defined in the Constitution.
- 6.2. Officials are not allowed to hold any other post in IFMSA. This includes Team of Officials, Supervising Council, International Teams and Programs Coordinators.
- 6.3. The Officials shall:
 - a. Abide by the Constitution and Bylaws, act in accordance with the IFMSA Strategic Plan, and General Assembly and Executive Board Decisions.
 - b. Attend at least 1 General Assembly in their term. In exceptional circumstances the Executive Board can grant exceptions to this rule to individual team of official members.
 - c. Submit a report in accordance with paragraph Bylaw 9.4.
 - d. Provide information concerning their activities upon request to any National Member Organization or other Officials of the IFMSA.
 - e. Maintain regular communication with the IFMSA and the National Member Organizations through the respective official mailing group (yahoo groups and @ifmsa.org servers).
 - f. Send external meeting calls for delegates at least 6 weeks prior to the beginning of the meeting unless the official is given less than 6 weeks' notice of the meeting. The application call must be open for at least 2 weeks unless the official is given less than 2 weeks' notice of the meeting.
 - g. Send a call for input by NMO prior to every external meeting
 - h. Send external meeting report to the IFMSA Secretary General and NMOs within one month after the end of the meeting.
 - i. Assist the Vice-President for External Affairs in maintaining updated the IFMSA External database.
 - j. Conducting grant applications and reporting.
 - k. Provide explicit selection criteria as part of calls for applications. Candidates must be provided with feedback, if requested within four weeks of being informed of the outcome of their applications, with reference to the selection criteria.
- 6.4. An IFMSA Official may not represent their NMO in any way during Presidents' or Plenary Sessions at the IFMSA General Assemblies, or similar sessions at the IFMSA Regional Meetings. If this happens, the Chair of the session in question shall silence the Official, and make them leave the NMO's seat, if relevant in the particular situation.
- 6.5. If this paragraph is repeatedly disregarded by an Official a Supervising Council investigation, identi-

fying the following, shall be initiated,

- a. The reasons for which the Official in question failed to comply with this Bylaw;
- b. Measures that the Official's NMO will take to prevent similar future incidents; and
- c. The Official's NMO shall immediately compensate the registration fee of the official
- d. Deprivation of the voting right of the Official's NMO, or other apposite sanctions to be imposed on the Official and NMO if deemed relevant

Probation, Suspension and Removal of Officials

- 6.6. Action may be taken against Officials by the Supervising Council for the following important reasons after an investigation has been undertaken, as specified in paragraph 7.17:
 - a. Fraud
 - b. Committing a criminal offence
 - c. Malfunction of office
 - d. Inability to fulfill duties
 - e. Breaking the Constitution or Bylaws
 - f. Deliberately working against Executive Board or General Assembly decisions
 - g. Failing to communicate with the organizational bodies
 - h. Refusing to report.
- 6.7. In the event that the Supervising Council determines that an Official has committed the offences described in paragraph 6.6, the Supervising Council shall suspend that Official and must notify all other Officials and National Member Organizations of their findings within one week of their decision.
- 6.8. The Supervising Council may place an Official on probation for a period of time during which their functions may be limited, monitored and/or directly supervised by a member of the Supervising Council. Following this period of probation, the Supervising Council will further evaluate this individual in the context of the initial investigation.
- 6.9. Any decision made by the Supervising Council to suspend or not to suspend an Official shall be voted upon at the next General Assembly Meeting. A two-thirds majority shall be required to remove or not to remove the Official from office. If such a majority is not reached the Official shall resume his/her functions.
- 6.10. Upon suspension of an Official, they shall return all funds allocated by the IFMSA to them, which have not been used at this moment. Furthermore they shall not receive any more reimbursements or be given further funding.
- 6.11. If the Official is to resume their function, the remaining money allocated will be returned to the Official.
- 6.12. If an Official is removed from office by the General Assembly, they can never again be elected or appointed in any Official position.
- 6.13. If an Official is removed from office by the General Assembly, the Executive Board shall write a letter explaining the removal. This letter shall be sent to all National Member Organizations and Officials. Furthermore the Executive Board can decide to



IFMSA

International Federation of
Medical Students' Associations

send this letter to any external relation, institution or person, with whom the removed Official has been in contact.

Replacement of vacant Official positions

- 6.14. In the absence, suspension, removal, resignation, or death of an elected IFMSA Official or non-elected official position, the Executive Board must make a decision regarding the replacement of that Official (except in the instance of a resignation of a Supervising Council member). The Executive Board may decide either to redistribute tasks amongst themselves, or to have a special election for that position at the next General Assembly meeting. This decision can only be made during an Executive Board Meeting.
- 6.15. In the event that the Executive Board takes the decision to have a special election for a vacant position at the next General Assembly Meeting, then the election may take place at either the March Meeting or the August Meeting. Candidates must fulfill all criteria for becoming an IFMSA Official. The elected candidate will assume office immediately upon election and will fulfill only the remainder of the current term.
- 6.16. During the interim period between when the vacancy is created and the new official is elected, the Executive Board may choose to appoint an interim official to fulfill relevant responsibilities for the interim period.
- 6.17. In the case of a vacancy of any of the Supervising Council positions during the year, a special election for that position must be conducted at the next General Assembly Meeting. The elected person will fulfil this position for the remaining of the term

Team of Officials

- 6.18. The IFMSA Team of Officials consists of:
- The members of the Executive Board
 - Regional Directors
 - Standing Committee Directors
 - Liaison Officers
- 6.19. The term of office of all the Team of Officials Members runs from 1st October until 30th September the next year.
- 6.20. Before the term begins, there is a preparatory period from immediately after their election until 30th September of that year. In this preparatory period, the respective Official member shall extensively hand over to them.
- 6.21. After the end of the term of the Official there is an advisory period for their successor from 1st October until the next August meeting.
- 6.22. Officials in their preparatory and advisory periods are expected to participate in General Assembly Meetings and to be active resource persons and provide their successors with their gained experience.

International Assistants

- 6.23. Team of Officials Members can appoint assistants to aid them in their work. The Official to whom this task belonged will remain responsible themselves for this task at all times.
- International Assistants of the Team of

Officials who work in specific Standing Committees or focus areas in the regions as part of the regional team must be appointed through agreement between the Team of Officials member and the Regional Coordinator.

- 6.24. An International Assistant has to be a member of a National Member Organization that is not in violation with the IFMSA Constitution and Bylaws and will have to present a filled out candidature form stamped by their National Member Organization presidents. If the candidate is the NMO President, the confirmation must be signed by a suitable alternative.
- 6.25. International Assistants cannot represent IFMSA in any way to externals without approval from the Executive Board.
- 6.26. No person shall hold more than one Assistant position per term unless an international position is not filled and there is no other candidate

Regulations for Team of Officials meetings

- 6.27. The Team of Officials shall meet at least three times every year. Two of the meetings shall be in conjunction with the General Assembly meetings. For handover purposes there shall also be a meeting between the outgoing and elect Team of Officials directly after the August Meeting.
- 6.28. All members of the Team of Officials are required to physically attend at least one of the first two Team of Officials meetings of the term. In exceptional circumstances the Executive Board can grant exceptions to this rule to individual Team of Official members.
- 6.29. Those officials who cannot attend a Team Officials meeting shall be updated on a daily basis on the outcomes of the Team of Officials meeting. These Officials shall actively take part and send their input.
- 6.30. An agenda for the Team of Officials meeting shall be sent out to National Member Organizations and Officials at least two weeks before the meeting. The agenda for the Team of Officials meeting shall contain at least the following points: adoption of the past Team of Officials meeting minutes, activity reports by the Executive Board members, financial report by the Treasurer.
- 6.31. Minutes shall be taken which comprise a summary of discussions, decisions made, and reports presented. These minutes are to be made available to all IFMSA Officials within two weeks of the end of the meeting. Minutes are to be made available to all National Member Organizations within two weeks of their adoption.
- 6.32. Only the Team of Officials may allow observers to be present at the Team of Officials meetings.
- 6.33. Observers of Team of Officials meetings are:
- Members of National Member Organizations
 - Honorary Life Members
 - Any medical student
 - Invited guests
 - Members from organizations in an official relation with IFMSA
 - External advisors

medical
students
worldwide



IFMSA

International Federation of
Medical Students' Associations

- 6.34. Supervising Council members may always participate in a Team of Officials Meeting
- 6.35. All Officials have both speaking and proposing rights during the Team of Officials meeting.
- 6.36. Observers have neither speaking nor proposing rights, unless given by the Team of Officials.



7. Supervising Council

Members

- 7.1. The Supervising Council shall consist of seven members and at no time less than three members.
- 7.2. The Supervising Council shall consist of:
 - a. A minimum of one IFMSA member.
 - b. Up to two Members from external organizations.
- 7.3. Each National Member Organization can only be represented by one person in the Supervising Council.
- 7.4. A member of the Supervising Council does not have to be a medical student, and does not have to be member of a National Member Organization.

Election of Members

- 7.5. The candidates for the Supervising Council shall be proposed by the National Member Organizations or the Executive Board.
- 7.6. Candidatures have to be submitted in accordance with paragraph 9.4. If no candidatures are received for a certain post in the Supervising Council the procedure shall follow that of other Officials positions.
- 7.7. All members of the Supervising Council are elected for a period of two years.
- 7.8. Elections of the Supervising Council members will be held at the August Meeting after the election of all Officials.
- 7.9. If the number of Supervising Council candidates is less than or equal to the number positions, they will be voted upon individually one after the other, the candidates who gains an absolute majority will be elected."
- 7.10. If the number of Supervising Council candidates is greater than the number positions, Supervising Council members are elected sequentially for each open Supervising Council position, according to paragraph 3.82

Duties of the Supervising Council

- 7.11. The Supervising Council shall be responsible for overseeing the actions and decisions made by the Executive Board and Officials of IFMSA. It shall be an active resource body to assist and advise the Officials in case necessary. Advice from the Supervising Council is not binding.
- 7.12. Members of the Supervising Council will decide amongst themselves on a group of officials to follow throughout the year. For each group they will:
 - a. Discuss with the officials their individual work plan of the year,
 - b. Follow along with the same officials throughout the year and offer advice as necessary,
 - c. Be impartial and objective in all their objectives.
- 7.13. Supervising Council members will be provided with Executive Board meeting minutes at the latest three weeks after the meetings and provide comments to the General Secretariat within two weeks.
- 7.14. The Supervising Council is responsible for

submitting a written report in accordance with paragraph 9.4. Their report has to be presented orally and tabled for adoption before the adoption of the reports of IFMSA Officials.

- 7.15. The Supervising Council shall be advised for any outgoing transaction that exceeds 2000 Euros to determine if action is needed.
- 7.16. All decisions made by the Supervising Council shall require a quorum of two thirds of all its members and a two-third majority.

Investigations

- 7.17. An investigation is a formal process in which the Supervising Council inspects an issue raised by a NMO or an Official with the goal of clarifying how actions of individuals, groups and other circumstances led to the issue raised. If the issue has caused harm or still has the potential to cause harm to the Federation, both internally and/or externally, the Supervising Council is expected to advise the Federation on how the issue can be avoided in the future and take action to minimise or avoid harm immediately.
- 7.18. An investigation can be requested by any National Member Organization or any IFMSA Official. The request must specify the issue and potential harm to be investigated and what efforts have been made to address the issue to date. Requests from National Member Organizations require a completed request form, signed and stamped by the NMO President.
- 7.19. The Supervising Council may decide to reject a request for an investigation if there will be no apparent benefit from conducting an investigation for the Federation.
- 7.20. Members of the Supervising Council who have a conflict of interest in the investigation request at hand will not contribute to the investigation proper and will not participate in to the voting procedure to accept, delay or reject an investigation request.
- 7.21. Decisions by the Supervising Council to reject investigations must be included in the report of the Supervising Council presented to the General Assembly. The General Assembly may overturn the Supervising Council decision to reject a request for an investigation by two-thirds majority.
- 7.22. The Supervising Council will conduct any investigation according to its internal regulations. In all communications which are related to refusing, conducting and/or reporting an investigation the Supervising Council must disclose all entities who requested the investigation.



IFMSA

International Federation of
Medical Students' Associations

8. Strategic Plan

- 8.1. The Federation's long-term work is based on its three-year strategic plan, currently Strategy 2014-17. It aims to ensure continuity, transparency and accountability in the work of the Federation's elected and appointed leaders.
- 8.2. The strategic plan is adopted by the General Assembly at the August Meeting that directly precedes the period it covers.
- 8.3. The Annual Work Plan of each Team of Officials must reflect the priorities laid out in the strategic plan, to underpin the implementation of the strategic plan.
- 8.4. At each General Assembly meeting the Executive Board must report on the realization of the strategic goals individually and the execution of the strategic plan as a whole.

9. International Secretariat

General

- 9.1. The International Secretariat serves as the head-office of the Federation, and works under the supervision and responsibility of the Executive Board in Amsterdam, the Netherlands.
- 9.2. The tasks of the Secretariat are defined in the relevant Internal Operation Guidelines.
- 9.3. The Secretariat is open for visit to any National Member Organization, upon appointment.

Document Submission

- 9.4. All documents must be submitted electronically to the Secretariat. The time stamp will indicate the exact date and time of submission. Submissions are due at 23:59 GMT+0, unless stated otherwise. Submission and publication of documents are due according to Annex 1. Should a proposal or a submission require more than one NMO, all proposing NMOs must be mentioned and the document signed and stamped by their respective NMO President.

Archives

- 9.5. The physical and virtual archives of the Federation are maintained by the International Secretariat, and must hold copies of all IFMSA publications;
 - a. Candidatures and applications submitted for consideration by the Federation;
 - b. Minutes of General Assembly meetings and reports adopted at them;
 - c. Approved Policy Statements
 - d. Financial reports of General Assembly meetings;
 - e. All versions of the Federation's Constitution, Bylaws and Internal Operating Guidelines;
 - f. Annual and Financial Reports of the Federation;
 - g. Minutes of Executive Board, Team of Officials and Supervising Council meetings, respectively;
 - h. Written agreements between the Federation and other parties; and
 - i. Financial and legal documentation dating back five years, subject to legislative and other legally binding requirements.

10. Finances

General

- 10.1. The official currency of the Federation is the euro (EUR, €).
- 10.2. At the annual August Meeting the General Assembly adopts the Federation's budget for the subsequent financial year. The Treasurer must produce and present the budget proposal as stipulated in Annex 1, and the Executive Board shall table the motion to adopt the budget.
- 10.3. Only the General Assembly may change the structure of the budget. Upon mutual agreement between the Executive Board and the Supervising Council allocations in the budget may be changed for non-Programs Programs specific items, if;
 - a. Circumstances change, rendering changes to the allocations prudent;
 - b. Changes do not pose a financial risk to the Federation;
 - c. Changes are aligned with the strategic priorities of the Federation; and
 - d. Aggregate reallocation does not exceed 15% of the total budget.
- 10.4. National Member Organizations must be notified of changes to budget allocations and the reasons thereof with the minutes of the following Executive Board Meeting.
- 10.5. Aggregate reallocation exceeding 15% requires General Assembly approval by absolute majority.
- 10.6. The Executive Board shall disclose the detailed financial allocations along with the Annual Work Plan for their term.
- 10.7. Financial operations of the Federation must adhere to relevant internal operating guidelines in force at the time in question.

Management

- 10.8. Tasks pertaining to daily financial management -- including, but not limited to, bookkeeping and administration of financial transactions -- shall be carried out by a certified accountant in The Netherlands.
- 10.9. If the Federation is involved in financial transactions of an IFMSA Program or Activity, the accounting of that Program or Activity must allow for its operations to be included in the Federation's financial report and the external review thereof.
- 10.10. The Federation does not provide loans to any party.
- 10.11. Cash payments to and from IFMSA are only accepted if no alternative means of payment is available. Cash payments to IFMSA exceeding EUR 100 will be charged with an administration fee of EUR 40.
- 10.12. To ensure its solvency and liquidity throughout the financial year the Federation shall keep sufficient reserves of liquid assets, subject to legislative requirements and limitations. The amount of liquid assets shall be decided by the IFMSA Executive Board and the Supervising Council.
- 10.13. To facilitate swift closure of financial accounts after each financial year, reimbursement claims are due as stipulated in Annex 1. The Executive Board may choose to process reimbursements claimed

after this deadline if the delay was authorized beforehand, or if exceptional circumstances have arisen.

Governance

- 10.14. The Executive Board shall produce interim financial reports for the first three quarters of the financial year. These reports are due in accordance with paragraph 9.4.
- 10.15. The Executive Board shall release the raw bookkeeping data from the previous financial year along with the financial report of that year.
- 10.16. The financial administration of the Federation is open for review by any full or associated National Member Organization, upon request.
- 10.17. The Supervising Council oversees the management and strategic prioritization of the Federation's finances.
- 10.18. The Financial Committee shall conduct an internal inspection of the Federation's finances at each General Assembly. The Supervising Council coordinates the process, and nominates the Financial Committee members.
- 10.19. The Federation's annual financial reports must undergo external review, performed by an authorized financial auditor in The Netherlands.
- 10.20. A Report of the relevant Official on the grants and events that commit IFMSA, also known as IFMSA Commitments should be submitted in accordance with paragraph 9.4.

Financial Committee

- 10.21. The Financial Committee is the Federation's internal body that controls the management of its finances, and is elected by the General Assembly for the duration of that General Assembly meeting.
- 10.22. The Financial Committee consists of three to five delegates from full or associate National Member Organizations, which are not represented in the Executive Board. Candidates from the financial committee cannot be from NMOs who had previously hosted a general assembly of which the financial report has yet to be checked by the financial committee. Members of the Financial Committee must have attended at least one previous General Assembly meeting.
- 10.23. Delegates may attend the meetings of the Financial Committee as observers. The Financial Committee may decide to discuss matters without the presence of observers, if such matters involve private or otherwise sensitive information.
- 10.24. The Treasurer must assist the Financial Committee, and shall provide the Committee access to information necessary for the Committee to carry out its duties.
- 10.25. The Financial Committee shall:
 - a. Review the financial reports of General Assembly meetings pending approval by the General Assembly and, if relevant, propose these for adoption by the General Assembly;
 - b. List all the debts incurred by observers and NMOs towards the Organizing Committee of the financial reports of General Assembly meetings;



IFMSA

International Federation of
Medical Students' Associations

- c. Review the allocation of internal funds;
 - d. Follow up on pending issues raised by, and recommendations of previous Financial Committees;
 - e. If relevant, review the financial report of the Federation; and
 - f. If deemed necessary, review the Federation's bookkeeping since the previous General Assembly meeting.
- 10.26. The Financial Committee shall, in writing, report its views and conclusions on, at least, the five points above. The Committee may also express its views on other, current or potential, finance-related issues in the Federation.

Internal Funds

10.27. The Executive Board must ensure that allocation of internal funds underpin the strategic priorities of the Federation, and adhere to the stipulations hereunder. Such decisions should be documented in the Executive Board meeting minutes.

10.28. The Travel Assistance Fund aims to maximize participation of medical students representing their NMO in IFMSA by supporting delegates from financially disadvantaged, current or potential, National Member Organizations to attend the Federation's General Assembly meetings. The funds are raised from contributions from National Member Organizations, private individual donations, and other sources.

- a. All delegates and observers at General Assembly meetings are eligible to apply for financial aid from the Travel Assistance Fund. Up to two delegates from a National Member Organization may apply for Travel Assistance Fund support. Each National Member Organization must prioritize its applicants. National Member Organizations applying for Travel Assistance Fund support cannot send more than eight delegates to the General Assembly meeting.
- b. The application shall consist of a completed official Travel Assistance Fund application form, a motivation letter from the applicant, a support letter from university or present/past employer, list of expected costs and plans for intended private fundraising. The TAF application form shall be signed and stamped by the President of the National Member Organization or a suitable alternative in case the candidate is the NMO President.
- c. The application must be submitted in accordance with paragraph 9.4. Late applications will not be considered.
- d. The Executive Board will decide upon allocation of Travel Assistance Fund support, and must inform all applicants of their decision as stipulated in Annex 1.
- e. When a delegate is granted Travel Assistance Fund support, the Federation shall cover the early registration fee of the delegate, up to 100% of the travel

expenses (for the cheapest means of transportation) and the cost of visa application.

- f. Delegates who have been granted Travel Assistance Fund support must arrive at the General Assembly meeting before or on the first day of the meeting.
- g. In order to receive the allocated Travel Assistance Fund support, all original supporting documentation, including receipts and invoices related to Visa application, must be handed to the Treasurer before midnight on the second day of the General Assembly Meeting.
- h. Complaints concerning the management of the Travel Assistance Fund should be raised with the Financial Committee.

10.29. The IFMSA Prof. Erik Holst Fund is an initiative from the IFMSA alumni that aims at collecting donations from alumni for the purpose of providing two types of grants:

- a. GA Travel stipends: awarded to promising first time General Assembly meeting attendees, from any National Member Organization, who would otherwise not be able to attend.
- b. Local Project Micro-grants: small grants to local committees of any National Member Organization for a project with the potential of evolving into a successful long term tradition.
- c. The Prof. Erik Holst Fund internal operations and functions will work under a set of Terms of Reference decided upon by the Board of Directors after consultation with the IFMSA Executive Board.
- d. The Prof. Erik Holst Fund is coordinated by a Board of Directors, supported by a Board of Trustees from past IFMSA presidents or exceptional Alumni. These bodies are external of the Federation, and must act as such.
- e. The Prof. Erik Holst Fund Board of Directors is composed of, but not limited to a Chair, a Secretary, a Treasurer, an External Relations Officer, Advisors and the IFMSA President.

10.30. The Solidarity Fund aims at maximizing representation of medical students in IFMSA by financially supporting National Member Organisations that struggle to pay their membership fees, keeping their membership and voting right within the Federation:

- a. Each National Member Organisation must pay an equivalent of 3% of its membership fee to contribute to the IFMSA Solidarity Fund.
- b. Donations from NMOs shall be transferred to IFMSA together with their membership fees.
- c. All full and associate National Member Organisations are eligible to apply for financial support from the IFMSA Solidarity Fund.
- d. IFMSA shall reimburse the NMOs in

medical
students
worldwide



IFMSA

International Federation of
Medical Students' Associations

- equal proportion of the remainder of the solidarity fund by the end of each financial year.
- e. National Member Organisation applying for the IFMSA solidarity fund must fulfill all criteria to gain voting rights, except for the payment of the membership fees during the previous General Assemblies.
 - f. National Member Organisation applying for the IFMSA solidarity fund must fulfill all criteria to gain voting rights for the next General Assembly, except for the payment of the membership fees and submission of the credential form
 - g. The application is made by submission of a complete official IFMSA Solidarity Fund application form, signed and stamped by the President of the National Member Organization. It must contain a statement explaining why they have applied for financial support.
 - h. The application must be submitted in accordance with paragraph 9.4.
 - i. The Executive Board will decide upon the allocation of the Solidarity Fund and must inform the National Member Organisations of their decision as stipulated in Annex 1. A detailed explanation of the Executive Board decision must be attached to the announcement.
 - j. Up to 100% of the membership fees and the debt of the selected NMO(s) may be covered.
 - k. Complaints concerning the management of the IFMSA Solidarity Fund must be raised to the IFMSA Supervising Council.

Sponsorships

- 10.31. A sponsorship is considered an agreement between the Federation and one or more parties, for whom the Federation offers advertising opportunities in return for liquid financial resources. Grants from non-profit making and (inter-)governmental organizations are not considered sponsorships.
- 10.32. The Executive Board may negotiate sponsorship agreements on behalf of the Federation. A sponsorship agreement enters into force upon General Assembly approval by a two-thirds majority.
- 10.33. The Executive Board must ensure that proposed sponsorship agreements undergo legal review before they are submitted for consideration by the General Assembly, in accordance with paragraph 9.4.
- 10.34. Sponsorship agreements must honor the autonomy of the Federation's National Member Organization.



IFMSA

International Federation of
Medical Students' Associations

11. Regionalization and Regional Work

- 11.1. IFMSA is organized into five regions as follows: Africa, the Americas, Asia-Pacific, Europe and the Eastern Mediterranean Region. The classification of countries and NMOs shall be attached in a list to the IFMSA Constitution and Bylaws as Annex 5.
- 11.2. IFMSA encourages and supports its National Member Organizations to cooperate on a regional level.
- 11.3. To coordinate the Regions IFMSA has 5 Regional Directors.
- 11.4. The Regional Directors are IFMSA Officials and are elected as per the regular procedures, but within their own Regions by the full members with voting rights of the Region.
- 11.5. Each National Member Organization can only vote to elect a Regional Directors in the Region they belong to.
- 11.6. The Regional Directors need to be members of a National Member Organization that belongs to the Region for which they apply to be Regional Directors.
- 11.7. The Regional Directors assist the Vice-President for Members, and generally the Executive Board and the Team of Officials, in their tasks at the Regional level
- 11.8. The tasks of the Regional Directors are:
 - a. To organize a Regional Meeting outside the IFMSA General Assemblies in coordination with the National Member Organizations of their Region.
 - b. Assist the development of the National Member Organizations in the Region.
 - c. Assist in increasing the cooperation between National Member Organizations in the Region.
 - d. Assist in maintaining contact with National Member Organizations in the Region.
 - e. In coordination with the Vice-President for Members, recruit new National Member Organizations in the Region, as well as support them through the process of application for membership within IFMSA.
 - f. Take responsibility for the communication with the IFMSA partners on a regional level in coordination with the Liaison Officers.
 - g. Assist the Standing Committee Directors in the development of the Standing Committees in the Region.



12. Standing Committees

General

12.1. A Standing Committee works to benefit a specific field of interest. The activities of a Standing Committee shall be continuous.

12.2. A Standing Committee consists of a Standing Committee Director, the Liaison Officer of the respective Standing Committee if applicable and the medical students working in the fields of interest within their National Member Organizations, which are active in members of the Standing Committee.

12.3. IFMSA Standing Committees are:

- 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 and Reproductive health including HIV/AIDS (SCORA)
- e. The Standing Committee on Research Exchange (SCORE)
- f. The Standing Committee on human Rights and Peace (SCORP)

12.4. Requirements for Membership in Standing Committees are defined in the relevant Standing Committee Regulations. All members of a Standing Committee must abide by the Standing Committee Regulations at all times.

Creation, changes and dissolution

12.5. To create a Standing Committee of IFMSA, a proposal to establish a Standing Committee must be written. At least five full National Member Organizations must announce, in this proposal, their interest and active participation in the Standing Committee in question. The General Assembly will decide about this proposal with a two-thirds majority.

12.6. The General Assembly can decide to dissolve, change the activities, or change the name of a Standing Committee. Such a decision needs at least two-thirds majority.

Standing Committee Directors

12.7. The Director of the Standing Committee must attend the General Assembly Meetings.

12.8. Inside their Standing Committee, the Standing Committee Directors shall:

- a. Be responsible for the standing committee sessions in all IFMSA Meetings.
- b. Support the NMOs to ensure their active presence and development in the Standing Committee
- c. Supervise the development and work of the IFMSA Programs
- d. Develop the work of the Standing Committee
- e. Abide the respective regulations.

Standing Committee Meetings

12.9. The Standing Committee meets during the General Assembly Meetings. The Standing Committee meets at least twice a year.

12.10. The Standing Committee meeting is the deci-

sion making body of the respective Standing Committee.

12.11. The objectives of a Standing Committee meeting are:

- a. To run activities with concrete plans of action, coordination and working strategies.
- b. To formulate policies by resolutions and declarations to be incorporated in the policy statements of IFMSA after decision by the General Assembly.
- c. To report their activities back to the National Member Organizations.



13. Programs

General

- 13.1. An IFMSA Program is a stream of NMOs' activities coordinated centrally and addressing a pre-defined theme. It underpins the vision and mission of the IFMSA.
- 13.2. IFMSA Programs must comply with the constitution and the Bylaws of the IFMSA.
- 13.3. IFMSA Programs are regulated by the Internal Operating Guidelines (IOGs). Any change to the Internal Operating Guidelines shall be followed by an announcement over the National Members Organizations mailing group with the justification behind the desired change.
- 13.4. Each IFMSA Program is allowed to have one early registration spot and one late registration spot guaranteed at each General Assembly Meeting. Program coordinators select the respective representatives. The selection is subject to the Executive Board approval.

IFMSA Programs Initiation, Changes and Termination:

- 13.5. Any National Member Organization or a Team of Officials' member can advise the Executive Board of a candidate for an IFMSA Program. Only the IFMSA Executive Board may propose a new program as a candidate to become an IFMSA Program. The Executive Board shall share reviews of all IFMSA Program applications with the National Member Organizations in accordance with Annex 1.
- 13.6. The candidature must be submitted in accordance with paragraph 9.4.
- 13.7. The candidature must contain:
 - a. A written program proposal as outlined in paragraph 13.8.
 - b. A scanned completed candidature form signed and stamped by the Executive Board.
- 13.8. A program proposal shall minimally include the following fields:
 - a. Theme Description
 - b. Goals
 - c. Target Group
 - d. Strategy of the initial assessment
 - e. Monitoring and evaluation
- 13.9. The Team of Officials shall ensure the review of the candidature submitted. A written review shall be made available to the National Member Organizations in accordance with paragraph 9.4.
- 13.10. Acceptance of a program to be an IFMSA Program requires an absolute majority.
- 13.11. Only the General Assembly may terminate an IFMSA Program. Termination of an IFMSA Program requires a simple majority.
- 13.12. Changes to IFMSA Programs that do not alter significantly the Background and Problem Statement, End-Goal and Target Group can be approved by the IFMSA Executive Board. Any changes are announced to National Member Organizations after approval.

Programs Coordination

- 13.13. An IFMSA Program is coordinated by a pro-

gram coordinator. The term of office for a program coordinator spans 12 months and runs from October 1st to September 30th.

- 13.14. Program coordinators are appointed by the Executive Board-elect after consultation with the Executive Board, the relevant Team of Officials' members and the program coordinator in office.
- 13.15. The tasks and responsibilities of the Program Coordinators are defined in the Internal Operating Guidelines of IFMSA Programs.
- 13.16. On receiving a complaint of 2 of the Team of Officials' members, or 2 National Member Organization, or 1 Team of officials' member and 1 National Member Organization, the Executive Board shall investigate the work of the program coordinator and publish a report including the decision made, justification of the decision and complete overview of the procedure undertaken.
- 13.17. The Team of Officials monitors the activity of IFMSA Programs coordinators with reference to IFMSA Programs Internal Operating Guidelines.
- 13.18. In case of the vacancy of a Program coordinator position during the term of office, the Executive Board shall appoint an interim coordinator to serve for the remainder of the term.
- 13.19. An applicant for the position of program coordinator shall fulfill the following criteria at the time of appointment:
 - a. Be a medical student when the term of office commences.
 - b. Be a member of one of the full or associate National Member Organizations of IFMSA.
 - c. Not a member of a National Member Organization that is in violation with the IFMSA constitution and Bylaws.

IFMSA Programs Composition:

- 13.20. IFMSA Programs is the authorized body to affiliate National Member Organizations' activities to the relevant program through an application process.
- 13.21. IFMSA Programs' activities include but are not limited to:
 - a. Projects.
 - b. Campaigns.
 - c. Celebrations.
 - d. Workshops.
 - e. Events.
 - f. Exchanges
- 13.22. Full, associate and candidate members of IFMSA are eligible to apply for activities affiliation to IFMSA Programs.

Reporting and monitoring:

- 13.23. IFMSA programs are mandated to conduct and publish an assessment of the initial status of the respective theme within the National Member Organizations in the beginning of the first term of office.
- 13.24. The annual Program report is due according to paragraph 9.4.
- 13.25. The annual reports are tabled for adoption at the August Meeting and requires simple majority to be adopted.



IFMSA

International Federation of
Medical Students' Associations

- 13.26. If the program annual report is not adopted, the Executive Board will investigate the activity of the program in question to decide on the future of the program.
- 13.27. If the program is terminated for any cause, the Executive Board is mandated to ensure the development of an overall program report.



14. External Relations

Official relations

- 14.1. Official relations of the IFMSA with other organizations shall be based on health, education, and science, social and humanitarian affairs.
- 14.2. The decision to establish an official relation with another organization can be made by the Executive Board and has to be approved by the General Assembly at the plenary by simple majority, or can be decided by the General Assembly and has to be pursued by the Executive Board.
- 14.3. The proposal to establish an official relation with another organization should be submitted in accordance with paragraph 9.4.
- 14.4. IFMSA maintains partnership with some regional medical students' organizations. A partnership with a regional medical students' organization may only be established through a written agreement that is accepted by both the IFMSA General Assembly and the equivalent parliamentary body of the regional organization. This agreement must specify a finite time-length for which the agreement is valid. When such an agreement has been accepted, the regional organization shall be referred to as a Regional Partner of IFMSA.
- 14.5. In the case of a decision to establish an official relation with another student organization, this should always be decided by the General Assembly and pursued by the Executive Board. The final agreement with the other student organization has to be approved by the General Assembly
- 14.6. Organizations with an official relation to IFMSA must be invited as observers to the General Assemblies.
- 14.7. Any communication or co-operation with an external organization, institution or partner of IFMSA, either on behalf of IFMSA or concerning an official project of IFMSA, has to go through the relevant IFMSA Liaison Officer or must have the approval and the supervision of the IFMSA Executive Board.
- 14.8. The person who is in charge of any communication or co-operation with an external organization, institution or partner of IFMSA, either on behalf of IFMSA or concerning an official project of IFMSA, has to fulfill the following requirements:
 - a. Be a medical student, or not will be graduated more than 6 months by the time his/her office term starts
 - b. Be a member of a Full or Associate Member Organization
 - c. Have attended at least one General Assembly Meeting.
 - d. Have basic knowledge of the structure, function and relations of IFMSA.
 - e. Not be a member of a National Member Organization that is in violation with the IFMSA Constitution and Bylaws.
- 14.9. A Report of the relevant Official on the grants and events that commit IFMSA, also known as IFMSA Commitments should be submitted in accordance with paragraph 9.4.

Liaison Officers

- 14.10. Liaison Officers represent IFMSA to organiza-

tions IFMSA has official relations with.

- 14.11. The tasks of the Liaison Officers are to:
 - a. Secure sustainability of the relation with the relevant partner(s)
 - b. Provide IFMSA with information about the relevant partner(s).
 - c. Facilitate and initiate contacts between IFMSA members and relevant partner(s) when requested and beneficial.
 - d. Support IFMSA Programs and Meetings.
 - e. Support national projects upon request
 - f. Find points of possible collaboration between IFMSA and relevant IFMSA partner(s) in close cooperation with relevant officials working in the concerning fields.
 - g. Develop short- and long-term strategies for the collaboration with relevant partner(s) in consultation with relevant officials.
 - h. Work closely together with the Regional Directors in the communication with IFMSA partners on a regional level.
 - i. Encourage the NMOs to report on collaborations with the agency on a national level.
 - j. Coordinate IFMSA presence in the relevant partners meetings
- 14.12. IFMSA has the following Liaison Officer positions:
 - a. Liaison Officer to Student Organizations.
 - b. Liaison Officer to the World Health Organization (WHO).
 - c. Liaison Officer for Medical Education Issues.
 - d. Liaison Officer for Public Health Issues.
 - e. Liaison Officer for Sexual and Reproductive Health Issues, incl. HIV/AIDS.
 - f. Liaison Officer for Human Rights and Peace Issues.
- 14.13. Liaison Officers are elected by the General Assembly during the August Meeting. Candidates for the position of Liaison Officer abide to the regulations provided in chapter 3.73 of the IFMSA Bylaws.
- 14.14. The responsibility of the external relation with the WMA will be delegated to one of the elected Officials. This person will be appointed by the Executive Board.

The IFMSA Board of Recommendation

- 14.15. The IFMSA Board of Recommendation is a board of people who agree to connect their personal name to IFMSA. The IFMSA Board of Recommendation has no duties, obligations or compulsory tasks.
- 14.16. The IFMSA Executive Board is responsible for invitations to the potential members of the Board of Recommendation and the IFMSA president is responsible for its maintenance.
- 14.17. The status of the Board of Recommendation will be reported at the August Meeting General Assembly.

Relation with the World Health Organization

- 14.18. The Liaison Officer to the World Health Organi-



IFMSA

International Federation of
Medical Students' Associations

zation has the overall responsibility for delivering the Triennial Activity Report in time before the deadline. This report has to be submitted every three years in order to continue the official relation with the World Health Organization (WHO).





15. Policy

General

15.1. IFMSA Policy document describes its position reflecting a global health issue that the federation wants to take a stance on, in line with IFMSA vision and missions and bounded by its constitutions and bylaws, and to be used by the relevant IFMSA Team of Officials within the external and internal activities of IFMSA.

15.2. Definitions:

- a. **Policy Statement:** Short and concise document highlighting the position of IFMSA for specific field(s). A policy statement does not include background information, discussion related to the policy, a bibliography and neither does it quote facts and figures developed by outside sources. The maximum length of a policy statement is 2 pages, including introduction, IFMSA position and call to action.
- b. **Position Paper:** A detailed document supporting the related policy statement that contains background information and discussion in order to provide a more complete understanding of the issues involved and the rationale behind the position(s) set forth. A position paper must cite outside sources and include a bibliography.
- c. **Policy commission:** A policy commission is composed of three people, with 2 representatives of the NMOs and one representative of the Team of Officials. The proposer of the draft is part of the policy commission and is responsible of appointing its members. The tasks of the policy commission are the following:
 - i. They are responsible of the quality of the policy document with the approval of the proposal.
 - ii. Ensuring the content is based on global evidence.
 - iii. Collecting and incorporating NMO feedback after the call for input.
 - iv. Coordinating the discussion during the General Assembly.

Adoption of policies

15.3. A draft policy statement, position paper and the composition of the policy commission must be sent to the NMO mailing list by the proposer and in accordance with paragraph 9.4. Input from NMOs is to be collected between submission of the draft and submission to the General Secretariat.

15.4. The final policy statement and position paper are to be sent in accordance with paragraph 9.4, using the template provided in the call for proposals. The proposal must be co-submitted by two NMOs from different regions or the Team of Officials.

15.5. Policy statements and position papers must be presented to NMOs during the first working day of the IFMSA General Assembly.

15.6. A motion to adopt the policy statements and

position papers must be submitted the day before the relevant plenary and submitted by two NMOs from different regions. Adoption requires $\frac{2}{3}$ majority.

15.7. Amendments may be sent to the proposer and in accordance with paragraph 9.4. Amendments made during a General Assemblies or after the deadline in accordance with paragraph 9.4, will be voted upon during the relevant plenary and require $\frac{2}{3}$ majority.

15.8. Adopted policy statements and position papers must be made available no longer than one month after the end of the relevant General Assembly on ifmsa.org by the Executive Board.

Expiry and revision

15.9. Policy statements and positions papers will expire after 3 years, unless otherwise voted by the General Assembly.

15.10. The Executive Board should announce its Policy Statement revision report in accordance with paragraph 9.4. The report should contain the rationale for re-proposing or not re-proposing the respective policy statements.

15.11. Re-proposal of expired policy statements should follow paragraphs 15.3. to 15.8.

16. Communication and Public Relations

Corporate Identity

- 16.1. The official IFMSA corporate identity is defined in the IFMSA corporate identity manual.
- 16.2. The corporate identity manual should be presented and adopted during each August Meeting even if no changes have been made.
- 16.3. Only the IFMSA corporate identity can be used. Changes in layout or any other additions are not allowed.
- 16.4. The official IFMSA corporate identity can only be used by Officials, their assistants, Task Forces, and Programs
- 16.5. National Member Organizations can only use the IFMSA logos and according to the IFMSA Corporate identity Manual.

Publications

- 16.6. All printed material (e.g., leaflets, pamphlets, booklets and external correspondence) written in the name of IFMSA (e.g., on IFMSA printed stationery) must be approved by the Executive Board before being distributed.
- 16.7. Advertisements can occur in any printed IFMSA material except on the IFMSA stationery.
- 16.8. Advertisements in any printed material including the Standing Committee newsletter and Medical Student International shall be approved of by at least one Executive Board member.
- 16.9. The official IFMSA stationery can only be used by IFMSA Officials unless otherwise specified by the Executive Board.

Online Communication Channels

- 16.10. IFMSA has the following channels:
 - a. The website: www.ifmsa.org
 - b. Facebook official page: www.facebook.com/ifmsa
 - c. Official Twitter account: www.twitter.com/ifmsa
 - d. YouTube Channel: www.youtube.com/ifmsaonline
 - e. Issuu account: www.issuu.com/ifmsa
 - f. Instagram account: www.instagram.com/youifmsa/

17. Task Forces

General

- 17.1. A Task Force is a group of people working with a specific task for a limited period of time.
- 17.2. A motion to form a Task Force should include at least specific objectives, proposed composition of the Task Force and preliminary timeline.
- 17.3. A Task Force can be formed by the General Assembly Executive Board and Standing Committees.
- 17.4. The Executive Board is responsible for sending a call out for members of the Task Force on the IFMSA servers. This must be done within seven days of the close of the relevant General Assembly.
- 17.5. A Task Force is composed of volunteers wanting to participate in the solution of the problem at hand. External experts can be invited to participate in a Task Force.
- 17.6. The Executive Board will be responsible for the selection and the announcement of the Task Force members within one month after the call was sent. Reasons for not selecting valid candidatures must be included in the announcement of the Task Force members. In the event of a lack of applications the call can be extended for another month. The deadline mentioned in this article does not apply if a deadline is specified in the Task Force proposal.
- 17.7. A Task Force is considered active only when all its members have been selected according to the adopted proposal.

Activities

- 17.8. Participants must appoint a Coordinator among themselves. This Coordinator is responsible for creating and updating an address list of the participants. The Coordinator is responsible for internal and external communication.
- 17.9. The Task Force has the mandate to create and develop products, prepare proposals and give advice on the specific issue.
- 17.10. The task force shall report its activities in accordance with paragraph 9.4, provided that it is active in accordance with paragraph 17.7. The task force report should contain at least list of participants, methodology, activities within the Task Force, discussion results, difficulties faced, and recommendations.
- 17.11. The Task Force has speaking and proposing rights during General Assembly Meetings.

Dissolution

- 17.12. The Task Force is dissolved when the task is completed or if no solution is found. The dissolution must be done in accordance with paragraph 3.31.
- 17.13. Duration of the taskforce can't be more than 2 years unless extended by the General Assembly.
- 17.14. The Task Force must present a final report to the General Assembly stating all activities and results.



Annex 1

	August Meeting											
	May 1	May 15	Jun 1	Jun 10	Jul 1	Jul 8	Jul 15	Jul 19	2nd plenary	Sep 1	Sep 15	Sep 30
1.1 Executive Board candidatures												
1.2 Supervising Council candidatures	Submission	Shared										
1.3 Other Officials candidatures					Submission	Shared						
1.4 Interim Officials candidatures					Submission	Shared						
1.5 GA host candidatures	Submission	Shared										
1.6 Honorary Life member candidatures	Submission	Shared										
1.7 Membership applications	Submission	Confirmation				Shared						
1.8 Request for suspension of membership	Submission	Shared										
1.9 Constitution Change Proposals	Submission	Shared										
1.10 Bylaw s Change Proposals					Submission	Shared						
1.11 Policy Statement Proposals				Feedback Call	Submission	Shared						
1.12 Amendments to PS Proposals								Shared				
1.13 Memoranda of Understanding proposals					Submission	Shared						
1.14 Task Force reports					Submission	Shared						
1.15 Previous MM (and late) financial report												
1.16 Previous AM (and late) financial report					Submission	Shared						
1.17 Travel Assistance Fund applications	Submission	Results shared										
1.18 Solidarity Fund				Form shared		Submission	Results shared					
1.19 Programs Candidatures	Submission	Shared										
1.20 Program Proposals Review						Shared						
1.21 Programs Annual Report					Submission	Shared						
1.22 Draft sponsorship agreements					Submission	Shared						
1.23 NMO reports				Form shared	Submission							
1.24 Update NMO info in database					Form opens				Form closes			
1.25 Membership fee payment				Invoices shared			Payments due					
Specific for Officials												
1.26 Supervising Council Report							Submission	Shared				
1.27 VPM report on membership applications						Shared						
1.28 Officials GA Reports					Submission	Shared						
1.29 Reports on IFMSA Commitments												
1.30 Budget proposal for follow ing term						Shared						
1.31 Annual report contributions												Due
1.32 Annual report												
1.33 EB report on policy statements		Shared										
1.34 Annual financial statement												
1.35 Interim quarterly financial reports		Shared				Shared						
1.36 Window for revision of GN/capita	Window opens	Window closes										
1.37 Reimbursement claims											Claims due	
1.38 Updated version of bylaw s post-GA									Shared			

Annex 2 – Required Information to maintain and obtain membership

To maintain membership:

- 2.1 The following information must be submitted at every General Assembly by all National Member Organizations:
- A completed credential form (if the NMO is present at that General Assembly Meeting) to the Constitution Credential Committee, containing all names and positions of the delegates before the start of the second plenary session. The form should be signed by the head of the delegation and stamped with an official stamp of the NMO.
 - updated information on www.ifmsa.org with all the names and addresses of the National Member Organization Officers, including names and addresses as well as any statistical details of the National Member Organization requested by the Executive Board, after 1st February for the March Meeting and after 1st July for the August Meeting. The Secretary General must provide the Constitution Credential Committee with a list of National Member Organizations who have not yet updated their information two hours before the start of the second plenary session. In the case of technical difficulties with www.ifmsa.org a manual technical data card must be given to the Constitution Credential Committee at least two hours before the start of the second plenary session of the meeting.
 - A written National Member Organization Report. These reports should be submitted online at the latest on 1st February for the March Meeting or at the latest on 1st July for the August Meeting. The National Member Organizations should be invited to fill their reports at least 2 weeks prior to the deadline of the report
- 2.2 All full members who did not submit a completed credential form or who did not update their information on www.ifmsa.org as specified can get voting rights by submitting the credential form to the Constitution Credential Committee and updating their information on www.ifmsa.org at least two hours before the next plenary. They can only get voting rights for the remaining part of the meeting.
- 2.3 All full members who did not submit the written National Member Organization report will lose their voting rights for the entire General Assembly Meeting. The Secretary General will be responsible to provide the Constitution Credential Committee with the latest list of countries who update their information before every plenary session

To apply for Candidate membership:

- 2.4 The following documents shall be submitted, in English, to apply for candidate Membership:
- The 'Official IFMSA Application Form for Obtaining Membership of IFMSA' that must include:
 - The number of medical students represented by the organization.
 - The number of medical schools participating in the organization.
 - The organization's estimated yearly budget in EURO.
 - Information concerning former membership of IFMSA, if such has existed.
 - The total number of members represented by the organization, including medical students and non-medical students.
 - Declaration that the organization will always abide IFMSA Constitution and Bylaws.
 - A description of the organization's current Structure, Activities and Officers with their respective Contact Information.
 - A motivation letter.
 - A copy of the regulations of the organization. The regulations must specify, at minimum:
 - the official name, nature, principles, objectives;
 - membership structure, meeting structure;
 - Executive Board structure and function;
 - working groups, Officials;
 - financial management procedures;
 - internal bylaws, and
 - information concerning dissolution of the organization.

To apply for Full or associate membership:

- 2.5 The following documents shall be submitted, in English, to apply for full or associate membership:



IFMSA

International Federation of
Medical Students' Associations

- a. The Official IFMSA Application Form for Obtaining Membership of IFMSA, which must be filled out correctly.
- b. A description of the organization's current structure and activities
- c. A motivation letter.

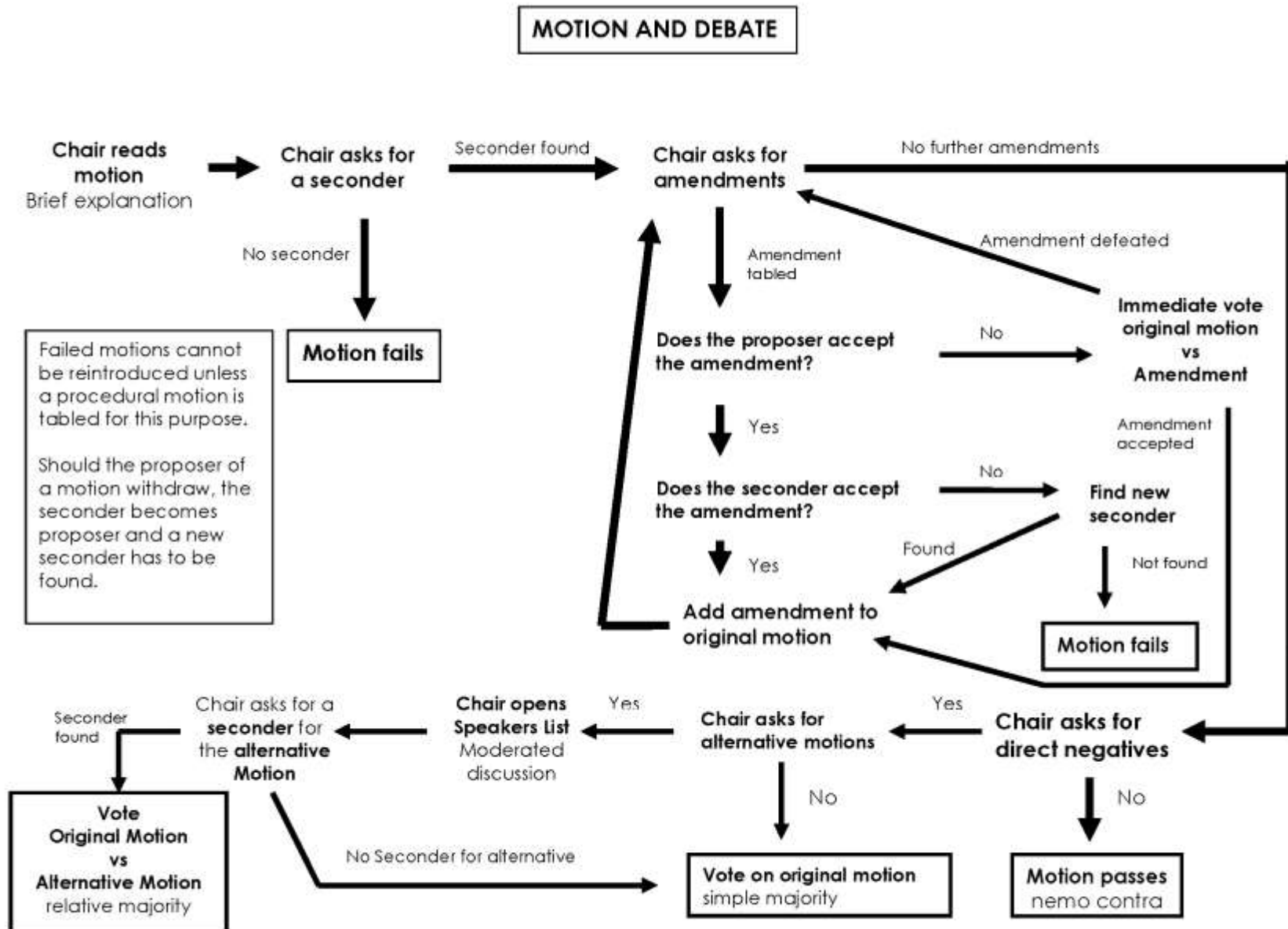
For proposals for Honorary Life Members:

2.6 Honorary Life Membership Proposal should include:

- a. Proposal
- b. Technical Data Card, containing at least name and contact information.
- c. Petition signed by at least five full and/or associate members, signed and stamped by the National Member Organization Presidents, announcing their support for the candidate for Honorary Life Membership.



Annex 3 – Motion and debate maze





IFMSA

International Federation of
Medical Students' Associations

Annex 4 – List of Honorary Life Members

1955

Henrik Wulff, Denmark
Eric Holst, Denmark
Erwin Odenbach, Federal Republic of Germany

1956

Alan Breck Gilmour, Great Britain

1961

Graham Lister, Great Britain

1970

Robert Steffen, Switzerland

1975

Leena Rahola, Finland
Felix Gutzwiller, Switzerland

1979

Peter Schatzer, Switzerland

1983

Peter Lee, Australia

1988

Jean-Jacques Guilbert, Switzerland

1989

Geoff Ohen, Nigeria
Ofer Chomsky, Israel

1990

Bente Johansen, Norway
Luis Ferreira de Abreu, Portugal
Olof Agner, Sweden

1991

Elena Castellanos Hernandez, Spain
Maria Petraki, Greece
Paolo Ghia, Italy
Stefano Berloff, Italy

1992

Bettina Leh, Germany
Christina Bonetti, Italy
Elijah Paintsil, Ghana
Jorge Jacinto, Portugal
Mikko Haapio, Finland
Paul Amuna, Ghana
Tore Vigard, Sweden

1993

Fernández García-Abril, Spain
Gert Nett, Germany
Mattias Fridstrand, Sweden
Pernille Raasthoj Mathiesen, Denmark

1994

Eda Cengiz, Turkey

Monique de Voigt, Netherlands
Paulo A. Faria Boto, Portugal

1995

Luis Alberto Ramos Neira, Spain

1996

Alexander Micevski, Republic of Macedonia
Emil Pavlik, Czech Republic
Gil Gilad, Israel
Giorgos Terzis, Greece
Ivana Pagáčová, Slovakia
Leena Piironen, Finland*
Lola Martín Martínez, Spain
Tinja Lääveri, Finland
Victoria Vishnevskaja-Dai, Israel
** Married, changed name to Johanna Förster*

1997

Eugene Schouten, Netherlands
Lennert Veerman, Netherlands
Yunus Emre Kocabasoglu, Turkey

1998

Jelena Zajeganovic, Serbia and Montenegro (former Federal Republic of Yugoslavia).
Jet Derwig, Netherlands
Oliver Hoffman, Germany
Robert Zielony, United States of America

2000

Bjorg Thorsteinsdottir, Iceland

2001

Meike Nitschke, Germany

2003

Delon Human, South Africa
Hans Karle, Denmark

2005

Marta Ocampo Fontangordo, Spain
Mats Hogmark, Sweden
Joel Kammeyer, USA
Antonis Kaintatzis, Greece

2006

Predrag Djukic, Serbia
Fatma M. Odaymat, Lebanon

2009

Tony Tsai, Taiwan

2011

Lawrence Loh, Canada

2015

Emily Spry, United Kingdom



Annex 5 – IFMSA Regions and the Countries

AFRICA	AMERICAS	ASIA-PACIFIC	EASTERN MEDITERRANEAN	EUROPE
Angola Benin Botswana Burkina Faso Burundi Cameroon Cape Verde Central African Republic Chad Comoros Congo Côte d'Ivoire DR Congo Equatorial Guinea Eritrea Ethiopia Gabon Gambia Ghana Guinea Guinea-Bissau Kenya Lesotho Liberia Madagascar Malawi Mali Mauritania Mauritius Mozambique Namibia Niger Nigeria Rwanda Sao Tome and Principe Senegal Seychelles Sierra Leone South Africa Sudan Swaziland Togo Uganda United Republic of Tanzania Zambia Zimbabwe	Antigua and Barbuda Argentina Bahamas Barbados Belize Bolivia Brazil Canada Chile Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador El Salvador Grenada Guatemala Guyana Haiti Honduras Jamaica Mexico Nicaragua Panama Paraguay Peru Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname Trinidad and Tobago United States of America Uruguay Venezuela (Bolivarian Republic of)	Afghanistan Australia Bangladesh Bhutan Brunei Darussalam Cambodia China Cook Islands Democratic People's Republic of Korea Fiji India Indonesia Japan Kazakhstan Kiribati Kyrgyzstan Lao People's Democratic Republic Malaysia Maldives Marshall Islands Micronesia (Federated States of) Mongolia Myanmar Nepal Nauru New Zealand Niue Pakistan Palau Papua New Guinea Philippines Republic of Korea Samoa Singapore Solomon Islands Sri Lanka Taiwan Tajikistan Thailand Timor-Leste Tonga Turkmenistan Tuvalu Uzbekistan Vanuatu Viet Nam	Algeria Bahrain Djibouti Egypt Iran (Islamic Republic of) Iraq Jordan Kuwait Lebanon Libyan Arab Jamahiriya Morocco Oman Palestine Qatar Saudi Arabia Somalia Syrian Arab Republic Tunisia United Arab Emirates Yemen	Albania Andorra Armenia Austria Azerbaijan Belarus Belgium Bosnia and Herzegovina Bulgaria Croatia Cyprus Czech Republic Denmark Estonia Finland France Georgia Germany Greece Hungary Iceland Ireland Israel Italy Latvia Lithuania Luxembourg Malta Monaco Montenegro Netherlands Norway Poland Portugal Moldova Romania Russian Federation San Marino Serbia Slovakia Slovenia Spain Sweden Switzerland The former Yugoslav Republic of Macedonia Turkey Ukraine United Kingdom

Annex 6 – Contract between IFMSA and General Assembly Host Organization

This General Assembly Contract (the "GA Contract") is entered into between put here the name of the NMO (hereinafter referred to as "the elected NMO", "host"), lawfully represented for the purpose of this document by put here the name/names and position of the NMO legal representative/s and the International Federation of Medical Students' Associations (hereinafter referred to as "IFMSA"), lawfully represented for the purpose of this document by the Executive Board put here the name of all EB members

Whereas:

- a. The International Federation of Medical Students' Associations has two General Assembly meetings each year, the March Meeting and the August Meeting.
- b. Following its application (attached to this contract), Put here the name of the NMO was elected and appointed during put here the name of the GA of the election to host put here the name of the GA to be organized (hereinafter: the **GA meeting**), which shall be held from Xth of March/August – yth of March/August in put here the name of the city and country
- c. The elected NMO and IFMSA wish to set out the terms and the conditions of such appointment in this contract

1. Article 1: Services

- 1.1. During the Term of this Contract as specified in Article 4, the elected NMO agrees to provide the IFMSA with services as specified below in "Scope of Services."
- 1.2. The IFMSA Executive Board retains broad supervisory control over the results of the work in order to ensure satisfactory performance, including the right to inspect work, stop it, make suggestions or ask for alterations, without changing the relationship from that of the NMO and the IFMSA.
- 1.3. The elected NMO agrees that time is of the essence in the performance of the services under this Contract, and the elected NMO shall devote its best efforts, skills, and abilities to perform the services and further the interests of the IFMSA in connection with this Contract.

Scope of Services

- 1.4. The NMO shall host and organize the General Assembly meeting in accordance with Chapter 3 and 4 of the IFMSA Bylaws and this contract, including the pre-General Assembly meeting held prior to the start of the GA meeting and, for the August Meeting, the handover team of officials meeting (TOM0) held directly after the GA meeting. The TOM0 should have two full working days directly after the GA meeting. The pre-General Assembly meeting should have three full working days, in addition to arrival and departure day.
- 1.5. The NMO shall establish an Organizing Committee dedicated to and with the sole purpose of organizing the GA meeting (hereinafter: the Organizing Committee).
- 1.6. The NMO must provide two months after the signing of the contract the following to the Executive Board:
 - a. a minimum budget (including both expenses and incomes)
 - b. a realistic budget (including the Organizing Committee's target expenses and incomes)
 - c. a detailed sponsorship package, including a list of advertising opportunities for sponsors and their price
 - d. the names and functions of the core organizing committee members within their application package. Any changes of the organizing committee members should be reported to the Executive Board immediately.

Meeting programme

- 1.7. General Assembly Meetings shall be at least seven days and six nights: one day for arrival and the opening ceremony, five working days, and one day for departure. The Executive Board decides upon the programme of a General Assembly Meeting after consulting the Organizing Committee.
- 1.8. A General Assembly Meeting shall include at least four plenary sessions; the first plenary session must be

held on the first day. It shall follow immediately after the opening ceremony. A plenary session must take place on the day prior to departure.

Lodging, Food and Transportation

- 1.9. Accommodation for all participants will be in standard bedrooms, one person per bed or two per double or larger sized bed. All IFMSA Officials must be accommodated in adjacent rooms.
- 1.10. At the site of the General Assembly, the OC shall provide at least one room as a non-denominational prayer and meditation space, including the appropriate provisions.
- 1.11. Three meals per day will be provided throughout the duration of the GA meeting, excluding arrival and departure days. The OC will ensure that the meals provided cater to a diverse range of dietary requirements and preferences, including but not limited to Gluten-Free, Vegetarian, Vegan, Halal, Kosher and lactose-intolerance options. These options must be clearly labelled and easily accessible to delegates.
- 1.12. The Organizing Committee will provide transportation from the main local airport(s), bus and train stations to the site of the Pre-General Assembly and the GA meeting on the first and last day of the meeting and at regular intervals, to be announced to all program participants no less than one week prior to the commencement of the pre-General Assembly. All transportation costs required for the meeting procedures and social activities should be included in the participation fee.

Participation and Registration:

- 1.13. The early registration deadline for participants of the March Meeting is December 15th. The early registration deadline for participants of the August Meeting is May 15th. The late registration deadline for participants of the March Meeting is January 15th. The late registration deadline for participants of the August Meeting is June 15th.
- 1.14. Pre-GA Registration deadline is the same for late registration deadline for both the March Meeting (January 15th) and August Meeting (June 15th).
- 1.15. The organizing committee of a General Assembly Meeting shall guarantee early registration fee participation for:
 - a. a minimum of eight delegates for every NMO,
 - b. all IFMSA Officials outside the NMO quota (For the August Meeting this includes the elected Executive Board members),
 - c. all IFMSA staff members,
 - d. one representative from each IFMSA Programs outside the NMO quota, as long as they do conform to the IFMSA Bylaws,
 - e. two members from the hosting National Member Organization(s) of the next General Assembly Meeting outside the NMO quota,
 - f. the coordinator from each IFMSA Task Force, outside the NMO quota. If the coordinator of an IFMSA Task Force cannot be present at the General Assembly, a general member of the Task Force can be appointed to take this spot,
 - g. ten support persons appointed by the Executive Board, outside the NMO quota,
 - h. six support persons appointed by the Standing Committee Directors, outside the NMO quota,
 - i. two plenary team members, outside the NMO quota
- 1.16. The Organizing Committee of a General Assembly Meeting shall guarantee late registration fee participation outside of the spots, mentioned in paragraph 1.15 and according to the NMO category for:
 - a. Six support persons appointed by the Standing Committee Directors, outside of the NMO quota,
 - b. Five support persons appointed by the Regional Directors, outside of the NMO quota.
 - c. At least three members of the Financial Committee, outside of the NMO quota.
- 1.17. All NMO delegates need to be approved by the respective NMO Presidents. The NMO-presidents must provide the Organizing Committee with the list of delegates attending on behalf of their NMOs (so called president's list) before the early registration deadline and before the late registration deadline to complete the registration process. Later substitutions and changes to the list are possible depending on the announced conditions of the Organizing Committee.
- 1.18. All support persons have to be included in the presidents' list of the respective NMO, the participation fee for these participants should be that of early registration if they register within the time frame specified for

the meeting. Receipt of payment transfer of the participation fee must be submitted to the Organizing Committee by 23:59 GMT on the last day of early registration period.

Participation Fees and Cancellation

- 1.19. The participation fee for a General Assembly Meeting shall be fixed in Euros. If the Euro is not the national currency of the host NMO, the equivalent fee payment shall be made in the national currency of the host NMO, based on the exchange rate between the relevant currency and the Euro on the day of the election.
- 1.20. The fee for early registration shall not exceed 125 Euros per participant from A and B category countries, 225 Euros per participant from C and D category countries and 290 Euros per participant from E and F category countries.
- 1.21. The fee for late registration shall not exceed double the amount of early registration for each category.
- 1.22. The fee for Alumni and Observers registration will be the same fee established for late registration by the organizing committee for the participants, and according to their country category.
- 1.23. The registration fee for the pre-GA will be fixed by the Organizing Committee and shall not exceed 290 Euros per participant.
- 1.24. Organizing Committee members and staff at the General Assembly do not pay participation fees or taxes.
- 1.25. Variation in the participation fee due to late registration, special discounts, observer status, limited participation in board, and lodging or social program must be announced in the information package from the Organizing Committee or be immediately announced to National Member Organizations if the **invitation** package was already shared.
- 1.26. IFMSA will be responsible for paying all observers' debts towards the Organizing Committee by the deadline determined by the General Assembly by the adoption of the Financial Committee report. IFMSA will cover the totality of the debt by the deadline determined by the Financial Committee.

Taxes

- 1.27. The following taxes shall be added to the GA participation fees in order to support the IFMSA Central Budget and IFMSA Travel Assistance Fund:
 - a. Participants from C, D, E and F category countries must pay an additional tax of 10 EUROS to the Travel Assistance Fund. This tax will be up to EUR 10 for C and D country category participants, and up to EUR 25 for E and F category countries must pay an additional tax of 25 EUROS to the Travel Assistance Fund.
 - b. Extra delegates beyond the quotas listed in 1.15 must pay an additional tax of 25 EUROS for the Central Budget. If deemed necessary the Organizing Committee may charge a higher price than this to the extra delegates, or may restrict the attendance of extra delegates' altogether.
- 1.28. The Organizing Committee of the General Assembly Meeting will collect these additional taxes together with the participation fee and transfer the collected tax to the IFMSA Central Budget and Travel Assistance Fund before the start of the meeting.
- 1.29. Any taxes collected after the start of the meeting shall be transferred to the IFMSA Central Budget and Travel Assistance Fund directly after the meeting.
- 1.30. IFMSA Officials do not pay any associated taxes to the General Assembly Meetings. Organizing Committee members and staff at the General Assembly do not pay participation fees or taxes.
- 1.31. The organizational expenses of General Assembly Meetings shall not be met out of the ordinary IFMSA budget.

Cancellation

- 1.32. In the event of cancellation, delegates will be provided with a full refund if cancellation occurs one month or more before the first day of the GA meeting. The participant will be refunded 50% of their registration fee if the participant cancels between four weeks and three weeks before the first day of the GA meeting. No refund will be provided if cancellation is within three weeks of the first day of the GA meeting.

Meeting Facilities

- 1.33. The list of materials needed for the activities at the GA meeting is attached to this contract. Further requests by the Team of Officials may be added subsequently. At least two Organizing Committee members

will be available for the assistance of the EB and other IFMSA Officials during the GA meeting. A meeting secretariat bringing service to the meeting, to the EB, to the IFMSA Officials and to all participants shall be open during the meeting proceedings. A mailbox for each attending National Member Organization shall be available at the secretariat.

Insurance

- 1.34. The Organizing Committee must, for the duration of the entire meeting, obtain insurance to cover all participants to protect against potentially foreseeable incidents, including but not limited to, public liability insurance for the Organizing Committee, insurance to cover physical damage and loss to properties of the Organizing Committee, IFMSA, and all properties associated with the General Assembly.

VISA

- 1.35. The Organizing Committee will conduct all necessary research and external relations with the relevant ministries (e.g. Foreign Affairs) to ensure the easiest possible access to the hosting country for all participants. The Organizing Committee will notify applicants of any foreseeable problems of access to hosting country as soon as possible.

Information Requirements

- 1.36. The Organizing Committee of the General Assembly Meeting is obliged to distribute an invitation package to all National Member Organizations including registration form, price and payment information, travel and lodging information, Visa regulations and additional information (e.g. workshops etc.). For the August Meeting this package must be distributed no later than three weeks after the March Meeting and for the March Meeting no later than three weeks after the August meeting
- 1.37. During the year prior to the GA meeting,
- the Head of the Organizing Committee shall always be available for regular communication (i.e. online meetings, email discussions) with the IFMSA EB;
 - the OC should be able to participate in weekly online meetings for updates on the state of the organization of the GA;
 - at least one member of the Organizing Committee should be available in person or online available during the Team of Officials Meetings; and
 - the Organizing Committee will send update of activities every month regarding the preparation of the GA meeting to the IFMSA NMOs server and copy it to the EB.
- 1.38. The Organizing Committee must prepare a list of all delegates to the General Assembly and send it to the NMOs and the Executive Board after the late registration deadline.

Advertisement

- 1.39. The Organizing Committee must offer the following advertising opportunities to the IFMSA: four sales booths where the profits go to the IFMSA General Budget, four banner stands, distribution of material including the welcome bags and a banner in the plenary room.
- 1.40. The Organizing Committee must provide contact details (i.e. email, phone number) of local printing companies for publications and posters at least 6 weeks before the start of the General Assembly.

Report

- 1.41. The Organizing Committee of a General Assembly Meeting shall submit their financial report in accordance with paragraph 9.4 of the IFMSA Bylaws. The Organizing Committee has to mandate an external bookkeeping firm to provide assistance in bookkeeping and to perform the accounting of the Organizing Committee's finances. The written report shall be delivered to the Financial Committee.
- 1.42. If the Organizing Committee does not get a financial report adopted by the General Assembly, the hosting National Member Organization(s) will lose its voting rights until the report has been adopted.

Any additional Promises by the elected NMO

- 1.43. Put here promise 1
1.44. Put here promise 2

1.45. Put here promise 3

2. Article 2: Responsibilities of the IFMSA Executive Board

- 2.1. The IFMSA's Executive Board shall provide one week after the signing of the contract the following to the Organizing Committee:
- a. One EB member available as contact person to the Organizing Committee, on behalf of the EB.
 - b. Provide at least two months before the General Assembly:
 - i. The final version of proposal of the meeting including a provisional list of content of the General Assembly
 - ii. Final version of detailed list of advertising opportunities and/or sponsor booklet for sponsors including their prices.
- 2.2. The Executive Board will provide the Organizing Committee with a final program for the GA meeting **two** months before the start of the GA meeting.
- 2.3. The Executive Board will approve the final version of the General Assembly booklet, prior to being submitted for printing.

3. Article 3: Finances

- 3.1. In exchange for the provision of the Services, the IFMSA will not pay a wage to the elected NMO.
- 3.2. After the termination of this Contract, any financial profits exceeding 5% of the General Assembly meeting budget shall be transferred to the general IFMSA account.
- 3.3. All documentation on sponsorship agreements, grants and other funding and contact information of sponsors. These documents should continuously be included in the **monthly** updates.

4. Article 4: Term

- 4.1. The term of this Contract shall be for a period commencing *put here the signing date* and will terminate at the adoption of the financial report of the General Assembly meeting by the IFMSA General Assembly report unless earlier terminated in accordance with Article 9 below ("Termination").

5. Article 5: Quality Control

- 5.1. In order to protect the IFMSA' goodwill, name, reputation and image, the elected NMO covenants and agrees to conduct its activities relating to the performance of the Services and its obligations under this Contract in accordance with (a) the highest professional and ethical standards, (b) the law, (c) the terms and conditions set forth in this Contract, and (d) a manner that otherwise upholds and maintains the goodwill, name, reputation and image of the IFMSA.

6. Article 6: Ownership Rights

- 6.1. The parties expressly intend and hereby agree that this Contract, and performance by the elected NMO pursuant to the Contract, shall not create for the elected NMO any ownership or other proprietary rights in, any materials created by or resulting from this Contract or intellectual property rights of the IFMSA; and that, any and all such ownership or other proprietary rights, including (but not limited to) any intellectual property rights created by, or resulting from, this Contract, shall be owned by the IFMSA. The elected NMO hereby assigns to the IFMSA and/or releases any and all proprietary rights that the elected NMO might otherwise have or obtain, by operation of law or otherwise, with respect to any property rights relating to the IFMSA. The elected NMO further hereby agrees to appoint the IFMSA as its attorney-in-fact with the power to execute any additional documents necessary to further evidence this assignment and/or release.

7. Article 7: Liability.

- 7.1. The IFMSA shall not be liable under any contracts or obligations of the elected NMO, apart from this Contract, or for any acts or omissions of the elected NMO and its officers, employees and members

8. Article 8: Limitation on Powers.

8.1. The elected NMO shall not have, nor shall hold itself out as having, the power to make contracts in the name of, or binding on, the IFMSA, or pledge the IFMSAs' credit or to extend credit in the name of the IFMSA or to take any act which might bind or otherwise obligate the IFMSA in any manner whatsoever.

9. Article 9: Termination.

9.1. The IFMSA Executive Board may, by written notice to the elected NMO, immediately terminate this Contract for cause if the elected NMO (i) materially fails (other than by reason of a material breach or default by the IFMSA Executive Board under this Contract) to perform the Services in accordance with this Contract. The elected NMO shall immediately return any unapplied portion of the payments already paid by the IFMSA members.

9.2. On expiration or termination of the Contract, the elected NMO shall promptly cease using and authorizing the use of any name, logo or trademark or any information relating to or discussed in this Contract, and turn over to the IFMSA all reports, data, work product, materials and information relating to the Contract.

10. Article 10: Relationship of the Parties

10.1. Nothing in this Contract shall be construed to constitute either party a partner, employee or agent of the other, to create a joint venture, pooling arrangement, partnership or business organization of any kind, or to provide either party with the authority to bind the other in any respect, it being intended that each party shall remain an independent contractor solely responsible for its own actions. In particular (and not by way of limitation), the IFMSA shall have no responsibility whatsoever to collect or withhold any monies from the elected NMO for the purpose of complying with any worker's compensation laws, disability and unemployment insurance laws, Social Security tax laws, wage and hour laws, State and Federal income tax laws, or any other applicable employment-related tax laws.

11. Article 11: Arbitration

11.1. In the event any dispute arises out of, or relates to, the Services to be provided pursuant to this Contract, the parties agree to first try in good faith to settle the dispute by themselves. Any unsettled controversy or claim between the parties hereto arising out of or relating to this Contract or any breach thereof (including the question of whether any particular matter is arbitrable hereunder) shall be settled by arbitration in the Netherlands.

12. Article 12: Survival

12.1. It is the express intention and Contract of the parties that all covenants, Contracts, statements, representations and warranties made in this Contract shall survive the execution and delivery of this Contract, and those set forth in Articles 6, 11 and in this Article 12 shall survive the termination of this Contract for any reason whatsoever.

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract as of the date first hereinabove set forth.

PUT HERE THE NAME OF THE NMO

By: _____
Put here the name of the NMO legal representative
Put here the position of the NMO legal representative

Date: _____

INTERNATIONAL FEDERATION OF MEDICAL STUDENTS' ASSOCIATIONS

By: _____

Date: _____



IFMSA

International Federation of
Medical Students' Associations

Put here the name of the IFMSA Executive Board Member
President

By: _____

Date: _____

Put here the name of the IFMSA Executive Board Member
Vice-President for Activities / Secretary General

By: _____

Date: _____

Put here the name of the IFMSA Executive Board Member
Vice-President for Finances / Treasurer

By: _____

Date: _____

Put here the name of the IFMSA Executive Board Member
Vice-President for Members

By: _____

Date: _____

Put here the name of the IFMSA Executive Board Member
Vice-President for External Affairs

By: _____

Date: _____

Put here the name of the IFMSA Executive Board Member
Vice-President for Capacity Building

By: _____

Date: _____

Put here the name of the IFMSA Executive Board Member
Vice-President for Public Relations and Communication

IFMSA Executive Board Members

IFMSA Constitution and Bylaws Updating Log

Adopted on 4th March 2000 in Kuopio, Finland;
Amended on 7th March 2000 in Kuopio, Finland;
Amended on 11th August 2000 in Porto, Portugal;
Amended on 8th March 2001 in Saint Paul's Bay, Malta;
Amended on 7th August 2001 in Aalborg, Denmark;
Amended on 7th March 2002 in Kopaonik, Yugoslavia;
Amended on 28th July 2002 in Taipei, Taiwan;
Amended on 6th March 2003 in Pärnu, Estonia;
Amended on 5th August 2003 in Egmond aan Zee, Netherlands;
Amended on 4th March 2004 in Isla de Margarita, Nueva Esparta State, Venezuela;
Amended on 6th August 2004 in Ohrid, Former Yugoslav Republic Of Macedonia;
Amended on 3rd March 2005 in Antalya, Turkey;
Amended on 3rd August 2005 in Hurgada, Egypt;
Amended on 3rd March 2006 in Pucon, Chile;
Amended on 4th August 2006 in Zlatibor, Serbia;
Amended on 10th March 2007 in Mandurah, Australia;
Amended on 4th March 2008 in Monterrey, Mexico;
Amended on 10th August 2008 in Ocho Rios, Jamaica;
Amended on 6th March 2009 in Hammamet, Tunisia;
Amended on 8th August 2009 In Ohrid, Former Yugoslav Republic of Macedonia;
Amended on 12th March 2010 in Bangkok, Thailand;
Amended on 6th August 2010 in Montreal, Canada;
Amended on 9th March 2011 in Jakarta, Indonesia;
Amended on 3rd August 2011 in Copenhagen, Denmark;
Amended on 8th March 2012 in Accra, Ghana;
Amended on 15th August 2012 in Mumbai, India;
Amended on 14th March 2013 in Baltimore, United States of America;
Amended on 7th August 2013 in Santiago, Chile;
Amended on 8th March 2014 in Hammamet, Tunisia;
Amended on 9th August 2014 in Taipei, Taiwan;
Amended on 6th March 2015 in Antalya, Turkey;
Widely amended on 6th August 2015 in Ohrid, Former Yugoslav Republic Of Macedonia;
Amended on 5th March 2016 in St. Paul's Bay, Malta;
Amended on 5th August 2016 in Puebla, Mexico.

The present document replaces all previous versions.