

STUDENTS FOR GLOBAL HEALTH

UK

We believe in 'a fair and just world in which equity in health is a reality for all.'

By-Laws March 2018

Students for Global Health is a UK student network and registered charity tackling local and global health inequalities through education, advocacy and community social action.

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1. National Committee

1.1. General

- 1.1.1. The National Committee is the body elected by the General Assembly and responsible for the work of Students for Global Health between the General Assembly meetings, within the mandate, guidelines and decisions provided by the General Assembly and Board of Trustees.
- 1.1.2. The National Committee shall be solely responsible for coordinating and supporting the Students for Global Health network.
- 1.1.3. The National Committee shall:
 - 1.1.3.1. abide by the Constitution and By-laws of Students for Global Health;
 - 1.1.3.2. to the best of their efforts, attend all General Assembly meetings of Students for Global Health and conferences, in the term of their office;
 - 1.1.3.3. attend National Committee conferences or provide written updates as described by By-law 1.6;
 - 1.1.3.4. establish a strategy and series of objectives for National Committee annual priorities ratified by Voting Members at the Autumn General Assembly following their election.
- 1.1.4. The newly elected National Committee shall take office and the outgoing National Committee shall retire together by the 1st of September.
 - 1.1.4.1. With the exception of the NEO (incoming). A newly elected NEO (incoming) will take-over by the 1st of January allowing the previous NEO (incoming) to retire at this point.

1.2. Adaptation and contingency planning for vacant National Committee positions

- 1.2.1. In the absence, suspension, removal, resignation or death of an elected National Committee member, the Board of Trustees shall work closely with the National Director and wider National Committee to make a decision regarding the replacement of that Official. The Board of Trustees may either decide to redistribute tasks amongst the National Committee and appoint a temporary replacement pending approval by the General Assembly, or to hold a special election for that office at the next General Assembly meeting. If for any reason, the Board of Trustees is unable to carry out this task within two weeks of the official stepping down, the National Committee is given allowance to appoint a temporary replacement with the proviso the voting members of the General Assembly is kept informed of such an action being taken
- 1.2.2. In the event that a position cannot be filled due to a lack of interested candidates or a General Assembly voting to re-open nominations, a minimum of one call for nominations and an e-vote of Voting Members must take place within 4-weeks of the end of the General Assembly. This process may be

repeated once over a further 4-week period at the discretion of National Committee, in consultation with the Board of Trustees. In the event that this step fails to identify a successful candidate, the specified process outlined in bylaw 1.2.1 above will apply. The decision to apply this By-law shall only be taken during a Board of Trustees meeting following consultation with the remaining members of the National Committee.

- 1.2.2.1. In the event of an e-vote taking place, an e-vote without the necessary quoracy will require advice from the Board of Trustees on appointment of a particular person into that role, with consultation and guidance from the National Committee.
 - 1.2.3. The National Director (or in the case of their absence the Director of Branch or International Affairs) will write to all voting members (sent through the National Committee Secretary) keeping them informed of the situation regarding the status of absent officials and of developments regarding dismissal or temporary re-election of Students for Global Health officials within 48 hours of such developments taking place.
 - 1.2.4. Each National Committee member should write into their Strategic Plan a section detailing a nominated individual which the Board of Trustees/National Committee can call upon to step into an official's role if there are actionable time bound things that need completed that cannot wait until an official temporary replacement is appointed. Furthermore, this section of the strategic plan should also detail actions that may need to be completed to ensure the continued day to running of the official's role whilst it is vacant
 - 1.2.5. A guidance statement outlining in detail a timeframe for action in reacting to the removal of an official from office either temporarily or permanently is outlined under the Students for Global Health guidance statements under- "National Committee Contingency Planning"
 - 1.2.6. A record of the removal of a Students for Global Health official from office and the actions taken (including strategy taken to adapt) should be recorded in the Students for Global Health google drive to allow for institutional memory and future reference
 - 1.2.7. In the case that the National Director is forced to step down for an extended period of time (due to absence, suspension, removal, resignation or death or other reason) and in accordance with Bylaws 1.4.2.1 and 1.4.3.1, the Director of Branch Affairs and Director of International Affairs will automatically share the workload of day-to-day National Director roles that need to be fulfilled until a more permanent replacement is decided upon by the Board of Trustees
 - 1.2.8. In the absence, suspension, removal, resignation or death of an elected Board of Trustees member, the existing Board of Trustees may advertise for the vacancy.
- 1.3. Roles of National Committee Officials

- 1.3.1. The National Committee will be composed of 17 positions as follows. No individual may be elected to two national committee positions in a single year. However, the responsibilities of an unfilled or vacated role may be partially or completely fulfilled by an existing member of national committee if required as outlined in bylaw 1.2
 - 1.3.1.1. National Director
 - 1.3.1.2. Director of Branch Affairs
 - 1.3.1.3. Director of International Affairs
 - 1.3.1.4. Secretary
 - 1.3.1.5. Director of finance
 - 1.3.1.6. Affiliates Coordinator
 - 1.3.1.7. Policy and Advocacy Director
 - 1.3.1.8. Global Health Education Director
 - 1.3.1.9. Training Director
 - 1.3.1.10. Communications Director
 - 1.3.1.11. National Exchange Officer (Incoming)
 - 1.3.1.12. National Exchange Officer (Outgoing)
 - 1.3.1.13. Regional Coordinators (x5)
 - 1.3.1.14. National Officer on Research Exchange
- 1.3.2. All candidates for roles on the national committee must be a student at the time of application or will become a student during the following academic year.
- 1.3.3. The term of office of the National Committee and Regional Coordinators is one year. The term of office of the National Director is 13 months.
- 1.3.4. A proposed format and timeline for the handover processes both for individual National Committee members and the incoming National Committee as a whole is detailed in the Guidance Statement entitled- "National Committee Handover Processes"
- 1.3.5. The incoming National Committee officially take office on the 1st August, with the exception of the NEO Incoming. The term of office of the National Director is from the 1st August to the 1st September.
 - 1.3.5.1. During August the incoming National Director will become the official National Director and the outgoing National Director will focus on handover, generating institutional memory, and completing any outstanding tasks, working very closely with the incoming National Director
- 1.3.6. The handover period is from the Spring General Assembly to the Students for Global Health Autumn Weekend.
 - 1.3.6.1. The NEO (incoming) will be elected at the Students for Global Health Spring General Assembly; the NEO (incoming) handover period will begin from the Spring General Assembly until 1st of September. □
- 1.3.7. The outgoing National Committee must prepare individual handover

documents for their successors.

- 1.3.7.1. A preliminary handover document must be ready at the Spring General Assembly.
 - 1.3.7.2. The handover document must provide an overall guide to the role, introduction to relevant stakeholders, relevant practical information, means of contact and support.
 - 1.3.7.3. It is the responsibility of the outgoing and incoming National Committee members to arrange a handover session.
 - 1.3.7.4. The outgoing NEO (incoming) will organise a handover meeting with the incoming NEO (incoming).
- 1.3.8. The outgoing National Committee are responsible for organising a handover weekend.

1.4. Tasks of the National Committee

1.4.1. National Director

- 1.4.1.1. Coordinator and chair the National Committee.
- 1.4.1.2. Call for meetings of the National Committee.
- 1.4.1.3. Represent Students for Global Health to external relations and maintain contacts.
- 1.4.1.4. Act as the official representative and spokesperson for Students for Global Health, abiding by By-law 1.5.
- 1.4.1.5. Develop short- and long-term strategies for the work and structure of Students for Global Health, especially in relation to external organisations.
- 1.4.1.6. Work with the Director of finance to raise funds for Students for Global Health.
- 1.4.1.7. Attend Board of Trustee meetings and provide a written update report summarising National Committee and other relevant activity updates.

1.4.2. Director of Branch Affairs

- 1.4.2.1. To assume or support the work of the National Director whenever necessary.
- 1.4.2.2. Be responsible for the development of our member Branches.
- 1.4.2.3. Work alongside the Regional Coordinators to develop an annual evaluation procedure and subsequent needs assessment for member Branches.
- 1.4.2.4. Be responsible for being receptive to non-member Branches to encourage them to join and participate in Students for Global Health Affiliates.
- 1.4.2.5. To encourage and support the integration and collaboration of branches and Affiliates at a local level.
- 1.4.2.6. Work with the Regional Coordinators to develop branch development strategies.
- 1.4.2.7. To coordinate allocation of Branch Development Fund to support member Branches

- 1.4.2.8. To support affiliation of new branches in conjunction with Regional Coordinators
- 1.4.2.9. To coordinate the Branch Affiliation process through supporting Regional Coordinators in their work with Branches.

- 1.4.3. Director of International Affairs
 - 1.4.3.1. To assume or support the work of the National Director whenever necessary.
 - 1.4.3.2. To be responsible for receiving all correspondence from the IFMSA, and dealing with it in an appropriate manner, collaborating with other National Committee members where appropriate.
 - 1.4.3.3. To attend IFMSA General Assemblies and Regional Meetings and act as delegation lead, or to make suitable arrangements to ensure participation of Students for Global Health delegates.
 - 1.4.3.4. Preparing and supporting delegations to IFMSA events and other international events by coordinating application, selection, training, attendance, follow-up and evaluation of delegations.
 - 1.4.3.5. To support the work of the National Exchange Officers
 - 1.4.3.6. To act as the contact point for the National Exchange Officers and to represent exchanges on the National Committee
 - 1.4.3.7. To support individuals engaging in IFMSA Affiliates such as small working groups, taskforces and related conferences.
 - 1.4.3.8. To actively seek out and act as a point of contact between the network and other international partners.
 - 1.4.3.9. To present a report of the August General Assembly of the IFMSA at the Students for Global Health Autumn Weekend, and to present a report of the March General Assembly of the IFMSA at the Spring General Assembly, for adoption.
- 1.4.4. Affiliates Coordinator
 - 1.4.4.1. Be responsible for supporting activity on a national and local basis.
 - 1.4.4.2. Act as point of contact to support Affiliates that are being set up.
 - 1.4.4.3. Coordinate the Affiliates Board.
 - 1.4.4.4. Ensure that the Affiliates Board is kept up-to-date with Students for Global Health- UK business and vice versa.
 - 1.4.4.5. Verbally contact each Affiliate Coordinator 3 times per year.
 - 1.4.4.6. Carry out an Affiliate Coordinator's satisfaction survey at least annually and disseminate the results.
 - 1.4.4.7. Update the Affiliate report template and ensure that Affiliate report forms are completed by all Affiliate Lead Coordinators annually.
 - 1.4.4.8. Investigate Affiliates in conjunction with interested parties, and if deemed necessary by vote of the Students for Global Health National Committee, offer support for re-establishing the Affiliate.
 - 1.4.4.9. Co-ordination and overall implementation of Students for Global Health support.
 - 1.4.4.10. Represent all Affiliates to the rest of the National Committee.
 - 1.4.4.11. Represent Students for Global Health UK to Affiliates when

required

1.4.5. Policy & Advocacy Director

- 1.4.5.1. Creating, developing and using Students for Global Health policy - ensuring the network has a strong position on global health issues.
- 1.4.5.2. Ensuring Students for Global Health is represented in decision making at local, national and international level.
- 1.4.5.3. Coordinate the national Advocacy Team who will organise actions, events and grassroots training.
- 1.4.5.4. Encourage international activism - promote advocacy with our international partners, which could include the chance to attend the IFMSA conference(s) and organising the UK delegations activism.
- 1.4.5.5. Ensure that there are opportunities for workshops and training on relevant topics.

1.4.6. Global Health Education Director

- 1.4.6.1. Support the mainstreaming of global health education into the core medical curriculum
- 1.4.6.2. Maintain and promote the Students for Global Health Global Health Education Toolkit.
- 1.4.6.3. Promote opportunities and sources for student extracurricular self- study of global health.
- 1.4.6.4. Update and manage a database of Local Students for Global Health Branch Health Education Officers.
- 1.4.6.5. Promote global health education opportunities that Affiliates, in collaboration with the Students for Global Health Director of Branch Affairs, Regional Coordinators, Policy & Advocacy Director, Affiliates Coordinator and Training Director.
- 1.4.6.6. Chair the National Global Health Education Operational Team, members of which will support in achieving Students for Global Health's Global Health Education initiatives.
- 1.4.6.7. Offer Global Health Education training at General Assemblies.
- 1.4.6.8. Represent Students for Global Health's views on the UK electives system to the Medical Schools Council (MSC) Electives Council and attend the annual MSC Electives Council Electives Conference. If they cannot attend, nominate an appropriate person in their place.
- 1.4.6.9. To support the work of the National Exchange Officers in promoting and developing the IFMSA Exchange programme.

1.4.7. Secretary

- 1.4.7.1. Be responsible for the administration, correspondence and archives of Students for Global Health.
- 1.4.7.2. Produce the minutes of the National Committee meetings and make them available to the network.
- 1.4.7.3. Update the Constitution and By-laws with the changes decided upon at the General Assembly and make it always

- available to the network.
- 1.4.7.4. Prepare and send out invitations, provisional agenda and other relevant information concerning General Assembly meetings.
- 1.4.7.5. Assist the Director of Branch Affairs in maintaining the contact between the Members and the National Committee.
- 1.4.7.6. Maintain an updated database of Students for Global Health Members.
- 1.4.7.7. Chair the Students for Global Health Agenda Committee.
- 1.4.8. Director of Finance
 - 1.4.8.1. Be responsible for the financial administration and book-keeping of Students for Global Health.
 - 1.4.8.2. Raise funds for Students for Global Health and consider the recruitment of a team to support and assist in doing this.
 - 1.4.8.3. Collect membership fees.
 - 1.4.8.4. Be responsible for the bank accounts of Students for Global Health.
 - 1.4.8.5. Present a financial report at each National Committee Meeting, which includes accounts, statements of assets and liabilities of Students for Global Health and a list of the financial transfers made since the last National Committee Meeting.
 - 1.4.8.6. Arrange the payment of registration fees and any bank transfers to the IFMSA for affiliation and IFMSA General Assembly delegation registration within the set deadlines.
 - 1.4.8.7. Propose the budget for the next financial year at the Spring General Assembly.
 - 1.4.8.8. Present an annual financial report, preferably reviewed by an auditor at the Students for Global Health Autumn Weekend.
 - 1.4.8.9. Review the budgets and audit the financial reports of all Students for Global Health- UK events submitted by the local organising committees.
 - 1.4.8.10. Present a list of member Branches having debts to Students for Global Health to the General Assembly.
 - 1.4.8.11. Deliver receipts received during his term to the next National Committee at the end of his term.
- 1.4.9. Training Director
 - 1.4.9.1. The Students for Global Health Training Director shall be represented on the Affiliates Board and as such shall seek to promote training opportunities across all Students for Global Health Affiliates.
 - 1.4.9.2. The Training Director shall be responsible for:
 - 1.4.9.2.1. Identifying training needs across the network and within the National Committee;
 - 1.4.9.2.2. Co-ordinating training on a national

level by: 1.4.9.2.2.1. updating the branch
resource pack;

1.4.9.2.2.2. liaising with local organisers and Students for
Global Health's training team to plan delivery
of training workshops at General Assemblies
and the National and Global Health
Conferences;

1.4.9.2.3. Forming and supporting a national training
network by: 1.4.9.2.3.1. organising an annual
Training New Trainers
conference;

1.4.9.2.3.2. putting together and running the Students for
Global Health qualification curriculum;

1.4.9.2.3.3. updating and maintaining the Students for
Global Health Trainers Database;

1.4.9.2.3.4. cultivating international training opportunities
for Students for Global Health members,
liaising with the IFMSA Training Support
Division Director(s) and the Western European
National Member Organisation Training Forum
where appropriate.

1.4.10. Communications Director

1.4.10.1. Be responsible for the public relations and mass media
contacts of Students for Global Health.

1.4.10.2. Be responsible for maximising communications in and around
the network, through publicity, sharing ideas and
communicating thoughts.

1.4.10.3. Support the webmaster and ensure their integration with the
network.

1.4.10.4. Support the magazine editor to ensure the national magazine
is distributed nationally and work together to support local
magazine initiatives.

1.4.10.5. Lead a Communications Team and support the regional
communications directors through local and regional publicity
(posters, leaflets and other materials) and merchandise.

1.4.10.6. Create promotional material for maximum Students for
Global Health exposure (IFMSA, externals).

- 1.4.10.7. Manage the flow of information in the network to make sure national and international information is communicated to the local level.
- 1.4.10.8. Update the News and Events section of the website.
- 1.4.10.9. Produce a regular newsletter relevant to Students for Global Health members.
- 1.4.11. National Exchange Officer (Incoming)
 - 1.4.11.1. See Appendix 4 - Students for Global Health Exchanges By-laws
 - 1.4.11.2. Be responsible for facilitating professional exchanges in the UK, primarily for Incoming students, in consultation with the NEO (Outgoing).
 - 1.4.11.3. Be responsible for working with the other NEO and the Students for Global Health- UK National Committee to work towards the national aims, by expanding Students for Global Health Exchanges on a national level.
 - 1.4.11.4. Together with the other NEO, a financial report for Students for Global Health Exchanges will be compiled to be presented at the National Students for Global Health Autumn Weekend.
- 1.4.12. National Exchange Officer (Outgoing)
 - 1.4.12.1. See Appendix 4 - Students for Global Health Exchanges bylaws
 - 1.4.12.2. Be responsible for facilitating professional exchanges in the UK, primarily for Outgoing students, in consultation with the NEO (Incoming).
 - 1.4.12.3. Be responsible for working with the other NEO and the Students for Global Health- UK National Committee to work towards the national aims, by expanding Students for Global Health Exchanges on a national level.
 - 1.4.12.4. Together with the other NEO, a financial report for Students for Global Health Exchanges will be compiled to be presented at the National Students for Global Health Autumn Weekend.
- 1.4.13. Regional Coordinators
 - 1.4.13.1. To improve communication and collaboration between Students for Global Health branches within the same region by holding regular regional meetings.
 - 1.4.13.2. On request, to provide assistance to branches in troubleshooting and problem-solving issues
 - 1.4.13.3. To support their region in the running of two regional training days per year, where feasible
 - 1.4.13.4. To support their region in the running of one Regional Conference per year, where feasible
 - 1.4.13.5. To support branches with their handover process and work towards the sustainability of the branch.
 - 1.4.13.6. To help facilitate the organisation of group transport of members from their region to national events
 - 1.4.13.7. To be responsible for maintaining contact between our member Branches and the National Committee.

- 1.4.13.8. Communicate regularly with the National Director, alongside the Director of Branch Affairs, to ensure strong representation of branches' views and priorities to the National Committee.
- 1.4.13.9. Work together to develop individual and collective strategies, and ensure support of one another.
- 1.4.13.10. Work with the Director of Branch Affairs to highlight branch development priorities.
- 1.4.13.11. To support member Branches and enable them to continue their affiliation to Students for Global Health, by overseeing the timely completion of the affiliation process of branches in their region.
- 1.4.13.12. To verbally contact every Branch President in their region

individually at least three times each year.

1.4.13.13. To encourage and support the integration and collaboration of branches and Affiliates at a local level.

1.4.14. National Officer for Research Exchange (see Appendix 4 – Students for Global Health Exchanges Bylaws Section 6)

1.5. Representation of the Students for Global Health network by the National Committee

1.5.1. All National Committee members have representation authority in the name of Students for Global Health in the specific field of their task.

1.5.1.1. Press Releases can be circulated rapidly in the public domain. Their purpose is to represent Students for Global Health UK views and to further Students for Global Health UK vision. The National Committee, National Advocacy Team and National Communications Team will coordinate this process.

1.5.2. In cases of media participation, speaking out, press releases and representing the network on behalf of the beliefs and policy, the National Committee may speak on behalf of the network on issues closely related to:

1.5.2.1. Official Students for Global Health Policy/Guidance Statements;

1.5.2.2. The aims of Students for Global Health Affiliates.

1.5.2.3. Students for Global Health UK mission and vision statements

1.5.3. The relevant Affiliate will always be consulted prior to speaking out, and if the Affiliate is not happy with the content the network will not speak out on this matter.

1.5.4. Any member of the National Committee, National Advocacy Team or National Communications team must consult with the whole National Committee before speaking out in Students for Global Health's name.

1.5.4.1. A majority vote of the National Committee is required before anyone may speak out.

1.5.4.2. All press releases must be immediately available via the Students for Global Health- UK website www.studentsforglobalhealth.org, be mentioned in the next newsletter and annual report to the General Assembly, where the National Committee will be held accountable.

1.5.4.3. If there are any objections to content by voting members, they must email the National Committee. If 5 or more voting members object to the press release, remedial action should immediately be attempted (eg. Withdrawal of support from a petition) and an e- vote or vote at General Assembly will be conducted before any further action is taken.

1.6. Regulations of National Committee meetings

1.6.1. The National Committee shall meet at least four times every year.

1.6.2. Presence shall be preferably physical presence; where possible, this should be by public transport. Alternatively, presence can be by video

conferencing, telephone connection or a direct internet connection.

- 1.6.3. An agenda for the National Committee meeting shall be sent out at least one week before the meeting to those attending and the Affiliates Board and Branches.
- 1.6.4. National Committee members who cannot attend have to inform the other National Committee members and submit their activity report in writing.
- 1.6.5. Minutes shall be taken which comprise a summary of discussions, decisions taken, and reports presented. These minutes are to be made available within two weeks of the end of the meeting.

- 1.6.6. Attendance at National Committee meetings of representatives from other figures in the network shall be left to the discretion of the National Committee, depending on the subject of discussions and need for wider input.
- 1.6.7. National Committee members and Regional Coordinators in attendance at National Committee meetings (up to a maximum of 8), General Assemblies and National Conferences, will have 50% of travel costs reimbursed. In the event that the budget allows, National Committee members and regional coordinators will have up to 100% reimbursed. Members must submit evidence of their claim to the Director of finance within a 6 month period as outlined in bylaw 10.1.9 relating to refunds.
 - 1.6.7.1. Travel from outside the United Kingdom will not be reimbursed.
 - 1.6.7.2. Committee members should make reasonable attempts to avoid expensive travel options. Choosing to travel in non-economy class, will only have up to the economy fare amount for that journey reimbursed.
- 1.7. Suspension or removal of National Committee members
 - 1.7.1. The Voting Members have the right to hold members of the elected National Committee to account, including by suspending them or removing them from their roles.
 - 1.7.2. Members should, where possible, attempt to resolve issues and conflicts directly with the National Committee member involved before resorting to proposing to suspend or remove them.
 - 1.7.3. Any member of the organisation with proposing rights may propose a motion for the suspension or removal of a National Committee member. Where possible, the proposer will raise the motion as early as possible, to allow for sufficient preparation.
 - 1.7.3.1. If the motion is raised during a General Assembly, the agenda of the General Assembly will be amended, so the first item of the next voting session will be the suspension or removal motion. The agenda of the General Assembly will resume after a vote for a suspension or removal takes place.
 - 1.7.3.1.1. The motion is raised during the final voting session of a General Assembly, the discussion and vote will take place as the next item on the agenda.
 - 1.7.3.1.2. The proposer must specify whether the motion is for the removal of the National Committee member, or suspension for a specified period of time or until the next General Assembly, where another vote will take place.
 - 1.7.3.2. If the motion is raised outside of a General Assembly, the proposer must specify which of the following procedures they propose:
 - 1.7.3.2.1. An e-vote for the removal of a National Committee member.

- 1.7.3.2.2. An e-vote for the suspension of a National Committee member until the next General Assembly, where the member can report to the Voting Members, who will then decide how to proceed.
- 1.7.3.2.3. An e-vote for the suspension of a National Committee member for a specified amount of time.
- 1.7.3.2.4. No action until the next General Assembly, where
a

vote will take place on the suspension or removal of a National Committee member as the first item on the agenda, following the election of a chair of the General Assembly.

- 1.7.4. Discussions of a motion to suspend or remove a National Committee member will be closed, with only the Voting Members, National Committee and Trustees present, and a blind vote by the Voting Members will be held, where “yes” and “no” are the only valid options, with no abstentions. A majority of valid votes is required for the motion to pass.
- 1.7.5. The debating procedure for suspension or removal motions will follow the same format as other motions in General Assemblies, with the exception of allowing the National Committee member in question an equal amount of time to speak as the proposer of the motion. In addition, the final two speeches before a vote will each be 2 minutes long, and delivered by the National Committee member in question or their nominee, and the proposer of the motion or their nominee, respectively.
- 1.7.6. If an e-vote is taking place, the proposer and the National Committee member in question will each provide a statement no longer than 500 words long, which will be presented to the Voting Members, National Committee and Trustees.
- 1.7.7. If the motion passes and the National Committee member has a contract to fulfil their role, the Board of Trustees will oversee their removal or suspension following the vote.
- 1.7.8. The decision of the Voting Members is final.

2. Board of Trustees

2.1. General

- 2.1.1. All By-laws pertaining to the Board of Trustees are to supplement the governance laid out in the Constitution and may not usurp or supersede it.
- 2.1.2. No member of the Students for Global Health National Committee may stand for a position on the Board of Trustees within the period of 2 years following the completion of their National Committee tenure.
- 2.1.3. The election of the Board of Trustees by voting members shall be done by a single transferrable voting system.

2.2. Duties of the Board of Trustees

- 2.2.1. The principal role of the Board of Trustees is to govern the Charity in line with the Constitution and to be held accountable to the Charity Commission. The Board of Trustees is responsible for applying changes to the Constitution and ensuring the work of the National Committee is in line with the Constitution and guidance of the Charity Commission.
- 2.2.2. In addition to the tasks defined by the constitution and bylaws the Board of Trustees can on request investigate and decide on any issue which can be of harm to Students for Global Health both internally and externally. Any decision made by the Board of Trustees in accordance with this bylaw has to be communicated through public minutes and may be raised for review at the General Assembly.
- 2.2.3. Board of Trustee members will receive a copy of all National Committee meeting minutes at the latest three weeks after the meetings and will be responsible for review.
- 2.2.4. The Board of Trustees is responsible for submitting a written report at the first day of the General Assembly meetings. Their report has to be presented orally.
- 2.2.5. The Board of Trustees has the authority to stop and suspend any financial transaction that is not made in the best interests of Students for Global Health, or contradicts the Constitution and By-laws of Students for Global Health.
- 2.2.6. All decisions made by the Board of Trustees shall require a relative majority.
- 2.2.7. Nominate one member annually to serve on the Agenda Committee

2.3. Working methods

- 2.3.1. At each Board of Trustees meeting, members of the Board will decide upon who shall construct and distribute the next meeting's agenda, facilitate the next meeting and have a final responsibility on decisions made in that meeting.

- 2.3.2. After each Spring General Assembly, members of the Board of Trustees will decide upon who shall deal with financial matters relating to the Charity and be the observer and advisor to the Director of finance of the National Committee. This person shall be known as the Executive Director of finance.
- 2.3.3. After each Spring General Assembly, members of the Board of Trustees will decide upon who shall be responsible for communication within the Board and reports to the General Assembly. This person shall be known as the Secretary of the Board of Trustees and shall be responsible for producing minutes for Board of Trustee meetings and constructing and distributing the agenda for meetings.

3. National Working Groups

3.1. Definition, Creation and Operation

- 3.1.1. To support the work of the National Committee and build the capacity of the network in its Affiliates, the National Committee will have the ability to create 'National Working Groups' (NWG) of individuals from around the network, committed to work on a specific area.
- 3.1.2. National Working Groups may be chaired by a National Committee member, or by another member of the NWG.
- 3.1.3. Members of National Working Groups do not need to be elected. Where the size of a NWG must be restricted, or particular roles are required within a national working group, the National Committee will call out for applicants via all available communication channels at least two weeks prior to the deadline. A group comprising not fewer than three members of the National Committee are then permitted to appoint members after an objective assessment of applications for experience and enthusiasm.
- 3.1.4. Groups working for the operation of the network shall be known as operational teams and do not fall under the remit of the National Committee policy and advocacy director.

3.2. Students for Global Health Alumni

3.2.1. General

- 3.2.1.1. The term "Students for Global Health Alumni" refers to the activities of former student members who are no longer active in Students for Global Health 'Branches', or 'Affiliates' but who continue to support the work of Students for Global Health.
- 3.2.1.2. Students for Global Health Alumni will be considered equivalent to a National Working Group, and will be chaired by the Students for Global Health Alumni Director.
- 3.2.1.3. Students for Global Health accepts no responsibility or liability for any Alumni member supporting Students for Global Health on a local or national level. Individual participants should take full responsibility for themselves during the preparation, travelling and for the duration of the project.
- 3.2.1.4. Without prejudice to the generality of the foregoing, Students for Global Health- UK accepts no responsibility of the following: financial loss, illness,

kidnapping, personal disappointment, personal injury or death, sexual or other harassment, travel difficulties, war or weather complications.

- 3.2.1.5. Alumni members participating in any of Students for Global Health's Affiliates must make sure they have adequate insurance coverage and indemnity for any Students for Global Health Affiliate they undertake. None is provided by Students for Global Health in any form.
- 3.2.2. Appointment of the Alumni Director
 - 3.2.2.1. Any member of Students for Global Health or Students for Global Health Alumni can be appointed to the position of Alumni Director.
 - 3.2.2.2. The Alumni Director will be appointed by the National Committee, as described in by-law 4.1.3.
- 3.2.3. Alumni Reporting
 - 3.2.3.1. All reports have to be sent to the National Committee via email.
 - 3.2.3.2. The Students for Global Health Alumni Director must submit a written report of Affiliates which have taken place over the last 12 months to the Affiliates Coordinator at least 3 weeks prior to the Spring General Assembly.
 - 3.2.3.3. The Annual Report must include:
 - 3.2.3.3.1. Affiliates conducted after previous report;
 - 3.2.3.3.2. General financial status;
 - 3.2.3.3.3. Plan of action for the next year;
 - 3.2.3.3.4. Director's description of the status of the project;
 - 3.2.3.3.5. The name, address, email address and telephone number of the Alumni Director;
 - 3.2.3.3.6. An evaluation of the ethical and environmental challenges faced and how these have been dealt with.
 - 3.2.3.4. Voting rights will be removed if the Alumni Director fails to deliver an annual report.
- 3.2.4. Alumni Banking
 - 3.2.4.1. All monies donated to Students for Global Health Alumni will be paid directly into the Students for Global Healthbank account.
 - 3.2.4.2. The Alumni Director may claim expenses and costs of the running of the Students for Global Health Alumni from the Students for Global Health account at the discretion of the Director of finance.

4. Students for Global Health Affiliates

4.1. Definition

- 4.1.1. The term “Students for Global Health Affiliate” refers to organisations which are predominantly student based, who aim to achieve objectives which are relevant to the mission and towards the vision of Students for Global Health. Information regarding all Students for Global Health Affiliates will be listed on the Students for Global Health website.

4.2. Benefits of becoming a Students for Global Health Affiliate

- 4.2.1. Students for Global Health Affiliates have voting rights at Students for Global Health Voting Sessions.
- 4.2.2. Affiliates Coordinator will arrange a meeting for Affiliates at least once a year, if requested, where Affiliates will discuss specific projects and campaigns on which they can collaborate.
- 4.2.3. Affiliates may also request training, discuss common issues, network and collectively mandate the Affiliates Coordinator to carry out mutually beneficial tasks for the remainder of their term in office.
- 4.2.4. Students for Global Health Affiliates will be included in an online discussion forum with other Students for Global Health Affiliates to share best practice, network and carry out mutually beneficial tasks.
- 4.2.5. Students for Global Health Affiliates will be able to work with the Students for Global Health National Committee to help them achieve their Strategic Plans.
- 4.2.6. Affiliates will have access to the full use of Students for Global Health support as far as is feasible for Students for Global Health UK.

4.3. Responsibilities of becoming a Students for Global Health Affiliate

- 4.3.1. The Students for Global Health General Assembly will be responsible for Affiliations. With advice from the Students for Global Health National Committee, the Affiliates Coordinator will make recommendations to the General Assembly regarding proposed Affiliations.
 - 4.3.1.1. The Affiliates Coordinator will determine whether an activity should be recommended to the General Assembly based on whether they fulfil all requirements set out in the By-laws. A strong emphasis is to be placed on whether the Activity’s plans are relevant to Students for Global Health’s vision and mission.
 - 4.3.1.2. Any proposed Activity which is not deemed appropriate for affiliation by the Affiliates Coordinator has the right to appeal directly to a General Assembly.
- 4.3.2. In order to be affiliated as a Students for Global Health Affiliate, Affiliates must update their contact details and strategic plan at least once per year.

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- 4.3.3. Additional requirements of Students for Global Health Affiliates are:
 - 4.3.3.1. That the opportunity to be involved is open to all Students for Global Health members.
 - 4.3.3.2. To input into one Affiliates Meeting per year and work with other Students for Global Health Affiliates throughout the year.
 - 4.3.3.3. That the Affiliate has a National Committee or National Contact Person, able to provide the appropriate level of support for the Affiliate's local groups and keep in regular contact with the Affiliates Coordinator.
 - 4.3.3.4. That the Affiliate keeps consistent contact with all of its local groups and can provide Students for Global Health Branches with the contact details for all of its local groups.
 - 4.3.3.5. They will, when appropriate, register with the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator, or the Charity Commission for Northern Ireland if deemed necessary as defined in UK law.
 - 4.3.4. Representation at a general assembly:
 - 4.3.4.1. If an affiliate fails to send a representative to 2 consecutive general assembly's then their voting rights will be suspended
 - 4.3.4.2. Therefore, the affiliate will not count towards the quorum of the general assembly
 - 4.3.4.3. Upon sending a representative the affiliates voting rights will be fully restored.
 - 4.3.5. In the case of a group only present at one university requesting affiliation the Affiliates Coordinator may still consider them for affiliation. They must, however, consider:
 - 4.3.5.1. The current sustainability of the group,
 - 4.3.5.2. The group's plans for expansion and capacity to do this,
 - 4.3.5.3. How Students for Global Health- UK, especially the Affiliates Coordinator, will help them expand.
 - 4.3.6. If it is found an Affiliate is in violation of the by-laws, the Affiliates Coordinator can choose to provide them with an adequate time period, up to 6 months in which to rectify the situation or be automatically disaffiliated.
- 4.4. Affiliation as a Students for Global Health Affiliate
- 4.4.1. Affiliates must request the permission of the Students for Global Health National Committee for any grants they submit if they using the Students for Global Health name and/or charity number.
 - 4.4.2. If an Affiliate needs the assistance of the Students for Global Health National Committee for a grant application, the Affiliate must submit the necessary documents to the Students for Global Health National Committee before the deadline of the grant.

- 4.4.3. Affiliates may ask the Students for Global Health National Committee to apply for grants on their behalf, subject to the following:
 - 4.4.3.1. The Students for Global Health National Committee must agree that the use of the grant will be within the Charitable Objectives of Students for Global Health- UK.
 - 4.4.3.2. The Affiliate will be fully responsible for all logistical aspects of the grant application, including writing it.
 - 4.4.3.3. The Students for Global Health National Committee may refuse to apply for a grant on behalf of an affiliate.
 - 4.4.3.4. If the grant application is successful, the Students for Global Health National Committee will require a full expenditure report with relevant receipts, within an agreed time frame of the money being transferred, and by the end of the financial year.
- 4.4.4. Affiliates and Branches of Affiliates may not use Students for Global Health's charity number to fundraise. They may raise money directly for Students for Global Health with prior permission from the Students for Global Health National Committee, with all monies to be

deposited directly into a Students for Global Health Bank account.

4.4.5. Students for Global Health accepts no responsibility or liability for any Affiliate supported by Students for Global Health on a local or national level. Individual participants should take full responsibility for themselves during the preparation, travelling and for the duration of the activity. Without prejudice to the generality of the foregoing, Students for Global Health accepts no responsibility of the following: financial loss, illness, kidnapping, personal disappointment, personal injury or death, sexual or other harassment, travel difficulties, war or weather complications.

4.4.6. Participants in any Students for Global Health Affiliate or Exchange must make sure they have adequate insurance coverage for any activity they undertake. None is provided by Students for Global Health in any form.

4.5. Safeguarding Children and Vulnerable Adults

4.5.1. If appropriate, Affiliates must have and implement a child and/or vulnerable adult safeguarding policy.

4.5.2. Affiliates are responsible for ensuring there is a suitable named person under their policy and informing Students for Global Health of the identity of this person.

4.5.3. Affiliates are responsible for providing suitable training to relevant members to protect children and/or vulnerable adults if required.

4.5.4. Affiliates are responsible for ensuring a suitable person is trained and able to respond to any incidents that occur, if required.

4.6. Process of Disaffiliation

4.6.1. Hereafter described as '*Process One*,' this bylaw (4.6.1) shall outline the first actions which should be undertaken in a disaffiliation process.

4.6.1.1. If either party wishes to begin the disaffiliation process, then an initial meeting must take place - the aim of this meeting is to understand the cause of the disaffiliation, and attempt to work to resolve the issue(s). The issue may be resolved at this meeting, or subsequent ones. Either there will be no change to the affiliation agreement (as in the issue was caused by a lack of knowledge or understanding), or something in the affiliation agreement will change.

4.6.1.2. *Potential changes to the affiliation agreement.* Either party may make suggestions to the affiliation agreement to help resolve the issue. The revised document of affiliation may be presented at the next discussion and if resolved may be submitted either at the next General Assembly or via an extraordinary vote held outside normal convention.

4.6.1.3. If after these initial meetings, either or both parties wish to continue with the disaffiliation process then a discussion should be held to begin drafting a Document of Disaffiliation. The document should contain a summary how the organisations became affiliated, a summary of what

each organisation has been achieving in the period that Students for Global Health and the affiliate have been partnered. Additionally, a summaries of why a disaffiliation is needed or wanted, the outcome of the disaffiliation meetings and a confirmation that both organisations agree that they wish to break the Affiliation Agreement. The document should also state how the organisations should interact with each other in the future; for example as a minimum basis maintaining a respectful professional distance, or whether the organisations are open to working in specific areas.

- 4.6.1.4. The Disaffiliation Document should be accepted by both parties, and then ratified at their respective General Assemblies.
- 4.6.2. Hereafter described as '*Process Two*.' Bylaw 4.6.2 Is the second way to disaffiliate, and should be used as a last resort; i.e. that the either party is uncontactable or unwilling to enter discussions.
 - 4.6.2.1. The organisation should be contacted in every way possible by the Affiliates Director or another appointed person. All attempts of contact should be documented.
 - 4.6.2.2. If the organisation is uncontactable by every means necessary then the party beginning disaffiliation procedure should move to 4.6.2.4. If the organisation is contactable then the party beginning the disaffiliation procedure should attempt to continue via *Process One*. If the contacted organisation is not responsive to Process One then the initial party should continue to 4.6.2.3.
 - 4.6.2.3. The party should attempt to contact every member of the other organisations committee in an attempt to find an individual receptive to engaging in disaffiliation meetings. A non-subjective moderator may be introduced at this point to contact the unresponsive organisation and facilitate the discussion. If there is still no willingness to discuss the relationship then the initial party should move to 4.6.2.4.
 - 4.6.2.4. As the contacted party has not responded, or is unwilling to discuss via *Process One*, then the initial party should begin drafting a Motion of Disaffiliation to be proposed at the next General Assembly. The Motion of Disaffiliation should contain a detailed explanation as to why Process One was not followed. If the Motion is ratified, this would break all ties with the organisation. If not ratified, then the proposing organisation should return to 4.6.2.1.
- 4.6.3. This bylaw defines the third process – *Process Three* – of disaffiliation. In the event that a Memorandum of Understanding (MoU) is passed between Students for Global Health and an organisation that, prior to this MoU, was an affiliate of Students of Global Health, the new Partner organisation will be automatically disaffiliated at the end of the General Assembly upon the passing of the MoU.

4.7. Definition of Students for Global Health Partners

- 4.7.1. The term “Students for Global Health Partner” refers to external organisations that share Students for Global Health’s vision or mission statements and have a formalised Memorandum of Understanding ratified at a Students for Global Health General Assembly. Information regarding all Students for Global Health Partners will be listed on the Students for Global Health website.

4.8. Benefits of becoming a Students for Global Health Partner

- 4.8.1. National Committee will arrange a meeting for Partners at least once a year, if requested, where Partners will discuss specific projects and campaigns on which they can collaborate.
- 4.8.2. Partners may also request training, discuss common issues, network and collectively mandate the National Committee to carry out mutually beneficial tasks for the remainder of their term in office.
- 4.8.3. Students for Global Health Partners will be included in an online discussion forum with other organisations within the Students for Global Health family to share best practice, network and carry out mutually beneficial tasks.
- 4.8.4. Students for Global Health Partners will be able to work with the Students for Global Health National Committee to help them achieve their Strategic Plans.

4.9. Responsibilities of becoming a Students for Global Health Partner

- 4.9.1. The Students for Global Health General Assembly will be responsible for officially ratifying the Partnership. The Students for Global Health National Committee will make recommendations to the General Assembly regarding proposed Partnerships.
 - 4.9.1.1. The National Committee will determine whether an External organisation should be recommended to the General Assembly based on whether they fulfil all requirements set out in the By-laws. A strong emphasis is to be placed on whether the organisations work is relevant to Students for Global Health’s vision and mission.
- 4.9.2. In order to be recognised as a Students for Global Health Partner, external organisations must confirm their contact details at the beginning of the Academic year (suggested date: October 1st) every year.
- 4.9.3. Additional requirements of Students for Global Health Partners are:
 - 4.9.3.1. That the opportunity to be involved is open to all Students for Global Health members.
 - 4.9.3.2. To input into one Partners Meeting per year and work with other Students for Global Health Partners throughout the year.
 - 4.9.3.3. That the Partner has a National Committee or National Contact Person, able to keep in regular contact with Students for Global Health’s

National Committee.

4.9.3.4. That the Partner keeps up to date contact details of its local groups and can provide Students for Global Health Branches with the contact details for all of its local groups.

4.9.3.5. If it is found a Partner is in violation of the by-laws, the National Committee can choose to provide them with an adequate time period, up to 6 months in which to rectify the situation or the Memorandum of Understanding is voided under agreement of the National Committee until the next Students for Global Health General Assembly, where the Partnership can be officially nullified.

4.10. The partnership agreement as agreed upon in the signed Memorandum of Understanding does not inherently give either party financial responsibilities or obligations. However, there may be specific cases whereby the Memorandum of Understanding may detail agreed financial obligations.

4.10.1. Partners, in any capacity, may not use Students for Global Health's charity number to fundraise. They may raise money directly for Students for Global Health with prior permission from the Students for Global Health National Committee, with all the income to be deposited directly into a Students for Global Health Bank account.

4.10.2. Students for Global Health accepts no responsibility or liability for any Partner supported by Students for Global Health on a local or national level. Individual participants should take full responsibility for themselves during the preparation, travelling and for the duration of the activity. Without prejudice to the generality of the foregoing, Students for Global Health accepts no responsibility of the following: financial loss, illness, kidnapping, personal disappointment, personal injury or death, sexual or other harassment, travel difficulties, war or weather complications.

4.10.3. Any individual who undertakes an activity with a Students for Global Health Partner must ensure that they have adequate insurance coverage. None is provided by Students for Global Health in any form.

4.11. Content of Memoranda

4.11.1. Every Memorandum of Understanding drafted must include a subsection which details how the each party shall promote the other on Social Media. Namely, this will centre on bilaterally advertising each organisations events, projects, research, campaigns *etc.*

4.11.2. Every Memorandum will include a section on financial relationship. As a basis this will agree that neither organisation has any financial liability to the other. However, this is open to discussion between the external organisation and Students for Global Health.

4.11.3. Memoranda must include background information on both organisations, and a

section on shared values.

- 4.12. Memoranda of Understanding are valid for a three year period beginning from the General Assembly they were ratified in.
 - 4.12.1. If either party wishes to break the Partnership Agreement before the three years are over then it is suggested that both parties should follow the disaffiliation protocol to attempt to rectify and problems.
 - 4.12.2. Once the three years are over, the Memoranda should be reviewed by both parties and accepted. A motion to continue the Partnership should be made in the following General Assembly

5. External Relations and Representation

5.1. General

- 5.1.1. Official relationships of Students for Global Health with other organizations shall be based on health, education, science, environmental, social and humanitarian affairs.
- 5.1.2. The National Committee must gain the support of the Members at the General Assembly before pursuing a partnership with an individual or an organisation. This support will be shown by a simple majority vote on a Memorandum of Understanding (MoU) between Students for Global Health and the partner individual or organisation, proposed by the National Committee. The National Committee should present the MoU, as well as the background information on the proposed partner partner, the aims/expectations and any foreseeable risks of the partnership to the members before asking them to vote.
- 5.1.3. For reasons of ethics, Students for Global Health will not accept funding from pharmaceutical companies. However, Students for Global Health maintains the autonomy of its projects, member Branches and events organisers. We will not accept money for advertising which makes contestable claims of fact. No money will be taken from organisations with an agenda in healthcare that conflicts seriously with our own. Students for Global Health also recommends that its Members follow ethical and environmental principles in their choice of funders.
- 5.1.4. The National Committee will present a report of the recent Affiliates within each partnership to each General Assembly.
- 5.1.5. Any communication or co-operation with an external organisation, institution or partner on behalf of Students for Global Health must have the approval and the supervision of the Students for Global Health National Committee.
- 5.1.6. Any member of the National Committee or network who meets with or attends the event of an external organisation, institution or partner on behalf of Students for Global Health is required to fill in an external representation form, recording the results of their external representation, within 10 days of the meeting/event.
- 5.1.7. Any member of the National Committee or network who meets with or attends the event of an external organisation, institution or partner on behalf of Students for Global Health is required to read and sign a Students for Global Health external representation code of conduct.
 - 5.1.7.1. Delegates to meetings of the International Federation of Medical Student's Associations must read and sign a specific IFMSA code of conduct.

5.2. Liaison Officers

- 5.2.1. The National Committee is entitled to appoint a Liaison Officer.

5.2.2. Candidates for the post of Liaison Officer must hand in a written candidature to the National Committee.

5.3. External Meeting Deadlines

5.3.1. Any member of the National Committee must send external meeting calls for Students for Global Health delegates:

5.3.1.1. At least 4 weeks prior to the beginning of a meeting occurring within the UK, unless the National Committee member is given less than 4 weeks notice of the meeting.

- 5.3.1.2. At least 10 weeks prior to the beginning of a meeting occurring outside of the UK, unless the National Committee member is given less than 10 weeks notice of the meeting.
- 5.3.1.3. The application call must be open for at least 2 weeks unless the National Committee member is informed of the meeting less than 2 weeks prior to the beginning of the meeting.

6. Conferences

6.1. Timing

- 6.1.1. Students for Global Health facilitates the staging of the Students for Global Health National Conference in October and the Global Health Conference in March every year, and these shall not overlap with either Students for Global Health or IFMSA General Assemblies.

6.2. Programmes

- 6.2.1. The programmes for these conferences shall adhere closely to the timetables appended to the "Guidance Statement on Conference Organisation"

6.3. Hosting

- 6.3.1. Any Students for Global Health branch has the right to apply to host a conference.
- 6.3.2. Hosts should be elected in line with the "Guidance Statement on Conference Organisation" and by Single Transferable Vote as per Appendix 3.
- 6.3.3. A full and explicit contract should be signed between the National Committee and the Organising Committee within a month after successful election of host branch, as set out in the "Guidance Statement on Conference Organisation".
- 6.3.4. Responsibilities of the National Committee and Organising Committee are set out in the "Guidance Statement on Conference Organisation".
- 6.3.5. The hosts must report regularly to the National Committee, and compile a report for presentation at the next General Assembly following the conference, including a full financial report as per the "Guidance Statement on Conference Organisation". This report shouldn't be adopted by the voting members until 50% of the profits of the conference have been transferred to Students for Global Health and the conference bank account has been closed

6.4. Finances

- 6.4.1. Students for Global Health is not liable for any debts incurred by Organising Committees, local member Branches, Branch members or venues in the hosting of conferences or any other event.

7. Branches

7.1. Voting Rights

- 7.1.1. In order for a branch to remain affiliated to Students for Global Health, it must fulfill the requirements stated in this clause. When a member Branch does not fulfill the requirements of Students for Global Health that Branch will automatically lose their voting rights until they have been fulfilled.

7.2. Reporting

- 7.2.1. All Branches are required to submit a written report of activities which have taken place in their Branch over the last 12 months to the Director of Branch Affairs by the Students for Global Health Autumn Weekend.
- 7.2.2. The annual report must include:
 - 7.2.2.1. Activities conducted after previous report;
 - 7.2.2.2. Plan of action for the next year;
 - 7.2.2.3. President's description of the status of the branch;
 - 7.2.2.4. Updated contact details for the branch

7.3. Representation

- 7.3.1. All branches should send a representative to both the Spring and Autumn General Assemblies
- 7.3.2. If the Branch president is unable to attend they must transfer their voting rights to another member of their branch for the period of the general assembly. The name of the individual to assume the branches voting rights must be communicated to the Agenda Committee prior to the voting session at the general assembly.
- 7.3.3. Representation at a general assembly:
 - 7.3.3.1. If a branch fails to send a representative (in person or via video link) to two consecutive general assemblies then their voting rights will be suspended
 - 7.3.3.2. Therefore, the branch will not count towards the quorum of the general assembly
 - 7.3.3.3. Upon sending a representative the branches voting rights will be fully restored if in accordance with all other stipulations in Clause 7.

7.4. Branch Affiliation Fees

- 7.4.1. All branches are mandated to pay branch affiliation fees in order to remain affiliated to Students for Global Health. Branches who do not pay the affiliation fee will not be affiliated and will not be accorded voting rights unless the branch has expressed difficulties accessing funds before this time
- 7.4.2. Branches must submit their bank balance from the first of September to the National Committee using the form provided by the first day of the Students for Global Health Autumn Weekend
- 7.4.3. Branch affiliation fees will be calculated as 5% of the branch's

account balance over £200 on the 1st of September at the beginning of that academic year

- 7.4.4. Balance of less than £200 will not be required to pay fees
- 7.4.5. Branches will be invoiced after the Students for Global Health Autumn Weekend and will be required to pay the annual branch fees within one month of being invoiced.
- 7.4.6. The National Committee will make all reasonable effort to establish contact and will subsequently issue at least two reminders within the month after issue of the invoice before a branch can be disaffiliated
- 7.4.7. Branches in debt to Students for Global Health at the time of a General Assembly will not be afforded voting rights until they are no longer in debt to Students for Global Health.

7.5. Safeguarding Children and Vulnerable adults

- 7.5.1. If appropriate, Branches must have and implement a child and/or vulnerable adult safeguarding policy

- 7.5.1.1. Branches may reference the child safeguarding policy of

Students for Global Health.

- 7.5.1.2. Branches are responsible for ensuring there is a suitable named person under their policy and informing Students for Global Health of the identity of this person.
 - 7.5.1.3. Branches are responsible for providing suitable training to relevant members to protect children and/or vulnerable adults if required.
 - 7.5.1.4. Branches are responsible for ensuring a suitable person is trained and able to respond to any incidents that occur, if required.

7.6. New Branches

- 7.6.1. New branches can join Students for Global Health and become voting members after acceptance through a vote at a Students for Global Health General Assembly.
- 7.6.2. Existing student Global Health societies can become a Students for Global Health branch where they adhere to all existing Students for Global Health governance and are accepted through a vote at a Students for Global Health General Assembly.

8. Procedures at General Assembly meetings

8.1. Voting Rights

- 8.1.1. The following Members shall have Voting Rights during General Assemblies and conferences of Students for Global Health, and shall be known as 'Voting Members'.
 - 8.1.1.1. Nationally recognised Affiliates, providing that they have fulfilled the criteria laid down in By-law 4.3.
 - 8.1.1.2. Branches, providing that they have fulfilled the criteria laid down in By-law section 8.

8.2. Speaking Rights

- 8.2.1. In addition to the Voting Members, the following shall have Speaking and Proposing Rights during General Assemblies and conferences of Students for Global Health:
 - 8.2.1.1. Board of Trustees
 - 8.2.1.2. National Working Group Coordinators (on behalf of their National Working Group)
 - 8.2.1.3. National Committee

8.3. General Assembly Protocol

- 8.3.1. Voting will be conducted as detailed in Appendix 3.
- 8.3.2. Any Voting Member or the National Committee may table a motion at the General Assembly. Motions include:
 - 8.3.2.1. a change to the By-laws or Constitution;
 - 8.3.2.2. a guidance statement;
 - 8.3.2.3. a policy statement.
- 8.3.3. The call for motions must be made by the Agenda Committee at least six weeks before the deadline for submission.
- 8.3.4. Motions must be submitted to the Agenda Committee at least three weeks before the General Assembly.
 - 8.3.4.1. With the exception of Guidance Statements, which may be submitted in General Assembly.
 - 8.3.4.2. All motions and candidatures to be voted on must be sent to Voting Members by the Agenda Committee at least ten days before the General Assembly.
- 8.3.5. The chair of the general assembly shall be selected and shall follow the guidelines laid out in the Guidance Statement elected at SGA 2015 entitled "National Committee-proposed chair guidelines".

8.4. Organisation of a General Assembly

- 8.4.1. The network shall implement the most up to date guidance on the election and running of General Assemblies.
- 8.4.2. Hosts should endeavour to use the most up-to-date guidance on organising General Assemblies.

8.5. Use of the Students for Global Health Brand

- 8.5.1. In the time between interest in affiliation, and official affiliation, the branch may use Students for Global Health's name and branding at the discretion of the National Committee. Official affiliation is here by defined as being voted in by members at Students for Global Health Autumn Weekend or Spring General Assembly. All use must be in keeping with the bylaws and branch affiliation agreement.

9. Elections

9.1. Timing

- 9.1.1. The National Committee is elected at the Spring General Assembly.

9.2. Hosts

- 9.2.1. Event Hosts will be elected two general assemblies prior to the event they wish to host. If this agreement falls through, the National Committee will re-advertise for a host and decide an alternative method for how they are appointed.

- 9.2.1.1. This is with the exception of General Assembly hosts, where the most up-to-date guidance statement should be followed in the election and running of General Assemblies.

9.3. Positions

- 9.3.1. The National Committee positions are specified in By-law 1.3.

9.4. Candidatures

- 9.4.1. Candidates applying for National Committee positions must submit a candidature form to the Agenda Committee with a 500 word statement of their motivations within a specified time-limit.

9.5. Procedure for National Committee Elections

9.5.1. The elections will take place in the following categorical order:

9.5.1.1. Category A

- National Director

9.5.1.2. Category B

- Director of Branch Affairs
- Director of International Affairs

9.5.1.3. Category C

- Global Health Education Director
- Policy and Advocacy Director
- Affiliates Coordinator
- Communications Director
- Training Director
- Secretary
- Finance Director
- National Exchange Officers

9.5.1.4. Category D

- Regional Coordinators

9.5.2. Candidates may stand for one position in each category. Once elected, the candidate must withdraw from the remainder of the elections.

9.5.3. In each case the options available to the members will consist of the candidates name(s) and an option to re-open nominations.

9.5.4. Any person who stands for the position of Training Director must have completed the Students for Global Health TNT (Training New Trainers) course. They must have completed TNT by the Spring General Assembly of the year they are standing for the position of Training Director.

9.5.5. The ballot shall be anonymous, with the results checked by the Agenda Committee, members of which will act as Returning Officers in elections.

9.5.6. The elections shall be by a Single Transferable Voting system.

9.5.7. In the event of a position being vacant due to a lack of candidates, or the General Assembly voting to reopen nominations, refer to By-law 1.2.

10. Finance

10.1. Financial Management

- 10.1.1. The accounts operated by Students for Global Health should be under the control of the National Director, Director of finance and Secretary at minimum.
- 10.1.2. One of the National Director, Director of finance or Secretary must authorise any payments. Any other National Committee members with control of the account may counter-sign approval of these payments.
- 10.1.3. No person shall authorise payment from Students for Global Health account into their own personal account.
- 10.1.4. Photocopies of cheques shall be attached to the relevant Paying-In slip and stored on file until the relevant year's accounts have been approved.
- 10.1.5. Any payments into Students for Global Health accounts not made by the Director of Finance shall be brought to the attention of the Director of Finance immediately, and the corresponding paying-in slip must be sent to the Director of Finance.
- 10.1.6. Students for Global Health National Committee and Affiliates Board members may claim expenses from the Students for Global Health account at the discretion of the Director of Finance.
- 10.1.7. The National Committee may vote to overrule the decision of the Director of Finance if a dispute arises.
- 10.1.8. Expenses incurred by the Director of Finance must be approved by the National Director.
- 10.1.9. Any Member wishing to claim a refund of expenses incurred on Students for Global Health's behalf must ensure their claim reaches the Director of Finance within six months of the expense. Any claim received greater than six months after the date of the attached receipt will not be processed.
- 10.1.10. The Director of Finance will also be responsible for controlling and auditing national finances for the Students for Global Health Exchanges. Local finances will be dealt with by a Local Exchanges Committee.

10.2. Students for Global Health Development Fund

- 10.2.1. The Branches Development Fund is a designated fund supported by Branch Affiliation Fees that provides financial support to projects that aim to develop the network and further Students for Global Health's vision and mission in a sustainable way ☒
- 10.2.2. Applications will be assessed according to the priorities of the network, in line with the Students for Global Health Long Term Development Plan

- 10.2.3. Each year the criteria and mark scheme for the fund should be decided by the National Committee in conjunction with the Board of Trustees
- 10.2.4. Applications will be independently marked by at least two members of the National Committee and two members of the Board of Trustees
- 10.2.5. The Director of Branch Affairs is responsible for coordinating the fund and ensuring applications are assessed and replied to in a timely manner.
- 10.2.6. Individual awards should not be greater than 1/6th of the size of the fund, except where the application is considered to be of great benefit to the network.
- 10.2.7. The fund would not normally fund personal travel expenses.

- 10.2.8. Successful applicants will be expected to provide a short report within 14 days of completion, or adequate progression of the work, which must be published on the Students for Global Health website.

10.3. Expenses - Director of International Affairs

- 10.3.1. The Director of International Affairs will not have to pay to attend IFMSA General Assemblies. This allows all willing and able participants to apply for the role irrespective of ability to pay to attend the IFMSA conferences.
- 10.3.2. A subsidy for travel expenses will be available for IFMSA General Assemblies and the European Regional Meeting (EurRegMe) meeting. This amount is to be set at the beginning of the year, based on the location of the two General Assemblies and reasonable travel cost, as determined by the Director of Finance and Board of Trustees. The Director of International Affairs will have to provide documentation of travel expenses incurred.
- 10.3.3. The source of funding for the Director of International Affairs' expenses is determined by the International Finances Model.

10.4. International Finances

- 10.4.1. International finances outgoings include the IFMSA membership fee and the Director of International Affairs' expenses.
- 10.4.2. International outgoings are to be financed by all activities within Students for Global Health that require Students for Global Health's membership with the IFMSA in order to exist. An IFMSA Activity is defined as any project or group that requires Students for Global Health to be part of the IFMSA in order to function.
- 10.4.3. For those activities do not incur fees, a fixed fee for contribution will be taken, determined by hours required to process any administration. This fee will be determined by the National Director, Director of International Affairs and Director of Finances at the start of the year. This fixed amount will be earmarked toward the International Finances Emergency Fund (IFEFF).
- 10.4.4. The IFMSA membership fee should be broken down and each IFMSA activity will contribute a proportionally weighted amount towards this fee over the upcoming year. The International Financial model should be utilised in order to general proportionally weighted contributions per activity.
- 10.4.5. Each year, £200 is to be added to the total international outgoings, and earmarked towards the IFEFF. This amount will build year on year, and its use is limited to the bylaws in Annex 1.
- 10.4.6. The IFMSA membership fee, IFEFF and predicted cost of each IFMSA activity should be calculated and evaluated by the incoming NC at the beginning of the year. The Director of Finance, National Director and Director of International Affairs (or member of international team) is to

be responsible for managing the model and ensuring that internal practices reflect the International Finances model. The NEOs are to be consulted during NCM1 to predict the average cost of an exchange.

- 10.4.7. The International Finances model is to be evaluated at the end of each term by the Director of International Affairs (or member of International team), Director of Finance and National Director.

11. Students for Global Health Programmes

11.1. Definition

- 11.1.1. A Students for Global Health programme is a strategically planned, long-term programme of work with the aim of achieving Students for Global Health's vision or mission acting outside of branch or activity structures.
- 11.1.2. A Students for Global Health programme's aims must be in line with Students for Global Health's mission and vision.
- 11.1.3. A Students for Global Health programme may have significant input from non-students.
- 11.1.4. A Students for Global Health Programme must be student-led.

11.2. Creation and dissolution of a Students for Global Health programme

- 11.2.1. The creation or dissolution of a Students for Global Health programme requires the approval of the General Assembly.

11.3. Voting rights and speaking rights

- 11.3.1. Students for Global Health programmes do not have voting rights.
- 11.3.2. Students for Global Health programmes do have speaking right.

11.4. Finances

- 11.4.1. A Students for Global Health programme must act in accordance with section 11.1.
- 11.4.2. Money raised specifically for a Students for Global Health programme is ring-fenced and requires approval from the Director of finance to be spent.
- 11.4.3. The Students for Global Health Programme may not enter into any contracts or purchases on behalf of Students for Global Health, without the prior approval of the National Committee.
- 11.4.4. Students for Global Health may recover reasonable costs for administration and staff time from the Students for Global Health Programme's budget.
- 11.4.5. If a Students for Global Health Programme is dissolved, any of their outstanding funds will be incorporated into Students for Global Health's budget.

11.5. Interaction with the network

- 11.5.1. A Students for Global Health Programme should have access to all the benefits of the Students for Global Health Network.
- 11.5.2. A Students for Global Health programme must report to the network at least once a year, and to the National Committee once a month.

12. Other

- 12.1. All governing documents of the network will reflect the name of the charity as stated in Part 1 Section 2 of the charity's constitution
- 12.2. All governing documents will be changed in accordance with any change in Part 1 Section 2 of the constitution
- 12.3. Changes to the charity's name on any other formal or informal documents, in accordance with change of Part 1 Section 2 of the constitution will be at the discretion of the national committee.

Appendix 1 – Students for Global Health Regions

Midlands Region:

1. Birmingham
2. Keele
3. Leicester
4. Nottingham
5. Warwick

Northern Region:

6. Lancaster
7. Leeds
8. Liverpool
9. Manchester
10. Newcastle
11. Sheffield
12. Hull
13. York

Scottish & Northern Irish Region:

14. Aberdeen
15. Dundee
16. Edinburgh
17. Glasgow
18. Queen's University Belfast (QUB)
19. St Andrews

South West Region:

20. Bristol
21. Cardiff
22. Exeter
23. Plymouth
24. Truro

South East Region:

25. Barts London
26. Brighton & Sussex Medical School (BSMS)
27. Cambridge
28. Imperial College London
29. King's College London (KCL)

30. Southampton

31. St George's

32. University College London (UCL)

33. University of East Anglia (UEA)

34. Royal Veterinary College (RVC)

Appendix 2 – Affiliates and Other Voting Members

Currently the Affiliates and other voting members of Students for Global Health are:

1. Crossing Borders
2. Friends of Irise (Fol)
3. Healthy Planet
4. Homed
5. Kenyan Orphan Project (KOP)
6. Minds for Health
7. PharmAware
8. Sexpression:UK
9. SKIP
10. Youth Stop Aids
11. Universities Allied for Essential Medicines (UAEM)
12. Street Doctors
13. Healthy and Proactive Project for Youth (HAPPY)

Appendix 3 – Voting Process

Roll Call and Voting Cards

1. At the start of each session, the Chair must do a roll call. All Members with Voting Rights will be called to see if they are present. This includes checking that voting members participating through internet and telecommunication links are in contact. Official voting cards will be handed out to the Members that are present. The results of the roll call will be recorded and incorporated in the minutes.
2. If a Branch President or Affiliate Lead cannot attend the voting plenary and wish to delegate their voting rights to someone else involved in their Branch or Affiliate, they need to notify the National Committee of this, via email at least 2 days prior to the relevant voting plenary.
3. No person can hold more than one voting card during a voting plenary.
4. If any Member subsequently joins or leaves the session, they have to inform the Chair who will hand out or take back the voting card. At the end of all plenary sessions, the Members have to return their voting card to the Chair.

Motion and Debate

1. The Chair shall conduct the debate and decide upon the limitation of the discussion.
2. When a relevant motion is tabled, the Chair shall read the motion. The proposer may briefly explain the purpose of the motion.
3. All motions, including the alternative motions, need a seconder. If there is no seconder, the motion fails immediately.
4. After this the Chair shall ask if there are questions or points for discussion. If there are questions, the Chair shall make a speakers' list and the discussion on the amended motion shall be opened. Speakers will declare themselves as speaking 'for' or 'against' a motion. The Chair will invite a speaker 'for' and 'against' and alternate between those 'for' and those 'against' until sufficient discussion has taken place. The Chair will then proceed to a vote.
5. The proposer will have 3 minutes to propose the motion, and all other speakers will have 2 minutes to speaker.
6. The proposer of the original motion shall have the right to speak last before the closure of the debate.
7. During the debate the speakers shall address the Chair. The Chair shall decide when a speaker gets the floor.

8. 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. In the case an amendment is proposed, the proposer of the amendment may briefly explain the amendment.
9. After this, the proposer of the original motion shall be asked if he or 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 they accept the amendment. If both

the proposer and seconder of the original motion accept the amendment, it shall be incorporated in the original motion.

10. 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.
11. After this the Chair shall ask if there are questions or points for discussion. If there are questions, the Chair shall make a speakers' list and the discussion on the amended motion shall be opened. Speakers will declare themselves as speaking 'for' or 'against' a motion. The Chair will invite a speaker 'for' and 'against' and alternate between those 'for' and those 'against' until sufficient discussion has taken place. The Chair will then proceed to a vote.
12. The proposer will have 3 minutes to propose the motion, and all other speakers will have 2 minutes to speaker.
13. The proposer of the original motion shall have the right to speak last before the closure of the debate.
14. In the event of no or no further amendments, the Chairperson shall call for any direct negatives to the motion. Should no Voting Member give a direct negative to the motion, the motion passes *nemo contra* without further debate.
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.
16. After the closure of debate, no withdrawal of motions is acceptable.
17. The Chairperson shall call the meeting to vote on the motion and the alternative motion.
18. A motion passes if:
 - a. No voting member gives a direct negative to the motion;
 - b. it reaches a simple majority of votes; or
 - c. it reaches a relative majority of votes in case there is an alternative motion.
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".

Point of Order

1. A point of order shall be concerned with the enforcement of interpretations of the Constitution, By-laws and policy statements of Students for Global Health.
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 point of order.

Point of Information

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.
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.

Procedural Motion

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.
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 there is no seconder, the motion fails immediately.
3. After this the Chair shall ask if there are questions or points for discussion. The Chair shall make a speakers' list and the discussion on the procedural motion shall be opened. Speakers will declare themselves as speaking 'for' or 'against' a motion. The Chair will invite a speaker 'for' and 'against' and alternate between those 'for' and those 'against' until sufficient discussion has taken place. The Chair will then proceed to a vote.
4. The proposer will have 3 minutes to propose the motion, and all other speakers will have 2 minutes to speaker.
5. All procedural motions require a simple majority.
6. In the event of a procedural motion being carried, it shall be put into effect immediately.
7. The following motions shall constitute procedural motions:
 - a. To change the order of the motions.
 - b. The meeting to proceed immediately to a vote.
 - c. The meeting to proceed to the next business.
 - d. Consideration of present motion to be postponed.
 - e. Let the meeting take an unofficial vote.
 - f. A discussion not to be recorded in the minutes.
 - g. Overrule the decision the Chairperson.

Voting

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 By-laws. All changes to the Constitution require a majority of two thirds.
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 IN FAVOUR.
ABSTENTIONS do count.
 - c. Relative Majority: the proposal receiving the most votes carries.
ABSTENTIONS do not count. In case there are more votes AGAINST
than for any of the proposals, all proposals fail.

3. Voting is done by raising the voting card. The Chair will call each voting option out loud. When called, the Voting Member has to clearly raise their voting card for the time necessary for the Chair to register the votes. Voting members participating through internet and telecommunication links must register their vote in a suitable manner. After having called for the votes on every option available to vote upon, the Chair shall announce the results. Votes will only be counted if there is not a clear simple majority either for or against a motion.
4. Voting during elections will be done by secret ballot.
5. The Chair and the National Committee will hand out the ballots to members with voting rights. In the case of voting members who are participating through internet and telecommunication links, voting options will be sent and returned through the relevant communication channel, in the same time period as ballot papers are distributed and returned in the voting room. They have to write their vote on the ballot paper after which it has to be returned to the Chair. The 2 members of the National Committee will count the votes.
6. Ballots must always contain an option to vote for an ABSTENTION, and also an option to vote AGAINST all of the other options.

Appendix 4 – Students for Global Health Exchanges By-laws

1. General

- 1.1. The UK's National Member Organisation (NMO) of the International Federation of Medical Students' Associations (IFMSA) is Students for Global Health.
- 1.2. The Standing Committee of Professional Exchanges (SCOPE) was the first committee within the IFMSA and organises professional exchanges.
- 1.3. The Standing Committee on Research Exchanges (SCORE) organises research exchanges.
- 1.4. "*Students for Global Health Exchanges*" is the official name of the professional and research exchanges which run in the UK.
- 1.5. Students for Global Health Exchanges are facilitated primarily on a national level by the National Exchange Officers (NEOs) and National Officers for Research Exchange (NOREs) and on a local level by the Local Exchange Officers (LEOs) and Local Officers for Research Exchanges (LOREs).
- 1.6. The aim of exchanges internationally is "to promote the cultural understanding and the cooperation among medical students and other health professionals, throughout international exchanges".
- 1.7. Nationally, the aim of exchanges is to "to promote understanding and cooperation amongst medical students and all health professionals".
- 1.8. Expansion of Students for Global Health Exchanges into more medical schools is an aim for further development of Students for Global Health Exchanges.
- 1.9. Governance of Medsin Exchanges is primarily by the relevant SCOPE and SCORE regulations and these must be followed for Medsin to remain SCOPE or SCORE active. This appendix serves to set out how Medsin governs exchanges in compliance with relevant IFMSA regulations.

2. Definitions

- 2.1. The National Exchange Officers shall hereby be referred to as 'NEOs' or where specific roles are relevant 'NEO-in' and 'NEO-out'. National Officer for Research Exchange shall be referred to as 'NORE', Local Exchange Officer as 'LEO', Local Officer for Research Exchange as 'LORE' and Local Committees as 'LCs' in accordance with IFMSA abbreviations.
- 2.2. A Professional Exchange (or clerkship) is the exchange of medical students who undergo a medical clerkship in a hospital abroad. The student will perform his/her medical studies. Students will not receive any salary for their clerkship.
- 2.3. A Clinical Clerkship is defined as the rotation of a student in a clinical department of a hospital or clinic, or at a general practice.
- 2.4. The IFMSA Exchange Database is an online database of exchange contracts, including Application Forms (AFs), Cards of Documents (CoDs), Cards of Acceptance (CAs), Cards

of Confirmation (CCs), which only can be accessed by authorised persons: NEOs, NOREs, LEOs, LOREs and - for a limited time - students.

3. Position of National Exchange Officers (NEOs) on the Students for Global Health National Committee

3.1. There will be two compulsory positions for NEOs on the Students for Global Health National Committee.

3.1.1. The NEOs will participate fully in all activities of the Students for Global Health National Committee, including, but not limited to, meetings and national General Assemblies.

3.2. Members of the Students for Global Health network will be able to nominate themselves for the position of NEO prior to elections.

3.2.1. Members of the Students for Global Health network wishing to run for the position of NEO will need to get their candidature approved by their local Students for Global Health Branch president.

3.3. Both NEO (incoming) and NEO (outgoing) will be voted for and elected at the Students for Global Health Spring General Assembly Meeting.

3.3.1. Both NEO (incoming) and NEO (outgoing) will officially come to office in September, following handover during the summer months.

4. Tasks of the NEOs

- 4.1. The NEOs will be appointed NEO Outgoing and NEO Incoming and will manage their respective tasks appropriately.
- 4.2. Both NEOs are mandated to attend the IFMSA General Assemblies during their time in office and represent Students for Global Health in SCOPE sessions, as well as the exchanges contracts fair.
 - 4.2.1. It is compulsory for at least one NEO to attend the August IFMSA General Assembly.
 - 4.2.2. In the case that a NEO cannot attend an IFMSA General Assembly, the NEOs must select and train a member of the delegation to ensure participation of Students for Global Health delegates in SCOPE sessions.
 - 4.2.3. At the August Meeting, the NEOs will sign bilateral contracts for exchanges for the upcoming exchange season. The NEOs will provide a spreadsheet for the LEOs to enter the dates of their exchanges and their top 4 choices of countries for each bilateral unit of exchange prior to the GA.
 - 4.2.4. It is the responsibility of the NEOs to keep the Exchange Conditions updated on the IFMSA website database.
- 4.3. It is the task of the NEOs to monitor the activity of the upcoming exchanges on the IFMSA website database
 - 4.3.1. The NEO Outgoing will check all the AFs of the outgoing students once the LEOs have marked them "Ready".
 - 4.3.2. The NEO Outgoing will send the AFs once they are completed, prior to the deadline outlined in the Exchange Conditions of the host country.
 - 4.3.3. The NEO Outgoing will approve the CAs from the host countries and make them available to the outgoing students.
 - 4.3.4. The NEO Outgoing will ensure that the CCs are sent within the deadline outlined in the Exchange conditions of the host country.
 - 4.3.5. The NEO Incoming will check the AFs from the sending NMO.
 - 4.3.6. The NEO Incoming will send the CAs to the host countries when they are received from the LEOs.
- 4.4. The NEOs will handle the documents for all incoming and outgoing students.
 - 4.4.1. The NEO Incoming will ensure the CoD of an incoming student meets the LC's requirements before allocating the AF.
 - 4.4.2. The NEO Outgoing will ensure the CoD of an outgoing student meets the host country's requirements before sending the AF.
- 4.5. It is the responsibility of the NEOs to organise the national assemblies for the exchanges. The Students for Global Health Exchanges National Assembly (MENA) will be held in April before the Students for Global Health Spring General Assembly.

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- 4.5.1. The NEOs and the National Exchanges Team are responsible for producing an exchanges report to be presented at the Spring General Assembly. This will include an update of the SCOPE IFMSA March Meeting, financial report from the previous exchange season and an update from exchanges from previous exchange season.
 - 4.6. The NEOs should attend a Professional Regional Exchange Training (PRET) before the start of their term where a PRET is available. The fee excluding transport will be paid from the Medsin Exchanges budget.
 - 4.7. The NEOs are responsible for supporting the LEOs and ensuring AFs, documents, CAs and CCs are all received on time. The NEOs are also responsible for ensuring the exchanges are “marked in” appropriately, and that the Evaluation forms are filled in at the appropriate times.
 - 4.8. NEOs should reply to all emails from LEOs and answer exchange related enquiries within a specified time limit: normally within 5 days for non-urgent queries and within 2 days for urgent matters.
 - 4.9. The NEOs are required to present an annual financial report at each Spring General Assembly, outlining income and expenditures of Students for Global Health Exchanges for the IFMSA exchange year.
5. Position of National Officer for Research Exchange (NOREs)
 - 5.1. There will be two compulsory positions for NOREs on the Students for Global Health National Committee
 - 5.1.1. The NOREs will participate fully in all activities of the Students for Global Health National Committee, including, but not limited to, meetings and national General Assemblies.
 - 5.1.2. Members of the Students for Global Health network will be able to nominate themselves for the position of NORE prior to election
 - 5.1.3. Members of the Students for Global Health network wishing to run for the position of NORE will need to get their candidature approved by their local exchanges committee president or Students for Global Health Branch President.
 - 5.1.4. Both NOREs will be voted for an elected at the Students for Global Health UK Spring General Assembly (SGA). They will serve a term of one year there will be a 1 month handover period following SGA.
6. Task of the NOREs
 - 6.1. The NOREs will be appointed NORE-outgoing and NORE-incoming and will manage their respective tasks appropriately.
 - 6.2. Both NOREs are mandated to attend at least one IFMSA General Assembly during their term and represent Students for Global Health in SCORE sessions
 - 6.2.1. If they are not able to attend then another representative can be nominated, ideally a Local Officer for Research Exchange (LORE).
 - 6.2.2. At the August meeting, the NOREs will sign bilateral contracts for the upcoming exchange season. The NOREs will provide a spreadsheet for

- the LOREs to enter the dates of their exchanges and their top 4 choices of countries for each bilateral unit of exchange prior to the GA.
- 6.3. It is the responsibility of the NOREs to keep the exchange conditions updated on the IFMSA database.
 - 6.4. NOREs should monitor the activity of upcoming exchanges on the IFMSA database.
 - 6.4.1. The NORE-outgoing will check all the AFs of the outgoing students once the LOREs have marked them "Ready".
 - 6.4.2. The NORE-outgoing will send the AFs once they are completed, prior to the deadline outlined in the Exchange Conditions of the host country.
 - 6.4.3. The NORE-outgoing will receive the CAs from the host countries and send them to the LOREs.
 - 6.4.4. The NORE-outgoing will ensure that the CCs are sent within the deadline outlined in the exchange conditions of the host country.
 - 6.4.5. The NORE-incoming will receive the AFs from the host countries.
 - 6.4.6. The NORE incoming will send the CAs to the host countries when they are received from the LOREs.
 - 6.5. The NOREs will handle the documents for all incoming and outgoing students.
 - 6.5.1. The NORE-incoming will accept and check the documents electronically.
 - 6.6. It is the responsibility of the NOREs to organise the National Exchanges Training Weekend with the NEOs.
 - 6.7. The NOREs may wish to attend a Professional Regional Exchange Training (PRET) weekend. LOREs may also find these useful. LOREs are encouraged to attend at least one PRET during their time in office.
 - 6.8. The NOREs are responsible for supporting the LOREs and ensuring that AFs, documents, CAs and CCs are all received on time. The NOREs are also responsible for ensuring that exchanges are 'marked in' appropriately and that the Evaluation forms are filled in. No participant should receive a certificate until they have filled in an evaluation form.
 - 6.9. NOREs should reply to all emails from LOREs and answer exchange related enquires within a specified time limit: normally within 5 days for non-urgent queries and within 2 days for urgent matters.
 - 6.10. The NOREs should present an annual financial report at each Students for Global Health National Autumn General Assembly, outlining income and expenditure for the previous IFMSA exchange year (ending March that year).
7. Tasks of Local Officers for Research Exchange (LOREs)
 - 7.1. LOREs are responsible for checking the IFMSA website database on a regular basis.
 - 7.2. The LOREs will select which countries their local committee wish to have contracts with prior to the August GA, in order for the NOREs to sign contracts with these countries at the GA. A spreadsheet will be provided by the NOREs in advance in order for the LOREs to fill in the dates for their contracts, and their top 4 choices of countries for each unit of exchange.
 - 7.3. The dates provided by the LOREs on the spreadsheet will be included on the exchange conditions for Students for Global Health.
 - 7.4. LOREs should ensure that they send eAFs and eCCs before the dates of the IFMSA March Meeting, or as advised by the NOREs.

- 7.4.1. LOREs should ensure that they check and forward all documentation to the NORE Exchange Conditions for Students for Global Health. as soon as it is received.
 - 7.4.2. LOREs should ensure that they advise the NOREs of relevant deadlines for documentation to be sent and received.
 - 7.4.3. LOREs should check all documentation received to make sure that it meets the exchange requirements of their medical school.
 - 7.5. LORE should attend the Students for Global Health Exchanges National Assembly in April and the National Students for Global Health Exchanges Training day/weekend in October of their term. They should also encourage other local committee members to attend.
 - 7.5.1. LOREs should try and attend at least one Professional Regional Exchanges training, although this is not compulsory.
 - 7.6. LEOs are the primary contact persons for all incoming exchange students and should keep in contact with the students throughout the duration of their stay.
 - 7.6.1. LEOs should convene a local exchange committee to organise social events and a global health education evening plus other events at the discretion of the LORE.
 - 7.7. LEOs should ensure that all outgoing students are provided with a printed hard copy of the SCORE Logbook for their use throughout their exchange.
 - 7.7.1. LOREs should remind incoming students that they must use the SCORE logbook and will offer them a digital copy.
 - 7.7.2. NOREs must ensure that clinical tutors sign certificates for incoming students. the completion of their exchanges. NORE must also sign this for incoming students.
 - 7.8. LOREs must reply to all emails from the NOREs and answer exchange related enquiries within a specified time limit: normally within 5 days for non-urgent queries and within 2 days for urgent matters.
8. Financial management nationally
- 8.1. All monies concerned with the operating of the Students for Global Health Exchanges will be controlled and audited by the Students for Global Health Director of Finance in collaboration with the NEOs and NOREs.
 - 8.1.1. Students for Global Health Exchanges will operate using the Students-UK for Global Health bank account.
 - 8.1.2. All money that Medsin receives from Exchanges can only be used for exchanges related activities, in accordance with IFMSA regulations.
 - 8.2. The National Exchange Officer, in conjunction with the National Exchanges Team and the Director of International Affairs will determine and set the base price for the exchange year making adjustments for inflation.
 - 8.2.1. The base price will consist of the Students for Global Health International Finances tax and the NEO General Assembly expenses only. Local expenses will be set by the LEOs with the support of the Exchanges Treasurer.
 - 8.2.2. Local Exchange Officers have the responsibility to submit their local

expenses to the Exchanges Treasurer and the NEOs before the start of the IFMSA exchange season

8.2.3. The Fee will be revised by the NEO in consultation with the National Committee on a yearly basis, at the start of the IFMSA exchange year.

- 8.2.4. As the National Exchange Officer is mandated to attend IFMSA General Assemblies, the cost of the General Assembly registration fees will be covered for the NEO using Students for Global Health Exchanges funds held within Students for Global Health.
 - 8.3. The National Officers for Research Exchange will set their own base price for research exchanges, to take into account the differing numbers and funding requirements of this program, along with international affiliation fees.
 - 8.3.1. LOREs have a responsibility to submit their local expenses to the Exchanges treasurer and NOREs at the end of each exchange season.
 - 8.3.2. Only exchanges funds raised through the SCORE program may be used to fund the conference fee for NOREs or their representatives at IFMSA GAs.
 - 8.4. The National Exchange Officers and National Officers for Research Exchange, as per other members of the Students for Global Health delegation to IFMSA General Assemblies, shall be solely responsible for other costs associated with General Assembly attendance including flights, visas and other miscellaneous expenses. Students for Global Health Exchanges funds cannot be used to cover such costs.
9. Branches
 - 9.1. Students for Global Health Exchanges shall be said to be in operation within a medical school whereby at least 1 bilateral SCORE or SCOPE exchange is completed with a single academic year, through the IFMSA framework.
 - 9.2. For a branch to exist, a Local Exchange Officer (LEO) or Local Officer for Research Exchange (LORE) must be appointed and is responsible for overseeing all aspects of the IFMSA exchange programme within their medical school.
 - 9.3. LEOs and LOREs should be elected on an annual basis for a 1-year period in accordance with local election procedures, within the framework of the local Students for Global Health branch.
 - 9.3.1. LEOs or LOREs should form part of a local Students for Global Health branch committee and work with the branch to help achieve all aspects of Students for Global Health's vision in line with their exchange activity duties.
 - 9.4. LEOs and LOREs, in consultation with the local Students for Global Health branch (where appropriate), should organise and appoint a Local Committee to assist in the running of the programme within each branch.
 - 9.4.1. Local Exchange Officers may determine the make-up of the local exchange committee, at their discretion and in accordance with branch need, but should consider delegating tasks such as dealing with organising a social programme, sorting accommodation issues & liaising with school and/or trust administration to other students, who will then become known as the Local Exchanges Committee.

10. Tasks of Local Exchange Officers (LEOs)
 - 10.1. Local exchange officers are responsible for checking the IFMSA website database on a regular basis.
 - 10.2. The LEOs will select which countries their local committee wish to have contracts with prior to the August GA, in order for the NEOs to sign contracts with these countries at the GA where possible.
 - 10.2.1. The dates provided by the LEOs on the spreadsheet will be included on the Exchange Conditions for Students for Global Health.
 - 10.3. LEOs should ensure that they send eAFs and eCCs before the dates of the IFMSA March Meeting, or as advised by the National Exchange Officers.
 - 10.3.1. LEOs should ensure that they check and forward all documentation to the NEO as soon as it is received. LEOs should ensure that they advise the NEOs of relevant deadlines for documentation to be sent and received.
 - 10.3.2. LEOs should check all documentation received to make sure that it meets the exchange requirements of their medical school.
 - 10.4. LEOs from existing branches and individuals wishing to hold Students for Global Health-Exchanges within their university must attend the National Exchanges Training day/Weekend during their term in order to continue holding or begin holding Students for Global Health-Exchanges and sign SCOPE/SCORE contracts.
 - 10.4.1. LEOs should try and attend at least one Professional Regional Exchanges Training, although this is not compulsory.
 - 10.5. LEOs are the primary contact persons for all incoming exchange students and should keep in contact with the students throughout the duration of their stay.
 - 10.5.1. LEOs should convene a local exchange committee to organise social events and a global health education evening plus other events at the discretion of the LEO.
 - 10.6. LEOs should ensure that all outgoing students are provided with a printed hard copy of the Students for Global Health Exchanges approved handbook for use throughout their exchange.
 - 10.6.1. LEOs should encourage incoming students to adopt the Students for Global Health Exchanges approved logbook to facilitate the students overall learning experience, and will offer the incoming student a digital copy.
 - 10.6.2. LEOs must ensure that clinical tutors sign certificates for incoming students on the completion of their exchanges. LEO (incoming) must also sign this for incoming students.
 - 10.7. LEOs must provide a report for the preceding IFMSA exchanges season to present at SGA, prior to signing contracts for the following season.
 - 10.8. LEOs must reply to all emails from NEOs and answer exchange related enquiries within a specified time limit: normally within 5 days for non-urgent

queries and within 2 days for urgent matters.

11. Financial Management Locally

- 11.1. Local Exchange Officers should maintain a bank account through which all exchange associated monies should pass. The Local Exchange Officer, the local Students for Global Health Branch President and the local Students for Global Health Director of finance or exchange committee Director of finance, should ordinarily be the only signatories.
- 11.2. Local Exchange Officers must submit a full income and expenditure account to the National Exchange Officer before the annual Students for Global Health Exchanges National Assembly.
 - 11.2.1. Local Exchange Officers who do not submit a full annual financial report may be subject to censure, as deemed appropriate by the National Exchange Officer in association with the National Committee.
- 11.3. Local Exchange Officers are responsible for allocation of the exchange fee subject to paying the relevant taxes as mentioned in by-law 5.2.1.
 - 11.3.1. The fee should be paid immediately upon a student accepting a contract. The fee should be paid immediately upon a student accepting a contract.
 - 11.3.2. Local Exchange Officers are not eligible for financial support from exchange funds to attend any other SCOPE/IFMSA exchange related events, unless money is specifically allocated by the National Exchange Officer.

12. Meetings and Training Events

- 12.1. Five meetings are recognised by Students for Global Health Exchanges and participation in each is open to all involved in the programme. These are discussed in 9.2, 9.3, 9.4, 9.5 and 9.6.
- 12.2. Local branch meetings should take place at least monthly and ideally weekly in the month preceding the arrival of the incoming students, at the discretion of the Local Exchange Officer and Local Officer for Research Exchanges. These meetings should deal with general administration of the scheme, implementation of projects e.g. global health education and ideally should take place in conjunction with the local Students for Global Health branch meeting where appropriate.
- 12.3. The Exchanges Training Day/Weekend should take place in October and is organised by the National Exchanges Team, in particular the Exchanges Training Officer. All Local Exchange Officers and Local Officers for Research Exchange should attend. Branches hoping to set up their own exchanges local committee may also attend this training day. This training day/weekend will give LEOs the opportunity to learn more about the governance structure, IFMSA database and other exchange practices.
- 12.4. Professional Regional Exchanges Training takes places at least yearly within the IFMSA Europe Region and is organised by a volunteer NMO and NEO. Attendance at these events is encouraged for both NEO and LEOs, although

is not compulsory. Sub-Regional Training usually deals with SCOPE and SCORE development on a regional basis and also offers accredited IFMSA training.

12.5. IFMSA General Assemblies take place on a bi-annual basis and are organised by a dedicated organising committee, as elected at a General Assembly. NEOs and NOREs are mandated to attend to organise contracts, exchange application documentation and participate in SCOPE sessions dealing with the development of the programme. LEOs and LOREs are welcome to apply to attend the General Assembly through applying for spaces to be part of the official Students for Global Health delegation.

13. Penalties

14. Once outgoing students are allocated and accept a contract, they should pay the full exchange fee, which is non-refundable in the event of the student withdrawing from the programme except if there are valid extenuating circumstances, as to be determined by the LEOs, LOREs, NOREs and NEOs.

14.1. If LEOs or LOREs are repeatedly late in submitting AFs, CAs or documentation, then the NEO or NORE has the right to censure the local committee by limiting the number of contracts that the branch can sign in the following exchange year.

15. Vision & Mission

15.1. Students for Global Health Exchanges fully subscribes to the SCOPE, SCORE and IFMSA vision & mission statements. The goals outlined are also the goals of the Students for Global Health exchange programme. See Appendix 4a and 4b.

16. Representation in Standing Committee of Research Exchanges (SCORE) at the IFMSA

16.1. A place on the delegation at each IFMSA General Assembly should be reserved for a representative at SCORE, this does not necessarily have to be a National Officer for Research Exchange but this should be their primary focus for attendance.

16.2. The General Assembly registration fees will be covered for this representative using the Students for Global Health Exchanges funds held within Students for Global Health. This individual shall be solely responsible for other costs associated with General Assembly attendance including flights, visas and other miscellaneous expenses.

Appendix 4a – IFMSA SCOPE Vision & Mission

IFMSA SCOPE Vision

Every medical student around the world has the opportunity to participate in an IFMSA exchange whereby they gain an understanding of cultural context, global health and clinical medicine throughout the world.

SCOPE Mission 1951

"To promote cultural understanding and co-operation amongst medical students and all health professionals, through the facilitation of international student exchanges."

SCOPE MISSION 2010

"To have IFMSA SCOPE exchanges accredited by medical faculties across the world and to give all students the opportunity to learn about global health and the effects of globalization."

Goals

1. To expand IFMSA exchanges by encouraging & supporting new NMOs to join SCOPE.
2. To provide a platform to enable students to gain knowledge and experience about Global Health.
3. To give medical students an understanding of the internationalisation of clinical medical practice.
4. To allow medical students to experience cultural differences and similarities to prepare them for work in a globalized world.
5. To strive to provide the highest quality of exchange possible.

Appendix 4b – IFMSA SCORE Vision & Mission

Mission - from 2015 SCORE Regulations

“Our mission is to offer future physicians an opportunity to experience research and diversity in countries all over the world. This is achieved by providing a network of locally and internationally active students that globally facilitate access to research exchange projects. Through our programming and opportunities, we aim to develop both culturally sensitive students and skilled researchers intent on shaping the world of science in the upcoming future.”

Aims and Activities - from 2015 SCORE Regulations

1. SCORE provides medical students from around the world the unique opportunity to participate in exceptionally rewarding and affordable clinical or pre-clinical research in a foreign country.
2. Projects organized through SCORE are designed to deepen medical student knowledge in the various fields of medical and clinical research.
3. The possibility of partaking in research abroad is intended to broaden medical students' body of knowledge, and introduce them to different approaches to clinical investigation, medical education, health care, and ethical research standards.
4. The maintenance of affordable exchange tuition insures that students from across the world can participate without incurring a financial burden.
5. SCORE continually strives to facilitate collaboration and partnerships between different medical universities, research institutions, and allied health students.
6. In accord with the IFMSA Constitution and Bylaws, SCORE will under no circumstances discriminate on the basis of nationality, religion, race, sex, and social or political affiliation.

Appendix 5 – Students for Global Health Weekends

The Students for Global Health Network should aim to hold the following ‘Students for Global Health weekends’ annually:

Weekend	Month
National conference	October
Global health conference	March
Spring General Assembly	April
Students for Global Health Autumn Weekend	September
Leadership training	January
Training New Trainers	

The National Committee is responsible for calling these weekends, and for the content of the General Assemblies and Training weekends.

Elected Organising Committees are responsible for the logistics and content of the National and Global Health Conferences.

Discounted tickets should be available to members of distant branches for Students for Global Health Weekends as per the Students for Global Health Guidance Statement on “Supporting Distant Branches to attend National Meetings”. The quantity of these tickets and extent of discount is the decision of the Elected Organising Committee.

Appendix 6 – Policy statements

1. Definition
 - 1.1. Policy statements should guide Students for Global Health's work and allow the organisation to get involved in issues at a local or national level that the network thinks are important.
 - 1.2. Policy statements outline what Students for Global Health thinks and believes about a specific global health issue.
 - 1.3. Policy statements make recommendations about what Students for Global Health would like to see change and ask the question what can Students for Global Health and others do to tackle the issue.
 - 1.4. Policy statements are motions that are debated, discussed and voted on at General Assembly.
2. National Committee Support
 - 2.1. Policy statements can be sent to the Policy and Advocacy Director and Policy Statement Coordinator up to 3 weeks before the General Assembly for review and feedback.
3. Review & Expiration
 - 3.1. Policy statements will expire 3 years after the General Assembly at which they were proposed.
 - 3.2. Voting members, at the General Assembly when policy statements are expected to expire, can vote to reinstate the policy statement for a further three years.
 - 3.3. Policy statements must be reviewed annually to make sure they are still relevant.
4. Network representation for International Policy
 - 4.1. If Students for Global Health is represented at an international meeting where policy is voted on, where Students for Global Health does not have existing policy on an issue, the network must be given the opportunity to contribute and feedback on this policy.
 - 4.2. The stance of Students for Global Health representatives at any external international meeting should always reflect Students for Global Health's vision and mission.
 - 4.3. As soon as draft policy becomes available it must be circulated to the network and members invited to submit written feedback. This feedback will be collated by a member of the international team.
 - 4.4. Members must have the opportunity to discuss the policy with a member of the international team and other members in an open forum e.g. online meeting
 - 4.5. The open forum meeting must be minuted and these minutes circulated around the network If Students for Global Health representatives want to table a policy statement at an external meeting that takes place before the

Students for Global Health General Assembly; National Committee will request an e-vote for policy statements. In absence of quorum being reached, an informal consultation will take place within the network.

5. Seconding or Supporting Policy at International meetings

5.1. If the Students for Global Health delegation at an international meeting wish to second policy, this policy must either:

5.1.1. Correlate to Students for Global Health's vision and mission or

5.1.2. Students for Global Health must have policy that reflects the content of the policy statement

Appendix 7 – The Agenda Committee

1. The Agenda Committee is elected by the General Assembly of Students for Global Health to bear responsibility over the democratic running of Students for Global Health General Assemblies.
2. The membership of the Agenda Committee shall be as follows:
 - 2.1. The Students for Global Health Secretary, who shall chair the Agenda Committee
 - 2.2. The Chair of the Students for Global Health General Assembly
 - 2.3. 3 elected members, out of which 1 member must be neither on the National Committee or the Board of Trustees
 - 2.4. one member nominated by each of the Students for Global Health National Committee and the Board of Trustees
3. Election of the Agenda Committee shall take place in the following way:
 - 3.1. The election for the spot reserved for a member of the network who is neither of the National Committee or the Board of Trustees shall take place first at Spring General Assembly.
 - 3.2. The election for the 2 unreserved spots take place next, at the Spring General Assembly, with all unsuccessful candidates from the first election automatically qualifying for this election, in addition to any other nominations received.
 - 3.3. Between Spring General Assembly and Agenda Committee handover, the Board of Trustees and the incoming National Committee must each nominate one of their members to serve on the agenda committee.
4. The Chair of the General Assembly will be a member of the Agenda Committee from when they are selected as Chair of General Assembly, until the Agenda Committee publishes its report on the General Assembly for which the Chair is serving.
5. All other members of the Agenda Committee will serve for one academic year, from September 1st to August 31st.
6. The Agenda Committee handover period will extend from Spring General Assembly, at which the new Agenda Committee is elected, to the following Students for Global Health Autumn Weekend.
7. Quoracy of the Agenda Committee shall be 3 of the elected or nominated members (i.e. the quoracy count excludes the Students for Global Health Secretary and the Chair of the General Assembly)
8. The specific responsibilities of the Agenda Committee shall be as follows:
 - 8.1. Determining the timeline for:
 - 8.1.1. Making the call for submission of motions and applications for positions at each General Assembly

- 8.1.2. Receipt of submissions and applications
- 7.1.3. Distribution of agendas
- 8.2. Making the call for submissions and applications for each General Assembly
- 8.3. Receiving submissions and applications
- 8.4. Accepting submissions and applications. Proposed motions may be sent back to the proposer for amendments if one of the following criteria is fulfilled:
 - 8.4.1. The proposal is inaccessible: a submission must be understood without the need to refer to any other documents. The Agenda Committee should advise the proposer to amend the proposal.
- 8.5. Managing uncertainty in Students for Global Health's governance
 - 8.5.1. In any event of a conflict or uncertainty identified in the Bylaws, it is the Agenda Committee's role, with consultation from relevant members of National Committee and the Board of Trustees, to advise voting members on the most appropriate course of action

- 8.5.2. The proposal is in conflict with current governing documents or policy statements. The proposer may be advised to amend the proposal or propose a motion to amend the conflicting governing documents or policy statements. The Agenda Committee may not reject a proposal based on this criterion.
- 8.6. Setting and distributing the Agenda for the voting sessions of the General Assembly.
- 8.7. Be present at general assemblies and act as returning officers for elections
- 8.8. Advising on the democratic process in case of any disputes at General Assemblies.
- 8.9. Making minutes of General Assemblies.
- 8.10. Updating governing documents following General Assemblies.
- 8.11. Providing a report on the democratic running of General Assemblies after each one.
- 8.12. Between General Assemblies, reviewing and updating governing documents and making recommendations to the National Committee to amend bylaws that are out of date, undemocratic or conflicting.
9. In case of conflict of interest, such as if a member of the Agenda Committee is a candidate in an election or if there are any disputes concerning a Motion a member of the Agenda Committee is proposing, that member will step away from their Agenda Committee responsibility for that election or dispute.
10. If, due to the above clause concerning conflict of interest, fewer than 2 members of the Agenda Committee are left with the responsibility to act in their capacity on the Agenda Committee, the Chair of the General Assembly will call an emergency election for 2 attendees of the General Assembly to deal with the issue at hand.
 - 10.1. Candidatures are to be taken if and when such a situation arises.
 - 10.2. Candidates will make a 1-minute speech each.
 - 10.3. The General Assembly will vote for the available positions using Non-Transferable Voting.
 - 10.4. The Chair of the General Assembly shall be the Returning Officer for the election.
 - 10.5. The elected members will serve in that capacity until the issue that prompted the inquoracy of the Agenda Committee is resolved.
11. Members of Agenda Committee attending General Assemblies will have 50% of travel costs reimbursed. Members must submit evidence of their claim to the Director of Finance at least 3-weeks prior to the General Assembly.
 - 11.1. Travel from outside the United Kingdom will not be reimbursed.

- 11.2. Agenda Committee members should make reasonable attempts to avoid expensive travel options. Choosing to travel in non- economy class, will only have up to the economy fare amount for that journey reimbursed.
- 11.3. If a member of agenda committee is also a member of national committee they will still only receive 50% reimbursement of their travel costs in total

Appendix 8 – International Finances

8.1 International Finances Emergency Fund (IFEFF)

The international finances emergency fund (IFEFF) is a designated fund to be used in unplanned, unforeseeable events specifically related to Students for Global Health's international activities. The purpose of this fund is to improve the financial security of members involved and reduce the burden of incurring major expenses in the event of an emergency situation. In this instance, an emergency is defined as a 'serious, unexpected, or potentially dangerous situation requiring immediate action to reduce or prevent risk to health, life or serious financial burden.

This fund will only cover emergencies in the following international activities:

- Any International Federation of Medical Students Associations (IFMSA) activity taking place overseas or in the UK
- Any international meetings, events, exchanges or training opportunities commissioned or endorsed by Students for Global Health that are not directly IFMSA related
- The refund or reimbursement of overseas students coming to the UK on an exchange or other international related activity

To be eligible for the IFEFF, the following must be true:

- The circumstance must be unexpected, unforeseeable and could not have been prevented by the individual seeking compensation
- A financial crisis that is not due to the actions of the individual seeking compensation. Funds cannot be withdrawn due to last minute cancellations that are as a result of personal circumstance.
- Without assistance, a member of Students for Global Health or an incoming party affiliated to Students for Global Health's international activities may incur a significant financial loss

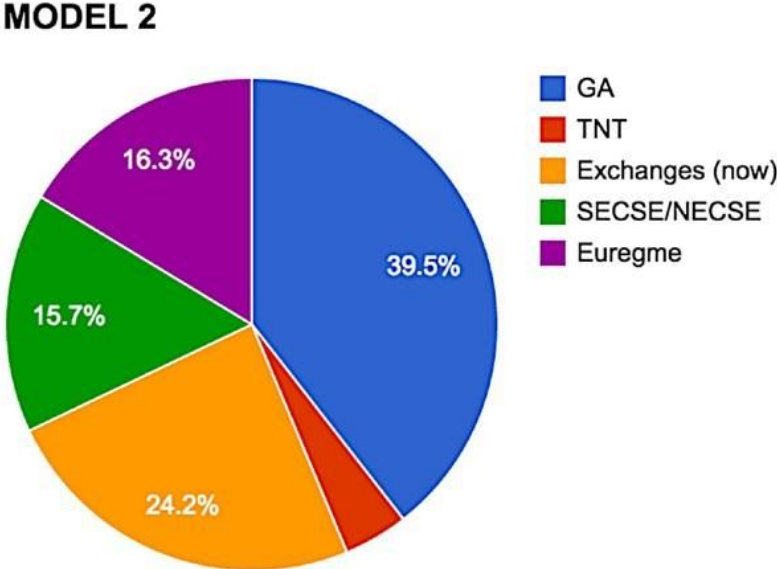
Taking into consideration of the eligibility criteria, all withdrawals of the IFEFF must be at the discretion of the Director of International Affairs and the Treasurer. Funds within the IFEFF will be kept centrally and under the direct supervision of the Treasurer and Director of International Affairs.

Members of Students for Global Health cannot apply to the emergency fund but may request that the Director of International Affairs, National Exchange Officer, Treasurer or National Director consider their case for its eligibility.

Withdrawal of funds must be authorised by two of the following the Director of International Affairs, the National Exchange Officer, the Treasurer and the National Director. Withdrawal must be recorded and signed for by a minimum of two parties either immediately or at the nearest convenient time.

The Director of International Affairs is required to include the details of all withdrawals in an annual report to be presented to the next General Assembly to promote transparency.

8.2 International Finances Model
Full model (spreadsheet) at [tinyurl.com/Students for Global Health Intl Finance Models](https://tinyurl.com/StudentsforGlobalHealthIntlFinanceModels).



Appendix 9 – National Coordinated Themes:

1. Students for Global Health has the capacity to facilitate the staging of a national coordinated theme during the first and / or second halves of the academic year.
 - 1.1. Any Students for Global Health member or Students for Global Health affiliate has the right to apply to run a coordinated theme – it is strongly advised that applications should be made as a group with a designated theme coordinator.
 - 1.2. Theme applications should be submitted and voted on in line with the most up-to-date guidance statements and the vote shall be by Single Transferable Vote as per Appendix 4.
 - 1.3. A full and explicit strategic plan should be agreed between the National Committee and the theme coordinator within a month after successful election of the coordinated theme.
 - 1.4. The theme coordinator must report regularly to the National Committee and compile a report for presentation at the next General Assembly on progress made by the theme.
 - 1.5. Students for Global Health is not liable for any debts incurred by organising committees, local member Branches, Branch members or venues related to the coordinated theme.