

EMSA Internal Rules post-SA 2024

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VISION AND MISSION STATEMENTS

Article A: European Medical Students' Association (EMSA)

Our Vision

EMSA envisions a united and solidary Europe in which medical students actively promote health.

Our Mission

EMSA empowers medical students to advocate health in all policies, excellence in medical research, interprofessional healthcare education and the protection of human rights across Europe.

We are committed to ensuring the highest standards of healthcare and medical education in a united Europe where medicine is practised in accordance with the highest ethical principles.

Objectives:

- Empower students to take part in European mobility and exchange programmes, and foster their intercultural understanding and compassion toward disadvantaged groups in society;
- Empower medical students to defend and actively promote human rights within society whilst raising awareness of ethical matters in healthcare throughout the continent;
- Empower medical students to take a role in shaping a medical education system, that promotes advances in medicine, new learning technologies, philosophy of education and interprofessional collaboration;
- Empower medical students to be key pioneers in the popularisation of a healthy and active lifestyle, preventive medicine and health education;
- Empower medical students to raise awareness about mental health issues and health threats in society, and to encourage informed lifestyle choices;
- Empower medical students to read and publish scientific articles by enhancing their theoretical and practical skills through education and training whilst raising appreciation of medical science;
- Empower medical students to play an active role in the European advocacy of lifestyle policies, and collaborate with relevant partners in the implementation of objectives related to public health.

Article B: Medical Education Pillar

Vision and Mission

A Europe of the highest standards in healthcare education and a continuous integration of medical curricula across the continent and a prosperous exchange of best practices in interprofessional education.

Empower medical students to be part of shaping an education that responds to advances in medicine, new learning technologies and philosophy of education.

Objectives

- Connect students and professionals passionate about teaching, learning and gaining new skills;
- Expand the educational scope by offering extra-curricular activities;
- Advocate for a continuous evidence-based development of medical education on a local and international level;
- Promote the exchange of information related to education through networking, conferences, publications and online activities;
- Empower medical students to be peer-educators;
- Collaborate with relevant partners in the implementation of objectives related to medical education.

Article C: Medical Ethics and Human Rights Pillar

Vision and Mission

The Medical Ethics and Human Rights Pillar envisions a Europe where all medical students have a common understanding of human rights and medicine is practised according to the highest ethical values for the best interest of patients.

The Medical Ethics and Human Rights Pillar aims to empower medical students to defend and actively promote human rights within society, whilst raising awareness of ethical matters in health and advocating for a just and equal access to healthcare for everyone.

Objectives

- Raise awareness through campaigns and capacity building, to equip medical students with a basic understanding on Human Rights topics;
- Encourage discussion of ethical issues between medical students and healthcare professionals on a local and European level;
- Promote the role of future medical practitioners in the protection of human rights;
- Promote full integration of medical ethics into medical curricula;
- Encourage interdisciplinary education in medical curricula for a better understanding of issues related to Human Rights
- Advocate for the highest human rights standards, understanding and implementation in all European countries;
- Raise awareness and promote protection of human rights throughout the continent;
- Collaborate with relevant partners in the implementation of objectives related to medical ethics and human rights;
- Continuously evaluate and refine the construction and implementation of this pillar, its vision, mission, and objectives.

Article D: Public Health Pillar

Vision and Mission

The Public Health Pillar envisions a Europe in which all policies and practices reinforce the promotion of health, preventive healthcare and community wellbeing. The Public Health Pillar aims to raise awareness and advocate for a healthy and environmentally friendly lifestyle within and across Europe.

The Public Health Pillar strives to achieve its vision by empowering medical students to be proactive in educating their peers and community in public health challenges and by giving medical students a voice in public health negotiations to safeguard the health and well-being of European citizens.

Objectives

- Empower medical students to understand the role of public health as a connection between medical and social sciences.
- Initiate awareness campaigns on public health issues to inform EMSA members and European citizens.
- Promote a healthy and active lifestyle and encourage people to take responsibility for their own health.
- Play an active role in European advocacy regarding the working areas of the Public Health Pillar.
- Collaborate with relevant partners to achieve the pillar goals with an interdisciplinary approach.
- Prioritise focus areas including healthy lifestyle and noncommunicable diseases, vaccination and immunisation, climate action and sustainability, and global health issues such as HIV/AIDS.
- Continuously evaluate and refine the construction and implementation of this pillar, its vision, mission, and objectives.

Article E: Medical Science Pillar

Vision and Mission

A Europe that prospers in the field of medical science and where students are engaging actively in advancing healthcare through scientific research.

Create a student platform which encompasses many key research principles and practical skills that are essential for every future healthcare professional, whilst raising appreciation of medical science.

Objectives

- Provide a strong base for students for their professional scientific career by offering various workshops and scientific projects;
- Raise appreciation of medical science in society through promotional activities;
- Promote communication and exchange of best practices amongst European medical professionals as well as students;
- Empower medical students to read and publish scientific articles, by enhancing their theoretical and practical skills through education and training;
- Collaborate with relevant partners in the implementation of objectives related to medical science.

Article F: European Integration and Culture Pillar

Vision and Mission

A united Europe, with common values and solidarity, providing equal opportunities for healthcare students and professionals, whilst embracing cultural variety.

Empower students to participate in European mobility and exchange programmes and to foster their intercultural understanding and compassion toward disadvantaged groups in society.

Objectives

- Promote European values set by the Council of Europe (human rights, democracy and the rule of law);
- Prepare a generation of European doctors through mobility programmes and exchange projects;
- Facilitate intercultural understanding by organising social and cultural events;
- Enhance understanding and contact between medical students and disadvantaged groups in society;
- Encourage interprofessional collaboration in all aspects of health care;
- Collaborate with relevant partners in the implementation of objectives related to European Integration and Culture.

Article G: Health Policy Pillar

Vision and Mission

The Health Policy Pillar envisions a Europe in which all policies improve the health and well-being of populations and ensure people-centred health systems that are universal, equitable, sustainable and of high quality within and across Europe. The Health Policy Pillar aims for the successful digital transformation of the healthcare sector that is driven by a healthy workforce.

The Health Policy Pillar strives to achieve its vision through empowering medical students to have an impact on policy making processes that encourage all citizens in achieving their full health potential and well-being. The Health Pillar advocates for a long-term improvement of the European health situation.

Objectives

- Educate and raise awareness among medical students on:
 - The European health situation
 - Policy making in EMSA by providing a platform, training and capacity building
 - Problem recognition and means for problem solving

- Outline and agenda setting
- Policy drafting and phrasing
- Implementation at local, national and international level
- Relevant stakeholders and health organisations.
- Policy development, key policy documents and their implementation within the European institutions and stakeholders.
- Target and actively engage in the current initiatives and projects on the health framework and agenda of the European Region and EU Institutions.
 - Prioritise focus areas including digital health and health innovations, universal health coverage, patient-centred health care, effective healthcare systems, working conditions of healthcare professionals.
 - Together with the DEA, coordinate and initiate efforts to shape European health policies to be translated into concrete recommendations and/or actions.
- Ensure that all opinions of EMSA members are equally heard and respected.
- Continuously evaluate and refine the construction and implementation of this pillar, its vision, mission, and objectives.

1. GENERAL REGULATIONS

1.1 MANAGEMENT OF EMSA

The management of EMSA is governed by the EMSA Statutes and Internal Rules. When the aforementioned documents are contradictory or inconclusive, the EMSA Executive Board will decide on the relevant action. When such a decision is taken, the EMSA Supervisory Council must be informed by the EB within two days.

1.2 KNOWLEDGE

All EMSA members are expected to know the contents of both the EMSA Statutes and the Internal Rules.

1.3 AVAILABILITY

The EMSA Statutes and Internal Rules are available for download on the official website of EMSA.

1.4 VIOLATION OF EMSA REGULATIONS

When any EMSA member, honorary member or EMSA alumnus is proven guilty of violating the EMSA Statutes and/or Internal Rules, their membership and/or status can be temporarily suspended by the EMSA Executive Board until the next General Assembly. This decision will require a two-thirds majority of the EMSA Executive Board. The matter must be presented at the next General Assembly for a final decision, reached by two-thirds majority.

1.5 CONFLICT OF INTEREST

Any member of an EMSA body must, in the event of a conflict of interest, immediately inform the Executive Board and Supervisory Council of the conflict of interest.

A conflict of interest is constituted if the respective member has stakes (especially financial, or membership with a third-party organisation, or serving in a parallel function within EMSA e.g. as member of an Organising Committee) that could affect the member in acting in the best interest of the association.

An inquiry by the Supervisory Council according to the procedure of article 5.5 (INVESTIGATION, SUSPENSION OF EEB MEMBER BY SUPCO) will be launched. The SupCo is obligated to report the outcome of any investigation launched at the next General Assembly regardless of the outcome of the investigation.

2. MEMBERSHIP

2.1 GENERAL

EMSA is made up of members of FMOs, individual members, honorary trustees and alumni.

2.1.1 ACCESS

Every EMSA member, honorary trustee and alumnus has access to EMSA information networks, EMSA activities, EMSA publications and any privileges granted to EMSA members by any third party.

2.2 FACULTY MEMBER ORGANISATIONS

2.2.1 GENERAL

Faculty Member Organisations, abbreviated as “FMOs”, are the registration bodies of the EMSA members at their faculty. There can be only one FMO for each faculty. If two organisations at one faculty want to become a FMO, the EB will make the decision which one can be an FMO. Also, national organisations can be a FMO if the country has only one medical faculty.

2.2.2 REQUIREMENTS

In order to become a Faculty Member Organisation (FMO), the following requirements have to be fulfilled. The organisation:

- operates at only one faculty;
- has to be a non-partisan organisation;
- allows all medical students at its faculty to become a member, if they fulfil local requirements;
- has statutes and is registered and under the law,
- has informed the administration of the faculty about its existence;
- supports and acts according to the objectives of EMSA;
- has no debts towards EMSA.

2.2.3 OBJECTIVES

Faculty Member Organisations (FMOs):

- have to organise and promote EMSA activities at their faculty among students and healthcare professionals,
- have to cooperate with other FMOs, the NC and the EEB by participating in activities and providing relevant information and materials,
- are responsible for updating their complete contact data (including two personal email addresses and one FMO email address if possible) on a regular base at least once every year,
- are responsible for informing the Secretary General if they have changes in LCs within a two week period of the elections,
- must complete the biannual FMO Reports.

2.2.4 LEVELS OF MEMBERSHIP

2.2.4.1 ASSOCIATE MEMBERSHIP

The associate FMO:

- Is a new FMO;
- does not have voting rights at the GA;
- stays an associate member for at least one, and at most two consecutive GAs after its acceptance;
- must apply for Full membership during this period, or lose its membership status;

- presents its Full membership application at the GA to be approved by simple majority;
- can reapply once for Full membership at the following GA, if its first application has been rejected by the GA;
- Is exempt from paying the membership fee and submitting the Biannual FMO reports until they are accepted as full members, and
- fills in an application form for Full membership and sends this to the Secretary General.

2.2.4.2 FULL MEMBERSHIP

The full member FMO:

- has voting rights at the GA;
- pays an annual membership fee and fills in the Biannual FMO reports;
- The FMO receives a warning to be responded to within four weeks and potentially loses their voting right if they do not fulfill either of the requirements:
 - not paying the membership fee once
 - not completing the biannual FMO report twice consecutively
 - not being present or represented for two consecutive GAs the FMO
- gains back its voting right immediately after having completed the most recent FMO report and/or paying the missed membership fee with an additional late fee amounting 10% of the original FMO fee within a specified time frame of four weeks after the warning;
- Is considered for termination of its membership after not paying the membership fee twice, not completing the biannual FMO report three consecutive times, or not being present or represented for three consecutive GAs.

2.2.5 REGISTRATION OF FMOs

2.2.5.1 PROCEDURE

Registration of FMOs is done by the EMSA Executive Board. In order to become registered as FMO it is necessary to:

- send in the necessary data, including the official statutes of the organisation in original language and a translation in English;
- Provide a letter from the faculty administration, proving it has been notified of its existence;
- Send a signed acceptance of the EMSA Statutes and Internal Rules;
- pay the registration fee.

2.2.5.2 ACCEPTANCE AND REFUSAL

The EMSA Executive Board evaluates for each request of registration if the requirements are met. When all requirements are met, the status of FMO will be granted. In case of registration of an FMO between 1st of October and 31st of December, membership is granted for the next calendar year.

An application can be refused when the requirements are not met. In this case the EB will send a letter of refusal to the requesting organisation, providing an explanation and possible solutions, and report this to the next GA. The registration fee shall not be refunded.

2.2.6 REGISTRATION FEE

To become an FMO, an organisation has to pay a registration fee of 60 EUR, except if joining as part of a NAM.

2.2.7 MEMBERSHIP FEE

Each Faculty Member Organisation has to pay the annual membership fee. The membership fee is determined annually at the Autumn Assembly during the discussion of the annual budget, after the

proposal of the Financial Commission with the assistance of the Treasurer. The membership fee is based on one year of membership.

If the fees of more than one FMOs are paid in a single payment a discount should apply as adopted in the EMSA Annual Budget.

FMO membership fee received after the 14th of February for the same calendar year will be considered as a late fee.

Should FMOs not be able to pay the membership fees due to financial difficulties, the respective LCs have the opportunity to reach out to the Treasurer asking for the Fees to be suspended, giving reasoning. The decision to suspend the fees will be made by the EMSA Executive Board and Financial Commission.

If the suspension of the fees is approved by the EMSA Executive Board and Financial Commission, a payment plan must be agreed upon between the FMO, the Executive Board and the Financial Commission. If the agreements in this plan are not followed, the FMO will return to the associate member level of membership by the end of that financial year.

2.2.8 DURATION AND PROLONGATION

The FMO membership is valid for one calendar year, from 1st of January until 31st of December.

For prolonging membership status of an FMO the following criteria need to be met:

- The membership fee for the next calendar year has to be paid prior to the 14th of February of the current calendar year.
- Two biannual FMO Reports have to be submitted to the EMSA European Board within the current calendar year. The outline for these reports will be provided by the EMSA European Board. The FMOs must submit their reports at least three weeks prior to each General Assembly. The outline for these reports will be provided by the EMSA European Board at least five weeks prior to each General Assemblies.
- All pending obligations, if any, need to be fulfilled.

2.2.9 TERMINATION

In case the membership fee of a Faculty Member Organisation (FMO) is not received for two consecutive membership years, their membership will be terminated. The FMO will have to submit a new registration application, no earlier than January 1st of the next calendar year. FMOs about to be terminated are to be informed by the Secretary General within one month of impending termination. If immediate action within the following biannual reports or membership fee is taken, membership can be retained.

2.2.10 LOCAL MEMBERSHIP

The registration of local members is done by FMOs. The FMOs can decide themselves upon the practical regulations concerning the application of students within their faculty to become EMSA Members.

2.2.11 APPELLATION OF FMOs

For official external communication, the name used by EMSA and the FMOs should be the full name of the medical faculty, university, city or state which the FMO represents.

For official internal communication the name used by EMSA and the FMOs should be the constitutional name of the medical faculty, university, city or state which the FMO represents.

2.3 NATIONAL ASSOCIATED MEMBERSHIP

A national section of EMSA or a National Medical Students' Association can become a National Associated Member (NAM) of EMSA.

2.3.1 ELIGIBILITY

In order to become a National Associated Member (NAM), the following requirements have to be fulfilled:

- The values and statutes of the organisation are in accordance with EMSA's values and regulations.
- The organisation unites preferably at least 50% of the medical faculties in its country or region.
- There is no NAM already in the same country or region.

2.3.2 BENEFITS OF NATIONAL ASSOCIATED MEMBERSHIP

A NAM can receive a discount in registration and membership fees according to the EMSA Annual Budget. NAMs shall receive a certificate of their membership annually.

2.3.3 REGISTRATION OF NAMs

2.3.3.1 PROCEDURE

Registration of NAMs is done by the EMSA Executive Board. In order to become registered as NAM it is necessary to:

- send in the necessary data and relevant documents for all FMOs of the NAM, as described in the FMO registration rules;
- Specify the contact person(s) from the NAM Board;
- pay the registration fee.

2.3.3.2 CANDIDATE MEMBERSHIP

The Secretary General shall present associations applying for NAM membership to the National Coordinators. The National Coordinators can award the association with candidate membership. A quorum of half of the National Coordinators plus one shall apply. Electronic voting shall be permitted.

2.3.3.3 APPROVAL OF NATIONAL ASSOCIATED MEMBERS

Candidate NAMs are to be presented to the following General Assembly for approval or denial of National Associated Membership status.

In case the membership is refused, the EMSA European Board will send a letter of refusal to the requesting organisation providing an explanation and possible solutions. The registration fee shall not be refunded.

2.3.4 REGISTRATION FEE

The registration fee for NAMs is 30 EUR per joining FMO that is not yet a member of EMSA. The total registration fee of a NAM shall be no less than 60 EUR and not exceed 300 EUR.

2.3.5 MEMBERSHIP FEE

A NAM should pay the annual fees of their FMOs in a single payment. In case the NAM fails to pay the fee within the given deadline, its FMOs shall be notified and given the chance to pay their fees individually within one month. After that period the late payment fee and associated membership regulations shall apply.

NAM membership fees received after the 14th of February for the same calendar year will be considered as a late fee. An additional charge of 30 EUR per FMO will apply, with a minimum of 50 EUR and a maximum of 300 EUR.

2.3.6 DURATION AND PROLONGATION

The NAM membership is valid for one calendar year, from 1st of January until 31st of December.

For prolonging membership status of a NAM the following criteria need to be met:

- The membership fee for the next calendar year has to be paid prior to the 14th of February of the current calendar year.
- The biannual FMO Reports have to be submitted to the EMSA European Board by 2/3 of the FMOs of the NAM.

- It's the responsibility of the NAM to notify the FMOs of the deadline through a formal mean of contact and to help with difficulties they might have.

- All pending obligations, if any, need to be fulfilled.

2.3.7 TERMINATION

In case the membership fee is not received for two consecutive membership years, their membership will be terminated. The FMOs that paid their membership fees separately will remain member FMOs. The NAM will have to submit a new registration application, no earlier than January 1st of the next calendar year.

2.4 INDIVIDUAL MEMBERS

2.4.1 GENERAL

Individual Members, abbreviated as “IMs”, are individuals not attached to an FMO that wish to participate actively in EMSA.

The status of Individual Membership can be granted to:

- any medical student that studies at a university that does not have an FMO but wishes to actively participate and organise EMSA projects and activities.
- any person who has contributed to EMSA and is not a medical student studying in Europe.

2.4.2 BENEFITS OF INDIVIDUAL MEMBERSHIP

Individual Members enjoy the following benefits:

- certificate of membership for one year.
- official invitation to EMSA Events.

Apart from these, the IMs shall enjoy all benefits of being an EMSA member, except for holding voting rights. IMs may hold positions on the Executive Board, provided that they are a medical student at a medical faculty within Europe at the time of election.

2.4.3 REGISTRATION OF IMs

2.4.3.1 PROCEDURE

Registration of Individual Members (IMs) is done by the EMSA Executive Board. In order to become registered as IM it is necessary to:

- send in the necessary data, including the name, date of birth, university, faculty, year of studies and correspondence address of the IM;
- pay the registration and membership fee.

2.4.3.2 ACCEPTANCE AND REFUSAL

The EMSA Executive Board evaluates for each request of registration if the requirements are met. When all requirements are met, the status of Individual Member (IM) will be granted.

A request for registration as a member can be refused when the requirements are not met. In this case the EB will send a letter of refusal to the requesting person, providing an explanation and possible solutions, and report this to the next GA. The registration fee shall not be refunded. The EB must

deliver the application result to the respective faculty organisation within four months of the official application, whether positive or negative.

2.4.4 REGISTRATION FEE

To become an Individual Member (IM), the person has to pay a registration fee of 20 EUR.

2.4.5 MEMBERSHIP FEE

Each Individual Member has to pay the annual membership fee. The membership fee is determined annually at the Autumn Assembly during the discussion of the annual budget, after the proposal of the Financial Commission with the assistance of the Treasurer. The membership fee is based on one year of membership.

2.4.6 DURATION AND PROLONGATION

The Individual Membership is valid for one calendar year, starting on the date of registration.

For prolonging membership status of an IM the following criteria need to be met:

- The membership fee for the next calendar year has to be paid.
- All pending obligations, if any, need to be fulfilled.

2.4.7 TERMINATION

In case the membership fee is not received before the end of the membership year, the Individual Member will no longer be considered active and their membership will be terminated. The Individual Member will have to submit new registration to obtain membership status.

2.5 EMSA HONORARY TRUSTEES

2.5.1 GENERAL | ACCEPTING HONORARY TRUSTEES

EMSA honorary trustees are people who have contributed outstandingly to EMSA. They do not necessarily need to be former EMSA members or medical students. They receive their status by a decision of the General Assembly. Such a decision can only be taken by the General Assembly with a two-thirds majority vote. EMSA honorary trustees are expected to support the objectives of EMSA and have no debts towards EMSA.

2.5.2 OBJECTIVES

The EMSA Honorary Trustees:

- are welcome to participate in EMSA activities,
- are welcome to participate at the General Assemblies of EMSA according to the conditions of regular participants, and
- will have access to digital copies of EMSA publications.

2.5.3 LIST OF HONORARY TRUSTEES

All honorary trustees will be listed in an annex to the IRs with their name, country and the date of receiving their status.

2.6 EMSA ALUMNI

2.6.1 GENERAL

An EMSA Alumnus is a former active member of EMSA who is still affiliated to EMSA. EMSA Alumni are expected to support the objectives of EMSA and have no debts towards EMSA.

2.6.2 OBJECTIVES

The EMSA Alumni aim to keep former EMSA members and other people affiliated to EMSA involved within EMSA.

General aims of the EMSA Alumni are:

- to support EMSA in general with knowledge acquired during previous active years in EMSA affairs, and
- to administer advice to EMSA members, upon request.

The EMSA Alumni will:

- be regularly updated about EMSA activities,
- be encouraged to attend the General Assemblies of EMSA, and
- have access to digital copies of EMSA publications.

2.7 REPORT OF REGISTERED MEMBERS

The EMSA Executive Board has to present a report to the General Assembly, which states the number of registered Faculty Member Organisations (FMOs), Individual Members (IMs) and National Associated Members (NAMs), including the number of prolonged, new and terminated registrations. Also the cases in which registration was refused should be reported.

3. EMSA STRUCTURE AND GENERAL MANAGEMENT

3.1 LANGUAGES

The official language of EMSA is English. In case another language other than English is used, a translation in English has to be made. In the event of controversial interpretations and/or omissions arisen from a translated version, the official Internal Rules in English shall prevail.

3.2 STATUTES

3.2.1 PURPOSE

The EMSA Statutes govern the general management, structure and the legal basis of association.

3.2.2 THE EMSA STATUTES

The EMSA Statutes are the supreme legal chart of the association. This text is deposited in French or Dutch language. In the event of controversial interpretations and/or omissions arisen from a translated version, the official Statutes in French or Dutch shall prevail.

3.2.3 MODIFICATIONS TO THE EMSA STATUTES

3.2.3.1 GENERAL

Every modification of the Statutes will take effect after a registration by royal decree and after the conditions for publication, stated in article 51 of the law of 22nd June 1921 have been fulfilled.

All modifications of the Statutes have to be in accordance with Belgian law and published in the Belgian Gazette, within one month as of the date of decision.

If these modifications are incompatible with the previous version of national and/or local Statutes, then these national and local statutes must be updated within a 12 month period. During the process of changing the national and/or local statutes, article 3.2.4 does not apply.

3.2.3.2 MODIFICATIONS WITH A STATUTORY QUORUM

The General Assembly can only deliberate on the modification of the Statutes, the dissolution or the liquidation of the Association, if this is specified in the convocation and if two-thirds of the registered Representatives with voting rights are present. This defines the statutory quorum. The decision to

modify the Statutes needs a two-thirds majority vote.

3.2.3.3 MODIFICATIONS AFTER A FAILED STATUTORY QUORUM

If the statutory quorum at a General Assembly is not reached, a second General Assembly can be convoked which can deliberate and vote by a two thirds majority concerning the items on the agenda, regardless of the number of representatives who are present.

Should changes to the Statutes except on Articles 10-15 be made and passed in such a General Assembly, the decision has to be reaffirmed by the two thirds majority of National Coordinators. For the National Coordinator to be able to vote the country has to have at least one full FMO member.

3.2.4 EMSA NATIONAL / LOCAL STATUTES

Both the EMSA national and local statutes must be compatible with the EMSA Statutes.

3.2.5 NOTIFICATION OF NATIONAL / LOCAL STATUTES TO THE EEB

An English translation of all national and local statutes (and the changes to these statutes) must be forwarded to the EMSA European Board and will be available at the Administrative Seat.

3.3 EMSA INTERNAL RULES

3.3.1 VALIDITY

- The EMSA Internal Rules, once approved by a General Assembly, cannot be amended or modified in any way until the next General Assembly.
- The latest version of Internal Rules voted by the General Assembly, shall constitute the sole official reference and invalidates all previous versions.
- The Executive Board has the right to rectify spelling in the Internal Rules without changing the meaning of the article. These modifications do not need approval by the General Assembly. These modifications, including the most recent version of the Internal Rules, will be sent as a notification to the members within two weeks from the date of the decision.

3.3.2 MODIFICATIONS-AMENDMENTS

Modifications and amendments to the EMSA Internal Rules shall be voted by the General Assembly by simple majority.

- All articles shall be titled and capitalised for legibility reasons.
- When necessary, itemised propositions within an article shall be numbered accordingly.
- Articles shall be written as concise as possible, without allowing ambiguities of any kind.
- Modifications and amendments made by the General Assembly will be updated by the Secretary General and sent to the members within four weeks after the General Assembly. The Secretary General is responsible to address any contradictions resulting from these modifications to the following General Assembly, the Executive Board and the Constitutional Commission.
- Modifications and amendments to the EMSA Internal Rules shall be recorded in a changelog. This changelog will be listed in an annex to the IRs.

3.3.3 DENOMINATIONS

To comply with the EMSA Statutes denominations: the “Conseil d’administration” shall be referred to in the Internal Rules as the “EMSA European Board” (EEB); the “membres effectifs” as “Representatives” (reps).

3.4 ADDITIONAL RULES

3.4.1 EXECUTIVE BODIES

Any recognised EMSA executive body may add unofficial rules for internal use only and provided they are compatible with the EMSA Statutes and the Internal Rules.

4. EMSA EUROPEAN BOARD

4.1 GENERAL

Members of the EEB or supporting officials to the EEB must not be part of the Supervisory Council, the Credential Commission, the Constitutional Commission or the Financial Commission.

4.1.1 COMPOSITION

The EMSA European Board (EEB) is composed of the Executive Board (EB) and the Officials Board (OB).

The EMSA Executive Board (EB) is composed of:

- The President
- The Secretary General
- The Treasurer
- The Vice-President of Internal Affairs
- The Vice-President of External Affairs
- The Vice-President of Capacity

The EMSA Officials Board (OB) is composed of:

- The Medical Education Director
- The Medical Ethics and Human Rights Director
- The Public Health Director
- The Medical Science Director
- The European Integration and Culture Director
- The Health Policy Director
- The Student Organisations Liaison Officer (SOLO)
- The Resource Development Officer (RDO)
- The Trainings and Events Officer (TEO)
- The Public Relations Officer (PRO)

4.1.2 SUPPORTING OFFICIALS TO THE EEB

Additionally, the EMSA Executive Board appoints the following officials to perform specific tasks:

Appointed Officers:

- The Representatives towards European Institutions (CPME Intern, UEMS Intern)
- The Medical Education Liaison Officer (MELO)
- EuroMeds Chief Editor (CE)

Assistants:

- Assistants to the European Board.

The appointed officers are part of the EMSA European Board but they are not voted by the General Assembly.

4.2 MEETINGS

4.2.1 VOTING RIGHTS IN MEETINGS

- The Executive Board members hold voting rights. The members of the Officials Board do not hold voting rights.

- The Directors and the Officers play an advisory role towards the Executive Board and can exceptionally gain voting rights while decisions concerning their field of work are being made.
- In case of a tie-vote, the President has the casting vote.

4.2.2 MEETING FREQUENCY

The EMSA European Board will aim to have at least four face-to-face meetings a year. At least two of these meetings should be conducted in physical format unless force majeure applies.

4.2.3 CONVOCATION

Dates of EMSA European Board face to face meetings will be set by the Executive Board, with the first one to be held within one month, preferably immediately after, the Autumn Assembly and the last one after the next Autumn Assembly.

4.2.4 QUORUM AND ADJOURNMENT OF MEETINGS

At all meetings of the EB, half of its members plus one, present or represented by a proxy, shall form a quorum. In the event the quorum is not attained, the meeting shall be adjourned.

- The adjournment of meetings shall normally be pronounced by the chairperson. Any member present with a voting right may propose the adjournment of the meeting. This decision shall require a procedural motion with a two-thirds majority of any member present with a voting right.
- If a meeting does not attain a quorum, the present or represented members with a voting right shall constitute a „minority quorum“. Their deliberations shall be subject to the EMSA European Board approval before application.
- Decisions can be taken outside the official meetings. The decisions must be properly minuted with a clear proof of vote. Votes that are not casted are counted as abstentions.

4.3 TRANSITION PERIOD

4.3.1 CONTINUITY BETWEEN EMSA EUROPEAN BOARDS

- The outgoing EMSA European Board and the newly elected EMSA European Board should meet within one month, preferably immediately after the General Assembly to ensure the continuity and handover between EMSA European Boards.
- The outgoing EMSA European Board members must hand over all relevant documents and information to the newly elected EMSA European Board, preferably in the form of handbooks latest by the date of 1st of October of the current calendar year. If the election happens after October 1st, this deadline can be extended until November 1st.
- Before the term of the EEB-elect starts, the two boards will create a plan of action for the upcoming term(s).

4.3.2 TRANSITION PERIOD EEB

- The Executive Board (EB) will be elected (EB-elect) at the Spring Assembly. The Officials Board (OB) will be elected (OB-elect) at the Autumn Assembly.
- The Executive Board will undergo the needed steps to register in the Belgian Monitor and update the bank database in the period of 1 month after election if travel restrictions allow.
- The EEB-Elect will have a handover period with the EEB until the beginning of the term.
- Both EEB and EEB-elect should be reimbursed for the physical handover meeting and the Autumn Assembly, if the budget allows it.

- If a member of the EEB gets elected for the EB, they shall continue their current mandate and be part of the EB-elect during the handover period.
- The change of mandates and change of voting rights are on the 1st of November.
- The leaving EEB will stay in an active advisory position until the 1st of December.

4.4 GENERAL TASKS

- Every EMSA European Board member must present a written final report (annual report) on activities undertaken in the past year as a plenary document to the Autumn Assembly.
- Every appointed officer must present a written final report (end term report) on activities undertaken in the past term to the first upcoming General Assembly. A copy should be sent to the EMSA mailing list after the meeting.
- Each EMSA European Board member, including all appointed officers, must write a report (quarterly report) on their activities every 3 months according to their term. The Supervisory Council is responsible for collecting these reports and for sending them to the official mailing list. A copy should be available within the EMSA LC/NC hubs.
- Whenever a member of EMSA officially represents the association on its behalf in a meeting with externals, they should submit a report to the VPE in writing within four weeks of the meeting (regardless of whether or not a reimbursement is requested or granted). The Supervisory Council is responsible for supervision of the collection of these reports.
- If an EMSA European Board member does not submit a report, the Supervisory Council shall inform the EMSA Executive Board. The EMSA Executive Board has the right to decide upon immediate sanctions; the Supervisory Council can be consulted if needed.
- For every international EMSA event, the EB will appoint an EEB member to be responsible for its coordination.
- Every EMSA European Board member will report on their responsibility to the EMSA European Board during a regular EEB online meeting to which the SupCo is invited to join as observer.

4.5 DELEGATION OF TASKS

- EMSA European Board members may delegate a part of their tasks to (an)other person(s), but they remain responsible at all times.
- The EMSA European Board member has the right to withdraw this delegation at all times.
- Any EMSA European Board member may ask the Executive Board to issue a call for assistants.

4.6 RESIGNATION

Members of the EEB who wish to resign, must give six-week written notice to the remaining members of the EEB. In this time period, they must continue to carry out their duties and endeavour to aid the EEB in finding a suitable replacement.

4.7 SUSPENSION AND DISCHARGE

Members of the EEB and appointed officers may be discharged by a decision of the General Assembly. They may be suspended during their mandate by decision of the sitting members of both EB and SupCo. In every case such a decision will require a two thirds majority. Prior to any vote the respective person must have the opportunity to present their view.

They may be discharged on the following grounds:

- violation of the EMSA Statutes or Internal rules and the values of the association therein outlaid, and neglectation of their duties.

In case of a suspension by SupCo and EB, the Supervisory Council must present their decision to the next General Assembly, which retrogradely confirms or reverses the decision of the Supervisory council.

If this vote ends in a discharge of the EMSA European Board member, the General Assembly will vote on personal financial liability of the EMSA European Board member. If the result of this vote is that the EMSA European Board members are financially liable, they have to pay back all the reimbursements received from EMSA Europe for travels and registration fees.

4.8 VACANCY

When a vacancy arises, the EB shall delegate tasks to another member or members of the EEB until they find and appoint a suitable replacement. During this vacancy period, the EEB will seek actively for a replacement. 11.18.2 shall apply. Replacements found and appointed by the EB will continue as interim board members until the next convoked GA. A call for all positions occupied with appointed interim directors has to be released prior to the next GA. An incomplete EEB shall still have its full authority. If the vacancy arises in the EB - elect after the Spring Assembly, the EB will not make a call for appointment until the end of Autumn Assembly.

4.9 SPECIFIC TASKS OF THE EB

4.9.1 PRESIDENT

The President shall:

- be responsible for the general management of EMSA.
- be responsible for coordination of the EEB, as well as share the responsibility of their tasks.
- send a call for the EMSA European Board and Executive Board meetings and face-to-face meetings, prepare preliminary agendas for them and chair them.
- ensure that the EMSA Statutes and Internal Rules are observed.
- present an official annual report regarding the status quo of EMSA to the General Assembly.
- be responsible for maintaining and establishing the contacts with relevant institutions; (non-)medical, (non-)students, European and international entities, together with the Vice-President of External Affairs.
- be responsible for the financial stability of the organisation together with the Treasurer.
- coordinate the alumni network together with the Alumni Coordinator.
- not be granted the status of the IPP in case of a suspension according to 4.7 (SUSPENSION AND DISCHARGE).

4.9.2 SECRETARY GENERAL

The Secretary General shall:

- assume the functions of the President in their absence.
- be responsible for the minutes of all EMSA European Board meetings and the General Assembly.
- send out the minutes and/or reports of the General Assemblies to the EMSA mailing list within four weeks.
- be responsible for the internal communication within EMSA as an organisation.
- oversee the current FMO and NAM activity.
- be responsible for the maintenance of the EMSA Statutes and Internal Rules.
- be responsible for the communication with the NCs, LCs and FMOs and will be helped by the VPI if needed.
- to present the changes in membership at the next GA in the form of a report.
- be responsible for the promotion of the establishment of EMSA in European medical faculties where EMSA is not present.
- be responsible for the maintenance of the mailing lists.

4.9.3 TREASURER

The Treasurer shall:

- be responsible for the financial management of the organisation.
- be responsible for the official EMSA Europe bank accounts and for a legally relevant bookkeeping.
- keep the EB up to date on EMSA Europe's financial status and provide the EEB members with all necessary information when the need arises.
- write a mid-term financial report for January to July and present it to the Autumn Assembly of the same year, and an annual financial report for the financial year and present it to the Spring Assembly of the following calendar year.
- be available during the Financial Commission's audit of the financial state of EMSA Europe in the GA.
- audit all EMSA Taskforces accounts.
- be responsible for the registration of Faculty Member Organisations (FMOs) together with the Secretary General.
- be responsible for the collection of the membership fees and the distribution of membership cards.
- issue official invoices and receipts.
- be responsible for finding fundraising for the general management of EMSA together with the Resource Development Officer.
- be responsible for preparing the final grant report for the acting year.
- contact all FMOs four weeks before the membership fee is due in order to remind them to transfer the membership fee. This call will also contain the bank account data and the concrete deadline. If this will not be conducted on time, FMOs should not be required to pay the late fee in case they miss the deadline.
- fills in and sends the financial declaration together with the financial report within two weeks after Spring Assembly

4.9.4 VICE-PRESIDENT OF INTERNAL AFFAIRS (VPI)

The VPI shall:

- be responsible for the coordination and supervision of the Directors.
- encourage collaboration among the Directors.
- report about the DIA to the Executive Board.
- if needed, help maintain the contact with the NCs and/or LCs together with the Secretary General.
- coordinate the release of an ESD call when necessary.
- coordinate and supervise the EMSA policy making system.
- overview the preparatory process for the pillar sessions.

4.9.5 VICE-PRESIDENT OF EXTERNAL AFFAIRS (VPE)

The VPE shall:

- be responsible for the coordination of the Student Organisations Liaison Officer, Representatives towards European Institutions and Medical Education Liaison Officer.
- be responsible for the coordination of EMSAs external representation and advocacy
- be responsible for the coordination and quality control of EMSA Press Releases and Statements.
- be included in the Policy Paper creation, with particular focus on the recommendations and assist the directors and EEB with the follow up.

- monitor the public consultations and calls for working groups of the European Commission together with the Health Policy Director.
- represent EMSA in the European Medical Organisations' meetings, alongside the President, if appropriate, and be responsible for the coordination of associated tasks.

4.9.6 VICE PRESIDENT OF CAPACITY (VPC)

The VPC shall:

- be responsible for the development of EMSA marketing and public relations together with the PRO.
- coordinate EMSA publications and assist the directors with EMSA publications.
- be responsible for the organisation of EMSA events together with the TEO.
- be responsible to further develop EMSA Trainings System and capacity building together with the TEO.
- be responsible for the maintenance of the EMSA Visual Identity Manual and report about it to the General Assembly.

4.10 SPECIFIC TASKS OF THE OFFICIALS BOARD

4.10.1 DIRECTORS

All Directors shall:

- coordinate all tasks related to EMSA activities in the field of their pillar.
- promote activities in the field of their pillar in the local, national and European levels as well as during EMSA Events.
- establish and maintain contacts with other institutions pursuing similar objectives and activities, under the supervision of the DEA.
- head a working committee consisting of medical students committed to the field of interest, as appropriate.
- be responsible for the coordination of pillar projects as defined by the Internal Rules or as appointed by the EB.
- collaborate for projects and give input, under the supervision of the VPI.
- be responsible for their assistants and their ESD.
- shall manage the pillar's Facebook group, Google group and provide the DCA with the necessary materials for the website.
- shall, in collaboration with the VPI, supervise their respective teams working on policy papers.

In addition, the Medical Education Director shall:

- work with the Medical Education Liaison Officer, together with the Vice-President of External Affairs.

In addition, the Health Policy Director shall:

- monitor the EU health policy platform, public consultations and calls for working groups of the European Commission together with the VPE.
- lead EMSA's work in terms of health innovation and technologies with respective stakeholders.

In addition, the European Integration and Culture Director shall:

- Follow up and facilitate international and intercontinental exchange projects (Twinings) and ensure its educational standards;
- Foster the spread of a common European identity among medical students from all over the continent.

In addition, the Public Health Director shall:

- Monitor the Public Health NGOs in Europe and other relevant institutions together with the VPE;
- Lead EMSA's work in terms of healthy lifestyle policies, climate action and sustainability and assist the VPE in initiating collaborative efforts with relevant stakeholders.
- Monitor and report EMSA's carbon footprint.

4.10.2 STUDENT ORGANISATIONS LIAISON OFFICER (SOLO)

The Student Organisations Liaison Officer shall:

- assist the VPE regarding external relations and opportunities
- coordinate activities, maintain communication and establish connections with student organisations
- share opportunities provided by partner student organisations to the EEB and FMOs
- coordinate EMSA's work within IFISO (Informal Forum of International Students Organisations), ESU (Erasmus Students' Union) and ESN (Erasmus Student Network)
- represent EMSA at the EHSA (European Healthcare Students' Associations' Alliance) and carry out the duties mentioned in the Memorandum of Understanding.
- represent EMSA at the WHSS (World Healthcare Students Symposium) and be part of the JWG (Joint Working Group) of WHSS

4.10.3 RESOURCE DEVELOPMENT OFFICER (RDO)

The Resource Development Officer shall:

- work together with the Treasurer to coordinate the fundraising activities of EMSA Europe.
- is co-responsible for the financial stability of the organization.
- prepare sponsor packages and update them each year and negotiate partnerships.
- collaborate with the Organising Committee for each General Assembly or other EMSA Europe events in drafting the sponsorship packages and making sure they comply with EMSA's principles. The RDO should also, if requested, collaborate in organising the budget and participating in discussions and negotiations with potential sponsors.

4.10.4 TRAININGS AND EVENTS OFFICER (TEO)

The Trainings and Events Officer shall:

- Provide information for EEB members before and after international events.
- Coordinate international EMSA training team and system.
- Seek for opportunities to improve and increase external relations on trainings.
- Keep contact with the Organising Committees of EMSA European Meetings together with the VPC.
- Direct and lead the TCE Trainers Team.
- Keep the EMSA Trainer's Network up to date.

4.10.5 PUBLIC RELATIONS OFFICER (PRO)

The Public Relations Officer shall:

- be responsible for all matters regarding EMSA's public relations and marketing strategies together with the EMSA European Board.
- Maintain, promote and encourage the use of website, social media and other web-based activities.
- Be responsible for the development of promotional material for EMSA and the quality control for all promotional content published.

- ensure that the official EMSA website is functional and updated at all times together with the VPC.

4.11 APPOINTED OFFICERS

4.11.1 CANDIDATURE

For the candidature of appointed officers 11.18.2 applies.

4.11.2 REPRESENTATIVES TOWARDS EUROPEAN INSTITUTIONS

The Representatives towards European Institutions are full-time employees under Belgian law representing EMSA at the premises of the professional organizations. They are appointed by the EMSA Executive Board for a term of 6 months. One person cannot be the Representative for more than two terms. If there are no candidates, the Representative can stay longer than two terms.

The Representatives towards European Institutions shall:

- assist the VPE regarding external relations and opportunities
- liaise with and maintain strong ties with European institutions, agencies and NGOs
- manage the EMSA Secretariat in Brussels.
- manage and keep EMSA's physical archive safe.

4.11.3 MEDICAL EDUCATION LIAISON OFFICER (MELO)

The MELO is appointed by the EMSA Executive Board for a period of 1 year.

The MELO shall:

- assist the VPE regarding external relations and opportunities
- liaise with and maintain strong ties with Medical Education stakeholders
- represent EMSA to AMEE (Association for Medical Education issues)
- work closely with the Medical Education Director

4.11.4 EUROMEDS CHIEF EDITOR (CE)

The Chief Editor shall coordinate the production of the respective EuroMeds Assembly Editions and EuroMeds Online editions during their term. They are appointed by the EMSA Executive Board for a specified amount of issues, which is stated in the call for the Chief Editor. Extension to the term of the appointed CE may be granted by a vote of the EMSA Executive Board.

After their appointment CE shall issue a call for editorial team members, and is responsible for the selection and management of the EuroMeds editorial team. CE works under the coordination of VPC, and is a member of DCA.

4.11.5 ASSISTANTS

4.11.5.1 APPLICATION OF ASSISTANTS

The Application has to consist of:

- Certificate of EMSA Membership no older than two months (signed by either one Local Coordinator of the respective FMO or in case of an Individual Member the Individual Membership Certificate)
- Motivation letter
- Curriculum Vitae

The EEB member shall review the candidatures, and may ask the EB to appoint assistants for their mandate; the Executive Board can confirm their request by a vote with simple majority.

4.11.5.2 RIGHTS AND DUTIES OF ASSISTANTS

- Assistants have access to the files and mailing server of the EMSA European Board.
- Up to two assistants of each position have a guaranteed spot at the General Assemblies.
- They must attend the EMSA European Board online meetings and support the respective assisted board members in submitting their quarterly and annual reports.

4.11.5.3 DISCHARGE OF ASSISTANTS

Assistants can be discharged by the Executive Board by simple majority.

4.11.6 PROJECT COORDINATORS (PC)

4.11.6.1 DEFINITION

Project coordinators are officials appointed to undertake activities relevant to the completion of a specific project of the EEB, including but not limited to: planning, team formation, project execution, evaluation and follow-up. They are appointed for the whole duration of a project, which might extend over multiple terms.

4.11.6.2 APPOINTMENT, RENEWAL AND DISMISSAL

The project coordinators must be current EMSA members at the time of their application and in case of external projects, for a timeframe determined by the EB, and they are appointed by the EB.

The application has to consist of:

- Certificate of EMSA Membership no older than two months (signed by either one Local Coordinator of the respective FMO or in case of an Individual Member the Individual Membership Certificate)
- Motivation letter
- Curriculum Vitae

If the project will take place over multiple terms, the appointment must be reaffirmed by the EB within a month from the start of each new term. The EB can dismiss a project coordinator by vote. The project coordinators can resign the position with a two weeks' notice.

4.11.6.3 RESPONSIBILITIES

The PC's work must be supervised by at least one EEB member. If the project is done in conjunction with an external partner, the PC should be supervised by an EEB member in collaboration with the VPE. The PC shall provide a quarterly report, outlining their work in the past quarter, to the overseeing official as well as the EB.

4.12 DEPARTMENTS

For the easier and more productive collaboration between the relevant positions in the EEB and to facilitate better communication between the EB and OB members, the EEB is organized into separate Departments, each headed by the appropriate member of the EB. The Departments of EMSA are:

- Department of Internal Affairs (DIA)
- Department of External Affairs (DEA)
- Department of Capacity (DCA)
- Department of Finances (DFN)

4.12.1 ADMINISTRATION

Every Department consists of the relevant members of the EEB, as well as relevant appointed officers and assistants. It is headed by a member of the EB. In the case of a vacancy, the duties of managing the Department are delegated as per 4.8.

After such a decision by the Department members, the assistant spots intended for their positions can be forfeit and instead integrated into the Department structure, to function as assistants to the whole

of said Department. Their appointment shall be done following the same process as for regular assistants, as outlined in the Internal Rules.

4.12.2 DEPARTMENT OF INTERNAL AFFAIRS

The DIA is headed by the VPI. It consists of the VPI and the pillar teams. Each pillar team consists of the Director and respective assistants.

The Directors are:

- the Medical Education Director,
- the Medical Ethics and Human Rights Director,
- the Public Health Director,
- the Medical Science Director,
- the European Integration and Culture Director,
- the Health Policy Director.

4.12.3 DEPARTMENT OF EXTERNAL AFFAIRS

The DEA is headed by the VPE. It consists of the VPE, the SOLO, the Representatives towards European Institutions, the MELO, and the relevant assistants.

4.12.4 DEPARTMENT OF CAPACITY

The DCA is headed by the VPC. It consists of the VPC, the TEO, the EuroMeds Chief Editor, the PRO and the relevant assistants.

4.12.5 DEPARTMENT OF FINANCES

The DFN is headed by the Treasurer. It consists of the Treasurer, the RDO, and the relevant assistants.

5. SUPERVISORY COUNCIL

5.1 MEMBERS

- The Supervisory Council (SupCo) shall consist of five members and at no time less than three members. Each FMO can only be presented by one person and each country is limited to two representatives in the SupCo, which is only valid for elected members. A member of the SupCo can be either an EMSA member or an EMSA alumni. The SupCo shall consist of one member of the Financial Commission, and four elected members. Members of the SupCo must not be part of the EEB or act as supporting official to the EEB.
- Applicants for the SupCo should have knowledge about the regulations and processes of EMSA Europe, and must have attended an EMSA General Assembly prior to applying.
- Within one month of election the SupCo should appoint one SupCo member to act as SupCo chairperson. The SupCo chairperson shall facilitate the work and meetings of the SupCo as well as the communication with the EEB and members. The SupCo chairperson shall meet with the EMSA President on a monthly basis.
- The SupCo members from the FiCo shall act as chairpersons of the Financial Commission and facilitate its work, the communication between the Financial Commission to the EEB and also report to the SupCo about the activities of the FiCo on a monthly basis.

5.2 ELECTIONS

Elections of the SupCo are held at each Autumn Assembly. Four members of the SupCo are elected at the Autumn Assembly for one year. In the case of a vacancy of any of the Supervising Council positions during the year, a special election for that position must be conducted at the next General Assembly Meeting. The elected person will fulfil this position for the remainder of the term. If the number of

SupCo candidates is less than or equal to the number of available positions, they will be voted upon individually in alphabetical order one after the other and the candidates who gain an absolute majority will be elected. If the number of SupCo candidates is greater than the number of positions, SupCo members are elected sequentially for each open SupCo position. If no candidate gains absolute majority in the first round there will be a run-off between the two candidates with the most votes. The candidate reaching absolute majority in the run-off is elected. If no candidate reaches absolute majority, only the candidate with the higher amount of votes enters a third round. If the candidate reaches absolute majority in the third round they are elected and the voting procedure continues with the remaining candidates. The election ends when all SupCo positions are occupied or a candidate reaching the third voting round does not get elected.

5.3 CONFIRMATION OF THE MEMBERS OF THE FINANCIAL COMMISSION AS MEMBER OF THE SUPERVISORY COUNCIL

The representative who was proposed by the Financial Commission has to be confirmed by the General Assembly, following the elections of the Supervisory Council. In case the confirmation does not pass, there is a possibility of having another proposal of the member of the Commission in the same General Assembly. In case of the second failure of confirmation, the procedural motion for no confidence in the Financial Commission must be tabled by the General Assembly and a new Commission has to be elected.

5.4 DUTIES OF THE SUPERVISORY COUNCIL

1. The SupCo shall be responsible for overseeing the actions and decisions made by the EEB. It shall be an active resource body to supervise and advise the board members if necessary. Advice from the SupCo is not binding. In cases where advice of the Supervisory Council is required, it should advise within 7 days of being consulted and within 48 hours of being consulted on important and urgent matters. The SupCo shall be impartial and objective in all their proceedings.
2. Members of the SupCo will decide amongst themselves on a group of board members to follow throughout the year. For each group they will:
 - a. Discuss with the officials their individual work plan of the year.
 - b. Follow along with the same board member throughout the year and offer advice as necessary.
3. The Supervisory Council is responsible for the collection of quarterly and annual reports of board members and supervises the collection of external meeting reports.
4. The Supervisory Council should have access to all files of the Executive and European Board, including the minutes of board meetings, and it can provide inputs to the minutes within two weeks after the meeting.
5. The Supervisory Council shall be part of the EMSA European Board mailing list but not of the Executive Board mailing list, and the Executive Board shall ensure that the Supervisory Council receives copies of decisions taken by the relevant officials. In case of an investigation, the Supervisory Council can request access to the email account.
6. The Supervisory Council shall supervise the legal publication of the Executive Board, of the Statutes and related issues, and offer the Executive Board support and advice on these issues when needed.
7. In collaboration with the Financial Commission and the Treasurer, the Supervisory Council shall ensure
 - a. the abidance of all financial regulations mandated by the association or law,
 - b. the transfer of power of attorneys of EMSA bank accounts, and
 - c. the due filing of tax and other financial declarations.

8. The Supervisory Council shall advise on all agreements such as sponsorship agreements, grants, statements and contracts with hosts of EMSA European Meetings before being signed
9. The Supervisory Council shall be informed of any outgoing transaction that exceeds 1000 Euros to determine if action is needed.
10. The Supervisory Council has the right to challenge decisions on contracts, agreements and transactions within 14 days of being informed on the decision with a suspensive veto, only once per decision, which must result in a revote by the relevant officials on the matter in 14 days.
11. The Secretary General and the Treasurer inform the Supervisory Council of the FMO reports submitted and the membership fees paid 3 weeks before each General Assembly. The Supervisory Council then prepares a report on the validity of the voting rights and shares this report as a part of the SupCo Report submitted to each General Assembly. The Credential Commission uses this report to determine the validity of the voting rights for the assembly. The SupCo has the right to make changes to the report the midnight of the previous night of the first plenary of the assembly, if an FMO submits their report or pays their membership fee.
12. The SupCo has the right to provide advice on impact of motions and other plenary documents during General Assemblies.
13. The SupCo is responsible for submitting a report two weeks before the start of the ordinary General Assembly. Their report has to be presented and tabled for adoption before the adoption of the reports of EMSA board members.
14. All decisions made by the SupCo shall require a quorum of half plus one of all its members and a two-third majority.

5.5 INVESTIGATION, SUSPENSION OF EEB MEMBER BY SUPCO

The SupCo can request to investigate and decide on any issue which can be of harm to EMSA both internally and externally.

Any decision made by the SupCo in accordance with this paragraph has to be presented at the next General Assembly Meeting. The General Assembly has to approve the decision with an absolute majority, except a suspension which has to be approved with two-thirds majority. In case the General Assembly approves the suspension, the suspended official will be removed from office. In case the suspension is not approved the official will resume the position.

In the event that the SupCo determines that an elected official has not acted in accordance with their duties and responsibilities, the SupCo must notify all officials, National Coordinators and Local Coordinators of their findings within two weeks.

The SupCo will have the authority to temporarily suspend any elected EMSA official for violation of their EMSA regulations or the Belgian law.

Any Local or National Coordinator or any EMSA Official may request the SupCo to investigate the actions of an elected official.

5.6 SUPCO INQUIRY

The SupCo can open an official inquiry in order to attain information that it could not receive easily otherwise. The SupCo should make use of this tool before opening an investigation. A SupCo Inquiry has no direct consequences but the outcomes have to be included in the SupCo report. The default deadline for a reply to an inquiry is 7 days.

6. SUPPORTING EMSA TEAMS

6.1 TASKFORCES

- An EMSA Taskforce is any EMSA entity in charge of a specific EMSA activity and is coordinated by a member of the EMSA European Board. EMSA Taskforces shall present an annual report to the General Assembly.
- EMSA Taskforces should be self-financed. The General Assembly may decide on subsidies or loans from internal sources.
- Taskforces can maintain and establish contacts with other institutions and associations within the field of their activities. Before contacting other institutions and Associations the Taskforces should communicate with EMSA's Vice President of External Affairs or President.
- Funds raised by a Taskforce in the frame of fundraising campaigns led by the EMSA European Board are to be transferred to the association's general account, with the exception of established common agreements between the Taskforce and the EB.
- Members of any Taskforce should be voted into their respective positions by the Executive Board. Up to 50% of Taskforce members can be voted in for the duration of 2 years, while the other 50% will be voted into positions for one year. Possibility to reapply remains as usual.
- Up to $\frac{1}{3}$ of the members of the taskforce can be EMSA alumni. These are appointed by the Executive Board following recommendations of the Taskforce members. These alumni are to be exempt from the aforementioned 50% rule and are to be elected as Taskforce members for one year.
- To be recognised as an EMSA Taskforce the following requirements must be met:
 - Presentation of statement of purpose, objectives and means at the General Assembly.
 - Approval of the Taskforce by the General Assembly with a simple majority.

6.1.1 STATEMENT OF PURPOSE, OBJECTIVES AND MEANS

A statement of "Purpose, Objectives and Means" shall define the Taskforce's mission. It shall include the name of the Taskforce and clearly stated anticipated objectives, specifying the projected accomplishments in the short and long term, including the following topics:

- Subjects to be addressed
- An explanation of the means and plan of action by which the above mentioned objectives are expected to be realised, including:
 - names of the members of the Taskforce;
 - event(s) to be organised, if any, in which a detailed explanation of its/their nature shall be sent;
 - list of possible institutions to be contacted if any; and
 - strategy for promotion and financing, including a budget if any.

6.2 SMALL WORKING GROUPS

A Small Working Group (SWG) is a group of EMSA members working together to achieve specific goals focused on an aim or a subject area. The EMSA SWGs are under the supervision of a member of the EMSA European Board. All EMSA bodies can propose the formation of a SWG.

6.2.1 ROLE

The groups focus on discussion or activity around a specific subject area, in order to develop results that meet high quality standards for EMSA.

6.2.2 STRUCTURE

Each SWG is led by a coordinator. The follow-up of the completed work should be included in the supervising EEB member's Quarterly/Annual Report.

6.3 EUROPEAN SUPPORT DIVISIONS (ESD)

EMSA European Support Divisions consist of active EMSA members who are working with a respective EEB member to achieve multiple objectives under a broad area of interest during the whole term. ESD members can be involved in:

- The process of project development.
- Further developing EMSA publications.
- Respective GA sessions' preparations.

Each EEB member in charge of an ESD shall:

- Stay in contact with the members of their ESD section.
- Use the full list of ESD members to spread information valid for all.
- Allow people to join projects throughout the year, without waiting for the general call.
- Be able to discharge ESD members in case that they are inactive.

6.4 IMMEDIATE PAST PRESIDENT

The Immediate Past President (IPP) shall:

- provide advice to the board regarding past practices and other matters.
- assist the board in governing the association and support the President and the EEB on an as-needed basis.
- remain a passive member of the EB mail server until the end of the following Spring Assembly.
- facilitate discussions within the board on an as-needed basis
- represent EMSA at external meetings and events, considered relevant by the acting EEB, during the following term.

6.5 ALUMNI WITH SPECIFIC FUNCTIONS

6.5.1 ALUMNI COORDINATOR

The Alumni Coordinator (AC) shall:

- coordinate the alumni network together with the President.
- develop and maintain an active network of EMSA trustees, alumni and friends.
- facilitate contacts and foster communication between EMSA members and alumni.
- organise alumni meetings to foster cooperation between EMSA members and alumni as well as among the alumni.
- develop and maintain an alumni database of experts and facilitators for EMSA events in cooperation with the TEO.

7. COMMISSIONS

7.1 CREDENTIAL COMMISSION

7.1.1 GENERAL

The Credential Commission shall be appointed at a pre-General Assembly session (IR 11.4) and elected during the first plenary session (IR 11.5). The current EEB members, EEB Candidates, Appointed Officers and EEB Assistants are excluded from membership. The Credential Commission shall consist of three to five EMSA members.

7.1.2 TASKS

The Credential Commission shall:

- verify the identities of participants in General Assemblies.
- verify the credentials of every EMSA Representative.
- produce a list of registered voting members.
- propose a list of EMSA registered members to be granted voting rights to the General Assembly.

- issue the official voting cards just before the plenary session of the General Assembly. The cards are only issued once.
- conduct all voting procedures, including the written voting procedure in case of a minority quorum at the General Assembly, see chapter 11.13.

7.2 CONSTITUTIONAL COMMISSION

7.2.1 GENERAL

The Constitutional Commission shall be appointed at a pre-General Assembly session (IR 11.4) and elected during the first plenary session (IR 11.5). The current EEB members, EEB Candidates, Appointed Officers and EEB Assistants are excluded from membership. The Constitutional Commission shall consist of three EMSA members. The candidates must have prior knowledge of the EMSA Statutes and Internal Rules and must have attended at least one GA before.

7.2.2 TASKS

7.2.2.1 GENERAL ASSEMBLY

During the General Assembly the Constitutional Commission shall:

- be the decision-making body when controversies in the interpretation of EMSA Statutes and Internal Rules arise.
- see to it that the EMSA Statutes and Internal Rules are observed during the General Assembly.
- present a report of its activity within four weeks after the end of its mandate

7.2.2.2 OVERRULING A DECISION BY THE CONSTITUTIONAL COMMISSION

A vote to overrule a decision of the Constitutional Commission can be demanded by any present EMSA member in a GA. To overrule a decision by the constitutional commission in the interpretation of EMSA Statutes and Internal Rules a two-thirds majority of vote is required.

7.3 FINANCIAL COMMISSION

7.3.1 ELECTION

The Financial Commission shall consist of at least three EMSA members. They shall be elected at the Spring Assembly for one year and shall serve until the presentation of the final financial audit at the following Spring Assembly. In case of less than 3 members, the EB has to open a call for the financial commission within 4 weeks after the Autumn Assembly.

7.3.2 TASKS

The Financial Commission shall audit the financial state of EMSA Europe and shall present a written report to the General Assemblies. This report has to be approved before the presentation of the candidatures. Mid-term financial audit will be presented by the Financial Commission at the Autumn Assembly of the same year whereas the final audit will be presented at the Spring Assembly of the following calendar year.

The Financial Commission will provide advice on financial matters to the Treasurer per request.

The Financial Commission, assisted by the Treasurer, shall propose guidelines for the upcoming financial year to the new elected EMSA European Board.

7.3.3 FINANCIAL COMMISSION ASSISTANCE

The Treasurer shall assist the Financial Commission in its tasks and shall give them full access to all necessary information, including access to all account bookkeeping.

8. REGULATIONS FOR EMSA NATIONAL SECTIONS

8.1 GENERAL

Faculty Member Organisations (FMOs) or members in the same country work together in a national section. The National Coordinator (NC) position is mandatory for every country.

8.2 NATIONAL COORDINATOR (NC)

8.2.1 COORDINATION

- The FMOs decide on the composition of the EMSA National Board (ENB), according to the needs of the national section.
- The FMOs agree by vote on the way the National Coordinator is elected to work as a facilitator within the national section. The election is preferably during the National Assembly.
- The NC has to be a member of the full member FMO. In case there is only one FMO in the country and it has not yet achieved the status of a full member, the NC can be from an associate member.

8.2.2 SPECIFIC TASKS

The National Coordinator (NC) is responsible for the coordination of EMSA within their country by fulfilling the following tasks:

- ensuring the continuity of EMSA within their country.
- facilitating the communication between FMOs within their country.
- assisting FMOs in the registration and management of their organisation and encouraging the FMOs to organise and participate in local, national and international EMSA activities.
- encouraging medical students at faculties where no FMO is established in their country, to participate in EMSA.
- preparing and leading the country's delegation for GAs, ensuring that the LCs of all FMOs are present in person or by proxy. If the NC isn't present, they must appoint a suitable representative to act as the head of delegation.
- promoting EMSA and its activities within their country towards national organisations and bodies.
- assisting FMOs within their country in contacting other EMSA bodies and FMOs from different countries.
- informing FMOs of ongoing activities on the international level and supporting members in participating on the European level.
- writing an annual report describing their national section's activity, following the template for the report as shared by the Secretary General.

At the international level the NC is responsible for communication between local and national levels by fulfilling the following tasks:

- attending NC sessions at GAs, face-to-face meetings and online meetings, or sending a suitable representative.

8.2.3 NOTIFICATION AND REGISTRATION

The national section should register itself under the law of the respective country, after notifying the EMSA European Board (EEB) of the composition of the National Board. A copy of all official registration documents has to be sent to the EMSA Administrative Seat.

8.2.4 ELECTION OF THE NATIONAL COORDINATORS

The NC must be selected in a way that represents the choice of the medical students in that country. They must be selected according to the laws and regulations of each respective country. The NC must be an EMSA member, fulfilling the requirements of the EMSA IRs.

The Executive Board must be informed of the election of a new NC at least two weeks before the new term starts.

8.2.5 RESIGNATION OF A NATIONAL COORDINATOR

If a NC resigns from their office, the EEB and the NC body must be informed.

The country's FMOs can appoint an acting National Coordinator, communicating the process of appointment towards the EB.

The term of this acting NC ends automatically when a new NC is elected as stated in 8.2.4.

8.2.6. PROCEDURE IN CASE OF ABSENCE FROM THE POSITION

If an NC misses two consecutive NC meetings without informing the Secretary General previously they will be asked to meet with the EB. If they fail to attend this meeting or the following NC meeting, they will no longer be recognised as National Coordinator by the Executive Board.

On such occasions, the termination will be reported to the FMOs of the respective country and the National Board if any.

8.2.7. VOTING

The topics that must be voted on by the NCs are regulated in the respective sections of the EMSA Internal Rules.

There is one vote per country or NAM. Only NCs from full member FMOs can vote. A simple majority of all votes cast must be reached.

Electronic voting may be used.

8.2.8 CONSULTATIONS

The EEB can consult with the NCs on relevant matters. On the following matters, the NCs must be consulted:

- Memorandums of Understanding
- Contracts
- Candidatures for interim positions
- Determination of External Priorities

In cases where advice of the NCs is required, it should advise within 7 days of being consulted and within 48 hours of being consulted on important and urgent matters. The length of the consultation period can be changed in consultation with the NCs.

9. REGULATIONS OF EMSA FACULTY MEMBER ORGANISATIONS

9.1 GENERAL

Each full member FMO is granted one voting right. FMOs are required to assign 2 LCs as official representatives of their FMO. The two LCs of a full member FMO both have voting power and hold the (single) voting right at the General Assembly. In case both LCs cannot attend the GA they can give a proxy to another EMSA member. A person that has a voting power will be referred to as Representative hereafter. Each Representative can hold a maximum of one proxy vote additionally to the one voting right per FMO.

9.2 EMSA LOCAL BOARD

On the local level EMSA representatives serve as Local Coordinators (LCs). The EMSA Local Board (ELB) will comprise at least two LCs.

9.3 LOCAL COORDINATOR

The Local Coordinators shall:

- supervise EMSA within the FMO
- ensure the continuity of EMSA within the FMO
- maintain the contact between the FMO and the EMSA Local, National and European Board
- represent the FMO at the EMSA General Assemblies and EMSA National Assemblies, as appropriate
- ensure that the FMO (and its voting right) is represented in case of absence at the EMSA General Assemblies
- has to notify the EEB of new LCs after their election.

10. EMSA EUROPEAN MEETINGS

10.1 GENERAL ASSEMBLIES (GA)

The General Assembly is a body and a biannual event. It represents the highest decision making body in EMSA.

10.1.1 SPRING ASSEMBLY

The Spring Assembly shall have at least one working day with plenaries and at least two days dedicated to pillar sessions, small working groups and trainings. The plenary agenda shall contain:

- elections of the EMSA Executive Board
- elections of the hosts of EMSA European Meetings for the following two years.
- annual Financial Report
- changes to the Internal Rules and/or Statutes
- adoption of Policy Papers
- adoption of the minutes of the last General Assembly
- adoption of the Supervisory Council Report
- Closing of the General Assembly

10.1.2 AUTUMN ASSEMBLY

The Autumn Assembly shall have at least three working days with plenaries. The plenary agenda shall contain:

- elections of the hosts of the EMSA European Meetings for the following two years
- elections of the EMSA Officials Board
- elections of the vacant positions of the EMSA Executive Board
- approval of the EMSA European Board Annual Reports
- adoption of the EMSA budget for the following calendar year.
- mid-term Financial Report
- changes to the Internal Rules and/or Statutes
- adoption of policy papers
- adoption of the minutes of the last General Assembly
- adoption of the Supervisory Council Report
- Closing of the General Assembly

10.2 TRAINING CENTRE OF EXCELLENCE (TCE)

TCE is an event that allows volunteers to develop themselves both as trainers and participants. The whole event consists of two parts:

Training New Trainers (TNT) and Open Training Day (OTD).

10.2.1 TNT

The Training New Trainers event is an annual event organised by the Trainings and Events Officer with the support of the EMSA European Board.

The aim is to equip and empower more people as soft skills trainers and members of the EMSA Trainers Network.

10.2.2 OTD

Open Training Day must be conducted within 1 month after the TNT. It is an opportunity for the new trainers to practise their newly acquired knowledge as they deliver sessions on various soft skills. These sessions are open to all EMSA members. The TEO opens a participant call for EMSA members to join.

10.2.3 Participants Selection

Participants selection to the TCE is coordinated by the TEO. The TEO and the TCE Trainers Team vote upon the applicants together. The TEO keeps the records of the voting. If necessary, the participants can be interviewed. The final list of participants is shared with the VPC.

10.3 REGULATIONS FOR HOSTING EMSA EUROPEAN MEETINGS (EEM)

10.3.1 HOSTING FMO

The General Assembly should elect one or more collaborating hosting FMO(s) for next year's General Assembly (GA) and the next Training Center of Excellence (TCE). In case there is no proposal or the FMO cannot fulfil the requirements, the EMSA European Board (EEB) is responsible for finding a new location for the meeting. The FMO(s) is/are accountable and responsible for the conduction of the event and shall appoint an Organising Committee that will act on their behalf and keep the communication with the EEB.

10.3.2 CONTRACT

- The Organising Committee (OC) and the EMSA European Board (EEB) should sign a written contract regarding the organisation of the meeting. The contract must clearly outline the registration fee, estimated budget, preliminary programme, the working facilities, boarding and lodging.
- The contract of a GA must be signed the latest 3 months before the proposed date of the respective GA.
- The contract shall be shared with the National and Local Coordinators within two weeks after it is signed.

10.3.3 REGISTRATION FEE

For the registration fee for EMSA meetings we introduce three calculation groups: A, B, C.

Group A consists of all other countries not belonging to Group B or C.

Group B consists of the following countries:

Spain, Cyprus, Greece, Portugal, Malta, Slovenia, Estonia.

Group C consists of the following countries:

Denmark, Ireland, Sweden, Luxembourg, Finland, UK, The Netherlands, Belgium, France, Austria, Germany and Italy.

The registration fee for EMSA meetings taking place in countries of:

group A: should not exceed 210€.

group B: should not exceed 230€.

group C: should not exceed 250€.

6% of all registration fees of the EEMs are reserved for the EMSA European account and could be used for reimbursement of travel for board members attending the event.

10.3.4 INVITATION

- The EMSA European Board and all EMSA members should be invited by the OC of the meeting.
- Partners of EMSA and EMSA Honorary Trustees should be invited by the EMSA European Board (EEB).

11. PROCEDURES AT GENERAL ASSEMBLIES

11.1 APPLICABILITY

These procedures at meetings shall be observed in any EMSA General Assembly and at a regional and/or local meeting if no other rules concerning these matters exist.

11.2 MINUTES

All meetings will be subject to minutes or reports. These will be written in English. The draft minutes will be presented for adoption by the EB at the next General Assembly.

11.3 APPROVAL OF PARTICIPATION

The participation in EMSA events is under the discretion of the EB. For the assemblies, LCs are required to send a delegation list to the EB until up to two days after the member registrations ends. If a delegation list is sent, EB selects the related FMOs participants from this list. If a delegation list is not provided by the LCs, EB selects the participants.

11.3.1 DELEGATION LIST

The delegation list should be listing members to represent the respective FMO at the upcoming General Assembly. The order of participants on the provided list should be decisive for the final selection process by the EB. The delegation list must be sent to the Vice President of Capacity from the official FMO e-mail address.

11.4 PRE-GENERAL ASSEMBLY SESSION

11.4.1 GENERAL

Until the Chairperson and Vice-Chairperson are appointed, members of the EMSA Executive Board lead the session. Plenary Team, Constitutional Commission and Credential Commission are appointed.

11.4.2 PROCEDURE

The Pre-General Assembly will be held in the following order:

1. Plenary Team Explanation

2. Determination of Plenary Team staff. IR 11.6.1 applies.
3. General Assembly Commissions explanation and consequent appointment of the Commissions named above.
4. Explanation of Plenary Procedures
5. Explanation of Plenary Ground Rules
6. Plenary Simulation
7. Announcements

11.5 FIRST PLENARY SESSION

The first plenary session must be held on the first or the second day and include the following items in order listed:

- a. Motion #1: Opening of the General Assembly
- b. Elections of the Plenary Team
- c. Election of the Constitutional Commission
- d. Election of the Credential Commission
- e. Adoption of the agenda
- g. Introduction of the EMSA European Board and the Organising Committee
- h. Final call for candidates

11.6 PLENARY TEAM

The Plenary Team consists of a chairperson, vice-chairperson and secretary.

11.6.1 PRECEDENCE

- At the General Assembly the President, the Vice-President of Internal Affairs and Secretary General of EMSA have the precedence as respectively chairperson, vice-chairperson and secretary, unless they decline this role. In that case a chairperson, vice-chairperson and/or secretary shall be elected by the participating members present with voting rights.
- Any candidate needs to have participated in at least one previous EMSA General Assembly.
- This appointment shall take place before the first plenary session.

11.6.2 CHAIRPERSON

The chairperson shall:

- conduct the meeting.
- interpret and give their ruling on all matters of procedure, order, competency and relevancy, as stated in the EMSA Statutes and Internal Rules.
- call delegates for indication to a speakers' list.
- see to it that minutes are taken.

11.6.3 VICE-CHAIRPERSON

The vice-chairperson shall assist the Chairperson in all their tasks and take the chair:

- when requested to do so by the chairperson.
- in the absence of the chairperson.
- in the case of no confidence in the Chairperson.

11.6.4 PLENARY SECRETARY

The secretary shall:

- draft the minutes of the General Assembly under guidance of the Secretary General and the chairperson, according to the rules set in the EMSA Statutes and Internal Rules.

- send the draft minutes within a maximum of two weeks to the EMSA European Board for review and approval.

11.6.5 TEMPORARY CHAIRPERSON

In the event of both the chairperson and vice-chairperson being absent for more than 15 minutes after the appointed time of the opening or resuming of the meeting, the participating voting members shall elect a temporary chairperson amongst themselves. The temporary chairperson shall act until the chairperson or vice-chairperson arrives at the meeting and takes over the chair.

11.6.6 CHALLENGE TO THE RULING

The ruling of the chairperson may be challenged by any present EMSA member. Such a decision requires a procedural motion with a simple majority. In the event of the motion being passed, the chairperson shall reverse the ruling in question.

11.7 NO CONFIDENCE VOTE ON CHAIRPERSON, VICE-CHAIRPERSON, CREDENTIAL COMMISSION OR CONSTITUTIONAL COMMISSION

- The competence of the chairperson, vice-chairperson, of the Constitutional Commission and/or of the Credential Commission may be questioned by a procedural motion of no confidence, requiring a two-thirds majority.
- In the event of the motion being passed for the chairperson, they shall immediately leave the chair. The vice-chairperson becomes chairperson and shall call for an immediate voting for a new vice-chairperson.
- In the event of the motion being passed for the rest, the vice-chairperson, the Constitutional Commission or the Credential Commission shall immediately leave the position and a new call for the position in question will be issued immediately.

11.8 PLENARY DOCUMENTS

Five weeks before the General Assembly (“Document Release Day”), the EMSA Secretary General shall send out through the EMSA mailing list the following documents:

- Financial Report
- Proposals to change EMSA Statutes or Internal Rules (including Annexes)
- Candidatures for the European Board
- Candidatures for EMSA European Meetings hosts
- Policy statements for adoption
- Agenda of the GA plenary for adoption
- Minutes of the preceding General Assembly for adoption
- Annual Reports of the EEB (for the Autumn Assembly)
- A list of all FMOs

All documents above have to be submitted to the EMSA Executive Board before the Document Release Day, by both EMSA members or EEB members.

At least one month before the Document Release Day a call for the following documents has to be sent by the Secretary General to EMSA members:

- Call for proposals to change the EMSA Statutes or EMSA Internal Rules
- Call for policy statements
- Call for candidatures for EEB or EMSA European Meetings as regulated in the Statutes and Internal Rules
- Proxy form template

11.8.1 ADMISSION OF A LATE SUBMITTED PLENARY DOCUMENT

If a plenary document, which includes but is not limited to candidatures, proposals to change the IRs and Statutes, reports, policy statements, contracts, agreements, members applications, a procedural motion, is submitted late, a procedural motion “Admission of a late submitted plenary document” has to be tabled. It requires a two-third majority to pass. If the procedural motion passes the document is considered valid.

11.9 SPEAKING RIGHTS

All the participants and observers have speaking rights during the EMSA GA plenary. Speaking rights are given at the discretion of the Chairperson. The proposer of the motion and the proposer of the alternative motion shall have the right to speak before the closure of debate on the motion, the proposer of the motion being the last to speak. EMSA European Board members have no speaking rights on behalf of their FMOs except when presenting candidatures.

11.10 PROPOSING RIGHTS

Only participants have proposing rights during General Assembly Meetings, except Organising Committee Members, Observers and General Assembly staff.

- a. Delegates from member organisations and support persons have proposing rights only on behalf of their FMO.
- b. Executive Board members, Officials Board members, Supervising Council members, Constitutional Commission members, Credential Commission members, the preceding Constitutional Commission members, Financial Commission members, and Task Force’s representatives have proposing rights only on behalf of the respective body and only after such decision has been made by them and recorded to their relevant minutes or reports.

EMSA Executive Board members have no proposing rights on behalf of their FMOs.

11.11 MOTION AND DEBATE

11.11.1 TABLING A MOTION

A written motion must be tabled before debate is undertaken on a subject. The deadline for tabling a motion is 23:59 in the timezone of the General Assembly on the day before the plenary session in which the motion will be discussed takes place. The motion must be tabled in written form to the chairperson.

11.11.2 DEBATE ON THE MOTION

A debate on the motion can be opened at any point before it is voted upon, if necessary. The chairperson shall decide when a tabled motion will be discussed. The chairperson shall conduct the debate and decide upon the limitation of the discussion.

11.11.3 PRESENTATION AND SECONDING OF MOTION

When a motion is tabled, the chairperson must read it and the proposer may briefly explain the purpose of the motion if necessary. Then the chairperson shall ask for a seconder. Any present voting EMSA member may second a motion. If there is no seconder found, the motion fails immediately.

11.11.4 CALL FOR AMENDMENTS

When a motion is seconded the chairperson shall call for amendments to the motion.

In the event of an amendment to a motion, the chairperson shall:

- ask the proposer and the seconder of the motion if they accept the amendment.

- immediately incorporate the amendment into the original motion if the proposer and the seconder of the motion accept the amendment.
- allow the proposer or the seconder of the motion to give a short explanation before calling for an immediate vote on the amendment if they don't accept the amendment. In case the amendment is accepted by a simple majority, the amendment is incorporated into the original motion.

11.11.5 DIRECT NEGATIVE AND ALTERNATIVE MOTIONS

- When there are no further amendments, the chairperson shall call for a direct negative to the motion. Should no further EMSA member with voting rights oppose the motion, the motion passes 'nemo contra' without further debate.
- If there is a direct negative, the chairperson shall ask the person that gave the direct negative for a brief explanation. After that the chairperson shall call for alternative motions. The proposer of such an alternative motion may explain briefly the purpose of the motion if necessary.
- After the call for alternative motions, the chairperson can open the speakers list for a moderated discussion on the motion

11.11.6 CALL FOR VOTE

The chairperson shall call for a vote on the motion and any alternative motions if present.

11.11.7 WITHDRAWAL

A motion can only be withdrawn with the consent of both the proposer and the seconder.

If only the proposer withdraws, the seconder automatically becomes the proposer of the motion in question and another seconder needs to be found. After closure of the debate, the motion can't be withdrawn.

11.11.8 MOTIONS 'OUT OF ORDER'

Any submitted motion that is deemed to be in violation of the EMSA Statutes or Internal Rules are to be declared 'out of order'.

11.12 VOTING

11.12.1 SIMPLE AND RELATIVE MAJORITY

Simple majority is defined as more than 50% of the total number of casted votes, abstentions do not count unless the number of abstentions reaches the relative majority. Relative majority is defined as the most popular vote (the option with the most casted votes). If the majority of the casted votes are abstentions, the chairperson should open a speakers list and then call to revote. The motion will comply with simple majority rules given that a majority of abstentions occurs in the revote. Unless mentioned in the EMSA Statutes or Internal Rules, all decisions shall require a simple majority.

Motions requiring a two-third majority:

- 1.5 Observance and violation of EMSA Regulations
- 2.5.1 General | Accepting EMSA Honorary trustees
- 4.2.4 Quorum and adjournment of meetings
- 4.7 Suspension and discharge
- 5.5 Investigation and suspension of EEB member by SupCo
- 7.2.2.2 Overruling a decision by the Constitutional Commission
- 11.7 No confidence vote on Chairperson, Vice-Chairperson, Credential Commission or Constitutional Commission

- 11.8.1 Admission of a late submitted plenary document
- 11.17 Procedural motion, Number 18 Internal rules to be suspended
- 19.2.1 Adoption of policy statements
- 19.2.4 Joint Policy Statements

11.12.2 ALTERNATIVE MOTIONS

In case alternative motions have been submitted and no simple majority or when applicable two-third majority is reached for any of the motions, there will be an immediate second vote only on the motion receiving the highest number of votes in the first round.

11.12.3 EQUALITY OF VOTES

In the event of an equality of votes, the chairperson shall open a speakers' list and then call for a re-vote. If an equality of votes occurs on the second round of voting, the motion or amendment fails, and cannot be tabled again during that General Assembly. In case the equality of votes occurs in selection of candidates, the chairperson opens a speakers list. Afterwards the voting is repeated once. If there still is equality of votes the EB is granted a tie breaking vote according to the procedure in 4.2.1 (VOTING RIGHTS IN MEETINGS).

11.12.4 VOTING

Unless mentioned in the EMSA Statutes or Internal Rules, all decisions shall be by show of official voting cards. Official voting cards shall state the name and the faculty of the registered voting member. The cards are only issued once by the Credential Commission. By losing the voting card the member will lose their voting right.

Any EMSA member may propose to vote by ballot via a procedural motion. Voting by ballot is defined as voting conducted by written indication on the ballot. Voting devices can replace voting by show of voting cards or by ballot.

11.13 QUORUM AND ONLINE VOTING

The quorum for the General Assembly is 50% +1 person of the registered Representatives present or represented by a proxy. If the quorum at the General Assembly is not reached, and there is an election for an EMSA European Board position, the registered voting members present or represented by a proxy, will elect the new EMSA European Board.

- The election of the new EMSA European Board must be validated by online voting procedure after the GA.
- The Credential Commission will send out an official online voting form to all registered Representatives within two weeks after the General Assembly where the quorum was not reached.
- The Credential Commission shall count the votes under supervision of the Supervisory Council and will send the results to the EMSA European Board and the EMSA mailing list.

11.14 DELEGATION OF VOTING RIGHT /

Any EMSA Representative may delegate their voting rights to any other EMSA member through a signed proxy. The maximum number of proxies is limited to one per person.

Faculty Member Organisations that are organised in National Associated Members (NAMs) may delegate their voting right either by the way specified above or delegate their voting right to representatives of Faculty Member Organisations that are part of the same National Associated Member. The maximum number of such proxies shall be two per representative.

11.14.1 PROXY REQUIREMENTS

The proxy shall have the following requirements, otherwise it shall be considered void:

- specifying the name, FMO and function (LC) that delegates their vote.
- specifying the name and FMO of the carrier.
- specifying the meeting or congress it is valid for.
- specifying whether the carrier shall have voting rights on all voting issues or on certain ones, which shall be listed.
- The proxy shall be signed and dated.
- Acceptance or denial of proxy forms, submitted no later than one week before the first plenary, is subject to the ruling of the Credential Commission.
- A proxy has to be submitted to the Secretary General in digital form at the latest two weeks before the start of the first plenary. Proxies submitted later than one week before the first plenary are automatically considered invalid, and their acceptance cannot be voted upon by the General Assembly. If a Local Coordinator fails to submit the proxy in time, the FMO loses its voting right of the meeting. Late proxies can be accepted if the Representative had to cancel the participation of the meeting because of force majeure or if the General Assembly otherwise does not reach the quorum or in case an extra-ordinary GA is conducted.

11.15 POINT OF ORDER

A point of order shall be concerned with the enforcement of interpretations of the EMSA Statutes and Internal Rules.

11.15.1 PRECEDENCE

A point of order shall take precedence over all other things. It carries the right of interrupting the current speaker and shall require the chairperson to immediately allow the point of order.

11.15.2 ABUSE

If an EMSA member uses the point of order to make statements, which are not directly related to the defined concern, they shall be called to order by the chairperson.

If the EMSA member needs to be warned for the third time during the same meeting, they shall personally lose the right to use the point of order for the rest of the meeting.

11.16 POINT OF INFORMATION

- A point of information to somebody shall be brief information of a fact, which is of value to the current speaker or to the meeting at large.
- A point of information from somebody serves to put a brief question to the current speaker on the meeting at large, which is relevant to the particular debate.

11.16.1 PRECEDENCE

When a point of information is indicated to the chairperson while a speaker is exercising their speech, the chairperson will ask the speaker whether they will accept the point of information. If the speaker refuses it, the chairperson must take the point of information as soon as the speaker has finished.

11.16.2 ABUSE

If any EMSA member abuses the point of information to make statements or to express personal views which are not directly related to the particular debate, they shall be called to order by the chairperson.

If the EMSA member needs to be warned for the third time during the same meeting, they shall personally lose the right to use the point of information for the rest of the meeting.

11.17 PROCEDURAL MOTION

The following motions shall constitute procedural motions:

- 1 To adjourn the meeting
- 2 To take a recess
- 3 To add subjects to the agenda.
- 4 To change the order of the agenda.
- 5 To not record a discussion in the minutes.
- 6 To open the debate on a motion.
- 7 To reopen a speakers' list.
- 8 To postpone the consideration of a motion.
- 9 To let the meeting take an unofficial vote.
- 10 To let the meeting proceed to the next business.
- 11 To let the meeting proceed to immediately vote.
- 12 To vote by ballot.
- 13 To let candidates for election leave the hall during preliminary discussion.
- 14 To let observers leave the hall.
- 15 To challenge the ruling of the chairperson.
- 16 No confidence vote.
- 17 Admission of a late submitted plenary document.
- 18 Overruling a decision by the Constitutional Commission.
- 19 Internal Rules to be suspended at the maximum until the end of the respected assembly, unless specified otherwise.
- 20 Internal Rules to be resumed immediately.

11.17.1 PROCEDURE

- Procedural motions can be submitted at any time in writing or orally and shall take precedence over all terms apart from the point of order, but shall not carry the right of interrupting the current speaker.
- If proposed orally, a written form must be handed in later the same day. When proposed in written form, the chairperson must read it out and the proposer may briefly introduce the procedural motion if necessary. Then the chairperson shall ask for a seconder.
- If the motion is seconded, the chairperson shall immediately put the procedural motion to a vote.
- All procedural motions require a simple majority except 15, 16, 17 and 19, which shall require a two-thirds majority.
- In the event of a procedural motion being carried out it shall be put into effect immediately, unless specified otherwise.

11.18 ELECTIONS FOR THE EMSA EUROPEAN BOARD

11.18.1 FINAL CALL

If there is no candidate for a certain post submitted within the deadline, there will be a final call for candidates at the beginning of the first plenary session of the General Assembly. The candidature requirements of 11.18.2 shall apply. Candidates are given a suitable time frame by the Constitutional Commission to send out the required documents.

11.18.2 CANDIDATURE REQUIREMENTS

Candidatures for the EMSA European Board shall include the following documents, in PDF format, in order to be valid:

- Curriculum vitae.
- Motivation letter with a plan of action included.
- Certification of EMSA membership (template provided by the EB), no older than two months (signed by either one Local Coordinator of the respective FMO other than themselves or in case of an Individual Member the Individual Membership Certificate)

11.18.3 VERIFICATION BY THE CONSTITUTIONAL COMMISSION

All candidatures for the EEB, Supervisory Council and appointed officers need to be verified by the Constitutional Commission.

11.18.4 ELIGIBILITY

Members are allowed to be in the EEB for 3 years maximum, excluding the temporary position as stated in the Statutes article 17. Members are allowed to candidate for an EEB position until two years after their graduation.

11.18.5 PROCEDURE OF ELECTION

The following procedure of election shall be used for elections for the EEB:

- a) presentation of the open position by the Chair
- b) establishment of the list of candidatures
- c) presentation of the candidates (see 11.18.5.1)
- d) interview of the candidates (see 11.18.5.2)
- e) debate on the candidatures (see 11.18.5.3)
- f) voting (see 11.18.5.4)

11.18.5.1 PRESENTATION OF THE CANDIDATES

The candidates shall present themselves to the plenary. The presentation of the candidates for an open position will be held in alphabetical order. The Chair sets an equal time frame for all present candidates which must not exceed 5 minutes. Video presentations must not be longer than 5 minutes and will be cut off when exceeding this time frame.

11.18.5.2 INTERVIEW OF THE CANDIDATES

During the interview, questions are only to be asked directly to the candidates.

They are to be submitted either in writing or orally after the presentation of the candidates. The Credential Commission collects all written questions.

All questions asked shall be constructive, related to the open position and intent to inquire on the qualification of the applicant. They shall not be in conflict with the values of EMSA as stated in the statutes.

The Chair decides on the amount and on the order of the questions.

11.18.5.3 DEBATE ON THE CANDIDATURES

During the debate, statements regarding the candidates can be made or requested by any member of the plenary except for the candidate themselves. The chair may limit the number of statements and set a time frame for statements.

At the end of the debate, the candidate will be given 2 minutes to clarify any statements concerning them made during the previous debate.

11.18.5.4 VOTING

For the election of the EMSA European Board, 11.12 applies.

11.18.6 WITHDRAWAL OF CANDIDATURES

Candidates may withdraw their candidature any time before the election by notifying the Chair in written form. As soon as the voting procedure has started, candidates may not withdraw their candidature.

11.18.7 REQUIREMENTS FOR ELECTED EB CANDIDATES

For EB candidates, a scan of passport or other official identification document with photo (all relevant pages; the official identification document with photo) has to be provided to the Secretary General immediately after the election of the Executive Board until the last plenary on the Assembly, so a copy can be made for the registration of the new board in the Moniteur Belge. The copies must not be shared with the plenary, archived or used for any other purpose and must not be shared with the third parties. It can be provided in digital form, as original to make a copy, or as physical copy.

11.19 ANNUAL REPORTS

11.19.1 REPORT OF ACTIVITY

All EMSA European Board members shall document their annual activities in the form of a written report to the General Assembly.

The General Assembly will vote on the annual report of the EMSA European Board members. If the annual report is not accepted by a simple majority, there will be a vote on the discharge of the EMSA European Board member, as described in 4.7.

11.19.2 FINANCIAL REPORT

The EMSA European Board and all EMSA bodies (if applicable) shall present a written financial report to the General Assembly.

11.19.3 LATE SUBMITTANCE OF ANNUAL ACTIVITY REPORT

If EMSA European Board members do not submit their written report at least two weeks prior to the scheduled start of Autumn Assembly, they will only be entitled to 90% of the originally allocated EMSA reimbursement.

12. THE ADMINISTRATIVE SEAT AND EMSA ARCHIVES

12.1 LOCATION

The Administrative Seat is published in the Belgian Gazette/Moniteur Belge/Belgisch Staatsblad.

It may be transferred to any other part of Belgium through a decision of the EMSA European Board as outlined in the EMSA Statutes.

12.2 ACCESS

The Administrative Seat is open to any EMSA member and honorary trustee. Any third party, who justifies their interest, may demand access to extracts of signed and dated minutes. Approval is granted by the EMSA European Board with a simple majority vote.

12.3 EMSA ARCHIVES

The Administrative seat shall host the EMSA Archives. At least one hard copy of the following documents shall be filed in addition to the digital archive, after their adoption by the General Assembly:

- Minutes of the General Assembly Meetings
- Financial Report and Audit of the Financial Commission
- The updated EMSA Statutes and Internal Rules
- Adopted Policy Statements
- An updated list of EMSA Faculty Members

Furthermore the following documents shall be filed in the EMSA digital Archive:

- EMSA Annual Report
- Agreements of EMSA with other organisations, persons or legal entities
- Copy of any EMSA publication
- Quarterly and Annual Reports of the members of the European Board
- Minutes of the meetings of the EMSA Executive Board Meetings
- Publications and communication with the Moniteur Belge
- All banking communication
- EMSA local statutes
- All financial documents

12.4 MAINTENANCE

The EMSA Archives at the Administrative Seat are to be maintained and overseen by the Secretary General together with the CPME Permanent Officer.

13. FINANCES

13.1 GENERAL

13.1.1 FINANCIAL YEAR

The financial year starts on the 1st of January and ends on the 31st of December.

13.1.2 OFFICIAL CURRENCY

The official currency used is Euro (EUR).

13.1.3 EXPENSES CLAIMS

All expenses made for EMSA Europe shall be presented in writing on the official EMSA expenses claim form, which shall state:

- the total amount,
- the name of the receiver,
- the name of the authorised payer,
- the date,
- the purpose of expense.

The expenses claim form will not be accepted without the official receipt stating:

- the total amount,
- the name of the receiver,
- the name of the authorised payer,
- the date when the payment was made;
- in case of traveling, whether there has been a carbon offset.

The expenses claim form needs to be sent to the EMSA-Europe Treasurer within 2 months after the event. Expenses shall be reimbursed within 1 month after the claim.

13.1.4 REPORT TO THE TREASURER

- All financial taskforces shall report to the Treasurer through a full financial report on a quarterly basis. This report shall be specified upon request.
- Organisers of European events must provide a financial report of the event within 1 month after the event. The due date for the 6% commission of the participants' fees will be agreed upon in the contract signed by the Organising Committee and the EMSA European Board.

13.2 REIMBURSEMENT OF BOARD MEMBERS

13.2.1 ELIGIBLE INDIVIDUAL EXPENSES

Individual expenses of Board Members that are eligible for full reimbursement are:

- travel costs, limited to plane, bus and train tickets and private car costs.
- accommodation costs,
- participation and registration fees.

All expenses will be reimbursed based on the lowest possible fare. Exceptions on expenses that are eligible for reimbursement can be made by approval of the EB, but shall be reported to the GA in a separate section of the Financial Report.

13.2.2 PRE-APPROVAL OF PLANNED INDIVIDUAL EXPENSES

Planned individual expenses need to be pre-approved by the EB. Applications shall include an estimation of the costs and the purpose of the expense.

13.2.3 REIMBURSEMENT OF NON-EMSA EVENTS

The EMSA Treasurer will reimburse 70% of the expenses for non-EMSA events within one month after the expenses claim and the external meeting report have been submitted. The other 30% will be reimbursed only after a report of the event has been approved by the General Assembly. If the event report does not get accepted by the General Assembly they will not receive the other 30%.

13.2.4 REIMBURSEMENT OF NON-EMSA EUROPEAN BOARD MEMBERS

In exceptional cases non-EMSA European Board members can get reimbursed for individual expenses, by EB approval.

13.3 BANK ACCOUNTS

13.3.1 EMSA INTERNATIONAL ACCOUNT

The Treasurer shall have direct access to the EMSA International account. After their mandate the Treasurer has to transfer the account to their successor. Account name, account number and name of the bank shall be accessible on the official EMSA web page, as well as on official invoices, official receipts and the call for the membership fee.

The account shall not be in debt at any time. EMSA Treasurer and President are responsible for the good management of this account.

13.3.2 EMSA SAVINGS ACCOUNT

The EMSA savings account shall be based at the same bank as EMSA's main bank account. The Treasurer and President will be granted access to the savings account.

The EB has to get the approval of the Supervisory Council to use the savings funds. The Local Coordinators need to be informed about such a decision within 3 working days. The decision shall be approved by the following GA.

After each financial year, the Treasurer shall transfer any surplus to the savings account.

A special contingency reserve (adopted in the budget, balanced as savings) may remain on the International account so that any due expenses at the start of the new financial year can be covered. The funds on the savings account are designated to be used in situations with imminent danger to the association. It shall not be used for reimbursements of EMSA officials. The funds may be used for other purposes such as purchase of assets only by explicit decision of the General Assembly.

The balance of the savings account should not undercut a level of 25% of the current annual budget of EMSA Europe.

13.3.3 PAYPAL ACCOUNT

EMSA's official PayPal account is registered with PayPal-Belgium. The PayPal account is linked to the international account. Both Treasurer and President shall have access to the account.

13.3.4 OTHER ACCOUNTS

The opening of bank accounts for Executive Bodies (for example taskforces or local organising committees) shall require the written authorisation from the Treasurer. The Treasurer shall have their references (number of accounts, account numbers, bank address and names of authorised users) at all times.

13.3.5 TRANSFER OF ACCOUNTS

If deemed necessary, the EMSA bank accounts can be transferred to any other bank within Belgium with two-thirds majority of the Executive Board. During the immediate following General Assembly, the General Assembly has to confirm this change with simple majority.

13.4 TRANSACTIONS AND AUTHORISATION

Expenses and withdrawals can be authorised by:

- the Treasurer up to a limit of 1000 EUR.
- the President together with any other Board Member up to a limit of 1000 EUR.
- Sales of Merchandising.
- the EMSA Executive Board for any higher amount.
- All transactions have to be notified to the Treasurer within a week from the date of the transaction.
- Every transaction must be ratified at the next EMSA Executive Board meeting to renew the expending clearance amount; otherwise the transacted amount will be deducted from the initial expending clearance amount.
- In the event that the transacted amount exceeds the expending clearance amount, the EMSA European Board will decide on appropriate action, which may include legal action.

13.5 REGULATIONS FOR THE EMSA BUDGET

13.5.1 BUDGET

The EMSA budget for the upcoming financial year is proposed by the EMSA European Board and shall be presented for adoption to the EMSA General Assembly. The budget should be prepared according to the application rules of the applicable grants.

13.5.2 BUDGET REPORT

The budget report shall include all known items as follows:

- Incomes from membership fees, subsidies, grants and funds, sponsorship, advertisements in EMSA publications, EMSA Events, contributions from EMSA branches, sections or taskforces, sales, interests and other incomes.
- Expenses for administration, communication, travel and printing costs of the EMSA European Board members, other expenses and any other relevant information

14. FUNDRAISING

14.1 RESPONSIBILITY

Raising funds is the joint responsibility of the President, the Treasurer and the Resource Development Officer.

Before contacting international companies for fundraising purposes EMSA members should communicate with the President, the Treasurer and the Resource Development Officer.

14.2 EXCLUSION

No funds may be raised by EMSA Europe from sources disallowed by the EMSA General Assembly and/or EMSA European Board. A list of sponsors should be sent to the EB at least a month prior to the assembly. If any new sponsor is added to the list, an updated list should be sent to the EB within 7 days of the change. The EB shall give a decision in 5 days. In case the OC does not follow EB's decision regarding a sponsor, consequences specified in the contract shall apply. Disallowance needs a simple majority vote.

Sources of funding explicitly excluded are organisations whose policies or objectives go against the Vision and Mission and/or values of EMSA, such as companies of the tobacco industry, pharmaceutical industry, arms industry and alcohol industry.

EMSA and any EMSA European Meeting OC are not to be held liable for any new knowledge about the sponsor's background, after the assembly has finished.

14.3 REGULATION AND TRANSPARENCY

For all fundraising agreements, the following must be true:

- Any agreement or attempt to influence the stance and/or decisions of EMSA Europe, or to control the content and/or execution of an activity, is strictly forbidden.
- The funded EMSA Europe activity shall be used in advertising by the sponsor only after the explicit consent of the EMSA Executive Board.
- If the funding concerns a specific activity, a summary report after the activity has concluded shall be provided to the sponsor by EMSA.
- A contract will be signed by the parties after consultation with the SupCo and National Coordinators and after confirmation by the vote in the EB.
- Any deviation from the above shall lead to the immediate invalidation of the contract.
- The GA can propose to invalidate the contract if it is not in accordance with EMSA values. The contract becomes invalidated on the day of the vote.

14.4 EVENT & MEMBER FUNDRAISING

For the fundraising of EMSA European Meetings, done by the respective Organising Committee, all the regulations of 14.2 and 14.3 apply.

For the fundraising of FMOs, NAMs or National Sections, the regulations do not apply. However, all activities or events organised with sponsorships from organisations excluded in 14.2 cannot carry the EMSA Europe logo in their material.

14.5 CONTRACT

EMSA will only accept a pre-specified amount of funds and/or services. All funds raised and services obtained must be documented in a contract, signed and dated by both parties.

The contract must additionally state:

- The aim of the sponsorship agreement;
- The terms and obligations of both parties;
- The regulations on fundraising agreements specified above, with details on their enforcement for the current contract;
- The consequences for both parties in case the contract is not validated by the GA.

15. PARTNERS

EMSA creates partnerships with organisations and institutions sharing similar principles and objectives. With all partners a Memorandum of Understanding (MoU) will be signed by the parties after consultation with the Supervisory Council and National Coordinators and confirmation by the vote in the EB. The MoUs that were signed have to be announced to the members and presented at the following General Assembly. The GA can propose to invalidate the MoU. The MoU becomes invalidated with the day of the vote. The MoU must contain the specific consequences for both parties in case the contract is not validated by the GA.

16. REGULATIONS FOR EMSA RECOGNITION OF NON-EMSA EVENTS

16.1 APPLICANTS

Non-EMSA organisations can apply to EMSA for recognition and promotion of non-EMSA events. The International event should be organised according to the EMSA objectives.

The application shall include:

- name, address and composition of the organising entity.
- aims and objectives of the event.
- prerequisites for participation.
- official languages and draft programme (including dates, place, time-schedule, registration fees, travel information, budget proposals, etc.).

16.2 DECISION

The EMSA European Boards' answer, voted by simple majority, shall be made known to them after the next EMSA European Board meeting.

16.3 VIOLATION OF EMSA REGULATIONS

The EMSA European Board shall take proper action including legal action if the EMSA Statutes and/or Internal Rules are violated within associated events.

17. PUBLICATIONS

17.1 LICENSING

EMSA Publications and publicly available documents are licensed under a creative commons attribution international license, unless noted otherwise in the document.

17.2 EUROMEDS

EuroMeds is the official magazine of EMSA Europe. Its content is created mainly by medical students, with contributions from EMSA's partners, externals and interviewers. The core topic of each Assembly issue is determined as the main themes of the relevant assembly. Except for the assembly issues, the editorial team, Chief Editor and VPC determine the main- and sub-topics.

17.2.1 SUPERVISION AND EDITING

The EuroMeds Editorial Team is led by the EuroMeds Chief Editor under the supervision of VPC. The EuroMeds Chief Editor should be appointed by the EMSA Executive Board. The EuroMeds Chief Editor is responsible for editing, publishing and spreading the EuroMeds among Faculty Member Organisations (FMOs) and partners.

18. EMSA BLUE STAR AWARD

The EEB shall release a call twice a year for nomination of the EMSA Blue Star Award. The Award is to honor EMSA members who have been doing inspiring work with exceptional dedication and shall be granted during the Spring and Autumn Assemblies. The current awardee shall be involved in the selection of the next recipient. Members of the EEB are not eligible for the duration of their term.

19. EMSA POLICY STATEMENTS

19.1 CONTENT AND FORM

All policy statements must be written according to the official “TEMPLATE FOR EMSA POLICY STATEMENTS” (see ANNEX 3.1).

19.1.2 Amendments to the policy paper made during Plenaries shall refer to their content.

19.1.3 Redactional changes (e.g. punctuation, grammar, page numbers, etc.) can be made by the respective authors and/or pillar directors between the EMSA General Assemblies. These changes shall be sent out to the Faculty Member Organizations before the next General Assembly.

19.1.3.1 These redactional changes should include the suggestions made by the FMOs in all input periods, including the Policy Speed Dating during the proposing General Assembly.

19.2 REVIEW SYSTEM

Before being admitted as a plenary document, the policy statement must undergo a review process. The coordination of the review process is the responsibility of the VPI. The VPE as well as other DEA members and the President shall be consulted and should provide feedback during the reviewing period, in accordance with discussions within the EB.

19.2.1 PERIOD OF INPUT

Before being submitted to the review team, the policy statement shall be opened to input from all EMSA members. The period of input and the following amendments of the draft by the author(s) must be finished before it is given to the reviewing team.

19.2.2 REVIEWING TEAM

A reviewing team is formed of at least one FMO and one EEB member. Individual members can also be part of the reviewing team. Reviewers must not be identical to the proposers. They must be given two weeks time.

With their final judgement, the review team should decide whether to advise the GA to adopt the policy statement. The judgement must be based on the “CHECKLIST FOR REVIEWING EMSA POLICY STATEMENTS” (see ANNEX 3.2):

- If the criteria are met, the policy statement is recommended for adoption.
- If the criteria are not met, the author(s) must be given time to resolve the issues.
- If the issues cannot be resolved, the recommendation shall be against adopting the statement.

The checklist must be shared along with the policy statement when disseminating the plenary documents.

19.3 ADOPTION

19.3.1 ADOPTION OF POLICY STATEMENTS

Policy statements are adopted by two-third majority at the General Assembly. Previously adopted policy papers can be amended or retracted at each General Assembly before their expiration.

19.3.2 URGENT POLICY STATEMENTS

Policy statements can also be submitted as urgent policy statements during the General Assembly itself. The proposer shall briefly present and justify the urgency of the policy statement after which a vote is held immediately whether to accept the policy as being discussed as urgent. If the policy statement is accepted to be discussed as urgent, 19.3.1 applies. If the policy is not accepted to be discussed as urgent, it shall not be possible to propose it again at the same meeting. Before the statement can be voted upon, the review as per 19.2 shall be conducted, even if in haste.

19.3.3 ONLINE ADOPTION

The EMSA European Board can convoke an online adoption if urgency demands it and it would be undue to wait until the next ordinary General Assembly. All regulations to voting rights according to EMSA Internal Rules and Statutes apply accordingly, a secure, auditable online voting platform must be used. Prior to the online vote, members must be given two weeks to suggest amendments. After that the EEB shall release the final version for adoption. The vote shall be open for two weeks. Policy statements can be adopted if one-fourth of the FMOs have voted upon the matter. The adoption requires a two-thirds majority. Policy statements which have been adopted online shall be confirmed by vote at the following General Assembly.

19.3.4 JOINT POLICY STATEMENTS

The EMSA Executive Board can cosign joint policy statements with partner organisations by a vote that requires two-thirds majority of its members. Such a statement can only be signed if it does not contradict EMSA Statutes, Internal Rules and active EMSA Policies.

19.3.5 VALIDITY

EMSA policy statements are valid for an indefinite amount of time with mandatory reconsideration of the content after 4 years at the latest. Members have the option of submitting changes to existing policy papers as proposals to the Executive Board, thereby initiating a policy paper review process at any time.

The European Board shall present a report stating the recently expired policies at each General Assembly. All expired policies shall be archived but marked as inactive.

19.4 AUTHORSHIP

Policy Papers being revised shall keep names of original authors on the title page even after their revision in order to give credit to original authors.

19.4.1. COMPLETE REVIEWS OF POLICY PAPERS

If the reviewed Policy Paper has been changed completely, names of the original authors should not be kept as they have not consented to the changes and cannot be held accountable.

19.5. DISSEMINATION

Policy statements should be published on the EMSA web page and disseminated to the relevant EMSA partner organisations by the European Board within two months of their adoption. If an online adopted

policy paper is not confirmed by the General Assembly a retraction of the dissemination has to be sent out.

Within two months after each General Assembly a document summarising all active EMSA policy statements must be sent to EMSA members and Alumni. In this document, the responsible pillar director in charge shall also be indicated.

19.6 FOLLOW UP

The pillar directors shall be responsible for and coordinate actions undertaken in the scope of their respective policies. For each active policy assigned to them, they shall:

- take responsibility for the validity and affirm the proposal of amendments.
- lay out efforts of promotion, action or distribution to external partners in every quarterly report. If no efforts have been made, a brief explanation shall be given in the report.
- provide a section of active and recently expired policy statements in every quarterly report.

20. LOCAL PROJECTS

20.1 TWINNING PROJECT CONTRACT

The Twinning Project Contract (Annex 1) shall be signed by both parties involved in a Twinning Project. A digitally signed version shall be sent to the European Integration and Culture Director, "in a timeframe of seven days preceding the Twinning. Both parties shall also fill out an online application form, due at least 3 weeks before the beginning of the Twinning and a feedback form at most one month after the end of each exchange. The European Integration and Culture Director will thus award participants with an EMSA diploma and give penalties, after discussion with both FMOs, in case one partner cancels for reasons outside of the Twinning Project contract clauses." Annex is accessible on the EMSA website.

21. EMSA VISUAL IDENTITY MANUAL (VIM)

The VIM incorporates the visual identity of EMSA as an association including official logos, descriptions and other relevant templates. All published content associated with EMSA Europe and which includes the official EMSA logo and/or other visual material of EMSA should comply with the version stated in the Visual Identity Manual. The VPC is responsible for the maintenance of the VIM and shall report changes to the General Assembly.

22. EMSA TRAINING SYSTEM

22.1 REQUIREMENTS FOR ACCEPTANCE AS EMSA TRAINER

In order to be accepted as an EMSA Trainer, the applicant shall

- successfully complete an EMSA TCE (Training Center of Excellence) as a participant
- successfully deliver a training session on the Open Training Day with a co-trainer.
- Candidate Trainer Certificates will be valid for a year after the completion of the session on Open Training Day. When the trainer completes 5 hours of training sessions and reports those sessions to the TEO, they will be given a permanent trainer certificate.

22.2 BENEFITS OF BEING EMSA TRAINER

EMSA Trainers:

- have access to the free Trainers Resource Center of EMSA,
- get exclusive invitations from other associations to hold a training, and
- will be prioritised to hold trainings at EMSA Meetings.

22.3 ACCEPTANCE, REFUSAL, SANCTIONS, VALIDITY

The status of EMSA Trainer is awarded by the EMSA TEO according to the regulations in this article, in

case of doubt, by the EMSA Executive Board.

In case an EMSA Trainer violates the core principles of EMSA Europe as laid out in the EMSA Statutes and Internal Rules, the TEO together with the VPC can decide on immediate sanctions.

If the participant does not give at least 5 hours of training within 1 year after graduating from TCE, their trainer certificate will be cancelled.

In order for candidate trainers to get their permanent certificate, the candidate trainer must submit their Training Portfolio to the TEO, once they complete the required 5 hours. Candidate Trainers must inform the TEO about their training sessions at 3 month intervals. A reminder should be sent by the TEO every 3 months and during this time, address all questions that the Candidate Trainers may have.

22.4 EMSA TRAINER'S NETWORK

22.4.1 DEFINITION

It is a network of both, EMSA Trainers and EMSA External Trainers. EMSA External Trainers are EMSA members who have completed their training with one of EMSA's partner organisations. These members can apply to be a part of the EMSA Trainer's Network, if they wish to.

22.4.2 ACCEPTANCE OF AN EMSA EXTERNAL TRAINER

In order to be accepted, the applicant must:

Be an EMSA member

Submit their Training Portfolio along with a Trainer Certificate or Support Letter via an online form.

Inform the TEO via email after filling the form.

If accepted, the EMSA External Trainer will be a part of EMSA's Training Network.

The TEO has the authority to accept or reject the application based on the information provided in the form. An EMSA External Trainer must adhere to EMSA's Code of Conduct while participating in any EMSA event.

ANNEX 1: NOMENCLATURE

1 EUROPE

Europe is defined as the whole of countries lying totally or partly within the geographical borders of Europe.

These countries are the member states of the Council of Europe and those with the status of special guest of its Parliamentary Assembly, as they are stated in the official list of the Council of Europe's members on its website.

2 MEDICAL FACULTY

Any medical institution, school or faculty teaching medicine with the purpose of educating medical students to become physicians. In the Internal Rules medical faculty may be abbreviated to faculty.

3 MEDICAL STUDENT

A medical student is anybody studying at a medical faculty and following a medical curriculum and who does not yet have the authorization to practise medicine.

4 EMSA EUROPE

To avoid confusion between EMSA and its sections or branches, the association shall be referred to as "EMSA Europe" when necessary.

5 EMSA EUROPEAN MEETING (EEM)

An EMSA European Meeting (EEM) is any meeting organised in the name of EMSA and intended for people from more than one country. The EMSA European Board has to be notified of any EMSA European Meeting taking place. An EMSA European Meeting will be recognised if a written approval by the EMSA European Board is granted.

6 EMSA MEMBER

An EMSA member is any current medical student registered as a member of the FMO at their faculty or as an Individual Member.

7 COMMISSIONS

An EMSA Commission is an EMSA body with a specific task.

8 POLICY STATEMENT

An EMSA policy statement is a consensus statement that expresses EMSA's views and beliefs on a specific issue, establishing a mandate for the board to conduct advocacy.

9 TRAINING, TRAINER AND EMSA TRAINER

A Training is a session hosted for a small group of participants aiming in helping participants develop their skills. A training can be a soft skill training or a Pillar based training.

A Trainer is a certified person who delivers a training. Trainers can be EMSA Trainers or trainers of external associations.

An EMSA Trainer is a trainer that has been accepted as such by the means of this article.

10 PROJECT

A project is a temporary individual or collaborative undertaking that is carefully planned to achieve a particular aim, with a specific timeframe and resources.

ANNEX 2: CONTRACT FOR HOSTING EMSA TWINNING PROJECT

ANNEX 3: DOCUMENTS FOR POLICY MAKING

ANNEX 3.1 TEMPLATE FOR EMSA POLICY STATEMENTS

[Link for the template here.](#)

ANNEX 3.2 CHECKLIST FOR REVIEWING EMSA POLICY STATEMENTS

[Link for the template here.](#)

ANNEX 4: LIST OF HONORARY TRUSTEES

- Tjasa Vizintin, Slovenia, 06.10.1996
- Clementine Maddock, United Kingdom, 19.10.1997
- Stefan Waegemans, Belgium, 09.10.1998
- Jacco Veldhuyzen, The Netherlands, 07.10.1999
- Vijay Rawal, United Kingdom, 30.09.2000

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- Cristina Dias, Portugal, 30.09.2000
 - William Ching, United States of America, 30.09.2000
 - Magdalena Pietka, Poland, 17.10.2002
 - Ana Guerreiro, Portugal, 17.10.2002
 - Nick Schneider, Germany, 17.10.2002
 - Filip Stoma, Poland, 27.9.2003
 - Dr Gauthier Desuter, Belgium, 02.04.2004
 - Anabela Serranito, Portugal, 16.10.2004
 - Hrvoje Vrazic, Croatia, 16.10.2004
 - Christoph Laurent, Belgium, 03.09.2011
 - Tin Knežević, Croatia, 12.09.2014
 - Olga Rostkowska, Poland, 11.05.2016
 - Sofia Ribeiro, Portugal, 11.05.2016
 - Paul De Roos, Netherlands, 13.09.2016

ANNEX 5: INTERNAL RULES CHANGELOG

The Changelog can be found at the external document, “EMSA Internal Rules Changelog”.