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## Bylaws

Amended 24<sup>th</sup> April 2018

# Students for Kids International Projects Bylaws

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## **Section 1: General**

### **1.1 Name of the organisation**

1.1.1 The official name of the organisation is: Students for Kids International Projects

1.1.2 The only abbreviation recognised is “SKIP”.

### **1.2 Language**

1.2.1 The official language of SKIP is English.

### **1.3 Status**

1.3.1 SKIP is officially recognised as a charitable organisation by the England and Wales Charity Regulator.

1.3.2 SKIP is officially recognised as a charitable organisation by the Scottish Charity Regulator.

### **1.4 Mission Statement**

1.4.1 Our mission is to support vulnerable and impoverished children and communities worldwide and promote the personal and professional development of students. We strive to educate and empower students to initiate and maintain sustainable community integrated overseas projects aimed at improving the health, welfare and education of children in their community. We believe in the universal rights of the child and the role of future professionals in advocating and implementing change.

### **1.5 Vision**

1.5.1 For all children to be cared for and supported in accessing the basic rights of health, welfare and education within their communities.

1.5.2 For future professionals to have the awareness, ability and motivation to influence and contribute to global development.

### **1.6 Constitution and Bylaws**

1.6.1 SKIP shall be governed by its Constitution and Bylaws.

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1.6.2 The Constitution is the highest law of SKIP. The Constitution shall never be suspended. The Constitution is registered under the England and Wales Charity Regulator and the Scottish Charity Regulator.

1.6.3 The Bylaws regulate the practical internal management of SKIP.

### 1.7 SKIP Values

1.7.1 Sustainable - We develop interventions based on local needs assessments in partnership with community non- governmental organisations to improve the health, education, and well-being of children. These are regularly evaluated to assess impact and need – our ultimate aim is for interventions to be run by the local community and consequently, for SKIP to be no longer needed.

1.7.2 Inclusive - We welcome all students into our SKIP family and provide a friendly, supportive community for personal and professional development. We listen to the opinions of every member and continuously strive for improvement. We aim to inspire everyone to help us make positive change.

1.7.3 Empowering - We are committed to developing globally aware students and future professionals who can continue to influence and contribute to global development. We run projects in partnership with local non- governmental organisations enabling local people to be involved in positive, purposeful change in their community.

### 1.8 Logo

1.8.1 The official logo of SKIP is defined as the letters of the word “SKIP” with the “I” replaced with the image of the “Blue Boy”.

1.8.2 Only the official logo of SKIP can be used. Changes in layout or any other additions are not allowed unless agreed by the National Publicity Coordinator.

1.8.3 The official logo can only be used by the Branches and National Committee Members and Board of Trustee Members of SKIP.

1.8.4 All Prints of the logo, with the exception of logo used on clothing, must be

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followed by the relevant charity number (England and Wales: 1099804, Scotland: SC040556).

1.8.5 The official logo may only be used by active Members, Branches, National Committee Members and Board of Trustee Members of SKIP. Anyone other than this must obtain express written consent from a Branch Committee, National Committee or Board of Trustees Member.

1.8.6 Where the logo is used, the relationship with/ position within SKIP must be made clear.

1.8.7 The official SKIP logos must not be changed in any way that changes the information that is provided by them, or implies the existence of associations or aims of the organisation that do not exist.

1.8.8 From October 2010, only the high resolution SKIP logos, produced in February 2010, may be used as the SKIP logo.

### **1.9 Sponsorship**

1.9.1 All companies offering sponsorship for SKIP publications and clothing must be assessed in line with the Ethical Fundraising Policy prior to accepting sponsorship.

1.9.2 Any logos other than the SKIP logo must be positioned and sized in such a way that it is clear that they are sponsors only.

### **1.10 General Organisation Function**

1.10.1 Strategic planning should be used within all levels of SKIP to critically analyse how the organisation is functioning. This process should include: Mission, Vision, Aims and Objectives, SWOT analysis & Action Plan

1.10.2 Each Board of Trustees and National Committee Member should produce an Individual Strategy Plan, which should be available for all SKIP Members to view.

1.10.3 The National Committee should produce a Collective Strategy Plan within 6 weeks of Handover, which should be available for all SKIP Members to view.

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1.10.4 The Board of Trustees should produce a Collective Strategy Plan (also called the Internal Evaluation/Framework for Action) by the Autumn Big Weekend, which should be available for all SKIP Members to view.

1.10.5 Each Branch should complete a Branch Strategy Plan within 6 weeks of Handover, facilitated by their Branch Buddy, Branch Mentor or other suitable person. Outcomes of the Branch Strategy Plan should be communicated to the National Committee and Board of Trustees.

1.10.5.1 The Branch should review their Branch Strategy Plan regularly and provide progress updates to their Branch Buddy and Mentor regularly. The Branch Buddy should monitor this progress and communicate with the Branch about where support is needed.

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## **Section 2: Branches**

### **2.1 General**

2.1.1 A Member Organisation of SKIP will be referred to as a Branch

2.1.2 Any UK university based group of students can apply to become a SKIP Branch

2.1.3 Only one Branch may exist per UK University at any one point in time

2.1.4 The Branch will adopt the name "SKIP" followed by the name of the University at which it is based

2.1.4.1 Should two universities unite to compose one Branch, it may propose by which name it will be addressed within SKIP. This must be accepted by the National Committee and Board of Trustees prior to publicising itself, with no reasonable request refused.

2.1.5 A Branch may resign from SKIP one year after the National Committee and Board of Trustees have received written notice, signed by all current Members of the Branch Committee. During this time period all debts and commitments of the Member organisation must be fulfilled.

2.1.6 The National Committee and Board of Trustees may reduce this time from one year if they are satisfied that the Branch has fulfilled all commitments to its Collaborating Organisation and other third parties

### **2.2 Regulations to obtain and maintain Candidate Branch status of SKIP**

2.2.1 Each Spring General Assembly shall decide if SKIP will open applications for new candidate branches

2.2.2 Candidate Branches will be elected by simple majority at GA

2.2.3 If Candidate Branches do not apply or apply and are not elected for full SKIP Membership within 3 General Assemblies (equivalent to 3 years) (*excluding Special*

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*General Assemblies and the General Assembly at which they were made a Candidate Branch*), they shall be considered for dissolution by the Board of Trustees.

2.2.4 Candidate Branches have proposing and speaking rights but no general voting or seconding rights at General Assembly Meetings. Candidate Branches have the right to vote only in National Committee elections and no other circumstances

2.2.5 Delegates from Candidate Branches are not eligible for SKIP National Committee Member positions, unless nominated by a Member of the National Committee or Board of Trustees.

2.2.6 Candidate Branches may fundraise for SKIP

2.2.7 Candidate Branches may publicise SKIP activities

2.2.8 Candidate Branches may carry out the Preliminary Research and Needs Assessment phases only

2.2.9 Should candidate Branches wish to recruit volunteers for a pilot Project prior to obtaining full Branch status, permission must be granted by National Committee and Board of Trustees

### **2.3. Regulations to progress from candidate to full Branch status of SKIP**

2.3.1. Full Branch status can only be obtained during a General Assembly.

2.3.2. Candidate Branches applying for full Branch Status should present their application in the form of a short speech detailing their progress and future plans as a branch

2.3.3 When presenting their application to the General Assembly, Candidate Branches must prove a good track record of good practice including, but not exclusive to: a) Tools and accounts submitted on time b) Good communication with the National Committee and Board of Trustees

2.3.4 Full branch status will be granted by a simple majority vote at the GA

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2.3.5 Rulings on change of status within the General Assembly will take effect immediately after the vote has passed and the Constitutional Officer has confirmed the change of status and subsequent voting and seconding rights.

### 2.4 Maintaining Full Membership status

2.4.1. To maintain Full Branch status, Branches must:

- a) Register all Committee Members after Handover.
- b) Provide a Project report and Project proposals within the pre---defined deadlines for that year.
- c) Communicate a minimum of once a month with the National Committee
- d) Provide their Volunteers with suitable information in a Volunteer Handbook
- e) Submit annual accounts and manage their finances in line with Section 9: Financial.
- f) Branch representation shall be expected at a minimum of two of the three mandatory national events each year. We expect a minimum of 5 committee members at each Big Weekend and a minimum of 1 committee member at each General Assembly meeting. Volunteers are strongly advised to attend the Big Weekends.

2.4.2 Failure to comply with any one of the areas of importance as outlined in sub clause 2.4.1 may result in the suspension of the Member organisation, pending review and approval by the General Assembly.

2.4.3 The Board of Trustees retain the right to temporarily suspend any Branch for any reason, until such time as a General Assembly can be convened to review and approve or overturn the decision.

### 2.5 Branch Suspension

2.5.1 The Board of Trustees may suspend a Branch at any time with written notice for

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the following reasons:

- a) Branch is not following the Constitution
- b) Branch is not following the Bylaws
- c) Branch activity is considered to be to the detriment of SKIP as an organisation
- d) Branch activity is considered to be to the detriment of another SKIP Branch

2.5.2 Reasons for the suspension and terms of the suspension must be outlined to the Branch within one week of suspension.

2.5.2.1 The National Committee and the Board of Trustees should outline activities that the Branch may not undertake.

2.5.2.2 They should also outline extra requirements for the Branch including communication of activities with the National Committee

2.5.3 Suspended Branches may participate in SKIP activities and events and hold speaking and proposing rights, but hold no voting or seconding rights at General Assemblies.

2.5.3.1 All SKIP fundraised money in their Branch bank account may be transferred to the SKIP National account as a temporary measure, if deemed necessary.

2.5.4 Suspended Branches will be reviewed at the next coming General Assembly. The Board of Trustees, National Committee and suspended Branch will have the opportunity to present their case and the General Assembly may vote to reinstate the Branch by two-thirds majority

2.5.5 The National Committee and Board of Trustees maintain the right to inform any externals of the Member Organisation change of status where deemed appropriate.

2.5.6 The National Committee and Board of Trustees will endeavour to support the

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Branch in regaining their full Membership status

### 2.6 Branch Dissolution

2.6.1 The Board of Trustees may dissolve a Branch at any time with written notice for the following reasons:

- a) Branch is not following the Constitution
- b) Branch is not following the Bylaws
- c) Branch activity is considered to be to the detriment of SKIP as an organisation
- d) Branch activity is considered to be to the detriment of another SKIP Branch

2.6.2 Reasons for the dissolution must be outlined to the Branch within one week and to all Branches within one month.

2.6.2.1 The dissolved Branch, National Committee and all other Branches will be given the opportunity to express their opinions to the Board of Trustees.

2.6.3 Dissolved Branches may not participate in any SKIP activities and are to suspend all projects and activities in the name of SKIP immediately. Universities and partners will be informed of their dissolved status and any SKIP accounts they hold will be frozen

2.6.4 Dissolved Branches hold no speaking, voting, proposing or seconding rights at General Assemblies

2.6.5 The dissolution of Branches shall be reviewed at the next coming General Assembly.

2.6.5.1 The Board of Trustees, National Committee and dissolved Branch will have the opportunity to present their case and the General Assembly may vote to reinstate the Branch by two-thirds majority

2.6.6 In exceptional circumstances the Board of Trustees may reverse their decision to

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dissolve a Branch outside of a General Assembly meeting, but any such reversal will be reviewed at the next General Assembly meeting.

2.6.7 Decisions to dissolve a Branch directly, without prior suspension, will only be taken where the reason for dissolution poses significant threat to SKIP and its Members.

### **2.7 Branch Committee**

2.7.1 Branches are free to determine their own Committee infrastructure but must include persons allocated to cover the following roles:

- a) Project Coordinator
- b) Secretary
- c) Treasurer
- d) Fundraising Coordinator
- e) Training Coordinator
- f) Health & Safety Officer
- g) Logistics Officer
- h) Research & Development Coordinator
- i) Publicity Coordinator
- j) Volunteer welfare and recruitment Coordinator

2.7.1.1 A Project Coordinator may not take on the role of treasurer in the same term of office

### **2.8 Branch Committee Elections**

2.8.1 Branch Committee elections should take place each year, with the committee in place prior to the Autumn Big Weekend

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2.8.1.1 A minimum of the roles of Project Coordinator and Treasurer should be elected by the 31st of July each year.

2.8.1.2 It is acceptable for the remaining committee roles to be filled in another election later in the year.

2.8.1.3 The time in between election and starting the role can should be used as an extended handover period (see 2.11.2)

2.8.2 Branches can set their own preferred election methods, but they must ensure that:

- a) Positions and application deadlines are widely advertised
- b) Nobody is allowed to run for more than one position at any one time.
- c) Written Applications or Oral Presentations are included in the election process
- d) The election is by secret ballot, involving those with voting rights on the Branch
- e) Election will be by relative majority.
- f) In the event that two candidates gain the same number of votes and hold a majority over any other candidates, then a second round of voting will be called by the chair.
  - i. Only the two candidates with the highest votes will progress to the second round.
  - ii. The candidate who gains the relative majority will be elected.
  - iii. If the candidates gain the same number of votes in the second round, the casting vote will be drawn from a lottery performed by the Chair.
- g) In the event that there is only one candidate for a position who fails to gain

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relative majority, the candidate will not be elected

h) In the event that a position remains unfilled at the close of elections, said position should be reopened for nominations and the subsequent election should abide by above bylaws

i) Election results must be circulated to Branch Members, Branch Buddy and Branch Mentor and all applicants simultaneously by email, within one day of elections

j) Official avenues for complaint must be available to all, should any grievance arise during the election process

2.8.3 Any dissatisfaction with Committee elections should be brought to the attention of the National Committee for investigation.

2.8.3.1 The National Committee may then choose to approve the original elections or call for a Branch Special General Assembly, where a revote will take place.

2.8.3.2 This process should not take more than one month, except in exceptional circumstances which will be communicated to the complainant and the Branch.

2.8.3.3 The National Coordinator holds overall responsibility for ensuring this process takes place.

2.8.3.4 The specific tasks of investigation should be delegated to the person/s with the capacity to carry this task out successfully and objectively.

2.8.4 Branch Committee Members may not take on roles on the National Committee or Board of Trustees contemporaneously.

2.8.5 Branches may choose to draw up social contracts upon the appointment of each Branch Committee Member. This may include:

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- a) Definition of role
- b) Expected duties to be carried out throughout the year
- c) Expected meeting attendance
- d) Disciplinary procedure to be followed if role is not fulfilled

### **2.9 Releasing Branch Committee Members from their Roles**

2.9.1 A Branch Committee Member may be released from their role within a Branch for the following reasons:

- a) Their actions are considered to be detrimental to their Branch and/or Committee
- b) Their actions are considered to be detrimental to the public image of SKIP
- c) Failure to sufficiently report on their activities
- d) Failure to comply with Bylaws/social contract
- e) Failure to attend a sufficient number of Committee meetings without valid reason
- f) Failure to fulfil role to an acceptable level

2.9.2 Prior to considering releasing a Committee Member, steps should first be taken to rectify the situation:

- a) Resupply
- b) Retrain
- c) Refit
- d) Reassign
- e) Release

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2.9.3 The decision to release a Branch Committee Member should not be made exclusively by the Project Coordinator.

2.9.4 A Branch Committee meeting should be held to discuss the issue and the decision should be made as a Committee wherever possible.

2.9.5 It is at the discretion of the Branch Committee as to how they reach a decision i.e. through discussion alone or formal voting.

2.9.6 The Branch Committee Member in question should be given the opportunity to attend the meeting concerning their release.

2.9.7 If a Branch Committee is unable to reach a decision regarding the release of a Committee Member, the previous Branch Committee/alumni should be approached for advice/guidance.

2.9.7.1 The National Committee Branch buddy should be approached for advice regarding the release of a Committee Member from their duties.

2.9.7.2 National Committee and Board of Trustees may be approached for advice or guidance regarding the release of a Committee Member from their duties.

2.9.7.3 National Committee and Board of Trustees may make the final decision regarding the release of a Branch Committee Member if the Branch Committee is unable to reach a decision after seeking all possible advice/guidance.

2.9.8 National Committee and Board of Trustees should be informed if a Branch Committee Member is released from the Branch Committee.

2.9.9 The Branch Committee should be prepared to provide the reasons for release and the procedure followed if such information is requested by National Committee or Board of Trustees.

2.9.10 A Project- Coordinator may also be released for the reasons specified in 2.9.1.

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2.9.11 National Committee and Board of Trustees must be contacted for advice/guidance in this situation.

2.9.12 There should be opportunity for the released Committee Member to appeal against the decision.

2.9.13 National Committee and Board of Trustees may be approached for advice as to how to manage/conduct the appeal.

2.9.1.14 If a branch committee member meets any of the reasons mentioned in 2.9.1 then SKIP Trustees can make the decision to release the individual from their role, after consulting the branch, National Committee and Branch Mentor.

### **2.10 Advisors**

2.10.1 An Advisor is an ex-Branch Committee Member who is invited by the Branch Committee and may be asked to cease their involvement at any time

2.10.2 An Advisor holds no voting rights within a Branch

2.10.3 An Advisor has no say in the Branch's decisions, but may be approached for advice by the Branch Committee

2.10.4 An Advisor may be copied in on communications between the Branch Committee and the Collaborating Organisation

2.10.5 An Advisor may contact the National Committee with concerns about the Branch Committee

2.10.6 An Advisor may also apply for roles on the SKIP National Committee or Board of Trustees

2.10.7 If an Advisor is elected into a role on the Branch Committee, their role as an Advisor is suspended for that year

2.10.8 An Advisor may play a useful role in continuity for the Handover of Committees.

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### 2.11 Branch Committee Handover

2.11.1 Branch Committees may organise their own Handover activities, which must include at least:

- a) Verbal face to face Handover
- b) A written summary of role and responsibilities and ongoing business
- c) Basic timetable of national and Branch activities for the year
- d) Up to date Project proposal and Project report
- e) Contact details should the incoming Member require any further information or advice
- f) List of useful contacts
- g) Some form of shadowing period

2.11.2 Branches may elect some of their Committee before sending Volunteers on Project and undertake an extended Handover

2.11.3 If the incoming Committee Members feel that Handover has not been delivered effectively and they have not had adequate response directly from the old Committee, they may call upon the National Committee or the Branch Advisors to assist them.

2.11.4 The new Committee must contact their Branch Buddy and Branch Mentor before the Autumn Big Weekend. Individual Committee Members must contact their National Committee counterpart (where relevant).

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## **Section 3: Procedures at Meetings**

### **3.1 General**

3.1.1 Meetings of SKIP are the sessions of the General Assembly Meetings.

3.1.2 Quorum: Fifty percent of all Full Members with voting rights (fifty percent of National Committee, Board of Trustees and Branches) shall form a Quorum.

3.1.3 Language: The official working language during General Assembly Meetings is English.

3.1.4 Smoking or consumption of alcoholic beverages is prohibited during formal Meetings of SKIP.

3.1.5 Breaks: There will be breaks upon request of the Chair or a full Member with voting rights. Such a request must be followed by the agreement of the majority of participants.

3.1.6 Adjournment: The Chair can decide upon adjournment of the meeting. If the Chair fails to adjourn the meeting, any Delegate can suggest the adjournment of the meeting through a procedural motion.

3.1.7 A Branch Delegate is a representative of a Branch who has been instructed by that Branch to exercise their parliamentary right at the General Assembly Meeting.

### **3.2 Participants and Observers**

#### **3.2.1 Registration**

3.2.1.1 All Participants and Observers have to register themselves to the Constitutional Officer of the Board of Trustees at the start of each day of the meeting

3.2.1.1.1 Delegates who fail to register cannot participate in the plenary sessions.

3.2.2 Any Member of the Board of Trustees and National Committee or Branch not present at a General Assembly may contribute to Quorum by voting to Abstain in

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Absentia. They may not precast votes for and against any motions.

3.2.3 Participants in General Assembly meetings are:

- a) Delegates from full Branches
- b) Delegates from suspended Branches
- c) Delegates from candidate Branches
- d) National Committee Members
- e) The Chairpersons of General Assembly Meetings
- f) Organising Committee Members and staff of General Assembly Meetings e.g. The Members of the SKIP Board of Trustees

3.2.4 Observers in General Assembly Meetings are:

- a) Any student
- b) Invited guests
- c) Delegates of Collaborating Organisation
- d) External Advisor

3.2.4.1 The participation of persons of 3.2.4 must be approved by the Board of Trustees.

3.2.4.2 The Board of Trustees must seek approval from the Organising Committee of General Assembly Meeting for the participation of persons in 3.2.4

3.2.5 Speaking rights: All participants have speaking rights during General Assembly Meetings.

3.2.6 Proposing rights: Only persons with voting rights (see 3.5), Candidate Branches, or Working Groups have proposing and seconding rights during General Assembly Meetings.

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3.2.7 Observers: May only have speaking rights when invited to speak by the chair unless free speaking rights have been granted by the Board of Trustees.

### 3.3 Chair

3.3.1 Until the Chair is elected; the Board of Trustees has the responsibility to chair the General Assembly Meeting.

3.3.2 The Chair is composed of a Chairperson, a Vice-Chairperson and a Secretary.

3.3.3 The Chairperson and Vice Chairperson will be elected during the first plenary by the full Members that are present and had voting rights during the previous General Assembly meeting.

3.3.4 The Chair is responsible for the conduct of the meeting and for interpreting and giving their ruling on all matters of procedure, order, competency and relevancy, as stated in the Constitution and the Bylaws.

3.3.5 The Vice-Chairperson shall assist the Chairperson in their work. The Vice-Chairperson shall take the Chair

- a) When requested by the Chairperson,
- b) When the Chairperson is absent at the appointed time for the opening of the meeting,
- c) When the Chairperson is involved in the topic under discussion
- d) During the elections in which the Chairperson is a candidate,
- e) When the Chairperson is removed through a "vote of no confidence".

3.3.6 In the event that both the Chairperson and the Vice-Chairperson are absent by the appointed time for the opening of the meeting, one Board of Trustees Member shall take the Chair.

3.3.6.1 This temporary Chairperson shall act until the Chairperson, the Vice-Chairperson, or both arrive at the meeting and take over the Chair.

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3.3.7 To overrule a decision of the Chairperson a procedural motion to "Overrule the decision of the Chairperson" has to be passed. When the motion passes, the Chairperson shall reverse the ruling in question.

3.3.8 To remove the Chairperson a procedural motion of "No confidence in the Chair" has to be passed. When the motion passes the Chairperson shall immediately leave the Chair.

3.3.8.1 In this case the Vice-Chairperson will become the Chairperson and a new Vice-Chairperson has to be elected.

3.3.9 Secretary: The Chairperson can appoint a secretary. The secretary will take minutes of the meeting.

### 3.4 The Constitutional Officer

3.4.1 The Constitutional Officer is a Member of the Board of Trustees, appointed by the Board of Trustees.

3.4.2 The Constitutional Officer is the advisory and reference body of all issues related to the interpretation of the Constitution and Bylaws of SKIP.

3.4.2.1 They shall be the decision-maker when controversies in the interpretation of the SKIP Constitution and Bylaws arise.

3.4.3 Tasks of the Constitutional Officer:

- a) Reviews the Membership status of Branches.
- b) Reviews the applications of Branches willing to change their status.
- c) Grants voting rights during General Assembly Meetings according to the Bylaws.
- d) Reviews whether motions and proposals contradict the Constitution and Bylaws. Motions and proposals that contradict the Constitution and Bylaws will fail immediately and will not be discussed.
- e) Makes the final decision when disagreements in the interpretation of the

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Constitution and Bylaws arise

3.4.4 The Constitutional Officer will make an announcement at the beginning of the first plenary and at the last plenary of each General Assembly Meeting.

3.4.4.1 This announcement will mention the status of each of the Branches at that moment.

3.4.4.2 The announcement has to be agreed by the General Assembly.

3.4.4.3 All decisions of the Constitution Credential Committee have to be mentioned.

3.4.4.4 This report has to mention the status of all Branches at that moment.

3.4.4.5 The report has to be adopted by the General Assembly.

3.4.5. To overrule a decision of the Constitutional Officer a procedural motion to "overrule the decision of the Constitutional Officer upon Constitutional controversies" has to be passed. When the procedural motion passes, the decision of the Constitutional Officer will be reversed.

3.4.5.1 If this concerns a proposal that had been refused by the Constitutional Officer, the proposal can be brought forward.

3.4.5.2 If this concerns a proposal that had been allowed by the Constitutional Officer, the proposal will fail and not be discussed further.

### 3.5 Voting Rights

3.5.1 All full Branches can obtain voting rights during General Assembly Meetings providing they are in line with the bylaws and constitution.

3.5.2 Every full Branch with voting rights has one vote during voting which is weighted as two votes.

3.5.3 To obtain voting rights during General Assembly meetings, Branches must:

a) Register themselves to the Constitutional Officer of the Board of Trustees at

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the start of each day of the meeting.

3.5.3.1 The Constitutional Officer will produce a list of all full Branches who have voting rights during the meeting.

3.5.5 All National Committee Members who are not in breach of the SKIP Constitution and Bylaws can obtain voting rights at the General Assembly Meetings.

3.5.5.1 Every National Committee Member has one vote during voting.

3.5.5.2 To obtain voting rights during General Assembly meetings, National Committee Members must register themselves to the constitutional officer of the Board of Trustees at the start of each day of the meeting

3.5.5.2.1 The Constitutional Officer will produce a list of all National Committee Members who have voting rights during the meeting.

3.5.6 All Board of Trustees Members who are not in breach of the SKIP Constitution and Bylaws can obtain voting rights at the General Assembly Meetings.

3.5.6.1 Every Board of Trustees Member has one vote during voting.

3.5.6.2 To obtain voting rights during General Assembly meetings, Board of Trustees Members must:

- a) Have updated the information on the SKIP Database with their full names and contact details including any statistical details requested by the Board of Trustees.
  - i. The National Committee Secretary must provide the Constitutional Officer with a list of Board of Trustees Members who have not yet updated their information two hours before the start of the General Assembly.
- b) Contribute to the official written report of the Board of Trustees to be submitted at the latest one month prior to the General Assembly.

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- i. If the report is submitted before these deadlines, it may either be submitted to the National Committee Secretary by email or mail.
- ii. With this data the Constitutional Officer will produce a list of all Board of Trustees Members who have voting rights during the meeting.

3.5.7 Until the announcement of the Constitutional Officer has been adopted, voting will be done by the full Branches, National Committee Members and Board of Trustees Members who had voting rights during the last General Assembly Meeting.

### 3.6 Roll Call and Voting Cards

3.6.1 At the start of each session, the chair must do a roll call.

3.6.1.1. All Member Organisation, National Committee Members and Board of Trustees Members with voting rights will be called to see if they are present.

3.6.1.2 Official voting cards will be handed out to the Branches, National Committee Members and Board of Trustees Members that are present.

3.6.1.3 The results of the roll call will be recorded and incorporated in the minutes.

3.6.2 If any Member Organisation, National Committee Members and Board of Trustees Members subsequently join or leave the session they have to inform the Chair who will hand out, or take back, the voting card.

3.6.2.1 At the end of all plenary sessions the Branches, National Committee Members and Board of Trustees Members have to return their voting cards to the Chair.

### 3.7 Motion and Debate

3.7.1 Any Member Organisation's participant who are registered can speak on behalf of the delegation.

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3.7.2 A written motion must be tabled before debate is undertaken on a subject.

3.7.2.1 Motions must be given to the Chair by midnight the day before the scheduled start of the plenary session in which the motion will be discussed.

3.7.2.2 There may be a final call for submission of late motions before voting on bylaw motions begins, but these motions may be deprioritised by the Chair due to time constraints.

3.7.3 All motions or alternative motions will be evaluated by the Constitutional Officer to ensure that the motions do not contradict the Constitution or Bylaws.

3.7.3.1 If any contradiction is found, the motion will fail immediately.

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

3.7.5 The Chair shall decide when a tabled motion will be discussed. The Chair shall conduct the debate and decide upon the limitation of the discussion.

3.7.6 When a relevant motion is tabled, the Chair shall read the motion. The proposer may briefly explain the purpose of the motion.

3.7.7 All motions, including the alternative motions, need a seconder.

3.7.7.1 Any person with voting rights other than the proposer can second a motion.

3.7.7.2 If no seconder is specified in the motion, the Chair shall ask for a seconder after the proposer explained the motion.

3.7.7.3 If there is no seconder, the motion fails immediately.

3.7.8 The Chair shall ask if there are any questions to the proposer.

3.7.8.1 If there are questions, the Chair shall make a speaker's list and the discussion on the motion shall be opened.

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3.7.8.2 The proposer of the motion shall have the right to speak last before the closure of the discussion.

3.7.9 During the debate the speakers shall address the Chair. The Chair shall decide when a speaker gets the floor.

3.7.10 A motion or an alternative motion can only be withdrawn with the consent of both the proposer and the seconder.

3.7.10.1 If only the proposer withdraws, the seconder automatically becomes proposer of the motion and another seconder needs to be found.

3.7.10.2 In the case that the proposer and the seconder withdraw at the same time, the motion or the alternative motion fails immediately.

3.7.10.3 In the case the proposer withdraws before a seconder is found, then the motion or the alternative motion fails.

3.7.10.4 From the time a seconder is found for an alternative motion then the alternative motion stands even in the case the original motion is withdrawn.

3.7.10.5 After the discussions have been closed and the Chair has announced to proceed to the vote, a motion can no longer be withdrawn.

3.7.11 After the discussion is closed, the Chair shall ask for amendments.

3.7.11.1 An amendment can be submitted at this point regardless of the deadline for motions.

3.7.11.2 In the case an amendment is proposed, the proposer of the amendment may briefly explain the amendment.

3.7.11.2.1 After this, the proposer of the original motion shall be asked if he accepts the amendment.

3.7.11.2.1.1 If the proposer of the original motion accepts the amendment, then the seconder of the original motion shall be asked if he accepts the amendment.

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3.7.11.2.1.2 If both the proposer and seconder of the original motion accept the amendment, it shall be incorporated in the original motion.

3.7.11.2.1.3 If the seconder of the original motion does not accept the amendment, a new seconder has to be found.

3.7.11.2.1.4 If a new seconder for the amended motion is not found, then the amended motion fails immediately.

3.7.11.2.2 After this the Chair shall ask if there are questions.

3.7.11.2.2.1 If there are questions, the Chair shall make a speakers list and the discussion on the amended motion shall be opened.

3.7.11.2.2.2 The proposer of the original motion shall have the right to speak last before the closure of the debate.

3.7.12 In the event of no further amendments, the Chairperson shall call for any direct negatives to the motion.

3.7.12.1 Should no delegation give a direct negative to the motion, the motion passes nemo contra without further debate.

3.7.13 If there is a direct negative, the Chairperson shall call for an alternative motion.

3.7.13.1 An alternative motion can be submitted at this point regardless of the deadline for motions.

3.7.13.2 The proposer of such an alternative motion shall speak before any discussion may begin.

3.7.13.3 An alternative motion needs a seconder.

3.7.13.4 If a seconder for the alternative motion is not found, the alternative motion fails immediately.

3.7.14 After the closure of debate, no withdrawal of motions is acceptable.

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3.7.15 The Chairperson shall call the meeting to vote on the motion and the alternative motion.

3.7.16 A motion passes if:

- a) No delegation gives a direct negative to the motion
- b) It reaches a simple majority of votes
- c) It reaches a relative majority of votes in case there is an alternative motion.

3.7.17 If a motion has not been seconded or has been defeated after voting, it shall not be reintroduced unless there is a procedural motion "The debate on a motion to be reopened".

### **3.8. Point of Order**

3.8.1 A point of order shall be concerned with the enforcement of interpretations of the Constitution, Bylaws and policy statements of SKIP.

3.8.2 A point of order shall take precedence over all other terms of address to the Chair and shall require the Chair immediately to allow the person with speaking rights to make their point of order.

3.8.3 In the event of any person with speaking rights using the point of order to make statements which are not directly related to the defined concern, he shall be called to order by the Chairperson.

3.8.3.1 In the event of a Member Organisation, National Committee Member or Board of Trustees Member being so warned on three occasions during a General Assembly Meeting his entire delegation shall lose the right to use the point of order for the rest of that Plenary Session.

### **3.9 Point of Information**

3.9.1 A point of information to somebody shall be a brief fact that is of value and relevance at this moment to the current speaker or to the meeting as a whole.

3.9.1.1 It can in no case be used to express a personal point of view.

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

3.9.3 When a point of information is indicated to the Chairperson while a speaker is speaking, the Chairperson will ask the speaker whether he will accept the point of information.

3.9.3.1 In the event of the speaker refusing it, the Chairperson must make it as soon as the speaker has finished.

3.9.4 In the event of any person with speaking rights using the point of information to make statements that are not directly related to the defined concern of it, the Chairperson shall call them to order.

3.9.4.1 In the event of a Member Organisation, National Committee Member or Board of Trustees Member being so warned on three occasions during a General Assembly Meeting, their entire delegation shall lose the right to use the point of information for the rest of that Plenary Session.

### **3.10. Procedural Motion**

3.10.1 A procedural motion shall take precedence over all terms of address to the Chair apart from points of order, but shall not carry the right of interrupting the current speaker or a voting procedure.

3.10.2 A procedural motion can be submitted at any time during a session.

3.10.2.1 In the event of a procedural motion being proposed, the Chairperson shall ask for a seconder after a brief introduction by the proposer.

3.10.2.2 If the motion is seconded, the Chairperson shall immediately put the procedural motion to a vote.

3.10.3 All procedural motions require a two-thirds majority.

3.10.4 In the event of a procedural motion being carried it shall be put into effect immediately.

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3.10.5 The following motions shall constitute procedural motions:

- a) To change the agenda.
- b) The meeting to be adjourned.
- c) The meeting to proceed immediately to a vote.
- d) The meeting to proceed to the next business.
- e) Consideration of present motion to be postponed.
- f) The debate on a motion to be reopened.
- g) The speakers' list to be reopened.
- h) Let the meeting take an unofficial vote.
- i) Candidates for election leave the hall during preliminary discussion.
- j) To suspend a bylaw until the end of the General Assembly Meeting or until it will be resumed by the General Assembly.
- k) To resume a bylaw that has been suspended.
- l) A discussion not to be recorded in the minutes.
- m) Overrule the decision the Chairperson.
- n) No confidence in the Chair.
- o) Overrule the decisions of the Constitution Credential Committee.
- p) Observers must leave the room.

### 3.11 Voting

3.11.1 Decisions will be taken with a simple majority in cases of a single motion and relative majority in case of several motions, unless otherwise specified in the Constitution or Bylaws.

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3.11.2 Majorities will be defined as follows:

- a) Simple Majority: more votes in favour than against. Abstentions do not count.
- b) Absolute Majority: more than 50% of all the votes in favour. Abstentions do count.
- c) Relative Majority: the proposal receiving the most votes carries. Abstentions do not count. In case there are more votes against than for any of the proposals, all proposals fail.
- d) Two---thirds majority: The number of votes in favour is at least the double of the number of votes against. Abstentions do not count.

3.11.3 Voting is done by raising the Voting Card.

3.11.3.1 The Chair will call all persons with voting rights and ask for their vote.

3.11.3.2 When called, the person has to clearly raise their voting card for the time necessary for the chair to count all votes.

3.11.3.3 After having called for the votes on every option available to vote upon, the Chair shall match the results with the registered number of delegations present at the Plenary Session.

3.11.4 Voting during elections will be done by ballot, except for the election of the Chair. In addition, voting by ballot shall take place if requested by a person with voting rights

3.11.5 Voting by ballot is done by indicating the vote on ballot paper.

3.11.6 In the case of voting by ballot papers, the ballot papers should be signed by the Chair or a Board of Trustees Member.

3.11.6.1 The Chair will hand out the ballots to those with voting rights.

3.11.6.2 Those with voting rights have to write their vote on the ballot paper before returning it to the Chair.

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3.11.6.2.1 The Chair will count the votes.

3.11.6.2.2 Before voting by ballot papers all observers (except the Secretary) have to leave the room.

3.11.6.2.3 During the voting by ballot the doors of the room will be closed and nobody will be allowed to enter or leave the room.

3.11.6.2.4 After the votes have been counted and before the results are announced, the doors will be opened again and observers are allowed to enter the room.

3.11.7 Ballots must always contain an option to vote for an abstention, and also an option to vote against all of the other options.

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

3.11.9 In case of suspected fraud or mistakes, the Chair shall call for a re---vote.

### **3.12 Elections**

3.12.1 Candidates must give an oral presentation during the General Assembly prior to the relevant elections.

3.12.2 Candidates will have a limited time to present themselves. The speaking time includes audio-visual or other presentations. The time available for presenting is:

- a) National Committee Members: 3 minutes speaking time and 2 minutes for questions
- b) Organisations applying for SKIP Membership or change of status: 5 minutes speaking time and 3 minutes of questions.

3.12.3 If there is more than one candidate for a position, the order of presentations will be decided by the Chair through a lottery.

- a) During the presentation of the candidate, the other candidates for the same position have to leave the room.

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3.12.4 The election will be done by ballot.

3.12.5 Delegations of the candidate's Member Organisation are allowed to vote if they have voting rights.

3.12.6 All National Committee Members will be elected with relative majority.

3.12.7 If the two candidates gain the same number of votes and hold a majority over any other candidates, then a second round of voting will be called by the chair.

3.12.7.1 Only the two candidates with the highest votes will progress to the second round.

3.12.7.2 The candidate who gains the relative majority will be elected.

3.12.8 If the candidates gain the same number of votes in the second round, the casting vote will be drawn from a lottery performed by the Chair.

3.12.9 In case there is only one candidate for a position who fails to gain relative majority, the candidate will not be elected.

- a) The unfilled role should be opened to all SKIP Members by means of an email from National Committee.
- b) Re-nomination should be open for at least 1 week.
- c) Re-voting should be at the next GA if within one month and by email voting if GA is more than a month away

3.12.10 Successful candidates to National Committee may only take up the role for which they were voted in.

3.12.10.1 In the event they wish to change to an unfilled role, they must resign their post and be re-voted into the position they wish to undertake.

3.12.11 In the event that there are no candidates for the position of National Coordinator, the General Assembly may vote to adopt any one of the following contingency plans. The agreed option should be acceptable to all candidates

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- a) To elect two applicants who will fulfil the roles of Joint National Coordinators, with their roles to be decided by the two successful applicants by the start of the Committee term.
- b) The role of the National Coordinator to be made by appointment of the Board of Trustees and validated by e-vote of all voting Members.
- c) To open the position of National Coordinator to all National Committee applicants. If anyone chooses to apply they must step down from their elected position and be re-elected into the position of National Coordinator

### 3.13 Minutes

3.13.1 Minutes have to be taken during all the sessions. Minutes should contain:

- a) Name, date and venue of the session.
- b) Time of opening, breaks and closure of the session.
- c) The names of the Chairperson, Vice---Chairperson and secretary.
- d) The items on the agenda.
- e) The results of the roll calls.
- f) The names of the speakers and their delegations.
- g) All motions and amendments, including the number, the name of the proposer and seconder and the full text.
- h) All decisions.
- i) The results of the voting and elections.
- j) The most important points of discussions.

3.13.2 The Chair is responsible for the production of the minutes, which has to be handed over to the Board of Trustees at the end of the meeting.

3.13.3 The Board of Trustees is responsible for the publication and distribution of the

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minutes to all the National Committee Members and Branches, not later than one month after the meeting.

### 3.14 Reports

3.14.1 All reports shall be written or typed. A copy in digital format must be handed in to the Chair.

3.14.2 All reports shall include:

- a) The title of the report
- b) The author of the report
- c) The date of the report
- d) The meeting for which the report was written
- e) A summary of the report
- f) The report itself

3.14.3 All reports, except for those for which deadlines are specified elsewhere in the bylaws, must be finished and distributed to those with voting rights before midnight the day before the scheduled start of the session in which the reports will be discussed.

3.14.4 If necessary, reports can be explained with an oral presentation. The oral presentation shall not contain any new information.

3.14.5 For all reports, a motion shall be tabled to adopt the report. The motion shall be handled as described in the section 3.7 "Motion and debate".

3.14.6 In the case a report of a National Committee Member or Member Organisation is not adopted, the matter shall be presented to the Board of Trustees for review.

3.14.6.1 The Board of Trustees will then propose further action to be taken by the General Assembly.

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3.14.7 In case a report of a task force or any other group is not accepted, the report can be amended, changed or deleted by the General Assembly by separate motions.

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## **Section 4: General Assembly Meetings**

### **4.1 General**

4.1.1 Meetings of the General Assembly of SKIP are held once a year in the spring, except where a Special General Assembly is held at a National Big Weekend.

4.1.2 Special General Assemblies may be called by the Board of Trustees in the interim to discuss, debate and vote on matters of urgency.

4.1.3 No Member Organisation shall exceed the number of 10 delegates to the General Assembly, except host Member Organisation, who may have additional Members present as staff.

### **4.2 Election of the host organisation**

4.2.1 The host of a General Assembly meeting shall be chosen by the National Committee and Board of Trustees following an events rota. It will be discussed with the branch before the event is announced.

### **4.3 Programme**

4.3.1 If a General Assembly meeting needs to be held over more than one day in length, it shall be over two consecutive days.

4.3.2 The Board of Trustees will collate the final programme of a General Assembly Meeting.

### **4.4 Agenda**

4.4.1 The General Assembly meeting's agenda shall include:

4.4.1.1 First plenary must occur in the order listed:

- a) Opening
- b) Election of the Chairperson, Vice-Chairperson, Secretary.

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- c) Adoption of the agenda.
- d) Introduction of all National Committee Members and the Organising Committee.
- e) Presentations of other organisations, observers and guests.
- f) Adoption of the announcement from the Constitutional Officer. g. adoption of the previous meeting's minutes.

### 4.4.1.2 Next plenary sessions:

- a) Adoption of all reports of SKIP National Committee Members.
- b) Adoption of the report of the Board of Trustees.
- c) Adoption of the reports/proposals of SKIP Branches.
- d) Presentation of Branches applying for full Membership or for a change of status.
- e) Adoption of changes of status of Branches and admission of new Branches.
- f) Adoption of the report of the National Treasury Team.
- g) Adoption of the final announcement of the Constitutional Officer.
- h) Changes to the Constitution and Bylaws.
- i) Adoption and changes to the SKIP Policies.
- j) Changes to the status (opening and closing) of the Task Forces.
- k) Adoption of the reports of the SKIP Task Forces.
- l) Any other business.
- m) Closure of the meeting.

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4.4.2 The following items may be included on the agenda if the General Assembly is held in the second half of the academic year:

- a) Presentation of candidatures for SKIP National Committee Member and/or Board of Trustees Positions.
- b) Election of National Committee Members and/or Board of Trustees Members
- c) Adoption of next year's budget.

4.4.3 The following items may be included only on the agenda if the GA is held in the first half of the academic year:

- a) Adoption of next year's budget.
- b) Closure of the outgoing National Committee term.
- c) Opening of the incoming National Committee term.
- d) Any bylaws submitted at a special general assembly at Big Weekend should be directly related to Branches.

4.4.4 The point "Changes to the Constitution and Bylaws" [4.5.1.2h] cannot be re-opened during the same General Assembly Meeting.

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## **Section 5: SKIP National Committee Members**

### **5.1 General**

5.1.1 A SKIP National Committee Member is any person elected by the General Assembly or appointed by the Board of Trustees, as defined in the Constitution

5.1.2 A SKIP National Committee Member must meet the following requirements at the time of application:

- a) Be a student, or a graduate of less than 24 months, or be a current member of the National Committee by the time of the candidate's application
- b) Be a member of SKIP, or have been a member of SKIP within the last 24 months, at the time of application
- c) Have attended at least one General Assembly Meeting or National Big Weekend
- d) Have basic knowledge of the structure, function and relations of SKIP.

5.1.3 Members can serve a maximum of 3 years in total on National Committee

5.1.4 National Committee Members are members of the National Committee

5.1.5 The National Committee Members shall:

- a) Abide by the Constitution and Bylaws.
- b) Apply strategic and operational planning and Project management standards.
- c) Make an effort to attend all General Assembly Meetings and Big Weekends.
- d) Provide information concerning their activities upon request to any Member Organisation, other Members of SKIP or the Board of Trustees.

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- e) Maintain regular communication with National Committee and the Branches.
- f) Attend their incoming and outgoing Handover meetings.

### 5.2 Suspension and removal of National Committee Members

5.2.1 National Committee Members shall be suspended from their functions by the Board of Trustees for the following important reasons:

- a) Fraud
- b) Committing a criminal offence
- c) Malfunction of office
- d) Inability to fulfil duties
- e) Breaking the Constitution or Bylaws
- f) Deliberately working against Board of Trustees or General Assembly decisions
- g) Failing to communicate with the organisational bodies
- h) Refusing to report
- i) Breach of the SKIP Code of Conduct Policy

### 5.2.2 Procedure for suspension of National Committee Members

5.2.2.1 Only National Committee Members or Branches of SKIP may inform the Board of Trustees of any action(s) taken by a SKIP National Committee Member for the important reasons listed in the previous article (5.2.1.)

5.2.2.1.1 The Board of Trustees will then be responsible for investigating such claims.

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5.2.2.2 In the event that the Board of Trustees determines that a National Committee Member has committed the offences described in the previous article (5.2.1) the Board of Trustees shall suspend that National Committee Member.

5.2.2.2.1 The Board of Trustees must notify all other National Committee Members and Branches of their findings within one week of their decision.

5.2.2.3 Upon suspension of a National Committee Member they shall return all funds allocated by SKIP to them which have not been used at that moment.

5.2.2.3.1 They shall not receive any more reimbursements or be given further funding.

5.2.2.4 If a National Committee Member is removed from office by the General Assembly, they can never again be elected or appointed as a SKIP National Committee Member.

5.2.2.5 If a National Committee Member is removed from office by the General Assembly, the Board of Trustees shall write a letter explaining the removal.

5.2.2.5.1 This letter shall be sent to all Branches and National Committee Members.

5.2.2.5.2 The Board of Trustees can decide to send this letter to any external relation, institution or person, with whom the removed National Committee Member has been in contact.

5.2.2.6 On notification of suspension by the Board of Trustees, the National Committee Member must reply to communication sent from the Board of Trustees within one week of receipt of the communication.

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5.2.2.7 Suspension from SKIP will include the following stipulations:

- a) The cessation of representing SKIP in any capacity
- b) The prohibition of using or accessing any banking accounts held by SKIP
- c) The cessation of using SKIP email domains to send or receive electronic communication
- d) The removal of the Member from any SKIP group emails
- e) A change of password to any email or banking accounts they have had access to.
- f) A plan to be implemented by the National Committee and Board of Trustees to cover the duties and responsibilities of the suspended individual.

### **5.3 Replacement of vacant National Committee Member positions**

5.3.1 In the absence, suspension, removal, resignation, or death of an elected SKIP National Committee Member or non-elected National Committee Member position, the Board of Trustees must make a decision regarding the replacement of that National Committee Member.

5.3.1.2 The Board of Trustees may decide either to:

- a) Redistribute tasks amongst the National Committee and themselves
- b) Appoint a temporary replacement pending approval by the General Assembly
- c) Hold a special election for that office at the next General Assembly meeting.

5.3.1.2.1 This decision can only be made during a Board of Trustees

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Meeting.

5.3.2 In the event that the Board of Trustees appoints a temporary replacement, the next General Assembly may vote to approve or overturn the appointment.

5.3.2.1 The elected candidate will assume office immediately, and abide by the bylaws until such time as they complete their term of office or are removed by the General Assembly.

5.3.3 In the event that the Board of Trustees takes the decision to have a special election for a vacant position at the next General Assembly Meeting, then the election may take place at either the Spring Meeting or the Autumn Meeting or at an interim General Assembly meeting.

5.3.3.1 Candidates must fulfil all criteria for becoming a SKIP National Committee Member as stated in 5.1.2.

5.3.3.2 The elected candidate will assume office immediately upon election and will fulfil only the remainder of the current term.

5.3.4 Candidatures for General Assembly Elections must be handed in to the Chair no later than twenty-four hours before the day of the elections.

5.3.4.1 Candidates must have an opportunity to give an oral presentation the day of the election.

5.3.4.2 The election will otherwise proceed in accordance with the bylaws listed herein.

5.3.4.3 During the interim period between when the vacancy is created and the new officer is elected, the Board of Trustees may choose to appoint an interim officer to fulfil relevant responsibilities for the interim period.

### **5.4 Roles of National Committee Members**

5.4.1 The National Committee is the body responsible for the work of SKIP

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between the General Assembly Meetings, within the mandate, guidelines and decisions provided by the General Assembly and Board of Trustees.

5.4.2 The National Committee will normally be composed of 10 roles as follows:

- a) National Coordinator
- b) Volunteer Coordinator
- c) Treasurer
- d) Secretary
- e) Fundraising Coordinator
- f) Research and Development Coordinator
- g) Publicity Coordinator
- h) Training Coordinator
- i) Events Coordinator
- j) Global Health Lead

5.4.2.1 Only the following National Committee roles may be applied for either as a single candidature, or as a joint candidacy to be split between two persons: National Coordinator, Research and Development Coordinator, and Training Coordinator.

5.4.3 The term of office of all National Committee Members is one year. Before the term begins, there is a preparatory period from immediately after the General Assembly where they were elected until Autumn Meeting of that year. In this preparatory period, the respective National Committee Member shall specifically train their incoming counterpart.

5.4.3.1 The incoming National Committee Members shall be trained in strategic/operational planning and performance management at the

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Handover meeting.

5.4.3.1.1 This training will be organised by the SKIP Board of Trustees at a hand--over meeting which will take no less than two full days and take place prior to the Autumn Big Weekend.

5.4.3.2 National committee shall present their plans during the national plenary at the Autumn Big weekend after they were elected.

5.4.3.3 The office period runs from handover that year until the handover the next year. After the end of this term there is an advisory period from that handover until the next Spring Big Weekend.

5.4.3.4 National Committee Members in their preparatory and advisory periods are expected to attempt to participate in Big Weekends and to be active resource persons and, where relevant, provide their successors with their gained experience.

5.4.4 National Committee Members are not allowed to hold any other post in SKIP, except Volunteer, Group Leader of Volunteers at a Branch level or Advisor of a Branch in an Advisory role with no voting rights.

5.4.5 No individual is allowed to be a Member of the National Committee for more than three election periods.

5.4.6 All National Committee Members have representation authority in the name of SKIP in the specific field of their task.

5.4.7 Members of the National Committee must attempt to attend all General Assembly Meetings.

### **5.4.8 National Coordinator**

- a) Chair the National Committee.
- b) Call for meetings of the National Committee.

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- c) Represent SKIP to external relations and maintaining contacts, in conjunction with the Board of Trustees and other relevant National Committee Members.
- d) Delegate responsibilities to other National Committee Members where appropriate
- e) Develop short-term strategies for the work and structure of SKIP, especially in relation to external organisations in conjunction with the relevant National Committee Members.
- f) Attend Board of Trustees meetings and provide a written report summarising National Committee, branch activity updates and areas of concern or need.
- g) Ensure all volunteers have completed mandatory health and safety forms prior to the departure of the summer projects

5.4.8.1 The office of National Coordinator may be held by up to two people at the same time as joint coordinators

5.4.8.1.1 This is at the discretion of voting members

5.4.8.1.2 If undertaken, the responsibilities of the role should be discussed and divided between coordinators in discussion with the National Committee and communicated to the Board of Trustees

### **5.4.9 Volunteer Coordinator**

- a) Support Branches with recruitment strategies
- b) Work with the Publicity Coordinator to develop recruitment materials
- c) Coordinate the External Volunteering scheme
- d) Support Branches in improving volunteer welfare and debriefing and

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developing and conducting appropriate training and resources

- e) Assist in communicating with volunteers and ensuring they are fully registered as SKIP Members annually
- f) Working in partnership with the Board of Trustees Secretary to create and maintain the SKIP membership database
- g) Assist in recruiting Members into the alumni scheme

### **5.4.10 Treasurer:**

- a) Be responsible for the financial administration and bookkeeping of SKIP.
- b) Be responsible for the National Committee Member bank accounts of SKIP.
- c) Present an adequate report, as decided by the Board of Trustees, on the financial situation of SKIP at every National Committee meeting and Board of Trustees meeting, when requested.
- d) Propose the budget of the next financial year to the General Assembly.
- e) Present an annual financial report in collaboration with the Board of Trustees to The Charity Commission.
- f) Review the budgets of all SKIP Branches

### **5.4.11 Secretary:**

- a) Be responsible of the administration, correspondence and archives of SKIP.
- b) Produce the minutes of the National Committee and General Assembly Meetings, and send them in due time to the Board of Trustees and Branches.
- c) Prepare and send out invitations, and other relevant information concerning General Assembly Meetings and Big Weekends.
- d) Maintaining the contact between the Branches and the National Committee

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- e) Inform Branches that they have changed Membership status or have been excluded from SKIP immediately after the General Assembly Meeting.
- f) Inform candidates by email of the success or failure of their candidature
- g) Assist the National coordinator in constructing reports for the Board of Trustees.
- h) Be responsible for coordinating the running of the annual Blue Boy awards
  - i. Distribute nomination forms for relevant categories and later distribute all received nominations to SKIP members for voting
  - ii. Liaise with relevant individuals and working groups to collate winners of relevant categories (Trainer of the year, Intervention of the year, Fundraising event of the year, Global health award)
  - iii. Liaise with trustees to ensure funding is available for prizes
  - iv. Organise the printing of certificates for all categories and record all winners
  - v. Ensure that there is a laptop, presentation and projector available for the awards ceremony

### **5.4.12 Fundraising Coordinator**

- a) Assist the National Coordinator in constructing reports for the Board of Trustees.
- b) Advise Branches on fundraising issues
- c) Advise the Board of Trustees of external fundraising opportunities and assist in securing them

### **5.4.13 Research & Development Coordinator**

- a) Assist the National Coordinator in constructing reports for the Board of Trustees.
- b) Support the Branch Research & Development coordinators in their work

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- c) Conduct research and develop policy to advise Project Bylaws (Section 7) and Intervention guidance/policies.
- d) Design and implement the Intervention Analysis.

### **5.4.14 Publicity Coordinator:**

- a) Be responsible for the public relations and media contacts of SKIP.
- b) Increase awareness of SKIP through nationally based initiatives
- c) Advertise achievements of SKIP as a whole, its Branches and Members.
- d) Protect the image of SKIP and ensure potentially negative publicity is avoided
- e) Ensure those seeking information about the organisation can find it, and that it is up to date
- f) Provide material for publications and websites throughout the year
- g) Assist the National Committee in publicising in their roles where appropriate.

### **5.4.15 Training Coordinator**

It is the role of the Training Coordinator, in conjunction with the National Training Working Group, to:

- a) Assist Branches in designing and delivering training for Committee Members and Volunteers that is in accordance with the Bylaws, and ensuring appropriate trainers can be located. This includes the organisation of additional training events where necessary
- b) Produce annual Training Needs Analyses for each Member Organisation in conjunction with the Member Organisation, the National Committee, the Supporting Alumni and the Board of Trustees
- c) Work alongside the National Events Coordinator to organise the training for

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Big Weekends, identify and recruit suitable trainers and ensure the provision of resources (as detailed in Bylaws 12.6.1)

- d) Responsible for ensuring training certificated are issued to all SKIP members who attend the Big Weekends
- e) Organise, publicise and recruit trainers for the Project Management training days and the Project Coordinator training day
- f) Liaise with the Supporting Alumni to ensure that two Training New Trainers days are organised per year
- g) Work alongside the Board of Trustees to ensure that incoming National Committee Members receive sufficient training and handover

### **5.4.16 Events Coordinator**

- a) Be responsible for announcing method of election. Elections shall run in accordance with section 3.12
- b) Responsible for communicating the location of National Big Weekends and General Assemblies to all Branches, SKIP National Members and Board of Trustees Members. This must be at least three months prior to the event
- c) Responsible for liaising with the host Committee to:
  - i. Secure venue, including rooms with appropriate facilities, for National Big Weekends and General Assemblies
  - ii. Arrange accommodation for delegates for National Big Weekends and General Assemblies
  - iii. Arrange provision of food and drink for delegates throughout the day at National Big Weekends, excluding dinner and evening social
  - iv. Arrange evening social activities for delegates at National Big

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### Weekends and General Assemblies

- d) Liaise with National Publicity Coordinator and Host Committee to publicise National Big Weekends to all SKIP Members and relevant observers
- e) Be responsible for communicating all relevant information on National Big Weekends and General Assemblies to all Branches, SKIP National Members and Board of Trustees Members
- f) Liaise with National Training Coordinator and Board of Trustees to ensure provision of appropriate facilities and resources for National Big Weekends
- g) Liaise with National Treasurer and Board of Trustees to agree budget for National Big Weekends and keep costs to a minimum
- h) Be responsible for operation of delegate registration system for National Big Weekends and General Assemblies

### **5.4.17 Global Health Lead**

- a) Responsible for liaising and communicating with Medsin and other Medsin affiliated activities
- b) Responsible for ensuring SKIP is represented at National and Regional Medsin events when SKIP is invited to attend. The Global Health Lead may ask other SKIP members from the National Committee, Board of Trustees or Branch Committees to attend on their behalf if they are unavailable
- c) Ensure learning and action points from Medsin meetings and events are fed back to the National Committee at National Meetings
- d) Develop a policy statement strategy to ensure SKIP can advocate without causing damage to our image or our relationship with collaborating organisations or external contacts
- e) Develop policy statements, in conjunction with the rest of the National

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Committee, to be voted on at SKIP General Assemblies

- f) Work with the National Publicity Coordinator and Medsin to advocate for causes as agreed at SKIP General Assemblies
- g) Work with the National Coordinator and National Events Coordinator to ensure there is a focus on Global Health Education at SKIP Big Weekends

5.4.18 The National Committee can delegate tasks to others. Any National Committee Member can propose to delegate one of their personal tasks to another person. The National Committee has to take a decision about this. The National Committee Member to whom this task belonged will remain responsible themselves for this task at all times.

### **5.5 Regulations for National Committee meetings**

5.5.1 The National Committee shall meet at least five times per year, not including the Handover meeting. One of the meetings shall be in conjunction with the General Assembly Meeting.

5.5.2 The Quorum for a National Committee meeting is half the total number of National Committee Members.

5.5.3 All National Committee Members have one vote each at the National Committee meeting.

5.5.4 The National Committee takes decisions with a simple majority or three votes in favour, whichever is the greater.

5.5.5 Presence shall preferably be physical presence.

5.5.5.1 Alternatively, presence can be by video conferencing, telephone connection or direct internet connection in such a way that the discussions can be followed continuously without interruption and direct input can be given.

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5.5.6 An agenda for the National Committee meeting shall be sent out at least two days before the meeting.

5.5.6.1 The agenda for the National Committee meeting shall contain at least the following points:

- a) Adoption of the past National Committee minutes
- b) Activity reports by the National Committee Members
- c) Financial report by the Treasurer

5.5.7 National Committee Members who cannot attend have to inform the other National Committee Members and submit their activity report in writing.

5.5.8 National Committee Members who are not present can submit written proposals in advance.

5.5.9 Minutes shall be taken which comprise a summary of discussions, decisions taken, and reports presented.

5.5.9.1 These minutes are to be made available to all National Committee Members and Board of Trustees Members within one week of the end of the meeting.

5.5.9.2 Minutes are to be made available to all Branches if requested.

5.5.10 Participants of National Committee meetings are SKIP National Committee Members.

5.5.11 Only the National Committee and Board of Trustees may allow observers to be present at National Committee meetings.

5.5.12 Observers of National Committee meeting are:

- a) Board of Trustees Members
- b) Invited Guests

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### c) External Advisors

5.5.13 All participants have both speaking and proposing rights during the National Committee meetings.

5.5.14 Observers have neither speaking nor proposing rights, unless given by the National Committee.

## 5.6 Overruling a National Committee decision by the Board of Trustees

5.6.1 A decision of the National Committee can be overruled by the Board of Trustees for the following reasons:

- a) When the decision will result in an illegal or criminal offence
- b) When the decision violates the Constitution or Bylaws
- c) When the decision violates decisions of the General Assembly
- d) When the decision is beyond their mandate as specified in the Constitution or Bylaws
- e) When the decision has risk of significant harm to the reputation and/or security of the charity

5.6.2 Procedure for overruling a National Committee decision:

5.6.2.1 Any Member Organisation of SKIP may inform the Board of Trustees of any decision of the National Committee for the important reasons listed above. The Board of Trustees will then be responsible for investigating such claims.

5.6.2.2 In the event that the Board of Trustees determines that the National Committee has committed the offences described above the Board of Trustees shall overrule this decision and must notify all SKIP National Members and Branches of their findings within one week of their decision.

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## **Section 6: SKIP Board of Trustees**

### **6.1 General**

6.1.1 All bylaws pertaining to the Board of Trustees are to supplement the governance laid out in the Constitution and may not usurp or supersede it.

6.1.2 The Board of Trustees will be responsible for the overall strategic vision and direction of the charity, leading on organisational development, and in ensuring the charity is compliant with all legal and financial requirements

### **6.2 Appointment**

6.2.1 Full details of the definition, appointment and regulation of the Board of Trustees is defined in the constitution

6.2.2 Trustees are appointed to a Term of Office of 3 years

6.2.2.1 Following appointment, the Board of Trustees will delegate roles and responsibilities for that year of office, and review this allocation annually.

6.2.2.2 Following an initial 3-year Term of Office, a Trustee may apply for reappointment for a further 1 -3 years

6.2.3 The Board of Trustees must fulfill the responsibilities in the following roles:

- a) Chair
- b) Secretary
- c) Treasurer

#### ***6.2.4 Selection Panel***

6.2.4.1 A selection panel will be appointed to conduct the application process

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6.2.4.2 The selection panel must consist of one External representative, one Trustee and one National Committee Member; and will aim to include one Branch representative

6.2.4.3 Members of the selection panel will be nominated annually

6.2.4.3.1 All nominated selection panel members must be available for interview

6.2.4.3.2 One External representative will be nominated and invited to sit on the selection panel by the Board of Trustees.

6.2.4.3.2.1 Any Trustees with a conflict of interest must not be involved in this decision.

6.2.4.3.3 One Trustee will be nominated through group consensus of the Board of Trustees.

6.2.4.3.3.1 Any Trustees with a conflict of interest must not be nominated or involved in this decision.

6.2.4.3.4 One National Committee Member will be nominated through group consensus of the National Committee.

6.2.4.3.4.1 Any National Committee Members with a conflict of interest must not be nominated or involved in this decision.

6.2.4.3.5 One Branch representative will be chosen at random from eligible submissions of interest.

6.2.4.3.5.1 A Branch representative must be a current committee member of a SKIP Branch.

6.2.4.3.5.2 Any Branch representatives with a conflict of interest will not be eligible to be a member of the selection panel.

### **6.2.5 Selection process**

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6.2.5.1 A call for applicants will be made at the Autumn Big Weekend

6.2.5.2 Application forms and details of the full application process, including interview date and location, will be distributed via online platforms at the Autumn Big Weekend.

6.2.5.3 Completed application forms should be submitted no later than four weeks after the Autumn Big Weekend.

6.2.5.3.1 Trustees must be informed of any extenuating circumstances prior to this deadline.

6.2.5.3.1.1 Trustees will consider each circumstance on an individual basis and may allow an extension to this deadline.

6.2.5.3.2 Candidates should provide two suitable references to support their application.

6.2.5.4 Candidates will be shortlisted for interview by a nominated selection panel.

6.2.5.4.1 Submitted applications will be anonymised by an appropriate Trustee who is not a member of the selection panel.

6.2.5.4.2 Anonymised applications will be considered by the selection panel against the person specification using a pre-defined marking criteria.

6.2.5.4.3 Candidates will be awarded a score for their application calculated from the average of the scores awarded by individual selection panel members.

6.2.5.4.4 All candidates will be informed of the outcome of the shortlisting process within two weeks of the application deadline.

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6.2.5.5 Shortlisted candidates will be invited to a face-to-face interview conducted by the nominated selection panel.

6.2.5.5.1 Interviews will be held on a weekend in January.

6.2.5.5.2 Shortlisted candidates are required to confirm their attendance within one week of receiving an offer for interview.

6.2.5.5.3 The selection panel must be informed of any extenuating circumstances within one week of receiving an offer for interview.

6.2.5.5.3.1 The selection panel will consider each circumstance on an individual basis and may offer alternative arrangements for interview.

6.2.5.6 Interviews will be conducted by the selection panel to be led by the external chair.

6.2.5.6.1 Interviews will be conducted using a pre-defined semi-structured interview questionnaire.

6.2.5.7 Shortlisted candidates will be awarded an interview score by consensus of the selection panel using the pre-defined marking criteria.

6.2.5.8 Each candidate will be awarded a final score by combining the scores allocated at the application form and interview stages.

6.2.5.9 Candidates will be ranked based on final score. The highest-ranking candidate will be appointed.

6.2.5.9.1 Candidates may only be appointed if they achieve or surpass the predefined threshold score for appointment.

6.2.5.9.2 In the event of a draw in final score, the selection panel will collectively rescore those candidates' interviews as per bylaw 6.2.3.6.

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6.2.5.9.2.1 In the event of a second draw, the chair will hold the deciding vote.

6.2.5.10 All interviewed candidates will be informed of the outcome of the application process within two weeks of the interview.

6.2.5.10.1 Feedback for interviewed candidates will be provided on request.

### 6.3. Responsibilities

#### ***6.3.1 Overall accountability and governance:***

- a) Be effective, accountable and responsible and use reasonable care and skill in their work as Trustees; using their personal skills and experience as needed to ensure that the charity is well-run and efficient
- b) Ensure the Board of Trustees functions effectively and acts with integrity, avoiding any personal conflicts of interest
- c) Trustees have, and must, accept ultimate responsibility for directing the affairs of a charity; ensuring that it is solvent, well-run whilst delivering the charitable outcomes for the benefit of the public for which it has been set up.
- d) Ensure that the charity complies with charity law and with the requirements of the Charity Commission and Office of the Scottish Charity Regulator; in particular ensuring that the charity prepares reports on what it has achieved, Annual Returns and accounts as required by law
- e) Ensure that the charity remains independent and does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objectives set out there
- f) Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity

### **6.3.2 Sustainability and risk management:**

- a) Identifying risks arising from its activities and managing those risks is important in helping to ensure that the charity achieves its strategic aims and objectives
- b) Problem solving and acting upon incidents within the organisation and projects
- c) Maintain a good knowledge of developments in health and safety and child protection issues; ensuring relevant policies and practice are in line with relevant legislation
- d) Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
- e) Ensuring that no activities are undertaken by any SKIP member which might place the charity's funds, assets, reputation, members or beneficiaries at risk
- f) Trustees should have regard to the impact of their charity's activities on the environment. They should consider ways in which their charity can take an environmentally responsible and sustainable approach to its work which is consistent with its purposes, even when its purposes are not specifically related to the environment.

### **6.3.3 Strategy and vision:**

- a) Trustees are responsible for setting the charity's strategic aims, objectives and direction
- b) To determine organisational strategy and structure and to monitor organisational performance
- c) To promote and safeguard the mission, vision, values and ethos of SKIP
- d) To supervise the development and execution of policy and strategy, ensuring the charity as a whole delivers its defined outcomes

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- e) Consider getting external professional advice on all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties
- f) Trustees should find out what work is being done by similar organisations working in the same area. Trustees should try to collaborate with other charities and avoid duplicating their efforts

### **6.3.4 Membership:**

- a) Keep clear records of the charity's membership and ensure support and relevant information is accessible by those members
- b) Seek and act upon feedback from the general membership
- c) Should liaise well and develop positive relationships with the national committee and supporting alumni and, where appropriate, branches and volunteers

### **6.3.5 Financial Management and Fundraising:**

- a) Support the development and monitoring of National and Branch fundraising
- b) Ensuring the charity remains solvent
- c) Ensuring that the charity's funds and assets are used effectively, ethically and in line with both internal and external regulations and legislation, and only in furtherance of the charity's objects
- d) Take special care when investing the charity's funds or when borrowing funds for it to us

## **6.4 Roles**

6.4.1 Following election the Board will ensure division of roles amongst themselves. Each Board member will have support, management and reporting requirements in

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relation to Supporting Alumni Working Groups, National Committee activities and Branches.

6.4.1.2 Following trustee consensus, parts of these roles and responsibilities may be delegated to nominated Supporting Alumni roles. Trustees will be responsible for supervising those in the role of Supporting Alumni.

6.4.2 Roles are defined as below:

### **6.4.2.1 Chair**

- a) Lead the board to outcomes and action
- b) Support and follow up with Trustees and NC
- c) Strategically plan meeting and annual agendas, as well as set and monitor deadlines
- d) Lead the Board in short and long term strategic planning and monitoring
- e) Collate reports and feedback from all levels of charity and present to the Board for analysis and action
- f) Act as a figure head for the charity externally
- g) Facilitate communication with the NC
- h) Hold the Board accountable to the charity's members and the public, including the Charity Commission and the Scottish Charity Regulator
- i) Encourage the Board to work by the values, objects and guidance set out in the governing documents
- j) Ensure insurance is obtained annually

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- k) Ensure the availability of an external chair for general assemblies and that SKIP is in line with constitutional objectives

### **6.4.2.2 Secretary**

- a) Manage internal and external board communications, including managing social media platforms
- b) Document, organise and archive charity governing documents, policies, forms, templates, reports and minutes
- c) Work with the National Secretary and Publicity Coordinator to achieve sub clauses: 6.4.2.2 a), b) and e)
- d) Assist the chair in managing Board meetings
- e) Ensure registration is complete for all members of SKIP annually
- f) Utilise the membership management system to establish automated systems for audit
- g) Assist the chair in setting the agenda, taking minutes and ensuring appropriate and timely updates of the bylaws and constitution
- h) Responsible for updating communications strategy annually and regulating all social media, press releases and other features of SKIP's corporate identity

### **6.4.2.3 Training Lead**

- a) Ensure all members have appropriate training, including the core training topics which are outlined in the corresponding Bylaws
- b) Develop a training log for SKIP trainers and members to track their attendance and completion of training

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- c) Manage the SKIP training network and recruitment and training of new trainers
- d) Chair the Training Working Group and recruit and manage suitable supporting alumni
- e) Develop systems to manage and support volunteer welfare
- f) Work closely with National Training, Global Health Lead and Volunteer & Welfare Coordinators

### ***6.4.2.4 Research and Development Lead***

- a) Manage the working group for research and development, and provide subsequent training for supporting alumni in this working group
- b) Identify areas of inefficiency, effectiveness and low impact and facilitate the development of policies, guidance, strategy and bylaws to address these issues
- c) Lead impact assessment evaluation of the organisation as a whole
- d) Lead development of relevant resources to improve research, development and impact assessment processes.

### ***6.4.2.5 Mentorship and Negotiations Lead***

- a) Oversight and training of branch mentors
- b) Development of training and policy in relation to overseas relations management and negotiations
- c) Ensure any significant emerging branch issues are brought forward for investigation and action
- d) Ensure mentors are kept up to date

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- e) Provide support with any difficult negotiations, where necessary
- f) Ensure mentors are able to support all areas of project related activity
- g) Responsible for reviewing MOUs

### **6.4.2.6 Health & Safety and Child Protection Lead**

- a) Collate and review incident report forms annually
- b) Responsible for seeking external advice regarding child protection
- c) Review incident report processes
- d) Coordinate a review of branch contingency plans and risk assessments
- e) Work with Research and Development Lead to develop guidance regarding reporting incidents and contingency planning
- f) Analyse, summarise and ensure action is taken for each incident on a yearly basis; as well as ensuring feedback is given to Branches on each incident
- g) Liaise with mentors for organised debriefs

### **6.4.2.7 Fundraising Lead**

- a) Support branches with fundraising encouraging dissemination of ideas between branches
- b) Monitor branch fundraising to ensure they are acting within the law and SKIP constitution, bylaws and policies
- c) Ensure the Fundraising total is updated every year through liaising with the National Treasurer

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- d) Oversee online fundraising platforms
- e) Provide training on fundraising at Big Weekends
- f) Research opportunities for branch and National funds

### **6.4.2.8 Treasurer**

- a) Take overall responsibility for the development and submission of SKIP's annual budgets and accounts
- b) Ensure training and resources are developed and delivered to assist National and Branches with maintaining good financial practice
- c) Support the National Treasurer in delivering their role effectively
- d) Responsible for the collation of Gift Aid forms, submitting them and ensuring tax refunds are returned to Branches
- e) Responsible for continuing to research, and be familiar with, the most recent requirements of the Charity Commission
- f) Responsible for liaising with the Charity Commission and other externals on matters pertaining to finance
- g) Responsible for the production of up to date SKIP financial policies and protocols
- h) Responsible for an annual audit of accounts
- i) Liaise and communicate with the appointed accountant with regard to the submission of the total year end accounts that will be submitted to the Charity Commission and OSCR
- j) See section 9.3.2 of the current Bylaws for further detail

### **6.5 Commitments**

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6.5.1 The minimum commitments expected of an active Trustee are as follows:

- a) Minimum of 3 face to face Board meeting a year, in person or via web-conferencing
- b) Attendance of the Annual General Meeting (otherwise known as the Spring General Assembly)
- c) Attendance of online meetings of the Board
- d) Presence at National handover (minimum of 3 Board members)
- e) Preferable to attend National conference, if available
- f) Email notification of absence if unavailable for more than 3 days
- g) Respond to direct requests for action within 3 days
- h) Dedicate approximately 2 hours per week, on average, on SKIP duties with variations depending on your role and time of year
- i) Provide a profile for the website
- j) Provide written or verbal reports for all Board of Trustee meetings
- k) Provide role specific contributions to the annual and quarterly reports
- l) Contribute to the carrying out of the overall strategy and vision for the charity as a whole, in addition to role specific strategy and vision
- m) Provide training to National Committee, Supporting Alumni and Branches when required
- n) May be required to assume on call responsibilities during summer project
- o) All Trustees will be expected to prioritise the interests of the charity over personal interests when planning and allocating their workload

### 6.6 Communications

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### **6.6.1 Internal Communication**

6.6.1.1 The Board will be expected to utilise the following methods to maintain good flow of information amongst the Board members, and within the charity as a whole:

- a) Board google group and Trustee/NC google group for generic issues and discussions
- b) Monthly branch and National Committee update communicated between National Committee and Chair and circulated to the Board of Trustees, with receipt of acknowledgement and appropriate action taken by the Chair.
- c) All minutes accessible to members
- d) Quarterly reports
- e) Chair should provide responses to National Committee minutes
- f) All Board members and supporting alumni will be required to submit a quarterly update before each meeting
- g) Should provide a quarterly update for the website

### **6.6.2 External Communication**

6.6.2.1 To improve external relations and public accountability and image the Board will be responsible for organizing the following external communications:

- a) Social media use
- b) Publishing annual reports
- c) Press releases

## **6.7 Reports and Planning**

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6.7.1 The Board of Trustees will be required to provide the following reports:

- a) 5-year strategic plan
- b) Annual strategic plan
- c) Annual charity report
  - i. Incidents summary and actions taken
  - ii. Membership audit (numbers and who has ticked all the boxes, attended training and events etc.)
  - iii. Budget, funding (needs and successes) and accounts
  - iv. Summary of changes to policy, bylaws and guidance
  - v. Impact assessment/R&D review
  - vi. Board strategy and objectives achieved or not (reflection on strategic)
  - vii. Branch summaries (from mentors)
  - viii. National Committee report
  - ix. Identification of priorities for year ahead
  - x. Analysis and summary of feedback from mentors
  - xi. Highlight major achievements of the year
  - xii. Photographic images
  - xiii. I Ahmad fund review
  - xiv. Blue boy awards review
  - xv. Big Weekend reports

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- xvi. General Assembly report
- d) Synopsis of annual report for funders and alumni etc.

### 6.8 Removal

6.8.1 Members of the Board of Trustees may be suspended or removed from office by:

- a) Vote of no confidence by the General Assembly
- b) Vote of no confidence by the Board of Trustees which must then be ratified at the following General Assembly
- c) Any breach of the Constitution

6.8.2 A vote of no confidence may be proposed by any registered and paid member of the charity and must be seconded.

6.8.3 The person(s) proposing the vote of no confidence should provide reasons for the proposal.

6.8.4 The Trustee being voted on should have the right to reply prior to the vote

6.8.5 The vote will be done by usual voting rules, as outlined in the corresponding Bylaws

### 6.9 Supporting Alumni

**6.9.1 Definition:** Supporting alumni are members who have volunteered to assist the Board of Trustees in carrying out their duties and currently hold no other roles within SKIP.

#### **6.9.2 Appointment:**

6.9.2.1 Supporting alumni intended for roles other than mentoring will be recruited through the following process:

- a) The Board of Trustees will identify necessary new supporting alumni roles, current alumni roles which will become vacant and current alumni roles which are no longer required.

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- b) Vacant roles will be advertised in advance of the General Assembly.
- c) Applicants will be invited to submit an application form, and will be invited to an online semi-structured interview with one Trustee and one National Committee member on the panel.
- d) The interview panel will make a recommendation to the Board of Trustees, who will approve or reject the recommendation by simple majority.

6.9.2.2 Supporting Alumni will be appointed for an initial term of 3 years, unless otherwise specified during the recruitment process.

6.9.2.3 Supporting Alumni wishing to continue in their role will need to re-apply for a further term 1-3 years.

### ***6.9.3 Rights and Responsibilities***

6.9.3.1 Supporting alumni are not members of the Board of Trustees and therefore are not beholden to the same rights and responsibilities

6.9.3.2 Supporting alumni have an open invitation to all SKIP National Events and Board of Trustees meetings, and consequently hold speaking and proposing rights at General Assembly and Board of Trustees Meetings, but do not hold voting rights

6.9.3.3 Supporting alumni may be entrusted to carry out the following Board of Trustees activities:

- a) To mentor Branches
- b) To promote and sustain external publicity and fundraising to support the organisation and its activities
- c) To undertake a specific task or Project that will benefit and/or support the organisation and is in line with the Board of Trustees Framework for Action/Objectives
- d) To provide training on a local and national level as appropriate to their level of experience

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6.9.3.4 Supporting Alumni are not required to attend SKIP National Events except where taking on the role of Branch mentorship, in which case they must comply with bylaws 6.10

6.9.3.5 Supporting Alumni are required to provide reports for Board of Trustees meetings and General Assemblies where requested.

6.9.3.6 Supporting Alumni are considered SKIP Members and as such should register for Membership annually and comply with the SKIP bylaws and constitution.

6.9.3.7 Supporting Alumni may not make decisions on behalf of SKIP or the Board of Trustees without prior approval.

### **6.9.4 Communication**

6.9.4.1 Supporting Alumni are encouraged to contact the Board of Trustees directly for any advice, queries or to raise issues.

## **6.10 Branch Mentoring**

6.10.1 Each Branch will be provided with a mentor

6.10.1.1 A Branch Mentor may be a Member of the Board of Trustees or specially commissioned Supporting Alumni with relevant background and skills. They must meet the following eligibility criteria:

- a) Minimum of 2 years on SKIP Committees (including minimum of 1 year as Project Coordinator or on National Committee)
- b) Previous attendance to Big Weekends and General Assemblies
- c) Knowledge and experience of the SKIP project cycle
- d) Intention to engage with branch mentoring for at least 3 years in their first term

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6.10.1.2 All Branch Mentors will be invited to join the Branch mentor google group where they will receive updates of any matters specific to mentoring.

6.10.2 The purpose of Branch Mentoring is to:

- a) Provide longer term overview and support, aiding continuity and development
- b) Support the work of the Branch Buddy scheme
- c) Ensure the Board of Trustees is kept up to date and informed of Branch activities and progress

6.10.3 Branch Mentors will be appointed through an application process prior to the General Assembly

6.10.3.1 The number of Mentor positions available will be publicised in advance, following discussions with current Branch Mentors regarding their intentions to continue in their roles

6.10.3.2 The Board of Trustees will assess suitability of applications using the eligibility criteria

6.10.3.2.1 Those felt not to meet the eligibility criteria will be informed and offered justification and opportunity to discuss the decision with a Trustee

6.10.3.2.2 Those that meet the eligibility criteria will be put forward to the General Assembly where a vote will be held

6.10.3.2.3 A Mentor will be elected to a 3-year term. Following this, they are eligible to reapply for a further term between 1 to 3 years. No restrictions are placed on the number of terms a Mentor may serve

6.10.3.2.3.1 A Mentor must state the numbers of years they wish to reapply for within their application

6.10.4 Each Branch Mentor must comply with the following responsibilities:

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- a) Support branches in the creation and implementation of sustainable projects underpinned by a clear long term strategic plan
- b) Support branches in the creation and implementation of their annual project plans through regular contact and formal feedback
- c) Ensure an effective branch committee handover
- d) Offer advice as necessary throughout the year, particularly in the areas of:
  - ii. Negotiating Memorandums of Understanding
  - iii. Ensuring sustainable interventions
  - iv. Optimising internal and external relationships
  - v. Provision of effective branch committee handover
  - vi. Monitoring and evaluation
  - vii. Understanding and engaging with SKIP's governance
- e) Meet with Branches in the UK once per year. If unable to do so, send someone in proxy who must in turn provide feedback on the progress and status of the Branch
- f) Attend annual handover weekend in order to support national committee branch buddy handover and participate in the Branch Mentor specific training stream
- g) Engage in regular communication with the person responsible for managing the mentor team, and respond to requests for updates on their activities
- h) Take responsibility for tasks felt to be appropriate for Branch Mentors to carry out, as decided by the Board of Trustees.

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i) Provide notice of their intentions for the following SKIP year at least 1 month in advance of the annual recruitment process, in order for succession planning to be carried out.

6.10.5 If concerns are identified about Mentor performance, they will be addressed by the Trustee for Mentorship and Negotiations, with support from the Board of Trustees

6.10.5.1 Concerns about Branch Mentor performance will at first be addressed through attempts to support Branch Mentors in their current position, however, if this is not successful, Branch Mentors may be asked to step down

6.10.5.1.1 If Branch Mentors wish to continue in their role in which they are underperforming, the Board of Trustees may remove them by simple majority.

6.10.6 In the absence, suspension, removal, resignation, or death of a Branch Mentor the Board of Trustees will make a decision regarding the provision of mentorship to the Branch in question. This will be led by the Trustee for Mentorship and Negotiations

6.10.6.1 The Board of Trustees may decide either to assign responsibility of mentorship to a Trustee or existing Branch Mentor, or to appoint a new Supporting Alumni to mentor the Branch

6.10.6.1.1 If the decision is taken to appoint a new Branch Mentor outside of the annual Branch Mentor recruitment process, a Mentor that meets the eligibility criteria may be appointed directly by the Trustee for Mentorship and Negotiations, with the support of a simple majority from the Board of Trustees

6.10.6.1.1.1 The newly appointed Branch Mentor will have provisional status until the next General Assembly, where a vote will be held to approve or overturn the appointment

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## **Section 7: Projects**

### **7.1 General**

7.1.1 A project is defined as any activities conducted overseas that serve to further SKIP's charitable objectives.

7.1.2 Projects are to be conducted in conjunction with Collaborating Organisations. Such working relationships are to be laid out in written Memorandums of Understanding (see 7.2.3).

7.1.3 SKIP projects and interventions should be planned and implemented in a reasoned and sensitive manner.

7.1.4 The National Committee and Board of Trustees retain the right to suspend projects each year for a period of 1 year, following protocols listed in 7.4.11 (Project suspension).

7.1.5 The National Committee and Board of Trustees will only accept projects that are in-line with all bylaws in this document.

7.1.6 Each Branch may only work on one project at any one time, except with the permission of the Board of Trustees.

### **7.2 Collaborating Organisation**

7.2.1 A Collaborating Organisation is a local group who take on joint responsibility for the project, as defined in the Memorandum of Understanding.

7.2.1.1 To qualify as a "local group" they must have humanitarian aims and objectives targeting the local population with a defined structure, a clear method of financial regulation and access to adequate resources for communication.

7.2.2 A proposal to work with a Collaborating Organisation must be submitted to the National Committee and Board of Trustees in line with the guidance document:

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Developing and maintaining relationships with externals. It should contain as much of the following information as possible:

- a) Official title of organisation
- b) Type of organisation
- c) Any registration
- d) Regulations they are governed by
- e) Key contacts and their contact details
- f) Infrastructure of organisation (including decision---making processes)
- g) Stability of infrastructure
- h) Governing documents
- i) Transparency: accounts and minutes published?
- j) Length of time established
- k) Values as an organisation
- l) Mission aims and objectives
- m) Other organisations they work with
- n) Main sources of income
- o) Current/past projects
- p) Types of activity
- q) Yearly schedule: when are they busy?
- r) Any times they have been unable to function and reasons for this
- s) Consultation with beneficiaries/community

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t) Concerns over risks/security they may have

7.2.3 A written Memorandum of Understanding (and any amendments or updates) must be signed by an appropriate person with authority in the Collaborating Organisation, an approved representative of the SKIP Branch and a member of the SKIP Board of Trustees.

7.2.3.1 The Memorandum of Understanding should be reviewed on an annual basis. A copy should be held by all signatories and a copy must be available to all Members of the organisation at all times.

7.2.4 A written Memorandum of Understanding must be written in accordance with guidance document: Developing and maintaining relationships with externals.

### 7.3 Interventions

7.3.1 Branches considering the implementation of a new intervention must:

- a) Consult bylaws 7.3.3 and 7.3.4 to see if the intervention is permitted within the current remit of SKIP.
- b) Conduct a Root Cause Analysis with the input of the whole Branch Committee, using appropriate supporting SKIP documentation relevant to project stage.
- c) Seek the advice of Branches who implement similar interventions. This can be done by e-mailing National Research & Development Coordinator.
- d) Consult the Collaborating Organisation and any relevant community partners or representatives to discuss need, feasibility and their potential input.
- e) Conduct an initial literature review to find any evidence for or against different designs or models for such an intervention. Include outcomes of these in the in the baseline data section of the Monitoring and Evaluation forms and upload all relevant documents.
- f) Include these interventions in the Interventions Overview section of GDrive.

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They will then be accepted or rejected upon consideration by the National Committee and Board of Trustees.

7.3.2 All interventions require volunteers to be adequately trained as outlined in Section 12.

7.3.3 The following list of interventions can be proposed and subsequently implemented by SKIP Branches with the National Committee and/or Trustee approval of their Interventions, Root Cause Analysis, Training Plans and Monitoring and Evaluation documents.

### ***7.3.3.1 Health promotion, where:***

- a) Health promotion is defined as activities that are aimed at enhancing individual control over health status and motivation to adopt healthy behaviours taking into account local culture, context and need. This includes, but is not limited to, health education seminars, lessons and workshops.
- b) The knowledge and skills to be imparted are held by SKIP volunteers, except where imparted by external experts. This should be done with informed content and methodology agreed upon at a Branch level.

### ***7.3.3.2 Education, where:***

- a) Education is defined as activities aimed at further developing the knowledge and skills of the children and local communities in line with local curriculum and cultural context, after consultation with experts.
  - i. Knowledge, skills and resources may also be provided to members of teaching or training staff, parents or other community members, in order to sustainably achieve the aims set out in (a) and (b)

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- b) The knowledge and skills to be imparted are held by SKIP volunteers, except where imparted by external experts. This should be done with informed content and methodology agreed upon at a Branch level.

### **7.3.3.3 Development of practical health activities, where:**

- a) A practical health activity is one where a procedure or activity relating to health behaviours is introduced or developed along with the Collaborating Organisation to the benefit of the community
- b) This may include tooth---brushing, hand---washing and sanitation practises.
- c) These are done in conjunction with health promotion as defined in bylaw 7.3.3.1 but are not in themselves solely concerned with theory

### **7.3.3.4 Creative activities, where:**

- a) Creative activities are defined as music, dance, art, drama and non---agricultural gardening. These should be conducted in a culturally sensitive manner

### **7.3.3.5 Sports and games, where:**

- a) National Committee and Board of Trustees accept that these are covered in the Health and safety tool.

### **7.3.3.6 Teaching of basic first aid, where:**

- a) Basic first aid is defined as identifying and treating simple wounds or injuries. It must be within the capacity of the community and appropriate resources must be available to carry out the procedures taught
  - i. Basic first aid does not include topics such as CPR

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- b) There should be evidence of appropriate external local consultation
- c) A need has been identified by the local community and Collaborating Organisation
- d) The knowledge and skills taught are held by the SKIP volunteers, except when they are to be imparted by external experts
- e) Volunteers are adequately trained and confident in delivering the intervention
- f) All content is appropriate for the resources and health systems available for the participants
- g) Appropriate resources and written materials are provided for those involved in the training

### **7.3.3.7 Capacity building, where:**

- a) Capacity building is to be defined as strengthening, advocating for, empowering and/or training members of any of the following community groups:
  - i. Youth groups
  - ii. Women's groups
  - iii. Men's groups
  - iv. Support groups e.g. HIV support groups
  - v. Groups by location
  - vi. The Collaborating Organisation
  - vii. Translators and Counterparts

7.3.3.7.1 The ethos and principles of the group are broadly in---line with

SKIP's own ethos and principles.

7.3.3.7.2 The Branch must consider and respect cultural sensitivities and beliefs that may be different from their own. Sessions or workshops of this nature must encourage open debate and critical thinking, rather than preaching, to allow individuals to reach their own informed decisions and opinions.

7.3.3.7.3 The use of SKIP funds to strengthen such groups may be considered if done so with careful analysis of the aims of such donations and potential repercussions of doing so. Permission from National Committee and Board of Trustees must be sought.

7.3.3.7.4 We are working with pre-existing groups or developing new groups in conjunction with relevant and informed externals.

7.3.3.7.5 The knowledge and skills to be imparted are held by SKIP volunteers, except where imparted by external experts. This should be done with informed content methodology and cultural context agreed upon at a Branch level.

### ***7.3.3.8 Translators and Counterparts, where:***

- a) A translator is an external who may be asked to participate in interventions in order to aid communication. A counterpart is an external who may be asked to participate fully in interventions alongside SKIP volunteers.
- b) Translators and counterparts that are volunteering their time are not volunteering for SKIP, they are volunteering for the Collaborating Organisation
- c) There should be an effort to recruit translators and counterparts from the local area

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- d) Every effort should be made to deliver lessons in local language
- e) Efforts should be made to build the capacity of translators and counterparts to lead lessons where appropriate.
- f) SKIP Branches are encouraged to view translators and counterparts as groups for capacity building

### ***7.3.3.9 Designing and/or improving care programs for children, where:***

- a) There is evidence of appropriate external consultation
- b) There are plans to link with NGOs working on the ground that have the means and skills to assist SKIP, including evaluation of intervention and promotion of sustainability
- c) If appropriate, there is consultation with SKIP Alumni with professional therapeutic experience
- d) There has been careful consideration given to avoiding institutionalisation or creating a need, and the role of SKIP in advocating for the rights of the children we work with
- e) Children are already provisionally being cared for in a defined location
- f) The Collaborating Organisation is receptive to assist or input on such matters
- g) Aspects of the plans are within the skills base of SKIP volunteers (where there is a need beyond our capabilities we may facilitate the input of appropriate expertise until the Collaborating Organisation are capable of ensuring sustainability of skill---specific care).
- h) SKIP volunteers may provide assistance and manpower with these activities when on Project but must ensure continuity of care year--round is achieved. Activities may include basic therapy techniques

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such as feeding, therapeutic play, stimulation and sensory play, basic massage and the promotion of function

- i) An effort is made to include healthcare student volunteers studying Physiotherapy, Occupational Therapy or other allied health professions.
- j) Volunteers are provided with details of professional debriefing services available to them on their return
- k) Care plans may be designed and developed alongside the Collaborating Organisation who will be implementing the programme throughout the year, and an effort is made to seek to work collaboratively with carers, communities and professionals on the ground to share knowledge and skills. Records must be kept in line with Bylaw 10 (Data Protection) and Collaborating Organisations should have access to Care Plans at all times
- l) Focus is on providing support to improve the ability of carers to achieve the shared goals of SKIP and the Collaborating Organisation.
- m) For the direct care of the children, primary focus should be on the promotion of function of the children, rather than improvement of their musculoskeletal movement.
- n) We are not undertaking physiotherapy, occupational therapy or any professional therapeutic service

### ***7.3.3.10 Agricultural development, where:***

- a) The SKIP intervention is purely in a funding and/or facilitative role where a need has been identified and a sustainable way of addressing that need can be achieved.
- b) Recruitment and employment of appropriate Project managers and agricultural workers is the responsibility of the Collaborating Organisation. SKIP may suggest these people, but the Collaborating

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Organisation must accept them

- c) Branches are not providing funds for the Collaborating Organisation to rent the land
- d) The agricultural development is small, manageable and proposed with a long term plan approved by the National Committee and Board of Trustees.
- e) The intervention must include an element of local education and transference of skills to work towards sustainability.

### ***7.3.3.11 Taking the children on trips into the local community, where:***

- a) Sufficient planning of the trip, including risk assessment, has been carried out, and Plans and Health and Safety Tools have been approved by SKIP National Committee and the Board of Trustees in advance
- b) There is fully documented agreement for the trip from the carers/guardians of the children
- c) There are a sufficient number of volunteers per child to ensure safety, as defined and accepted in the Health and safety tool
- d) Members of the local community (e.g. carers or parents) accompany the trip
- e) The trip is aimed to increase exposure of the children to the local community
- f) All volunteers receive appropriate risk assessment training appropriate to this bylaw

### ***7.3.3.12 Provision of shelter, where:***

- a) Provision of shelter is defined as housing for living accommodation for staff and members of Collaborating Organisation and for beneficiaries.

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7.3.4 The following list of interventions will NOT be accepted by SKIP National Committee and Board of Trustees unless evidence of appropriate external consultation on the matter is presented and the criteria defined below are fulfilled. The National Committee and Board of Trustees continue to retain the right to reject these interventions even with appropriate external consultation.

### **7.3.4.1 Nutritional Support Programmes, where:**

- a) There is evidence of appropriate external consultation
- b) Evidence of careful planning and consideration of the long and short term implications is supplied to National Committee and Board of Trustees
- c) Specific approval is given to that Branch after National Committee and Board of Trustees consultation
- d) The programme is adequately monitored and evaluated
- e) Plans for outsourcing the programme to an external are in place, realistic, and time bound with contingency planning for any programme expected to last more than one year.
- f) All money required to support the nutritional programme for the time period of one year should be raised in advance. Where money is not able to be fully raised in advance, a realistic and achievable fundraising plan must be in place.
- g) The period of time must be specified in a proposal and agreed by National Committee and Board of Trustees
- h) The decision not to act would create more harm
- i) The programme is carried out in line with the guidance document on nutritional support programmes

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- j) The programme is not intended to be the only source of nutrition for the population it is targeting.

### **7.3.4.2 One-off provision of items (e.g. toothbrushes, mosquito nets etc.), where:**

- a) There is evidence of suitable external consultation where appropriate.
- b) Evidence of careful planning and consideration is supplied to National Committee and Board of Trustees
- c) Specific approval is given to that Branch after National Committee and Board of Trustees consultation
- d) Information leaflet/education for use of provision must be supplied if required
- e) The provision of the one off item is to support a predefined sustainable intervention or any intervention covered by emergency clause

### **7.3.4.3 Participation in screening programmes, where:**

- a) There is evidence of appropriate external consultation
- b) Evidence of careful planning and consideration is supplied to National Committee and Board of Trustees.
- c) There is an achievable mechanism in place for the Collaborating Organisation to refer or treat any positive screenings in line with local law and health policy.
- d) Specific approval is given to that Branch after National Committee and Board of Trustees consultation
- e) The screening programme is in conjunction with appropriate education and predefined sustainable interventions

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- f) The contribution of SKIP is within the skills and knowledge base of SKIP volunteers.

### ***7.3.4.4 Procurement of property, facilities and services for the purpose of conducting activities in line with SKIP's charitable objects and goals, where:***

- a) There is evidence of appropriate external consultation if appropriate
- b) Evidence of careful planning and consideration is supplied to National Committee and Board of Trustees.
- c) Specific approval is given to that Branch after National Committee and Board of Trustees consultation.
- d) All funds required to support the procurement of property and facilities must be raised in advance.

### ***7.3.4.5 Teaching of advanced first aid where:***

- a) Advanced first aid is defined as activities including, but not limited to, CPR and managing more complex medical conditions.
- b) A specific need for this level of first aid has been identified by both the community and Collaborating Organisation.
- c) There is evidence of appropriate country and topic specific external consultation
- d) Evidence of careful planning and consideration is supplied to the National Committee and Board of Trustees
- e) Specific approval is given to that Branch after the National Committee and Board of Trustees consultation
- f) Where possible, appropriately accredited professionals from the Project country should lead the training.

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- g) There is evidence that the resources available to undertake First Aid there have been considered
- h) There is evidence that there are appropriate health systems available to undertake secondary care of the patient after first aid has been administered.

### **7.3.4.6 Social Investments, where:**

7.3.4.6.1 A social investment is defined as enabling a Collaborating Organisation to set up its own business, using funds or resources from a SKIP Branch. The result of this must aim to financially benefit the Collaborating Organisation, benefit the community as a whole and not conflict with SKIP's aims and objectives.

7.3.4.6.2 Social investments are permitted under the Trustees Act 2000. All Branches should refer to the charity commission guidance on this [http://www.charitycommission.gov.uk/Charity\\_requirements\\_guidance/Charity\\_governance/Managing\\_resources/casi.aspx](http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_governance/Managing_resources/casi.aspx)

7.3.4.6.3 Each potential intervention must be assessed by the National Committee and Board of Trustees and agreed to with a majority vote

7.3.4.6.3.1 External advice will be sought for each of these assessments, from one or several sources, until it is agreed there is sufficient evidence to support a decision in either direction

7.3.4.6.3.2 To facilitate assessment Branches must provide the following three documents, in collaboration with their Collaborating Organisation. These documents must outline at least the first three years of business:

- a) Business Plan- Outlining the aims and objectives of

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the intervention, both financially and through impact on the community. This must be developed through strategic planning and providing SMART goals for the intervention

- b) Profit-Loss Account- to demonstrate the long term viability of the intervention
- c) Cash Flow Forecast- to demonstrate that the business will remain solvent during its operation

7.3.4.6.3.3 These four documents will be discussed by the Board of Trustees and National Committee before social investments can be approved in the Project proposal, and should be completed in collaboration with the Collaborating Organisation.

7.3.4.6.3.4 These should be completed before fundraising towards the social investment begins, and a minimum of five months before Project begins.

7.3.4.6.4 A Memorandum of Understanding must be agreed between the Branch and their Collaborating Organisation before any money is transferred, and only once the above paperwork has been submitted and approved. It should include the terms agreed for at least the following:

- a) Amount of money and resources to be transferred
- b) The means of transferring money and resources
- c) Use of net profits of the organisation
- d) Limits to areas the business may work within

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- e) Formal evaluation strategy
- f) Monitoring timetable and contingency
- g) Defined endpoint of social investments

7.3.4.6.5 The day to day running of the business must be independent of the Branch, apart from where outside expertise is found to inform the business. However, agreements made under the terms of the Memorandum of Understanding attached to the donation of funds must be adhered to.

7.3.4.6.6 Money may only be transferred in the form of a donation. Loans from SKIP Branches will not be allowed

7.3.4.6.7 The Memorandum of Understanding should be reviewed by the Board of Trustees and National Committee and with an appropriate external Advisor.

7.3.4.6.8 Risk

7.3.4.6.8.1 It must be demonstrable that the risk to both the Branch, and others involved in the business, is as reduced as much as is possible.

7.3.4.6.8.2 Risk assessment must include:

- a) Community risk – considering existing businesses and operating organisations sponsoring similar businesses
- b) Collaborating Organisation risk
- c) Risk to SKIP at a Branch and National level

7.3.4.6.8.3 Provision of the documents required should make the risks calculated and minimised

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7.3.4.6.8.4 All money must be transferred over a time scale and in quantities that reduces risk and should have a defined endpoint.

7.3.4.6.8.5 A framework must be set up to enable monitoring of the business and adherence to the Memorandum of Understanding.

### 7.3.4.6.9 Use of Net Profits

7.3.4.6.9.1 All net profits of the business must be reinvested in the business or community interventions and used to fund the aims of the Collaborating Organisation.

7.3.4.6.9.2 This element of the business must be established in the Memorandum of Understanding before any money is transferred

### 7.3.4.6.10 Eligible Collaborators

7.3.4.6.10.1 Social investment must only be undertaken with Collaborating Organisations with recorded successful working relationships and are currently agreed to a Memorandum of Understanding with a Branch

7.3.4.6.10.2 Financial transactions must have been carried out without doubts or issues having arisen with the Collaborating Organisation in the past

7.3.4.6.10.3 Under no circumstances may a Branch collaborate in this manner with any individual or organisation with which SKIP does not hold a Memorandum of Understanding.

### 7.3.4.6.11 Community Consultation and Research of Impact

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7.3.4.6.11.1 Community consultation must be provided to ensure that community feeling is positive to the creation of a business

7.3.4.6.11.2 Evidence of similar successful scenarios must be sought.

7.3.4.6.11.3 The implementation of the intervention must be monitored over time, as outlined in the Memorandum of Understanding.

7.3.4.6.11.4 Formal evaluations performed by either party every two years, or at more regular intervals if deemed necessary.

### 7.3.4.6.12 Assessment of Proposals

7.3.4.6.12.1 Each potential intervention must be assessed by the National Committee and Board of Trustees and agreed to with a majority vote

7.3.4.6.12.2 External advice will be sought for each of these assessments, from one or several sources, until it is agreed there is sufficient evidence to support a decision in either direction

### 7.3.4.6.13 Once potential for social investment is identified;

7.3.4.6.13.1 Any Branch planning a social investment must submit a preliminary business plan (as described below) to the National Committee and Board of Trustees for approval. This must be submitted least 5 months prior to information gathering towards the social investment is undertaken with the Collaborating Organisation during the summer project.

7.3.4.6.13.2 This business plan should then be amended and the below documents created based on this information. This should

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then be submitted in preparation for implementation the following summer at the earliest as outlined in 7.3.6.6.11.3 and with advice as defined in 7.3.6.6.11.2.

### **7.3.4.7 English teaching, where:**

- a) Teaching of English is not the primary objective of the project
- b) Teaching of English is used to improve the rapport with the community and/or Collaborating Organisation in order to be able to facilitate the implementation of the other interventions of the branch
- c) There is a need specifically identified by the community or Collaborating Organisation
- d) An effort is made to ensure sustainability of teaching
- e) The aim of English teaching is not primarily for the benefit of the volunteer's communication
- f) Translators from the local community or students from the Project country agree to be present
- g) An effort is made to ensure that the promotion of English as a language is not directly or indirectly linked with promotion of adopting English-speaking culture to bylaw 7.3.4.2 Education
- h) Evidence of careful planning and consideration of the long and short term implications is supplied to National Committee and Board of Trustees – specifically looking at ethical issues such as ‘brain-drain’
- i) Evidence is shown of effort to integrate this short-term English intervention with the local curriculum, if present
- j) Specific approval is given to that Branch after National Committee and Board of Trustees consultation

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### **7.3.4.8 Assisting building work, where:**

- a) Building projects are not to be independent SKIP ventures
- b) If taking part, volunteers are covered for this specific activity by volunteer insurance as outline in Section 15 and have signed the volunteer disclaimer (which must include a clause on building work)
- c) Volunteers are trained by local builders and are providing a basic non-technical assistance role, not undertaking skill specific tasks outside of their training
- d) Recruitment of appropriate Project managers and construction employees is the responsibility of the Collaborating Organisation. SKIP may suggest these people but the Collaborating Organisation must accept them
- e) Any building work must be negotiated prior to SKIP's involvement within a separate Memorandum of Understanding between SKIP, the Project manager and all Collaborating Organisations.
- f) Project managers must be readily available and onsite/in the community until project completion and are responsible for working within the local law
- g) The Branch must have fundraised the entire sum of money needed for a building project (or enough for a usable part of a building project) before they commence building work
- h) Volunteers must finish the building work within the summer project, or leave adequate resources in order that the community can finish it themselves and are not relying on SKIP to return, as defined in the aforementioned Memorandum of Understanding
- i) Any building project can only be considered if accompanied by a Needs

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Assessment, Health and safety tool and long term plan for the building. These must then be submitted to, and approved by, the National Committee and Board of Trustees

### **7.4 Project Progression**

7.4.1 Projects may exist in any of the stages below:

- a) Preliminary research
- b) Needs assessment
- c) Pilot Project
- d) Full Project
- e) Project Reassessment
- f) Project Withdrawal
- g) Project Evaluation
- h) Project Suspension

7.4.2 Revisiting of earlier stages may be necessary to further define the aims and objectives, as well as review progress towards them.

7.4.3 Branches at any stage of the project cycle must continue to provide a minimum of 1 monthly update to SKIP National. It is the responsibility of the Project Coordinator, or nominated representative, to ensure this is submitted.

#### **7.4.4 Preliminary Research**

7.4.4.1 During this phase a Branch should be dedicating their time and resources to investigating potential project countries and their backgrounds

7.4.4.2 There will usually be no SKIP Members going abroad to conduct SKIP activities during this phase, and no fundraising activities undertaken.

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7.4.4.3 A Needs Assessment Proposal cannot be approved until the submission and approval of a Preliminary Research Proposal.

### **7.4.5 Needs Assessment**

7.4.5.1 SKIP Branches must complete a needs assessment trip prior to piloting a SKIP project.

7.4.5.2 The aim of the SKIP needs assessment project is to: identify the long term prospects and needs for each project; assess potential collaborating organisations; and assess our suitability as students to reach these aims, within both a practical and ethical mindset.

7.4.5.3 All needs assessment projects should be conducted utilising the SKIP assessment criteria for new project development as laid out in the Needs Assessment Document

7.4.5.4 Whilst on the needs assessment project, SKIP Members should follow the information given in the bylaws relating to Collaborating Organisations (7.2).

7.4.5.5 See Bylaws 7.5.2.6 for more information on the Needs Assessment Proposal.

### **7.4.6 Pilot Project**

7.4.6.1 A pilot project is the first year in which interventions are implemented and volunteers are sent out on a project.

7.4.6.2 Negotiation of Memorandums of Understanding must be initiated before or during the pilot project and full progress reported back to national on completion of the pilot project

### **7.4.7 Full Project**

7.4.7.1 A project proposal must be approved by National Committee and Board

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of Trustees annually prior to commencement of the project. See Bylaws 7.5.2 for more information on this process.

### **7.4.8 Project Reassessment**

7.4.8.1 Branches may deem it appropriate and necessary to conduct a project reassessment following a pilot project and in place of, or alongside, a full project.

7.4.8.2 Reasons for a project reassessment may include, but are not limited to

- a) An unsatisfactory needs assessment or pilot project
- b) Evaluation of the relationship with Collaborating Organisation
- c) Potential to expand project within the community
- d) Potential to expand project within the Collaborating Organisation's areas of intervention
- e) Detailed evaluation of one or more interventions
- f) Detailed evaluation of the entire project

### **7.4.9 Project Withdrawal**

7.4.9.1 Valid reasons for a project withdrawal include, but are not limited to:

- a) Achievement of project aims and objectives.
- b) Permanent disruption of political/economic/environmental circumstances of the host country such that it is unfeasible for SKIP's contributions to the project to continue.
- c) Permanent irreparable breakdown of relations with Collaborating Organisations or failure of either organisation.

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d) Significant and on-going volunteer and/or Branch dissatisfaction with the Project.

e) Structural failure of Collaborating Organisation or Branch Committee.

7.4.9.2 A Branch can propose to move into project withdrawal by submitting a project withdrawal proposal form.

7.4.9.3 The Collaborating Organisation and any SKIP Member also have the right to approach the National Committee or Board of Trustees and propose that a project should be considered for withdrawal.

7.4.9.4 In extreme circumstances the Board of Trustees may vote and pass a motion that a project should be withdrawn without a Branch submitting a project withdrawal proposal. Reasons for this include, but are not limited to:

- a) Serious concerns regarding volunteer safety
- b) Complete failure of the Branch to interact and provide information regarding their project to the National Committee and Board of Trustees
- c) Failure of the Branch responsible for the project to meet Branch requirements for two successive General Assembly Meetings

7.4.9.4.1 The Branch, National Committee, any other relevant SKIP Members, relevant external organisations and Collaborating Organisation will be included in this decision making process as much as is possible.

7.4.9.4.2 Any ruling by the Board of Trustees to withdraw a project under this bylaw should be discussed and can be overturned at the next General Assembly.

7.4.9.5 The Board of Trustees and National Committee must take all measures within their capacity to support the project through its withdrawal phase. This

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must be done in conjunction with the Branch Committee unless there is a significant reason why this is not possible.

7.4.9.6 Project withdrawal should be complete before a pilot project for a new project can be approved.

7.4.9.6.1 In exceptional circumstances, a pilot project may be initiated prior to the conclusion of project withdrawal with the approval of both the National Committee and Board of Trustees.

7.4.9.7 The Branch Committee should agree the deadline for a final withdrawal strategy to be submitted with their Branch Buddy and Branch Mentor.

7.4.9.8 See Bylaws 7.5.2.12 for more information on the project withdrawal form.

### **7.4.10 Project Evaluation**

7.4.10.1 Project evaluation should be undertaken following the withdrawal of a Project.

7.4.10.2 The purpose of project evaluation is to ensure that we can learn from our projects, publicise and celebrate SKIP's successes and have a clear record of a project's history.

7.4.10.3 See Bylaws: 7.5.2.13 for more information on the project evaluation process.

### **7.4.11 Project Suspension**

7.4.11.1 Project suspension is considered a temporary measure. Project withdrawal can only be started once a proposal is received as outlined in

7.4.11.2 A decision to move to project suspension can be proposed by the Branch, Collaborating Organisation, National Committee Buddy or Board of Trustees Mentor to the National Committee and Board of Trustees.

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7.4.11.3 The National Committee can call for the Board of Trustees to pass a ruling on a project suspension

7.4.11.4 The following reasons for a proposal of project suspension are considered appropriate:

- a) Temporary disruption of political/economic/environmental circumstances of the host country such that it is impossible for SKIP's contributions to the project to continue
- b) Temporary breakdown of relations with Collaborating Organisations or recipients
- c) Failure of the Branch responsible for the project to meet Member Organisation requirements for two successive General Assembly Meetings
- d) Ruling by the Board of Trustees where they have significant concern. Any ruling by the Board of Trustees to suspend a project under this clause can be overturned at the next General Assembly
- e) If the Branch Committee does not feel they have the capacity or motivation to continue with the project.

7.4.11.5 A Branch in project suspension stage may not recruit volunteers

7.4.11.6 A Branch in project suspension stage may start the process of writing a proposal for project withdrawal but must stay in communication with their Collaborating Organisation and must continue efforts to resolve issues.

7.4.11.7 Any Branch in project suspension phase should consult an external for advice, where appropriate.

7.4.11.8 The Board of Trustees and National Committee will take responsibility in advising the Branch on how to communicate with Collaborating

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Organisations, volunteers and beneficiaries.

7.4.11.9 The Board of Trustees and National Committee must take all measures within their capacity to support the project through their suspension status to an end point of full project reinstatement or project dissolution. This should be in conjunction with the Branch Committee wherever possible.

### 7.5 Branch Forms

7.5.1 All Branches should consult their Branch Buddy and Branch Mentor to confirm which forms they should complete prior to starting this process. They should also seek guidance from their Branch Buddy and Branch Mentor on how to approach these documents.

7.5.2 All forms shall be distributed by the National Committee at least two months prior to the submission date with a clear deadline and submission point.

7.5.2.1 Branches should contact their Branch Buddies and Branch Mentors regarding any problems and concerns regarding forms and/or their submission as early as possible.

7.5.3 All Branches are required to submit a project proposal and annual report each year.

7.5.3.1 The purpose of the project proposal process is to ensure that our projects are sustainable, within our remit, and ethical.

7.5.3.2 The project proposal form which will be submitted by Branches will depend on the stage of their project. Bylaw 7.5.4 outlines which form each Branch should complete

7.5.3.3 The project proposal process will be divided into the following two stages:

7.5.3.3.1 Preliminary Project Proposal: submission in October

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7.5.3.3.1.1 The purpose of the preliminary project proposal is to identify potential problems or issues with projects prior to recruitment and more extensive project planning.

7.5.3.3.1.2 The preliminary project proposal process will be amended, developed and evaluated by the National Coordinator (with appropriate input from the National Committee and Board of Trustees).

7.5.3.3.1.3 It is the responsibility of the Branch Project Coordinator(s) to complete the preliminary project proposal with the input of the incoming and outgoing Branch Committees.

7.5.3.3.1.4 The preliminary project proposal should contain, at a minimum:

- a) Branch details
- b) Country of work
- c) Proposed dates of project
- d) Current status of project.
- e) Proposed interventions for the year ahead
- f) Preliminary aims for project
- g) Preliminary objectives for project
- h) Proposed total number of volunteers
- i) Proposed number of groups (“waves”)
- j) Proposed number of volunteers in each group
- k) Proposed duration of each group

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l) Potential number of Committee Members able to go out on project

m) Any concerns e.g. training needs

### 7.5.3.3.2 Complete Project Proposal: submission in January

7.5.3.3.2.1 The complete project proposal form should contain, at a minimum:

a) General branch information

b) Strategy planning summary

c) Status of project

7.5.4 Depending on the status of the Branch project, as outlined in Bylaw 7.4, one or more of the following proposal forms should be completed. Any Branch planning to run any of these stages simultaneously must complete all forms relating to those stages.

**7.5.4.1 Preliminary Research Stage:** preliminary research proposal form which should contain, at a minimum:

a) Preliminary Research Aims and Objectives

b) Preliminary Research Details

c) Assistance Needed

d) Attachments

7.5.4.1.1 In the case where a Branch already has an active project, a preliminary research proposal cannot be approved until a project withdrawal has been approved

**7.5.4.2 Needs Assessment Stage:** needs assessment proposal form which should contain, at a minimum:

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- a) Country chosen and rationale
- b) Country profile
- c) Aims and objectives for needs assessment project
- d) Logistics requirements
- e) Financial plan and budget
- f) Fundraising plan
- g) Details of organisations contacted
- h) Preliminary schedule

7.5.4.2.1 Reasons for rejecting a needs assessment proposal include, but are not limited to:

- a) Inadequate research into the country
- b) Ill-defined and/or unrealistic aims and/or objectives
- c) Inadequate financial or fundraising plans
- d) Inappropriate proposed schedules

7.5.4.2.2 A needs assessment proposal cannot be approved until a preliminary research proposal has been approved

7.5.4.2.3 Branches should see the SKIP ABC Guide to the Needs Assessment Proposal for more guidance in writing their proposal

**7.5.4.3 Pilot Project Stage:** standard project proposal form which should contain, at a minimum:

- a) Branch details
- b) Country of work

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- c) Proposed dates of project
- d) Pilot project update (where applicable)
- e) Collaborating Organisation details
- f) Volunteer details
- g) Justification for number of volunteers and length of time they are staying, with regards to:
  - i. Environmental impact
  - ii. Impact on the community
  - iii. Workload of volunteers
  - iv. Workload of Collaborating Organisation
  - v. Ability of volunteer group leader to manage the team
  - vi. Ability of volunteers to adjust to the project
  - vii. Potential sustainability of the Branch/project
  - viii. Volunteer development/global health education
- h) Proposed methods for ensuring good conduct of volunteers
- i) Project management plans
- j) Project contact details
- k) Details of all training sessions
- l) Relevant logistics information, including travel to project and project transport plans
- m) Proposed budget for the project

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- n) Details of all resources for project, including how they will be acquired in the UK/project country and how they will be transported
- o) Help or input needed by the National Committee/Board of Trustees/other Branches
- p) Any relevant attachments

**7.5.4.4 Full Project Stage:** standard project proposal form as detailed in Bylaw 7.5.4.3

**7.5.4.5 Project Reassessment Stage:** project reassessment proposal form which should include, at a minimum:

- a) Project reassessment aims and objectives
- b) Project reassessment flowchart
- c) UK-based reassessment
- d) Project reassessment team details
- e) Project contact details
- f) Details of all training sessions
- g) Relevant logistics information, including travel to project and project transport plans (if appropriate)
- h) Proposed budget for the project reassessment
- i) Help or input needed by the National Committee/Board of Trustees/other Branches
- j) Any relevant attachments

**7.5.4.6 Project Withdrawal Stage:** project withdrawal proposal form which should contain, at a minimum:

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- a) Rationale for the proposed withdrawal, with reference to the Bylaws
- b) Withdrawal strategy for each current intervention
- c) Clear timescale of the elements of withdrawal
- d) Indication of the communication that has occurred between the Branch and Collaborating Organisation regarding the withdrawal process
- e) Information regarding the Collaborating Organisation's intended involvement in the withdrawal process
- f) A clear budget for withdrawal and plan to address any outstanding financial commitments
- g) Any information relating to consultation with External Organisations regarding project withdrawal
- h) Any potential for External Organisations to assume responsibility for any/all of the project and its interventions
- i) An indication of the future plans of the Branch

7.5.4.6.1 Reasons for rejecting a project withdrawal proposal include, but are not limited to:

- a) The proposal does not adequately fulfill the criteria outlined in Bylaw 7.4.9
- b) The National Committee and Board of Trustees have other significant concerns regarding reasons for withdrawal or the proposed withdrawal strategy

**7.5.4.7 Project Evaluation Stage:** project evaluation proposal form which should contain, at a minimum:

- a) Project evaluation aims and objectives

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- b) Project evaluation flowchart
- c) UK-based reassessment
- d) Project evaluation team details
- e) Project contact details
- f) Details of all training sessions
- g) Relevant logistics information, including travel to project and project transport plans (if appropriate)
- h) Proposed budget for the project evaluation
- i) Help or input needed by the National Committee/Board of Trustees/other Branches
- j) Any relevant attachments
- k) References

7.5.4.7.1 A project evaluation proposal cannot be approved until a project withdrawal has been approved.

**7.5.4.8 Project Suspension Stage:** The Branch should complete whichever of the forms above that are most relevant to the situation. This should be decided in collaboration with the Branch Buddy and Branch Mentor

7.5.5 All Branches sending out any SKIP Members to a project country are required to fill in the following forms each year:

### **7.5.5.1 Health and Safety Tool**

7.5.5.1.1 The purpose of the health and safety tool is to ensure that SKIP's projects are as safe as possible; to identify, prepare for, and hopefully eliminate potential risks; and to have procedures in place in the event incidents do occur on project.

7.5.5.1.2 The health and safety tool must include:

- a) Risk assessment
- b) Contingency plans

7.5.5.1.3 The health and safety tool submission deadline will be in January, alongside the complete project proposal and interventions analysis

7.5.5.1.4 The National Committee and Board of Trustees will review each health and safety tool according to Bylaws 7.5.8.2

### **7.5.5.2 Post-Project Report**

7.5.5.2.1 The purpose of the post-project report is to encourage and facilitate project progression, development and evaluation from year to year.

7.5.5.2.2 Depending on the status of the Branch project, as outlined in Bylaw 7.5.4, the following post-project form should be completed:

**7.5.5.2.2.1 Needs Assessment Stage:** needs assessment report which should contain, at a minimum:

- a) Needs assessment summary
- b) Potential Collaborating Organisations
- c) External Organisation details
- d) Potential pilot project details
- e) Target group
- f) Root cause analysis
- g) Potential intervention target areas

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- h) Treasury records from needs assessment project
- i) Health and safety review/incidents
- j) Potential project logistics
- k) Training needs identified for future volunteers
- l) Help or input needed by the National Committee/Board of Trustees/other Branches
- m) Any relevant attachments

**7.5.5.2.2 Pilot Project Stage:** standard post-project report which should contain, at a minimum:

- a) Overview of the project
- b) Collaborating Organisation details
- c) Review of project aims and objectives
- d) Review of intervention aims and objectives
- e) Project monitoring and evaluation
- f) Treasury records from project
- g) Health and safety review/incidents
- h) Review of project logistics
- i) Training needs identified for future volunteers and/or at a National level
- j) Help or input needed by the National Committee/Board of Trustees/other Branches
- k) Any relevant attachments

- l) Feedback received from volunteers, Collaborating Organisation, relevant External Organisations and beneficiaries

**7.5.5.2.2.3 Full Project Stage:** standard post-project report as detailed in Bylaw 7.5.5.2.2.2

**7.5.5.2.2.4 Project Reassessment Stage:** reassessment post-project report

**7.5.5.2.2.5 Project Withdrawal Stage:** project withdrawal strategy which should include, at a minimum:

- a) A valid reason for withdrawal which has been ratified by the National Committee and Board of Trustees
- b) A clear budget for withdrawal and plan to address any outstanding financial commitments
- c) A clear withdrawal strategy for each intervention
- d) Where possible, a summary of communication with the Collaborating Organisation regarding the withdrawal
- e) A clear timescale for withdrawal
- f) A Memorandum of Understanding between the Branch, Collaborating Organisation and Board of Trustees which outlines all stages and elements of the withdrawal strategy

7.5.5.2.2.5.1 If a Branch is currently following a withdrawal strategy, they should liaise with their Branch Buddy and Branch Mentor to discuss the information which they should submit.

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### **7.5.5.2.2.6 Project Evaluation Stage:** project evaluation report

7.5.5.2.2.6.1 The National Committee and Board of Trustees will usually ask for the final project evaluation report to be completed within one year of the final project withdrawal. This deadline should be negotiated between the Branch, Branch Buddy and Branch Mentor.

7.5.6 All Branches carrying out interventions are required to fill in the following forms each year:

### **7.5.6.1 Interventions Analysis**

7.5.6.1.1 The purpose of the interventions analysis is to critically assess all interventions to ensure they are sustainable, ethical, and within SKIP's remit. It is intended that this document is updated annually so that interventions develop and progress each year in order to achieve their aims.

7.5.6.1.2 The interventions analysis will comprise of:

- a) Interventions analysis
- b) Monitoring and evaluating plans and/or results
- c) Any other post-project documentation required by National Committee

7.5.7 All Branches must submit an annual report each year.

7.5.7.1 The purpose of the annual report is to encourage and facilitate Branch and project progression and to provide information regarding Branch practice to the National Committee and Board of Trustees, in order to improve efficiency, effectiveness and cohesion of SKIP as a whole.

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7.5.7.2 The annual report process will be coordinated by the National Coordinator with appropriate input from the National Committee and Board of Trustees

7.5.7.3 The outgoing Branch Project Coordinator has the ultimate responsibility for ensuring all sections are completed and submitted by the deadline

7.5.7.3.1 Outgoing individual Committee Members are expected to complete sections of the report specific to the role, with input from the whole Committee where required.

7.5.7.4 The Annual Report must contain, at a minimum:

- a) General information
- b) Branch details and contact information
- c) Yearly schedule
- d) Incoming and outgoing Committee contact details, where available
- e) Details of contact with Externals
- f) Details of Working Group involvement
- g) Feedback of involvement and communication with SKIP National
- h) Feedback of involvement and communication with other Branches
- i) Role specific summaries
- j) Project:
  - i. Country of work
  - ii. Numbers of volunteers and duration of each project group
  - iii. Summary synopsis of project

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- iv. Average schedule of daily activities
- v. Project aims and objectives: progression towards achieving these, challenges and potential aims and objectives for next year
- vi. Interventions: planned interventions, interventions actually carried out, successes, challenges, progress towards sustainability/withdrawal of interventions, potential areas for development, interventions not carried out and why, details of any planned withdrawn interventions, details of any unplanned activities carried out, and impact chains for each intervention
- vii. Monitoring and evaluation summary
- viii. Details of involvement of Collaborating Organisation with the project
- ix. Any problems or challenges with the Collaborating Organisation
- x. Current status of Memorandum of Understanding
- xi. Summary: key successes and challenges of Branch/project, any concerns or problems, areas where input is required from National Committee/Board of Trustees/other Branches
- xii. Any relevant attachments
- xiii. Feedback

7.5.7.5 Each Branch has the right to request that any information within the annual report remains confidential within the National Committee and Board of Trustees

7.5.8 Feedback will be provided to Branches on all forms within one month of submission via their Branch Buddies and Branch Mentors, with the exception of the preliminary project proposal which will be fed back on within two weeks of its

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ratification by the Branch Committee. Forms will be either accepted, rejected or provisionally accepted pending identified alterations.

7.5.8.1 Branches with a rejected or provisionally accepted form shall be given the opportunity to amend and resubmit it, by an agreed date, to the National Committee and Board of Trustees.

7.5.8.2 If Branches would like to receive feedback on any of their forms prior to the submission deadlines they should discuss this as early as possible with their Branch Buddy and Branch Mentor.

7.5.9 The National Committee and Board of Trustees will discuss the following forms via the specified means:

7.5.9.1 Preliminary project proposal form will be discussed via a specifically designated online meeting following its submission by the Branch Committee, no later than two weeks post Autumn Big Weekend

7.5.9.2 The project proposal, interventions analysis, risk assessment and contingency plans will be discussed in line with all relevant bylaws when the National Committee and Board of Trustees meet in January/early February.

7.5.9.3 The Annual Reports will be discussed and analysed, according to bylaws 7.5.3, via a specifically designated online meeting following its submission.

### **7.6 Risk Policies**

#### ***7.6.1 Health and Safety***

7.6.1.1 A member of the Board of Trustees will take on the role of Health & Safety and Child Protection Lead for SKIP

7.6.1.1.1 The Trustee Health & Safety and Child Protection Lead's responsibilities will include:

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- a) Providing support and advice to all levels of SKIP on health and safety issues
- b) Providing formal responses from the Board of Trustees on any health and safety issues which arise
- c) Working with the National Committee and all Branches to ensure the effective delivery of health and safety training within SKIP.
- d) Monitoring, evaluating and further developing SKIP's health and safety system

7.6.1.1.2 The Trustee Health & Safety and Child Protection Lead must be informed of all health and safety issues and/or concerns arising on SKIP projects.

7.6.1.1.2.1 The Trustee Health & Safety and Child Protection Lead will inform the rest of the Board of Trustees and, where appropriate, National Committee of health and safety issues that arise

7.6.1.2 All SKIP Members must uphold the health and safety standards set out in the relevant Branch Health & Safety tool whilst in the UK and on project

7.6.1.3 All SKIP Branches must create a Branch specific health and safety tool; including a thorough risk assessment for their projects (see Bylaw 7.5.2)

7.6.1.4 All SKIP Branches must send representatives to the SKIP Big Weekend health and safety training sessions a minimum of once annually.

7.6.1.5 All SKIP volunteers must receive health and safety training prior to volunteering for SKIP.

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7.6.1.5.1 It is the responsibility of the Branch Project Coordinators, in conjunction with the Trustee Health & Safety and Child Protection Lead, to ensure that Branch Committees and volunteers are appropriately trained on health and safety. Training must include, at a minimum:

- a) SKIP health and safety tool
- b) Branch specific health and safety tool
- c) Branch contingency plans
- d) Critical incident forms
- e) Awareness of the bylaws relating to health and safety
- f) Branch risk assessments, including key health and safety problems in the project country
- g) Risk assessment processes
- h) Recognising and reporting incident

7.6.1.6 Volunteers and Committee Members participating in a SKIP overseas project must complete a health declaration form prior to volunteering

7.6.1.7 Any health and safety issue should be reported to the National Committee or Board of Trustees (as per the contingency plans) who will then complete an incident report form.

### **7.6.2 Child Protection**

7.6.2.1 A Member of the SKIP Board of Trustees will take on the role of the SKIP Health & Safety and Child Protection Lead.

7.6.2.1.1 Responsibilities of the Trustee Health & Safety and Child Protection Lead include:

- a) Providing support and advice to all levels of SKIP on child

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protection issues.

- b) Providing formal responses from the Board of Trustees on any child protection issues which arise
- c) Working with the National Committee and all Branches to ensure the effective delivery of child protection training within SKIP.
- d) Monitoring, evaluating and further developing SKIP's child protection system.

7.6.2.1.2 The Trustee Health & Safety and Child Protection Lead must be informed of all child protection issues and/or concerns arising on SKIP projects.

7.6.2.1.2.1 The Trustee Health & Safety and Child Protection Lead will inform the rest of the Board of Trustees and, where appropriate, National Committee of child protection issues that arise.

7.6.2.1.3 The Trustee Health & Safety and Child Protection Lead will seek external advice and support where appropriate

7.6.2.2 All SKIP Members must uphold the child protection standards set out in the 'SKIP Child Protection Policy' whilst in the UK and on project.

7.6.2.3 No individual is permitted to volunteer on a SKIP project without the following:

- a) Criminal record check which will be reviewed according to the SKIP Criminal Record Check policy
- b) Completion of online child protection training and attendance at Branch child protection training

7.6.2.4 All SKIP Branches must send representatives to the SKIP Big Weekend

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child protection training sessions a minimum of once annually.

7.6.2.5 It is the responsibility of the Project Coordinators in conjunction with the Trustee Health & Safety and Child Protection Lead to ensure that Branch Committees and volunteers are appropriately trained on child protection.

7.6.2.6 Any child protection issue should be reported to the Board of Trustees (as per the contingency plans) who will then complete an incident form

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## **Section 8: Finances**

### **8.1 General**

8.1.1 All SKIP financial management and accounting must be in line with the Charity Commission guidelines.

8.1.2 The SKIP financial team comprises of the Trustee Treasurer, the National Treasurer, all Branch treasurers and members of the Treasury and Legal Working Group (see 9.3 – Organisational Structure).

8.1.2.1 All Members of the financial team must be trained to perform their required tasks competently.

8.1.2.1.1 There must be an overlapped Handover period for all positions on the financial team.

8.1.2.1.2 Until the treasurer (at all levels) has received all necessary training, the previous treasurer must continue to fulfil all aspects of the role. This may mean that their commitment exceeds one year.

8.1.2.2 All Members of the SKIP financial team must maintain and submit clear and exact accounts by the specified deadlines in order to protect the charity status.

8.1.3 Members of the SKIP financial team must seek independent financial advice when required.

8.1.4 All accounting records, including cash books, invoices, receipts, and Gift Aid forms must be retained for at least 6 years at all levels.

8.1.5 The National Treasurer will make the accounts and annual report available to the public on request.

8.1.6 The annual report and accounts must conform to the requirements and

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recommendations of Part VI of the Charities Act 1993, the Charities (Accounts and Reports) Regulations 1995 and 2000 and 'Accounting and Reporting by Charities--- Statement of Recommended Practice' (SORP 2005).

8.1.7 All Trustees should be provided with SKIP's financial reports and accounts annually.

8.1.8 No Member or associated Member of SKIP will be paid a wage or salary.

### **8.2 Financial Management**

#### ***8.2.1 Banking Provision***

8.2.1.1 A "SKIP Bank Account" is defined as a bank account with the designated supplier of banking services to SKIP that is registered in the name of a Branch, and that the Trustees and/or National Treasurers have the ability to access and manage.

8.2.1.2 Branches may have one current account and one savings account with the provider of banking services.

8.2.1.3 All SKIP Branch bank accounts must be with the same provider of banking services.

8.2.1.4 The current supplier of banking services to SKIP is Unity Trust Bank plc.

8.2.1.5 The decision to change the provider of banking services must be informed by clear justification by the Trustee and National Treasurers.

8.2.1.6 Bank accounts with other service providers (external accounts) are not allowed without express permission from the Trustee and National Treasurers with clear written justification.

8.2.1.7 The Trustee and National Treasurers have the power to change their decision on the permissibility of external accounts. If a decision is

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reached that a bank account is impermissible, after being informed of this by the National Treasurers, Branch treasurers have a two week period to close the account before this is considered to be a breach of the bylaws.

8.2.1.8 The only two situations in which SKIP currently might consider external accounts being permissible are bank accounts in other countries and bank accounts with Student Unions.

8.2.1.8.1 Branches must submit accounts for any permissible external accounts to SKIP National.

8.2.1.8.2 Branches are only allowed to have Student Union accounts if this is necessary to secure further funding through their Union.

8.2.1.8.3 Student Union Branch accounts are only to be used to receive funds from the Student Union, which can be used to pay for basic running costs.

8.2.1.8.4 Branches are encouraged to find ways to gain grant money and support from Student Unions without opening a society bank account if at all possible.

8.2.1.8.5 No money from fundraising events should be deposited into the Student Union account except in the circumstance where:

- a) It is not possible for a SKIP Branch to fundraise within the university without depositing the money into the Student Union account first.
- b) Explicit permission from both the National Committee and the Board of Trustees is granted.

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- c) Statements from the Student Union account and the SKIP Branch account are made available to the National Treasurer
- d) All money fundraised must be transferred in its entirety directly into the SKIP Branch account one week after it has been deposited into the Student Union account
- e) Clear records of all money are kept by the treasurer

8.2.1.8.6 Branches must submit annual accounts of their Student Union accounts to SKIP National.

8.2.1.8.7 Student Union society accounts should be registered as 'SKIP Society' or 'Friends of SKIP' in order to clarify that the money in the accounts is not subject to the same degree of liability as money in a SKIP bank account.

8.2.1.9 All bank accounts will have a minimum of three signatories:

8.2.1.9.1 Signatories on National Accounts will be the Trustee Treasurer, National Treasurer, National Coordinator and another Trustee

8.2.1.9.2 Signatories on Branch Accounts will be the Trustee Treasurer, National Treasurer, Branch Treasurer and Project Coordinator

8.2.1.9.3 Two signatories are required to authorise any payment from a SKIP bank account

8.2.1.9.4 Signatories will be reviewed and changed at the beginning of each SKIP financial year

### **8.2.2 Banking for New Branches**

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8.2.2.1 A SKIP bank account is an essential prerequisite to Branch fundraising in the name of SKIP.

8.2.2.2 The National Treasurer and new Branch Committee should make setting up a SKIP bank account a priority.

8.2.2.3 The National Treasurer should ensure that the new Branch Treasurer receives necessary training.

8.2.2.4 The decision to allow a new Branch to fundraise requires the agreement of the Trustee and National Treasurers.

### **8.2.3 Treasury Resource Pack**

8.2.3.1 The treasury resource pack sets the guidelines for day to day financial management and contains the forms and templates necessary to help Branch treasurers produce their accounts and fulfil other aspects of their role.

8.2.3.2 The National Treasurer should ensure that the pack is kept up to date, and the Trustee Treasurer should ensure that the pack does not conflict with SKIP financial policy or Bylaws.

8.2.3.3 The most recent version of the treasury resource pack should be made openly available to all SKIP Branches online.

8.2.3.4 The treasury resource pack should be based around Section 8 of the SKIP Bylaws, but in the event of any conflict between the two, the Bylaws have greater authority.

### **8.2.4 Budgets**

8.2.4.1 SKIP National, the Board of Trustees and SKIP Branches must submit an annual budget.

8.2.4.2 SKIP Branches must submit an annual budget and a project

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budget in shared online documents. These must be submitted by the deadlines agreed by the National Committee

8.2.4.3 Feedback on budgets will be provided by Branch Buddies, Branch Mentors and the Treasury and Legal Working Group, by the agreed deadlines

8.2.4.4 All budgets must be approved by the National Committee and Board of Trustees, and this should be documented in the minutes

8.2.4.5 The above forms should be completed as a Committee, and not as an individual

8.2.4.6 Budgets should be saved online in a shared Google documents file and regularly updated

8.2.4.7 The National Treasurer will regularly review the files above, and provide feedback as necessary

8.2.4.8 The approval of all budgets will be discussed and documented in the minutes by the financial team at a National Committee meeting

8.2.4.9 All Branch project coordinators, treasurers, research and development coordinators, fundraising coordinators, Branch Buddies and Branch Mentors are required to participate in the Annual Review of Budgets.

8.2.4.10 The Annual Review of Budgets for each Branch will be published on the SKIP website each year to make Branch accounting more transparent.

8.2.4.10.1 This may not be published in exceptional circumstances, at the discretion of the Board of Trustees

### **8.2.5 Banking Procedures**

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8.2.5.1 Incoming receipts must be banked regularly and as soon as possible (at least weekly).

8.2.5.2 Cash or cheques must be placed in a safe or locked cash box if they cannot be banked on the day of receipt. The keys to that box should be held by the Branch Treasurer.

8.2.5.3 All incoming money must be banked in full; no amounts can be held back as petty cash.

8.2.5.4 Money of the charity must be kept completely separate from individual personal money. It is not acceptable for donations given to SKIP to be returned to volunteers, except in specific cases permitted by the National Treasurer, such as volunteer bursaries.

8.2.5.5 Two people are required to transport and deposit money into the SKIP Branch bank account.

8.2.5.6 The Board of Trustees, Trustee Treasurer and National Treasurer must have access to accounts compiled by all Branches.

8.2.5.7 The use of bank debit cards is restricted to the Trustee and National Treasurers.

8.2.5.8 Access to online banking is restricted to nominated signatories, and to designated members of the Treasury and Legal Working Group where access to online banking is determined necessary by the Trustee Treasurer for them to carry out their specific responsibilities

### **8.2.6 Postal Receipts**

8.2.6.1 Incoming post must be opened at the earliest opportunity in the presence of two SKIP Committee Members.

8.2.6.2 All incoming cheques and cash need to be recorded immediately

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and entries verified by a second SKIP Member.

8.2.6.3 Security of unopened mail needs to be ensured.

8.2.6.4 Any invoices sent by post must be sent to the Branch address.

### **8.2.7 Public Collections**

8.2.7.1 Street collections must be carried out in accordance with the “House to House Collections Act 1939” and the “Police, Factories (Miscellaneous Provisions) Act 1916” which regulate street collections.

8.2.7.2 General public collections must be counted in the presence of two Committee Members and a money collection form completed.

8.2.7.3 Collection boxes must be individually numbered, documented by the fundraising team. The fundraising team must also exercise control over their allocation and return

8.2.7.3.1 All collections boxes must be sealed so that any opening prior to recording is readily apparent.

8.2.7.3.2 Static collection boxes must be regularly opened and contents counted in the presence of at least two Committee Members.

8.2.7.3.2.1 A diary must be kept to document where static collection boxes are situated, history of their takings and the name of the people designated to empty them.

### **8.2.8 Fundraising Activities**

8.2.8.1 An Events Form (see Treasury Resource Pack) must be completed for each fundraising activity. Events forms should be retained by the Branch Treasurer for the financial records.

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8.2.8.2 For all events for which there is tickets income or gate money:

- a) Tickets should be pre-numbered.
- b) Record must be kept of all persons who have been issued with tickets to sell and which ticket numbers have been allocated.
- c) Records must be kept of which tickets have been sold.
- d) Reconciliation is made of receipts against tickets sold.

8.2.8.3 Where external fundraisers are engaged we must comply with the requirements of Part II of the Charities Act 1992.

### **8.2.9 Income and Expenditure Records**

8.2.9.1 All accounting records must be based on templates in the Treasury Resource Pack.

8.2.9.2 All accounting records will be kept in an online archive by the National Treasurer.

8.2.9.3 Regular checks on accounting records will be made by the National Treasurer

8.2.9.4 SKIP has a paperless bank statement record. All paper bank statements should be securely shredded as soon as possible, unless otherwise agreed by the National Treasurer. The National Treasurer is responsible for maintaining an online archive of electronic bank statements.

8.2.9.5 Branch and National Treasurers have a responsibility to maintain and keep updated the following things. These may be requested to be seen by the Trustee and National Treasurer at a National Big Weekend:

- a) Bank accounting records and summer accounts

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- b) Cheque books and paying-in books
- c) Receipts for both home and Project expenditure
- d) Events forms from fundraising events
- e) Standing order and Gift Aid forms from donors
- f) Yearly expenditure and income analysis forms
- g) Committee minutes or emails to authorise reimbursements

8.2.9.6 The Trustee and National Treasurers will ensure that:

- a) The records equate with the bank statements, receipts, cheque stubs, paid invoices or other authorisations in terms of amount and date of monies banked or withdrawn and that they are in accordance with the online budget.
- b) Cheques have been presented for payment by the bank as shown by the statement.
- c) Standing orders and direct debit payments are in accordance with the valid instructions given to the bank.
- d) Restricted funds are properly distributed.

8.2.9.6.1 Any discrepancy in records will be addressed by the Board of Trustees with the person(s) concerned.

8.2.9.6.1.2 At the discretion of the Board of Trustees the relevant Branch may be suspended (see Section 2.5) until investigations are complete if the discrepancy is felt to be sufficiently severe

8.2.9.7 If a donor has placed restrictions upon the use of their funds it must be recorded as a restricted donation with a note as to the nature

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of the restriction. The expenditure of the funds must be documented so as to ensure that the funds have only been used in accordance with the restrictions.

8.2.9.8 All expenditure and investment of charitable funds must be properly authorised and documented in the minutes at a Committee meeting.

8.2.9.8.1 There must be supporting documentation (e.g. itemised receipt, certificate or invoice) for all items of expenditure.

8.2.9.8.2 Collection of all supporting documentation is the responsibility of the Branch Treasurer, and must be done in a timely manner.

8.2.9.9 Withdrawal of large sums will be highlighted by the National Treasurer to the National Committee. The National Committee will investigate this to ensure proper use of funds.

### **8.2.10 Financial Controls**

8.2.10.1 Instruments of payments, including cheques and bank mandate forms, must be kept in a safe place by treasurers at all levels. Access is limited to Members of the financial team.

8.2.10.2 The two Committee Members authorised on the bank mandates are the only people at a Branch level allowed to sign cheques.

8.2.10.2.1 Cheques made payable to a nominated signatory should not be signed by that person.

8.2.10.3 Related trustees are not allowed to sign cheques together.

8.2.10.4 Blank cheques must not be signed in advance.

8.2.10.5 All cheque expenditures must be recorded on the accounting

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spreadsheets. They must be cross referenced to the cheque number with nature of payment and the payee must be clearly identified.

8.2.10.5.1 All cheque book stubs (or equivalent) must be completed at the time of payment and retained for the records.

8.2.10.6 Every effort should be made to reduce the need for cash payments.

8.2.10.6.1 Any cash payments must be made from a cash float of a fixed amount which is regularly replenished from the bank and not from the retention of incoming money.

8.2.10.6.2 All claims for cash withdrawal must be backed up by authorisation at a Committee meeting. The name of the recipient, amount authorised and purpose of use must be documented in the minutes.

8.2.10.7 Only Members of the Committee are authorised to place orders. All orders must be approved and documented in the minutes at a Committee meeting.

8.2.10.8 International Payments (see 8.2.14) are the preferred method of funding overseas projects, and transfers via personal accounts should be avoided wherever possible. Any money transferred to a personal account must:

- a) Be set up and approved by two different individuals, one of whom must be either the National Treasurer or Trustee Treasurer.
- b) Only be approved following the completion of a signed letter from the recipient which explicitly states that the money belongs to SKIP. This must be received by the Treasury team or Board of

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Trustees before approval

- c) Have an agreed deadline for any unspent money to be returned to the SKIP account following the project
  - i. In the event of the failure to return any unspent money, refer to the personal repayment protocol in 8.2.11.6

### **8.2.11 Treasury Disciplinary Procedures**

8.2.11.1 Branch Treasurers are required to submit accounts to the National and Trustee Treasurers by the deadlines specified in the Treasury Resource Pack, and are required to be in regular communication with the National Treasurer.

8.2.11.2 The two most relevant situations to the financial team where disciplinary procedures might be involved are failure to submit accounts on time and failure to communicate with the National Treasurer.

8.2.11.2.1 If extenuating circumstances are fully explained, failure to submit accounts on time may not constitute a breach of the bylaws but this will be at the discretion of the National Treasurer, Trustee Treasurer or Board of Trustees.

8.2.11.2.1.1 The Branch Treasurer must be informed of this decision before further disciplinary procedures are implemented.

8.2.11.2.2 Failure to communicate with the National Treasurer is defined as: A Branch treasurer failing to respond to three consecutive emails over a period of two weeks, followed by a further week of failing to respond to at least three attempts to contact by telephone (including both phone calls and text messages).

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8.2.11.3 Following either of these situations, the National Committee and Board of Trustees must be informed by the National Treasurer.

8.2.11.3.1 The National Treasurer must ensure that the relevant Branch buddy and Branch mentor are fully informed of the situation.

8.2.11.3.2 The Branch Committee must be sent a warning explaining that further failure to comply with Section 8 will result in Branch disciplinary procedures being implemented, leading to Branch suspension (see Section 2.5) and Project suspension (7.4.11) if financial issues are not resolved.

8.2.11.4 The Board of Trustees have the authority to immediately suspend a Branch on a financial basis, without warning, in the following situations in order to protect the charity status:

- a) Unsecure storage of money
- b) Abuse or embezzlement of money by any SKIP Member

8.2.11.5 The Trustee and National Treasurers have the authority to transfer money from the Branch bank account to the National account without prior warning following Branch suspension

8.2.11.6 In the event that an individual owes money to SKIP, action will be taken by the National Treasurer to ensure the return of this debt using the sequential protocol below:

1. Send an initial email with a deadline for repayment
2. If the deadline is reached without repayment, a reminder email should be sent emphasising the importance of repayment with a further deadline of at least two weeks. At least two other forms of communication, such as a phone call or text message, should

be used to ensure the individual in debt to SKIP is aware to check their email. The Branch Project Coordinator should be made aware of the issue and their help sought in contacting the individual.

3. If this further deadline is not met there should be further attempts to contact the individual, warning them that we intend to contact their next of kin. The Trustees and National Committee should be made aware of the issue at this point.
4. Contact the individual's next of kin to explain the situation. Firstly, aim to re-establish communication with the individual and encourage early repayment. Explain the need for further action if payment is not received within a newly set deadline.
5. Further action should be taken. This may involve contacting the individual's university, employer or professional body. Legal action, such as registering this as a small claim, may also be taken.

### **8.2.12 Submitting Accounts**

8.2.12.1 The Board of Trustees will send the completed annual report to the Trustee and National Treasurers who will submit it with the end-of-year accounts, bank statements and receipts to the accountants.

8.2.12.2 The Board of Trustees will be responsible for signing the completed set of accounts and ensuring punctual submission to the Charity Commission.

8.2.12.3 The Board of Trustees will meet a minimum of two weeks prior to the submission deadline. The purpose of this meeting is to approve the financial statement, ready for submission to the Charity Commission, and to approve the online annual return form.

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### **8.2.13 Fixed Assets**

8.2.13.1 It is the responsibility of the Board of Trustees, National Coordinator and Branch Coordinator to:

- a) Uphold and update a list of their respective fixed assets. This may include equipment such as computers or USB sticks which are used for the charity's activities. This needs to include all assets donated for continuing use by SKIP.
- b) Ensure that fixed assets remain in good repair.
- c) Ensure fixed assets are used effectively and serve the interests of the charity.

8.2.13.2 Assets with a value greater than £50 must be reported to the National Treasurer, and documented in the online archive

### **8.2.14 International Transfers and Collaborating Organisation Accountability**

8.2.14.1 All international transfers must be handled through a dedicated online platform

8.2.14.1.1 The current provider of international transfers is American Express

8.2.14.1.1.1 the Trustee and National Treasurers are responsible for communicating with the international transfers provider

8.2.14.1.2 Any bank account signatory may be given a username to access the international transfers online platform

8.2.14.1.3 All international transfers need to be created and authorised as below:

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- a) Any signatory may create an international transfer
- b) Only the Trustee Treasurer or National Treasurer may authorise an international transfer
- c) All payments must be authorised by both:
  - i. The National or Trustee Treasurer
  - ii. The Trustee for Organisational Development, or an individual to whom they have delegated their responsibility
- d) Access to international transfers will be reviewed at the beginning of each SKIP financial year.

8.2.14.2 Any Branch transferring funds to their Collaborating Organisation must receive a comprehensive budget from the Collaborating Organisation, detailing the use of the funds to be transferred

8.2.14.2.1 This budget should be approved by the Branch, National Buddy, Mentor and Trustee Treasurer before any transfer can be made.

8.2.14.2.1.1 All budgets should be re-assessed annually at a minimum to ensure optimum use of SKIP funds

8.2.14.2.2 SKIP funds transferred in any form to a Collaborating, or any other external, Organisation must be accurately and thoroughly accounted for.

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8.2.14.3 Failure of the Collaborating Organisation to provide clear and timely accounts to SKIP, following appropriate communication and support, will result in those funds being terminated.

8.2.14.3.1 Appropriate communication and support should be determined on a case-by-case basis by the Branch, in full communication with the National Committee. The final decision must be ratified by the Board of Trustees.

8.2.14.4 Failure of a Branch to work in collaboration with the National Committee and Board of Trustees to address any concerns regarding Collaborating Organisation accountability, or provide adequate information when asked, may result in that Branch's project proposal being rejected.

### ***8.2.15 Social Investments and Loan of SKIP Money***

8.2.15.1 Branches must follow the Charity Commission guidance on "Charities and Social Investments"

8.2.15.2 Any loan of money from a SKIP bank account to individuals must be clearly justified and agreed upon by the National Committee and Board of Trustees.

8.2.15.2.1 Documentation stating the reasons for the loan, amount of money and terms of repayment must be produced and signed by the recipient and a representative from the National Committee and Board of Trustees.

8.2.15.2.1.1 Copies of documentation must be retained by the recipient, National Committee and Board of Trustees

8.2.15.2.2 The Trustee and National Treasurers should seek external advice on the terms of the loan before an agreement is made

8.2.15.2.3 SKIP is not allowed to charge interest on any loans

### **8.2.16 Contingency Fund**

8.2.16.1. The Contingency Fund is an amount of money stored in a specific account accessible to the National treasury team that can be drawn upon in the event of an emergency to cover the costs of the evacuation of SKIP Members to either the UK or the nearest safest country.

8.2.16.2. We have not defined all of the situations in which the Contingency Fund could be used in order to provide for greater flexibility, as the terms of its usage are highly context specific.

8.2.16.2.1 The motivating principles must always be protection of the charity, Project and of volunteer wellbeing.

8.2.16.2.2 Further details are available in the 'SKIP Emergency Contingency Plans' document.

8.2.16.3. All Branches will be equally eligible to receive assistance from the Contingency Fund in an emergency.

8.2.16.4. All Branches are required to contribute to the Contingency Fund in order to minimise risk to the whole charity and protect volunteers. The Contingency Fund will eventually be contributed to equally by all SKIP Branches.

8.2.16.4.1 We have proposed an eventual contribution of £2500 per Branch

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8.2.16.4.2 Except in extenuating circumstances and with the agreement of the National treasury team, each Branch will be expected to make a 'permanent' contribution of £500 each year for a period of 5 years.

8.2.16.4.3 Branches are encouraged to pay their £2500 permanent contribution in a period shorter than 5 years if they have the financial capacity

8.2.16.4.4 Money contributed to the Contingency Fund belongs to SKIP Branches, and the agreement is that SKIP Branches trust SKIP National to use it for emergency purchases only.

8.2.16.4.5 As this money is restricted to Branch Project activities, in the event of Project withdrawal or Branch dissolution all money will be returned from the Contingency Fund to the Branch account.

8.2.16.4.6 A spreadsheet will be created to record all money transferred between SKIP Branches and SKIP National. This will be shared online so that all Branches will have access to this.

8.2.16.5 Decisions in an emergency will be made by the Trustees and informed by the National Committee and relevant SKIP Branches. The advice of insurers as external advisors will be followed unless it is felt by the Trustees that this may compromise the safety of volunteers.

8.2.16.6. Any Branch that uses any of the money as part of an emergency response will be expected to fully reimburse this money from its volunteers.

8.2.16.7 All volunteers must sign the 'Emergency Fund Volunteer Document' before going to the Project Country. This document makes a commitment from each volunteer to reimburse SKIP for any money

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spent in the process of evacuating them within one month.

8.2.16.7.1 If money is not reimbursed within this timeline, the National Treasurer will be responsible for efforts to reclaim this money using the protocol for return of individual money, as described in 8.2.11.6

### **8.3 Organisational Structure**

This section defines the responsibilities of the roles within SKIP and their commitment to financial management.

#### ***8.3.1 Trustee Treasurer***

8.3.1.1 Must be a SKIP Trustee.

8.3.1.2 Occupies a consultancy post: a point of contact for the treasury team and Board of Trustees on financial and legal matters.

8.3.1.3 Has the following responsibilities:

- a) Ensuring that SKIP's accounting is being performed in line with the expectations of the Charity Commission and that complete accounts are submitted on time.
- b) Liaising with legal advisors and accountants for advice and guidance
- c) Collating Gift Aid forms, submitting them and ensuring tax refunds are returned to Branches.
- d) Continuing to research and be familiar with the most recent requirements of the Charity Commission.
- e) Liaising with the Charity Commission and other externals on matters pertaining to finance.

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- f) Producing up to date SKIP financial policies and protocols.
- g) Annual audit of accounts
- h) Liaising and communicating with the appointed accountant with regard to the submission of the total year end accounts that will be submitted to the Charity Commission.
- i) Remaining in regular communication with the National Treasurer.

### **8.3.2 National Treasurer**

8.3.2.1 Must be a member of the SKIP National Committee

8.3.2.2 Has the following responsibilities:

- a) Dealing with Branch queries and providing advice on the day-to-day running of accounts
- b) Organising transfer of monies between accounts.
- c) Supporting Branches in their treasury handover, including updating account mandates
- d) Managing the SKIP National account
- e) Training all Branch treasurers in and between conferences
- f) Ensuring the implementation of all financial protocols and policies
- g) Managing all online bank accounts
- h) Communicating with all Branch treasurers to ensure timely submission of forms and accounts
- i) Setting deadlines to Branch treasurers regarding the submission

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of regular accounts

- j) Organising the movement of monies by Branches for their summer projects
- k) Organising, with the Trustee Treasurer, who is to assume responsibility of responding to financial issues which arise during projects at specific times throughout the summer period
- l) Keeping receipt of all updates and forms from Branch treasurers (as outlined in the Treasury Resource Pack)
- m) Remaining in regular communication with the Trustee Treasurer.

### ***8.3.3 Treasury and Legal Working Group***

8.3.3.1 The Trustee Treasurer will be responsible for leadership of the working group.

8.3.3.2 Members of the Treasury and Legal Working Group (TLWG) will be appointed to one or more divisions. There will be three divisions of the group, namely:

- a) Budgeting, Accounting and Reviewing
- b) Overseas Transfer
- c) Developing and Protecting our Charity

8.3.3.2.1 Each division of the TWLG can have an infinite number of members, and each will have a nominated divisional lead

8.3.3.2.2 Appointments to positions will be decided at the start of the SKIP year, ideally in October.

8.3.3.2.3 If there are multiple applications to the position of a divisional lead, an election will be held with an external chair,

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closed ballot and one vote to each member of the TLWG.

8.3.3.3 No formal requirements exist at present for eligibility for each role. As most members will be SKIP alumni, there is no requirement to be a student.

8.3.3.3.1 Specific guidance on responsibilities of each role will be published by the Trustee Treasurer

### **8.3.4 Branch Treasurers and Branch Assistant Treasurers**

8.3.4.1 Have the following responsibilities:

- a) Managing Branch accounts
- b) Filing and recording all transactions and receipts
- c) Submitting SKIP treasury forms and end of year accounts to the National and Trustee Treasurers (as outlined in the Treasury Resource Pack)
- d) Attending treasury training sessions organised by the National Treasurer.
- e) Ensuring regular communication with the National Treasurer and ensuring contact information is up to date.
- f) Handling money and making payments into accounts.
- g) Organising the safe transfer of money abroad for summer project.
- h) Ensuring that designated Committee Members throughout the summer project have received the basic training in accounting needed for completion of summer accounts.
- i) Collecting and promoting gift aid and standing order forms within

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the Branch

- j) Liaising with the Branch fundraising team (as outlined in the Treasury Resource Pack).
- k) Ensuring an effective handover for the next Branch treasurer

### **8.3.5 Handover for all Treasurers**

8.3.5.1 There must be a clearly defined Handover period between the outgoing and incoming treasurer at all levels

8.3.5.2 The outgoing treasurer must be willing to continue duties until the new treasurer is fully trained.

8.3.5.3 All new treasurers must receive a comprehensive Handover.

8.3.5.4 Outgoing treasurers must be available for the Trustee and National Treasurer to contact for at least one year.

### **8.4 SKIP Expenditure**

8.4.1 SKIP money can be spent on the following items, without reimbursement, in the situations as listed:

- a) Equipment of services for approved interventions
- b) Volunteer transport within the project country, to and from accommodation and project services, not including recreational transport
- c) Event publicity and fundraising costs, where investment is considered likely to give a greater return in fundraising income
- d) General publicity, where expenditure is budgeted and considered to be appropriate
- e) Branch training, where expenditure is budgeted and considered to be

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appropriate

- f) SKIP member transport to National events, as defined by Section 18

8.4.2 SKIP money can only be spent on the following items, if funds are fully reimbursed by members within an acceptable timescale (generally one month, unless specifically agreed otherwise):

- a) Flights and volunteer transport outside of the project country (the exception being Travel Fund expenditure – see Section 19)
- b) Accommodation and domestic services, e.g. on project
- c) Food and drink, e.g. on project or training events
- d) Membership fees and National event costs
- e) Clothing, e.g. SKIP branded clothing

8.4.3 SKIP money can only be spent on the following items with the express permission of the National Committee, with at least one week's notice period:

- a) Alcohol, e.g. for fundraising events

8.4.4 SKIP money can never be spent on the following:

- a) Illegal products or services
- b) Anything that clearly contravenes the SKIP vision, mission and objectives, or puts children at risk
- c) Anything likely to significantly negatively impact SKIP's reputation

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### **Section 9: Data Protection**

9.1 All SKIP Members must uphold the Data Protection standards set out in the 'SKIP Data Protection Policy' whilst in the UK and on project.

9.2 SKIP is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

9.3 The Board of Trustees holds responsibility for data protection within SKIP.

Responsibilities include:

- a) Understanding and communicating obligations under the Act.
- b) Identifying potential problem areas or risks.
- c) Producing clear and effective procedures.
- d) Dealing promptly with any enquiries about handling personal information.
- e) Regularly reviewing and auditing the ways SKIP manages and uses personal information

9.4 The Board of Trustees must be informed of all Data Protection issues and/or concerns arising within SKIP.

9.5 All SKIP Members must complete annual data protection and confidentiality training.

9.6 SKIP Branch Project Coordinators are responsible for ensuring that data regarding SKIP projects and members that is no longer needed is appropriately destroyed.

9.7 Any data collected by SKIP volunteers must be done so in accordance with the SKIP Data Protection policy

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## **Section 10: Fundraising**

### **10.1 National Fundraising**

10.1.1 National Fundraising shall be defined as the raising of accessible funds for 'SKIP National' for the purpose of:

- a) Training
- b) Running costs (e.g. upkeep of website, fees of necessary professionals)
- c) Contingency planning

10.1.2 National fundraising shall be performed by a minimum of:

- a) National Fundraising Coordinator
- b) Trustee Fundraising Lead

10.1.3 'Internal' fundraising refers to donations coming from individuals or companies involved with or connected with SKIP.

10.1.4 'External' fundraising refers to grants, sponsorship or donations from individuals, companies or organisations unaffiliated with SKIP.

### **10.2 Branch Fundraising**

10.2.1 Branch fundraising is defined as the raising of funds by SKIP Branches for the purpose of funding:

- a) Specific projects or interventions
- b) Running costs of the Branch

10.2.2 Branches must comply with the legal requirements surrounding fundraising (e.g. street collection licenses, gambling licenses). These are described in the Charities Act 2006 and the Gambling Act 2005.

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10.2.3 Suspended Branches are not permitted to fundraise until suspension is lifted.

10.2.4 A Branch at needs assessment stage may fundraise, but only if they make their donors aware that they are not fundraising for any specific intervention.

10.2.4.1 Fundraising at this stage should be largely restricted to events primarily aimed at publicity and fundraising for the running of the Branch.

10.2.5 Branches may apply to individuals, companies or organisations that are local to that SKIP Branch without consultation with the National Fundraising Coordinator.

10.2.5.1 A definition of 'local' is not provided, and Branches are advised to use their own discretion. It must not, however, encroach on an area covered by another SKIP Branch.

10.2.5.1.1 If there is any chance that 2, or more, SKIP Branches may be fundraising in the same area they must communicate closely with each other.

10.2.5.1.2 Branches may join together to fundraise and can decide between them how funds are to be split

10.2.6 Branches may only apply to national companies or organisations, or well-known individuals, for funds after consultation with both the National and Trustee Fundraising Leads.

10.2.6.1 Approval may only be given if the National and Trustee Fundraising Leads or any other SKIP Branch have not approached, and does not plan to approach, that individual, company or organisation for funds.

10.2.6.2 The National and Trustee Fundraising Leads retain the right to refuse permission to seek these funds, even if the above criteria are met.

10.2.7 Should Branches feel that it is necessary for a project's development to accept donation from a company that has been 'red flagged' by the ethical fundraising

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policy, permission and advice should be sought from the National Committee and Board of Trustees.

10.2.7.1 Should they be approved, the Branch must agree not to provide anything in return, such as endorsements or publicity, and the company involved agreed not to use the SKIP name for their own ends.

10.2.7.2 Under no circumstances can Branches accept funds from companies known to be connected with Arms Trading.

10.2.8 Branches are advised to make use of the following online donation facilities to optimise their fundraising potential:

a) 'Bmycharity'

- i. Enables credit and debit card donations to be paid into Branch bank accounts by visiting [www.bmycharity.com](http://www.bmycharity.com) and via the link on the SKIP website.
- ii. It is the responsibility of the Branch Fundraising Coordinator to monitor donations and keep Branch fundraising pages up to date.

b) 'Easyfundraising'

- i. [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk) provides a service through which SKIP supporters can shop online and simultaneously generate a cash back donation to any registered SKIP Branch at no extra cost to either party.
- ii. It is the responsibility of the Branch Fundraising Coordinator to register their Branch, monitor donations and keep Branch fundraising pages up to date.

10.2.9 Fundraising initiatives such as 'Sponsor a Child' are not permitted. SKIP does not have the man power to sustain this kind of initiative.

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10.2.10 Branches may fundraise for SKIP National. They must clarify this to their donors if they decide to do this and inform SKIP National.

10.2.11 Branches must issue letters of thanks to all individuals, companies or organisations that donate money to them.

10.2.12 Branches may use the SKIP logo to promote their fundraising, but must use the relevant charity number wherever the logo is utilised.

10.2.12.1 Branches are encouraged to also share fundraising events with other Branches via social media platforms such as the SKIP Fundraising page on Facebook and Twitter

10.2.13 Branches may invest money in fundraising activities only if that money is certain to be recovered and will not result in a financial loss for the Branch.

10.2.13.1 Branches must reimburse Committee Members who have covered any Branch fundraising costs out of their own pocket, on presentation of a valid receipt.

10.2.14 Branches are advised that Committee Members should pay the same amount as non-Committee Members to attend any fundraising event.

10.2.15 All funds raised at an event must be deposited into the Branch bank account within one week of the event, as detailed in 9.2.5

10.2.16 It is the responsibility of the Branch Fundraising Coordinator, Branch Project Coordinator and Branch Treasurer to ensure an Events form has been filled out following a fundraising event.

10.2.16.1 The amount of funds raised from each source must be included, including any donations eligible for Gift Aid. Completed Gift Aid forms should be uploaded to the appropriate folder on GDrive.

10.2.16.2 Branches must specify in their accounts whether funds raised are

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restricted (for a specific intervention or purpose) or unrestricted (can be used for any purpose)

10.2.17 Branches may only demand enough money from volunteers to cover logistical costs. They may not demand money from volunteers to cover their Project costs.

10.2.17.1 If Branches ask volunteers to fundraise on behalf of the Branch. This should be stated clearly at the selection process. Branches must provide volunteers with a minimum of 5 months' notice, or at the earliest available opportunity, of fundraising targets which they are expected to achieve

10.2.18 Branches must send at least one Committee Member (preferably the Branch Fundraising Coordinator) to the fundraising training session at each National Big Weekend.

10.2.19 It is the responsibility of the Branch Fundraising Coordinators to familiarise themselves with sections 9.2.7 (Public Collections) and 9.2.8 (Fundraising Activities) of this document.

### **10.3 Personal Fundraising**

10.3.1 It is the responsibility of the individual to raise the costs of his/her trip, but they may be assisted by the SKIP Branch Committee.

10.3.2 Personal fundraising relates to those funds raised by SKIP Members to:

- a) Cover their own logistical costs related to participation in SKIP activities. This may include:
  - i. Acting as a volunteer on a SKIP project
  - ii. Acting as a Branch Committee Member on a SKIP project
  - iii. Acting as a SKIP National Committee Member on a SKIP project

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iv. Participation in SKIP Big Weekends or general meetings

b) Raise funds for their chosen Branch

c) Raise money for SKIP National

10.3.3 SKIP Members must specify for what purpose they are raising funds, as outlined above. This is especially important with regards to raising funds for their own logistical costs.

10.3.4 SKIP Members may use the SKIP logo with the relevant charity number to aid their fundraising, with the approval of their Branch.

10.3.4.1 In cases where the charity number and logo is used in personal fundraising for a volunteer's own logistical costs, it must be made explicitly clear that any money donated will not be used for SKIP's charitable activities.

10.3.5 SKIP Members must inform their Branch of any fundraising they carry out and how much has been raised.

10.3.6 SKIP Members must comply with the legal requirements of fundraising.

10.3.6.1 They must receive basic training in fundraising from their SKIP Branch before engaging in any fundraising activities.

10.3.7 Any donation made to SKIP may be eligible for Gift Aid contributions if made by a UK taxpaying individual.

### 10.4 Project Fundraising

10.4.1 Project fundraising is organised by the SKIP Branch Committee. Fundraisers must:

a) Use the charity number

b) Explain the money is for the project/direct beneficiaries only

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10.4.2 Funds raised must only go towards interventions

10.4.2.1 Funds raised for Project must not be used for accommodation, food or personal costs

### 10.5 I Ahmad Fund

**10.5.1 The vision:** For SKIP Branches to have access to an internal grant body for monetary funds to help initiate, develop, or complete specific interventions associated with their project.

**10.5.2 The mission statement:** The I Ahmad fund's primary purpose is to raise and distribute monetary funds to support vital programmes at SKIP projects which will further our charitable objectives. The aim is to provide additional means of achieving SKIP's vision for all children: to be cared for and supported in accessing the basic rights of health, welfare, and education within their communities.

#### **10.5.3 Application process:**

10.5.3.1 All Branches with full Membership status are entitled to apply to the fund

10.5.3.2 The application process will run year round, where branches, supported by their Buddy and Mentor can apply to the Research and Development Team for a grant when an identified need arises.

10.5.3.3 Branches will be required to specify the amount of funds required, alongside a proposed project budget

10.5.3.4 The applications will be judged on the quality of the intervention, the research completed and the monitoring and evaluation plans as stated in the intervention analysis.

10.5.3.5 Branch mentors, National Committee Buddies, the National Research and Development team, and the National Treasury team are encouraged to

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advise and assist Branches with the application process.

10.5.3.6 There will be a maximum of two applications per Branch for each application round.

### **10.5.4 Decision making process:**

10.5.4.1 The National Research and Development team and the National Treasury team will review the applications in the first instance.

10.5.4.1.1 This should include, at a minimum, the National Research and Development Coordinator, National Treasurer, and Trustees specifically responsible for Research and Development and Treasury.

10.5.4.1.2 The input of the National Committee Buddy, Mentor and any other relevant parties should also be sought

10.5.4.2 This review should take place in an online meeting within 2 weeks of submission of the application, where logistically possible. Applications will be discussed considering all aspects of the proposed intervention cycle and budget, including sustainability factors and prospective community impact.

10.5.4.3 Interventions will be assessed on the following criteria:

- a) Anticipated sustainability and impact for projects and beneficiaries, including plans for monitoring and evaluating the intervention
- b) Community empowerment and integration
- c) Evidence that the planned intervention is within the capacity of the project's volunteers and Collaborating Organisation
- d) Value for money
- e) Strategically planned with clear aims and objectives
- f) Safety

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10.5.4.4 The number of successful applicants selected will depend both on the merit of applications and scope of the Fund at that time.

10.5.4.5 Applicants will be informed of the outcome of their application, with feedback, within one month of submission of either an initial or amended application.

10.5.4.5.1. If a response is required sooner than 1 month, this may be approved at the discretion of the Board of Trustees

10.5.4.6 Branches may be asked to make additional changes to their Branch tools and application proposal prior to formal receipt of the award

10.5.4.6.1 Branches will be supported in this process wherever necessary

10.5.4.7 Wherever possible, awards will be formally announced at the Spring Big Weekend at the Blue Boy Awards.

10.5.4.7.1 Successful applicants may be requested to make a short presentation at the Big Weekend. They will also be expected to respond to requests for updates in a timely manner, and meet agreed deadlines.

10.5.4.8 The agreed amount of money will be transferred at an appropriate time, in agreement with the Branch and I Ahmad Fund management team.

### ***10.5.5 Maintenance, development, and sustainability of the Fund***

10.5.5.1 The Board of Trustees hold ultimate responsibility for the management of the Fund

10.5.5.2 The Trustees should ensure a clear timeline is agreed and advertised at each Autumn Big Weekend with appropriate subsequent publicity via email, social media and the website.

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10.5.5.3 Donors to the fund will be updated annually with reports and letters of thanks from the Board of Trustees.

10.5.5.3.1 This should be no later than the Autumn Big Weekend of the subsequent academic year

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## **Section 11: Training**

### **11.1 Training Structures**

#### ***11.1.1 Training Network and Working Group***

11.1.1.1 The Training Network describes all SKIP Trainers

11.1.1.2 The Training Working Group is made up of National Training Coordinator, Trustee for Training, SKIP trainers who have completed the Training Old Trainers event and other SKIP or non-SKIP members by special invitation. The National Committee Coordinator and Chair of the Trustees have honorary positions.

#### ***11.1.2 SKIP Trainers***

11.1.2.1 A SKIP trainer is defined as a Member or previous Member of SKIP who has completed a SKIP Training New Trainers course.

11.1.2.2 SKIP trainers are qualified to train at any SKIP events, including after individual Membership expires

#### ***11.1.3 Training New Trainers***

11.1.3.1 At least one Training New Trainers course will be provided by the National Training Coordinator every year

11.1.3.2 To complete the Training New Trainers course, participants must:

- a) Attend the full two days of training
- b) Plan and deliver a training session at a regional or national SKIP event, observed by an experienced SKIP trainer
- c) Complete the course evaluation

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### **11.1.4 Training Old Trainers**

11.1.4.1 The Training Old Trainers course will be run when there are sufficient eligible trainers

11.1.4.2 SKIP Trainers are eligible for the Training Old Trainers course when they have logged 20 hours of training in their SKIP Training Log

11.1.4.3 Following completion of the Training Old Trainers course, participants will be eligible to join the Training Working Group

### **11.1.5 Non-SKIP Trainers**

11.1.5.1 A SKIP Member who has completed a Training New Trainers course with an external organisation may be able to become a SKIP trainer at the discretion of the Trustee for Training. This may require provision of evidence of completion of a course, information about the course content and/or in person/online top up training

## **11.2 Meeting the training need of every SKIP member**

11.2.1 All SKIP volunteers must only partake in activities for which they are adequately trained to carry out safely and effectively

11.2.2 Adequate training is defined as that which meets all the identified training needs of each SKIP member, and fulfils the mandatory training requirements

11.2.3 Mandatory training requirements may be met through a combination of face-to-face and online training

11.2.3.1 All SKIP Members must receive the following training:

- a) Background of country
- b) Relevant healthcare and children's issues in that country
- c) History of Branch/ Project

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- d) The Project (based on Project Proposal)
- e) Monitoring and evaluation
- f) Health and safety (see Section 7.6.1.5.1 for more details)
- g) Child protection
- h) Data protection and confidentiality

11.2.3.2 All SKIP members must complete the online training modules relevant to their role as identified by the training needs analysis. In addition, all SKIP volunteers attending a SKIP project must complete all 6 modules prior to project, as part of the steps to summer process.

- a) What is SKIP
- b) Being a SKIP volunteer
- c) Health and safety in SKIP
- d) Keeping kids safe
- e) Keeping it legal: Treasury in SKIP
- f) Working with externals

11.2.4 Additional specific mandatory training will be identified for any SKIP Members by the training needs analysis

11.2.5 The training needs analyses should be used to guide training design and members' workshop selection at National and Branch specific training events throughout the year

### **11.3 Meeting Branch and Project training needs**

#### ***11.3.1 Training needs analysis***

11.3.1.1 The Training Working Group will produce a training needs analysis for each branch annually and whenever a significant change or issue arises

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11.3.1.2 The Branch Training Coordinators should share their timetables for training events with the National Training Coordinator.

11.3.1.3 Branches will be responsible for designing their volunteer and committee training with support, where requested, from the Training Working Group, their National Buddy and Branch Mentor.

11.3.1.4 Members of the National Committee or Training Network may be available to help run specific training sessions at Branch training events, at a Branch's request

### **11.3.2 Volunteer training requirements**

11.3.2.1 In addition to the mandatory training requirements given in 11.2.3, SKIP volunteers must also receive training on:

- a) Skill building (as determined by the training needs analysis)
- b) Interventions (as determined by the interventions conducted by the Branch)

11.3.2.2 All SKIP Branches must provide evidence of an appropriate level of first aid cover for all project groups

11.3.2.3 Each Branch must provide at least 2 trained first aiders per wave of volunteers

11.3.2.4 Appropriate first aid training must be sought from a recognised professional organisation, (assessed on a case by case basis) and within 3 years of project date.

### **11.3.3 Group leader training requirements**

11.3.3.1 All Branches must complete a Training Needs Assessment for Project management responsibilities.

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11.3.3.2 If a Branch is unable to send sufficient numbers of volunteers to SKIP regional Project Management Training Days, the Branch must discuss suitable alternative training with the National Training Coordinator and the Board of Trustees.

11.3.3.2.1 Regional Project Management Training Days will include the following topics, at a minimum:

- a) Child protection
- b) Health and safety, contingency planning, risk assessments and assessing volunteer capacity
- c) Leadership and group dynamics
- d) Treasury for summer projects
- e) Confidentiality and data protection
- f) Role specific training

11.3.3.3 In addition to the regional Project Management Training Day, Branches must provide additional training to all volunteers taking on responsibilities in Project management

11.3.3.4 This should be in line with the training needs assessment and include country specific information

### **11.3.4 Committee training requirements**

11.3.4.1 The National Committee and Board of Trustees should offer advice and support for Handover events and highlight areas where they feel extra training is required.

### **11.3.5 Recording training**

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11.3.5.1 It is the Branch Committee's responsibility to record all training that volunteers have completed and to ensure that all volunteers have completed all mandatory training before departing for project

11.3.5.2 The Branch Committee should raise any concerns with the individual concerned and the National Training Coordinator.

### **11.3.6 Managing unmet needs**

11.3.6.1 Additional training may be organised with a SKIP trainer, National Committee Member or Board of Trustees Member

11.3.6.2 This training is dependent on availability and should not be used as an alternative to attending required training

## **11.4 Meeting National Committee, Supporting Alumni and Trustee training needs**

### **11.4.1 Training needs analysis**

11.4.1.1 The Training Needs Analysis should be completed:

- a) For Trustees, National Committee and Mentors prior to the summer Handover weekend
- b) It is the responsibility of the National Training Coordinator and appointed Trustee to complete the Training Needs Analysis for Trustees, National Committee and Mentors

### **11.4.2 Mandatory training**

11.4.2.1 In addition to the mandatory training requirements listed in 11.2.3, all members of the National Committee, Trustees and Mentors must complete training in:

- a) Strategic planning
- b) Handover

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11.4.3 Training will be provided to the incoming National Committee at the Handover weekend in the autumn term, as organised by the National Training Coordinator and the Board of Trustees

### **11.5 Training and feedback**

11.5.1 SKIP trainers should always try to obtain feedback from trainees and from the projects.

11.5.2 Feedback should be collated by the trainer and, where appropriate, shared with the Branch Training Coordinator, Branch Committee and/or National Committee/Board of Trustees in order to analyse current training practices and how the session could be improved.

11.5.3 Branch Committees should ensure that they obtain feedback from volunteers on any external training received and that information from this is passed on to the National Training Coordinator for record keeping.

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### **Section 12: Amendments to the Bylaws**

12.1 A proposal to change the Bylaws must be submitted by a SKIP Member in writing, or by e-mail, to the Board of Trustees at least one month in advance of the General Assembly at which it is to be tabled.

12.2 The Trustee has to send a compilation of all the received proposals in writing, or by e-mail, to the Branches one week before the opening day of the General Assembly Meeting.

12.3 Changes to the Bylaws require a simple majority. Changes to Section 3 'Procedures at Meetings', however, require a two-thirds majority.

12.4. Changes to the Bylaws will be implemented immediately after the General Assembly with an agreed timeframe for compliance

12.4.1 The timeframe will be at the discretion of the National Committee and Board of Trustees.

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## **Section 13: External Relations**

### **13.1 Charity Commission**

13.1.1 The use of the words “Charity Commission” in all SKIP Bylaws refers to both The Charity Commission for England and Wales and the Office of the Scottish Charity Register (OSCR), where they are not referred to as their separate entities.

13.1.2 It is the responsibility of the Board of Trustees to liaise with the Charity Commission.

13.1.3 SKIP Branches and the National Committee may only contact the Charity Commission on behalf of SKIP with the permission of the Board of Trustees.

13.1.3.1 If the proposed contact is in order to complain about the Board of Trustees after all other options have been exhausted then the permission of the Board of Trustees is not required.

### **13.2 Medsin**

13.2.1 SKIP is an officially recognised Medsin Project with full voting rights.

13.2.1.1 The SKIP Global Health Lead (or the delegated Member) may vote at Medsin General Assemblies on behalf of SKIP without consulting the Trustees, National Committee or Branches

13.2.1.1.1 The Global Health Lead must distribute the proposed Medsin bylaw changes to the National Committee for comments in advance of General Assemblies

13.2.1.1.2 Any Member may put a proposal forward to the Medsin General Assembly through contacting the Global Health Lead

13.2.1.1.3 The Global Health Lead (or delegated Member) must produce a report for all Members of SKIP detailing how SKIP voted on

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all issues.

13.2.1.1.4 The Global Health Lead (or the delegated Member) must be able to demonstrate that they voted in the best interests of SKIP.

13.2.2 It is the responsibility of the National Global Health Lead to liaise with Medsin, fill in Medsin reports and to ensure that SKIP is represented at Medsin events to which they are invited to attend

### **13.3 International Federation of Medical Students' Associations (IFMSA)**

13.3.1 SKIP is not a recognised Project of the IFSMA but is represented through Medsin.

13.3.2 It is the National Coordinator's responsibility to liaise with the IFSMA.

13.3.3 Applications to represent SKIP at IFSMA biannual meetings must be distributed to all Members of SKIP.

### **13.4 Student Hubs**

13.4.1 SKIP National is not affiliated to Student Hubs.

13.4.2 It is the responsibility of the National Coordinator to liaise with Student Hubs.

13.4.3 SKIP Branches may affiliate with local Student Hubs.

13.4.3.1 SKIP Branches must not sign a Student Hubs Membership document without first consulting SKIP National.

13.4.3.2 SKIP Branches may not pay a Membership fee to Student Hubs unless it can be demonstrated that this is of direct benefit to the Branch or project.

### **13.5 Student Unions**

13.5.1 SKIP Branches may affiliate with their local Student Unions.

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13.5.2 SKIP Branches must alert SKIP National of any rules they may be bound by that contravene the SKIP bylaws.

13.5.3 Bylaws governing Student Union bank accounts are listed in 'Section 9: Finances'.

13.5.4 A SKIP society is an affiliated Student's Union society aiming to support and publicise the work of SKIP, and encourage attendance at SKIP National Big Weekends.

13.5.4.1 A SKIP society is not a Member organisation of SKIP.

13.5.4.2 In order to use the name of SKIP, or to claim any affiliation, SKIP societies must follow all bylaws, paying particular attention to bylaws on finance and bank accounts.

13.5.4.3 Branches wishing to establish a SKIP Society should have prior communication with the National Committee and Board of Trustees for support and approval.

### 13.6 Patron

13.6.1 The SKIP Patrons are: Professor Ilora Finlay (Baroness Finlay of Llandaff), Dr Stacey Mearns, Dr Rahail Ahmad, and Dr Claire Thomas

13.6.2 It is the responsibility of the Board of Trustees to liaise with the Patron.

13.6.3 Branches and the National Committee may only contact the Patron on behalf of SKIP with the permission of the Board of Trustees.

13.6.4 The Patron may only be contacted for reasons related to SKIP.

### 13.7 Website

### 13.8 Other Externals

13.8.1 If Branches are contacting externals (e.g. international development experts) SKIP National must be carbon-copied in on any emails.

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13.8.2 Minutes or summaries of meetings or phone calls with externals must be forwarded to SKIP National within 1 week.

### **13.9 Grant-Giving Bodies**

13.9.1 Contact with grant-giving bodies is governed by Section 11: Fundraising.

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## **Section 14: Volunteers**

### **14.1 General**

14.1.1 A SKIP Volunteer is a student who works on a SKIP Project who has been accepted by a SKIP Branch after a process of application and selection.

14.1.2 SKIP Volunteers are not employed by SKIP.

### **14.2 Selection**

14.2.1 Selection Committees may not use the following variables to discriminate for, against, or between potential volunteers:

- a) Age
- b) Race
- c) Ethnicity
- d) Sex
- e) Sexual orientation
- f) Gender Identity

14.2.2 Potential volunteers should be made aware of the Project Country's laws and customs regarding sexuality and gender identity at the time of application.

14.2.3 Selection Committees may not use potential volunteers' personal religious or politico-social beliefs to discriminate for, against or between them unless those beliefs are incongruous with SKIP's ethos or governing documents.

14.2.4 Selection Committees may not use the perceived or stated disabilities of potential volunteers to discriminate for, against or between them.

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14.2.4.1 Where there is concern that a perceived or stated disability may make an applicant unsuitable for project on health and safety grounds, advice should be sought from the Board of Trustees' Health and Safety Lead.

14.2.5 SKIP Branches should ensure their selection criteria can be made available for potential volunteers on request.

14.2.6 Potential Volunteers may only apply for projects running within 1 year of application.

14.2.7 SKIP Branches must include an application form as part of the application process which must include a minimum of the following:

- a) Name
- b) Course
- c) Student Number (to verify course)
- d) Date of Birth

14.2.8 Branches may use the following supplementary methods of choosing volunteers:

- a) Interviews with more than 1 interviewer present
- b) Appropriate group exercises
- c) Appropriate individual tasks
- d) Evidence of commitment to SKIP i.e. attendance at fundraisers

14.2.9 Branches may not film volunteers for selection purposes without their written permission.

14.2.10 Branches must abide by Bylaw 10: Data Protection when handling Volunteer's data, including application forms.

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14.2.11 Branches must include 3 or more Committee Members on their selection Committees.

14.2.12 Branches may only approve volunteers who are students, or SKIP alumni, at time of application.

14.2.13 Branches may only approve volunteers from the following:

- a) Approved collaborating universities
- b) External Volunteers accepted under the External Volunteer Scheme (Bylaw 15.3)
- c) SKIP alumni

14.2.14 All applicants should be able to demonstrate an interest in both global health and the activities of SKIP.

14.2.15 Any individuals eligible to volunteer as indicated under 15.2 may join a Branch Committee if elected through the normal process.

14.2.16 Branches are not obliged to give a reason for rejected applications.

14.2.17 SKIP National Committee and the Board of Trustees retain the right to remove any volunteer from any Branch.

14.2.17.1 SKIP National Committee or the Board of Trustees must give an explanation to the Branch in question, but are not obliged to disclose confidential information.

14.2.18 If a volunteer ceases to be enrolled on a university course due to failure of exams, misconduct, a decision not to continue or for any other reason except graduating, the SKIP Branch and SKIP National Committee are to make a joint decision on whether the volunteer should be allowed to continue as a SKIP volunteer.

14.2.19 If a Volunteer graduates between the time of successful application and the Project, they may continue to be a SKIP volunteer.

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14.2.20 Complaints of unfair selection or rejection of Volunteers must be sent via email to SKIP National Committee.

14.2.20.1 SKIP National Committee may subsequently review the selection process of the Branch.

14.2.20.2 SKIP National Committee may request additional information from the person complaining.

14.2.20.3 SKIP Branches must provide information on their selection criteria to SKIP National Committee.

14.2.20.4 SKIP National Committee will then decide on the best course of action.

14.2.21 The Branch Committee must appoint two first aiders for each project wave. These individuals must be trained in first aid to a standard deemed appropriate as outlined in 'Section 11: Branch Training'.

### **14.3 Project Volunteer Recruitment**

14.3.1 Following Branch recruitment, prospective volunteers will receive a 'Steps to Summer guide'. The second stage of recruitment will be co-ordinated by a Supporting Alumni in the role of recruitment co-ordinator.

14.3.2 To complete the second stage of recruitment, prospective volunteers will be required to:

- a) Sign up for Groupspaces membership
- b) Pay the volunteer fee (covers SKIP membership fee, volunteer liability insurance and cost of criminal record check)
- c) Complete the SKIP Volunteer agreement (includes code of conduct, contact details, health declaration, next of kin contact details, guarantor contact

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details, contingency fund agreement, criminal record disclosure and information on first aid qualifications)

- d) Obtain a criminal record check
- e) Ensure the return of a completed contingency fund guarantor agreement
- f) Complete SKIP Online training
- g) Complete SKIP travel form

14.3.3 SKIP volunteer status will not be confirmed until all these steps are completed

14.3.4 All of the forms will be signed electronically and kept in line with Section 9: Data Protection Bylaws and the SKIP Data Protection policy

### **14.3 Project Management**

14.3.1 Project Management describes the practical process of effectively and safely running a SKIP project.

14.3.2 The following responsibilities must be incorporated into Project Management by one or more volunteers:

- a) Group Leader
- b) Health and Safety
- c) Child Protection
- d) Treasury
- e) Secretary
- f) Research and Development
- g) Logistics

14.3.2.1 The Group Leader and the person responsible for Treasury on project

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must be separate volunteers.

14.3.2.2 It is strongly recommended that Group Leader and Health and Safety should be assigned to separate volunteers

14.3.2.3 It is advised that Project Management responsibilities listed in 14.3.2 be assigned to separate volunteers, however, if this is not practical or possible then a volunteer may take on more than one role responsibility.

14.3.3 Project group leaders should attend a SKIP regional Project Management Training Day in the 12 months preceding project. In exceptional circumstances, a minimum of one group leader per wave must attend

14.3.4 All other Project Management Training requirements are outlined in bylaws 12.7.

### 14.4 Group Leaders

14.4.1 Group Leaders are the individuals who are responsible for coordinating SKIP projects whilst in-country. This may be either Branch Committee Members or volunteers.

14.4.2 Group Leaders must be selected at least 3 months prior to the start of Project based upon criteria and procedures which have been discussed with the Branch buddy.

14.4.2.1 Branches should ensure that all criteria for selecting Group Leaders can be made available to volunteers on request

14.4.3 Branch Committees should ensure that Group Leaders have access and have received detailed Handover of all relevant information in keeping with 'Section 9: Data Protection' and the Data Protection Policy.

14.4.4 Group Leaders are responsible for:

- a) Providing project updates whilst on project, and on return from project, to the

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Branch Committee

- b) Coordinating handover between teams.
- c) Reporting Health & Safety and Child Protection incidents to the National Committee or Board of Trustees (as per contingency plans) who will then complete an incident report form.

14.4.5 Group Leaders are required to undertake extra training from the Branch or request extra training from SKIP National Committee.

### 14.5 External Volunteer Scheme

14.5.1 The purpose of the External Volunteer Scheme (EVS) is to provide the opportunity for students who do not have a SKIP Branch at their university to volunteer with SKIP Branches who wish to recruit them.

14.5.1.1 Only established Branches with full projects may recruit external volunteers

14.5.2 Those able to apply:

- a) Must be eligible in accordance with the bylaws (Section 15.2 Selection)
- b) Must not have a SKIP Branch in their own university unless special permission has been obtained from both the National Committee, and the Branch committee of the university to which that volunteer belongs.

14.5.3 The National Committee may not apply through the EVS but may visit a Project if invited by Branch Committees.

14.5.4 External volunteers must be able to attend compulsory SKIP training as outlined by the training bylaws 12.0.

14.5.4.1 External volunteers must attend project specific training within the Branch they have applied to.

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14.5.4.1.1 In the case this is not possible, alternative training must be arranged with another SKIP Branch, with the agreement of the Branch Committee

14.5.5 Applications will be distributed by the National Committee. Completed applications will be returned to the National Committee and then forwarded to the applicant's first choice Branch.

14.5.5.1 The National Committee will have one week to forward the applications to Branches.

14.5.5.2 Branches will accept or reject the applicant according to their own criteria and will have 2 weeks to reply.

14.5.5.2.1 If a Branch rejects an applicant, their application may be sent to other Branches based on the applicant's order of preference.

14.5.5.3 The National Committee will inform the applicant of the Branch's decision.

14.5.6 All communication with the applicant will be through the National Committee until the applicant is firmly accepted by the Branch.

14.5.6.1 This excludes communication required for Branch specific recruitment procedures i.e. interviews.

14.5.7 The National Committee will call for Branches to express interest in the scheme at the Autumn General Assembly.

14.5.7.1 Branches should reply within the time stated by the National Committee, stating how many volunteers they can accommodate.

### 14.6 Responsibilities

14.6.1 Branches may require volunteers to:

- a) Commit to fundraisers.

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- b) Sit on SKIP Committees.

14.6.2 Volunteers may fundraise for their costs of volunteering. Volunteers and Branches must abide by 'Bylaw 11: Fundraising'.

14.6.3 It is the volunteer's responsibility to ensure they:

- a) Buy adequate insurance to cover their activities whilst on SKIP projects, and have details of this with them whilst volunteering
- b) Have obtained a visa for their project country which covers the full time period for which they are staying, and any countries they may be passing through
- c) Have a valid passport for the full time period required by the immigration authorities for the country in question, and bring this with them on project
- d) Disclose information regarding relevant medical conditions on the health declaration form, and update the SKIP Trustee Health & Safety and Child Protection Lead of any changes to this prior to project
- e) Have all necessary medication with them whilst volunteering on the project, and are fully vaccinated as appropriate

14.6.4 Group Leaders have additional responsibilities which may include, but are not limited to:

- a) Assisting Branch Committees in providing information to volunteers in their group and answering questions from volunteers
- b) Assisting the Project Treasurer in keeping up to date summer project accounts
- c) Noting concerns with volunteer behaviour, volunteer health (including mental health) or any other concerns and reporting these to the SKIP Branch and, where appropriate, the National Committee and Board of Trustees
- d) Being in charge on the ground and making decisions regarding volunteers and the project

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- e) Communicating with the Collaborating Organisation
- f) Working in collaboration with the National Committee and Board of Trustees in the coordination of emergencies and evacuations
- g) Communicating with the Branch representatives in the UK a minimum of once a week
- h) Reporting Health & Safety and Child Protection incidents to the National Committee or Board of Trustees (as per contingency plans) who will then complete an incident report form

14.6.5 It is the Branch Project Coordinator's responsibility to ensure all Group Leaders have fulfilled their responsibilities with regards to Volunteer insurance.

14.6.6 Branches must:

- a) Train every volunteer to the standards set out in 'Section 11: Training'
- b) Inform volunteers to purchase their own personal travel insurance
- c) Ensure there is appropriate first aid experience within each project team. This will include:
  - i. At least two trained first aiders per wave
  - ii. Appropriate training and support for those taking the responsibility of first aider as outlined in 'Section 11: Branch Training'

14.6.7 Branches should give volunteers at least 4 weeks of notice for any monies required, wherever possible.

14.6.8 Volunteers who drop out of SKIP between the time of successful application and the commencement of the SKIP Project:

- a) May be required by Branches to help find a replacement
- b) May not be able to have their money reimbursed, at the discretion of the SKIP

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Branch

- c) May not be given references of their involvement in SKIP
- d) Must return any monies gained from personal fundraising to the donor

### **14.7 Membership Fees**

14.7.1 All SKIP Members must pay an annual Membership fee.

14.7.1.1 SKIP Members are: Branch volunteers, external volunteers, Branch Committee Members, SKIP National Committee Members, Mentors and SKIP Board of Trustees Members.

14.7.2 This non-refundable Membership fee will be subject to review annually.

14.7.3 The revenue earned from Membership fees will be used to pay for indemnity insurance.

14.7.4 Membership money will be payable upon accepting an offer to volunteer with SKIP or on election to a Committee position.

14.7.5 Members will also receive the opportunity to be trained at SKIP Big Weekends

14.7.5.1 Members will receive certificates of training attended (for example child protection, health and safety)

14.7.6 Members will be invited to join the National Alumni Scheme.

### **14.8 During the Project**

#### ***14.8.1 Volunteer Liability Insurance***

14.8.1.1 All mentions of “liability insurance” in bylaw 14.8.1 refer to a fee payable to SKIP National which will be spent solely on the legal protection of SKIP Members who are on a SKIP project. The primary objective of the collected money will be to buy trustee indemnity insurance for SKIP.

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14.8.1.1.1 Trustee indemnity insurance purchased with volunteer liability insurance fees will protect SKIP volunteers on project by allowing trustees to take responsibility for their actions as defined in bylaw 14.7.5.

14.8.1.2 Trustees will take responsibility for the sanctioned activities of SKIP Members and the impact of sanctioned activities on the charity.

14.8.1.2.1 This is providing Members abide by the constitution and bylaws of SKIP, sign all agreements set out in the bylaws, pay the fee, and adhere to all laws pertaining to the UK and country they are in at the time.

14.8.1.2.2 A “sanctioned activity” is any activity that is approved in the constitution or bylaws of SKIP or in writing from the Board of Trustees, including approval of Branch proposals

14.8.1.3 All persons travelling abroad to a SKIP project must pay a liability insurance fee each year they volunteer with SKIP.

14.8.1.3.1 This applies to all SKIP Members

14.8.1.3.2 The volunteer liability insurance fee must be paid to SKIP National on volunteer acceptance or by the 1st April in the year they will be visiting a SKIP project, whichever is earlier.

14.8.1.3.3 This liability insurance fee does not contribute to personal travel insurance, which must be purchased by each volunteer prior to project.

14.8.1.4 The volunteer liability insurance fee is ten pounds sterling

14.8.1.4.1 Proposals to change the monetary value of the volunteer liability insurance fee may only come into place the September after it is accepted at the General Assembly (i.e. the next academic year).

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14.8.1.4.2 The volunteer liability insurance fee is not refundable

14.8.1.5 Any surplus money that SKIP National gains from the volunteer liability insurance fee must be spent on protecting SKIP Members on project.

This can be through:

- a) Putting money towards next year's trustee indemnity insurance and the subsequent fee will be decided at the next General Assembly
- b) Professional training for Members of the SKIP Board of Trustees in areas that will benefit SKIP volunteers, such as contingency planning, health & safety and the legal and ethical aspects of volunteering.
- c) Legal consultation on specific volunteer issues

14.8.1.6 Volunteers who drop out of the SKIP project whilst volunteering on the project, or are suspended from the project:

- a) Are not entitled to any reimbursement
- b) Must not visit the SKIP project site
- c) Must give their SKIP-branded clothing, SKIP name badges and any item that may identify the ex-volunteer as being associated with SKIP, to the Group Leader
- d) Accepts responsibility for finding their own accommodation, travel, food and other necessities during their time in the country

14.8.1.7 Volunteers may be immediately suspended from the project for the following reasons:

- a) Misleading or incomplete information on the Health Declaration Form
- b) Broken term of Volunteer Code of conduct
- c) Broken term of SKIP Volunteer Agreement

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14.8.1.8 Group Leaders may decide on consultation to suspend volunteers from the Project for the following reasons:

- a) The volunteer's presence on the project is to the detriment of the project
- b) The volunteer's presence on the project is to the detriment of the majority of volunteers
- c) The volunteer's presence on the project represents a threat to other volunteers' health, safety or wellbeing
- d) The volunteer's presence on the project represents a threat to their own health, safety or wellbeing
- e) The volunteer's presence on the project represents a threat to the health, safety or wellbeing of the children or community that SKIP works with

14.8.1.8.1 Group Leaders must follow the contingency plans and consult with the branch committee in the UK, a member of SKIP National Committee or Trustees, any volunteer involved in the incident, and the Collaborating Organisation before deciding to suspend a volunteer

14.8.1.8.2 In the event that SKIP National Committee or Trustees are not available, Group Leaders can decide to suspend a volunteer but must report their decision to SKIP National at the earliest possible opportunity.

14.8.1.8.3 Branch representatives in the UK may overrule the decision of the Group Leader with permission of SKIP National or the Board of Trustees.

14.8.1.9 For emergency evacuations, Group Leaders should refer to 'Bylaw 7.6:

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Risk Policies', The National Health and safety tool and the Branch's Risk Assessment and Health & Safety Documents.

### **14.9 Welfare**

14.9.1 SKIP shall endeavour to deal with volunteer welfare issues caused by involvement in SKIP projects, but are not obliged to deal with volunteer welfare issues present before involvement in SKIP or occurring regardless of involvement in SKIP.

14.9.2 SKIP cannot deal with volunteer welfare issues outside of its remit.

14.9.3 SKIP Branches should make an effort to refer volunteer welfare cases to appropriate third parties.

### **14.10 Alumni**

14.10.1 Branches may set up their own Alumni schemes with approval from SKIP National.

14.10.2 Branch Project Coordinators and past Project Coordinators may provide references for Volunteers and Committee Members detailing the individual's involvement with SKIP.

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### **Section 15: Policies**

15.1. Any policy referred to in the bylaws must be attached as appendices to this document.

15.2. Any version of a policy referred to in these bylaws must be adhered to in the format of that precise version and not any other version.

15.3 Updated policies must be put to vote at SKIP General Assemblies.

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## **Section 16: Publicity**

### **16.1 Use of SKIP's Name/Logo**

16.1.1 Where SKIP's name or logo is used, those using them must indicate their relationship with, or position within, SKIP and/or their Branch contact details.

16.1.2 SKIP's name, logo or Membership should not be associated with statements or opinions that might bring the organisation into disrepute.

16.1.3 Where a person/Branch would like to attach any of these to a potentially controversial statement or opinion, permission and guidance from the National Committee must be obtained before doing so.

16.1.4 SKIP is not responsible for, and as such retains the right to dissociate itself from, actions or statements of its Members.

### **16.2 Misleading Statements**

16.2.1 Members must not, either expressly or by implication, make statements which mislead about the aims or actions of SKIP.

16.2.2 Statements made by SKIP or its Members must not be taken out of context, and as such must convey the same meaning as was originally intended.

### **16.3 Actions resulting in Negative Publicity**

16.3.1 In the instance that an action or statement of a Member or Branch of SKIP results in negative publicity, said Member or Branch must take steps agreed by the National Committee and Board of Trustees to remedy this situation within two weeks, and provide evidence of their efforts.

### **16.4 Publicity Materials**

16.4.1 All publicity materials must:

- a) Display the logo and relevant charity numbers clearly

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- b) Not cause offence

16.4.2 Printed materials must be in a justifiable quantity and, where possible, printed on an environmentally friendly material.

### 16.5 Branch Publicity

16.5.1 Branch Publicity is defined as any action that represents an individual SKIP Branch, at local or national level. As such it encompasses many actions not under the direct control of the publicity or media and communications coordinators.

16.5.2 Responsibilities of Branch publicity/media and communications coordinators include but are not limited to:

- a) Being aware of actions taken by Members of the Branch both physically and online, to ensure the correct image of the organisation is displayed
- b) Supporting and facilitating the work of other Committee Members by promoting awareness of the SKIP Branch, their work, achievements and underlying aims and principles.
- c) Producing and distributing media for promotion of events and recruitment drives
- d) Organising and adding to a media store of images and written material from project work and events, for easy access and use by themselves and other SKIP Members
- e) Ensuring Branch Members are properly informed about the work of their Branch, the principles that underpin that work and the overall aims of SKIP as a whole, to avoid spread of misinformation by Branch Members.

16.5.3 The National Publicity Coordinator will be responsible for the upkeep and monitoring of:

- a) SKIP Facebook account

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- b) SKIP Twitter account
- c) SKIP Youtube channel
- d) SKIP website

16.5.3.1 It is the National Publicity Coordinator's responsibility to ensure that at a minimum there is no poor quality, incorrect, misleading, or offensive material displaced on the social media platforms

### 16.5.4 Photos

16.5.4.1 All photos published in SKIP's name should follow the guidance in the SKIP Child Protection Policy

16.5.4.2 All photos on a Branch's social media site are the responsibility of the Project Coordinator and Publicity Coordinator

16.5.4.2.1 If a photo is deemed inappropriate by either the National Committee or Board of Trustees, it is the Branch's responsibility to remove the photo from all internet sites that are associate with SKIP

16.5.4.3 All photos donated to SKIP can be used at SKIP's discretion

16.5.4.3.1 Intellectual property rights are also donated at the same time. When donations are received this should be made clear

16.5.4.3.2 Any volunteer who wishes to gain back intellectual property rights can do so by asking the Branch and/or National Committee.

16.5.4.3.2.1 In this instance, SKIP will try to remove the image from social media sites, however they cannot guarantee the removal of the image from all SKIP publications

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### **Section 17: Campaigns**

17.1 Advocacy in SKIP is defined as activities or actions undertaken with the purpose of raising awareness or expressing public support for a particular issue or policy on which SKIP has agreed a policy statement. Policy statements shall be passed by a simple majority vote at the General Assembly. Advocacy in SKIP may be targeted at the following populations:

17.2 Advocacy in SKIP may be targeted at the following populations:

- a) Our Members
  - i. to increase awareness of core issues, relevant to SKIP branches, among SKIP members so they can speak as informed advocates.
- b) Communities
  - i. to influence awareness and attitudes through providing feedback on community issues discovered on project to guide discussion and promotional teaching and trigger improved understanding of core issues and tangible change on a community level.
- c) Local professional, governmental and international bodies
  - i. highlighting project experiences by cautiously supporting communities/collaborating organisations to feedback concerns to relevant powers to encourage their involvement and prioritisation of core issues.
  - ii. Empowering community members as lobbyists and informed advocates to ensure implementation of change.
- d) External campaigns
  - i. SKIP members can provide an advocacy service through “Global Advocacy in Networks (GAIN)” - identifying relevant external campaigns and creating strategic partnerships which define what material/information from our experiences would be most useful to strengthen and inform external campaigns.

17.3 Advocacy in SKIP may utilize the following methods:

- a) Policy statements

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- b) Educational Talks/workshops – UK & overseas
- c) Educational materials – eg: pamphlets for use in country of project
- d) Providing voices & manpower to externals (in the form of GAIN)
- e) Media releases

17.3.1 Further detail can be found in the document ABC to Advocacy in SKIP.

17.4 SKIP has ratified the following policy statements:

17.4.1 Policy Statement on **ACCESS TO EDUCATION**: SKIP believes that every child should have access to primary and secondary education and promotes equal access to education and eradication of child labour.

17.4.2 Policy Statement on **ECONOMIC DEVELOPMENT**: SKIP believes that communities should be empowered to improve the economic development, such as access to education and improved community access to microfinance opportunities.

17.4.3 Policy Statement on **GENDER INEQUALITIES**: SKIP believes that men and women should have equal rights and opportunities.

17.4.4 Policy Statement on **DISABILITY AND MENTAL HEALTH STIGMA**: SKIP believes that disability and mental health stigma should be eradicated and promotes equal rights and opportunity for people living with disability and mental illness.

17.4.5 Policy Statement on **RIGHTS OF THE CHILD**: SKIP believes that all children should be able to access their basic human rights in line with the UN Convention on the Rights of the Child, Millennium Development Goal 2: 'Achieve Universal Primary Education' and Millennium Development Goal 4: 'Reduce Child Mortality'.

17.4.6 Policy Statement on **WATER AND SANITATION**: SKIP believes that people worldwide should be able to access clean water and sanitation and believes in the importance of clean water and sanitation, investment in sustainable infrastructure and supply.

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17.4.7 Policy Statement on **HIV/AIDS**: SKIP believes that people living with HIV/AIDS should have fair and equal access to rights and opportunities and live a life free from additional stigma.

17.4.8 Policy Statement on **NEGLECTED TROPICAL DISEASES**: SKIP believes that people living with neglected tropical diseases should have fair and equal access to rights and opportunities and live a life free from additional stigma.

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## **Section 18: Travel Fund**

18.1 The purpose of the SKIP Travel Fund is to assist SKIP members with their transport costs to SKIP events.

18.1.1 The fund will be managed centrally

18.1.2 It is the responsibility of the SKIP Trustee Treasurer to coordinate the management of the fund

18.1.3 The SKIP Travel Fund will be kept in a designated Unity Bank Account used for no other purpose

18.1.4 The Travel Fund should be managed following the same accounting procedures as every other SKIP National bank account

18.2 The Travel Fund may be comprised of the following:

- a) Branch fund contributions
- b) National Committee and Trustee fundraising and sponsorship
- c) Specific grants from external organisations

18.3 If a Branch has sufficient funds, contribution to the Travel Fund is compulsory

18.3.1 Branch fund contributions will be determined by 5% of that Branch's projected net income for that year, but no more than £200

18.3.1.1 Projected net income is the money the Branch will have when all fundraising costs have been deducted

18.3.1.2. Projected net income for each Branch should be determined using the following:

- a) Annual budget
- b) Branch accounts from the previous year

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18.3.2 Branches will submit their proposed Travel Fund contributions as a component of the Annual Budget, which will be completed with the support of the Branch Buddy, Branch Mentor and National Treasury Team.

18.3.3 All SKIP Branches will be asked to confirm, by email, their contribution to the Travel Fund by the Autumn Big Weekend.

18.3.4 If a Branch has not submitted a satisfactory Annual Budget by the Autumn Big Weekend they may not contribute to the fund and their members may not claim from the fund for that year, unless there is an exceptional reason ratified by the National and Trustee Treasury Team

18.3.5 If a SKIP Branch has contributed to the fund the members of that Branch will be eligible to submit claims from the fund.

18.4 A Branch may not contribute to the Travel Fund if their contribution amount, when added to their estimated Project expenditure and other non-Project expenditure, will take their estimated end-of-year balance to below £0 or other amount deemed to be insufficient by the National Committee and Board of Trustees.

18.4.1 SKIP members from Branches that are unable to contribute to the Fund due to insufficient Branch funds may be entitled to claim from the fund if contributing Branches vote with a majority to allow this at the Autumn Big Weekend.

18.4.2 In the event of unforeseen circumstances during the SKIP year, for example in the event that a Branch cannot cover their project expenditure, the National Committee and Board of Trustees may review a Branch's contribution to the Travel Fund.

18.5 New Branches who are yet to begin fundraising will be eligible to claim from the fund

18.6 SKIP Members who are in full-time employment will not be eligible to claim from the fund.

18.7 The fund may be utilised for the following SKIP events:

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- a) Big Weekends
- b) General Assemblies

18.7.1 Reimbursement for Big Weekends will be given priority over General Assemblies if the fund is deemed insufficient to cover both in a particular year

18.7.2 All SKIP members at Branch level are eligible to claim from the fund if that Branch has contributed for the year in question.

18.8 Reimbursement from the fund will be determined by a banding system, based upon distance of each Branch from the SKIP event in question, and the amount of money in the fund in a particular year.

18.8.1 The following transport options will be eligible for reimbursement:

- a) Trains
- b) Flights
- c) Bus/coach
- d) Car
- e) Ferry

18.9 With the exception of SKIP members travelling by car or another shared vehicle, each SKIP member is expected to pay the first £15 of their transport costs to each SKIP event. The Travel Fund will contribute to a portion of the member's travel costs above £15 where possible, based on banding and the total amount in the fund for that year.

18.9.1 Reimbursement for cars will be awarded per vehicle. An extra 30% will be awarded per additional passenger. Each car will be expected to pay the first £15 towards their petrol costs regardless of the number of passengers.

18.9.2 Shared vehicle costs (other than cars) will be assessed on a case-by-case basis

18.10 Reimbursements may be claimed by the following process:

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- a) Each SKIP member wishing to claim from the fund must provide evidence of their transport costs and their bank details to the treasury team at each SKIP event
- b) If SKIP members do not have sufficient evidence present at the SKIP event they have a period of one week to provide the treasury team with this information, otherwise they lose their eligibility to claim from the fund for that event

18.10.1 Reimbursements will be made via online transfer to SKIP member personal bank accounts

18.10.2 Reimbursements should be made within one month of each eligible event

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## **Section 19: Blue Boy Awards**

19.1 The SKIP Blue Boy Awards are an opportunity to recognise and to celebrate the dedication, passion and achievements of our volunteers and branches. The following bylaws describe the standard operating and voting procedures for the Blue Boy Awards to ensure such processes are equitable and fair.

### **19.2 Operating Procedures**

19.2.1 The Blue Boy Awards will be held on an annual basis

19.2.2 The Blue Boy Awards will preferably be held at the Spring Big Weekend.

### **19.3 Nominations**

19.3.1 Nominees must be registered SKIP Members and must have paid their annual membership fee.

### **19.4 The Awards**

The following awards will be presented at the annual Blue Boy Awards:

#### ***19.4.1 Volunteer of the Year Award***

19.4.1.1 In this case, 'Volunteer' applies to any member of SKIP, as all SKIP members volunteer their time and effort

19.4.1.2 Nominations for Volunteer of the Year Award can be received from any SKIP Member.

19.4.1.2.1 All nominations should be submitted with a supporting statement.

19.4.1.3 All Trustees, National Committee Members, Branch Mentors and Branches will be given the opportunity to vote for their chosen nominee.

19.4.1.4 Trustees, National Committee Members and Branch Mentor votes will be weighted at one point per individual vote.

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19.4.1.5 Branches will have a collective vote weighted at two points per Branch vote.

19.4.1.5.1 Branches are entitled to use their discretion in allocating their vote.

19.4.1.5.2 Branches are not permitted to split their vote between nominees.

### ***19.4.2 Branch of the Year Award***

19.4.2.1 All branches will submit supporting statements for their nomination to branch of the year. This will be shortlisted by a panel consisting of a trustee, a NC member, supporting alumni member and an external after taking into consideration – event attendance, tool completion and achievements over the previous year.

19.4.2.2 All Trustees, National Committee Members and Branch Mentors will be given the opportunity to vote for their chosen nominee

19.4.2.3 Trustees, National Committee Members and Branch Mentor votes will be weighted at one point per individual vote.

### ***19.4.3 Trainer of the Year Award***

19.4.3.1 Nominees for Trainer of the Year Award must be registered SKIP Trainers, as defined in Bylaw 12.1.1.

19.4.3.2 Nominees will be appointed by the SKIP Training Working Group

19.4.3.3 The winner(s) of the Trainer of the Year Award will be chosen by the Trustee Training Lead and National Training Coordinator.

### ***19.4.4 Fundraiser of the Year Award***

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19.4.4.1 Nominations for Fundraiser of the Year Award can be received from any SKIP Member.

19.4.4.2 All nominations should be submitted with a supporting statement.

19.4.4.3 All Trustees, National Committee Members, Branch Mentors and Branches will be given the opportunity to vote for their chosen nominee.

19.4.4.4 Trustees, National Committee Members and Branch Mentor votes will be weighted at one point per individual vote.

19.4.4.5 Branches will have a collective vote weighted at two points per Branch vote.

19.4.4.5.1 Branches are entitled to use their discretion in allocating their vote.

19.4.4.5.2 Branches are not permitted to split their vote between nominees.

### ***19.4.5 Fundraising Event of the Year Award***

19.4.5.1 Nominees for Fundraising Event of the Year Award will be appointed by the Trustee Fundraising Lead and National Fundraising Coordinator.

19.4.5.2 The winner(s) of the Fundraiser Event of the Year Award will be chosen by the Trustee Fundraising Lead and National Fundraising Coordinator.

### ***19.4.6 Global Award***

19.4.6.1 Submissions to the Global Award can be received from any SKIP Member.

19.4.6.2 The winner(s) of the Global Award will be chosen by a group which is led and selected by the National Global Health Lead and consists of a combination of members from the National Committee and Board of Trustees

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19.4.6.2.1 All submissions that fulfil the criteria will receive a certificate

19.4.6.2.2 All submissions will be displayed at the Spring Big Weekend

### **19.4.7 Photo Competition**

19.4.7.1 Submissions to the Photo Competition can be received from any SKIP member

19.4.7.1.1 All entries should adhere to the SKIP Child Protection policy

19.4.7.1.2 The winner will be chosen by the National Publicity Coordinator

19.4.7.1.3 The winning entry will be used in SKIP National publicity for the next academic year

### **19.5 Awards**

19.5.1 All winners will receive a congratulatory certificate

19.5.2 Awards may be sponsored by SKIP members or externals who may wish to contribute a prize to the award. This prize may be monetary and can be restricted as specified by the sponsor.

19.5.3 Winners will be informed by email and their names including any entries will be published on the SKIP website and social media.