Statuten en Intern Reglement

Benaming (voluit) - Name (full)
Belgian Medical Students' Association (BeMSA)

Rechtsvorm - Legal form
Vereniging zonder winstoogmerk (vzw)
Association sans but lucratif (ASBL)
Non-profit organization

Zetel - Headquarters
Corneel Heymanslaan 10, 9000 Gent, Belgium

Ondernemingsnummer - Company number
0536.703.374

Table of Contents

BeMSA Statuten

ARTIKEL 1. BENAMING 3
ARTIKEL 2. MAATSCHAPPELIJKE ZETEL 3
ARTIKEL 3. DOELSTELLINGEN EN VOORWERP VAN DE VZW 3
ARTIKEL 4. DUUR VAN DE VZW 4
ARTIKEL 5. LEDEN 4
ARTIKEL 6. LIDMAATSCHAP VAN LEDEN 4
ARTIKEL 7. RECHTEN EN PLICHTEN VAN LEDEN 5
ARTIKEL 8. ONTSLAGNEMING VAN LEDEN 5
ARTIKEL 9. SCHORSING VAN LEDEN 5
ARTIKEL 10. UITSLUITING VAN LEDEN 6
ARTIKEL 11. UITSLUITING VAN RECHT OP HET BEZIT VAN DE VZW 6
ARTIKEL 12. SAMENSTELLING VAN DE ALGEMENE VERGADERING 6
ARTIKEL 13. BEVOEGDHEDEN VAN DE ALGEMENE VERGADERING 6
ARTIKEL 14. VERGADERINGEN VAN DE ALGEMENE VERGADERING 7
ARTIKEL 15. UITNODIGING EN AGENDA VAN DE ALGEMENE VERGADERING 7
ARTIKEL 16. AANWEZIGHEIDSQUORUM OP DE ALGEMENE VERGADERING 8
ARTIKEL 17. VERLOOP VAN DE ALGEMENE VERGADERING 8
ARTIKEL 18. STEMMING OP DE ALGEMENE VERGADERING 8
ARTIKEL 19. VERSLAG VAN DE ALGEMENE VERGADERING 9
ARTIKEL 20. SAMENSTELLING VAN HET BESTUUR 10
ARTIKEL 21. COÖPTATIE VAN BESTUURDERS 10
ARTIKEL 22. BEVOEGDHEDEN VAN HET BESTUUR 11
ARTIKEL 23. EXTERNE VERTEGENWOORDIGINGSMACHT VAN HET BESTUUR 11
ARTIKEL 24. BEKENDMAKINGSVEREISTEN VAN HET BESTUUR 11
ARTIKEL 25. VERGADERINGEN VAN HET BESTUUR 12
ARTIKEL 26. AANWEZIGHEIDSQUORUM EN STEMMING DOOR HET BESTUUR 12
ARTIKEL 27. VERSLAG VAN HET BESTUUR 12
ARTIKEL 28. TEGENSTRIJDIG BELANG 12
ARTIKEL 29. EINDE BESTUURSMANDAAT VAN RECHTSWEGE EN DOOR ONTSLAGNEMING 13
ARTIKEL 30. ONTSLAG VAN BESTUURDERS 13
ARTIKEL 31. AANSPRAKELIJKHEID VAN BESTUURDERS 13
ARTIKEL 32. BOEKJAAR 14

ARTIKEL 33. INKOMSTEN 14
ARTIKEL 34. BOEKHOUDING 14
ARTIKEL 35. TOEZICHT DOOR EEN COMMISSARIS 14
ARTIKEL 36. VRIJWILLIGE ONTBINDING VAN DE VZW 15
ARTIKEL 37. GERECHTELIJKE ONTBINDING VAN DE VZW 15
ARTIKEL 38. BESTEMMING VAN HET VERMOGEN VAN DE VZW NA ONTBINDING 16
ARTIKEL 39. BEKENDMAKINGSVEREISTEN 16
ARTIKEL 40. BIJKOMENDE REGULERING 16
ARTIKEL 41. WIJZIGEN VAN DE STATUTEN EN HET INTERN REGLEMENT 16
ARTIKEL 42. TEAM OF OFFICIALS 17

BeMSA Intern Reglement (Bylaws) 18

ARTICLE 1. GENERAL PROVISIONS
ARTICLE 2. MEMBERS
ARTICLE 3. PROCEDURES DURING THE GENERAL ASSEMBLY
ARTICLE 4. NATIONAL GENERAL ASSEMBLY
ARTICLE 5. BEMSA MEETINGS
ARTICLE 6. TEAM OF OFFICIALS AND EXECUTIVE BOARD ARTICLE
ARTICLE 7. SUPERVISING COUNCIL ARTICLE
ARTICLE 8. FINANCES ARTICLE
ARTICLE 9. SCOPE AND SCORE REGULATIONS ARTICLE
ARTICLE 10. SCOPH EXCHANGES REGULATIONS ARTICLE
ARTICLE 11. ACTIVITIES ARTICLE
ARTICLE 12. POLICY DOCUMENTS ARTICLE
ARTICLE 13. IFMSA REGULATIONS ARTICLE
ARTICLE 14. PRIVACY ARTICLE
ARTICLE 15. LOCAL COMMITTEE REGULATIONS

ANNEX 1. MOTION MAZE 52
ANNEX 2. PRIVACY POLICY 53
ANNEX 3. ETHICAL FRAMEWORK ON FUNDRAISING 58
ANNEX 4. CONTRACT OF COMMITMENT
ANNEX 5. CODE OF CONDUCT

BeMSA Statuten (Constitution)

I. De Vereniging

Artikel 1. Benaming

§1. De vereniging is opgericht onder de vorm van een vereniging zonder winstoogmerk volgens Artikel 1:2 van het WVV en draagt als naam 'Belgian Medical Students' Association', officieel afgekort tot 'BeMSA'.
§2. De volledige naam of de afkorting moet voorkomen in alle akten, facturen, aankondigingen, bekendmakingen, brieven, orders, websites en andere stukken, al dan niet in elektronische vorm, uitgaande van een rechtspersoon, onmiddellijk voorafgegaan of gevolgd door de woorden "vereniging zonder winstoogmerk" of door de afkorting "vzw", samen met volgende gegevens: de nauwkeurige aanduiding van de zetel van de rechtspersoon, het ondernemingsnummer, het woord "rechtspersonenregister" of de afkorting "RPR", de vermelding van de rechtbank van de zetel van de rechtspersoon, en in voorkomend geval, het e-mailadres en de website van de rechtspersoon.

Artikel 2. Maatschappelijke zetel

§1. De zetel van de vzw is gevestigd te Corneel Heymanslaan 10, 9000 Gent, gelegen in het Vlaams Gewest.
§2. Het Bestuur is bevoegd om de maatschappelijke zetel binnen België te verplaatsen binnen hetzelfde taalgebied.
§3. Indien ten gevolge van de verplaatsing van de maatschappelijke zetel de taal van de statuten moet worden gewijzigd, kan enkel de Algemene Vergadering deze beslissing nemen met inachtneming van de vereisten voor een statutenwijziging.

Artikel 3. Doelstellingen en voorwerp van de vzw

§1. De vzw stelt zich tot doel:

- Een overkoepelende organisatie op Belgische niveau te vormen om zo studenten geneeskunde informatie en educatie te kunnen verstrekken op sociaal, academisch, cultureel en ethisch gebied;
- De studenten geneeskunde van de verschillende medische faculteiten in België te verenigen;
- Een platform te scheppen voor studenten geneeskunde in België om informatie en ervaringen uit te wisselen;
- Actief deel uit te maken van het reeds bestaande internationale netwerk van IFMSA.

§2. De vereniging streeft deze doelen na, los van elke politieke partij en van elke vakbond, en is niet gebonden aan een bepaalde filosofische of religieuze overtuiging.

§3. De vereniging mag alle activiteiten ondernemen om haar maatschappelijk doel te realiseren, met inbegrip van het stellen van handelsdaden, in zoverre de opbrengst hiervan uitsluitend besteed wordt aan het realiseren van het maatschappelijke doel. De vereniging mag hiertoe alle nodige diensten inrichten. De vereniging mag alle roerende en onroerende goederen bezitten die nodig zijn om haar doelstelling te verwezenlijken. Ze mag deelnemen in en samenwerken met alle ondernemingen die voor haar doelstelling nuttig kunnen zijn. Daarnaast kan de vereniging alle activiteiten ontplooien die rechtstreeks of onrechtstreeks bijdragen tot de verwezenlijking van voorgemelde ideële, niet-winstgevende doelstellingen, met inbegrip van bijkomstige commerciële en winstgevende activiteiten binnen de grenzen van wat wettelijk toegelaten is en waarvan de opbrengsten te allen tijde volledig zullen worden bestemd voor de verwezenlijking van de ideële, niet-winstgevende doelstellingen.

Artikel 4. Duur van de vzw

§1. De vzw is opgericht op 21/05/2013 voor onbepaalde duur en kan op elk moment ontbonden worden volgens de regels gedefinieerd in **hoofdstuk VI** van deze statuten.

II. Lidmaatschap

Artikel 5. Leden

§1. In de vzw zijn er enkel gewone leden (hierna 'leden').

§2. Er zijn minstens 3 leden.

§3. Een Local Committee wordt gedefinieerd als een lid van BeMSA dat als organisatie functioneert als een lokale afdeling van BeMSA aan een Belgische faculteit geneeskunde en die zich actief achter de doelstellingen van BeMSA vzw schaart.

Artikel 6. Lidmaatschap van leden

§1. De stichters zijn de eerste leden.

§2. Daarnaast kan iedere natuurlijke persoon, rechtspersoon of organisatie zich kandidaat stellen als lid.

§3. Een kandidaat-lid moet schriftelijk een aanvraag indienen bij de Algemene Vergadering.

§4. De Algemene Vergadering beslist autonoom over de aanvaarding van de kandidaat als lid op haar eerstvolgende vergadering. Deze beslissing moet niet gemotiveerd worden. Tegen deze beslissing is beroep mogelijk. De beslissing wordt genomen met een meerderheid van stemmen van de aanwezige en vertegenwoordigde leden van de Algemene Vergadering, waarbij voldaan wordt aan een quorum van 2/3 van de leden die aanwezig of vertegenwoordigd zijn.

§5. Als de Algemene Vergadering de toelating van een kandidaat-lid weigert, kan dit kandidaat-lid slechts een nieuwe aanvraag indienen op de volgende Algemene Vergadering na de eerste aanvraag.

§6. Een kandidaat-lid dat wil fungeren als een Local Committee wordt in eerste tijd verkozen als ‘Candidate Member’ door de Algemene Vergadering, volgens de regels in het intern reglement. Binnen een vaste periode gedefinieerd in het intern reglement moeten zij opnieuw een kandidatuur indienen om door de Algemene Vergadering als ‘Full Member’ verkozen te worden. Enkel de hiervoor vernoemde ‘Full Members’ worden beschouwd als lid van BeMSA vzw.

Artikel 7. Rechten en plichten van leden

§1. Het lidmaatschap blijkt uit het register van de leden dat in de maatschappelijke zetel van de vereniging wordt bijgehouden. Het Bestuur wordt belast met het inschrijven, het bijhouden en het aanpassen van het ledenregister ten gevolge van toetreding van nieuwe leden, de uittreding of uitsluiting van leden.

§2. Alle leden kunnen op de zetel van de vereniging het register van de leden raadplegen. Daartoe richten zij een schriftelijk verzoek aan het bestuursorgaan met wie zij een datum en het uur van de raadpleging van het register overeenkomen. Dit register kan niet worden verplaatst.

§3. Alle leden hebben alle rechten en plichten die in het intern reglement en het WVV vastgelegd zijn.

§4. De leden betalen een jaarlijkse lidmaatschapsbijdrage die wordt berekend volgens de regels vastgelegd in het intern reglement, met een maximale jaarlijkse bijdrage van €750 per lid.

Artikel 8. Ontslagneming van leden

§1. Elk lid kan op elk moment ontslag nemen uit de vzw door dat ontslag per e-mail bekend te maken aan het Bestuur. Het ontslag zal één maand na dit schrijven ingaan.

§2. Daarnaast wordt een lid geacht ontslag te nemen in volgende omstandigheden en vervalt het lidmaatschap bijgevolg onmiddellijk en automatisch:

- Wanneer het lid niet meer voldoet aan de voorwaarde(n) om lid te zijn in de vzw, vastgelegd in deze statuten en het intern reglement
- Wanneer een lid in een bepaalde hoedanigheid lid was van de Algemene

Vergadering en men deze hoedanigheid verliest
- Wanneer een lid zijn of haar lidmaatschapsbijdragen voor het lopende jaar niet betaald heeft binnen de maand na een schriftelijke aanmaning.

§3. Als door de ontslagneming van een lid het aantal leden onder het wettelijk of statutair minimum daalt, dan wordt de ontslagneming opgeschort totdat er na een redelijke termijn een vervanger is gevonden.

Artikel 9. Schorsing van leden

§1. Als een lid in strijd handelt met de doelstellingen van de vzw, kan het Bestuur het lidmaatschap schorsen in afwachting van de Algemene Vergadering waarop beslist wordt over de beëindiging van het lidmaatschap, zoals verduidelijkt in Artikel 10.

Artikel 10. Uitsluiting van leden

§1. Het lidmaatschap van een lid kan op elk moment worden beëindigd door een bijzonder besluit van de Algemene Vergadering, bijeengeroepen door het Bestuur of op verzoek van minstens 1/5 van de leden, met naleving van de aanwezigheids- en meerderheidsvereisten voorgeschreven voor een statutenwijziging.

§2. De uitsluiting wordt geagendeerd met alleen de naam. Het lid wordt door de voorzitter van het Bestuur geïnformeerd over de motieven voor de uitsluiting. Het lid moet worden gehoord op de Algemene Vergadering en kan zich laten bijstaan door een advocaat.

§3. De stemming over het beëindigen van het lidmaatschap van een lid is geheim.

Artikel 11. Uitsluiting van recht op het bezit van de vzw

§1. Geen enkel lid, noch de erfgenamen of rechthebbenden van een overleden lid, nog de leden van een Local Committee kunnen enige aanspraak laten gelden of uitoefenen op het bezit van de vzw. Ze kunnen evenmin de betaalde bijdragen terugvorderen.

§2. Deze uitsluiting van rechten op het bezit van de vzw geldt te allen tijde: tijdens het lidmaatschap, bij beëindiging van het lidmaatschap om wat voor reden dan ook, bij ontbinding van de vzw, enz.

III.Algemene Vergadering

Artikel 12. Samenstelling van de Algemene Vergadering

§1. De Algemene Vergadering bestaat uit de leden.

§2. Elk Local Committee, zoals gedefinieerd in Artikel 5 §3, dat Full Member is, moet tijdens elke termijn 2 afgevaardigden aanstellen die de lokale afdeling vertegenwoordigen binnen BeMSA vzw. Elke afgevaardigde van een Local Committee heeft stemrecht tijdens de Algemene Vergadering.

§3. Candidate Members hebben geen stemrecht tijdens de Algemene Vergadering.

Artikel 13. Bevoegdheden van de Algemene Vergadering

§1. De volgende exclusieve bevoegdheden worden uitsluitend door de Algemene Vergadering uitgeoefend:
- De wijziging van de statuten en van het intern reglement
- Het uitzetten van de grote beleidslijnen & visie op standpunten inzake

belangrijke dossiers
- De benoeming en de afzetting van de bestuurders en het bepalen van diens eventuele bezoldiging
- De benoeming en de afzetting van de commissarissen en het bepalen van diens eventuele bezoldiging
- De kwijting aan de bestuurders en de commissarissen, alsook, in voorkomend geval, het instellen van de verenigingsvordering tegen de bestuurders en de commissarissen
- De goedkeuring van de jaarrekening en van de begroting
- De ontbinding van de vereniging
- De toelating of uitsluiting van een lid
- De omzetting van de VZW in een IVZW, een coöperatieve vennootschap erkend als sociale onderneming of in een erkende coöperatieve vennootschap sociale onderneming
- Om een 'inbreng om niet' van een algemeenheid te doen of te aanvaarden
- Alle andere door de statuten of intern reglement aan de Algemene Vergadering expliciet toegekend bevoegdheden

Artikel 14.Vergaderingen van de Algemene Vergadering

§1. De Algemene Vergadering moet minstens eenmaal per jaar worden bijeengeroepen en dit binnen zes maanden na afsluiting van het boekjaar.

§2. Het Bestuur kan een Algemene Vergadering wanneer zij dit nodig acht, in de gevallen bepaald bij wet of de statuten of wanneer ten minstens 1/5 van de leden het vraagt.

Artikel 15. Uitnodiging en agenda van de Algemene Vergadering

§1. De vergaderingen van de Algemene Vergadering worden door het Bestuur bijeengeroepen. In voorkomend geval kan de commissaris de Algemene Vergadering bijeenroepen. De Algemene Vergadering moet bijeengeroepen worden wanneer 1/5 van de leden van de vereniging dit vragen.

§2. Het Bestuur, of in voorkomend geval de commissaris, roept de Algemene Vergadering bijeen binnen eenentwintig dagen na het verzoek tot bijeenroeping en de Algemene Vergadering wordt uiterlijk gehouden op de veertigste dag na dit verzoek, tenzij de statuten anders bepalen.

§3. De uitnodiging wordt minstens 15 dagen voorafgaand aan de datum van de Algemene Vergadering naar alle leden, bestuurders en commissarissen verstuurd per e-mail op het adres dat het lid daartoe laatst heeft opgegeven.

§4. De uitnodiging bevat de datum, uur en plaats van de Algemene Vergadering, evenals een ontwerp van agenda. Nieuwe agendapunten kunnen aangebracht worden door ieder werkend lid, bestuurslid of verkozen vrijwilliger, indien zij, ten minste 8 dagen voor de vergadering plaatsvindt, schriftelijk of via email gemeld worden aan de voorzitter. De agenda kan tijdens de Algemene Vergadering gewijzigd worden mits een 2/3 meerderheid.

§5. Aan de leden, de bestuurders en de commissarissen die erom verzoeken wordt onverwijld en kosteloos een kopie verzonden van de stukken die krachtens het WVV aan de Algemene Vergadering moeten worden voorgelegd.

§6. Elk door ten minste één lid ondertekend voorstel wordt op de agenda gebracht. Het moet uiterlijk 8 dagen voor het tijdstip van de Algemene Vergadering aan het Bestuur bezorgd worden. Ook het Bestuur kan agendapunten aanbrengen.

Artikel 16. Aanwezigheidsquorum op de Algemene Vergadering

§1. De Algemene Vergadering kan geldig beraadslagen, ongeacht het aantal aanwezige of vertegenwoordigde leden, behalve wanneer het WVV of deze statuten het anders bepalen.

§2. Bij wijzigingen aan de statuten moet minstens 2/3 van de leden aanwezig of vertegenwoordigd zijn.

§3. Ingeval op de eerste vergadering minder dan het minimum vereiste aantal leden aanwezig of vertegenwoordigd is, kan een tweede vergadering bijeengeroepen worden. De tweede vergadering mag niet binnen 15 dagen volgend op de eerste vergadering worden gehouden.

Artikel 17.Verloop van de Algemene Vergadering

§1. De voorzitter van de Algemene Vergadering wordt voorgedragen door het Bestuur en verkozen door de Algemene Vergadering aan het begin van de vergadering. Tot het verkiezen van de voorzitter van de Algemene Vergadering zal de voorzitter van het Bestuur de vergadering leiden.

§2. De bestuurders geven antwoord op de vragen die hun door de leden, vooraf of tijdens de vergadering, mondeling of schriftelijk, worden gesteld en die verband houden met de agendapunten. Zij kunnen, in het belang van de vereniging, weigeren op vragen te antwoorden wanneer de mededeling van bepaalde gegevens of feiten de vereniging schade kan berokkenen of in strijd is met de door de vereniging aangegane vertrouwelijkheidsclausules.

§3. In voorkomend geval, geeft de commissaris antwoord op de vragen die hem/haar/hun door de leden, vooraf of tijdens de vergadering, mondeling of schriftelijk, worden gesteld en die verband houden met de agendapunten waarover hij/zij verslag uitbrengt. Hij/zij kan, in het belang van de vereniging, weigeren op vragen te antwoorden wanneer de mededeling van bepaalde gegevens of feiten de vereniging schade kan berokkenen of in strijd is met zijn/haar/hun beroepsgeheim of met door de vereniging aangegane vertrouwelijkheidsclausules. Hij/zij heeft het recht ter Algemene Vergadering het woord te voeren in verband met de vervulling van zijn/haar/hun taak.

§4. De bestuurders en de commissaris kunnen hun antwoord op verschillende vragen over hetzelfde onderwerp groeperen.

Artikel 18. Stemming op de Algemene Vergadering

§1. Op de Algemene Vergadering heeft elk lid stemrecht. Elke afgevaardigde van een Local Committee heeft stemrecht, zoals vastgelegd in Artikel 12 §2.

§2. Leden die niet op de vergadering aanwezig kunnen zijn, kunnen door andere (niet-) leden vertegenwoordigd worden. Elk individueel lid kan maximum 1 volmacht dragen. In het geval van een Local Committee kan elke afgevaardigde maximum 1 volmacht dragen van hetzelfde of een ander Local Committee.

§3. Beslissingen worden genomen bij gewone meerderheid van de stemmen van de vertegenwoordigde leden, behalve waar het WVV, de statuten of het intern reglement anders bepalen.

§4. Bij gelijkheid van stemmen wordt de regeling gedefinieerd in het intern reglement gevolgd.

§5. Wijzigingen aan de statuten vereisen een meerderheid van 2/3 van de

vertegenwoordigde leden, waarbij onthoudingen noch in de teller noch in de noemer worden meegerekend. In het geval van een Local Committee tellen bij wijzigingen aan de statuten enkel volmachten tussen afgevaardigden binnen eenzelfde Local Committee mee, volmachten van andere Local Committees worden niet in rekening gebracht.

§6. Indien de statutenwijziging echter betrekking heeft op het voorwerp of het belangeloos doel van de vereniging, is zij alleen dan aangenomen, wanneer zij 4/5 van de uitgebrachte stemmen heeft verkregen, waarbij onthoudingen in de teller noch in de noemer worden meegerekend.

§7. De stemming kan gebeuren door afroeping, door handopsteking of, op vraag van een van de leden die aanwezig of vertegenwoordigd zijn, door geheime stemming. De geheime stemming is in ieder geval verplicht telkens het om personen of leden gaat. Er bestaat de mogelijkheid om de stemming via het internet te houden.

§8. De verschillende soorten meerderheid worden als volgt gedefinieerd:

- Een gewone meerderheid, eenvoudige meerderheid of simpelweg “meerderheid”, wordt gedefinieerd als: Meer stemmen voor dan tegen, onthoudingen tellen niet mee.
- Een absolute meerderheid wordt gedefinieerd als: Meer dan 50% van de stemmen voor, onthoudingen tellen wel mee.
- Een 2/3 meerderheid wordt gedefinieerd als: De stemmen voor moeten minstens het dubbele zijn van het aantal stemmen tegen. Onthoudingen tellen niet mee.

Artikel 19.Verslag van de Algemene Vergadering

§1. Er wordt verslag genomen van de beslissingen van de Algemene Vergadering.

§2. Dit verslag moet worden aanvaard door de Algemene Vergadering via gewone meerderheid, en dit op de eerste Algemene Vergadering volgend op die waar het verslag gemaakt werd.

§3. De goedgekeurde verslagen worden verzameld in een verslagboek, dat bewaard wordt op de maatschappelijke zetel van de vzw.

§4. Elk lid heeft inzagerecht in dit verslagboek. Daarnaast worden de leden op de hoogte gebracht van de beslissingen van de Algemene Vergadering door toezending van een kopie van de originele verslagen van de algemene vergaderingen.

§5. Ook derden hebben inzage in de goedgekeurde verslagen van de Algemene Vergadering na schriftelijke vraag aan het Bestuur. Daarnaast worden zij op de hoogte gebracht van de beslissingen van de Algemene Vergadering door toezending van een kopie van de originele verslagen van de Algemene Vergaderingen.

IV. Bestuur en vertegenwoordiging

Artikel 20. Samenstelling van het Bestuur

§1. De vzw wordt bestuurd door een Bestuur, samengesteld uit ten minste drie bestuurders. Enkel in het geval dat er maar drie werkende leden bestaan in de vereniging bestaat het Bestuur uit ten minste twee personen.

§2. Het Bestuur bestaat minstens uit een voorzitter, een secretaris, een penningmeester. Deze functies mogen bestaan onder een andere naam.

§3. Het Bestuur wordt ook “Executive Board” genoemd, afgekort tot “EB”. Deze term wordt ook gebruikt in het intern reglement om naar het Bestuur te verwijzen.

§4. De termijn van de bestuurders loopt van 1 juli tot 30 juni van het volgende kalenderjaar.

§5. De bestuurders worden benoemd door de Algemene Vergadering, met absolute meerderheid van de aanwezige of vertegenwoordigde leden voor een specifieke termijn. Hun opdracht eindigt bij de sluiting van de jaarvergadering. Bestuurders zijn 2 keer herbenoembaar voor eenzelfde functie.

§6. Om als bestuurder te worden benoemd moet men aan volgende inhoudelijke voorwaarden voldoen:

- De leden van het Bestuur moeten studeren (of gestudeerd hebben) aan minstens 3 verschillende Belgische faculteiten.
- Alle leden van het Bestuur dienen ingeschreven te zijn in een Bachelor- of Masteropleiding in België, erkend door de Nederlandstalige of Franstalige gemeenschap, of moeten afgestudeerd zijn in hetzelfde kalenderjaar als waarin hun termijn als bestuurslid aanvangt.
- Minstens 60% van de leden van het Bestuur dienen ingeschreven te zijn in een opleiding Bachelor of Master in de geneeskunde.

§7. Statuten die overeenkomen met de samenstelling van het Bestuur kunnen bij de verkiezing van de samenstelling van het Bestuur, geschorst worden voor maximum 1 jaar door de Algemene Vergadering. Deze schorsing moet anoniem gestemd worden en unaniem goedgekeurd worden.

Artikel 21. Coöptatie van bestuurders

§1. Wanneer de plaats van een bestuurder openvalt vóór het einde van zijn/haar/hun mandaat, hebben de overblijvende bestuurders het recht een nieuwe bestuurder te coöpteren.

§2. De eerstvolgende Algemene Vergadering moet het mandaat van de gecoöpteerde bestuurder bevestigen. Bij bevestiging volbrengt de gecoöpteerde bestuurder het mandaat van zijn voorganger, tenzij de Algemene Vergadering er anders over beslist. Bij gebrek aan bevestiging eindigt het mandaat van de gecoöpteerde bestuurder na afloop van de Algemene Vergadering, zonder dat dit afbreuk doet aan de regelmatigheid van de samenstelling van het bestuursorgaan tot op dat ogenblik.

Artikel 22. Bevoegdheden van het Bestuur

§1. Het Bestuur is bevoegd om alle handelingen van intern bestuur te verrichten die nodig of dienstig zijn voor de verwezenlijking van het voorwerp van de vzw, met uitzondering van de handelingen waarvoor volgens de wet, volgens deze statuten of volgens het intern reglement de Algemene Vergadering exclusief bevoegd is.

§2. Onverminderd de verplichtingen die voortvloeien uit collegiaal bestuur, met name overleg en toezicht, kunnen de bestuurders de bestuurstaken onder elkaar verdelen. Die taakverdeling kan niet aan derden tegengeworpen worden, zelfs niet nadat ze zijn openbaar gemaakt. Niet-naleving ervan brengt de interne aansprakelijkheid van de betrokken bestuurder(s) in het gedrang.

Artikel 23. Externe vertegenwoordigingsmacht van het Bestuur

§1. Het Bestuur vertegenwoordigt als college de vzw in alle handelingen in en buiten rechte.

§2. Onverminderd de algemene vertegenwoordigingsbevoegdheid van het Bestuur als college, wordt de vereniging in en buiten rechte eveneens vertegenwoordigd door de voorzitter van het Bestuur of door twee bestuurders, die samen optreden. Zij dienen geen bewijs van een voorafgaandelijk besluit van het Bestuur voor te leggen.

§3. Het Bestuur of de bestuurders die de vzw vertegenwoordigen, kunnen gevolmachtigden van de vzw aanstellen. Alleen bijzondere en beperkte volmachten voor bepaalde of een reeks bepaalde rechtshandelingen zijn geoorloofd. De gevolmachtigden verbinden de vzw binnen de perken van de hun verleende volmacht waarvan de grenzen wel tegenwerpelijk zijn aan derden overeenkomstig wat geldt inzake lastgeving.

Artikel 24. Bekendmakingsvereisten van het Bestuur

§1. De benoeming van de leden van het Bestuur en van de personen gemachtigd om de vzw te vertegenwoordigen en hun ambtsbeëindiging wordt openbaar gemaakt door neerlegging in het verenigingsdossier ter griffie van de ondernemingsrechtbank en publicatie van een uittreksel in de Bijlagen bij het Belgisch Staatsblad. Uit die stukken moet in ieder geval blijken of de personen die de vzw vertegenwoordigen, de vzw ieder afzonderlijk, gezamenlijk, dan wel als college verbinden, alsook de omvang van hun bevoegdheden.

Artikel 25.Vergaderingen van het Bestuur

§1. Het Bestuur vergadert zo dikwijls als het belang van de vzw het vereist, en op vraag van een bestuurder, gericht aan de voorzitter.

§2. Het Bestuur wordt voorgezeten door de voorzitter. In geval van afwezigheid of belet van de voorzitter wordt deze vervangen door één van de bestuurders.

Artikel 26.Aanwezigheidsquorum en stemming door het Bestuur

§1. Het Bestuur kan geldig beraadslagen en besluiten indien er meer dan 50% van de bestuurders aanwezig zijn.

§2. Iedere bestuurder beschikt over één stem. Een bestuurder kan zich schriftelijk doen vertegenwoordigen door een andere bestuurder, maar elke bestuurder kan slechts drager zijn van één volmacht.

§3. De besluiten binnen het Bestuur worden genomen bij gewone meerderheid van stemmen van de aanwezige bestuurders. Bij gelijkheid van stemmen, heeft de voorzitter van het Bestuur de doorslaggevende stem.

§4. Besluiten van het Bestuur kunnen bij eenparig akkoord van de bestuurders genomen worden. Dit houdt in elk geval in dat er een beraadslaging plaatsvond per e-mail, video- of telefoonconferentie of ander communicatiemiddel.

Artikel 27.Verslag van het Bestuur

§1. Er wordt verslag genomen van de beslissingen van het Bestuur, dat bewaard wordt op de maatschappelijke zetel van de vzw.

§2. Ze worden binnen de maand na de vergadering verstuurd naar de leden en de

bestuurders.

§3. De verslagen van de vergaderingen van het Bestuur worden ondertekend door de voorzitter en de bestuurders die erom verzoeken.

Artikel 28. Tegenstrijdig belang

§1. Wanneer het Bestuur een beslissing moet nemen of zich over een verrichting moet uitspreken die onder zijn bevoegdheid valt, waarbij een bestuurder een rechtstreeks of onrechtstreeks belang van vermogensrechtelijke aard heeft dat strijdig is met het belang van de vereniging, moet de betrokken bestuurder dit meedelen aan de andere bestuurders voor het bestuursorgaan een besluit neemt. Zijn/haar/hun verklaring en toelichting over de aard van dit strijdig belang worden opgenomen in het verslag van de vergadering van het bestuursorgaan die de beslissing moet nemen. Het is het Bestuur niet toegelaten deze beslissing te delegeren.

§2. De bestuurder met een belangenconflict mag niet deelnemen aan de beraadslagingen van het Bestuur over deze beslissingen of verrichtingen, noch aan de stemming in dat verband. Wanneer de meerderheid van de aanwezige of vertegenwoordigde bestuurders een belangenconflict heeft, dan wordt de beslissing of de verrichting aan de Algemene Vergadering voorgelegd; ingeval de Algemene Vergadering de beslissing of de verrichting goedkeurt, kan het Bestuur ze uitvoeren.

§3. Deze procedure is niet van toepassing wanneer de beslissingen van het Bestuur betrekking hebben op gebruikelijke verrichtingen die plaatshebben onder de voorwaarden en tegen de zekerheden die op de markt gewoonlijk gelden voor soortgelijke verrichtingen.

Artikel 29. Einde bestuursmandaat van rechtswege en door ontslagneming

§1. Het mandaat van een bestuurder eindigt op de vooropgestelde verstrijkdatum, beschreven door de statuten en van rechtswege vastgesteld door de Algemene Vergadering.

§2. Daarnaast wordt een bestuurder geacht ontslag te nemen wanneer hij/zij niet meer voldoet aan de inhoudelijke voorwaarden om bestuurder te worden in de vzw, zoals in de statuten bepaald. De vaststelling daarvan gebeurt door de Algemene Vergadering.

§3. Elke bestuurder kan ontslag nemen door schriftelijke kennisgeving aan de voorzitter van het Bestuur.

§4. Wanneer een bestuurder ontslag neemt, moet hij/zij in functie blijven totdat het Bestuur redelijkerwijs in zijn vervanging kan voorzien.

§5. Het mandaat van een bestuurder eindigt van rechtswege bij het overlijden van deze bestuurder.

Artikel 30. Ontslag van bestuurders

§1. Het mandaat van een bestuurder kan op elk moment worden beëindigd door de Algemene Vergadering met een absolute meerderheid van de aanwezige en vertegenwoordigde stemmen.

§2. De stemming over het beëindigen van het mandaat van een bestuurder is geheim.

Artikel 31.Aansprakelijkheid van bestuurders

§1. De bestuurders (en alle andere personen die ten aanzien van de vzw werkelijke

bestuursbevoegdheid hebben gehad) zijn tegenover de vzw aansprakelijk voor fouten begaan in de uitoefening van hun opdracht. Dit geldt ook tegenover derden voor zover de begane fout een buitencontractuele fout is. Deze personen zijn evenwel slechts aansprakelijk voor beslissingen, daden of gedragingen die zich kennelijk buiten de marge bevinden waarbinnen normaal voorzichtige en zorgvuldige bestuurders, geplaatst in dezelfde omstandigheden, redelijkerwijze van mening kunnen verschillen.

§2. Aangezien het bestuursorgaan een college vormt, is hun aansprakelijkheid voor de beslissingen of nalatigheden van dit college hoofdelijk.

§3. Wat fouten betreft waaraan zij geen deel hebben gehad, zijn zij evenwel van hun aansprakelijkheid ontheven indien zij de beweerde fout hebben gemeld aan het collegiaal bestuursorgaan. Deze melding, evenals de bespreking waartoe zij aanleiding geeft, wordt opgenomen in de notulen.

§4. Deze aansprakelijkheid, samen met elke andere schadeaansprakelijkheid die voortvloeit uit het WVV of andere wetten of reglementen, evenals de aansprakelijkheid voor de schulden van de rechtspersoon bedoeld in de artikelen XX.225 en XX.227 van het Wetboek van economisch recht is beperkt tot de in art. 2:57 van het WVV opgenomen bedragen.

V. Boekhouding

Artikel 32. Boekjaar

§1. Het boekjaar van de vereniging loopt van 1 oktober tot 30 september van het volgende kalenderjaar. De verrichtingen sinds 1 januari 2013 die werden gedaan voor de rekening van de vzw in oprichting worden geacht te zijn uitgevoerd in naam van de vzw en maken aldus deel uit van de jaarrekening van het eerste boekjaar van de vzw.

Artikel 33. Inkomsten

§1. De inkomsten van de vereniging kunnen bestaan uit:

- De winsten verwezenlijkt door de inrichting van activiteiten zoals omschreven in Artikel 3 van de statuten.
- De giften.
- De winsten gerealiseerd door eventuele commerciële activiteiten bedoeld om de vereniging werkingsmiddelen voor de realisatie van haar maatschappelijk doel te bezorgen.

Artikel 34. Boekhouding

§1. De boekhouding wordt gevoerd overeenkomstig de bepalingen in het WVV en de betreffende uitvoeringsbesluiten.

§2. Het Bestuur legt de jaarrekening van het voorgaande boekjaar en de begroting ter goedkeuring voor aan de jaarlijkse Algemene Vergadering.

§3. Nadat het Bestuur verantwoording aflegde voor het beleid in het voorgaande jaar, spreekt de Algemene Vergadering zich uit over de kwijting aan de bestuurders. Dit gebeurt bij afzonderlijke stemming. Deze kwijting is alleen dan rechtsgeldig, wanneer de ware toestand van de vereniging niet wordt verborgen door enige weglating of onjuiste opgave in de jaarrekening, en, wat de extrastatutaire of met het WVV strijdige verrichtingen betreft, wanneer deze bepaaldelijk zijn aangegeven in de oproeping.

§4. De jaarrekening wordt binnen de dertig dagen na goedkeuring door de Algemene Vergadering neergelegd in het dossier op de Griffie van de Ondernemingsrechtbank.

Voor zover van toepassing wordt de jaarrekening ook neergelegd bij de Nationale Bank overeenkomstig het WVV en de betreffende uitvoeringsbesluiten.

Artikel 35.Toezicht door een commissaris

§1. Zolang de vzw voor het laatst afgesloten boekjaar niet meer dan één criteria van 'kleine vzw' zoals omschreven in art. 3:47 §2 WVV overschrijdt, is de vzw niet verplicht een commissaris te benoemen.

§2. Zodra de vzw wel meer dan één van de criteria overschrijdt, moet ze één of meer commissarissen belasten met de controle van de financiële toestand, van de jaarrekening en van de regelmatigheid in het licht van de wet en van de statuten en van de verrichtingen die in de jaarrekening moeten worden vastgesteld.

§3. De commissaris wordt door de Algemene Vergadering benoemd onder de leden van het Instituut van bedrijfsrevisoren voor een termijn van 3 jaar. De Algemene Vergadering bepaalt ook de bezoldiging van de commissaris en spreekt zich tevens uit over de kwijting van de commissaris.

VI. Ontbinding en vereffening

Artikel 36.Vrijwillige ontbinding van de vzw

§1. De vzw kan op elk ogenblik door de Algemene Vergadering worden ontbonden.

§2. De Algemene Vergadering wordt samengeroepen ter bespreking van voorstellen inzake de ontbinding van de vzw, voorgelegd door het Bestuur of door minstens 1/5 van alle leden.

§3. Om op een geldige manier te beraadslagen en te beslissen over de ontbinding van de vzw, moet minstens 2/3 van de leden aanwezig of vertegenwoordigd zijn op de Algemene Vergadering. De beslissing tot ontbinding moet genomen worden met een bijzondere meerderheid van minstens 4/5 van de aanwezige of vertegenwoordigde stemmen.

§4. In de vzw's die één of meer commissarissen moeten aanstellen, wordt het voorstel tot ontbinding toegelicht in een door het bestuursorgaan opgesteld verslag, dat wordt vermeld in de agenda van de Algemene Vergadering die zich over de ontbinding moet uitspreken. Bij dat verslag wordt een staat van activa gevoegd cfr. art. 2.110 §2 WVV. Wanneer één van deze beide verslagen ontbreken, is het besluit van de Algemene Vergadering nietig.

§5. Ingeval het voorstel tot ontbinding wordt goedgekeurd, benoemt de Algemene Vergadering een of meer vereffenaar(s), waarvan zij de opdracht omschrijft.

§6. Vanaf de beslissing tot ontbinding vermeldt de vzw altijd dat zij "vzw in vereffening" is overeenkomstig het WVV.

§7. Een vzw in vereffening mag haar naam niet wijzigen en slechts onder de voorwaarden bepaald in art. 2:117 WVV haar zetel verplaatsen.

Artikel 37. Gerechtelijke ontbinding van de vzw

§1. De rechtbank kan op verzoek van een lid, een belanghebbende derde of het Openbaar Ministerie de gerechtelijke ontbinding uitspreken van de vzw als die niet in staat is haar verbintenissen na te komen, of als ze haar vermogen of de inkomsten uit dat vermogen voor een ander doel aanwendt dan dat waarvoor zij is opgericht, of als ze het verbod op uitkering of bezorging van enig rechtstreeks of onrechtstreeks

vermogensvoordeel schendt, of als ze in strijd handelt met het WVV of de openbare orde, of als ze in ernstige mate in strijd handelt met de statuten, of als ze niet heeft voldaan aan de verplichting om een jaarrekening neer te leggen binnen de dertig dagen na goedkeuring ervan door de Algemene Vergadering, tenzij de ontbrekende jaarrekeningen worden neergelegd vooraleer de debatten worden gesloten, of als ze minder dan twee leden telt.

Artikel 38. Bestemming van het vermogen van de vzw na ontbinding

§1. In geval van ontbinding en vereffening beslist (beslissen) de Algemene Vergadering of de vereffenaar(s) over de bestemming van het vermogen van de vzw. In elk geval wordt het bestemd aan een vereniging of stichting met een gelijkaardig belangeloos doel.

Artikel 39. Bekendmakingsvereisten

§1. Alle beslissingen betreffende de ontbinding, de vereffeningsvoorwaarden, de benoeming en de ambtsbeëindiging van de vereffenaars, de afsluiting van de vereffening en de bestemming van het actief worden neergelegd in het verenigingsdossier ter Griffie van de Ondernemingsrechtbank, en bekendgemaakt in de Bijlagen bij het Belgisch Staatsblad overeenkomstig het WVV en haar uitvoeringsbesluiten.

VII.Varia

Artikel 40. Bijkomende regulering

§1. De vereniging behoudt het recht om extra richtlijnen bij te houden met betrekking tot het verloop van de dagelijkse activiteiten en vergaderingen, deze richtlijnen worden bewaard in de vorm van een intern reglement op de hoofdzetel.

§2. Het intern reglement kan geen bepalingen bevatten die strijdig zijn met het WVV of de statuten. Het intern reglement en elke wijziging daarvan worden aan de leden meegedeeld overeenkomstig artikel 2:32 WVV.

§3. Wijzigingen aan het intern reglement worden via 2/3 meerderheid gestemd door de Algemene Vergadering

§4. Het intern reglement wordt opgesteld in het Engels en wordt ook de “bylaws” genoemd.

§5. Voor alle gevallen die niet geregeld zijn door deze statuten, zijn de bepalingen van het Wetboek van Vennootschappen en Verenigingen ('WVV') en de (toekomstige) uitvoeringsbesluiten van toepassing.

Artikel 41.Wijzigen van de statuten en het intern reglement

§1. De statuten kunnen slechts een keer per jaar gewijzigd worden.

§2. Moties tot wijzigen van het intern reglement kunnen voor elke Algemene Vergadering ingediend worden. Elke vraag tot wijziging van de statuten moet uiterlijk 14 dagen voor de Algemene Vergadering elektronisch aan de secretaris bezorgd worden. Elke vraag tot wijzigen van het intern reglement moet uiterlijk 7 dagen voor de Algemene Vergadering elektronisch aan de secretaris bezorgd worden. Orthografische en andere fouten in het intern reglement die geen invloed hebben op de inhoud kunnen op elk moment gemeld en gewijzigd worden door de secretaris, zonder dat hiervoor een motie vereist is. Deze moet hiervan melding maken aan de voorzitter. Een

verslag van alle wijzigingen wordt opgemaakt door de secretaris en op de eerstvolgende Algemene Vergadering aan de leden voorgesteld.

Artikel 42.Team of Officials

§1. Naast het Bestuur kan de Algemene Vergadering een groep vrijwilligers aanstellen die assisteren in het dagelijks bestuur van de vzw. De eindverantwoordelijkheid ligt echter steeds bij het Bestuur.

§2. Deze vrijwilligers worden, zoals het Bestuur, rechtstreeks verkozen door de Algemene Vergadering via absolute meerderheid.

§3. De combinatie van het Bestuur en deze groep van vrijwilligers wordt het “Team of Officials” genoemd. Een lid van de Team of Officials wordt een “Official” genoemd.

§4. De taakomschrijvingen van de Team of Officials (zowel het Bestuur als de vrijwilligers die een verkozen positie bekleden) worden vastgelegd in het intern reglement.

BeMSA Intern Reglement (Bylaws)

Article 1. General provisions

Section 1.1. Name

1.1.1. The name of the association is Belgian Medical Students' Association.

1.1.2. The only recognized abbreviation is "BeMSA".

1.1.3. The only recognized translation in French is "Association des Étudiants en Médecine Belges".
1.1.4. The only recognised translation in Dutch is "Vereniging der Belgische Medische Studenten"

Section 1.2. Language

1.2.1. All official documents of BeMSA, for internal use or for entering into any contract with an external organization, must be drawn up in one of the following three languages: English, French or Dutch.
1.2.2. The official language for internal communication is English.

1.2.3. The official language for meetings, including the General Assembly, Team of Officials Meetings and the Executive Board Meetings, is English.

Section 1.3. Vision

1.3.1. Skilled healthcare students making a sustainable change towards social, physical, and psychological well-being for all.

Section 1.4. Mission

1.4.1. To unite and empower healthcare students by equipping them with the knowledge, skills and values to shape competent, culturally-aware healthcare workers and global health **professionals**, for equal access and attainment of health for all.

Section 1.5. Corporate Identity

1.5.1. All templates and logos are placed in the Google Drive where they are accessible to all Team of Officials members and Local Committee board members.
1.5.2. All official correspondence is done through the template prepared for this purpose, the letterhead.

1.5.3. All emails sent from an official BeMSA e-mail address must have a uniform signature. This email address should be used for all BeMSA-related communication.

1.5.4. A corporate identity manual will be made available to all members, explaining all aspects of the corporate identity, including certain restrictions for the use of BeMSA logos. These should be respected at all times.

Section 1.6. Publications

1.6.1. All publications written or drafted in the name of BeMSA, released in physical or digital form, must be approved by the Executive Board.

1.6.2. In the context of sponsorships, support or agreements with other organizations, advertising and statements can also be published by BeMSA.

1.6.3. BeMSA logos are used for BeMSA publications or official communication. Deviations from this can be approved by the Executive Board.

1.6.4. A list of all official documents and publications should be maintained and updated.

Section 1.7. Term

1.7.1. The term for the Executive Board and Team of Officials runs from 1st of July to 31st of August of the following year. A term is always 1 year and two months.

1.7.2.: The period between 1st of July and 31st of August is an extension of the Handover Period (bylaw 6.X). There is an overlap in terms to ensure smooth handover processes.

1.7.3. The term for the Supervising Council runs from 1st of July to the 30th of June two years later. A term is always 2 years.

1.7.4. The transition period runs from 1st of July to 30th of September.

1.7.4.1. The national officers for SCORA, SCOPH, SCOME, and SCORP are required to produce and explain a script to their successor to prepare the August General Assembly and ensure program enrollment and/or project reporting for their term.

1.7.5. Members of the Executive Board, Team of Officials, and Supervising Council can receive a certificate issued by the President for their term if the following requirements are met:

- Successful completion of their term;
- Successful completion of their transition period.

Section 1.8. Standing Committees

1.8.1. BeMSA is active in the following 6 Standing Committees of IFMSA:

- SCOPH: Standing Committee on Public Health
- SCORA: Standing Committee on Sexual and Reproductive Health and Rights including HIV and AIDS
- SCORP: Standing Committee on Human Rights and Peace
- SCOME: Standing Committee on Medical Education
- SCOPE: Standing Committee on Professional Exchanges
- SCORE: Standing Committee on Research Exchanges

Section 1.9. Changes to the Bylaws (Intern Reglement) or their Annexes

1.9.1. A proposal to change the Bylaws must be submitted by a member of the BeMSA Team of Officials, the BeMSA Team of Officials as a whole, the BeMSA Executive Board as a whole or a Local Committee in accordance with statute 2.1.1 of the Bylaws (Intern Reglement).

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

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

1.9.4. All grammatical and renumbering changes to the Constitutions and Bylaws (Statuten en Intern Reglement) can be done by the BeMSA Executive Board between the General Assemblies. **These changes should be sent to the Local Committees immediately**. A report listing all the suggested changes will be presented at the General Assembly for adoption by the Executive Board. Upon adoption of the report, the Executive Board can make the changes.

Section 1.10. External affairs

1.10.1. Members can represent BeMSA at an external meeting if they are selected by the Executive Board or the relevant Local Executive Board.

1.10.2. Members can apply to attend external meetings by sending a candidature to the Executive Board or the relevant Local Executive Board.

Section 1.11. Strategic Plan

1.11.1. BeMSA's long-term work is based on its three-year strategic plan. It aims to ensure continuity, transparency and accountability in the work of BeMSA's elected and appointed leaders.

1.11.2. The strategic plan is adopted by the General Assembly with a two-thirds majority. Amendments to the tabled Strategy require a two-thirds majority to pass. The period of the three-year strategic plan is evaluated and the new strategic plan is drafted in the last year of the current strategic plan.

1.11.3. Amendments to the tabled Strategy require a two-thirds majority to pass.

1.11.5. The Annual Working Plans of each Team of Officials member must reflect the priorities laid out in the strategic plan, to underpin the implementation of the strategic plan.

1.11.6. At every General Assembly, the Executive Board must report on the execution of the strategic plan.

1.11.7 At every first and last Team of Officials Meeting, the Executive Board must report on the progress of the strategic plan.

Article 2. Members

Section 2.1. General

2.1.1. A Local Committee (LC) consists of a group of students from a Belgian medical faculty who actively support the objectives of BeMSA vzw. A Local Committee is formed by students who are represented by the members as described in statute 3.1 of the Constitution (Statuten).

2.1.2. A maximum of 1 Local Committee per medical faculty can be represented in

BeMSA.

2.1.3. A student can only represent the Local Committee of the faculty where they study. In the case of UHasselt, KULAK and UNamur, representation by an alumnus who studies at another university during the relevant BeMSA working year may be allowed.

2.1.4. Individual students cannot apply for membership at BeMSA.

2.1.5. All Local Committees, both Full Members and Candidate Members, unless otherwise specified, must abide by the Local Committee Regulations mentioned in Article 13 of the bylaws (Intern Reglement). The Executive Board has the right to suspend LC membership during the period in which the LC regulations are violated.

Section 2.2. Regulations to become recognized as Candidate Member of Full Member within BeMSA

2.2.1. All prospective Candidate Members and Full Members must abide by the Local Committee Regulations mentioned in Article 13 of the bylaws (Intern Reglement).

2.2.2. To obtain the status of Candidate Member, an application form must be submitted no later than 10 days before the start of the plenary the General Assembly that must include:

- Name of the Local Committee;
- Number of students being represented, including the number of medical students and non-medical students;
- Estimated yearly budget;
- Description of the structure of the Local Committee, including the board members, the Standing Committees and their activities;
- Any future plans that the Local Committee will pursue to further develop their organization

2.2.3. For a Candidate Member to obtain the status of Full Member, an application form must be submitted no later than 10 days before the start of the plenary of the General Assembly that must include:

- Name of the Local Committee;
- Number of students being represented, including the number of medical students and non-medical students;
- Estimated yearly budget, including a description of how they will ensure sustainability in paying the membership fee;
- Description of the structure of the Local Committee, including the board members, the Standing Committees and their activities;
- A description of their development from when they became a Candidate Member.

2.2.4. In order to obtain the status of Full Member or Candidate Member, a presentation must be given during the General Assembly. This presentation must contain at least the following information:

- Name of the Local Committee
- Number of students that are represented in the Local Committee including the number of medical and non-medical students
- Description of the structure of the Local Committee.

2.2.5. The Vice-President, in consultation with the Team of Officials, gives a positive or

negative recommendation to the General Assembly in connection with the application for a Full Member or Candidate Member.

2.2.6. The recognition as a Local Committee is approved by the General Assembly with a simple majority.

Article 3. Procedures during the General Assembly

Section 3.1. General

3.1.1. During formal meetings of BeMSA it is forbidden to smoke or consume alcoholic beverages.

3.1.2. Breaks during the General Assembly can be requested by the chairperson of the meeting, the President or a member with voting rights in the General Assembly. The break request must be approved with a simple majority.

Section 3.2. Participants and guests

3.2.1. Anyone who wishes to take part in the General Assembly, both as a person entitled to vote or as a spectator, must have registered as a participant beforehand.

3.2.2. All participants of the General Assembly, including the spectators, have speaking rights during the General Assembly. The chairperson decides when a person may use their speaking rights.

3.2.3. Motions must be submitted by a member of the BeMSA Team of Officials, the BeMSA Team of Officials as a whole, the BeMSA Executive Board as a whole or a Local Committee in accordance with statute 2.1.1 of the Bylaws (Intern Reglement). These motions may concern the following topics, but are not limited to: agenda changes, proposal to resign or adopt a new member, activity proposals, policy documents.

3.2.4. Spectators may be asked to leave the room when it is thought that a subject is best discussed internally. To this end, a procedural motion must be submitted as described in statute 3.7.6. of the Bylaws (Intern Reglement).

3.2.5. If elected, there shall be at least one Supervising Council member present at every General Assembly. Supervising Council members have speaking rights, but no voting rights.

Section 3.3. Chairperson

3.3.1. Until the chairperson is elected, the President has the duty to chair the General Assembly, or to seek a replacement within the Executive Board.

3.3.2. The chairperson is responsible for the smooth running of the General Assembly. They are also responsible for the correct interpretation of the Constitution and Bylaws (Statuten en Intern Reglement) during the General Assembly.

Section 3.4. Motions and discussions

3.4.1. All motions, unless otherwise specified in the Constitution and Bylaws (Statuten en Intern Reglement), must be submitted to the chairperson, unless indicated otherwise by the Executive Board, 5 days before the start of the plenary of the General Assembly. The Executive Board has the duty to make all submitted motions available to all persons entitled to vote within 48 hours.

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

3.4.3. All motions must be supported by a voting member, who is not the proposer, and who is not from the same Local Committee as the proposer. If the proposer submits the proposal on behalf of the Executive Board or Team of Officials, the supporter may come from the same Local Committee as the proposer. If no supporter is found, the motion is not accepted.

3.4.4. Amendments to motions can be proposed by any member with proposing rights according to statute 3.2.3 of the Bylaws (Intern Reglement).

3.4.5. During the discussions, anyone who wishes to take the floor will turn to the chairperson. The chairperson will decide when someone can take the floor.

3.4.6. After the discussion has closed, the chairperson will ask if there is a direct negative.

3.4.6.1. If there is none, the motion is accepted nemo contra and there will be no formal vote.

3.4.6.2. If there is a direct negative, the chairperson will ask if an alternative motion is submitted. This motion can be submitted independently of the submission deadline. An alternative motion must be supported by a voting member, who is not the proposer, and who is not from the same Local Committee as the proposer. If the proposer submits the proposal on behalf of the Executive Board or Team of Officials, the supporter may come from the same Local Committee as the proposer. If no supporter is found, the motion is not accepted.

3.4.7. A motion is adopted in one of the 3 following cases:

- There is no direct negative vote, the motion is accepted nemo contra;
- If a simple majority is achieved after voting;
- If a relative majority is achieved after a vote with several alternativeSection 3.5. Point of order

3.5.1. A point of order can only be submitted to indicate possible procedural errors of the Belgian legislation or Constitution and Bylaws (Statuten en Intern Reglement) of BeMSA.

3.5.2. A point of order takes precedence over everything, and the petitioner will immediately have the right to speak. A point of order is the only entity that can interrupt an ongoing vote.

3.5.3. If a point of order is used for other purposes, the Local Committee of the petitioner will receive a formal warning. After receiving 3 warnings, the local committee loses its right to submit a point of order.

Section 3.6. Point of information

3.6.1. A point of information is a brief statement or question that is useful and relevant at the time for the speaker or the General Assembly as a whole. Under no circumstances may this announcement contain a personal opinion or gauge a personal opinion.

3.6.2. If a point of information is requested, the current speaker has the right to decide whether this point of information is immediately made. If the speaker refuses the point of information, this must take place immediately after the speaker stops speaking.

3.6.3. If a point of information is used for other purposes than those mentioned in statute 3.6.1. of the Bylaws (Intern Reglement), the Local Committee of the petitioner will receive a formal warning. After receiving 3 warnings, the local committee loses its right to submit point of information.

Section 3.7. Procedural motion

3.7.1. A procedural motion has priority over everything, except for a point of order or a point of information. A procedural motion cannot interrupt the current speaker or a voting process.

3.7.2. A procedural motion can be submitted at any time. The petitioner has the right to briefly explain their motion.

3.7.3. All procedural motions must be supported by a voting member, who is not the proposer, and who is not from the same Local Committee as the proposer. If the proposer submits the proposal on behalf of the Executive Board or Team of Officials, the supporter may come from the same Local Committee as the proposer. If no supporter is found, the motion is not accepted.

3.7.4. A procedural motion must be approved with a 2/3 majority.

3.7.5. If a procedural motion is approved by the General Assembly, it immediately goes into effect. 3.7.6. Motions on the following topics must be submitted via a procedural motion:

- Any adjustment to the agenda, as stated in statute 4.4. of the Constitution (Statuten);
- Immediate closure of the current topic, and transition to the next topic on the agenda;
- Suspending a Bylaw (Intern Reglement);
- To not include a certain discussion in the minutes;
- To force everyone, present at the General Assembly, that are not a member of BeMSA to leave the room.

Section 3.8. Voting procedures

3.8.1. At the start of each session, the chairperson must do a roll call. All Local Committees with voting rights will be called to see if they are present. The result of the roll call will be recorded and incorporated in the minutes.

3.8.2. Decisions will be taken by simple majority in case of a single motion and relative majority in case of several motions, unless otherwise specified by the Constitution and Bylaws (Statuten en Intern Reglement).

3.8.3. Voting is done by either raising the voting card or by secret ballot. With every vote there must be the possibility to vote in favour, to vote against and to abstain. When voting by secret ballot, all three options must be clearly presented on the voting form.

3.8.4. Voting during elections will be done by secret ballot, except for the election of the chairperson. In addition, voting by secret ballot shall take place if requested by a full member with voting rights.

3.8.5. Voting will be done as mentioned in Annex 1.

3.8.6. The chairperson or two members of different Local Committees have the right to request a recount of the votes in case of suspected fraud or miscount.

Section 3.9. Proxies

3.9.1. If a member wishes to cast their vote by proxy, a notification of the use of proxy must be made to the chairperson. This notification is done by submitting a proxy form. This indicates the person entitled to vote who gives a proxy, to which person entitled to vote the proxy is rewarded, and for which General Assembly the proxy is valid.

3.9.2. Cfr statuten §2. Leden die niet op de vergadering aanwezig kunnen zijn, kunnen door andere (niet-) leden vertegenwoordigd worden. Elk individueel lid kan maximum 1 volmacht dragen. In het geval van een Local Committee kan elke afgevaardigde maximum 1 volmacht dragen van hetzelfde of een ander Local Committee.

Section 3.10. Elections

3.10.1. All candidatures for positions in the Executive Board, Team of Officials or Supervising Council must be submitted to the President and Secretary, 5 days before the General Assembly or a separate election procedure where the elections will take place.

3.10.2. The Executive Board will make all valid applications available to all members at least 3 days before the General Assembly or a separate election procedure.

3.10.3. A candidacy consists of a Curriculum Vitae, a Motivation Letter and a Plan of Action for the relevant position.

3.10.4. Candidates may only submit one candidacy per election.

3.10.5. All candidates are expected to present their candidature at the General Assembly or election night to provide an explanation of their candidacy and to answer any questions from the members. The candidate can explain their candidacy in person at the National General Assembly or via an audio-visual connection, made available to the Secretary on the day before the General Assembly.

3.10.6. Candidates have 5 minutes to present their candidacy. Immediately thereafter there is 5 minutes time for questions from the members. When all presentations have finished, members entitled to vote may then discuss the candidatures in the absence of all candidates running for positions at that General Assembly or election night.

3.10.7. An absolute majority is required in order for a candidate to be elected.

3.10.8. For positions with more than 1 spot, and the number of candidates being less than or equal to the number spots, they will be voted upon individually one after the

other, the candidates that gain an absolute majority will be elected.

3.10.9. For positions with more than 1 spot, and the number of candidates being greater than the number of positions, candidates are elected sequentially for each open spot, using the system explained in statute 3.10.11. of the Bylaws (Intern Reglement). For the second and third spot, all candidates that were not elected for a previous spot will be voted upon.

3.10.10. In case there are two candidates for a position, and no candidate gains absolute majority in the first round, the candidate with the higher number of votes will continue to a vote of confidence to gain absolute majority. If the candidate does not reach an absolute majority, the candidate will not be elected.

3.10.11. In case there are three or more candidates for a position and no candidate gains absolute majority, there will be a second round. Only the two candidates with the highest number of votes in the first round will continue to the second round;

- If two candidates tie for the second highest number of votes, an intermediate round will be held for them, in which the one with the least number of votes will be eliminated. In case of a tie, a lottery will be performed by the chairperson for a candidate to continue to the second round;
- The candidate who gains relative majority in the second round, will continue to a vote of confidence to gain absolute majority. If the candidate does not reach an absolute majority, the candidate will not be elected.

Section 3.11. Minutes and reports

3.11.1. An official report must be written for each General Assembly. This report must contain the following elements:

- Date and location of the meeting;
- Attendees with voting rights;
- The agenda;
- All voting results;
- All motions and the name of the submitter;
- The main discussion points.

3.11.2. The Secretary is responsible for making this report. The Executive Board has the right to propose adjustments for the finalization of the report.

3.11.3. The report must be made available to all Local Committees, Team of Officials members and Supervising Council members, at the latest 1 month after the relevant meeting took place.

Article 4. National General Assembly

Section 4.1. General

4.1.1. A National General Assembly (NGA) is organized by the BeMSA National Board and the Organising Committee (OC) and can be hosted by a BeMSA Local Committee.

4.1.2 The BeMSA Executive Board will be responsible for appointing an Organising Committee for each NGA. The OC would ideally consist of the Secretary, the NOCB, members from a host LC, and optionally someone else of the BeMSA Executive Board or other BeMSA members. If an OC is not appointed, the Secretary and NOCB will become the OC, supported by the BeMSA Executive Board."

4.1.2. An NGA consists of at least a General Assembly in the form of a plenary. There is the possibility to organize Standing Committee sessions (hosted by the respective National Officer), Presidents sessions (hosted by the Vice-President), training sessions and more.

4.1.3. At least 3 National General Assemblies will be held every year. Outside these 3 meetings it is always possible to set up an Exceptional General Assembly. The election procedure Exceptional General Assembly.

4.1.4. Any Exceptional General Assembly can be conducted in person or via audiovisual connection. Voting is done in person, via email or online form.

Section 4.2. Participation fee

4.2.1. The participation fee is fixed before the start of the National General Assembly. Each participant including the members of the General Assembly and the Executive Board are expected to pay this participation fee.

Section 4.3. Tasks of the Organizing Committee (OC)

4.3.1. The Organizing Committee is responsible for:

- Booking the required rooms, after consultation with the Executive Board;
- Purchasing the food and drinks with a budget made available by the Executive Board;
- All office equipment needed for the smooth running of the sessions. A budget is also made available for this by the Executive Board;
- Clear signposting to the session rooms on the day of the General Assembly;
- The cleaning of the session rooms.

Article 5. BeMSA Meetings

Section 5.1. General

5.1.1. The following meetings are considered the official Meetings or Activities of BeMSA

- The National General Assemblies and associated workshops
- The Team of Officials Meetings

- The Team of Officials Preparation Meetings
- The Executive Board Meetings
- Capacity Building events coordinated by the Team of Officials
- Projects coordinated by the Team of Officials
- Team Building events coordinated by the Team of Officials

5.1.2. The official working language of BeMSA Meetings and Activities is English. If everyone present speaks the same language, that language may be used.

Section 5.2. Code of Conduct

5.2.1. The Supervising Council is the Code of Conduct Committee. They are the reporting point for breaches of the Code of Conduct and will oversee the consequences of violations during the term.

5.2.2. If there is no Supervising Council a Code of Conduct Committee will be selected during a Team of Officials meeting prior to any official BeMSA Event. This committee exists out of two members for different Local Committees, who are not part of the BeMSA Executive Board.

5.2.3. Every member of the BeMSA National Board has to sign the Code of Conduct, found in Annex 5, at the beginning of their term. This will be valid for their entire term. The Code of Conduct can be signed in person or online

5.2.4. The Code of Conduct, found in Annex 5, must be signed by every participant before the start of any BeMSA event. This may be done online, or in person. Refusal to sign the Code of Conduct will lead to removal from the event.

5.2.5. Breaches of the Code of Conduct must be reported to the Code of Conduct Committee. They will decide on the appropriate action in collaboration with the BeMSA Executive Board, the relevant Local Committee and Supervising Council, as described in the code.

Article 6. Team of Officials and Executive Board

Section 6.1. General

6.1.1. The Executive Board consists of one President, one Vice-President, one Head of Public Relations (PR), one Treasurer and one Secretary

6.1.2. The Team of Officials consists of the Executive Board members, one or two National Exchange Officers (NEO), one or two National Officers on Research Exchange (NORE), one National Public Health Officer (NPO), one National Officer on Human Rights and Peace (NORP), one National Officer on Sexual and Reproductive Health and Rights including HIV and AIDS (NORA), one National Officer on Medical Education (NOME) and one National Officer on Capacity Building (NOCB).

6.1.3. The Team of Officials members that are not part of the Executive Board are appointed as volunteers of BeMSA vzw.

6.1.4. In case there are multiple people holding the same position, the task division will be elaborated by the team and communicated to the President. One person will always be responsible for communication within the team and to the Executive Board.

6.1.5. Members of the Team of Officials can appoint assistants to assist them in completing their duties, after approval by the Executive Board. Assistants cannot represent BeMSA in any way without the explicit permission of the Executive Board. Assistants are invited to General Assemblies and Team of Officials meetings but have no voting rights there. Assistants can occupy any other position in BeMSA, both locally or nationally, except for the position of Supervising Council.

6.1.6. Members of the Team of Officials are expected to be present at the General Assembly to defend the interests that are part of their position.

6.1.7. Members of the Team of Officials are expected to make an Annual Working Plan (AWP) at the beginning of their term. This AWP should include certain aims and focus areas for the term, the expected outcomes within those focus areas and the main activities used to achieve the expected outcome. For each activity, there should be a rough indication of when the board member will work on the activity and when they expect to complete it. The relevant board member is responsible for marking when they have worked on and completed a certain activity during the term. Follow-up on the AWP will happen during Team of Officials meetings.
6.1.8. Members of the Team of Officials are expected to be present at all Team of Officials Meetings (TOM). In exceptional cases, a member can be excused if their absence is communicated by email to the President (with Secretary in CC) prior to the meeting.

6.1.9. Members of the Team of Officials must act in accordance with the BeMSA Constitution and Bylaws (Statuten en Intern reglement), their task description as outlined in section 5.2. of the bylaws (Intern Reglement) and decisions taken by the General Assembly.

Section 6.2. Task descriptions

6.2.1. Task description of the position of President:

- Representation of BeMSA on the national level;
- Representation of BeMSA on the international level, towards the IFMSA;
    - Commits to attending international meetings (GAs and EuRegMe) as Head of Delegation (as far as possible);
    - Active participation on the IFMSA NMO-server, interaction with other NMOs and involvement in the pertinent discussions;
    - Execution and delegating obligations from IFMSA onwards;
    - Facilitation of the communication between the international too the national as well as the local level, such as providing international opportunities;
- Coordination of the BeMSA Executive Board;
- Coordination of the BeMSA Team of Officials;
- Call for Meetings of the BeMSA Executive Board (EBMs) and Team of Officials Meetings (TOMs);
- Coordinate and monitor the execution of the annually set goals;
- Provide support to the National Officers in case of problems;
- Monitoring the implementation of the ongoing BeMSA Strategic Plan;
- Follow-up on the outcomes of the TOMs as well as NGAs;
- Provide support in ad-hoc tasks in the Executive Board, acting reactively and proactively within the team;

6.2.2. Task Description of the position of Vice-President

- Facilitate communication among the LCs and organise (online) meetings with the Local Presidents;
- Guide LCs in streamlining activities, e.g. organising a single activity on the same day in all LCs;
- Provide support to the National Officers, except for the NEOs and NOREs, in case of problems
- Evaluate, together with the National Officers and City Representatives of each LC, the impact that BeMSA made through its activities
- Provide support in establishing new LCs and the further development of existing LCs (setting up and expanding the Standing Committee structure for example);
- Make sure Local (Vice) Presidents feel supported by the TO at all times;
- Assess the needs of the LC's and provide them with the right resources/answers at the right moment;
- Solve urgent problems in LCs or redirect problems to the right TO member;
- Facilitate communication towards the TO about the current situation in LC's;
- Provide support in ad-hoc tasks in the Executive Board, acts reactively and proactively within the team;

6.2.3. Task description of the position of Secretary

- Call for the National General Assembly (NGA);
- Practical organisation of BeMSA NGAs;
    - Guide the local Organising Committee in the logistics
    - Set the agenda and facilitate the meeting and session
    - Taking minutes and writing the report
- Share the (updated) BeMSA Constitution and Bylaws (Statuten en Intern Reglement) with the members;
- Organise Team of Officials Meetings (TOMs);

- Take minutes of all TOMs and EBMs cfr. Bylaw 6.5.2. Optionally, they may be present at other meetings (e.g. City Representative Meetings) to take minutes;
- Provide support in ad-hoc tasks in the Executive Board, acts reactively and proactively within the team.

6.2.4. Task description of the position of Treasurer:

- Managing the BeMSA Financial administration;
    - Overseeing the bookkeeping of all our bank accounts, both at local and national level;
    - Ensuring that financial operations are aligned with the budget
    - Managing the bank accounts
    - Updating the Team of Officials on the financial situation of BeMSA, at each of its meetings;
    - Reporting on the financial situation of BeMSA at the National General Assembly meetings;
    - Collecting membership fees from the Local Committees;
    - Producing the annual financial report;
    - Shall produce and present the budget proposal for BeMSA for the following financial year;
- Management of payments for (international) meetings, NGAs etc;
- Legal management of the organization, in collaboration with the President.
- Make sure there is liability insurance for Executive Board members at all times, in accordance with statute 8.8.1. of the bylaws (Intern Reglement).
- Provide support in ad-hoc tasks in the Executive Board, acts reactively and proactively within the team;

6.2.5. Task description of the position of Head of Public Relations (PR)

- Responsible for searching and contacting potential sponsors;
- Maintaining contact with partners;
- Promoting BeMSA through different social media platforms;
- Responsible for BeMSA's visual identity on the national as well as the local level;
- Representation of BeMSA towards external organizations, in collaboration with the President
- Is responsible for the creation and overview of policy documents;
- Provide support in ad-hoc tasks in the Executive Board, acts reactively and proactively within the team.

6.2.6. Task description of the position of National Officer on Capacity Building (NOCB):

- Helps local members and the national team to acquire new skills and competencies in order to make their activities better and improve interpersonal collaboration on all levels to insure the sustainable future of BeMSA and its activities;
- Keeps close communication with all members of the national board to deliver the needed capacity building activities for all the various fields (nationally as well as locally);
- Keeps track of all trainers within BeMSA and takes care of the trainers and trainings database;
- Sets up regular capacity building opportunities for all BeMSA members and interested medical students;
- Responsible for training sessions at NGA;
- Encourages members to get involved in capacity building internationally (SRTs, preGAs, etc) in collaboration with the VPIA;
- Keeping close contact with the IFMSA CB IT;
- Highly encouraged to attend the NMO management sessions at IFMSA General Assemblies.

6.2.7. Task description of the position of National Officer on Sexual and Reproductive Health and Rights including HIV and AIDS (NORA):

- Maintain contact with the LORAs of each Local Committee;
    - Aim to align the dates for nationwide activities within SCORA
    - Provide support in organising new activities or when problems are encountered
    - Seek out opportunities for collaborations between different LCs for activities within SCORA;
    - Stay up to date with each SCORA activity in every Local Committee, as well as gathering feedback from these events;
- Maintain contact with the EB, as well as the rest of the TO;
    - Report to the TO and discuss problems or obstacles that occur during the term;
    - Organise SCORA Sessions at the NGAs
    - Provide the Head of PR with materials from SCORA projects to promote SCORA on a national level;
- Maintain contact at the international level;
    - Attend the SCORA sessions at international meetings such as the GAs and EuRegMe
    - Keep in touch with the IFMSA Regional Assistant(s) for Europe, and the SCORA Director

6.2.8. Task description of the position of National Public Health Officer (NPO):

- Maintain contact with the LPOs of each Local Committee;
    - Aim to align the dates for nationwide activities within SCOPH
    - Provide support in organising new activities or when problems are encountered
    - Seek out opportunities for collaborations between different LCs for activities within SCOPH;
    - Stay up to date with each SCOPH activity in every Local Commitee, as well as gathering feedback from these events;
- Maintain contact with the EB, as well as the rest of the TO;
    - Report to the TO and discuss problems or obstacles that occur during the term;
    - Organise SCOPH Sessions at the NGAs
    - Provide the Head of PR with materials from SCOPH projects to promote SCOPH on a national level;
- Maintain contact at the international level;
    - Attend the SCOPH sessions at international meetings such as the GAs and EuRegMe
    - Keep in touch with the IFMSA Regional Assistant(s) for Europe, and the SCOPH Director

6.2.9. Task description of the position of National Officer on Human Rights and Peace (NORP):

- Maintain contact with the LORPs of each Local Committee;
    - Aim to align the dates for nationwide activities within SCORP
    - Provide support in organising new activities or when problems are encountered
    - Seek out opportunities for collaborations between different LCs for activities within SCORP;
    - Stay up to date with each SCORP activity in every Local Committee, as well as gathering feedback from these events;
- Maintain contact with the EB, as well as the rest of the TO;
    - Report to the TO and discuss problems or obstacles that occur during the term;
    - Organize SCORP Sessions at the NGAs
    - Provide the Head of PR with materials from SCORP projects to promote SCORP on a national level;
- Maintain contact at the international level;
    - Attend the SCORP sessions at international meetings such as the GAs and EuRegMe
    - Keep in touch with the IFMSA Regional Assistant(s) for Europe, and the SCORP Director

6.2.10. Task description of the position of National Officer on Research Exchange (NORE):

- Maintaining communication with the international as well as the local level, facilitating contact between both;
- Abiding to IFMSA SCORE Regulations, as well as the requirements;
- Coordination of and providing trainings for the LOREs:
- Providing Exchanges Sessions during NGAs, in collaboration with the NEOs;
- Attending international (SCORE) events, if possible;
- Signing contracts for the next exchange session at the IFMSA August Meeting;
- Establishing SCORE in new LCs;
- Representing SCORE in the Team of Officials;
- Keeping the President up to date about SCORE;
- Supervised the finances of the Exchanges bank account, in collaboration with

NEOs and Treasurer;
- Communicating with the IFMSA SCORE International Team;
- Specific tasks of the NORE-IN;
    - Communication with other NOREs regarding incoming students;
    - Aiding LOREs in finding projects for the incoming students and adding them to the Projects Database after acceptance from the SCORE Supervising Board, as well as updating all projects at least once a year;
    - Incoming distribution of incoming students over the LCs and projects;
    - Making a booklet for incoming students;
    - Organizing an Upon Arrival Training for all incomings;
    - Organizing the National Social Program, in collaboration with the NEO-in, and if possible an International Social Program;
    - Ensuring that incomings fill in their Evaluation Form and receive their Certificate upon fulfilling all requirements;
- Specific tasks of the NORE-OUT;
    - Communication with other NOREs regarding outgoing students;
    - Responsible for outgoing selection and communicating this procedure to the LOREs;
    - Checking if all documents from all outgoing are filled in correctly before admission of said documents;
    - Organizing a Pre-Exchange Training, in collaboration with the NEOs;

6.2.11. Task description of the position of National Exchange Officer (NEO):

- Maintaining communication with the international as well as the local level, facilitating contact between both;
- Abiding to IFMSA SCOPE Regulations, as well as the requirements;
- Coordination of and providing trainings for the LEOs:
- Providing Exchanges Sessions during NGAs, in collaboration with the NOREs;
- Attending international (SCOPE) events, if possible;
- Signing contracts for the next exchange session at the IFMSA August Meeting;
- Establishing SCOPE in new LCs;
- Representing SCOPE in the Team of Officials;
- Keeping the President up to date about SCORE;
- Supervised the finances of the Exchanges bank account, in collaboration with NOREs and Treasurer;
- Communicating with the IFMSA SCOPE International Team;
- Specific tasks of the NEO-IN;
    - Communication with other NEOs regarding incoming students;
    - Aiding LEOs in finding projects for the incoming students and adding them to the Projects Database after acceptance from the SCOPE Supervising Board, as well as updating all projects at least once a year;
    - Incoming distribution of incoming students over the LCs and projects;
    - Making a booklet for incoming students;
    - Organizing an Upon Arrival Training for all incomings;
    - Organizing the National Social Program, in collaboration with the NORE-in, and if possible an International Social Program;
    - Ensuring that incomings fill in their Evaluation Form and receive their Certificate upon fulfilling all requirements;
- Specific tasks of the NEO-OUT;
    - Communication with other NEOs regarding outgoing students;
    - Responsible for outgoing selection and communicating this procedure to the LEOs;
    - Checking if all documents from all outgoing are filled in correctly before admission of said documents;

    - Organizing a Pre-Exchange Training, in collaboration with the NOREs;

6.2.12. Task description of the position of National Officer for Medical Education (NOME):

- Maintain contact with the LOMEs of each Local Committee;
    - Aim to align the dates for nationwide activities within SCOME
    - Provide support in organizing new activities or when problems are encountered
    - Seek out opportunities for collaborations between different LCs for activities within SCOME;
    - Stay up to date with each SCOME activity in every Local Committee, as well as gathering feedback from these events;
- Maintain contact with the EB, as well as the rest of the TO;
    - Report to the TO and discuss problems or obstacles that occur during the term;
    - Organize SCOME Sessions at the NGAs
    - Provide the Head of PR with materials from SCOME projects to promote SCOME on a national level;
- Maintain contact at the international level;
    - Attend the SCOME sessions at international meetings such as the GAs and EuRegMe
    - Keep in touch with the IFMSA Regional Assistant(s) for Europe, and the SCOME Director

Section 6.3. Team of Officials Meetings (TOM)

6.3.1. A Team of Officials Meeting is held at least twice a year.

6.3.2. During these meetings, an evaluation of each Team of Official and Executive Board members is made, and the Annual Working Plan is reviewed and adjusted if necessary. Additionally, any matters that should be discussed within the Team of Officials can be tabled at these meetings.

6.3.3. Team of Officials Meetings may be held online.

Section 6.4. Executive Board Meetings (EBM)

6.4.1. Executive Board meetings are closed for everyone except Executive Board members, unless otherwise specified by the Executive Board.

6.4.2. Executive Board meetings may be held online.

Section 6.5. Minutes and reports

6.5.1. An official report must be written for each Team of Officials meeting and Executive Board meeting. This report must contain the following elements:

- Date and location of the meeting;
- Attendees;
- The agenda;
- The main discussion points and conclusions;
- Any action points, who is responsible for completing them and the deadline to complete them.

6.5.2.1. All candidates submit a candidacy consisting of a Curriculum Vitae and motivation

letter to the president and secretary 5 days before an EB meeting.

6.5.2.2. An absolute majority of the EB is needed in order for a candidate to be elected.

6.5.2.3. For positions with more than 1 spot, and the number of candidates being less than or equal to the number spots, they will be voted upon individually one after the other, the candidates that gain an absolute majority will be elected.

6.5.2.4. For positions with more than 1 spot, and the number of candidates being greater than the number of positions, candidates are elected sequentially for each open spot, using the system explained in statute 6.1.5.6. of the Bylaws (Intern Reglement). For the second and third spot, all candidates that were not elected for a previous spot will be voted upon.

6.5.2.5. In case there are two candidates for a position, and no candidate gains absolute majority in the first round, the candidate with the higher number of votes will continue to a vote of confidence to gain absolute majority. If the candidate does not reach an absolute majority, the candidate will not be elected.

6.5.2.6. In case there are three or more candidates for a position and no candidate gains absolute majority, there will be a second round. Only the two candidates with the highest number of votes in the first round will continue to the second round;

- If two candidates tie for the second highest number of votes, an intermediate round will be held for them, in which the one with the least number of votes will be eliminated. In case of a tie, a lottery will be performed by the chairperson for a candidate to continue to the second round;
- The candidate who gains relative majority in the second round, will continue to a vote of confidence to gain absolute majority. If the candidate does not reach an absolute majority, the candidate will not be elected.

6.5.3. The Secretary is responsible for making this report. The Executive Board has the right to propose adjustments for the finalization of the report.

6.5.4. The report must be made available to all Local Committees, Team of Officials members and Supervising Council members, at the latest two weeks after the relevant meeting took place.

Section 6.6. Replacement of vacant Team of Officials positions

6.6.1. In the absence, suspension, removal, resignation, or death of an elected BeMSA board member, the Executive Board must come to a decision regarding the replacement of that board member (except in the instance of a resignation of a Supervising Council member). The Executive Board may decide either to redistribute tasks amongst themselves, or to have a special election for that position at the next General Assembly meeting. This decision can only be made during an Executive Board Meeting.

6.6.2. In the event that the Executive Board takes the decision to have a special election for a vacant position at the next General Assembly, candidates for vacant positions must fulfill all criteria for becoming an BeMSA board member. The elected candidate will assume office immediately upon election and will fulfill only the remainder of the current term.

6.6.3. During the interim period between when the vacancy is created, and the new official is elected, the Executive Board may choose to appoint an interim official to fulfill relevant responsibilities for the interim period.

6.6.4. 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 fulfill this position for the remainder of the term.

Section 6.7. Handover

6.7.1. The handover period is defined as the period between the election of a Team of Officials member (hereafter 'the successor') and the start of their term. During the handover period all successors will be involved as much as possible in the organization of BeMSA"

6.7.2. It is the responsibility of the current Team of Officials member with the same or a similar position (hereafter 'the predecessor') to give adequate handover to the successor.

6.7.3. The predecessor is expected to make or update a manual specific for their position and deliver it to the successor, preferably before the start of the successor's term.

6.7.4. At least one meeting should take place between the predecessor and successor to go over the position manual and to answer any questions that might come up, preferably before the start of the successor's term.

Article 7. Supervising Council

Section 7.1. Members

7.1.1. The Supervising Council shall consist of maximum three members.

7.1.2. There should be no more than one Supervising Council member coming from the same Local Committee. If after the first call no three different Local Committees can be represented, two representatives from the same Local Committee will be allowed at the second call.

7.1.3. Supervising Council members shall not hold any other position within the organization.

Section 7.2. Election of members

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

7.2.2. The Supervising Council members are elected by the General Assembly. Elections of the Supervising Council members will be preferably held at the first General Assembly of a term.

7.2.3. Candidatures have to be submitted in accordance with section 3.10. of the Bylaws (Intern Reglement). If no candidatures are received for a certain position in the Supervising Council, the procedure shall follow that of other Team of Officials positions as mentioned in section 5.6. of the Bylaws (Intern Reglement).

Section 7.3. Duties

7.3.1. The Supervising Council shall be responsible for overseeing the actions and decisions made by the Executive Board and Team of Officials. It shall be an active resource body to assist and advise the EB and TO members in case necessary. Advice from the Supervising Council is not binding.

7.3.2. The Supervising Council shall be responsible for checking the validity of candidatures submitted for positions in the Executive Board and the Team of Officials. The Executive Board will be responsible for checking the validity of Supervising Council candidatures. In the case that an Executive Board member is a candidate for the Supervising Council, he/she/they shall be excluded from the validity checking.

7.3.3. Supervising Council will:

- Follow along with the TO and EB throughout the year and offer advice where necessary;
- Be impartial and objective in all their advice.

7.3.4. Supervising Council members will be provided with Executive Board Meeting (EBM) and Team of Officials Meeting (TOM) minutes at the latest two weeks after the meeting and provide comments to the Executive Board within two weeks after that.

7.3.5. The Supervising Council is responsible for sharing a written report about their findings and advice before each National General Assembly.

7.3.6. The Finances team is responsible for providing the Supervising Council with all bank statements since the previous National General Assembly one week before a National General Assembly.

7.3.7. The Supervising Council shall be advised for any outgoing transaction that exceeds 2.500 Euros to determine if action is needed.

7.3.8. All decisions made by the Supervising Council shall require a quorum of two thirds of all its members and a two-third majority.

7.3.9. The Supervising Council has the power to overrule decisions of the Executive Board for the following important reasons:

- When the decision will result in an illegal or criminal offense;
- When the decision violates the Constitution or Bylaws (Statuten of Intern Reglement);
- When the decision violates decisions of the General Assembly;
- When the decision is beyond their mandate as specified in the Constitution or Bylaws (Statuten of Intern Reglement).

Article 8. Finances

Section 8.1. General

8.1.1. The official BeMSA currency is the Euro (€).

8.1.2. The Finances team shall consist of a maximum of 3 members from which one is part of the Executive Board and the whole Finances team of the Team of Officials.

8.1.3. At the start of the term, the Finances team shall appoint one member to represent the team during EB meetings. This member needs to meet the criteria as stated in article 20, paragraph 6 of the constitution. The appointment shall be communicated to the whole Team of Officials and the Local Committees.

Section 8.2. Regulations for the central BeMSA budget

8.2.1. The Treasurer team will submit a budget every year to the General Assembly for approval at the first General Assembly of the term.

8.2.2. Travel expenses that exceed the budget will not be refunded.

8.2.3. Expenses not related to travel expenses can exceed the budget by a maximum of 25%.

8.2.4. Only in very exceptional cases can the budget be exceeded by more than 25%, after approval by the General Assembly. In urgent cases the Executive Board can take this decision, but the Local Committees must be informed as soon as possible, and this decision must be confirmed at the next General Assembly.

8.2.5. A surplus of money at the end of a term will be transferred to the next term. At least 30% of this surplus will be used to lower the participation fees of international IFMSA

meetings. The money will be divided equally over all spots.

Section 8.3. Financial management

8.3.1. All expenses of BeMSA that are not included in the budget can be approved by: a) the Treasurer b) the Treasurer and at least another member of the Executive Board c) the Treasurer, all other members of the Executive Board and the Supervising Council d) the General Assembly and the Supervising Council and this for the following amounts : a) up to €250 b) up to €750 c) up to €2500 d) full budget. In urgent cases, the whole Finances team or President can make decisions up to €2500. These must be approved as soon as possible by the complete Executive Board and Supervising Council. When the continuation of BeMSA is threatened, the Treasurer and at least another member of the Executive Board can take decisions to level D. The Local Committees must be notified as soon as possible, and this decision must be confirmed in the following General Assembly.

8.3.2. Bank transfers are preferred for all payments to BeMSA.

8.3.3. BeMSA will always have a reserve fund that amounts to 10% of the total budget, in order to be able to cope with unexpected expenses.

8.3.4. Each expense must be explained on the basis of the original receipt or invoice. Each income must be explained on the basis of an invoice drawn up by the Treasurer:

- Every original receipt or invoice will be collected by the Treasurer;
- The National Board is in the possession of an invoice booklet allowing the Treasurer to write invoices manually. This invoice booklet can be used when fees or other amounts will immediately be received;
- For incomes that can be received afterwards, a template of an invoices will be filled in by the Treasurer and will be sent to the relevant person

8.3.5. The financial aspect of Exchanges is managed together by the Treasurer and the NEOs and NOREs.

Section 8.4. Regulations for refunds

8.4.1. All expenses done in the name of BeMSA must be submitted with the Treasurer within three weeks after the expense, including the original receipt or invoice. A proof of payment is not sufficient. When it is not possible to submit the original within the 3-week period, a copy will be sent to the Treasurer. The original is then submitted at the first following meeting.

8.4.2. All refunds will be made by bank transfer.

8.4.3. Up to 100 euros can be refunded to a participant of a Training New Trainers event or equivalent, in- or outside IFMSA. Only once per term will this be granted. The participant must be a student in the field of healthcare in Belgian higher education institutions, recognized by the Belgian Dutch-speaking and French-speaking communities, but the TNT does not have to be a BeMSA event. Applicants must write a motivation letter showing their willingness to become an active trainer as well as a good understanding of what a TNT is. There will not be a fixed deadline, the grant application is open continuously. The NOCB is responsible for this procedure, whilst the entire EB in collaboration with the NOCB will choose the grantee. Upon acceptance of the grant the applicant pledges to deliver a minimum of 20 hours of training for BeMSA, not including international events.

Section 8.5. Supervision and monitoring

8.5.1. Every year, the bookkeeping will be checked by an accountant before being submitted to the General Assembly.

8.5.2. No later than 30 days after the end of the financial year, the accounting of that financial year is ready to be checked by an accountant.

8.5.3. The bookkeeping is submitted annually to the General Assembly for approval, after which it will be filed with the Chamber of Commerce (Rechtbank van Koophandel) no later than the 31st of March. Also, the tax return will be submitted no later than the 31st of March.

8.5.4. Every member can request an overview of the financial situation. This overview must be provided within two weeks after the request.

Section 8.6. Indexing

8.6.1. All amounts mentioned in the Bylaws (Intern Reglement) are indexed on the 1st of October.

Section 8.7. Sponsorships

8.7.1. A sponsorship is considered an agreement between the organization and one or more parties, for whom the organization offers advertising opportunities in return for liquid financial resources. Grants from non-profit making and governmental organizations are not considered sponsorships.

8.7.2. The BeMSA Executive Board may only negotiate and sign sponsorship agreements on behalf of BeMSA which are in line with the BeMSA Ethical Framework on Fundraising, as described in Annex 3.

8.7.3. Sponsorship agreements must honor the autonomy of the Local Committees.

8.7.4. If a Local Committee has established, or has previously established, a sponsorship relationship with a sponsor that subsequently enters into a sponsorship agreement with BeMSA VZW, the Local Committee shall continue to receive at least the same percentage of the amount of sponsorship funding from that sponsor as it was receiving prior to the involvement of BeMSA VZW, unless otherwise mutually agreed upon in writing by the Local Committee and the BeMSA Executive Board. This provision applies to both newly initiated and pre-existing sponsorships. In the case that BeMSA VZW receives the full sponsorship amount directly from the sponsor, BeMSA VZW is required to transfer the corresponding amount to the Local Committee.

Section 8.8. Legal management

8.8.1. The Executive Board is tasked with the duty of making sure there is a liability insurance for Executive Board members (directors) to protect them from personal liability as defined in Article 31 of the Constitution (Artikel 31 van de Statuten)

Article 9. SCOPE and SCORE regulations

Section 9.1. General

9.1.1 Vision and mission of the BeMSA Exchanges programs:

Health care students experiencing clinical/medical or research practice and diversity in countries all over the world, developing professional, interpersonal and intercultural skills along the way that will aid them in making a sustainable change towards social, physical, and psychological well-being for all.

Through the Standing Committees on Professional and Research Exchange, BeMSA aims to offer as many medical students and students in biomedical fields as possible an opportunity to experience a clinical/medical or research internship abroad in an

accessible way.

9.1.2. The requirements for acquiring and maintaining SCOPE and/or SCORE active status in BeMSA and thus participating in IFMSA Professional and Research Exchanges are:

- The Local Committee must be a Candidate or Full member of BeMSA;
- The Local Committee must organize at least one incoming and outgoing clinical/medical exchange to participate in SCOPE and/or at least one incoming and outgoing research exchange to participate in SCORE.
- For SCORE, the Local Committee must have at least one active research project in the Projects Database for the previous summer or for the upcoming summer in case of a new LC joining SCORE
- The Local Committee must comply with BeMSA's Exchange Conditions and the respective SCOPE/SCORE Regulations, including but not limited to providing:
    - Basic IFMSA standards during the clerkship (SCOPE) or research project (SCORE),
    - Lodging for incoming exchange students during their exchange period,
    - A contact person for each incoming student

9.1.3 It is the responsibility of the LEOs and LOREs to oversee the exchanges in their Local Committee. Consequently, at least one LEO or LORE or a deputy LEO/LORE (trained in SCORE/SCOPE) must be active in the LC at any time during the exchange period to coordinate the exchange program.

9.1.4 An outgoing can only participate in one SCOPE or one SCORE exchange within the same exchange season, taking place in the year between two March Meetings. Two exchanges within the same exchange program, two exchanges within different exchange programs or two postponements in the same term are not possible. A combination of a postponement from a previous season and a new exchange in the current season is also not possible. Any other combinations of two BeMSA exchanges that are not listed are also not allowed.

9.1.5 An outgoing can apply for both a SCOPE and SCORE exchange within the same exchange season but may only be invited for the second-round selection interview as described in respectively 9.3.4 and 9.4.3 of one exchange program, SCOPE or SCORE.

Section 9.2. Contracts

9.2.1. A provisional list of NMOs to sign contracts with, including the number of contracts per NMO, is to be drafted by the NEOs and the NOREs before the start of the August Meeting. At the President's request, the NEOs and NOREs must be able to demonstrate that active contact has been established with all NMOs on the list and that the Exchange Conditions of the two NMOs.

9.2.2. The NEOs and the NOREs must ask each Local Committee about the amount of SCOPE and/or SCORE incomings they want to host the next exchange season before the start of the August Meeting (ideally during NGA3) and must adapt the number of contracts accordingly.

9.2.3. Unilateral contracts can only be signed upon request and with approval by the NEO (for SCOPE) or NORE (for SCORE) and the Local President.

9.2.4. The distribution of the unilateral and bilateral contracts must be a point of

discussion during the first NGA of the term. The final decision will be made by the NEOs (for SCOPE) and the NOREs (for SCORE).

Section 9.3 Outgoing selection procedure for SCOPE

9.3.1 The selection of the outgoing students takes place in two rounds. In the first round, the students are assessed based on their Curriculum Vitae, motivation letter and an addendum with a specific explanation about their Social Engagement and Extracurricular Activities. In the second round, a selection of these students, determined by the NEO-out, is invited for an online or face-to-face interview;

- These online interviews take place in the form of a closed meeting, in which only NEOs, LEOs and their assistants may be present. There must be at least one LEO of each Local Committee present. If this is not possible, the LEO of the concerned Local Committee should send relevant questions about the applicants from their LC to the NEO;
- The distribution of points amounts to 40% on the first round and 60% on the second round.

9.3.2 In the first round, every application submitted before the deadline set by the NEOs is assessed by the LEO of the applicant's Local Committee and by one randomly assigned LEO from a different Local Committee. The NEOs assess all submitted applications. Applications that do not meet the criteria set in statute 9.4.1. of the Bylaws (Intern Reglement) and who cannot submit proof of enrolment for at least 45 ECTS of the 3rd Bachelor of Medicine model track upon request of the NEO, will be considered as invalid and will not be further considered;

- The assessment of the applications will be carried out independently of each other, based on the criteria stated in statute 9.3.3 of the Bylaws (Intern Reglement).

9.3.3. In the first round, a score of up to 40 points is given by 3 evaluators (2 LEOs + 1 NEO) based on the following criteria:

- Social engagement and extracurricular activities: maximum 5 points
- Motivation for the exchange: maximum 10 points
- Motivation chosen departments: maximum 10 points
- Interest in Clinical field: maximum 10 points
- Professional impression: maximum 5 points;
- The average score of the 3 evaluators can be increased by the LEO of the applicant's Local Committee with a maximum of 7 points based on the following criteria:
- Previous Contact Person: maximum 5 points;
- The student applied for a SCOPE exchange the previous year that passed the first round, but was not selected in the first round: maximum 2 points;
- The student applied for a SCOPE exchange the previous year that passed the second round, but wasn't able to go on their exchange through no fault of their own. This will be decided by the NEOs: maximum 5 points.

If the applicant has already been on a SCOPE exchange, the final score will be reduced by 10 points; Exceptions to this rule are hidden SCORE exchanges, urgent replacement of another outgoing after the Card of Acceptance was received; in situations like these, only 5 points will be deducted from the final score;

- BeMSA does not favor its own organizations to external organizations when it comes to assess social engagement and extracurricular activities. BeMSA does not favor
- volunteer work abroad to volunteer work in Belgium;
- Each Local Committee can choose to add criteria to the selection at the local level. For this, approval from the NEO before the first NGA of the term is required.

9.3.4. Based on the total score from statute 9.3.3. of the Bylaws (Intern Reglement), a certain number of students, determined by the NEO-out, is selected for an interview with the NEOs and LEOs. The assessment of the skype interview is based on the following criteria:

- Mastering the English language;
- Mastering other languages if necessary;
- Motivation;
- Any other criteria deemed relevant by the NEOs and LEOs;

This assessment is expressed in a global score with a maximum of 60 points.

9.3.5. The final selection of the students per Local Committee is based on the sum of the scores as described in statute 9.3.3. of the Bylaws (Intern Reglement) and statute 9.3.4. Of the Bylaws (Intern Reglement). For the distribution of the countries, only the average of the 3 evaluators in statute 9.3.3. of the Bylaws (Intern Reglement) and not the additional points awarded by the LEO of the applicants Local Committee will be considered;

- In case of a tie, a lottery will be performed by the NEO;

Section 9.4. Outgoing selection procedure for SCORE

9.4.1. The selection of the outgoing students takes place in two rounds. In the first round, the students are assessed based on their curriculum vitae, a motivation letter and an addendum with a specific explanation about their social engagement and extracurricular activities. In the second round, a selection of these students, determined by the NORE-out, is invited for an online or face-to-face interview.

9.4.2. First round details: In the first round, every application is assessed by the LORE of the applicant Local Committee and by one randomly assigned LORE from a different Local Committee. If in the applicant's Local Committee no LORE or deputy LORE is available, two LOREs from two different Local Committees grade the application.The NOREs assess all submitted applications. Applications that do not meet the criteria set in statute 9.5.1. of the Bylaws (Intern Reglement) will be considered as invalid and will not be further assessed.

9.4.2.1. In the first round, a score of up to 40 points is given by 3 evaluators (2 LOREs + 1 NORE). The assessment of the applications will be carried out independently of each other, based on the following criteria:

- Motivation: maximum 10 points;
- Social engagement and extracurricular activities: maximum 5 points;
- Professional impression of the application maximum 5 points;
- Interest in research: maximum 10 points;

- Previous research experience (excluding a previous research exchange): maximum 2 points;
- Motivation for chosen projects: maximum 8 points;

9.4.2.2 The average score of the 3 evaluators can be increased by the NORE with a maximum of 7 points based on the following criteria:

- Previous Contact Person: maximum 5 points;
- The student applied for a SCORE exchange the previous year that passed the first round, but was not selected in the second round: maximum 2 points

9.4.2.3 BeMSA does not favor its own organizations to external organizations when it comes to assessing social engagement and extracurricular activities. BeMSA does not favor volunteer work abroad to volunteer work in Belgium;

9.4.2.4 Each Local Committee can choose to add criteria to the selection at the local level. For this, approval from the NOREs before the first NGA of the term is required. These extra criteria can't amount to more than 5 points.

9.4.3 Second round details: Based on the total score from statute 9.4.2 of the Bylaws (Intern Reglement), the highest ranked students are selected for an interview with the NOREs and LOREs.

9.4.3.1 The assessment of the interview is based on the following criteria:

- Mastering the English language
- Motivation
- Any other criteria deemed relevant by the NOREs and LOREs

This assessment is expressed in a global score with a maximum of 60 points.

9.4.3.2 These interviews take place in the form of a closed meeting, in which only NOREs, LOREs, their appointed deputies and their assistants may be present. There must be at least one LORE of each Local Committee present during the day of the interviews. If this is not possible, the LORE of the concerned Local Committee should send relevant questions about the applicants from their LC to the NORE; Any appointed deputy of the NORE or LORE must have previous experience in SCORE as a local or national officer and the appointment must be communicated to the BeMSA EB before the interviews.

9.4.4. Final results details: The final selection of the students per Local Committee is based on the sum of the scores as described in statutes 9.4.2 and 9.4.3 of the Bylaws (Intern Reglement). In case of a tie, a lottery will be performed by the NORE;

9.4.4.1 For the distribution of the countries, only the average of the 3 evaluators in statute 9.4.2.1 of the Bylaws (Intern Reglement) and not the additional points awarded by the NORE will be considered.

9.4.4.2 If the applicant has already been on a SCORE exchange, the final score will be reduced by 10 points. In case the previous SCORE exchange was a hidden SCOPE exchange (meaning any Research Exchange in which the exchange student is not exposed to scientific research or any scenario in which research skills can be gained, but instead is placed in a purely clinical setting; this does not include clinical projects) or an urgent replacement of another outgoing after the Card of Acceptance was received, only 5 points will be deducted from the final score.

Section 9.5. Validity of applications

9.5.1. An outgoing student application is considered valid if it meets the following criteria:

- Sent before the deadline set by the NOREs/NEOs;

- All documents are written in English;

- Contains a curriculum vitae of no more than two pages of content

- Contains a motivation letter of no more than two pages of content;

- Contains a description of social engagements and extracurricular activities in (the style of) the BeMSA EA&SE Addendum template

- The list of preferred exchange destinations contains only NMOs with which a contract was signed for the corresponding exchange season for which the student is applying.

- The list of preferred exchange destinations is correct following the rules of the categories of the countries

- The applicant has not been on three or more previous SCOPE and/or SCORE exchanges.

9.5.2. Applicants whose application is considered invalid will be informed of this by the time of publication of the first-round results

Section 9.6. Participation fee

9.6.1. The participation fee is determined per faculty in consultation with the NEO and/or NORE. This amount must also be approved by the EB. This includes the cost of the Pre-Exchange Training.

9.6.1.1. An additional charge of €10 will be added and will go to the National Board bank account.

9.6.2. €20 of the participation fee will be used by the Belgian Medical Students Association as payment for organising the exchange season.

9.6.3. The participation fee per faculty should be a point of discussion at the first and last NGA of the term

9.6.4. An exception to the participation fee can be submitted to the NEOs and/or NOREs by the LEO and/or LORE up to 1 day before announcing the results of the final selection. The NEO and/or NORE decides which exceptions are acceptable after consulting the Executive Board.

9.6.5. If the student decides to terminate the contract unilaterally, the fee will not be reimbursed. Reimbursement is only possible if the contract is acquired by a candidate of comparable quality, well in advance of the start of the internship (at least 12 weeks).

The student is authorized to discontinue this agreement on paper if the student has not received the Card of Acceptance (CA) from the NMO of preference by the deadline at which the CA should have been sent (8 weeks before the start of the exchange) and at the latest seven days after receiving the CA. In that case, the paid participation fee will be reimbursed to the student.

9.6.6. The participation fee must be deposited in the bank account of BeMSA vzw or a

bank account made available by BeMSA vzw within three weeks after announcement of the final selection. If the participant does not respect this deadline, BeMSA vzw reserves its right to cancel the participation of the student.

9.6.7. If BeMSA vzw must cancel the exchange due to unforeseen circumstances, no fee will be charged to the participating student.

Section 9.7 Legal

9.6.1 Every selected student must sign the BeMSA outgoing contract before the deadline set by the NEO/NOREs before the start of the relevant exchange season, except for substitutions. If the student fails to do so, the exchange will be cancelled.

9.6.2 In Local Committees receiving incomings, LEOs and LOREs must arrange accommodation through an official housing contract that is signed by a member of the BeMSA Executive Board.

Section 9.6. National Exchange Team

9.6.1. The National Exchange Team will consist of the following members: NEOs, NOREs and National Exchange Team Members.

9.6.2. National Exchange Team Members will work under supervision of the NEOs and NOREs.

9.6.3. National Exchange Team Members are not members of the Team of Officials. They are invited to General Assemblies and Team of Officials meetings but have no voting rights there.

9.6.4. National Exchange Team Members can occupy any other position in BeMSA, both locally or nationally, except for the position of Supervising Council.

9.6.5. The number of National Exchange Team Members is to be determined by the NEOs and NOREs with approval by the EB.

9.6.6. Every National Exchange Team Member will have a specific task, to be determined by the NEOs and NOREs and explained in the call for National Exchange Team Members;

- The call for National Exchange Team Members will take place in the two weeks before or after the first NGA of the term;
- Additional calls for National Exchange Team Members can be made during the term after approval by the EB.

9.6.7. National Exchange Team Members are selected by the NEOs and NOREs after input and final approval by the EB.

9.6.8. National Exchange Team Members have to report their work to the NEOs and NOREs at least once a month.

9.6.9. The NEOs and NOREs have to reach out to National Exchange Team Members at least once a month for support and follow up of their tasks.

9.6.10. The NEOs and NOREs are responsible for the actions undertaken by National Exchange Team Members.

Article 10. SCOPH Exchanges Regulations

10.1. A provisional list of NMOs, including the number of contracts per NMO, is to be drafted by the NEOs and NOREs, in collaboration with the NPO before the start of the August Meeting. The NPO must ask each Local Committee the amount of SCOPH

incomings they're able to host, in accordance with the number of projects they have, before the start of the August Meeting and must adapt the number of contracts accordingly.

10.2. A list of PHEx-active Local Committees is drawn up by the NPO and sent for approval by the Executive Board before October 15th. The requirements for maintaining PHEx active status in BeMSA are:

- Each Local Committee wishing to participate in IFMSA Public Health Exchanger or Global Action Project must be a Full Member of BeMSA.
- For PHEx, each Local Committee must elect one or two LPOs and one or two LEOs, who will act as the official representative in SCOPH/SCOPE.
- For GAP, each Local Committee must elect one or two LPOs and one or two LOREs, who will act as the official representative in SCOPH/SCORE.
- Each Local Committee must have at least one active SCOPH Exchange project in the PHEx/GAP database.
- Each Local Committee must provide basic IFMSA standards including clerkship with a tutor, boarding (one meal per workday or the equivalent pocket money) and lodging for incoming exchange students during their exchange period, a contact person for each incoming student and all other conditions described in BeMSA's Exchange Conditions;
- Each Local Committee should provide a social program.

10.3. It is the responsibility of the LEOs and LOREs to oversee the exchanges in their Local Committee. Consequently, at least one LEO or LORE or a deputy LEO/LORE (trained in SCORE/SCOPE) must be present at any time during the exchange period to coordinate the exchange program.

10.4. In Local Committees receiving incomings, LEOs and LOREs must arrange accommodation through an official housing contract that is signed by the NEO or NORE, or by another TO member after permission from the NEO or NORE.

Article 11. Activities

Section 11.1. BeMSA Activities

11.1.1. The term 'activities' refers to activities within all areas of interest of medical students that are in line with the principles, goals and policy documents of BeMSA. These are, but not limited to: projects, events, workshops, surveys, networks, publications and campaigns.

11.1.2. BeMSA has two categories of activities: local activities and national activities. These categories are defined as follows: A local activity is an activity organized by a Local Committee. A national activity is an activity that meets one of the following two conditions:

- The activity is organized by or in cooperation with the national board for interested parties from two or more Local Committees, with promotion for the activity in each of the Local Committees concerned;
- The activity is organized by two or more Local Committees, with at least one person from each of the relevant Local Committees in contact with the other Local Committees.

11.1.3. Activities in both categories must comply with the Constitutions and Bylaws (Statuten en Intern Reglement) of BeMSA. Activities that do not comply with the

Constitution and Bylaws (Statuten en Intern Reglement) of BeMSA may not use the BeMSA logo and corporate identity. BeMSA takes no responsibility and is not liable for activities organized by local committees.

11.1.4. The official language or languages of a national activity must be attuned to the participating members.

11.1.5. An activity that has ended stops existence in every category of BeMSA activities.

11.1.6. Every activity should be classified under at least one standing committee (SCOPH, SCORP, SCORA, SCOPE, SCORE or SCOME) and is the responsibility of the respective Local and National Officers for that Standing Committee.

11.1.7. National Officers for a certain Standing Committee can appoint National Activity Coordinators for national activities that fall under that respective Standing Committee, after approval by the Executive Board. National Activity Coordinators are considered assistants in accordance with statute 5.1.5. of the Bylaws (Intern Reglement).

Section 11.2. Reporting

11.2.1. The National Officer must prepare an activity form for every BeMSA activity. This form must contain the name, a short summary and date of the activity together with the name and email address of the coordinator in the BeMSA activity online database before the activity takes place.

11.2.2. If the content of the local or national activity, the date of the activity or the activity coordinator changes, this must be adjusted in the BeMSA activity online database by the National Officer.

11.2.3. Whenever a (part of a) local or national activity has ended, the National Officer must acquire the impact assessment form of the activity in the BeMSA activity online database within 1 month after the event. This impact assessment form has been prepared in advance by National Officer.

11.2.4. Once a national activity has come to an end, because the goal has been reached, the activity duration has expired or for any other reason, the National Officer must submit a final report to the respective National Officer within 6 months after the end of the activity. This report contains at least the following information:

- The name of the activity;
- The name and e-mail address of the last activity coordinator responsible for the activity;
- Discussing the goals and objectives achieved;
- A comparison of the actual results with the expected results;
- Evidence may be added to the report for supporting the above data;
- To what extent the annual budget is sufficient including a reason why it might not be;
- The duration of the activity;
- The reason for the termination of the activity.

Article 12. Policy documents

Section 12.1. General

12.1.1. A BeMSA Policy Document describes the position of BeMSA on a global health issue that the association wants to take a stance on, which is in line with the BeMSA's Vision and Mission and is bound to by its Constitution and Bylaws (Statuten en Intern Reglement). It is to be used by any authorized representative of BeMSA within the

external and internal activities of BeMSA.

12.1.2. A BeMSA Policy Document is written in English. Policy documents may be translated to French or Dutch without being voted again at a General Assembly, as long as the content remains the same, which will be checked by the Executive Board before publishing the translation.

12.1.3. A list of valid national policy documents should be maintained and updated by the BeMSA Executive Board.

Section 12.2. Definitions

12.2.1. Policy statement: Short and concise document highlighting the position of BeMSA for specific field(s). A policy statement includes neither background information, discussion related to the policy, a bibliography nor does it quote facts and figures developed by outside sources. The maximum length of a policy statement is 2 pages, including introduction, BeMSA position and call to action.

12.2.2. Position paper: A detailed document supporting the related policy statement that contains background information and discussion. This way, position papers provide a more complete understanding of the issues involved and the rationale behind the position(s) set forth. A position paper must cite outside sources and include a bibliography.

12.2.3. Policy Review Recommendation Report: A short report of maximum 1 page in English including a summary of the policy document, comments on the structure, contents and use of language and finally, a recommendation to adopt or reject the policy document.

Section 12.3. Submission and adoption

12.3.1. Policy documents should be submitted by at least one Local Committee, Team of Officials member and/or Executive Board member.

12.3.2. A first draft of the policy document is to be shared by the proposers with the Team of Officials and Local Committees at least 6 weeks before the General Assembly where the policy document will be voted upon. After submission, the Team of Officials and Local Committees should get at least 2 weeks to provide their input on the contents of the document. The proposer then finalizes the policy document within 2 weeks, taking into account the input and submits it at least 7 days before the plenary.

12.3.3. The Head of Public Relations, or one of their assistants, shall submit the Policy Review Recommendation Report to the Executive Board and the Local Committees at least 2 days before the start of the General Assembly.

12.3.4. A motion to adopt the policy document must be submitted 7 days before the relevant plenary by a Local Committee, a BeMSA Team of Officials member or the BeMSA Executive Board in accordance with statute 3.4.1. of the Bylaws (Intern Reglement). Adoption requires ⅔ majority.

12.3.5. Policy documents must be presented to Local Committees during the National General Assembly before voting.

12.3.6. Amendments made during a General Assembly or after the deadline shall be submitted to the Chair at the latest 23:59 on the day before the scheduled start of the session in which the policy documents will be voted on. These amendments require ⅔ majority to pass.

12.3.7. Adopted policy documents must be made available to the Local Committees and Team of Officials no longer than 7 days after the end of the relevant General Assembly. It should also be published on the website of BeMSA.

12.3.8. Policy documents will expire after 5 years and will be reviewed again by the Executive Board or the relevant Executive Board assistant.

12.3.9. Re-proposal of expired policy documents should be done by the Executive Board in accordance with statutes 10.3.2. and 10.3.3. of the Bylaws (Intern Reglement). It has to be accompanied by a report containing the rationale for re-proposing or not re-proposing the respective policy documents.

Section 12.4. International policy documents

12.4.1. An international policy document is a policy document that is submitted by BeMSA for voting at an IFMSA General Assembly for adoption as an IFMSA policy document.

12.4.2. International policy documents must first be submitted to the Executive Board for a favorable opinion before it is submitted to the IFMSA General Secretariat for approval at an IFMSA General Assembly.

12.4.3. All policy statements submitted to IFMSA are read by the Executive Board, commented on and provided with advice that is shared with the Local Committees and Team of Officials.

12.4.4. If the Executive Board is of the opinion that during the IFMSA General Assembly, crucial information that was not known beforehand has been communicated concerning a certain international policy document, it reserves the right to still oppose the vote of the General Assembly.

12.4.5. If for any reason the Executive Board casts a different vote than the vote of the General Assembly on an IFMSA General Assembly, this change in voting behavior must be explained at the next General Assembly.

Article 13. IFMSA Regulations

Section 13.1. IFMSA Meetings - General

13.1.1. IFMSA meetings are defined as the two yearly General Assemblies (GA) (the March Meeting (MM) and the August Meeting (AM)), as well as the yearly European Regional Meeting (EuRegMe) organized by the International Federation of Medical Students' Associations (IFMSA).

13.1.2. Before every IFMSA meeting, it is the responsibility of the President to determine the deadlines for the selection process and the fees for the meetings, based on the invitation package sent out by the Organizing Committee of the meeting. The deadlines and fees will be approved by the Executive Board.

13.1.3. The President is responsible for sharing the call for the meetings and its reminders with the Team of Officials, Local Committees and alumni. The call should include at least:

- Dates of the meeting;
- Location of the meeting;
- Information on the pre-GA / pre-EuRegMe and the post-GA / post-EuRegMe; ● Financial details and selection criteria;
- Cancellation policy and deadlines;
- Documents that should be provided by the applicant and will be used for the selection.

13.1.4. Multiple consecutive calls can be opened in case there are still spots left after the previous call.

13.1.5. A head of delegation will be appointed for every IFMSA meeting by the Executive Board. Preferably, the President shall be appointed as head of delegation. The head of delegation is responsible for preparing the delegation (informing them about practicalities, sharing updates from the organizing committee, sharing the submissions, ...), leading the delegation during the meeting (leading the NMO hours, sharing updates, ...), attending the Presidents' Sessions, representing BeMSA during the plenaries and following up on the meeting after its termination.

13.1.6. For IFMSA General Assemblies, there are three preferential spots. People eligible for a preferential spot are automatically selected for the meeting and will have to pay a lower fee. Exceptions can be made upon decision by the Executive Board. There is a preferential spot for one head of delegation (preferably the President), one National Exchange Officer (NEO) and one National Officer on Research Exchange (NORE). In case there are multiple people holding one position, an agreement should be reached between them on who receives the preferential spot. In case such an agreement cannot be made, the decision shall be up to the Executive Board. If the NEO and/or NORE cannot attend, the preferential spot is passed on to the Local Exchange Officers and/or Local Officers on Research Exchange.

Section 13.2. IFMSA Meetings - Selection process

13.2.1. Applicants are required to provide a motivation letter, plan of action and curriculum vitae with their application. Positions eligible for a preferential spot, as defined in statute 11.1.6. of the Bylaws (Intern Reglement), are required to provide only a plan of action.

13.2.2. The selection of the delegation to the meeting will be made by the Executive Board. Selection criteria include experience and current work, previous meetings, abilities to contribute to the delegation, plans for the meeting, plans for the future, motivation, Local Committee distribution and Standing Committee distribution. Every delegate selected for an IFMSA General Assembly or EuRegMe, will need to sign a contract of commitment, found in Annex 4, in order to participate as a delegate of BeMSA.

Section 13.3. IFMSA Meetings - Fees

13.3.1. For IFMSA General Assemblies, there will be two different fees, one for the preferential spots, as defined in statute 11.1.6. of the Bylaws (Intern Reglement), and one for the remaining regular spots. The fee for the preferential spots is the early fee determined by the Organising Committee of the meeting. For all other attendees, there is one fee that will be applied equally. This fee will be calculated by taking the sum of all minus three early fees and all late fees, and dividing the result by the number of spots left. Any transaction costs will be determined beforehand and will be divided among all spots. The Executive Board remains the right to apply any supplements if deemed necessary.

13.3.2. For IFMSA European Regional Meetings (EuRegMe), the fee for the Head of Delegation is the early fee determined by the Organizing Committee of the meeting. For all other attendees, there is one fee that will be applied equally. This fee will be calculated by taking the sum of all minus one early fees and all late fees, and dividing the result by the number of spots left. Any transaction costs will be determined beforehand and will be divided among all spots. The Executive Board retains the right to apply any supplements if deemed necessary.

13.3.3. Any funds from sponsorships, grants or other sources can be used to lower the fees for IFMSA meetings. This will be determined by the Executive Board.

Section 13.4. Candidatures for IFMSA positions

13.4.1. Members who wish to candidate for IFMSA positions shall inform the President at least 1 week prior to the official IFMSA application deadline. This does not apply for calls which have been shared less than two weeks before the IFMSA application deadline.

13.4.2. Candidatures will be discussed by the BeMSA Executive Board. After consultation with the Executive Board and the respective Local Committee, the President has the right to refrain from signing the candidate's Candidature Form, due to reasons of previous misconduct or malpractice within BeMSA, or overdue debts to BeMSA. Should this be the case, the President has to provide a written explanation to the candidate and their Local Committee as to why their application is not supported by the Executive Board.

13.4.3. The President can only sign and/or stamp Candidature Forms from students that are a member of one of BeMSA's Local Committees, and shall refrain from signing Candidature Forms from members of other NMO's

Article 14. Privacy

Section 14.1. General

14.1.1. A privacy policy will be put into effect and can be found in Annex 2. It can be adapted and modified by the Executive Board without having to be voted at a General Assembly, however modifications will be announced to all impacted people.

14.1.2. The privacy policy should be accessible for all members and should be referred to whenever a member collects personal data in the name of BeMSA.

14.1.3. Personal data is defined as any information relating to an identified or identifiable natural person, hereafter called the 'data subject'.

Section 14.2. Regulations for members regarding data collection

14.2.1. Whenever any personal data is collected through forms, email, social media or any other means, there should be an explicit approval of the individual from the data subject. Additionally, the data subject can request removal of the data at all times.

14.2.2. The data collection should be limited to data that are strictly necessary for our purpose. Based on the GDPR, there are six lawful bases on data collection, as outlined in Article 6 of EU law, of which at least one must apply whenever processing personal data.

14.2.3. It should be clear for the data subject why their personal data is being collected and what it will be used for.

14.2.4. Personal information will only be retained as long as it is necessary for the purpose of the data collection. This purpose will be detailed during the data collection process.

14.2.5. Access to personal data should be restricted as much as possible. Only relevant members that need to have access to the data should be granted this access.

Section 14.3. Rights of data subjects

14.3.1. Data subjects have the right to request the personal information stored.

14.3.2. Data subjects have the right to request a rectification to incomplete, inaccurate, or false information.

14.3.3. Data subjects have the right to request the deletion of parts or the entirety of their personal data within the possession of BeMSA.

14.3.4. Data subjects have the right to object to the use of their data at any time for marketing, newsletter, or mailing list purposes. Unless there are overriding legitimate grounds, BeMSA will cease the usage of these personal data immediately

14.3.5. Data subjects have the right to restrict the use of their data in any way.

14.3.6. Data subjects are free to withdraw their consent for data that was collected, and BeMSA will cease their use of the information immediately for the purpose(s) that the data subject has consented to in the first place.

Article 15. Local Committee Regulations

Section 15.1. General

15.1.1. Each Local Committee is defined as a local division, and constitutionally a Member (“Lid”), of the umbrella organization BeMSA. Therefore, they are part of a non-profit organization.

15.1.2. The students of a Local Committee represented by the members as described in statute 3.1. of the Constitution (Statuten) must consist of at least 60% medical students. Medical students are considered the students in training to become medical doctors in Belgian higher education institutions, recognized by the Belgian Dutch-speaking and French-speaking communities.

15.1.3. Every student in a recognized training in healthcare should be able to become a member of the Local Committee.

15.1.4. The Local Committee must be represented in at least two of the three National General Assemblies of each term by at least one representative.

15.1.5. Local Committees may choose their own name, logo and visual identity. If they choose to follow the visual identity of BeMSA, they must comply with the regulations outlined in section 1.5. of the bylaws (Intern Reglement).

15.1.6. All Local Committees must work towards the vision and mission of BeMSA at all times, as defined in statutes 1.3.1. and 1.4.1. of the bylaws (Intern Reglement).

15.1.7. All Local Committees are obliged to comply with the regulations surrounding privacy outlined in Article 12. of the bylaws (Intern Reglement).

15.1.8. Local Committees are free to have additional regulations, as long as they do not go against the regulations mentioned in Article 13 or any other statutes involving Local Committees of the bylaws (Intern Reglement).

Section 15.2. Candidate member regulations

15.2.1. Each local student organization, whose members or students they represent are enrolled in a tertiary education in the field of healthcare recognized by the Dutch-speaking or French-speaking Communities, can apply to obtain the status of Candidate Member.

15.2.2. A Local Committee has the status of Candidate Member for a period of one calendar year or three consecutive General Assemblies, whichever is longer, starting after the General Assembly of recognition.

15.2.3. If a Local Committee with the status of Candidate Member fails to acquire the status of Full Member within the period described in statute 13.2.2. of the bylaws

(Intern Reglement), the membership of the respective Local Committee, as described in statute 3.1. of the Constitution (Statuten), will be terminated without notice.

15.2.4. The representatives of the relevant Local Committee can again apply for membership as a Candidate Member at a General Assembly of their choice or an Exceptional General Assembly (as convened according to statute 4.5 of the Constitution (Statuten)). This is approved by a simple majority as stated in statute 2.2.6. of the Bylaws (Intern Reglement).

Section 15.3. Activities

15.3.1. Local Committees can choose in which Standing Committees, defined in statute 1.8.1. of the bylaws (Intern Reglement), they are active.

15.3.2. A Local Committee is active in a Standing Committee when they have at least one Project Manager (PM) or Local Officer (LO) that leads the committee and is ultimately responsible for the activities happening under that committee.
15.3.3. Standing Committee responsibles (LOs, PMs, …) should be in regular communication with the respective National Officer of that Standing Committee.

15.3.4. After completion of each activity, an impact assessment should be performed to make an estimation of the impact of the activity on all involved parties. This impact assessment will result in a report that will be used to make changes to the activity in future terms.

15.3.5. After completion of each activity, a manual should be made up, explaining all aspects of the organization of the activity, in order to provide future organizers with a clear set of guidelines, improving the sustainability of the activity. This manual will be shared on the sharing folder so that it is accessible to other Local Committees.

Section 13.4. Board and elections

15.4.1. Local Committees are free to choose the positions that are part of their board, but should at least include:

- A president leading the Local Committee;
- Someone that is responsible for the finances of the Local Committee, as mentioned in statute 13.6.1. of the bylaws (Intern Reglement);
- One or more Local Officers or Project Manager for every Standing Committee that the Local Committee is active in;
- Two national representatives that are responsible for representing the Local Committee in the national level of BeMSA.

15.4.2. One person can hold multiple positions within a Local Committee.

15.4.3. A Local Committee must organize elections to elect new board members at least once a year for every position they have within their board.

15.4.4. Elections at Local Committees must happen in a democratic, fair and organized way.

15.4.5. A clear task description of every position within the Local Committee must be made available before elections.

Section 15.5. Meetings

15.5.1. The board of a Local Committee must organize board meetings regularly, at least 4 times per term.

15.5.2. A report of every board meeting must be produced.

Section 15.6. Finances - general

15.6.1. In every Local Committee, at least one person is responsible for the daily financial management. Preferably a Local Treasurer is appointed. The daily financial management is supervised by the Treasurer.

15.6.2. Every Local Committee has to open a personal bank account with BeMSA VZW. The Local Treasurer, the Local President (or local TO member), the President and the Treasurer have power of attorney on this account. Excluding EMSA Antwerpen.

15.6.3. All Full Members must pay their contribution to the IFMSA membership fee at the latest on the 1st of July annually. Candidate members do not need to pay any fees. The fee is calculated as follows:

- Of the SCORE / SCOPE registration fee, €15 is used for the payment of the IFMSA membership fee. Of the remaining amount, 50% will be divided equally between all Local Committees and 50% calculated on the basis of the number of SCORE / SCOPE outgoings per Local Committee.
- The numbers from the previous term are used for the calculation of the membership fee.

15.6.4. Debts towards BeMSA can only be made in very exceptional cases. To this end, the Executive Board must first give its approval and a reimbursement plan must be agreed upon beforehand. The Treasurer is responsible for following up with this reimbursement plan. If it proves to be impossible to repay debts, the debts can be canceled by the General Assembly.

Section 15.7. Financial management

15.7.1. Bank transfers are preferred for all payments to the bank account.

15.7.2. Each expense must be explained on the basis of the original receipt or invoice. Each income must be explained by the Local Committee.

- Every original receipt or invoice, or a copy of both sides if not possible, will be collected by the Local Treasurer.
- For events that have many incomes, it is sufficient to keep an overview of the incomes by making an overview table with all the incomes of the event. It is not needed to make an invoice for every single bank transfer. An invoice needs to be made when asked by the customer or when the amount of an income is €250 or more. The local treasurer must be able to explain every income.
- For incomes that can be received afterwards, a template of an invoice will be filled in by the Local Committee and will be sent to the relevant person. These invoices will be written and sent by the Local Treasurer.

Section 15.8. Regulations for refunds

15.8.1. All expenses done in the name of BeMSA must be submitted with the Local Treasurer within three weeks after the expense, including the original receipt or invoice, or a copy of both sides if not possible. When it is not possible to submit the original within the 3-week period, a copy will be sent to the Local Treasurer. The original is then submitted at the first following meeting.

15.8.2. All refunds will be made by bank transfer.

Section 13.9. Financial supervision and monitoring

15.9.1. At the latest 15 days after the end of every month, a copy of all receipts and invoices is sent to the Treasurer. Only at every NGA, the originals, or a copy of both sides if not possible, will be submitted to the Treasurer by the Local Treasurer or another

appointed responsible.

15.9.2. At the latest 30 days after the end of every month, the Treasurer will share an updated accounting file with the corresponding Local Committee.

15.9.3. If not every expense or income can be explained on the basis of the original receipt or invoice and this is fined by the Chamber of Commerce, then this amount will be charged to the relevant Local Committee.

Section 15.10. Sponsorships, grants and gifts

15.10.1. A sponsorship is considered an agreement between the organization and one or more parties, for whom the organization offers advertising opportunities in return for liquid financial resources. Grants from non-profit making and governmental organizations are not considered sponsorships.

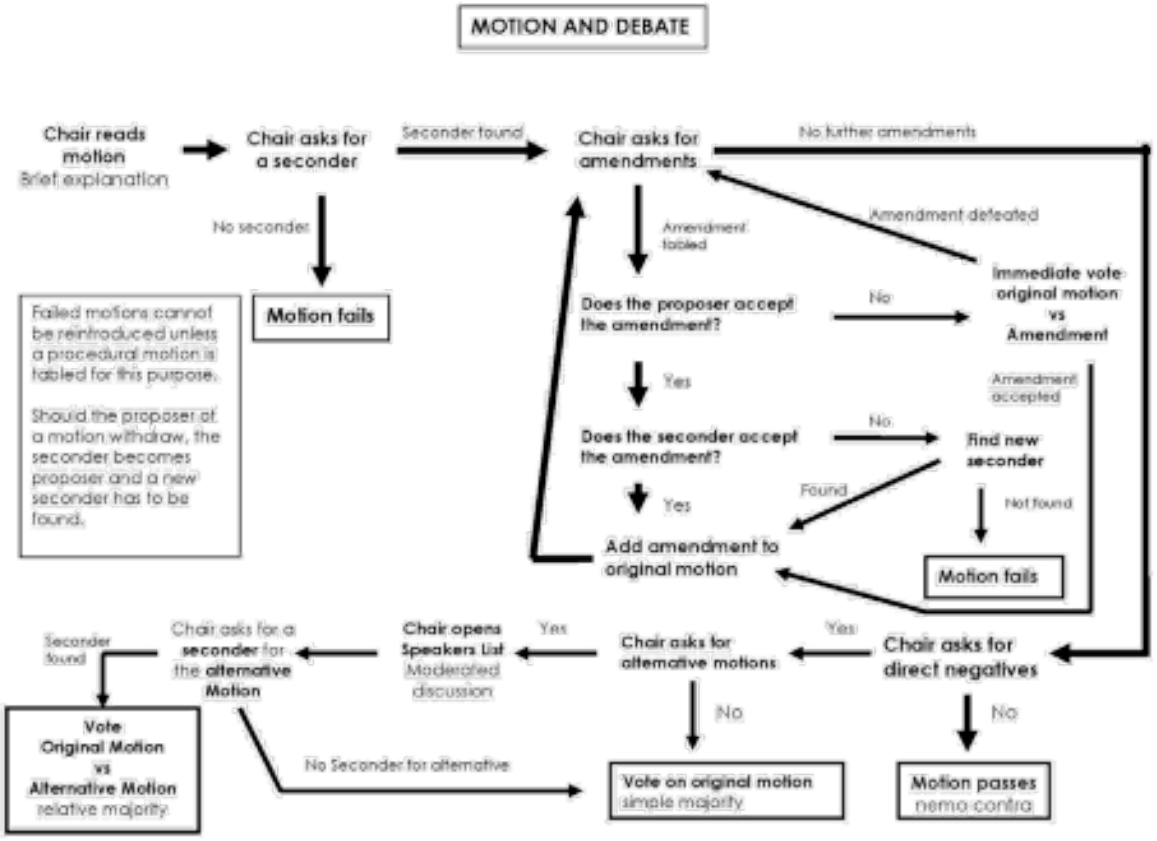
15.10.2. A Local Committee may only negotiate and sign sponsorship agreements which are in line with the BeMSA Ethical Framework on Fundraising, as described in Annex 3.

15.10.3. During the first National General Assembly of every term, the Local Treasurer of each Local Committee or another appointed responsible will sit together with the Finances team, to discuss the options about requesting grants from the relevant city, municipality, province and university.

15.10.4. No tax certificates can be written for received gifts.

15.10.5. Any amount that is received by a specific Local Committee through sponsorship, grants or gifts is only available to that Local Committee.

Annex 1. Motion maze



Annex 2. Privacy policy

This Privacy Policy pertains to our website (BeMSA.be), mailing lists and surveys/data collection done through our BeMSA.be domain.

1. Who we are

The Belgian Medical Students' Association (BeMSA) is a Belgian student-run organization. As of the 2023-2024 academic year, it represents medical students from 11 of the faculties across the country, while also establishing international connections through the existing network of national member organizations of the International Federation of Medical Students' Associations (IFMSA).

Each year we organize a series of events on a local, national and international level. Additionally, our clinical and research exchange programs send over 100 Belgian students abroad every year, while accommodating the same number of foreign students. This allows them to explore innovations in medicine, healthcare systems and healthcare delivery in various settings across the globe.

BeMSA brings people together to exchange, discuss and initiate projects with the goal of creating a healthier world. It provides medical students with the skills and resources needed to be health leaders. With the help of the IFMSA, it also advocates for the pressing issues that matter to us to shape the world we want to live in. And it does deliver: our projects, our campaigns and our activities positively impact the physicians-to be alongside the communities they serve.

2. Purpose

This privacy policy is made to explain to you when, why, and how we collect personal information about our members, within and outside this site and our mailing lists. This explanation includes how we use, store, and the conditions under which we may disclose it to others, and how we keep it secure.

Under the General Data Protection Regulation (GDPR), BeMSA qualifies as a "data controller". This means that we are fully or partly responsible for determining the purpose and means for the processing of personal data. We are required under this law to inform you of the information contained within this privacy policy.

3. Our commitment

In line with the core principles of the GDPR, we are committed to the following, in regard to our use of your personal data:

1. **Lawful, fair, and transparent data collection:** we are committed to ensuring that your data is collected and stored in such a manner.
2. **Purpose limitation:** we are committed to ensuring the data we collect serves a purpose that is clearly informed to you.
3. **Data minimization:** in line with the previous item, we are also committed to limiting our collection to data that are strictly necessary for our purpose.
4. **Truth and accuracy:** we commit to ensuring that your data is kept as accurately and as up-to-date as possible.
5. **Storage limitation:** we will not be keeping your data longer than we need it for a specific purpose.

6. **Integrity and confidentiality:** we commit to ensuring or enacting measures that will ensure your data is accorded an appropriate level of security.

Whether it is through this privacy policy or otherwise, in the spirit of ensuring a higher level of transparency, we will strive our best to ensure that you understand the purpose of each data collection that we do, how we process it, and how you can correct or remove it, should you wish.

How do we collect personal information?

BeMSA collects personal information through several means:

- Email and written correspondence
- Application forms / Enrolment forms
- Direct contact
- Surveys and research forms

In all instances, it will be apparent and clear to you when we are collecting your data.

What personal information do we collect?

We collect information about you when you engage with us through one of the several activities detailed in the list below:

1. BeMSA Professional and Research Exchanges
2. BeMSA National General Assemblies (NGA) and Training Events
3. Participation in BeMSA activities and projects
4. Small Working Groups (SWGs) within BeMSA
5. External Representation Opportunities
6. Surveys and/or research activities through the BeMSA network

In these cases, we may collect the information detailed below:

1. Name, date of birth, place of birth, and country of origin
2. Contact information: email address, Passport or ID-card data, phone numbers, postal or other physical addresses
3. Physical data: gender, health requirements (for provision of suitable services)
4. Curriculum Vitae, including current employment, past employment, education, and experience within a specific field related to the purpose of the data collection
5. Additional information that may be necessary based on a case-by-case basis.

Any additional need for information in any particular cases will be communicated clearly to you, including the reasons for its collection and duration of its retention.

How is your information used?

As we have mentioned, the personal data we actively collect from you is always related

to one of the seven activities listed under section five "**What personal information do we collect".** At this moment, BeMSA does not engage in targeted advertising, and thus we do not share any data with external parties for marketing or advertising purposes. The personal, identifiable data that we collect from you may be used for the following purposes:

- Selection of participants to a BeMSA activity, project or exchange
- Selection of participants to represent BeMSA at an event
- Provision of service or information about our activities
- Impact assessment of BeMSA activities and projects
- Conveyance of information about opportunities and call for inputs to improve our service
- Archived for a specific duration of time to ensure legal liability of related parties based on a specific, previously agreed upon terms that are amicable to both BeMSA and the related parties

We will regularly review the necessity of these personal data for our activities and adhere to any storage period that we have detailed when requesting these data or until such time when the data is no longer necessary for the originally stated purpose, whichever comes first. Please note that in some cases, specific information items are indispensable to the related activity, and BeMSA may not be able to select, provide, or convey the application for consideration without them. We would also like to stress that we do not currently engage in automated decision-making, including profiling, based on the personal data we obtain from you.

What is the lawful basis of BeMSA data collection?

Based on the GDPR, there are six lawful bases on data collection, as outlined in article 6 of EU law. At least one of these must apply whenever a party is processing personal data:

1. **Consent:** The individual has given an organization clear consent for processing personal data for a specific purpose.

2. **Contract:** The data processing is necessary for a contract that exists with the individual, or because they have asked to take specific steps before entering into a contract.

3. **Legal obligation:** The data processing is necessary for the organization to comply with the law, not including contractual obligations.

4. **Vital interests:** The data processing is necessary for the organization to protect an individual's life.

5. **Public task:** The data processing is necessary in order to perform a task in the public's interest or for the organization's official functions, and the task or function has a clear basis in law.

6. **Legitimate interests**: The data processing is necessary for the legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data that overrides those legitimate interests.

BeMSA will ensure that at all times the lawful bases are respected, and at least one of the conditions stated above is fulfilled. All personal data collection activities by BeMSA and its officers will be supervised by the BeMSA Executive Board to ensure its compliance with the aforementioned basis.

Instances of data sharing with a third party

BeMSA will not sell, rent, or otherwise share your personal data for marketing and targeted advertising purposes. We also would like to assure you that any instance of active data-sharing will happen only with your consent through a clearly distinguished explanation of the purpose of said sharing either before, during, or after the data collection process. The following are the entities with whom we may share data with and for what reason:

- **Organizers of our National General Assemblies (NGA):** at some points, we will need to share specific personal data with organizers of our National General Assemblies to ensure that they will be able to provide adequate and suitable services to the applicants.
- **Agencies, institutions, or academics for research purposes:** we may allow third party organizations to engage with our network for data collection or research purposes. In all cases, we will ensure that the process is compliant with our research policies and that the data collection contains as little identifiable data as possible.
- **Software or technical providers:** third-party agents that allow us to operate efficient digital processes and render satisfactory service to our members.
- **BeMSA Local Committees, Officials, Executive Board:** in such cases where data are indispensable to application and selection processes, or the conveyance of the relevant information to all parties involved.
- **Law enforcement or regulatory bodies:** we may have to transfer specific data if we are under the duty to disclose or share your personal data in order to comply with any legal obligations or to protect the rights, property, or safety of our members and users.

This is an indicative and not an exhaustive list. Please note that whenever we share personal data, we take all reasonable steps to ensure that it will be handled appropriately and securely by the third party. In all instances, we will share only information that is absolutely relevant and clearly necessary to deliver the service or fulfill the purpose of the data sharing. Especially with partners that are not directly related to our organization, we will have a contract in place in place to ensure secure handling of these pieces of information and clearly limit the way they will be able to use the shared data. In the case of Law Enforcement and Regulatory Bodies, where contracts are not applicable, we will continue to make all reasonable efforts to ensure that your privacy remains protected.

How long do we retain personal information?

We retain personal information only as long as it is necessary for the purpose of the data collection. This purpose will be detailed during the data collection process. In general terms: we will retain personal data for so long as required by law, or as may be required for record keeping and legal claims purposes.

Where do we store personal information?

We store most of the data we collect in our Google Suites connected domain and our web hosting service. In all cases, we strive or will continue to strive to ensure that the organizations we work with have adequate data-protection and confidentiality clauses on data collection that are compliant with the regulations set out within the GDPR.

Security precautions in place to protect the loss, misuse or alteration of your information

We will be putting in place a robust internal guideline on personal data management within BeMSA. This will allow us to keep track, limit, and in specific cases: remove access to your personal data from administrators within BeMSA. In all cases, personal data are only shared to officers who require it to complete a specific purpose, in line with what will be detailed during the data collection process.

Additionally, to reduce uncontrollable data dissemination and improve our ability to control access to the personal data we collect, we regularly request and strive to ensure that our officers work in a cloud-based environment fully within the BeMSA.be domain. We will continuously strive to ensure the storage of these personally identifiable pieces of information is done as securely as possible.

Other websites

Parts of this website may contain links to other sites, such as related agencies with source material that supports our content, or partner organizations that we work with. We would like to clarify that we are not responsible for the content or privacy practices of these other sites and we encourage you to be aware of the privacy policies of these sites before engaging in any actions.

Your rights where we are processing your information

The European Union General Data Protection Regulation highlights certain rights to citizens of states within the EU and the EEA whose information is being collected by an organization (as data subjects). The following is a quick summary of your rights pertaining to data collected by BeMSA:

1. **Access:** you have the right to request the personal information that we have about you. If you would like a copy of this activity, please contact us at the email address specified below.

2. **Correction:** you have the right to request a rectification to incomplete, inaccurate, or false information on your personage within our possession.

3. **Deletion:** you have the right to request the deletion of parts or the entirety of your personal data within our possession without undue delay on these grounds:

    1. Where you feel the data is no longer necessary in relation to the purposes for which they were collected or processed

    2. Where you are withdrawing consent for the use of your data

    3. Where you have objected to the use of the data

    4. Where you feel the use of the data is contrary to the law

4. **Objecting:** you are free to object to our use of your data at any time for marketing, newsletter, or mailing list purposes. Unless there are overriding legitimate grounds, we will cease the usage of these personal data immediately.

5. **Restricting our use of your data:** this may happen when you do not believe you want your data removed from our storage, but you no longer give consent to the usage of the data for the purposes detailed during the collection process or that which are dictated within this privacy policy.

6. **Withdrawing Consent of Use:** the regulations dictate that withdrawing consent should be as simple as providing it. As such, you are free to withdraw your consent for data that we have collected, and we will cease our use of the information immediately for the purpose(s) that you have consented to in the first place.

Contact information

Should you find some infringements that you would like to be rectified or would like to find more information on our privacy policies, please contact us at **president@bemsa.be** with the subject **[GDPR INQ]** in the subject line.

Annex 3. Ethical Framework on Fundraising

For the purpose of this document, sponsorship is defined as income to the Belgian Medical Students' Association vzw (BeMSA vzw), generated through agreement with commercial entity, non-profit making organization, institution, charitable trust, or other organization and individuals, where that agreement provides for acknowledgment and publicizing of such sponsorship through specific BeMSA's activities and outputs. Income can be in the form of all kinds of favours, including money, resources, people, materials and more.

This document applies to sponsorships directly maintained by BeMSA vzw (the national board) and by its members (Local Committees) as defined in the Constitution and Bylaws (Statuten en Intern Reglement).

Key Principles

General

- Any relationship between BeMSA and a prospective sponsor (regardless of their composition or structure) will be evaluated in terms of assessing if their intentions are in concordance with those of BeMSA, as opposed to what the consequences of a sponsorship would be.
- Any relationship with an external corporation, institution, or individual needs to concur with BeMSA's mission, vision, and values.
- All dealings with external parties should be undertaken with transparency and professionalism.
- It is acknowledged that BeMSA needs, and actively seeks, sponsorship as a method of funding its activities. BeMSA also recognizes that any potential commercial sponsor will have their own commercial and other business interests which they seek to develop through their sponsorship.

Specific

- All sponsorship activity will be subject to formal contract.
- In all sponsorship relationships, BeMSA will retain control of title, educational and/or specific content of any BeMSA activity and the level and form of advertising or acknowledgment.
- Acceptance of sponsorship from any commercial or not-for-profit organization, statutory institution, or individual, must never imply, or be represented as implying, an endorsement by BeMSA of their products, services, policies, or beliefs.
- Any use of BeMSA's Corporate Identity elements in any context is in the control of, and subject to authorization by, the Executive Board.

Sponsor categories

There are three categories of sponsorships.

"No-Go" or blacklist

Any company, institution or individual that is directly or indirectly tied to support (financial or otherwise) of parties mentioned in the "No-Go"-list, are not acceptable as sponsors of BeMSA.

- Any corporation that manufactures tobacco
- Any corporation that manufactures arms
- Any corporation that extracts or refines fossil fuels
- Any corporation that engages in any overtly non-environmentally sustainable practices
- Any corporation that engages in exploitative labor practices, as defined by the International Labour Organization
- Any corporation that engages in activities determined to be against human rights
- Any political or overtly political campaigning organization

Conditional

Areas of commerce that are not listed above but still identified as potentially problematic to have as sponsor are subjected to extra careful evaluation. No monetary funding can be accepted from the parties mentioned below. Additionally, no active promotion of these corporations is allowed.

- Any corporation that manufactures pharmaceuticals, or their representatives
- Any corporation that manufactures medical equipment
- Any corporation that manufactures alcoholic drinks
- Any corporation that manufactures sugar sweetened beverages
- Any corporation part of the fast food industry

Acceptable

- Any corporation active in an area not listed above
- Any corporation whose aims and objectives support BeMSA's vision, mission, and values, and does not seek to gain business advantage by direct association with BeMSA nor specific influence over BeMSA's policies or outputs
- Any corporation whose support is wholly philanthropic

BeMSA's activities

BeMSA's activities can broadly be grouped into five areas:

- Meetings, Workshops, and Events
    - Internal and external
    - Potentially outward-facing and drawing on external resources and personnel
    - Broad range of topic and subject matter
    - Often incorporating educational or training activities
- Projects, Exchanges, and Core activities
    - Internal and external
    - Potentially outward-facing and drawing on external resources and personnel
    - Often incorporating educational or training activities
    - Broad range of topic and subject matter
    - Subject matter of interest to certain areas of commerce
- Education and training sessions
    - Activities which are central to the education and development of healthcare students in Belgium or around the world
    - Almost exclusively internal, member led
    - Subject matter sometimes of interest to certain areas of commerce
- External representation of healthcare students
    - Outward-facing and sometimes drawing on external resources and personnel
    - Subject matter of interest to certain areas of commerce
- IFMSA meetings
    - General Assemblies and European Regional Meetings
    - Delegations of BeMSA representing Belgian healthcare students on an international level

Criteria for sponsorship of BeMSA's activities

Sponsorships by corporations mentioned in "*2. Sponsor categories*" as 'acceptable' or 'conditional' (after review) are possible for BeMSA's activities mentioned in "*3. BeMSA's activities*" for the following purposes.

- Meetings, Workshops, and Events
    - Any sponsorship credits and advertising specifications will be agreed and authorised by BeMSA
    - All uses of BeMSA logo, design work for publication, and accompanying marketing

output will be authorised by BeMSA
    - Any sponsors' products, display materials, promotional items will be confined to stands or exhibition spaces which will be clearly delineated from any educational or "core" activity
    - The meeting programme will contain standard wording which clarifies that BeMSA does not endorse any product or service provided by sponsor(s)
    - Speakers at meetings, events, etc. must declare any personal or professional relationship with any sponsor involved
- Projects, Exchanges, and Core activities
    - Sponsorship of projects, exchanges, and core activities is acceptable under the following conditions:
        - The sponsorship is relevant to the content of the activity
        - The sponsor may support in development material if they carry knowledge relevant to the field, final decision on material presented is taken by BeMSA Executive Board
    - Other criteria as above
- Education and training sessions
    - Sponsorship of education and training sessions is acceptable under the following conditions:
        - The sponsorship is relevant to the content of the activity
        - The sponsor plays no part in the content or construction of the activity
        - It is passive - i.e. there is a static presence only
        - The sponsorship is of benefit to the members attending the course and BeMSA as a whole
    - Other criteria as above
- External representation of healthcare students
    - Sponsorship purely of our external representation is not accepted
    - Coverage of travel and registration costs is acceptable as long as the sponsorship doesn't request to advocate for a certain topic requested by the sponsor
- IFMSA Meetings
    - Coverage of travel and registration costs is acceptable as long as the sponsorship doesn't require the delegation to advocate for a certain topic requested by the sponsor

Sponsor evaluation

Before a sponsorship relationship is established and an agreement is signed, BeMSA should undertake an evaluation in due diligence of the prospective sponsor's credentials with respect to ethical positioning, trading policies, and other relevant qualifying characteristics in relation to BeMSA's vision, mission, and values. BeMSA should be satisfied that any relationship with given funding organizations should ideally enhance BeMSA's standing, or at least not be damaging to its reputation or undermine its values.

This is particularly important with respect to multinational companies with complex organizational structures where subsidiaries and first line connected companies need to be included in the evaluation.

This process may be delegated and undertaken in appropriate cases by a small group on an as-needs basis. It is recognised that some evaluations will be very straightforward and will not require significant evaluation. For sponsorships concerning BeMSA vzw as a whole, the responsibility of the given task being carried out stays with BeMSA Executive Board. For sponsorships concerning one of BeMSA's members (Local Committees, LCs), it will be up to the leadership of the LC to carry out this evaluation.

The Executive Board and LCs will remain vigilant for any complaints or changes related to ethical positioning, trading policies, and other relevant qualifying characteristics of the sponsor in relation to BeMSA's vision, mission, and values. BeMSA retains the right to cancel the sponsorship at any time if such an event occurs.

When a previously approved sponsorship is to be renewed, a shorter evaluation of the previous sponsorship period should be carried out and include if the sponsor is still aligned with the criteria of this document, if any transgression of the previous agreement were made, and if any

negative feedback has been received from any parties.

When BeMSA identifies or is approached by a prospective sponsor, the following steps will be taken:

- For sponsorships concerning BeMSA vzw as a whole:

    1. Email sent to the Local Committees (LCs) that negotiations are being considered or have begun.

    2. The evaluation of the prospective sponsor is carried out by the BeMSA Executive Board.

    3. The result of the evaluation is presented to the LCs.

    4. Final decision on signing an agreement or terminating negotiations is taken by the BeMSA Executive Board, guided by the evaluation and LC's input.

- For sponsorships concerning one of BeMSA's members (Local Committees) and falling under the "Conditional" category as defined in 2.2:

    1. Email sent to BeMSA Executive Board that negotiations are being considered or have begun.

    2. The evaluation of the prospective sponsor is carried out by the LC leadership

    3. The result of the evaluation is presented to the BeMSA Executive board.

    4. Final decision on signing an agreement or terminating negotiations is taken by the LC leadership, guided by the evaluation and input from BeMSA Executive Board.

- For sponsorships concerning one of BeMSA's members (Local Committees) and falling under the "Acceptable" category, as defined in 2.3:

    1. The BeMSA Executive Board must be informed of the sponsors.

Management

The responsibility for sponsorship and the generation of income as a whole rests with the BeMSA Treasurer.

- The day to day management of sponsorship of an event or activity will rest with the lead manager of that event or activity, or a delegated event manager.
- Regardless of the source of original sponsorship contact, all discussions and negotiations with sponsors should be overseen by the TreasurerIn case it concerns a specific activity or event it should be done in conjunction with the relevant manager.
- In the case of a controversial issue or when a sponsor falls into the conditional category, BeMSA Executive Board should consider referring authorisation to the General Assembly. Particular attention and time should be given to negotiating and considering relationships with organizations falling within the controversial areas.

Annex 4. Contract of Commitment

Delegation Contract for [NAME OF THE GA/EUREGME]

Concerning the [NAME OF THE GA] from [INSERT DATE] to [INSERT DATE]; Pre[International Meeting] from [INSERT DATE] to [INSERT DATE] and Post[International Meeting] from [INSERT DATE] to [INSERT DATE], named further as the International Meeting; The Belgian Medical Students' Association (BeMSA) vzw, located in Brusselsestraat 246, Leuven represented by the President: [INSERT NAME PRESIDENT], named further as 'President'; The Vice-President for International Affairs [INSERT NAME VPIA] and [INSERT NAME DELEGATE], named further as 'the delegate' declare to have read and agreed on:

Clause 1: Concerning Preparation and Report

The delegate commits to:

I. Proactively read the submissions assigned to them before the International Meeting. II. Attend the preparatory meeting(s).

III. Contribute to the writing of a report about the attendance of the International meeting.

Clause 2: Concerning Attendance.

The delegate commits to:

I. Attend all the National Member Organization (NMO) Hours.

II. Attend all the Standing Committee Sessions assigned to them beforehand. III. Attend at least two plenaries that take place in the [NAME OF THE GA/EUREGME].

IV. Attend at least one theme event.

V. Delegates can be excused from attending these events in the case of sickness, personal problems or if otherwise excused by the Head of Delegation.

Clause 3: Concerning Behaviour.

The delegate commits to:

I. Consume alcoholic drinks (spirits, beverages…) in a responsible way, if they choose to do so. In the case that the delegates damages, destroys or harms their environment in any way, the delegate will take all responsibilities and endure possible consequences. BeMSA will not be held responsible nor liable for any reckless, dangerous or illegal behaviour.

II. Respect the IFMSA Code Of Conduct at any time, which is signed upon arrival and will follow the rules laid out by the Code of Conduct Committee (CCC).

III. Show respect towards other parties and within the delegation during the International Meeting. BeMSA, nor IFMSA, will not tolerate any discrimination of a

certain gender identity, skin colour, origin, sexual orientation or social status from the delegates' part.

IV. Not perform any actions that could be potentially harmful for the External image of BeMSA.

The delegate declares to have agreed upon all the clauses mentioned in the contract and commits to follow them at any moment; from the time it is signed until the report has been published. The original contract will be kept by BeMSA for 2 years.

Signed on [INSERT DATE];

Signature of the Delegate BeMSA Stamp Signature of the (president)

Annex 5. Code of Conduct

Preamble

This code of conduct has been created for the BeMSA and its members. It aims to formulate the parameters of behaviour:

- To be in accordance with the principles and values of BeMSA.
- To create a comfortable and safe environment and atmosphere for all participants of every background.
- To achieve the best outcomes for the meetings and other activities.

Principles and Values of the Organisation

Each participant is expected to take responsibility for themselves, and to act in accordance with the constitutional principles and values of BeMSA at all times. All participants are expected to treat each other with respect and consideration, and foster tolerance, dignity and equality. In order to ensure productive and inclusive meetings, all participants should foster cooperation and show appreciation of each other's contributions. Taking part in BeMSA meetings should be a meaningful, fun, and safe experience.
Any form of discrimination, including but not limited to political, religious, social, racial, national, sexual or disability-based discrimination, will not be tolerated from any participant of the meeting.

General Rules and Behaviour

All participants should feel comfortable and safe within BeMSA, and during meetings and other events. Therefore, we expect all officials, participants and other attendees to follow and embody these guidelines:

- **Be respectful.** Ensure that all fellow participants are able to, and feel safe to express themselves; be professional in speech, actions and appearance during the conference and display respect for the opinions and ideas of fellow participants.
- **Care.** Be aware of the physical and mental health, safety and welfare of all other participants and yourself.
- **Speak no evil.** Do not post, share or disseminate any form of media (including pictures, videos and/or messages) on any forum (including online) that could damage the image of a participant, the Organizing Committee or BeMSA. *All posts that contain threatening, abusive, harassing, defamatory, vulgar, obscene, libelous, hateful, racist and sexist or otherwise objectionable content shall be removed and may lead to disciplinary action.*
- **Clean up.** Promote recycling and avoid the unnecessary waste of resources, throw rubbish away and clean areas where you have met or held a session or meeting.
- **Be eco-friendly.** Act in an environment-friendly way within the capacities of the host (e.g. recycling materials). If possible, participants can bring their own water bottles and coffee mugs.
- **Participate.** Take an active role in the National General Assembly program or other BeMSA activity in which you participate, and contribute. You are responsible for

getting the most out of the NGA for yourself. *You are a representative of your LC within the spaces of the BeMSA and therefore it is important that you consider how to act and behave accordingly.* Being here is a great honour. Be considerate of others and ensure that they are able to do the same.
- **Take care of yourself** to care for others. In order to gain the most from the sessions, it is important that each participant has sufficient energy. Be mindful of your needs (food, sleep,...) so you can benefit and contribute the most from and to the whole meeting.

In order for the event to run smoothly, it is also necessary to:

- Follow the instructions of the Organizing Committee, Team of Officials, hotel staff or other authorities.
- Adhere to the terms and conditions of the designated accommodation venue.
- Be mindful and considerate of other guests, Organizing Committee and staff, during daily and nighttime events.
- Do not act in any way that may harm the reputation of the BeMSA, the hosting LC, other participating organizations or medical students.
- Do not act in any way that may cause damage to the venue (breakages etc.). Tell the Organizing Committee or staff if anything happens.
- Be on time and avoid causing distraction when entering a session that has already started.
- Be aware and respectful of the cultural differences between participants.

Substance Abuse

Every participant should promote safe behaviour for the sake of health and wellbeing of themselves and others.

- Smoking or consumption of alcoholic beverages is prohibited in the formal meeting rooms of BeMSA. Smoking shall be prohibited indoors within all public areas of the facilities hosting the National General Assembly Meetings regardless of the facilities' smoking policy. Smoking is only allowed in the designated areas.
- Consumption of alcohol should be done in moderation.
- Consumption of alcohol and other substances should not affect the participant's involvement in events and meetings.
- Social program attendance should not affect the participant's involvement in events and meetings.
- All participants must remember and respect that there are participants who do not drink alcohol, particularly at social events.
- The use of illicit substances (subject to domestic laws) are prohibited. In case of violation of the code; it will lead to removal from the event and may require the involvement of the authorities.

Laws and Other Restrictions

Every participant must respect and comply with all applicable National, Federal, State, and local laws. Any illegal activity will be reported to the proper authorities and subject to the applicable jurisdictional actions.

The following actions or behaviours are forbidden at all BeMSA events:

- Damage of property
- Underaged drinking (defined by local legislation)
- Consuming alcohol during formal meetings.
- Smoking inside any formal or informal meeting room (including during all social programs)
- Use of illegal drugs
- Violence or threat of violence
- Intimidation or harassment to any party
- Discrimination towards any other person or racist slurs.
- Sexual harassment
- Forcing someone to consume alcohol or smoke against their will.

The last six will lead to immediate removal from the event.

Financial Liability

Delegates or participants will be financially liable for any damage to equipment, facilities, constructions and environment at the venue that should result from their actions.

Raising Concerns

If you have any concerns about the behaviour of other participants at the meeting or violations to the code of conduct, please approach any member of the code of conduct committee, which is composed of ***first name last name*** and ***first name last name.***

You can contact the Code of Conduct Committee through:
Email: codeofconduct@bemsa.be
Whatsapp, SMS or Call the following number: ***XXXXXXXXXXX***

Code Violations

Violation of this code of conduct will be met by sanctions, which will be proportional to the severity of the violation.

The following sanctions can be placed by the Code of Conduct Committee.

Warning by the Code of Conduct Committee

After 3 warnings an immediate sanction will follow.

The following sanctions can be placed by the BeMSA Executive Board, in consultation with the Code of Conduct Committee and Supervising Council.

- Warning by the BeMSA Executive Board.
- Removal from the event.
- Ban on attending all BeMSA and BeMSA-associated event(s) in the future.

- Report to local authorities and police if there are violations to the law. This decision can be made by the Code of Conduct Committee in case it prevents timely action.
- In case of rape or sexual abuse, the participant will be excluded from the meeting immediately and reported to local authorities.

The Local Executive Board will be notified in case a sanction is put in place. Repeated violations will result in escalation of sanctions.

We wish all participants the best possible experience. We kindly ask you to bear the content of this Code of Conduct in mind at all times to help achieve this goal.

Annex 6. Strategy 2025-2028

Background: What is a strategy?

A strategy is an articulated plan to achieve a long term or overall aim that is either the main objective that your organization was created for or contributes to; and is in line with your organization's vision.

Having a strategy is important for youth led organizations because:

1. It ensures a **systematic approach** towards your goal, decreasing the percentage of errors in the organization's work.
2. Allows you to achieve **maximum efficiency** with resources and ensure that the members, partners and all the stakeholders of the organization are working towards a common goal that will actually achieve a degree of shift.
3. Youth-led organizations usually have a **high turnover rate and frequent changes in leadership** with emerging new ideas, so this is used to **sustain the development in a certain direction** over generations.

BeMSA currently has a strategy that will end at NGA3 2025. This is why we need a new strategy by then. If you read through the old strategy you will notice that there are a lot of goals that have not been accomplished. In my opinion, the main reasons for this are:

- Some goals were very ambitious
- Goals were not focused on pertinent issues
- No follow-up system
- New board members were not aware of the strategy

So in order to do better this time, we don't only need a new strategy but also effective ways to follow-up on the strategy and to make sure that 3 different generations of the TO will continue to work on it. More details about our plans for this next TOM, CRM or NGA.

Here are some documents we referenced to write this:

- Cooking Yourself a Strategy - IFMSA Manual
- BeMSA Strategy 2019-2022
- BeMSA Strategy 2022-2025
- IFMSA-NL MJP 2019-2022

The current strategy is based around 4 pillars, inspired by the Strategy model of IFMSA-the Netherlands:

- **National Integrity**: about what BeMSA stands for, what tasks everyone has, and the expected mentality of BeMSA (Local) Board members
- **Impact of BeMSA**: external representation and effectiveness of our activities
- **Personal Development**: everything that affects individual members and their growth
- **Sustainability**: how we ensure sustained development of BeMSA for the next 3 years.

There are **20** goals in total, they each have **2-3+** indicators. Extra explanations will be given at the next couple of meetings, so please pay attention and actively participate in the decision-making, as this is important for the future of our beloved organization. Please feel free to leave comments or remarks!

While reading this, please keep in mind that they are goals that we are trying to achieve by NGA 3 2028. It is not something that has to happen immediately, but we hope that they are realistic enough to achieve in 3 years.
This year's Strategy Proposal is themed around finding **stability** in all aspects of our operations, be it communicative clarity, skillset development, or financial security.

Thank you so much for helping us shape the future of the Belgian Medical Students' Association.

Sincerely,

The BeMSA Executive Board 2024-2025

Table of Contents

BeMSA Strategy 2025-28 **4**
National Integrity 4
Impact of BeMSA 6
Personal Development 8
Sustainability 10
Proposals for the Strategic Plan 2028-31 **13**

BeMSA Strategy 2025-28

National Integrity

1. BeMSA and its members will clearly represent our mission, vision and goals and act accordingly.
   Indicators
   A. 80% of BeMSA elected members understand the mission, vision and goals of BeMSA.
   B. 80% of BeMSA members indicate the BeMSA acts in line with its mission, vision and goals.

2. BeMSA members from different Local Committees and the Team of Officials are more connected to each other.
   Indicators

   A. LCs share ideas for activities with each other.
   B. LCs communicate or collaborate with each other outside the realms of NGAs.

3. The National Board Members will have clearly defined tasks that allow general members to easily understand their positions and improve dynamics of collaboration.
   Indicators
   A. The structure of BeMSA and the specific task descriptions of each Team of Officials member will be explained during the first National General Assembly.
   B. Easy to understand information and clear task descriptions will be shared on the BeMSA website.
   C. At least 75% of elected BeMSA members will indicate that they have a good understanding of the tasks of different BeMSA positions.
   D. Each member of the BeMSA National Board has a clear handover manual that is updated every year and shared publicly.
   E. Each National Board Member understands the need for their continuous presence and active participation in all relevant national operations.

4. The National Officers will have a clear role as bridge between the local, national and international level.
   Indicators

   A. Each National Officer will have at least monthly communication with the respective Local Officers of each Local Committee.

   B. Each Standing Committee will have an active status within IFMSA.

   C. At least 80% of Local Officers will describe their collaboration with the National Officer as beneficial.

   D. **National Officers will regularly update Local Officers on international opportunities related to their Standing Committee** in a centralized platform.

E. Local Board members, especially City Representatives, understand their importance and need for active participation in national operations and decision-making. They actively help to work towards a common goal through City Representative Meetings and Presidents' Sessions at NGAs.

F. National Board has a clear understanding of all different Local Board structures. Solutions are found and/or provided to LCs who do not apply the usual NO-LO-PM structure.

5. Local members will be motivated to actively participate in projects and events coordinated by the Team of Officials through Small Working Groups. Small Working Groups are facilitated by the Team of Officials where needed, which fosters collaboration between Local members and National members.

   Indicators

   A. Call opened for all LCs.
   B. The National Board works on at least 1 project each year, with the goal of including and collaborating with interested Local (Board) members.

Impact of BeMSA

1. BeMSA will have further professionalized their National General Assemblies.
   Indicators
   A. NGA 1 and NGA 2 will be attended by at least 100 members and enthusiasts. NGA 3 will be attended by at least 50 members and enthusiasts.
   B. Each Local Committee that is a full member of BeMSA will be represented at every NGA, preferably at least 1 delegate in every Standing Committee Session.
   C. Each NGA will include a Social Program that will be attended by at least 75% of the participants.
   D. Each NGA will have sufficient healthy, vegetarian, vegan and culturally inclusive food options at all times.
   E. All NGA announcements and requirements are announced in a timely manner, giving all participants enough time to respond.

2. BeMSA will be actively involved in the activities of IFMSA and will play an important role in the decision-making process within the federation.
   Indicators
   A. Improve the visibility of international opportunities for all BeMSA members and create a fair delegation framework.
   B. At least 80% of participants will indicate that they felt prepared to actively participate in their sessions and the General Assembly in general.
   C. **Extensive and easy to understand reports will be published after each IFMSA meeting to inform the TO, LCs ~~and external partners~~ about decisions that were made**.
   D. Strides are made to allocate a budget to make international opportunities more accessible for BeMSA members, especially the National Board.

3. BeMSA will actively work together with other organizations with similar values and/or goals.
   Indicators
   A. BeMSA will have established with at least one relevant partner per Standing Committee.
   B. All partnerships are ideally sustainable, in line with our vision, mission and goals and beneficial for both BeMSA and the respective external partner.
   C. All external partners will be updated about BeMSA activities at least once a year at the end of the term.

4. BeMSA will work towards further improving its visual identity, actively post on social media and maintain a regularly updated website.
   Indicators
   A. There will be monthly activity on each social media platform
   B. Every Standing Committee has at least one social media post each term.
   C. Each LC has a functional and regularly maintained website, Facebook and Instagram account. We are innovative in our approach to reach the outside world.
   D. BeMSA's different logo's are used to improve the visibility of the organization.

E. The visual identity is respected in all (official) documents.
F. BeMSA strives to gain more visibility in traditional media, through news articles or television reports.

Personal Development

1. BeMSA will organize regular training events on the national level and will stimulate Local Committees to do the same. BeMSA strives to have an active trainers pool and adequate resources to organize impactful trainings.
   Indicators
   A. The NOCB will be in half-termly contact with the Local Presidents to assess the need for trainings within their LC and provide guidance in organizing capacity building events.
   B. **BeMSA provides 1 training opportunity at any chosen NGA during each term**.
   C. A system will be developed to keep track of all active trainers and shared with all local committees.
   D. Capacity Building resources will be available to all members of the BeMSA trainers pool.
   E. Training opportunities are promoted to all BeMSA members.

2. BeMSA will have an adequate mental health watch system in place, in order to make sure all board members are feeling well and are pleased with their work in BeMSA.
   Indicators
   A. At least 80% of the Team of Officials will be elected at the start of the term, which will ensure that the workload is manageable for everyone.
   B. SupCo will take charge in checking up on the National Boards' mental health by proposing optional half-yearly individual meetings.
   C. SupCo forms a clearly visible and ever-present contact point at NGAs.
   D. All BeMSA members respect each other's (non-BeMSA-related) mandatory commitments, such as exam periods.

Sustainability

1. BeMSA will actively invest in recruiting new members on both local and national levels.
   Indicators
   A. **An info session about BeMSA and IFMSA for newcomers will be organized during NGA 1**.
   B. Info sessions about Team of Officials positions will be conducted at ~~or after~~ NGA 2.
   C. 80% of interested BeMSA members will indicate that they found it easy to find information about the application process.

2. BeMSA will have established an improvement in financial stability, allowing a bigger impact from our activities and more opportunities to participate in external events.
   Indicators
   A. Significant sponsorships are sought and sustainable relations are formed to this end. BeMSA's wide reach and unique profile among a talented pool of promising (para)medical students is maximally leveraged to strike the best deals possible.
   B. Diversification of our income sources is sought after, exploring other opportunities such as project sponsoring, (educational) grants, alumni, or others.
   C. Aim to decrease NGA pricing where possible, while maintaining quality.
   D. Support (growing) LCs and teach them how to financially sustain themselves.
   E. Make the National Board more attractive for future recruitment and continuity.

3. BeMSA will improve upon its financial transparency towards BeMSA members.
   Indicators
   A. BeMSA will become more transparent about their financial status with the Local Committees. At least 80% of the City Representatives will rate BeMSA's financial transparency as good.
   B. The Treasurer will take charge in developing long-term financial guidelines that will be made available to all national and local board members.
   C. The Treasurer will share annual budget of the national operations with all BeMSA members at NGA 1 and NGA 3.

4. The Code of Conduct will be an important document that is followed at every BeMSA event.
   Indicators
   A. All BeMSA members understand what the Code of Conduct is and what it stands for.
   B. The Code of Conduct will be signed by every BeMSA member (nationally and locally) at the start of the term.

C. The Code of Conduct and its violations are evaluated yearly by the Supervising Council (together with the Executive Board if necessary) and solutions are discussed.
D. 100% of BeMSA members will indicate that they felt comfortable at BeMSA events.

5. BeMSA will have a well-established handover process on all levels, contributing to its professionalization and sustainability.
Indicators
A. **Up-to-date handover manuals will be available for each Team of Officials and Assistant position**.
B. **All TO members will indicate that they got an adequate handover before the start of the term**.

6. **BeMSA will stay in contact with its alumni and actively involve them in activities and events**.
Indicators
A. All new BeMSA alumni will be added to the alumni mailing list every year by the HoPR and/or Secretary.
B. Organize a BeMSA Alumni opportunity each year. They may also be contacted for organizing training opportunities and sharing their knowledge with BeMSA members.
C. Keep in regular (yearly) contact with BeMSA Alumni. A newsletter could be interesting to this end.

7. BeMSA's long-term plan will be based on its three-year strategic plan, which aims to **ensure continuity, transparency and accountability** in the work of BeMSA's elected and appointed leaders.
Indicators
A. A follow-up system will be developed to track the success of the BeMSA Strategy. Annual Working Plans (AWPs) will be created in line with the BeMSA Strategy at the beginning of each term and evaluated at the end of each term.
B. The strategy will be discussed during TOM 0.
C. An update about the progress of the Strategy will be shared with the City Representatives at NGA 1 and NGA 3.
D. A survey evaluating the BeMSA Strategy will be conducted at NGA 3 at the end of each term.
E. A new Strategy will be developed by NGA 2 2028 and adopted by NGA 3 2028. The new Strategy has to stay realistic and achievable.
F. Facilitate AWPs for LCs to steer them towards a sustained growth-mindset.

8. BeMSA aims to streamline communication and sharing of information within the organization.
A. BeMSA gathers all important documentation in a centralized location that is easily accessible for all BeMSA members. Everyone knows where to find these documents.

B. There is a centralized platform for all official communication. There is a clear distinction between the different communication methods and their use.
C. Give LCs a platform for mutual communication and intellectual handover between each other. Foster a culture of collaboration within the Local Committees.
D. BeMSA National Board strives for full transparency in documentation of national operations. These documents are made available in a 1-2 weeks time period.
E. …

9. BeMSA aims to establish contingency plans for various kinds of unexpected events.
   A. Frameworks are established for financial planning and major unexpected losses.
   B. Guidelines on how to generally tackle Constitution/Bylaw/CoC violations are established. A disciplinary framework or guidelines are added to the Code of Conduct.
   C. …

Proposals for the Strategic Plan 2028-31

- Working towards making **BeMSA** a **more internationally important member of the IFMSA**. Getting more BeMSA members, especially National Board members, to the IFMSA (Regional) Meetings.

- Growing the BeMSA **Trainers Pool** and working towards creating more impactful local and/or nationwide training opportunities.

- **Introduce BeMSA to notable stakeholders in Belgium** and start working with them more closely. (e.g. VGSO, Belgian Government, Sensoa, Be-cause Health Network, …)

- **Make National General Assemblies mandatory** (and thus free?) for certain groups of members, making it a **pivotal event for the well-functioning of the organisation**.

- Start rebuilding **advocacy and policy-making** knowledge, one of the core foundations of the IFMSA.

- Make **BeMSA a more prominent and well-known organization** in Belgium. Truly leverage the unique profile of our organization.