

STUDENT NETWORK ORGANIZATION THE BYLAWS

2024-2025 Edition



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. Certificates will be issued each year to all active SNO members who meet the criteria. This ensures that members who have contributed meaningfully during the year receive official recognition for their involvement.
- 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 \$500 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.

Mustafa Scholarship Fund: established to support students financially in attending the TUFH conferences and furthering their educational journey. This fund is dedicated to honoring Mustapha's contributions and ensuring equitable opportunities for students from diverse backgrounds.

Article 12: Membership

A. Membership is 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. It is extended without regard for age, sex, race, physical or mental disability.

C. Those who wish to become a member must purchase the SNO membership through TUFH.org

D. Members who meet the requirements will receive the certificate of membership after successful payment of the membership fee.

E. Awards and Titles:

- SNO will award titles like Best Leader, Best Chapter, Best Membership Drive, and Best Chapter Growth to recognize exemplary performance among its members and chapters.
- The Best Leader title will be awarded based on leadership skills, consistent participation in activities, and contributions to chapter and global SNO initiatives.

The Best Chapter will be selected based on chapter activities, adherence to chapter guidelines, and overall impact in terms of public health initiatives and community engagement.

- Chapters must conduct regular meetings, submit timely reports, and maintain an active status by participating in Global Leadership Meetings and adhering to SNO Chapter Guidelines to be eligible for these titles.

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 the completion of the member's course of study.

Article 13: Rights of Members

As a member of SNO, individuals are entitled to the following rights:

- A. Actively participate and engage in all SNO activities at local, regional, or global levels.
- B. Participate in activities organized by the SNO/TUFH at a global level, such as the International Student Training and Exchange Program (iSTEP), SNO Research Opportunities, SNO Exchange program, SNO Competitions without any additional fees.
- C. Exercise the right to vote and be voted for, subject to the provisions of this constitution.
- D. Access all SNO facilities as per regulations set forth and approved by the SNO Executive Committee.
- E. Provide suggestions and opinions on matters concerning the organization by submitting formal documents to the Office Manager.
- F. Lodge relevant complaints to the SNO authority, either through the Office Manager or directly to the President if the complaint pertains to the Office Manager.
- G. Seek and be selected for leadership roles within the SNO governance structure.

Article 14: Duties of Members

As a member of SNO, individuals are required to:

- A. Promote SNO activities within their university and institution.
- B. Encourage and foster SNO initiatives within their local organizations and communities.
- C. Actively invite other students to join and participate in SNO activities.
- D. Seek local funding and resources to attend The Network: TUFH conferences.
- E. Regularly communicate with the Regional Representative to share ideas, projects, and plans related to SNO activities.
- F. For partnerships with other associations, members must consult with the Regional Representative for proper processing.
- G. Establish or participate in national SNO groups to strengthen local engagement.
- H. Promote, share, and implement SNO declarations within their regions.
- I. Actively participate in national, regional, and international SNO initiatives.
- J. Comply with SNO regulations and respect the bylaws.
- K. Respect the laws and regulations of host countries during events and engagements.
- L. Show respect and collaboration toward other SNO and Network members.

Article 15: Activities and Benefits

- A. Support for abstract submissions and assistance with the preparation of presentations for The Network TUFH conference, providing members with a platform to showcase their research and innovations.
- B. Discounted accommodation for SNO members attending the TUFH conference. The exact discount rate and availability of discounted accommodation will be confirmed with Aricia.
- C. Opportunities for professional and social engagement to foster a sense of community service, health advocacy, and active participation in local, regional, and global health initiatives.
- D. Facilitate collaborations between universities, organizations, and students to promote cross-disciplinary partnerships on health-related projects, internships, and exchange programs at the local, regional, or international level.
- E. Access to a global network of students, offering unparalleled opportunities for social networking and professional collaboration.
- F. Connection to interdisciplinary groups that work on addressing health inequities and advancing social accountability globally.
- G. Participation in the SNO General Assembly at the TUFH General Assembly, where members actively contribute to discussions on global health issues and share their insights on student leadership and innovation.
- H. Opportunity to gain Exclusive access to the SNO Leadership Course, by applying as chapter representative, selected members can enhance their leadership, innovation, and management skills to create impactful global health solutions.
- I. Eligibility for prestigious SNO awards, such as Best Leader, Best Chapter, and Best Chapter Growth, recognizing outstanding contributions and leadership within the organization.
- J. Mentorship opportunities through the SNO Mentorship Program, where members are paired with global health experts to gain insights, skills, and guidance for professional growth.
- K. Access to fully funded opportunities like the SNO Exchange Program, where selected students are sponsored to participate in global health exchanges and attend the TUFH conference.

L. Participation in research projects and access to opportunities like journal clubs, peer review for the Education for Health journal, and research competitions that enhance members' academic portfolios.

M. SNO Newsletter: SNO members will receive a quarterly newsletter featuring updates on upcoming events, global health projects, member achievements, and opportunities to get involved in international initiatives.

N. TUFH Newsletter: Inclusion of SNO activities and member highlights in the TUFH newsletter (confirmation with Aricia pending).

O. Members are encouraged to engage in iSTEP courses, interactive learning experiences designed to address key issues like climate change, social determinants of health, and communication in healthcare.

P. Members will have access to SNO podcasts featuring interviews with SNO alumni, TUFH leaders, and global health experts, providing insights into global health challenges and solutions.

Q. Opportunities to participate in competitions and activities, such as poster-making competitions, awareness campaigns, and video challenges, with winners receiving SNO memberships and other exciting prizes.

R. Invitations to SNO's social events, including the SNO Student Party at the TUFH conference, where members can network, share ideas, and enjoy cultural and social activities in a vibrant, student-centered environment.

S. Participate in the region specific and international interdisciplinary activities, which focus on student leadership, community empowerment and implementation of the principles of social accountability.

T. Opportunity to participate in TUFH and SNO Annual Conference Competitions, showcasing innovative solutions and research on global health issues.

U. Participation in the SNO Pre-Conference, engaging in workshops, networking, and leadership sessions designed to enhance student involvement and skill development.

V. Access to the benefits of SNO's partnerships and agreements with various associations and organizations around the world, offering unique opportunities for collaboration, internships, and development.

W. Eligibility to take part in the selection process for task forces within The TUFH Network, providing members with the chance to actively contribute to global health initiatives and decision-making at the highest levels.

Article 18: Executive Committee Guidelines

The SNO Executive Committee is responsible for the successful execution of the organization's goals and activities. Specific guidelines include:

- A. Planning and executing specific activities for students during the The Network: TUFH conference, ensuring student engagement and active participation.
- B. Organizing and managing the SNO Exchange, which provides students with the opportunity to experience health systems in different cultural contexts.
- C. Supporting and enhancing research networking opportunities for students, encouraging participation in global health projects and research initiatives.
- D. Facilitating the connection of students with professionals and peers from around the world to promote local and global health improvements.
- E. Reviewing and supporting the submission of documents for publication in The Network TUFH Journal: Education for Health.
- F. SNO leadership change will occur every year, following established election protocols.
- G. A leader can apply and be elected for the same position twice, except SNO President who is elected from the EC for the term of 1 year.

Article 19: International Board Guidelines

The International Board, composed of Regional Representatives and International Coordinators, works collaboratively with the Executive Committee. Their guidelines include:

- A. Inform the Executive Committee (EC) of their action plans, aligning them with the overall objectives of SNO.
- B. Develop and execute regional and local strategies to recruit more students, institutions, universities, and associations to join SNO.
- C. Provide support to the Executive Committee in all organizational activities and initiatives, ensuring smooth collaboration across different regions.
- D. Promote and facilitate research networking, connecting students globally to engage in impactful research.
- E. Act as the bridge to connect students with professionals and peers around the world, promoting the goal of improving health both locally and globally.
- F. Provide regular updates to the Executive Committee regarding the progress of their regional activities.

ARTICLE 20: INTERNATIONAL BOARD

The International Board consists of the following:

1. Executive Committee
2. International Projects Coordinators
3. Regional Representatives
4. Advisory Council (Discussion on this):

Note: The roles of the International Projects Coordinators are detailed in Chapter Six, Section Two.

PARAGRAPH 1:

To ensure global representation, the Council aims to have members from five different continents, ensuring diverse input from students around the world.

PARAGRAPH 2:

Each committee, except for the Executive Committee (EC), will have a single vote, decided among its respective members. Each EC member has one vote.

PARAGRAPH 3:

In the case of a tied vote on any matter, it is the President's responsibility to break the tie. If the President is unable to do so, the Executive Committee will take responsibility for resolving the issue.

PARAGRAPH 4:

The duties outlined in Chapter Six are subject to change and may be adapted as needed throughout the term based on the requirements and decisions of the team.

ARTICLE 21: EXECUTIVE COMMITTEE

The executive members of the SNO Organization include the following:

- President
- Vice President
- Office Manager
- Public Relations Team:
Social Media Manager
Communications Manager
- Local Team Manager

ARTICLE 22: EXECUTIVE COMMITTEE FUNCTIONS

A. The Executive Committee is responsible for the daily operations, functions, and activities of SNO.

B. After thorough deliberation, the EC shall draft an annual budget to be discussed and approved by the Committee.

C. When necessary, the EC will seek approval from TUFH before requesting grants or loans for SNO-related needs or projects.

D. The EC shall ensure that TUFH is made aware of all major projects being undertaken by the organization.

E. If SNO and TUFH are unable to reach an agreement on any matter, the EC may submit a written appeal to TUFH's Board for further consideration.

F. The EC may grant approval to any of its members or members of the International Council to issue a press release or conduct interviews/ podcasts on matters relating to the organization, subject to a majority vote of the EC members.

ARTICLE 23: PRESIDENT

The President is the Chief Executive Officer (CEO) of the Student Network Organization (SNO). He/she is responsible for the overall supervision of the organization's affairs, ensuring compliance with SNO's mission, defining goals, and designing, planning, and developing strategies to lead the organization toward fulfilling its vision in a cost-effective and timely manner. The President is tasked with ensuring all aspects of SNO operations are functioning smoothly and that its members are fully engaged in all global and regional initiatives.

ARTICLE 24: PRESIDENT FUNCTIONS

1. Facilitate the achievement of SNO's strategic goals and objectives, ensuring alignment with its mission.
2. Be fully informed of all organizational matters, including officials' work, membership, budget, organization assets, and other key resources, to optimize their use.
3. Represent SNO in interactions with The Network: TUFH, external organizations, associations, media outlets, and other student groups.
4. Serve as the primary link between SNO and The Network: TUFH, collaborating with TUFH's secretariat as the SNO representative on the organizing or scientific committee for the TUFH conference. Participate in both strategic and operational activities of The Network: TUFH.
5. Provide monthly progress reports on SNO's activities to The Network: TUFH secretariat, ensuring transparency and accountability.
6. Lead decision-making on internal policies for SNO, guiding the organization on key governance matters.
7. Develop and strengthen relationships with key senior executives across the professional community to enhance SNO's value, raise its profile, and create sponsorship opportunities for events and initiatives.
8. Preside over all SNO Executive Committee meetings and ensure that all decisions are made efficiently and in line with the organization's mission.
9. Identify and address any internal challenges or issues within SNO and ensure proper action is taken to resolve them.
10. Actively seek funding opportunities to ensure all SNO members have the opportunity to attend events and conferences, such as the TUFH Annual Conference.

11. Oversee the selection process for the next President and other SNO officials, ensuring a transparent and fair process.
12. Delegate tasks appropriately and motivate the team to ensure high levels of participation and commitment.
13. Continuously evaluate SNO's internal processes to identify areas for improvement and efficiency.
14. Provide written notification of any irregularities or concerns to the SNO Executive Committee.
15. Ensure that SNO's regulations and guidelines are followed with integrity and consistency.
16. Apply sanctions when required to members who violate SNO regulations.
17. Submit a report of the President's work, including achievements, at the TUFH conference prior to the culmination of the President's term.
18. Ensure oversight of all SNO activities, including SNO Research, SNO Exchange, and other global initiatives.
19. If unable to attend the TUFH conference to present the President's report, the President must send a presentation or video with the required information in advance to the EC.

PARAGRAPH 1:

The President must always be a current SNO member selected from the outgoing SNO Executive Committee.

PARAGRAPH 2:

In case of inability to attend the conference, the President must submit a report or video presentation in advance.

PARAGRAPH 3:

In case of any internal conflicts, the President is responsible for addressing them. If they cannot be resolved, the President must escalate the issue to The Network: TUFH.

ARTICLE 25: VICE PRESIDENT

The Vice President (VP) is the second-in-command within the Student Network Organization (SNO) and holds a critical role in overseeing all officers' operations. While the President oversees the general operations, the Vice President manages the specific operations of each branch. This includes direct leadership and accountability for the performance of the Executive Committee (EC) Officers, ensuring smooth and efficient functioning of the EC office in collaboration with other parts of the organization.

ARTICLE 26: VICE PRESIDENT FUNCTIONS

1. Support the President by taking over all functions of the President in their absence or when the President is unable to perform their duties.
2. Accompany the President in representing SNO within The Network: TUFH, including being a representative on the organizing or scientific committee of the TUFH conference and participating in strategic and operational activities of The Network: TUFH.
3. Report directly to the President and relay critical information regarding the progress and tasks of the officers, ensuring that the President stays informed of ongoing operations.
4. Assist the President in establishing the values and strategic objectives of the organization, suggesting tactics for improvement and evaluating overall performance.
5. Expand and secure new international collaboration opportunities, manage the organization's projects portfolio, and participate in internal management to ensure SNO's continued growth and influence.
6. In consultation with the President, maintain office results by counseling and disciplining officers when necessary, ensuring accountability across the leadership team.
7. Take full responsibility for overseeing the SNO Leadership Course, ensuring its successful execution by supervising the course content, coordinating with instructors, and managing participant progress. The Vice President will preside over the course and ensure that chapter leaders receive the necessary leadership training.
8. Receive International Council reports on a bimonthly basis (1 week before the meeting), compile these reports into an update, and send the final report to the President 2 days before the scheduled TUFH Board meeting.

ARTICLE 27: OFFICE MANAGER


The Office Manager supervises the efficient functioning of all officers, ensuring compliance with the organization's bylaws. He/she is responsible for designing, implementing, evaluating, and maintaining organizational processes to improve efficiency and productivity, while ensuring all administrative and operational activities run smoothly.

ARTICLE 28: OFFICE MANAGER FUNCTIONS

1. Maintain office services by implementing office systems, organizing office operations, and establishing procedures to ensure smooth workflows.
2. Provide historical references by defining procedures for retention, protection, retrieval, transfer, and disposal of records, including documents, certificates, reports, agendas, and updates.
3. Issue SNO Membership Certificates annually to all active members and maintain accurate records of memberships.
4. Ensure the TUFH.org community remains active and that SNO groups are consistently updated with the latest information.
5. Issue International Event Certificates for events that are reported in a timely manner to the EC.
6. Design and implement office policies by establishing standards, measuring results against these standards, and making necessary adjustments to ensure smooth operations.
7. Control all official correspondence of SNO, including creating and responding to emails and redirecting communication to the appropriate SNO members when necessary.
8. Design and maintain filing systems and databases for record keeping, ensuring easy access and protection of important documents.
9. Manage the financial report of SNO funds, ensuring transparency and accountability for the organization's budget and expenditures.
10. Create official documents of SNO, including reports, agendas, and other critical materials for meetings and events.
11. In consultation with the President, the Office Manager will be responsible for organizing online meetings, providing agendas, and sending out detailed reports for each meeting. Additionally, they will ensure meetings start and stop on time, and that all meetings are properly scheduled.
12. File all applications during the election process to ensure proper documentation and record-keeping.

13. Write a bimonthly update and submit it to the Vice President 1 week before the scheduled EC meeting.
14. Manage the content distribution for SNO, including uploading podcasts and Leadership Course videos to the YouTube channel.
15. Publish a quarterly newsletter to keep members informed and updated on SNO activities, opportunities, and achievements.
16. Conduct biannual membership drives in coordination with all chapter representatives to ensure an increase in active members across all regions.
17. Conduct a member census twice a year—once at the beginning of the term and once at the end—to ensure accurate records and statistics on SNO members.
18. Organize and conduct orientation sessions for new members to introduce them to SNO, its mission, and its activities.
19. Report work and achievements at the TUFH conference prior to the culmination of the term, presenting the Office Manager's contributions and progress.

PARAGRAPH 1: If the Office Manager is unable to attend the conference, they must submit a presentation or video in advance with all the necessary information to the EC.



ARTICLE 29: SOCIAL MEDIA MANAGER

The Social Media Manager is responsible for ensuring SNO's consistent, impactful, and engaging presence across all social media platforms. The role focuses on managing the organization's digital image and maintaining regular communication with followers, partners, and the general public. This position also supports SNO's outreach, membership engagement, and promotional efforts by developing and distributing digital content, keeping the website updated, and collaborating with other team members.

ARTICLE 30: SOCIAL MEDIA MANAGER FUNCTIONS

1. Create and maintain a Social Media Posting Calendar to ensure consistent and engaging content across all platforms.
2. Manage and update all SNO social media accounts, including Facebook, Instagram, Twitter, and TUFH.org, by posting relevant content 3-5 times a week, including stories, and responding to comments and DMs.
3. Create digital content for international campaigns, SNO promotional materials, and social media resources to support SNO initiatives and events.
4. Regularly update the SNO website with the latest news, announcements, resources, and event information to ensure members and the public are informed.
5. Circulate updates and announcements in SNO WhatsApp communities, LinkedIn, Facebook, Instagram, and any other relevant platforms to ensure the SNO community remains engaged.
6. Collaborate with regional representatives and national PR assistants to promote SNO-related activities and initiatives throughout the year, especially during The Network: TUFH conferences.
7. Gather and post bios and updates from regional and national representatives to keep the SNO website and social platforms current with relevant information.
8. Promote and post updates about SNO activities on the TUFH.org platform to keep the online community active and engaged.
9. Update and maintain the SNO brochure and the SNO introductory presentation to ensure they reflect current initiatives, opportunities, and activities.
10. Provide a bimonthly update to the Vice President regarding social media performance, follower engagement, and digital outreach efforts.
11. Report social media achievements at the TUFH conference, and if unable to attend, submit a presentation or video in advance with all necessary information.

ARTICLE 32: COMMUNICATIONS MANAGER FUNCTIONS

1. Establish partnerships with at least three external organizations to collaborate on projects, events, and campaigns that align with SNO's mission and objectives.
2. Secure at least three sponsorships to support SNO initiatives, including student participation in conferences, research opportunities, and events.
3. Conduct and manage fundraising campaigns, ensuring SNO has the necessary financial resources to sustain its projects and activities.
4. Send out promotional emails related to SNO events, updates, and opportunities to keep the membership informed and engaged with ongoing activities.
5. Act as the main point of contact for official communications, ensuring that SNO members and external partners receive relevant updates and information in a timely manner.
6. Organize and manage the SNO Podcast series, coordinating guest speakers, such as SNO alumni, TUFH members, and global health experts, and overseeing the production and promotion of the podcast.
7. Collaborate with the Office Manager to ensure the timely release of the quarterly SNO newsletter, gathering contributions from SNO leaders and members for publication.
8. Work with regional representatives and national PR managers to promote SNO-related activities throughout the year, especially during TUFH conferences and events.
9. Collaborate with The Network: TUFH on public relations strategies to align SNO's communications efforts with the broader objectives of the organization.
10. Conduct orientation sessions at new institutions alongside the Office Manager to introduce students to SNO and encourage active membership and participation.
11. Collaborate with the Social Media Manager to promote SNO membership and highlight membership benefits through engaging digital content and social media strategies.
12. Provide a bimonthly update to the Vice President, detailing the progress and status of communications, partnerships, sponsorships, and other external relations efforts.
13. Report communications achievements at the TUFH conference, and if unable to attend, submit a presentation or video in advance with all the necessary information.

ARTICLE 36: LOCAL TEAM MANAGER

The Local Team Manager is responsible for coordinating the activities of the local team in alignment with the plans and objectives of SNO. This individual is selected by the host institution and serves as a critical link between SNO and the local team. The role ensures that all local efforts are aligned with SNO's goals, especially during The Network: TUFH conferences.

ARTICLE 37: LOCAL TEAM MANAGER FUNCTIONS

1. Host Institution Link: The Local Team Manager originates from the host institution and is chosen by the Organizing Committee to serve as a link between SNO and the local team.
2. Collaboration with the President: The Local Team Manager works directly with the SNO President to ensure effective communication and coordination.
3. Collaborate with Regional Representative: The Local Team Manager collaborates with the regional representative to manage SNO-related activities before and during The Network: TUFH conferences.
4. Establish SNO Local Team: The Local Team Manager will establish a SNO Local Team to help organize and support student activities during the conference and assist with volunteering tasks during the event if required.
5. Provide Guidance and Support: The Local Team Manager provides guidance to local students, ensuring decisions are followed up closely and effectively executed.
6. Preparation of Environments: The Local Team Manager helps prepare conference environments, such as workshops and student events, in collaboration with SNO members. This includes organizing student housing options, affordable transport to and from the airport, and special student activities.
7. Partnering with Local NGOs: The Local Team Manager identifies local or international NGOs that SNO can collaborate with for post-conference community service programs.
8. Identify Low-Budget Community Activities: The Local Team Manager will identify impactful, low-budget community service activities that SNO can carry out during or after the conference.
9. Clinical Rotation Opportunities: The Local Team Manager identifies possible clinical rotation opportunities that SNO can offer to students during the conference.
10. Bimonthly Updates: The Local Team Manager will provide bimonthly updates (submitted 1 week before the scheduled meeting) to the Vice President, summarizing progress and activities.
11. Conference Report: The Local Team Manager will report on their work and achievements during the conference prior to the end of their term.

PARAGRAPH 1: If the Local Team Manager does not fulfill the responsibilities established in these bylaws as part of the SNO EC, SNO reserves the right to request the host institution to find an appropriate replacement.

ARTICLE 38: ADVISORY COUNCIL

The Advisory Council is an honorary committee of the SNO International Board. It does not participate in daily SNO activities but is called upon when the current SNO EC requests assistance, guidance, or advice. The Advisory Council consists of past SNO leadership, whose experience and insights support the ongoing development and success of SNO.

ARTICLE 39: ADVISORY COUNCIL FUNCTIONS

1. Training and Preparation: Advisory Council members help train and prepare current officers for the responsibilities of their respective areas.
2. Strategic Plan Support: The Advisory Council helps with the establishment of specific objectives within the current strategic plan.
3. Advising the SNO EC: The Advisory Council offers advice and support to the current SNO EC, particularly on matters requiring experience or historical perspective.
4. Support for EC Activities: The Advisory Council supports the current EC in various activities, offering insights and solutions as needed.
5. Ensuring Compliance with Objectives: The Advisory Council plays a role in supporting compliance with SNO's long-term objectives and ensuring the organization stays aligned with its mission.

SECTION TWO: INTERNATIONAL PROJECTS COORDINATORS

ARTICLE 40: INTERNATIONAL PROJECTS COORDINATORS

The International Projects Coordinators consist of the following roles:

1. Activities Coordinators: 2
2. Mentorship Coordinator: 1
3. Research Coordinators: 2

ARTICLE 41: INTERNATIONAL POSITIONS FUNCTIONS

1. Activities Coordinator:

- Managing the SNO Medical Education Committee (SNO MEC)

Prepare activity proposals for SNO annual events and ensure alignment with SNO's mission and values.

- Organize at least one activity per month, which can include competitions, webinars, or awareness drives, related to public health days of importance (WHO days, celebrations, etc.).

- Maintain the conduction of the SNO annual activities calendar, ensuring all scheduled events are carried out effectively.

- Coordinate with regional activities coordinators and international conference and event coordinators from national teams to ensure smooth execution of activities.

- Supervise organizing committees for international and regional events, ensuring quality and compliance with SNO's standards.

Ensure documentation and reports for each activity, including detailed feedback from participants.

- Ensure member feedback is collected for each activity to continuously improve the quality of events and engagement.

- Supervise the sub-teams of international activities coordinators in specific areas:

- Remote and Rural Health

- Population Health

- Women and Child Health

- Indigenous, Migrants, and Refugees Health

- Elderly Population

- Medical Education: Social Accountability, Accreditation, and Interprofessional Education

- Write a bimonthly update and send it (1 week before the scheduled meeting) to the Vice President, summarizing progress and upcoming activities.

- Coordinate with event organizing committees and the SNO Office Manager to issue certificates for events.

2. Mentorship Coordinator:

- Coordinate the mentorship program from the SNO side, in collaboration with the TUFH Mentorship Coordinator.
- Ensure proper announcement and publicity for the mentorship program by working closely with the Public Relations office.
- Invite and encourage SNO members to register for the mentorship program.
- Supervise students' enrollment in the program and ensure they are paired with appropriate mentors.
- Ensure program continuity and adherence to the timeline, providing updates to participants.
- Offer help and guidance on how, when, and why to join the mentorship program and address student queries.
- Gather feedback from students and work to develop and improve the program based on their input.
- Write a bimonthly update and send it (1 week before the scheduled meeting) to the Vice President, reporting on the progress of the mentorship program.

3. Research Coordinator:

- Organize at least two research projects annually, each following a six-month timeline, and ensure proper staffing and guidance for all participants.
- Open an idea portal to gather research questions, topics, and projects from SNO members.
- Analyze member inputs and finalize the research projects, themes, and topics for the term.
- Supervise the formation of research teams and ensure each team is appropriately staffed.
- Ensure recruitment of supervisors for each SNO research project, ideally from TUFH professors or other expert nominations.
- Create a timeline calendar for SNO research projects and ensure adherence to the deadlines.
- Develop partnerships with other organizations, institutions, and research centers for collaboration on SNO research projects.
- Coordinate with the SNO Exchange Program to provide students with research exchange opportunities.
- Organize a monthly Journal Club to discuss articles, share insights, and encourage academic engagement among members.
- Continue the peer review opportunities with the Education for Health Journal for SNO members, overseeing the process and selection of participants based on participation in the journal club.
- Organize competitions such as article writing, poster presentations, and paper presentations.
- Write a bimonthly update and send it (1 week before the scheduled meeting) to the Vice President, summarizing the status of research projects and upcoming initiatives.

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 (RR) will apply SNO bylaws in a regional manner. The decision for election of a regional committee is to be decided by the Regional Representative and if elected the Regional team must proportionate SNO EC objectives within their region. SNO EC must be involved in the election process. Election Report must be forwarded to the SNO EC Office Manager for the issuance of Commitment letters.

Strategies and regional goals should be shared with the SNO EC Office Manager, as well as the Regional Progress Report (submitted monthly, 1 week before meetings) to the SNO EC Office Manager.

PARAGRAPH 2:

The regional team will represent the National Teams during international council meetings, ensuring clear communication between the RT and National Teams.

ARTICLE 43: REGIONAL REPRESENTATIVE FUNCTIONS

1. Provide an orientation session for students of the region.
2. Support students with abstract submissions and prepare them for presentations at conferences.
3. Provide materials for post-conference student recruitment, encouraging students to apply and attend future conferences, continually bringing fresh perspectives to each conference.
4. Work towards achieving the SNO-TUFH strategy at the regional level.
5. Establish inter-professional partnerships with other student societies and health organizations within the region.
6. Organize regional SNO events in collaboration with partners.
7. Encourage National Teams to host and organize regional events, ensuring active participation.
8. Negotiate travel partnerships and discounted rates for SNO members attending TUFH and SNO events.
9. Reach out to more students in countries without SNO teams and encourage them to join SNO.
10. Participate in the selection process for National Representatives and spread the call for nominations.
11. Create a social media platform to facilitate communication among all SNO members in the region.
12. Guide National Representatives in setting up their annual work plans and developing long-term strategic plans to ensure continuity and smooth handover processes.
13. Ensure active participation of National Teams in global SNO events.
14. Submit a bimonthly progress report to the SNO Vice President, detailing regional goals, progress, and challenges.
15. Follow up on National Team progress, providing updates to the SNO EC as needed.
16. Ensure that all chapter leaders in the region attend the SNO Leadership Course, and monitor their participation.
- Identify potential national chapters and help set up new chapters.
17. Create an excel sheet of membership drives conducted in the region and track the increase in the member database and forward to Office Manager
18. Ensure all regional members are added to the SNO community group on WhatsApp.
19. Conduct regional activities based on regional needs assessment or WHO health days

ARTICLE 44: REGIONAL TEAM MEMBERS

The Regional Team consists of the following roles:

1. Regional Representative
2. General Assistant
3. Membership Assistant
4. Activities Assistant
5. Public Relations Assistant

ARTICLE 45: REGIONAL TEAM FUNCTIONS

1. General Assistant:

- Work with the RR in conducting situation analysis, needs assessments, and developing annual work plans.
- Assist the RR in establishing regional priorities and leading delegations to TUFH and SNO events.
- Collaborate with the Membership Assistant to establish new national teams.
- Organize regional meetings and manage meeting minutes.
- Prepare regional monthly plans and reports.
- Manage finances of SNO at the regional level.
- Work with the PR Assistant to provide materials and toolkits for SNO activities in the region.
- Support students with abstract submissions and help prepare them for conference presentations.

2. Activities Assistant:

- Provide orientation sessions for new students.
- Organize activities related to TUFH's key focus areas and health pillars, including social accountability, interprofessional education, remote and rural health, women and child health, and population health.
- Coordinate World Day events and other international public health observances.
- Supervise the activities of national teams in the region.
- Review national team activity proposals and reports to ensure alignment with SNO's strategic goals.
- Organize capacity-building activities based on member needs.
- Prepare regional activity reports and write proposals for upcoming activities.

3. Membership Assistant:

- Work with the General Assistant to help establish new national teams.
- Manage the regional communication platforms, such as the Facebook and WhatsApp groups, and maintain the membership database at the regional level.
- Create a mailing list for all SNO members in the region.
- Open calls for National Representatives and ensure follow-up with successful candidates.
- Engage students in the process of planning, policymaking, and adopting solution-oriented projects.

4. Public Relations Assistant:

- Promote SNO activities at the regional level through advertisements, social media platforms, and PR campaigns.
- Design materials such as photos, videos, and logos for promotional purposes.
- Manage the regional social media pages and online platforms.
- Work with the General Assistant to provide toolkits for regional SNO activities.
- Identify collaboration opportunities with local organizations, and work to strengthen existing partnerships.
- Engage with professors, peers, and public health professionals to build regional networks and increase student involvement.
- Promote inter-professional partnerships and develop relationships with like-minded organizations.
- Establish partnerships with other student organizations and stakeholders with expertise in TUFH's health pillars.

ARTICLE 46: NATIONAL BOARD

The National Board consists of the following 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 geographical diversity of some countries, the need may arise to include additional members to the leadership team to ensure sharing of responsibilities and efficient coordination. Therefore, the following representatives may be included:

1. Zonal Representatives
2. State Representatives
3. Institutional Representatives

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

PARAGRAPH 2: If a voting matter results in a tie, the National President has the authority to break the tie. If the tie cannot be broken, the matter will be referred to the International Executive Committee (EC).

ARTICLE 47: NATIONAL REPRESENTATIVE / PRESIDENT

1. Achieving SNO-TUFH Strategy: Ensure the effective implementation of the SNO-TUFH strategic goals and objectives at the national level. This includes aligning national initiatives with SNO's global vision and maintaining a cohesive strategy across all local and institutional chapters.
2. Establishing National Priorities: Work with national/local team leaders to set termly national priorities that are aligned with global SNO priorities. These priorities should reflect the unique public health needs of the country while adhering to SNO's overarching goals.
3. Partnership Development: Actively seek new partnerships with local, national, and international organizations, academic institutions, and governmental bodies to expand SNO's influence. This also includes creating partnerships for national-level internships, professional development opportunities, and collaboration on public health initiatives.
4. Inter-professional Collaboration: Foster inter-professional partnerships between student societies, health organizations, and professionals in various health disciplines within the country to promote interdisciplinary collaboration in national health projects.
5. National Event Planning: Coordinate and organize major national SNO events, such as seminars, workshops, health camps, and webinars, in collaboration with partners. Ensure these events reflect SNO's mission of social accountability, health equity, and leadership.
6. Timeline for Events: Develop and maintain a comprehensive timeline for all national SNO events, ensuring they are aligned with regional and global events for maximum impact and participation.
7. Financial Planning and Sponsorship: Create a financial strategy for each national event, identifying potential sponsors and fundraising opportunities to support event execution. This includes seeking corporate sponsorship, grant funding, and partnerships with governmental and non-governmental organizations.
8. Travel Partnerships: Negotiate and establish discounted travel partnerships for SNO delegations attending national and international TUFH or SNO events, ensuring that members can participate at an affordable rate.
9. Recruitment of Local Teams: Identify institutions that do not have SNO teams and encourage students from those institutions to form local teams. Engage with universities, colleges, and medical schools to extend SNO's reach across the country.
10. Selection and Management of Teams: Oversee the selection process for national/local team positions, ensuring fair representation from diverse regions and disciplines. Manage the performance and activities of these teams.

11. Communication Platform: Create and manage a communication platform (e.g., WhatsApp, Slack, or ClickUp) for all SNO members in the country to facilitate seamless communication, collaboration, and information sharing.
12. National Work Plan: Develop a detailed national work plan in collaboration with local and institutional team leaders. This plan should outline specific goals, objectives, and action items for the term.
13. Supervision of Local Teams: Provide direct supervision and guidance to local teams, ensuring that they are adhering to national and global priorities, executing their work plans, and engaging with students effectively.
14. Participation in National Events: Ensure that all local and institutional teams actively participate in national-level SNO events and contribute to their success.
15. Collaborations with Local Initiatives: Establish collaborations between the national SNO team and local initiatives, start-ups, and organizations that share SNO's mission of social accountability, health equity, and youth leadership development.
16. Monthly Reporting: Submit a comprehensive monthly progress report to the Regional Representative (RR), detailing the implementation of national priorities, event outcomes, partnerships, and other key metrics.
17. Bimonthly Updates: Provide bimonthly updates to the Vice President, outlining the progress of national initiatives, partnerships, and ongoing projects. This report should be submitted one week before the scheduled meeting.
18. Evaluation of National Team Plans: Regularly follow up with local and institutional teams to evaluate the progress of their respective work plans and ensure alignment with the national strategy.
19. Team Coordination: Foster collaboration and coordination among national team members to ensure smooth implementation of activities. Delegate responsibilities and ensure accountability for all assigned tasks.
20. Motivation and Support: Actively motivate national team members by acknowledging their contributions, providing mentorship, and offering resources for their professional and personal development. Implement strategies to prevent burnout and maintain team morale.
21. Leadership Course Requirement: Ensure that all chapter presidents and vice presidents (national, state, and zonal) are enrolled in and complete the SNO Leadership Course. Compile and forward the list of participants to the Regional Representative and Office Manager when required. Additionally, ensure that local chapter leaders are aware of the course's importance and enforce compliance.

PARAGRAPH 1:

In the event that the National President 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 the general management of the national team.

1. President

- Described in Article 47.

2. Vice-President

- Oversees the specific operations of each branch, ensuring that the Executive Board and Committee Coordinators' functions are streamlined and well-coordinated.
- Facilitates leadership and accountability within the national team.
- Takes over all presidential functions if the President is unable to fulfill their duties.
- Ensures effective execution of strategies and tasks assigned by the President.
- Supports the establishment of key partnerships at the national level to expand the reach and impact of SNO activities.

3. Secretary

- Ensures the smooth coordination of all team activities, including organizing operations and procedures.
- Collects monthly reports from coordinators and representatives (one week before the meeting) and compiles them for the National Board.
- Assists the President in organizing monthly meetings, preparing the meeting agenda, and sending out detailed minutes of the meeting to all members.
- Maintains all relevant records and documents of the national team, including meeting reports, communications, and project documents.

4. Finance Manager

- Manages the financial report of the national SNO funds, ensuring transparency and accountability in financial operations.
- Responsible for collecting registration fees from members for national activities, if applicable.
- Oversees and coordinates fundraising efforts for national activities, ensuring sustainable funding for SNO events and initiatives.
- Prepares and submits a monthly financial report to the Regional Representative, detailing the funds raised, expenses, and balances.
- Seeks new sponsorships and financial collaborations to support SNO projects.

5. Public Relations Manager

- Promotes SNO's work to the members, potential sponsors, and the general public, ensuring a positive public image and building trust in the organization.
- Develops and executes marketing campaigns to enhance SNO's brand, showcasing its achievements and promoting its mission and events.
- Leverages social media at the national level, ensuring active engagement and participation from students through platforms like Facebook, Twitter, Instagram, and LinkedIn.
- Collaborates with other team members to create engaging content for SNO's social media platforms and manages the official accounts, responding to inquiries and interactions from the public.
- Actively documents all national SNO activities and publishes reports, articles, and highlights through social media and other channels.
- Engages with student organizations, media outlets, and other entities to maximize exposure and increase membership in the country.
- Ensures proper dissemination of national SNO updates to the regional team and maintains an open channel of communication with the International PR team.

ARTICLE 49: NATIONAL COMMITTEE COORDINATORS FUNCTIONS

The committee coordinators are responsible for the coordination of specific activities that advance the goals of SNO at the national level. Their responsibilities ensure the smooth operation of their respective committees and the successful execution of SNO's mission.

1. Membership Committee

- Promote SNO membership at the national level, reaching out to students from different disciplines.
- Create and maintain an updated database of SNO members within the country, categorized by zone, state, and institution.
- Act as the direct link between SNO members and the national SNO Executive Committee (EC).
- Assist students with registration on the TUFH.org Platform and help them navigate SNO groups & resources.
- Provide monthly updates to the International Executive Committee (Office Manager) with a zone/state/institution-wise list of members.
- Create and issue participation certificates for members who have engaged in national activities.

2. Partnership Committee

- Forge collaborations with national organizations, institutions, and student associations that share SNO's mission and objectives.
- Open avenues for inter-institutional exchange programs, both within the country and internationally.
- Promote interdisciplinary growth within the network by creating platforms for students to work across various health disciplines.
- Develop funding proposals and establish partnerships with national and international funding agencies to secure sponsorships for students attending international conferences.
- Explore partnerships for internships and community engagement initiatives, enhancing student development in public health and social accountability.

3. National Conference & Events Committee

- Represent SNO at medical and allied health sciences-related conferences across the country, promoting SNO's mission.
- Schedule and organize SNO orientation sessions at institutions, working closely with local teams.
- Coordinate with the Medical Education Committee to host activities that foster student leadership, community empowerment, and the implementation of social accountability principles.
- Organize bi-monthly SNO National Team Meetings, analyze reports from the committees, and prepare proposals for upcoming activities.
- Oversee logistical support for conferences and events, ensuring smooth execution of national SNO programs.

4. International Conference & Events Committee

- Work closely with the International Activities Coordinator to ensure participation of students from the country in the annual conferences of The Network: TUFH.
- Assist students with conference registration, securing accommodation, and managing visa-related issues for international travel.
- Prepare students for abstract submission for the conference, participation in the SNO Pre-conference workshop, SNO General Assembly, SNO Student Party and other student-specific events at the conference.
- Support students with mentorship and guidance on delivering effective presentations during the conference.

5. Medical Education Committee

- Focus on addressing health system inequities, particularly the disparities in quality of healthcare delivery between rural and urban areas.
- Engage students in campaigns, medical camps, and community activities to raise awareness on healthcare policies, universal health coverage, and the health conditions of marginalized groups.
- Provide capacity-building opportunities to enhance students' skills related to healthcare, research methodology, curriculum development, and accreditation.
- Organize research projects that focus on solving public health challenges, contributing to achieving the Sustainable Development Goals (SDGs) by 2030.
- Offer training on recent updates in healthcare fields, career guidance, and opportunities for students to explore various public health platforms.
- Increase student involvement in the decision-making process within SNO and foster participation in public health initiatives.

6. E-journal Committee

- Promote the Education for Health Journal among SNO members, encouraging contributions that align with the journal's vision.
- Tasks include encouraging students to submit articles to the journal's Student section and guiding them through the publication process.
- Inform student reviewers about the peer review process and opportunity for being a student peer reviewer for Education for Health Journal, offering a hands-on learning experience in academic publishing.
- Highlight notable achievements of students and provide an international platform for SNO members to share their research and public health initiatives.

CHAPTER GOVERNANCE AND IMPLEMENTATION GUIDELINES

ARTICLE 50: PURPOSE

The purpose of these guidelines is to provide a comprehensive framework for the governance and operation of SNO chapters worldwide, ensuring consistency, accountability, and effectiveness in achieving the mission and objectives of SNO/TUFH.

ZONAL AND/OR STATE REPRESENTATIVES

Zonal and State Representatives function as coordinators within their geographic areas. Responsibilities include:

1. Acting as coordinators for respective zones and states.
2. Forming state teams when needed, mirroring the structure of the national team.
3. Reporting monthly to the National Board with updates from their regions.

ARTICLE 50: CHAPTER GOVERNANCE AND IMPLEMENTATION

SECTION ONE: ESTABLISHMENT OF SNO CHAPTERS

Clause 1: Purpose

The purpose of the Chapter Governance and Implementation guidelines is to ensure a comprehensive framework for the operation, governance, and growth of SNO chapters worldwide. This framework ensures consistency, accountability, and effectiveness in achieving the mission and objectives of SNO/TUFH.

Clause 2: Establishment Procedure

Chapters are established in different countries, regions, or institutions by individuals committed to advancing global health equity and SNO/TUFH's mission. The procedure for establishing a chapter includes:

1. Application Submission: Prospective chapters must submit a formal application via the SNO website.
2. Value Alignment: Chapters must demonstrate alignment with SNO/TUFH's mission and objectives.
3. Interest Group: Propose a list of interested students with their focus area for the chapter.
4. Leadership Course Invitation: The SNO EC will invite two leaders from the new chapter to participate in the SNO Leadership Course.

SECTION TWO: CHAPTER LEADERSHIP AND STRUCTURE

Clause 3: Leadership Roles

Each chapter must have a leadership structure, including:

- President
- Vice President
- Secretary
- Additional positions as deemed necessary for effective governance (e.g., Treasurer, Public Relations Manager).

Clause 4: Leadership Requirements

1. The President and Vice President must complete the SNO Leadership Course.
2. Leaders are required to hold active SNO memberships.

Clause 5: Leadership Transition

1. If the Vice President is elected as President in the subsequent term, they must propose a new chapter focus area after completing the leadership course or they can adopt the previous year's focus area.
2. The newly elected President must align the chapter's goals with the sustainability of activities and finances.

SECTION THREE: CHAPTER ACTIVITIES AND FOCUS AREAS

Clause 6: Focus Area and Activities

Each chapter must decide on its focus area for the term based on the local context and health priorities. The focus area will guide the chapter's initiatives, which may include:

1. Community health campaigns.
2. Educational workshops.
3. Research symposiums.
4. Networking events.

Chapters are expected to create an annual plan of action based on their focus area, which must be forwarded to the National Team for review.

Clause 7: Reporting and Documentation

Chapters must complete the following:

1. Activity Proposal: Submit an activity proposal form before the event.
2. Post-Event Report: Submit a report validating the successful completion of activities.

SECTION FOUR: AWARDS AND RECOGNITION

Clause 8: Best Chapter Awards

Chapters will be eligible to win awards: BEST CHAPTER and BEST CHAPTER LEADERS.

2. Best Chapter Criteria: The scoring criteria include:

- Number of quality activities conducted.
- Submission of an annual plan.
- Timely submission of work reports.
- Attendance at Global Leadership Meetings.

SECTION FIVE: MEMBERSHIP DRIVES

Clause 9: Membership Drive Requirements

Chapters must conduct biannual membership drives and submit reports on the number of new members or membership increases to the Regional Representative and National Team.

1. The chapter with the highest number of members or the highest membership growth will be awarded BEST GROWING CHAPTER.

SECTION SIX: CHAPTER REPORTING AND MEETINGS

Clause 10: Chapter Reporting Requirements

1. Chapters must submit bimonthly work reports to the SNO Office Manager.
2. Reports should cover activities, achievements, challenges, and finances and must be submitted at least two weeks before the Global Leadership Meetings.

Clause 11: Meeting Attendance

1. Chapter representatives are required to attend all Global Leadership Meetings. Failure to attend three consecutive meetings without a valid reason may result in the removal of chapter representatives.
2. In case of absence due to exams or other emergencies, chapters must inform the SNO Office Manager and submit their work report.

SECTION SEVEN: COLLABORATION AND PARTNERSHIPS

Clause 12: Collaboration Agreements

Chapters are encouraged to collaborate with local universities, NGOs, governmental agencies, and other SNO chapters. All collaborations should align with the SNO/TUFH values and must be reviewed periodically.

SECTION EIGHT: LEADERSHIP DEVELOPMENT

Clause 13: Leadership Course Requirement

Two leaders (preferably the President and Vice President) from each chapter will be invited to the SNO Leadership Course. Completion of the course is mandatory to validate the sustainability of the chapter's operations.

SECTION NINE: CHAPTER IDEAL CRITERIA

Clause 14: Ideal SNO Chapter Requirements

An ideal SNO chapter is defined by the following attributes:

1. Leadership Course Completion: Chapter leaders must complete the SNO Leadership Course.
2. Active Membership: All chapter leaders and members must have an active SNO membership.
3. Global Leadership Meeting Attendance: Regular attendance and timely submission of work reports.
4. Regular Activities: Chapters must conduct activities relevant to their focus area for which they received a certificate of completion from the SNO Leadership Course.
5. Membership Drives: Chapters must conduct biannual membership drives.
6. Celebration of Public Health Days: Chapters must observe WHO World Health Days and other relevant health days.

Note: This structure applies to Institutional, State, Zonal, National, and Regional Chapters, ensuring each chapter maintains global standards while reflecting local needs.

SECTION FIVE: ADDITIONAL FUNCTIONS

ARTICLE 51: WORKING GROUPS

Clause 1: Establishment of Working Groups

The SNO Executive Board and International Project Coordinators (IPC) have the authority to create Working Groups to facilitate specific projects that require additional human resources, skills, or availability beyond what the International Board can provide.

Clause 2: Purpose and Timeline

Working Groups are established with a defined goal and timeline. They are assigned specific tasks to complete and report directly to the EC or IB leader responsible for the project.

- Projects that require a Working Group typically include tasks such as developing a new website, organizing an independent SNO conference, or hosting a workshop series on a specialized topic, SNO medical education projects.
- A detailed project plan, including specifications and timelines, must be submitted to the EC according to the Working Groups Protocol. It is recommended that Working Groups are formed 2-3 months prior to the activity.

Clause 3: Regional Working Groups

Regional teams can submit a request for the creation of a Working Group. The request must be approved by the Executive Committee (EC).

Clause 4: Completion and Dissolution

Upon successful completion of the project, as determined by the supervising EC or IB leader, the Working Group will be dissolved.

- All active participants in the Working Group are eligible to receive a Certificate of Appreciation for their contributions.

Clause 5: Documentation and Reporting

The work completed by the group must be compiled and stored in a Google Drive, which will be shared with the supervising EC or IB leader to ensure proper documentation and to facilitate any similar future projects.

ARTICLE 52: APPLICATION PROCESS

Every year, there will be an application and selection process to choose the next year's SNO International Council. This initiative provides all students with the opportunity to become SNO members and gain valuable experience working in an interdisciplinary team. The application process will commence two months prior to the TUFH conference, with the objective of finalizing the entire International Team selection approximately one month before the conference.

Paragraph 1: Self-Assessment for Graduating Officers

When an International Board officer is graduating six months or earlier before the end of their term, they are responsible for writing a self-assessment regarding how they will handle the EC role while transitioning into a young working professional. If the outcome of this assessment indicates they cannot continue in the EC position, they are required to inform the rest of the EC as soon as possible and assist in the selection process for their replacement.

Graduates/ Working young healthcare professionals are not eligible to apply for SNO Leadership positions

Paragraph 2: "Out of Term" Applications

"Out of term" applications for international positions are not available to current EC members, International Project Coordinators, Regional Teams, and National Representatives. The term "out of term" refers to applications that do not occur within the standard timeframe of "normal" international team elections. The international team is elected within the first month after the annual TUFH conference.

Paragraph 3: Term Duration

The term for the SNO team will extend from one conference to the next, ensuring continuity within the organization.

Addendum: Length of Term

- A. Requests must be submitted prior to the opening of the annual call for new International Council members (typically two months before the conference).
- B. Requests must be emailed to the President and Vice President, explicitly stating the reasons for the extension, identifying who will continue in their roles, and outlining the main action points for the upcoming year that were not achieved during the current term.
- C. External factors hindering the sustainability of the team's work are valid grounds for extension. Lack of motivation, poor organizational skills, or other individual issues are not acceptable reasons for term extension.

ARTICLE 52: ELECTION OF THE PRESIDENT

The election for the President will occur two (2) months before the conference. Only current EC members are eligible to run for the position or can be nominated by members of the International Board. Voting will take place among the EC, and all votes must be submitted to the current President, who will compile the scores and announce the new President (the candidate with the highest score).

Paragraph 1: Scoring Process


Each SNO EC member will assign points to all candidates, following the guidelines outlined in Article 54.

Paragraph 2: Re-election Restrictions

The President cannot be re-elected.

Paragraph 3: Administrative Emergency

In the event that the EC cannot complete the election for the next President, SNO will declare a state of administrative emergency. Members attending the conference may then modify applications for the immediate presidential election.



ARTICLE 53: ELECTION OF THE REMAINING CHARGES

The application process for selecting the remaining charges will commence two months prior to the conference and will close approximately one month before the conference. This timeline allows teams to thoroughly consider all applicants and announce the new board either prior to or during the conference.

Paragraph 1: Selection by Current SNO EC

It is the responsibility of the current SNO Executive Committee (EC) to review these applications and select the new Vice President, Public Relations Manager, Office Manager, PR Team, and Regional Teams, following the guidelines established in Title II, Chapter Six. National Representatives will be considered during this selection process; however, they will be elected by the Regional Team under the supervision of the SNO EC.

Paragraph 2: Eligibility for Executive Committee Positions

Executive Committee members (excluding the President) should ideally be selected from Regional Teams or International Project Coordinators. If no eligible applicants are available, National Team members can be considered. Should no suitable candidates present themselves from any of the SNO teams, other members may also be considered.

Paragraph 3: Representation and Diversity

In forming the new SNO team, SNO will strive to include representatives from different continents and ensure an interdisciplinary team composition.

Paragraph 4: Handling Insufficient Applicants

If there are not enough applicants, candidates for other charges can be considered to fill the roles. If this is still not possible, the previous SNO members may continue in their positions.

Paragraph 5: Substitute Candidates

The student receiving the second highest number of votes will be designated as the substitute for the said position in the event the holder cannot fulfill their functions.

ARTICLE 54: REQUIREMENTS

The following characteristics are required for every member selected:

1. Proficiency in speaking and writing in English.
2. Ability to meet deadlines and attend all meetings.
3. Consistent provision of input, suggestions, and ideas.
4. Strong leadership experience.
5. Capability to lead discussions.
6. Ability to delegate tasks effectively.
7. Commitment to SNO objectives and purpose.
8. Decisiveness.
9. Highly organized.
10. Social, friendly, and approachable demeanor.

Paragraph 1: Scoring System

An Excel file will be created to calculate scores based on these 10 characteristics. EC members must score candidates honestly using a 5-point system:

1. Inadequate
2. Sufficient
3. Satisfactory
4. Good
5. Excellent

Paragraph 2: Document Submission

Applicants must submit all requested documents within the established deadline, or they will be disqualified.

Paragraph 3: Selection Procedure

The selection process has two steps: (1) reviewing CVs and motivation letters, graded according to the criteria mentioned in Paragraph 1, and (2) conducting interviews. Depending on the number of applications, only the top 50% of applicants will be invited for interviews, which should be conducted by at least two members of the EC.

Paragraph 4: National Representatives Selection

The selection of National Representatives is primarily coordinated by the Regional Representatives in collaboration with a member of the EC.

Paragraph 5: Nomination Deadline


The deadline for nominations will be defined according to each conference's schedule.

Paragraph 6: Regional Representation Limits

For regional teams, there should be no more than three members from one country to ensure diverse representation within the region. Additionally, no more than two members from the same region should be present on the International Board.

Paragraph 7: Re-election Restrictions

No individual can be re-elected to the same team level more than two times, with the only exception being the position of President.



ARTICLE 55: POSTULATIONS

Each candidate must meet the following conditions:

1. Must be a student in health sciences (or demonstrate a strong interest in public health).
2. Proficient in English, both spoken and written.
3. If possible, be able to attend the upcoming TUFH conference.
4. Provide SNO with a CV, a summary of what they are presenting at the conference, and a motivation letter that clearly states: (To be written by Ibnoomer)
 - Name
 - E-mail
 - Address (country)
 - University
 - Current career
 - Position applying for
 - Reasons for being a good candidate
 - Proposed presentation for next year's conference
 - Goals
 - Experience in groups or organizations
5. Submit an action plan specific to the position applied for.
6. Candidates will undergo an interview process prior to selection.
7. If selected, candidates must sign a letter of commitment.
8. Candidates must be active SNO members and not graduates. Upon taking the leadership role, they must complete the SNO Leadership Course.

ARTICLE 56: CONFERENCE

1. A representative chosen by the SNO EC must assist in coordinating the next congress to provide student perspectives.
2. During the conference, the Executive Council must assist as needed to ensure its successful execution.


ARTICLE 57: AMENDMENTS

These bylaws can only be modified with the approval of The Network: TUFH during a prescheduled session with at least 24 hours of notice, where all attendees must carry out a simple voting process to approve each modification. These bylaws were reviewed and approved by members of the Executive Committee and Advisory Council of the Student Network Organization.

THIS DOCUMENT WAS LAST UPDATED BY SIMRAN SPAL: SNO PRESIDENT 2024-2025

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

Signed on MAY 13, 2025



SIMRAN SPAL
SNO President 2024-25

