

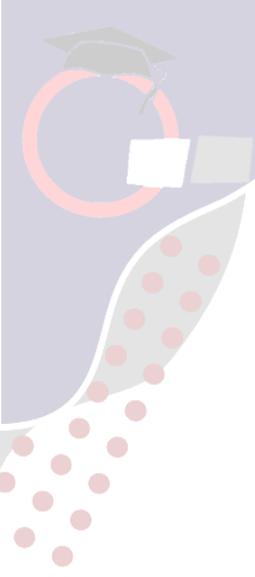
STUDENT NETWORK ORGANIZATION

THE BYLAWS

2020 Edition

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TITLE I
GENERAL DISPOSITION

CHAPTER ONE

DENOMINATION, NATURE, ADDRESS AND DURATION

ARTICLE 1: IDENTIFICATION.

The official name of this Association shall be; Student Network Organization Under the acronym SNO.

ARTICLE 2: NATURE

The Student Network Organization is a Non-governmental, Non-Profit organization, and is organized for professional and social purposes.

ARTICLE 3: ADDRESS

According to what is contemplated in the Bylaws of The Network; TUFH the student network organization will share the same address.

ARTICLE 4: DURATION

The organization is the official student organization of the Network: Towards Unity for Health and a decision to dissolve it must be arrived by both the TUFH Board committee members and the SNO International Executive committee members as stipulated in the single paragraph below

PARAGRAPH 1: *Any Member may request for the dissolution of SNO and the decision to dissolve SNO MUST be arrived at, at a physical meeting between SNO international Executive committee and the TUFH Board members at the TUFH annual international conference. The Member who requests to dissolve SNO MUST submit more than three quarter signatures of registered SNO members at the time of request*

CHAPTER TWO

MISSION, VISION, PRINCIPLES, OBJECTIVES AND GUIDELINES

ARTICLE 5: MISSION

To create space in order to strengthen students' interests, regardless of their area of expertise, on public health issues from a local, regional and international level, through interdisciplinary collaboration between partners, with opportunities to interact with professors, peers, and public health professionals currently working in their field of interest, establishing networks and surrounded by a friendly and familiar environment.

SNO is an independent organizing body within The Network TUFH.
In order to achieve this goal, SNO:

- A. Offers career development opportunities through integrated participation in The Network TUFH annual conferences.
- B. Provides students with opportunities to engage in professional and social activities to nurture a sense of community service, health advocacy, and active involvement in Local, Regional and Global issues pertaining to health
- C. Facilitates connections between Universities, Organizations and students encouraging cross-collaboration on projects or internships, in a local, regional or international manner.
- D. Provides social networking opportunities with other students around the world.
- E. Stimulates student participation by encouraging every partner of The Network TUFH and Student Network Organization to bring at least 1 student at the conference.
- F. Links students to multi-disciplinary groups to tackle health inequities locally and globally.
- G. Provide space for personal, professional and career development through TUFH-SNO mentorship program.

ARTICLE 6: VISION

A network of health students who work to promote health equity in education and healthcare through intercultural and multidisciplinary collaboration, with the goal of universal health care construction.

ARTICLE 7: PRINCIPLES

- A. Strong leadership skills
- B. Skills for teamwork
- C. Effective communication
- D. Interest in group welfare before personal
- E. Approachable
- F. Good at Decision-Making processes
- G. Capacity for Conflict Resolution
- H. Commitment

ARTICLE 8: OBJECTIVES

- A. To foster unity and sense of common purpose among students
- B. To promote and solicit for the rights of members
- C. To serve as a training forum for leadership and social decorum.
- D. To establish and maintain channels of effective communication between the students, civil societies, collaborating organizations, World Health Organization and The Network towards Unity for Health administration.
- E. To care for the welfare of students.

- F. To encourage group activity among the students, scholastic, social and cultural purposes.
- G. To acquire, maintain and provide such facilities and services deemed necessary for the members of the association.

ARTICLE 9: GUIDELINES

- A. The SNO is protected under the bylaws of The Network; TUFH.
- B. The General Assembly (GA) is the student organ of the organization present at the annual conference.
- C. The International executive committee (EC) is the maximum administrative organ of the organization.
- D. The General Assembly will take place once each year at the Network: TUFH Annual international conference and will be streamed live to all SNO members globally.

CHAPTER THREE

RESOURCES

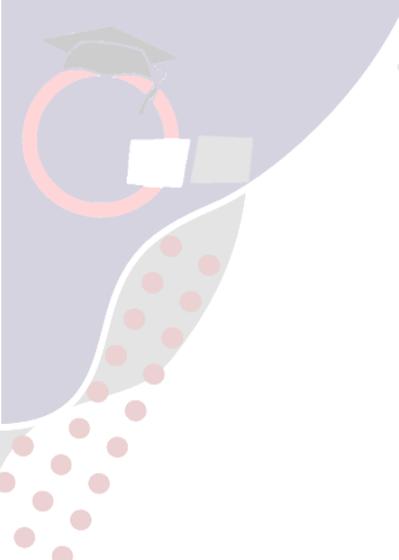
ARTICLE 10: RESOURCES FROM THE NETWORK TUFH

The Network: TUFH will each year:

- A. Membership fee for all the SNO members shall be credited to the SNO account.
- B. Provide a certificate for each SNO-member stating his/her name, position and year of SNO membership.
- C. Provide a space for the General Assembly during the conference where the old and new SNO members will be presented to the conference.
- D. Provide a space in The Network TUFH Conference Agenda for a SNO workshop focused on students.
- E. Provide at least \$600 per SNO International EC member for travelling to attend the Network: TUFH annual international conference .
- F. Provide free conference registration fee for each SNO EC member.
- G. Give SNO the responsibility to propose a Keynote Speaker for The Network TUFH Conference.
- H. Give SNO EC the opportunity to moderate the Keynote speaker sessions at the conference.

ARTICLE 11: DONATIONS

The SNO may receive any donation from individuals, organizations and companies as a resource whose objectives are similar to those of SNO.



TITLE II
THE AFFILIATION

CHAPTER ONE

MEMBERS

ARTICLE 12: MEMBERSHIP

- A. It's open to all students undergoing Medical and Allied health sciences (which includes Nursing, Dentistry, Veterinary, Pharmacy, Psychology, Public Health, Nutrition and Dietetics, and others) in a recognized tertiary institution
- B. Is extended without regard for age, sex, and race, physical or mental disability.
- C. Those who wish to be a member must submit the required information on the TUFH Website/SNO Student Membership (member's forum).
- D. Those who meet the requirements will receive the certificate of membership after successful payment of the membership fee.
- E. Honorary membership shall be conferred on anyone who renders meritorious service to SNO.
- F. **SNO membership shall last for a period of three years from the date of successful payment of the Membership fee and is subject to review after completion of the members' course of study.**

PARAGRAPH 1: *Each year the EC can give the title of "honorary member" to a member of the EC, AC or any student who for his/her efforts and service deserves the title.*

PARAGRAPH 2: *Candidates for this title must be nominated (by themselves or others) on the dates established by the EC.*

PARAGRAPH 3: *Candidates can be members of the organization or individuals who have worked for the benefit of the organization.*

PARAGRAPH 4: *The EC will vote in order to decide among the candidates who will be selected as an honorary member.*

ARTICLE 13: WITHDRAWAL OF MEMBERSHIP

Membership will be withdrawn in the following cases:

- A. Student who withdraws or is dismissed from the University
- B. After one year after graduation.
- C. Breaching these Bylaws.

PARAGRAPH 1: *The EC will communicate the withdrawal to the student with an official document 15 days before the withdrawal is done.*

PARAGRAPH 2: *A student on suspension from the university shall temporarily lose his membership of SNO until the University Authorities reinstate the student.*

CHAPTER TWO

RIGHTS AND DUTIES

ARTICLE 13: RIGHTS OF MEMBERS

A member of the association shall:

- A. Attend and take part in all SNO activities and benefits (Either Local, Regional or Global).
- B. Have the right to participate in any activities organized by the Executive Committee on the Global Level as a member of SNO without any extra fees (such as the International Student Training and Exchange Program (iSTEP), Student Project for Health or other exchange programs).
- C. Vote and be voted for, subject to the provision of this constitution.
- D. Use all SNO facilities subject to regulations approved from to time by the SNO Executive Committee.
- E. Suggest and express opinion in all issues that concern the Organization, through a document sent to the Office Manager.
- F. Lodge relevant complaints to the SNO authority, through a document sent to the Office Manager or the President directly if it is about the office manager.
- G. Select and get selected for the charges in the SNO government.

ARTICLE 14: DUTIES OF MEMBERS:

- A. Promote SNO in his/her university.
- B. Promote SNO in his/her local organization.
- C. Invite other students to be part of SNO.
- D. Seek for local founding in order to be able to attend The Network conferences.
- E. Contact the Regional Representative to share ideas, projects and plans related to SNO.
- F. If any association show interest into signing a partnership with SNO, contact the Regional Representative to do so.
- G. Start or Join the national SNO group.
- H. Share and apply SNO declarations.
- I. Participate in the national, regional or international initiatives of SNO.
- J. Comply with these regulations.
- K. Respect the laws of the host countries.
- L. Respect the other SNO and Network members.

CHAPTER THREE

ACTIVITIES AND BENEFITS

ARTICLE 15: ACTIVITIES AND BENEFITS

The following are the activities and benefits of SNO members:

- A. Support for the application of abstracts and the preparation of presentations for The Network conference.
- B. Discount in conference registration fee.
- C. Receive an official letter from SNO to seek funding from the university.
- D. Access to accommodation for conferences and events.
- E. Participation in specific activities for students during the conference.
- F. Participation in sponsorship modalities to attend the conference.
- G. Participation in the mentors – mentee sessions during the conference.
- H. Participation in the selection process for the SNO Student Exchange Program.
- I. Participation in SNO Pre-Conference.
- J. Receive the benefits of SNO agreements with associations of different nature around the world.
- K. Participation in the selection process for the task forces in The TUFH Network.
- L. Support and review of documents to participate in the selection process to publish the journal Education for Health journal.
- M. Participation in the selection process to be a reviewer for the magazine Education for Health.
- N. Receive the Newsletter of The Network: TUFH.
- O. Participation in the selection process for publication of works or ideas in the TUFH Network Newsletter.
- P. Participation in the selection process to become a journalist for the Newsletter of The Network: TUFH.
- Q. Participation in the selection process for the national and international research platform.
- R. Receive opportunity to connect own research with similar studies at national and international level.
- S. Receive the membership certificate.
- T. Participation in the selection process to be part of the SNO executive committee and Advisory Council.
- U. Participate in the region specific and international interdisciplinary activities, which focus on student leadership, community empowerment and implementation of the principles of social accountability.
- V. Applying for the TUFH and SNO annual conference competitions.

CHAPTER FOUR

POWER

ARTICLE 16: POWER

Powers, responsibilities and activities of SNO shall be in conformity with the principles of The Network; TUFH.

PARAGRAPH 1: *SNO EC reserves the right to represent students' interest before TUFH and its organs.*

PARAGRAPH 2: *SNO EC reserves the right to execute projects which conforms to TUFH policies.*

CHAPTER FIVE

GUIDELINES

ARTICLE 17: GENERAL RECOMMENDATIONS

Leadership guidelines and expectations of SNO EC and **International Council** Members

- A. Be on time and stay committed.
- B. Wear appropriate attire for meetings and events.
- C. Foul language or inappropriate behavior towards members will not be tolerated.
- D. Pursue excellence, Respect Authority and Be Teachable.
- E. Desire to grow, learn, interact with members.
- F. Be accountable to peers.
- G. Represents the organization in all environments (on and off campus and otherwise) in a professional manner.

PARAGRAPH 1: *Attend meetings regularly (can miss with prior notice).*

ARTICLE 18: EXECUTIVE COMMITTEE GUIDELINES

- A. Planning and execution of specific activities for students during the conference of The Network: TUFH.
- B. Planning and execution of SNO international exchange.
- C. Planning and execution of Summer School.
- D. Planning and supporting research networking.
- E. Connection of students with professionals and peers around the world with the aim of improving health locally and globally.
- F. Reviewing of documents for publication in The Network journal: TUFH; Education for Health
- G. Support ECO activities.
- H. SNO change of leadership will take place every two years.

ARTICLE 19: **INTERNATIONAL COUNCIL** GUIDELINES

- A. Inform the EC of their action plan.
- B. Plan and execute regional and local plans to recruit more students, institutions, universities and associations to SNO.
- C. Support the EC in its activities.
- D. Planning and supporting research networking.
- E. Connection of students with professionals and peers around the world with the aim of improving health locally and globally.

CHAPTER SIX

ADMINISTRATIVE BODIES

ARTICLE 20: SNO INTERNATIONAL COUNCIL

The International Council consists of 5 committees:

1. Executive Committee.
2. Public Relations Team.
3. International Projects Coordinators.
4. Regional Teams.
5. Advisory Council.

PARAGRAPH 1: *If possible there will be representatives of 5 different continents to make sure we have input from students all around the world.*

PARAGRAPH 2: *Each committee (except for EC) will have a single vote for which they decide among themselves respectively. Each EC member has a single vote.*

PARAGRAPH 3: *If there is a matter that needs voting on and there is a tie, it is the president's responsibility to break the tie, if not possible it will be the EC responsibility.*

PARAGRAPH 4: *The duties described in Chapter Six are subject to change and can be adapted as the team sees fit during the term.*

SECTION ONE: INTERNATIONAL BOARD

International Board consists of:

1. Executive committee
2. Public Relations Team
3. International Projects coordinators
4. Advisory council

Note: International Project Coordinators roles are discussed in Chapter Six, Section Two.

ARTICLE 21: EXECUTIVE COMMITTEE

The executive members of the Organization are:

- President.
- Vice President.
- Office Manager.
- Public Relation Manager
- Local Team Manager.

ARTICLE 22: EXECUTIVE COMMITTEE FUNCTIONS.

- A. Shall be responsible for the day to day running of the SNO's functions and activities.
- B. Shall after due deliberations draw up an annual budget, which shall be deliberated with the Executive Committee.
- C. Shall consult were necessary for approval from TUFH before requesting for grants/loans on matters relating to the needs of SNO
- D. Shall bring to the awareness of TUFH major projects to be executed by the organization.
- E. May make an appeal in writing to TUFH's Board concerning matters where the TUFH and the organization do not come to agreeable terms.
- F. May grant approval to a member of the Executive Committee and or Council to give a press release interview on matters relating to the organization Subject to a majority vote of the total no of its members, to that effect.

ARTICLE 23: PRESIDENT

The President is the CEO of Student Network Organization. He/she will be in charge of making the general supervision of the organization affairs and must ensure compliance of the SNO mission; defining goals and designing, planning and developing a strategy that will lead the organization to the fulfillment of the vision in a cost and time effective manner.

ARTICLE 24: PRESIDENT FUNCTIONS.

1. Facilitate accomplishment of the SNO strategic goals and objectives.
2. Be informed of everything that happens in the organization, including officials' work, membership, budget, organization assets, and other organization resources, to help make the best use of them.
3. Be the representation of SNO to The Network: TUFH, other organizations, associations, the media and other students.
4. Be the direct link between The Network and SNO and Collaborate with The Network: TUFH secretariat as he/she will be the SNO representative on the organizing or scientific committee of The Network: TUFH conference, and will participate in strategic and operational activities of The Network: TUFH.
5. Be accountable to give monthly reports of SNO progress to the secretariat of The Network: TUFH.
6. Lead the decision-making processes about the internal policies of the organization.
7. Develop relationships with key senior executives throughout the professional community to maximize the value and awareness of SNO to maintain and increase sponsorship opportunities.
8. Presides at all meetings of SNO EC and ECO.
9. Report any problems which are going on in SNO.
10. Look for funding opportunities to assure all members can attend.
11. Guide selection process of next president and selection process of next SNO officials.
12. Delegate tasks appropriately and motivate staff to provide outstanding participation.
13. Constantly evaluate the internal processes of the organization.
14. Notify in writing any irregularities to the EC.
15. Ensure compliance and integrity of these regulations.
16. Apply the sanctions required to members who violate these regulations
17. Report his / her work at the conference prior to the culmination of his / her period.
18. Report his / her work and achievements at the conference prior to the culmination of his / her period.

PARAGRAPH 1: *The president will always be a SNO member that has been selected from the SNO Executive Committee team from the outgoing EC year.*

PARAGRAPH 2: *In the event that he / she is unable to attend the conference and present the report, he or she must send in advance a presentation or video with the information required by the EC.*

PARAGRAPH 3: *Any internal conflicts will first be dealt with by the president, if it cannot be resolved he / she must contact The Network, TUFH.*

ARTICLE 25: VICE-PRESIDENT

Vice President is the second in command within the organization and will oversight all officers. As the President oversees general operations, the Vice President deals with particular operations of each branch. This involves EC Officers' operations as general leadership and accountability for its performance. He / She makes the EC office run efficiently and in tandem with other parts of the organization.

ARTICLE 26: VICE PRESIDENT FUNCTIONS

He/she will assist the team in any way the team deems fit.

1. Take over all functions of the president in the case that he/she is not available to attend to his duties.
2. Accompany the President in his activities representing SNO within The Network: TUFH: be the SNO representative on the organizing OR scientific committee of the conference, and participate in strategic and operational activities of The Network: TUFH.
3. Report directly to the President and relay important information to the president about officers' tasks.
4. Assists the president to collaborate in the establishment of values and strategic objectives, suggests tactics and evaluates performance.
5. Expand and secure new opportunities of international collaboration, managing projects portfolio, and participating in the internal management of the organization.
6. In consultation with the president, maintain office results by counseling and disciplining officers.
7. Receive all International Council reports bimonthly (1 week before meeting), to combine them together in an update report and sending it to the President (2 days before TUFH board meeting).
8. Give a bimonthly update (1 week before scheduled meeting) to the President.
9. Perform other responsibilities as assigned by the President.
10. Regulates Regional Representatives progress and will be their direct link to SNO EC.
11. Report his/her work and achievements at the conference prior to the culmination of his/her period.

PARAGRAPH 1: *In the event that he / she is unable to attend the conference and present the report, he or she must send in advance a presentation or video with the information required by the EC.*

ARTICLE 27: OFFICE MANAGER

The Office Manager must supervise the adequate functioning of other officers, fulfilling the organization bylaws. He/she aims to design, implement, evaluate and maintain the processes of the organization, in order to organize, preserve and improve efficiency and productivity.

ARTICLE 28: OFFICE MANAGER FUNCTIONS

1. Maintain office services by implementing office systems, organizing office operations and procedures.
2. Provide historical reference by defining procedures for retention, protection, retrieval, transfer and disposal of records (documents, certificates, reports, agendas, updates).
3. Issuing SNO Membership Certificates.
4. Ensure the TUFH.ORG community is active and the SNO groups are up to date.
5. Issues International event certificates for events which have been reported in a timely manner to the EC.
6. Design and implement office policies by establishing standards and measuring results against standards; making necessary adjustments.
7. Control official correspondence of SNO, creating and answering emails that need to be sent out and re-directing them to another SNO-member if necessary.
8. Design filing systems as databases, etc.
9. Manage the financial report of SNO funds.
10. Create the official documents of SNO.
11. In consultation with the president be responsible to organize bimonthly online meetings and provide agenda and send out a detailed report for each meeting.
12. File all applications during the elections.

13. Write a bimonthly update and send it (1 week before scheduled meeting) to the Vice President
14. Report his / her work and achievements at the conference prior to the culmination of his / her period.

PARAGRAPH 1: *In the event that his / her is unable to attend the conference and present the report, he or she must send in advance a presentation or video with the information required by the EC.*

ARTICLE 29: PUBLIC RELATIONS MANAGER

Public Relations (PR) is the area focused on maintaining the organization's image and communicating its messages to its members, potential sponsors and the general public. The PR Manager will work with executives to craft an overview of how the organization wants to be perceived, having an impact on public opinion, projecting a positive image in order to build a mutually beneficial relationship between SNO and its public. This involves focusing on the right message, deciding on the broad outlines of a campaign to disseminate SNO's message. PRM is in charge of the smooth running of the entire PR team. The PRM needs to ensure that the PR Team receives all relevant information in a timely manner. Additionally, as PRM acts as an advocate to SNO, they should have intimate knowledge of the functioning and activities of SNO to be able to promote our brand.

ARTICLE 30: PUBLIC RELATIONS MANAGER FUNCTIONS

1. Develop public trust of the organization through advertising and marketing of SNO as a brand and name.
2. In consultation with regional representatives come up with special international health events to raise the profile of the organization or lend its brand and name to events that represent the philosophy of SNO.
3. Contact students' groups, organizations, universities, students to spread the word about SNO and The Network: TUFH.
4. Create partnerships with similarly minded organizations, update partners on SNO opportunities, and regularly reach out to renew partnership agreements.
5. Be responsible to collaborate with The Network: TUFH secretariat in SNO related PR activities.
6. Work with the Office Manager to design, establish and provide e-certificates to active members of SNO.
7. Write a bimonthly update and send it (1 week before scheduled meeting) to the Vice President
8. Report his / her work and achievements at the conference prior to the culmination of his / her period.

PARAGRAPH 1: *In the event that he / she is unable to attend the conference and present the report, he or she must send in advance a presentation or video with the information required by the EC.*

ARTICLE 31: PUBLIC RELATIONS TEAM

The Public Relations team consists of two roles: internal and external communications coordinator. They support the role of Public Relations Manager (PRM) who's previous role consisted of too many responsibilities for a single student. The PR team, led by PRM, will focus on the website and social media aspect. In the future, we see the expansion of this team into even more people who can help with content creation (dedicated SNO Newsletter team, Video editing team, etc). While the PR team is not part of the Executive Committee, they are part of the SNO International Board.

ARTICLE 32: INTERNAL COMMUNICATIONS COORDINATOR

Internal communications coordinator (ICC) will manage the internal workings of SNO international platforms. This mainly entails running the SNO website, engaging the tufh.org community, and managing the SNO Newsletter team (and potentially other internal activities). The ICC has a crucial role of ensuring that the long-term SNO activities are functioning well and are regularly updated. ICC role has lower turnaround than in social media due to the nature of the activities, however these activities represent SNO and are very important for our members.

ARTICLE 33: INTERNAL COMMUNICATIONS COORDINATOR FUNCTIONS

1. Work directly with the PR Manager
2. Collaborate with the Regional PR Assistants and National PR Managers to promote SNO-related activities throughout the year as well as during The Network: TUFH conferences.
3. Managing and regularly updating the SNO website
 - a. Reaching out to new RR and NR for their bios for the website
 - b. Communicating with PRM and ECC about what recent activities need to be updated and posted on the website
4. Managing the SNO group on the tufh.org platform
 - a. Posting regular updates on the activities of SNO chapters
 - b. Engaging the students on the platform
 - c. Collaborating in platform-related activities (s.a. the Mentorship program)
5. Managing the SNO Newsletter team
6. Collaborating with TUFH secretariat on website and community updates (regular meetings)
7. Write a bimonthly update and send it (1 week before scheduled meeting) to the Vice President
8. Report his / her work and achievements at the conference prior to the culmination of his / her period.

ARTICLE 34: EXTERNAL COMMUNICATIONS COORDINATOR

External communications coordinator (ECC) position is paramount for regular communication with our large international network of members. The most important part of this role is the capacity to design attractive and coherent social media presence. Regular updates from our international team, promotion of regional and national activities, and interacting with our members (comments, DMs, etc) are key components of this role. ECC will allow us to improve the way we communicate with the members.

ARTICLE 35: EXTERNAL COMMUNICATIONS COORDINATOR FUNCTIONS

1. Work directly with the PR Manager
2. Collaborate with the Regional PR Assistants and National PR Managers to promote SNO-related activities throughout the year as well as during The Network: TUFH conferences.
3. Creating digital content for social media, international campaigns, and any other resources
4. Managing social media accounts (Facebook, Instagram, Twitter, and tufh.org)
 - a. Community on Tufh.org: ensuring that our social media campaigns are also posted on the SNO Group
 - b. Posting regularly (3-5x a week at least), posting stories, responding to comments and DMs
5. Collaborating with TUFH secretariat on promotional campaigns (regular meetings)
6. Write a bimonthly update and send it (1 week before scheduled meeting) to the Vice President

7. Report his / her work and achievements at the conference prior to the culmination of his / her period.

ARTICLE 36: LOCAL TEAM MANAGER

Is in charge of coordinating the activities of the local team with the plans and indications of the SNO. This person is chosen by the host institution.

ARTICLE 37: LOCAL TEAM MANAGER FUNCTIONS

1. Originating from the host Institution, and usually chosen by the Organizing Committee of said institution as a link between SNO and the local team.
2. Work directly with the President
3. Collaborate with the regional representative to manage SNO-related activities before and during The Network: TUFH conferences.
4. Establish SNO Local Team which will help prepare and organize the student activities during the conference as well as volunteer during the conference if needed.
5. Provide guidance and support to the local students. As well as following up closely if decisions are being made
6. Help prepare the environments for workshops and other SNO events during the conference with the fellow SNO members (help organize student housing option for students, cheap transport to and from airport and to and from conference venue and special student activities).
7. Identify organizations (NGOs) local or international that SNO can partner with for post conference community service programs
8. Identify an impactful low budget community activity the SNO can carry out.
9. Identify possible clinical rotation options available which SNO can put up for students to sign up for during the conference.
10. Write a bimonthly update and send it (1 week before scheduled meeting) to the Vice President
11. Report his / her work and achievements at the conference prior to the culmination of his / her period.

PARAGRAPH 1: *In the event that he/she is not fulfilling their responsibilities established in these bylaws as part of the SNO EC, SNO reserves the right to request the host institution to find an adequate replacement.*

ARTICLE 38: ADVISORY COUNCIL

The Advisory Council is an honorary committee of the International Board. It doesn't participate in daily SNO activities, and is mainly called on when the current SNO EC requests help and advice. It consists of:

- Past Presidents.
- Past Vice Presidents
- Past Office Managers.
- Past Public Relations Managers.
- Past Local Team Managers.

ARTICLE 39: ADVISORY COUNCIL FUNCTIONS

1. Train and prepare the current officers for responsibilities of their area
2. Help with the establishment of specific objectives for the current strategic plan.
3. Advise the new SNO EC
4. Support the EC in its activities.
5. Supporting compliance with SNO objectives

SECTION TWO: INTERNATIONAL PROJECTS COORDINATORS

ARTICLE 40: INTERNATIONAL PROJECTS COORDINATORS

It consists of the following roles:

1. Activities coordinator
2. Mentorship coordinator
3. Exchange coordinator
4. Research Coordinator

ARTICLE 41: INTERNATIONAL POSITIONS FUNCTIONS

1. Activities Coordinator:
 - Prepare activity proposals for SNO annual events
 - Maintain conduction of SNO annual activities calendar, WHO days, celebrations, etc.
 - Coordinate with the regional activities coordinators and the international conference and events coordinators from the national teams.
 - Supervise the organizing committees for any international/regional event
 - Ensure quality of conducted activities
 - Ensure documentation and reports of each activity
 - Ensure getting members feedback for each activity
 - Supervise the sub team of the international activities coordinators: remote and rural health, population health, women and child health, indigenous, migrants and refugees health, elderly population and medical education: Social Accountability, Accreditation and inter professional education
 - Write a bimonthly update and send it (1 week before scheduled meeting) to the Vice President
 - Coordinate with events organizing committees and SNO Office manager to issue events certificates
2. Mentorship Coordinator:
 - Coordinate the mentorship program from SNO side with the Mentorship coordinator from TUFH side
 - Ensure proper announcement and publicity for the mentorship program and coordinate with PR office
 - Ensure inviting and encouraging SNO members to register and join the program
 - Supervise the students' enrollment to the program
 - Ensure program continuity and timeline
 - Provide help, guiding instructions on how, when and why joining the program and answer students queries.
 - Get student's feedback and try to develop the program accordingly
 - Write a bimonthly update and send it (1 week before scheduled meeting) to the Vice President
3. Exchange Coordinator:
 - Coordinate international SNO Student Exchange program
 - Ensure publicity of SNO exchange opportunities
 - Coordinate with SNO EC and TUFH to conduct the Exchange.
 - Coordinate with regional assistants to conduct inter-regional exchanges
 - Create timeline and calendar for SNO student exchange program
 - Ensure inter professional representation at the Exchange Program
 - Analyze feedback, inputs and recommendations from SNO members and past exchange winners to develop the Exchange Program.
 - Work with professors to help in design Exchange program proposal, curriculum for the digital inter professional exchange
 - Ensure the quality of Exchange Program

- Guide student participation and enrolment on the Exchange Program.
 - Look into partnerships and collaborations with other organizations, institutions and universities with similar interest to develop Exchange Program.
 - Encourage SNO national team leaders and institutional representatives to advocate and encourage their institutions' administration to enroll, adopt and support the Exchange Program.
 - Write a bimonthly update and send it (1 week before scheduled meeting) to the Vice President
4. Research Coordinator:
- Coordinate international/ inter- regional SNO research projects
 - Open idea portal for research questions, topics and projects
 - Analyze members' inputs and finalize the research projects, themes and topics
 - Supervise formation of research teams
 - Ensure recruitment of supervisor for each SNO research project from TUFH professors or any other nominations
 - Create timeline calendar of SNO research projects calendar and ensure
 - Look into partnerships with other organizations, institutions and research centers for collaboration in SNO research projects
 - Coordinate with SNO Exchange Program coordinator to provide students' research exchange opportunities
 - Write a bimonthly update and send it (1 week before scheduled meeting) to the Vice President

SECTION THREE: REGIONAL TEAM

ARTICLE 42: REGIONAL REPRESENTATIVES.

There will be 7 regions to be represented, so the positions are:

- Africa Regional Representative.
- Eastern Mediterranean Regional Representative.
- Europe Regional Representative.
- Latin America Regional Representative.
- North America Regional Representative.
- South-East Asia Regional Representative.
- Western Pacific Regional Representative.

PARAGRAPH 1: *The Regional Representative or RR will apply SNO bylaws in a regional manner, so he / she will be able to develop its regional committee and proportionate SNO EC objectives in its own region. Strategies and regional goals should be shared with SNO EC Office Manager, as well as the Regional Progress Report (monthly 1 week before meeting) to the SNO EC Office Manager.*

PARAGRAPH 2: *The regional team will be representing the National Teams during the international Council meetings, therefore it is imperative for the RT to have good communication with the National Teams in their region.*

ARTICLE 43: REGIONAL REPRESENTATIVE FUNCTIONS

- A. Provide an orientation session for students of its region.
- B. Support students with abstract submission and prepare them for presentations.
- C. Provide materials to post conference students to recruit new students to apply and attend next year conference, therefore constantly bringing fresh perspectives to each conference.
- D. Work towards achieving the SNO-TUFH strategy at the regional level.

- E. Inter-professional partnerships with other student societies and health organizations in the regions.
- F. Conducting Regional SNO events in collaboration with possible partners.
- G. Encourage and plan with the national teams to host and organize a regional event.
- H. Travel partnerships, better negotiate and persuade for a batch discounted price in order for SNO members, delegations to travel to any and all TUFH and SNO events.
- I. Reach out to more students in the countries that we don't have SNO teams and encourage them to join SNO.
- J. Spread the call of NRs and participate in the selection process of them.
- K. Create a social media platform of easy communication between all SNO members of the region.
- L. Guide the NRs to set up their national annual working plan and to have a long term strategic plan to guide future leaders in management of their teams in order to facilitate successful handing over processes.
- M. Make sure that all the national teams in the region are actively participating in the global events of SNO.
- N. Report directly to the EC, send the regional bimonthly report to SNO Vice President showing the progress of the regional plan.
- O. Follow up the progress of the national team plans and report directly to the EC.

ARTICLE 44: REGIONAL TEAM MEMBERS

It consists of the following roles:

1. Regional representative
2. General Assistant
3. Membership Assistant
4. Activities Assistant
5. Exchange Assistant
6. Public Relations Assistant

ARTICLE 45: REGIONAL TEAM FUNCTIONS

1. General Assistant:
 - Work with the RR in situation analysis, needs assessment and annual working plans.
 - Work with the RR in establishing regional priorities.
 - Work with the RR in preparing and leading delegations to travel to any and all TUFH and SNO events.
 - Work with the Membership assistant to establish new national teams.
 - Calls for Regional meetings and taking meeting minutes.
 - Preparation of regional monthly plans.
 - Preparation of regional monthly reports.
 - Manage finances of SNO at the regional level.
 - Work with the public relations assistant to provide materials and toolkits for SNO in the region
 - Supports students with abstract submissions to TUFH conference and prepare them to present.
2. Activities assistant:
 - Provide orientation sessions for new students.
 - Organize activities within TUFH main focus areas and health pillars and taskforces (Social accountability, Inter professional education, Population health, Communities at risks; Remote and rural health; Indigenous people; Migrants and refugees; Women and child health; Elderly population)
 - Organize World days' events
 - Supervising activities of national teams

- Reviewing activities proposals of national teams
 - Reviewing activities reports of national teams
 - Organizing capacity building activities for members according to members' needs.
 - Preparation regional of activities reports
 - writing the proposals for regional activities
3. Membership Assistant:
- Work with the General assistant to establish new national teams.
 - Responsible for the regional group on Facebook, WhatsApp responsible for the database at the regional level
 - Create a mailing list for all SNO members at the region.
 - Opening the call for national representatives.
 - Follow up with the national representatives.
 - Explain TUFH strategy.
 - Student engagement in the process of planning, policy making and adopting solution projects.
4. Public Relations Assistant:
- Advertisement of SNO work at the regional level.
 - Designing needed photos, videos and logos.
 - Responsible for social media pages and online platforms
 - Work with the General Assistant to provide materials and toolkits for SNO in the region.
 - Technical support for the regional team.
 - Finding collaborations and partnerships opportunities.
 - Interact with professors, peers and public health professionals.
 - Increase and boost existing and new partnerships with organizations at the regional and extending the network.
 - Inter-professional partnerships with other student societies and health organizations in the regions.
 - Establishing networks with other students' organizations partner organizations, stakeholders, institutions that have the same interest or those whom experts in the TUFH health pillars and taskforces.
5. Regional Exchange Assistant:
- Coordinate SNO Exchange program at the regional level
 - Reach out to regional institutions, partners to open exchange opportunities for the students
 - Coordinate with the SNO International Exchange Coordinator

SECTION FOUR: NATIONAL TEAM

ARTICLE 46: NATIONAL BOARD

National board consists of 11 roles:

1. National representative/President
2. Vice president
3. Secretary
4. Finance Manager
5. Public Relations Manager
6. Membership Committee Coordinator
7. Partnership Committee Coordinator
8. National Conference and Events Committee Coordinator
9. International Conference and Events Committee Coordinator

10. Medical Education Committee Coordinator
11. E-Journal Committee Coordinator

Optional

Considering the diversity in the geographical pattern in some countries which necessitates the need to include more number of members in the leadership team, so as to ensure sharing of responsibilities and to facilitate efficient coordination of activities, we may include

1. Zonal representatives
2. State representatives
3. Institutional representatives

PARAGRAPH 1: *Executive Board, Committee Coordinators, Zonal/State/Institutional representatives will have a single vote for which they decide among themselves respectively.*

PARAGRAPH 2: *If there is a matter that needs voting on and there is a tie, it is the President's responsibility to break the tie, if not possible it will be the International EC's responsibility*

ARTICLE 47: NATIONAL REPRESENTATIVE /PRESIDENT

1. Achieving the SNO-TUFH strategy at the national level.
2. Establish termly national priorities for use by the country. The priorities should be aligned with the global SNO priorities.
3. Increase and boost existing and new partnerships with organizations at the national level in order to enhance the impact of the activities and establishment of partnerships at national level for cooperation and possibilities of internships.
4. Inter-professional partnerships with other student societies and health organizations in the country.
5. Conducting national SNO events in collaboration with possible partners.
6. Develop a working timeline for the SNO national events.
7. Develop a financial plan of the national events and partner with possible sponsors.
8. Travel partnerships, better negotiate and persuade for a batch discounted price in order for SNO members, delegations to travel to any and all TUFH and SNO events.
9. Reach out to more students in the institutions that we don't have SNO teams and encourage them to join SNO as a local team.
10. Spread the call of national/local team positions and manage the selection process of them.
11. Create a platform of easy communication between all SNO members of the country.
12. Setting the national work plan in consultation with the national/local team's leaders and SNO members.
13. Guide the local teams' work.
14. Make sure that all the local/institution teams in the country are actively participating in the national events of SNO.
15. Create collaborations and partnerships between the national team and local initiatives, start-ups and organizations for mutual support and maximum local impact
16. Report directly to the Regional representative, send the national monthly report to SNO RR showing the progress of the national plan.
17. Write a bimonthly National update and send it (1 week before scheduled meeting) to the Vice President
18. Follow up and evaluate the progress of the national team plans.
19. Coordinate the team work between the national team members.
20. Motivate the team and acknowledge their work, provide guidance and support to prevent burnout.

PARAGRAPH 1: *In the event that he / she is unable to attend the conference and present the report, he or she must send in advance a presentation or video with the information required by the International EC*

ARTICLE 48: NATIONAL BOARD FUNCTIONS

The Executive Board is responsible for general management of the national team.

1. President
 - Described in Article 47
2. Vice-President
 - Deal with particular operations of each branch: this involves Executive Board and Committee Coordinators' operations as well as general leadership and accountability for its performance.
 - He/ She makes the EC office run efficiently and in tandem with other parts of the team and regulate the activities.
 - He / She Takes over all functions of the president in the case that she/he is not available to attend to his duties.
3. Secretary
 - Maintain coordination of team activities, implement and organize operations and procedures.
 - Receive the monthly reports (1 week before meeting) from the coordinators and representatives.
 - In consultation with the president, be responsible to organize monthly meetings and provide agenda and send out a detailed report of each meeting.
4. Finance Manager
 - Manage the report of SNO funds
 - Responsible for collecting the registration fee from the members for the national activities(if needed)
 - Responsible for fundraising for national activities
 - Monthly reports to the to the General regional assistant
5. Public Relations Manager
 - Responsible for sharing the updates with the members, potential sponsors and the general public.
 - Develop public trust of the organization through advertising and marketing of SNO as a brand and name.
 - Maximize SNO's positive use of social media at the national level to build the team and to promote students' participation (maintaining Facebook, Twitter and other social network's feed).
 - Active documentation and publication of all SNO national activities

ARTICLE 49: NATIONAL COMMITTEE COORDINATORS FUNCTIONS

The committee coordinators are responsible for the coordination of specific activities.

1. Membership Committee
 - Responsible for promoting SNO membership at national level.
 - Create a database of SNO members in the country.
 - Act as the direct link between SNO members and national SNO EC.
 - Help students with the registration and familiarize them with the Club Express Platform
 - Give monthly updates to the International Executive committee (Office Manager) with the zone/state/institution wise list of members
 - Create certificates for members for participation in the national activities
 - Increase institutional and First Fiver membership in The Network:TUFH
2. Partnership Committee

- Responsible for creating collaboration with national organizations and student associations which work on similar objectives
 - Open avenues for organizing inter–institutional exchange programmes
 - Promote interdisciplinary growth of the Network
 - Create proposals and link with national and international funding agencies for sponsorship to attend the international conference
3. National Conference & Events Committee
- Responsible for representation of SNO in Medical and Allied Health Sciences related conferences in the country
 - Schedule SNO orientation sessions at institutions with the local team
 - Coordinate and organize activities together with Medical Education Committee which facilitate student leadership, community empowerment and implementation of the principles of social accountability
 - Organize bi-monthly SNO National Team Meetings, analyze the reports and prepare proposals for the upcoming activities.
4. International Conference & Events Committee
- Directly work with The International Activities Coordinator
 - Responsible for ensuring student participation from the country in the annual conferences of The Network: TUFH
 - Help out students with conference registration, accommodation and visa related issues
 - Prepare students for abstract submission for the conference, participation in SNO Pre-conference workshop and other student specific events during the conference
5. Medical Education Committee
- Focus on the health system, to equip the students to address the inequities in health care including the disparity in the quality of health service delivery between rural and urban areas, improvement of the health conditions of the minorities and underprivileged sections, engaging in campaigns, medical camps to increase awareness on health care policies and universal health coverage
 - Capacity building which can help to improve their knowledge and skills related to their field of study
 - Training in areas related to accreditation, curriculum design and development, assessment and evaluation of academic and extracurricular activities, collection of ideas and resolution of issues faced by the student community and increase their participation in the decision making process
 - Introduction to research methodology and organize research projects which enhance collaborative initiatives, benefit the community as well help to create sustainable changes to contribute to the mission in achieving the SDGs by 2030.
 - Information regarding the recent updates in the field, career guidance and potential platforms to be explored, in accordance with their interests, but with continued involvement in public health initiatives
6. E-journal Committee
- Responsible for promoting Education for Health Journal among the members
Tasks include
 - Encouraging students to send articles, consistent with the vision of the journal, for publication under the Student section
 - Inviting student reviewers for the peer review process
 - Responsible for publishing monthly/bi-monthly SNO Journal with student articles and updates pertinent to the objectives of SNO

OPTIONAL

7. Zonal and/or State Representatives
 - Function as the Coordinators from the Respective zones (divided according to the geographical pattern of the country) and States.
 - Depending on the number of student members from the state, State Representative may function as the State president and can form the State Team with the same structure as that of the national team
8. Institutional Representatives
 - Function as the coordinators at different institutions (universities), execute the proposed plans & student activities, and work as the primary level of the national team, under the supervision of the Executive Board and the Committee Coordinators,.

Zonal, State and Institutional representatives will submit monthly report to the National Board

SECTION FIVE: ADDITIONAL FUNCTIONS

ARTICLE 50: WORKING GROUPS

SNO Executive Board and International Project Coordinators can create Working Groups to facilitate a specific project. The members of the group should be selected with the same process as any other position, as described in Section 7 Paragraph 54.

PARAGRAPH 1: *Working groups are created with a specific goal and timeline in mind. The members receive specific tasks to complete and will report to the member of the Executive Committee or International Project Coordinator responsible for said project.*

PARAGRAPH 2: *Projects which working groups can encompass are activities are beyond human resources, skills, and availability of the International Board. Examples of projects which require a working group: building a new website, SNO independent conference, workshop series on a specific topic. The specification of the project and the timeline has to be submitted to the EC in accordance to the working groups protocol. It is advised that the groups are formed at least 2-3 months prior to the activity. Regional teams can also submit a request for creation of working group, which will have to be approved by the EC.*

PARAGRAPH 3: *After the supervising member of EC or IPC deems the project successfully completed, the working group is resolved. All members who actively participated are eligible to receive a Certificate of Appreciation for their work.*

PARAGRAPH 4: *The work of the group has to be compiled in a google drive and shared with the supervising Board member in order to facilitate any future projects.*

CHAPTER SEVEN

APPLICATION AND SELECTION PROCESS

ARTICLE 51: APPLICATION PROCESS

Every year there will be an application and selection process to select next years' SNO International Council. This way all students get an opportunity to be a SNO-member and get the experience of working in an interdisciplinary team. This process will start two months prior to the TUFH conference, with the aim of having the entire International Team selection done around one month prior to the conference.

PARAGRAPH 1: *When an International Board officer is graduating 6 months, or earlier, before his/hers term is up, they are responsible for writing a self-assessment of how they will handle the EC role while they're a young, working professional. If the result of this assessment is that they don't have time to continue the EC position, they are required to inform the rest of EC as soon as possible, and help in the selection process for the replacement.*

PARAGRAPH 2: *"Out of term" applications for international positions are NOT open to current EC, International Project Coordinators, Regional teams, and National Representatives. "Out of term" means applications which don't take place in time period of "normal" international team elections: three months before the conference, every two years starting in 2019.*

PARAGRAPH 3: *The term for SNO team will remain from one conference to the next.*

ADDENDUM: LENGTH OF TERM

Due to the COVID-19 pandemic, SNO EC 2019-2020 chose to remain for another year to facilitate sustainability of the SNO leadership in times of hardship, specifically considering the conference was virtual and the regular elections were not possible.

Two year term was at length discussed in the EC and the Advisory Board, it was decided to preserve one year term, with the provision that any SNO team can request the EC to consider extending their term for ONE year under the following conditions:

- A. Request has to be submitted prior to the opening of the annual call for new International Council (usually 2 months before the conference).
- B. Request has to be emailed to the president and vice president with explicitly stated reasons why the team should stay on, who exactly is staying on, and what are the main action points for the next year which were not achieved this term.
- C. Additionally, external factors are causing the issues with the sustainability of the work the team has done. Lack of motivation, poor organization skills, or other individual factors of the team are not grounds for extending the term.

ARTICLE 52: ELECTION OF THE PRESIDENT

This election will be made two (2) months before the conference. Only the members of the current EC can run or they can be nominated by members of the International Board. Voting among the EC will be done and all votes must be sent to the current President who will put all scores together calculating and announcing the new president (Candidate with the highest score).

PARAGRAPH 1: *Each SNO EC member will have to give points to all the candidates following article 53.*

PARAGRAPH 2: *President cannot be re-elected.*

PARAGRAPH 3: *In case that the EC cannot complete the election of the next President, SNO will establish a state of administrative emergency in which the members attending the conference may modify the applications for the immediate president election.*

ARTICLE 53: ELECTION OF THE REMAINING CHARGES

Two months prior to the conference the process of applications will start, this process will be closed about one month prior to the conference, giving the teams the time to consider all applicants and have time to announce the new board prior to, or during the conference.

PARAGRAPH 1: *It will be up to the current SNO EC to go through those applications and select the new Vice president, Public Relations Manager, Office Manager, PR Team, Regional Teams, following Title II, Chapter Six. National representatives will be considered during this process, however they will be elected by the Regional Team, with supervision of SNO EC.*

PARAGRAPH 2: *Executive Committee members (excluding the President) should be selected from Regional Teams or International Project Coordinators, if no eligible applicants are available then National Team members can be considered. Lastly if no eligible applicants present themselves from any of SNO teams, another member can be considered.*

PARAGRAPH 3: *In creating the new SNO-team, SNO will always aspire to have representatives from different continents as well as having an interdisciplinary team.*

PARAGRAPH 4: *If not enough applicants are available, applicants for other charges can be offered to fill in, if it is not possible, the old SNO-members will stay on.*

PARAGRAPH 5: *The student with the second number of votes will be called substitute of said position in case the holder cannot fulfill its functions.*

ARTICLE 54: REQUIREMENTS

The following are the characteristics on which every member is selected:

1. Proficiency in speaking and writing in English.
2. Ability to keep deadlines and attend all meetings.
3. Gives constant input/suggestions/ideas.
4. Strong leadership experience.
5. Ability to lead a discussion.
6. Ability to delegate tasks as they arise.
7. Commitment to SNO objectives and purpose.
8. Decisiveness.
9. Highly organized.
10. Social, friendly and approachable

PARAGRAPH 1: *An excel file that calculates the score will be created with these 10 characteristics. The EC members must give points honestly with the following 5 points system: 1: Inadequate 2: Sufficient 3: Satisfactory 4: Good 5: Excellent.*

PARAGRAPH 2: *The applicant must deliver all requested documents within the established deadline or will be disqualified.*

PARAGRAPH 3: *The selection procedure has two steps, (1) the CV and motivation letter review which will be graded according to categories named in PARAGRAPH 1, and (2) interviews. Depending on the amount of applications, only top 50% of applicants will have a chance for an interview. The interviews should be conducted by at least 2 members of the EC.*

PARATGRAPH 4: *The selection of National Representatives is coordinated mainly by the Regional Representatives in collaboration with a member of EC.*

PARAGRAPH 5: *According to the schedule of each conference, the deadline for nominations will be defined.*

PARAGRAPH 6: *For regional teams, it is imperative to have no more than 3 members from one country on the team, to ensure the diversity of representation of the region. On the International Board, there should be no more than 2 members from the same region.*

PARAGRAPH 7: *No one can be re-elected on the same team level more than 2 times. The only exception is election of President.*

ARTICLE 55: POSTULATIONS

Each candidate must meet the following conditions:

1. Must be a student of health sciences (or prove their interest in public health beyond doubt).
2. Proficient in English, both spoken and written.
3. If possible, be able to attend upcoming TUFH conference.
4. Provide SNO with a CV, a summary of what you are presenting at the conference and a motivation letter clearly stating the following:
 - a. Name.
 - b. E-mail.
 - c. Address (country).
 - d. University.
 - e. Current career
 - f. What function you are applying for.
 - g. Why you think you would be a good candidate for that position,
 - h. What you would like to present at next year's conference.
 - i. What your goals are.
 - j. Experience in groups or organizations
5. Candidates should send their action plan for the specific position
6. Candidates will undergo interview process prior to their selection
7. If got selected, the candidate should sign a letter of commitment

ARTICLE 56: CONFERENCE

1. A representative chosen by the SNO EC must help / Visit the coordination of the next congress to provide the perspective of the students.
2. During the conference, the executive council must help as need it to assure the proper development of it.

ARTICLE 57: AMENDMENTS.

These bylaws can only be modified, with the approval of the Network; TUFH, during a pre-scheduled session with at least 24 hours of notice where all attendees must carry out the simple voting approval of each modification.

These bylaws were reviewed and approved by members of the executive committee and advisory council of the Student Network Organization

Signed on July 24, 2020



Yassein Kamal Alhaj Elhussein
SNO President 2019-2021

