CONSTITUTION AND BYLAWS

Adopted by the IFMSA General Assembly on the 4th of March 2000 in Kuopio, Finland.
Last amended on the 6th of March 2015 in Antalya, Turkey

Bylaws highlighted in light blue have been altered

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The IFMSA Constitution

Chapter 1: Name / Seat
1.1. The official name of the organization shall be International Federation of Medical Students’ Associations.
1.2. The association is hereinafter also referred to as: the Federation.
1.3. The official abbreviation shall be “IFMSA”
1.4. The Federation is established in the district council of Amsterdam.

Chapter 2: Nature
2.1. The Federation is an independent Federation of medical students’ associations.

Chapter 3: Principles
3.1. The Federation pursues its aims without political, religious, social, racial, national, sexual or any other discrimination.
3.2. The Federation promotes humanitarian ideals among medical students and so seeks to contribute to the creation of responsible future physicians.
3.3. The Federation respects the autonomy of its members.

Chapter 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 cooperation between them for the ultimate benefit of society.

Chapter 5: Members
5.1. The Federation is composed of members, hereinafter also referred to as: full members, candidate members, associate members and Honorary Life Members. Only the aforementioned full members are the members as referred to in the Dutch Law.
5.2. The General Assembly decides upon accepting and refusing members.
5.3. All members, including the candidate members, the associate members and the Honorary Life Members, shall act according to the Constitution and Bylaws of the Federation and shall particularly fulfill their contribution obligations.

Chapter 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.
6.2. 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.
6.3. 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.
6.4. 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.
6.5. 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.

Chapter 7: Executive Board
7.1. The Executive Board shall manage the Federation. The Executive Board of the association is composed of at least three persons. The General Assembly appoints one of the Executive Board members as President, one of the Executive Board members as Secretary General and one of the Executive Board members as Treasurer.
7.2. The Executive Board is elected by the General Assembly for a one-year period.
7.3. The Executive Board is entitled to officially represent the Federation.
7.4. The Executive Board can delegate tasks to other persons, but it will remain responsible for these tasks at all times.
7.5. An Executive Board member will cease to hold office:
   a. At the end of his term;
   b. By a written resignation;
   c. By his death;
   d. By removal from office by court in cases provided for in law;
   e. By removal from office by a decision of the General Assembly.

Chapter 8: Supervising Council
8.1. The Supervising Council supervises and advises the Executive Board and other IFMSA Officials, as referred to in article 10.
8.2. The Supervising Council is composed of at least 3 persons. They are elected by the General Assembly for at least one year.
8.3. Supervising Council members shall not hold any other Official position within the Federation.
8.4. The Supervising Council has the power to overrule decisions of the Executive Board for important reasons as described in the Bylaws of the Federation, after which the matter has to be
presented to the General Assembly, which will take a final decision.

8.5. The Supervising Council has the power to suspend any Executive Board member and any IFMSA Official, as referred to in article 10, from his office for important reasons as described in the Bylaws of the Federation.

Chapter 9: Standing Committees, Divisions, Projects and Working Groups

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

Chapter 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.

Chapter 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.

Chapter 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.

Chapter 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.

Chapter 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

Chapter 1: General regulation

1.1. Name of the organization
1.1.1. The official name of the organization is: International Federation of Medical Students' Associations.
1.1.2. Recognized translations of this name are “Fédération Internationale des Associations des Étudiants en Médecine”, “Federación Internacional de Asociaciones de Estudiantes de Medicina” and "الاتحاد الدولي لجمعيات طلبة الطب".
1.1.3. The only abbreviation recognized is "IFMSA".

1.2. Language
1.2.1. The official language of IFMSA is English.

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

1.4. Vision Statement
1.4.1. 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.

1.5. Mission Statement
1.5.1. 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.

1.6. Other Regulations
1.6.1. In order to regulate their practical internal management, Standing Committees and Regions, can have Internal Regulations. These 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.

1.7. Constitution and Bylaws
1.7.1. IFMSA shall be governed by its Constitution and Bylaws.
1.7.2. The Constitution is the highest law of IFMSA. The Constitution shall never be suspended. The Constitution is registered under Dutch law with the Chamber of Commerce.
1.7.3. The Bylaws regulate the practical internal management of IFMSA.

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

1.9. Corporate Identity
1.9.1. The official IFMSA corporate identity is defined in the IFMSA corporate identity manual.
1.9.2. The corporate identity manual should be presented and adopted during each August Meeting even if no changes have been made.
1.9.3. Only the IFMSA corporate identity can be used. Changes in layout or any other additions are not allowed.
1.9.4. The official IFMSA corporate identity can only be used by IFMSA Officials, their assistants, IFMSA activities, and in candidatures for IFMSA Official positions.
1.9.5. National Member Organizations can only use the IFMSA logos and according to the IFMSA Corporate identity Manual.

1.10. Publications
1.10.1. 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.
1.10.2. Advertisements can occur in any printed IFMSA material except on the IFMSA stationery.
1.10.3. Advertisements in any printed material including the Standing Committee newsletter and Medical Student International shall be approved of by at least one Executive Board member.
1.10.4. The official IFMSA stationery can only be used by IFMSA Officials unless otherwise specified by the Executive Board.

1.11. Term
1.11.1. The term of office of all Executive Board members and officials, with the exception of the Supervising Council members, is one year.
1.11.2. The office period runs from 1st October that year until 30th September the next year.
1.11.3. Before the term begins, there is a preparatory period from immediately after their election in the March Meeting for the Executive Board and August Meeting for the rest of the officials until 30th September of that year.
1.11.4. In this preparatory period, the respective Official member shall specifically train him/her.
a) After the end of the term of the Official there is an advisory period for his/her successor from 1st October until the next August meeting.

1.11.5. The incoming Officials shall also be trained by a person with extensive experience in strategic/operational planning as well as time and project management. This training will be organized by the IFMSA Training Director.

1.11.6. 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.
Chapter 2: Members

2.1. General

2.1.1. A National Member Organization (NMO) of the IFMSA is a medical students’ organization chosen as full, candidate, or associate member of the IFMSA.

2.1.2. Only full, candidate and associate members shall participate in IFMSA activities. Observers are permitted at IFMSA meetings and events after the approval of the IFMSA Executive Board.

2.1.3. All members are free to resign from IFMSA six months after the General Secretariat has received a written notice, signed by the President of the organization. During these six months all debts and commitments of the member must be fulfilled.

2.1.4. A medical students’ organization only represents its own members. No medical student shall be represented by a National Member Organization against his/her will.

2.1.5. For official external communication the state name used by IFMSA is the one used by the United Nations. Furthermore, for official internal communication the state name used by IFMSA when referring to a National Member Organizations is either the one used by the United Nations or the constitutional name of the respective country in English.

2.1.6. 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.

2.2. Regulations to obtain and maintain membership of IFMSA

2.2.1. Only medical students’ organizations can be full, candidate, or associate members of the IFMSA.

2.2.2. A Medical Students’ organization seeking membership in IFMSA must be comprised of at least 60% medical students. Medical students are considered the students in training to become medical doctors in higher education institutions, recognized by the state where they study (i.e. by the Ministry of Education).

2.2.3. It must represent a state as defined by the United Nations, whether as a member state or a non-member state (These lists can be found at the United Nations website: "http://www.un.org/en/members" and "http://www.un.org/en/members/nonmembers.shtml").

2.2.4. Bylaw 2.2.3. applies to all members except:
   a) Existing members who did not fall under it at its adoption (i.e. the Taiwanese NMO.)
   b) Entries that received a standing invitation to participate as a member. Extending a Standing invitation is decided by the General Assembly with two-thirds majority.

2.2.5. It must represent only one state.

2.2.6. The state must have at least one medical school.

2.2.7. Membership of the organization is open to all medical students within that state, regardless of its membership structure.

2.2.8. Only one full member shall represent a state in the IFMSA.

2.2.9. There can be only one associate member from one state.

2.2.10. All members of IFMSA must abide the Constitution and Bylaws of IFMSA at all times. If a member at any time does not comply with this, the General Assembly may vote to remove the membership status with a two-thirds majority.

2.2.11. All members must submit the following information to the Constitution Credential Committee before the start of the second plenary session of every General Assembly Meeting:
   a) A completed credential form (if the NMO is present at that General Assembly Meeting), containing all names and positions of the delegates.
   b) Have updated the information on www.ifmsa.net with all the names and addresses of the National Member Organization Officers, including names and addresses as well as any statistical details of the National Member Organization requested by the Executive Board, after 1st February for the March Meeting and after 1st July for the August Meeting.
   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.
   d) If the NMO fails to submit these completed documents for three consecutive General Assembly Meetings, then the NMO shall lose its membership status and will not be able to re-apply in the next 2 General Assemblies.

2.2.12. Full and associate members must pay an annual membership fee to the IFMSA. The amount shall be determined by the General Assembly in accordance with the guidelines stated in the section “Regulations for IFMSA Membership Fees.”

2.2.13. An associate member shall pay the same fees as that of a full member. A 50% discount will be applied on the first year’s membership fee of a new full or associate member.

2.2.14. Candidate members from states with no full or associate members shall not pay membership fees. Candidate members from states with a full or an associate member shall pay the same fees as that of a full member.

2.2.15. Whenever a National Member Organization fails to fulfill their status requirements as listed above, 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.

2.3. Obtaining membership in IFMSA

2.3.1. Medical students’ organizations applying for candidate membership and National Member Organization with candidate membership applying for full or associate membership should submit an official application signed by the President of the organization in accordance with bylaw 14.2.

2.3.2. The ‘Official IFMSA Application Form for Obtaining Membership of IFMSA’ shall include:

a) The number of medical students represented by the organization.

b) The number of medical schools participating in the organization.

c) The organization’s estimated yearly budget in EURO.

d) Information concerning former membership of IFMSA, if such has existed.

e) The total number of members represented by the organization, including medical students and non-medical students.

f) Declaration that the organization will always abide IFMSA Constitution and Bylaws.

2.3.3. The following documents, in English, shall be submitted to apply for candidate membership:

a) The Official IFMSA Application Form for Obtaining Membership of IFMSA

b) A description of the organization’s current structure, activities and Officers.

c) A list of the contact information of the Officers of the organization.

d) A motivation letter.

e) A copy of the regulations of the organization. The regulations must specify, at minimum: the official name, nature, principles, objectives, membership structure, meeting structure, Executive Board structure and function, working groups, Officials, financial management procedures, Bylaws, and information concerning dissolution of the organization.

2.3.4. A candidate member can maintain its status for a maximum of three years.

2.3.5. 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.

2.3.6. The following documents shall be submitted to apply for full or associate membership:

a) The Official IFMSA Application Form for Obtaining Membership of IFMSA

b) A description of the organization’s current structure and activities

c) A motivation letter.

2.3.7. 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.

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

2.3.9. The Vice-President for Internal Affairs, with the support of the Executive Board, reviews the applications of organizations applying for candidate, associate or full membership and produces a report on the applications. The report covers on all applications received and contain a recommendation to the General Assembly and should be shared with NMOs according to Annex 3.

2.4. Obtaining membership for several organizations within the same state.

2.4.1. IFMSA has as a guiding principle that only one member should represent one state. At the same time IFMSA acknowledges that local circumstances may contradict with this guiding principle so it may not always apply. When dealing with membership applications IFMSA officials must promote the guiding principle as well as acknowledge local circumstances.

2.4.2. Applications for candidate membership:

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

i. If represents different universities than the current NMO

ii. If they represent different geographical areas not represented by the current NMO.

iii. If they work in IFMSA Standing Committee field that the current NMO is not active in.

b) The membership application review report shall cover each organization in at least these fields:

i. Compatibility of the mission, goals, structure, projects, and activities with the mission, goals,
structure, projects, and activities of IFMSA.

ii. The number of students, number of medical faculties, and number of actively involved students.

iii. Overall activity level, in which committees active, and which specific activities.

iv. Relationship with and involvement in IFMSA so far.

v. Relationship between the involved organizations in present and past taking into consideration reasons for any conflicts.

vi. Attitude towards creating a joint organization.

vii. Documents from relevant institutions clarifying the current status and level of activity of each organization.

viii. Future potential for contribution to IFMSA.

ix. Level of cooperation with the Vice President of Internal Affairs in this investigation.

c) The GA shall vote by ballot on the acceptance of the application for candidate membership with a relative majority deciding.

2.4.3. Applications for full or associate membership:

a) This follow up report shall be presented in writing to National Member Organizations no later than one week before the beginning of the General Assembly where the application will be considered as well as orally at the General Assembly before the application is voted upon.

b) The GA shall vote by ballot on the future status of the members of the state in question with a relative majority deciding. 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:

i. Candidate Member becomes Associate Member, Full Member continues as Full Member.

ii. Candidate Member becomes Full Member, Full Member continues as Associate Member.

iii. No changes of status of any of the members.

iv. Abstention.

c) 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:

i. Candidate Member becomes Full Member, Associate Member continues as Associate Member.

ii. Candidate Member becomes Associate Member, Associate Member becomes Full Member.

iii. No changes of status of any of the members.

iv. Abstention.

2.4.4. 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.

2.5. Honorary Life Membership

2.5.1. Only persons can become Honorary Life Members.

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

2.5.3. Candidature for Honorary Life Membership must be sent signed by the NMO President and submitted in accordance with bylaw 14.2. Proposals should include:

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

2.5.4. 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.

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

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

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

2.5.8. The names of the Honorary Life Members of IFMSA shall be attached in a list to the IFMSA Constitutions and Bylaws as an annex.

2.6. Regulations for IFMSA Membership Fees

2.6.1. 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:

\[ MF_{\text{uni}}(\text{GNI/capita}) = 10 \times \sqrt{\text{GNI/capita} + 150 + 0.012 \times \text{GNI/capita}} \]

2.6.2. 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.

2.6.3. 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 3 annually. An associate member organization within a state shall be ranked according to the conditions of that state. For any other National Member Organization, under bylaw 2.3.3, without the data of their financial state present in the World Bank, additional official documents recognized by the World Bank may be used.

2.6.4. All payments for membership fee are due in accordance with annex 3.

2.6.5. Cost of IFMSA exchange programmes and taxes will be invoiced together with the membership fee.

2.6.6. A National Member Organization can request to the General Assembly at the August Meeting to not pay the annual membership fee by suspending their membership in IFMSA for the coming financial year, provided that the president of the National Member Organization submits a signed and stamped document stating so in accordance with bylaw 14.2.

2.6.7. Consequently, the National Member Organization and its members may not take part in IFMSA activities for that financial year, except as observers at IFMSA meetings and events. The National Member Organization will still be subject to bylaw 2.3.4 and not gain any extra year before it loses its membership.

2.7. Debts of members

2.7.1. Any debts incurred by NMOs shall be due at the date requested. If any member has a debt for two consecutive years it will lose its membership status, except in cases where the debt has been incurred in form of a loan that was given by IFMSA to the NMO. If a member organization lost membership while having debts the acceptance of a new member from that state will automatically lead to the new member organization taking over the debts of the previous member (if these debts have not expired). The debt shall be paid as two annual instalments each of half of the original debt. Failure to pay annual instalments on the debt will result in the immediate loss of membership.

2.7.2. The debts of a National Member Organization towards IFMSA debts will expire 3 years after the date they were established.
Chapter 3: Procedures at meetings

3.1. General
3.1.1. Meetings of the IFMSA are the sessions of the General Assembly Meetings.
3.1.2. Quorum: One third of all full members with voting rights shall form a quorum.
3.1.3. Language: The official working language during General Assembly Meetings is English.
3.1.4. Smoking or consumption of alcoholic beverages is prohibited during formal meetings of IFMSA.
3.1.5. Smoking shall be prohibited indoors within all public areas of the facilities hosting the General Assembly Meetings regardless of the facilities’ smoking policy. There should be a certain area provided where smoking is allowed.
3.1.6. Breaks: There will be breaks upon request of the Chair or a full member with voting rights. Such a request must be followed by the agreement of the majority of participants.
3.1.7. A delegate is a representative of a National Member Organization who has been instructed by that National Member Organization to exercise his/her parliamentary right at the General Assembly Meeting.

3.2. Participants and Observers
3.2.1. Registration. All participants and observers have to register themselves 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. Delegates who fail to register cannot participate in the plenary sessions.
3.2.2. Participants in General Assembly Meetings are:
   a) Delegates from full member organizations
   b) Delegates from associate member organizations
   c) Delegates from candidate member organizations
   d) IFMSA Officials
   e) Honorary Life Members
   f) The Chairpersons of General Assembly Meetings
   g) The members of the Constitution Credential Committee
   h) The members of the Financial Committee
      i) Organizing Committee members and staff of General Assembly Meetings
   j) Support persons selected by the Team of Officials

3.2.3. Observers in General Assembly Meetings are:
   a) Any medical student not represented by any NMO
   b) Invited guests
   c) Delegates of organization in official relationship
   d) External advisor

The participation of delegates under 3.2.3.a must be approved by the Organizing Committee of the General Assembly Meeting and by the Executive Board of IFMSA. The participation of delegates under 3.2.3.b, c and d must be approved by the Executive Board of IFMSA.

3.2.4. Speaking rights: All participants and observers have speaking rights during General Assembly Meetings.
3.2.5. Proposing rights: Only participants have proposing rights during General Assembly Meetings.

3.3. Chair
3.3.1. Until the Chairperson is elected, the Executive Board has the responsibility to Chair the General Assembly Meeting.
3.3.2. The Chair is composed of a Chairperson, a Vice-Chairperson, a Secretary, Assistant-Secretaries and Returning Officers.
3.3.3. The Chairperson and the Vice-Chairperson must have participated in at least one previous General Assembly Meeting.
3.3.4. 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.
3.3.5. The Chairperson is responsible for the conduct of the meeting and for interpreting and giving his/her ruling on all matters of procedure, order, competency and relevancy, as stated in the Constitution and the Bylaws.
3.3.6. The Chair is responsible to inform 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.
3.3.7. The Chair can decide the following procedures. To do so, he/she needs an oral agreement from the plenary:
   a) Consideration of present motion to be postponed.
   b) To open a list of speakers on a motion and in the end.
   c) The speakers list to be reopened.
   d) Observers must leave the room.
   If the Chair decides he/she has reached an oral agreement about a procedure but a NMO wishes to contest, the NMO can ask for a vote with a 2/3 majority during the 10 seconds following the Chairs result announcement.
3.3.8. The Vice-Chairperson shall assist the Chairperson in his/her work. The Vice-Chairperson shall take the Chair
   a) When requested by the Chairperson,
   b) When the Chairperson is absent at the appointed time for the opening of the meeting,
   c) When the Chairperson is involved in the topic under discussion,
   d) During the elections in which the Chairperson is a candidate,
   e) When the Chairperson is removed through a “vote of no confidence”.
3.3.9. In the event that both the Chairperson and the Vice-Chairperson are absent by the appointed time for the opening of the meeting, one Executive Board Member shall take the Chair. This temporary Chairperson shall act until the Chairperson, the Vice-Chairperson or both arrive at the meeting and take over the Chair.
3.3.10. To overrule a decision of the Chairperson a procedural motion to “Overrule the decision of the Chairperson” has to be passed. When the motion passes, the Chairperson shall reverse the ruling in question.

3.3.11. To remove the Chairperson a procedural motion of “No confidence in the Chair” has to be passed. 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.

3.3.12. Secretary: The Chairperson can appoint a secretary and assistant-secretaries for the meeting. The secretaries will take minutes of the meeting.

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

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

3.4.2. 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 stated in bylaw 2.5.5 at the previous General Assembly Meeting and which are not represented in the Executive Board. Honorary Life Members or Supervising Council members can be elected into the Constitution Credential Committee but they cannot occupy more than two positions.

3.4.3. Election: 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.

3.4.4. Tasks. The Constitution Credential Committee
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 Meetings according to the Bylaws.
d) Reviews whether motions and proposals contradict the Constitution and Bylaws. Motions and proposals that contradict the Constitution and Bylaws will fail immediately and will not be discussed.
e) Makes the final decision when disagreements in the interpretation of the Constitution and Bylaws arise.

3.4.5. Report. 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.

3.4.6. 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.

3.4.7. To overrule a decision of the Constitution Credential Committee a procedural motion to “overrule the decision of the Constitution Credential Committee” has to be passed. 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.

3.5. Voting Rights
3.5.1. All full members who do not have financial debts towards IFMSA of greater than 10 Euros can obtain voting rights during General Assembly Meetings.

3.5.2. Every full member with voting rights has one vote during voting.

3.5.3. To obtain voting rights during General Assembly Meetings, National Member Organizations must:
   a) Provide a completed credential form to the Constitution Credential Committee two hours before the start of the second plenary session of the General Assembly. The credential form must contain all the names and positions of the National Member Organization’s delegates, and be signed by the head of the delegation and stamped with an official stamp of the National Member Organization. This does not apply to National Member Organizations not represented at the meeting.
   b) Have updated the information on www.ifmsa.net and www.ifmsa.org with all the names and addresses of the National Member Organization Officers, including any contact information and statistical details of the National Member Organization requested by the Executive Board, after 1st February for the March Meeting and after 1st July for the August Meeting. The Secretary General must provide the Constitution Credential Committee with a list of National Member Organizations who have not yet updated their information two hours before the start of the second plenary session. In the case of technical difficulties with www.ifmsa.net a manual technical data card must be given to the Constitution Credential Committee at least two hours before the start of the second plenary session of the meeting.
   c) Submit online a written National Member Organization report, at the latest on
February 1st for the March Meeting and at the latest on July 1st for the August Meeting. With this data the Constitution Credential Committee will produce a list of all full members who have voting rights during the meeting.

3.5.4. All full members who did not submit a completed credential form or who did not update their information on www.ifmsa.net as specified in 3.5.3 can get voting rights by submitting the credential form to the Constitution Credential Committee and updating their information on www.ifmsa.net and www.ifmsa.org at least two hours before the next plenary. They can only get voting rights for the remaining part of the meeting. All full members who did not submit the written National Member Organization report as specified in 3.5.3 will lose their voting rights for the entire General Assembly Meeting. The Secretary General will be responsible to provide the Constitution Credential Committee with the latest list of countries who update their information before every plenary session.

3.5.5. Until the report of the Constitutional Credential Committee has been adopted, voting will be done by the full members who had voting rights during the last General Assembly Meeting.

3.6. Roll Call and Voting

3.6.1. 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 will be handed out to the delegations that are present and voting devices will be handed out to full members with voting rights. The results of the roll call will be recorded and incorporated in the minutes.

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

3.6.3. 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. At the end of all plenary sessions, the delegations have to return their voting card and their voting device to the Chair.

3.6.4. The official voting cards shall indicate the name of the delegation and the country of origin, easily readable in the context of the plenary.

3.6.5. The official voting devices will be allocated to each full member NMO with voting rights.

3.6.6. Delegations which fail to return their voting cards and their voting devices before leaving the session will lose their voting right for the rest of that plenary session.

3.7. Motion and Debate

3.7.1. Any National Member Organization’s participant mentioned on the credential form can speak on behalf of the delegation.

3.7.2. A written motion must be tabled before debate is undertaken on a subject. Motions must be given to the Chair before midnight the day before the scheduled start of the session in which the motion will be discussed. This is the deadline for submitting motions.

3.7.3. All motions or alternative motions will be evaluated by the Constitution Credential Committee to ensure that the motions do not contradict the Constitution or Bylaws. If any contradiction is found, the motion will fail immediately.

3.7.4. 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).

3.7.5. 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.

3.7.6. When a relevant motion is tabled, the Chair shall read the motion. The proposer may briefly explain the purpose of the motion.

3.7.7. All motions, including the alternative motions, need a seconder. Any full member Organizations other than the proposer can second a motion. If no seconder is specified in the motion, the Chair shall ask for a seconder after the proposer explained the motion. If there is no seconder, the motion fails immediately.

3.7.8. The Chair shall ask if there are any questions to the proposer. If there are questions, the Chair shall make a speaker’s list and the discussion on the motion shall be opened. The proposer of the motion shall have the right to speak last before the closure of the discussion.

3.7.9. During the debate the speakers shall address the Chair. The Chair shall decide when a speaker gets the floor.

3.7.10. A motion or an alternative motion can only be withdrawn with the consent of both the proposer and the seconder. If only the proposer withdraws, the seconder automatically becomes proposer of the motion and another seconder needs to be found. In case that the proposer and the seconder withdraw at the same time the motion or the alternative motion fails immediately. In case the proposer withdraws before a seconder is found, then the motion or the alternative motion fails. From the time a seconder is found for an alternative motion then the alternative motion stands even in the case the original motion is withdrawn.

3.7.11. After the discussions have been closed and the Chair has announced to proceed to the vote, a motion can no longer be withdrawn.

3.7.12. After the discussion is closed, the Chair shall ask for amendments. An amendment can be submitted at this point regardless of the deadline for motions.

3.7.13. In the case an amendment is proposed, the proposer of the amendment may briefly explain the amendment.

a) After this, the proposer of the original motion shall be asked if he/she accepts the amendment. If the proposer of the original motion accepts the amendment, then the seconder of the original motion shall be asked if he/she accepts the amendment. If both the proposer and seconder of the original motion accept the amendment, it shall be incorporated in the original motion.
b) If the seconder of the original motion does not accept the amendment, a new seconder has to be found. If a new seconder for the amended motion is not found, then the amended motion fails immediately.

c) After this the Chair shall ask if there are questions. If there are questions, the Chair shall make a speakers’ list and the discussion on the amended motion shall be opened. The proposer of the original motion shall have the right to speak last before the closure of the debate.

3.7.14. In the event of no or no further amendments, the Chairperson shall call for any direct negatives to the motion. Should no delegation give a direct negative to the motion, the motion passes nemo contra without further debate.

3.7.15. If there is a direct negative, the Chairperson shall call for an alternative motion. An alternative motion can be submitted at this point regardless of the deadline for motions. The proposer of such an alternative motion shall speak before any discussion may begin. An alternative motion needs a seconder. If a seconder for the alternative motion is not found, the alternative motion fails immediately.

3.7.16. After the closure of debate, no withdrawal of motions is acceptable.

3.7.17. The Chairperson shall call the meeting to vote on the motion and the alternative motion.

3.7.18. A motion passes if:
   a) No delegation gives a direct negative to the motion
   b) It reaches a simple majority of votes
   c) It reaches a relative majority of votes in case there is an alternative motion.

3.7.19. 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”.

3.8. Point of Order

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

3.8.2. A point of order shall take precedence over all other terms of address to the Chair and shall require the Chair immediately to allow the delegate to make his/her point of order.

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

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

3.9. Point of Information

3.9.1. 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.

3.9.2. 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.

3.9.3. When a point of information is indicated to the Chairperson while a speaker is speaking, the Chairperson will ask the speaker whether he/she will accept the point of information.

3.9.4. In the event of the speaker refusing it, the Chairperson must make it as soon as the speaker has finished.

3.9.5. 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, he/she 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 his/her entire delegation shall lose the right to use the point of information for the rest of that Plenary Session.

3.10. Procedural Motion

3.10.1. 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.

3.10.2. 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.

3.10.3. All procedural motions require a two-thirds majority.

3.10.4. In the event of a procedural motion being carried it shall be put into effect immediately.

3.10.5. The following motions shall constitute procedural motions:
   a) To change the agenda.
   b) The meeting to be adjourned.
   c) The meeting to proceed immediately to a vote.
   d) The meeting to proceed to the next business.
   e) Consideration of present motion to be postponed.
   f) The debate on a motion to be reopened.
   g) The speakers’ list to be reopened.
   h) Candidates for election leave the hall during preliminary discussion.
   i) To suspend a bylaw until the end of the General Assembly Meeting or until it will be resumed by the General Assembly.
   j) To resume a bylaw that has been suspended.
   k) A discussion not to be recorded in the minutes.
   l) Overrule the decision the Chairperson.
   m) No confidence in the Chair.
   n) Overrule the decisions of the Constitution Credential Committee.
   o) Observers must leave the room.

3.11. Voting

3.11.1. Decisions will be taken with a simple majority in cases of a single motion and relative majority in
case of several motions, unless otherwise specified in the Constitution or Bylaws.

3.11.2. Majorities will be defined as follows:

a) Simple Majority: more votes IN FAVOUR than AGAINST. ABSTENTIONS do not count.
b) Absolute Majority: more than 50% of all the votes.
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) In FAVOUR, ABSTENTIONS do count.

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

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

3.11.6. In case of voting by ballot papers, the ballot papers should be signed and stamped by the Chair or an Executive Board member. The Chair and the Returning Officers will hand out the ballots to the full members with voting rights. They have to write their vote on the ballot paper after which it has to be returned to the Chair. The Chair and the Returning Officers will count the votes. Before voting by ballot papers all observers (except the Secretaries and the Returning Officers) have to leave the hall. During the voting by ballot the doors of the hall will be closed and nobody will be allowed to enter or leave the room. After the votes have been counted and before the results are announced, the doors will be opened again and observers are allowed to enter the room.

3.11.7. a) In case of voting with an electronic voting system, all full members with voting rights are provided with an account by the New Technologies Support Division Director or its representative. The Chair calls the members with voting rights to submit their vote using the electronic voting system. The software counts the votes after all votes have been submitted.

b) The Chair or any full member with voting rights may ask the New Technologies Support Division Director or its representative to present the source code in order to be audited by a third party.

3.11.8. Ballots must always contain an option to vote for an ABSTENTION, and also an option to vote AGAINST all of the other options.

3.11.9. All ballot papers or a printed and signed copy of the results of the electronic voting system must be kept for archival until the minutes of the General Assembly Meeting have been adopted.

3.11.10. In case of suspected fraud or mistakes, the Chair shall call for a re-vote. In case the voting was conducted using an electronic voting system the Chair may decide to re-vote using ballot papers.

3.11.11. 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 full members.

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

3.12. Elections

3.12.1. 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.

3.12.2. Candidatures for Officials positions except for Executive Board positions must be submitted in accordance with bylaw 14.2 if the candidate is the NMO President the confirmation must be signed by a suitable alternative.

3.12.3. If there are no candidatures for any one position, candidatures may be submitted until two days before the relevant elections. The candidature list will close at midnight, observed in the time zone of the relevant GA, 2 days before the relevant elections.

3.12.4. In order to confirm the veracity of certain Curriculum Vitae items, candidates for any EB position should provide written evidence for the following achievements. The documentation should preferably be translated to English and must be attached to the candidates application form. The following must be documented in the way described:

- a) Positions held in candidates NMO – Written confirmation signed and stamped by the NMO President.
- b) If the candidate is the NMO President the confirmation must be signed by a suitable alternative.
- c) Research related experience – letters of recommendation or references to publications authored by the candidate.
- d) Internships – letter of recommendation or similar from the supervisors.

3.12.5. Candidates for the Executive Board must submit their candidature in accordance with bylaw 14.2. If no candidature is received for a certain post in the Executive Board before the original deadline, the procedure shall follow that of the Supervising Council positions.

3.12.6. There cannot be more than two candidates for the Executive Board from the same country.

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

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

3.12.9. Candidates for IFMSA Officials have to provide the following documents:

- a) A filled out candidature form, signed and stamped by the President or the head of the delegation of the candidate’s National Member Organization.
- b) A filled out Technical Data Card for Officials.
- c) A motivation letter.
- d) In order to confirm the veracity of certain Curriculum Vitae items, candidates for any TO position should provide written evidence for the following achievements. The documentation should preferably be translated to English and must be attached to the candidates application form. The following must be documented in the way described:
  i. Positions held in candidates NMO – Written confirmation signed and stamped by the NMO President.
  ii. If the candidate is the NMO President the confirmation must be signed by a suitable alternative.
  iii. Research related experience – letters of recommendation from supervisors or references to publications authored by the candidate.
  iv. Internships – letter of recommendation or similar from the supervisors.
- e) A Curriculum Vitae.
- f) A passport picture for publication purposes.
- g) One copy of the identity page of the candidate’s passport for registration purposes.

3.12.10. 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.
- b) A motivation letter.
- c) A detailed description of the facilities.
- d) The visa requirements issued by their country.
- e) A business plan with an estimated budget that includes costs pertaining to food, accommodation, facilities, financial management and external auditing.

3.12.11. Candidature forms must be available to all National Member Organizations during the General Assembly Meetings.

3.12.12. Candidates must give an oral presentation no later than the day before the relevant elections.

3.12.13. Candidates will have a limited time to present themselves. The speaking time includes 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.

3.12.14. If there is more than one candidate for a position or for hosting a General Assembly Meeting, the order of presentations will be decided by the Chair through a lottery.

- a) During the presentation of the candidate, the other candidates for the same position have to leave the room.
b) During the presentation of the candidate for hosting General Assembly Meetings, the presenters from the other National Member Organizations that candidate for the same meeting have to leave the room.

3.12.15. Presentations and elections will be done in the following order:
   a) Executive Board members
   b) Regional Coordinators
   c) Standing Committee Directors
   d) Support Division Directors
   e) Liaison Officers
   f) Supervising Council

3.12.16. The election will be done by ballot.

3.12.17. Delegations of the candidate are allowed to vote if they have voting rights.

3.12.18. All IFMSA Officials and hosts for General Assembly Meetings will be elected with absolute majority.

3.12.19. If there is more than one candidate for a position and no candidate gains absolute majority, there will be a second round. Only the two candidates with the highest number of votes in the first round will continue to the second round, where the candidate who gains relative majority will be elected.

3.12.20. If the two candidates gain the same number of votes in the second round, the casting vote will be drawn from a lottery performed by the Chair.

3.12.21. In case there is only one candidate for a position who fails to gain absolute majority, the candidate will not be elected.

3.13. Minutes

3.13.1. Minutes have to be taken during all the sessions. Minutes should contain:
   a) Name, date and venue of the session.
   b) Time of opening, breaks and closure of the session.
   c) The names of the Chairperson, Vice-Chairperson, secretaries and returning officers.
   d) The items on the agenda.
   e) The results of the roll calls.
   f) The names of the speakers and their delegations.
   g) All motions and amendments, including the number, the name of the proposer and seconder and the full text.
   h) All decisions.
   i) The results of the voting and elections.
   j) The most important points of discussions.

3.13.2. The Chair is responsible for the production of the minutes, of which the draft has to be handed over to the Executive Board at the end of the meeting.

3.13.3. 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.

3.14. Reports

3.14.1. All reports shall be written. An electronic copy must be handed in to the Chair. In the case that the report author has difficulties with electronic communication, he can ask for permission from the Chair to submit the report in paper.

3.14.2. 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

3.14.3. 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 before midnight the day before the scheduled start of the session in which the reports will be discussed.

3.14.4. If necessary, reports can be explained with an oral presentation. The oral presentation shall not contain any new information.

3.14.5. For all reports, a motion shall be tabled to adopt the report. The motion shall be handled as described in the section “Motion and debate”.

3.14.6. 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.

3.14.7. In case a report of a committee, task force or any other group is not accepted, the report can be amended, changed or deleted by the General Assembly by separate motions.

3.14.8. IFMSA Officials’ Reports:
   a) Shall always include a list of the tasks fulfilled.
   b) Shall be distributed to the National Member Organizations at least two weeks prior to the beginning of the IFMSA General Assembly for reading.
   c) In case the mid-term or end of term 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.

3.14.9. All reports, accepted or not accepted, shall be attached to the minutes as annexes. Above the report shall be mentioned if the report was accepted or not.

3.14.10. National Member Organizations are invited to fill their NMO report at least 2 weeks prior to the deadline of the report.

Chapter 4: General Assembly Meetings

4.1. General

4.1.1. Meetings of the General Assembly of IFMSA are held twice a year. One General Assembly Meeting shall commence within the first seven days of August and shall be named the August Meeting. The second General Assembly Meeting shall commence within the first seven days of March and shall be named the March Meeting. Any exceptions to this bylaw regarding the commencing of the General Assembly Meetings...
can be decided by the Executive Board between two General Assemblies and must be confirmed at the next General Assembly Meeting.

4.1.2. General Assembly Meetings shall be held in countries where delegations from preferably all National Member Organizations can attend with equal representation.

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

4.2. Election of the host organization

4.2.1. The host organization of a General Assembly Meeting is elected one year in advance by the General Assembly.

4.2.2. A National Member Organization applying to host a General Assembly Meeting shall submit an application form signed by the President of the National Member Organization in accordance with bylaw 14.2. If no candidatures are received at the International Secretariat before the specified date, candidatures will be accepted until two days before elections.

4.2.3. The Secretary General must receive applications and inform all National Member Organizations about all candidates and their applications at the latest on 1st January concerning the August Meeting and at the latest on 1st January concerning the March Meeting.

4.2.4. The National Member Organization applying to host a General Assembly Meeting must have at least one year of IFMSA membership and no debts to the IFMSA.

4.2.5. The candidate National Member Organization must present a written report of all visa conditions and regulations for foreign nationals as issued by the ministry of foreign affairs of the country in question.

4.2.6. The National Member Organizations who are candidates for hosting a General Assembly Meeting must include in their presentation a tentative total budget, projections for Travel Assistance 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.

4.2.7. 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

4.2.8. If no host organization has been elected in a General Assembly, the Executive Board will be in charge of finding an appropriate solution to match the needs of the Federation and the National Member Organizations. The Executive Board has to send regular information to the NMO’s on the progress of this problem solving.

4.3. Invitations

4.3.1. The General Secretariat must send out invitations and provisional agendas for General Assembly meetings to all National Members Organizations, Officials, official partners and Honorary Life Members at least two months before the meeting.

4.3.2. Invitations shall include:
   a) A document of official invitation.
   b) The provisional agenda and time schedule for the General Assembly Meeting.
   c) A letter of support for the delegates of the National Member Organizations for official use.
   d) Membership regulations.
   e) A credential form.

4.3.3. The Organizing Committee of the General Assembly Meeting is obliged to distribute an invitation package to all National Member Organizations including:
   a) Registration form.
   b) Price and payment information.
   c) Travel and lodging information.
   d) Visa regulations.
   e) Additional information (e.g. workshops etc.).

For the August Meeting this package must be distributed no later than three weeks after the March Meeting and for the March Meeting no later than three weeks after the August meeting.

4.4. Program

4.4.1. 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.

4.4.2. The Executive Board decides upon the programme of a General Assembly Meeting after consulting the Organizing Committee.

4.4.3. A General Assembly Meeting shall include at least four plenary sessions:
   a) The first plenary session must be held on the first day. It shall follow immediately after the opening ceremony.
   b) All candidatures and policy statements must be presented to the General Assembly at least one day before the election or adoption.
   c) A plenary session must take place on the day prior to departure. This plenary session shall at least contain the closure of the meeting.

4.5. Agenda

4.5.1. The General Assembly Meetings agenda shall include:

4.5.2. First plenary (these items (a-g) must occur in the order listed):
   a) Opening
   b) Election of the Chairperson, Vice-Chairperson, Secretary and Returning Officers.
c) Election of the Constitution Credential Committee.
d) Election of the Financial Committee.
e) Adoption of the agenda.
f) Presentations of other organizations, observers and guests.
g) Introduction of all IFMSA Officials and the Organizing Committee.

Next plenary sessions:

a) Adoption of the report from the Constitution Credential Committee.
b) Adoption of the previous meeting’s minutes.
c) Adoption of the National Member Organization reports.
d) Adoption of all reports of IFMSA Officials and IFMSA Programs.
e) Adoption of the report of the Supervising Council.
f) Presentation of National Member Organizations, applying for membership or for a change of status.
g) Adoption of changes of status of National Member Organizations, and admission of new National Member Organizations.
h) Adoption of the report of the Financial Committee.
i) 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.)
j) Adoption of the final report of the Constitution Credential Committee.
k) Changes to the Constitution and Bylaws.
l) Adoption and changes to the IFMSA Policy Statements.
m) Changes to the status (opening and closing) of the Standing Committees, Support Divisions and Task Forces.
n) Adoption of the reports of the IFMSA Task Forces.
o) Report of the IFMSA President on the status of the IFMSA Board of Recommendation.
p) Presentation of Programs applying for IFMSA Recognition.
q) Changes to the status (opening and closing) of the IFMSA Programs.
r) Report of the relevant official on the grants and events that commit IFMSA.
s) Presentations of candidates for hosting next General Assembly Meeting.
t) Election of host organization for next General Assembly Meeting.
u) Any other business.
w) Closure of the meeting.

4.5.3. 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

d) Presentation of the strategic priorities, underpinning the Federation’s Strategic Plan, by the incoming Executive Board.
e) Adoption of next year’s budget.

4.5.4. The following items shall be included only at the August Meeting agenda:

a) Presentation of candidatures for IFMSA Official Positions, abide by Chapter 3.
b) Election of IFMSA Officials, abide by chapter 3.
c) Presentation by the Executive Board of the progress on the execution of the strategic plan.
d) Presentation of the strategic priorities, underpinning the Federation’s Strategic Plan, by the incoming Executive Board.
e) Adoption of next year’s budget.

4.5.5. The point “Changes to the Constitution and Bylaws” [4.5.1.s.] cannot be re-opened during the same General Assembly Meeting.

4.6. Participation fees and finances

4.6.1. For General Assembly registration purposes, the member organizations of IFMSA are divided into six categories according to the gross national income per capita of their countries:

- A: 0 - 500 USD
- B: 501 - 2,000 USD
- C: 2,001 - 5,000 USD
- D: 5,001 - 12,500 USD
- E: 12,501 - 20,000 USD
- F: 20,001 and over USD

4.6.2. The gross national income per capita in each state shall be obtained from the World Bank by the Treasurer and shall be revised annually, within the first two weeks of May, and will be used for IFMSA General Assembly meetings throughout the following financial year.

4.6.3. The participation fee for a General Assembly Meeting shall be fixed in Euros. 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. The fee for late registration shall not exceed double the amount of early registration for each category. 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. 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.

4.6.4. 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) One representative from each IFMSA Programs is allowed a place at General Assembly Meeting outside the National Member Organization quota as long as
they do conform to the Programs Bylaws in section 10.

d) Two members from the hosting National Member Organization(s) of the next General Assembly Meeting are allowed to go to the preceding General Assembly Meeting outside the NMO quota.

e) The coordinator from each IFMSA Task Force, outside the NMO quota. If the coordinator of an IFMSA Task Force cannot be present at the General Assembly, a general member of the Task Force can be appointed to take this spot.

f) Eight members for the IFMSA Support Divisions, not including the support division director, outside the NMO quota.

g) One member of each Standing Committee, not including the standing committee director, outside the NMO quota.

h) Four support persons appointed by the EB, outside the NMO quota.

i) Two plenary team members, outside the NMO quota.

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.

The Projects Support Division must provide the Organizing Committee with the Coordinators list of the IFMSA Programs before the early registration deadline.

The Support Division Directors must provide the Organizing Committee with the list of delegates attending on behalf of the Support Divisions before the early registration deadline.

The Standing Committee Directors must provide the Organizing Committee with the list of delegates attending on behalf of the Standing Committee before the early registration deadline.

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.

4.6.5. The following taxes shall be added to the 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 4.6.3 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.

The Organizing Committee of the General Assembly Meeting should 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.

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.

IFMSA Officials do not pay any associated taxes to the General Assembly Meetings.

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

4.6.6. 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 Information package was already shared.

4.6.7. National Member Organizations having debts to the Organizing Committee from a previous General Assembly Meeting due to late cancellation, delegates not showing up or delegates not paying the participation fee cannot participate in another General Assembly Meeting before having paid these debts. The Executive Board decides in these matters and must inform the National Member Organizations in question in due time before the next General Assembly Meeting.

4.6.8. When a NMO acquires a debt caused by unpaid registration fees toward the Organizing Committee of a General Assembly, the amount of the debt will be considered as a debt of the NMO to IFMSA after it has been continued by the financial committee, according to bylaw 15.4.6.

IFMSA will be responsible for paying all observers’ debts towards the Organizing Committee by the deadline determined by the financial committee.
IFMSA will cover the totality of the debt by the deadline determined by the financial committee.

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

4.7. Contract

4.7.1. The task to organize a General Assembly Meeting shall be on a contractual basis. The contract between the organizing National Member Organization and the Executive Board of IFMSA shall be signed one day after the election of the hosting National Member Organization. The contract must state at least the maximum participation fee, the place and name of the venue and the dates of the General Assembly Meeting.

4.7.2. The Organizing Committee of a General Assembly Meeting that is not able to fulfil 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.

4.8. Report

4.8.1. The Organizing Committee of a General Assembly Meeting shall submit their financial report in accordance with bylaw 14.2. 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.

4.8.2. The Organizing Committee of the General Assembly must present to the federation an interim financial report based on the bookkeeping. This report shall be submitted to the IFMSA treasurer and NMOs 30 days before this General Assembly.

4.8.3. 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.
Chapter 5: Policy Statements

5.1. General

5.1.1. A policy statement is a statement of IFMSA's beliefs regarding a particular issue. The belief must be kept within IFMSA's mission and objectives and bound by its Constitution and Bylaws.

5.2. Proposing IFMSA Policy Statements

5.2.1. Policy Statements must be proposed by at least two National Member Organizations or by an IFMSA Official, with basis on a call for input on the topic available to all NMOs that is open for at least 3 weeks.

5.2.2. Policy Statements must be submitted in accordance with bylaw 14.2 using the template provided in the call for proposals.

5.3. Urgency Policy Statements

5.3.1. Policy statements can also be submitted as urgency policy statements during the General Assembly itself. Urgency policies should arise as an outcome of working group discussions of the General Assembly. The proposer of an urgency policy should be prepared to justify why their policy should be considered immediately, and not deferred until the following meeting. An urgency policy statement must be proposed by at least two National Member Organizations.

5.3.2. Urgency policy statements must be presented to the NMO presidents at least the day before the plenary, which the statement is to be adopted.

5.3.3. Urgency policy statements must be submitted to the plenary team according to bylaw 5.4.2 and amendments must be handled according to bylaw 5.4.3.

5.4. Presentation and adoption of policy statements during an IFMSA General Assembly

5.4.1. Policy statements must be presented to the NMO presidents during the first working day of the IFMSA General Assembly.

5.4.2. The final version of the policy statements should be submitted to the plenary team no later than midnight before the plenary where the policy statements are to be adopted. This version should be shared with NMOs highlighting the changes from the initial proposal. After this the policy statement can only be amended by submitting motions according to bylaw 5.4.3.

5.4.3. Amendments to the submitted policy statements can only be proposed by submitting a motion form with the proposed amendment no later than two hours before the plenary where the statement is to be adopted.

5.4.4. Policy Statements are voted upon during plenaries and should pass by having two-thirds' majority.

5.5. Content and form of the policy statements

5.5.1. Policy statements, which do not contain references for facts or information, used in that statement should be deemed invalid by the Constitutional Credential Committee.

5.6. Expiry and revision

5.6.1. Policy Statements that don't have an expiry date will expire after 3 years unless revised and re-proposed by the Executive Board at either the March or August Meeting.

5.6.2. The Executive Board should announce its Policy Statement revision report in accordance with annex 3. The report should contain the rationale for re-proposing and not re-proposing the respective policy statements.

5.7. Dissemination and follow up of the policy statements

5.7.1. Policy statements must be disseminated to IFMSA related external partners by the IFMSA President and Liaison Officers.

5.7.2. Internal dissemination of the Policy statements is a responsibility of the IFMSA Team of Officials in coordination with the NMO presidents.

5.7.3. A document summarizing all the active IFMSA's Policy Statements must be sent to the NMOs until one month after each General Assembly Meeting.

5.7.4. In the document referred to in 5.7.3, each Policy Statement should have an official responsible for its follow up.

5.8. Policy Statements Review Committee

5.8.1. The Executive Board will coordinate the Policy Statements Review Committee.

5.8.2. The members of the Policy Statements Review Committee shall have extensive experience with advocacy, and must either be active in the IFMSA, or a previously active IFMSA Alumni.

5.8.3. The Policy Statements Review Committee shall be appointed by an application process, which is facilitated and deliberated by the IFMSA Executive Board. Their term will commence on the 1st of October.

5.8.4. The Policy Statements Review Committee will fulfill a two-year term of office and three people shall be appointed each term alternately.

5.8.5. The Policy Statements Review Committee shall:

a) Consist of six people experienced in policy and advocacy
b) Be composed of people with experience in a wide variety of IFMSA Activities
c) Be formed by a balanced group in terms of Standing Committee and Region
d) Contain at least one English native speaker or someone with a certified proficiency in English.

5.8.6. The tasks of Policy Statements Review Committee shall be:

a) To give Policy Statements proposers all necessary advice and support required to enhance their Policy Statements proposals.

b) To review policy statements which will be tabled at the next General Assembly.

c) To advise the NMOs, the Executive Board, and the General Assembly about the quality of the contents of the Policy Statements.
d) To advise the General Assembly whether to accept the or amend the Policy Statement based on a technical quality perspective

e) To advise the Executive Board, the Liaison Officers and NMOs about the re-proposal or expiration of Policy Statements and identify gaps in IFMSA’s Policy Statements

f) To review the use of Policy Statements, and present a written report regarding their review to the Executive Board and the General Assembly.
Chapter 6: Officials

6.1. General

6.1.1. An IFMSA Official is any person elected by the General Assembly or appointed by the Executive Board, as defined in the Constitution.

6.1.2. 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 his/her office term starts.
   b) Be a member of a Full or Associate Member Organization.
   c) Have attended at least one General Assembly Meeting; for candidates for Executive Board positions, at least two General Assembly Meetings, which, if submitting the candidacy for the March Meeting, include the GA of election, but not if submitting the candidacy for the August 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.

6.1.3. The IFMSA Team of Officials consists of:
   a) The members of the Executive Board
   b) Regional Coordinators
   c) Standing Committee Directors
   d) Support Division Directors or Coordinators
   e) Liaison Officers

6.1.4. The Officials shall:
   a) Abide by the Constitution and Bylaws.
   b) Attend at least 1 General Assembly in their term. In exceptional circumstances the Executive Board can grant exceptions to this rule to individual team of officials members.
   c) Submit a report in accordance with bylaw 14.2.
   d) Provide information concerning his/her 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 IFMSA respective server (yahoogroups and @ifmsa.org servers).
   f) Send external meeting calls for delegates at least 6 weeks prior to the beginning of the meeting unless the official is given less than 6 weeks' notice of the meeting. The application call must be open for at least 2 weeks unless the official is given less than 2 weeks' notice of the meeting.
   g) Send a call for input by NMO prior to every external meeting.
   h) Send external meeting report to the IFMSA Secretary General and NMOs within one month after the end of the meeting.
   i) Assist the Secretary General in maintaining updated the IFMSA External database at www.ifmsa.org.
   j) Conducting grant applications and reporting

6.1.5. By signing the candidature the National Member Organization enters into the liability for any damages caused by its candidate after being elected for the corresponding executive body.

6.1.6. The National Member Organization shall see to it that its elected delegate fulfils his/her proposed plan of action.

6.1.7. a) An IFMSA Official may not represent their NMO in any way during Presidents' or Plenary Sessions at the IFMSA General Assemblies, or similar sessions at the IFMSA Regional Meetings. If this happens, the Chair of the session in question shall silence the Official, and make them leave the NMO's seat, if relevant in the particular situation.
     b) If this bylaw is repeatedly disregarded by an Official a Supervising Council investigation, identifying the following, shall be initiated, i. The reasons for which the Official in question failed to comply with this bylaw; ii. Measures that the Official’s NMO will take to prevent similar future incidents; and iii. The Official’s NMO shall immediately compensate the registration fee of the official iv. Deprivation of the voting right of the Official’s NMO, or other apposite sanctions to be imposed on the Official and NMO if deemed relevant

6.2. Regulations for Team of Officials meetings

6.2.1. The Team of Officials shall meet at least three times every year. Two of the meetings shall be in conjunction with the general assembly meetings. For handover purposes there shall also be a meeting between the outgoing and elect Team of Officials directly after the August Meeting.

6.2.2. All members of the Team of Officials are required to physically attend at least one of the first two Team of Officials meetings of the term. In exceptional circumstances the Executive Board can grant exceptions to this rule to individual team of official members.

6.2.3. Those officials who cannot attend a Team Officials meeting shall be updated on a daily basis on the outcomes of the Team of Officials meeting. These Officials shall actively take part and send their input.

6.2.4. An agenda for the Team of Officials meeting shall be sent out 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.

6.2.5. 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 two weeks of their adoption. As proof of the adoption the Team of Officials meeting minutes, both the President and the Secretary General shall sign the minutes and them according to bylaw 13.4.7.

6.2.6. Only the Team of Officials may allow observers to be present at the Team of Officials meetings. This bylaw does not apply to Supervising Council members.

6.2.7. Observers of Team of Officials meetings are:

- Members of National Member Organizations, except IFMSA
- Honorary Life Members
- Any medical student
- Invited guests
- Members from organizations in an official relation with IFMSA
- External advisors

6.2.8. All Officials have both speaking and proposing rights, unless given by the Team of Officials.

6.2.9. Observers have neither speaking nor proposing rights, unless given by the Team of Officials.

6.2.10. Supervising Council members may attend Team of Officials Meeting in an advisory capacity.

6.3. Suspension and removal of Officials

6.3.1. Officials shall be suspended from their functions by the Supervising Council for the following important reasons:

a) Fraud
b) Committing a criminal offence
c) Malfunction of office
d) Inability to fulfill duties
e) Breaking the Constitution or Bylaws
f) Deliberately working against Executive Board or General Assembly decisions
g) Failing to communicate with the organizational bodies
h) Refusing to report

6.3.2. Procedure for suspension of Officials.

a) The Supervisory Council is responsible for investigating claims on request of any IFMSA official or National Member Organization of IFMSA for the important reasons listed in the previous article (6.3.1).

b) In the event that the Supervising Council determines that an Official has committed the offences described in the previous article (6.3.1) the Supervising Council shall suspend that Official and must notify all other Officials and National Presidents of their findings within one week of their decision.

6.3.3. Upon suspension of an Official, he/she shall return all funds allocated by the IFMSA to him/her, which have not been used at this moment. Furthermore he/she shall not receive any more reimbursements or be given further funding.

6.3.4. If the Official is to resume his/her function, the remaining money allocated will be returned to the Official.

6.3.5. If an Official is removed from office by the General Assembly, he/she can never again be elected or appointed as IFMSA Official.

6.3.6. 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 send 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.

6.4. Replacement of vacant Official positions

6.4.1. 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.

6.4.2. 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.

6.4.3. 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.

6.4.4. Vacancy of Executive Board positions. In the special instance of the suspension, removal, resignation, or death of an Executive Board member, there shall be a right of ascension as follows:

a) The Vice-President for External Affairs shall replace the President, in the event of the absence, suspension, removal, resignation, or death of the President.

b) The Vice-President for Internal Affairs shall replace the Secretary-General, in the event of the absence, suspension, removal, resignation, or death of the Secretary-General. The Executive
Board must decide if this is to be an interim or permanent appointment.

c) The Vice-President for External Affairs shall replace the Treasurer, in the event of the absence, suspension, removal, resignation, or death of the Treasurer. The Executive Board must decide if this is to be an interim or permanent appointment.

d) If a Vice-President is suspended, removed, resigns, dies, or assumes another position on the Executive Board, his/her tasks will become the responsibility of the remaining Executive Board members, who will decide about redistribution of these tasks among themselves. The remaining Vice-President shall take the title of “Vice-President” without reference to Internal Affairs or External Affairs. The Executive Board may decide either to have a special election for the vacant Vice-President position at the next General Assembly Meeting, or to redistribute these tasks among themselves.

e) If the Executive Board decides to make an interim appointment as listed above, then the Executive Board member granted the interim appointment must return to his/her original elected position at the next General Assembly Meeting. In this instance an election must be conducted to elect a permanent Executive Board member for the vacant position at the next General Assembly Meeting.

f) If the Executive Board decides to make a permanent appointment as listed above, then the Executive Board may decide either to have a special election for the vacant Vice-President position at the next General Assembly Meeting, or to redistribute these tasks among themselves.

6.4.5. Vacancy of Supervising Council positions. In the case of a vacancy of any of the 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 period in accordance to 12.2.5.
Chapter 7: Executive Board

7.1. General

7.1.1. 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.

7.1.2. The Executive Board will be composed of 5 members as follows:
   a) President
   b) Secretary General
   c) Treasurer
   d) Vice-President for Internal Affairs
   e) Vice-President for External Affairs

7.1.3. Executive Board members are not allowed to hold any other post in IFMSA.

7.1.4. No individual is allowed to have more than two terms as an Executive Board member.

7.1.5. All Executive Board members have representation authority in the name of IFMSA in the specific field of their task.

7.1.6. Members of the Executive Board must attend all General Assembly Meetings.

7.1.7. A copy of each grant application or contract involving IFMSA shall be signed by all Executive Board members and stored at the operational office.

7.2. Tasks

7.2.1. President:
   a) Coordinate the Executive Board and the Officers.
   b) Call for meetings of the Executive Board and Officers.
   c) Represent IFMSA to external relations and maintaining contacts, in conjunction with the Liaison Officers and other relevant Officials
   d) Follow up and support the activities of Liaison Officers.
   e) Develop, through a consultative process involving NMOs, short- and long-term strategies for the work and structure of IFMSA, especially in relation to external organizations in conjunction with the relevant officials.
   f) Report on the status of the IFMSA Board of Recommendation.
   g) Maintain the contact with IFMSA Alumni through the Alumni Director.
   h) Assist the VPI in supporting the NMOs
   i) To assist the VPE and Treasurer to raise funds for IFMSA.

7.2.2. Secretary General:
   a) Be responsible of the administration, correspondence and archives of IFMSA.
   b) Produce the minutes of the Executive Board, Team of Officials and General Assembly Meetings, and send them in due time to the Supervising Council and the General Member Organizations
   c) Be responsible for the functioning of the General Secretariat.
   d) Maintain the registration of IFMSA and its Constitution to the Chamber of Commerce.
   e) Update the Constitution and Bylaws with the changes decided upon the General Assembly in accordance with annex 3.
   f) Prepare and send out invitations, provisional agenda, and other relevant information concerning General Assembly Meetings.
   g) Assist the Vice President for Internal Affairs in maintaining the contact between the members and the Executive Board.
   h) Be responsible for updating the Officials Manual and the National Member Organizations Manual.
   i) Inform National Member Organizations that they have lost membership status or having been excluded from IFMSA immediately after the General Assembly Meeting.
   j) Maintain an updated database of IFMSA Honorary Life Members and IFMSA Externals www.ifmsa.org
   k) Assist the VPE and Treasurer to raise funds for IFMSA.
   l) To check that deadlines regarding financial report of the previous Executive Board are kept and to communicate problems to the National Member Organizations and Officials, according to 7.2.3.f.

7.2.3. Treasurer:
   a) Be responsible for the financial administration and bookkeeping of IFMSA.
   b) Collect membership fees.
   c) Be responsible for the official bank accounts of the IFMSA.
   d) Present an adequate report, as decided by the Executive Board, on the financial situation of IFMSA at every Executive Board meeting.
   e) Propose the budget of the next financial year to the General Assembly.
   f) Present the annual financial report by 1st February in the financial year following the submission of the financial report. If no report is received the matter is referred to the Supervising Council. This financial report must be presented to the Financial Committee at the March Meeting of the financial year following the submission of the financial report.
   g) Audit the financial report of Organizing Committees of a General Assembly Meeting.
   h) Present a list of National Member Organizations having debts to IFMSA to the Constitution Credential Committee.
   i) Deliver receipts received during his/her term to Operational office at the end of his/her term.
   j) Develop and implement fundraising strategies for IFMSA.
k) Ensure that the new Treasurer and one Supervising Council member have access to the IFMSA bank accounts at least 1 month after the beginning of the new term.

7.2.4. Vice-President for Internal Affairs:

a) Be responsible for the development of National Member Organizations.
b) Be responsible for maintaining contact between the members and the Executive Board.
c) Emphasize sufficient support to National Member Organizations to ensure their survival in IFMSA.
d) Develop an annual evaluation procedure and subsequent needs assessment for National Member Organizations.
e) Compile the results from a National Member Organizations satisfaction survey and an IFMSA Officials satisfaction survey twice annually for NMO Presidents.
f) Contact every National Member Organization President individually at least twice each year (once between each General Assembly Meeting).
g) Assist the Secretary General in updating the National Member Organizations Manual.
h) Establish contacts with non-member organizations stimulate them to join and participate in IFMSA activities.
i) Coordinate the activities of the Regional Coordinators.
j) Assist the VPE and Treasurer to raise funds for IFMSA.

7.2.5. Vice-President for External Affairs:

a) Develop and implement fundraising strategies for IFMSA and be responsible for the development of the promotional material for IFMSA.
b) Be responsible for the public relations and mass media contacts of IFMSA.
c) Monitor the work of the “Medical Student International” Editorial Board, the E-Newsletters, the Integrated Magazine, and support the Publications division.
d) To create, maintain and update a generic IFMSA General Assembly sponsorship prospectus.
e) To coordinate central long-term oriented fundraising for IFMSA Externals and General Assemblies, in conjunction with relevant Officers.
f) Raise funds for IFMSA.

7.2.6. The Executive Board can delegate tasks to others. Any Executive Board member can propose to delegate one of his/her personal tasks to another person. The Executive Board has to take a decision about this. The Executive Board member to whom this task belonged will remain responsible himself/herself for this task at all times.

7.3. Regulations for Executive Board meetings

7.3.1. The Executive Board shall meet at least three times every year. Two of the meetings shall be in conjunction with the General Assembly Meetings.

7.3.2. The quorum for an Executive Board meeting is the total number of Executive Board members minus 1.

7.3.3. All Executive Board members have one vote at the Executive Board meeting.

7.3.4. The Executive Board takes decisions with at least three votes in favour.

7.3.5. In the case of a tie, the President will have the casting vote.

7.3.6. Presence shall be preferably physical presence. Alternatively, presence can be by video conferencing, telephone connection or direct Internet connection in such a way that the discussions can be followed continuously without interruption and direct input can be given.

7.3.7. An agenda for the Executive Board meeting shall be sent out at least two weeks before the meeting. The agenda for the Executive Board meeting shall contain at least the following points: adoption of the past Executive Board minutes, activity reports by the Executive Board members, financial report by the Treasurer.

7.3.8. Executive Board members who cannot attend have to inform the other Executive Board members and submit their activity report in writing.

7.3.9. Executive Board members who are not present can submit written proposals in advance.

7.3.10. 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 two weeks of their adoption. As proof of the adoption of the Executive Board Meeting minutes, both the President and the Secretary General shall sign the minutes and file them according to bylaw 13.4.7.

7.3.11. Participants of Executive Board meeting are IFMSA Officials.

7.3.12. Only the Executive Board may allow observers to be present at Executive Board meetings.

7.3.13. Observers of Executive Board meeting are:

a) Members of National Member Organizations, except IFMSA Officials
b) Honorary Life Members
c) Any medical student
d) Invited guests
e) Members from organizations in an official relation with IFMSA
f) External advisors

7.3.14. All participants have both speaking and proposing rights during the Executive Board meeting.

7.3.15. Observers have neither speaking nor proposing rights, unless given by the Executive Board.

7.4. Overruling an Executive Board decision by the Supervising Council.

7.4.1. A decision of the Executive Board can be overruled by the Supervising Council for the following important reasons:
7.4.2. Procedure for overruling an Executive Board decision:

a) 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 article (7.4.1.) The Supervising Council will then be responsible for investigating such claims.

b) In the event that the Supervising Council determines that the Executive Board has committed the offences described in the previous article (7.4.1.), the Supervising Council shall overrule this decision and must notify all other Officials and National Presidents of their findings within one week of their decision.

c) 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.
Chapter 8: Standing Committees

8.1. General

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

8.1.2. A Standing Committee consists of a Standing Committee Director and the medical students working in the fields of interest within the National Member Organizations, which are members of the Standing Committee.

8.1.3. General Requirements for Membership in Standing Committees

a) Standing Committee on Professional Exchange:
   i. Has submitted Exchange Conditions approved by the Standing Committee director submitted to the database at www.ifmsa.org
   ii. Has at least one local committee for both outgoing and incoming students
   iii. Has a National Exchange Officer
   iv. Has at least one Local Exchange Officer
   v. Has submitted the address of a central office to the respected database on www.ifmsa.org

b) Any National Member Organization can become a member or withdraw its membership of a Standing Committee through an official announcement at the General Assembly.

c) All National Member Organizations shall report their Standing Committee activities within their National Member Organization Report. Standing Committee membership shall be automatically removed if no Standing Committee activities were reported for three consecutive General Assemblies.

d) All members of a Standing Committee must abide the Standing Committees Regulations at all times. If a member at any time does not comply with this, the General Assembly may vote to remove the standing committee membership status with a two-thirds majority.

8.1.4. IFMSA Standing Committees are:

a) The Standing Committee on Medical Education (SCOME)
b) The Standing Committee on Professional Exchange (SCOPE)
c) The Standing Committee on Public Health (SCOPH)
d) The Standing Committee on Sexual and Reproductive health including HIV/AIDS (SCORA)
e) The Standing Committee on Research Exchange (SCORE)
f) The Director Committee on human Rights and Peace (SCORP)

8.2. Creation, changes and dissolution

8.2.1. 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.

8.2.2. 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.

8.3. Standing Committee Directors

8.3.1. The Director of a Standing Committee has speaking and proposing rights during General Assembly Meetings and speaking and proposing rights at Executive Board meetings.

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

8.3.3. The Standing Committee Directors can appoint assistants to help in the work of the Standing Committee.

8.4. Standing Committee Meetings

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

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

8.4.3. The objectives of a Standing Committee meeting are:

a) To run activities with concrete plans of action, co-ordination and working strategies.

b) To formulate policies by resolutions and declarations to be incorporated in the policy statements of IFMSA after decision by the General Assembly.

c) To report their activities back to the National Member Organizations.
Chapter 9: Support Divisions

9.1. General

9.1.1. IFMSA Support Divisions are designed to carry out a general task, which is of permanent importance for the internal management of IFMSA.

9.1.2. IFMSA Support Divisions are:
   a) The Projects Support Division
   b) The New Technologies Support Division
   c) The Publications Support Division
   d) The Training Support Division
   e) The Alumni Relations Support Division

9.1.3. All Support Divisions work under the direct jurisdiction of the Executive Board. Decisions of the Support Divisions shall be approved by the Executive Board.

9.1.4. A Support Division Director is elected by the General Assembly. The Support Division Director shall be considered an IFMSA Official. No other members of the Support Division shall be considered IFMSA Officials.

9.1.5. The Director of a Support Division shall:
   a) Co-ordinate the activities of IFMSA within his/her specific field
   b) Collect relevant information
   c) Inform and support the National Member Organizations, Officials and Project Coordinators of IFMSA on issues related to his/her activities

9.2. The Projects Support Division

9.2.1. The Projects Support Division is the advisory and reference body on issues related to IFMSA Projects.

9.2.2. The Projects Support Division shall:
   a) Evaluate the quality of candidates for IFMSA Projects, and the extent to which they meet the minimum criteria for IFMSA Projects as defined in the Bylaws.
   b) Present a written report of candidate projects to the General Assembly.
   c) Advise the General Assembly whether to accept and reaccept candidates for IFMSA Projects
   e) Present in co-operation with the IFMSA Executive Board a report with the updated list of projects, grants and events (both official and non-official) that commit IFMSA legally, to every General Assembly. The short summary of each project, grant and event should be presented to the General Assembly. The summary must include:
      i. An interim financial report up until the first day of the GA and an interim budget for the next six months, provided by the project coordinator.
      ii. The deadline for final Financial Report as required by project's sponsors and partners
      iii. The deadline for the activity report as required by project's sponsors and partners
      iv. The full name and contact details of the Coordinator on behalf of IFMSA
   v. An interim activity report in case the project if not an official IFMSA project

9.2.3. A Director who is elected at the General Assembly Meeting leads the Support Division. The Director of the Projects Support Division shall coordinate the Project Proposal Review Committee, a peer-review body within the IFMSA.

9.2.4. The Projects Support Division Director may appoint Project Advisors to the Projects Support Division. The Project Advisors shall not become IFMSA officials for this mandate.

9.3. The New Technologies Support Division

9.3.1. The New Technologies Support Division promotes the use of new technology among medical students and is responsible for the homepage and other Internet services of IFMSA.

9.3.2. The official IFMSA internet portals include:
   a) The website: www.ifmsa.org
   b) Facebook official page: www.facebook.com/ifmsa
   c) Official Twitter account: www.twitter.com/ifmsa
   d) Youtube Channel: www.youtube.com/ifmsaonline
   e) Issuu account: www.issuu.com/ifmsa

9.3.3. The New Technologies Support Division will include the Support Division Coordinator and one representative from each Standing Committee. These representatives are appointed by the Standing Committees and are responsible for the information on the Standing Committee homepages.

9.3.4. The New Technologies Support Division is open to all IFMSA members and invited persons.

9.4. The Publications Support Division

9.4.1. The Publications Support Division is responsible for producing the IFMSA publications, including: Medical Student International, the IFMSA Annual Report, E-Newsletters, External Meeting Reports and IFMSA Press Releases.

9.4.2. The Publications Support Division consists of a Director that is elected by the General Assembly. The Director may appoint other persons to the Publications Support Division as needed to fulfill the tasks of the Publications Support Division.

9.4.3. Medical Student International
   a) Medical Student International (MSI) is an international thematic magazine for medical students published in print and online by the IFMSA. Medical Student International (MSI) serves to highlight specific issues related to global health of medical students.
   b) Medical Student International (MSI) is published at least biannually with topic similar to the theme of the General Assembly Meetings.
   c) The Medical Student International (MSI) Editorial Board is responsible for the structure, layout, content, editing, web updating, and fundraising for the magazine. Any IFMSA member or
alumnus can be member of the Medical Student International (MSI) Editorial Board.

d) The Director of Publications Support Division initiates the recruitment of the Editorial Board of Medical Student International (MSI) every year. The Director of the Publications Support Division serves as coordinator of the Editorial Board to ensure the timely production and distribution of Medical Student International (MSI) and it is possible to appoint another Editorial Board member to carry out this task.

9.4.4. IFMSA Annual Report

a) The IFMSA Annual Report highlights the most important activities of each IFMSA year. It is published once annually. Deadlines are stipulated in Annex 3.

b) The Director of the Publications Support Division is primarily responsible for the full production of the Annual Report, including the structure, layout, content, articles, and editing of the Annual Report.

9.4.5. Press releases

a) IFMSA prepares press releases to communicate newsworthy events through the media. These press releases are prepared on an as needed basis.

b) The Director of the Publications Support Division is the primary author of IFMSA press releases. All press releases must be submitted to the Executive Board for final approval before being submitted to the media. The Director of the Publications Support Division may appoint other persons to assist in the task of writing press releases as needed.

9.5. The Training Support Division

9.5.1. The Training Support Division co-ordinates initiatives in leadership and skills training and the development of human resources in IFMSA.

9.5.2. The Training Support Division works towards organizing skills training sessions in conjunction with IFMSA activities.

9.5.3. The Training Support Division functions as a resource for National Member Organizations, in that it recommends trainers, training material and training methods, and in that it advises and supports training programs organized by National Member Organizations.

9.5.4. The Training Support Division is open to all IFMSA members and invited persons.

9.6. The Alumni Relations Support Division

9.6.1. IFMSA alumni are defined as any former member of an IFMSA National Member Organization.

9.6.2. The Alumni Relations Support Division consists of the Alumni Director and the Alumni of IFMSA.

9.6.3. The Alumni Relations Support Division maintains consistent communication and positive relationships with the alumni of IFMSA.

9.6.4. The Alumni Director coordinates the Alumni Relations Support Division and is elected by the General Assembly.

9.6.5. The Alumni Director maintains the IFMSA Alumni database.

9.6.6. The Alumni Relations Support Division shall:

a) Identify persons formerly involved in IFMSA, and encourage them to become involved in the Alumni Relations Support Division.

b) Provide regular communication with the alumni of IFMSA, informing them of important proceedings within the Federation.

c) Pursue mechanisms through which alumni might facilitate the development of IFMSA.

d) Integrate the resources provided by IFMSA alumni with the activities of the IFMSA Officials and National Member Organizations.

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

a) GA Travel stipends – Awarded to promising first time GA attendees from any NMO who would otherwise not be able to attend.

b) Local Project Micro-grants – Small grants to local committees of any NMO for a project that can become a successful long term tradition.

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. The Prof. Erik Holst Fund Board of Directors is composed, but not limited to a Chair, a Secretary, a Treasurer, an External Relations Officer, Advisors and the IFMSA Alumni Relations Support Division Director.

9.6.8. The Prof. Erik Holst Fund internal operations and functions will work under a ‘term of reference’ decided upon by the AJF Board of Directors after consultation with the IFMSA Executive Board.
Chapter 10: Programs

10.1. General

10.1.1. An IFMSA Program is a stream of NMOs’ activities coordinated centrally and addressing a pre-defined theme. It underpins the vision and mission of the IFMSA.

10.1.2. IFMSA Programs must comply with the constitution and the bylaws of the IFMSA.

10.1.3. 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 server with the justification behind the desired change.

10.1.4. Each IFMSA Program is allowed a maximum of three out-of-quota representative spots at each General Assembly Meeting with a minimum of one early registration spot guaranteed. Program coordinators select the respective representatives. The selection is subject to the Executive Board approval.

10.2. IFMSA Programmes Initiation and Termination:

10.2.1. 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 to Annex 3.

10.2.2. The candidature must be submitted in accordance with bylaw 14.2.

10.2.3. The candidature must contain:
   a) A written program proposal as outlined in section 10.2.4.
   b) A scanned completed candidature form signed and stamped by the Executive Board.

10.2.4. 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

10.2.5. 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 to Annex 3.

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

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

10.3. Programs Coordination.

10.3.1. An IFMSA Program is coordinated by a program coordinator. The term of office for a program coordinator spans 12 months and runs from October 1st to September 30th.

10.3.2. Program coordinators are appointed by the Executive Board-elect after consultation with the Executive Board, the relevant Team of Officials’ members and the program coordinator in office.

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

10.3.4. On receiving a complaint of 2 of the Team of Officials’ members, or 2 National Member Organizations, or 1 Team of officials’ member and 1 National Member Organization, the Executive Board shall investigate the work of the program coordinator and publish a report including the decision made, justification of the decision and complete overview of the procedure undertaken.

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

10.3.6. 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.

10.3.7. An applicant for the position of program coordinator shall fulfill the following criteria at the time of appointment:
   a) Be a medical student when the term of office commences.
   b) Be a member of one of the full or associate National Member Organizations of IFMSA.
   c) Not a member of a National Member Organization that is in violation with the IFMSA constitution and Bylaws.

10.4. IFMSA Programs Composition:

10.4.1. IFMSA Programs is the authorized body to affiliate National Member Organizations’ activities to the relevant program through an application process.

10.4.2. IFMSA Programs’ activities includes but not limited to:
   a) Projects.
   b) Campaigns.
   c) Celebrations.
   d) Workshops.
   e) Events.

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

10.5. Reporting and monitoring:

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

10.5.2. The annual Program report is due according to bylaw 14.2.

10.5.3. The annual reports are tabled for adoption at the August Meeting and requires simple majority to be adopted.

10.5.4. 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.

10.5.5. If the program is terminated for any cause, the Executive Board is mandated to ensure the development of an overall program report.
Chapter 11: International Assistants

11.1. Team of Officials Members can appoint assistants to aid them in their work.

11.2. An International Assistant has to be a member of a National Member Organization that is a member of IFMSA and will have to present a filled out candidature form stamped by their National Member Organization presidents. If the candidate is the NMO President, the confirmation must be signed by a suitable alternative.

11.3. International Assistants cannot represent IFMSA in any way to externals without approval from the Executive Board.

11.4. No person shall hold more than one Assistant Position per term except when an international position is not filled and there is no other candidate therefore more than one position can be held.

Chapter 12: Task Forces

12.1. General

12.1.1. A Task Force is a group of people working with a specific task for a limited period of time.

12.1.2. A motion to form a Task Force should include at least specific objectives, proposed composition of the Task Force and preliminary timeline.

12.1.3. A Task Force can be formed by the General Assembly Executive Board and Standing Committees.

12.1.4. 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.

12.1.5. 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.

12.1.6. The EB will be responsible for the selection and the announcement of the Task Force members within one month after the call was sent. In the event of a lack of applications the call can be extended for another month. The deadline mentioned in this article does not apply if a deadline is specified in the Task Force proposal.

12.2. Activities

12.2.1. 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.

12.2.2. The Task Force has the mandate to create and develop products, prepare proposals and give advice on the specific issue.

12.2.3. The task force shall report its activities in accordance with bylaw 14.2.

12.2.4. The Task Force has speaking rights during General Assembly Meetings.

12.3. Dissolution

12.3.1. The Task Force is dissolved when the task is completed or if no solution is found.

12.3.2. Duration of the taskforce can’t be more than 2 years unless extended by the General Assembly.

12.3.3. The Task Force must present a final report to the General Assembly stating all activities and results.

Chapter 13: Supervising Council

13.1. Members

13.1.1. The Supervising Council shall consist of seven members and at no time less than three members.

13.1.2. The Supervising Council shall consist of:

   a) A minimum of one IFMSA member.

   b) Up to two Members from external organizations.

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

13.1.4. A member of the Supervising Council does not have to be a medical student, and does not have to be member of a National Member Organization (exception on 6.1.2 a and b).

13.2. Election of Members

13.2.1. The candidates for the Supervising Council shall be proposed by the National Member Organizations or the Executive Board.

13.2.2. Candidatures have to be submitted in accordance with bylaw 14.2. If no candidatures are received for a certain post in the Supervising Council the procedure shall follow that of other Officials positions.

13.2.3. All members of the Supervising Council are elected for a period of two years.

13.2.4. Elections of the Supervising Council members will be held at the August Meeting after the election of all Officials.

13.3. Duties of the Supervising Council

13.3.1. 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.

13.3.2. Members of the Supervising Council will decide amongst themselves on a group of officials to follow throughout the year. For each group there 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.

13.3.3. In addition to the tasks defined by the constitution and the Bylaws the Supervising Council can on request investigate and decide on any issue which can be of harm to IFMSA both internally and externally. Any decision made by the Supervising Council in accordance with this bylaw has to be presented at the next General Assembly Meeting. The General Assembly has to approve the decision with an absolute majority.

13.3.4. Supervising Council members will be provided with Executive Board meeting minutes at the latest three weeks after the meetings and provide comments to the General Secretariat within two weeks.
13.3.5. The Supervising Council is responsible for submitting a written report at the first day of the General Assembly Meetings. Their report has to be presented orally and tabled for adoption before the adoption of the reports of IFMSA Officials.

13.3.6. The Supervising Council will have the authority to temporarily suspend any Executive Board member or IFMSA Official for the important reasons detailed in “Suspension of Officials” (Section 6.3.1.).

13.3.7. Any National Member Organization of IFMSA or any IFMSA Official may request the Supervising Council to investigate the actions of an Executive Board member or IFMSA Official.

13.3.8. In the event that the Supervising Council determines that an Executive Board member or other IFMSA Official has not acted in accordance with their duties and responsibilities (section 6.1.4), the Supervising Council must notify all Officials and National Member Organization Presidents of their findings within one week.

13.3.9. The Supervising Council shall be advised for any outgoing transaction that exceeds 2000 euros to determine if action is needed.

13.3.10. All decisions made by the Supervising Council shall require a two-thirds majority.

13.3.11. Any decision made by the Supervising Council to suspend a member of the Executive Board or another IFMSA Official has to be presented at the next General Assembly Meeting. The General Assembly has to approve the suspension with a two-thirds majority. In case the General Assembly approves the suspension, the suspended Official will be removed from office. In case the suspension is not approved the Official will resume the position.

13.4. Subcommittees

13.4.1. The Supervising Council will maintain three subcommittees:
   a) Finance Subcommittee
   b) Investigation Subcommittee
   c) Strategic Oversight Subcommittee

13.4.2. The Finance Subcommittee will include three Supervising Council Members.
Chapter 14: International Secretariat

14.1. General
14.1.1. The International Secretariat serves as the head-office of the Federation, and works under the supervision and responsibility of the Executive Board.
14.1.2. The tasks of the Secretariat are defined in the relevant Internal Operation Guidelines.
14.1.3. The Secretariat is open for visit to any National Member Organization, upon appointment.

14.2. Document Submission
14.2.1. 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 3.

14.3. Archives
14.3.1. The physical and virtual archives of the Federation are maintained by the International Secretariat, and must hold copies of:
   a) All IFMSA publications;
   b) Candidatures and applications submitted for consideration by the Federation;
   c) Minutes of, and reports adopted at General Assembly meetings;
   d) Financial reports of General Assembly meetings;
   e) All versions of the Federation’s Constitution, Bylaws and Internal Operating Guidelines;
   f) Annual and Financial Reports of the Federation;
   g) Minutes of Executive Board and Supervising Council meetings, respectively;
   h) Written agreements between the Federation and other parties; and
   i) Financial and legal documentation dating back five years, subject to legislative and other legally binding requirements.
Chapter 15: Finances

15.1. General
15.1.1. The official currency of the Federation is the euro (EUR, €).
15.1.2. 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 3, and the Executive Board shall table the motion to adopt the budget.
15.1.3. 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-Programmes Programmes 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.

National Member Organizations must be notified of changes to budget allocations and the reasons thereof with the minutes of the following Executive Board Meeting.
15.1.4. Aggregate reallocation exceeding 15% requires General Assembly approval by absolute majority.
15.1.5. The Executive Board shall disclose the detailed financial allocations along with the Annual Work Plan for their term.
15.1.6. Financial operations of the Federation must adhere to relevant internal operating guidelines in force at the time in question.

15.2. Management
15.2.1. Tasks pertaining to daily financial management -- including, but not limited to, bookkeeping and administration of financial transactions -- shall be carried out by a certified accountant in The Netherlands.
15.2.2. 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.
15.2.3. Cash payments to and from IFMSA are only accepted if no alternative means of payment is available. Cash payments to IFMSA exceeding EUR 100 will be charged with an administration fee of EUR 40.
15.2.4. 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.
15.2.5. To facilitate swift closure of financial accounts after each financial year, reimbursement claims are due as stipulated in annex 3. The Executive Board may choose to process reimbursements claimed after this deadline if the delay was authorized beforehand, or if exceptional circumstances have arisen.

15.3. Governance
15.3.1. The Executive Board shall produce interim financial reports for the first three quarters of the financial year. These reports are due as stipulated in annex 3.
15.3.2. The Executive Board shall release the raw bookkeeping data from the previous financial year along with the financial report of that year.
15.3.3. The financial administration of the Federation is open for review by any full or associated National Member Organization, upon request.
15.3.4. The Supervising Council oversees the management and strategic prioritization of the Federation’s finances.
15.3.5. The Financial Committee shall conduct an internal audit of the Federation’s finances at each General Assembly. The Supervising Council coordinates the audit process, and nominates the Financial Committee members.
15.3.6. The Federation’s annual financial reports must undergo external review, performed by an authorized financial auditor in The Netherlands.
15.3.7. Any sponsorship from pharmaceutical, medical device or biologics companies (alternatives: manufacturers, etc) for GAs, RMs or TOMs must be approved by the EB and publicly disclosed to all registrants and potential registrants prior to the early registration deadline.

15.4. Financial Committee
15.4.1. 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.
15.4.2. The Financial Committee consists of three to five delegates from full or associate National Member Organizations, which are not represented in the Executive Board. Candidates from the financial committee cannot be from NMOs who had previously hosted a general assembly of which the financial report has yet to be checked by the financial committee. Members of the Financial Committee must have attended at least one previous General Assembly meeting.
15.4.3. Supervising Council members are allowed to participate in the meetings of the Financial Committee.
15.4.4. Delegates may attend the meetings of the Financial Committee as observers. The Financial Committee may decide to discuss matters without the presence of observers, if such matters involve private or otherwise sensitive information.
15.4.5. The Treasurer must assist the Financial Committee, and shall provide the Committee access to information necessary for the Committee to carry out its duties.
15.4.6. 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 previous Financial Committees;

e) If relevant, review the financial report of the Federation;

f) If deemed necessary, review the Federation’s bookkeeping since the previous General Assembly meeting.

15.4.7. The Financial Committee shall, in writing, report its views and conclusions on, at least, the five points above. The Committee may also express its views on other, current or potential, finance-related issues in the Federation.

15.5. Internal Funds

15.5.1. The Executive Board must ensure that allocation of internal funds underpin the strategic priorities of the Federation, and adhere to the stipulations hereunder.

15.5.2. The Travel Assistance Fund aims to maximize medical students’ representation in IFMSA by supporting delegates from financially weak, current or potential, National Member Organizations to attend the Federation’s General Assembly meetings. The funds are raised from contributions from National Member Organizations, private individual donations, and other sources.

a) All delegates and observers at General Assembly meetings are eligible to apply for financial aid from the Travel Assistance Fund. Up to two delegates from a National Member Organization may apply for Travel Assistance Fund support. Each National Member Organization must prioritize its applications. National Member Organizations applying for Travel Assistance Fund support cannot send more than three delegates to the General Assembly meeting.

b) The application is made by submission of a complete official Travel Assistance Fund application form, signed and stamped by the President of the National Member Organization. It must be filled out correctly, contain a motivation from the applicant, and a support letter from university or present/past employer, and must specify intended private fundraising and all expected costs. The applicant must agree to write an individual, reflective paper from their experience, and the paper must be signed and stamped by the President of the applicant’s National Member Organization.

c) The application must be submitted in accordance with bylaw 14.2. Late applications will not be considered.

d) The Executive Board will decide upon allocation of Travel Assistance Fund support, and must inform all applicants of their decision as stipulated in annex 3.

e) When a delegate is granted Travel Assistance Fund support the Federation shall cover the early registration fee of that delegate. Up to 100% of the travel expenses (for the cheapest means of transportation) may be covered.

f) Delegates who have been granted Travel Assistance Fund support must arrive at the General Assembly meeting before or on the first day of the meeting.

g) In order to receive the allocated Travel Assistance Fund support, all original supporting documentation, including original tickets, boarding passes for outbound flights and invoices, must be handed to the Treasurer before midnight on the second day of the General Assembly Meeting. Boarding passes for returning flights must be mailed to IFMSA’s International Secretariat after returning from the General Assembly meeting.

h) Complaints concerning the management of the Travel Assistance Fund should be raised with the Financial Committee.

15.5.3. 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 Alumni Relations Support Division Director.

15.6. Sponsorships

15.6.1. 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.

15.6.2. The Executive Board may negotiate sponsorship agreements on behalf of the Federation. A sponsorship agreement enters into force upon General Assembly approval by a two-thirds majority.

15.6.3. The Executive Board must ensure that proposed sponsorship agreements undergo legal review
before they are submitted for consideration by the General Assembly, in accordance with bylaw 14.2.

15.6.4. Sponsorship agreements must honor the autonomy of the Federation’s National Member Organization.

Chapter 16: Amendments to the Constitution and Bylaws

16.1. Amendments to the Constitution

16.1.1. Proposals for changes must be submitted by an IFMSA Official or by two National Member Organizations in accordance with bylaw 14.2.

16.1.2. The IFMSA International Secretariat has to distribute the proposed changes in accordance with Annex 3.

16.1.3. 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

16.1.4. The Executive Board is responsible for acquiring advice from a lawyer concerning legal consequences of the proposed amendment. The Executive Board must present this advice to the General Assembly prior to the vote.

16.1.5. Proposed changes not fulfilling these requirements cannot be voted upon by the General Assembly.

16.1.6. Changes to the Constitution are voted upon by ballot.

16.1.7. Changes to the Constitution require a two-thirds majority.

16.1.8. Amendments to the Constitution will take effect immediately after the General Assembly unless otherwise specified in the proposal.

16.1.9. Any amendments to the Constitution shall be exclusively discussed and voted on under the point of the agenda “Amendments to the Constitution and Bylaws”. This point cannot be reopened during the same General Assembly Meeting.

16.1.10. Full National Member Organizations unable to attend the General Assembly Meeting can vote by proxy on amendments to the Constitution.

16.2. Amendments to the Bylaws

16.2.1. A proposal to change the Bylaws must be submitted by an IFMSA official or by two National Member Organizations in accordance with bylaw 14.2.

16.2.2. Changes to the Bylaws require a two-thirds majority.

16.2.3. Changes to the Bylaws will take effect immediately after the General Assembly unless otherwise specified in the proposal.

16.2.4. Any amendments to the Bylaws shall be exclusively discussed and voted on under the point of the agenda “Amendments to the Constitution and Bylaws”. This point cannot be reopened during the same General Assembly Meeting.

16.2.5. All grammatical and renumbering changes to the Constitutions and Bylaws can be done by the IFMSA Secretary General between the IFMSA General Assemblies. These changes should be sent to the National Member Organizations immediately. A report listing all the suggested changes will be presented at the General Assembly for adoption by the Secretary General. Upon adoption of the report, the Secretary General can make the changes.

Chapter 17: External relations

17.1. Official relationships

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

17.1.2. 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.

17.1.3. The proposal to establish an official relation with another organization should be submitted in accordance to bylaw 14.2.

17.1.4. 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.

17.1.5. Organizations with an official relationship to IFMSA must be invited as observers to the General Assemblies.

17.1.6. 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.

17.1.7. 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, must have the approval and the supervision of the IFMSA Executive Board.

17.2. Liaison Officers

17.2.1. Liaison Officers represent IFMSA to organizations IFMSA has official relationships with.

17.2.2. The tasks of the Liaison Officers are to:

a) Secure sustainability of the relationship 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 national projects and IFMSA Programs upon request.

e) Find points of possible collaboration between IFMSA and relevant IFMSA partner(s) in close cooperation with relevant officials working in the concerning fields.
f) Develop short- and long-term strategies for the collaboration with relevant partner(s) in consultation with relevant officials.

g) Work closely together with the Regional Coordinators in the communication with IFMSA partners on a regional level.

h) Encourage the NMOs to report on collaborations with the agency on a national level.

17.2.3. IFMSA has the following Liaison Officer positions:

a) Liaison Officer to Student Organizations.

b) Liaison Officer to the United Nations Educational, Scientific and Cultural Organization (UNESCO).

c) Liaison Officer to the World Health Organization (WHO).

d) Liaison Officer for Medical Education Issues.

e) Liaison Officer for Public Health Issues.

f) Liaison Officer for Sexual and Reproductive Health Issues, incl. HIV/AIDS.

g) Liaison Officer for Human Rights and Peace Issues.

h) Liaison Officer for Research and Medical Associations.

17.2.4. Liaison Officers are elected by the General Assembly during the August Meeting. Candidates for the position of Liaison Officer abide to the regulations provided in chapter 3.12 of the IFMSA Bylaws.

17.2.5. The responsibility of the external relationship with the WMA will be delegated to one of the elected Officials. This person will be appointed by the Executive Board.

17.3. The IFMSA Board of Recommendation

17.3.1. 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.

17.3.2. The IFMSA Executive Board is responsible for invitations to the potential members of the Board of Recommendation and the IFMSA president is responsible for its maintenance.

17.3.3. An agreement with a person for the Board of Recommendation is valid for 5 years.

17.3.4. The status of the Board of Recommendation will be reported at every General Assembly.

17.4. Relationship with the World Health Organization

17.4.1. 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 relationship with the World Health Organization (WHO).
Chapter 18: Regions and Regional work

18.1. General

18.1.1. IFMSA is organized into five regions as follows: Africa, the Americas, Asia-Pacific, Europe and the Eastern Mediterranean Region. The classification of countries and NMOs shall be attached in a list to the IFMSA Constitution and Bylaws as annex.

18.1.2. IFMSA encourages and supports its National Member Organizations to cooperate on a regional level.

18.1.3. To coordinate the Regions IFMSA has 5 Regional Coordinators.

18.1.4. The Regional Coordinators 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.

18.1.5. Each National Member Organization can only vote to elect a Regional Coordinator in the Region they belong to.

18.1.6. The Regional Coordinators need to be members of a National Member Organization that belongs to the Region for which they apply to be Regional Coordinators.

18.1.7. The Regional Coordinators assist the Vice-President for Internal Affairs, and generally the Executive Board and the Team of Officials, in their tasks at the Regional level.

18.1.8. The tasks of the Regional Coordinators are:

   a) To organize a Regional Meeting outside the IFMSA General Assemblies in coordination with the National Member Organizations of their Region.

   b) Assist the development of the National Member Organizations in the Region.

   c) Assist in increasing the cooperation between National Member Organizations in the Region.

   d) Assist in maintaining contact with National Member Organizations in the Region.

   e) In coordination with the Vice-President for Internal Affairs, recruit new National Member Organizations in the Region, as well as support them through the process of application for membership within IFMSA.

   f) Take responsibility for the communication with the IFMSA partners on a regional level in coordination with the Liaison Officers.

   g) Assist the Standing Committee Directors and Support Division Directors in the development of the Standing Committees and Support Divisions in the Region.

   h) Raise funds for IFMSA.

18.2. Regional partners

18.1.1. 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.
The IFMSA Constitution and Bylaws updating log

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

These regulations replace all previous regulations of IFMSA.

Please report mistakes and errors to the IFMSA Secretary General (e-mail: secgen@ifmsa.org).

IFMSA International Secretariat:
c/o Academic Medical Center
Meibergdreef 15, 1105AZ
Amsterdam, The Netherlands
E-mail: gs@ifmsa.org
IFMSA homepage: www.ifmsa.org

# Annex 1

## 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 Berloff, Italy

1992
Bettina Leh, Germany  
Christina Bonetti, Italy  
Elijah Paintsil, Ghana  
Jorge Jacinto, Portugal  
Mikko Haapio, Finland  
Paul Amuna, Ghana  
Tore Vigard, Sweden

1993
Fernández García-Abril, Spain  
Gert Nett, Germany  
Mattias Fridstrand, Sweden  
Pernille Raasthoj Mathiesen, Denmark

1995
Monique de Volgt, Netherlands  
Paulo A. Faria Boto, Portugal

1996
Luis Alberto Ramos Neira, Spain

1997
Alexander Micevski, Republic of Macedonia  
Emil Pavlik, Czech Republic  
Gil Gilad, Israel  
Giorgos Terzis, Greece  
Ivana Pagáčová, Slovakia  
Leena Piironen, Finland*  
Lola Martín Martínez, Spain  
Tinja Lääveri, Finland  
Victoria Vishnevskaya-Dai, Israel  
* Married, changed name to Johanna Förster

1998
Jet Derwig, Netherlands  
Yunus Emre Kocabasoglu, Turkey

1999
Eugene Schouten, Netherlands  
Lennert Veerman, 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
## Annex 2

### IFMSA Regions and the Countries

<table>
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<tr>
<th>AFRICA</th>
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c/o Academic Medical Center - Meibergdreef 15 1105AZ, Amsterdam, The Netherlands

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## Annex 3

### Deadlines and Documents Sharing

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