AINSHAMS UNIVERSITY STUDENTS' SCIENTIFIC SOCIETY

AUSSS

CONSTITUTION AND BYLAWS

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The Constitution

1. NAME:

1.1 The official name of the organization shall be Ain Shams University Students' Scientific Society.
1.2 The official abbreviation shall be AUSSS-Ain Shams.
1.3 Recognized translation of this name is: الجمعية العلمية لطلبة الطب بجامعة عين شمس
1.4 The AUSSS is hereinafter also referred to as: the organization الجمعية

2. NATURE:

2.1 The organization is a form of free students' activity, independent of the Student Unions and their activities, and abiding by the rules of the Faculty of Medicine, Ain Shams University.
2.2 The organization is an independent non-governmental, non-religious, nonpolitical and non-profit society and does not offer any financial income to its members.

3. AFFILIATION:

3.1 The organization is an autonomous affiliate member of the International Federation of Medical Students' Association in Egypt (IFMSA-Egypt).
3.2 IFMSA-Egypt is a member of the International Federation of Medical Students' Association (IFMSA).

4. PRINCIPLES:

4.1 The organization has scientific, cultural and social activities but no political or religious ones.
4.2 The organization pursues its aims without political, religious, social, racial, sexual discrimination. The organization promotes humanitarian ideals among medical students and so seeks to contribute to the creation of responsible future physicians.
4.3 The organization respects the autonomy of its members.
4.4 The use of the association's name, initials or Logo is strictly prohibited in political or religious media under any circumstances.
4.5 The association respects copyrights and intellectual property and values all protective practices to avoid their violation.

5. MISSION STATEMENT:

5.1 Our mission is to offer future physicians a comprehensive introduction to global health issues. Through our programs and opportunities, we develop active, efficient and culturally sensitive students of medicine, intent on influencing the transnational inequalities that shape the health of our planet.

6. OBJECTIVES:

6.1 The goal of the organization is to serve the society of medical students as well as the public on different levels by:

a) Empowering medical students in using their knowledge and capacities for the benefit of the society.
b) Providing a forum for medical students to discuss topics related to individual and community health, education and science with their fellow colleagues from other universities in Egypt as well as other nationalities, and to formulate policies from such discussions.
c) Promoting and facilitating professional and research exchanges in addition to projects and extracurricular training for medical students, thereby sensitizing them to health problems on their own as well as other cultures and societies.
d) Providing a link between members, medical students' associations within Egypt and international organizations, and to encourage the cooperation between them for the ultimate benefit of society.

7. MEMBERS:

7.1 The organization is composed of medical students members, hereinafter also referred to as: full members, associate members, candidate members, honorary life members, supervising council and alumni.
7.2 AUSSS membership is open to all medical students in Ain Shams Faculty of Medicine or House officers at its hospitals.
7.3 All members; including the full members, the associate members, the candidate members, shall act according to the constitution and bylaws of the federation.
7.4 No member can lose their membership except in one of the following cases: a. Proven to be mistaken in an opened investigation by AUSSS' Executive Board.
7.5 An observer is someone who participates in AUSSS activities without being an official member.

8. OFFICERS:

8.1 AUSSS Local Officer is a person elected by the local General Assembly to manage a specific area of the activities of the organization.
8.2 All AUSSS Local Officers have to work according to the AUSSS Constitution and Bylaws and have to promote the principles and objectives of the organization.
8.3 All AUSSS Local Officers have to present activity reports to the Local General Assembly.
8.4 The General Assembly and the Executive Board has the authority to suspend an Official, after consultation of the supervising council, for any of the following reasons:

A. Fraud,
B. Committing a criminal offense,
C. Malfunction of post,
D. Inability to fulfill duties,
E. Breaking the Constitution or Bylaws,
F. Breaking two or more official deadlines without a valid reason,
G. Deliberately working against the Executive Board, Team of Officials, or General Assembly decisions,
H. Failing to attend or to send a substitute to 2 national or local assemblies without valid reasons,
I. Failing to present the requested report before deadline,

J. Abusing their authority,
K. Upon non-adoption of their report in the General Assembly,
L. Disclosing information deemed as internal or confidential within the TO.

9. EXECUTIVE BOARD:

9.1 The organization shall be managed by the Executive Board. The Executive Board of the association is composed of 2-4 persons who are elected at the local General Assembly.
9.2 The Executive Board is elected by the Internal General Assembly for a one term period.
9.3 The Executive Board is entitled to officially represent the organization.
9.4 The Executive Board can delegate tasks to other persons, but it will remain responsible for these tasks at all times.
9.5 The Executive Board member will cease to hold post:

a) At the end of his term;
b) By a written resignation;
c) By his death;
d) By removal from position due to an open investigation.

10. SUPERVISING COUNCIL:

10.1 The Supervising Council supervises and advises the Executive Board.
10.2 All members of the supervising council must be former AUSSS Executive Board member.
10.3 The Supervising council should be consulted in all AUSSS major decisions including but not limited to AUSSS candidates for IFMSA-Egypt team of officials and delegates to IFMSA meetings.
10.4 The Supervising council should be consulted in all AUSSS major decisions including but not limited to AUSSS candidates for IFMSA-Egypt team of officials and delegates to IFMSA meetings.
In case of any type of conflict in the organization the supervising council must be involved in any decision making.

11. LOCAL GENERAL ASSEMBLY:

11.1 The Local General Assembly is composed of all members of the organization. It is the highest decision-making body of the organization.
11.2 Every Full member has one vote at the Local General Assembly meetings regarding all issues. The other categories of members are admitted to the meeting but have no voting rights.
11.3 The Local General Assembly shall be conducted at least 2 times each term.
11.4 Points in the bylaws can be suspended by adoption of 2/3 majority in the official Local GA.

12. STANDING COMMITTEES AND SUPPORT DIVISIONS:

12.1 To execute, coordinate and support the activities of the organization, Standing Committees and support Divisions can be formed by the Local General Assembly.

12.2 The work of these bodies is coordinated by a Local officer or a Support Division Director respectively elected by the Local General Assembly.

13. FINANCES:

13.1 AUSSS is a non-profitable organization and its income is composed of membership fees, contributions of subsidies, awards, legacies and other contributions.
13.2 The membership fees should be decided by the Executive Board.
13.3 The financial year of the organization runs from 1st October up to and including 30th September of the next year.
13.4 The President is responsible for all financial actions of the organization and they have to report to the supervising council.

14. AMENDMENTS TO THE CONSTITUTION:

14.1 Amendments to the Constitution have to be decided upon by the Local General Assembly by a two third majority.
14.2 Proposals to amend the constitution or the bylaws have to be sent to the secretary general before the general assembly.
14.3 The secretary general has to share the proposal with the supervising council, team of officials and AUSSS members before the general assembly.
14.4 Failure to fulfill point 14.2 and 14.3 makes the proposal invalid.

The AUSSS-Ain Shams Bylaws

1. GENERAL REGULATIONS

1.1 Language

1.1.1 The official languages of AUSSS-Ain Shams are English and Arabic.

1.2 Constitution and Bylaws

1.2.1 AUSSS shall be governed by its Constitution and Bylaws.
1.2.2 The Constitution is the highest law of AUSSS. The Constitution shall never be suspended.
1.2.3 The Bylaws regulate the practical internal management of AUSSS. The bylaws have to comply with this constitution.
1.2.4 The stamped final copy of the Constitution and Bylaws shall always be present in the AUSSS common drive.
1.2.5 Amendments: A motion to amend the Constitution or the Bylaws can only be raised by a full member. Amendments to the Constitution have to be decided upon by the General Assembly by a two third majority at a meeting in which at least one third of the full members are present or represented.
1.2.6 In case of disagreement about the interpretation of the AUSSS Constitution and Bylaws, the Supervising Council will make the decision.

2. MEMBERS

2.1 General

2.1.1 An AUSSS member is part of the students' organization who is either a full, associate or candidate member of the AUSSS.
2.1.2 All AUSSS members must be enrolled at the Faculty of Medicine, Ain Shams University or house officers at one of its hospitals.
2.1.3 Only AUSSS members can participate in AUSSS activities. Volunteers/observers can participate under certain conditions outlined in 2.2.4.
2.1.4 The names of the AUSSS full and associate members and their status shall be attached in a list to the AUSSS Constitution and Bylaws as annex 2. The secretary general is responsible for updating this list.
2.1.5 All AUSSS members shall act according to the Constitution and Bylaws of the organization and fulfill their contribution and obligations. Failure to do so affects their membership status.

2.2 Recruitment

2.2.1 General

2.2.1.1 All applicants must be medical students or house officers in the Faculty of Medicine, Ain shams University.

2.2.2 Regulations to obtain membership of AUSSS

2.2.2.1 Application for candidate membership should be through filling the application to join AUSSS during its recruitment campaign whether online or hard copy.
2.2.2.2 The candidate member should fulfill the following process in order to complete the process to join AUSSS:

a) Filling in the offline or online application form.
b) Attending at least 50% of an orientation session
c) Paying the membership fees according to set regulations.

2.2.3 Membership applications are considered invalid in the following conditions

a) If the application was not submitted before the specified deadline.
b) If any of the required information is missing.
c) If no valid email is provided.
d) If their membership has been terminated for reasons specified in the Bylaws.
e) If the applicant exhibits behaviors such as bullying, sexism, racism, homophobia, transphobia, xenophobia, or any other forms of discrimination.
f) If they do not attend at least 50% of one of the orientation sessions.

2.2.4 Observership

2.2.4.1 If an applicant misses the recruitment campaign or fails to fulfill the requirements to join AUSSS as in point 2.2.2.2. They can still participate in AUSSS activities as a volunteer and obtain their membership in the next recruitment.
2.2.4.2 Volunteers can attend local general assemblies as observers, excluding plenaries.
2.2.4.3 Observers activities are limited to participating in local workshops and physical campaigns.

2.3 Evaluation and membership status

2.3.1 Evaluation of each member's performance shall be carried on by the Secretary General to determine membership status before each general assembly. The member's evaluation criteria shall be explained in the Bylaws as in points 2.4 and 2.5 and 2.6.

2.4 Candidate Members

2.4.1 A member who just joined AUSSS after fulfilling the requirements stated in 2.2.2.2 is a candidate member.
2.4.2 Candidate members can not apply for a TO position.
2.4.3 Candidate members have speaking rights in the local General Assembly but no proposing, voting or candidature rights.

2.5 Associate Members

2.5.1 Associate membership status is granted by the Executive Board after attending at least 1 local or 2 national GAs, and being active by fulfilling the minimum activity score achieved through the Evaluation Sheet in Annex 1.

2.5.2 Associate members can apply for a TO position.
2.5.3 Associate members are allowed to the General Assembly meetings and have speech and proposing rights but no voting rights.

2.6 Full Members

2.6.1 Full membership status is granted by the Executive Board after fulfilling the following:

a) Attending 2 local GAs including their plenaries
b) Attending 3 national GAs
c) Being active by fulfilling the minimum activity score achieved through the Evaluation Sheet in Annex 1.

2.6.2 Full members have speaking, proposing, voting and candidature rights in the local General Assembly.

2.7 Honorary Life Members

2.7.1 Only Ain Shams University Faculty of Medicine alumni who were members of AUSSS can become Honorary Life Members.
2.7.2 The General Assembly can elect Honorary Life Members. The status shall be granted to persons who have greatly contributed to the achievements and aims of AUSSS. A motion must be raised to elect an Honorary Life Member. Voting will be done and the candidate shall be elected with a simple majority.
2.7.3 Honorary Life Members have the right to attend AUSSS events and General Assemblies and have speaking and proposing rights but no voting rights.
2.7.4 The General Assembly can revoke an honorary member's status if the individual violates the Constitutions or Bylaws or when they have done considerable harm to AUSSS. Such a decision requires a simple majority.

2.8 Resignation

2.8.1 Any member is free to resign from AUSSS by sending a written resignation via email stating the desire to resign to the Secretary general.
2.8.2 The resigning member has to resolve all their debts and commitments, including a hand-over, before the acceptance of the resignation. Otherwise the resignation is not accepted and suspension is considered.
2.8.3 If a local team member resigns, they can not apply for a position the following term.

2.9 Maintaining membership status

2.9.1. In order for a Full or Associate member to maintain their membership status, they need to contribute to AUSSS locally in one of the following ways:

a) Being a local team member
b) Being part of a SWG or Taskforce or OC (as a coordinator or a member)
c) Giving local sessions or workshops

2.9.2 If a member does not meet the above-mentioned criteria within one term, their membership status would be downgraded.

2.9.3 Candidate members retain their status until they fulfill the prerequisites needed to upgrade to an Associate member.

2.10 Suspension

2.10.1 The General Assembly and the Executive Board has the authority to suspend a member, after consultation of the supervising council, for any of the following reasons:

a) Fraud,
b) Committing a criminal offense,
c) Inability to fulfill duties,
d) Breaking the Constitution or Bylaws,
e) Breaking two or more official deadlines without a valid reason,
f) Deliberately working against the Executive Board, Team of Officials, or General Assembly decisions,
g) Abusing their authority,
h) Disclosing information deemed as internal or confidential within AUSSS
i) Breaking the AUSSS COC as deemed by the CoC Committee

3. TEAM OF OFFICIALS

3.1 General

3.1.1 The Team of Officials is the administrative body of the organization. The Team of Officials of the organization is composed of the Executive Board, the Standing Committee Officers and the Support Division Directors.

3.1.2 The term of office of all Board members is one term. Starting from 1st of October till 30th of September of the following year.

3.1.3 All Team of Officials members have representation authority in the name of AUSSS in the specific field of their task.

3.1.4 A Team of Officials member should fulfill the following requirements at time of candidature:

a) Be a medical student or an intern
b) Be a full or associate member in AUSSS.
c) Have a good understanding of AUSSS & IFMSA-Egypt, their structures, external relations and procedures
d) Meet the requirements of the position they are holding

3.1.5 No member is allowed to hold the same position on the Team of Officials for more than 2 consecutive terms.

3.2 Meetings

3.2.1 The Team of Officials discusses all administrative issues in Team of Officials meetings (TOM).

3.2.2 Team of Officials meetings are called for and chaired by the President. At least one TOM should be held quarterly. If one third of the Board members agree upon the necessity of an extraordinary TOM, it can be held.

3.2.3 All Officials should attend TOMs. If an Official fails to attend 2 TOMs without a valid reason, or leaves in the middle of a TOM without a valid reason, the Executive Board can decide to open an investigation on them.

3.3 Resignation

3.3.1 In case of the resignation of an official, an extraordinary Executive Board meeting in the presence of the resigning official must be held to:

a) Attempt mediation with the official and/or;
b) Plan the way forward to fulfill the resignation requirements.

3.3.2 The resigning official must send their resignation and the reason(s), if applicable, behind it to the President and the Team of Officials at least 1 month before the effective date of leave.

3.3.3 The resigning official must:

a) recommend a new official,
b) perform a complete hand-over,
c) resolve all debts, and
d) resolve all ongoing activities and commitments.

Failure to fulfill these requirements within one month will result in the resignation not being accepted, and suspension may be considered.

3.3.4 The resigned official's membership status will be downgraded from a full member to an associate member or from associate member to candidate member.

3.4 Suspension

3.4.1 The General Assembly and the Executive Board has the authority to suspend an Official, after consultation of the supervising council, for any of the following reasons:

a) Fraud,
b) Committing a criminal offense,
c) Malfunction of post,
d) Inability to fulfill duties,
e) Breaking the Constitution or Bylaws,
f) Breaking two or more official deadlines without a valid reason,
g) Deliberately working against the Executive Board, Team of Officials, or General Assembly decisions,
h) Failing to attend or to send a substitute to 2 national or local assemblies without valid reasons,
i) Failing to present the requested report before deadline,
j) Abusing their authority,
k) Upon non-adoption of their report in the General Assembly,
l) Disclosing information deemed as internal or confidential within the TO.
m) Committing a Second Degree Offense in the Code of Conduct

3.4.2 The Executive Board may place an Official on Probation, after consulting the Supervising Council, for a period of time during which their functions may be limited, monitored and/or directly supervised by a

member of the Executive Board. Following this period of probation, the Executive Board will further evaluate this individual in the context of the initial investigation.

3.4.3 A decision made by the Executive Board to suspend an Official shall be voted upon at the next General Assembly Meeting. A two-thirds majority shall be required to remove the Official from office. If such a majority is not reached the Official shall resume their functions.

3.4.4 If an Official is suspended from their post, they can never again candidate for a position within the Team of Officials, including the Executive Board.

3.5 Replacement

3.5.1 In case of suspension, resignation, or death of an AUSSS Official, the Executive Board must make a decision regarding the replacement of that Official. They may decide either to re-distribute tasks among the Team of Officials, or appoint a member to fill the position and have an extraordinary election procedure for that post at the next General Assembly meeting, if applicable.

3.5.2 The president shall announce on the AUSSS General email server the removal of the TO member and the newly-assigned member to hold the TO position.

3.5.3 In case of suspension, resignation, or death of the president, an extra-ordinary General Assembly must be held and a new president must be elected.

3.6 Evaluation

3.6.1 Evaluation of the Team of Officials' performance shall be carried on by the Vice President for Internal Affairs. Evaluation of the vice president shall be carried on by the president, and evaluation of the president shall be carried on by the rest of the TO.

3.7 Reporting

3.2.1 The Team of Officials shall share their Annual Working Plans within one month of their election. A two-week input period with the members shall follow, after which the Team of Officials shall internally adopt the Annual Working Plans.

3.2.2 The Team of Officials is required to report on the progress of their Annual Working Plans during every General Assembly.

3.8 Handover

3.8.1 The resigning/ leaving/ suspended official must complete their handover to their successor at most 2 weeks after assuming their role.

3.8.2 Handover procedure of the President comprises of:

a) Handing all relevant information, documents and AUSSS stamp to the successor,
b) Handing the President's stamps to their successors,
c) Giving the password of the president's email account to the successor,
d) Giving the passwords of the online platforms to the successor,
e) Moving the moderation of the online mailing group to the successor'
f) Sending the name of the successor to IFMSA-Egypt server, and

g) Providing the successor with any required tools and data.

3.8.3 Failure or refusal of complete handover must be handled as non-abidance to the AUSSS Bylaws, consequently the non-abiding president can't be part of the Supervising Council and can't apply for AUSSS Honorary Life Membership.

3.7.4 Handover procedure of the Team of Officials comprises of:

a) Handing all relevant information and documents to the successor,
b) Giving the password of the predecessor's email account to the successor,
c) Sending the name of the successor to respective committee server, and
d) Providing the successor with any required tools and data.

3.7.5 Failure or refusal of complete handover must be handled as non-abidance to the AUSSS Bylaws, consequently the non-abiding member will be investigated.

4. THE EXECUTIVE BOARD

4.1 Definition

4.1.1 The Executive Board includes the following positions:

a) President
b) Secretary General (SecGen)
c) Vice president for internal affairs (VPi)
d) Vice president for external affairs (VPe)

4.1.2 One vice president (VP) can be in place of the VPi and VPe.

4.2 Job Descriptions

4.2.1 The President

a) Develop short and long-term strategies for the work and structure of AUSSS, both internally and externally,
b) Keep AUSSS stamp, and issuing the official papers in the name of AUSSS after consultation with the Executive Board,
c) Calls for and chairs the meetings of the Executive Board, Team of Officials and General Assemblies,
d) Moderate the online mailing group,
e) Manage the AUSSS online communication channels and social media platforms, alongside the VPE and PnsDD,
f) Represent AUSSS-Ain Shams to external Entities alongside the VPE,
g) Represent AUSSS in national General Assemblies sessions and plenaries. In case the president is not physically present, they shall allocate another EB member to do so.
h) Approves all Team of Officials activities,
i) Report to the supervising council,
j) Ensure proper safe-keeping of AUSSS-Ain Shams properties,
k) Issue support letters for members when applying in national and international opportunities,
l) Govern all finances within AUSSS-Ain Shams, including:

- Be responsible for the financial administration and bookkeeping of AUSSS in collaboration with the Secretary General and Treasurer,
- Manages all financial reports and expenses, if present, in collaboration with the Secretary General and Treasurer,
- Propose the budget of the next financial year to the General Assembly, the budget should be presented in the first GA of the year and should be sent to the members one week before the GA.
- To have the documentation for all the payments made by AUSSS.
- To be responsible for presenting periodical reports on the budget of AUSSS during each Executive Board meeting and during each General Assembly.

m) The Secretary General has the right to object on allocating any amount of money to anything according to the budget and in this case the issue is referred to the Executive Board to take a decision about it.

4.2.2 Secretary General

a) Be responsible for the documentation and archiving of records and correspondence of AUSSS and maintenance of a central archive,
b) Produces the minutes of the General Assembly Meetings, and send them in due time on the online mailing group,
c) Act as a reference and advisor for AUSSS members regarding the Constitution and Bylaws.
d) Update the Constitution and Bylaws with any amendments decided upon by the General Assembly and share the latest version to members at least 1 month after the General Assembly meeting,
e) Manages the evaluation and membership status of AUSSS members,
f) Responsible for finalizing all AUSSS paperwork with the faculty and the supervising professor for different AUSSS activities. Including exchange faculty and security approvals and paperwork, alongside the president.
g) Maintains an updated database of AUSSS members, honorary life members and alumni,
h) Be responsible for producing the AUSSS Annual Guide including names and contacts of Team of Officials and local team members, to be distributed to the members within 2 months from the beginning of the AUSSS term.
i) Assist the Vice President in maintaining the contact between the members and the Executive Board
j) Producing the minutes of the Executive Board and Team of Officials Meetings and sending them within at most 2 weeks after the meeting.

4.2.3 The Vice president for internal affairs (VPi)

a) Is responsible for the development and support to members,
b) Is responsible for maintaining contact between the members and the Executive Board,
c) Is responsible for conducting evaluation of the Team of Officials,
d) Is responsible for capacity building of AUSSS members in collaboration with the CBSDD,

e) In collaboration with the PSDD, follow up on local officers' execution of the different projects and their alignment with the national coordinators and timeline.
f) Develop an annual evaluation procedure and subsequent needs assessment for the Local Committees and work with the rest of the Team of Officials on fulfilling these needs.
g) Initiates and maintains member engagement initiatives.

4.2.4 The Vice president for external affairs (VPe)

a) Assists the president in their tasks,
b) Is the second person to represent the organization in front of externals,
c) Is the second person to represent the organization in national GAs,
d) Is responsible for public relations and mass media contacts of AUSSS.
e) Assist the Fundraising Support Division Director in developing and implementing fundraising strategies for IFMSA-Egypt.
f) Be responsible for initiating and maintaining relations between IFMSA-Egypt and external organizations and personnel.
g) Establish contacts with non-member organizations to stimulate them to join and participate in IFMSA-Egypt activities.
h) Develops and implements a strategy alongside the PnSDD for the promotion of AUSSS and its work.
i) Is responsible for the public relations and mass media contacts of AUSSS.
j) Assist the president in managing the AUSSS online communication channels and social media platforms,
k) Develops, updates, and regulates the use of the Corporate Identity alongside the PnSDD.

5. THE STANDING COMMITTEES

5.1 General

5.1.1 An AUSSS Standing Committee works in coordination with IFMSA-Egypt and IFMSA Standing Committees to benefit a specific field of interest. Each Standing Committee is directed by one Local Officer. The Local Officer may appoint a Standing Committee Assistant or more.

5.1.2 AUSSS Standing Committees are:

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

5.1.3 In order to regulate their practical internal management, a Standing Committee can have Local Teams. The Local Teams have to comply with the Constitution and Bylaws of AUSSS.

5.2 Creation, Changes and Dissolution

5.2.1 To create a Standing Committee within AUSSS, a proposal to establish said Standing Committee must be written. This proposal must include valid reasons that showcase the need for the committee and be recommended by at least 5 Full Members. The General Assembly will decide on this proposal with a two-thirds majority.

5.2.2 The General Assembly can decide to dissolve, change the activities or change the name of a Standing Committee, such a decision needs a two-thirds majority.

5.3 Standing Committee Officers

5.3.1 The Standing Committee Officers are:

a) Local Exchange Officer for Outgoings (LEO-Out) directs the outgoing part of the Standing Committee on Professional Exchange (SCOPE).
b) Local Exchange Officer for Incomings (LEO-In) directs the incoming part of the Standing Committee on Professional Exchange (SCOPE).
c) Local Officer for Research Exchange (LORE), directs both the outgoing and incoming parts for the Standing Committee on Research Exchange (SCORE).
d) Local Public Health Officer (LPO), directs the Standing Committee on Public Health (SCOPH).
e) Local Officer on Sexual and Reproductive Health and Rights including HIV and AIDS (LORA), directs the Standing Committee on Sexual and Reproductive Health and Rights including HIV and AIDS (SCORA).
f) Local Officer on Medical Education (LOME), directs the Standing Committee on Medical Education (SCOME).
g) Local Officer on Human Rights and Peace (LORP), directs the Standing Committee on Human Rights and Peace (SCORP).

5.3.2 The Officer of a Standing Committee has speaking and proposing rights during General Assembly Meetings and speaking, proposing and voting rights at Team of Officials meetings.

5.3.3 The Standing Committee Officers shall:

a) Represent AUSSS in their respective committee's field of work on national, regional & international levels.
b) Be responsible for their respective committees' work on a local level.
c) Inform the Team of Officials and the General Assembly of any updates related to their standing committee.
d) Work closely with the Projects Support Division Director and the Local Coordinator on the projects related to their standing committee.
e) Work closely with the Capacity Building Support Division Director on any capacity building initiatives related to their standing committee.
f) Lead the committee and ensure that the experience gained is being passed from more experienced members to others and guarantee a competent second line in the committee.

5.3.4 The Local Officer can delegate any task to their assistant except for representing them during the Team of Officials meetings.

5.4 Activities

5.4.1 The activities of a Standing Committee must be in the field of interest of the Standing Committee within AUSSS principles, aims and policy statements.

5.4.2 AUSSS Standing Committee activities are local or national ones. These include projects, events, training or workshops, research activities, advocacy, publications or campaigns.

5.4.3 The Executive Board has to give approval to the Local Officer before holding any activity in any of the Standing Committees.

5.4.4 All activities are recommended to follow national, regional and international IFMSA priorities when relevant.

5.5 Local Meetings

5.5.1 A Standing Committee local team meeting is a meeting between the Standing Committee Local Officer and the members working in this Standing Committee.

5.5.2 The Standing Committee local team meetings are called for and chaired by the Local Officer of the respective Standing Committee.

5.5.3 The objectives of a Standing Committee team meeting are:

a) To run activities with concrete plans of action, coordination and working strategies.
b) To report the local team members activities back to the Local Officer.

5.6 National Meetings

5.6.1 These are IFMSA-Egypt Standing Committee meetings. They are held separately or within a national General Assembly.

5.6.2 The Local Officer should attend all national meetings of his Standing Committee. In case a Local Officer will not be able to attend a national meeting, they are responsible to find a substitute to send. They have to inform the President with the name of the substitute and the reason for not attending no later than 3 days prior to the date of the meeting.

5.6.3 If the Local Officer fails to attend or send a substitute to 2 national meetings without a valid reason, the President can decide to suspend them from their post.

6. THE SUPPORT DIVISIONS

6.1 General

6.1.1 The AUSSS Support Divisions are established to perform essential tasks that play a fundamental role in the internal management of AUSSS.

6.1.2 AUSSS Support Divisions are:

a) The Project Support Division (PSD)
b) The Capacity Building Support Division (CBSD)
c) The Research Support Division (RSD)

d) The Publications and New Technologies Support Division (PNSD)
e) The Fundraising Support Division (FSD)

6.2 Creation, Changes and Dissolution

6.2.1 To create a Support Division within AUSSS, a proposal to establish said Support Division must be written. This proposal must include valid reasons that showcase our need for the division and be recommended by at least 5 Full Members. The General Assembly will decide on this proposal with a two-thirds majority.

6.2.2 The General Assembly can decide to dissolve, change the activities, or change the name of a Support Division. Such a decision needs a two-thirds majority.

6.3 Support Division Directors

6.3.1 The Support Division Directors are:

a) Project Support Division Director (PSDD), directs the Project Support Division (PSD).
b) Capacity Building Support Division Director (CBSDD), directs the Capacity Building Support Division (CBSD).
c) Research Support Division Director (RSDD), directs the Research Support Division (RSD).
d) Publications and New Technologies Support Division Director (PNSDD), directs the Publications and New Technologies Support Division (PNSD).
e) Fundraising Support Division Director (FSDD), directs the Fundraising Support Division (FSD)."

6.3.1 Support Division Directors are elected by the General Assembly or appointed by the EB (refer to bylaw 3.6). The Support Division Director shall be considered an AUSSS Team of Officials member.

6.3.2 The Support Division Directors shall:

a) Coordinate the activities of AUSSS within their specific field.
b) Inform the Team of Officials and the General Assembly of any updates related to their division.
c) Lead the division and ensure that the experience gained is being passed from more experienced members to others and guarantee a competent second line in the division.

6.3.3 The Projects Support Division Director (PSDD) is responsible for:

a) Ensuring the alignment of the Standing Committees' activities under IFMSA-Egypt Focus Areas and Projects;
b) Developing and maintaining an updated database for AUSSS-Ain Shams Activities;
c) Coordinating the capacity building efforts on activity and project management in collaboration with the CBSDD;
d) Coordinating, with the Standing Committee Officers, AUSSS-Ain Shams participation in IFMSA-Egypt Activities Fairs, Show of Interest, and Enrollment forms; and
e) Developing monitoring and evaluation methodologies for AUSSS-Ain Shams activities.

6.3.4 The Capacity Building Support Division Director (CBSDD) is responsible for:

a) Representing AUSSS in the Training and Capacity Building fields on the national, regional and international level;
b) Representing the Capacity Building Support Division on the different electronic mailing lists;
c) Surveying and assessing the needs of the members in coordination with the VPI;
d) Developing and coordinating the implementation of AUSSS Capacity Building Strategy;
e) Coordinating initiatives in leadership and skills training and the development of human resources in AUSSS;
f) Supporting the local officers in their local capacity building initiatives through recommending needed trainers and preparing the needed materials;
g) Developing and maintaining a monitoring and evaluation system to ensure the quality of capacity building activities and resources;
h) Creating and maintaining a database of all AUSSS trainers in the Local Trainers Pool;
i) Maintaining an open channel of communication between trainers and committees;
j) Maintaining and updating the training resources and tools and CB Wiki;
k) Approving Capacity Building Initiative Proposals from all SCs/SDs;
l) Ensuring the implementation of the national (CB) waves at the local level
m) Sharing international and national capacity building opportunities with all AUSSS members regularly; and
n) Working in coordination with the Executive Board.

6.3.5 The Research Support Division Director (RSDD) is responsible for:

a) Developing, implementing and coordinating the local research strategy throughout the term in coordination with relevant National Projects Coordinators;
b) Conducting at least 2 local research workshops & activities;
c) Supporting the standing committees in their local research initiatives;
d) Creating and maintaining a database of all AUSSS research projects;
e) Publishing papers in the relevant research journals under the name of AUSSS;
f) Creating an open channel of communication between all researchers in AUSSS; and
g) Initiating and maintaining contacts with other Research organizations for cooperation with AUSSS in coordination with the president.

6.3.6 The Publications and New Technologies Support Division Director (PNSDD) is responsible for:

a) Developing and implementing a strategy for the promotion of AUSSS and its work;
b) Being in charge of development and management of promotional materials (business cards, booklets, merchandise etc);
c) Assisting other Officials in the creation of the relevant publications;
d) Developing social media strategy and policies;
e) Coordinating the content and use of online communication channels;
f) Developing, updating, and regulating the use of the Corporate Identity;

g) Publishing biannual report of AUSSS work in the local General Assembly Meetings in October and March;
h) Creating the LC profile and assisting the Sec Gen with the Annual Guide;
i) Creating a ME strategy on our social media pages;
j) Holding responsibility for AUSSS official online portals; and
k) Working in coordination with the Executive Board.

6.3.7 The Fundraising Support Division Director (FSDD) is responsible for:
a) Coordinating the development and execution of the AUSSS fundraising strategy;
b) Applying for grants for AUSSS Projects;
c) Coordinating and managing grants received by AUSSS;
d) Conducting at least 1 local fundraising workshop;
e) Creating, maintaining and updating AUSSS sponsorship materials in general;
f) Creating, maintaining and updating AUSSS database with all potential partners and sponsors; and
g) Working in coordination with the Executive Board and the Projects Support Division Director.

7. THE SUPERVISING COUNCIL

7.1 The Supervising Council supervises and advises the Executive Board.
7.2 The Supervising Council is composed of 2-5 people.
7.3 The Supervising Council is composed of former AUSSS EB members who join the council in the event of receiving absolute majority in GA yearly elections and can hold their position for a maximum of 2 consecutive terms.
7.4 Supervising Council members shall not hold any other Official position within AUSSS,
7.5 The Supervising council should be consulted in all AUSSS major decisions including but not limited to AUSSS candidates for IFMSA-Egypt team of officials and delegates to IFMSA meetings.
7.6 The supervising council supervises the budget proposal and allocation of AUSSS expenses with them.
7.7 AUSSS president must present a financial report to the supervising council upon request.
7.8 The Supervising Council may open an investigation on any AUSSS member, including members of the Executive Board, provided that the decision is supported by at least one member of the EB, and in accordance with the AUSSS Bylaws.
7.9 In case of conflict between members and TO or within the TO itself, the supervising council can be involved as outlined in chapter 15.
7.10 The supervising council is the final decision maker in case of confusion about interpretation of AUSSS constitution and bylaws should the EB fail to reach consensus.
7.11 In case of misconduct by a supervising council member, a formal investigation will be conducted by the rest of the council. The council member in question can be removed from the supervising council if found at fault.

8. THE SUPERVISING PROFESSOR

8.1 The Supervising Professor supervises and advises the Executive Board.

8.2 The Supervising Professor is recommended by the Faculty's Dean.
8.3 All AUSSS activities taking place inside the faculty must be approved by the supervising professor and the faculty administration.

9. THE GENERAL ASSEMBLY

9.1 General

9.1.1 The General Assembly is composed of all members of the organization. It is the highest decision making body of the organization. The General Assembly shall meet twice per term in October and March. The TO decides the exact dates by simple majority.
9.1.2 An official call for General Assembly meetings has to be sent out to all members, including the candidate members, the associate members, full members, and the honorary life members at least one week in advance by the President.
9.1.3 If the Executive Board, after approval of the Supervising Council, decides upon the necessity of an extraordinary meeting of the General Assembly, it can be held.
9.1.4 The agenda should be sent by the President to the online mailing group of the members at least 1 week before the date of the general assembly.

9.2. Authorities

9.2.1 The following announcements can be made in a General Assembly meeting:

a) Suspending of a TO member
b) Suspending the President,
c) Suspending an Executive Board member from their position,
d) Granting the Full membership status,
e) Granting the Honorary Life membership status,
f) Taking away the Honorary Life membership status,
g) Forming, solving or changing the name of Standing Committees and Support Divisions,
h) Approving the Officials' mid-term and end-term reports at the end of the term,
i) Amending the Constitution and Bylaws,
j) Presenting the establishment of official partnerships with other organizations
k) Presentation and adoption of Team of Officials members' reports.
l) Presentation and adoption of the timed Plan of Each Team of Officials member for the whole term.

10. PROCEDURES AT MEETINGS

10.1 General

10.1.1 Call: The call to the meeting shall be sent together with the agenda of the meeting on the AUSSS online mailing group at least one week prior to the date of the meeting.
10.1.2 All AUSSS-Ain Shams Full, Associate, Candidate and Honorary Life Members as well as the Supervising Council members are allowed to the AUSSS-Ain Shams general assembly. Observers are allowed to apply and attend the General Assembly, but are not able to enter the Plenary.

10.1.3 Confirmation: Participants must fill in the attendance form for confirmation before the GA. Failure to fill the registration form results in the withdrawal of voting rights during the plenary
10.1.4 Registration: All the participants should pay the registration before the start of the meeting.
10.1.5 Quorum: One third or all members, who confirmed their attendance at least 24 hours prior to the meetings' date form a quorum. If the quorum was not fulfilled during the first half an hour of the meeting, then the quorum becomes 20% of all full members. And if the Quorum was not fulfilled at all, then the meeting is postponed to another date to be set by the Executive Board.
10.1.6 Full members shall be present within the first half an hour of the plenary, otherwise they have to inform the Chair. If a full member is not present within that time and does not inform the Chair, their voting rights will be revoked.
10.1.7 Minutes: The Secretary General is responsible for the production of the minutes and for sending them over the online mailing group no later than one week after the meeting. The meeting minutes shall be adopted at the beginning of the following meeting. A template of the meeting minutes must be attached to the Constitution and Bylaws as an Annex 3.
10.1.8 Roll Call: At the start of the meeting, the Chair should do a roll call. Full and associate members are called upon to see if they are present.
10.1.9 Speaking rights: All participants have speaking rights during meetings. Before giving a speech, the participant must be given the floor by the Chair.
10.1.10 The official language during meetings is English.
10.1.11 Smoking and alcohol consumptions are prohibited during AUSSS meetings. Sanctions previously agreed upon are to be taken against whoever violates this bylaw.
10.1.12 Breaks: There will be breaks upon request of the Chair or full member with voting rights.
10.1 .13 Adjournment: The Chair can decide upon adjournment of the meeting. If the Chair fails to adjourn a meeting, any member can adjourn the meeting through a procedural motion.

10.2 Plenary team

10.2.1 Chairperson

a) The president of AUSSS-Ain Shams is the Plenary Chair, in case the president is absent or unavailable, the Secretary General will be the chair of the Plenary. In case both are absent or unavailable, the vice president should be the chair.
b) The Chairperson is responsible for the conduction of the meeting and for interpreting and giving their ruling on all matters of procedure, order and relevancy, as stated in the Constitution and the Bylaws. And they should have a printed copy of the bylaws with them.
c) Deciding on the following procedures after an oral agreement from the plenary:
   i) To consider present motion to be postponed
   ii)To open a list of speakers on a motion and in the end.
   iii) The speakers list to be reopened.
   iv) The General Assembly to take a break for certain minutes.
   v) Limitation of the time allocated for the candidate debates to a minimum of 5 minutes per position.

d) To overrule a decision of the Chairperson a procedural motion to "Overrule the decision of the Chairperson" has to be passed. When the motion passes, the Chairperson shall reverse the ruling in question.
e) To remove the Chairperson a procedural motion of "No confidence in the Chair" has to be passed. When the motion passes, the Chairperson shall immediately leave the Chair. In this case, the chair will be the executive board member who follows in order according to point number 10.2.1.a.
f) If the Chair decides they have reached an oral agreement about a procedure but a full member wishes to contest, the member can ask for a vote with a 2/3 majority during the 1 minute following the Chair's result announcement.

10.2.2 The Vice-Chairperson

a) The Vice-Chairperson shall take the Chair:
a.when requested by the Chairperson;
b. when the Chairperson is absent at the appointed time for the opening of the meeting;
c. when the Chairperson is involved in the topic under discussion;
d.during the elections in which the Chairperson is a candidate:
e. when the Chairperson is removed through a "vote of no confidence".

10.2.3 Meeting Secretary

a) Meeting Secretary is a member responsible for meeting Minutes
b) Meeting Secretary should send the minutes of the meeting to the Secretary General the latest 2 Weeks after the end of the meeting.
c) Meeting Secretary helps the chairperson in preparing the speaker list and giving floor to speakers accordingly.
d) Meeting secretary assists the chair in the documentation of the proposed motions to make sure that all motions and decisions made by the GA are recorded and delivered to the AUSSS-Ain Shams Secretary General after the plenary.
e) A meeting secretary assistant can be appointed, if needed.

10.2.4 Constitution Credential Committee (CCC)

a) The Constitution Credential Committee is the advisory and reference body of all issues related to the interpretation of the Constitution and Bylaws of the AUSSS during a General Assembly Meeting. It shall be the decision-making body when controversies in the interpretation of the AUSSS Constitution and Bylaws arise.
b) The Constitution Credential Committee consists of 2-5 members. An applicant for the positions within the Constitution Credential Committee shall be a full member, which had voting rights at the previous General Assembly Meeting.
c) The Constitution Credential Committee is elected by the full members that are present and had voting rights during the previous General Assembly Meeting. Members of the Constitution Credential Committee must have participated in at least one previous General Assembly Meeting.
d) The Constitution Credential Committee has the following tasks:
   i. Reviews the membership status of all AUSSS members
   ii. Grants voting rights during General Assembly Meeting according to the Bylaws.
   iii. Reviews whether motions and proposals contradict the Constitution and Bylaws. Motions (including alternative motions) that contradict the Constitution and Bylaws will fail immediately and will not be discussed.
   iv. Makes the final decision when disagreements in the interpretation of the Constitution and Bylaws arise
e) A representative of the Supervising Council is allowed to participate in all CCC meetings if deemed appropriate by the CCC.

10.3 Point of order

10.3.1 A point of order shall be concerned with the enforcement of interpretations of the Constitution and Bylaws of AUSSS.

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

10.3.3 In the event of any member using the point of order to make statements which are not directly related to the defined concern, they shall be called to order by the Chairperson. In the event of a member being warned on two occasions during a meeting they shall lose the right to use the point of order for the rest of the meeting.

10.4 Point of information

10.4.1 A point of information to somebody shall be a brief fact that is of value and relevance at this moment to the current speaker or to the meeting as a whole. It can in no case be used to express a personal point of view.

10.4.2 A point of information from somebody serves to put a brief question to the current speaker or the meeting at large, which is relevant to the particular debate.

10.4.3 When a point of information is indicated to the Chairperson while a speaker is speaking, the Chairperson will ask the speaker whether they will accept the point of information. In the event of the speaker refusing it, the Chairperson must make it as soon as the speaker has finished.
10.4.4 In the event of any member using the point of information to make statements that are not directly related to the defined concern of it, they shall be called to order by the Chairperson. In the event of a member being warned on two occasions during a General Assembly meeting they shall lose the right to use the point of information for the rest of the meeting.

10.5 Motions and debates
10.5.1 Unless stated otherwise in the Bylaws, Full and honorary life AUSSS members have the right to raise a motion.
10.5.2 All motions or alternative motions will be evaluated by the CCC to ensure that the motions do not contradict the AUSSS-Ain Shams Constitution or Bylaws. If any contradiction is found, the motion will fail immediately.
10.5.2 All motions or alternative motions will be evaluated by the CCC to ensure that the motions do not contradict the AUSSS-Ain Shams Constitution or Bylaws. If any contradiction is found, the motion will fail immediately.
10.5.4 The Chair shall decide when a tabled motion will be discussed. The Chair shall conduct the debate and decide upon the limitation of the discussion.
10.5.5 When a relevant motion is tabled, the Chair shall read the motion. The proposer may briefly explain the purpose of the motion.
10.5.6 All motions, including the alternative motions, need a seconder. Any full member other than the proposer can second a motion. If no seconder is specified in the motion, the Chair shall ask for a seconder after the proposer explained the motion. If there is no seconder, the motion fails immediately.
10.5.7 The Chair shall ask if there are any questions to the proposer. If there are questions, the Chair shall make a speaker's list and the discussion on the motion shall be opened. The proposer of the motion shall have the right to speak last before the closure of the discussion.
10.5.8 During the debate the speakers shall address the Chair. The Chair shall decide when a speaker gets the floor.
10.5.9 A motion or an alternative motion can only be withdrawn with the consent of both the proposer and the seconder. If only the proposer withdraws, the seconder automatically becomes proposer of the motion and another seconder needs to be found. In case that the proposer and the seconder withdraw at the same time the motion or the alternative motion fails immediately. In case the proposer withdraws before a seconder is found, then the motion or the alternative motion fails. From the time a seconder is found for an alternative motion then the alternative motion stands even in the case the original motion is withdrawn. After the discussions have been closed and the Chair has announced to proceed to the vote, a motion can no longer be withdrawn.
10.5.10 After the discussion is closed, the Chair shall ask for amendments. An amendment can be submitted at this point regardless of the deadline for motions. In the case an amendment is proposed, the proposer of the amendment may briefly explain the amendment.

a) After this, the proposer of the original motion shall be asked if he accepts the amendment. If the proposer of the original motion accepts the amendment, then the seconder of the original motion shall be asked if they accept the amendment. If both the proposer and seconder of the original motion accept the amendment, it shall be incorporated in the original motion.
b) If the seconder of the original motion does not accept the amendment, a new seconder has to be found. If a new seconder for the amended motion is not found, then the amended motion fails immediately.
c) After this the Chair shall ask if there are questions. If there are questions, the Chair shall make a speakers' list and the discussion on the amended motion shall be opened. The proposer of the original motion shall have the right to speak last before the closure of the debate.

10.5.11 In the event of no or no further amendments, the Chairperson shall call for any direct negatives to the motion. Should no full member with voting right give a direct negative to the motion, the motion passes nemo contra without further debate.
10.5.12 If there is a direct negative, the Chairperson shall call for an alternative motion. An alternative motion can be submitted at this point regardless of the deadline for motions. The proposer of such an alternative motion shall speak before any discussion may begin. An alternative motion needs a seconder. If a seconder for the alternative motion is not found, the alternative motion fails immediately.
10.5.13 After the closure of debate, no withdrawal of motions is acceptable.
10.5.14 The Chairperson shall call the meeting to vote on the motion and the alternative motion.
10.5.15 A motion passes if:

a) No full member with voting right gives a direct negative to the motion,
b) It reaches a simple majority of votes,
c) It reaches a relative majority of votes in case there is an alternative motion.

10.5.16. If a motion has not been seconded or has been defeated after voting, it shall not be reintroduced unless there is a procedural motion "The debate on a motion to be reopened"
10.5.17 Only one motion can be discussed at a time.

10.6 Voting

10.6.1 Decisions will be taken with a simple majority in cases of a single motion and relative majority in case of several motions, unless otherwise specified in the Constitution or Bylaws.
10.6.2 Majorities will be defined as follows:

a) Simple Majority: more votes IN FAVOUR than AGAINST. ABSTENTIONS do not count.
b) Absolute Majority: more than 50% of all the votes IN FAVOUR. ABSTENTIONS do count.
c) Relative Majority: the proposal receiving the most votes carries. ABSTENTIONS do not count. In case there are more votes "against both of them' than in favor of any of the proposals, all proposals fail.
d) Two-thirds majority: The number of votes IN FAVOUR is at least the double of the number of votes AGAINST. ABSTENTIONS do not count.

10.6.3 Voting is done by raising the hand. Voting by ballot shall take place if requested by an Executive Board member.

10.6.4 Procedural motions during the general assembly are adopted after a two-thirds majority vote.
10.6.5 Voting during elections will be done by ballot, except for the election of the Constitution Credential Committee. In addition, voting by ballot shall take place if requested by a full member with voting rights
10.6.6 Voting by ballot is done by indicating the vote on ballot paper
10.6.7 In case of voting by ballot papers, the ballot papers should be signed and stamped by the Chair. The Chair will hand out the ballots to the full members with voting rights. They have to write their vote on the ballot paper after which it has to be returned to the Chair. The Chair will count the votes. Before voting by ballot papers all observers have to leave the hall. During the voting by ballot the doors of the hall will be closed and nobody will be allowed to enter or leave the room. After the votes have been counted and before the results are announced, the doors will be opened again and observers are allowed to enter the room.
10.6. Ballots must always contain an option to vote for an ABSTENTION, and also an option to vote AGAINST all the other options.
10.6.8 All ballot papers must be kept for archiving until the minutes of the General Assembly Meeting have been adopted.

10.7 Elections

10.7.1 Elections in AUSSS are on the following candidatures:

a) Board positions,
b) Team of Officials positions

10.7.2 The General Assembly Elects Board members for a one-year period, called term, running from the 1st October up to and including 30th September of the next year.
10.7.3 A candidate may run for the posts of Local Exchange Officer for Incomings, Local Exchange Officer for Outgoings and Local Officer for Research Exchange simultaneously. Otherwise, Candidates may run for only one Board position in any given election procedure.
10.7.4 Candidatures have to be submitted at least one week before the day of the relevant elections. No candidatures will be accepted after that date. Candidates should apply by sending the requested documents to the official president email. Candidates who fail to do this for no valid reason, deemed so by at least two members of the EB, will be disqualified.
10.7.5 Candidatures shall be shared on the official AUSSS email server with validity status at least 5 days before the GA.
10.7.6 Candidates have to provide the following documents:

a) A curriculum vitae
b) A plan of action
c) Motivation letter
d) Support letter signed and stamped by the LC president for applicants running for exchange officers.

10.7.7 Candidates applying for an Executive Board position must have been a previous TO member.
10.7.8 Candidates must give an oral presentation on the day of the elections and a plan of action must be integrated into the presentation and is to be in line with the AUSSS-Ain Shams mission and vision.

Candidates will have a limited time as set by the Chair to present themselves and for questions. The speaking time includes audiovisual or other presentations.

10.7.9 If a candidate cannot be physically present at the election for valid reasons, an internet-based audio-visual communication channel should be established with them where they would give the presentation and answer members' queries.

10.7.10 The election will be done by ballot. The ballot papers should be signed and stamped by the Chair. The Chair will hand out the ballots to the full members with voting rights. They have to write their vote on the ballot paper after which it has to be returned to the Chair. The Chair will count the votes. If a Vote on ballot contains any type of marking that could potentially identify the full member voting, they are considered invalid and do not count towards the number of votes. During the voting by ballot the doors of the hall will be closed and nobody will be allowed to enter or leave the room. After the votes have been counted and before the results are announced, the doors will be opened again

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

10.7.12 All ballot papers must be kept for archiving until the minutes of the General Assembly Meeting have been adopted.

10.7.13 In case of suspected fraud or mistakes, the Chair shall call for a re-vote. Only full members with voting rights can request this.

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

10.7.15 If the two candidates gain the same number of votes in the second round, the casting vote will be determined by EB simple majority.

10.7.16 In case there is only one candidate and they fail to gain absolute majority; the candidate will not be elected.

10.7.17 Presentations and elections will be done in the following order:

a) Executive Board members
b) Standing Committee Officers
c) Support Divisions Director

10.7.18 All AUSSS Team of Officials Positions will be elected with absolute majority.

11. EXCHANGE

11.1 Incoming Exchange

11.1.1 Definition: AUSSS incoming exchange students participate in either:

a) IFMSA Professional Exchange Program,
b) IFMSA Research Exchange Program,

11.1.2 Responsibilities of the Local Exchange Officer for Incomings include the following:

a) Assist the Secretary General in finalizing all the paperwork needed for hosting the incoming students. Acquiring the approvals for hosting the incoming students is mainly the responsibility of the Secretary General, assisted by the President, if necessary.

b) Filling in the card of acceptance on the database before the deadline mentioned by the national officer.
c) Handling the database for all related tasks to incomings.
d) Forming a provisional plan for the incomings and discussing it with the President before the arrival of the incomings.
e) Arranging pick ups for the incoming students from the airport.
f) Introducing the incoming students to their lodging, boarding and scientific training.
g) Delivering an upon arrival training to the incoming students.
h) Making sure all the incomings fill in the evaluation form on the database.
i) Delivering the certificates to the incomings if they fulfill the prerequisites.
j) Fulfilling all the tasks assigned by the national officer or the national team.

11.1.3 The Local Exchange Officer for Incomings must inform the university security of the incoming students and hand them a scanned copy of their passports. This must be done no later than 20 days prior to the arrival date or the students if needed to obtain the necessary security permits.

11.1.4 Lodging and Boarding: After obtaining the Security Permit, the Local Exchange Officer for Incomings must obtain the permission of the university hospital to accommodate the incoming student. This condition does not apply to Summer School; Winter School. This process should be finalized at least 10 days prior to the arrival date of the incomings.

11.1.5 The Local Exchange Officer for Incomings must obtain the permission of the department in which the incoming students will receive their training. They are also required to establish communication between the students and their tutors and monitor it throughout the whole month.

11.1.6 Social Program: A facultative social program may be organized for the incoming students by the Local Exchange Officer for Incomings. It must be regulated by a protocol set by the President and the Supervising Council.

11.1.7 The Local Exchange Officer for Incomings cannot host any incomings without AUSSS-Ain Shams President approval. In case the opposite happened, an investigation is opened immediately and this could lead to suspension of the respective Officer.

11.1.8 The Local Exchange Officer for Incomings together with their team of Contact Persons and the EB, are the only ones who can contact the incomings, An investigation can be opened on any other member who gets involved in Exchange work, this investigation may end in Suspension of the member and/or the local officer from AUSSS-Ain Shams.

11.1.9 A list of active contact persons should be kept and maintained with the Local Exchange Officer for Incomings, and handed over annually to ensure sustainability of our Exchanges team.

11.1.10 Recruiting new contact persons is only done when needed and must be approved by the President and the Supervising Council. After that the candidates are evaluated by them and if accepted, they can join the team. Any violation to this point could lead to an investigation that could lead to suspension of the Local Officer.

11.1.11 All activities and social outings organized by the contact persons must be approved by the Local Exchange Officer for Incomings before announcing them to the incomings.

11.1.12 Regular Evaluation of the contact persons should be frequently conducted by the Local Exchange Officer for Incomings and shared with the president and the supervising council. In case of misconduct, the contact person can be put on probation or suspended.
11.1.13 In case of any unresolved conflict within the Exchanges team specifically with the incomings, it should be reported to the President and the Supervising Council to investigate the matter and act accordingly.
11.1.14 The Local Exchange Officer for Incomings must deliver the Evaluation forms filled in by the incomings to the President, if requested.

11.2 Outgoing exchange

11.2.1 Definition: AUSSS outgoing exchange includes all students participating in IFMSA Professional Exchange (SCOPE) and IFMSA Research Exchange (SCORE) from both August and March quotas.
11.2.2 Responsibilities of the Local Exchange Officer for Outgoings include the following:

a) Managing all tasks related to the outgoings exchange process.
b) Creating a local physical and online outgoings campaign for marketing of the contracts.
c) Organizing all the steps needed for outgoings selection as the exam and interviews.
d) Selection of the outgoing students based on their scores and desires.
e) Assigning the contracts to the selected candidates after the President's and the Supervising Council's approval.
f) f. Conducting two Pre-Departure Trainings for the outgoings
g) (PDT1 & PDT2).
h) Following up with the outgoing students before and throughout the process of the exchange.
i) Providing the outgoing students with the needed documents, if possible.
j) Maintaining the chain of communication between the outgoing students and the National Officer.
k) Fulfilling all the tasks assigned by the National Officer or the National team.
l) Sending the application forms of the outgoing students to the National Officer before the deadline set.

11.2.3 Eligibility: Only students and house officers at Ain Shams University's Faculty of medicine are eligible to apply for AUSSS-Ain Shams Outgoing Exchange.
11.2.4 Applicants for AUSSS-Ain Shams Outgoing Exchange are selected based on their scores in the Exchange Exam. Applicants who fail to earn 50% of the exam mark are disqualified. The preferences of the applicants should be matched with their scores.
11.2.5 AUSSS-Ain Shams members can apply for IFMSA Exchanges. They are given extra points as a bonus according to their degree of contribution.
11.2.6 Applicants should pay the exam registration fees pre-determined by the President.
11.2.7 The Exchange Exam is held once per season. There should be an advertisement visible to all of the students and house officers at Ain Shams University's Faculty of Medicine.
11.2.8 Exchange Exam has to be fair and provide equal opportunities to all applicants.
11.2.9 The Exchange Exam is set by the Local Exchange Officer for Outgoings. If they are applying for one, the President must appoint one of the previous Officers who is not applying to set the exam. If there are no

available Officers, the current Local Exchange Officer should consult the National Exchange Officer. The Exchange Exam must be handled with extreme confidentiality.

11.2.10 Accepted applicants must pay the contract's fees as instructed by the Local Exchange Officer for Outgoings and submit the required documents within a time period specified by the Officer. Applicants who fail to do so are disqualified.

11.2.11 Outgoing students who fail to travel due to a fault on AUSSS-Ain Shams' or IFMSA's side are allowed to get another contract (from the same class unless no contract of the same class are available, then the subsequent class is offered) assigned by the Local Exchange Officer for Outgoings or get their money refunded. Those who fail to travel due to a fault on their side, including visa problems, are not refunded and cannot be given another contract instead.

11.2.12 AUSSS-Ain Shams is unable to guarantee cities, departments, research projects, common placement of outgoing students and available months as they are decided by the hosting countries. Thus, no refunds are made based on those factors.

11.2.13 No student can have more than one contract per term.

11.2.14 The outgoing student must abide by the exchange conditions of the hosting NMO and the rules form of SCOPE or SCORE.

11.2.15 All copies of the contract form must be signed by both the outgoing student and the Local Exchange Officer for Outgoings, and stamped by the president. Both the outgoing student and the officer should each retain a copy. During the Winter Camp, an additional copy must be delivered to the NEOs.

11.2.16 The student must abide by the rules in the contract form.

12. TRAVEL SUPPORT

12.1 Definition

12.1.1 Travel support is an opportunity that AUSSS gives to its members. Travel support can cover some of the expenses of transportation, registration, lodging and boarding in meetings and events related to the AUSSS principles and objectives inside or outside Egypt. Travel support can be given on a prospective or a retrospective basis.

12.2 Regulations

12.2.1 The president of the previous term recommends a travel support budget proposal for the next term EMR, MM, and AM.

12.2.2 In the event of participation of AUSSS members in other international opportunities, the current president can set a travel support budget proposal after consultation by the supervising council.

12.2.3 Travel support recipients are chosen by the current Executive Board.

12.2.4 The travel support is distributed according to the level of AUSSS representation. Note that the person receiving the support must be contributing to AUSSS otherwise AUSSS will not contribute to his support.

12.2.5 Obligatory travel support stated by IFMSA-Egypt or IFMSA as a debt on AUSSS must be covered by AUSSS.

12.2.6 A member receiving travel support must submit the following documents in order to be reimbursed:

a) All bills and receipts with the amount or money they had paid,

b) A copy of the attendance certificate or any other document to prove attendance,
c) A copy of the passport and entrance visa, for travel support outside Egypt,
d) A full report on their mission supported with photographs, this condition does not apply to IFMSA-Egypt national meetings and events.

12.2.7 If a member fails to attend a meeting to which they applied for travel support, reimbursement will not be provided.

12.2.8 If a member shows a behavior that contradicts AUSSS Code of Conduct (COC) or violates the COC of the event, the member shall be investigated and shall not receive travel support.

13. EXTERNAL RELATIONS

13.1 IFMSA-Egypt and IFMSA

13.1.1 Only the AUSSS president is responsible for representation of AUSSS on the national and international level. The president has the right to appoint this task to another Executive Board member more commonly the VPe or else as seen by the president.

13.1.2 Each Team of Officials member is responsible for representing AUSSS in the committee/field/ task corresponding to their position.

13.1.3 Selection of candidates for positions in IFMSA-Egypt or IFMSA is strictly the responsibility of the Executive Board.

13.1.4 A support letter signed and stamped by the AUSSS president is mandatory before candidature to any national or international post.

13.2 Official Partnerships

13.2.1 Official internal or external partnerships of AUSSS with other organizations shall be based on health, education, science. social and humanitarian affairs.

13.2.2 Any communication or co-operation with an external organization, institution or partner of AUSSS-Ain Shams, either on behalf of AUSSS-Ain Shams or concerning an official project,must have the approval and the supervision of the Executive Board.

13.2.3 Any member representing AUSSS-Ain Shams in an external meeting or opportunity should be approved by the Executive Board.

13.2.4 Official AUSSS partners may be invited as observers to AUSSS meetings and events.

13.2.5 Only the Executive Board members through VPe are entitled to contact any AUSSS partner.

14. PUBLICATIONS AND CORPORATE IDENTITY

14.1 Logo

14.1.1 The official logo of AUSSS looks as follows:

14.1.2 Only the official logo of AUSSS can be used. Changes in lay-out or any other additions are not allowed.

14.1.3 The official logo can only be used in the context of AUSSS-Ain Shams activities, campaigns, and publications, after approval from the AUSSS PnSDD and an Executive Board member.

14.2 Communications

14.2.1 The online google group of members is the only official virtual mean of communication between the members of AUSSS. The official AUSSS online group of members is: ausss-members@googlegroups.com..

14.2.2 All the official calls, announcements, invitations to meetings and invitations to General Assemblies, candidatures and resignations are done through the online group and shared further on the members' announcement WhatsApp group.

14.2.3 All members shall inform the secretary general about any changes in their contact information; any failure of communication is their own responsibility.

14.2.4 The official Facebook page of AUSSS is: Ain Shams University Student Scientific Society - AUSSS. The page shall be used for events, announcements and campaigns.

14.2.5 The official Instagram page of AUSSS is: ausss_ainshams. The page shall be used for events, announcements and campaigns.

14.2.6 The official TikTok channel of AUSSS is ausss_ainshams. The account shall be used for campaigns.

14.2.7 Content to be posted on AUSSS online communications server and social media platforms should be approved by the Executive Board.

14.2.8 The Team of Officials are to moderate the aforementioned official means of communication and deal effectively with issues such as harassment, bullying and the dissemination of sensitive information.

14.3 Publications

14.3.1 All printed material written in the name of AUSSS must be approved by the Executive Board before being used.

14.3.2 Advertisements can occur in any AUSSS material. These advertisements should serve to align with AUSSS mission and vision.

14.3.3 Advertisements in any material shall be first approved by the Executive Board before distribution.

15. CONFLICT MANAGEMENT

15.1 Conflict Management

15.1.1 Definition: Conflict is a situation where mutual agreement between the involved parties cannot be reached, requiring escalation to a higher authority for resolution.

15.1.2 Conflicts with parties outside AUSSS-Ain Shams are strictly handled by the President while consulting the EB and Supervising Council.

15.1.3 Conflicts within AUSSS-Ain Shams must follow the following stepwise escalation path:

15.1.3.1 If direct communication fails, the matter must be reported to the respective team leader, such as the local officer within a local team.

15.1.3.2 If the team leader is unable to mediate effectively, the conflict escalates to the relevant Executive Board Buddy (EBB).

15.1.3.3 If the EB Buddy cannot reach a resolution, the matter is finally referred to the President & Supervising Council.

15.2 Investigations

15.2.1 Definition: An investigation is a structured process aimed at gathering information to establish or prove facts about a particular conflict

15.2.2 The president together with the supervising council decide whether to open an investigation if more information is needed to reach a conclusion or not.

15.2.3 It is the responsibility of the relevant EB buddy and the president to gather and document all the evidence needed from involved parties to be added to the investigation.

15.2.4 After the President and the Supervising council reach a conclusion, the President shares it with the involved parties.

15.2.5 The investigation report shall be presented at the next general assembly and consequent decisions are applied.

15.2.6 In case of conflict between the President and any of the board members or AUSSS-Ain Shams members, the supervising board only leads the investigation process.

16. PENALTIES

16.1 For violations of the Code of Conduct or bylaws, or failure to perform duties without valid justification, the member shall be subject to the following escalation:

a) First offense: written warning (email).
b) Second offense: second written warning.
c) Third offense: suspension from applying to local, national, or international opportunities for two (2) months.
d) Fourth offense: termination of membership.

16.2 For any action to be classified as an offense or breach of the Code of Conduct, an investigation must be conducted by the CoC Committee.

17. TASK FORCES

17.1 General

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

17.1.2 A motion to form a task force should include at least specific objectives, proposed composition of the task force and preliminary timeline.

17.1.3 A Task Force can be formed by the General Assembly, Executive Board and Standing Committees upon approval of the local officers.

17.1.4 A Task Force is composed of volunteers wanting to participate in the solution of the problem at hand. External experts can be invited to participate in a Task Force.

17.1.5 A call shall be opened for the taskforce members and to be voted upon

17.2 Activities

17.2.1 Participants must appoint a Coordinator among themselves. This Coordinator is responsible for creating and updating an address list of the participants. The Coordinator is responsible for internal and external communication.

17.2.2 The Task Force has the mandate to create and develop products, prepare proposals and give advice on the specific issue.
17.2.3 The task force shall report its activities at every General Assembly Meeting. And this report should be sent to the Secretary General at least one week before the General Assembly meeting.
17.2.4 The Task Force has speaking rights during General Assembly Meetings.

17.3 Dissolution
17.3.1 The Task Force is dissolved when the task is completed or if no solution is found.
17.3.2 Duration of the taskforce can't be more than 2 years unless extended by the General Assembly.
17.3.3 The Task Force must present a final report to the General Assembly stating all activities and results.

18. AMENDMENTS TO THE BYLAWS

18.1 Amendments to the Bylaws
18.1.1 Proposals for changes of Chapter 1&2 of the bylaws must be submitted to AUSSS Secretary General at least 1 month before that General Assembly Meeting by 2 full members at least, the Secretary General has to distribute the proposed changes to all Local Committees at the latest 2 weeks before that General Assembly meeting.
18.1.2 A proposal to change any other point of the Bylaws must be submitted by an AUSSS Team of Officials member, a Full member or an Associate member to the Secretary General at the latest 2 Weeks before the General Assembly meeting. The Secretary General has to send a compilation of all the received proposals by e-mail to the Local Committees 1 week before the General Assembly Meeting.
18.1.3 Changes to the Bylaws require a 2/3 majority.
18.1.4 Changes to the Bylaws will take effect once adopted by the General Assembly.
18.1.5 Any amendments to the Bylaws shall be exclusively discussed and voted on under the point of the agenda "Amendments to the Bylaws". This point cannot be reopened during the same General Assembly Meeting.

ANNEXES

Annex 1: Membership Evaluation Sheet	LINK
Annex 2: List of Full and Associate Members	LINK
Annex 3: General Assembly Plenary Meeting Minutes Template	LINK
Annex 4: Code of Conduct	**LINK**