

IFMSA-EGYPT CONSTITUTION AND BYLAWS

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IFMSA-Egypt Constitution & Bylaws

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IFMSA-Egypt's constuitusion

1. Name

1.1 The official name of the organization in Arabic shall be «الاتحاد الدولي لجمعيات طلاب الطب - مصر»

1.2 The official name of the organization in English shall be "IFMSA-Egypt", which is an abbreviation of "International Federation of Medical Students' Associations - Egypt". No other abbreviations shall be used.

1.3 IFMSA-Egypt is hereinafter referred to as the Federation.

2. Affiliation

2.1 IFMSA-Egypt is the National Member Organization representing Egypt within the International Federation of Medical Students' Associations (hereinafter referred to as "IFMSA") and is a Full Member of the IFMSA.

3. Nature

3.1 IFMSA-Egypt is a non-governmental, non-profit students' organization, and is registered with its Constitution at the Egyptian Ministry of Social Solidarity under license number 3115-Alexandria.

3.2 IFMSA-Egypt is a bilingual organization whose working languages are Arabic and English. English shall be the official language of correspondence and documentation.

4. Duration and IFMSA-Egypt Term

4.1 The Federation is established for an indefinite period.

4.2 The IFMSA-Egypt Term and fiscal year of the Federation shall run from 1 October to 30 September of the following year.

5. Principles

5.1 IFMSA-Egypt pursues its aims without political, religious, social, racial, gender-based, or any other form of discrimination.

5.2 The use of IFMSA-Egypt's name, initials or logo is strictly prohibited in political or religious media under any circumstances.

5.3 IFMSA-Egypt promotes humanitarian ideals among medical students and so seeks to contribute to the creation of responsible future physicians.

5.4 IFMSA-Egypt respects the autonomy of its members.

5.5 IFMSA-Egypt upholds and protects copyright and intellectual property rights and promotes ethical practices.

5.6 All IFMSA-Egypt activities and decisions shall be based on its values, which are:

a. Transparency;
b. Honesty;
c. Cooperation;
d. Respect;
e. Equality; and
f. Tolerance.

6. Mission Statement and Objectives

6.1 The mission of IFMSA-Egypt is to provide future physicians with a comprehensive introduction to global health issues. Through its activities and opportunities, IFMSA-Egypt aims to develop active, efficient, and culturally sensitive medical students who are empowered and capable of addressing the transnational inequalities that influence the health of the community.

6.2 IFMSA-Egypt's aim is to serve the society and medical students all over Egypt through its members by:

a. Empowering medical students to use their knowledge and capacities for the benefit of society;
b. Providing a forum for medical students throughout Egypt to discuss topics related to individual and community health, education, and science; and to formulate policies from such discussions;
c. Promoting and facilitating professional and research exchanges, as well as activities and extracurricular training for medical students; thereby sensitizing them to other cultures and societies and their health problems;
d. Providing a link between medical students and other organizations, and encouraging their cooperation for the ultimate benefit of society; and
e. Promoting a student-led model of development, aligned with the national and global visions for sustainability.

7. Members

7.1 IFMSA-Egypt is composed of Local Committees (abbreviated: LCs; singular: LC), hereinafter also referred to as Members. These Members are Full Members, Associate Members, and Candidate Members.

7.2 Local Committees shall be medical student organizations affiliated with an

Egyptian Faculty of Medicine and recognized by its administration.

7.3 The admission of new members and any change in membership status shall be decided by the General Assembly upon submission of a written application to the Executive Board.

7.4 Membership in the Federation is non-transferable and may not be assigned or inherited.

7.5 All members of the Federation shall:
- a. comply with the provisions of this Constitution and the Bylaws of the Federation;
- b. abide by decisions of the General Assembly; and
- c. fulfill all financial obligations and contribution requirements established by the Federation."

7.6 7.6. The General Assembly may suspend a member in cases where the member is found to have violated this Constitution, the Bylaws, or decisions of the General Assembly, or to have acted in a manner that harms the interests or reputation of the Federation. Such suspension shall be based on an investigation conducted in accordance with the Bylaws.

7.7 Membership in the Federation shall terminate in the following circumstances:
- a. upon the death of the member, in the case of Honorary Life Members;
- b. upon termination of membership on the member's initiative;
- c. upon termination of membership on the federation's initiative; or
- d. upon disciplinary dismissal.

7.8 Termination of membership under subparagraphs (c) and (d) of the above paragraph shall be decided by the General Assembly following an investigation conducted in accordance with the procedures defined in the Bylaws.

7.9 IFMSA-Egypt may grant Honorary Life Membership to individuals in recognition of outstanding contributions to the Federation. Applications or nominations shall be submitted to the Executive Board, and the appointment of Honorary Life Members shall be decided by the General Assembly.

8. The General Assembly

8.1 The General Assembly is the highest authority and decision-making body of IFMSA-Egypt. It is composed of all Members of the Federation. All Members have speaking rights in the General Assembly, and each Full Member has one vote per motion at the General Assembly Meeting.

8.2 The General Assembly shall meet at least three times during each IFMSA-Egypt term. The General Assembly shall be convened by the Executive Board.

8.3 The General Assembly decides on the host of the next meeting. If the General Assembly fails to decide on the host of the next meeting, this authority shall be exercised by the Executive Board.

8.4 An Extraordinary Meeting of the General Assembly may be convened by the Executive Board or upon request of more than half of the Full Members with voting rights.

8.5 Access to the General Assembly is granted to all Members who have not been suspended, as well as to individuals invited by the Executive Board or the General Assembly. A suspended member may attend the meeting in which the decision regarding its suspension is discussed and shall have the right to speak on this matter.

8.6 Unless otherwise specified in this Constitution or the Bylaws, decisions of the General Assembly shall be taken by a simple majority of the votes cast. In the event of a tie vote, a second round of voting shall be held; if the votes remain tied, the proposal shall be considered rejected.

8.7 Members may be permitted to participate in the General Assembly through electronic means of communication, where such means are made available by the Executive Board. In such cases, the Executive Board shall ensure that participants can be duly identified and are able to follow the proceedings of the meeting. Full Members with voting rights participating electronically may exercise their voting rights during the meeting.

8.8 The President shall chair the General Assembly unless the General Assembly decides otherwise. The chairperson shall determine the manner in which votes are conducted.

8.9 Minutes of the proceedings of the General Assembly shall be recorded by the Meeting Secretary and shall be adopted at the next General Assembly meeting.

9. The Executive Board

9.1 The Executive Board shall consist of at least three natural persons elected by the General Assembly for one IFMSA-Egypt term.

9.2 The Executive Board shall be responsible for the management and administration of IFMSA-Egypt and shall act in the best interests of the Federation and its Members.

9.3 The Executive Board shall represent IFMSA-Egypt in all legal and

administrative matters and may authorize one of its members to act on its behalf in specific matters or for specific acts.

9.4 The Executive Board must continuously update the Administrative Board with relevant communications related to membership updates, decisions, meetings, partnerships, and finances—to be documented in official records and reported to the Ministry of Social Solidarity.

9.5 The Executive Board may delegate specific tasks to other individuals or bodies. However, the Executive Board shall remain responsible for the execution of these tasks at all times.

9.6 An Executive Board member shall cease to hold office:

a. at the end of their term;
b. by written resignation;
c. by death;
d. by accepting a position that creates a conflict of interest or otherwise impairs the member's ability to perform their duties independently and in the best interests of the Federation, as determined following an investigation conducted in accordance with the Bylaws;
e. by removal from office by a decision of the General Assembly; or
f. by removal from office by a court in cases provided for by law."

9.7 Executive Board members can be suspended and dismissed by the General Assembly at any time, following an investigation conducted in accordance with procedures defined in the Bylaws. The General Assembly decides to suspend or dismiss with a majority of two-thirds of the votes cast.

9.8 If a vacancy occurs in the Executive Board for any reason, the remaining Executive Board members shall continue to perform their duties. If the number of Executive Board members falls below the minimum required by this Constitution, the Executive Board shall remain competent to act temporarily and shall convene a General Assembly as soon as reasonably possible to fill the vacancy.

10. Organizational Structures

10.1 To execute, coordinate, and support IFMSA-Egypt's activities, Standing Committees and Support Divisions can be formed by the General Assembly. The work of these bodies is coordinated by a Member of the Team of Officials, elected by the General Assembly.

10.2 To work on a specific task for a period of time, Task Forces can be formed by the General Assembly or the Executive Board.

11. The Team of Officials

11.1 An IFMSA-Egypt Official is a member of the IFMSA-Egypt Team of Officials who is elected by the General Assembly or appointed by the Executive Board to execute, coordinate, and support activities within a specific area of the Federation.

11.2 All IFMSA-Egypt Officials shall perform their duties in accordance with the Constitution and Bylaws and promote the Federation's principles and objectives.

11.3 All IFMSA-Egypt Officials shall submit activity reports to the General Assembly in accordance with the procedures defined in the Bylaws.

11.4 An IFMSA-Egypt Official shall cease to hold office in accordance with the provisions set out in Article 9 paragraph 6, subsections (a) to (f) of this Constitution.

11.5 An IFMSA-Egypt Official can be suspended and dismissed by the General Assembly at any time, following an investigation conducted in accordance with procedures defined in the Bylaws. The General Assembly decides to suspend or dismiss with a majority of two-thirds of the votes cast.

11.6 If a vacancy occurs in the IFMSA-Egypt Team of Officials for any reason, the Team of Officials shall make a decision regarding

12. Supervising Council

12.1 The Supervising Council shall consist of at least three natural persons appointed by the General Assembly.

12.2 The Supervising Council shall oversee and advise the Executive Board and other IFMSA-Egypt Officials, as referred to in Article 11.

12.3 Members of the Supervising Council shall be appointed by the General Assembly for at least one IFMSA-Egypt Term.

12.4 Members of the Supervising Council shall not hold any other official position within the Federation during their term of office.

12.5 The Supervising Council shall perform oversight and advisory functions within the Federation and may exercise any additional powers as are expressly conferred upon it by the Bylaws. Such powers shall not conflict with, supersede, or otherwise exceed the authority granted by this Constitution. All powers and functions of the Supervising Council shall be exercised in accordance with this Constitution and the Bylaws.

12.6 Supervising Council members can be suspended and dismissed by the General Assembly at any time, following an investigation conducted in accordance with procedures defined in the Bylaws. The General Assembly decides to suspend or dismiss with a majority of two-thirds of the votes cast.

12.7 If a vacancy occurs in the Supervising Council for any reason, the remaining Supervising Council members shall continue to perform their duties. If the number of Supervising Council members falls below the minimum required by this Constitution, the Supervising Council shall remain competent to act temporarily and shall convene a General Assembly as soon as reasonably possible to fill the vacancy.

13. Administrative Board

13.1 The Administrative Board is the body entitled to manage the administrative affairs of IFMSA-Egypt as a non-governmental organization (hereinafter referred to as the "NGO"). The Administrative Board shall represent the NGO before the Egyptian Ministry of Social Solidarity, on behalf of and in coordination with the Executive Board.

13.2 The Administrative Board shall manage the affairs of the NGO in accordance with applicable laws and regulations, while ensuring alignment with the decisions and direction of the Executive Board.

13.3 The Administrative Board shall collaborate with and support the Executive Board of IFMSA-Egypt in facilitating the activities and affairs of the Federation.

14. Finances

14.1 The funds of the Federation shall consist of membership contributions, subsidies, donations, legacies, and other lawful sources of income.

14.2 The amount of the membership contribution shall be determined annually by the Executive Board.

14.3 The Executive Board shall be responsible for the management of the Federation's assets and shall maintain accurate financial records so that the rights and obligations of the Federation can be determined at any time.

14.4 The Executive Board shall report to each General Assembly on the financial situation of the Federation.

15. Corporate Identity and Publications

15.1 The official Corporate Identity of IFMSA-Egypt shall be defined in the Federation's Corporate Identity Manual, which shall be presented at the first General Assembly meeting of each IFMSA-Egypt term.

15.2 Any changes to the Corporate Identity of the Federation shall be adopted by the General Assembly during the first meeting of the term.

15.3 Only the Corporate Identity of the Federation adopted by the General Assembly may be used. No modifications to its layout, design, or content shall be permitted after its adoption.

15.4 The Corporate Identity of the Federation may only be used by the Administrative Board, the Local Committees, and the Team of Officials, each within their respective lines of management.

15.5 The Vice-President and the Publications and New Technologies Support Division Director shall present an updated version of the Corporate Identity Manual at the first General Assembly meeting of each IFMSA-Egypt term.

15.6 All material written in the name of IFMSA-Egypt must be approved by the Executive Board before being published.

15.7 The Executive Board shall approve any advertisements appearing on IFMSA-Egypt printed materials.

16. The Constitution and Bylaws

16.1 IFMSA-Egypt shall be governed by this Constitution and its Bylaws.

16.2 All Members shall act according to the Constitution and Bylaws of the Federation.

16.3 Neither this Constitution nor any of its provisions shall be suspended.

16.4 Amendments to the Constitution shall be adopted by the General Assembly with a two-thirds majority of the votes cast.

16.5 The Bylaws shall regulate the internal organization, procedures, and operational matters of IFMSA-Egypt in order to ensure the effective internal management and external representation of the Federation. The Bylaws must comply with the provisions of this Constitution.

16.6 Amendments to the Bylaws shall be adopted by the General Assembly with a two-thirds majority of the votes cast.

16.7 In all matters not provided for in this Constitution or the Bylaws, the Executive Board shall decide after consultation with the Supervising Council, provided that such decisions do not contradict the provisions of this Constitution, the Bylaws, or decisions of the General Assembly.

17. Dissolution

17.1 The dissolution of IFMSA-Egypt shall be decided by the General Assembly by a

two-third majority of all Full Members with voting rights. A Proposal for Dissolution shall be communicated to all Members at least four weeks before the beginning of the General Assembly meeting at which the proposal will be considered.

17.2 The General Assembly shall determine the allocation of any remaining assets or positive balance of IFMSA-Egypt upon dissolution, as far as possible in accordance with the purposes and objectives of the Federation.

17.3 Upon the decision to dissolve IFMSA-Egypt, the Executive Board shall act as the liquidator unless the General Assembly decides otherwise. During the liquidation period, IFMSA-Egypt shall continue to exist solely for the purpose of settling its affairs and liquidating its assets.

17.4 During the liquidation period, the provisions of this Constitution shall remain in force insofar as they are applicable.

17.5 All official documents and communications issued by IFMSA-Egypt during this period shall include the words “in liquidation” following the name of the Federation.

17.6 The liquidation shall be considered completed once all known assets have been distributed and all obligations of the Federation have been settled.

IFMSA-Egypt's Bylaws

1. Members

General

1.1 A Local Committee (LC) of IFMSA-Egypt is a medical students' organization, chosen by the General Assembly as Full, Associate, or Candidate Member.

1.2 IFMSA-Egypt members shall participate in the federation's activities. Observers, not belonging to IFMSA-Egypt members, can be approved by the Executive Board to participate in the federation's meetings and events.

1.3 A Local Committee proposes by which name it shall be addressed within IFMSA-Egypt, provided that it has to contain the words Scientific/Medical and Society/Association. A Local Committee may propose to change its name at the End-term General Assembly Meeting. Such a procedure shall be decided by a simple majority.

Obtaining and Upgrading Membership

1.4 An organization seeking membership in IFMSA-Egypt must make its membership open to all the medical students within its university. Medical students are considered the students in training to become medical doctors in higher education institutions, recognized by the Egyptian Government, up to their sixth month after the internship.

1.5 The official application forms and documents for obtaining or upgrading a membership status shall be submitted to the Secretary-General and Treasurer two weeks before the General Assembly Meeting. The Executive Board reviews the application and informs the Local Committees of the validity status.

1.6 A medical students' organization applying for candidate membership or a Local Committee applying for upgrading membership status shall give a 7-minute presentation at the General Assembly Meeting, followed by 3 minutes for answering the questions.

1.7 The motion to change a membership status or obtain a new membership status shall be voted upon by a two-thirds majority. Change of membership status refers to upgrading from candidate to associate membership, associate to full membership, as well as to the suspension of a membership. Obtaining new membership status refers to joining IFMSA-Egypt as a candidate member.

1.8 To obtain candidate membership, all organizations must submit the following documents:

i. Number of medical students who are members of the Local Committee;
ii. Number of medical students enrolled in the medical school;
iii. A brief description of the Local Committee's managerial structure and a list of contacts of the local Team of Officials;
iv. A brief report of the Local Committee's activities, including at minimum the Standing Committees' and/or the Support Divisions' work;
v. A support letter signed and stamped by the Faculty Administration;
vi. A written consent signed and stamped by the President of the applying organization, stating that they will abide by IFMSA-Egypt's Constitution and Bylaws at all times; and
vii. A copy of the regulations of the Local Committee: specifying, at a minimum, its Official Name, Nature, Principles, and Objectives.

1.9 To obtain associate membership, all organizations must submit the following documents:

i. An updated copy of the regulations of the Local Committee: adding, at a minimum, its Membership Structure, Team of Officials' Structure and Functions, Activities, and Financial Management Procedures;
ii. A written approval of the university that the Local Committee can host incoming exchange students; and
iii. A report proving the Local Committee's activity as a candidate member.

1.10 To obtain full membership, all organizations must meet the following requirements:

i. Be an Associate Member for at least 14 General Assembly Meetings not including the meeting in which they were accepted as an Associate Member;
ii. Submit a proposal proving the Local Committee's activity as an Associate Member for the duration of the latest three terms; and
iii. Pay in advance the membership fee for the financial year immediately following the year in which they apply for full membership, at most two weeks after the General Assembly Meeting in which they are granted the full membership.

The Rights of Local Committees

1.11 Candidate Members have the following rights:

a. Speaking rights, but not proposing, seconding, or voting on motions at General Assembly Meetings;
b. The right to participate in all IFMSA-Egypt's Activities, except those of the Professional and Research Exchanges; and
c. The right for their individual members to apply to all IFMSA-Egypt's Leadership and Representation Opportunities, except those of being a Team of Officials Member.

1.12 Associate Members have the following rights:
   a. Speaking and proposing rights, but not seconding or voting on motions at General Assembly Meetings;
   b. The right to participate in all IFMSA-Egypt's Activities; and
   c. The right for their individual members to apply to all IFMSA-Egypt's Leadership and Representation Opportunities.

1.13 Full Members have the following rights:
   a. Speaking, proposing, seconding, and voting on motions at General Assembly Meetings;
   b. The right to participate in all IFMSA-Egypt's Activities; and
   c. The right for their individual members to apply to all IFMSA-Egypt's Leadership and Representation Opportunities.

Obtaining Membership for Several Organizations in the Same University

1.14 An organization that is currently not a member of IFMSA-Egypt representing a university, where IFMSA-Egypt already has a Local Committee, can apply for IFMSA-Egypt's candidate membership only if it represents a different faculty of medicine than the one represented by the original Local Committee.

1.15 Only one Full Member can represent a university in IFMSA-Egypt.

1.16 In case an Associate Member representing a university where a Full Member is already present is applying for Full Membership of IFMSA-Egypt, the application shall not be voted upon in the following General Assembly Meeting, and an Investigation Task Force should be formed under the supervision of the Vice-President to evaluate the two Local Committees on the following basis:
   a. Total Number of Medical Students in each Faculty of Medicine in the university;
   b. Total Number of Medical Students represented by each Local Committee; and
   c. The participation trends of each Local Committee in national activities, judged by the number of activities they participated in during the last term to date.

1.17 The report of the Investigation Task Force tasked with evaluating two Local Committees in the same university should be sent to the Secretary-General and Treasurer two weeks before the General Assembly Meeting preceding the meeting at which the candidature of the new member is to be discussed. The report shall include the results of the evaluation for each Local Committee, and a recommendation by the Executive Board on the issue.

1.18 If the Vice-President is or was enrolled in a university that is involved in a dispute regarding two members vying for Full Membership from that university, the Vice-President shall not participate in the investigation or reporting of the decision. In this situation, the responsibility for investigating and reporting on the dispute shall fall to the other Executive Board members.

1.19 After the report is presented, the General Assembly shall vote by ballot, and the voting options shall include:
   a. Both Members keep their original statuses;
   b. The Associate Member becomes a Full Member, and the Full Member to become an Associate Member; and
   c. To abstain from voting.

Honorary Life Membership

1.20 Honorary Life Membership is a special type of membership status, in the following regards:
   a. The status shall be only granted to individuals who have greatly contributed to the achievement of IFMSA-Egypt's aims.
   b. Honorary Life Members shall pay no membership fees.
   c. Medical Graduates are only eligible to apply for the status six months after the end of their internship year.
   d. Honorary Life Members have speaking rights, but no proposing, seconding, or voting rights in General Assembly Meetings.

1.21 Candidatures for Honorary Life Membership shall be sent to the Secretary-General and Treasurer at least two weeks before a General Assembly Meeting and distributed to all the Local Committees at least one week before that meeting. The candidature should include at least:
   a. Name of the candidate;
   b. Rationale behind candidature; and
   c. The signatures and stamps of at least five Full and/or Associate Members announcing their support for the candidate for Honorary Life Membership.

1.22 A motion must be tabled at the General Assembly meeting to grant the Honorary Life Membership, and voting shall be done by ballot by a two-thirds majority.

1.23 Honorary Life Members can be invited to IFMSA-Egypt's meetings and events by the Executive Board.

1.24 The General Assembly may withdraw the Honorary Life Membership of an individual in case of violating the Constitution or Bylaws or doing considerable harm to IFMSA-Egypt. This decision requires a two-thirds majority.

1.25 The names of Honorary Life Members of IFMSA-Egypt shall be attached in a list to the Constitution and Bylaws' Annexes.

Membership Fees

1.26 All the Local Committees must pay an annual membership fee to IFMSA-Egypt. The amount shall be determined by the General Assembly. Except for the special cases described in the Bylaws, Membership fees for Associate and Candidate members shall be half that of Full Members.

1.27 Any debts incurred by a Local Committee is due at the date requested. If any Local Committee has a debt for two consecutive General Assembly Meetings, the General Assembly has the right to suspend its membership by a two-thirds majority. If a Local Committee fails to pay its debts for five consecutive General Assembly Meetings, its membership shall be lost automatically. Such a Local Committee can still reapply as a Candidate Member after paying its debts.

Suspension of Membership

1.28 A Local Committee can request from the General Assembly during the last General Assembly Meeting of the term to not pay the annual membership fees by suspending their membership in IFMSA-Egypt for the upcoming fiscal year, provided that the president of the Local Committee in question sends a signed and stamped document stating so to the Executive Board at least two months before the General Assembly Meeting in question. Consequently, the Local Committee and its members may not take part in IFMSA-Egypt activities for that financial year, unless they are approved by the Executive Board as observers in IFMSA-Egypt Meetings and Events.

1.29 If a Local Committee fails to attend three consecutive General Assembly Meetings, the General Assembly has the right to suspend its membership by a two-thirds majority. If the Local Committee doesn't attend any General Assembly Meeting for a whole term, its membership shall be lost automatically, and it can reapply as a Candidate Member afterwards.

1.30 Any Local Committee with voting rights failing to send its half-year and end-term activity reports to IFMSA-Egypt's General Mailing List—at least two weeks before the second and the end-term General Assembly Meetings of the term, respectively—will lose its voting rights for the duration of one General Assembly Meeting, and this period of losing its voting rights is automatically extended until the report in question is sent.

1.31 Whenever a Local committee fails to fulfill their status requirements as listed in the Bylaws, the Executive Board has to submit a report to the General Assembly regarding this issue before the start of the plenary session of the next General Assembly Meeting. This report must specify which requirements the Local Committee did not fulfill and include a recommendation to the General Assembly regarding a possible change of membership status for the Local Committee.

1.32 A Candidate Member can maintain its status for a maximum of ten General Assembly Meetings. If a Candidate Member does not apply for membership upgrade—or applied and failed to gain Associate Membership Status—after ten General Assembly Meetings since they were accepted, they lose their membership status. This decision needs to be approved by the General Assembly with a two-thirds majority.

1.33 If a Local Committee violates any part(s) of IFMSA-Egypt's Constitution and Bylaws, as well as its adjoining documents and regulations, the General Assembly may decide to suspend that Local Committee after an official investigation is completed and adequate proof of violation is presented. The vote for suspension requires a two-thirds majority.

2. General Assembly Meetings

General

2.1 The General Assembly is the highest decision-making body within IFMSA-Egypt and takes its decisions through a General Assembly Meeting. The General Assembly Meetings shall be regulated as follows:

a. The General Assembly Meetings are held four times per term (at least three times as per article 7, paragraph 2, of IFMSA-Egypt's Constitution; in case there is a valid reason determined by IFMSA-Egypt Executive Board for not holding four General Assembly Meetings).

b. At least two out of the four annual General Assembly Meetings should last for a minimum of two days.

c. The General Assembly Meetings shall be held in October, January/February, April/May, and the first two weeks of September, under the condition that the first one shall be held during October and the last during September. Any exception to this sub-paragraph regarding the timing of the commencement of the General Assembly Meetings may be decided by the Executive Board after consulting the Local Committees.

d. Each General Assembly Meeting shall include at least one Plenary Session during which the General Assembly may deliberate and take decisions.

e. In the event that the Executive Board finds that a physical meeting of the General Assembly is not advisable as for force majeure reasons, the Executive Board may decide to conduct the General Assembly Meeting via appropriate electronic means after consulting the Local Committees.

f. The Executive Board may call for asynchronous online voting between two General Assembly Meetings to address urgent decisions or important matters arising from unforeseen circumstances. The Executive Board shall solely facilitate the voting process. Members shall be notified in advance and provided with the relevant documentation. Decisions shall be adopted in accordance with the applicable majority requirements for the matter under vote, provided that quorum is reached by at least two-thirds of the Full Members with voting rights. The voting period shall remain open for a minimum of 24 hours. The procedures governing the vote shall be determined by the Executive Board and communicated to the Members upon announcement of the vote.

2.2 The Team of Officials shall determine the date of the General Assembly Meeting by a simple majority through an online vote conducted via their official mailing list.

2.3 The President shall notify the General Assembly of the date of the meeting at least four weeks in advance and shall call for agenda inputs. The final agenda shall be circulated to the General Assembly at least one week prior to the meeting.

2.4 If the Executive Board calls for an extraordinary meeting of the General Assembly, all Local Committees shall be informed of the proposed date and venue of the meeting at least two weeks prior to the proposed date of the meeting. If an absolute majority of the Full Members with voting rights requests an extraordinary meeting of the General Assembly, a written proposal shall be circulated to the Local Committees through the official Local Committees mailing list at least two weeks prior to the proposed date of the meeting. The proposal shall include, at a minimum, the reasons for convening the meeting and the proposed agenda items, and shall be signed by the Presidents of the requesting Local Committees and stamped with their official LC stamps. Upon circulation of such proposal, the Executive Board shall convene the extraordinary meeting accordingly.

2.5 Two-thirds of all Full Members with voting rights shall constitute a quorum for a General Assembly Meeting, provided that at least one member of the Executive Board is present. If such a quorum is not reached at the appointed time for the opening of the meeting, the opening of the meeting shall be automatically deferred until a quorum is reached, but in no case for more than three hours. If a quorum is reached within that period, the meeting shall commence immediately. If quorum is still not reached upon the expiry of that period, the Executive Board shall postpone the meeting and reconvene it at a later date, to be determined by the Executive Board and communicated to all Members in accordance with paragraph 2.3.

2.6 Participants in General Assembly Meetings are:

a. Delegates of Full, Associate, and Candidate Members;
b. Members of the IFMSA-Egypt Team of Officials;
c. Members of the IFMSA-Egypt Code of Conduct Committee;
d. Members of the Plenary Team of the General Assembly Meeting;
e. Honorary Life Members;
f. Representatives of Task Forces;
g. Members of IFMSA-Egypt National Teams; and
h. Members of the Organizing Committee.

2.7 Observers in General Assembly Meetings are:

a. IFMSA-Egypt Alumni;
b. Any medical student not represented by a Local Committee;
c. Members of suspended Local Committees;
d. External advisors and invited guests; and
e. Delegates of organizations in an official relationship with IFMSA-Egypt.

2.8 The participation of observers shall be approved by the Executive Board of IFMSA-Egypt and communicated to the Organizing Committee of the General Assembly Meeting prior to the meeting. Observers may be granted speaking rights upon approval by the General Assembly.

Plenary Team

2.9 The Plenary Team is composed of a Chairperson, a Vice-Chairperson, a Constitution Credential Committee (CCC), a Meeting Secretary, Returning Officer(s), and an IT Officer.

2.10 The Secretary-General and Treasurer shall open the call for the Plenary Team at least four weeks prior to the General Assembly Meeting and shall close the call three weeks prior to the scheduled opening of the meeting.

2.11 The Plenary Sessions of the General Assembly shall be chaired in accordance with the following provisions:

a. The President of IFMSA-Egypt shall serve as the default Chairperson of all Plenary Sessions of the General Assembly. In the absence or unavailability of the President, the Vice-President shall serve as Chairperson. In the absence or unavailability of both the President and the Vice-President, the Secretary-General and Treasurer shall serve as Chairperson.

b. By way of exception to sub-paragraph (a), the Executive Board may open a call for the positions of Chairperson and/or Vice-Chairperson for the Plenary Sessions of a General Assembly Meeting.

c. Where such a call is opened, the Executive Board shall, immediately following the opening of the first Plenary Session of the General Assembly Meeting, propose the pre-selected candidate(s) for the position(s) subject to the call. The President shall preside over the election of the Chairperson until the election is concluded.

d. The General Assembly shall elect the Chairperson and the Vice-Chairperson by an absolute majority of the votes cast by the Full Members present with voting rights.

e. If a proposed candidate does not obtain an absolute majority, additional candidates may be nominated, and the General Assembly shall proceed with the election in accordance with the above bylaw sub-paragraph (d).

2.12 The Chairperson shall be responsible for the conduct of the Plenary Sessions of the General Assembly and shall exercise the following duties:

a. Conducting and facilitating the proceedings of the Plenary Sessions of the General Assembly.

b. Interpreting and issuing rulings on all matters of procedure, order, competency, and relevance, in accordance with the Constitution and Bylaws.

c. Informing the LC Presidents of the motions to be presented in the Plenary Session of the General Assembly Meeting at least two hours before the scheduled start of that Plenary Session.

d. Ensuring the continuous presence of sufficient members of the Plenary Team to allow the Plenary Sessions to proceed.

e. Deciding on the following procedural matters after obtaining the oral agreement of the General Assembly:

i. To postpone the consideration of a motion.

ii. To open a speakers' list on a motion and to close it.

iii. To reopen the speakers' list.

iv. To request observers to leave the room.

v. To suspend the meeting for a specified period of time.

f. If the Chairperson determines that an oral agreement has been reached regarding a procedural matter, but a Local Committee contests this decision, that Local Committee may request a vote on the matter within one minute following the Chairperson's announcement. Such a procedural matter shall be decided by a two-thirds majority of the votes cast.

2.13 The Vice-Chairperson shall assist the Chairperson in the conduct of the Plenary Sessions of the General Assembly and shall support the documentation of proposed motions and decisions, ensuring that all motions and decisions adopted by the General Assembly are accurately recorded and delivered to the Secretary-General and Treasurer after the conclusion of the relevant General Assembly Meeting. The Vice-Chairperson shall assume the Chair in the following cases:

a. When requested by the Chairperson;

b. When the Chairperson is absent at the appointed time for the opening of the meeting;

c. When the Chairperson is involved in the matter under discussion;

d. During elections in which the Chairperson is a candidate; or

e. When the Chairperson is removed through a "vote of no confidence in the Chairperson.

2.14 Applicants for the positions of Chairperson and Vice-Chairperson shall, at the time of application, satisfy the following requirements:

a. Have participated in at least six previous General Assembly Meetings;

b. Have served either as a member of the Executive Board of their respective Local Committee or as a member of the IFMSA-Egypt Team of Officials;

c. Have served as a member of a plenary team at a General Assembly Meeting on the local, national, regional, or international level; and

d. Not be a candidate for any elected position to be decided during the same General Assembly Meeting.

2.15 The Chairperson shall announce the Meeting Secretary, the Returning Officer(s), IT Officer for the meeting.

2.16 The Meeting Secretary is responsible for:

a. taking the minutes of the meeting and delivering them to the Secretary-General and Treasurer no later than two weeks after the General Assembly Meeting in question.

b. assisting the Chairperson in preparing and maintaining the speakers' list and granting the floor to speakers accordingly.

2.17 The Returning Officer(s) shall ensure the smooth flow of the plenary procedures, minimize inevitable interruptions throughout the plenary, maintain the seating layout, and facilitate the voting procedures.

2.18 The IT Officer shall be a member of the Organizing Committee of the General Assembly Meeting and shall be responsible for operating the technical media required for the proceedings of the Plenary Sessions. This includes ensuring that all presentations and audiovisual materials are displayed and delivered in a timely manner, as well as providing technical support to the Plenary Team.

Constitution Credential Committee

2.19 The Constitution Credential Committee, hereinafter referred to as the CCC, shall serve as the advisory and reference body on all matters relating to the interpretation of the Constitution and Bylaws of the Federation during a General Assembly Meeting. The CCC shall decide on any controversies arising from the interpretation of the Constitution and Bylaws of the Federation.

2.20 The Constitution Credential Committee shall consist of three members and shall be constituted in accordance with the following provisions:

a. The CCC shall be composed of one representative of the Executive Board and two delegates from among the Full or Associate Local Committees that are not represented on the Executive Board.

b. The Secretary-General shall serve as the representative of the Executive Board in the CCC.

c. The Executive Board shall propose, at the beginning of the first Plenary Session, the two members of the CCC who are not representatives of the Executive Board for election by the General Assembly. They shall be elected by an absolute majority of the votes cast by the Full Members present with voting rights.

2.21 Applicants for the Constitution Credential Committee, other than the Executive Board representative, shall submit their curriculum vitae to the Secretary-General and Treasurer in due time. Each application shall be accompanied by a support letter signed by the President of the respective Local Committee and stamped with the official LC stamp. If the President of a Local Committee is applying for the CCC, the support letter shall instead be signed by another member of the Executive Board of that Local Committee.

2.22 Applicants for the Constitution Credential Committee, other than the Executive Board representative, shall meet the following requirements at the time of their application:

a. Have participated in at least five previous General Assembly Meetings;

b. Have served as a member of their respective Local Committee's Team of Officials or as a member of a Task Force established by the IFMSA-Egypt General Assembly or the Executive Board; and

c. Not be standing as a candidate in any other election during the General Assembly Meeting in question.

2.23 The Constitution Credential Committee shall have the following responsibilities:

a. Reviewing the membership status and membership rights of Local Committees, and supervising the voting process during the General Assembly Meeting.

b. Verifying the validity of the documents submitted for the General Assembly Meeting in question, in accordance with the Bylaws, including those related to the acquisition and/or upgrade of membership status.

c. Reviewing whether motions or proposals are in contradiction with the Constitution or the Bylaws. Any motion, including any alternative motion, found to be in contradiction with the Constitution or the Bylaws shall fail immediately and shall not be discussed.

d. Making the final decision in the event of any disagreement regarding the interpretation of the Constitution or the Bylaws.

e. At least two members of the Constitution Credential Committee shall remain present in the plenary at all times during its sessions. If fewer than two members are present, the Plenary Session shall be temporarily suspended until the presence of at least two members is restored."

2.24 The Constitution Credential Committee shall present a written report at the beginning of the first Plenary Session and at the end of the last Plenary Session of each General Assembly Meeting. If the General Assembly Meeting consists of only one Plenary Session, the report shall be presented both at the beginning and at the end of that session. The report shall include all decisions taken by the Constitution Credential Committee and shall indicate the membership status and rights of all Local Committees at the time of its submission. The report shall be submitted to the General Assembly for adoption.

Agenda

2.25 The agenda of each General Assembly Meeting shall include, at a minimum, the following items, with items a–k occurring in the order listed:

a. Opening
b. Election of the Chairperson (if any) and Vice-Chairperson.
c. Introducing the Meeting Secretary, Returning Officer, and IT Officer.
d. Election of the Constitution Credential Committee
e. Presentation and adoption of the preliminary report of the Constitution Credential Committee.
f. Adoption of the agenda
g. Introducing of other organizations, observers, and invited guests.
h. Introduction of the IFMSA-Egypt Team of Officials and the Organizing Committee.
i. Adoption of the minutes of the previous General Assembly Meeting.
j. Adoption of the financial report of the previous General Assembly Meeting.
k. Adoption of the financial report of the Federation.
l. Presentation and adoption of the reports of the IFMSA-Egypt Team of Officials.
m. Presentation of Medical Student Organizations applying for membership in IFMSA-Egypt and Local Committees applying for a change of membership status.
n. Adoption of changes to the status of Local Committees and admission of new Local Committees.
o. Amendments to the Constitution and Bylaws (this item shall not be reopened during the same General Assembly Meeting).
p. Presentations of candidates for hosting the next General Assembly Meeting (this item shall not be included in the 1st General Assembly Meeting of the term).
q. Election of the host Local Committee for the next General Assembly Meeting (this item shall not be included in the 1st General Assembly Meeting of the term).
r. Adoption of the final report of the Constitution Credential Committee.
s. Any other business.
t. Closure of the Meeting."

2.26 In addition to the items listed in bylaw paragraph 2.25, the agenda of the first General Assembly Meeting of the term shall include the following:

a. Presentation and adoption of the proposed budget for the term.
b. Presentation and adoption of the annual working plans of the Team of Officials for the entire term (replacing agenda item "l" in paragraph 2.24).
c. Presentation of the IFMSA-Egypt Corporate Identity Manual (and its adoption where amendments have been made).
d. Presentation of candidates for, and election of, the Code of Conduct Committee

2.27 In addition to the items listed in paragraph 2.25, the agenda of the last General Assembly Meeting of the term shall include the following:

a. Presentation and adoption of the end-term reports of the Team of Officials (replacing agenda item "l" in paragraph 2.25).
b. Presentation and adoption of IFMSA-Egypt's National Priority.
c. Presentation and adoption of policy documents.
d. Presentation of candidatures for the Team of Officials for the following term.
e. Election of the Team of Officials for the following term.

2.28 Every Full Member with voting rights has one vote per motion during each General Assembly Meeting; and no proxies are allowed.

2.29 A Full Member shall lose its voting rights in a General Assembly Meeting until the end of the last Plenary Session of the General Assembly Meeting in question in the following cases:

a. If it has outstanding financial obligations towards IFMSA-Egypt at the opening of the first Plenary Session;
b. If it fails to submit its half-term or end-term report within the set deadline prior to the General Assembly Meeting in question;
c. If it leaves its voting card unattended during the General Assembly Meeting in question, or fails to return it to the Chairperson after the previous General Assembly Meeting; or
d. If the Local Committee is found to be at fault following the conclusion of a formal investigation, and the General Assembly resolves to withhold its voting rights.

Meeting Flow and Voting Procedures

2.30 At the beginning of each Plenary Session of a General Assembly Meeting, the Chairperson shall conduct a roll call of all Local Committees with voting rights in order to confirm their presence. Official voting cards bearing the name of the Local Committee and its university, in a clear and legible manner, shall be distributed to the representatives of the Local Committees present. The results of the roll call shall be recorded in the minutes.

2.31 All representatives of the Local Committees shall be seated in the designated front row(s). If any representative joins or leaves the Plenary Hall after the start of the session, the representative shall inform the Constitution Credential Committee, who shall hand out or collect the voting card, as appropriate.

2.32 Decisions shall be adopted by a simple majority where only one motion is under consideration, and by a relative majority where multiple

motions are under consideration, unless otherwise provided for in the Constitution or the Bylaws. Amendments shall be adopted by a simple majority, unless otherwise provided for in the Constitution or the Bylaws.

2.33 Voting is done by either raising the voting card or by ballot.

2.34 Voting in elections shall be conducted by ballot, except for the election of the Chairperson, the Vice-Chairperson, and the Constitution Credential Committee. Furthermore, voting by ballot shall be conducted upon the request of any Full Member with voting rights.

2.35 Voting by ballot shall be carried out either by marking the vote on a ballot paper or by casting the vote through a secure electronic voting system in online and/or hybrid settings. The Chairperson shall decide whether such voting is to be conducted by ballot paper or through a secure electronic voting system.

2.36 In the event of suspected fraud or error, the Chairperson shall call for a re-vote. Where the original vote was conducted through an electronic voting system, the Chairperson may decide that the re-vote be conducted by ballot paper.

2.37 Voting shall be conducted by calling first for abstentions, then for votes against, and finally for votes in favor. The results shall be documented in that order.

2.38 Before voting, the Chairperson or any Full Member with voting rights may request that all observers leave the hall. During the voting process, the doors shall remain closed, and no person shall be permitted to enter or leave the hall. After the votes have been counted and before the results are announced, the doors shall be reopened and observers may re-enter the hall. In the case of voting by ballot, the ballot papers shall be signed and stamped by the Chairperson.

Motion and Debate

2.39 A written motion must be tabled before any debate on the subject may be undertaken, as follows:

a. Motions and alternative motions shall first be reviewed by the Constitution Credential Committee to ensure that they do not contradict the Constitution or the Bylaws of IFMSA-Egypt. If any such contradiction is found, the motion shall fail immediately.

b. The motion shall then be submitted to the Chairperson, who shall record it and read it aloud, after which the proposer shall be given the opportunity to briefly explain its purpose.

c. The Chairperson shall then decide whether the tabled motion shall be opened for discussion, shall conduct the debate, and shall determine the limits of such discussion.

2.40 An implicit or explicit series of independent resolutions included in one single motion has to be divided into two or more independent motions upon request of any full member with voting rights (e.g., adoption of several reports under the same motion).

2.41 The motion shall be discussed and debated in accordance with IFMSA-Egypt's Motion and Debate Maze, annexed to the Bylaws.

2.42 Majorities shall be defined as follows:

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

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

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

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

2.43 A motion passes if:

a. No Full Member with voting rights gives a direct negative to the motion;

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

c. It first reaches a relative majority and then in a subsequent vote of confidence it reaches the majority originally needed to pass, in case there is an alternative motion. If an absolute majority is reached for a motion that usually needs a simple majority, the motion passes without a vote of confidence.

2.44 Only Full Members with voting rights may second a motion or give a direct negative. Amendments to motions can be proposed by Local Committees with proposing rights, which are Full and Associate Members; and by IFMSA-Egypt's Team of Officials.

2.45 Participants at the General Assembly Meeting shall have proposing rights, with the exception of Organizing Committee Members, Honorary Life Members, and Observers, as follows:

a. Delegates of Full Members and Associate Members, as well as members of the IFMSA-Egypt National Team, shall have proposing rights only on behalf of their respective Local Committees if it already has proposing right.

b. Members of the Supervising Council, members of the Constitution Credential Committee, and representatives of any Task Force shall have proposing rights only on behalf of their respective body, and only where such decision has been adopted and recorded in the minutes, reports, or other official written records of the respective body.

c. IFMSA-Egypt Officials shall not have proposing rights on behalf of their respective Local Committees. They shall likewise not have speaking rights on behalf of their respective Local Committees, except when presenting candidatures.

2.46 The IFMSA-Egypt Team of Officials shall have speaking and proposing rights as a collective body. IFMSA-Egypt Officials may also exercise speaking and proposing rights in their individual capacity within their respective areas of responsibility. Such rights shall not be exercised on behalf of the Team of Officials collectively unless the proposal has been formally adopted and recorded in the minutes, reports, or other official written records of the Team of Officials.

2.47 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.

2.48 A procedural motion shall take precedence over all terms of address to the Chairperson apart from points of order but shall not carry the right of interrupting the current speaker or a voting procedure. In the event of a procedural motion being carried, it shall be put into effect immediately. A procedural motion that was not seconded or has been defeated after voting shall not be reintroduced by the same proposer during the same General Assembly Meeting.

2.49 A procedural motion can be submitted at any time during a plenary. In the event of a procedural motion being proposed, the Chairperson shall, after a brief introduction by the proposer, ask for a seconder. If the motion is seconded, the Chairperson shall immediately put the procedural motion to a vote. It carries if it reaches a two-thirds majority of the votes cast.

2.50 The following motions shall constitute procedural motions:

a. To adopt the agenda.
b. To amend the agenda.
c. To open the meeting.
d. To adjourn the meeting.
e. To proceed immediately to a vote.
f. To proceed to the next item of business.
g. To postpone consideration of the present motion.
h. To reopen the debate on a motion.
i. To reopen the speakers' list.
j. To require candidates for election to leave the hall during preliminary discussions.
k. To suspend consideration of a paragraph until the end of the General Assembly Meeting or until such time as the General Assembly resumes its consideration.
l. To resume consideration of a suspended paragraph.
m. To decide that a discussion shall not be recorded in the minutes.
n. To overrule a decision of the Chairperson. If the motion passes, the Chairperson shall reverse the ruling in question.
o. To express no confidence in a member of the Plenary Team (Chairperson, Vice-Chairperson, Secretary, Returning Officer, or IT Officer). If the motion passes, the member concerned shall immediately vacate their position. A replacement shall be elected or appointed in accordance with Bylaw paragraphs 2.11 and 2.15, as applicable. If the member concerned is the Chairperson and the Chairperson is the IFMSA-Egypt President, the Executive Board member next in order under paragraph 2.11.a of the IFMSA-Egypt Bylaws shall assume the position of Chairperson. If the member concerned is the Chairperson and the Chairperson is either the IFMSA-Egypt Secretary-General and Treasurer or an elected delegate, the Vice-Chairperson shall assume the position of Chairperson, and a new Vice-Chairperson shall be elected in accordance with Bylaw paragraph 2.11.d.
p. To overrule a decision of the Constitution Credential Committee. If the procedural motion passes, the decision of the Constitution Credential Committee shall be reversed. If the decision concerned a proposal that had been refused by the Constitution Credential Committee, the proposal may be brought forward. If the decision concerned a proposal that had been allowed by the Constitution Credential Committee, the proposal shall fail and shall not be discussed further.
q. To express no confidence in, and replace, the Constitution Credential Committee. If the motion passes, the Constitution Credential Committee shall cease its functions immediately, and a new Constitution Credential Committee, as specified in the motion, shall be elected.
r. To require observers to leave the room.

Mandates

2.51 The IFMSA-Egypt Team of Officials may be mandated to carry out specific tasks, provided that such tasks are not in violation of the Federation's Constitution or Bylaws

2.52 A mandate may be submitted in the form of a motion by the IFMSA-Egypt Team of Officials, the IFMSA-Egypt Executive Board, the IFMSA-Egypt Supervising Council, any Task Force, any two Local Committees, or the Constitution Credential Committee of the relevant General Assembly.

2.53 A motion to mandate the IFMSA-Egypt Team of Officials shall include the following:

a. The member or members of the IFMSA-Egypt Team of Officials to be mandated;
b. The proposed mandate;
c. An explanation of why the mandate is necessary; and
d. A timeline indicating when the member or members of the IFMSA-Egypt Team of Officials shall report on the mandate."

2.54 The IFMSA-Egypt Team of Officials may be mandated to carry out specific tasks, provided that such tasks are not in violation of the Federation's Constitution or Bylaws.

Point of Order

2.55 A point of order shall be concerned with the enforcement of interpretations of IFMSA-Egypt's Constitution, Bylaws, and Policy Statements, including the correct voting process.

2.56 A point of order shall take precedence over all other terms of address to the Chairperson and shall require the Chairperson to immediately allow the participant raising the point of order to make it.

2.57 In the event of any participant using the point of order to make statements not directly relating to its defined concern, they shall be called to order by the Chairperson. In the event of a participant being so warned on three occasions during a General Assembly Meeting, their entire delegation shall lose the right to use the point of order for the rest of that General Assembly Meeting.

Point of Information

2.58 A point of information to somebody shall be a brief fact of value and relevance, at this moment, to the current speaker or the meeting at large. It can in no case be used to express a personal point of view. However, 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.

2.59 When a point of information is indicated to the Chairperson while a speaker is speaking, the Chairperson shall ask the speaker whether they accept the point of information. In the event of the speaker refusing it, the Chairperson must make it as soon as the speaker has finished.

2.60 In the event of any participant using the point of information to make statements not directly relating to its defined concern, they shall be called to order by the Chairperson. In the event of a participant being so warned on three occasions during a General Assembly Meeting, their entire delegation shall lose the right to use the point of information for the rest of that General Assembly Meeting.

Minutes

2.61 Minutes have to be taken during the whole Plenary. Minutes should contain, at least:

a. Name, date, and venue of the session;
b. Time of opening, breaks, and closure of the session;
c. The names of the Plenary Team;
d. The items on the agenda;
e. The results of the roll calls;
f. The names of the speakers and their Local Committees;
g. All motions and amendments, including the number, the names of the proposer and the seconder, and the full text;
h. All decisions;
i. The results of the voting and elections; and
j. The summary of discussions accurate in the chronology, speakers, and essence of the discussion.

2.62 The Meeting Secretary shall be responsible for preparing the minutes, the draft of which shall be submitted to the Federation's Secretary-General and Treasurer within two weeks following the end of the meeting.

2.63 The Secretary-General and Treasurer shall be responsible for the publication and distribution of the minutes to all Local Committees within three weeks following the end of the meeting.

2.64 The Secretary-General and Treasurer must archive the ballot results of each General Assembly Meeting appropriately, until the minutes of the General Assembly Meeting in question are adopted.

Reports

2.65 All reports shall, at least, include:

a. the title of the report;
b. the author of the report;
c. the date of the report;
d. the meeting for which the report was written;
e. the summary of the report; and
f. the report itself.

2.66 For all reports, a motion shall be tabled to adopt the report. The motion shall be handled as described in the Motion and Debate Subheading.

2.67 All reports, adopted or not, shall be attached to the minutes as Annexes. Above the report shall be mentioned if the report was accepted or not.

2.68 The following reports may be amended only by their author(s) during the General Assembly Meeting and only before the time at which they are put to a vote:

a. Team of Officials Reports
b. Constitution Credential Committee Reports
c. IFMSA-Egypt Financial Reports
d. General Assembly Meeting Financial Reports
e. Task Force Reports
f. Supervising Council Report

2.69 If a report of an IFMSA-Egypt Official is not adopted, the matter shall be referred to the Supervising Council for review. Following such review, the Supervising Council shall propose to the General Assembly any further action it considers appropriate.

Election of the Supervising Council

2.70 The Host of a General Assembly Meeting shall submit the Financial Report of that General Assembly Meeting to the Secretary-General and Treasurer no later than two weeks after the closure of the meeting. The report shall be presented at the following General Assembly Meeting and tabled for adoption.

2.71 The Secretary-General and Treasurer shall be responsible for the publication and distribution of the Financial Report of a General Assembly

Meeting to all Local Committees no later than three weeks after the closure of that meeting.

Changes to the Constitution and Bylaws

2.72 Changes to the Constitution and Bylaws can only be made during a General Assembly meeting by a two-thirds majority of votes cast.

2.73 Changes to the Constitution and Bylaws will take effect once adopted by the General Assembly unless otherwise specified in the motion.

2.74 Changes to the Constitution or Bylaws shall be exclusively discussed and voted upon under the point of agenda "Amendments to the Constitution and Bylaws". This point cannot be reopened at the same General Assembly Meeting.

2.75 Proposals to amend the Constitution or the Bylaws shall comply with the following requirements:

a. Constitution Change Proposals (CCPs) shall be submitted by at least two Full Members to the Secretary-General and Treasurer no later than three weeks prior to the General Assembly Meeting.

b. Bylaw Change Proposals (BCPs) shall be submitted by the IFMSA-Egypt Team of Officials, a Full Member, or an Associate Member to the Secretary-General and Treasurer no later than two weeks prior to the General Assembly Meeting.

c. Once a Constitution Change Proposal has been submitted, no further amendments to that proposal may be introduced.

d. Any proposal that does not fulfill the above requirements shall not be put to a vote by the General Assembly.

2.76 The Secretary-General and Treasurer shall distribute a compilation of all Constitution Change Proposals to the Local Committees no later than two weeks prior to the General Assembly Meeting.

2.77 The Secretary-General and Treasurer shall distribute a compilation of all Bylaw Change Proposals to the Local Committees no later than one week prior to the General Assembly Meeting.

2.78 The Secretary-General and Treasurer may correct technical errors in the numbering of the Constitution and Bylaws where such corrections are necessary to ensure consistency following amendments adopted by the General Assembly. Such corrections shall not change the meaning of any provision. The Secretary-General and Treasurer shall submit a report of any such corrections, together with the updated version of the Constitution and Bylaws, within three weeks after the General Assembly Meeting.

Suspension of the Bylaws

2.79 A proposal to suspend a paragraph of the Bylaws shall be submitted through a procedural motion proposed by at least two Local Committees.

2.80 Each proposal shall be limited to the suspension of a single paragraph or a single sub-paragraph. Where a paragraph is suspended, the suspension shall extend to all sub-paragraphs contained therein, unless the motion explicitly provides otherwise.

2.81 After the Chairperson reads the procedural motion to suspend the relevant provision of the Bylaws, the proposers shall justify the reasons for proposing the suspension of the relevant provision of the Bylaws. The Constitution Credential Committee shall then interpret and inform the General Assembly of the consequences of the proposed suspension prior to the vote.

2.82 Paragraphs governing the suspension of the Bylaws shall not themselves be subject to suspension.

Elections

2.83 The election of the host for a General Assembly Meeting takes place at the General Assembly Meeting preceding it. The elections of IFMSA-Egypt's Team of Officials take place at the end-term General Assembly Meeting of the term.

2.84 The Secretary-General and Treasurer shall call for the candidatures for Team of Officials positions 4 weeks before the end-term General Assembly Meeting of the term, and that for the candidatures for General Assembly Meeting Hosts 4 weeks before the General Assembly Meeting in which they will be voted upon; and the door for both candidatures should remain open until 2 weeks before the opening plenary of the General Assembly Meeting in question.

2.85 Candidates shall present their candidatures during the General Assembly Meeting at which the elections take place, using audio-visual or other forms of presentation. The time allocated for presentations and questions shall be as follows:

a. Candidates for Executive Board positions shall be allocated seven minutes for their presentation, followed by three minutes for questions.

b. Candidates for other IFMSA-Egypt Team of Officials positions shall be allocated five minutes for their presentation, followed by three minutes for questions.

c. Candidates for General Assembly Meeting Host shall be allocated seven minutes for their presentation, followed by three minutes for questions.

2.86 If there is more than one candidate for a Team of Officials' position or for hosting a General Assembly Meeting, the order of presentations will be decided by the Chairperson through a lottery.

a. During the presentation of the candidate for IFMSA-Egypt's Team of Officials position, the other candidate(s) for the same position have to leave the room and are not allowed to spectate, listen, or get informed of the presentation by any means.
b. During the presentation of the candidate for hosting General Assembly Meetings, the presenters from the other Local Committees that candidate for the same meeting have to leave the room and are not allowed to spectate, listen, or get informed the presentation by any means.

2.87 If no candidatures, or no valid candidatures, are received for a Team of Officials position or for hosting a General Assembly Meeting by the deadline specified in Bylaw Paragraph 2.83, the deadline for submission of candidatures for that vacancy shall be extended until one week prior to the opening Plenary Session of the General Assembly Meeting in question.

2.88 Elections for IFMSA-Egypt Team of Officials and for the Host of a General Assembly Meeting shall require an absolute majority of the votes cast, including where the election takes the form of a vote of confidence. Where no candidate obtains an absolute majority in the first round, the election shall proceed as follows:
a. Where there are two candidates, the candidate receiving a relative majority shall proceed to a vote of confidence. In the event of a tie, paragraph 2.87(e) shall apply.
b. Where there are more than two candidates, the two candidates receiving the highest number of votes shall proceed to a second round, which shall follow the procedure applicable to an election with two candidates.
c. Where more than two candidates are tied for the highest number of votes:
    i. if the tied candidates constitute all candidates standing for election, paragraph 2.87(e) shall apply;
    ii. if the tied candidates do not constitute all candidates standing for election, intermediate rounds shall be held among those tied candidates until two candidates remain, following the procedure set out in paragraph 2.87(b).
d. Where more than two candidates are tied for the second highest number of votes, the candidate receiving the highest number of votes shall proceed to the second round, and intermediate rounds shall be held among the tied candidates to determine the second candidate to proceed, following the procedure set out in paragraph 2.87(b).
e. In the event of a tie between the two candidates receiving the highest number of votes, the candidates concerned shall be allotted an additional three minutes for questions after the announcement of the other election results. Following that, the election for the position shall be reopened. If the tie persists, a lottery shall be conducted by the Chairperson, and the candidate selected shall proceed to a vote of confidence.

Election of the Team of Officials

2.89 Candidates may run for only one IFMSA-Egypt's Team of Officials position at any given General Assembly Meeting.

2.90 There cannot be co-candidatures, meaning that no more than one individual can run for the same Team of Officials' position together.

2.91 There cannot be more than two candidates per Local Committee running for the Team of Officials positions for the same term.

2.92 There cannot be more than one candidate per Local Committee running for the Executive Board positions for the same term.

2.93 There cannot be more than one candidate per Local Committee running for the NEO-Out, NEO-In, or NORE positions for the same term.

2.94 The candidates for the President, NEO-Out, NEO-In, and NORE positions must not have spent more than six months as interns at the time of candidature, unless they prove the absence of their obligation towards military service.

2.95 All the candidates for Team of Officials' positions should send the following documents to the Secretary-General and Treasurer as well as the Local Committees' mailing list before the door for candidatures is closed:
a. A filled out Candidature Form, signed and stamped by the President of the Candidate's Local Committee. If the candidate is the LC President, the Candidature Form must be signed by another member of the respective LC's Executive Board;
b. A Curriculum Vitae, providing documents as possible
c. A Motivation letter; and
d. A Preliminary Plan of Action.

2.96 The Constitution Credential Committee shall review the documents of all candidates for each position and assess their candidatures against the evaluation criteria applicable to the respective positions (See Annex 1).
a. For a candidature to be declared valid, it shall obtain at least 60% of the total score of the Evaluation Sheet for the position for which the candidate is applying.
b. A list of all candidates and the positions for which they are applying shall be distributed to the Local Committees by the Secretary-General and Treasurer no later than 5 days prior to the General Assembly Meeting. The list shall indicate which candidatures have been declared valid and which have been declared invalid, together with the reasons for any candidature declared invalid.

c. The Secretary-General and Treasurer shall distribute all submitted candidatures to the general mailing list no later than 5 days prior to the General Assembly Meeting.

2.97 Presentations and Elections shall be done in the following order:
a. Executive Board Members.
b. Standing Committee Officers.
c. Support Division Directors.

2.98 If there are more than one candidate for a Team of Officials' position, a debate with a maximum of one hour shall be held and moderated by the Chairperson, or the Vice-Chairperson if the Chairperson is one of the debaters.

Election of the Supervising Council

2.99 The Secretary-General and Treasurer shall open the call for candidatures for Supervising Council positions at least four weeks before the First-Term General Assembly Meeting of the term. The call shall remain open until two weeks before the opening Plenary Session of the General Assembly Meeting in question. If no candidatures, or no valid candidatures, are received for a Supervising Council position by the specified deadline, the deadline for submission of candidatures for that position shall be extended to one week before the opening Plenary Session of the General Assembly Meeting in question.

2.100 Elections for Supervising Council members shall take place at the First-Term General Assembly Meeting.

2.101 Candidates for the Supervising Council shall be elected by an absolute majority of the votes cast.

2.102 A term of office in the Supervising Council shall be for a period of one or two IFMSA-Egypt terms.

2.103 Candidates for the Supervising Council shall fulfil the following requirements at the time of candidature:
a. Be a member of a Full or Associate Local Committee;
b. Not have been removed from any position within the Federation before the end of their term due to negligence or misconduct;
c. Not have been proven guilty in any investigation or disciplinary proceeding conducted within the Federation;
d. Possess demonstrable experience relevant to the mandate of the Supervising Council. This includes, but is not limited to, serving at least two (2) full terms in a leadership position; at least one must be in the IFMSA-Egypt Team of Officials or the IFMSA Team of Officials;
e. Not holding any other concurrent position within the Federation for the duration of their term on the Supervising Council;
f. Be an IFMSA-Egypt Alumni;
g. Have a good understanding of IFMSA-Egypt structure, dynamics, and external relations; and
h. Meet the requirements of the position they are applying for, as mentioned in Annex 1."

2.104 The candidates for Supervising Council positions should send the following documents to the Secretary-General and Treasurer, as well as the Local Committees' mailing list before the door for candidatures is closed:
a. A filled-out Candidature Form, signed and stamped by the President of the Candidate's Local Committee.
b. A Curriculum Vitae, providing documents as possible
c. A Motivation letter.

2.105 Candidates for the supervising council can be elected without presenting their candidatures during the General Assembly Meeting unless the presentation of candidatures is included as an agenda item for the meeting.

2.106 Where the number of valid candidates for the Supervising Council is less than or equal to the number of available positions, candidates shall be voted upon individually in accordance with Bylaw Paragraph 2.100.

2.107 Where the number of valid candidates for the Supervising Council exceeds the number of available positions, Supervising Council members shall be elected sequentially for each open position in accordance with paragraph 2.87.

Election of General Assembly Meeting Host

2.108 The candidates for a General Assembly Meeting's Host shall submit a hosting proposal to the Secretary-General and Treasurer, which includes at least:
a. Detailed description of the facilities, highlighting the number of halls available for the meeting and their capacities;
b. Preliminary budget that includes costs pertaining to food, accommodation, facilities, and financial management;
c. The estimated date of the meeting;
d. The deadlines for registration; and
e. The registration fees.

2.109 The Secretary-General and Treasurer shall be responsible for the publication and distribution of all the valid proposals for hosting a General Assembly Meeting at least 1 week before the General Assembly Meeting preceding it.

2.110 The candidate Local Committees for General Assembly Meeting Hosts must not have hosted any of the six General Assembly Meetings preceding the meeting they are applying for hosting.

2.111 If no Local Committee is elected to host a General Assembly Meeting, the Executive Board shall open an extended call for hosting that meeting. The election shall then be conducted through online voting. If no Local Committee is elected through this process, the Executive Board shall determine an appropriate solution

that meets the needs of the Federation and its Members. The Executive Board shall regularly inform the Local Committees of the progress made toward resolving this matter.

2.112 If the Organizing Committee of a General Assembly Meeting is unable to fulfill the commitments outlined in its Hosting Proposal, it shall inform the Executive Board immediately. The Executive Board shall promptly inform the Local Committees and determine the appropriate actions to be taken.

2.113 In case of failure to find a host for a General Assembly Meeting, it shall be postponed by a Team of Officials' decision.

3. The Team of Officials

3.1 The Team of Officials is the body responsible for coordinating IFMSA-Egypt's work between the General Assembly meetings, within the mandates, guidelines, and decisions provided by the General Assembly.

3.2 The Team of Officials shall be composed of the following members:

a. Executive Board Members;
b. Standing Committee Officers; and
c. Support Division Directors.

3.3 The Team of Officials' term of office shall be one IFMSA-Egypt term.

3.4 Each Official has representation authority in the name of IFMSA-Egypt in their relevant field of tasks.

3.5 The candidate for a Team of Officials' position shall fulfill the following requirements at the time of candidature:

a. Be a medical student or an intern;
b. Be a member in a Full or Associate Local Committee;
c. Have good understanding of IFMSA-Egypt structure, dynamics, and external relations; and
d. Meet the requirements of the position they are applying for, as mentioned in Annex 1.

3.6 An IFMSA-Egypt's Official shall:

a. Abide by the Constitution and Bylaws;
b. Fulfill the described tasks of their relevant position as specified in the Bylaws;
c. Apply strategic and operational planning, as well as monitoring and evaluation standards;
d. Present an annual working plan for the actions they are performing during their term;
e. Attend at least two-thirds of the General Assembly Meetings;
f. Send their periodic report to the Secretary-General and Treasurer before each General Assembly Meeting in due time; and
g. Maintain regular communication with the Local Committees and fellow Officials and provide information about their activities upon request.

3.7 The Local Committees' Support to the Team of Officials' candidates shall be regulated as follows:

a. By signing and stamping the Team of Officials' candidature form, a Local Committee enters into liability for any damages caused by its candidate, from the moment of their election or appointment until they complete their term, are suspended from their position, or are removed by the decision of the General Assembly for the duration of one term after the end of their actual term.
b. The Local Committee' support for a Team of Officials' candidature is valid from the moment of the candidate's election until the end of their term; and it cannot be withdrawn after the election or the appointment by any means.
c. The Local Committee is responsible for all the debts that are charged to any of its representatives within the Team of Officials, and in case of refusing to pay these debts, the General Assembly has the right to suspend the Local Committee's membership till the debts are paid.
d. The Local Committee is not allowed to support any representative for the same position in the Team of Officials for more than 2 consecutive terms.
e. An IFMSA-Egypt's Official is not allowed to hold the same managerial position in their Local Committee, provided that SCOPE and SCORE are considered the same in this case.

Regulations for the Team of Officials' Meetings:

3.8 The Team of Officials shall meet at least once bimonthly.

3.9 The quorum for a Team of Officials' meeting is two-thirds of the Officials, provided that an Executive Board member is present.

3.10 All the Officials have speaking, proposing, seconding, and voting rights at the Team of Officials' meeting, and each of them has one vote per motion.

3.11 The Team of Officials makes their decisions with simple majority.

3.12 If an Official cannot attend a Team of Officials' meeting, they shall inform the other Officials and submit their activity report in advance.

3.13 The date and venue of the Team of Officials' meeting is decided by a simple majority of the Team of Officials.

3.14 The Team of Officials' meeting agenda shall be sent to the Team of Officials at least one day before the meeting, including at least:

a. Adoption of the past Team of Officials' meeting minutes;
b. Adoption of the current meeting agenda; and
c. Officials' activity reports and upcoming plans.

3.15 The Officials not attending the Team of Officials' meeting can submit written proposals in advance.

3.16 Minutes have to be taken during the Team of Officials' meeting by a volunteer from the Officials. Minutes shall comprise a summary of

discussions, decisions, and reports. Minutes shall be sent at most one week after the meeting closure to the Secretary-General and Treasurer, who shall distribute them to the Team of Officials at most two weeks after the meeting closure; and to the Local Committees at most one week after its adoption by the Team of Officials.

3.17 The Executive Board may call for observers of the Team of Officials' meeting 3 days before the meeting. An observer shall be a representative from IFMSA-Egypt Local Committees or Alumni.

3.18 The Team of Officials has the right to hold extraordinary meetings whenever needed. Those meetings may not follow the regular rules of the Team of Officials' meeting.

Communication

3.19 The official communication within the Team of Officials shall be done through the Team of Officials' mailing list.

3.20 Additional forms of communication may include social media platforms and direct voice or text messaging, at the discretion of the Team of Officials. These forms of communication may not replace the official mailing list.

3.21 The decisions and voting results done through the Team of Officials' mailing list shall be documented by the Secretary-General and Treasurer.

Reporting

3.22 The Team of Officials shall send their activity reports at least two weeks before the General Assembly Meeting, to the Secretary-General and Treasurer who shall distribute them to the Local Committees at least one week before that meeting.

3.23 In case of non-adoption of one of an Official's reports, the General Assembly has the right to investigate that Official; and in case of non-adoption of their end-term report, they shall not be eligible to apply for any IFMSA-Egypt official position afterwards.

3.24 In case that an Official failed to submit their end-term report, their Local Committee shall not be eligible to support any candidate for the Team of Officials positions at the following term's elections.

Probation, Suspension, and Removal of Officials

3.25 The Officials can be removed from office if proven guilty after a formal investigation for the following reasons:

a. Fraud;
b. Committing a criminal offence;
c. Malfunction of office and inability to fulfill their duties;
d. Breaking the Constitution or Bylaws;
e. Deliberately working against Team of Officials or General Assembly decisions;
f. Refusing to report;
g. Abusing their authorities;
h. Non-adoption of one of their General Assembly reports;
i. Failure to attend two-thirds of the General Assembly meetings during their term; or
j. Failure to attend 3 consecutive or 5 separate Team of Officials' meetings without reasonable excuse.

3.26 A task force shall be formed by the General Assembly or the Executive Board to investigate the claims upon request from a Local Committee or an IFMSA-Egypt's Official for the reasons listed in the aforementioned paragraph. This task force shall not include a member or a coordinator from the Local Committee to which the investigated Official is affiliated.

3.27 The Executive Board may place an Official on probation for the period of investigation, during which their functions may be limited, monitored and/or directly supervised by an Executive Board member.

3.28 In the event that the task force determines that an Official has committed any of the offences described in the aforementioned paragraph, the Executive Board shall suspend that Official and notify the other Officials and the Local Committees of the task force report within 2 weeks from its submission.

3.29 The task force report shall be voted upon during the following General Assembly Meeting by a two-thirds majority. If the motion carries, that Official shall be removed from office; otherwise, the Official shall resume their functions.

3.30 Upon suspension of an Official, they shall return all funds allocated by IFMSA-Egypt to them which have not been used at that moment and they shall not receive any further funding.

3.31 If an Official is removed from office by the General Assembly, they can never again be elected or appointed in any Team of Officials' position.

3.32 If an Official is removed from office by the General Assembly, the Executive Board may decide to inform any external institution or individual with whom the removed individual has been in contact.

Resignation of an Official

3.33 In case that an Official presents a written resignation from their position, they may decide to withdraw their resignation within 3 days and return to their functions automatically. If the resignation is not withdrawn, the Executive Board shall hold an extraordinary Team of Officials' meeting in the presence of the resigning Official to discuss the reasons of their resignation; otherwise, the resignation is considered invalid. In case that the resigning Official didn't attend the meeting, their resignation shall be accepted automatically.

3.34 If the resignation of an Official is accepted, the Executive Board shall inform the Local Committees and the Team of Officials of the resignation and the meeting outcomes. the Executive Board may decide to declare the Official's resignation to any external institution or individual with whom the resigned individual has been in contact.

Replacement of Vacant Official Positions

3.35 In the absence, suspension, removal, resignation, or death of an elected or appointed Official, the Team of Officials must make a decision regarding the replacement of that member. The Team of Officials may decide either to redistribute the tasks of that member among themselves, or to have a special election for that position at the following General Assembly meeting. This decision can only be made during a Team of Officials' meeting.

3.36 In case that the Team of Officials makes a decision to have a special election for a vacant Official position at the following General Assembly meeting, the Team of Officials may decide to appoint an interim Official to fulfill the relevant responsibilities for the interim period. The election for that position shall be conducted according to the bylaws and the elected candidate shall assume office immediately after their election and fulfill only the remainder of the current term; and they can run for the same positions for another 2 terms.

Handover

3.37 The Officials in office, as well as the suspended or resigned individuals from the Team of Officials, must complete a handover to their successors at most 2 weeks after the elections.

3.38 The Team of Officials' handover shall follow a handover checklist determined by the Executive Board in office, which includes, at least:

a. Handing in all the relevant official documents;
b. Handing in the federation's stamps;
c. Passing all the necessary information and resources related to the position;
d. Handing in all the electronic access data including, but not limited to, official emails, mailing lists, and social media platforms; and
e. Introducing the elected successor to the respective mailing lists and externals.

3.39 The Officials in office and the Officials-Elect shall sign a document proving that the handover process is completed by the due date, and each of them shall have an original copy of that document.

3.40 In case an Official makes a claim of no-handover, an investigation task force shall be formed to investigate the issue and shall present its report to the following General Assembly meeting. In case that the investigation proved lack of handover or no handover, the Local Committee to which the leaving, suspended, or resigned individuals from the Team of Officials is affiliated, shall not be allowed to support candidates for any Team of Officials position for one term after adoption of the task force report.

4. Executive Board

General

4.1 The Executive Board shall be composed of 3 members as follows:

a. President;
b. Secretary-General and Treasurer; and
c. Vice-President.

4.2 The Executive Board members are not allowed to hold any other position in IFMSA-Egypt.

4.3 Any kind of legal contract involving IFMSA-Egypt shall be signed and documented by the Executive Board.

Tasks

4.4 The President:

a. Is the prime representative of IFMSA-Egypt.
b. Coordinates the Executive Board and the Team of Officials;
c. Calls for the General Assembly, Executive Board, and Team of Officials Meetings;
d. Heads the IFMSA-Egypt's delegation to IFMSA General Assembly and Regional Meetings and has the right to vote on behalf of IFMSA-Egypt, after consulting the delegation and the respective Team of Officials Member(s) whenever possible:
e. Coordinates IFMSA-Egypt's External Affairs with the Vice President;
f. Coordinates IFMSA-Egypt's external relations with Egyptian ministries, governmental agencies, and United Nations agencies;
g. Develops short- and long-term strategies and policies for IFMSA-Egypt work and structure
h. Aligns IFMSA-Egypt's priorities with the national and global community.
i. Promotes a work environment that supports the development and sustainability of the Local Committees; and
j. Initiates and maintains contact with IFMSA-Egypt Alumni.

4.5 The Secretary-General and Treasurer:

a. Is responsible for the archives, maintenance, and records of IFMSA-Egypt, including:
   i. Collecting the LC accreditation and recognition documents, signed and stamped by the official stamp of the faculty in the due time decided by the Secretary-General and Treasurer;
   ii. Producing the minutes of the General Assembly, Executive Board, and Team of Officials Meetings, and sending them in due time;
   iii. Calling for the periodical reports of the Team of Officials, archiving them, and notifying the

General Assembly about the Officials who didn't send the reports within the deadline;
iv. Producing and updating a list with the names of the Honorary Life members of IFMSA-Egypt;
v. Informing the Local Committees about the proposed changes to the Constitution or Bylaws in due time;
vi. Updating the Constitution and Bylaws with the changes decided by the General Assembly and sending the latest version in due time;
vii. Producing the annual guide of the Federation within 2 months from the beginning of the term, and it shall include at least the names and contacts of the IFMSA-Egypt's Team of Officials, and the Local Committees' Presidents;
viii. Keeping IFMSA-Egypt's Stamp and issuing the official papers in the name of IFMSA-Egypt after consultation with the Executive Board; and
ix. Informing the Local Committees with any changes to the membership status as decided by the General Assembly.

b. Is responsible for the financial administration of IFMSA-Egypt, including:
i. Managing the IFMSA-Egypt's bank account;
ii. Bookkeeping of all IFMSA-Egypt's finances and payments;
iii. Proposing the preliminary budget of the term at the first General Assembly meeting;
iv. Collecting the Local Committees' membership fees in due time;
v. Presenting periodic reports on the IFMSA-Egypt's budget during each General Assembly meeting or upon request from the Executive Board;
vi. Providing the Team of Officials with the necessary financial data and recommendations upon request;
vii. Informing the Local Committees of any debt in due time; and
viii. Preserving the right to object to money allocation to any unplanned work.

4.6 The Vice-President:
a. is responsible for IFMSA-Egypt external affairs, including:
i. Supervising the public relations and mass media contacts of IFMSA-Egypt;
ii. Initiating and maintaining the external relations between IFMSA-Egypt and non-governmental and civil society organizations;
iii. Monitoring IFMSA-Egypt's Publications and Communication;
iv. Regulating the use of the IFMSA-Egypt Corporate Identity; and
v. Establishing communication with non-IFMSA-Egypt member organizations to recruit them to IFMSA-Egypt.

b. is responsible for IFMSA-Egypt internal affairs, including:
i. Providing the sufficient support to the Local Committees to ensure their active participation and development within IFMSA-Egypt; and
ii. Developing monitoring and evaluation methodologies for IFMSA-Egypt Team of Officials' and National Teams' performance.

5. Supervising Council

Members

5.1 The Supervising Council shall consist of three members. In each IFMSA-Egypt term, members can be appointed for a one-term or a two-term mandate. Candidates shall indicate in their application the mandate for which they are applying, and each candidate shall be voted upon.
5.2 Each Local Committee can only be represented by one person in the Supervising Council.
5.3 A member of the Supervising Council has to be an IFMSA-Egypt alumnus.

Duties of the Supervising Council

5.4 The Supervising Council shall be responsible for overseeing the actions and decisions made by the Executive Board and Officials of IFMSA-Egypt. It shall be an active resource body to assist and advise the Officials in case necessary. Advice from the Supervising Council is not binding.
5.5 The Supervising Council shall oversee the administrative work of the Federation along with the administrative board.
5.6 The Supervising Council is responsible for submitting a written report to the General Assembly two weeks before the appointed date for opening the 3rd and First-Term General Assembly Meeting. Their report has to be presented and tabled for adoption before the adoption of the reports of the IFMSA-Egypt Team of Officials.
5.7 All decisions by the Supervising Council are made with a two-third majority vote of all its members.

6. Standing Committees

General

6.1 A Standing Committee works to benefit a specific field of interest and its activities shall be continuous.
6.2 A Standing Committee consists of its National Officer, its National Team, and its Local Committee representatives working within its field of interest.
6.3 IFMSA-Egypt's Standing Committees are:
a. The Standing Committee on Professional Exchange (SCOPE);
b. The Standing Committee on Research Exchange (SCORE);
c. The Standing Committee on Public Health (SCOPH);

d. The Standing Committee on Sexual and Reproductive Health and Rights including HIV and AIDS (SCORA);
e. The Standing Committee on Medical Education (SCOME); and
f. The Standing Committee on Human Rights and Peace (SCORP).

6.4 In order to regulate the Standing Committee's internal management and external representation, it shall have Internal Operating Guidelines that comply with the Constitution and Bylaws, and the Standing Committee's activities shall be guided by a Standing Committee's strategic plan.

Creation, Changes, and Dissolution

6.5 To create an IFMSA-Egypt's Standing Committee, a proposal to create a Standing Committee must be submitted 4 weeks before a General Assembly Meeting to the Executive Board by least seven full members proving their active participation in the Standing Committee in question. The General Assembly shall vote on that proposal by a two-thirds majority.

6.6 The General Assembly can decide to dissolve, change the activities, or change the name of a Standing Committee by a two-thirds majority.

Standing Committee Officers

6.7 IFMSA-Egypt has the following Standing Committee Officers' positions:
a. National Exchange Officer for the Outgoings (NEO-Out);
b. National Exchange Officer for the Incomings (NEO-In);
c. National Officer on Research Exchange (NORE);
d. National Public Health Officer (NPO);
e. National Officer on Sexual and Reproductive Health and Rights including HIV and AIDS (NORA);
f. National Officer on Medical Education (NOME); and
g. National Officer on Human Rights and Peace (NORP).

6.8 A Standing Committee Officer shall:
a. Represent IFMSA-Egypt in their corresponding field of work on the national, regional, and international levels;
b. Support the Local Committees and ensure their active participation and development within their corresponding Standing Committee;
c. Supervise the corresponding Standing Committee's work on the national level and monitor its development;
d. Coordinate their corresponding Standing Committee's sessions in the General Assembly Meetings; and
e. Uphold the Standing Committee's Internal Operating Guidelines.

7. Support Divisions

7.1 A Support Division consists of its National Director, its National Team, and its Local Committee representatives working within its field of interest.

7.2 IFMSA-Egypt's Support Divisions are:
a. Capacity Building Support Division;
b. Projects Support Division;
c. Publications and New Technologies Support Division;
d. Fundraising Support Division; and
e. Research Support Division.

Creation, Changes, and Dissolution

7.3 To create an IFMSA-Egypt's Support Division, a proposal to create a Support Division must be submitted 4 weeks before a General Assembly Meeting to the Executive Board by least seven full members proving their active participation in the Support Division in question. The General Assembly shall vote on that proposal by a two-thirds majority.

7.4 The General Assembly can decide to dissolve, change the activities, or change the name of a Support Division by a two-thirds majority.

Support Division Directors

7.5 IFMSA-Egypt has the following Support Division Directors' positions:
a. Capacity Building Support Division Director (CBSDD);
b. Projects Support Division Director (PSDD);
c. Publications and New Technologies Support Division Director (PNSDD);
d. Fundraising Support Division Director (FSDD); and
e. Research Support Division Director (RSDD).

7.6 A Support Division Director shall:
a. Represent IFMSA-Egypt in their corresponding field of work on the national, regional, and international levels;
b. Support the Local Committees and ensure their active participation and development within their corresponding Support Division; and
c. Supervise the corresponding Support Division's work on the national level and monitor its development.

Tasks

7.7 The Capacity Building Support Division Director shall:
a. Survey and assess the needs and competencies of the Local Committees;
b. Develop and coordinate the implementation of IFMSA-Egypt capacity building strategy;
c. Coordinate initiatives in leadership and skills and develop human resources in IFMSA-Egypt;
d. Support the Local Committees in their local capacity building initiatives;

e. Develop and maintain a monitoring and evaluation system to sustain the quality of capacity building activities and resources;
f. Coordinate IFMSA-Egypt's Trainers Pool; and
g. Ensure the quality of the proposals for conducting national and international capacity building workshops.

7.8 The Projects Support Division Director shall:
a. Ensure the alignment of the Standing Committees' activities under IFMSA-Egypt Focus Areas and Projects;
b. Provide the necessary review and recommendations on the newly proposed IFMSA-Egypt Focus Areas or Projects;
c. Develop and maintain an updated database for IFMSA-Egypt Activities;
d. Coordinate the Project Proposal Review Committee;
e. Coordinate the capacity building efforts on activity and project management;
f. Coordinate, with the Standing Committee Officers, IFMSA-Egypt participation in IFMSA activities' competitions and enrollment; and
g. Develop monitoring and evaluation methodologies for IFMSA-Egypt activities.

7.9 The Publications and New Technologies Support Division Director shall:
a. Develop and implement a strategy for the promotion of IFMSA-Egypt and its work;
b. Be responsible for the development and management of promotional materials;
c. Develop and update IFMSA-Egypt's Corporate Identity;
d. Assist the Team of Officials in the creation of the relevant publications;
e. Develop social media strategy and policies; and
f. Be responsible for IFMSA-Egypt's official website and other internet portals, including:
   i. Facebook Page: www.facebook.com/ifmsa.egypt
   ii. Twitter Account: www.twitter.com/ifmsa-egypt
   iii. Instagram Account: https://www.instagram.com/ifmsa_egypt
   iv. YouTube Channel: www.youtube.com/ifmsa-egypt
   v. Issuu Account: www.issuu.com/ifmsa-egypt

7.10 The Fundraising Support Division Director shall:
a. Coordinate the development and execution of IFMSA-Egypt's fundraising strategy;
b. Coordinate the application and management of grants in the name of IFMSA-Egypt;
c. Be responsible for the production and promotion of IFMSA-Egypt's Merchandise;
d. Create and develop the federation's sponsorship materials and database;
e. Coordinate the sponsorship agreements between IFMSA-Egypt and other parties;
f. Assist the Team of Officials in providing external financial support for their relevant activities; and
g. Coordinate the capacity building efforts on fundraising and financial management.

7.11 The Research Support Division Director shall:
a. Coordinate IFMSA-Egypt's research strategy and activities;
b. Maintain a system for proposing, initiating, executing, and monitoring research activities in IFMSA-Egypt;
c. Maintain a database of all IFMSA-Egypt research activities;
d. Ensure IFMSA-Egypt's affiliation to all its research work;
e. Coordinate the research education and capacity building activities;
f. Ensure that IFMSA-Egypt work is supported with the adequate evidence; and
g. Support the Local Committees in their local research initiatives.

8. Strategic Plan

8.1 IFMSA-Egypt's long-term work shall be based on its three-year strategic plan. It aims to create a shared vision and ensure sustainability and transparency in the work of the federation's elected and appointed leaders.

8.2 IFMSA-Egypt's Strategic Plan shall be adopted by the General Assembly by a two-thirds majority at the end-term General Assembly Meeting that directly precedes the period it covers. Amendments to the tabled or adopted Strategic Plan shall be voted upon by a two-thirds majority. The period of the three-year Strategic Plan shall be followed by a term in which the strategic plan must be evaluated, and the new strategic plan must be drafted.

8.3 The Annual Work Plan of all the Team of Officials must reflect the priorities mandated by the Strategic Plan to underpin its implementation.

8.4 After the end of the three-year Strategic Plan, the Executive Board shall call for a Working Group to evaluate the old Strategic Plan; and call for a Task Force to draft a new strategy. The Working Group's report shall be presented during the second General Assembly Meeting; and the Task Force's report shall be presented during the end-term General Assembly Meeting.

8.5 The Standing Committees shall have their own Strategic Plans that are adopted by a two-thirds majority at the end-term General Assembly meeting of the term following the adoption of IFMSA-Egypt's Strategic Plan. The Standing Committees' Strategic Plans follow the same processes of IFMSA-Egypt's Strategic Plan.

9. Projects and Focus Areas

General

9.1 IFMSA-Egypt Activities are a set of coordinated efforts addressing a predefined theme in any field of interest of the medical students, and

they shall underpin the vision and mission of IFMSA-Egypt.

9.2 IFMSA-Egypt Activities shall be regulated by the Activities Internal Operating Guidelines (IOGs).

9.3 IFMSA-Egypt Activities shall be centrally coordinated and executed under the umbrella of National Focus Areas and Projects.

Focus Areas

9.4 An IFMSA-Egypt Focus Area (hereinafter referred to as National Focus Area) is a stream of activities addressing a predefined theme in line with the global agenda, and it shall be coordinated centrally and executed on local and national levels.

9.5 The Focus Area shall have a 7-to-10-year proposal which should provide a broad direction for the Standing Committees' operations and diversify the activities carried out over the years.

Projects

9.6 An IFMSA-Egypt Project (hereinafter referred to as National Project) is a set of coordinated activities of high need that reflect the current directions in the national community.

9.7 The National Project shall have a 3-year proposal that includes short-term, intermediate, and long-term goals and objectives.

Project Proposal Review Committee

9.8 The Project Proposal Review Committee (hereinafter referred to as PPRC) is the advisory body of the Projects Support Division and shall consist of 3-6 individuals who are experienced in activity and project management. It shall be coordinated by the Projects Support Division Director to fulfill the following tasks:

a. Support the Projects Support Division to enhance the quality with regards to proposal writing, goals and objectives setting, monitoring, and evaluation;
b. Assist the Projects Support Division Director in the review and recommendations on the newly proposed Projects and Focus Areas; and
c. Provide recommendations on termination of a Project or a Focus Area.

9.9 The Projects Support Division Director shall open a call for 3 Project Proposal Review Committee members at most 4 weeks after the first General Assembly Meeting of the term; and for the other 3 members at most 4 weeks after the General Assembly Meeting of the following term.

9.10 The Project Proposal Review Committee's term of office shall be two IFMSA-Egypt terms.

Initiation, Changes, and Termination of Activities

9.11 IFMSA-Egypt Team of Officials, as well as Full and Associate Local Committees can propose a new IFMSA-Egypt Focus Area or Project.

9.12 The Secretary-General and Treasurer is responsible for opening a call for candidatures for IFMSA-Egypt Focus Areas and Projects at least 4 weeks before the second and end-term General Assembly Meetings. The door for candidatures shall be closed at least 2 weeks before those meetings.

9.13 The Secretary-General and Treasurer is responsible for the publication and distribution of proposals to the Local Committees at least 1 week before those meetings.

9.14 The candidature for IFMSA-Egypt Focus Area or Project must include:

a. A written proposal (as outlined in paragraph 8.15); and
b. A filled out Candidature Form signed and stamped by at least 2 Local Committees.

9.15 The proposal for an IFMSA-Egypt Focus Area or Project shall include, at least:

a. Name of the Focus Area/Project;
b. Name of the proposing Local Committees/IFMSA-Egypt Officials;
c. Executive Summary;
d. Problem Statement with supporting research;
e. Clear Goals and Objectives;
f. Success Indicators;
g. Preliminary Plan of Action;
h. Preliminary Timeline (at least start and end dates);
i. Name of Potential Externals;
j. Provisional Budget; and
k. Monitoring and Evaluation Methodologies.

9.16 A proposal for an IFMSA-Egypt Focus Area or Project shall be voted upon by a two-thirds majority of the General Assembly.

9.17 Each IFMSA-Egypt Focus Area or Project shall have a national coordinator who is responsible for its planning, execution, and documentation.

9.18 Upon the termination of an IFMSA-Egypt project, its National Coordinator shall submit a final report of the project's activities over the three-year period. The General Assembly shall decide whether to terminate the project or renew it for another three-year cycle, and this decision shall be voted upon by a two-thirds majority.

9.19 Any IFMSA-Egypt Official, or Full or Associate Local Committee can propose to terminate an IFMSA-Egypt Focus Area or Project. Such a decision shall be voted upon by a two-thirds majority.

9.20 In case of having a newly adopted national Focus Area or Project, A call for candidates for National Coordinators shall be conducted by the Executive Board at most 2 weeks after the General Assembly Meeting in which the Focus Area or Project was accepted, and the announcement shall be at most 2 weeks after the last call.

Reporting

9.21 All the National Coordinators must submit a half-term report for their relevant Projects or Focus Areas to the Secretary-General and Treasurer at least 2 weeks before the second and end-term General Assembly meetings. The report shall include at least:
a. Activities of the past period;
b. Evaluation of the activities in comparison with the initial plan of action;
c. Planned activities for the upcoming period;
d. Overview on the Finances; and
e. Collaboration with externals during the past period.

9.22 In case a National Coordinator fails to submit the half-term report for their relevant Project or Focus Area before the aforementioned deadline, an investigation task force shall be formed on that issue. If the investigation proves that the National Coordinator is guilty, they shall be removed from their position by the Executive Board.

9.23 The Projects Support Division Director shall review the half-term reports of all the national projects and focus areas; and table them for adoption during the General Assembly Meeting in question.

10. National Team

General

10.1 IFMSA-Egypt's National Team shall be responsible for assisting the Officials in the accomplishment of the annual work plan and bringing the Local Committees closer to IFMSA-Egypt in their relevant field. The Official to whom this task belongs shall remain responsible themselves for this task at all times.

10.2 An IFMSA-Egypt's National Team member cannot represent the federation in any way to externals without the approval of the Executive Board.

10.3 The Executive Board-Elect shall open a unified call for IFMSA-Egypt's National Teams of the upcoming term at most 2 weeks after the end-term General Assembly Meeting. The announcement of the National Teams shall be made at most 2 weeks after the last call.

10.4 The call for National Teams shall include the following positions, at least:
a. Alumni Coordinator;
b. Policy Assistant;
c. LC Development Assistant;
d. Secretary Assistant;
e. External Affairs' Assistants;
f. Standing Committee Officers' Assistants;
g. Support Division Directors' Assistants;
h. Exchange Outgoing and Incoming Assistants;
i. Focus Area/Project Coordinators;
j. Publications Team; and
k. Fundraising Team.

10.5 The call for National Teams shall include, at least:
a. Job description and requirements of each position;
b. Number of available slots in each position/team;
c. Required documents for each position; and
d. Deadline for application.

10.6 The candidate for IFMSA-Egypt National Teams must meet the following requirements at the time of candidature:
a. Be a medical student or intern;
b. Be a member of any IFMSA-Egypt's Local Committees;
c. Not be a member of a Local Committee that is in violation with the Constitution and Bylaws; and
d. Have the basic knowledge of the structure, functions, and relations of IFMSA-Egypt.

10.7 A candidate may run only for one National Team position in any given call, and no individual is allowed to hold two positions in the National Teams during the same term.

10.8 The candidature for a National Team shall include, at least:
a. Curriculum Vitae (CV);
b. Motivation letter;
c. Support Letter signed and stamped by the LC President. If an LC President is the applicant, the support letter shall be signed by another member of the respective LC's Executive Board; and
d. Preliminary Plan of Action.

10.9 The term of office for the National Team shall be one IFMSA-Egypt term, unless otherwise specified in the call.

Reporting and Handover

10.10 All IFMSA-Egypt National Teams must submit a half-term report to the relevant Official(s) at least 2 weeks before the second and end-term General Assembly Meeting. In case that a National Team member failed to submit that report in due time, the Executive Board shall investigate that member.

10.11 The National Teams must complete a handover to their successors at most 2 weeks after the successor's appointment. The handover shall include at least:
a. Handing in all relevant official documents; and
b. Passing all necessary information and resources related to the position.

10.12 The Team of Officials shall supervise and document the handover process of all the relevant National Teams.

10.13 In case a National Team member makes a claim of no-handover, an investigation task force shall be formed to investigate the issue and shall present its report to the following General Assembly meeting. In case that the investigation proved lack of handover or no handover from the predecessor, the Local Committee to which the predecessor individual is affiliated, shall lose their voting right for one term after adoption of the task force report.

11. Task Forces

General

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

11.2 Task Forces have the mandate to create and develop products, prepare proposals, and give advice or recommendations on the specific issue they are tasked with.

11.3 A Task Force can be formed by the General Assembly or the Executive Board.

11.4 The proposal to form a Task Force shall include at least specific objectives, proposed composition of the Task force, preliminary timeline, and recommended selection criteria for the Task Force's coordinator and members. The motion carries if it reaches a simple majority.

11.5 Task Forces shall be composed of individuals from IFMSA-Egypt's Local Committees and/or its Alumni. External Experts may be consulted after the approval of the Executive Board.

11.6 A Task Force is structured in the form of a Task Force Coordinator and any number of Task Force Members. The Executive Board appoints an Executive Board Contact Person to supervise the Task Force.

11.7 The Executive Board is responsible for sending the call, selecting, and announcing the Task Force Structure.

Activities

11.8 The Task Force Coordinator is responsible for creating and updating a contact list of the Task Force Members; and for all internal and external communication on behalf of the Task Force.

11.9 The Task Force shall report its activities each General Assembly Meeting. Such a report shall be sent to the Secretary-General and Treasurer at least two weeks before each General Assembly Meeting. The Task Force Report should contain, at least, the Task Force's:

a. Members List;
b. Methodology;
c. Activities or Discussion Results;
d. Difficulties Faced; and
e. Recommendations or Results.

11.10 Task Forces have speaking rights during the General Assembly Meetings in which they are active, only on behalf of the Task Force and regarding the issue of its formation.

Dissolution

11.11 Task Forces must present a final report to a General Assembly Meeting that shall be adopted by a simple majority, except for the Investigation Task Force reports that shall be adopted by a two-thirds majority.

11.12 A Task Force is dissolved when:

a. Its task is completed;
b. No solution is found;
c. It fails to submit a final report;
d. Its final report fails to be adopted in a General Assembly Meeting; or
e. The duration of its formation exceeds two years without an extension by the General Assembly.

12. Finances

General

12.1 The functional currency of IFMSA-Egypt is the Egyptian Pound.

12.2 IFMSA-Egypt shall have a bank account in a bank whose branches are accessible to most of the Local Committees. This account shall be managed by the Secretary-General and Treasurer.

12.3 IFMSA-Egypt's fiscal year corresponds to its term, which begins on the first of October up to and including the 30th of September of the following year.

Regulations for the Federation's General Budget

12.4 The Secretary-General and Treasurer shall send the proposed budget, including all the projected income and expenses of the fiscal year in question, to all the Local Committees at least one week before the first General Assembly Meeting where it shall be presented and adopted.

12.5 Amendments to the proposed budget shall be voted upon by the General Assembly by a two-thirds majority.

12.6 The proposed budget shall include, at least:

a. Income from:
   i. LC Membership Fees;
   ii. LC Exchange Contract Fees; and
   iii. Bank Interest.
b. Expenses for:
   i. IFMSA Membership Fees;
   ii. IFMSA Exchange Contract Fees;
   iii. Standing Committees' Support;
   iv. Support Divisions' Support; and
   v. Team of Officials' Expenses.

12.7 The Reserve Fund shall be used in any expenses related to the financial management of the Federation and not directly mentioned in the budget. The decision to use any amount from the Reserve Fund should be made by the General Assembly by a simple majority.

Financial Management

12.8 The Secretary-General and Treasurer shall be responsible for administration and documentation processes of all the financial transactions of the federation.

12.9 Cash Payment to and from IFMSA-Egypt is allowed under the condition that the payment process is documented.

12.10 IFMSA-Egypt shall not provide loans to any external party.

12.11 The Secretary-General and Treasurer shall inform the Local Committees of the debts they owe to

the Federation two weeks before they get due. The debt payment shall be regulated as follows:

a. The LC Membership Fees shall be paid at most four weeks after the first General Assembly Meeting.
b. The August Meeting's Exchange Contract Fees shall be paid by the first of March of the following year.
c. The March Meeting's Exchange Contract Fees shall be paid by the first of August of the same year.
d. The other forms of debt shall be regulated at the discretion of the Secretary-General and Treasurer.

12.12 The Secretary-General and Treasurer shall send the financial report of IFMSA-Egypt at least one week before each General Assembly Meeting.

Finances of IFMSA General Assembly and Regional Meetings

12.13 The Secretary-General and Treasurer shall be responsible for collecting the registration fees for IFMSA General Assembly and Regional Meetings; and for finalizing the money transaction to the relevant Organizing Committees.

12.14 The Local Committees are responsible for supporting at least 60% of the travel expenses of their respective IFMSA-Egypt Executive Board Members and Standing Committee Officers to attend IFMSA General Assembly Meetings. The expenses shall include the registration fees and flight ticket fees.

12.15 The Local Committees are responsible for supporting at least 60% of the travel expenses of their respective IFMSA-Egypt Support Division Directors to attend IFMSA Eastern Mediterranean Regional Meeting. The expenses shall include the registration fees and flight ticket fees.

12.16 The registration fees of IFMSA-Egypt's Delegation to IFMSA General Assembly and Regional Meetings are considered as a debt on the Local Committees in question and shall be paid to the Secretary-General and Treasurer at most two weeks after selecting the delegation. If any delegate other than the Team of Officials fails to pay the registration fee, they shall be penalized by banning from attending IFMSA meetings for one term.

12.17 The Local Committee's support for the Official's flight ticket shall be paid directly to the travelling Official as described in the aforementioned paragraphs and the payment process shall be supervised and documented by the Secretary-General and Treasurer.

Supervision

12.18 IFMSA-Egypt's finances shall be supervised by the administrative board following the Egyptian Law of non-governmental organizations.

12.19 IFMSA-Egypt's end-term financial report, provided with all the convenient proofs and documents, shall be reviewed by an accountant who is registered as an official financial auditor. The auditor's report shall be provided one month before the Members' General Meeting.

12.20 The Secretary-General and Treasurer shall provide a detailed report about the federation's financial status at all times upon request from the administrative board, the Executive Board, or any Local Committee providing a valid reason for such a request.

Sponsorships

12.21 A sponsorship is considered an agreement between the Federation and one or more parties, for whom the Federation offers a certain service in return for financial contributions.

12.22 Grants from non-profit making and (inter-)governmental organizations are not considered sponsorships.

12.23 The Fundraising Support Division Director shall negotiate and coordinate sponsorship agreements on behalf of the Federation after the Executive Board's approval.

12.24 Sponsorship agreements must honor the autonomy of the Federation.

Grants

12.25 A grant is considered a non-refundable amount of money from non-profit or governmental organizations.

12.26 Grants shall enter the budget of the relevant activity and the Secretary-General and Treasurer shall follow-up on it.

12.27 All the grants' applications shall be affiliated to IFMSA-Egypt and managed by the Executive Board.

Donations

12.28 Donation is money collected for a charitable cause which must be used in the purpose that it was first collected for.

12.29 For any activity to collect donations, it needs the Executive Board's approval. The Secretary-General and Treasurer shall be directly responsible to follow up on the donation and expenditure processes.

13. International Representation

General

13.1 IFMSA-Egypt represents all the Egyptian medical students at the International Federation of Medical Students' Associations (IFMSA); and IFMSA-Egypt's Team of Officials is responsible for regulating the communication and strategy of dealing with IFMSA.

13.2 IFMSA-Egypt's Team of Officials is responsible for reporting any international activities in the name of IFMSA-Egypt to the General Assembly.

13.3 IFMSA-Egypt's Team of Officials are responsible for representing their field of tasks on the relevant IFMSA mailing lists.

13.4 Communication with IFMSA and its Officials shall be regulated as follows:

a. The communication with IFMSA's Officials in the name of IFMSA-Egypt shall be done only through the relevant IFMSA-Egypt's Officials.
b. Delegates from IFMSA-Egypt's Local Committees can represent IFMSA-Egypt only after the approval of the Executive Board.
c. IFMSA-Egypt's Officials are responsible for forwarding the opportunities announced on IFMSA's mailing lists to the relevant IFMSA-Egypt's mailing lists.
d. The Local Committees are not allowed to announce their local activities on IFMSA's mailing lists or social media networks/groups.
e. If a Local Committee, or any of its delegates, sends an email or makes an announcement on any of IFMSA's mailing lists without the approval of the Executive Board, the Executive Board shall send an official written warning to the Local Committee in question for the first time of the offence. Repeating the offence necessitates the Executive Board to form an Investigation Task Force; none of its members or coordinator is a representative from the investigated Local Committee.
f. If the investigated Local Committee is proven to be guilty by the Task Force, they shall be punished by deducting points from the annual Local Committee score, and the member committing the offense shall be banned from international representation for one term.
g. If any delegate from a Local Committee speaks on behalf of IFMSA-Egypt at any international event without the approval of the Executive Board, that delegate must be penalized at the minimum by not being supported by IFMSA-Egypt for any international opportunity.

Regulations for IFMSA-Egypt's Delegation to IFMSA Meetings

13.5 IFMSA-Egypt's Delegation to IFMSA General Assembly Meetings shall be composed of the following spots:

a. Fixed 16 spots (8 participants of early registration fee and 8 participants of late registration fee); and
b. Out-of-quota spots as determined by IFMSA Executive Board, which may include Support Persons, Plenary Team, International Assistants, Program Representatives, or IFMSA Task Force Coordinator.

13.6 The Executive Board is responsible for sending the call for IFMSA-Egypt's Delegation to IFMSA General Assembly and Regional Meetings on the general mailing list. All the applicants must fill a standardized application form through which they shall provide their Curriculum Vitae, Motivation Letter, and Support Letter signed and stamped by the respective LC President; and if an LC President is applying, the support letter should be signed by another member of the respective LC's Executive Board.

13.7 All the applicants should be interviewed by a panel formed by IFMSA-Egypt's Team of Officials and structured as follows:

a. an Executive Board Member;
b. an Exchange Officer; and
c. One or more of the other Officials.

13.8 If an applicant provides an excuse for not attending the interview, the Executive Board has the right to accept their excuse and interview them on a later date after deducting 5 points from their total score, or not to accept their excuse.

13.9 The Executive Board shall finalize the selection process of the applicants before the registration deadline of the relevant IFMSA Meeting. In case any of the approved delegates cancels their participation in the meeting, the Executive Board may decide to substitute them from the waitlisted applicants or not, based on the score, spot relevance, and the cancelation/substitution deadlines of the meeting.

Spots Allocation

13.10 The fixed spots for IFMSA-Egypt's Delegation to an IFMSA General Assembly Meeting shall be allocated in the following order:

1. President
2. NEO-Out
3. NORE
4. Secretary-General and Treasurer
5. NPO
6. NORA
7. NOME
8. NORP
9. NEO-in
10. Vice-President
11. Additional Official
12. SCOPH session's participant with the highest interview score
13. SCORA session's participant with the highest interview score
14. SCOME session's participant with the highest interview score
15. SCORP session's participant with the highest interview score
16. NMO Management session's participant with the highest interview score for March Meeting, or SCOPE/SCORE session's participant with the highest interview score for August Meeting.

13.11 The number of fixed spots allocated to IFMSA-Egypt's Officials to attend IFMSA General Assembly Meetings shall not exceed 11 spots, while the remaining 5 fixed spots shall be allocated to the applicants according to the selection results.

13.12 IFMSA-Egypt's Support Division Directors who are willing to attend IFMSA General Assembly Meetings are required to apply for joining the delegation and go through the delegation's selection process. In case that there are not enough members applying to attend IFMSA General Assembly Meetings, the vacant spots shall be allocated to IFMSA-Egypt's Support Division Directors who went through the application process.

13.13 The fixed spots for IFMSA-Egypt's Delegation to IFMSA Eastern Mediterranean Regional Meeting shall be allocated in the following order:

1. President
2. NEO-Out
3. NORE
4. Secretary-General and Treasurer
5. NPO
6. NORA
7. NOME
8. NORP
9. NEO-in
10. Vice-President
11. PSDD
12. CBSDD
13. PNSDD
14. FSDD
15. RSDD
16. SCORA session's participant with the highest interview score
17. SCOME session's participant with the highest interview score
18. SCORP session's participant with the highest interview score
19. SCOPH session's participant with the highest interview score
20. SCOPE/SCORE session's participant with the highest interview score
21. NMO Management session's participant with the highest interview score.

Conduct and Penal Code

13.14 If any of the Executive Board members or the Standing Committee Officers cannot travel to attend an IFMSA General Assembly or a Regional Meeting, they must provide a valid reason to the General Assembly for not attending. If such a case is repeated for both IFMSA General Assembly Meetings, the General Assembly has the right to investigate them.

13.15 If any of the Support Division Directors cannot travel to attend IFMSA Eastern Mediterranean Regional Meeting, they have to provide a valid reason to the General Assembly for not attending.

13.16 If an IFMSA-Egypt's Official is not attending an IFMSA General Assembly or a Regional Meeting, they shall be responsible for providing the necessary orientation and guidance to the participants attending their relevant sessions.

13.17 The report submitted by an IFMSA-Egypt's Official stating their reasons for not attending an IFMSA General Assembly or a Regional Meeting shall be voted upon during the following General Assembly Meeting. If the reason is accepted by the Local Committees, 50% of the Local Committee's financial support paid earlier to the Secretary-General and Treasurer shall be refunded to that Local Committee; and if the reason is not accepted, there shall be no refund. In case that the travelling Official(s) encountered visa rejection because of malfunction of the Meeting's Host, the Executive Board shall be responsible for reporting that issue to IFMSA Executive Board and the Meeting's Host and exert the utmost efforts to follow-up and obtain the necessary compensation.

13.18 All IFMSA-Egypt's delegates to IFMSA General Assembly and Regional Meetings shall submit a written report to the Executive Board after the meeting. If any delegate fails to send that report, they shall be penalized by banning from the following IFMSA General Assembly or Regional Meeting attendance.

13.19 If any IFMSA-Egypt's delegate fails to attend an IFMSA General Assembly or a Regional Meeting, they must submit a report to the Executive Board stating the reason for not attending. Failure to submit the report by that delegate is penalized by banning from attending IFMSA meetings for one term.

13.20 Any misconduct caused by an IFMSA-Egypt's delegate during an IFMSA Meeting must be investigated after the end of the meeting by a Task Force formed by the Executive Board.

Annex 1

Sheet of Evaluation for Candidates for the post of President

Number of IFMSA-Egypt GAs attended:

- Less than 5 — 0 points
- 5 to 10 GAs — 1 point
- More than 10 GAs — 2 points

Number of International General Assemblies attended (IFMSA General Assemblies):

- 0 — -2 points
- 1 — 0 point
- 2 — 1 point
- More than 2 — 2 points

Number of IFMSA regional meetings attended

- 0 — 0 points
- 1 or more — 1 point

Has been a member of the Team of Officials in his Local Committee:

- Yes — 1 point
- No — 0 points
- Executive Board Member — 2 points

Has been a member IFMSA-Egypt Team of Officials:

- Yes — 1 point
- No — 0 points

Held any positions within the IFMSA (IFMSA-Official; Team of Officials or Supervising Council, Standing Committee Supervisory Board, official assistant, Program Coordinator, or member of a Task Force formed by Executive Board or General Assembly):

- Yes — 1 point
- No — 0 points

Held any positions within IFMSA-Egypt (National Coordinator appointed by the EB or the GA, member of Task Force formed by GA or Executive Board, chair, head of OC of a national or an international event assigned by the Executive Board or the GA.

- Yes — 1 point
- No — 0 point
- More than 1 — 2 points

Has been proven mistaken in an investigation before:

- Yes — -4 point
- No — 0 points

Total	**/ 11**

Sheet of Evaluation for Candidates for the post of Secretary-General and Treasurer

Number of IFMSA-Egypt GAs attended:

• Less than 5	0 points
• 5 to 10 GAs	1 point
• More than 10 GAs	2 points

Number of International meetings attended (IFMSA GAs or regional meetings):

• 0	0 point
• 1 or more	1 point

Has been a member of the Team of Officials in his Local Committee:

• Yes	1 point
• No	0 points
• Executive Board Member	2 points

Has been a member IFMSA-Egypt Team of Officials:

• Yes	1 point
• No	0 points

Held any positions within the IFMSA (IFMSA-Official; Team of Officials or Supervising Council, Standing Committee Supervisory Board, official assistant, Program Coordinator, or member of a Task Force formed by Executive Board or General Assembly):

• Yes	1 point
• No	0 points

Held any positions within IFMSA-Egypt (National Coordinator appointed by the EB or the GA, member of Task Force formed by GA or Executive Board, chair, head of OC of a national or an international event assigned by the Executive Board or the GA.

• Yes	1 point
• No	0 point
• More than 1	2 points

Held post treasurer or financial management or secretary general of a NATIONAL OR INTERNATIONAL event

• Yes	1 point
• No	0 point

Attended certified workshop related to financial management:

• Yes	1 point
• No	0 point

Has been proven mistaken in an investigation before:

• Yes	-4 point
• No	0 points
Total	/ 11

Sheet of Evaluation for Candidates for the post of Vice-President

Number of IFMSA-Egypt GAs attended:	
• Less than 5	0 points
• 5 to 10 GAs	1 point
• More than 10 GAs	2 points
Number of International meetings attended (IFMSA GAs or regional meetings):	
• 0	0 point
• 1 or more	1 point
Has been a member of the Team of Officials in his Local Committee:	
• Yes	1 point
• No	0 points
• Executive Board Member	2 points
Has been a member IFMSA-Egypt Team of Officials:	
• Yes	1 point
• No	0 points
Held any positions within the IFMSA (IFMSA-Official; Team of Officials or Supervising Council, Standing Committee Supervisory Board, official assistant, Program Coordinator, or member of a Task Force formed by Executive Board or General Assembly):	
• Yes	1 point
• No	0 points
Held any positions within IFMSA-Egypt (National Coordinator appointed by the EB or the GA, member of Task Force formed by GA or Executive Board, chair, head of OC of a national or an international event assigned by the Executive Board or the GA.	
• Yes	1 point
• No	0 point
• More than 1	2 points
Held the position of marketing or public relations manager of a national or an international event, assigned by the Executive Board or the GA:	
• Yes	1 point
• No	0 point
Attended certified training related to external representation:	
• Yes	1 point
• No	0 point
Has been proven mistaken in an investigation before:	
• Yes	-4 point
• No	0 points
Total	/ 11

Sheet of Evaluation for Candidates for the post of the Standing Committee Officers

Number of IFMSA-Egypt GAs attended:

• Less than 3	0 points
• 3 to 5 GAs	1 point
• More than 5 GAs	2 points

Number of International meetings attended (IFMSA GAs or regional meetings):

• 0	0 point
• 1 or more	1 point

Has been has been an officer of the respective standing committee in his Local Committee:

• Yes	1 point
• No	0 points

Held any positions within the IFMSA (IFMSA-Official; Team of Officials or Supervising Council, Standing Committee Supervisory Board, official assistant, Program Coordinator, or member of a Task Force formed by Executive Board or General Assembly):

• Yes	1 point
• No	0 points

Held any positions within IFMSA-Egypt (National Coordinator appointed by the EB or the GA, member of Task Force formed by GA or BOARD, chair, head of OC of a national or an international event assigned by the Executive Board or the GA or National Officer Assistant of the respective Standing Committee

• Yes	1 point
• No	0 point
• More than 1	2 points

Has been proven mistaken in an investigation before:

• Yes	-3 point
• No	0 points

Attended a certified workshop specific to the field of the work of the respective Standing Committee, i.e.: Exchange specific training (e.g. PRET) for National Exchange Officers.

• Yes	1 point
• No	0 points
Total	/ 8

Sheet of Evaluation for Candidates for the post of Capacity Building Director

Number of IFMSA-Egypt GAs attended:	
• Less than 3	0 points
• 3 to 5 GAs	1 point
• More than 5 GAs	2 points
Number of International meetings attended (IFMSA GAs or regional meetings):	
• 0	0 point
• 1 or more	1 point
Has been a member of the Team of Officials in his Local Committee:	
• Yes	1 point
• No	0 points
• Training Director	2 points
Held any positions within the IFMSA (IFMSA-Official; Team of Officials or Supervising Council, Standing Committee Supervisory Board, official assistant, Program Coordinator, or member of a Task Force formed by Executive Board or General Assembly):	
• Yes	1 point
• No	0 points
Held any positions within IFMSA-Egypt (National Coordinator appointed by the EB or the GA, member of Task Force formed by GA or BOARD, chair, head of OC of a national or an international event assigned by the Executive Board or the GA or National Officer Assistant of the respective Standing Committee	
• Yes	1 point
• No	0 point
• More than 1	2 points
Has been proven mistaken in an investigation before:	
• Yes	-3 point
• No	0 points
Attended certified TNT (Training New Trainers) within the IFMSA:	
• Yes	0 point
• No	Can't apply
Total	/ 8

Sheet of Evaluation for Candidates for the post of Projects Director

Number of IFMSA-Egypt GAs attended:

- Less than 3 — 0 points
- 3 to 5 GAs — 1 point
- More than 5 GAs — 2 points

Number of International meetings attended (IFMSA GAs or regional meetings):

- 0 — 0 point
- 1 or more — 1 point

Has been a member of the Team of Officials in his Local Committee:

- Yes — 1 point
- No — 0 points
- Projects Director — 2 points

Held any positions within the IFMSA (IFMSA-Official; Team of Officials or Supervising Council, Standing Committee Supervisory Board, official assistant, Program Coordinator, or member of a Task Force formed by Executive Board or General Assembly):

- Yes — 1 point
- No — 0 points

Held any positions within IFMSA-Egypt (National Coordinator appointed by the EB or the GA, member of Task Force formed by GA or BOARD, chair, head of OC of a national or an international event assigned by the Executive Board or the GA or Projects Director Assistant:

- Yes — 1 point
- No — 0 point
- More than 1 — 2 points

Has been proven mistaken in an investigation before:

- Yes — -3 point
- No — 0 points

Attended IFMSA/IFMSA-Egypt certified Advanced Projects Management workshop before:

- Yes — 1 point
- No — 0 point

Total	/ 9

Sheet of Evaluation for Candidates for the post of Publications & new technologies director

Number of IFMSA-Egypt GAs attended:

- Less than 3 — 0 points
- More than 2 — 1 point

Has been a member of the Team of Officials in his Local Committee:

- Yes — 1 point
- No — 0 points
- Publications Director — 2 points

Has been a member in IFMSA-Egypt Publications team:

- Yes — 1 point
- No — 0 points

Held any positions within IFMSA-Egypt (National coordinator appointed by the EB or the GA, member of Task Force formed by GA or BOARD, chair, head of OC of a national or an international event assigned by the EB or the GA):

- Yes — 1 point
- No — 0 points

Has been a member in IFMSA Publications Team or IFMSA VPPRC Assistant:

- Yes — 1 point
- No — 0 point

Has been proven mistaken in an investigation before:

- Yes — -2 point
- No — 0 points

Attended certified training relevant to Publications & New Technologies:

- Yes — 0 point
- No — -1 point

Total	**/ 6**

Sheet of Evaluation for Candidates for the post of
FUNDRAISING DIRECTOR

Number of IFMSA-Egypt GAs attended:

- Less than 3 — 0 points
- More than 3 — 1 point

Has been a member of the Team of Officials in his Local Committee:

- Yes — 1 point
- No — 0 points
- Fundraising Director — 2 points

Has been a member in IFMSA-Egypt Fundraising team:

- Yes — 1 point
- No — 0 points

Held any positions within IFMSA-Egypt (National coordinator appointed by the EB or the GA, member of Task Force formed by GA or BOARD, chair, head of OC of a national or an international event assigned by the EB or the GA):

- Yes — 1 point
- No — 0 points

Held the position of fundraising coordinator of previous International or National Events:

- Yes — 1 point
- No — 0 point

Has been proven mistaken in an investigation before:

- Yes — -2 point
- No — 0 points

Attended Certified training relevant to Fundraising:

- Yes — 0 point
- No — -1 point

Total	**/ 6**

Sheet of Evaluation for Candidates for the post of
RESEARCH DIRECTOR

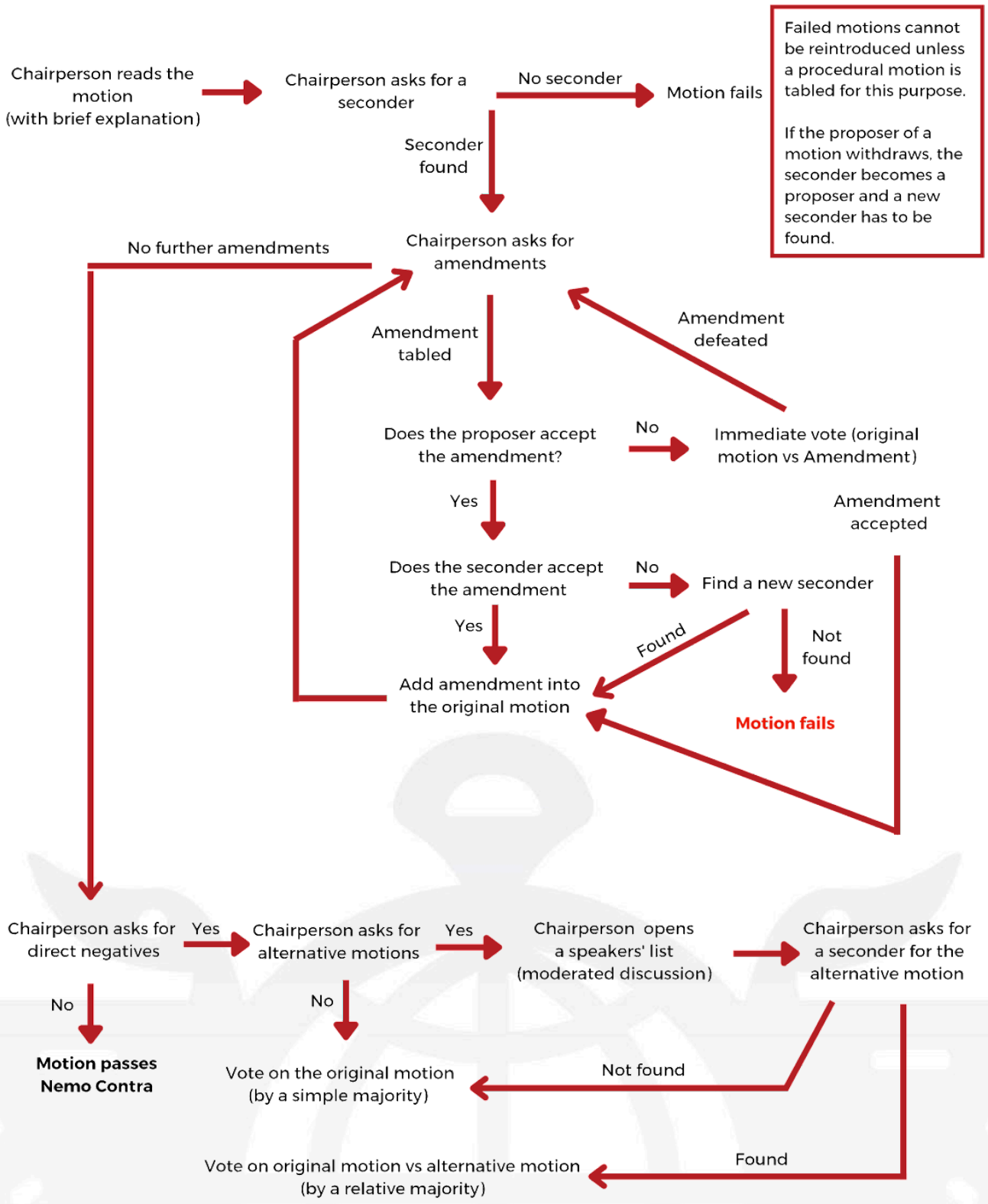
Number of IFMSA-Egypt GAs attended:	
• Less than 3	0 points
• More than 5 GAs	1 point
Has been a member of the Team of Officials in his Local Committee:	
• Yes	1 point
• No	0 points
• Research Director	2 points
Has been a member in IFMSA-Egypt Research team:	
• Yes	1 point
• No	0 points
Held any positions within IFMSA-Egypt (National coordinator appointed by the EB or the GA, member of Task Force formed by GA or BOARD, chair, head of OC of a national or an international event assigned by the EB or the GA).	
• Yes	1 point
• No	0 points
Has published research paper before:	
• No	0 point
• 1-2	1 point
• More than 2	2 points
Has been proven mistaken in an investigation before:	
• Yes	-2 point
• No	0 points
Attended certified Research workshop:	
• Yes	0 point
• No	-1 point
Total	/ 7

Sheet of Evaluation for Candidates for the post of Supervising Council

Number of IFMSA-Egypt GAs attended:	
Less than 5	0 points
5 to 10 GAs	1 point
More than 10 GAs	2 points
Number of International General Assemblies attended (IFMSA General Assemblies):	
0	-2 points
1	0 point
2	1 point
More than 2	2 points
Number of IFMSA regional meetings attended	
0	0 points
1 or more	1 point
Has been a member of the Executive Board in his Local Committee:	
No	-1 points
Yes	1 point
President	2 points
Has been a member IFMSA-Egypt Team of Officials:	
No	0 points
Yes	1 point
Executive Board Member	2 point
Held any positions within the IFMSA (IFMSA-Official; Team of Officials or Supervising Council, Standing Committee Supervisory Board, official assistant, Program Coordinator, or member of a Task Force formed by Executive Board or General Assembly):	
No	0 points
Yes	1 point
Held any positions within IFMSA-Egypt (National Coordinator appointed by the EB or the GA, member of Task Force formed by GA or Executive Board, head of OC of a national or an international event assigned by the Executive Board or the GA):	
No	0 point
National Coordinator appointed by the EB or the GA, member of Task Force formed by GA or Executive Board	0.5 point
head of OC of a national or an international event assigned by the Executive Board or the GA	1 point
Has been proven mistaken in an investigation before:	
Yes	-4 point
No	0 points
Total	**/ 11**

Annex 2

Motion and Debate Maze



Annex 3

List of IFMSA-Egypt's Local Committees

AMSA-AAST Arab Academy
AMSA-Aswan
AMSA-Azhar Cairo
ANSSA-Alexandria
ASSA-Alexandria
ASSA-Assiut
AUSSS-Ain Shams
BMSA-Beni Suef
BMSSA Benha National
BSSS-Benha
DMSA-Damietta
DSSS-Delta
DUSSS- Damietta
FMSA-Fayoum
GUSSS-Galala
HMSA-Helwan
HMSA-Horus
KMSA-Kafr El-Sheikh
KMSA-Kena
KMSA-King Salman
LMSA-Luxor
MMSA-MUST
MNSSA Menoufia National
MSSA-Mansoura
MSSA-Menofia
MSSS-Minya
MTISSS-Modern
NGUMA-New Giza
NMSA-Nahda
NMSSA-New Mansoura
NVMSA- New Valley
OSSS-O6U
PMSA-Port Said
SCMSA-Suez Canal

SMSA-Sohag
SMSA-Suez
SSS-Kasr Alainy
TSSA-Tanta
ZMSSA-Zagazig

Annex 4

List of IFMSA-Egypt's Honorary Life Members

- February 2013:
  Mr. Ahmed Khamis, ASSA-Alexandria.
- April 2013:
  Mr. Mohamed Salah, ZMSSA-Zagazig.

Annex 5
MGM Grant for IFMSA General Assembly Meetings

1. MGM Grant is offered to IFMSA-Egypt members who exhibit exceptional motivation & performance towards the procurement of IFMSA-Egypt Mission & Vision to attend IFMSA General Assembly Meetings (March Meeting and August Meeting).
2. IFMSA-Egypt Grant will be awarded to one member who will receive Full Financial Coverage of the Early Registration Fees of an IFMSA General Assembly Meeting.
3. A designated spot within IFMSA Egypt's delegation to IFMSA General Assembly Meeting shall be allocated to candidate individuals applying to receive IFMSA-Egypt Grant in accordance with paragraph 12.10.
4. The call for MGM Grant Application shall be sent simultaneously with the call for IFMSA-Egypt delegation to IFMSA General Assembly Meetings.
5. All the candidates applying for MGM Grant must fill standard application form and hold the following prerequisites to be considered for selection:
   i. Have a minimum of 2 years' experience in IFMSA-Egypt Activities
   ii. Have attended at least 6 National General Assemblies.
   iii. Have not attended any international event prior to the date of the application.
   iv. Motivation Letter Explaining rationale behind their application.
6. Only one candidate shall be awarded the grant per an IFMSA General Assembly Meeting based on paragraph 5 and additional criteria allocated by the Executive Board.
7. If no candidate fulfills the criteria of selection or/and exhibits exceptional motivation & performance, the Executive Board has the right to reallocate the designated spot of MGM grant within the delegation to a regular spot in accordance with the Bylaws.

Credits

IFMSA-Egypt's Constitution and Bylaws updating SWG was created on 22nd of November 2021 to reform the constitution and bylaws. The reform was put into action at IFMSA-Egypt 3rd General Assembly Meeting 2021/2022. The SWG members are:

- Amgad Salem (Secretary-General and Treasurer 21/22)
- Abdul Rahman Al-Komy (SSS-Kasr Alainy)
- Ahmed Adel (ZMSSA-Zagazig)
- Eman Ibrahim (BSSS-Benha)
- Kholoud Gomaa (MSSA-Mansoura)
- Kirollus Nagah (HMSA-Helwan)
- Merehan Fouda (AUSSS-Ain Shams)
- Sarah Hashem (AMSA-Azhar Cairo)

IFMSA-EGYPT

SINCE 1969

INSPIRING
MEDICAL STUDENTS
IN EGYPT SINCE 1969