

Asian Medical Students' Association International

CONSTITUTION

2020 EDITION

ASIAN MEDICAL STUDENTS' ASSOCIATION

SINCE 1985

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PREAMBLE

We, students from the medical schools of the Asia-Pacific region and beyond, realising the need for greater interaction and cooperation among ourselves and cognizant of our common problems, interests and goals, do hereby organise ourselves into a non-political, non-sectarian, and non-profitable member-based organisation - the **ASIAN MEDICAL STUDENTS' ASSOCIATION INTERNATIONAL**.





ARTICLE 1 INTRODUCTION

SECTION 1 NAME

- (1) The name of the organisation shall be the **ASIAN MEDICAL STUDENTS' ASSOCIATION INTERNATIONAL**, hereinafter referred to as **AMSA International**. The organisation shall also mean **"PERSATUAN SISWA(I) PERUBATAN ASIA DI SERATA DUNIA"** in Malaysian language, and this name is also registered under the Registrar of Societies, Malaysia.

SECTION 2 DATE AND PLACE OF ESTABLISHMENT

- (1) **AMSA International** was established in Manila, the Philippines in 1985.

SECTION 3 LANGUAGE

- (1) The official language of **AMSA** is English. The official written language of **AMSA** is English (United Kingdom).

SECTION 4 TIME ZONE

- (1) The official time zone is eight hours ahead of Greenwich Mean Time (GMT).

SECTION 5 PLACE OF OPERATION

- (1) The headquarters of **AMSA International** is registered under the Registrar of Societies, Malaysia.
- (2) The registered address is

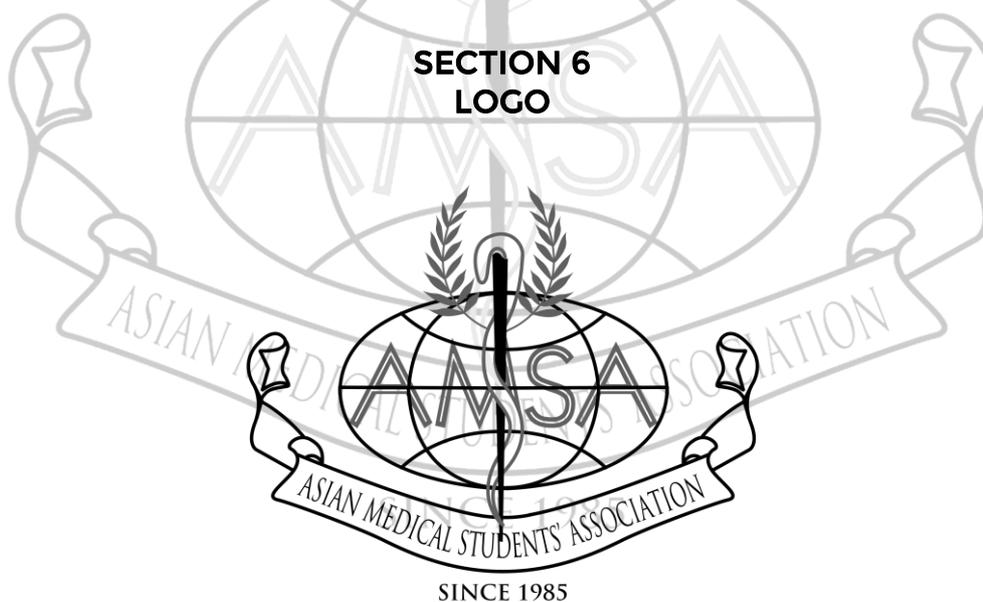


Asian Medical Students' Association (AMSA) International,
Universiti Kebangsaan Malaysia Medical Centre (UKMMC),
Preclinical Building,
Jalan Yaacob Latif, Bandar Tun Razak,
56000 Kuala Lumpur, Malaysia.

or at such other place as may from time to time be decided by the Senior Officers; and the postal address is

Asian Medical Students' Association (AMSA) International,
Universiti Kebangsaan Malaysia Medical Centre (UKMMC),
Preclinical Building,
Jalan Yaacob Latif, Bandar Tun Razak,
56000 Kuala Lumpur, Malaysia.

- (3) The registered and postal addresses are managed by the Secretary of Physical Secretariat of Headquarters and shall not be changed without the prior approval of the Registrar of Societies.



- (1) The rod of Asclepius represents medicine, signifies the status of AMSA International members as medical students.
- (2) The laurel wreath signifies the achievements of AMSA International and its Members across Asia-Oceania and beyond.
- (3) The world globe signifies the international coverage of AMSA International.
- (4) The phrase "ASIAN MEDICAL STUDENTS' ASSOCIATION" on the ribbon depicts the name of the organisation, which is further abbreviated on the world globe as "AMSA".



- (5) The phrase "SINCE 1985" signifies the year of establishment of AMSA International.
- (6) The black colour outline of the logo serves as a reminder of humility and empathy in all humanitarian acts of AMSA International.

SECTION 7 ABBREVIATIONS

- | | | |
|------|---------|--|
| (1) | AGM | Annual General Meeting |
| (2) | AMSA | Asian Medical Students' Association |
| (3) | AMSC | Asian Medical Students' Conference |
| (4) | AMSEP | Asian Medical Students' Exchange Programme |
| (5) | CEJAMSA | Chief Editor of JAMSA |
| (6) | CEN | Chief Editor of eNewsletter |
| (7) | COC | Conference Organising Committee |
| (8) | DoA | Director of Academics |
| (9) | DoAMSEP | Director of AMSEP |
| (10) | DoIT | Director of Information Technology |
| (11) | DoMnS | Director of Marketing and Sponsorship |
| (12) | DoMnD | Director of Membership and Development |
| (13) | DoPH | Director of Public Health |
| (14) | DoPnP | Director of Publications and Promotions |
| (15) | EAMSC | East Asian Medical Students' Conference |
| (16) | EBM | Executive Board Meeting |
| (17) | EC | Executive Committee |
| (18) | GS | General Secretary |
| (19) | GT | General Treasurer |
| (20) | HOC | Head of Organising Committee |
| (21) | I-EB | International Executive Board |
| (22) | JAMSA | Journal of AMSA |
| (23) | LoR | Letter of Recommendation |
| (24) | LO | Liaison Officer |
| (25) | LOGONGO | Liaison Officer to Governmental Organisations and Non-Governmental Organisations |
| (26) | LOMSO | Liaison Officer to Medical Students' Organisations |
| (27) | LONMSO | Liaison Officer to Non-Medical Students' Organisations |
| (28) | MoA | Memorandum of Agreement |
| (29) | MoU | Memorandum of Understanding |
| (30) | N-EB | National Executive Board |
| (31) | OC | Overall Chairperson |
| (32) | OLM | Online Meeting |
| (33) | PSHQ | Physical Secretariat of Headquarters |



- | | | |
|------|------|-----------------------------------|
| (34) | RC | Regional Chairperson |
| (35) | SO | Senior Officers |
| (36) | TAG | Travel Assistance Grant |
| (37) | VOCE | Vice Overall Chairperson External |
| (38) | VOCI | Vice Overall Chairperson Internal |

SECTION 8 OBJECTIVES

- (1) To promote understanding in medical and health problems, as well as to share experiences in solving them.
- (2) To promote the interest and welfare of medical students in the Asia-Pacific region and beyond.
- (3) To foster unity and promote profound interpersonal relationships amongst its Members.
- (4) To uphold humanitarian ideals and medical ethics.
- (5) To encourage cooperation among future doctors in the Asia-Pacific region and beyond.





ARTICLE 2 MEMBERSHIP

SECTION 1 DEFINITIONS

- (1) A Member is defined by a “chapter”.
- (2) A chapter is a geographically distinct medical student organisation, led by the National Executive Board and is represented by the appointed Regional Chairperson of the organisation.
- (3) The name of the chapter:
 - (i) Shall be the name of the geographical region/location from which the medical student organisation arises from or is located, immediately preceded by “AMSA”;
 - (ii) Must be unique and represents the geographical region/location and the members of the chapter; and
 - (iii) May not be changed without its own assent.
- (4) Founding Memberships are defined as participating chapters at the sixth AMSC, held in Manila, the Philippines in 1985. These Founding Members are AMSA Australia, AMSA Hong Kong, AMSA Indonesia, AMSA Japan, AMSA Korea, AMSA Malaysia, AMSA Philippines, AMSA Taiwan and AMSA Thailand.
- (5) Membership status is divided into Full Membership, Associate Membership, and Observer Membership.
- (6) Full Membership is defined as the Membership of AMSA made up of chapters within the geographical region of Asia and Oceania that have fulfilled the admission criteria for Full Membership and have been approved as a Full Member by two-third majority in an Executive Board Meeting.
- (7) Associate Membership is defined as the Membership of AMSA made up of chapters outside the geographical region of Asia and Oceania that have fulfilled the admission criteria for Associate Membership and have been approved as an Associate Member by two-third majority in an Executive Board Meeting.
- (8) Observer Membership is defined as the Membership of AMSA or new geographically distinct medical student organisations that wish to join as a Full or Associate Member. Observer Members have fulfilled the admission criteria for Observer Membership and have been approved as an Observer Member by two-third majority in an Executive Board Meeting.

SECTION 2 STRUCTURE

- (1) Each AMSA Member shall include minimally, but not limited to the structure below:
 - (i) Regional Chairperson;
 - (ii) National Executive Board composed of:
 - a) A Regional Chairperson and at least one Secretary, with a governing constitution; and
 - b) Board members with reference to the following subsidiaries of AMSA International:
 - (1) Director of Academics;
 - (2) Director of AMSEP;
 - (3) Chief Editor of JAMSA;
 - (4) Chief Editor of eNewsletter;
 - (5) Director of Membership and Development; and
 - (6) Director of Public Health.
 - (iii) An official Member logo;
 - (iv) Database of members (Names, Universities, Year of Graduate); and
 - (v) System of communication between National Executive Board and members.

SECTION 3 PRIVILEGES

- (1) A Member of AMSA International has the privilege to participate in all activities organised and/or sponsored by AMSA International.
- (2) All partners of AMSA International are also partners of Members.
 - (i) International partnerships liaised with AMSA International shall benefit the Members for conferences, activities, and other benefits of similar definition as agreed in the Memorandum of Understanding between AMSA International and the respective partners.
 - (ii) All Members have the rights to make Memorandums of Understanding with partners of AMSA International in accordance with different local settings. The Memorandum of Understanding that was made between AMSA International and the relevant partner is encouraged to be used as the basis of reference for the establishment of the local Memorandum of Understanding.
 - (iii) All interested Members have the rights to pursue assistance from the Senior Officers and Director of Marketing and



Sponsorship to establish partnerships with relevant partners of AMSA International.

- (3) The rights of Full Membership include:
 - (i) Propose and vote at the Executive Board Meeting;
 - (ii) Attend and host AMSA International conferences;
 - (iii) Negotiate for quotations of delegates at conferences;
 - (iv) Access to the International Executive Board mailing list; and
 - (v) Apply for positions of the Executive Committee and subcommittee.
- (4) The rights of Associate Membership include:
 - (i) Propose, but not vote or second, at the Executive Board Meeting;
 - (ii) Attend and host AMSA International conferences;
 - (iii) Negotiate for quotations of delegates at conferences;
 - (iv) Access to the International Executive Board mailing list; and
 - (v) Apply for positions of the Executive Committee and subcommittee.
- (5) The rights of Observer Membership include:
 - (i) Propose, but not vote or second, at the Executive Board Meeting;
 - (ii) Attend, but not host AMSA International conferences;
 - (iii) Negotiate for quotations of delegates at conferences;
 - (iv) Access to the International Executive Board mailing list;
 - (v) Apply for positions of the subcommittee; and
 - (vi) Apply for positions of the Executive Committee if the applicant has been recommended through the Letter of Recommendation from the Overall Chairperson and the Director of Membership and Development (Membership).

SECTION 4 **RESPONSIBILITIES**

- (1) The Member shall maintain autonomy and initiative with regards to local affairs, in accordance with this constitution. The International Executive Board shall lend its support to the undertakings of the Member. To maximise participation and efficiency, it shall be the duty of the Member to establish and maintain an organisational structure according to the minimum requirement of their Member, preferably in accordance with the structure of AMSA Members.
- (2) It shall be the duty of the Member to organise local activities, prepare for conferences, implement conference results according to the minimum requirements and participate in AMSA International projects.



- (3) Full, Associate and Observer Members have the responsibility to attend all of the Executive Board Meetings.
- (4) The Regional Chairperson of each Member is responsible for:
 - (i) Liaising between AMSA International and the respective Member to establish and maintain communication with AMSA International;
 - (ii) Officially representing their Member in AMSA International;
 - (iii) Coordinating AMSA activities within the Member;
 - (iv) Encouraging their members to participate in AMSA International's subsidiaries, activities, and open opportunities procured from partnerships;
 - (v) Promoting AMSA International locally under the advice of the Senior Officers and Director of Membership and Development;
 - (vi) Physically attending and officially representing their Member during the EAMSC and AMSC, unless under special circumstances, in which case they should send and appoint proxy statements to the Executive Committee; and
 - (vii) Supervising the handover of AMSA International registration fee of conferences to the General Treasurer when the Member is hosting EAMSC or AMSC.

SECTION 5 PROTOCOL

- (1) A geographically distinct medical student organisation can apply for Observer Membership as follows:
 - (i) The organisation must complete the Observer Membership Application Form addressed to the Overall Chairperson and Director of Membership and Development (Membership);
 - (ii) The Senior Officers and Director of Membership and Development (Membership) will then review whether the organisation has fulfilled the requirements needed. Failure in fulfilling any of the requirements will result in rejection in getting Observer Membership;
 - (iii) Upon fulfilment of the requirements, Director of Membership and Development (Membership) will put the application as an agenda in the Executive Board Meeting. The validation and voting process will be done in the Executive Board Meeting upon the agreement from the Overall Chairperson;
 - (iv) A chapter is granted Observer Membership status after getting an approval by two-third of the International Executive Board in a voting procedure;

- (v) The minimum requirements for application of Observer Membership are as follow:
- a) A geographically distinct medical student organisation has established this organisational structure:
 - (1) A Regional Chairperson and at least one Secretary;
 - (2) Board members with reference to the following subsidiaries of AMSA International:
 - (a) Director of Academics;
 - (b) Director of AMSEP;
 - (c) Chief Editor of JAMSA;
 - (d) Chief Editor of eNewsletter;
 - (e) Director of Membership and Development; and
 - (f) Director of Public Health.
 - (3) An official Member logo;
 - (4) Database of members (Names, Universities, Year of Graduate); and
 - (5) System of communication between National Executive Board and members.
 - b) The name of the organisation corresponds to the distinct geographical region, immediately preceded by "AMSA".
- (2) An Observer Member can apply for Full or Associate Membership as follows:
- (i) An Observer Member must complete the Full-Associate Membership Application Form addressed to the Overall Chairperson and Director of Membership and Development (Membership);
 - (ii) Specifically for future Associate Member, the Member has to get the approval from the respective regional medical students' organisation (e.g. EMSA, if the Member is in the region of Europe) by sending a letter of approval signed by the officials / Executive Committee in the organisation and is addressed to Overall Chairperson and Director of Membership and Development (Membership);
 - (iii) The Senior Officers and Director of Membership and Development (Membership) will then review whether the Observer Member has fulfilled the requirements needed. Failure in fulfilling any of the requirements will result in rejection in getting Full or Associate Membership;
 - (iv) Upon fulfilment of the requirements, Director of Membership and Development (Membership) will put the application as an agenda in the Executive Board Meeting. The validation and voting process will be done in the upcoming Executive Board Meeting upon the agreement from the Overall Chairperson;



- (v) An Observer Member is granted Full or Associate Membership after getting an approval by two-third of the International Executive Board in a voting procedure;
- (vi) The minimum requirements for application of Full or Associate Membership are as follow:
 - a) The Member must possess a governing constitution that is written in accordance with the constitution of AMSA International;
 - b) The Member should send a delegation of at least five people to each AMSA conference, without any absence of attendance in both conferences within a year while achieving relevant requirement as follow:
 - (1) Joining at least one academic competition;
 - (2) Performing for the Cultural Night Programme; and
 - (3) Organising pre-conference training and post-conference programmes for the delegation.
 - c) The Member should organise at least five local activities in the recent year of application with reference to the following subsidiaries of AMSA International:
 - (1) Director of Academics;
 - (2) Director of AMSEP;
 - (3) Chief Editor of JAMSA;
 - (4) Chief Editor of eNewsletter;
 - (5) Director of Membership and Development; and
 - (6) Director of Public Health.
 - d) The Member has undergone an observatory period of at least one year.

SECTION 6 SANCTIONS

- (1) The Members lose their rights of their Memberships due to sanction or failure of fulfilling the responsibilities by demotion of Membership rights or termination of Membership.
- (2) Demotion of Membership rights
 - (i) Members may have their rights demoted under one or more of the following conditions:
 - a) Not attending an AMSA International meeting more than once in any 6-month period without notifying Overall Chairperson or General Secretary in advance of their absence. Meetings include the Executive Board Meeting held four times annually;



- b) Not reachable or responsive upon requests to participate in activities set by the subsidiaries of AMSA International for more than three months;
 - c) Missed two submissions of biannual Executive Board Meeting reports consecutively;
 - d) The Regional Chairperson of the hosting Member, or the Head of Organising Committee of the AMSC or EAMSC does not pass the AMSA International Membership Fee to AMSA International in the method agreed upon between Head of Organising Committee and the General Treasurer before the conference. If the Head of Organising Committee has difficulty handing over the AMSA International Membership Fee on time, the deadline may be postponed upon the approval of the Overall Chairperson and General Treasurer, but it shall not be postponed for more than six months; and
 - e) The Member is in violation of any existing Memorandum of Agreement made with AMSA International and its Member.
- (ii) The process for nomination is as follows:
- a) At least two Executive Committee can nominate a Member for demotion, with a permissive written agreement involving all Senior Officers and Director of Membership and Development (Membership).
 - b) At least 6 weeks prior to an online meeting where possible demotion can be discussed, the relevant Executive Committee who are nominating the Member for suspension must send an email to the Regional Chairperson of the Member being nominated. This email will declare the intention for demotion and will outline the reasons for the nomination;
 - c) The Regional Chairperson of the nominated Member has 4 weeks to respond to this email and rectify the situation;
 - d) If two-third of the International Executive Board with rights to vote or second is satisfied with the rectification, the Overall Chairperson will send an email to the Regional Chairperson of the Member involved, to notify them of the withdrawal of demotion. This matter is then considered closed; and
 - e) If two-third of the International Executive Board with rights to vote or second is not satisfied with the rectification, the Member will be demoted.
- (iii) Any demoted Member can apply for re-admittance to the pre-demotion Membership rights after completing the

- minimum duration for observatory status for at least 3 months. Regional Chairperson of the demoted Member must contact the Overall Chairperson and Director of Membership and Development (Membership) at least 2 weeks prior to a meeting. When contacting the Overall Chairperson and Director of Membership and Development (Membership), the demoted Member must outline why they should be readmitted and how they will prevent the lapses that resulted in their original demotion. This matter can then be discussed at the next nearest Executive Board Meeting with a two-third majority vote to lift the demotion. Attendance and fulfilment of responsibilities whilst demoted will be considered favourably when considering re-admittance.
- (iv) If the Member fails to rectify with 3 warning letters sent at 1-month intervals respectively during the observatory status, the Member will be further penalised with a termination of Membership.
- (3) **Termination of Membership**
- (i) Members may have their Membership terminated under one or more of the following conditions:
- a) Repeats the condition that is similar to the cause of demotion after rectification; and
 - b) Fulfils another condition that is described in the demotion of Membership rights.
- (ii) The process for termination is as follows:
- a) The Overall Chairperson will send an email to the Regional Chairperson of the terminated Member to declare the officialisation of termination, with a permissive written agreement involving other Senior Officers and Director of Membership and Development (Membership); and
 - b) A terminated Member has a 9-month sanction period before reapplying for-Observer Membership rights.
- (4) **The autocratic rights of Senior Officers:**
- (i) To consider re-admittance of a terminated Member with Director of Membership and Development (Membership) if there fails to be a quorum at two consecutive Executive Board Meetings; and
 - (i) To impeach an incumbent Regional Chairperson and request a proxy as replacement if Regional Chairperson fails to implement any of their responsibilities within 12 months, with approval of Overall Chairperson and Director of Membership and Development (Membership).



ARTICLE 3 OFFICE

SECTION 1 OFFICE BEARERS

- (1) The committee of AMSA International consists of International Executive Board and Secretary of Physical Secretariat of Headquarters.
- (2) The International Executive Board shall consist of the Executive Committee and Regional Chairperson.
- (3) The Senior Officers shall consist of the following members:
 - (i) Overall Chairperson;
 - (ii) Vice Overall Chairperson Internal;
 - (iii) Vice Overall Chairperson External;
 - (iv) General Secretary; and
 - (v) General Treasurer.
- (4) The Executive Committee shall consist of the following members:
 - (i) Overall Chairperson;
 - (ii) Vice Overall Chairperson Internal;
 - (iii) Vice Overall Chairperson External;
 - (iv) General Secretary;
 - (v) General Treasurer;
 - (vi) Director of Membership and Development;
 - (vii) Director of Publications and Promotions;
 - (viii) Chief Editor of JAMSA;
 - (ix) Chief Editor of eNewsletter;
 - (x) Director of Academics;
 - (xi) Director of AMSEP;
 - (xii) Director of Information Technology;
 - (xiii) Director of Marketing and Sponsorship;
 - (xiv) Director of Public Health;
 - (xv) Liaison Officer to Governmental Organisations and Non-Governmental Organisations;
 - (xvi) Liaison Officer to Medical Students' Organisations; and
 - (xvii) Liaison Officer to Non-Medical Students' Organisations.
- (5) The Executive Committee has the rights to recruit subcommittees under their respective subsidiaries if necessary, under the advice of their respective supervisors.

SECTION 2 ETHICS



- (1) AMSA International highly values respect, diversity and equality.
- (2) All members of AMSA International shall always abide the professional standards of medical ethics.
- (3) The Senior Officers have the authority to investigate, judge and take such action against improper ethics that are deemed under fit on any complaint about breach of ethics by any member of the International Executive Board, but are not limited to the following:
 - (i) Discrimination;
 - (ii) Harassment;
 - (iii) Illegal activity;
 - (iv) Sexual assault; and
 - (v) Violence and other abuse.
- (4) If the nature of the complaint against any member involves ethics or governance of the member's national constitution and law, such complaint shall be referred by the loss locally for further action.

SECTION 3 DUTIES

- (1) The Executive Committee shall be the policy-making body and implementing arm of AMSA International. It has the following functions and responsibilities:
 - (i) Systematising the ideas of the International Executive Board into a coherent plan of action; and
 - (ii) Making periodic assessment of all activities on a biannual basis.
- (2) The Senior Officers share the following functions and responsibilities:
 - (i) Managing and coordinating International Executive Board;
 - (ii) Providing accountability and support for Executive Committee; and
 - (iii) Providing a point for grievances to be properly investigated.
- (3) The Overall Chairperson has the following functions and responsibilities:
 - (i) To lead and coordinate activities of the committee of AMSA International;
 - (ii) To convene and preside over all meetings of AMSA International;
 - (iii) To officially represent AMSA International;
 - (iv) To exercise discretionary powers in situations that require immediate decisions and actions, provided that it is not contrary to the objectives of AMSA International, and

- provided that they inform the Members no later than two months after the said decision/action was done, to be ratified by the International Executive Board;
- (v) To preside over the elections for the incoming Executive Committee;
 - (vi) To ensure a smooth handover of all affairs of the current Executive Committee to the incoming Executive Committee before the Annual General Meeting;
 - (vii) To assist and act as an official advisor to the incoming Executive Committee;
 - (viii) To coordinate and guide the overall work carried out within the scope of the Intermediary Department;
 - (ix) To approve the recruitment of subcommittees for subsidiaries under the Intermediary Department;
 - (x) To investigate any difficulty that may arise among the officers of the Intermediary Department, and mediate discussions to find middle grounds during conflicts;
 - (xi) To liaise with the Secretary General of AMSAAC and the Members of AMSA International in matters relating to alumni;
 - (xii) To supervise the Physical Secretariat of Headquarters and management of the headquarters with the General Secretary and General Treasurer; and
 - (xiii) To declare *force majeure* mode throughout AMSA International through all platforms of AMSA International to suspend all physical activities of the organisation. The prerequisites of constituting *force majeure* include, but are not limited to:
 - a) Natural disaster events (including but not limited to earthquake, hurricane, typhoon, flood, tsunami and volcanic eruptions) that have been declared unsafe for travelling;
 - b) Terrorism, war or hostilities which put the lives of the members at risk;
 - c) Intergovernmental action which does not permit entry through international borders;
 - d) Global pandemics or epidemics which forbid international travels; and
 - e) International state of emergency.
- (4) The Vice Overall Chairperson Internal has the following functions and responsibilities:
- (i) To represent the Overall Chairperson in the absence of the Overall Chairperson for internal matters relating to the Executive Committee, leadership and online meetings;



- (ii) To take over the responsibilities and authorities of the Overall Chairperson in their times of absence;
 - (iii) To give input to the Overall Chairperson in decision-making processes for the development of AMSA International;
 - (iv) To manage the mailing list with Director of Information Technology;
 - (v) To manage research collaborations with Director of Academics and Chief Editor of JAMSA;
 - (vi) To coordinate and guide the overall work carried out within the scope of the Internal Department;
 - (vii) To approve the recruitment of subcommittees for subsidiaries under the Internal Department; and
 - (xi) To investigate any difficulty that may arise among the officers of the Internal Department, and mediate discussions to find middle grounds during conflicts.
- (5) The Vice Overall Chairperson External has the following functions and responsibilities:
- (i) To represent the Overall Chairperson in the absence of the Overall Chairperson for external matters relating to external organisations, leadership and online meetings;
 - (ii) To provide support and strategy in relation to development of AMSA International and new partners;
 - (iii) To authorise the agreements between AMSA International and external parties;
 - (iv) To take over the responsibilities and authorities of the Overall Chairperson in their times of absence;
 - (v) To give input to the Overall Chairperson in decision-making processes for the development of AMSA International;
 - (vi) To coordinate and guide the overall work carried out within the scope of the External Department;
 - (vii) To approve the recruitment of subcommittees for subsidiaries under the External Department; and
 - (viii) To investigate any difficulty that may arise among the officers of the External Department, and mediate discussions to find middle grounds during conflicts.
- (6) The General Secretary has the following functions and responsibilities:
- (i) To convene and preside over Executive Board Meeting in absence of the Overall Chairperson and record the minutes of all meetings of International Executive Board;
 - (ii) To update, compile, keep and safeguard all official files and documents of AMSA International;



- (iii) To respond to emails addressed to AMSA International and direct them to the Executive Committee concerned if necessary;
 - (iv) To collect and file the half-yearly and yearly progress reports from all members of the International Executive Board;
 - (v) To supervise the Physical Secretariat of Headquarters and management of the headquarters with the Overall Chairperson;
 - (vi) To keep records of all reference numbers of documents;
 - (vii) To record and release all Memorandums of Agreement with Members;
 - (viii) To formulate and update the Secretarial and Clerical Guidelines of AMSA International; and
 - (ix) To ensure adherence to the Secretarial and Clerical Guidelines.
- (7) The General Treasurer has the following functions and responsibilities:
- (i) To assist the Physical Secretariat of Headquarters with financial management and bank statements;
 - (ii) To be responsible for the financial implementation and coordination of approved programmes;
 - (iii) To keep records of all funds, income and expenditure;
 - (iv) To disburse funds necessary for the operation of AMSA International upon discretion of the Overall Chairperson, General Secretary and Secretary of Physical Secretariat of Headquarters;
 - (v) To prepare a Treasury Report annually on the financial status of AMSA International after having the report audited by the Honorary Auditors;
 - (vi) To safeguard all funds of AMSA International with the Secretary of Physical Secretariat of Headquarters;
 - (vii) To take charge of the collection of fees and other obligations from the Regional Chairpersons responsible for the collection of fees from their Members;
 - (viii) To supervise the Physical Secretariat of Headquarters and financial management of the headquarters with the Overall Chairperson;
 - (ix) To formulate and update the Treasury Guidelines of AMSA International; and
 - (x) To ensure adherence to the Treasury Guidelines.
- (8) The Director of Membership and Development has the following functions and responsibilities:
- (i) General

- a) To coordinate and promote open activities with the purpose of development and welfare of Members; and
 - b) To collect any information and updates in accordance with activities within AMSA Members.
- (ii) Membership Director
- a) To coordinate and maintain contact with Regional Chairpersons of all Members;
 - b) To accommodate revocations of Membership in the event of violations of the constitution or proposal by any of the International Executive Board members;
 - c) To promote Observer Membership across non-AMSA Members and facilitate the setting up of National Executive Board;
 - d) To maintain and update the databases of Members and ensure that it is accessible to all International Executive Board;
 - e) To formulate and update the Masterclass Guidelines of AMSA International; and
 - f) To ensure adherence to the Masterclass Guidelines.
- (iii) Conference Director
- a) To coordinate communication between the Head of Organising Committee and AMSA International;
 - b) To facilitate the bidding process for conference hostings;
 - c) To formulate and update the Memorandum of Agreement of conferences and Conference Guidelines of AMSA International;
 - d) To ensure adherence to the Memorandum of Agreement and Conference Guidelines; and
 - e) To regularly update International Executive Board on the status of conference preparations.
- (9) The Director of Publications and Promotions has the following functions and responsibilities:
- (i) To cooperate with the Director of Information Technology in updating the official website and social media outlets on a frequent basis;
 - (ii) To be responsible for the standardisations and publication of official publications and documents of AMSA International;
 - (iii) To work in close coordination with the Executive Committee of AMSA International in promoting all subsidiaries and activities of AMSA International to medical students;
 - (iv) To formulate and update the Corporate Identity Guidelines of AMSA International; and
 - (v) To ensure adherence to the Corporate Identity Guidelines.

- (10) The Chief Editor of JAMSA has the following functions and responsibilities:
- (i) To manage and sustain the JAMSA Constitution of AMSA International;
 - (ii) To ensure adherence to the JAMSA Constitution;
 - (iii) To lead and coordinate the JAMSA;
 - (iv) To advise the Associate Board of JAMSA in the process of accepting and rejecting manuscripts;
 - (v) To guide (by formulating guidelines and agendas) and monitor the workshops conducted by the Management Board of JAMSA;
 - (vi) To train the Editorial Board of JAMSA in the usage of the Open Journal System when considered necessary;
 - (vii) To publish Abstract Books of EAMSC & AMSC with Conference Organising Committee of hosting Member; and
 - (viii) To manage research collaborations along with Director of Academics and Vice Overall Chairperson Internal.
- (11) The Chief Editor of eNewsletter has the following functions and responsibilities:
- (i) To be in charge of collecting, compiling and publishing content for the eNewsletter of AMSA International;
 - (ii) To coordinate a subcommittee team to assist in the publication of the eNewsletter of AMSA International, with consent of the Senior Officers;
 - (iii) To be responsible for the continuity of the eNewsletter of AMSA International;
 - (iv) To coordinate with all Executive Committee and AMSAAC to promote all events in AMSA International eNewsletter;
 - (v) To work closely with the General Secretary and Director of Publications and Promotions for branding purposes;
 - (vi) To ensure adherence to the Secretarial and Clerical Guidelines, and Corporate Identity Guidelines;
 - (vii) To update and maintain the eNewsletter Guidelines of AMSA International; and
 - (viii) To ensure adherence to the eNewsletter Guidelines.
- (12) The Director of Academics has the following functions and responsibilities:
- (i) To manage and sustain the Academics Constitution of AMSA International;
 - (ii) To ensure adherence to the Academics Constitution;
 - (iii) To lead and coordinate the International Research Task of AMSA International, which will be presented during the AMSC every year (with progress reported at the EAMSC) with the aim to be published in JAMSA or in other leading national

- and international medical journals. This project should include as many Members as possible in processes such as research and review;
- (iv) To promote and facilitate the intra-national and international sharing of medical and health information, and subsequent exploration and discussions by collaborating with the National Director of Academics;
 - (v) To support and encourage academic excellence and provoke thought and research amongst Members through regular academic content in the eNewsletter of AMSA International;
 - (vi) To ensure the publication of notice of the winning paper and poster presentations from the AMSA conferences in the next issue of the eNewsletter of AMSA International to encourage ongoing learning amongst Members;
 - (vii) To create and coordinate any other relevant projects or activities that aim to promote awareness of international health issues among Members of AMSA International; and
 - (viii) To manage research collaborations along with Chief Editor of JAMSA and Vice Overall Chairperson Internal.
- (13) The Director of AMSEP has the following functions and responsibilities:
- (i) To manage and sustain the AMSEP Constitution of AMSA International;
 - (ii) To ensure adherence to the AMSEP Constitution;
 - (iii) To direct and encourage AMSEP among the Members;
 - (iv) To create a systematic and just structure of medical students' exchanges with all Members or any AMSA International affiliated medical students' organisations partner in collaboration with the Liaison Officer to Medical Students' Organisations;
 - (v) To facilitate National Director of AMSEPs to fulfil their needs in AMSEP activities;
 - (vi) To hold accountable for the implementation of AMSEP activities with the National Director of AMSEPs; and
 - (vii) To impose, when necessary, appropriate sanctions to Members committing breaches of the AMSEP constitution or other offences and violations.
- (14) The Director of Information Technology has the following functions and responsibilities:
- (i) To be in charge of the development and maintenance of the official website, while collaborating with the General Secretary and the Director of Publications and Promotions in publishing and updating its content;

- (ii) To collaborate with the Chief Editor of eNewsletter of AMSA International in promoting AMSA International to medical students;
 - (iii) To regularly report web usage and monitoring server performance;
 - (iv) To initiate activities that will improve the information and technology skills of the International Executive Board;
 - (v) To manage the mailing list with Vice Overall Chairperson Internal;
 - (vi) To liaise with the Secretary General of AMSAAC to manage the website of AMSAAC;
 - (vii) To work closely with the General Secretary and Director of Publications and Promotions for branding purposes; and
 - (viii) To ensure adherence to the Secretarial and Clerical Guidelines, and Corporate Identity Guidelines.
- (15) The Director of Marketing and Sponsorship has the following functions and responsibilities:
- (i) To solicit sponsorship to support the operation of AMSA international;
 - (ii) To maintain records of funds secured through sponsorship and fundraising activities with General Treasurer;
 - (iii) To promote AMSA International by building connections and initiating affiliations with other organisations with mutual interest;
 - (iv) To participate and represent AMSA International in flagship conferences or official meetings, especially in the case where the LO/Person in charge concerned is unable to attend;
 - (v) To promote and advertise current sponsors as per Memorandum of Understanding, in collaboration with the Director of Publications and Promotions, Director of Information Technology and Chief Editor of eNewsletter;
 - (vi) To update and maintain the AMSA International Sponsorship Prospectus; and
 - (vii) To lead and coordinate the production and distribution of AMSA International merchandises.
- (16) The Director of Public Health has the following functions and responsibilities:
- (i) To manage and sustain the Public Health Constitution of AMSA International;
 - (ii) To ensure adherence to the Public Health Constitution;
 - (iii) To coordinate and promote public health activities intended for further development of AMSA International;



- (iv) To establish and maintain mutual understanding and cooperation with representatives of public health partners that are affiliated or related to AMSA International;
 - (v) To make recommendations to the Executive Committee about the status of the relationship and any progress that is required for the benefit of both organisations;
 - (vi) To search for any possibilities of cooperation and create any needed Memorandum of Understanding with public health partners in coordination with relevant LOs;
 - (vii) To distribute useful resources by the result of the relationship between AMSA International and public health partners;
 - (viii) To coordinate any projects or activities held jointly by AMSA International and public health partners; and
 - (ix) To work in coordination with the National Directors of Public Health to determine focus areas of public health and work for global advocacy.
- (17) The Liaison Officer to Governmental Organisations and Non-Governmental Organisations has the following functions and responsibilities:
- (i) To establish and maintain mutual understanding and cooperation with representatives of governmental and non-governmental organisations that are affiliated or related to AMSA International;
 - (ii) To make recommendations to the Executive Committee about the status of the relationship and any progress that is required for the benefit of both parties;
 - (iii) To represent AMSA International at meetings or conferences of their respective partner organisation;
 - (iv) To search for any possibilities of cooperation and create any needed Memorandums of Understanding with the approval of Vice Overall Chairperson External;
 - (v) To distribute and coordinate useful resources by the result of the relationship between AMSA International and the partnered governmental and non-governmental organisations; and
 - (vi) To ensure adherence to the existing Memorandums of Understanding signed with respective partners.
- (18) The Liaison Officer to Medical Students' Organisations has the following functions and responsibilities:
- (i) To establish and maintain mutual understanding and cooperation with representatives of medical students' organisations that are affiliated or related to AMSA International;

- (ii) To make recommendations to the Executive Committee about the status of the relationship and any progress that is required for the benefit of both parties;
 - (iii) To represent AMSA International at meetings or conferences of their respective partner organisation;
 - (iv) To search for any possibilities of cooperation and create any needed Memorandums of Understanding under the supervision of Vice Overall Chairperson External;
 - (v) To distribute useful resources by the result of the relationship between AMSA International and partner medical students' organisations; and
 - (vi) To ensure adherence to the existing Memorandums of Understanding signed with respective partners.
- (19) The Liaison Officer to Non-Medical Students' Organisations has the following functions and responsibilities:
- (i) To establish and maintain mutual understanding and cooperation with representatives of non-medical students' organisations that are affiliated or related to AMSA International;
 - (ii) To make recommendations to the Executive Committee about the status of the relationship and any progress that is required for the benefit of both parties;
 - (iii) To represent AMSA International at meetings or conferences of their respective partner organisation;
 - (iv) To search for any possibilities of cooperation and create any needed Memorandums of Understanding under the supervision of Vice Overall Chairperson External;
 - (v) To distribute useful resources by the result of the relationship between AMSA International and partner non-medical students' organisations; and
 - (vi) To ensure adherence to the existing Memorandums of Understanding signed with respective partners.
- (20) The Secretary of Physical Secretariat of Headquarters has the following functions and responsibilities:
- (i) To have a legal Malaysian nationality to manage and update the official account of AMSA International registered under the Registrar of Societies, Malaysia with the supervision of Overall Chairperson and General Secretary;
 - (ii) To manage the physical secretariat affairs with the faculty of medicine, The National University of Malaysia with the supervision of Overall Chairperson and General Secretary; and
 - (iii) To manage and coordinate the physical finance of the headquarters with the Overall Chairperson and General



Treasurer, for monthly accounting and biannual auditing by honorary auditors.

SECTION 4 EXECUTIVE BOARD MEETING

- (1) The General Meeting of AMSA International, also referred to as the Executive Board Meeting, is the decision-making conjecture of AMSA International. A Regional Chairperson should represent a Member and the Regional Chairperson of a Full Member is entitled to only one vote each. The Regional Chairperson of Associate and Observer Members should attend but may not vote.
- (2) All Members of the International Executive Board may make a proposal at the Executive Board Meeting.
- (3) A minimum of two Executive Board Meetings should be held yearly:
 - (i) Prior to or during the EAMSC (midpoint of term); and
 - (ii) Prior to or during the AMSC (end of term), and will also act as the Annual General Meeting.
- (4) Voting at online meetings may be held if there is a matter that must be decided urgently.
- (5) Quorum for voting shall be defined as more than half of the total number of Regional Chairpersons from Full Members, and decisions shall be made by a simple majority unless the method of voting had been defined in other articles of this constitution. In the event of a tie, the voting will be repeated for a maximum frequency of two. In the event of three ties, a voting of simple majority among the Senior Officers will be held to make the decision.

SECTION 5 TERM OF SERVICE

- (1) The term of service for the office bearers should commence and be dismissed at the Annual General Meeting held at AMSC annually. In the event when AMSC is not held, the Annual General Meeting should be held before the 20th of July in the same year that it is not held.
- (2) The Annual General Meeting of AMSA International serves the following purposes:
 - i) To serve as the main decision-making conjuncture of AMSA International;
 - ii) To serve as an official end of the outgoing term;
 - iii) To serve as an official start of the incoming term;

- iv) To evaluate the yearly report presented by the outgoing International Executive Board;
 - v) To declare the Executive Committee of the incoming term that have already been selected prior to the Annual General Meeting;
 - vi) To evaluate the tenure plans presented by the incoming Executive Committee;
 - vii) To legitimise Observer Members into Full or Associate Members; and
 - viii) To inform Members on the current status of AMSA International.
- (3) The General Secretary must send the complete list of agenda of the Annual General Meeting to all relevant Members latest by 14 days prior to the Annual General Meeting. The Annual General Meeting must consist of, at least, the following agenda:
- i) Presentation of yearly reports by Regional Chairpersons;
 - ii) Presentation of yearly reports by the outgoing Executive Committee;
 - iii) Discussion session of yearly reports;
 - iv) Official declaration of Observer Members as a Full or Associate Member;
 - v) Official dismissal of outgoing Executive Committee;
 - vi) Official declaration of the newly elected incoming Executive Committee;
 - vii) Presentation of the incoming Executive Committee tenure plans;
 - viii) Discussion session of the incoming Executive Committee tenure plans; and
 - ix) Any other agenda that is deemed relevant to the condition of AMSA International.
- (4) All Members and affiliated partners of AMSA International are eligible to attend the Annual General Meeting.
- i) The Annual General Meeting must be attended by at least the Regional Chairpersons, the outgoing Executive Committee, and the incoming Executive Committee.
 - ii) Regional Chairpersons may delegate 2 or more other members of their respective Members to attend the Annual General Meeting, depending on the capacity of the venue. Voting rights are only given to the Regional Chairpersons of Full Members.
 - iii) In the case that an Regional Chairperson is unable to attend, they must appoint a proxy and inform the General Secretary maximum 7 days prior to the Annual General Meeting.

- iv) Voting rights are only given to the Regional Chairpersons or their proxies.
- (5) The Annual General Meeting can be conducted only in the presence of a quorum greater than two-third of the total number of International Executive Board.
 - i) In the event of a lack of quorum in the designated time for the Annual General Meeting, the forum shall wait for up to a maximum of one hour after the scheduled time to fulfil the quorum before postponing the Annual General Meeting.
 - ii) The Annual General Meeting can only be postponed to not later than 14 days from the previously scheduled time.
- (6) The venue of the Annual General Meeting must be prepared by the AMSC committee and have a capacity of at least $3c + 2e + 10$ (c = number of attending Members, e = number of attending Executive Committee).
- (7) No person on the Executive Committee shall bear more than one office at once.
- (8) The same person can only hold one post for no more than two consecutive terms.
- (9) Selection of Executive Committee for the incoming tenure must be completed at least 30 days before the Annual General Meeting.
- (10) Executive Committee of the outgoing tenure remains in duty as the office bearers until the Annual General Meeting.

SECTION 6 REGENERATION

- (1) Malaysians and non-Malaysians can apply and bear any duties in the office, except the Secretary of Physical Secretariat of Headquarters, the bearer must be of a Malaysian nationality.
- (2) Application for the Executive Committee shall be open to all individual members from Full, Associate, and Observer Members with respective rights stated in Article 2: Section 3.
- (3) Every incoming Executive Committee shall be elected prior to the end of the outgoing Executive Committee's term, latest by 30 days before the Annual General Meeting. When there are vacant posts in the incoming Executive Committee, the outgoing and incoming Overall Chairperson shall re-open the application until the full board is formed.
- (4) A member can apply for Executive Committee via submission of an application form and being interviewed by the International Executive Board, with the Overall Chairperson presiding.

- (5) The Regional Chairpersons shall elect all the incoming Executive Committee from all applicants who were interviewed. The outgoing General Secretary shall preside over the election.
- (6) In necessary circumstances, a maximum of two people may share one office on the Executive Committee at the discretion of the International Executive Board, provided that their selection does not conflict with any other article within the constitution.
 - (i) The responsibilities are distributed between the two Executive Committee officers under the advice and approval of the Senior Officers.
- (7) A person may hold one office for a maximum of two consecutive years.
- (8) The outgoing Executive Committee must hand over their rights and responsibilities after the incoming Executive Committee has been elected and before the Annual General Meeting.
- (9) The outgoing Executive Committee has the responsibility to assist the incoming Executive Committee for at least 1 month after the handover.
- (10) Executive Committee holding positions in their Member's National Executive Board that are not ending their national term within 6 months of running for Executive Committee are not eligible to apply as an Executive Committee.
- (11) Should an Executive Committee resign from their position, the Senior Officers will be responsible for the immediate recruitment of a new Executive Committee to fill their vacant post, with the Overall Chairperson presiding. Information about the recruitment process will be distributed to Regional Chairpersons. Applicants shall undergo the same process as described in Article 3: Section 5 (3).
- (12) Should the Overall Chairperson resign from their position, their office will be taken over by the immediate highest office in organisational hierarchy throughout the interim period, until the vacancy is filled.
- (13) Should one of the Senior Officers resign from their position, their office will be taken over by the Overall Chairperson throughout the interim period, until the vacancy is filled.
- (14) Should an Executive Committee resign from their position, their office will be taken over by their concerning supervisor throughout the interim period, until the vacancy is filled.
- (15) The Regional Chairpersons shall be appointed or chosen through formal processes as defined by the constitution of their Member.

SECTION 7

RESIGNATION & TERMINATION

- (1) An Executive Committee who wishes to resign from their position before the end of their term must submit the following documents:
 - (i) A formal letter addressed to the International Executive Board explaining the reason behind their resignation;
 - (ii) A supporting letter from the Regional Chairperson; and
 - (iii) A signed statement letter with knowledge of the consequences of their resignation.
- (2) The sanction for an Executive Committee who resigns from the position before the end of their term sets the ineligibility for the university of the relevant Executive Committee to send Executive Committee applications in the subsequent tenure regeneration.
- (3) The sanction of an outgoing Executive Committee who resigns after the incoming Executive Committee has been elected but before the Annual General Meeting, will face a sanction of ineligibility for the university of the relevant Executive Committee to send Executive Committee applications in the subsequent tenure regeneration.
- (4) An Executive Committee who wishes to resign due to a *force majeure* is exempt from the sanction, provided that they can submit one of the following documents:
 - (i) A medical certificate expressing a medical condition;
 - (ii) A statement of great financial loss due to manmade or natural disaster; or
 - (iii) Any other supporting documents showing force majeure conditions.
- (5) An Executive Committee will face an autocratic termination of term of office under one of these circumstances:
 - (i) By their death;
 - (ii) Violation of the provisions of this constitution;
 - (iii) Acting against the prohibitions of AMSA International as stated in Article 10; or
 - (iv) Committing disgraceful acts which are contrary to the objectives of AMSA International.
- (6) A minimum of 50% quorum of Regional Chairpersons are required to bring forward a motion of termination towards any Executive Committee. The Executive Committee, with the Overall Chairperson presiding, shall have the power of termination over the motion of termination proposed. In the case that the Overall Chairperson is charged, the General Secretary presides. The accused officer shall be given a thirty-day notice before the termination proceedings.



ARTICLE 4 TREASURY

SECTION 1 SOURCE OF INCOME

- (1) The funds of AMSA International shall come from compulsory Membership Fee (from conference delegates), sponsorships, collections, and proceeds of the projects undertaken by AMSA International.
- (2) The funds of AMSA International shall be deposited by the General Treasurer to the registered banking office that is co-managed by the Physical Secretariat of Headquarters.
- (3) No collection will be made without the approval of the property administrators.
- (4) The AMSA International Membership Fee is set at 16 USD per delegate for physical conferences and 5 USD per delegate for virtual conferences. If the Membership Fee is subject to review by the Senior Officers, the revised amount of Membership Fee should be indicated in the Memorandum of Agreement with the Head of Organising Committee.
 - (i) The Membership Fee should be included in the registration fee for the conference, and be collected together with the registration fee.
 - (ii) The Head of Organising Committee should hand in the total collected fee to the General Treasurer during the Executive Board Meetings held at the conferences.
- (5) The sponsorships and collections should be coordinated with the Vice Overall Chairperson External and Director of Marketing and Sponsorship on the agreed channelling of financial resources through the banking office with the Physical Secretariat of Headquarters within the provisions of the agreed Memorandum of Understanding.

SECTION 2 BANKING OFFICE

Will be updated later after getting approval from the Registry of Societies, Malaysia.

SECTION 3

FINANCIAL PROVISION

- (1) Financial year shall start on the Executive Board Meeting during EAMSC and end 2 weeks before the Executive Board Meeting during EAMSC, in parallel with the Registrar of Societies which defines the regeneration of financial year on 1st January annually.
- (2) An annual Treasury Report should be published at the Executive Board Meeting during EAMSC after the auditing by the Honorary Auditors, and announced to all Executive Committee.
- (3) Monthly accounting should be done by the Secretary of Physical Secretariat of Headquarters under the supervision of Overall Chairperson and General Treasurer with supportive bank statements.
- (4) Biannual auditing should be done by the Honorary Auditors under the supervision of Overall Chairperson and General Treasurer.
- (5) The Overall Chairperson and General Treasurer are authorised to approve every item of expenditure below and up to MYR 3,000.00, with a compulsory permissive agreement by the other Senior Officers.
- (6) An Executive Board Meeting is required to approve every item of expenditure above MYR 3,000.00.
- (7) Executive Committee will be allocated funds in accordance with their original budget plans that have been approved by property administrators at the beginning of the tenure at the first Executive Board Meeting of each tenure.
- (8) The allocated funds for each Executive Committee will be reimbursed at the nearest upcoming Executive Board Meeting.
- (9) The allocated fund special for members is Travel Assistance Grant.
 - (i) Travel Assistance Grant is awarded to selected delegates who are experiencing difficult financial circumstances to attend EAMSC or AMSC, under the provision of Senior Officers.
 - (ii) The allocation of Travel Assistance Grant is regulated in the Treasury Guidelines.
- (10) The General Treasurer should exercise an annual imprest system of 15 USD to each of the Physical Secretariat of Headquarters members to be used for the management expenses of the organisation.
- (11) Petty cash expenditure is strictly not allowed for any transactions of AMSA International.
- (12) All cheques of the AMSA shall be signed by any member of the Physical Secretariat of Headquarters with informed consent from the following:
 - (i) Overall Chairperson;



- (ii) General Treasurer; and/or
- (iii) General Secretary.

SECTION 4 HONORARY AUDITORS

- (1) Two medical students of The National University of Malaysia, AMSA Malaysia, not being members of the International Executive Board, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one year only.
- (2) It is bound by constitution that AMSA Malaysia must elect two medical students as Honorary Auditors of AMSA International at each of their regeneration.
- (3) The Honorary Auditors will be required to audit monthly accounts biannually and a report is extended to the General Treasurer and to the Executive Board Meeting at EAMSC and to the Annual General Meeting at AMSC.
- (4) The Honorary Auditors may be required by the Registrar of Societies to audit the society's accounts for any period within their tenure of office at any date and make a report for additional auditing.
- (5) The Honorary Auditors' report shall comment on the following to ensure complete financial transparency of AMSA International:
 - (i) The budget control;
 - (ii) How the materials and other AMSA International resources were used with proof of transactions;
 - (iii) Any waste, misuse, losses of AMSA International resources and property with proof of transactions;
 - (iv) The purchases made by the AMSA International to ensure that prices paid were reasonable; and
 - (v) The Honorary Auditors shall investigate irregularities and make recommendations to the General Treasurer.

SECTION 5 PROPERTY ADMINISTRATORS

- (1) The property administrators of AMSA International are important office bearers of AMSA International, namely:
 - (i) Overall Chairperson;
 - (ii) General Treasurer;
 - (iii) General Secretary; and
 - (iv) Secretary of Physical Secretariat of Headquarters.



- (2) The property administrators are responsible for monitoring movable and immovable properties as defined in Section 66 of The Evidence Act 1967 of Malaysia.
- (3) All proposals by the Director of Marketing and Sponsorship and Physical Secretariat of Headquarters to purchase, sell, mortgage or pledge any immovable and movable properties belonging to AMSA International shall be referred to an Executive Board Meeting for approval.



ARTICLE 5 CONFERENCES

SECTION 1 DEFINITIONS

- (1) **General**
 - (i) Conferences are the main projects each year and belong to AMSA International.
 - (ii) All student-led activities requiring finance and logistics, that are to be held in January or July, and are requesting promotions and publications by AMSA International, will have their requests voided, with all promotional capacity reserved for the conferences.
 - (iii) Each conference is a week-long event composed of various academic, sociocultural and community service activities. The details of each activity are outlined in the Conference Guidelines.
 - (iv) Each conference has a health-related theme that is relevant to the participating AMSA chapters.
- (2) **EAMSC**
 - (i) The duration shall be a minimum of 4 days and 4 nights.
 - (ii) The time of the year shall be from December to January.
- (3) **AMSC**
 - (i) The duration shall be a minimum of 7 days and 7 nights.
 - (ii) The time of the year shall be from July to August.

SECTION 2 BIDDING PROCESS

- (1) All Full and Associate Members of AMSA International have the right to bid for the hosting of a conference.
- (2) Bidding is obligatory for all Full and Associate Members after a 5-year interval from the most recent hosting.
- (3) The following prerequisites must be met by a chapter prior to bidding:
 - (i) The chapter must have a Head of Organising Committee and a core team formed before the bidding process;
 - (ii) The Head of Organising Committee is responsible for the bidding presentation at the Executive Board Meeting; and
 - (iii) All bidding requirements as stated in the Conference Guidelines must be submitted on time.



- (4) The bidding proper is scheduled as part of the agenda of the Executive Board Meeting.
- (5) For multiple bidders, a list of bidding criteria set by Director of Membership and Development (Conference) will be used by Regional Chairpersons to score each bidder and the top scorer shall be elected as host. For a single bidder, Regional Chairpersons shall elect the host through two-third majority voting.

SECTION 3 COMMITTEE

- (1) The Senior Officers and Director of Membership and Development (Conference) have the role of overseeing and ensuring the quality of conferences, with relations to the AMSA International activities.
- (2) The Overall Chairperson shall serve as liaison between AMSAAC and the Conference Organising Committee for any collaborative activities held throughout the conferences.
- (3) The Director of Membership and Development (Conference) shall serve as liaison between the Executive Committee and the Conference Organising Committee for any collaborative activities held throughout the conferences.
- (4) The Regional Chairperson of the hosting Member must support the Head of Organising Committee and the Conference Organising Committee in conference preparations.
- (5) The Head of Organising Committee has the following functions and responsibilities:
 - (i) To attend the Executive Board Meeting for the bidding process;
 - (ii) To draft and sign a Memorandum of Agreement with AMSA International at least 6 months before the conference;
 - (iii) To be responsible for reporting to the Director of Membership and Development (Conference) the monthly progress of the conference preparations;
 - (iv) To disseminate information regarding the conference to the Members of AMSA International through the Regional Chairperson of each Member;
 - (v) To submit a Post-Conference Report to the International Executive Board no later than one month after the last day of the conference;
 - (vi) To submit the AMSA International Membership Fee to the General Treasurer; and

- (vii) To advise the Regional Chairperson and Head of Organising Committee of the hosting Member of the following conference.
- (6) The Conference Organising Committee has the following functions and responsibilities:
 - (i) To serve as the body within the hosting Member that is tasked with planning and carrying out the conference;
 - (ii) To be formed and presided over by the Head of Organising Committee;
 - (iii) To fulfil the minimum requirements of conferences as outlined in the Conference Guidelines;
 - (iv) To ensure that the following objectives of the conference will be attained:
 - a) To stimulate learning among medical students about relevant issues affecting health;
 - b) To provide a forum for medical students to discuss various topics of common medical interest and gain insights from different perspectives;
 - c) To motivate medical students to take positive actions toward the achievement of better health in their chapter;
 - d) To foster relationships among medical students from the Asia-Pacific region and beyond; and
 - e) To encourage future medical cooperation among doctors from the Asia-Pacific region and beyond.

SECTION 4 REGISTRATION AND FEES

- (1) All Members of AMSA International have the right to register and attend conferences.
- (2) The quota of delegates per Member is distributed by:
 - (i) A slot allocation matrix set by the Conference Organising Committee, approved by the Senior Officers and Director of Membership and Development (Conference) with reference to the Memorandum of Agreement;
 - (ii) The Membership status and its capacity to fill allocated spaces of each Member; and
 - (iii) Not including the AMSA International Executive Committee.
- (3) The registration process of all delegates, including the Executive Committee, should be done via the Regional Chairperson.
- (4) The registration fee is distributed into 3 tiers, which are based on each Member's Gross Domestic Product (GDP) per capita.
 - (i) Tier 1 comprises Members with GDP above 13 000 USD.



- (ii) Tier 2 comprises Members with GDP between 3 000 and 13000 USD
- (iii) Tier 3 comprises Members with GDP less than 3 000 USD.
- (5) The Conference Organising Committee must adhere to the following to ensure that the conferences remain affordable for all chapters:
 - (i) The Head of Organising Committee must declare the projected registration fees for all the tiers when bidding for the conference; and
 - (ii) Any Regional Chairperson has the right to request for changes in the registration fee with careful consideration and discussion at the bidding process of Executive Board Meeting.
- (6) The Vice Overall Chairperson External shall serve as liaison between the partners of AMSA International and the Conference Organising Committee for the registration of representatives from the partners.
- (7) Travel Assistance Grant is awarded to selected delegates, under the provision of Senior Officers.
- (8) The number of delegates applying for AMSA International Travel Assistance Grant will be regulated by the Senior Officers.
- (9) The recipients of AMSA International Travel Assistance Grant will be selected by the Senior Officers.
- (10) The AMSA International Membership Fee is set at 16 USD per delegate for physical conferences and 5 USD per delegate for virtual conferences. If the Membership fee is subject to review by the Senior Officers, the revised amount of Membership fee should be indicated in the Memorandum of Agreement with the Head of Organising Committee.
 - (i) This fee should be included in the Registration Fee for the conference, and be collected together with the Registration Fee.
 - (ii) The Head of Organising Committee should hand in the total collected fee to the General Treasurer during the Executive Board Meetings held at the conferences.

SECTION 5 PROTOCOL

- (1) The Conference Organising Committee should adhere to the Secretarial and Clerical Guidelines set by the General Secretary.

- (2) The Conference Organising Committee should adhere to the Corporate Identity Guidelines set by the Director of Publications and Promotions.
 - (i) It is compulsory for the Conference Organising Committee to mention AMSA International in every form of promotion and publication, including but not limited to posters, banners and conference booklets.
 - (ii) Promotion of the conference can only begin on the last day of the former conference.
- (3) The Conference Organising Committee should have its own starting budget and be independent of financial assistance from AMSA International.
 - (i) It is the responsibility of the Head of Organising Committee to ensure that there is no deficit incurred during the conference. AMSA International cannot take responsibility for any debts incurred as a result of the conference.
 - (ii) The Head of Organising Committee may decide whether to provide a proportion of the conference profits to the next Head of Organising Committee (for their starting budget), or to AMSA International.
- (4) The Head of Organising Committee must maintain continual dialogue with the Overall Chairperson who will serve as liaison with AMSAAC.
 - (i) The Head of Organising Committee must confirm with the Overall Chairperson if any of the following is required:
 - a) Provision of one or more seats for AMSAAC members at the conference;
 - b) Provision of booth(s) at one or more venues at the conference; and
 - c) Provision to organise AMSAAC activities if necessary.
- (5) The Head of Organising Committee must maintain continual dialogue regarding sponsorship with the Vice Overall Chairperson External who will serve as liaison with the partners of AMSA International.
 - (i) The Head of Organising Committee must confirm with the Vice Overall Chairperson External if any of the following is required:
 - a) Provision of one or more seats for AMSA International's partners at the conference;
 - b) Provision of booth(s) at one or more venues for AMSA International's sponsors at the conference;
 - c) Display of the logo of AMSA International's partners in one or more of the publications; and

- d) Coordination of the production and distribution of AMSA International merchandises.
- (6) The conference programmes should be composed of general and AMSA International programmes.
 - (i) The general conference programme will be further composed of academic, sociocultural, and community service activities that are relevant to the theme, with reference to the Conference Guidelines, and promote AMSA International's values of knowledge, action, and friendship:
 - a) Academic activities are defined as academically related activities that are not limited to competitions and key-note lectures;
 - b) Sociocultural activities are defined as social-bonding activities and cultural-learning for interactive opportunities that are not limited to the welcoming party, cultural workshops and chapter exhibitions; and
 - c) Community Service activities are defined as humanitarian or charitable activities that are not limited to home visits and campaigns.
 - (ii) The Conference Organising Committee should plan and assist in the execution of AMSA International programmes as follows:
 - a) The Executive Board Meeting will be attended by the International Executive Board. The agenda of the meeting includes evaluative presentations by the International Executive Board and bidding for the conference for the next tenure. AMSC has an additional agenda to host the Annual General Meeting during the Executive Board Meeting. All delegates are welcomed to join and witness Executive Board Meeting;
 - b) The AMSA International Session is an avenue for information regarding AMSA International by the Executive Committee to be shared with all the delegates;
 - c) The AMSA International Research Task Presentation is an academic effort run by the Director of Academics to encourage collaborative research initiatives;
 - d) An AMSA International Booth should be incorporated together with the chapter exhibition;
 - e) The Overall Chairperson and Conference Organising Committee will work in close collaboration with AMSAAC in organising AMSAAC activities; and
 - f) The promotional presentation by the hosting Member of the upcoming conference should be arranged, preferably held during the Closing Ceremony.

SECTION 6 RISK MANAGEMENT

- (1) The Conference Organising Committee should encourage delegates to obtain individual travel insurance.
- (2) The Conference Organising Committee must take every effort to ensure the safety of all delegates throughout the entire conference programme. The Conference Organising Committee must make preparations for any accidents or emergencies that could happen, and must design emergency protocols to ensure adequate assistance deliveries. However, the Conference Organising Committee will not be held liable for any accidents that occur out of the settings of the programmes, when the delegate opts to not adhere to the programmes organised by the Conference Organising Committee.
- (3) Every delegate must always follow the succeeding rules and regulations of the hosting country and local House Rules. Failure to abide by the rules may be grounds for immediate forfeiture of the individual seat or subject to actions of the primary governing bodies applied throughout the conference.
- (4) In cases where *force majeure* occurs amidst the preparation period of the conference, the Senior Officers should declare a suspension or complete cancellation of the conference under the provision of Overall Chairperson.
- (5) In cases where *force majeure* occurs amidst the conferences, Conference Organising Committee should be ready with logistics preparation for evacuation of the delegates to their respective embassies.
- (6) In any scenario not described above, the management will be discussed further in a case-by-case manner between the International Executive Board and the Conference Organising Committee.



ARTICLE 6 CONSTITUTION

SECTION 1 HISTORY

- (1) The Constitution of AMSA International was originally composed and finalised circa 2006.

SECTION 2 REVISION PROTOCOL

- (1) A proposal of amendment, alteration or addition to any part of the constitution should be proposed to the Senior Officers. The Senior Officers shall then undergo consultation with the Executive Committee.
- (2) The International Executive Board shall be provided a copy of the constitution with the amendment, alteration or addition, and be given two weeks for verification and consultation before it is put forward for voting at the Executive Board Meeting or during the conferences; whichever comes first.
- (3) Any such amendment, alteration or addition shall require to be passed by a two-third majority voting at the Executive Board Meeting.
- (4) Voting can be conducted only in the presence of a quorum greater than two-third of the total number of International Executive Board.
- (5) The passed amendment, alteration or addition to the Constitution shall be submitted by the Secretary of Physical Secretariat of Headquarters to the Registrar of Societies within sixty days of being passed by the Executive Board Meeting and enforced within thirty days after being approved by the Registrar of Societies.

SECTION 3 REVISION HISTORY

- (1) All revisions must be recorded in the following format, and in chronological order:
 - Year of Revision: (year)
 - Overall Chairperson: (Name)



- Details: (ELABORATE)
- (2) The record of revisions is as follows:
- Year of Revision: 2014
 - Overall Chairperson: Samuel, Vo
 - Details: AMSA International Overall Chairperson, Samuel Vo, suggested that the constitution be rewritten to address errors and inconsistencies, improve clarity and reduce items that are open to interpretation, updating items to be more relevant to 2014, reduce the number of future amendments and for reasons of responsibility and accountability relating to Membership of new chapters. The Constitution draft was proposed and distributed in January 2014 at the Executive Board Meeting before the EAMSC 2014, held in Seoul, South Korea, and was finalised and voted into effect immediately at the Executive Board Meeting held in Pattaya, Thailand in July, 2014.
 - Year of Revision: 2016
 - Overall Chairperson: Garda Widhi Nurraga
 - Details: AMSA International Overall Chairperson, Garda Widhi Nurraga, and General Secretary, Ahmad Aulia Rizaly, opened submission to amend the constitution to Executive Committee and Regional Chairpersons to open more opportunities to update several items to be more relevant to 2016. Several major changes were made, such as allowing members from Observer Members to apply for positions on the Executive Committee under certain conditions, and also improving clarity to several items to reduce open interpretation. The Constitution draft was proposed and distributed in July 2016 at the Executive Board Meeting on the first day of the AMSC 2016, held in Manila, Philippines, and was finalised and voted into effect immediately at the Executive Board Meeting held in Manila, Philippines in July 2016.
 - Year of Revision: 2018
 - Overall Chairperson: Soon Kuen, Wong
 - Details: AMSA International Overall Chairperson, Soon Kuen Wong proposed to have a structure reconstruction of Executive Committee of AMSA International, to introduce the concept of “department”, standardise the titles of positions, make the structure more flexible and expandable, and release more decisive power to the heads of respective departments. The idea of structure reconstruction was proposed in September 2017, the Constitution draft was done and distributed in December 2017 at



Executive Board Meeting and was finalised and voted into effect immediately at the Executive Board Meeting held in Kathmandu, Nepal in January 2018.

- Year of Revision: 2018
- Overall Chairperson: Soon Kuen, Wong
- Details: Moreover, in 2018, AMSA International has noticed the impeded information flow between AMSA International to AMSA chapters due to unresponsive Regional Chairpersons. Thus, Soon Kuen Wong suggested having the responsibilities of Regional Chairpersons officially written in AMSA International constitution to further emphasise Regional Chairperson's responsibilities as the representative of each chapter. The procedure of changing the responsibilities of Regional Chairperson empowered AMSA International and aimed to restore the connection between AMSA International and the respective chapter. The Constitution draft was proposed and distributed in June 2018 and was finalised and voted into effect immediately at the Executive Board Meeting held in Kuala Lumpur, Malaysia in July 2018.

- Year of Revision: 2019
- Overall Chairperson: Soon Kuen, Wong
- Details: -

- Year of Revision: 2020
- Overall Chairperson: Marjorie Jia Yi, Ong
- Details: The constitution revised in 2019 was abolished on 15 September 2020. The brand new constitution was enunciated for the review of International Executive Board on 23 September 2020, throughout the interim period of 17 days before the first Executive Board Meeting of the tenure scheduled on 10 October 2020. This revision was agreed and voted by majority at the relevant Executive Board Meeting. This revised constitution was divided into articles and sections and is generated in accordance with the requirements of the Registrar of Societies, Malaysia. Hence, the clauses were reorganised into appropriate articles and sections. The Overall Chairperson emphasised on the identity of AMSA International, implemented a new membership system, ethical emphasis of the office bearers, the regeneration of AMSA International, having sanctions and prohibitions reinforced, and the launching of Physical Secretariat of Headquarters. In line with the Registrar of Societies, all bylaws were abolished. The official terms were transferred into the constitution, causing each Executive Committee to have only guidelines under their duties, or sub-



constitutions under the subsidiaries. Every Executive Committee of Tenure 2020/2021 contributed, big or small, to the revision under the supervision of Senior Officers. In addition, this mega revision was done to fulfil the basic requirements to obtain NGO status for AMSA International, having the status registered and obtained in Malaysia.





ARTICLE 7 DISSOLUTION

- (1) **AMSA International shall not be dissolved, except with an informed consent of three-quarter majority of the International Executive Board expressed at an Executive Board Meeting convened for the purpose.**
- (2) **Acknowledgement should be obtained at least six months before the Executive Board Meeting convened for the purpose from all the Members.**
- (3) **In the event of AMSA International being dissolved as provided above, all debts and liabilities legally incurred on behalf of the organisation shall be fully discharged and the remaining funds shall be completely channelled to the objectives of the organisation to an organisation of charity that is legally registered at Malaysia with the consent of the attendees at an Executive Board Meeting convened for the purpose.**
- (4) **Notice of the dissolution must be given within fourteen days of dissolution to the Registrar of Societies.**





ARTICLE 8 INTERPRETATIONS

- (1) The organisation utilises specific words, phrases and expressions that have their respective meanings assigned:
- (i) "AMSA" means the whole community of Asian Medical Students' Association;
 - (ii) "Organisation" or "AMSA International" means the Asian Medical Students' Association International, or a geographically distinct medical student organisation before becoming an Observer Member of AMSA International;
 - (iii) "Members" or "Chapters" may mean the Members of the organisation by virtues of Article 2: Section 1 with the purposeful capitalisation of "M" in "Members", or individuals at geographically distinct medical student organisations of AMSA as stated in Article 2: Section 2;
 - (iv) "Founding Membership" is as defined in Article 2: Section 1 (4);
 - (v) "Full Membership" is as defined in Article 2: Section 1 (6);
 - (vi) "Associate Membership" is as defined in Article 2: Section 1 (7);
 - (vii) "Observer Membership" is as defined in Article 2: Section 1 (8);
 - (viii) "N-EB" or "National Executive Board" means the committee of each geographically distinct medical student organisation of AMSA.
 - (ix) "RC" or "Regional Chairperson" means the appointed representative of each geographically distinct medical student organisation of AMSA.
 - (x) "EBM" means the Executive Board Meeting as defined in Article 3: Section 4;
 - (xi) "AGM" means the Annual General Meeting as defined in Article 3: Section 5.
 - (xii) "Office Bearers" means the committee of AMSA International as defined in Article 3: Section 1;
 - a) "I-EB" or "International Executive Board" is as defined in Article 3: Section 1 (2);
 - b) "SO" or "Senior Officers" is as defined in Article 3: Section 1 (3);
 - c) "EC" or "Executive Committee" is as defined in Article 3: Section 1 (4);
 - d) "OC" or "Overall Chairperson" is as defined in Article 3: Section 3 (3);

- e) "VOCI" or "Vice Overall Chairperson Internal" is as defined in Article 3: Section 3 (4);
- f) "VOCE" or "Vice Overall Chairperson External" is as defined in Article 3: Section 3 (5);
- g) "GS" or "General Secretary" is as defined in Article 3: Section 3 (6);
- h) "GT" or "General Treasurer" is as defined in Article 3: Section 3 (7);
- i) "DoMnD" or "Director of Membership and Development" is as defined in Article 3: Section 3 (8);
- j) "DoP&P" or "Director of Publication and Promotions" is as defined in Article 3: Section 3 (9);
- k) "CEJAMSA" or "Chief Editor of JAMSA" is as defined in Article 3: Section 3 (10);
- l) "CEN" or "Chief Editor of eNewsletter" is as defined in Article 3: Section 3 (11);
- m) "DoA" or "Director of Academics" is as defined in Article 3: Section 3 (12);
- n) "DoAMSEP" or "Director of AMSEP" is as defined in Article 3: Section 3 (13);
- o) "DoIT" or "Director of Information Technology" is as defined in Article 3: Section 3 (14);
- p) "DoMnS" or "Director of Marketing and Sponsorship" is as defined in Article 3: Section 3 (15);
- q) "DoPH" or "Director of Public Health" is as defined in Article 3: Section 3 (16);
- r) "LO" means Liaison Officer;
- s) "LOGONGO" or "Liaison Officer to Governmental Organisations and Non-Governmental Organisations" is as defined in Article 3: Section 3 (17);
- t) "LOMSO" or "Liaison Officer to Medical Students' Organisations" is as defined in Article 3: Section 3 (18);
- u) "LONMSO" or "Liaison Officer to Non-Medical Students' Organisations" is as defined in Article 3: Section 3 (19);
- v) "PSHQ" or "Physical Secretariat of Headquarters" is led by a Secretary based at The National University of Malaysia, AMSA Malaysia as defined in Article 3: Section 3 (20);
- (xiii) "AMSEP" or "Asian Medical Students' Exchange Programme" is a subsidiary special under AMSA;
- (xiv) "JAMSA" or "Journal of AMSA" is a subsidiary special under AMSA;
- (xv) "LoR" or "Letter of Recommendation" is the official letter issued by the I-EB of AMSA International to recommend any AMSA Member for internal or external affairs;



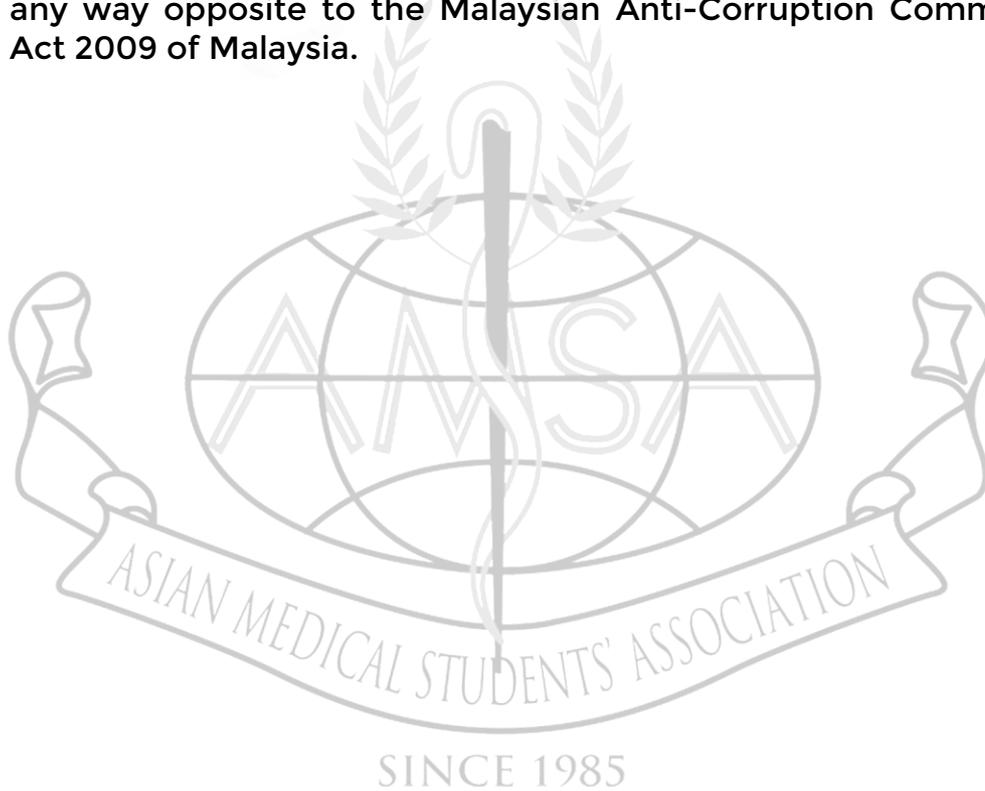
- (xvi) “MoA” or “Memorandum of Agreement” is the official written formal understanding of agreement established between the Members of AMSA International and AMSA International;
 - (xvii) “MoU” or “Memorandum of Understanding” is the official written formal understanding of agreement established between the partners of AMSA International and AMSA International;
 - (xviii) “OLM” or “Online Meeting” means the virtual alternative of meeting;
 - (xix) “EAMSC” or “East Asian Medical Students’ Conference” is one of the annual conferences held by AMSA International;
 - (xx) “AMSC ” or “Asian Medical Students’ Conference” is one of the annual conferences held by AMSA International;
 - (xxi) “HOC” or “Head of Organising Committee” is as defined in Article 6: Section 3 (5);
 - (xxii) “COC” or “Conference Organising Committee” is as defined in Article 6: Section 3 (6);
 - (xxiii) “TAG” or “Travel Assistance Grant” is a financial assistance award for selected conference attendees as stated in Article 4: Section 3 (7);
 - (xxiv) “Honorary Auditors” means two members of The National University of Malaysia, AMSA Malaysia as defined in Article 4: Section 4; and
 - (xxv) “Property Administrators” is as defined in Article 4: Section 5.
- (2) The following rules apply unless the context suggests otherwise:
- (i) The singular includes the plural and vice versa;
 - (ii) Words denoting any gender include all genders; and
 - (iii) If a word or phrase is defined, its other grammatical forms have a corresponding meaning.

SINCE 1985



ARTICLE 9 PROHIBITION

- (1) The organisation shall not engage in any political activity or allow its assets to be used for political purposes.
- (2) The organisation shall not engage in any trade union activity as defined in Trade Unions Act 1959 of Malaysia.
- (3) The organisation shall not act in any way opposite to the Communication and Multimedia Act 1998 of Malaysia at the Internet.
- (4) The organisation shall not exploit the assets of the organisation in any way opposite to the Malaysian Anti-Corruption Commission Act 2009 of Malaysia.





**ARTICLE 10
MISCELLANEOUS**

FLAG

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LOGO

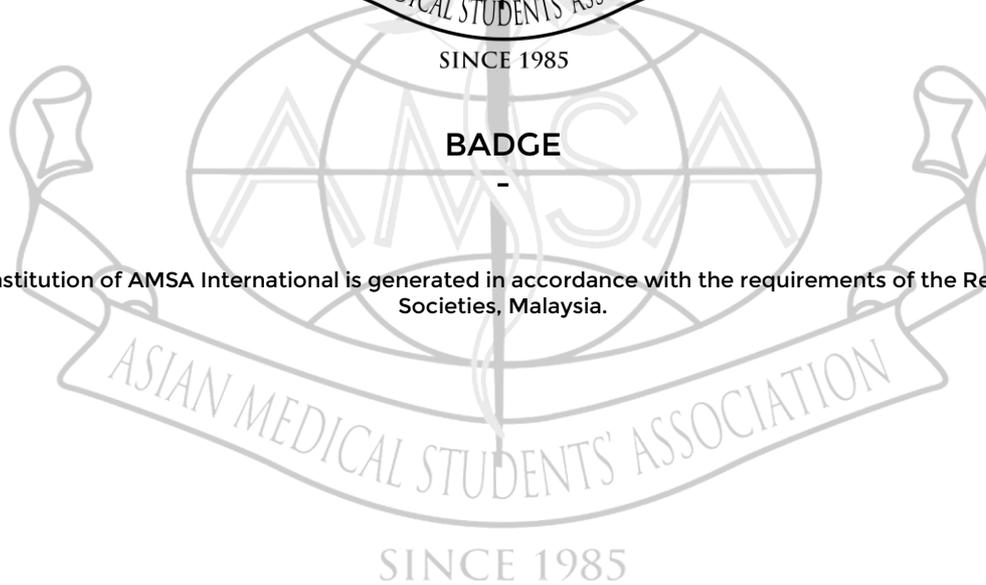


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The constitution of AMSA International is generated in accordance with the requirements of the Registrar of Societies, Malaysia.



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