# Constitution and Bylaws

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

Amended by the IFMSA General Assembly on 5th of August 2020 in Online General Assembly.

## The IFMSA Constitution

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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 Copenhagen.

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, gender 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 Danish 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 Bylaws of 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 Federation 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 their term;
   b. By a written resignation;
   c. By their 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.
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 their office for important reasons as described in the Bylaws of the Federation.

9. Standing Committees, Programs, Global Priorities and Task Forces

9.1. To execute, coordinate and support the activities of the Federation, Standing Committees, Programs, Global Priorities and Task Forces can be formed by the General Assembly.

9.2. The work of these bodies is co-ordinated by a Director or Coordinator, elected by the General Assembly, or appointed by the Executive Board.

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.

11.7. 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. Recognized translations of this name are "Fédération Internationale des Associations Étudiantes de Médecine", "Federación Internacional de Asociaciones de Estudiantes de Medicina" "Международная федерация ассоциаций студентов-медиков", "الاتحاد الدولي لجمعيات طلاب طبناً", and “國際醫學生聯盟/国际医学生联盟”.

1.2. The only abbreviation recognized is “IFMSA”.

Language
1.3. The official language of IFMSA is English.

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

Vision Statement
1.6. 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
1.7. 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
1.8. IFMSA shall be governed by its Constitution and Bylaws.
1.9. The Constitution is the highest law of IFMSA. The Constitution shall never be suspended. The Constitution is registered under Danish law with the Danish Business Authority.
1.10. 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
1.11. Proposals for changes must be submitted by the IFMSA Team of Officials, the Executive Board, the IFMSA Supervising Council by two National Member Organizations in accordance with paragraph 9.4.
1.12. The IFMSA International Secretariat has to distribute the proposed changes in accordance with Annex 1.
1.13. The Executive Board is responsible for acquiring advice from a lawyer concerning the legal consequences of the proposed amendment. The Executive Board must present this advice to the General Assembly prior to the vote.
1.14. 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.
1.15. Changes to the Constitution are voted upon by ballot.
1.16. Changes to the Constitution will take effect immediately after the General Assembly Meeting unless otherwise specified in the proposal.
1.17. 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
1.18. 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.
1.19. Each Proposal shall be limited to a single paragraph or a single list item.
1.20. 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.
1.21. Paragraphs ruling the suspension of Bylaws cannot be suspended.

Changes to the Bylaws (or their Annexes)
1.22. 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.
1.23. Changes to the Bylaws require a two-thirds majority.
1.24. Changes to the Bylaws will take effect immediately after the General Assembly Meeting unless otherwise specified in the proposal.
1.25. 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.
1.26. All grammatical and renumbering changes to the
Constitution and Bylaws can be done by the IFMSA Secretary General between the IFMSA General Assembly Meetings. 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 Meeting for adoption by the Secretary General. Upon adoption of the report, the Secretary General can make the changes.

**Alumni**

1.27. An IFMSA Alumnus is defined as an individual who was active in the past in the work of the Federation, positively influenced it and contributed to its development, sustainability, and visibility. Any individual removed from office by the General Assembly according to paragraph 6.9 shall not be considered as Alumni.

1.28. IFMSA Officials whose end-term report has been adopted by the General Assembly shall automatically be considered as IFMSA Alumni.

1.29. IFMSA Honorary Life Members are considered as IFMSA Alumni.

1.30. Any person who held one of the positions mentioned below can be eligible to the title of IFMSA Alumnus, upon recommendation of the NMO President and at least one IFMSA Official, and has to be approved by the IFMSA Executive Board before being considered as IFMSA Alumnus:
   a. International Team Members
   b. Program Coordinators
   c. NMO Presidents
   d. Task Force Members
   e. Plenary Team Members
   f. Financial Committee Members

1.31. Any other person that is not listed above can apply upon recommendation of the NMO President and at least one IFMSA Official and has to be approved by the IFMSA Executive Board before being considered as IFMSA Alumnus.

**Other Regulations**

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

1.33. 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 their 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 Organization 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 (e.g. by the Ministry of Education) or listed by the World Directory of Medical Schools.

2.7. A medical students’ organization must represent a state as defined by the United Nations, whether as a member state or a non-member state (i.e. the United Nations website: "www.un.org/en/member-states/index.html"

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 a 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, except if the state has multiple dependent territories as referred to in paragraph 2.30.

2.13. All members of IFMSA must abide by 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 paragraph 2.1 at every General Assembly Meeting. If the NMO fails to fulfill any of these requirements for three consecutive General Assembly Meetings, then a motion must be tabled by the Executive Board to remove the membership status of that NMO. The membership status is removed by a simple majority and will take effect immediately. The NMO will not be able to re-apply in the next 2 General Assembly Meetings.

2.15. Whenever a National Member Organization fails to fulfill its 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 fulfill. 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 shall 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. A change of membership status vote requires a two-third majority to pass. Change of membership status refers to upgrading from candidate to associate or full membership, as well as to the suspension of membership.

2.19. 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.

2.20. 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 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.

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

2.22. 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 all applications received, and contains 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

2.23. An organization that is currently not a 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 it represents different universities than the current NMO.

b. If it represents different geographical areas not represented by the current NMO.

c. If it works in IFMSA Standing Committee field that the current NMO is not active in.

d. If it represents a dependent territory of a UN state.

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

2.25. 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.

2.26. 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.

2.27. A dependent territory can never upgrade to become a full member.

2.28. 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 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 thus 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

2.29. 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.

Dependent Territories

2.30. A dependent territory does not possess full political independence or sovereignty as a sovereign state and is geographically placed separately from the state it belongs to.

2.31. A dependent territory will become part of the region in which the geographically closest full and/or associate member of the Federation (per date of
adoption) operates, unless otherwise requested.

2.32. The VPM, on behalf of the applying territory, shall submit a written statement to the NMO of the controlling UN state, if said state is currently represented in the Federation, to notify the NMO of the territory’s intent to become a member of the Federation.

Honorary Life Membership
2.33. Only persons can become Honorary Life Members.
2.34. 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 the candidate shall be elected with the absolute majority.
2.35. Candidates for Honorary Life Membership can either be proposed by a National Member Organization or the IFMSA Executive Board. Candidatures must be signed and stamped either by the President of the NMO proposing the candidate or by all IFMSA Executive Board Members and must be submitted according to paragraph 9.4.
2.36. 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.
2.37. Honorary Life Members shall be invited to IFMSA meetings and events.
2.38. Honorary Life Members shall pay a membership fee of zero (0) Euros to IFMSA.
2.39. The General Assembly can take away the Honorary Life Membership from a person, when they have violated the Constitution or Bylaws or when they have done considerable harm to IFMSA. Such a decision requires a two-thirds majority.
2.40. The names of the Honorary Life Members of IFMSA shall be attached in a list to the IFMSA Constitutions and Bylaws as Annex 4.

Regulations for IFMSA Membership Fees
2.41. Full and associate members must pay an annual membership fee to the IFMSA.
2.42. An associate member shall pay the same fees as that of a full member. For new full members from states with no full or associate members, a 75% discount will be applied on the first year’s membership fee, a 50% discount for the second year and a 25% discount for the third year. Full membership fees will be paid from the fourth year onwards. Associate members from states where there is already a full or associate member shall pay the full membership fee from the first year of membership upgrade.
2.43. Candidate members from states with no full or associate members shall not pay membership fees. Candidate members from states where there is already a full or associate member shall pay the full membership fee.

2.44. 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

\[ MF = \frac{GNI}{capita} \times \left( 10 - \frac{GNI}{capita} + 150 + 0.012 \right) \]

2.45. 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.
2.46. 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.
2.47. All payments for membership fee are due in accordance with Annex 1.
2.48. Cost of IFMSA exchange program and taxes will be invoiced together with the membership fee.

Suspension of Membership
2.49. A National Member Organization can request to the General Assembly at the August Meeting not to 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. A corrected version of this document may be submitted according to paragraph 9.5.
2.50. If an NMO does not pay its annual membership fee by the deadline stipulated in Annex 1, the membership will be suspended for the coming financial year, unless a payment plan is agreed upon with the IFMSA Executive Board. If the agreements in the payment plan are not followed, the membership for that financial year shall be suspended.
2.51. If an NMO does not pay the membership fee by the deadline stipulated in Annex 1 after it has been suspended for 2 consecutive years due to having debts, the NMO will lose its membership, unless an individual payment plan is agreed upon with the IFMSA Executive Board. If the agreements in this payment plan are not followed, the NMO will lose its membership by the end of that financial year.
2.52. The payment plan shall be approved by the
Executive Board before the 2nd plenary of the August Meeting and must not last more than one term, unless there are special circumstances justifying this.

2.53. If an NMO does not submit a Data Processing Addendum and a Standard Contractual Clause by the deadline stipulated in Annex 2, the NMO will be suspended for the following financial year and lose access to the NMO email.

2.54. If an NMO was suspended due to not submitting the Data Processing Addendum or Standard Contractual Clause, they can restore their previous membership status and regain access to the NMO email with the 1st day of the following calendar month by submitting the documents filled correctly to the IFMSA Executive Board. The restoration of the membership status should be approved by the Executive Board and communicated to the NMOs.

2.55. If an NMO does not submit the Data Processing Addendum or Standard Contractual Clause by the deadline according to the Annex 2 for 3 consecutive terms, the NMO will lose its membership.

2.56. If an NMO violates any part(s) of the IFMSA Constitution and Bylaws, as well as its adjoining documents and regulations, the General Assembly may vote to suspend the NMO after an official investigation is completed and adequate proof of violation is presented. The vote for suspension requires a 2/3rd majority.

2.57. If the NMO is suspended, the membership fee for that financial year will be removed.

2.58. A suspended National Member Organization and its members may not take part in any IFMSA activities for that financial year unless they are approved by the Executive Board as observers.

2.59. Any contract signed by the National Member Organization before its suspension, including but not limited to contracts to host an IFMSA Meeting and Candidature Forms, shall retain their validity even in the period of suspension, unless otherwise decided by the Executive Board. No additional contracts or documents can be signed by the National Member Organization during the suspension period. The validity of existing and signing of new exchange contracts in the case of suspension shall follow the regulations of the Standing Committees on Professional and Research Exchange.

2.60. A suspended National Member Organization will still be subject to paragraph 2.17 and not gain any extra year before it loses its membership.

2.61. The Executive Board shall inform NMOs about all suspensions and payment plans and whether payment plans have been followed according to Annex 1.

2.62. If an NMO was suspended due to not paying its membership fee by the deadline stipulated in Annex 1 or in the agreed payment plan, they can restore their previous membership status with the 1st day of every calendar month by paying their full membership fee and any other debt. The restoration of the membership status should be approved by the Executive Board and communicated to the NMOs.

2.63. The Vice-President for Members, with the support of the Regional Director produces a report on the suspended members. The report covers reason for suspension, current situation and follow up plan and should be shared with NMOs according to Annex 1.

Debts of lost National Member Organizations

2.64. Motions regarding debts waiving for an NMO shall only pass by an 2/3 majority.

2.65. 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.

2.66. 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.

2.67. 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 Meeting

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 other 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 Assembly Meetings 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 their 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
   k. IFMSA International Assistants

3.7. National Member Organizations that have debts towards the Organizing Committee of a previous General Assembly Meeting due to late cancellation or delegates not paying the participation fees will not attend the upcoming General Assembly. The Executive Board must inform the hosting National Member Organization in question in due time before the General Assembly Meeting. Possible exceptions to this paragraph include but are not limited to NMOs that have previously agreed with the hosting NMO to pay on arrival but did not attend the General Assembly Meeting due to visa issues.

3.8. The NMOs who are an exception to the Bylaws paragraph 3.7 can have eight members attending the next General Assembly Meeting in order to pay for the previous debts towards the hosting NMO.

3.9. Observers in General Assembly Meetings are:
   a. Any medical student not represented by any NMO
   b. Any member from a suspended NMO
   c. Invited guests
   d. Delegates of an organization in an official relationship
   e. External advisors

3.10. The participation of observers under paragraph 3.9.a must be approved by the Organizing Committee of the General Assembly Meeting and by the Executive Board of IFMSA. The participation of observers under paragraph 3.9.b, c, d and e must be approved by the Executive Board of IFMSA.

3.11. 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.

3.12. Participants at the General Assembly Meeting have proposing rights with the exception of Organizing Committee Members. Observers, General Assembly Meeting Staff, and IFMSA Staff.
   a. Delegates from full/associate/candidate member organizations, support persons and international assistants 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 a decision has been made by them and recorded to their relevant minutes or reports.

3.13. 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

3.14. The Chair is composed of a Chairperson, a Vice-Chairperson, a Secretary, Assistant-Secretaries and Returning Officers.

3.15. The Chairperson and the Vice-Chairperson must have participated in at least one previous General Assembly Meeting.
3.16. 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.

3.17. 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.

3.18. 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 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
      an 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.

3.19. The Vice-Chairperson shall assist the Chairperson
in their 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”.

3.20. The Chairperson can appoint a Secretary and
       Assistant-Secretaries for the meeting once
       elected. The Secretaries will take minutes of the
       meeting.

3.21. Returning Officers: The full members that are
       present at the current General Assembly Meeting
       and had voting rights at the previous General
       Assembly Meeting will elect up to four returning
       officers. The returning officers are preferably
       observers. They will assist with voting and also
       ballot papers and counting votes.

**Constitution Credential Committee**

3.22. 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 during a General Assembly Meeting.
      It shall be the decision-making body when
      controversies in the interpretation of the IFMSA
      Constitution and Bylaws arise.

3.23. 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 Supernital Council members can be
      elected into the Constitution Credential
      Committee, but they cannot occupy more than two
      positions.

3.24. 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.

3.25. 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.
      e. Makes the final decision when
         disagreements in the interpretation of
         the Constitution and Bylaws arise.

3.26. 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.

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

**Invitation and Agenda**

3.28. 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 the official invitation, the provisional agenda, and the time schedule for the General Assembly Meeting.

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

3.30. The first plenary session must be held on the first day and include at least the following items in the order listed:
   a. Opening
   b. Elections of the Chairperson and Vice-Chairperson
   c. Presentation of Secretary and Assistant-Secretaries
   d. Election of the Returning Officers
   e. Election of the Financial Committee
   f. Election of the Constitution Credential Committee
   g. Adoption of the Agenda
   h. Presentations of other organizations, observers and guests
   i. Introduction of all IFMSA Officials and the Organizing Committee

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

3.32. The rest of the plenary sessions should include the following:
   a. Adoption of the preliminary report from the Constitution Credential Committee
   b. Adoption of the previous meeting's minutes
   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 Meeting)
   k. Adoption and changes to the IFMSA Policies
   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 the next General Assembly Meeting
   r. Election of the host organization for the next General Assembly Meeting
   s. Ratification of Sponsorship Agreements
   t. Adoption of Official Relationship Agreements with Other Organizations
   u. Any other business

3.33. All candidatures and policies must be presented to the General Assembly at least one day before the election or adoption.

3.34. 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

3.35. The following items shall be included only at the August Meeting agenda:
   a. Presentation of candidates 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 preliminary Annual Work Plan underpinning the Federation’s Strategic Plan, by the incoming Executive Board.
   g. Adoption of the next year’s budget

Voting Procedures
3.36. Every full member with voting rights has one vote.
3.37. To obtain voting rights during General Assembly Meetings, National Member Organizations must fulfill all the membership requirements mentioned in Annex 2 and have financial debts towards IFMSA or previous General Assembly and Regional Meeting hosts no greater than €10.
3.38. Until the report of the Constitutional Credential Committee has been adopted, voting will be done by the full members that are present at the current General Assembly Meeting and had voting rights during the last General Assembly Meeting.
3.39. 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.

3.40. Appropriate seats shall be assigned to all delegations’ representatives.

3.41. 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.

3.42. 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. Amendments pass with a simple majority unless otherwise specified in the Constitution and Bylaws.

3.43. 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.

3.44. 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.

3.45. Voting by ballot is done by indicating the vote on the ballot paper or submitting the vote using an electronic voting system. The Chair decides to use ballot papers or an electronic voting system.

3.46. In the 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.

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

3.48. The IFMSA Executive Board may call for online voting in the period between two General Assembly Meeting, 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 Meeting will receive an email with instructions on how to access the secure online voting system. The rules of the majority will be those defined by the Bylaws concerning the matter voted upon.

3.49. The IFMSA General Assembly Meeting Plenary Chair may call for online voting during a General Assembly Meeting, for situations specified by Bylaws. Each NMO with voting rights on previous or on the current General Assembly Meeting will receive an email with instructions on how to access the secure online voting system. The rules of the majority will be those defined by the Bylaws concerning the matter voted upon.

**Motion and Debate**

3.50. A written motion must be tabled before a debate is undertaken on a subject. Motions must be given to the Chair by 23.59 observed in the timezone of the relevant General Assembly on the day before the scheduled start of the session in which the motion will be discussed. This is the deadline for submitting motions.

3.51. 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).

3.52. 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.

3.53. The motion shall be debated among the members in accordance with Annex 3.

3.54. Majorities will be defined as follows

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

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

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

d. Two-third majority: The number of votes in favor is at least the double of the number of votes against. Abstentions do not count.

3.55. A motion passes if:

a. No delegation gives a direct negative to the motion.

b. It reaches a simple majority of votes, unless otherwise specified in the Bylaws.

c. It reaches a relative majority of votes in case there is an alternative motion.

3.56. Only delegations of National Member Organizations with voting rights may second a motion and give a direct negative.

3.57. Amendments to motions can be proposed by any member with proposing rights according to article 3.11.

3.58. 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”.

3.59. 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 Meeting.

3.60. 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.

3.61. 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 seconder. If the motion is seconded, the Chairperson shall immediately put the procedural motion to a vote. It carries if it reached two-third majority.

3.62. The following motions shall constitute procedural motions:

a. To adopt the agenda
b. To change the agenda
c. The meeting to be opened
d. The meeting to be adjourned
e. Election of the Financial Committee
f. The meeting to proceed immediately to a vote
g. The meeting to proceed to the next business
h. Consideration of present motion to be postponed
i. The debate on a motion to be reopened
j. The speakers’ list to be reopened
k. Candidates for election leave the hall during preliminary discussions
l. To suspend a paragraph until the end of the General Assembly Meeting or until it will be resumed by the General Assembly
m. To resume a paragraph that has been suspended
n. A discussion not to be recorded in the minutes
o. Overrule the decision of the Chairperson. When the motion passes, the Chairperson shall reverse the ruling in question
p. 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
q. 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
r. Observers must leave the room

Mandates

3.63. IFMSA Officials can be mandated to fulfill certain tasks, as long as they are not in violation of the IFMSA Constitution and Bylaws.

3.64. A Mandate can be submitted as a motion by IFMSA Officials, the IFMSA Team of Officials, the IFMSA Executive Board, the IFMSA Supervising Council, Task Forces, or by two National Member Organizations, by the Constitution Credential Committee or the Financial Committee of the related General Assembly.

3.65. A motion to mandate IFMSA Officials must include the following:

a. The Official(s) being mandated
b. The proposed mandate itself
c. An explanation as to why this mandate is needed
d. A timeline that includes when the Official shall report on the mandate

3.66. Mandates shall be adopted by a two-thirds majority.

Point of Order

3.67. A point of order shall be concerned with the enforcement of interpretations of the Constitution, Bylaws and policy statements of IFMSA.

3.68. A point of order shall take precedence over all other terms of address to the Chair and shall require the Chair to immediately allow the delegate to make their point of order.

3.69. In the event of any delegate using the point of order to make statements, which are not directly related to the defined concern, they shall be called to order by the Chairperson.

3.70. 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

3.71. 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.

3.72. 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.

3.73. When a point of information is indicated to the Chairperson while a speaker is speaking, the Chairperson will ask the speaker whether they 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.

3.74. 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
Elections

3.75. 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.

3.76. Candidates for General Assembly Meeting Host or Officials’ positions must be submitted in accordance with paragraph 9.4. If no candidature is received by the deadline specified in the call, they may be submitted until 23:59 GMT, fifteen days before the first working day of the General Assembly Meeting at 23:59 GMT.

3.77. For Executive Board positions, there cannot be more than two persons per NMO among candidates and elected members for the same term.

3.78. Candidates may run for only one IFMSA Official position in any given General Assembly Meeting.

3.79. There cannot be co-candidatures (more than one person running together for the same position).

3.80. Candidates for IFMSA Officials have to provide the following documents:
   a. 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 corrected version of this document may be submitted according to paragraph 9.5, however, the NMO support needs to be apparent by the original deadline.
   b. A filled out Technical Data Card for Officials. A corrected version of this document may be submitted according to the Bylaws paragraph 9.5.
   c. A motivation letter and plan of action.
   d. A curriculum vitae. Proof of information provided in the CV should be available upon request by a National Member Organization.
   e. One copy of the identity page of the candidate’s passport for registration purposes.

3.81. By signing and stamping the candidature form, a National Member Organization enters into liability for any damages caused by the candidate, from the moment of their election or appointment until they complete their term or are otherwise removed from office according to paragraph 6.6. Candidature support cannot be withdrawn after election or appointment.

3.82. An IFMSA Official must meet the following requirements at the time of election:
   a. Be a medical student, or will not be graduated more than 6 months by the time their office term starts.
   b. Be a member of a Full or Associate Member Organization.
   c. 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 General Assembly Meeting of election, but not if submitting the candidature for the August Meeting.
   d. Not be a member of a National Member Organization that is in violation with the IFMSA Constitution and Bylaws.

3.83. Candidates for hosting General Assembly Meetings have to provide:
   a. A filled out candidature form, signed and stamped by the President of the Candidate’s National Member Organization. A corrected version of this document may be submitted according to paragraph 9.5.
   b. A motivation letter.
   c. A detailed description of the facilities.
   d. Information on visa requirements, which must include:
      i. The visa requirements issued by the Ministry of Foreign Affairs of the country in question, if requested by any National Member Organization.
      ii. Other requirements as highlighted in Annex 6.
   e. A business plan with an estimated budget that includes costs pertaining to food, accommodation, facilities, financial management, and external auditing.
   f. A filled in contract template including any additional deliverables the candidate commits to. A corrected version of this document may be submitted according to paragraph 9.5.

3.84. 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.

3.85. 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 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.
   e. Presentations for change of membership status: 5 minutes speaking time and 3 minutes for questions.
3.86. 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.

3.87. 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 and are not allowed to spectate and/or listen or get informed of the presentation by any means.
   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 and are not allowed to spectate and/or listen or get informed of the presentation by any means.

3.88. 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

3.89. The elections will carry with the following majorities. All IFMSA Officials and hosts for General Assembly Meetings will be elected with an absolute majority, incl. when this concerns a vote of confidence. In case there are multiple candidates and no candidate gains an absolute majority:
   a. When there are two candidates, the candidate who gains a relative majority will continue to a vote of confidence. In case of a tie, between these two candidates, a lottery will be performed by the Chair and the candidate that wins will continue to vote of confidence.
   b. When there are more than two candidates, two with the highest number of votes in the first round will proceed to the second round. The second round will follow the procedure for two candidates.
   c. When there are more than two candidates, the candidate who gains an absolute majority will continue to a vote of confidence. In case of a tie, between these two candidates, a lottery will be performed by the Chair and the candidate that wins will continue to vote of confidence.
   d. When there are more than two candidates who tie for the highest number of votes, the following will be done to determine who will proceed:
      i. The candidate with the highest number of votes will proceed to the second round.
      ii. Intermediate rounds are done for the candidates that tied following the same procedure for when there are two or more than two candidates depending on the number of candidates involved in the tie.
   iii. The second round will follow the procedure for two candidates.

3.90. For the election of Regional Director, a quorum is established once one third of the respective region’s NMOs with voting rights are present in the plenary in which the voting takes place. If a quorum is not established, voting for said region’s Regional Director will occur online in accordance with paragraph 3.47.

3.91. If no host organization has been elected in a General Assembly Meeting, the Executive Board shall 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 NMOs on the progress of this problem solving.

3.92. 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 is attached to these Bylaws as Annex 6 and can be signed electronically.

3.93. 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
3.94. 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 summary of discussions accurate in the chronology, speakers and essence of the discussion

3.95. The Chair is responsible for the production of the minutes, of which the draft has to be handed over to the Executive Board within seven days of the end of the meeting.

3.96. 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

3.97. 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, they can ask for permission from the Chair to submit the report in paper.

3.98. 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

3.99. All reports, except for the report from the Constitution Credential Committee and those for which deadlines are specified elsewhere in the Bylaws, must be finished and distributed to the National Member Organizations by 23:59 observed in the timezone of the relevant General Assembly Meeting on the day before the scheduled start of the session in which the reports will be discussed.

3.100. If necessary, reports can be explained with an oral presentation. The oral presentation shall not contain any new information, unless the information is confidential or risks to harm the Federation.

3.101. For all reports, a motion shall be tabled to adopt the report. The motion shall be handled as described in Annex 3.

3.102. The following reports can be amended only by their author(s) during the General Assembly Meeting before the time of their voting:
   a. Team of Officials Reports
   b. IFMSA Committee Reports
   c. Constitution Credential 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

3.103. 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.

3.104. 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.

3.105. No National Member Organization shall exceed the number of 16 delegates to the General Assembly Meeting, except host National Member Organization. Alumni can participate outside this quota as delegates of their National Member Organizations provided that enough places are available.

3.106. For General Assembly Meeting 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

3.107. 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 revision window defined in Annex 1, and will be used for IFMSA General Assembly meetings throughout the following financial year.
4. Meetings

General
4.1. The following meetings are considered the official Meetings of the IFMSA:
   a. The General Assembly Meetings 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 Assembly Meetings, approved 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. Consumption of alcoholic beverages is prohibited outside of the social programs of IFMSA meetings. Smoking shall be prohibited indoors within all public areas of the facilities hosting the IFMSA Meeting regardless of the smoking policy of the facilities. There should be a certain area provided where smoking is allowed.

4.4. Any sponsorship for an official IFMSA Meeting must follow the IFMSA Ethical Framework on Fundraising and be disclosed to the NMOs prior to the event. The Executive Board has the right to refuse the presence of a potential sponsor if it does not abide by the Framework.

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 of National Member Organizations within the region and the IFMSA Officials. Members of National Member Organizations outside the region wishing to participate will be able to attend as observers after the approval of the Executive Board and the Regional Director responsible for the meeting.

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 sessions and workshops within the region.

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

4.12. Sub-Regional Training can be held more than once a year within the region with minimum of 24 working hours.

4.13. The host of a sub-regional training should be at least one National Member Organization within the Region.

4.14. National Member Organizations applying to host an official IFMSA Sub-Regional Training must follow established procedures in the Capacity Building Internal Operating Guidelines.

4.15. There shall be a contract between the National Member Organization and each trainer for the event covering each party’s obligations.

4.16. 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.
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 monitors 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 reviews its members after 5 years from the date of addition of each member.
   f. Maintains the contact with IFMSA Alumni.
   g. Monitor and report the work on IFMSA Global Priorities internally

5.9. Vice-President for Activities:
   a. Develops mechanisms to measure the impact of IFMSA work.
   b. Collects and analyses reports of General Assembly Meetings, Regional Meetings, and other IFMSA Activities.
   c. Collects reports of IFMSA Officials.
   d. Ensures the appointment of an Executive Board Contact Person to General Assembly Meetings Hosts.
   e. Is responsible for the functioning of the General Secretariat.
   f. Is responsible for the maintenance and development of the online databases.
   g. Prepares and sends out invitations, provisional agenda, and other relevant information concerning General Assembly Meetings.
   h. Is responsible for minuting Executive Board meetings, 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;
   c. Is the liaison to the Federation’s accountant and external financial auditor.
      i. Shall produce and present the budget proposal for the Federation for the following financial year.

5.11. Vice-President for Members:
   a. Is responsible for maintaining contact between the NMOs and the Executive
5.12. Vice-President for External Affairs:
   a. Develops external relations and advocacy strategy.
   b. Represents IFMSA to external relations and maintains contacts, in conjunction with the Liaison Officers and other relevant Officials.
   c. Coordinates the external relations and advocacy, with focus on the coordination of Liaison Officers.
   d. Reports regularly the external relations and advocacy.
   e. Creates, with the direct collaboration of the Liaison Officers, the Policy Usage Report.
   f. Coordinates outreach to new external partners.
   h. Oversees preparations of delegations.
   i. Monitors and reports the work on IFMSA Global Priorities externally.
   j. Is responsible for the approval of press releases.

5.13. Vice-President for Capacity Building:
   a. Develops and coordinates the implementation of the Capacity Building Strategy.
   b. Is responsible for the capacity building of IFMSA, the NMOs, and supports NMOs' capacity building efforts.
   c. Assures the capacity building flexibility towards different areas of intervention.
   d. Oversees the implementation of the Capacity Building Internal Operating Guidelines.
   e. Develops and maintains a monitoring and evaluation system to ensure the quality of capacity building activities and resources.
   f. Creates and maintains a database of trainers.
   g. Is an open channel of communication between trainers and NMOs.
   h. Maintains and updates the training resource center.
   i. Supports NMOs with the training resources needed for their capacity building activities.
   j. Coordinates the communication between the Team of Officials and IFMSA Sub-Regional Trainings Hosts.
   k. Coordinates the Standing Committee Directors.

5.14. Vice-President for Public Relations and Communication:
   a. Develops and implements a strategy for the promotion of IFMSA and its work.
   b. Is responsible for the public relations and mass media contacts of IFMSA.
   c. Is in charge of development and management of promotional materials (business cards, booklets, merchandise, etc.)
   d. Monitors Publications, including MSI.
   e. Assists other Officials in the creation of other publications.
   f. Develops social media strategy and policies.
   g. Coordinates the content and use of online communication channels.
   h. Develops, updates, and regulates the use of the Corporate Identity.
   i. Publishes the annual report of IFMSA work.
   j. Develops documents on, updates, and monitors the implementation of IFMSA Privacy and Data Protection policies, and
   k. Oversees sponsorships and creates, maintains, and updates the sponsorship materials in general and the IFMSA General Assembly Meeting sponsorship prospectus in particular.

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 an 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:
   a. Members of National Member Organizations
   b. Honorary Life Members
   c. Any medical student
   d. Invited guests
   e. Members from organizations in an official relation with IFMSA
   f. 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:
   a. When the decision will result in an illegal or criminal offence.
   b. When the decision violates the Constitution or Bylaws.
   c. When the decision violates the 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 Member Organization 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.
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. Members of the Team of Officials, Supervising Council, International Teams, and Program Coordinators are not allowed to hold any other post in IFMSA, unless otherwise indicated in the IFMSA Constitution and Bylaws.

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 Meeting 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 the Bylaws paragraph 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 official communication channels.
   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 to the NMOs prior to external meetings.
   h. Report on the participation at external meetings to NMOs, indicating the topic and a summary of the content and outcomes within one month after the end of each meeting.
   i. Conduct grant applications and reporting under the supervision of the VPF.
   j. 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 Assembly Meetings, 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 identifying the following, shall be initiated:
   a. The reasons for which the Official in question failed to comply with this paragraph;
   b. Measures that the Official's NMO will take to prevent similar future incidents;
   c. The Official’s NMO shall immediately compensate the registration fee of the Official; and
   d. Deprivation of the voting right of the Official's NMO, or other appropriate 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 7.16:
   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
   i. Violating the Non-Disclosure Agreement (NDA)

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 their 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 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 fulfill this position for the remaining of the term.

Team of Officials
6.18. The IFMSA Team of Officials consists of:
   a. The members of the Executive Board
   b. Regional Directors
   c. Standing Committee Directors
   d. 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 the election until 30th September of that year. In this preparatory period, the current Official member shall extensively hand over to the newly elected Official.

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. IFMSA International Assistants will be responsible to aid the Official in the accomplishment of the annual work plan and to help in bringing NMOs closer to IFMSA in their relevant field. The Official to whom this task belonged will remain responsible themselves for this task at all times.

   a. International Assistants must be appointed by the relevant Official, or through an agreement between the relevant Official and the Regional Director, when related to a regional task. An open call must be sent for available positions. Input on candidates must be collected from NMOs. Candidatures must be shared with NMOs at least 10 days prior to appointment.

   b. A candidate may run only for one International Assistant or Program Coordinator position in any given call.

   c. The timeline for the selection of International Assistants will be as following: The first call will be opened in August. The call must be opened for a minimum of 14 days and the applicants will be selected in the first half of September. The second call must be opened for a minimum of 5 days and the applicants will be selected in September. Announcement of International Assistants appointed in the first and second call will be on the 1st of October. The third call will be opened in the first half of October. The call must be opened for a minimum of 5 days and the applicants will be selected in October. Announcement of International Assistants appointed in the third call should be done by the 1st of November.

6.24. An IFMSA International Assistant must meet the following requirements at the time of selection:

   a. Be a student of a higher education institution or will not be graduated by more than 6 months by the time their office term starts.

   b. Be a member of a National Member Organization that is not in violation with the IFMSA Constitution and Bylaws;

   c. Be a member of a National Member Organization from the relevant region, when applying to a regional position.

   d. No person shall hold more than one Assistant position per term unless an international position is not filled and there is no other candidate.

   e. To present a filled out candidate form stamped by the Presidents of their
National Member Organization. If the candidate is the NMO President, the confirmation must be signed by a suitable alternative.

f. An International assistant cannot represent IFMSA in any way to externals without the approval from the Executive Board.

Regulations for Team of Officials meetings

6.25. 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 elected Team of Officials directly after the August Meeting.

6.26. 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 Officials members.

6.27. Those Officials who cannot attend a Team of 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.

6.28. 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.

6.29. 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.

6.30. Only the Team of Officials may allow observers to be present at the Team of Officials meetings.

6.31. Observers of Team of Officials meetings are:
   a. Members of National Member Organizations
   b. Honorary Life Members
   c. Any medical student
   d. Invited guests
   e. Members from organizations in an official relation with IFMSA
   f. External advisors

6.32. Supervising Council members may always participate in a Team of Officials Meeting

6.33. All Officials have both speaking and proposing rights during the Team of Officials meeting.

6.34. Observers have neither speaking nor proposing rights unless given by the Team of Officials.
Members
7.1. The Supervising Council shall consist of seven members and at no time less than three members.

7.2. Each National Member Organization can only be represented by one person in the Supervising Council.

7.3. A member of the Supervising Council does not have to be a medical student.

Election of Members
7.4. The candidates for the Supervising Council shall be proposed by the National Member Organizations.

7.5. Current or former members of the Team of Officials may candidate for the Supervising Council starting from the first General Assembly meeting after the conclusion of their term. If there are no applications in the first call for Supervising Council positions, this paragraph does not apply in the second call.

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. A term in the Supervising Council lasts 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 of 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 of positions, Supervising Council members are elected sequentially for each open Supervising Council position, according to paragraph 3.89.

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 two weeks after the meetings and provide comments to the Executive Board within two weeks.

7.14. The Supervising Council is responsible for sharing a written report in accordance with Annex 1. 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 an 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.
8. Strategic Plan

8.1. The Federation’s long-term work is based on its three-year strategic plan. It aims to ensure continuity, transparency, and accountability in the work of the Federation’s elected and appointed leaders.

8.2. The strategic plan is adopted by the General Assembly with two-thirds majority at the August Meeting that directly precedes the period it covers. Amendments to the tabled Strategy require a two-thirds majority to pass. The period of the three-year strategic plan is followed by a term in which the strategic plan is evaluated and the new strategic plan is drafted.

8.3. After the Strategic Plan is adopted, no amendments can be made.

8.4. 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.

8.5. Regions and Standing Committees shall only adopt internal Strategic Plans at the August Meeting following the adoption of the IFMSA Strategic Plan.

8.6. At each General Assembly meeting, the Executive Board must report on the execution of the strategic plan.
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 Copenhagen, Denmark.

9.2. The tasks of the Secretariat are defined in the relevant Standard Operating Procedures (SOPs).

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.

9.5. Only if indicated in the relevant paragraph of the Bylaws, a corrected version of a document that is found invalid by the Constitution Credential Committee may be submitted until two hours before the start of the second plenary observed in the time-zone of the relevant General Assembly Meeting. These documents must be submitted electronically to the Secretariat. The time stamp will indicate the exact date and time of submission. Corrections can only be made to address reasons for invalidity as pointed out by the Constitution Credential Committee, not change the content of the document.

Archives
9.6. The physical and virtual archives of the Federation are maintained by the International Secretariat, and must hold copies of the following documents:
   a. Candidatures and applications submitted for consideration by the General Assembly;
   b. Minutes of General Assembly meetings and reports adopted at them;
   c. Approved Policies;
   d. Financial reports of General Assembly meetings;
   e. All versions of the Federation’s Constitution, Bylaws and Internal Operating Guidelines and Standard Operating Procedures;
   f. All versions of Standing Committee and Regional Regulations
   g. General Assembly and Regional Meeting reports;
   h. Annual and Financial Reports of the Federation;
   i. Minutes of Executive Board and Team of Officials meetings, respectively;
   j. Written agreements between the Federation and other parties;
   k. Financial and legal documentation dating back five years, subject to legislative and other legally binding requirements;
   l. Adopted IFMSA Strategic Plans and their reports
   m. Regional and Standing Committee Strategies and respective reports;
   n. IFMSA Report to the WHO and the UN;
   o. Medical Students International;
   p. Regional Magazines;
   q. preWHA and WHA reports.

Employees
9.7. IFMSA secretariat can officially host part-time or full-time paid employee/employees, in accordance with the relevant local standard working procedures for the office employees and office employment.
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 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 within 15 days of 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.

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 Denmark.
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 €100 will be charged with an administration fee of €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 Annex 1.
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 Meeting. 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 Denmark.
10.20. A report of the relevant Official on the grants and sponsorships that commit IFMSA, also known as IFMSA Commitments shall 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 Meeting 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.
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;
   c. Review the allocation of internal funds;
   d. Follow up on pending issues raised by, and recommendations of the 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 six 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 representation of financially disadvantaged, current or potential, National Member Organizations at the Federation’s General Assembly meetings. The funds are raised from contributions from National Member Organizations, private individual donations, and other sources.
   a. The Executive Board decides on the selection criteria for the Travel Assistance Fund. The criteria should follow the Internal Operating Guidelines on Finances and must be announced in the call for applications.
   b. All delegates and observers at General Assembly meetings are eligible to apply for financial aid from the Travel Assistance Fund. Applications from members of current National Member Organizations shall be submitted through the official @ifmsa.org email account for a maximum of two delegates from the National Member Organization.

Observers may apply individually. National Member Organizations applying for Travel Assistance Fund support cannot send more than eight delegates to the General Assembly meeting.

c. The application shall consist of a completed official Travel Assistance Fund application form, a motivation letter from each applicant, a support letter from the university or present/past employer for each applicant, a list of expected costs and plans for intended private fundraising for each applicant. 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.

d. The application must be submitted in accordance with paragraph 9.4. Late applications, or applications deemed invalid by the Executive Board, will not be considered.

e. 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.

f. 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.

g. 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.

h. All expenses that are covered by the Travel Assistance Fund should be documented with original digital receipts. Where this is not possible, the Executive Board shall ask delegates that receive Travel Assistance Fund to hand in their original hardcopy receipts to the Vice-President for Finances at the General Assembly meeting or submit them to the General Secretariat by physical mail.

i. 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. National Member Organizations wishing to contribute more funds shall contact the Executive Board.

c. Donations from NMOs shall be transferred to IFMSA together with their membership fees.

d. All full and associate National Member Organisations are eligible to apply for financial support from the IFMSA Solidarity Fund.

e. IFMSA shall reimburse the NMOs in equal proportion of the remainder of the Solidarity Fund by the end of each financial year.

f. National Member Organisation applying for the IFMSA Solidarity Fund must have submitted NMO Report and updated ifmsa.org in accordance with the date stipulated in Annex 2, paragraph 2.1 for the previous 3 General Assembly Meeting.

g. National Member Organisation applying for the IFMSA Solidarity Fund must submit NMO Report for the next General Assembly Meeting in accordance with the date stipulated in Annex 2, paragraph 2.1.

h. 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.

i. The application must be submitted in accordance with paragraph 9.4.

j. 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.

k. Up to 100% of the membership fees and the debt of the selected NMO(s) may be covered.

l. 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 and sign sponsorship agreements on behalf of the Federation which are in line with the IFMSA Ethical Framework on Fundraising. Sponsorship agreements will be ratified at the next General Assembly Meeting.

10.33. The Executive Board must ensure that proposed sponsorship agreements are submitted for ratification by the General Assembly, in accordance with paragraph 9.4.

10.34. If the sponsorship agreement tabled for ratification is not ratified by the General Assembly, the motion can be submitted to vote against the sponsorship. If the motion passes with a simple majority, the sponsorship agreement must be discontinued.

10.35. Sponsorship agreements must honor the autonomy of the Federation’s National Member Organization.
11. Regionalization and Regional Work

11.1. IFMSA is organized into five regions as follows: Africa, the Americas, Asia-Pacific, the Eastern Mediterranean Region, and Europe. 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:
   a. Regional Director for Africa
   b. Regional Director for the Americas
   c. Regional Director for Asia-Pacific
   d. Regional Director for the Eastern Mediterranean Region
   e. Regional Director for Europe

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. Organize a Regional Meeting outside the IFMSA General Assembly Meetings 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, during Regional Meeting preparations and throughout the term, in coordination with the Liaison Officers.
   g. Assist the Standing Committee Directors in the development of the Standing Committees in the Region.

11.9. The Regional Directors’ annual reports are adopted as per the regular procedures. The report should be first adopted by full members with voting rights from the respective regions. In case the report is adopted by the region, it will then need to be adopted by all full members that are present with voting rights. If a third of NMOs with voting rights of the respective Region are not present, the voting shall follow the procedures in the Bylaws paragraph 3.48.
12. Capacity Building

General
12.1. Capacity Building in the IFMSA includes, but is not limited to, activities aimed at increasing knowledge and teaching skills to people, and creating opportunities to gain experience as part of the Federation's internal education system.

12.2. The Vice-President for Capacity Building is responsible for coordinating capacity building efforts of the IFMSA and its members. The VPCB is supported by the Team of Officials in their respective fields of work and the Capacity Building International Team.

12.3. Further regulations of Capacity Building related matters are defined in the Capacity Building Internal Operating Guidelines. All members must abide by the Capacity Building Internal Operating Guidelines at all times.

Trainers
12.4. An IFMSA Trainer is any person admitted to the IFMSA Trainers Pool.

12.5. Requirements for membership in the IFMSA Trainers Pool are defined in the Capacity Building Internal Operating Guidelines.

Capacity Building events and workshops
12.6. The IFMSA has developed several workshops aimed at building capacity in a certain field of expertise. The requirements and methodology of each workshop are further regulated in the Capacity Building Internal Operating Guidelines and its annexes.

12.7. IFMSA workshops are held during Official IFMSA Meetings, as defined in article 4.

12.8. National Member Organizations can host their own Capacity Building events, workshops and training sessions. These are not considered official IFMSA meetings and are not certified and may not be promoted as such. To obtain IFMSA recognition and certification, the event must be approved as a Sub-Regional Training by the Executive Board as regulated by article 4 and the Capacity Building Internal Operating Guidelines.

Capacity Building Meetings
12.9. The Capacity Building representatives of National Member Organizations meet during the General Assembly Meetings. The Capacity Building Meeting is held at least once a year.

12.10. The Capacity Building Meeting is the decision making body for Capacity Building related issues.

12.11. The objectives of a Capacity Building Meeting are:
   a. To discuss possible changes to the Capacity Building IOGs and vote upon them.
   b. To discuss and decide upon future activities and campaigns in Capacity Building.
   c. To report the work of the Capacity Building International Team back to the National Member Organizations.
13. Standing Committees

General

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

13.2. 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 members of the Standing Committee.

13.3. 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 and Rights including HIV and AIDS (SCORA)
   e. The Standing Committee on Research Exchange (SCORE)
   f. The Standing Committee on Human Rights and Peace (SCORP)

13.4. IFMSA has the following Standing Committee Director positions:
   a. Director of the Standing Committee on Medical Education
   b. Director of the Standing Committee on Professional Exchange
   c. Director of the Standing Committee on Public Health
   d. Director of the Standing Committee on Sexual and Reproductive Health and Rights including HIV and AIDS
   e. Director of the Standing Committee on Research Exchange
   f. Director of the Standing Committee on Human Rights and Peace

13.5. 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 Committees Regulations at all times.

Standing Committee Directors

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

13.9. 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.
   f. Coordinate IFMSA's work on the internal goals and indicators of the relevant Global Priority.

Standing Committee Meetings

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

13.11. The Standing Committee meeting is the decision making body of the respective Standing Committee.

13.12. The objectives of a Standing Committee meeting are:
   a. To run activities with concrete plans of action, coordination and working strategies.
   b. To report their activities back to the National Member Organizations.

Creation, changes and dissolution

13.6. 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.

13.7. 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.
14. Global Priorities

General
14.1. An IFMSA Global Priority is a focus theme that relates to a global or health focus area, on which IFMSA’s internal and external work will be focused.
14.2. IFMSA Global Priorities must be in line with IFMSA’s vision and mission.
14.3. IFMSA Global Priorities must comply with the IFMSA Constitution and Bylaws.
14.4. IFMSA Global Priorities represent the main focus areas for the Annual Working Plan of the Team of Officials.
14.5. The term of global priorities corresponds with the Official’s terms.

IFMSA Global Priorities Initiation, Changes and Termination
14.6. Any National Member Organization or a Team of Officials member can advise the Executive Board on proposing an IFMSA Global Priority.
14.7. Only the IFMSA Executive Board may propose new IFMSA Global Priorities.
14.8. The Executive Board shall share reviews of the IFMSA Global Priorities Proposal with the National Member Organizations in accordance with Annex 1.
14.9. The IFMSA Global Priorities Candidature must be submitted in accordance with paragraph 9.4 every August Meeting.
14.10. The IFMSA Global Priorities Candidature must contain:
   a. a written Global Priorities Proposal as outlined in paragraph 14.11;
   b. a scanned completed candidature form for Global Priorities signed and stamped by the Executive Board;
   c. a corrected version of this document may be submitted according to paragraph 9.5.

14.11. The Global Priorities Proposal must contain:
   a. a set of Global Priorities;
   b. a theme description for each Global Priority;
   c. at least two Internal Goals for each Global Priority;
   d. at least two External Goals for each Global Priority;
   c. at least one Indicator for each proposed Goal.

14.12. The IFMSA Global Priorities are adopted by the General Assembly by two thirds majority.
14.13. Changes to IFMSA Global Priorities that do not alter significantly the Theme Description and the External and Internal Goals can be approved by the IFMSA Executive Board. Any changes shall be announced to National Member Organizations after approval.

Global Priorities Coordination, Monitoring and Reporting
14.14. The Executive Board appoints a Team of Officials member as an internal or external coordinator for the relevant Global Priority by the first day of their term.
14.15. The IFMSA President is responsible for monitoring the IFMSA Global Priorities internally and the Vice President for External Affairs is responsible for monitoring the IFMSA Global Priorities externally.
14.16. The IFMSA Global Priorities Annual Monitoring report is due according to paragraph 9.4 and is presented at the August Meeting.
15. Programs

General
15.1. An IFMSA Program is a stream of NMOs’ activities coordinated centrally and addressing a predefined theme, or activities coordinated by IFMSA Officials or International Teams. It underpins the vision and mission of the IFMSA.

15.2. IFMSA Programs must comply with the Constitution and the Bylaws of the IFMSA.

15.3. 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.

15.4. Each IFMSA Program is allowed to have one early registration spot guaranteed at each General Assembly Meeting. VPA in consultation with the respective Program Coordinator selects the respective representatives.

IFMSA Programs Initiation, Changes and Termination
15.5. 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.

15.6. The candidature must be submitted in accordance with paragraph 9.4.

15.7. The candidature must contain:
   a. A written program proposal as outlined in paragraph 15.8.
   b. A scanned completed candidature form signed and stamped by the Executive Board. A corrected version of this document may be submitted according to paragraph 9.5.

15.8. 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

15.9. 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 Annex 1.

15.10. Acceptance of a program to be an IFMSA Program requires an absolute majority.

15.11. Only the General Assembly may terminate an IFMSA Program. Termination of an IFMSA Program requires a simple majority.

15.12. Changes to IFMSA Programs that do not alter significantly the Background and Problem Statement, End-Goal, Focus Areas and Target Group can be approved by the IFMSA Executive Board. Any changes are announced to National Member Organizations after approval.

Programs Coordination
15.13. An IFMSA Program is coordinated by a Program Coordinator. The term of office for a Program Coordinator spans 12 months and runs from 1st October to 30th September.

15.14. Program Coordinators are appointed by the Executive Board after consultation with the Executive Board, the relevant Team of Officials and the Program Coordinator in office.

15.15. The tasks and responsibilities of the Program Coordinators are defined in the Internal Operating Guidelines of IFMSA Programs.

15.16. On receiving a complaint of two of the Team of Officials members, or two National Member Organizations, the Executive Board shall investigate the work of the Program Coordinator and publish a report including the decision made, a justification of the decision and a complete overview of the procedure undertaken.

15.17. The Team of Officials monitors the activity of IFMSA Programs Coordinators with reference to IFMSA Programs Internal Operating Guidelines.

15.18. 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.

15.19. An applicant for the position of Program Coordinator shall fulfill the following criteria at the time of appointment:
   a. Be a medical student, or will not be graduated more than 6 months by the time their 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
15.20. IFMSA Programs are the authorized body to affiliate activities of National Member Organizations to the relevant program through an application process. IFMSA Officials and International Assistants can affiliate their activities to the relevant Program through the application process.

15.21. Activities of IFMSA Programs include but are not limited to:
   a. Projects
   b. Campaigns
   c. Celebrations
   d. Workshops
   e. Events
   f. Exchanges

15.22. Full, associate and candidate members of
IFMSA are eligible to apply for activities affiliation to IFMSA Programs.

**Reporting and monitoring**

15.23. IFMSA Programs are mandated to conduct and publish an assessment of the initial status of the respective theme within the National Member Organizations and IFMSA in the beginning of the first term of office.

15.24. The annual Program report is due according to paragraph 9.4.

15.25. The annual reports are tabled for adoption at the August Meeting and require a simple majority to be adopted.

15.26. 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.

15.27. If the Program is terminated for any cause, the Executive Board is mandated to ensure the development of an overall program report.
16. External Relations

Official relations
16.1. Official relations of the IFMSA with other organizations shall be based on health, education, science, social and humanitarian affairs.

16.2. 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.

16.3. The proposal to establish an official relation with another organization shall be submitted in accordance with paragraph 9.4.

16.4. 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.

16.5. 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.

16.6. Organizations with an official relation to IFMSA must be invited as observers to the General Assembly Meetings.

16.7. 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.

16.8. 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 their 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.

16.9. A Report of the relevant Official on the events, partnerships and collaborations that commit IFMSA, also known as IFMSA Commitments shall be submitted in accordance with paragraph 9.4.

16.10. Any member of IFMSA National Member Organizations or Official representing IFMSA in an external meeting should be approved by the Executive Board.

Liaison Officers
16.11. Liaison Officers represent IFMSA to organizations IFMSA has official relations with.

16.12. 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 national level.

i. Encourage the NMOs to report on collaborations with partners on a national level.

j. Coordinate IFMSA presence in the relevant partners meetings.

k. Coordinate IFMSA’s work on the external goals and indicators of the relevant Global Priority.

16.13. 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 and Rights Issues, incl. HIV and AIDS

f. Liaison Officer for Human Rights and Peace Issues

16.14. 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 paragraph 3.76 of the IFMSA Bylaws.

The IFMSA Board of Recommendation
16.15. 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.
16.16. The IFMSA Executive Board is responsible for invitations to potential members of the Board of Recommendation and the IFMSA president is responsible for its maintenance.
16.17. The status of the Board of Recommendation will be reported at the August Meeting General Assembly.

Relation with the World Health Organization
16.18. The Liaison Officer to the World Health Organization 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).
17. Policy

General
17.1. An IFMSA Policy Document describes the position of IFMSA on a global health issue that the Federation wants to take a stance on, which is in line with the IFMSA Vision and Mission and is bound to by its Constitution and Bylaws. It is to be used by the relevant IFMSA Team of Officials members within the external and internal activities of IFMSA.

17.2. Definitions:

a. Policy statement: Short and concise document highlighting the position of IFMSA for specific field(s). A policy statement includes neither background information, discussion related to the policy, a bibliography and nor 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 Liaison Officer. 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 proposer.
   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 Meeting.

d. Policy Reviewing Committee: A policy reviewing committee is composed of Vice-President for External Affairs, with 3 representatives of the NMOs. A Policy Reviewing Committee shall submit a report to the Executive Board and the National Member Organizations according to Annex 1. A report shall include the review of all submitted policies and reasons behind the final recommendation.

e. Regional Policy Plan: A document summarizing a region’s approach to implement an IFMSA Policy Document that includes an introduction, the region’s position, call(s) to action, the timeline of implementation, and indicators of success. The document shall be aligned with the relevant Policy Documents, following the same time frame. Regional Regulations further regulate Regional Implementation Plans.

Adoption of policies

17.3. A draft policy statement, position paper and the composition of the policy commission must be sent to the NMO mailing list by the proposer in accordance with Annex 1. Input from NMOs is to be collected between submission of the draft and submission to the General Secretariat.

17.4. 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. A corrected version of this document may be submitted according to paragraph 9.5. Correction may not be used to add members to the policy commission.

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

17.6. A motion to adopt the policy statements and position papers must be submitted the day before the relevant plenary by two NMOs from different regions or an IFMSA Official, the IFMSA Team of Officials or the IFMSA Executive Board. Adoption requires ⅔ majority.

17.7. Amendments may be sent to the proposer in accordance with Annex 1. Amendments made during a General Assembly Meeting or after the deadline stipulated in Annex 1, shall be submitted to the Chair at the latest 23:59 observed in the timezone of the relevant General Assembly Meeting on the day before the scheduled start of the session in which the policy will be voted on. These amendments require ⅔ majority to pass.

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

Expiration and revision

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

17.10. The Executive Board should announce its Policy revision report in accordance with Annex 1. The report should contain the rationale for re-proposing or not re-proposing the respective policy documents.

17.11. Re-proposal of expired policy documents should follow paragraphs 17.3. to 17.8.
18. Communication and Public Relations

Corporate Identity
18.1. The official IFMSA corporate identity is defined in the IFMSA corporate identity manual.
18.2. The corporate identity manual should be presented and adopted during each August Meeting even if no changes have been made.
18.3. Only the IFMSA corporate identity can be used. Changes in layout or any other additions are not allowed.
18.4. The official IFMSA corporate identity can only be used by Officials, their assistants, Task Forces, and Programs.
18.5. National Member Organizations can only use the official IFMSA logo to promote activities and SubRegional Trainings (SRTs) if (1) the activities are enrolled in an IFMSA Program or (2) if the SRT is approved by the Executive Board. The use of the official IFMSA Logo has to be according to the Corporate Identity Manual.

Publications
18.6. 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.
18.7. Advertisements can occur in any printed IFMSA material except on the IFMSA stationery.
18.8. Advertisements in any printed material including the Standing Committee newsletter and Medical Student International shall be approved of by the Executive Board.
18.9. The official IFMSA stationery can only be used by IFMSA Officials unless otherwise specified by the Executive Board.

Online Communication Channels
18.10. IFMSA has the following channels:
   a. 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/
   g. LinkedIn: linkedin.com/company/ifmsa
19. Task Forces

General
19.1. A Task Force is a group of people working with a specific task for a limited period of time.
19.2. A motion to form a Task Force should include at least specific objectives, the proposed composition of the Task Force and a preliminary timeline.
19.3. A Task Force can only be formed by the General Assembly.
19.4. 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 Meeting, if the Task Force was formed in that General Assembly Meeting.
19.5. 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.
19.6. 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.
19.7. A Task Force is considered active only when all its members have been selected according to the proposal adopted by the General Assembly or amended by the Executive Board.
19.8. The Executive Board can amend the Task Force composition and timeline if the Task Force cannot be formed in its adopted state after the third call. The proposed amendment for composition and timeline must be shared with the NMOs on the server for input, stating the reasons for the proposed changes.

Activities
19.9. 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.
19.10. The Executive Board is responsible for appointing an Executive Board contact person to supervise the Task Force.
19.11. The Task Force has the mandate to create and develop products, prepare proposals and give advice on the specific issue.
19.12. The Task Force shall report its activities in accordance with paragraph 9.4, provided that it is active in accordance with paragraph 19.7. The task force report should contain at least a list of participants, methodology, activities within the Task Force, discussion results, difficulties faced, and recommendations.
19.13. The Task Force has speaking and proposing rights during General Assembly Meetings.

Dissolution
19.14. 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 3.41.
19.15. Duration of the taskforce can’t be more than 2 years unless extended by the General Assembly.
19.16. The Task Force must present a final report to the General Assembly stating all activities and results.
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**Specific for Officials**

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**IFMSA International Secretariat, c/o IMCC, Nørre Allé 14, 2200 København N., Denmark**

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| 1.32 VPM report on membership applications |       |       |       |        |       |       |        |        | 1.33 Officials GA reports | Submission | Shared |       |       |                 |             |       |        |        |
| 1.33 Officials GA reports         |       |       |       |        |       |       |        |        | 1.34 Reports on IFMSA Commitments | Submission | Shared |       |       |                 |             |       |        |        |
| 1.34 Reports on IFMSA Commitments |       |       |       |        |       |       |        |        | 1.35 Budget proposal for following term | Submission | Shared |       |       |                 |             |       |        |        |
| 1.35 Budget proposal for following term |       |       |       |        |       |       |        |        | 1.36 Annual report contributions | Shared |       |       |       |                 |             |       |        |        |
| 1.36 Annual report contributions  |       |       |       |        |       |       |        |        | 1.37 Annual report | Shared |       |       |       |                 |             |       |        |        |
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| 1.38 Policy usage report          |       |       |       |        |       |       |        |        | 1.39 Annual financial statement |       |       |       |       |                 |             |       |        |        |
| 1.39 Annual financial statement   |       |       |       |        |       |       |        |        | 1.40 Interim quarterly/financial reports | Shared |       |       |       |                 |             |       |        |        |
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| 1.41 Window for revision of GNC/PI |       |       |       |        |       |       |        |        | 1.42 Reimbursement claims |                                |             |             | Claim due | Claim due |             |             |       |        |        |
| 1.42 Reimbursement claims         |       |       |       |        |       |       |        |        | 1.43 Policies uploaded on website | Shared |       |       |       |                 |             |       |        |        |
| 1.43 Policies uploaded on website |       |       |       |        |       |       |        |        | 1.44 Updated version of bylaws post-GA | Shared |       |       |       |                 |             |       |        |        |
| 1.44 Updated version of bylaws post-GA |       |       |       |        |       |       |        |        | 1.45 Report of Membership Review Committee | Shared |       |       |       |                 |             |       |        |        |
| 1.45 Report of Membership Review Committee |       |       |       |        |       |       |        |        | 1.46 RO Report on Candidate Members | Shared |       |       |       |                 |             |       |        |        |
| 1.46 RO Report on Candidate Members |       |       |       |        |       |       |        |        | 1.47 Follow-up plan for new NMOs | Shared |       |       |       |                 |             |       |        |        |
| 1.47 Follow-up plan for new NMOs  |       |       |       |        |       |       |        |        | 1.48 Inform about suspensions and payment plans | Shared |       |       |       |                 |             |       |        |        |
| 1.48 Inform about suspensions and payment plans |       |       |       |        |       |       |        |        |
Annex 2 – Required information to maintain and obtain membership

NMO requirements:

2.1 The following information must be submitted at every General Assembly Meeting by all National Member Organizations:
   a. 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.
   b. 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 10th January and before the 1st of February for the March Meeting, and after 10th July and before 1st of July for the August Meeting.
   c. 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 The NMO must pay its yearly membership fee in accordance with the Regulations for IFMSA Membership Fees in Article 2 of the IFMSA Bylaws.

2.3 The Vice-President for Members must provide the Constitution Credential Committee with a list of National Member Organizations including the fulfillment of requirements under paragraph 2.1 and 2.2, which shall be updated before every plenary session.

2.4 The NMO must submit a signed and stamped Data Processing Addendum and a signed and stamped Standard Contractual Clause for the August Meeting, 2 hours before the 2nd plenary, in order to comply with IFMSA Privacy and Data Protection policies.

To maintain membership:

2.5 The following will cause NMOs to lose membership status:
   a. If the NMO fails to fulfill any of the requirements mentioned in paragraph 2.1 for 3 consecutive General Assembly Meetings.
   b. If the NMO has been suspended according to paragraph 2.5 or 2.6.
   c. If a candidate member fails to upgrade to Associate/Full membership within 3 years.

2.6 The Supervising Council shall conduct an investigation if there is a suspicion that an NMO does not abide by the Constitution and Bylaws or upon receiving an official request.

To obtain and maintain voting rights:

2.7 To obtain voting rights the NMO must fulfill the requirements as specified in paragraph 2.1.

2.8 All full members who did not submit a completed credential form as specified can get voting rights by submitting it to the Constitution Credential Committee at least two hours before the next plenary. They can only get voting rights for the remaining part of the meeting.

2.9 All full members who did not submit the written National Member Organization report will lose their voting rights for the entire General Assembly Meeting.

2.10 All the full members who have debts greater than €10 will lose their voting rights.

To apply for Candidate and full/associate membership:

2.11 The Membership Application shall be submitted, in English, to apply for candidate Membership or a membership upgrade. The Membership Application consists of the Candidature Form, Regulations and Supplementary Information.

2.12 To apply for candidate membership, the Membership Application must include a signed and stamped Data Processing Addendum and a signed and stamped Standard Contractual Clause, in order to comply with IFMSA Privacy and Data Protection policies.

Candidature Form

2.13 The ‘Official IFMSA Application Form for Obtaining Membership of IFMSA’ that must include:
a. A motivation letter.
b. The number of medical schools participating in the organization.
c. The number of medical schools in the country.
d. List of the national medical students’ organizations in the country, including a description of the main differences and similarities regarding geographical coverage, university representation, and fields of work, and including a description of how they collaborate.
e. The organization’s estimated yearly budget in EURO.
f. Information concerning former membership of IFMSA, if such has existed.
g. The total number of members represented by the organization. The total number of medical students and non-medical students shall be specified.
h. A declaration that the organization will always abide by the IFMSA Constitution and Bylaws.
i. A list of Officers including their respective contact information.

Regulations
2.14 A copy of the regulations of the organization. The regulations must specify, at minimum:
   a. The official name and a statement of the organization (e.g. mission, vision or other equivalent)
   b. The membership structure, which should include types of membership and procedures on how to obtain membership.
   c. The meetings structure, including national general assemblies, executive board meetings, quorum and majorities needed for decision-making processes.
   d. The Executive Board (or similar) structure and functions, including term of office and election procedures.
   e. The name of committees/divisions/working groups, and official positions
   f. The financial management procedures, which can include budget approval, reporting procedures and procedures for money withdrawals/transactions.
   g. The procedures for amendments of the regulations.
   h. The information concerning dissolution of the organization.

Supplementary information
2.15 Candidate Membership Applicants should:
   a. Description of the organization’s current structure, including executive board, all official positions and local committees/chapters.
   b. A description of the organization’s activities conducted for its members and/or target groups.
   c. The budget the organization is operating under in the current financial year, specifically detailing income sources and expenses.
   d. A document from a relevant institution clarifying the current status and level of activity of the organization.
2.16 Upgrading Applicants should provide:
   a. A description of their development from when they became candidate members until the date of upgrade.
   b. A description of how they ensure sustainability in paying the membership fee.
   c. The budget the organization is operating under in the current financial year, specifically detailing income sources and expenses.
   d. A document from a relevant institution clarifying the current status and level of activity of the organization.

Submission and amending of Membership Applications
2.17 The Membership Application must be submitted according to paragraph 9.4.
2.18 A Membership Review Committee shall review the validity of the Membership Application.
2.19 The Membership Application can be amended, but only according to points mentioned by the Membership Review Committee. The amended application must be submitted according to paragraph 9.4. All changes should be assessed in the membership review report by the Vice-President for Members. If the amendments are too far-reaching the recommendation of the EB shall be to postpone adoption of the membership.
2.20 The Constitution Credential Committee shall review the validity of the amended Membership Application, taking into account the report by the Membership Review Committee.

Membership Review Committee
2.21 A Membership Review Committee shall be appointed by the Executive Board before the Membership Applications are submitted.
2.22 The Membership Review Committee shall submit a report to the Executive Board and the applying organisations according to Annex 1. The report shall include the validity review of all submitted Membership Applications and reasons behind the final recommendations.

Additional Requirements to apply for full or associate membership:
2.23 A candidate member can maintain its status for a maximum of three years. If it fails to become full or associate member within 3 years, it immediately loses its membership status.
2.24 To obtain full or associate membership, all organisations must meet the following requirements
   a. It has been a candidate member for at least one year or an associate member and in the time has proved its activity to the General Assembly through the NMO report. If the NMO fails to fill the NMO report this must be noted in the review and recommendation made by the EB.
   b. It has to pay in advance the membership fee for the financial year immediately following to the year they apply for full membership.

Procedures after obtaining membership
2.25 The Regional Director must produce a follow-up plan together with the new candidate, associate or full member at the latest 3 months after the General Assembly Meeting where the National Member Organization was accepted. The plan shall at least include a section regarding financial sustainability in paying the IFMSA membership fees. The plan shall be approved by the Vice-President for Members.
2.26 The Regional Director shall create a yearly report on the development of each candidate member in their region. The report shall be submitted in accordance with Annex 1.

For proposals for Honorary Life Members:
2.27 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, or by all IFMSA Executive Board Members, announcing their support for the candidate for Honorary Life Membership. A corrected version of this document may be submitted according to paragraph 9.5, however the NMO support needs to be apparent by the original document.
Annex 3 – Motion and debate maze

MOTION AND DEBATE

Chair reads motion
Brief explanation

Chair asks for a seconder

No seconder

Motion fails

Failed motions cannot be reintroduced unless a procedural motion is tabled for this purpose.
Should the proposer of a motion withdraw, the seconder becomes proposer and a new seconder has to be found.

Chair asks for amendments

Does the proposer accept the amendment?

Yes

No further amendments

Amendment defeated

Amendment tabled

Immediate vote original motion vs Amendment

No

Does the seconder accept the amendment?

Yes

Add amendment to original motion

Motion fails

No

Find new seconder

Not found

Amendment accepted

Chair opens Speakers List Moderated discussion

Yes

Seconder found

Vote Original Motion vs Alternative Motion relative majority

No

No Seconder for alternative

Chair asks for alternative motions

Yes

Vote on original motion simple majority

No

Chair asks for direct negatives

No

Motion passes nemo contra
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 Guibert, 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 Berloffà, 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 Pagäčová, Slovakia
Leena Piiroinen, Finland*
Lola Martín Martínez, Spain
Tinja Lääveri, Finland
Victoria Vishnevskaina-Dai, Israel
* Married, changed name to Johanna Förster

1997
Eugene Schouten, Netherlands
Lennert Veerman, Netherlands
Yunus Emre Kocabasoglu, Turkey

1998
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

2017
Micheal Andrew Simpson, United Kingdom
Annex 5 – IFMSA Regions and the Countries

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Annex 6 – Contract between IFMSA and General Assembly Meeting Host Organization

This General Assembly Meeting Contract (the “GA Contract”) is entered into between put here the name of the NMO (hereinafter referred to as “the hosting NMO”), 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 hosting 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 hosting 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 hosting NMO agrees that time is of the essence in the performance of the services under this Contract, and the hosting 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 hosting 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 hosting NMO shall establish an Organizing Committee dedicated to and with the sole purpose of organizing the GA meeting (hereinafter: the Organizing Committee, the OC).

1.6. The hosting 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.

1.9. The theme event of the General Assembly Meeting is to be approved by the Executive Board.

Lodging, Food and Transportation

1.10. 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.

1.11. At the site of the General Assembly Meeting, the OC shall provide at least one room as a non-denominational prayer and meditation space, including the appropriate provisions.

1.12. 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.

1.13. The Organizing Committee will provide transportation from the main local airport(s), bus and train stations to the site of the Pre-General Assembly Meeting 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 Meeting. All transportation costs required for the meeting procedures and social activities should be included in the participation fee.

Participation and Registration:

1.14. 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.

1.15. Pre-GA Registration deadline will, at the latest, be on the 10th of January for the March Meeting, and on the 10th of June for the August Meeting.

1.16. 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 Meeting, a general member of the Task Force can be appointed to take this spot,
   g. seven 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.
   j. three International Assistants per Standing Committee appointed by relevant Standing Committee Director
   k. one International Assistant per Region appointed by relevant Regional Director
   l. five International Assistants appointed by an Executive Board member

1.17. 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 the NMO quota
   b. Five support persons appointed by the Regional Directors, outside the NMO quota
   c. Five members of the Financial Committee, outside of the NMO quota
   d. three International Assistants per Standing Committee appointed by relevant Standing Committee Director
   e. one International Assistant per Region appointed by relevant Regional Director
   f. five International Assistants appointed by an Executive Board member
   g. Five members of Constitution Credential Committee, outside of the NMO quota

1.18. 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.

1.19. 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

1.20. 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.

1.21. 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.

1.22. The fee for late registration shall not exceed double the amount of early registration for each category.

1.23. 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.

1.24. Should the Alumni and External stay only some nights in the General Assembly Meeting, the Organizing Committee should offer them the option to pay their fees per night. The amount should be announced when opening the registration.

1.25. The registration fee for the pre-GA will be fixed by the Organizing Committee and shall not exceed 290 Euros per participant.

1.26. The registration fee for the Trainer Pool members who facilitate pre-GA workshops will be fixed by the Organizing Committee and shall not exceed 60% of the participant registration fee. This does not apply for workshops with full coverage from additional external funding.

1.27. Organizing Committee members and staff at the General Assembly do not pay participation fees or taxes.

1.28. 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.

1.29. Observers and Alumni who do not pay by the late payment deadline will have their seats cancelled.

1.30. Observers and Alumni can not pay on arrival unless approved by the Executive Board, or else IFMSA will not be responsible for their debts.

1.31. IFMSA will be responsible for paying all observers’ debts towards the Organizing Committee, if 1.28 and 1.29 were followed, 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

1.32. The following taxes shall be added to the General Assembly Meeting 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.

1.33. 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.

1.34. 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.

1.35. IFMSA Officials do not pay any associated taxes to the General Assembly Meetings. Organizing Committee members and staff at the General Assembly Meeting do not pay participation fees or taxes.

1.36. The organizational expenses of General Assembly Meetings shall not be met out of the ordinary IFMSA budget.

Cancellation

1.37. 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
1.38. 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.

VISA
1.39. The Organizing Committee will conduct all necessary research and initiate and maintain 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.
1.40. In addition, the following will be done:
   a. The IFMSA Executive Board and/or Secretariat will work with the Organizing Committee to send a recognition letter to its members and send a copy to the consulates of the country in question. The letter will be sent within one month of confirmation of General Assembly Meeting host.
   b. The Organizing Committee will share the visa requirements as highlighted in the Bylaws paragraph 3.83 d.i.
   c. NMOs and their delegates will cooperate with Organizing Committee and the country consulates regarding their visa applications; at their early convenience.

Information Requirements
1.41. The Organizing Committee of the General Assembly Meeting is obliged to distribute an invitation package to all National Member Organizations including at least price and payment information, travel and lodging information and Visa regulations. For the August Meeting this package must be distributed no later than the 15th of April; and for the March Meeting no later than the 15th of September.
1.42. During the year prior to the GA meeting,
   a. the Head of the Organizing Committee shall always be in available for regular communication (i.e. online meetings, email discussions) with the IFMSA EB;
   b. the OC should be able to participate in weekly online meetings for updates on the state of the organization of the GA meeting;
   c. at least one member of the Organizing Committee should be available in person or online available during the Team of Officials Meetings; and
   d. 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.
1.43. The Organizing Committee must prepare a list of all delegates to the General Assembly Meeting and send it to the NMOs and the Executive Board after the late registration deadline.

Advertisement
1.44. 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.
1.45. 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 Meeting.

Report
1.46. 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.
1.47. 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.
1.48. Additionally, the Organizing Committee shall share a preliminary list of outstanding debts of attending NMOs to the NMO Server, one month after the end of the GA meeting, after which the attending NMOs will have a period of one month to either provide proof of payment or pay their debts to the Organizing Committee.

1.49. The Organizing Committee shall subsequently share a final list of outstanding debts of attending NMOs to the NMO server, reviewed by the Supervising Council, two months after the end of the GA meeting once the period for debt reconciliation with attending NMOs is closed.

Any additional Promises by the hosting NMO
1.50. Put here promise 1
1.51. Put here promise 2
1.52. 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 Meeting:
      i. The final version of proposal of the meeting including a provisional list of content of the General Assembly Meeting.
      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 Meeting 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 hosting 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’s goodwill, name, reputation and image, the hosting 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 hosting NMO pursuant to the Contract, shall not create for the hosting 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 hosting NMO hereby assigns to the IFMSA and/or releases any and all proprietary rights that the hosting NMO might otherwise have or obtain, by operation of law or otherwise, with respect to any property rights relating to the IFMSA. The hosting NMO further hereby agrees to appoint the IFMSA as its attorney-in-fact with the power to execute any additional documents necessary to further
7. **Article 7: Liability.**
   7.1. The IFMSA shall not be liable under any contracts or obligations of the hosting NMO, apart from this Contract, or for any acts or omissions of the hosting NMO and its officers, employees and members.
   7.2. Bearing in mind that the hosting NMO will independently determine the purposes for which and the manner in which the personal data are to be processed for the organization of the GA meeting, the hosting NMO will be considered as the data controller of the personal data collected and processed for the before mentioned purposes. In this sense, the hosting NMO will be the sole responsible and liable for complying with all the requirements and duties that the GDPR and the applicable data protection regulations set out for data controllers.

8. **Article 8: Limitation on Powers.**
   8.1. The hosting 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 IFMSA’s 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 hosting NMO
      i. Immediately terminate this Contract for cause if the hosting NMO 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 and/or
      ii. Terminate this Contract, after consultation with the concerned parties, due to “Force Majeure” (meaning an event of war, emergency, accident, fire, earthquake, flood, storm, industrial strike or other impediment which was beyond the parties’ control and that they cannot reasonably be expected to avoid or overcome).
   In such case(es), the hosting NMO shall immediately return any unapplied portion of the payments already paid by the IFMSA.
   9.2. On expiration or termination of the Contract, the hosting 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 hosting 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 Denmark.

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: ___________________________ Date: ________________
Put here the name of the hosting NMO legal representative
Put here the position of the hosting NMO legal representative

INTERNATIONAL FEDERATION OF MEDICAL STUDENTS’ ASSOCIATIONS

By: ___________________________ Date: ________________
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
Annex 7 – Contract between IFMSA and RM Host Organization

This Regional Meeting (RM) Contract is entered between put here the name of the NMO (hereinafter referred to as “the hosting 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’ Association (IFMSA), lawfully represented for the purpose of this document by the Executive Board (EB) 20XX put here the name of all EB members.

Whereas:

a. The IFMSA has one RM in each of the IFMSA regions each year.
b. Following its application (attached to this contract). Put here the name of the hosting NMO was elected or appointed put here either “online” or “physically” during/on put here the name of the General Assembly(GA) or RM of the election OR put here the date of the election if elected online to host put here the name of the RM to be organized (hereinafter: the RM), which shall be held from Xth of – Xth in put here the name of the city and country.
c. The hosting 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 hosting NMO agrees to provide the IFMSA with services as specified below in “Scope of Services.”

1.2. The IFMSA EB 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 hosting NMO and the IFMSA. The Official responsible for the communication with the Organising Committee (OC) is the Regional Director.

1.3. The hosting NMO agrees that time is of the essence in the performance of the services under this Contract, and the hosting NMO shall devote their 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 RM in accordance with Chapter 4 of the IFMSA Bylaws and this contract, including the pre-Regional Meeting (pre-RM) held prior to the start of the RM. The length of the pre-RM should be according to the Regional Regulations by the date of the election of the OC.

1.5. The NMO shall establish an OC dedicated to and with the sole purpose of organizing the RM meeting (hereinafter: the OC).

1.6. The NMO must provide two months after the signing of the contract the following to the EB:

a. A minimum budget to host the event (including both expenses and incomes)
b. A realistic budget (including the OC’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 OC members within their application package. Any changes of the OC members should be reported to the EB immediately.

Meeting programme

1.7. The length of the RM shall be according to the Regional Regulations by the date of the election of the OC. The RD decides upon the program of the RM after taking the input from the OC and the EB into consideration.

1.8. The Theme Event of the Regional Meeting shall be approved by the Executive Board and the preparations must follow the Regional Regulations.

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 and Regional Team should be accommodated in adjacent rooms if possible.

1.10. At the site of the RM venue, the OC shall provide at least one room as a non-denominational prayer and meditation space.

1.11. Three meals per day will be provided throughout the duration of the RM, 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. The OC should aim for equal nutritional value regardless of dietary requirements. These options must be clearly labelled and easily accessible to delegates.

1.12. The OC will provide transportation from the main local airport(s), bus or train stations to the site of the Pre-RM and the RM 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-RM. The OC should strive to include all transportation costs required for the meeting procedures and social activities in the participation fee. If not possible, this must be specifically stated at the point of registration.

Participation and Registration
1.13. The early registration deadline for participants should be at the latest 2 months before the RM. The late registration deadline for participants of the RM should be at the latest 1 month before the meeting. If only one deadline is proposed by the OC, this should be at the latest 2 months before the RM.
1.14. Pre-RM registration deadline should be at the latest 1 month before the RM.
1.15. The OC of a RM shall guarantee early registration fee participation for:
   a. a minimum number of delegates for every NMO, as specified in the Regional Regulations,
   b. all IFMSA Officials outside the NMO quota,
   c. all IFMSA staff members,
   d. the Regional Team outside the NMO quota.
1.16. All NMO delegates need to be approved by the respective NMO Presidents. The NMO presidents must provide the OC 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 OC.
1.17. NMO delegates must be able to buy IFMSA merchandise during the process of registration, and will be invoiced for them along with the registration fees. The OC is responsible for the ordering, printing and distribution of said merchandise as per the orders made by participants, and will reimburse all profits to the IFMSA general account. A receipt of the payment transfer of the participation fee must be submitted to the OC by 23:59 GMT on the last day of payments period, unless otherwise specified by the OC.

Participation Fees and Cancellation
1.18. The participation fee for an RM shall be fixed in Euros or USD. If the Euro or USD is not the national currency of the hosting NMO, the equivalent fee payment shall be made in the national currency of the hosting NMO, based on the exchange rate between the relevant currency and the Euro or USD on the day of the election.
1.19. The NMOs should receive an invoice with a minimum of one week before the payment deadline.
1.20. The fee for early registration shall not exceed the amount specified in the Regional Regulations.
1.21. The fee for late registration shall not exceed double the amount of early registration for each category, if there are any categories.
1.22. The fee for Alumni and Observers registration will be the same fee established for late registration by the OC for the participants.
1.23. The registration fee for the pre-RM will be fixed by the OC and shall not exceed the amount specified in the Regional Regulations.
1.24. 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 OC or be immediately announced to the National Member Organizations if the invitation package was already shared.
1.25. Observers and Alumni who do not pay by the late payment deadline will have their seats cancelled.
1.26. Observers and Alumni can not pay on arrival unless approved by the Executive Board; or else IFMSA will not be responsible for their debts.
1.27. IFMSA will be responsible for paying all observers’ debts towards the OC, if 1.24 and 1.25 were followed.
1.28. IFMSA Officials and Regional Team members do not pay any associated taxes to the RMs. OC members and staff at the RM do not pay participation fees or taxes.
1.29. The organizational expenses of the RM shall not exceed the yearly IFMSA budget.

Cancellation
1.30. In the event of cancellation of a delegate, the delegate will be provided with a full refund if cancellation occurs one month or more before the first day of the RM. 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 RM. No refund will be provided if cancellation is within three weeks of the first day of the RM.

Meeting facilities
1.31. The list of materials needed for the activities at the RM is attached to this Contract. Further requests by the Team of Officials or Regional Team Members may be added subsequently. At least one OC member will be available for the assistance of the RD, EB and other IFMSA Officials during the RM. An OC desk bringing service to the meeting, to the EB, to the IFMSA Officials and to all participants shall be open during the meeting proceedings.

Visa
1.32. The OC 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 OC will notify applicants of any foreseeable problems of access to hosting country as soon as possible.

Information requirement
1.33. The OC of the RM 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.). This should be shared no later than 3 months before the meeting.
1.34. During the year prior to the RM,
a. the Head of the OC shall always be available for regular communication (i.e. online meetings, email discussions) with the relevant IFMSA RD and the EB, however the hosting NMO remains liable for keeping the communication channel open;
b. the OC should be able to participate in online meetings on a regular basis, the frequency of the OLMs can be increased for updates on the state of the organization of the RM;
c. the OC will send update of activities at least bimonthly regarding the preparation of the RM to the IFMSA NMOs Regional server and copy it to the EB.
1.35. After the late registration deadline or, if only one deadline is offered by the OC after the registration deadline, the OC must send: - a) list of delegates to their respective NMOs, - b) a list of all delegates to the EB.

Advertisement
1.36. The OC must offer the following advertising opportunities to the IFMSA: one sales booth where the profits go to the IFMSA General Budget and one banner stand.
1.37. The OC must provide contact details (i.e. email, phone number) to the IFMSA EB of local printing companies for publications and posters at the latest 6 weeks before the start of the RM.
1.38. The OC of a RM shall submit their financial report to the EB at the latest one year after the RM. The financial report should be adopted at the following RM.

Any additional promises by the hosting NMO
1.39. Put here promise 1
1.40. Put here promise 2
1.41. Put here promise 3

2. Article 2: Responsibilities of the IFMSA EB and relevant RD
2.1. The IFMSA’s EB shall provide within one week after the signing of the contract the following to the OC:
a. One EB member available as contact person to the OC, on behalf of the EB.
2.2. The EB shall provide the OC with all IFMSA Corporate Identity elements required by the OC.
2.3. The RD shall provide to the NMOs at the latest one month before the RM the final agenda of the RM.
2.4. Regional Meetings should have at least one member of the Executive Board in attendance, to ensure that a representative who is legally liable for IFMSA is present.

3. Article 3: Finances
3.1. In exchange for the provision of the Services, the IFMSA will not pay a wage to the hosting NMO.
3.2. After the termination of this Contract, any financial profits exceeding 5% of the RM 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 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 at the following RM, unless earlier terminated in accordance with Article 9 below (“Termination”).

5. Article 5: Quality Control
5.1. In order to protect the goodwill of IFMSA, the name, reputation and image, the hosting 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 hosting NMO pursuant to the Contract, shall not create for the hosting 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 hosting NMO hereby assigns to the IFMSA and/or releases any and all proprietary rights that the hosting NMO might otherwise have or obtain, by operation of law or otherwise, with respect to any property rights relating to the IFMSA. The hosting 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 hosting NMO, apart from this Contract, or for any acts or omissions of the hosting NMO and its officers, employees and members.
7.2. Bearing in mind that the hosting NMO will independently determine the purposes for which and the manner in which the personal data are to be processed for the organization of the GA meeting, the hosting NMO will be considered as the data controller of the personal data collected and processed for the before mentioned purposes. In this sense, the hosting NMO will be the sole responsible and liable for complying with all the requirements and duties that the GDPR and the applicable data protection regulations set out for data controllers.

8. Article 8: Limitation on Powers
8.1. The hosting 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 IFMSA’s 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 hosting NMO
   i. Immediately terminate this Contract for cause if the hosting NMO 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 and/or
   ii. Terminate this Contract, after consultation with the concerned parties, due to “Force Majeure” (meaning an event of war, emergency, accident, fire, earthquake, flood, storm, industrial strike or other impediment which was beyond the parties’ control and that they cannot reasonably be expected to avoid or overcome).
   In such case/(es), the hosting NMO shall immediately return any unapplied portion of the payments
already paid by the.
9.2. On expiration or termination of the Contract, the hosting 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 hosting 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 Denmark.

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 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 HOSTING NMO

By: ___________________________ Date: ________________

Put here the name of the legal representative of the hosting NMO.

Put here the position of the legal representative of the hosting NMO.

INTERNATIONAL FEDERATION OF MEDICAL STUDENTS’ ASSOCIATIONS

By: ___________________________ Date: ________________

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 Finance / 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 Hurghada, 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;
Amended on 5th March 2017 in Budva, Montenegro;
Amended on 4th August 2017 in Arusha, Tanzania;
Amended on 4th March 2018 in Hurghada, Egypt;
Amended on 5th August 2018 in Montreal, Canada;
Amended on 4th March 2019 in Portorož, Slovenia;
Amended on 4th August 2019 in Taipei, Taiwan;
Amended on 4th March 2020 in Kigali, Rwanda;
Amended on 5th August 2020 in Online General Assembly (OGA).

The present document replaces all previous versions.