

Asian Medical Students' Association International

# CONSTITUTION

SUPPLEMENTARY CONSTITUTIONS AND GUIDELINES

2021 EDITION

ASIAN MEDICAL STUDENTS' ASSOCIATION

SINCE 1985



**AMSA International Constitution**

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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.

## 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)	CPAS	Chapter Performance Appraisal System
(9)	DoA	Director of Academics
(10)	DoAMSEP	Director of AMSEP
(11)	DoGH	Director of Global Health
(12)	DoIT	Director of Information Technology
(13)	DoMnS	Director of Marketing and Sponsorship
(14)	DoMnD	Director of Membership and Development
(15)	DoPnP	Director of Publications and Promotions
(16)	DoR	Director of Research
(17)	EAMSC	East Asian Medical Students' Conference
(18)	EBM	Executive Board Meeting
(19)	EC	Executive Committee
(20)	GS	General Secretary
(21)	GT	General Treasurer
(22)	HOC	Head of Organising Committee
(23)	I-EB	International Executive Board
(24)	JAMSA	Journal of AMSA
(25)	LoR	Letter of Recommendation
(26)	LO	Liaison Officer
(27)	LOGONGO	Liaison Officer to Governmental Organisations and Non-Governmental Organisations
(28)	LOMSO	Liaison Officer to Medical Students' Organisations
(29)	LONMSO	Liaison Officer to Non-Medical Students' Organisations
(30)	MoA	Memorandum of Agreement
(31)	MoU	Memorandum of Understanding
(32)	N-EB	National Executive Board
(33)	OC	Overall Chairperson
(34)	OLM	Online Meeting
(35)	PSHQ	Physical Secretariat of Headquarters
(36)	RC	Regional Chairperson
(37)	SO	Senior Officers
(38)	TAG	Travel Assistance Grant
(39)	VOCE	Vice Overall Chairperson External
(40)	VOCI	Vice Overall Chairperson Internal

## 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 “亞洲醫學生聯盟國際協會” in traditional Chinese language, and this name is also registered under the Ministry of Interior, Taiwan.

### SECTION 2: DATE AND PLACE OF ESTABLISHMENT

- (1) The organisation 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 the organisation is registered under the Ministry of Interior, Taiwan.
- (2) The registered address is.

Asian Medical Students' Association (AMSA) International,  
Number 100, Section 1, Jingmao Road,  
Beitun District, Taichung City 406040, Taiwan R.O.C.

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,  
Number 100, Section 1, Jingmao Road,  
Beitun District, Taichung City 406040, Taiwan R.O.C.

- (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 Senior Officers of the organisation and the Ministry of Interior, Taiwan.

### SECTION 6: LOGO



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- (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-Pacific 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: 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.

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## 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) 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.
- (4) Membership status is divided into Full Membership, Associate Membership, and Observer Membership.
- (5) Full Membership is defined as the Membership of AMSA made up of chapters within the geographical region of Asia-Pacific 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.
- (6) Associate Membership is defined as the Membership of AMSA made up of chapters outside the geographical region of Asia-Pacific 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.
- (7) 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 the organisation:
      - (1) Director of Academics;
      - (2) Director of AMSEP;
      - (3) Director of Global Health;
      - (4) Director of Membership and Development;
      - (5) Chief Editor of JAMSA; and
      - (6) Chief Editor of eNewsletter.
  - (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 that are related to the organisation.
- (2) All partners of the organisation are partners of Members.
  - (i) International partnerships liaised with the organisation 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 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 the organisation.
  - (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 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 subsidiaries, activities, and open opportunities procured from partnerships of the organisation;
  - (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 the organisation registration fee of conferences to the General Treasurer when the Member is hosting EAMSC or AMSC.

## SECTION 5: PROTOCOL

- (1) The quorum of voting for all membership and development affairs is defined as two-third of total number of Regional Chairpersons of Full Membership attending. The International Executive-Board has the right to participate in the voting of all membership and development affairs unless there is conflict of interest. An absolute two-third majority of votes is required for an outcome.
- (2) A geographically distinct medical student organisation can apply for Observer Membership with the following minimum requirements:
- (i) A geographically distinct medical student organisation has established this organisational structure:
    - a) A Regional Chairperson and at least one Secretary;
    - b) Board members with reference to the following subsidiaries of AMSA International:
      - (1) Director of Academics;
      - (2) Director of AMSEP;
      - (3) Director of Global Health;
      - (4) Director of Membership and Development;
      - (5) Chief Editor of JAMSA; and
      - (6) Chief Editor of eNewsletter.
    - c) An official Member logo;
    - d) Database of members (Names, Universities, Year of Graduate); and
    - e) System of communication between National Executive Board and members.
  - (ii) The name of the organisation corresponds to the distinct geographical region, immediately preceded by "AMSA":
    - a) The geographical region/location must be from which the medical student organisation arises from or is located;
    - b) Must be unique and represents the geographical region/location and the members of the chapter; and
    - c) May not be changed without its own assent.
- (3) An Observer Member can apply for Full or Associate Membership with the following minimum requirements:
- (i) The Member must possess a governing constitution that is written in accordance with the constitution of AMSA International;
  - (ii) 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:
    - a) Joining at least one academic competition;
    - b) Performing for the Cultural Night Programme; and
    - c) Organising pre-conference training and post-conference programmes for the delegation.
  - (iii) The Member should organise at least five local activities in the recent year of application with reference to the following subsidiaries of the organisation:
    - a) Director of Academics;
    - b) Director of AMSEP;
    - c) Director of Global Health;
    - d) Director of Membership and Development;
    - e) Chief Editor of JAMSA; and
    - f) Chief Editor of eNewsletter.

- (iv) 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 the organisation 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 EAMSC or AMSC does not pass the AMSA International Membership Fee to the organisation 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.
- (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.
- (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
  - (ii) 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 the organisation 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 Global Health;
  - (xiii) Director of Information Technology;
  - (xiv) Director of Marketing and Sponsorship;
  - (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) The organisation highly values respect, diversity, and equality.
- (2) All members of the organisation 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 the organisation. 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) Supervising the subsidiaries and departments;
  - (iii) Providing accountability and support for Executive Committee;
  - (iv) Providing a point for grievances to be properly investigated; and
  - (v) To assist and act as official advisors to the succeeding tenure, with the official advisory board led by the outgoing Overall Chairperson.
- (3) The Overall Chairperson has the following functions and responsibilities:
  - (i) To lead, coordinate and officially represent the organisation;
  - (ii) To convene and preside over all meetings and voting;
  - (iii) To exercise discretionary powers in situations that require immediate decisions and actions, provided that it is not contrary to the objectives of the organisation, 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;
  - (iv) To ensure a smooth handover of all affairs of the outgoing Executive Committee to the Elects before the Annual General Meeting;
  - (v) To manage the Intermediary Department;
  - (vi) To liaise with AMSAAC;
  - (vii) To supervise the Physical Secretariat of Headquarters and management of the headquarters with the General Secretary and General Treasurer; and
  - (viii) To declare *force majeure* mode throughout the organisation 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 eruption) 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; and
  - (iii) To manage the Internal Department.
- (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 take over the responsibilities and authorities of the Overall Chairperson in their times of absence;
  - (iii) To provide support and strategy in relation to development of the organisation and new partners;

- (iv) To authorise the agreements between the organisation and external parties; and
- (v) To manage the External Department.
- (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 the organisation with their reference numbers;
  - (iii) To preside all elections, assisted by the Elects of the Senior Officers;
  - (iv) To liaise with emails addressed to the organisation;
  - (v) To supervise the Physical Secretariat of Headquarters and management of the headquarters with the Overall Chairperson;
  - (vi) To formulate and update the Secretarial and Clerical Guideline, Regeneration Guideline and Application Terms of AMSA International; and
  - (vii) To ensure adherence to the Secretarial and Clerical Guideline, Regeneration Guideline and Application Terms.
- (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 all treasury affairs;
  - (iii) To disburse funds necessary for the operation of the organisation upon discretion of the Overall Chairperson, General Secretary and Secretary of Physical Secretariat of Headquarters;
  - (iv) To prepare a Treasury Report annually on the financial status of the organisation together with a licensed accountant from Taiwan, with the assistance of the Physical Secretariat of Headquarters;
  - (v) To formulate and update the Treasury Guideline of AMSA International; and
  - (vi) To ensure adherence to the Treasury Guideline.
- (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;
    - b) To collect any information and updates in accordance with activities within AMSA Members; and
    - c) To formulate and update the CPAS.
  - (ii) Membership Director
    - a) To manage membership affairs with the Overall Chairperson;
    - b) To promote and guide Observer Membership across non-AMSA Members;
    - c) To maintain and update the databases of Members;
    - d) To formulate and update the Membership Guideline and Masterclass Guideline of AMSA International; and
    - e) To ensure adherence to the Membership Guideline and Masterclass Guideline.
  - (iii) Conference Director
    - a) To manage and advise conferences of the organisation;
    - b) To formulate and update the Memorandum of Agreement of conferences and Conference Guideline of AMSA International;
    - c) To ensure adherence to the Memorandum of Agreement and Conference Guideline; and
    - d) 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 be responsible for the standardisations and publication of all official publications and documents of the organisation;
  - (ii) To formulate and update the Corporate Identity Guideline of AMSA International; and
  - (iii) To ensure adherence to the Corporate Identity Guideline.
- (10) The Chief Editor of JAMSA has the following functions and responsibilities:
- (i) To advise, manage and coordinate the JAMSA subsidiary;
  - (ii) To ensure adherence to the Secretarial and Clerical Guideline, and Corporate Identity Guideline;
  - (iii) To manage and sustain the JAMSA Constitution of AMSA International; and
  - (iv) To ensure adherence to the JAMSA Constitution.
- (11) The Chief Editor of eNewsletter has the following functions and responsibilities:
- (i) To advise, manage and coordinate the eNewsletter subsidiary;
  - (ii) To ensure adherence to the Secretarial and Clerical Guideline, and Corporate Identity Guideline;
  - (iii) To update and maintain the eNewsletter Guideline of AMSA International; and
  - (iv) To ensure adherence to the eNewsletter Guideline.
- (12) The Director of Academics has the following functions and responsibilities:
- (i) To advise, manage and coordinate the Academics subsidiary;
  - (ii) To manage and sustain the Academics Constitution of AMSA International; and
  - (iii) To ensure adherence to the Academics Constitution;
- (13) The Director of AMSEP has the following functions and responsibilities:
- (i) To advise, manage and coordinate the AMSEP subsidiary;
  - (ii) To manage and sustain the AMSEP Constitution of AMSA International;
  - (iii) To ensure adherence to the AMSEP Constitution.
- (14) The Director of Global Health has the following functions and responsibilities:
- (i) To advise, manage and coordinate the Global Health subsidiary;
  - (ii) To manage and liaise with the Senior Advisors of the Global Health subsidiary;
  - (iii) To manage and sustain the Global and Public Health Constitution of AMSA International; and
  - (iv) To ensure adherence to the Global and Public Health Constitution.
- (15) The Director of Information Technology has the following functions and responsibilities:
- (i) To manage the development and maintenance of the official website;
  - (ii) To regularly report web usage and monitoring server performance;
  - (iii) To initiate activities that will improve the information and technology skills of the International Executive Board;
  - (iv) To manage the mailing list;
  - (v) To liaise with the Secretary General of AMSAAC to manage the website of AMSAAC; and
  - (vi) To ensure adherence to the Secretarial and Clerical Guideline, and Corporate Identity Guideline.
- (16) The Director of Marketing and Sponsorship has the following functions and responsibilities:
- (i) To solicit sponsorship to support the operation of the organisation;
  - (ii) To maintain records of funds secured through sponsorship and fundraising activities with General Treasurer;
  - (iii) To participate and represent the organisation in flagship conferences or official meetings;
  - (iv) To update and maintain the organisation Sponsorship Prospectus; and
  - (v) To lead and coordinate the production and distribution of AMSA International merchandises.

- (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 the organisation;
  - (ii) To represent and create any needed Memorandums of Understanding with the approval of Vice Overall Chairperson External;
  - (iii) To distribute and coordinate useful resources by the result of the relationship between the organisation and the partnered governmental and non-governmental organisations; and
  - (iv) 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 the organisation;
  - (ii) To represent and create any needed Memorandums of Understanding under the supervision of Vice Overall Chairperson External;
  - (iii) To distribute useful resources by the result of the relationship between the organisation and partner medical students' organisations; and
  - (iv) 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 the organisation;
  - (ii) To represent and create any needed Memorandums of Understanding under the supervision of Vice Overall Chairperson External;
  - (iii) To distribute useful resources by the result of the relationship between the organisation and partner non-medical students' organisations; and
  - (iv) 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 Taiwanese nationality to manage and update the official account of the organisation registered under the Ministry of Interior, Taiwan with the supervision of the Overall Chairperson and General Secretary of AMSA International, and Regional Chairperson of AMSA Taiwan;
  - (ii) To manage the physical secretariat affairs with the Faculty of Medicine, China Medical University with the supervision of the Overall Chairperson and General Secretary of AMSA International, and Regional Chairperson of AMSA Taiwan; and
  - (iii) To manage and coordinate the physical finance of the headquarters with the Overall Chairperson and General Treasurer, for the yearly government auditing.

#### SECTION 4: EXECUTIVE BOARD MEETING

- (1) The General Meeting of the organisation, also referred to as the Executive Board Meeting, is the decision-making conjuncture of AMSA International. The General Meeting will always be held hybrid with physical and virtual options unless *force majeure*.
- (2) 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) which will also act as the Annual General Meeting.
- (3) Should there be an urgent agenda, an Executive Board Meeting should be held to address.
- (4) The quorum of voting is defined as two-third of total number of Regional Chairpersons of Full Membership attending. An absolute two-third majority of the present quorum is required for an outcome. All voting affairs within the organisation will have the same quorum and voting system except membership and development affairs.
- (5) No vote can be taken unless a quorum is present.
- (6) 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.
- (7) All Members of the International Executive Board may make a proposal at the Executive Board Meeting.

### 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 July 20th in the same year that it is not held.
- (2) The Executive Committee of the outgoing tenure remains in duty as the office bearers until the Annual General Meeting.
- (3) The Annual General Meeting should also be supplemented with plenaries, hosted by each subsidiary of the organisation.
- (4) The Annual General Meeting of the organisation serves the following purposes:
  - (i) To serve as the main decision-making juncture of the organisation;
  - (ii) To serve as an official end of the outgoing term;
  - (iii) To serve as an official start of the succeeding term;
  - (iv) To evaluate the yearly report presented by the outgoing International Executive Board;
  - (v) To declare the Elects prior to the Annual General Meeting;
  - (vi) To evaluate the tenure plans presented by the Elects;
  - (vii) To legitimise Observer Members into Full or Associate Members; and
  - (viii) To inform Members on the status of AMSA International.
- (5) 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 Elects;
  - (vii) Presentation of the tenure plans by the Elects;
  - (viii) Discussion session for the Elects; and
  - (ix) Any other agenda that is deemed relevant to the condition of the organisation.
- (6) All Members and affiliated partners of the organisation are eligible to attend the Annual General Meeting and its associated plenaries.
  - (i) The Annual General Meeting must be attended by at least the Regional Chairpersons, the outgoing Executive Committee, and the Elects.
  - (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 or their proxies.
- (iii) In the case that a 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.
  - (7) The Annual General Meeting can be conducted only in the presence of a quorum with two-third of the total number of Regional Chairpersons from Full Memberships.
  - (8) 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.
    - (i) The Annual General Meeting can only be postponed to not later than 14 days from the previously scheduled time.
  - (9) 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).

## SECTION 6: REGENERATION

- (1) Application for the Executive Committee shall be open to all individual members.
- (2) Election of Executive Committee for the succeeding tenure must be completed at least 30 days before the Annual General Meeting.
- (3) 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.
- (4) No person on the Executive Committee shall bear more than one office at once.
- (5) The Regional Chairpersons of Full Membership shall participate in the voting process.
- (6) The regeneration will commence with the recruitment of the senior management, followed by the rest of the Executive Committee.
- (7) The outgoing General Secretary shall preside over the election, assisted by the Elects of the Senior Officers.
- (8) 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 election does not conflict with any other article within the constitution.
- (9) A person may hold one office for a maximum of two consecutive years or tenures.
- (10) The outgoing Executive Committee must hand over their rights and responsibilities to the Elects before the Annual General Meeting.
- (11) 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.
- (12) 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 with Elects 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 the organisation as stated in Article 8; or
  - (iv) Committing disgraceful acts which are contrary to the objectives of the organisation.
- (6) An election of fifty percent total number of Regional Chairpersons of Full Membership is 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.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) 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.

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## ARTICLE 4: TREASURY

### SECTION 1: SOURCE OF INCOME

- (1) The funds of the organisation shall come primarily from:
  - (i) Proceeds from projects undertaken by the organisation; and
  - (ii) Donations.
- (2) The funds of the organisation 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 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 proceeds of the projects should be coordinated with the Vice Overall Chairperson External and Director of Marketing and Sponsorship, with the Physical Secretariat of Headquarters within the provisions of the agreed Memorandum of Understanding.

### SECTION 2: BANKING OFFICE

*-To be updated-*

- (1) The banking office is managed physically by the Secretary of PSHQ.

### SECTION 3: FINANCIAL PROVISION

- (1) The financial year of the organisation shall start on 1st January annually.
- (2) An annual Treasury Report should be published at the Executive Board Meeting during EAMSC after auditing and announced to all Executive Committee.
- (3) Monthly accounting should be done by the Secretary of Physical Secretariat of Headquarters and the General Treasurer under the supervision of Overall Chairperson with evident bank statements.
- (4) An annual treasury reporting should be done by the General Treasurer under the supervision of Overall Chairperson, and should also include the International Standards of Auditing, such as but not limited to:
  - (i) The budget control;
  - (ii) How the materials and other the organisation resources were used with proof of transactions;
  - (iii) Any waste, misuse, losses of the organisation resources and property with proof of transactions; and
  - (iv) The purchases made by the organisation to ensure that prices paid were reasonable.
- (5) The Overall Chairperson and General Treasurer are authorised to approve every item of expenditure below and up to USD 1,000.00, with a compulsory permissive agreement by the other Senior Officers.
- (6) An Executive Board Meeting is required to approve every item of expenditure above USD 1,000.00.



- (7) Executive Committee will be allocated funds in accordance with their original budget plans that have been approved by property administrators at the nearest Executive Board Meeting.
- (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 physical EAMSC or AMSC, under the provision of Senior Officers.
  - (ii) The allocation of Travel Assistance Grant is regulated in the Treasury Guideline.
- (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 the organisation.
- (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: PROPERTY ADMINISTRATORS**

- (1) The property administrators of the organisation 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.
- (3) All proposals to purchase, sell, mortgage, or pledge any immovable and movable properties belonging to the organisation 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 the organisation.
  - (ii) Each conference has a health-related theme that is relevant to the participating AMSA Members.
- (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 the organisation 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 physical conference 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 Guideline 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 voted as host. For a single bidder, Regional Chairpersons shall elect the host through two-third majority voting.
- (6) In the event that no bidding application is received by the scheduled EBM, the application period will be extended until a maximum of 24 weeks prior to the first day of the expected conference month.
  - (i) If there are no applications received within those 24 weeks, the DoMnD (Conference) must formally announce the status of "No Conference" to the I-EB. Bidding for the same conference will no longer take place.

### 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.
- (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 the organisation 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 the organisation 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 Guideline;
  - (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 the organisation 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 latest Gross Domestic Product (GDP) per capita.
- (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 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 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 Guideline set by the General Secretary.
- (2) The Conference Organising Committee should adhere to the Corporate Identity Guideline set by the Director of Publications and Promotions.
  - (i) It is compulsory for the Conference Organising Committee to mention the organisation 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 the organisation.
  - (i) It is the responsibility of the Head of Organising Committee to ensure that there is no deficit incurred during the conference. The organisation cannot take responsibility for any debts incurred because 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 the organisation.
- (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 additional seats for AMSAAC members at the conference;
    - b) Logistical provisions 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 the organisation.
  - (i) The Head of Organising Committee must confirm with the Vice Overall Chairperson External if any of the following is required:
    - a) Provision of additional seats for partners at the conference;
    - b) Logistical provisions for sponsors at the conference; and
    - c) 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 Guideline, and promote AMSA International's values of knowledge, action, and friendship.
  - (ii) The Conference Organising Committee should plan and assist in the execution of AMSA International programmes as follows:
    - a) The Executive Board Meeting or Annual General Meeting;
    - b) The AMSA International Session;
    - c) An AMSA International Booth at chapter exhibition;

- d) All AMSAAC activities; and
  - e) The promotional presentation by the hosting Member of the upcoming conference.
- (7) Conference hosting may be cancelled if the following conditions are met:
- (i) The Conference Organising Committee must notify the I-EB of their intent to terminate hosting during an EBM.
    - a) This must be done at least 6 months before the first day of the conference and prior to the collection of any registration fee.
  - (ii) The Conference Organising Committee must reasonably justify the need for termination of hosting, with permissive acknowledgement by the Senior Officers and Director of Membership and Development (Conference) in the case of pre-requisites constituting *force majeure* which 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.
  - (iii) The option to shift to an online conference format must first be considered by the COC and must be found not viable.
  - (iv) A simple majority of the RCs must be followed in the same EBM to approve the cancellation of hosting.
- (8) In the event of cancellation of conference hosting, a re-bidding for the same conference will be conducted during an EBM in accordance with the Conference Guideline.
- (9) Emergency cancellation of a conference may occur in cases of force majeure.
  - (i) This type of cancellation is not subject to a minimum 6-month request period. Only approval by the OC is necessary to approve this type of cancellation.
  - (ii) The registration fees should be fully refunded if payment has been collected.
- (10) Other provisions for physical or virtual conference hosting should be referred to the Conference Guideline.

## SECTION 6: RISK MANAGEMENT

- (1) The Conference Organising Committee should encourage delegates to obtain individual travel insurance.
- (2) The Conference Organising Committee must ensure the safety of all delegates throughout the entire conference programme.
- (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: REVISIONS TO THE 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 revised draft and be given two weeks for review 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 voting at the Executive Board Meeting.
- (4) The passed amendment, alteration or addition to the Constitution shall be submitted by the Secretary of Physical Secretariat of Headquarters to the Ministry of Interior, Taiwan within sixty days of being passed by the Executive Board Meeting and enforced within thirty days after being approved by the Ministry of Interior, Taiwan.

### 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 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: 2020-2021
- 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 supplementary constitution or guidelines under their duties. Every Executive Committee of Tenure 2020/2021 contributed, big or small, to the revision under the supervision of Senior Officers. However, as the registration trials fails in Malaysia, the constitution was further revised to meet the criteria of the registry under the Ministry of Interior, Taiwan to successfully register the organisation there.



## 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 the organisation 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 in Taiwan 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 Ministry of Interior, Taiwan.





## ARTICLE 8: PROHIBITIONS

*-To be updated-*



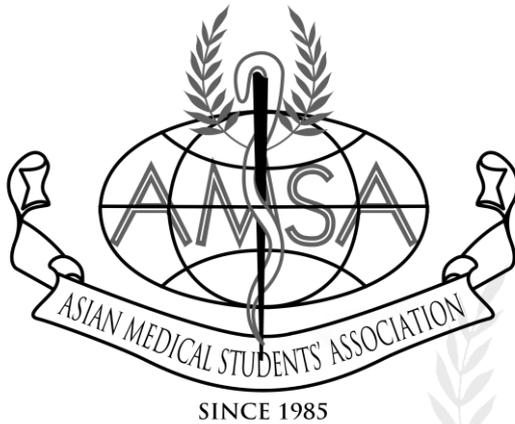


## ARTICLE 9: MISCELLANEOUS

### FLAG

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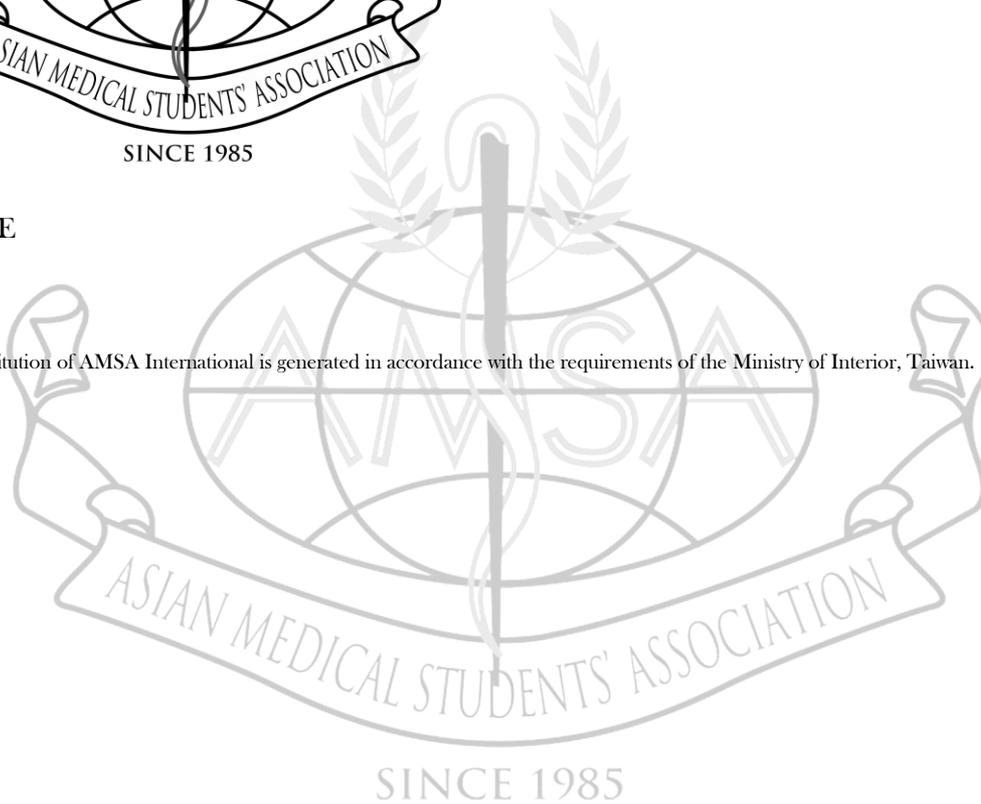
### LOGO



### BADGE

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The constitution of AMSA International is generated in accordance with the requirements of the Ministry of Interior, Taiwan.





# AMSAACAD

Asian Medical Students' Association Academics

## Asian Medical Students' Association International ACADEMICS CONSTITUTION

### PREAMBLE

The Academics of AMSA International is a functional subsidiary of AMSA International, with the purpose to maintain the academic integrity of AMSA International and the “Knowledge” vision of AMSA.

### SECTION 1: OBJECTIVES

- (1) To foster the “Knowledge” vision of AMSA through education.
- (2) To create an academic environment for synthesis of knowledge and knowledge-sharing.
- (3) To facilitate equitable knowledge growth of AMSA Members.
- (4) To provide academic opportunities for members of the AMSA International community in-between the annual conferences.

### SECTION 2: COMMITTEE

- (1) Academics International Committee shall consist of the following:
  - (i) International Director of Academics (hereinafter referred to as DoA);
  - (ii) National DoAs; and
  - (iii) Local DoAs.
- (2) The AMSA Academics Committee is elected as follows:
  - (i) The International DoA is elected as part of the Executive Committee during the regeneration period of a new tenure;
  - (ii) The National DoAs are elected by the respective Members in their respective regeneration process; and
  - (iii) The Local DoAs are elected by the respective AMSA Members in their respective regeneration process. There are several formats of appointment:
    - a) Each university in the AMSA Member has a Local DoA;
    - b) Several Local DoAs are elected for an AMSA Member; or
    - c) There are no Local DoAs but instead, a Local Organising Committee per academic activity.

### SECTION 3: RESPONSIBILITIES

- (1) The AMSA Academics Committee has the following responsibilities:
  - (i) To facilitate academic growth in AMSA Members;
  - (ii) To encourage participation of AMSA Members in academic activities; and
  - (iii) To supervise the quality of all academic activities to provide better outcomes.
- (2) The International DoA has the following responsibilities:



- (i) To ensure that the Academics subsidiary is run in accordance with the Academics Constitution;
  - (ii) To provide guideline for AMSA International academic competitions;
  - (iii) To coordinate and guide the execution of AMSA International academic competitions, webinars, and other relevant activities;
  - (iv) To promote academic activities organised by AMSA Members to the other I-EB, upon request and consideration;
  - (v) To promote and supervise interchapter academic collaborations;
  - (vi) To investigate any difficulty that may arise among the AMSA Academics Committee, thus could facilitate discussions, and come out with solutions in a proper manner;
  - (vii) To impose, when necessary, appropriate sanctions to AMSA Members committing breaches of constitution or for other offenses and violations; and
  - (viii) To be present and reachable on business hours (08:00–22:00 (GMT+8)).
- (3) The National DoA has the following responsibilities:
- (i) To ensure that the Member's academics is run in accordance with the Academics Constitution;
  - (ii) To serve as the official representative of the AMSA Member in the AMSA Academics Committee. The National DoA is the sole individual allowed to perform all negotiations or discussions with other Members for interchapter academic collaborations, with necessary approval by the International DoA. In cases where they are unable to, the Regional Chairperson (hereinafter referred to as RC) or an appointed proxy may intervene;
  - (iii) To join the Facebook group of AMSA Academics Committee;
  - (iv) To relay all academic-related information from Regional Chairperson's email and/or Facebook group of AMSA Academics Committee to respective AMSA Member;
  - (v) To be aware of all academic activities occurring at any point in time in the respective Member, and together with any Local DoAs; be the first-responder to any related matter;
  - (vi) To oversee and take responsibility for all actions done by the respective Local DoAs in their tenure;
  - (vii) To conduct activities which could enhance academic performance of respective AMSA Member;
  - (viii) To promote participation of respective AMSA Member in academic activities;
  - (ix) To compile academic works of respective AMSA Member for academic competitions of AMSA International and submit them to the International DoA via email;
  - (x) To submit monthly reports through the comment section of the monthly posts which will be distributed on the Facebook group of AMSA Academics Committee; and
  - (xi) To be present and reachable at all times.
- (4) The Local DoA has the following responsibilities:
- (i) To ensure that all academic activities is run in accordance with the Academics Constitution;
  - (ii) To promote participation in local, regional, national, and international academic activities;
  - (iii) To prepare and execute relevant academic activities;
  - (iv) To provide a progress report of all academic activities to their respective National DoA in a proper manner which is agreed by both parties; and
  - (v) To be always present and reachable.

#### **SECTION 4: ACADEMIC COMPETITION GUIDELINE**

- (1) Submission Procedure

Submission of scientific paper(s) to the International DoA should be made only by the National DoA or proxy per AMSA Member via email. Henceforth, all submissions from other email addresses are not accepted. All submissions should be zipped and subjected in accordance with each academic competition guideline before sending them to the International DoA ([academics@amsa-international.org](mailto:academics@amsa-international.org)). Only one zipped submission is allowed per AMSA Member. Failure to comply with any terms of the academic competition guideline will be voided. Each submission should consist of the following documents:

- (i) Scientific paper;
  - (ii) Registration form;
  - (iii) Letter of originality; and
  - (iv) Author's agreement for publication.
- (2) A scientific paper should consist of qualitative and/or quantitative research, adhering to competition-specific guideline. Scientific paper should comply to the following terms:
- (i) Written by one to three authors;
  - (ii) Original study;
  - (iii) Reference must be cited with the Vancouver system;
  - (iv) Scope of studies: primary studies, literature review, systematic review, meta-analysis;
  - (v) Technical requirements:
    - a) Word limit: 4,500 words (excluding title, author, and bibliography);
    - b) Font: Times New Roman, sized 12;
    - c) Line spacing: 1.5 points;
    - d) Margin: normal;
    - e) File format: portable document format (.pdf);
    - f) Graphics and/or tables can be inserted appropriately; and
    - g) Author's biodata or identity/affiliation/chapter must not be written in the paper to avoid blinded scoring. However, it must be included in the registration form for certificate-writing.
  - (vi) The scientific paper should be named according to the guideline;
  - (vii) A scientific paper will be judged according to:
    - a) Relevance to theme;
    - b) Novelty;
    - c) Degree of impact;
    - d) Degree of applicability;
    - e) Study design;
    - f) Originality and adherence to guideline; and
    - g) Writing skill.
  - (viii) All scientific papers should be sent to the respective National DoA collection, which will be compiled and zipped, to be submitted further to the International DoA;
  - (ix) The submissions will be scored by a panel of judges;
  - (x) Three winners will be selected and be awarded certificates; and
  - (xi) The winners will be given an oral presentation attempt at the webinar conducted for the relevant respective topic by the International DoA and will be published in the upcoming JAMSA publication.
- (3) Every AMSA Member is eligible to nominate and submit potential candidates as judges of the academic competition. The nominated candidates should fulfil the criteria set by the International DoA in the judges' nomination guideline.
- (i) Every AMSA Member can submit countless candidates as judges for an academic competition.
  - (ii) The following documents are necessary for each candidate:
    - a) Full name with title and their university or origin;
    - b) *Curriculum vitae* (CV); and

- c) Contact details (official email address, personal email address, phone number, WhatsApp, LinkedIn)
- (iii) Documents of all candidates should be sent to the International DoA ([academics@amsa-international.org](mailto:academics@amsa-international.org)) with reference to the relevant judges' nomination guideline. Any submission that has failed to adhere to the guideline will be voided.
- (iv) The judges will be awarded certificates from AMSA International.

## SECTION 5: ACADEMIC WEBINAR GUIDELINE

- (1) Terms  
The Academics of AMSA International has committed to produce a webinar series named, "AMSA International Webinar Series". It is aimed to enhance the knowledge aspect of our members by creating an academic environment. It will be held at least twice a year with topics selected by the International DoA.
- (2) Preparation
  - (i) The International DoA cooperates with the National DoAs to connect with potential keynote speakers of the respective AMSA Member;
  - (ii) The National DoAs serve as liaison officers to his/her respective Member's speaker(s);
  - (iii) The International DoA provides the invitation letters needed to invite the keynote speakers alongside with the terms of reference, with assistance from the GS of AMSA International;
  - (iv) The International DoA prepares the platform needed for the webinar;
  - (v) The International DoA compiles problems from keynote speakers to prepare pre-test and post-test with Google Forms;
  - (vi) The International DoA prepares the publication materials, with assistance from the DoPnP of AMSA International; and
  - (vii) The AMSA Academics Committee is reminded to emphasise that the registration is open to the public with no charge applied, if possible, to advocate borderless knowledge-sharing.
- (3) Execution
  - (i) The webinar will be moderated by the International DoA and/or SO and/or I-EB appointed by the International DoA.
  - (ii) Zoom is preferred to host the webinars.
  - (iii) Webinar will commence in a professional manner with these constituents (any changes still possible as long as it is in a professional manner):
    - a) Opening by moderator;
    - b) Speaker(s) introduction by moderator;
    - c) Lecture/speech by speaker(s);
    - d) Question and answer session led by moderator; and
    - e) Summary and speaker's appreciation session by moderator.
  - (iv) Speakers are presented with certificates produced by the DoPnP of AMSA International.
  - (v) Participants will be given certificates if they attend the whole webinar and fill in the pre-test and post-test Google Forms.



Asian Medical Students' Exchange Programme

## Asian Medical Students' Association International AMSEPP CONSTITUTION

### PREAMBLE

The Asian Medical Students' Exchange Programme (hereinafter referred to as AMSEPP) of AMSA International is a functional subsidiary of AMSA International and shall be the coordinating and working body for all medical students' exchange-related matters within the organisation.

### SECTION 1: ABBREVIATIONS

- |     |                   |   |
|-----|-------------------|---|
| (1) | EMSA              | European Medical Students' Association                                  |
| (2) | EMSA EIC          | European Integration and Culture Director of EMSA                       |
| (3) | EMSA TPC          | Twinning Project Coordinator of EMSA                                    |
| (4) | FAMSA             | Federation of African Medical Students' Association                     |
| (5) | FAMSA NO          | National Officer of FAMSA   |
| (6) | FAMSA SCOPE Chair | Chairperson of the Standing Committee on Professional Exchange of FAMSA |

### SECTION 2: OBJECTIVES

- (1) To provide physical and virtual exchange opportunities for Members of the AMSA International community in-between the annual conferences.
- (2) To foster all three visions of AMSA: Knowledge, Action and Friendship.
- (3) To promote lasting personal linkages between participants.
- (4) To strengthen the existing bonds between AMSA Members.
- (5) To develop academically competent and culturally relevant Members of the AMSA International community.

### SECTION 3: COMMITTEE

- (1) The AMSA AMSEPP Committee shall consist of the following:
  - (i) International DoAMSEPP;
  - (ii) National DoAMSEPPs; and
  - (iii) Local DoAMSEPPs.
- (2) The AMSA AMSEPP Committee is elected as follows:
  - (i) The International DoAMSEPP is elected as part of the Executive Committee through the regeneration process of AMSA International;
  - (ii) The National DoAMSEPPs are elected by the respective AMSA Members in their respective regeneration process; and

- (iii) The Local DoAMSEPs are elected by the respective AMSA Members in their respective regeneration process. The need of Local DoAMSEPs depends entirely on the circumstances of each Member. There are several formats of appointment:
  - a) Each university in the AMSA Member has a Local DoAMSEP;
  - b) Several Local DoAMSEPs are elected for an AMSA Member; or
  - c) There are no Local DoAMSEPs but instead, a Local Organising Committee per AMSEP.

#### **SECTION 4: RESPONSIBILITIES**

- (1) The AMSA AMSEP Committee has the following responsibilities:
  - (i) To facilitate the growth of AMSEP in AMSA Members;
  - (ii) To encourage participation of AMSA Members in AMSEP; and
  - (iii) To supervise the quality of AMSEP aiming to provide better outcomes.
- (2) The International DoAMSEP has the following responsibilities:
  - (i) To ensure that the AMSEP subsidiary is run in accordance with the AMSEP Constitution;
  - (ii) To coordinate and guide the overall work being carried out within the scope of AMSEP, reported in a mannered algorithm for each Member;
  - (iii) To manage and update the AMSEP Algorithm with honesty and consistency; acknowledging each Member's algorithm status as the utmost criteria to decide the priority of Members on having an AMSEP;
  - (iv) To enhance the legislation and efficiency of AMSEP by all participating Members if necessary;
  - (v) To investigate any difficulty that may arise among the AMSA AMSEP Committee, and mediate discussions to find middle grounds during conflict resolution; assist in overcoming the former, and incorporate the findings through Post-AMSEP Written Reports;
  - (vi) To initiate and supervise AMSEP negotiation processes between Members and authorise the formation of exchange contracts; with full disclosure of each Member's latest AMSEP algorithm status, with regards to the information provided by each Member's National DoAMSEP in {Section 4: 2 (viii) (a)} at the beginning of each AMSA International tenure;
  - (vii) To impose, when necessary, appropriate sanctions to AMSEP Members committing breaches of constitution or for other offenses and violations;
  - (viii) To ensure that all relevant official documents from the respective National DoAMSEPs are updated, received, and archived:
    - a) AMSA AMSEP Committee Tenure Summary Form;
    - b) AMSEP Promotional File;
    - c) Official Physical / Virtual Exchange Contract;
    - d) Official Physical / Virtual Exchange Delegate Declaration Form;
    - e) Physical / Virtual Exchange Delegate Application Form; and
    - f) Post-Exchange Written Report.
  - (ix) To prepare, if necessary, with the HOC of Hosting Member, for the seasonal AMSA AMSEP Committee Meeting during AMSC and EAMSC including the following:
    - a) Distribute preliminary agenda at least 2 weeks / 14 days prior to the first day of the conference;
    - b) Facilitate the meeting or in their absence, appoint a member of the AMSA International Executive Committee as facilitator; and
    - c) Appoint a National DoAMSEP as secretary for taking down the minutes of the meeting; to be distributed within 2 weeks / 14 days after the last day of the conference.



- (x) To assist, monitor, and frontline all discussions regarding AMSEP with all Members;
  - (xi) To frontline all discussions regarding exchanges with external organisations, along with the relevant Liaison Officers of AMSA International if necessary; and
  - (xii) To be present and reachable at all times.
- (3) The National DoAMSEP has the following responsibilities:
- (i) To ensure that the Member's AMSEP is run in accordance with the AMSEP Constitution;
  - (ii) To understand the AMSEP algorithm format thoroughly; proper documentation of any exchange and attendance to meetings may result in positive addition of marks, and any form of violation may result in a deduction of the Member's AMSEP algorithm marks;
  - (iii) To serve as the official representative of the AMSA Member in the AMSA AMSEP Committee. The National DoAMSEP is the sole individual allowed to perform all negotiations or discussions with other Members and organisations, only after a formal preliminary permission of International DoAMSEP. In cases where they are unable to, the Regional Chairperson (hereinafter referred to as RC) or an appointed proxy may intervene;
  - (iv) To attend all AMSA AMSEP Committee meetings during AMSC / EAMSC and at least 80% of the scheduled online meetings in their tenure; in the event that they cannot attend the meeting, a suitable proxy / representative must be internally appointed, and informed 1 week / 7 days before the scheduled meeting;
  - (v) To be aware of all exchanges occurring at any point in time in the respective Member, and together with any Local DoAMSEPs; be the first-responder to any related matter;
  - (vi) To oversee and take responsibility for all actions done by the respective Local DoAMSEPs in their tenure;
  - (vii) To assist the International DoAMSEP in procuring information or files related to the respective Member's AMSEP; all documents must be delivered to the twin Member via the International DoAMSEP:
    - a) To fill up the AMSA AMSEP Committee Tenure Summary Form and submit any form of AMSEP Promotional File as requested by the International DoAMSEP in the beginning of each AMSA International tenure; failure to fulfil may result in less prioritised AMSEP distribution throughout the tenure;
    - b) Pre-Exchange {Section 5}:  
Ensure that the Official Exchange Contract, including the agreed upon exchange conditions, have been signed bilaterally and submitted to the International DoAMSEP within the fixed period depending on the type of Exchange (Physical / Virtual) before the agreed exchange dates;  
Collect the Official Exchange Delegate Declaration Form(s) and Physical / Virtual Exchange Delegate Application Form(s) from the delegates and submit to the International DoAMSEP within the fixed period depending on the type of exchange (Physical / Virtual) before the first day of exchange;
    - c) Post-Exchange {Section 5}:  
If you are the hosting Member for an AMSEP, a written report must be submitted regarding the hosting to the twin Member and the International DoAMSEP within 4 weeks / 28 days after the last day of exchange;  
If you are the hosting Member for an EAMSEP / a FAMSEP, a written report must be submitted regarding the hosting to the International DoAMSEP within 4 weeks / 28 days after the last day of exchange; and
    - d) Explain to the outbound delegates from your Member on their rights to provide feedback voluntarily, if necessary, to the International DoAMSEP and EMSA EIC Director / FAMSA SCOPE Chair directly via email.

- (viii) To ensure that the Local DoAMSEP works in accordance with the AMSEP Constitution and existing exchange conditions of the concerned parties; and
- (ix) To be present and reachable at all times.
- (4) The Local DoAMSEP has the following responsibilities:
  - (i) To ensure that the AMSEP is run in accordance with the AMSEP Constitution;
  - (ii) To promote participation in AMSEP either as delegates or as hosts in respective AMSA Member;
  - (iii) To assist outbound delegates in procuring relevant travel documents;
  - (iv) To prepare relevant academic, sociocultural, community service programmes and proper logistics arrangements for inbound students in accordance with the exchange conditions agreed in the respective AMSEP contracts;
  - (v) To develop and participate in fundraising efforts for AMSEP causes if necessary;
  - (vi) To report AMSEP-related information, concerns, and challenges to concerned parties, including, but not limited to the International DoAMSEP, National DoAMSEP, and other AMSA constituents; and
  - (vii) To be always present and reachable.

## SECTION 5: EXCHANGE OPERATIONS

- (1) General Exchange Operations
 

The hosting parties, including, but not limited to the National DoAMSEP, Local DoAMSEP, and concerned local committees shall adhere to the following rules and regulations at all times:

  - (i) An AMSEP is strictly governed by the AMSEP Constitution;
  - (ii) An AMSEP is primarily bilateral, unless during specific conditions or limitations, that is subject to further discussion with the International DoAMSEP;
  - (iii) The programmes and activities of an AMSEP should always include all visions and philosophies of AMSA - Knowledge, Action, and Friendship; and
  - (iv) Negotiations and signing of contracts should always be done by the National DoAMSEP, or authorised proxy or RC if the National DoAMSEP is unavailable.
- (2) Physical AMSEP Exchange Operations
  - (i) General Rules
    - a) The minimum number of academic hours during a standard 7-day AMSEP is 10. Less or more than that is subject to discussion between the involved AMSEP Members.
    - b) Once agreements are finalised, official Physical AMSEP contracts including the agreed upon exchange conditions shall be signed bilaterally, at least 5 weeks / 35 days before the agreed exchange dates, then signed by the International DoAMSEP for it to be put into effect. Certified true copies shall be sent to the respective directors for archiving purposes.
    - c) A Physical AMSEP exchange contract is valid for 1 year from the time of the International DoAMSEP's signature, in which twining must be completed. Exceptions include unprecedented events, *force majeure* {Section 7} which is subject to immediate discussion with the International DoAMSEP.
    - d) The exchange conditions of each AMSEP listed in the contract include the following points:
      - (1) Name of hosting university(s);
      - (2) Date of exchange;
      - (3) Number of delegates;
      - (4) Payment system used;
      - (5) Agreed registration fee;
      - (6) Minimum of academic hours;
      - (7) Cancellation policies; and

- (8) Other remarks or agreements, such as: boarding and lodging, programme requests.
- e) A signed contract is fixed and binding. Amendments to the contract can only be done via a contract revision by the International DoAMSEP, with the following conditions:
- (1) All involved Members are well informed and have agreed to the amendments;
  - (2) The amendments are rational and approved mutually by the International DoAMSEP;
  - (3) Other minor aspects of the exchange, out of the exchange contract may be discussed later with consent from the involved Members; and
  - (4) Any amendment to the exchange conditions must be proposed at least 4 weeks / 28 days before the agreed exchange dates; any later than that may result into a breach, and thus cancellation policies (Section 6), along with additional cancellation policies agreed in the contract, will be put into effect towards involved Members.
- (ii) **Payment Systems and Funding of Exchange**
- a) A Physical AMSEP should be carried out with the lowest costs possible to ensure affordability to the delegates - with consideration to quality.
  - b) There are 2 types of payment systems available from which AMSEP Members can choose to utilise, which are:
    - (1) Type 1 Payment: where delegates pay the host to cover fees for their own inbound; or
    - (2) Type 2 Payment: where each hosting Member covers their own fees to host their inbound.
  - c) The maximum registration fee is USD 450 per delegate for all Members, with the following exceptions:
    - (1) The maximum registration fee for Australia, Hong Kong, Singapore, United Kingdom, and any hosting university that does not provide on-campus logistics, is USD 600.
  - d) The maximum amount of the registration fee allocated to the hosting committee is 20%.
  - e) The registration fee and its allocation are negotiable during preliminary discussions and must be agreed by the involved Members before being established in the exchange contract. An exchange of budget reports should be done before the establishment of a contract.
  - f) Any amount raised by running the exchange programme shall be used solely for the development of AMSEP in any particular Member.
- (iii) **Miscellaneous Rules and Regulations**
- a) 2 weeks / 14 days before the first day of exchange, each delegate should submit two documents to the National DoAMSEP:
    - (1) Official AMSEP Delegate Declaration Form; late submission may result in a deduction of the Member's AMSEP algorithm; and
    - (2) Physical AMSEP Delegate Application Form.
  - b) Every delegate must follow the succeeding rules and regulations at all times. Failure to abide by the rules may be grounds for immediate forfeiture of the individual seat.
  - c) Any local House Rules as stated in the exchange conditions, the official contract clauses, and, if applicable, hospital ground rules shall be the primary governing bodies applied throughout the duration of the exchange programme.
  - d) Any financial loss due to a delegate's own breach of contract must be shouldered by the concerned individual.

- e) A delegate is responsible for any damage that they may have caused to the provided logistics and other materials lent for their personal use throughout the duration of the exchange programme. In case the damage is discovered after the programme has ended, a formal complaint shall be filed within 4 weeks / 28 days by the National DoAMSEP to the International DoAMSEP, who shall decide the course of action to be taken.
  - f) A formal certificate of participation should be given by the local committees to all delegates who have successfully completed the AMSEP, on the last day of the exchange.
    - (1) In cases where that is not possible, the certificates should be given the latest during the next conference (AMSC or EAMSC) via the National DoAMSEP, RC, or a proxy; or by postage.
  - g) Within 4 weeks / 28 days after the last day of an exchange, the:
    - (1) Hosting Party: should send a Post AMSEP Written Report regarding the hosting to the twin Member and the International DoAMSEP, via their National DoAMSEP.
    - (2) Delegating Party: should understand the rights of providing feedback voluntarily, if necessary, to the International DoAMSEP directly via email.
- (3) Virtual Exchange Operations
- (i) General Rules
    - a) The minimum number of academic hours during a standard 7-day Virtual AMSEP is 2. Less or more than that is subject to discussion between the involved AMSEP Members.
    - b) Once agreements are finalised, official Virtual AMSEP contracts including the agreed upon exchange conditions shall be signed bilaterally, at least 2 weeks / 14 days before the agreed exchange dates, then signed by the International DoAMSEP for it to be put into effect. Certified true copies shall be sent to the respective directors for archiving purposes.
    - c) A Virtual AMSEP exchange contract is valid for 1 year from the time of the International DoAMSEP's signature, in which twinning must be completed. The International DoAMSEP renounces any cancellation to this contract even if *force majeure* is declared. {Section 6}
    - d) The exchange conditions of each AMSEP listed in the contract include the following points:
      - (1) Name of hosting university(s);
      - (2) Date of exchange;
      - (3) Number of delegates;
      - (4) Payment system used;
      - (5) Agreed registration fee (if any);
      - (6) Minimum of academic hours;
      - (7) Cancellation policies; and
      - (8) Other remarks or agreements, such as: boarding and lodging, programme requests.
    - e) A signed contract is fixed and binding. Amendments to the contract can only be done via a contract revision by the International DoAMSEP, with the following conditions:
      - (1) All involved Members are well informed and have agreed to the amendments;
      - (2) The amendments are rational and approved mutually by the International DoAMSEP;
      - (3) Other minor aspects of the exchange, out of the exchange contract may be discussed later with consent from the involved Members; and

- (4) Any amendment to the exchange conditions must be proposed at least 2 weeks / 14 days before the agreed exchange dates; any later than that may result into a breach, and thus cancellation policies {Section 6}, along with additional cancellation policies agreed in the contract, will be put into effect towards involved Members.
- (ii) Payment Systems and Funding of Exchange
- a) A Virtual AMSEP should be carried out with the lowest costs possible to ensure affordability to the delegates - with consideration to quality.
  - b) There are 2 types of payment systems available from which AMSEP Members can choose to utilise, which are:
    - (1) Type 1 Payment: where delegates pay the host to cover fees for their own inbound; or
    - (2) Type 2 Payment: where each hosting Member covers their own fees to host their inbound. (*Preferred*)
  - c) The maximum registration fee for an AMSEP is USD 15 (inclusive of international transfer fees) per delegate for all AMSEP Members.
  - d) The registration fee and its allocation are negotiable during preliminary discussions and must be agreed by the involved Members before being established in the exchange contract. An exchange of budget reports should be done before the establishment of a contract.
  - e) Any amount raised by running the exchange programme shall be used solely for the development of AMSEP in any particular Member.
- (iii) Miscellaneous Rules and Regulations
- a) 2 weeks / 14 days before the first day of exchange, each delegate should submit two documents to the National DoAMSEP:
    - (1) Official Virtual AMSEP Delegate Declaration Form; late submission may result in a deduct of the Member's AMSEP algorithm; and
    - (2) Virtual AMSEP Delegate Application Form.
  - b) Every delegate must follow the succeeding rules and regulations at all times. Failure to abide by the rules may be grounds for immediate forfeiture of the individual seat.
  - c) A formal e-certificate of participation should be given by the Local DoAMSEP to all delegates who have successfully completed the AMSEP, on the last day of the exchange.
  - d) Within 4 weeks / 28 days after the last day of an exchange, the:
    - (1) Hosting Party: should send a Post AMSEP Written Report regarding the hosting to the twin Member and the International DoAMSEP, via their National DoAMSEP.
    - (2) Delegating Party: should understand the rights of providing feedback voluntarily, if necessary, to the International DoAMSEP directly via email.
- (4) Interorganisational Exchange Operations
- (i) General Rules during Physical Exchange
    - a) Once agreements are finalised, official EAMSEP and FAMSEP contracts including the agreed upon exchange conditions shall be signed bilaterally, within a fixed period (depending on whether it is a EAMSEP or a FAMSEP) before the agreed exchange dates, then signed by the International DoAMSEP and EMSA EIC Director / FAMSAS SCOPE Chair, for it to be put into effect. Certified true copies shall be sent to the respective committees for archiving purposes.
    - b) An EAMSEP and a FAMSEP exchange contract is valid for 1 year from the time of the last signature put from either the International DoAMSEP or EMSA EIC Director / FAMSAS SCOPE Chair, in which both twinning must be completed. The International DoAMSEP and EMSA EIC Director / FAMSAS SCOPE Chair

- renounces any cancellation to this contract even if *force majeure* is declared. {Section 7}
- c) A signed contract is fixed and binding. Amendments to the contract can only be done via a contract revision by the International DoAMSEP and EMSA EIC Director / FAMSA SCOPE Chair, with the following conditions:
    - (1) All involved parties are well informed and have agreed to the amendments;
    - (2) The amendments are rational and approved mutually by the International DoAMSEP and EMSA EIC Director / FAMSA SCOPE Chair;
    - (3) Other minor aspects of the exchange, out of the exchange contract may be discussed later with consent from the involved parties;
  - d) 2 weeks / 14 days before the first day of outbound exchange, each AMSEP delegate should submit two documents to the National DoAMSEP:
    - (1) Official EAMSEP / FAMSEP Delegate Declaration Form; late submission from the AMSEP side may result in a deduction of the Member's AMSEP algorithm; and
    - (2) EAMSEP / FAMSEP Delegate Application Form.
  - e) An inbound delegate is responsible for any damage that they may have caused to the provided logistics and other materials lent for their personal use throughout the duration of the exchange programme. In case the damage is discovered after the programme has ended, a formal complaint shall be filed within 4 weeks / 28 days by the National DoAMSEP to the International DoAMSEP who shall decide the course of action to be taken.
  - f) A formal certificate of participation should be given by the hosting committees to all delegates who have successfully completed the EAMSEP / FAMSEP, on the last day of the exchange.
    - (1) In cases where that is not possible, the certificates should be given by postage.
  - g) Within 4 weeks / 28 days after the last day of an exchange, the:
    - (1) Hosting AMSEP Party: should send a Post-EAMSEP / FAMSEP Written Report regarding the hosting to the International DoAMSEP, via their National DoAMSEP.
    - (2) Delegating Party: should understand the rights of providing feedback voluntarily, if necessary, to the International DoAMSEP and EMSA EIC Director / FAMSA SCOPE Chair, directly via email.
- (iv) General Rules during Virtual Exchanges
- a) Once agreements are finalised, official e-EAMSEP and e-FAMSEP contracts including the agreed upon exchange conditions shall be signed bilaterally, at least 2 weeks / 14 days before the agreed exchange dates, then signed by the International DoAMSEP and EMSA EIC Director / FAMSA SCOPE Chair, for it to be put into effect. Certified true copies shall be sent to the respective committees for archiving purposes.
  - b) An e-EAMSEP and e-FAMSEP exchange contract is valid for 1 year from the time of the last signature put from either the International DoAMSEP or EMSA EIC Director / FAMSA SCOPE Chair, in which both twining must be completed. The International DoAMSEP and EMSA EIC Director / FAMSA SCOPE Chair renounces any cancellation to this contract even if *force majeure* is declared. {Section 7}
  - c) A signed contract is fixed and binding. Amendments to the contract can only be done via a contract revision by the International DoAMSEP and EMSA EIC Director / FAMSA SCOPE Chair, with the following conditions:
    - (1) All involved parties are well informed and have agreed to the amendments;
    - (2) The amendments are rational and approved mutually by the International DoAMSEP and EMSA EIC Director / FAMSA SCOPE Chair;

- (3) Other minor aspects of the exchange, out of the exchange contract may be discussed later with consent from the involved Members; and
  - (4) Any amendment to the exchange conditions must be proposed at least 2 weeks / 14 days before the agreed exchange dates; any later than that may result into a breach, and thus cancellation policies {Section 6}, along with additional cancellation policies agreed in the contract, will be put into effect towards involved parties.
- d) 2 weeks / 14 days before the first day of outbound exchange, each AMSEP delegate should submit two documents to the National DoAMSEP:
    - (1) Official Virtual EAMSEP / FAMSEP Delegate Declaration Form; late submission may result in a deduct of the Member's AMSEP algorithm; and
    - (2) Virtual EAMSEP / FAMSEP Delegate Application Form.
  - e) A formal e-certificate of participation should be given by the local committees to all delegates who have successfully completed the AMSEP, on the last day of the exchange.
  - f) Within 4 weeks / 28 days after the last day of an exchange, the:
    - (1) Hosting AMSEP Party: should send a Post-EAMSEP / FAMSEP Written Report regarding the hosting to the International DoAMSEP, via their National DoAMSEP.
    - (2) Delegating AMSEP Party: should understand the rights of providing feedback voluntarily, if necessary, to the International DoAMSEP directly via email.

## SECTION 6: SANCTIONS

- (1) Physical Exchange Cancellations
  - (i) General Principle of Cancellation Policies
    - a) An exchange is established under the mutual understanding between the Members or organisations involved. However, in cases where an AMSEP Member cancels in less than 4 weeks / 28 days from the initial agreed first day of AMSEP, the following sanctions should be fulfilled when necessary.
    - b) Note that the following policies apply only if the cancellation is not due reasons of *force majeure* {Section 6}.
  - (ii) Cancellation of Hosting (Inbound Cancellation)
    - a) This section describes policies when an AMSEP Member wishes to cancel an AMSEP hosting.
    - b) A formal apology letter by the cancelling AMSEP Member should be issued for the twin Member, for archive and notification purposes.
    - c) If Type 1 Payment is used: The cancelling AMSEP Member must fully refund the registration fees of the inbound delegates from the twin Member.
    - d) If Type 2 Payment is used: Considering the twin has hosted, the cancelling AMSEP Member must fully refund the fees used by the twin during their hosting. Furthermore, the following rules apply upon discretion by the twin:
      - (1) The inbound delegate from the twin Member has already bought a plane ticket, the cancelling AMSEP Member is expected to reimburse the ticket at its original price, with the victim's local currency; and
      - (2) If the twin Member has done preparations for their hosting, the cancelling AMSEP Member is expected to reimburse expenses on items that:
        - (i) Are not refundable; and
        - (ii) Are depreciable or cannot be used by the hosting committee for future purposes.
  - (iii) Dropout of Delegates (Outbound Cancellation)

- a) This section describes policies where a delegate wishes to cancel their outbound exchange.
  - b) If a delegate wishes to cancel their outbound exchange, the AMSEP Member must find a substitute delegate of the same gender to replace them. In cases where a substitute cannot be found within 1 week / 7 days after the cancellation is notified, the following sanctions are imposed:
    - (1) If Type 1 Payment is used, the penalty takes form in reduction of registration fee reimbursement. If the cancellation occurs:
      - (i) 4 weeks / 28 days before the first day of exchange, the cancelling delegate is given a full refund of registration fee;
      - (ii) 14-27 days before the first day of exchange, the cancelling delegate is given a half refund of registration fee; or
      - (iii) <14 days before the first day of exchange, there is no refund of registration fee.
    - (2) If Type 2 Payment is used, no other penalty is given, but the dropped out delegate will not be refunded any money from their respective AMSEP Member.
- (2) Virtual Exchange Cancellations
- (i) General Principle of Cancellation Policies
    - a) The International DoAMSEP renounces any cancellation to this contract even if *force majeure* is declared.
- (3) Rights of International DoAMSEP
- (i) The International DoAMSEP has the right to terminate an AMSEP contract, if all of the following are met:
    - a) All involved AMSEP Members wish to terminate the contract;
    - b) There has been no exchange from any side; and
    - c) The circumstances are in a way that it cannot be discussed any further.
  - (ii) An AMSEP Member is allowed to apply for extension of a contract, if all of the following are met:
    - a) All involved AMSEP Members are well informed on the extension;
    - b) A formal extension application with a valid reason is provided to the International DoAMSEP at least 6 weeks / 42 days prior to the first day of the initially agreed exchange date; and
    - c) Any additional sanctions discussed later are allowed i.e., reimbursement of airline tickets or token fees etc, as long as it is agreed by International DoAMSEP.
  - (iii) In the case of an interorganisational exchange, the International DoAMSEP may discuss appropriate sanctions with the LOMSO, VOCE and OC in a case-by-case manner, against the violated party.
  - (iv) In the case that a sanction is required for other types of offenses, or in a manner that is not described above, the penalty will be discussed further in a case-by-case manner between the involved parties, mediated by the International DoAMSEP.

## SECTION 7: FORCE MAJEURE

- (1) *Force majeure* is defined as follows:
  - (i) The occurrence of an event which is out of the reasonable control of a party, which prevents the party(s) involved from performing its obligations under a contract, which may or may not be limited to a national context; and
  - (ii) As with matters dependent upon the terms of the contract, each *force majeure* provision must necessarily be considered on its precise terms and in its specific context.
- (2) The prerequisites of constituting *force majeure* include, but are not limited to:



- (i) Natural disaster events (including but not limited to earthquake, hurricane, typhoon, flood, tsunami, and volcanic eruptions) that have been declared unsafe for travelling;
  - (ii) Terrorism, war, or hostilities which put the lives of the inbound delegates at risk;
  - (iii) Governmental action which does not permit entry through international borders;
  - (iv) Global pandemics or epidemics which forbid international travels;
  - (v) National lockdowns;
  - (vi) Shutdowns of all airports nationwide; and
  - (vii) National state of emergency.
- (3) Declaration of *force majeure*
- (i) Should any prerequisites be met at international level, *force majeure* shall be declared by the Overall Chairperson of AMSA International throughout the organisation to suspend all activities.
  - (ii) Should any prerequisites be met at Member level of the participating AMSEP Member, *force majeure* shall be declared by the International DoAMSEP with acknowledgement by the involved AMSEP Member.
  - (iii) During *force majeure*, all Physical AMSEP contracts undergo an automatic termination and are encouraged to convert the contracts into Virtual AMSEP contracts.

## ANNEX

Please contact the International DoAMSEP ([amsep@amsa-international.org](mailto:amsep@amsa-international.org)) or visit our website for the following official templates:

- (1) AMSA AMSEP Tenure Summary Form
- (2) Official Physical Exchange Contact Template
- (3) Official Virtual Exchange Contact Template
- (4) Official Physical Exchange Delegate Declaration Form Template
- (5) Official Virtual Exchange Delegate Declaration Form Template
- (6) Physical Exchange Delegate Application Form
- (7) Virtual Exchange Delegate Application Form
- (8) Post-AMSEP Written Report Template



Asian Medical Students' Association International  
**GLOBAL AND PUBLIC HEALTH CONSTITUTION**

**PREAMBLE**

The origin of the subsidiary runs a long way back originating from the position of Liaison Officer to World Health Organization (LO to WHO) with Cedric Lee from Hong Kong being the first LO to WHO for the tenure of 2009/2010, who was responsible for maintaining the official relations between WHO and AMSA International. In 2018, the position of LO to WHO was renamed as DoPH (Director of Public Health), with an aim to expand the outreach and contribution towards the public health issues at an international level. Sopak Supakul from Japan was the first DoPH of AMSA International for the tenure of 2018/2019. In 2020, the scope of Public Health was expanded to include Global Health. Under the guidance of an AMSAAC member and Global Health specialist, Dr Khor Swee Kheng of Malaysia, the subsidiary was officially renamed to the Global Health subsidiary of AMSA International. Khushman Kaur Bhullar from India was appointed as the first Director of Global Health (DoGH) for the tenure of 2020/2021.

**ARTICLE 1: INTRODUCTION**

**SECTION 1: ABBREVIATIONS**

- |      |         |   |
|------|---------|---|
| (1)  | AMSACS  | Asian Medical Students' Association Community Service |
| (2)  | AMSOP   | Asian Medical Students' Outreach Programme            |
| (3)  | CPAS    | Chapter Performance Appraisal System                  |
| (4)  | GHE     | Global Health Event                                   |
| (5)  | GHM     | Global Health Meeting                                 |
| (6)  | GHT     | Global Health Training                                |
| (7)  | N-DoPGH | National Director of Public and Global Health         |
| (8)  | WHO     | World Health Organisation                             |
| (9)  | WHO RC  | World Health Organisation Regional Committee          |
| (10) | VOCE    | Vice Overall Chairperson External                     |

**SECTION 2: VISION**

The Global Health of AMSA International is a functional subsidiary of AMSA International, with the purpose to uphold, realise and sustain the global and public health virtues and the "Action" vision of AMSA.

**SECTION 3: OBJECTIVES**

- (1) To initiate capacity building in global health and empower members of AMSA International by inculcating necessary skills and knowledge.
- (2) To train and develop AMSA International members into community-sensitive and skilfully-empathetic future healthcare professionals.
- (3) To drive advocacies and promote awareness for global health issues and interdisciplinary collaborations for action.

## ARTICLE 2: STRUCTURE

### SECTION 1: COMMITTEE

- (1) The AMSA Global Health Committee shall consist of the following:
  - (i) AMSA Global Health Advisory Board;
  - (ii) International DoGH;
  - (iii) N-DoPGHs; and
  - (iv) Local DoPHs.
- (2) The AMSA Global Health Committee is elected as follows:
  - (i) The AMSA Global Health Advisory Board is an advisory body special of the subsidiary, which consists of Senior Advisors who are invited by the International DoGH and OC of AMSA International, and appointed with adherence to the following:
    - a) The minimum number of Senior Advisors for the Global Health subsidiary is 3, corresponding to the 3 tiers of chapters under AMSA International;
    - b) The minimum tenure of appointment for each Senior Advisor is 1 year; and
    - c) The minimum expected public/global health working experience in Asia-Pacific before appointment is 8-10 years.
  - (ii) The International DoGH is elected as part of the EC through the regeneration process of AMSA International;
  - (iii) The N-DoPGHs are elected by the respective AMSA Members in their respective regeneration process; and
  - (iv) The Local DoPHs are elected by the respective AMSA Members in their respective regeneration process. The need of Local DoPHs depends entirely on the circumstances of each Member. There are several formats of appointment:
    - a) Each university in the AMSA Member has a Local DoPH;
    - b) Several Local DoPHs are elected for an AMSA Member; or
    - c) There are no Local DoPHs but instead, a Local Organising Committee per public health activity.

### SECTION 2: RESPONSIBILITIES

- (1) The AMSA Global Health Committee has the following responsibilities:
  - (i) To advocate and facilitate the growth of global and public Health in AMSA Members;
  - (ii) To encourage participation of AMSA Members in global and public health activities;
  - (iii) To supervise the quality of public health aiming to provide better outcomes; and
  - (iv) To be a committee of global health executions, when necessary, under the leadership of the International DoGH and supervised by the VOCE of AMSA International.
- (2) The Senior Advisors in the AMSA Global Health Advisory Board has the following responsibilities:
  - (i) To advise on knowledge agendas for global health (research topics, discussion areas, activities, meetings, or events);
  - (ii) To serve as the acting policy commission of the organisation;
  - (iii) To advise on interactions with the World Health Organisation; and
  - (iv) To support in connecting with relevant global and/or public health experts to act as resource people for the subsidiary.
- (3) The International DoGH has the following responsibilities:
  - (i) To ensure that the Global Health subsidiary is run in accordance with the Global and Public Health Constitution;
  - (ii) To coordinate, guide and record the overall work being carried out within the scope of AMSA Global Health;

- (iii) To provide guidelines for AMSA International Global and Public Health activities;
- (iv) To coordinate and guide the execution of AMSA International Global Health Trainings, Meetings and Events;
- (v) To define advocacy focuses of the organisation;
- (vi) To promote global, international, and public health activities organised by AMSA Members to the other I-EB, upon request and consideration;
- (vii) To promote and supervise interchapter public and international health collaborations;
- (viii) To investigate any difficulty that may arise among the AMSA Global Health Committee, facilitate discussions, and come out with solutions in a proper manner to find middle grounds during conflict resolution;
- (ix) To impose, when necessary, appropriate sanctions to AMSA Members committing breaches of constitution or for other offenses and violations;
- (x) To regularly manage and update the Global Health section of CPAS, with honesty and consistency; acknowledging each Member's algorithm status as the utmost criteria to determine approval and allocation of AMSOP contracts;
- (xi) To initiate and authorise all AMSOPs between Members with full disclosure of each Member's latest algorithm status in Global Health section of CPAS, with regards to the information provided by each Member's N-DoPGH in the AMSA International Public Health Tenure Summary Form at the beginning of each AMSA International tenure;
- (xii) To impose, when necessary, appropriate sanctions to AMSA Members committing breaches of constitution or for other offenses and violations;
- (xiii) To ensure that all relevant documents of AMSA Global Health Committee are updated, evaluated, and archived:
  - a) AMSA Global Health Committee Tenure Summary Form - To collect contact details, achievements, feedbacks, and suggestions for the new tenure.
  - b) Calendars of N-DoPGHs - To arrange and compile into a single calendar for all executions under the subsidiary.
  - c) GHM Documents - To archive and analyse the meeting minutes and official report presentations:
    - Global Health Report by International DoGH; and
    - Public Health Reports by N-DoPGHs.
  - d) GHT Documents - To archive and analyse the invitations issued, registrations, presentations, feedbacks, and evaluation forms.
  - e) AMSA International Policy Documents - To archive, defend, advise, and better policy documents in the future:
    - Policy Briefs
    - Position Papers
  - f) AMSOP Documents - To archive as evidence and reference for current and future AMSOPs:
    - AMSOP Bidding Proposals;
    - AMSOP Core Committee Contract;
    - AMSOP Executive Committee Contract;
    - Post-AMSOP Report; and
    - Miscellaneous archives: Terms of Reference.
  - g) Post-AMSACS Reports - To compile and publish an annual comprehensive report of AMSACS.
- (xiv) To prepare, with the HOC of Hosting Member, for the Biannual Plenaries during EAMSC and AMSC:
  - a) Distribute preliminary agenda at least 2 weeks / 14 days prior to the first day of the conference;

- b) Facilitate the meeting or in their absence, appoint a member of the EC as facilitator; and
- c) Appoint a N-DoPGH as secretary for taking down the minutes of the meeting; to be distributed within 2 weeks / 14 days after the last day of the conference.
- (xv) To assist, monitor, and frontline all discussions regarding global, international, and public health with all members;
- (xvi) To frontline all discussions regarding global and public health with external organisations, along with the relevant Liaison Officers of AMSA International if necessary; and
- (xvii) To be always present and reachable.
- (3) The N-DoPGH has the following responsibilities:
  - (i) To ensure that the Member's public health is run in accordance with the Global and Public Health Constitution;
  - (ii) To understand the format of Global Health section in CPAS thoroughly; participation in GHMs, GHTs and GHEs may result in positive addition of marks, and any form of violation may result in a deduction of the member's Global health algorithm marks;
  - (iii) To join the Facebook group of AMSA Global Health Committee;
  - (iv) To relay all subsidiary related information from RC's email and/or Facebook group of AMSA Global Health Committee to respective AMSA Member;
  - (v) To actively participate in all global health executions, at least one GHT and one Global Health Masterclass;
  - (vi) To oversee and take responsibility for all actions done by the respective Local DoPHs in their tenure;
  - (vii) To be aware of all public health activities occurring at any point in time in the respective Member, and together with any Local DoPHs; be the first responder to any related matter;
  - (viii) To conduct at least one AMSACS, with other public health activities which could enhance public health performance at AMSA Member;
  - (ix) To serve as the official representative of the AMSA Member in the AMSA Global Health Committee. The N-DoPGH is the sole individual allowed to perform all negotiations or discussions with other Members and organisations, only after a formal preliminary permission of International DoGH. In cases where they are unable to, the RC or an appointed proxy may intervene;
  - (x) To promote participation of respective AMSA Member in global and public health activities;
  - (xi) To attend all GHMs; in the event that they cannot attend the meeting, a suitable proxy / representative must be internally appointed, and informed 1 week / 7 days before the scheduled meeting;
  - (xii) To ensure that the following documents are procured and submitted punctually in accordance with protocol, to the International DoGH:
    - a) AMSA Global Health Committee Tenure Summary Form
    - b) Calendar of N-DoPGH
    - c) Public Health Report by N-DoPGH
    - d) AMSA International Policy Documents
      - Policy Briefs
      - Position Papers
    - e) AMSOP Documents
      - AMSOP Bidding Proposals;
      - AMSOP Core Committee Contract;
      - AMSOP Executive Committee Contract;
      - Post-AMSOP Report; and
      - Miscellaneous archives: Terms of Reference.

- f) Post-AMSACS Reports
- (xiii) To be always present and reachable.
- (4) The Local DoPH has the following responsibilities:
  - (i) To ensure that the public health department at university level is run in accordance with the AMSA International Global and Public Health Constitution;
  - (ii) To assist the N-DoPGH to host at least one AMSACS, with other public health activities which could enhance public health performance at AMSA Member;
  - (iii) To encourage participation in activities hosted by AMSA Global Health Committee, whether local, national, or international in respective local chapters;
  - (iv) To actively participate in all global health executions;
  - (v) To assist the N-DoPGH in procuring relevant documents.
  - (vi) To report public health related information (including AMSOP if applicable), concerns and challenges to the involved parties, including but not limited to International DoGH, N-DoPGH and other AMSA constituents.
  - (vii) To be always present and reachable.

## ARTICLE 3: GLOBAL HEALTH EXECUTIONS

### SECTION 1: GLOBAL HEALTH MEETINGS

- (1) A GHM refers to any meeting convened by the International DoGH with the discretion of the AMSA Global Health Committee, which includes:
  - (i) Mandatory Biannual Plenaries.
  - (ii) Quarterly subsidiary meetings.
- (2) The Biannual Plenaries may be physical or online. They must be held in coordination with the nature of EAMSC and AMSC, and during the conference.
  - (i) The format of the Biannual Plenaries is adopted from the World Health Assembly of WHO and should include the following provisional agenda:
    - a) Opening ceremony by OC or VOCE of AMSA International.
    - b) 6-month reports by AMSA Global Health Committee:
      - Global Report by International DoGH, entailing:
        - a. GHMs;
        - b. GHTs; and
        - c. International GHEs.
      - National and Local Reports by N-DoPGHs, entailing:
        - a. Public health events, particularly AMSACS;
        - b. International health involvements; and
        - c. Global health contributions.
    - c) Address by International DoGH.
    - d) Speech by representative of AMSA Global Health Advisory Board.
    - e) Introduction of International DoGH-Elect (if relevant).
    - f) Address by International DoGH-Elect (if relevant).
    - g) Closing ceremony by OC or VOCE of AMSA International.
- (3) The quarterly subsidiary meetings will be held online with agenda set on the discretion of the International DoGH.

### SECTION 2: GLOBAL HEALTH TRAININGS

- (1) A GHT refers to a training specially tailored for the members of AMSA International to empower participants with the resources and opportunities in global health.
- (2) GHTs should be a series of at least four training sessions in one tenure.

- (3) GHTs should be designed with simulated scenarios to encourage critical thinking and practical applications through deliveries by global health specialists, advised by the AMSA Global Health Advisory Board.
- (4) Certifications should be provided on completion of the series of GHTs.

### SECTION 3: GLOBAL HEALTH EVENTS

- (1) A GHE refers to all other activities organised by the AMSA Global Health Committee except GHMs and GHTs.
- (2) International GHEs include AMSA International Policy affairs, and AMSOP.
  - (i) AMSA International Policy was introduced in 2021 after the rebranding of the subsidiary. The initiatives were driven by the need to enhance relations with WHO and to empower our members by addressing regional and local health issues.
    - a) Vision:
      - 1) Through the introduction of AMSA International Policy, AMSA International addresses regional and local health issues rationally and delivers realistic outcomes for the welfare of all.
    - b) Objectives:
      - 1) To empower AMSA Members and members with necessary skills and knowledge to address health issues;
      - 2) To address Asia-Pacific health issues rationally and realistically; and
      - 3) To strive for authoritative involvement and development in realising sustainable outcomes across the region.
    - c) Operating rules and regulations:
      - 1) Each AMSA International Policy work should be driven by the following contributing team structure:
        - Advised by a Senior Advisor of the AMSA Global Health Advisory Board;
        - Led by a N-DoPGH of an AMSA Member of Full Membership, approved by the International DoGH, VOCE and OC; and
        - Composed of a team made up of at least 5 different countries.
      - 2) Each AMSA International Policy work should start with a policy draft of a distinct focus area, and result in a Policy Brief and Position Paper within 6 months / 24 weeks, from the approval of the proposal;
      - 3) All policy drafts must be acknowledged by the respective advising Senior Advisor before presenting to the nearest EBM for voting;
      - 4) All acknowledged proposals should be presented and approved at the nearest EBM by voting, with a quorum defined in the AMSA International Constitution;
      - 5) All policy drafts will have to undergo quality control by the AMSA Global Health Advisory Board as the acting policy commission of the organisation, then finally sent for a final review by the GS and OC of AMSA International before publication;
      - 6) A policy published, in the name of AMSA International, has a maximum validity period of 3 years / 36 months, and will be addressed to appropriate platforms or organisations with the advice of the AMSA Global Health Advisory Board; and
      - 7) An expired document can be re-proposed as the procedure for policy-drafting.
  - (ii) AMSOP is a community and public health-based programme to be hosted annually by members of chapters, whose biddings have obtained approval by the International DoGH, VOCE and OC.

- a) Vision:
  - 1) Through AMSOP, competent, community-sensitive, and empathetic individuals are cultivated to spread the philosophies of AMSA with impactful volunteerism.
- b) Objectives:
  - 1) To promote knowledge-driven volunteerism (Knowledge);
  - 2) To share responsibilities as medical students in reaching out to communities across the region (Action); and
  - 3) To foster lasting bonds between participants and enhance cross-cultural understanding among them (Friendship).
- c) Operating rules and regulations:
  - 1) General
    - All AMSOP related matters are strictly guided and bound by the AMSA International Global and Public Health Constitution and the AMSA International Constitution.
    - An AMSOP is primarily unilateral, with a committee originating from multiple different chapters gathering at a common on-ground site, unless under specific conditions or limitations, that is subject to further discussion with the International DoGH.
    - The number of permitted AMSOPs should not exceed the number of active chapters in the subsidiary.
    - The on-ground phase of AMSOP should not last more than 2 months / 60 days, with a minimum of 100 hours of real-time physical execution and outreach / community work. Examples include:
      1. Medical relief;
      2. Water, sanitation, and hygiene (WASH) delivery;
      3. Psychosocial aid (PFA);
      4. Education camps;
      5. Food aid; and
      6. Rebuilding shelter.
    - All AMSOPs may request for partnership or sponsorship aid from the list of official partners and sponsors of AMSA International, through the International DoGH and DoMnS.
  - 2) Financial terms
    - An AMSOP should be carried out with the lowest costs possible to ensure affordability to the committee - with consideration to quality and delivering the best to the target community.
    - The core committee should elaborate on the payment details and instructions as detailed as possible in the AMSOP Core Committee Contract, to promote sponsorship and crowdfunding.
    - Each committee is expected to bear a maximum fee for logistics coverage of 100 hours of real-time physical execution and outreach / community work of only USD 500 (inclusive of international transfer fees).
    - The registration fee and its allocation are negotiable during preliminary discussions and is suggested for an open voting by the AMSA Global Health Committee before being established in the AMSOP Core Committee Contract. A declaration of budget reports should be done before the establishment of a contract.
    - Any amount raised by running the outreach programme shall be used solely for the development of the AMSOP.
  - 3) Pre-AMSOP:



- A team of five AMSA members from the same chapter, which may or may not include the relevant N-DoPGH, or I-EB of AMSA International, should form a core committee:
  1. Advisor;
  2. President;
  3. Vice President;
  4. Secretary; and
  5. Treasurer.
- A core committee is eligible to bid to organise an AMSOP.
- A bidding core committee should submit an AMSOP Bidding Proposal to the International DoGH, via their respective N-DoPGH at least 8 months / 240 days before the first day of proposed AMSOP date, for review to the International DoGH. Should the N-DoPGH expect more than one proposal from the same chapter, please recommend and only send one proposal to AMSA International.
- The following points must be included in an AMSOP Bidding Proposal:
  1. Introduction of the particular AMSA Member;
  2. Proposed public health focus areas / objectives;
  3. Description of proposed setting (theme, dates, venue);
  4. Elaboration of proposed target community for outreach;
  5. Details of core committee;
  6. List of vacancies for executive committee;
  7. Proposed programme tentative and associated logistics;
  8. Monitoring / Gantt chart for progression;
  9. Estimated budget;
  10. Proposed collaborators to collaborate with; and
  11. Acknowledgement and signatures of respective N-DoPGH and RC.
- A maximum period of 2 weeks / 14 days after the date of submission shall be taken to revert back on the status of the AMSOP Bidding Proposal.
- Once the AMSOP Bidding Proposal is accepted and finalised, an AMSOP Core Committee Contract shall be signed by the President of the AMSOP, the N-DoPGH and the RC of the core committee, at least 6 months / 180 days before the agreed proposed dates, then signed by the International DoGH for it to be put into effect. Certified true copies shall be sent to the I-EB for acknowledgement and archiving purposes.
- Negotiations and signing of contracts should always be represented by the N-DoPGH, or authorised proxy or RC at chapter level if the N-DoPGH is unavailable.
- Upon receiving the signed AMSOP Core Committee Contract from the International DoGH, all basic necessary preparations should take place immediately.
- The conditions of an AMSOP Core Committee Contract include the following points:
  1. The precedent terms in the AMSOP Bidding Proposal that have been approved by the International DoGH, VOCE and OC;
  2. Confirmed dates;
  3. Preferred payment system and details (if necessary);
  4. Agreed maximum fee per committee;
  5. Real-time physical execution hours;
  6. Cancellation policies;

7. Other remarks or agreements, such as: logistics house rules or local idiosyncrasies to take note of; and
8. Details of each core committee:
  - a. Full name
  - b. Name of university
  - c. State, country of origin
  - d. Position in AMSOP
  - e. Contact details
  - f. Name and contact detail of guardian/guarantee
- An AMSOP Core Committee Contract has the following features:
  1. The contract is valid for 1 year from the time of the International DoGH's signature, in which the execution phase should be completed. Exceptions include unprecedented events, *force majeure* which is subject to immediate discussion with the International DoGH. If a contract expires under *force majeure*, the contract can be re-established by all parties, with the approval of the International DoGH.
  2. A signed contract is fixed and binding. Amendments to the contract can only be requested by the core committee and done via a contract revision by the International DoGH, with the following conditions:
    - a. All involved parties are well informed and have agreed to the amendments;
    - b. The amendments are rational and approved mutually by the International DoGH; and
    - c. Any amendment to the exchange conditions must be proposed at least 3 months / 12 weeks before the agreed first day of AMSOP; any later than that may result in a breach, and thus having sanctions into effect.
- After establishing the AMSOP Core Committee Contract, the recruitment for executive committee should commence immediately, assisted by AMSA International, and led by the International DoGH.
  1. The mechanism of selection is set by the core committee.
  2. The executive committee should be diverse. Selection of a committee from the same chapter should be avoided.
  3. The finalisation of the executive committee should be done 4 months / 16 weeks before the first day of agreed AMSOP dates.
  4. Within 1 month / 30 days of being selected, each executive committee should sign an AMSOP Executive Committee Contract. An AMSOP Executive Committee Contract shares similar conditions and features to the AMSOP Core Committee Contract, except the details of core committee which are substituted with the details of the relevant executive committee.
- Once collaborations and targeted communities have been established with documented evidence, an individualised on-ground Terms of Reference should be made for each committee, stipulating the following points:
  1. Terms and conditions;
  2. Specific roles and responsibilities;
  3. Scope of mission; and
  4. Locations and contact details of relevant embassies and collaborators.

- If the scope of mission requires specialised and trained individuals, the committee should delegate appropriate resources with one another to ensure a qualified committee.
- 4) Intra-AMSOP:
- Opening and closing ceremonies are encouraged to be organised for the local community.
  - Daily debriefings and reflections should be done.
  - Every committee must follow the succeeding terms of the AMSOP contract at all times with ethical conducts. Failure to abide may be grounds for immediate forfeiture of one's certificate and subject to sanctions.
  - A formal certificate of participation, designed by the AMSOP hosting committee, signed by the respective RC, the highest relevant patron, International DoGH and OC, should be given to all committees who have successfully completed the AMSOP, on the last day of the AMSOP.
    1. In cases where that is not possible, electronic certificates should be given instead.
  - Any financial loss due to a committee's own breach of contract is non-refundable and must be shouldered by the concerned individual.
  - A committee is responsible for any damage that they may have caused to the provided logistics and other materials lent for their personal use throughout the duration of the exchange programme. In case the damage is discovered after the programme has ended, a formal complaint shall be filed within 4 weeks / 28 days by the N-DoPGH to the International DoGH, who shall decide the course of action to be taken.
- 5) Post-AMSOP:
- Within 4 weeks / 28 days after the last day of an AMSOP:
    1. Each committee should send a Post-AMSOP Report regarding the AMSOP to the International DoGH, via their respective N-DoPGH.
- (iii) During *force majeure*, all international GHEs shall undergo suspension or termination. The prerequisites of constituting *force majeure* by the OC of AMSA International 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 inbound delegates at risk;
  - c) Governmental action which does not permit entry through international borders;
  - d) Global pandemics or epidemics which forbid international travels;
  - e) National lockdowns;
  - f) Shutdowns of all airports nationwide; and
  - g) National state of emergency.
- (3) National or local GHE includes AMSACS.
- (i) AMSACS was first initiated in February 2018. The plan was adapted from the national public health event of AMSA Malaysia - AMSA Community Service (AMSA Community Service Idea Book, First Edition, 2014). The core concept of this project is to frequently provide community service opportunities to medical students and to reach out to the underprivileged. Students have the chance to do, see, and learn things in settings to which they might not otherwise have access as part of their formal medical education.
- a) Vision:



- 1) Through AMSACS, each chapter is trained to host and frequent community service programmes locally, bringing about AMSA to local communities, touching the lives of those in need.
- b) Objectives:
  - 1) To develop the relationship between AMSA Members and local authorities;
  - 2) To emphasise the importance of awareness and promotion of public health among the medical students and the local communities;
  - 3) To offer opportunities that allow medical students to experience the worth of helping others and giving back to society; and
  - 4) To encourage medical students to develop soft skills of different dimensions.
- c) At AMSACS, ten founder values are continuously strived to pursue the programme:
  - 1) **COMPASSION:** We care and support each other;
  - 2) **CREATIVENESS:** We think creatively and critically to get the best solution;
  - 3) **DIVERSITY:** We manage the differences in race, culture, religion, mental or physical abilities, heritage, age, and sexual orientation;
  - 4) **EXCELLENCE:** We strive for excellence in all we do;
  - 5) **INTEGRITY:** We act ethically;
  - 6) **LEADERSHIP:** We give inspiration, motivation, and clear direction to our team;
  - 7) **PROFESSIONALISM:** We are professionals conducting ourselves with integrity and objectivity;
  - 8) **RESPECT:** We value every being;
  - 9) **RESPONSIBILITY:** We accept responsibility and are accountable for our actions; and
  - 10) **TEAMWORK:** We work together to achieve our goals.
- d) Operating rules and regulations:
  - 1) Every year, the N-DoPGHs of respective chapters will select a national theme of execution for their community service projects. For instance, "Empowering Communities, Strengthening the Nation" was selected as the AMSACS theme for 2014/2015 by AMSA Malaysia. Therefore, each chapter is urged to produce a new national guideline yearly for AMSACS;
  - 2) Each member university of an AMSA Member is expected to carry out at least one community service project per annum, under the leadership of a Local DoPH;
  - 3) Proposals and technicalities of the community service projects should be managed and led by the N-DoPGH of each chapter;
  - 4) Each community service project should be performed to address community needs as identified in community needs assessments, with no profit or political influence;
  - 5) AMSA Members are encouraged to gather data of prevalence or of other significance that is relevant to their respective local community, simultaneously through AMSACS. The data collected may be analysed and published as a nationwide public health research;
  - 6) Within 4 weeks / 28 days after the AMSACS, the N-DoPGH should send a Post-AMSACS Report regarding the community service project to the International DoGH, via their N-DoPGH. Should a member university have more than one AMSACS organised within the tenure, only a representative project will be selected to be reported to AMSA International; and
  - 7) The International DoGH, assisted by the CEN and VOCE of AMSA International, shall compile and publish an annual comprehensive report of AMSACS at the official website of AMSA International.

## SECTION 4: MISCELLANEOUS RULES AND OPERATIONS

- (1) Operations of WHO RC Meeting
  - (i) AMSA International is annually invited to the Regional Committee meetings of WHO, particularly of the South-East Asian Region (SEARO) and the Western-Pacific Region (WPRO) and offers various kinds of seat allocations.
  - (ii) The application and selection process are managed by the International DoGH.
- (2) The International DoGH should represent the subsidiary for interdepartmental collaborations within the organisation for the vision and interests of the subsidiary for all affairs.

## ARTICLE 4: SANCTIONS

### SECTION 1: VIOLATIONS

- (1) All sections of this constitution apply to the AMSA Global Health Committee and all individuals participating in the executions of the subsidiary.
- (2) Formal complaints regarding the International DoGH can be addressed directly to the SO of AMSA International.
  - (i) The SO 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 against the International DoGH, but are not limited to the following:
    - a) Discrimination;
    - b) Harassment;
    - c) Illegal activity;
    - d) Sexual assault; and
    - e) Violence and other abuse.
  - (ii) 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 to by the loss locally for further action.
- (3) Formal complaints regarding the AMSA Global Health Committee can be addressed to the respective RC, International DoGH or OC.
  - (i) The sanction is set as a 1-year ineligibility for the chapter of the relevant defendant to send participants to WHO RC meetings and AMSOP.
- (4) Complaints regarding Local DoPH shall be addressed and resolved within the respective chapter by the N-DoPGH and RC.

### SECTION 2: RIGHTS OF INTERNATIONAL DOGH

- (1) In the case of an interorganisational or contract conflict or violation, the International DoGH may discuss appropriate sanctions with the relevant Liaison Officers, VOCE and OC in a case-by-case manner, against the violated party.
- (2) In the case that a sanction is required for other types of offenses, or in a manner that is not described above, the International DoGH has the right to investigate the necessary and resolve each offense in a case-by-case manner between the involved parties.

## ANNEX

Please contact the International DoGH ([globalhealth@amsa-international.org](mailto:globalhealth@amsa-international.org)) or visit our website for the following official templates:

- (1) AMSA Global Health Committee Tenure Summary Form
- (2) Global Health Report Template



- (3) Public Health Report Template
- (4) AMSA International Policy Draft Template
- (5) AMSOP Bidding Proposal Template
- (6) AMSOP Core Committee Contract Template
- (7) AMSOP Executive Committee Contract Template
- (8) AMSOP ToR Template
- (9) Post-AMSOP Report Template
- (10) Post-AMSACS Report Template





Asian Medical Students' Association International  
**JAMSA CONSTITUTION**

**PREAMBLE**

The Journal of Asian Medical Students' Association (JAMSA) (ISSN: 2226-3403) is an international, online open-access, peer-reviewed, student-led biomedical research journal of the AMSA International. Established in 2011, JAMSA published its first issue in the year 2012. It is currently indexed in Ulrichsweb, Google Scholar, Index Copernicus, and Gale Cengage Learning.

The vision of JAMSA is to bring international recognition to the research work of young researchers, including but not limited to the member countries of AMSA, without having them to pay hefty publication costs. JAMSA welcomes all forms of scientific articles including original research articles, reviews (systematic as well as narrative), meta-analyses, case reports, letters to the editor, commentaries, perspectives, etc., related to medicine, public health, and biomedical sciences.

From the tenure 2020/2021, JAMSA will be led by the CEJAMSA along with the Editorial Board (EB) and the Management Board (MB). Both boards shall be formed of multiple teams, each led by an Associate Editor (AE) or a Managing Editor (ME) respectively. A subcommittee is allowed to hold a position only for 1 Team (under either EB or MB). With the new structure, JAMSA has garnered Crossref membership and enlisted in the International Committee of Medical Journal Editors (ICMJE).

**SECTION 1: ABBREVIATIONS**

(1)	AE	Associate Editor
(2)	CR	Chapter Representative
(3)	EB	Editorial Board
(4)	MB	Management Board
(5)	ME	Managing Editor
(6)	SE	Senior Editor

**SECTION 2: OBJECTIVE**

- (1) To provide medical students under AMSA International a high-quality journal in which they can publish works.
- (2) To document research activities of members of AMSA International.
- (3) To serve as a platform for young and budding researchers from Asia, Asia-Pacific, and beyond to venture into research.
- (4) To provide members with better knowledge and deeper insight of the medical and scientific works.

- (5) However, the EB reserves the right to deny publication of any article if it deems so. One of our priorities is to keep the article processing time to a minimum. Our online article processing system has been tailored to fulfil this objective. Preferences will be given to original articles with structured methodology.

### SECTION 3: COMMITTEE

- (1) The JAMSA Board shall consist of the following:
- (i) CEJAMSA;
  - (ii) EB;
  - (iii) MB;
  - (iv) Faculty Board of Advisors; and
  - (v) Reviewers.
- (2) The EB shall consist of 4 teams:
- (i) The AE for Indexing (maintains journal quality and editorial workflow in accordance to indexing standards and explores & applies for indexing to standard research databases as and when the eligibility is met);
  - (ii) The Editorial Team of Original Research Publications (handles manuscript processing for original articles, case reports, letters to the editor and student section):
    - a) AE (1); and
    - b) Editors (4-5).
  - (iii) The Editorial Team of Review Research Publications (handles manuscript processing for systematic and narrative reviews, meta-analysis, perspectives, and commentaries):
    - a) AE (1); and
    - b) Editors (4-5).
  - (iv) The Editorial Team of AMSA International Conference Publications (handles manuscript submission and editorial proceedings for manuscripts (abstracts) submitted to AMSA International conferences namely EAMSC and AMSC and prepares the abstract book for the respective conferences):
    - a) AE (1); and
    - b) Editors (4-5).
- (3) The MB shall consist of 3 teams:
- (i) The Management Team of External Relations (responsible for pitching partnerships with potential sponsors to fund JAMSA Competitions and ensuring that sponsors receive promised promotions):
    - a) ME (1); and
    - b) External Relations Executives (2).
  - (ii) The Management Team of Public Relations (responsible for planning and implementing promotional strategies, maintaining the social media handles of JAMSA, and ensuring its accessibility and representation in all chapters):
    - a) ME (1); and
    - b) Public Relations Executives (2).
  - (iii) The Management Team of Web and Publication (handling JAMSA submission portal, website, and journal publication formalities):
    - a) ME (1); and
    - b) Web and Publication Executives (2).
- (4) The CR (National DoR or DoA or equivalent) from each chapter shall be considered a part of both the Management Team of External Relations and Management Team of Public Relations and will support respective teams in fulfilling their duties.
- (5) The Faculty Board of Advisors would be formed of 3-5 faculty members.
- (6) The Reviewers for JAMSA shall consist of both Faculty (Senior) Reviewers and Student (Junior) Reviewers.

- (7) The JAMSA Board is elected as follows:
- (i) The CEJAMSA is elected as part of the Executive Committee through the regeneration process of AMSA International;
  - (ii) The SEs (AEs and MEs) are elected from the open calls during the start of the tenure by selection process and interview process held by CEJAMSA-Elect and VOCI-Elect;
  - (iii) Editors of EB and the Executives of MB are elected from the open calls during the start of the tenure by selection process and interview process held by the succeeding CEJAMSA and SEs;
  - (iv) The CRs shall be the National DoR or DoA of the chapter nominated by the RC; and
  - (v) CEJAMSA and AEs shall then open calls and appoint the Faculty Advisors and the Reviewers.

#### **SECTION 4: ELIGIBILITY AND RESPONSIBILITIES**

- (1) The JAMSA Board has the following responsibilities:
- (i) To maintain the quality and continuity of JAMSA;
  - (ii) To encourage the members of AMSA International to contribute to the JAMSA;
  - (iii) To increase the acknowledgement and recognition of JAMSA; and
  - (iv) To cultivate research skills in the members of AMSA International.
- (2) The CEJAMSA
- (i) Eligibility criteria:
    - a) The applicant is a medical student for the entire duration of their proposed tenure (i.e., the applicant cannot graduate from medical studies during their proposed term);
    - b) The applicant has not previously been excluded from being a member of AMSA International, chapter or university;
    - c) The applicant has not previously been terminated from an executive position at AMSA International, chapter or university because of failure to fulfil their duties;
    - d) The applicant is legitimately recommended as required per protocol;
    - e) The applicant will be able to spend at least 8 hours per week to complete their duties in JAMSA; and
    - f) Clear from guilty acts of academic dishonesty.
  - (ii) To finalise the SEs (AEs and MEs) of JAMSA through The CEJAMSA has the following responsibilities:
    - a) To lead and coordinate the JAMSA;
    - b) To finalise the SEs (AEs and MEs) of JAMSA through mutual discussion with VOCI;
    - c) To finalise the Editors of the EB and Executives of the MB of JAMSA through mutual discussion with AEs and MEs of JAMSA;
    - d) To reconsider & approve structure along with discussion with VOCI;
    - e) To advise the AEs of JAMSA in the process of accepting and rejecting manuscripts;
    - f) To guide (by formulating guidelines and agendas) and monitor the workshops conducted by the MB of JAMSA;
    - g) To train AEs and Editors of JAMSA in the usage of the Open Journal System when considered necessary;
    - h) To conduct regular meetings to evaluate the performance of the EB and MB of JAMSA;
    - i) To publish Abstract Books of EAMSC & AMSC with the COC of the hosting Member;
    - j) To manage research collaborations along with DoA and VOCI; and
    - k) To maintain the Social Media Handles of JAMSA.

- (3) The EB
- (i) The AE for Indexing
- a) Eligibility criteria:
- (1) Thorough knowledge of Indexing platforms and their operations namely Google Scholar, Index Copernicus, Gale Cengage Learning, Ulrichsweb, ICMJE and DOAJ;
  - (2) Knowledge of Crossref membership & operations and DOI allocation to research manuscripts;
  - (3) Thorough knowledge of the eligibility for Scopus and PubMed Indexing; and
  - (4) Sound knowledge of the ICMJE Guidelines and Editorial Policies of JAMSA, and other renowned journals.
- b) The AE has the following responsibilities:
- (1) Maintaining and regularly updating Journal Editorial policies in accordance with guidelines of recognised indexing platforms;
  - (2) Monitoring strict implementation of the journal policies by the EB along with the AEs;
  - (3) Maintaining the quality of research work published in JAMSA;
  - (4) Regularly checking for available indexing platforms and their eligibility and suggesting CEJAMSA to direct the functioning of the EB and MB towards achieving the eligibility for indexing at the earliest;
  - (5) Completing all documentation for indexing and maintaining indexing of our published work into contracted platforms;
  - (6) Serving as the primary Advisor to CEJAMSA in situations of publication misconduct by authors;
  - (7) Assisting the AEs in fulfilling their duties; and
  - (8) Liaising with the GT to complete necessary documentations regarding indexing payments.
- (ii) The Editorial Team of Original Research Publications
- a) Overall eligibility criteria:
- (1) Experience with original research writing (must have written at least 1 original research article, although applicants with more original articles shall have an added advantage over the others);
  - (2) Sound knowledge of structured abstracts, scientific writing and referencing styles;
  - (3) Familiarity with ICMJE research and publication guidelines; and
  - (4) Past editorial experience (in your chapter's newsletters, magazines, or journals) shall be appreciated although is not obligatory.
- b) The AE has the following responsibilities:
- (1) Closely working with the CEJAMSA for inviting Senior Reviewers and recruiting Student Reviewers;
  - (2) Communicating with Editors and Reviewers for sending manuscripts for review and receiving them back once the process is completed;
  - (3) Ensuring a fast and professional review process by limiting initial review duration for 2-3 weeks. Articles not fulfilling aims and scope of JAMSA should be declined within 1-2 weeks;
  - (4) Deciding upon acceptance or rejection of the manuscript with the CEJAMSA according to originality, scope, and feedback of the article from the reviewers;
  - (5) Proof-reading and pre-printing of the accepted manuscript, once the Editors have finalised the Article; and
  - (6) Communicating with the MEs for publication of the manuscript in the journal and assisting promotions of JAMSA announcements on JAMSA, AMSA

International and social media platforms of chapters by providing necessary content to the MB for the posts.

- c) The Editors have the following responsibilities:
  - (1) Ensuring that the submitted manuscript follows ICMJE guidelines;
  - (2) Communicating with the Reviewers to send them the submitted manuscript, answering their queries, and receiving back the manuscript and feedback timely by sending polite reminder emails;
  - (3) Assisting authors in the submission process and keeping authors updated regarding the processing of their manuscript by sending update emails and answering query emails;
  - (4) Communicating the changes suggested by the reviewers to the authors, ensuring re-submission of the revised manuscript, and the cross-checked pre-print by the authors before deadlines; and
  - (5) Helping the AE in pre-printing and finalising the manuscript to be sent to the MB.
- (iii) The Editorial Team of Review Research Publications
  - a) Overall eligibility criteria:
    - (1) Experience with review research writing (must have published at least 1 original research article, although applicants with more original articles shall have an edge over the others);
    - (2) Sound knowledge of unstructured abstracts, scientific writing and referencing styles;
    - (3) Familiarity with ICMJE research and publication guidelines; and
    - (4) Past editorial experience (in your chapter's newsletters, magazines, or journals) shall be appreciated although is not obligatory.
  - b) The AE has the following responsibilities:
    - (1) Closely working with the CEJAMSA for inviting Faculty Reviewers and recruiting Student Reviewers;
    - (2) Communicating with Editors and Reviewers for sending manuscripts for review and receiving them back once the process is completed;
    - (3) Ensuring a fast and professional review process by limiting initial review duration for 3-4 weeks, articles not fulfilling aims and scope of JAMSA should be declined within 1-2 weeks;
    - (4) Deciding upon acceptance or rejection of the manuscript with the CEJAMSA according to the uniqueness of the review topic, registration of the systematic reviews on indexed platforms and feedback of the article form our reviewers;
    - (5) Proof-reading and pre-printing of the accepted manuscript, once the Editors have finalised the Article; and
    - (6) Communicating with the MEs for publication of the manuscript in the journal and assisting promotions of JAMSA announcements on JAMSA, AMSA International and social media platforms of chapters by providing necessary content to the MB for the posts.
  - c) The Editors have the following responsibilities:
    - (1) Ensuring that the submitted manuscript follows ICMJE guidelines;
    - (2) Communicating with the Reviewers to send them the submitted manuscript, answering their queries, and receiving back the manuscript and feedback timely by sending polite reminder emails;
    - (3) Assisting authors in the submission process and keeping authors updated regarding the processing of their manuscript by sending update emails and answering query emails;

- (4) Communicating the changes suggested by the reviewers to the authors, ensuring re-submission of the revised manuscript, and the cross-checked pre-print by the authors before deadlines; and
  - (5) Helping the AE in pre-printing and finalising the manuscript to be sent to the MB.
- (iv) The Editorial Team of AMSA International Conference Publications (handling the publication of EAMSC and AMSC Conference Publications also known as Abstract Books)
- a) Overall eligibility criteria:
    - (1) Knowledge of structured and unstructured abstract guidelines and referencing styles;
    - (2) Familiarity with AMSA International Conferences (EAMSC and AMSC) and other conferences Academic Presentations Abstract Submission and selection (based on double blind peer-review); and
    - (3) Familiarity with the Editorial Policies of JAMSA and other renowned journals.
  - b) The AE has the following responsibilities:
    - (1) Recruiting Editors (Conference Publications) and orienting them towards the workflow and editorial proceedings of JAMSA;
    - (2) Closely monitoring the conference abstract submission through JAMSA's OJS and assisting the authors in case of any technical difficulties faced;
    - (3) Along with his/her editorial team, conducting the primary editorial review and plagiarism checking of the approved manuscripts (submission accompanied by the respective N-DoR's "Letter of Nomination" certifying the author as a representative of the chapter for the conference) submitted for presentation by the authors;
    - (4) Ensuring necessary corrections (in accordance with JAMSA's Editorial policies and JAMSA Abstract Guidelines) in the abstracts before sending the abstracts to the COC (specifically the Academic Head) for peer-review;
    - (5) Handing over the revised abstracts to the COC (namely Academic Head) and ensuring timely double-blind peer-review of all manuscripts;
    - (6) Working with the MB for layout designing (The Management Team of Public Relations) and publication (The Management Team of Web and Publications) of the Conference Publications (Abstract Book) before the commencement of the conference;
    - (7) Releasing the Conference Publications (Abstract Book) on the first day of the Conference as a part of the delegate bundle and making it a platform for the promotions of JAMSA and its partners during the conference; and
    - (8) Corresponding the COC (especially the Academic Head) for the publication of the winning papers in the nearest main Edition of JAMSA.
  - c) The Editors have the following responsibilities:
    - (1) Doing the editorial review of the conference abstracts allotted to them and ensuring that the abstracts follow JAMSA's Editorial and Plagiarism policies;
    - (2) Communicating with the corresponding (and not the presenting) authors regarding editorial revisions and ensuring submission of the revised article before deadlines;
    - (3) Editing, proof-reading, and pre-printing of the abstracts to prepare them for publication; and
    - (4) Working with the AE and MB for layout designing (The Management Team of Public Relations) and publication (The Management Team of Web and Publications) of the Conference Publications (Abstract Book) before the commencement of the conference.

- (4) **The MB**
- (i) **The Management Team of External Relations**
- a) Overall eligibility criteria:
1. Experience in External Relations in your AMSA university or chapter.
- b) The ME has the following responsibilities:
- (1) Organising biannual research training and research writing workshops in association with training platforms;
  - (2) Making and regularly updating JAMSA's Sponsorship Prospectus;
  - (3) Working in association with the External Department of AMSA International, searching and suggesting potential stakeholders to sponsor JAMSA Research Competition Prizes and publicise JAMSA;
  - (4) Ensuring adequate promotions as per promised to the sponsoring partner; and
  - (5) Ensure distribution of prizes to the winner of the research contest after announcement of the result.
- c) The External Relations Executives have the following responsibilities:
- (1) Assisting the ME in organising biannual research training and research writing workshops in association with training platforms;
  - (2) Making and regularly updating JAMSA's Sponsorship Prospectus;
  - (3) To propose potential stakeholders to sponsor JAMSA Research Competition Prizes and publicise JAMSA;
  - (4) Ensuring adequate promotions as per promised to the sponsoring partner; and
  - (5) Ensure distribution of prizes to the winner of the research contest after announcement of the result.
- (ii) **The Management Team of Public Relations**
- a) Overall eligibility criteria:
- (1) Training/experience in the field of designing and video making;
  - (2) Proficiency in handling social media platforms namely Facebook, LinkedIn, and Twitter; or
  - (3) Experience in promotions in your AMSA university or chapter shall be appreciated.
- b) The ME has the following responsibilities:
- (1) Preparation of the JAMSA promotional package including introductory video;
  - (2) Designing regular attractive but formal announcement posts regarding JAMSA activities to be released on JAMSA, AMSA International and chapter social media platforms;
  - (3) Regularly updating Facebook, LinkedIn, and Twitter pages of JAMSA and conducting platform-specific promotional activities e.g., research discussions on Twitter;
  - (4) Working in close association with JAMSA International Research Board and helping them with chapter-specific promotional challenges;
  - (5) Requesting promotional material for AMSA International social media platforms and assisting the DoPnP in preparing the same; and
  - (6) Conducting Social Media Campaigns under JAMSA on its social media platforms at a regular frequency.
- c) The Public Relations Executives have the following responsibilities:
- (1) Assisting the ME in preparing the JAMSA promotional package including introductory video;

- (2) Designing regular attractive but formal announcement posts regarding JAMSA activities to be released on JAMSA, AMSA International and chapter social media platforms;
  - (3) Regularly updating Facebook, LinkedIn, and Twitter pages of JAMSA and conducting platform-specific promotional activities i.e., research discussions on twitter; and
  - (4) Assisting the ME in conducting Social Media Campaigns under JAMSA on its social media platforms at a regular frequency.
- (iii) The Management Team of Web and Publication
- a) The ME must possess:
    - (1) Proficiency and experience in Information Technology especially web designing and management;
    - (2) Knowledge regarding journal publishing and subscription process; and
    - (3) Elementary proficiency in pre-printing & layout designing will be appreciated but is not obligatory.
  - b) The ME has the following responsibilities:
    - (1) Communicating with the CEJAMSA and guide the Web and Publication Executives regarding JAMSA website development and publication release;
    - (2) Ensuring regular announcements regarding the JAMSA on its website;
    - (3) Employing new strategies and improvising the submission portal to make it more author- and editor-friendly;
    - (4) Compiling the pre-prints of all articles accepted by the EB and designing the final journal with the Publication Executives;
    - (5) Planning and scheduling the release of the journal with the CEJAMSA and ME of Promotions; and
    - (6) Managing the subscription of the journal and collecting and analysing Feedback from authors and readers after release of each volume.
  - c) The Web Executives must possess:
    - (1) Proficiency and experience in Information Technology especially web designing and management; and
    - (2) Knowledge regarding journal publishing and subscription process.
  - d) The Web Executive has the following responsibilities:
    - (1) Ensuring regular announcements regarding JAMSA on its website;
    - (2) Collaborating with DoIT of AMSA International in integrating JAMSA in AMSA International's website;
    - (3) Suggesting new strategies to increase the outreach of the website and enhancing the user experience;
    - (4) Improving the submission portal to make it more author- and editor-friendly;
    - (5) Managing the subscription of the journal; and
    - (6) Working with the Publication Executive to release the journal online as per the release schedule decided by the CEJAMSA and the MB.
  - e) The eligibility criteria for Publication Executive:
    - (1) Previous pre-printing and layout designing experience shall be preference but is not obligatory.
  - f) The Publication Executive has the following responsibilities:
    - (1) Communicating with the CEJAMSA and guide the Web and Publication Executives regarding JAMSA website development and publication release;
    - (2) Ensuring regular announcements regarding the JAMSA on its website;
    - (3) Employing new strategies and improvising the submission portal to make it more author- and editor-friendly;
    - (4) Compiling of the pre-prints of all articles accepted by the EB and designing the final journal with the Publication Executives;

- (5) Planning and scheduling the release of the journal with the CEJAMSA and ME of Promotions; and
  - (6) Managing the subscription of the journal and collecting Feedback after release of each volume.
- (5) The CRs
- (i) Eligibility criteria:
    - a) The CR must be the National DoR (or equivalent) and must be a part of the N-EB of their respective chapter;
    - b) Should a chapter not have a National DoR (or equivalent), the National DoA (or equivalent), being a member of the N-EB shall be appointed; and
    - c) Should a chapter not have a National DoR or DoA (or their equivalents), the RC must proxy the same unless, a National DoR is appointed and be designated as CR of the chapter.
  - (ii) The CRs have the following responsibilities:
    - a) Serve as the spokesperson for JAMSA in their respective country and solve all submission, subscription and indexing related queries;
    - b) Collaborate with the DoPnP of the respective chapters in inviting submissions to JAMSA through their social media platforms;
    - c) Collaborate with RC of the respective chapters in inviting submissions to JAMSA through the chapter mailing lists;
    - d) Representing their country in the JAMSA Board and identifying chapter-specific promotional and submission related challenges; and
    - e) Working with the MEs to solve all concerns and ensure active participation of their chapter in JAMSA.
- (6) The Faculty Advisors
- (i) Eligibility criteria:
    - a) Employed as a faculty at an accredited tertiary institution;
    - b) Actively teaching or conducting scholarly work at that institution within the past six months;
    - c) Possess a PhD, or an equivalent advanced research degree, in biology, biomedicine, or its allied fields;
    - d) Published numerous papers in own field of expertise;
    - e) Journal editing experience is preferred;
    - f) A basic medical degree is preferred; and
    - g) Possess a specialist accreditation, and actively practices medicine.
  - (ii) The Faculty Advisors have the following responsibilities:
    - a) This year, JAMSA will be embarking to apply into major indexing platforms. The JAMSA Faculty Advisors will be tasked to mentor the EB in this endeavour, and other aspects pertaining to the running of a scholarly journal;
    - b) The Faculty Advisors will also monitor that the EB and the CEJAMSA follow prescribed Editorial Policies/Guidelines, conform to established academic norms, and maintain the highest level of integrity;
    - c) The Faculty Advisors will not be expected to manage the administration of JAMSA. JAMSA's output, whether scientific or otherwise, shall only be the responsibility of the EB and the CEJAMSA; and
    - d) Faculty Advisors may be approached by the EB for advice pertaining to certain submitted manuscripts; however, the Faculty Advisors shall be independent from the actual editorial process.
- (7) The Reviewers
- (i) The Senior (Peer) Faculty Reviewers must possess:
    - a) Published at least 2 articles in a peer-reviewed journal in their area of expertise;
    - b) A practicing medical practitioner, nurse, or allied health practitioner;

- c) Possess a valid degree from an accredited institution and must be actively practicing either as a healthcare worker or as a researcher, in the last six months;
  - d) A specialist accreditation, if applicable, with local medical licensing authorities is preferred;
  - e) If not a medical practitioner, must possess at least a completed PhD or other advanced/professional degrees in related/relevant fields;
  - f) Must be employed at an educational or research institution in the last six months;
  - g) Ongoing or completed postdoctoral work is preferred; and
  - h) Clear from guilty acts of academic dishonesty.
- (ii) The Senior (Peer) Faculty Reviewers have the following responsibilities:
- a) Reviewers will be invited by the EB to review the submitted manuscripts;
  - b) The submitted manuscript will be matched and prioritised to your specialty or field of expertise. 7-10 calendar days are allowed to critically review the manuscript. An alternate deadline can be revised when needed;
  - c) 3-4 manuscripts are expected for reviewing work;
  - d) Peak period of submissions is expected to be around late December to January, and late May to June; and
  - e) Peer reviewers will be working closely with the JAMSA Editors.
- (iii) The Junior (Student) Reviewers must possess:
- a) Any bona fide student at a locally accredited tertiary institution or school actively working towards any of the following degrees or qualifications:
    - (1) Medical practitioner (i.e., MBBS, MD, DO, or its local equivalent);
    - (2) Nurse (i.e., as a registered nurse);
    - (3) Pharmacist (i.e., as a registered pharmacist);
    - (4) Public/Global health and epidemiology (i.e., MPH); or
    - (5) Advanced degrees in biology, biomedicine, and allied fields (i.e., pharmacology, anatomy, psychology).
    - (6) The above list is non-exhaustive.
  - b) The applicant must have had at least 1-2 publications; and
  - c) Clear from guilty acts of academic dishonesty.
- (iv) The Junior (Student) Reviewers have the following responsibilities:
- a) Junior reviewers will be invited by the EB to review the submitted manuscripts;
  - b) The submitted manuscript will be matched and prioritised to your specialty or field of expertise. 7-10 calendar days are allowed to critically review the manuscript. An alternate deadline can be revised when needed;
  - c) Depending on the number of submissions for this tenure, junior reviewers should expect around 3-4 manuscripts to review;
  - d) Peak period of submissions is expected to be around late December to January, and late May to June; and
  - e) Peer reviewers will be working closely with the JAMSA Editors.

#### **SECTION 5: JAMSA X EXTERNAL DEPARTMENT OF AMSA INTERNATIONAL**

- (1) JAMSA Sponsorship Prospectus and Proposals must be prepared by the JAMSA Management Team of External Relations with the guidance and approval of the DoMnS, VOCE and OC of AMSA International.
- (2) The External Relations loop of JAMSA should be executed according to the AMSA International External Department Guideline.
- (3) Once the event plans and stakeholder mappings are established, an approach email will be initiated and sent out to the prospective partner or sponsor by the relevant EC of the External Department of AMSA International. The email shall include, but not limited to:
  - (i) AMSA International Sponsorship Prospectus

- (ii) JAMSA Sponsorship Prospectus
- (iii) JAMSA Proposal
- (4) Once the fundamentals of the partnership are established, this includes, but not limited to the MoU, the JAMSA Management Team of External Relations shall subsequently lead the partnership through:
  - (i) Sponsorship engagement; and
  - (ii) Pitching and negotiations.

*(Note: The processes mentioned above should be done by JAMSA Management Team of External Relations, under the supervision and guidance of the relevant EC of AMSA International.)*
- (5) The meetings to discuss sponsorship proposals with sponsor partners should be led by the Management Team of External Relations, with the participation of CEJAMSA, and the DoMnS, VOCE and OC of AMSA International.
- (6) If both parties reach a mutual agreement, all relevant documents, which include but not limited to the MoU, should be sent to the AMSA International's External Department again by the ME (External Relations) for final revision, proofreading, and alteration.
- (7) The Memorandum of Understanding (MoU):
  - (i) Shall be signed by the representatives of the AMSA International External Department and ME (External Relations) ;
  - (ii) Any amendments after the signing should be discussed and agreed by the External Department, JAMSA and VOCE, and must be approved by the VOCE and OC of AMSA International;
  - (iii) Any breaches to the MoU (by JAMSA or the external parties) should be reported to the AMSA International External Department at the earliest opportunity. A meeting involving the External Department, supervisors and JAMSA should be conducted to seek solutions and decision-making; and
  - (iv) Termination of the MoU should be done according to the signed MoU and must be approved by the VOCE and OC. The termination meetings should be presided by the relevant External Department EC and attended by the relevant External Department EC, CEJAMSA, ME (External Relations), VOCE, VOCE and OC.
- (8) The VOCE and relevant EC of the External Department should be Cc-ed in all emails and invited to any live-chat groups used for discussion between the external partners and JAMSA.
- (9) Funds gained from the sponsorship shall be directed to the property administrators of AMSA International, with guidance from the GT.
- (10) The Management Team of External Relations should conduct the post-event result tracking to evaluate and quantify the event's impact. Post-event impact reports should be created by JAMSA Externals to sponsor partners (if any).

## SECTION 6: RESIGNATION AND SANCTION

- (1) A subcommittee of the EB or MB 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 CEJAMSA explaining the reason behind their resignation;
  - (ii) A supporting letter from the RC; and
  - (iii) A signed statement letter with knowledge of the consequences of their resignation.
- (2) The sanction for a subcommittee who resigns from the position before the end of their term sets the ineligibility for the university of the relevant board member to send JAMSA Board applications in the subsequent open call.
- (3) The sanction of a subcommittee who resigns after the Elect has been elected but before the Board Meeting, will face a sanction of ineligibility for the university of the relevant board member to send JAMSA Board applications in the subsequent open call.

- (4) A subcommittee 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) A subcommittee 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 JAMSA or AMSA International; or
  - (iv) Committing disgraceful acts which are contrary to the objectives of JAMSA or AMSA International.
- (6) A minimum of fifty percent quorum of the SEs, Editors and Executives is required to bring forward a motion of termination towards any subcommittee. The board, with the CEJAMSA presiding, shall have the power of termination over the motion of termination proposed. In the case that the CEJAMSA is charged, the VOICI presides. The accused officer shall be given a thirty-day notice before the termination proceedings.

## SECTION 7: EDITORIAL GUIDELINES

- (1) Preamble  
This guideline sets the operational policy of the journal. It includes the journal's attitudes toward its community and aids editors in making editorial decisions.
- (2) Introduction
  - (i) CEJAMSA has the responsibility to implement any policy decisions reached by the EB. When determining policy, the board should keep in mind the need for readers to know information, community standards and the effect the Journal has upon the community agenda. The Journal should strive to inform, enhance discussion on medical issues, and provide researchers a platform to convey their ideas to the world.
  - (ii) CEJAMSA has the authority to overrule the EB and to refuse or allow an editorial topic to be addressed.
  - (iii) Manuscripts are accepted with the understanding that the authors have not violated any ethical practice followed in preparation and publication of biomedical manuscripts.
  - (iv) Author(s) is/are responsible for all the statements made in their work and should be willing to defend them publicly, if challenged.
  - (v) Author(s) should prepare their manuscripts submitted to the journal exactly according to the instructions given. Manuscripts which do not follow the format and style of the journal may be returned to the authors for revision or rejected.
  - (vi) The journal reserves the right to make any further formal changes and language corrections necessary in a manuscript accepted for publication.
- (3) General
  - (i) As a basic requirement, all articles submitted to the Journal of Asian Medical Students' Association must be original work.
  - (ii) Authors are advised to follow the format of **"Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals"** established by the **International Committee of Medical Journal Editors (ICMJE)**.
  - (iii) The EB reserves the right to edit all articles in aspects of style, format, and clarity. Authors may be required to revise their manuscripts for reasons of any aspect. Manuscripts with excessive errors in any aspect may be returned to authors for

- retyping or may be rejected. All manuscripts will be subjected to peer and editorial review.
- (iv) Authors are not subjected to any submission or publication fee. All accepted papers will be made freely available immediately after acceptance in the 'Current' section.
  - (v) We accept five types of articles:
    - a) Original Articles: Basic medical research, clinical research, public health, or health care management;
    - b) Case report;
    - c) Review articles (Systematic and Narrative);
    - d) Meta-analysis;
    - e) Letter to editor; and
    - f) Perspectives and Commentaries.
- (4) Copyright
- (i) Submissions to the JAMSA **must not have been previously published** elsewhere. Authors will give copyright of their submissions. By submitting, you are **providing the JAMSA with a license to publish the submission as the first and only publisher**. Authors published in the JAMSA cannot submit the same article to other journals that accept previously published work.
- (5) Research Ethics
- (i) All submitted papers containing animal experiments and/or involving human subjects should have obtained approval from an independent ethics committee and adhere to the Helsinki declaration. For experimental studies, declaration adheres to guidelines provided by the **Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA)** for **animal studies** and **Indian Council of Medical Research (ICMR)** for **human studies**. The copy of approval should be provided to the editorial office as mentioned above.
- (6) Publication Ethics
- (i) This journal follows guidelines from **Committee on Publication Ethics (COPE)** in facing all aspects of publication ethics and, in particular, how to handle cases of research and publication misconduct.
- (7) Article Format
- (i) Language and structure
    - a) Articles will be published in English, following American spelling. Articles in English that are linguistically inadequate may be rejected. Articles must be submitted in the following structural order: **title page and authorship, abstract & keywords, text, conflicts of interest, acknowledgments** (if any), **references, tables, figures, and legends** (if any).
  - (ii) Cover letter
    - a) Each submission should have a cover letter. The cover letter is addressed to the editor along with your submission. It must state that the research has received institutional review board (IRB) approval, when suitable, and that the paper is neither presently under consideration at another publication nor will be while it is under consideration with JAMSA. Authors are encouraged to recommend up to 3 potential peer-reviewers, please attach his/her full name, affiliation, and institutional email address. Suggested peer-reviewers should not come from the same institution and/or country from the authors.
  - (iii) Author's contact list
    - a) The author's contact list should be included as a separate file that consists of a list of all authors (in order of precedence on the title page) with their degree abbreviations and complete contact information.
  - (iv) Authorship

Authorship of articles should be limited to those who have contributed sufficiently to take public responsibility for the contents. This includes (a) conception and design, or analysis and interpretation of data, or both; (b) drafting the article or revising it critically for important intellectual content; (c) final approval of the version to be published; (d) and agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. CRediT Author Statement should be included in a separate file to certify that they have participated sufficiently in the work to take public responsibility for the content, including participation in the concept, design, analysis, writing, or revision of the manuscript (please see [here](#) for further reading).

(v) Title Page

a) The title page should contain:

- (1) **Title of the article** (concise, no abbreviations, maximum 20 words);
- (2) **Full names of authors** (without academic title);
- (3) **Author's affiliation** [name(s) of department(s) and institution(s)];
- (4) **Disclaimers** (if any);
- (5) **Corresponding author's name, mailing address, telephone and fax numbers, and e-mail address** (E-mail address of the corresponding author will be published along with the article);
- (6) **Source(s) of support** in the form of grants, equipment, drugs, or all of these (if any);
- (7) **Short running title** [maximum 40 characters (letter and spaces)];
- (8) **Word counts** [A word count for the text only (excluding abstract, acknowledgments, tables, figure legends, and references)]; and
- (9) **Number of figures and tables.**

(vi) Abstract

- a) The abstract should be prepared in **English** with a structured abstract **maximum 250 words** for biomedical, clinical, public health, and health-care research articles, review articles, and case reports. They should be concise and precise with enough information, highlighting the points and importance of the article, which contains: One or two sentences of **background; purpose of study; methods** (basic procedures, study subject selection, observational, and analytical methods); **main findings or results**; and **principal conclusion**. Authors should provide 3-6 keywords which can be used for indexing purposes.

(vii) Text

- a) The **text** should be structured as an **introduction, methods, results, discussion, and conclusions**. Footnotes are not advisable; their contents should rather be incorporated into the text. Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. The spelled-out abbreviation followed by the abbreviation in parentheses should be used on first mention unless the abbreviation is a standard unit of measurement. If a sentence begins with a number, it should be spelled out. Cite in numerical order every reference, figure, and table. Use Arabic numerals in superscript to cite references in **Vancouver style**.

(viii) Declarations

- a) All manuscripts must contain the following sections under the heading 'Declarations' after title page:
- (1) Ethics approval and consent to participate;
  - (2) Availability of data and material;

- (3) Conflict of interest;
  - (4) Funding;
  - (5) Authors' contributions; and
  - (6) Acknowledgements.
- b) If any of these sections are not relevant to your manuscript, please include the heading and write 'Not applicable' for that section.
- c) Please see below for details on the information to be included in these sections.

(1) Ethics approval and consent

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct. When reporting a study that involved human participants, their data or biological material, authors should include a statement that confirms that the study was approved (or granted exemption) by the appropriate institutional and/or national research ethics committee (including the name of the ethics committee) and certify that the study was performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards. If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that an independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study. If a study was granted exemption from requiring ethics approval, this should also be detailed in the manuscript (including the reasons for the exemption).

(2) Availability of data and material

The source of data and materials should be mentioned in the manuscript, in support of the findings. If the data source is not revealed, the authors need to clearly state the reasons. Authors who do not wish to share their data should clearly state that the data will not be shared and give the reasons.

The statement relating to the data should be presented in the following format under a separate 'Availability of Data and Materials' section in the manuscript:

"The data supporting the findings of the article is available in the [repository name] at [URL], reference number [reference number]".

(3) Conflict of interest

Conflict of interest should declare the authors' conflicts of interest, sources of support for the work, and whether the authors had access to the study data. Each author should submit a separate form from ICMJE, given above and be sent to the office at submission. The description of conflict of interest in this form will be shown in this part.

(4) Funding

Research grants from funding agencies (please give the research funder and the grant number) and/or research support (including salaries, equipment, supplies, reimbursement for attending symposia, and other expenses) by organizations that may gain or lose financially through publication of this manuscript. In case of no funding please include one of the following statements:

- (i) The authors did not receive support from any organization for the submitted work;
- (ii) No funding was received to assist with the preparation of this manuscript;



- (iii) No funding was received for conducting this study; and
- (iv) No funds, grants, or other support was received.
- (5) Acknowledgements
  - Personal acknowledgements should be limited to appropriate professionals who contributed to the paper, including technical help and financial or material support, also general support by a department chairperson.
- (ix) Statistical methods
  - All statistical methods used should be described in detail in the methods section of the manuscript. Avoid relying solely on statistical hypothesis testing, such as P values, which fail to convey important information about effect size. Define statistical terms, abbreviations, and most symbols. Specify the computer software used.
- (x) Tables
  - a) Each table and its title should be presented in the main text as appropriate. Be sure that each table is cited in the text.
  - b) Tables should be numbered in Arabic numerals (e.g., 1,2,3) consecutively in the order of their first citation in the text.
  - c) Table's title should be concise, clearly indicating the purpose or content of each table.
  - d) Author should provide a legend or caption to each table, identifying in alphabetical order all abbreviations used.
  - e) Do not use internal horizontal or vertical lines.
  - f) Give each column a short or abbreviated heading and unit of measurement.
  - g) Authors should explain all nonstandard abbreviations and explanatory matters in footnotes, and for explanatory matters use the following symbols, in sequence: \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡, §§, ||||, ¶¶, etc.
  - h) Identify statistical measures of variations, such as standard deviation and standard error of the mean.
  - i) If you use data from another published or unpublished source, obtain permission and acknowledge that source fully.
  - j) The number of both tables and figures **should not exceed 8**.
- (xi) Figures
  - a) Figures include but are not limited to:
    - (1) Photographs;
    - (2) Radiographs;
    - (3) Infographics; and
    - (4) Maps.
  - b) Figures should be either professionally drawn or photographed and **submitted** in a format (JPEG or TIFF) in the following resolutions [grayscale or colour in RGB (red, green, blue mode) at least 300 dpi (dots per inch)]. For x-ray films, scans, and other diagnostic images, as well as pictures of pathology specimens or photomicrographs, send sharp, glossy, black-and-white or colour photographic prints, usually 127 x 173 mm (5 x 7 inches). **Write the word "top" on the back of each figure at the appropriate place.**
  - c) If the original size of the figures is too large, the author can provide lower quality figures on submission and good quality after the acceptance of the manuscript. "Then low-quality figures should be provided on submission and good quality after acceptance."
  - d) Figures should be numbered in Arabic numerals (e.g., 1,2,3) consecutively according to the order in which they have been cited in the text.
  - e) Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background. Photographs of

potentially identifiable people must be accompanied by written permission to use the photograph.

- f) Figures should be made as self-explanatory as possible; titles and detailed explanations belong in the legends, not on the figures themselves. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify, and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in photomicrographs.
  - g) If a figure has been published previously, acknowledge the original source, and submit written permission from the copyright holder to reproduce the figure. Permission is required irrespective of authorship or publisher except for documents in the public domain.
  - h) Colour figures are allowed in special circumstances, provided that the author is willing to cover the cost of reproduction.
  - i) The number of both tables and figures **should not exceed 8**.
- (xii) **Units of measurement**  
For measurements, use the SI system. Measurements should be abbreviated (e.g., mm, kcal, etc.) in accordance with the Style Manual for Biological Sciences and using the metric system.
- a) Measurements of length, height, weight, and volume should be reported in appropriate scientific units.
  - b) Temperatures should be in degrees Celsius.
  - c) Blood pressures should be in millimetres of mercury (mmHg).
  - d) Drug concentrations may be reported in either SI or mass units, but the alternative should be provided in parentheses where appropriate.

(xiii) **References**

JAMSA conforms to the **Vancouver style** of referencing. References must be numbered in the order in which they are mentioned in the text. Use the style of the examples below, which are based on the **International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals: Sample References**.

The titles of journals should be abbreviated according to the style used for MEDLINE. Avoid using abstracts as references. Information from manuscripts submitted but not yet accepted should be cited in the text as “unpublished observations” with written permission from the source. Papers accepted but not yet published may be included as references; designate the journal and add “Forthcoming”. Avoid citing “personal communication” unless it provides essential information not available publicly, name the person and date of communication, obtain written permission and confirmation of accuracy from the source of a personal communication.

Here are some examples of the references:

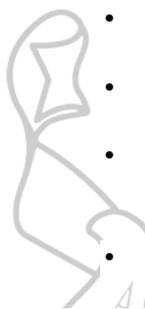
- a) **Article/Journal:**  
Zuckerman B, Frank DA, Hingson R, et al. Effects of maternal marijuana and cocaine use on fetal growth. *N Engl J Med*. 1989 Mar 23;320(12):762-8.
- b) **Chapter in Book:**  
Morris JN. The last weeks of life: does hospice care make a difference? In: MorV, Greer DS, Kastenbaum R, eds. *The hospice experiments*. Baltimore: Johns Hopkins University, 1988.
- c) **Government report:**  
National Center for Health Statistics. *Health, United States, 1989*. (DHHS Pub. no. [PHS] 90-1232.) Hyattsville, MD: U.S. Public Health Service, 1990.
- d) **Published conference presentation:**

Hinman AR. Progress over the last decade. In: Proceedings of the 24th Immunization Conference, Orlando (FL), May 21-5, 1990:17-20. Atlanta: Centers for Disease Control, 1990.

- e) **Unpublished conference presentation:**  
McJamerson E, Pearson W Jr. The declining participation of African American males in higher education: causes and consequences. Presented at: Mid-South Sociological Association Conference, Baton Rouge (LA), Oct 1989.
- f) **Material accepted for publication:**  
Hall LE, Callender CO, Yeager CL, et al. Organ donation in blacks. Transpl Proc [in press]
- g) **Other unpublished material** (cite in the text but not in the references):  
(B. Jones, personal communication)

**CHECKLISTS** are available for a number of study designs that should be part of submission,

- Randomized controlled trials (CONSORT) and protocols (SPIRIT)  
<http://www.consort-statement.org/>
- Systematic reviews and meta-analyses\* (PRISMA) and protocols (PRISMA-P)  
<http://prisma-statement.org/prismastatement/Checklist.aspx>
- Observational studies (STROBE)  
<https://www.strobe-statement.org/?id=available-checklists>
- Case reports (CARE)  
<https://www.care-statement.org/checklist>
- Qualitative research (COREQ)  
[http://cdn.elsevier.com/promis\\_misc/ISSM\\_COREQ\\_Checklist.pdf](http://cdn.elsevier.com/promis_misc/ISSM_COREQ_Checklist.pdf)
- Diagnostic/prognostic studies (STARD and TRIPOD)  
<https://www.equator-network.org/reporting-guidelines/stard/>
- Economic evaluations (CHEERS)  
<https://www.equator-network.org/wp-content/uploads/2013/04/Revised-CHEERS-Checklist-Oct13.pdf>
- Pre-clinical animal studies (ARRIVE)  
<https://arriveguidelines.org/resources/author-checklists>



(8) Review process

Authors are notified promptly when manuscripts are received. Manuscripts that pass an internal review are sent to at least two external reviewers who are experts in the topic area addressed by the paper. Reviewers provide comments to the editor, who relays them to the primary author. Reviews are double-blind (*i.e.*, neither authors nor reviewers know each other's identity or institutional affiliation).



(9) Specific guideline for specific type of paper

(i) Original papers

- a) Research reports, health policy papers, evaluations of innovative or otherwise noteworthy health and health care programmes.

b) Text

- (1) Clearly state the problem or issue at hand, describe past efforts to address it, and specify how the manuscript represents a new contribution to the field.
- (2) Note and discuss policy implications, as appropriate.
- (3) Include brief section headings. Research reports should contain the following sections: **Introduction**, **Methods**, **Results**, **Discussion**. Omit the **Introduction** section heading.
- (4) For any subheadings, use the following format:
  - 1<sup>st</sup> level subheading: **Boldface heading (with initial cap only) followed by period run into text;**
  - 2<sup>nd</sup> level subheading: *Italic heading (with initial cap only) followed by period run into text;* and
  - In cases where the primary heading, a 1<sup>st</sup> subheading, and a 2<sup>nd</sup> subheading all occurs in immediate succession, simply follow the same pattern. For example, **Methods Population studied. Demographic characteristics.** The population studied was.
- (5) List any acknowledgments and grant support at the end of the text under a new section heading, **Acknowledgments**.
- (6) The list of references should follow a section heading, **References**.
- (7) Word limit: 10,000 (including title page, abstract, main text, acknowledgement, disclosures, references, tables, and figure legends)

c) Tables

- (1) There is a **limit of 8 tables and figures**.
- (2) Type tables on pages separate from the text. Provide a title and consecutive Arabic numbering for each.
- (3) **USE TABS, NOT SPACES**, to separate columns when formatting tables. Alternatively, use the table formatting option in Microsoft Word.
- (4) Tables should be in black and white.
- (5) List source for table, as appropriate.

- d) Figures
- (1) Maps, diagrams, drawings, and figures (bar graphs, pie charts, etc.) must be rendered in sharp detail and appear in black and white.
  - (2) Include actual data. For figures that contain percentages, include raw numbers.
  - (3) List source for figure, as appropriate.
  - (4) Please refrain from using scanned figures, as we are unable to edit them.
- (ii) Review article
- a) Text
- (1) Clearly state the problem or issue at hand, describe past efforts to address it, and specify how the manuscript represents a new contribution to the field.
  - (2) Note and discuss policy implications, as appropriate.
  - (3) For any subheadings, use the following format:
    - 1<sup>st</sup> level subheading: **Boldface heading (with initial cap only) followed by period run into text;**
    - 2<sup>nd</sup> level subheading: *Italicized heading (with initial cap only) followed by period run into text;* and
    - In cases where the primary heading, a 1<sup>st</sup> subheading, and a 2<sup>nd</sup> subheading all occurs in immediate succession, simply follow the same pattern. For example, **Methods Population studied.** *Demographic characteristics.* The population studied was . . .
  - (4) Word limit: 10,000 (including title page, abstract, main text, acknowledgement, disclosures, references, tables, and figure legends)
- b) Tables
- (1) There is a **limit of 8 tables and figures.**
  - (2) Type tables on pages separate from the text. Provide a title and consecutive Arabic numbering for each.
  - (3) **USE TABS, NOT SPACES,** to separate columns when formatting tables. Alternatively, use the table formatting option in Microsoft Word.
  - (4) Tables should be in black and white.
  - (5) List source for table, as appropriate.
- c) Figures
- (1) Maps, diagrams, drawings, and figures (bar graphs, pie charts, etc.) must be rendered in sharp detail and appear in black and white.
  - (2) Include actual data. For figures that contain percentages, include raw numbers.
  - (3) List source for figure, as appropriate.
  - (4) Please refrain from using scanned figures, as we are unable to edit them.
- (iii) Case reports
- a) Text
- (1) Clearly state the problem or issue at hand, describe past efforts to address it, and specify how the manuscript represents a new contribution to the field.
  - (2) Note and discuss policy implications, as appropriate.
  - (3) For any subheadings, use the following format:
    - 1<sup>st</sup> level subheading: **Boldface heading (with initial cap only) followed by period run into text;**
    - 2<sup>nd</sup> level subheading: *Italicized heading (with initial cap only) followed by period run into text;* and
    - In cases where the primary heading, a 1<sup>st</sup> subheading, and a 2<sup>nd</sup> subheading all occurs in immediate succession, simply follow the same pattern. For example, **Methods Population studied.** *Demographic characteristics.* The population studied was . . .

- (4) Word limit: 2,000 (including title page, abstract, main text, acknowledgement, disclosures, references, tables, and figure legends)
- b) Figures
  - (1) There is a **limit of 3 figures**.
  - (2) Maps, diagrams, drawings, and figures (bar graphs, pie charts, etc.) must be rendered in sharp detail and appear in black and white.
  - (3) Include actual data. For figures that contain percentages, include raw numbers.
  - (4) List source for figure, as appropriate.
  - (5) Please refrain from using scanned figures, as we are unable to edit them.

## INDEXING GUIDELINES

This section mentions all requirements which JAMSA must fulfil to retain its indexing in relevant research databases.

### Crossref Indexation:

- (1) Crossref Website should be regularly checked for new updates and new membership rules can be implemented without prior notice as stated in Crossref Policies.
- (2) Annual Subscription charges are to be paid in January annually. Failure to do so can result in termination of their services.
- (3) Charges for indexing of each article can be paid quarterly or yearly, as JAMSA publishes biannually it is recommended to pay them with annual subscription charges.
- (4) AE (Indexing) is responsible for managing the Crossref account, registering accepted articles with Crossref and generating a unique DOI for each published manuscript.
- (5) AE (Indexing) is responsible for submission of metadata to Crossref.
- (6) The CEJAMSA is responsible for notifying and processing necessary expenditure documentation with the GT, VOICI and OC of AMSA International.

### Directory of Open Access Journals (DOAJ) Indexation:

- (1) Since JAMSA is a student run journal, JAMSA must have an Advisory Board of at least 2 PhD Professors from Medical background to maintain its indexing in DOAJ. Hence, the CEJAMSA-Elect must maintain the eligibility by recruiting/inviting a minimum of 2 PhD professors as advisors and update the list of Faculty Advisors on the website.
- (2) Open access policy and copyright policy should be always displayed on Journal Homepage. Hence, if existing policies are updated, the change must be implemented on the website as well.
- (3) The following information must be available online, and easily accessible from the journal homepage:
  - (i) Open access policy
  - (ii) Aims and scope
  - (iii) Editorial board (including institutional affiliations of all members)
  - (iv) Instructions for authors
  - (v) Editorial process (peer review)
  - (vi) Licensing terms
  - (vii) Copyright terms
  - (viii) Author charges
  - (ix) If a journal does not have any charges, then this must be stated

## SECTION 8: PROMOTIONAL GUIDELINE

- (1) Preamble



This guideline is generated in close reference to the Corporate Identity Guideline set by the DoPnP of AMSA International. The purpose of this guideline is to facilitate JAMSA's Identity on our social media Platforms but also to ensure consistency through future tenures of JAMSA's future MB.

(2) JAMSA in words

- (i) Non-compulsory description of JAMSA, which can be edited and built upon depending on the word count demand, as well as the audience.
- (ii) Full Context of JAMSA:

“The Journal of Asian Medical Students' Association (JAMSA) (ISSN: 2226-3403) is an international peer-reviewed, online open-access and student-led biomedical journal of the Asian Medical Students' Association (AMSA) International, a subsidiary of its own. Established in 2011, JAMSA is currently indexed in Ulrichsweb, Google Scholar, Index Copernicus, and Gale Cengage Learning. JAMSA was created to encourage student-led research and the development of critical skills necessary for medical students to become successful physician-scientists. JAMSA aims to provide medical students across Asia-Pacific and beyond with a high-quality journal in which they can publish original research articles, review articles, case reports, and prospective articles.

The vision of JAMSA is to bring international recognition to the research work of young researchers, including but not limited to the chapters of JAMSA, without having them to pay hefty publication costs. JAMSA welcomes all forms of scientific articles including original research articles, reviews (systematic as well as narrative), meta-analyses, case reports, letters to the editor, commentaries, perspectives, etc., related to medicine, public health, and biomedical sciences.”

In about 50 words

“The Journal of Asian Medical Students' Association (JAMSA) (ISSN: 2226-3403) is an international, online open-access, peer-reviewed, student-led biomedical research journal of the Asian Medical Students' Association (AMSA) International. Established in 2011, JAMSA published its first issue in the year 2012. It is currently indexed in Ulrichsweb, Google Scholar, Index Copernicus and Gale Cengage Learning.”

(3) The logo of AMSA

- (i) Description of the JAMSA Official Logo.
  - a) The logo in part includes the logo of AMSA International and the use of JAMSA's logo in part or excluding AMSA International's logo is prohibited. Unless approved by the CEJAMSA and DoPnP AMSA International.
  - b) The logo and its design should not be modified or adjusted in any way, including but not limited to the aspect ratio, shape, font, etc.



Figure 1: The JAMSA Logo

- (ii) Use of the JAMSA logo
  - a) Colour changes
    - (1) The colour variations should be limited to full-colour changes, such that the corporate identity of the logo is not affected.
    - (2) The colour of the logo should not make it difficult for viewers to distinguish

- between the background and the logo.
- b) Font changes
    - (1) Under no circumstances are the fonts/typeface in the logo allowed to be changed.
  - c) Design changes
    - (1) Under no circumstances are the design of the logo allowed to be changed.
  - d) Size of the respective logo
    - (1) The sizes of the respective logos shall be at the discretion of the designer, such that:
      - (i) In printed materials it is comfortably viewed at a reasonable distance; and
      - (ii) In web materials it is comfortably viewed in standard zoom on devices.
  - e) Acceptable and unacceptable usages
    - (1) Acceptable usages
      - (i) Use of the full colour, full white, or full black logo are acceptable in most circumstances.
      - (ii) Changes in the background to different colours (so long as they are within the guideline for colours) are acceptable.
      - (iii) The logo colour shall be used so that it is easy for the viewer to distinguish the details and typeface of the respective logo.
    - (2) Unacceptable usages
      - (i) Any changes to the colour that is not in accordance with Section 8: 3 (ii).
      - (ii) Any changes to the design, typeface, or organisation of the logo and its typeface.
  - f) Inappropriate usage of the JAMSA Logo may lead to rejection of publication to social media or official channels.
  - g) In all publications, the JAMSA logo shall appear in very certain orientations for consistency.
- (iii) The fonts of the JAMSA
- a) Usage of JAMSA font
    - (1) Printed materials
      - (i) The official JAMSA font is to be used on JAMSA letterheads and all official documents.
      - (ii) The font size should not be smaller than 10pt. 11pt is the preferred body text size for an A4 document.
      - (iii) On a standard printed page, body text must be black on a white background, headings should be either blue or black (Refer to 'JAMSA's Colour' in AMSA International Corporate Identity Guideline).
      - (iv) The colour scheme suggested to be followed in accordance with AMSA International's CIG must include but not be limited to
        - Dark Blue - #213c76
        - Mid Blue (primary) - #0054aa
        - Light Blue - #5ca5e6
        - Grey I - #d0d4d3
        - Grey II - #eadedc
    - (2) Web materials
      - (i) On a standard webpage, the font size should not be smaller than 12pt.
      - (ii) The colour should be eligible for all devices, such that a light colour type should not be used on a light background, and a dark colour type should not be used on a dark background.
      - (iii) There should be a clear distinction between headers, either by use of colours, font size, or font variation.
    - (3) Corporate typeface

- (i) Montserrat is the corporate typeface of AMSA International, thus JAMSA. All accompanying subtext for JAMSA's logo must use this font. The font is also used for general use in non-printed media.

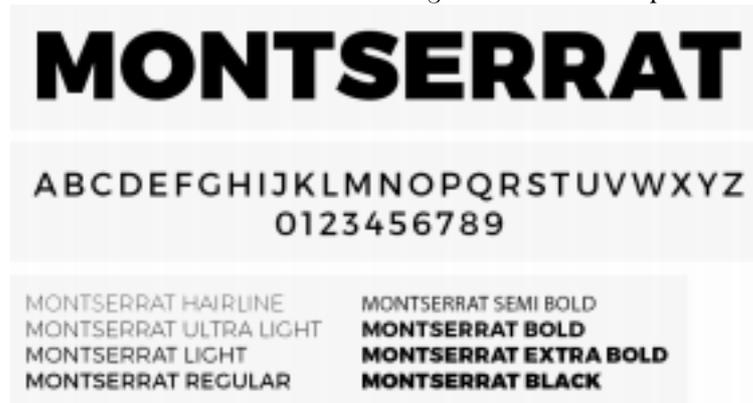


Figure 2: Montserrat and its variations

- (4) Use of Montserrat variations
  - (i) Montserrat Regular should be used for all body text in non-printed media. However, Montserrat Light or Ultra-Light can be used so long as it is still easily legible.
  - (ii) Montserrat Bold, Extra Bold, and Black should be used for headers. However, this is at the discretion of the designer.
- (iv) Supporting typefaces
  - a) All JAMSA documents use Baskerville for printed materials or letters.
  - b) Use of Baskerville variations
    - (1) Baskerville Regular shall be used on all body text in printed materials.
    - (2) Italic and Bold shall be used where necessary for distinguishing certain text (such as titles, names, etc).
    - (3) Use of other fonts and typefaces for designing promotional material and Social Media Campaigns of JAMSA should be avoided, although is not prohibited and prior approval of ME (Public Relations) is required.
- (4) Promotional request
  - (i) For any activity to be promoted through our social media platforms, the approval of ME (Public Relations) is obligatory.
  - (ii) In case of any specific design request, the ME (Public Relations) is to be informed at least 5 days before the requirement.
  - (iii) The concerned SE should inform at least 7 days before the promotional activity is to be initiated and at least 14 days of the event, so as to ensure we make use of our potential.
  - (iv) The type and duration of social media promotions is decided by the ME (Public Relations) with the approval of CEJAMSA and their decision will be final and abiding.
  - (v) All types of social media promotions shall not act in any way opposite to the Communication and Multimedia Act 1998 of Malaysia.
- (5) Any task or communication to the Public Relations Executives is through the ME (Public Relations) only, who will on discretion, decide the work distribution and time to be allotted.

## SECTION 9: WEB GUIDELINE

- (1) Preamble  
JAMSA is an online journal and is accessible to the public. It also serves as the point of access to authors to submit their manuscripts or content.
- (2) Official URL

- (i) The JAMSA of AMSA International is published at the official website of AMSA International (<https://jamsa.amsa-international.org/>).
- (ii) No other web URL or redirections should be in place of the mentioned URL.
- (3) General content policy
  - (i) JAMSA website can only display content that is approved by the EB.
  - (ii) Permissible contents
    - a) Manuscripts and other publications that are deemed to be suitable by the EB.
    - b) Announcements with regards to the activities of JAMSA or the research publications.
    - c) Information about the JAMSA Board including the Editorial Team and the Management Team and their official contact details.
    - d) Editorial policies, guidelines, and journal style sheets.
    - e) Information about the reviewers of the journal.
    - f) Information about previous JAMSA Board members and Journal Reviewers.
    - g) Any type of media allowed and permitted by the JAMSA Board.
    - h) Advertisements that are allowed by the CEJAMSA.
  - (iii) Prohibited contents
    - a) Any obscene content like violent graphics or pornography.
    - b) Any content that encourages or facilitates hateful behaviour towards any person or group of persons.
    - c) Any content that exposes private and personally identifiable information of an individual, without the consent of the individual.
    - d) Any content that is not in line with the principles and ethos of AMSA International and JAMSA.
    - e) Any content that is not permitted or approved by the JAMSA Board.
    - f) Any illegal content that goes against international conventions or ethical guidelines.
    - g) All illegal content that specifically goes against the Communication and Multimedia Act 1998 of Malaysia.
  - (iv) Advertisement
    - a) Advertisements, in general, on the website can only be allowed if permitted by the CEJAMSA.
    - b) All advertisements, and their designs, must be approved by the CEJAMSA prior to publication.
    - c) Advertisements cannot contain any prohibited content as detailed in (3):(iii) of this section.
    - d) Advertisement location, duration and size will be decided and agreed upon by the CEJAMSA, ME (Web and Publication) and ME (Public Relations) prior to publishing.
  - (v) Management of the website
    - a) The website will be managed and maintained by the ME (Web and Publication) along with the Web Executives.
    - b) To manage the website a Content Management System (CMS) should be deployed.
  - (vi) Access policy
    - a) The JAMSA Website frontend should be accessible by the public with no restrictions whatsoever.
    - b) The CMS can only be accessed by the ME (Web and Publication), Web Executive, CEJAMSA, DoIT of AMSA International, or any other person permitted by the EB or CEJAMSA.

- c) Authors of manuscripts can be given special access to the CMS, that restricts their role only to allow for submissions of manuscripts and that does not allow for any content changes to the website.
  - d) The cPanel of the website can only be accessed by the ME (Web and Publication), Web Executive, CEJAMSA, DoIT of AMSA International, or any other person permitted by the EB or CEJAMSA.
- (4) Content management
- (i) Content Management System (CMS)
    - a) CMS should be selected based on ease of use and publications, cost effectiveness and efficiency of workflow.
    - b) The selection of the CMS can be up for discussion with ME (Web and Publication), CEJAMSA and DoIT of AMSA International,
  - (ii) Web hosting, server, and domains policy
    - a) The ME (Web and Publication) should work to ensure that web hosting services and servers be selected based on its accessibility, uptime, security, bandwidth, storage, and cost. A domain provider can be selected based on cost and domain security.
    - b) ME (Web and Publication), along with the DoIT should ensure an appropriate service is selected based on the features mentioned in the (4):(i) of this section.
  - (iii) Security and privacy policy
    - a) ME (Web and Publication) should ensure the security of the website is maintained with timely checks for vulnerabilities and security updates in the server and software used.
    - b) If any security compromise is suspected, then the CEJAMSA and DoIT of AMSA International should be notified immediately.
    - c) In case of a security compromise, the ME (Web and Publication) should implement strategies to mitigate the issue and rectify the issue as soon as possible, along with the help from DoIT of AMSA International.
    - d) If any private data of the authors or users has been exposed or compromised, the ME (Web and Publication) should notify the affected users immediately.
    - e) Any private information or data provided by the author(s), should not be exposed to the public, or shared with the public in any case without the consent of the author(s).
    - f) Any private information or data provided by the author(s), should not be shared with any third party in any case without the consent of the author(s).
    - g) If the website collects information for cookies, then the end user must be notified when they first visit the page and ask for their consent to get the data.
  - (iv) Backup policy
    - a) To ensure security and better data recovery options, the ME (Web and Publication) should ensure a timely backup of the website data is collected in regular intervals.
  - (v) Data availability policy
    - a) ME (Web and Publication) should work to ensure that the website is up and running ninety-nine percent of the time.
    - b) Public data should be visible on the website without any obstruction at all times.
    - c) If the public data cannot be accessed or seen to the public for any reason, the ME (Web and Publication) should work to ensure that the website is up, and that data can be accessed as soon as possible.
  - (vi) Website design and accessibility policy
    - a) The designs of the JAMSA website should adhere to the Corporate Identity Guideline set by AMSA International in its published content wherever and whenever possible.

- b) ME (Web and Publication) should ensure that the website follows conventions of design at the present time and the design is appropriate for the purpose and use in a biomedical research journal.
- c) ME (Web and Publication) should work to ensure that the website code is validated by using the tool provided by the W3C Consortium at [validator.w3.org](http://validator.w3.org) whenever practicable.
- d) ME (Web and Publication) should ensure that the website follows the conventions and guidelines set in the “Web Content Accessibility Guidelines (WCAG)” of the W3C Consortium.

## SECTION 10: PUBLICATION GUIDELINE

- (1) Preamble  
This guideline describes the publication style of JAMSA that the journal has to adhere to, in its printed and web publications. Unless otherwise specified, this guideline will follow the style & format set by the ‘Corporate Identity Guideline’ of JAMSA. This guide shall not limit or alter any content of any manuscript submitted to the journal. It will direct the style used by the published document.
- (2) File formats
  - (i) JAMSA will publish its journal in the following three formats:
    - a) In Portable Document Format or PDF (For print and web versions);
    - b) In Extensible Markup Language or XML (For publication in web); and
    - c) In Hypertext Markup Language or HTML (For publication in web).
- (3) Availability and implementation
  - (i) This guide should be available to all authors, before and at the point of submission of the manuscript.
  - (ii) Once implemented, this guide shall be valid permanently, unless the EB decides to rescind, update, or modify it.
- (4) Document structure
  - (i) Articles or documents submitted should follow the following structural arrangement and requirements.
    - a) Title page with authorship
    - b) Abstract and keywords
    - c) Text
    - d) Conflicts of interest
    - e) Acknowledgement (if any)
    - f) References
    - g) Tables
    - h) Figures
    - i) Legends (if any)
- (5) Cover letter
  - (i) Each submission should be accompanied by a cover letter.
  - (ii) Cover letter should be addressed to the CEJAMSA.
  - (iii) It also must state that the research has received institutional review board (IRB) approval, when suitable, and that the paper is neither presently under consideration at another publication nor will be while it is under consideration with JAMSA.
- (6) Title page
  - (i) The title page should contain:
    - a) Title of the article (**concise, no abbreviations, maximum 20 words**);
    - b) Full names of authors (**without academic title**);
    - c) Author’s affiliation [**name(s) of department(s) and institution(s)**];
    - d) Disclaimers (**if any**);

- e) Corresponding author's name, mailing address, telephone and fax numbers, and e-mail address (**E-mail address of the corresponding author will be published along with the article**);
  - f) Source(s) of support in the form of grants, equipment, drugs, or all of these (**if any**);
  - g) Short running title [**maximum 40 characters (letter and spaces)**];
  - h) Word counts [**A word count for the text only (excluding abstract, acknowledgments, tables, figure legends, and references)**]; and
  - i) Number of figures and tables.
- (7) Style guideline
- (i) Language style
    - a) All articles published in JAMSA should be in English Language and specifically in English (United States).
  - (ii) Typeface and font size
    - a) Typeface refers to the font used in writings of publications in JAMSA.
    - b) In accordance with the 'Corporate Identity Guideline', JAMSA will use 'Montserrat' as the main general use typeface.
    - c) Typeface 'Baskerville' can be used for any supporting text.
    - d) Font size should be '**12pt**' on web published articles and '**11pt**' on printed publications.
  - (iii) Document formatting
    - a) Document should be formatted in **left alignment** and should avoid using 'justify' alignment whatsoever.
    - b) Paragraph alignment should be on **Left-to-Right** settings.
    - c) Headings and subheadings should be marked clearly separated from the body text, either with **Bold** emphasis, larger font size than body text, Capitalisation or on a separate line above the body text.
    - d) Ordered lists should use **Hindu-Arabic numerals** and not **Roman numerals**. Sub lists should use decimals in the **Hindu-Arabic numerals**.
    - e) Unordered lists should use circular, filled-in bulleted points. Checkmarks or checkboxes (Cross & Ticks) can be allowed in regard to the context of the list. Clip arts or graphics of any type cannot be accepted as bullet points.
    - f) Single Line spaces should be used or 1.15 in spacing.
    - g) Each page (except from the Cover page and last blank page) should have a header that includes the name of JAMSA, volume and issue number, and issue date.
    - h) Each page (except from the Cover page and last blank page) should have a footer with the page number in **Hindu-Arabic numerals**.
  - (iv) Tables
    - a) Each table in the document should be accompanied by a title that is concise and clear.
    - b) Typeface, font size and numbering should follow the styles defined in (7) of this section.
    - c) Each column of the table should have a title.
    - d) Each table should be accompanied by a footnote at the end of the table, explaining the content of the table and providing any abbreviation details used in the table.
    - e) The table should be cited in the body text of the document.
    - f) If the table is taken from an external source, a written permission of the author(s) should be provided with the table and should refer to the original table.
    - g) If the data in the table is referred from an external source, the original author(s) should be acknowledged fully.
  - (v) Figures and images

- a) This section pertains to figures, images (scanned or digital), drawings, flowcharts, photomicrographs, and specimen photos that can be embedded in the document. Hence any reference with 'Figures and images' is interchangeable with any of the aforementioned types of media.
  - b) Any figure and image that needs to be embedded in the document, should be in JPEG, PNG, or TIFF format.
  - c) For print versions, the colour scheme should be CMYK.
  - d) For web versions, the colour scheme should be RGB.
  - e) Figures & Images should be in 300dpi (dots per inch) resolution.
  - f) Figures & images should accompany a detailed explanation of it (the caption). Captions should be self-explanatory.
  - g) Photomicrographs, pathological specimens, and microscopically magnified images should have scale or size markers on the image.
  - h) Intellectually copyright protected figures & images and images of persons that can be potentially identifiable will not be allowed without the written permission of the author and of the person. Only public domain images can be allowed without a written permission.
- (vi) Units of measurements
- a) JAMSA should adopt and use the SI system as defined by the General Conference on Weights and Measures and in accordance with its latest guideline, for measurements in its documents.
  - b) SI units should be abbreviated such as m for meter and kg for kilogram in accordance with the Style Manual for Biological Sciences.
  - c) Drug concentrations can be provided in either mass unit measurements or units of the SI system. However, it should be accompanied by an alternative measurement in parenthesis if applicable.
- (vii) Scientific names
- a) Where relevant, scientific names should be used in the journal, along with the conventional name used for the species.
  - b) Scientific names of species should be written in binomial nomenclature and other formats deemed applicable by relevant international conventions.
  - c) The whole scientific name should be italicised. First letter of the genus name should be capital but the whole species name should be in lowercase.
  - d) The scientific name can be shortened for easy usage, by using the initial of the genus from the second usage of the particular name in the document. First usage should always be in full form.
  - e) If two species of the same genus are used together, the genus name can be shortened to its initials.
  - f) If two species of different genera are used together, then, the full genus name should be used for the name being referred for the first time in the article.
- (viii) Referencing style
- a) JAMSA conforms to the **Vancouver style** of referencing. Hence this style should be used for the references in JAMSA's documents.

## SECTION 11: CONFERENCE OPERATIONS

- (1) Abstract Submission Guideline
  - (i) The abstracts for Scientific Paper/Scientific Poster/White Paper Presentations for AMSA International Academic Competitions shall be submitted through the Journal of Asian Medical Students' Association's (JAMSA's) Open Journal System (OJS) Platform. Submissions will be accepted until the due date. Candidates can access the submission portal here: <https://jamsa.amsa-international.org>

- [international.org/index.php/main/about/submissions](http://international.org/index.php/main/about/submissions).
- (ii) The Corresponding Author of the manuscript should make the submission. Should the relevant user have not created an account with JAMSA, an account has to be created.
  - (iii) During submission, candidates have to select either “Scientific Paper,” “Scientific Poster,” or “White Paper” as the type of abstract submitted.
  - (iv) The abstract and Letter of Nomination (accessible at JAMSA's OJS) must be submitted via OJS platform only.
  - (v) Letter of Nomination (LoN) must be submitted in a PDF format. Performa of the LoN can be found [here](#). The LoN must abide by the given format.
  - (vi) The abstract must be submitted in a **DOCX** or **RTF** file under “Article Text”. No personally identifiable information (i.e., name, institution, AMSA Member) must be included in this file. Information about the authors, keywords, and references (if any), should be entered into their appropriate fields on the Submission Portal and should NOT be included in the DOCX or RTF file.
  - (vii) The stepwise guide for article submission through JAMSA Submission Portal can be found here: [JAMSA Submission Manual](#).
- (2) Abstract editorial review process by JAMSA.
    - (i) Submitted abstracts will be evaluated and processed by conducting the preliminary editorial review (i.e., formatting, word count, plagiarism-check, and following up on revisions from authors) by the AE (Conference Publications) and the Editors (Conference Publications) and will be handed over to the Editorial Team appointed by the Academic Head of the Conference for the selection of the presenters.
    - (ii) A pre-decided number of Finalist presenters for each respective category will be announced by the COC. Only selected finalists will have to submit their full presentation and paper/poster/video.
    - (iii) Candidates will be notified of the outcome via the OJS platform. As well on Conference Communication Platforms (social media platforms, WhatsApp, Email, Telegram, etc whatever would be used for that conference in specific)
    - (iv) Should edits to the submission be required by JAMSA or the Academic Head, the authors should submit revised entries via OJS within 48 hours. If the revised entries are not received within the deadline, it will deem the submission invalid.
  - (3) Role of the EB of AMSA International Conference Publications.
    - (i) The AE and Editors (Conference Publications) shall conduct the preliminary editorial review (i.e., formatting, word count, plagiarism-check, and following up on revisions from authors) & send back the abstracts for revision (if any) before handing it to the Academic Head of the Conference for final selection.
    - (ii) The AE (Conference Publications) shall be responsible for publishing the PDF format of the abstract book, along with the Editors (Conference Publications), JAMSA's Public Relation Team & Web & Publication Team.
    - (iii) The ME (Web and Publications), along with the Publication Executives, will produce and release the HTML version of the abstracts along with the release of the PDF format on the website of JAMSA, at least one week before the first day of the conference.
    - (iv) JAMSA will assign the abstracts to the Academic Head of the Conference with OJS accounts to access, control, and process all works submitted for the Abstract Book.
  - (4) Abstract Book Guideline
    - (i) Definition
 

The abstract book is a compilation of all conference abstracts or any in-depth analysis of a particular subject and is often used to help the reader quickly ascertain the paper's purpose. In JAMSA, we propose a partnership with COC to publish an abstract book consisting of scientific paper abstracts, scientific posters, and white papers.

- (ii) Content
- a) Title and Cover of Abstract Book, please include JAMSA's logo on the cover. You can find and download the logo [here](#).
  - b) Table of Contents, consisting of the details of the book.
  - c) Brief introduction about Abstract book and its EB, consisting of contributors to the abstract book. Please include a corresponding contributor along with his/her email and affiliation, which will serve as a spokesperson for queries relating to the abstract book.
  - d) Brief introduction about JAMSA & foreword by the CEJAMSA of JAMSA.
  - e) Brief introduction about the conference & foreword by the HOC or the Academic Head of the conference.
  - f) Abstracts of the Scientific Papers, Scientific Posters, and White Papers.
  - g) Others:
    - 1) Sponsors and supporters of JAMSA, including but not limited to JASMA's research competition & workshops.
    - 2) Any other required information (to be published at the discretion of the EB AMSA International Conference Publications).
- (iii) Abstract Structure Format
- a) All abstracts must be submitted in English (United States) with accurate grammar suitable for publication.
  - b) Acronyms or abbreviations can be used in the abstract only if they are defined when first used.
  - c) Diagrams, illustrations, graphs, images, tables, references, or graphics are NOT allowed in the abstract.
  - d) Abstract Title must adhere to the following guidelines:
    - 1) Word limit: maximum 20 words.
    - 2) Avoid abbreviations or acronyms in the title.
    - 3) Use title casing - All words are capitalised except for "minor" words (typically articles, short prepositions, and some conjunctions) unless they are the first or last word of the title.
  - e) Scientific Poster & Paper Abstract Format:
    - 1) Word limit: Maximum 250 words.
    - 2) The abstract MUST contain information under the following subheadings:
      - i) Introduction
      - ii) Objective
      - iii) Method
      - iv) Result
      - v) Conclusion
  - f) White Paper Abstract Format: JAMSA shall publish white paper abstracts in whatever format the COC accepts White Papers. Corrections would be requested to all those authors who do not follow the format guidelines laid down by the relevant COC.
  - g) Each abstract should start from a new page only.
  - h) Page mentioning sponsors and supporters must not intervene in the pages consisting of the abstracts and other contents of the Abstract book as mentioned above.
  - i) Do not insert links referring to any external files to the abstract book. Any file desired for publication should be incorporated into the abstract book.
  - j) Rights and obligations
    - 1) COC (Client)
      - i) Rights
        - Publish an abstract book through JAMSA.

- Retain the copyright of publication for citation and reproduction, with credits to the authors of corresponding papers.
- ii) Obligations
  - Ensure that all contents adhere to the guideline.
  - Conduct a fair abstract selection review process to ensure that it does not allude to sensitive issues (i.e., ethnicity, religion, race, and inter-group relations).
- 2) JAMSA (Publisher)
  - i) Rights
    - Right of first publication of full-length papers of the top three winning abstracts published in the JASMA's Abstract Book.
    - EB is able to conduct any discussion of the non-exclusive distribution of the work.
    - The EB is free to layout and design the abstract book.
  - ii) Obligations
    - Publish the abstract book during the given timeline.
- k) Timeline/Deadline
  - 1) JAMSA gives the EB the freedom to arrange the timeline for the assembly of the Abstract Book, as long as it still fits the timeline for publication. EB failing to meet the timeline for publication will be subject to the consequences.
- l) Checklist
  - 1) Title and cover.
  - 2) JAMSA's logo on the cover.
  - 3) EB of Abstract book.
  - 4) Brief introduction about JAMSA & the Conference.
  - 5) Forewords.
  - 6) Table of Contents.
  - 7) Abstracts of scientific papers, posters, and white papers.
  - 8) Each abstract starts on a new page.
  - 9) Page numbering at the bottom of the page.

## SECTION 12: JAMSA RESEARCH CONTEST OPERATIONS

- (1) Preamble
  - (i) In line with the objectives of JAMSA of granting medical students' opportunities and experience in scholarly works and publications, JAMSA shall organise and execute Research Contest or related activities during the tenure.
- (2) Definition
  - (i) A Research Contest shall be defined as an activity, duly organised and independently run by the EB, that involves the solicitation of submissions, a judging process, and the awarding of a monetary sum or an in-kind prize, regardless of quantum.
- (3) Relation to the typical scholarly activity of JAMSA.
  - (i) Research Contests shall be separate from the general scholarly publishing activities of JAMSA.
  - (ii) Manuscript submissions for the purpose of scholarly publishing shall be excluded unless such manuscripts are submitted for the purpose of a Research Contest.
  - (iii) No manuscript or scholarly work submitted for any Research Contest, regardless of whether such manuscript or scholarly work has been awarded a prize or otherwise, shall be accepted for publication in JAMSA without first passing the Standard Peer Review process stipulated for scholarly works submitted to JAMSA.
  - (iv) Typical Scholarly Activities of JAMSA will be prioritised. Research Contests shall be auxiliary activities of JAMSA. No Research Contest shall be organised if there are

significant delays and backlogs, whether they are incumbent or expected, in the typical scholarly activities of JAMSA.

- (4) General
- (i) Prescribed number of Research Contests held annually.
    - a) There shall be no stipulation as to the minimum number of Research Contests to be held in each tenure.
    - b) Likewise, there shall be no limit to the maximum number of Research Contests or related activities in a tenure, provided that the EB has sufficient capacity to organise the same.
  - (ii) Primacy of scientific merit.
    - a) Scientific merit shall be the primary adjudication criteria for all Research Contests.
  - (iii) Same level of professionalism and ethics.
    - a) The same standard of professionalism and ethics observed and implemented in scientific publishing shall be expected and maintained in the conduct of Research Contests.
  - (iv) Independence from external interference.
    - a) The CEJAMSA, and the SEs of JAMSA, should work to ensure that the Research Contest is free from external interference. The Research Contest shall never be planned or be conducted to primarily serve the commercial interests of third parties. Decisions made in every step of the planning and execution of the Research Contest shall never be done solely to respond to or to entertain the requests of external third parties.
  - (v) Prohibition of affirmative action
    - a) No person or groups of people shall be always granted affirmative action in the adjudication process on any basis.
  - (vi) Conflicts of interest
    - a) The same policies and principles regarding conflict of interest in the setting of academic publishing is applied for the Research Contest.
  - (vii) Appeals and finality of decisions
    - a) All participants will be allowed to appeal decisions made in the Research Contests to the CEJAMSA and the SEs of JAMSA.
    - b) The decision of the CEJAMSA shall be final and executory.
  - (viii) Copyright transfer
    - a) The copyright of all works submitted for the Research Contest shall belong to JAMSA.
- (5) Operational conduct
- (i) Decision to organise a research contest.
    - a) Any decision to hold a Research Contest must be decided by a majority vote (fifty percent plus one) of the JAMSA SEs sitting in quorum. This decision must be recorded in the JAMSA Meeting Minutes and announced to the JAMSA EB.
  - (ii) Establishment of a Research Contest Committee.
    - a) A Research Contest Committee must be established for each Research Contest. This Committee shall be responsible for the organisation, planning and execution of the Research Contest. This Committee's tenure shall begin on the day of their confirmation and shall end when the By-law promulgated for the Research Contest expires.
  - (iii) Composition of the Research Contest committee.
    - a) The Committee, at a minimum, shall be composed of a Director and a Deputy Director. The Director is allowed to form a Committee with a structure and requirements of choice.
    - b) The Director of the Committee should be a bona fide member of the SEs of JAMSA and shall be responsible for the running of the Research Contest.

- c) The Deputy Director of the Committee should be a bona fide member of the EB and shall be responsible for assisting the Director in the running of the Research Contest.
  - d) The Director and the Deputy Director shall be chosen through popular vote by the SEs. This requirement may be waived at the discretion of the CEJAMSA should the positions be a walkover.
  - e) The Research Contest Committee shall meet regularly to plan for the Research Contest. All major decisions made by the Committee must be registered with and assisted by the CEJAMSA, whereby the CEJAMSA is not a member of the Research Contest Committee.
  - f) The CEJAMSA, or the SEs sitting in quorum, may remove or replace the Director or Deputy Director of the Research Contest Committee for misconduct or poor professional work performance.
- (iv) Establishment of Research Contest By-law
- a) The Research Contest Committee shall within 4 weeks of its formation, prepare and submit Research Contest By-law to the CEJAMSA and the SEs of JAMSA.
  - b) The Research Contest By-law is an internal document outlining the plans of the Research Contest, which will include, to wit:
    - (1) The stated objectives of the Research Contest;
    - (2) The target audience of the Research Contest;
    - (3) The timeline for the conduct of the Research Contest;
    - (4) The general mechanics of the Research Contest, including topic requirements and restrictions, eligibility criteria, method of submission, criteria for adjudication, the number of winners and the prizes for winners. This shall be termed as "Contest Guideline" and shall be available to the public;
    - (5) A schematic, or its text equivalent, on how submissions will be received, processed, and adjudicated;
    - (6) The policy with regards to the selection of adjudicators, the process of adjudication, and appeals;
    - (7) The publicity plans; and
    - (8) The proposed budget, if applicable.
  - c) This Research Contest By-law will be considered promulgated and in effect when it is presented to and is approved by the CEJAMSA. The CEJAMSA may recommend modifications or veto certain provisions of the By-law.
  - d) The By-law shall be deemed to have expired or lapsed once all prizes have been awarded or when all appeals are decided, whichever is later.
- (v) Modification of Contest By-law
- a) Modifications of promulgated By-law shall be allowed before public announcement of the Research Guideline. Modifications shall be discussed with and assented by the CEJAMSA prior to their promulgation.
  - b) Modifications of promulgated By-law after public announcement of the Research Guideline will only be permitted if it does not alter the general mechanics and the policy of selection of adjudicators or the process of adjudication. Modifications shall be discussed with and assented by the CEJAMSA prior to their promulgation.
  - c) The policy for modifications of promulgated By-law after public announcement of the Research Guideline that relates to the selection of adjudicators, or the process of adjudication should be avoided. Such changes may only be approved by the CEJAMSA and most of the SEs of JAMSA sitting in quorum.
- (vi) Publication of Contest Guideline.
- a) All Research Contests shall have a published documentation listing out the general mechanics, submission instruction, timelines and deadlines, the

- adjudication criteria, and the prizes to be awarded. This documentation, termed as “Contest Guideline”, shall be readily and easily available to any interested participant at the time when entries to the Research Contest are being accepted.
- (vii) **Modification of General Mechanism and Contest Guideline**
- a) Modifications to the Contest Guideline will not be allowed after they are published unless such modification(s) is/are merited to correct a fundamental flaw in the planning process.
  - b) All modifications should be approved by a majority vote of the Research Contest Committee, and such decisions should receive the assent of the CEJAMSA.
  - c) Any alterations to the Contest Guideline after they have been initially published shall be made public as soon as possible.
  - d) Copies of the revised Contest Guideline shall be sent to those who have already submitted their entries. Participants who have submitted entries prior to the release of the revised Contest Guideline shall be allowed to resubmit their work without disadvantage.
- (viii) **Eligibility Criteria**
- a) The Research Contest Committee shall have the right to set the eligibility requirements for participation in the Research Contest.
  - b) Members of the Research Contest Committee will not be eligible to participate in the Research Contest they are organising. The JAMSA EB will have to recuse when matters pertaining to their submissions are being discussed or adjudicated.
  - c) No rule prohibiting or excluding certain groups of people based on their race, creed, political beliefs, and/or national origin may be promulgated.

### **SECTION 13: JAMSA SOCIAL MEDIA CAMPAIGN OPERATIONS**

- (1) Social Media Campaigns are to be organised from time to time, by the ME (Public Relations).
- (2) The theme, dates and model of the campaign will be decided on the discretion of the ME (Public Relations) and will be subjective to the work availability of the Management Team of Public Relations.
- (3) All the research related material required for the campaign will be provided by the EB, with at least one-week notice prior to the campaign.
- (4) The content of the campaign should follow AMSA International Secretariat and Corporate Identity Guideline and will be approved by the CEJAMSA before it is a publication on social media.
- (5) In case of any collaboration, ME (Public Relations) will be responsible for any communication with the external party and deciding upon the terms & condition of the partnership.

### **SECTION 14: JAMSA RESEARCH WORKSHOP OPERATIONS**

- (1) **Preamble**
  - (i) JAMSA research workshops are aimed at introducing article writing and research tools to participants. The workshops will also serve as a platform to introduce the potential authors with the structure and procedures of the JAMSA peer-review process. It is suggested that JAMSA research workshops should be conducted virtually.
- (2) **Phase 1: Pre-workshop (Planning and preparing)**
  - (i) Define the purpose of the JAMSA research workshop
    - a) The organising team of the workshop should identify the purpose of the workshop as it is linked to the topics to be discussed in the workshops.
    - b) The workshops can be designed according to the research knowledge levels of the participants.
    - c) The purpose and conduct of the JAMSA workshops should not violate the

- AMSA International Constitution and associated guidelines.
- (ii) Create the framework of the workshop
    - a) Brainstorm the workshop's contents (Types of research articles, peer-review process etc.).
    - b) Assign moderator and note-taker roles and responsibilities.
    - c) Determine the mode(s) of deliverance and formulate questions.
    - d) Invite AMSA Alumni/experienced authors/editors/postgraduate students to share tips in producing high-quality SCI papers.
    - e) Consider the time available (preferably 90 minutes to 3 hours).
  - (iii) Identify participants or audience
    - a) Figure out the characteristics of participants (regions, research experiences, level of interests, needs etc.).
      - (1) Confirm the workshop size and the composition of the group according to the organising team's capacity and capability.
    - b) Promotions of the workshop
      - (1) The promotions of the JAMSA workshop should be done with the help of AMSA International, JAMSA Public Relations Team, CRs etc. in various social media platforms.
    - c) Finalise event details, logistics and prepare all necessary resources needed
      - (1) The organising team should incorporate sponsor partner's requirements (according to agreement and tiers of sponsorship) into the workshop. (if any)
      - (2) Make up pre-event and post-event evaluation forms.
      - (3) Determine the equipment needs of the presenter, handouts, and other learning material for participants 7 days before the workshop.
  - (3) Phase 2: During workshop (Implementation & execution)
    - (i) The organising team may set up some ground rules for participants to ensure the flow of the activity.
    - (ii) Welcome and introduction of the moderator and organising team.
      - a) The moderator should formally welcome all participants to the workshop and provide a brief synopsis of the session.
      - b) The moderator should introduce the background of each speaker.
    - (iii) The organising team should be responsible for observing the meeting and adhering to strict schedule and time management.
    - (iv) A post-event thank-you note, or certificates should be presented and offered to the speakers of the workshops by the organising team.
  - (4) Phase 3: Post-event (Follow-up and analysis)
    - (i) If the organising team agreed to send anything to participants (materials, bibliographies, etc.), they should do it as soon as the workshop ends via official email etc.
    - (ii) Conduct post-event evaluations, data analysis and feedback note soon after the workshop. The workshop evaluations provide concrete feedback to the facilitator about how the workshop was received.
    - (iii) The post-event impact reports should be made and be sent to the sponsor partners. (if any)
    - (iv) The note-taker of the workshop should write a short report summing up the details of the workshop. (if any)

## Asian Medical Student' Association International CONFERENCE GUIDELINE

### PREAMBLE

AMSA International upholds three main philosophies of Knowledge, Action, and Friendship. In line with these, AMSA International conducts annual conferences as one of its main activities.

Conferences are organised with the following objectives:

- 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 Member;
- 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.

This guideline is created in accordance with the AMSA International Constitution. They are intended to guide the COC in planning and carrying out an AMSA International conference. By agreeing to host an AMSA International conference, the COC must adhere to the minimum requirements stated in this guideline.

If the COC wishes to deviate from these Guidelines, approval must be obtained from the EC. The EC shall decide at the next soonest meeting whether or not to accept the deviation. Deviations are acceptable so long as they do not compromise the safety of the delegates and result because of extenuating circumstances faced by the COC (e.g., lack of appropriate resources, high cost involved). This guideline is subject to annual review, and any revisions made shall only take effect from the next conference that has not been bid for.

### SECTION 1: NAMES AND DEFINITIONS

- (1) Conferences
  - (i) Conferences are the main activities each year and belong to AMSA International.
  - (ii) Conferences are held biannually.
  - (iii) Each conference is a week-long event composed of various academic, sociocultural and community service activities.
  - (iv) Each conference has a health-related theme that is relevant to the participating AMSA Members (chapters).
    - a) It is recommended that the theme be related to the theme of the World Health Organisation's annual World Health Day.
  - (v) The names of the conferences are East Asian Medical Students' Conference and Asian Medical Students' Conference.
  - (vi) The official title of each conference must contain the conference name, year of hosting, and host Member (e.g., East Asian Medical Students' Conference 2019 Thailand). A subtitle reflecting the theme of the conference may be added. (e.g., Diabetes and Obesity: The Unrecognised Burden)
- (2) East Asian Medical Students' Conference (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.
  - (iii) The COC must make efforts to schedule EAMSC on different dates from international meetings and conferences of other medical student organisations.
- (3) Asian Medical Students' Conference (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.
- (iii) The COC must make efforts to schedule AMSC on different dates from international meetings and conferences of other medical student organisations.
- (4) The quorum of voting for all membership and development affairs is defined as two-third of total number of RCs of Full Membership attending. The I-EB has the right to participate in the voting of all membership and development affairs unless there is conflict of interest. An absolute two-third majority of votes is required for an outcome.

## SECTION 2: BIDDING PROCESS

- (1) Rights and Obligations of Members
  - (i) All Full and Associate Members of AMSA International have the right to bid for the hosting of a conference.
  - (ii) Bidding is obligatory for all Full and Associate Members after a 5-year interval from the most recent physical conference hosting.
  - (iii) Interested Members must have an HOC and a core team formed before the bidding process.
    - a) The HOC may be a single individual or 2 co-heads.
    - b) The core team must comprise heads or representatives of registration, finance, programme, and logistics.
- (2) The application period for bidding will be formally opened by the DoMnD (Conference) at least 10 weeks prior to the EBM.
- (3) Bidding Requirements
  - (i) Members who are interested to bid must submit the following documents:
    - a) Letter of Intent to Bid
      - (1) The template (Letter of Intent to Bid) shall be provided by AMSA International.
      - (2) The letter must be undersigned by the HOC and RC of the bidding Member.
      - (3) The letter must be submitted in .pdf format.
    - b) Directory of COC
      - (1) Head Office of the COC
      - (2) Names and contact information of the HOC and core team
    - c) Bidding Presentation
      - (1) Contents should include:
        - (a) Proposed theme
        - (b) Proposed academic programme
        - (c) Proposed sociocultural programme
        - (d) Proposed community service programme
        - (e) Proposed accommodations
        - (f) Proposed food
        - (g) Proposed transportation
        - (h) Proposed registration timeline
        - (i) Proposed conference fees
        - (j) Estimated human resource capacity
      - (2) Accepted file formats include: .pdf, .ppt/.pptx, .flv, .wmv and .mp4.
      - (3) Other file formats may be considered on a case-by-case basis.
    - d) All bidding requirements must be submitted at least 2 weeks prior to the EBM.
  - (ii) All bidding requirements must be compiled in a .zip folder and emailed with the following specifications by the bidding Member's RC:
    - a) Addressee: [senior@amsa-international.org](mailto:senior@amsa-international.org), [conference@amsa-international.org](mailto:conference@amsa-international.org); and
    - b) Subject: [Member] - Bidding for [EAMSC/AMSC] [Year].

- (4) **Bidding Proper**
- (i) The bidding proper is scheduled as part of the agenda of the EBM.
  - (ii) The HOC of each bidding Member must attend the EBM to deliver the bidding presentation.
  - (iii) Each bidding Member will be allotted 10 minutes to present and 5 minutes to answer queries from the I-EB composed of the EC and RCs.
  - (iv) The sequence of presentations will be determined through random drawing.
  - (v) For multiple bidders, the following bidding criteria will be used by the I-EB to score each bidder, and the top scorer shall be elected as host.
    - a) Theme (15%)
    - b) Academic Programme (20%)
    - c) Sociocultural Programme (20%)
    - d) Community Service Programme (15%)
    - e) Logistics (20%)
    - f) Registration and Fees (5%)
    - g) Human Resource Capacity (5%) with relevance to Section 5: (2)
  - (vi) For single or multiple bidders, the host shall be elected by voting only.
  - (vii) In the event of a tie, the HOCs of the tied Members will be given another 5 minutes to promote their bid. The host shall be re-voted. Should there be another tie, lots will be drawn by random.
  - (viii) The result of the bidding shall be released within 24 hours after the EBM and is considered final.
  - (ix) Any changes to the COC's proposed plans during the course of conference preparations must be approved by the I-EB.
- (5) In the event that no bidding application is received by the scheduled EBM, the application period will be extended until a maximum of 24 weeks prior to the first day of the expected conference month.
- (i) Extension may be given as a single period or at intervals until 24 weeks prior to the expected conference month.
  - (ii) If there are applications received within those 24 weeks, a special meeting may be called at any time to conduct the bidding proper.
  - (iii) If there are no applications received within those 24 weeks, the DoMnD (Conference) must formally announce the status of "No Conference" to the I-EB. Bidding for the same conference will no longer take place.

### SECTION 3: COMMITTEE AND FLOW OF COMMUNICATION

- (1) The SO and DoMnD (Conference) have the role of overseeing and ensuring the quality of conferences, with relations to the AMSA International activities.
- (2) The OC shall serve as liaison between AMSAAC and the COC for any collaborative activities held throughout the conferences.
- (3) The DoMnD (Conference) shall serve as liaison between the EC and the COC for any collaborative activities held throughout the conferences.
- (4) The RC of the hosting Member must support the HOC and the COC in conference preparations.
- (5) The HOC has the following functions and responsibilities:
  - (i) To attend the EBM for the bidding process;
  - (ii) To draft and sign a MoA with AMSA International at least 24 weeks before the first day of conference;
  - (iii) To be responsible for reporting to the DoMnD (Conference) the monthly progress of the conference preparations and accomplish the Monthly Status Report. The template (COC Monthly Status Report) shall be provided by AMSA international;

- (iv) To disseminate information regarding the conference to the members of AMSA International through the RC of each Member.
- (v) To submit a Post-Conference Report to the I-EB no later than 4 weeks after the last day of the conference; and
- (vi) To advise the RC and HOC of the host Member of the following conference.
- (6) The COC has the following functions and responsibilities:
  - (i) To serve as the body within the host Member that is tasked with planning and carrying out the conference;
  - (ii) To be formed and presided over by the HOC;
  - (iii) To fulfil the minimum requirements of conferences as outlined in the Conference Guidelines; and
  - (iv) To ensure that the objectives of AMSA International conferences will be attained.

#### SECTION 4: REGISTRATION AND FEES

- (1) All members of AMSA International have the right to register and attend conferences.
- (2) Member Quota
  - (i) A slot allocation matrix shall be set by the COC and approved by the SO and DoMnD (Conference) with reference to the MoA.
  - (ii) The COC must consider each Member's membership status and its capacity to fill allocated spaces.
    - a) Full Members and Associate Members should be provided a minimum of five 5 seats unless the Member has expressed difficulty in sending delegates for the conference.
    - b) Observer Members should be provided a minimum number of 2 seats.
  - (iii) The COC should carefully consider requests from every Member for additional seats.
  - (iv) The EC members shall not be included in their Member's quota.
- (3) EC Quota
  - (i) The EC should be given an independent quota.
  - (ii) All members of the EC are guaranteed a place at the conference if they inform the COC two weeks before the registration deadline for the conference.
- (4) Role of the RC
  - (i) The registration process of all delegates, including the EC, should be done via their chapter's RC.
  - (ii) RCs should be physically present during conferences, unless under special circumstances, in which case the chapter should send a proxy. The EC should be notified of the name and contact information of the proxy at least 1 week before the conference.
  - (iii) RCs are responsible for attending meetings with AMSA International during the conference and serving as their chapter's liaison to the COC.
- (5) Chief Delegate
  - (i) Each Member should appoint a chief delegate (CD).
  - (ii) The CD shall assist the RC and lead their chapter's conference preparations.
  - (iii) CDs shall also accompany RCs in meetings with the COC and be responsible for forwarding their chapter's concerns and feedback to the COC.
- (6) Registration of Representatives from Partners
  - (i) The VOCE will serve as liaison with the partners of AMSA International for the registration of their representatives.
  - (ii) Representatives of partners must follow the registration deadlines set by the COC and fulfil the registration fee as agreed in the MoUs with AMSA International.
- (7) Registration Fee



- (i) The registration fee is distributed into 3 tiers, which are based on each member's Gross Domestic Product (GDP) per capita.
  - a) Tier 1 comprises members with GDP above 13 000 USD.
  - b) Tier 2 comprises members with GDP between 3 000 and 13000 USD.
  - c) Tier 3 comprises members with GDP less than 3 000 USD.
- (ii) The table shows the maximum amount of registration fees that should be charged for every member; should an increment is needed, approval from AMSA International is needed:

Tier	Maximum amount for EAMSC (USD)	Maximum amount for AMSC (USD)
Tier 1	520	560
Tier 2	460	500
Tier 3	380	420

- (8) The COC must adhere to the following to ensure that the conferences remain affordable for all Members:
  - (i) The HOC must declare the projected registration fees for all the tiers when bidding for the conference; and
  - (ii) Any RC has the right to request for changes in the registration fee with careful consideration and discussion at the bidding proper of EBM.
- (9) AMSA International Membership Fee
  - (i) The AMSA International membership fee is set at 16 USD per delegate. If the membership fee is subject to review by the SO, the revised amount of membership fee should be indicated in the MoA with the HOC.
  - (ii) This fee should be included in the Registration Fee for the conference and be collected with the Registration Fee.
  - (iii) The HOC should hand in the total collected fee to the GT during the EBM held at the conferences.
- (10) AMSA International TAG is awarded to selected delegates, under the provision of the SO.
  - (i) The number of delegates applying for AMSA International TAG will be regulated by the SO.
  - (ii) The recipients of AMSA International TAG will be selected by the SO.

## SECTION 5: PROTOCOL

- (1) Programme
  - (i) Programme Types
    - a) The conference programme is divided into the General Programme and AMSA International Programme.
  - (ii) The General Programme is further composed of public ceremonies and academic, sociocultural, and community service activities that are relevant to the theme and promote AMSA International's values of knowledge, action, and friendship.
  - (iii) Public Ceremonies
    - a) There should be an Opening Ceremony and a Closing Ceremony during the conference.
    - b) The COC shall designate a specific committee to oversee Ceremony preparations. Their tasks shall include:
      - (1) Contacting and coordinating rehearsals with the speakers, VIPs, and Partners;
      - (2) Ushering speakers, VIPs, and Partners during the Ceremonies; and

- (3) Preparing certificates and tokens of appreciation for speakers and VIPs.
  - c) the COC shall invite the OC to give a speech at both the Opening and Closing Ceremonies. The COC is free to set a deadline for the OC to respond to the invitation.
  - d) The [AMSA International Official Song](#) shall be played at the Opening Ceremony.
  - e) The [AMSA International Official Song](#) shall be played at the Opening Ceremony.
  - f) The COC shall reserve seats for the EC with the VIPs and Partners during the ceremonies.
  - g) The recipients of AMSA International TAG shall be announced at the Opening or Closing Ceremony.
- (iv) Academic Programme
- a) At least 60% of the Academic Programme should adhere to the theme for the conference.
  - b) The Academic Programme shall be comprised of at least the following:
    - (1) Academic competitions;
    - (2) Lectures;
    - (3) Small group discussions;
    - (4) Technical tours; and
    - (5) Academic workshops.
  - c) Academic Competitions
    - (1) The COC must design a guideline for the academic competitions. This guideline must include the: format of competition entries, competition rules and regulations, submission process, judging process and criteria, publication process, and oral presentation specifications.
      - (a) Format of Entries
        - (1) For academic papers, the guideline must specify if there are any preferred fonts, document layout, or citation format.
        - (2) For academic posters, the guideline must specify the required dimensions and layout of the poster. The guideline must also indicate the main target group (layman or medical professionals) of the posters.
        - (3) The COC must ensure adherence of competition entries to the formatting guideline and contact participants for necessary revisions.
      - (b) Competition Rules and Regulations
        - (1) The guideline must clearly state whether the re-submission of an entry, as a whole or in part, already presented at similar national or international scientific gatherings will be accepted.
          - (a) Re-submission in this context does not include previous submissions for the sole purpose of selection by the N-EB or other appropriate bodies to represent the Member in any academic competition of the current conference.
      - (c) Submission Process
        - (1) Participants will be shortlisted into finalists based on the abstracts of their competition entries.
          - (a) Abstract submission shall be through the use of the JAMSA Open Journal System (OJS) Platform (Refer to the official website of JAMSA for submission instructions).
          - (b) Submitted abstracts will be evaluated and processed by the editors and peer reviewers of JAMSA and the Editorial Team appointed by the COC.
          - (c) Abstracts that have undergone final revision will be forwarded to the COC for judging and selection of finalists.

- (2) Finalists will be given an opportunity to present their works during the conference proper.
  - (3) The COC is free to set the submission deadlines for the academic competitions, keeping in mind the following provisions:
    - (a) Participants must submit the abstracts for the competition entries at least 8 weeks before the first day of the conference; and
    - (b) Finalists must submit the presentations for the competition entries at least 1 week before the first day of the conference.
  - (4) The COC reserves the right to disqualify entries that exhibit any form of academic dishonesty (including plagiarism).
- (d) Judging Process
- (1) The COC must select the judges for the academic competitions.
    - (a) A panel of professional judges (i.e., professors, researchers) is highly recommended.
    - (b) The minimum number of judges per competition is three.
  - (2) There will be 2 rounds of judging for each competition.
    - (a) Judging for the selection of finalists will be based on the abstracts of the competition entries.
    - (b) Judging for the final round will be based on the oral presentations.
- (e) Publication Process
- (1) Participants must be notified of the possibility of having the abstracts and/or full manuscripts of their competition entries published.
  - (2) The abstracts of the finalists will be published by JAMSA in a Conference Abstract Book. The Abstract Book will serve as a companion guide for delegates to review during the academic competition presentations.
  - (3) The full manuscripts of the winners will be published in a volume of JAMSA.
- (f) Oral Presentation
- (1) Time must be set aside during the conference for oral presentations of the competition entries.
  - (2) The presentations should be made to all the delegates.
  - (3) It is recommended that a part of the time of the oral presentation be set-aside for questions and answers for the judges and the delegates.
  - (4) For presentation of posters, entries may be displayed in one venue, and judging of the posters may occur simultaneously with viewing by the delegates. It is suggested that the authors make the oral presentations by the posters and answer any questions the judges or other delegates may have. It is further suggested that adequate space is left between each poster to allow adequate viewing and questioning.
- (2) Prior to the release of the academic guideline to the RCs, the COC should seek approval from the SO, DoA, and CEJAMSA of AMSA International. It is recommended that the COC send the guideline for approval 28 weeks before the first day of the conference.
    - (a) The SO will ensure that the guideline is fit for release as an official document of AMSA International.
    - (b) The DoA will advise and validate the format of competition entries, competition rules and regulations, judging process and criteria, and oral presentation specifications.
    - (c) The CEJAMSA will advise and validate the submission process and publication process.

- (3) The COC should send RCs the academic guideline at least 16 weeks before the first day of the conference. This is to allow all participants adequate time to produce entries of superior quality.
- (4) The list of shortlisted participants must be released at least 4 weeks before the first day of the conference.
- d) Lectures
  - (1) The aim of the lectures is to enlighten all delegates on issues relating to the theme of the conference.
  - (2) It is recommended that the lectures be set at a level that can be understood by most of the delegates, who may have limited clinical experience.
- e) Small Group Discussions
  - (1) The aim of the small group discussions is to provide a platform for delegates to share what they know and what they have learnt.
  - (2) It is suggested that these discussions are followed by opportunities for delegates to present their discussions.
- f) Technical Tours
  - (1) Suggested activities for the technical tours include (but are not limited to): hospital visits, museum tours, fieldwork to collect data.
  - (2) It is highly recommended that the technical tours provide delegates with a hands-on experience (e.g., patient interaction).
- g) Academic Workshops
  - (1) The aim of the academic workshops is to give delegates the opportunity to carry out hands-on activities in relation to the theme of the conference.
  - (2) Suggested activities include simple laboratory work.
- (v) Sociocultural Programme
  - a) The Sociocultural Programme shall be comprised of at least the following:
    - (1) Welcome meal;
    - (2) Cultural night;
    - (3) Sightseeing;
    - (4) Cultural workshops; and
    - (5) Country exhibition.
  - b) Welcome Meal
    - (1) This activity should be near the beginning of the conference, and it serves to welcome all delegates to the hosting Member.
    - (2) It is highly recommended that the cuisine during this event is representative of the local culture.
  - c) Cultural Night
    - (1) The Cultural Night is a platform for AMSA International and every participating Member to showcase their local culture through a performance each.
    - (2) The COC should provide AMSA International and all RCs with the following information at least 8 weeks before the first day of the conference:
      - (a) Duration of each performance;
      - (b) Size and type of stage/venue; and
      - (c) Audio-visual support provided by the COC.
    - (3) It is suggested that the COC provide equipment that is commonly used but may be too bulky for the Members to transport to the conference (e.g., musical instruments such as keyboards and guitars).
    - (4) It is suggested that the COC find a venue that will provide sufficient place for Members who wish to rehearse prior to their performance at the Cultural Night.
  - d) Country Exhibition



- (1) This serves as an avenue for Members to exhibit and promote their own culture. It is also a platform for AMSA International and any other partnering organisation to display what they do and reach out to the delegates.
  - (2) The COC should provide all RCs with the following information at least 8 weeks before the first day of the conference:
    - (a) Size and type of the booth; and
    - (b) Facilities provided by the COC.
- (vi) Community Service Programme
- a) The aim of the community service or project is to give delegates a chance to give back to the local community.
  - b) Suggested activities include (but are not limited to): community visits and health promotion campaigns.
- (vii) AMSA International Programmes
- a) AMSA International Programme activities include the following:
    - (1) EBM
    - (2) AGM
    - (3) AMSA International Session
    - (4) AMSA International Booth
    - (5) AMSAAC Activities
    - (6) Promotional presentation of the next hosting Member
  - b) The COC should plan and assist in the execution of AMSA International programmes with well-equipped logistics.
  - c) EBM
    - (1) The EBM will be attended by the I-EB.
    - (2) The agenda of the meeting includes evaluative presentations by the I-EB and bidding for the conference for the next tenure.
  - d) AGM
    - (1) AMSC has an additional agenda to host the AGM during the EBM.
    - (2) All delegates are welcomed to join and witness regeneration EBM.
  - e) AMSA International Session
    - (1) The AMSA International Session is an avenue for information regarding AMSA International to be shared with all the delegates.
    - (2) The AMSA International EC will run this session.
    - (3) The COC must confirm with the EC the amount of time required for the AMSA International Session at least 4 weeks before the first day of the conference. It is highly recommended that the COC assign at least one hour for the AMSA International Session.
    - (4) Consultation with the EC for the requirements is recommended.
    - (5) The COC will provide the facilities required for the session. It is highly recommended that these are made available: microphone, projector, computer, or laptop connected to the projector.
  - f) AMSA International Booth
    - (1) AMSA International Booth will be part of the Country Exhibition.
    - (2) The DoPnP of AMSA International will decide the content and materials of the AMSA International Booth.
    - (3) It is suggested that the booth contains posters introducing AMSA International, AMSA International merchandise for sale, and other promotional material.
  - g) AMSAAC Activities
    - (1) The OC and COC shall work in close collaboration with AMSAAC in organising AMSAAC activities.
  - h) Presentation by the host Member of the upcoming conference

- (1) The presentation may be held at any public occasion during the conference. It is recommended that the presentation is made during the Closing Ceremony.
  - (2) The minimum time slot for presentation is 10 minutes.
  - (3) The HOC of the next conference must confirm with the COC at least 4 weeks before the first day of the conference whether they want to make the presentation. The HOC must prepare the relevant content for the presentation.
  - (4) The COC will provide the facilities required for the session. It is highly recommended that these are made available: microphone, projector, computer, or laptop connected to the projector.
- (viii) Other Programmes
- a) Member Meetings
    - (1) The COC should prepare venues for each Member to hold Member meetings at least once every two days.
    - (2) It is recommended that the COC provide venues that are sufficiently large for Members to hold rehearsals for their Cultural Night performances as well.
  - b) Meetings with the EC, RCs, and CDs
    - (1) The COC should allot time and prepare venues to hold meetings with the RCs and CDs of each Member at the beginning, middle, and end of the conference.
    - (2) The meetings shall serve as an avenue for EC, RCs, and CDs to provide feedback and raise concerns regarding the conference to the COC, thus serving as a quality control mechanism.
    - (3) The COC must take minutes of these meetings which will be appended to the Post-Conference Report
  - c) Pre-Conference Programme
    - (1) It is recommended that the COC organise a Pre-Conference Programme related to the conference theme shortly before the conference for delegates who wish to attend.
    - (2) Some examples of possible activities include community service projects, technical tours, camping.
    - (3) The COC should publicise these workshops to the RCs, and members of all AMSA Members are welcome to attend these workshops, even if they are not delegates.
    - (4) The cost of these workshops will not be included in the conference registration fee, and medical students who choose to attend these workshops must make their own arrangements for transport and accommodation at the host Member.
  - d) Post-Conference Tours
    - (1) It is recommended that the COC arranges a Post-Conference Tour for delegates.
    - (2) These may be organised by the COC or arranged through a trustworthy local travel company. It is highly recommended that at least one member of the COC accompany each official tour that delegates participate in.
    - (3) The cost of the tour will not be included in the conference registration fee.
- (2) Internals
- (i) Delegates shall be grouped together during the conference with each group headed by at least 1 group moderator (GM).
  - (ii) GMs shall be selected by the COC from members of their chapter.
  - (iii) The COC must ensure an appropriate GM:delegate ratio that allows maximum participation and considers the safety of the delegates.

- (iv) GM should be well briefed and trained for the safety, comfort, and convenience of the delegates.
- (3) Logistics
  - (i) Accommodation
    - a) Accommodation should be at a venue that is clean, safe, convenient, and comfortable for delegates to stay in. Possible venues include the school hostel or a hotel.
    - b) The following facilities must be present in the accommodation provided:
      - (1) Same gender rooming;
      - (2) Hot water;
      - (3) Air conditioning/heating depending on climate;
      - (4) Internet access;
      - (5) Laundry;
      - (6) Room key for each delegate;
      - (7) Sufficient functioning elevators; and
      - (8) Sufficient meeting space.
    - c) The following facilities are recommended:
      - (1) One bed per delegate.
  - (ii) Food
    - a) It is the responsibility of the COC to prepare a variety of foods that cater for delegates' specific preferences (e.g., religion, food allergy).
    - b) Every effort must be made to ensure that the food is of the utmost hygiene.
    - c) It is the responsibility of the COC to provide a variety of food every day without repetition.
    - d) Drinking water should be provided by the COC or purchasable at the accommodation venue and conference venue.
  - (iii) Travel and Transportation
    - a) VISA Requirements
      - (1) The COC should be aware of the delegates that will require a visa to enter the hosting Member and assist these delegates in any way possible.
      - (2) The COC should confirm with all the delegates that they have the necessary travel documents at least 4 weeks before the first day of the conference.
      - (3) The COC should contact the relevant authorities to ensure that delegates with the necessary travel documents are not obstructed from entering the hosting Member.
    - b) Transportation at the conference should include the following components:
      - (1) Pickups at the airport after arrival;
      - (2) All transportation required as part of the conference programme (e.g., between conference venues); and
      - (3) Transportation to the airport and back to the city for departures.
    - c) If delegates are required to take public transport during the conference, it is highly recommended that the COC equip the delegates appropriately (e.g., providing maps).
    - d) It is the responsibility of the COC to keep in mind local traffic conditions in planning transportation and ensure that all conference activities can begin on time.
- (4) Branding and Promotion
  - (i) Promotion of the conference can only begin on the last day of the previous conference.
  - (ii) Branding
    - a) It is compulsory for the COC to mention AMSA International in every form of promotion and publication, including but not limited to posters, banners, and conference booklets.

- (1) The AMSA International logo should be displayed in every form of publication.
- b) The COC should adhere to the Secretarial and Clerical Guideline set by the GS and the Corporate Identity Guideline set by the DoPnP.
- (iii) All student-led activities requiring finance and logistics, that are requesting promotions and publications by AMSA International, and are to be held in January or July, will have their requests voided, with all promotional capacity reserved for the conferences.
- (5) **Budget**
  - (i) The COC should have its own starting budget and be independent of financial assistance from AMSA International.
  - (ii) It is the responsibility of the HOC to ensure that there is no deficit incurred during the conference. AMSA International cannot take responsibility for any debts incurred because of the conference.
  - (iii) The HOC may decide whether to provide a proportion of the conference profits to the next HOC (for their starting budget), or to AMSA International.
- (6) **Sponsorship and Marketing**
  - (i) The HOC must maintain continual dialogue regarding sponsorship with the VOCE who will serve as liaison with the partners of AMSA International.
  - (ii) The HOC must confirm with the VOCE 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; and
    - c) Display of the logo of AMSA International's partners in one or more of the publications.

## SECTION 6: RISK MANAGEMENT

- (1) The COC should encourage delegates to obtain individual travel insurance.
- (2) The COC must take every effort to ensure the safety of all delegates throughout the entire conference programme. The COC must prepare for any accidents or emergencies that could happen and must design emergency protocols to ensure adequate assistance deliveries. However, the COC 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 COC.
- (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 SO should declare a suspension or complete cancellation of the conference under the provision of OC.
- (5) In cases where *force majeure* occurs amidst the conferences, COC 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 I-EB and the COC.

## SECTION 7: SPECIAL PROVISIONS FOR ONLINE CONFERENCES



- (1) In the event where a physical conference cannot be conducted, the conference may be shifted to an online format, if the following conditions are met:
- (i) The COC must formally notify the I-EB of their intent to shift to an online format during an EBM.
    - a) This must be done at least 24 weeks before the first day of the conference as presented in the bidding and prior to the collection of any registration fee.
  - (ii) The COC must reasonably justify the need for the shift, with permissive acknowledgement by the DoMnD (Conference) and SO in the case of prerequisites constituting *force majeure* which 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) Intergovernmental action which does not permit entry through international borders; and
    - c) Global pandemics or epidemics which forbid international travels.
  - (i) Voting at the same EBM has to be done to approve the shift.
- (2) For online conferences, the following special provisions will apply:
- (i) The Host Member may bid for a physical conference.
  - (ii) The platform to be used for the conference must meet the following minimum requirements and is subject to the approval of the AMSA International EC:
    - a) Minimum capacity of 500 participants;
    - b) Video calling feature;
    - c) Screen-sharing feature;
    - d) Chat feature;
    - e) Small group feature; and
    - f) Security settings and ability to limit access to the participants.
  - (iii) The duration of a conference day should be a minimum of 4 hours.
  - (iv) The table shows the adjusted maximum amount of registration fees that should be charged for every member; should an increment is needed, approval from AMSA International is needed:
 

Tier	Maximum amount for EAMSC (USD)	Maximum amount for AMSC (USD)
Tier 1	20	25
Tier 2	18	23
Tier 3	15	20
  - (v) The AMSA International Membership Fee will be reduced to 5 USD.
  - (vi) The following programmes may no longer be applicable:
    - a) AMSA International Programmes: AMSA International Booth;
    - b) Academic Programme: Technical tour; and
    - c) Sociocultural Programme: Welcome meal, cultural night, sightseeing, country exhibition.
    - d) The following requirements under Logistics will no longer be applicable:
      - (1) Accommodation;
      - (2) Food; and
      - (3) Travel and transportation.

**SECTION 8: POST-CONFERENCE REQUIREMENTS**

- (1) Post-Conference Report
  - (i) It is the responsibility of the COC to carefully evaluate the process & result of the conference and hand in a post-conference report to AMSA International within 4 weeks after the last day of the conference.
  - (ii) The template (COC Post-Conference Report) shall be provided by the DoMnD (Conference) of AMSA international.
  - (iii) The report will be included in the eNewsletter. The COC is free to request for certain segments of the Report to be omitted when published in the eNewsletter.
- (2) Post-Conference Evaluation (PCE)
  - (i) RCs must accomplish and submit the PCE at most 2 weeks after the last day of the conference. The template (RC Post-Conference Evaluation) shall be provided by the DoMnD (Conference) of AMSA international.
- (3) Post-Conference Project (PCP)
  - (i) All Members must conduct post-conference projects to share knowledge from the conference to their members.
  - (ii) The PCP of each Member should be an academic programme and/or a social event that is in line with the theme of the conference.
  - (iii) It is suggested to conduct the PCP in the month of April or May. However, Members may decide based on their own preference and convenience.
  - (iv) RCs should appoint a person-in-charge (PIC), preferably a delegate who attended the conference, to head the PCP.
  - (v) RCs must accomplish and submit the PCP Report before the next conference. The template (RC Post-Conference Project Report) shall be provided by AMSA international.

## SECTION 9: CANCELLATION OF CONFERENCE

- (2) Conference hosting may be cancelled if the following conditions are met:
  - (i) The COC must formally notify the I-EB of their intent to terminate hosting during an EBM.
    - (a) This must be done at least 24 weeks before the first day of the conference and prior to the collection of any registration fee.
  - (ii) The COC must reasonably justify the need for termination of hosting, with permissive acknowledgement by the DoMnD (Conference) and SO in the case of prerequisites constituting *force majeure* which 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.
  - (iii) The option to shift to an online conference format must first be considered by the COC and must be found not viable.
  - (iv) Voting at an urgent or nearest EBM, whichever comes first, has to be done to approve the cancellation of hosting.
- (3) In the event of cancellation of conference hosting, a re-bidding for the same conference will be conducted.
  - (i) Re-bidding must take place during an EBM.
    - (a) This must be conducted within 4 weeks from the date of cancellation.



- (ii) Members who are interested to bid must submit the same documents as outlined in Section 2 (2) at least 3 days prior to the EBM.
- (iii) Bidding proper will proceed as outlined in Section 2 (3).
- (4) Emergency cancellation of a conference may occur in cases of *force majeure*.
  - (i) This type of cancellation is not subject to a minimum 24-week request period.
  - (ii) Only approval by the OC is necessary to approve this type of cancellation.





## Asian Medical Students' Association International **CORPORATE IDENTITY GUIDELINE**

### **PREAMBLE**

This guideline is generated in close reference to the Secretarial and Clerical Guideline set by the General Secretary. The purpose of this guideline is to facilitate not only the consolidation of AMSA International's Corporate Identity, but also to ensure consistency through future tenures of AMSA International's future Executive Committees.

### **SECTION 1: AMSA INTERNATIONAL IN WORDS**

- (1) Non-compulsory description of AMSA, which can be edited and built upon depending on the word count demand, as well as audience.
- (2) Full Context of AMSA:

“Asian Medical Students' Association (AMSA) International is a peak representative organisation for medical students from across Asia, the Asia-Pacific, and beyond. AMSA has trained future doctors-to-be to share knowledge, undertake activities and social services and create international friendships.

AMSA International was officially founded at the sixth Asian Medical Students' Conference (AMSC), which was held at Manila, the Philippines in 1985. Enthusiastic AMSA members from nine different nations - Australia, Hong Kong, Indonesia, Japan, Korea, Malaysia, Philippines, Taiwan, and Thailand, gathered at the conference and founded the prestigious international organisation. The member nations increased gradually as the founding members of AMSA inspired neighbouring countries with its admirable vision.

Today, AMSA International has grown into a dynamic student-led, not-for-profit, non-political organisation. With members and friends spanning the globe, AMSA International has branched and introduced many exciting subsidiaries and activities to be undertaken regionally and nationally within the member nations. Some of them include the testimonial Asian Medical Students' Conferences (AMSC), East-Asian Medical Students' Conferences (EAMSC), Asian Medical Students' Exchange Programme (AMSEP), academic and health awareness projects. We also produce student publications and liaises with the World Health Organisation (WHO), the Association of Medical Doctors of Asia (AMDA) and many other medical student organisations like European Medical Students' Association (EMSA) and Federation of African Medical Students' Association (FAMSA). With our amazing partners, we were able to have inter-organisational collaborations of academic, sociocultural, and public health coverage, not to forget the exchange projects that have managed to foster trans-continental long-lasting friendships.

AMSA International was established to promote the interest and welfare of Asian medical students. It aims to nurture unity and promote profound inter-personal relationships amongst its chapters and members under them, with hopes to encourage sustainable cooperation among future doctors in the Asia-Pacific region and beyond. Unequivocally, AMSA International also upholds and embraces humanitarian values and medical ethics through its activities.

The vision that has kept AMSA International sustained until this very day is Knowledge, Action and Friendship. AMSA International never stops to strive our members and peers through:

Knowledge- We promote scientific and medical activities to increase and expand our knowledge whilst training to become the medical professionals of the future.

Action- As medical students, we are concerned for the community around us and endeavour to do things for the benefit and improvement of our fellow citizens.



Friendship- As future doctors, we aim to build and maintain a good relationship among our colleagues of the Asia-Pacific and beyond.”

In 100 words

“Asian Medical Students’ Association (AMSA) International is a peak representative organisation for medical students from across Asia, the Asia-Pacific and beyond. AMSA has trained future doctors-to-be to share knowledge, undertake activities and social services and create international friendships.

Today, AMSA International has grown into a dynamic student-led, not-for-profit, non-political organisation. With members and friends spanning the globe, AMSA International has branched and introduced many exciting subsidiaries and activities to be undertaken regionally and nationally within the member nations with the motivating support of our partners.

The vision that has kept AMSA International sustained until this very day is Knowledge, Action and Friendship, three areas we continuously strive to further in our members and peers.”

In 50 words

“Asian Medical Students’ Association (AMSA) International is a peak representative organisation for medical students from across Asia, the Asia-Pacific and beyond. AMSA has trained future doctors-to-be to share knowledge, undertake activities and social services and create international friendships.

AMSA’s vision is Knowledge, Action and Friendship, three areas we continuously strive to venture.”

## SECTION 2: THE LOGO OF AMSA INTERNATIONAL

- (1) Description of the AMSA International Official Logo:
  - (i) The rod of Asclepius represents medicine, signifying the status of AMSA International members as medical students. The laurel wreath signifies the achievements of AMSA International and its Members across Asia-Oceania and beyond. The world globe signifies the international coverage of AMSA International. 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”. The phrase “Since 1985” signifies the year of establishment of AMSA International. The black colour outline of the logo serves as a reminder of humility and empathy in all humanitarian acts of AMSA International.
  - (ii) The logo and its design should not be modified or adjusted in any way, including but not limited to aspect ratio, shape, font, etc.



Figure 2.1 The AMSA International Logo

- (2) Variations of the text in the AMSA International logo
  - (i) AMSA International has two variations of the logo, one with simplified and one with full subtext, as shown in figure 2.2 and 2.3.



## AMSA INTERNATIONAL

Figure 2.2 The AMSA International logo with simplified subtext



## AMSA INTERNATIONAL

Asian Medical Students' Association

Figure 2.3 The AMSA International logo with full subtext

- (ii) Use of the logo with full subtext should be used in all external communications.
- (3) Variations of the colour in the AMSA International Logo
  - (i) Except for in extraneous circumstances, the colour of the logo should be limited to the following:
    - a) Full colour logo (original) (shown in figure 2.1, 2.2, and 2.3)
    - b) Fully white logo
    - c) Fully black logo
  - (4) Use of the AMSA International Logo
    - (i) Colour changes:
      - a) The colour variations should be limited to full colour changes, such that the corporate identity of the logo is not affected.
      - b) The colour of the logo should not make it difficult for viewers to distinguish between the background and the logo.
      - c) Refer to Section 2: (3)(i) for acceptable changes in colour.
    - (ii) Font changes:
      - a) Under no circumstances are the fonts/typeface in the logo allowed to be changed.
    - (iii) Design changes:
      - a) Under no circumstances are the design of the logo allowed to be changed.
    - (iv) Size of the respective logo:
      - a) The sizes of the respective logos shall be at the discretion of the designer, such that:
        - b) In printed materials it is comfortably viewed at a reasonable distance.
        - c) In web materials it is comfortably viewed in standard zoom on devices.
    - (v) Acceptable and Unacceptable Usages
      - a) Acceptable Usages:



Figure 2.4 Acceptable variations in colour

- (1) Use of the full colour, full white, or full black logo are acceptable in most circumstances.
- (2) Changes in the background to different colours (if they are within the guideline) are acceptable.
- (3) The logo colour shall be used so that it is easy for the viewer to distinguish the details and typeface of the respective logo.

b) Unacceptable usages:

- (1) Any changes to the colour that is not in accordance with Section 2: (3)(i) or clauses in Section 3.



**AMSA INTERNATIONAL**  
Asian Medical Students' Association

Figure 2.5 Unacceptable Variations in colour

- (2) Any changes to the design, typeface, or organisation of the logo and its typeface.
- c) Inappropriate usage of the AMSA International Logo may lead to rejection of publication to social media or official channels.
- d) In all publications, the AMSA international logo shall appear in very certain orientations for consistency.
  - (1) The order of the appearance of the logo in posters or published materials shall be in order of scope from left to right.  
E.g., WHO logo, AMSA International logo, AMSA Member logo, local event logo
  - (2) This order shall be implemented in all publications that involve publishing of the AMSA International logo. If the AMSA International logo is not used, then the orientation of the logo shall be at the designer's discretion.

### SECTION 3: THE COLOURS OF AMSA INTERNATIONAL

- (1) The official AMSA palette consists of 6 colours as follows:
  - (i) Grey, #c6c6c6
  - (ii) Navy, #1d459a

- (iii) Sky Blue, #3d8ace
- (iv) Green, #73beb7
- (v) Yellow, #fec600
- (vi) Orange, #ea7317



Figure 3.1 The Official AMSA Palette

Sky Blue (#3d8ace) shall be used as the main colour of AMSA International Branding materials, while other colours shall be used as accents for design purposes.

(2) Use of Official AMSA colours

(i) The attached table defines the specific themes that the colours should be used for.

Colour name	Hex Code	Usage Theme
Grey	#c6c6c6	Official use, e.g., AMSA International Constitution, other unspecified use
Navy	#1d459a	Research-related use, i.e., JAMSA
Sky Blue	#3d8ace	Academic-related use, i.e., Academics
Green	#73beb7	Cultural and Member-related use, i.e., DoMnD and AMSEP
Yellow	#fec600	Health-related use, i.e., Global Health
Orange	#ea7317	Creative use, i.e., AMSA International eNewsletter

Table 3.1 Official AMSA Palette Usage Guideline

- (ii) Use within non-printed materials:
  - a) Text shall primarily be black on light background or white on dark backgrounds.
  - b) Headers or titles can be variable in colour based on the theme or purpose of the text.
- (iii) Use on printed materials:
  - a) For colour guideline on printed materials, please refer to Section 4: (1)(i) for more information.
- (iv) Inappropriate usage of colours may lead to rejection of publication to social media or official channels.

**SECTION 4: THE FONTS OF AMSA INTERNATIONAL**

(1) Usage of AMSA International Font

(i) Printed Materials

- a) The official AMSA International font is to be used on AMSA International letterheads and all official documents.
- b) The font size should not be smaller than 10pt. Size 11 is the preferred body text size for an A4 document.

- c) On a standard printed page, body text must be black on a white background, headings should be either blue or black (Refer to 'AMSA International's Colour').
- (ii) Web Materials
  - a) On a standard webpage, the font size should not be smaller than 12pt.
  - b) The colour should be eligible for all devices, such that a light colour type should not be used on a light background, and a dark colour type should not be used on a dark background.
  - c) There should be a clear distinction between headers, either by use of colours, font size, or font variation.
- (iii) Corporate Typeface
  - a) Montserrat is the corporate typeface of AMSA International. All accompanying subtext for AMSA International's logo must use this font. The font is also used for general use in non-printed media.

**MONTSERRAT**

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
0123456789

MONTSERRAT HAIRLINE	MONTSERRAT SEMI BOLD
MONTSERRAT ULTRA LIGHT	<b>MONTSERRAT BOLD</b>
MONTSERRAT LIGHT	<b>MONTSERRAT EXTRA BOLD</b>
MONTSERRAT REGULAR	<b>MONTSERRAT BLACK</b>

Figure 4.1 Montserrat and its variations

- (iv) Use of Montserrat Variations
  - a) Montserrat Regular should be used for all body text in non-printed media. However, Montserrat Light or Ultra Light can be used so long as it is still easily legible.
  - b) Montserrat Bold, Extra Bold, and Black should be used for headers. However, this is at the discretion of the designer.
- (2) Supporting Typefaces
  - (i) All AMSA International documents use Baskerville for printed materials or letters.

Baskerville  
*Baskerville*  
**Baskerville**

Figure 3.2 Baskerville and its variations

- (ii) Use of Baskerville Variations:
  - a) Baskerville Regular shall be used on all body text in printed materials.
  - b) Italic and Bold shall be used where necessary for distinguishing certain text (such as titles, names, etc).

## SECTION 5: AMSA INTERNATIONAL TEMPLATES

- (1) When to use Templates
  - (i) The following shall be used for all relevant external communication, including but not limited to external correspondence, presentations, or official document production.
  - (ii) The following templates are not required for internal communication.
  - (iii) Please refer to the Secretarial and Clerical Guideline for information on document formatting within the said templates.
  - (iv) Adjustments to the following templates must only be limited to text and images. Changes to the design, typeface, and colours are not allowed without the express permission of DoPnP and / or leadership.
    - a) Templates for Emails
    - b) Templates for Documents
    - c) Templates for Certificates
    - d) Templates for PowerPoints

## SECTION 6: PUBLICATIONS AND PROMOTIONS REQUEST FORM

- (1) The PnP Request form (URL updated annually) is the main channel through which all departments can request for one of the following projects:
  - (i) **Poster:** for promotional/printing purposes, can be used for AMSA Member/organisational projects.
  - (ii) **Instagram Story/Post:** for posting on social media.
  - (iii) **Certificates:** typically awarded to participants of certain activities (See Section 5 for the templates used for the certificates.)
  - (iv) **Document Layout:** for official documents, PnP will adjust formatting and layout for the purpose of official document publishing or release.
  - (v) **PowerPoint:** for presentations made to external parties, PnP will format and build the presentation.
- (2) The lead time for each individual project is an estimate of how much time it will take to complete the project;
  - (i) This time is inclusive of project completion with an estimate of 2-day project revision and editing.
  - (ii) Any projects that do not provide sufficient lead time will not be guaranteed completion before the project deadline.
  - (iii) The lead times for each individual project are as follows:
    - a) **Poster:** 1 week
    - b) **Instagram post/story (already designed):** 2 days
    - c) **Instagram post/story (need design):** 1 week
    - d) **Certificates:** 4 days
    - e) **Document Layout:** 4 days
    - f) **PowerPoint:** 1 week
  - (iv) When submitting the form, more information included will contribute to the speedy completion of the project. Please ensure that the following are submitted:
    - a) A detailed description of the project, and any corresponding documents that are required for the project's completion.
    - b) Any graphics, images, or text that should be included in the project.
    - c) Any other information that will contribute to the DoPnPs' understanding of the requirements of the project.
  - (v) After submitting the form, make sure that you do the following:
    - a) Contact the DoPnPs and ensure that they have received the project request.



- b) Be responsive and reply when the DoPnPs have any questions to prevent delays to the completion of the project.
- vi) Any projects submitted through unofficial channels may not be considered and the PnP department will not bear any responsibility for incomplete projects due to the incorrect request procedures.





# AMSA INTERNATIONAL

## eNEWSLETTER

### Asian Medical Students' Association International eNEWSLETTER GUIDELINE

#### PREAMBLE

The eNewsletter of AMSA International (ISSN: 2710-2769) is a subsidiary of AMSA International, producing regular publications, designed to provide quarterly updates for members of AMSA International on activities, notices and opportunities run at AMSA Members and throughout the organisation. It serves to provide regular communication with medical students from all AMSA Members. All members are also welcomed to submit other contents to the eNewsletter of AMSA International. All procedures are supervised by the CEN.

#### SECTION 1: OBJECTIVES

- (1) To provide members with deeper knowledge and broader insight regarding current health issues.
- (2) To provide regular updates for members of AMSA International on activities and opportunities run at AMSA Members and throughout the organisation.
- (3) To provide a platform which serves as a communication media within AMSA International's wider community.
- (4) To provide a platform which serves to strengthen the relationship between members, alumni, and other medical students' organisations.

#### SECTION 2: COMMITTEE

- (1) The eNewsletter Editorial Board shall consist of the following:
  - (i) Chief Editor of eNewsletter (hereinafter referred to as CEN);
  - (ii) Chapter Representatives; and
  - (iii) Layout Designers.
- (2) The eNewsletter Editorial Board is elected as follows:
  - (i) The CEN is elected as part of the Executive Committee through the regeneration process of AMSA International; and
  - (ii) The Chapter Representatives and the Layout Designers are elected from the open calls during the start of the tenure by selection process and interview process held by the CEN-Elect.

#### SECTION 3: RESPONSIBILITIES

- (1) The eNewsletter Editorial Board has the following responsibilities:
  - (i) To maintain the quality and continuity of the eNewsletter of AMSA International;
  - (ii) To encourage the members of AMSA International to read and contribute to the eNewsletter; and
  - (iii) To increase the publicity of the eNewsletter of AMSA International.
- (2) The CEN has the following responsibilities:

- (i) To be responsible for the quality and continuity of the eNewsletter of AMSA International;
  - (ii) To coordinate a subcommittee team, made up of Chapter Representative and Layout Designers to assist in the publication of the eNewsletter of AMSA International, with consent of the Senior Officers;
  - (iii) To attend the eNewsletter Editorial Board Online Meeting which will be conducted for a minimum frequency of four in one tenure;
  - (iv) To finalise the theme, subtheme, section, and design style for each eNewsletter along with eNewsletter Editorial Board;
  - (v) To be in charge of collecting, compiling, and publishing content for the eNewsletter of AMSA International;
  - (vi) To provide guidelines for the prospective contributors of the eNewsletter of AMSA International;
  - (vii) To supervise and coordinate with the Chapter Representatives and the Layout Designers;
  - (viii) To increase the publicity of the eNewsletter of AMSA International;
  - (ix) To work closely with the General Secretary and Director of Publications and Promotions for branding purposes;
  - (x) To ensure adherence to the Secretarial and Clerical Guideline, and Corporate Identity Guideline;
  - (xi) To coordinate with other Executive Committee in promoting all AMSA International activities in the eNewsletter of AMSA International; and
  - (xii) To be present and reachable on business hours (08:00–22:00 (GMT+8)).
- (3) The Chapter Representatives have the following responsibilities:
- (i) To attend the eNewsletter Editorial Board Online Meeting which will be conducted for a minimum frequency of four in one tenure;
  - (ii) To finalise the theme, subtheme, and section for each eNewsletter along with the eNewsletter Editorial Board;
  - (iii) To contact the I-EB regarding the call for submissions and publication of the eNewsletter;
  - (iv) To encourage Members to contribute in the eNewsletter of AMSA International;
  - (v) To help in the verification of facts, dates, and statistics using standard reference sources;
  - (vi) To proofread the assigned articles by checking grammatical errors and misspellings before second reviewing and a final Quality Control by the General Secretary;
  - (vii) To create any other materials such as infographics needed for the eNewsletter of AMSA International;
  - (viii) To create activity reports by attending AMSA International activities if possible;
  - (ix) To be responsible for engaging more people from the respective AMSA Member to write in the eNewsletter of AMSA International;
  - (x) To increase publicity of the eNewsletter of AMSA International in the respective AMSA Member;
  - (xi) To give substantial feedback on the content and design of the eNewsletter of AMSA International;
  - (xii) To cooperate actively (<24 hours of messaging response) with the CEN if there are any necessities which are not mentioned above but related to the eNewsletter of AMSA International.
  - (xiii) To conduct activities which could increase the eNewsletter publicity in each AMSA Member; and
  - (xiv) To be present and reachable on business hours (08:00–22:00 (GMT+8))
- (4) The Layout Designers have the following responsibilities:

- (i) To attend the eNewsletter Editorial Board Online Meeting which will be conducted for a minimum frequency of four in one tenure;
- (ii) To finalise the design style for each eNewsletter along with eNewsletter Editorial Board;
- (iii) To create the layout for the eNewsletter of AMSA International;
- (iv) To create illustrations needed to make the eNewsletter of AMSA International more appealing to our audience;
- (v) To cooperate actively (<24 hours of messaging response) with the CEN if there are any necessities which are not mentioned above but related to the eNewsletter of AMSA International; and
- (vi) To be present and reachable on business hours (08:00–22:00 (GMT+8))

#### **SECTION 4: GUIDELINE FOR PROSPECTIVE CONTRIBUTORS FROM MEMBERS OF AMSA INTERNATIONAL**

- (1) **Preamble**  
This guideline is created by the CEN for all prospective contributors of the eNewsletter of AMSA International, applicable to all members of AMSA International. This guideline contains the procedure necessarily known by the prospective contributors from the submission of articles to their publication.
- (2) **Submission Criteria**  
Materials that are accepted for submissions to the eNewsletter of AMSA International are:
  - (i) Scientific articles, essays, reviews, interviews, reports, and opinion articles which follow the current theme of the eNewsletter;
  - (ii) Articles about AMSA Member and university activities which have been approved by the Regional Chairperson;
  - (iii) Articles about AMSA Member and university profile which have been approved by the Regional Chairperson;
  - (iv) Articles about AMSA Member's sociocultural activities and history;
  - (v) Articles about hobbies, such as music, sports, games, and movies; and
  - (vi) Any other creative contents, such as photography, illustrations, comics, fictional writings, and poems. Any information about additional sections will be shared during the call for submissions.
- (3) **Submission Procedure**  
All members of AMSA International are eligible to contribute in the eNewsletter of AMSA International via the eNewsletter Submission Form (<https://newsletter.amsa-international.org/submission>) that will be shared by the Chapter Representatives and through the official social media of AMSA International during the call for submissions. To contribute, members of AMSA International should follow these terms:
  - (i) All prospective contributors need to make sure that they have filled in the eNewsletter Submission Form with their full names, email addresses, phone numbers, name and faculty of their universities, countries, and authors' photographs;
  - (ii) For members of AMSA International, please state "AMSA" on the "organisation" question and the name of your AMSA Member on the "country" question in the eNewsletter Submission Form;
  - (iii) All prospective contributors need to make sure that the submitted authors' photographs are of high quality and the facial features can be seen clearly;
  - (iv) The language used in the submitted content must be English (UK);
  - (v) The word limitation for an article is 700-1500 words;
  - (vi) The citation limit is 20%;

- (vii) All prospective contributors are also encouraged to attach all the references and materials from external sources. Reference cited with Vancouver style of citing is preferable;
  - (viii) All prospective contributors can submit visual materials to be used alongside the article. Please keep in mind to only submit free copyright materials in PNG or JPEG format. To search for free copyright materials, contributors can go to websites such as <https://pixabay.com>, <https://unsplash.com>, and <http://www.freepik.com>;
  - (ix) All prospective contributors should only submit their articles in Microsoft Word Document format (.doc or .docx) without any visuals. All prospective contributors should upload the visuals separately from their articles;
  - (x) All prospective contributors should not commit to any content that is against the Communication and Multimedia Act 1998 of Malaysia; and
  - (xi) All prospective contributors should understand that submission of articles does not guarantee publication.
- (4) Review Procedure
- Once an article is received via the eNewsletter Submission Form:
- (i) The CEN will make sure that prospective contributors' data are stated completely and clearly (full names, email addresses, phone numbers, name and faculty of their universities, countries, and authors' photographs). If the data is incomplete, the author(s) will receive an email to complete their data;
  - (ii) Once the data is complete, the article will be uploaded to Google Drive to be checked and proofread by Chapter Representatives;
  - (iii) Articles will be checked for the 20% citation limit using plagiarism checker websites such as <http://www.quetext.com> or <http://www.duplichecker.com>. The Chapter Representatives will contact the writer if the article exceeds the 20% citation limit to amend the article. Each author is only given one chance of amendment;
  - (iv) All articles about health issues relating to the theme, sociocultural activities, history, and hobbies will undergo a selection process. Article's selection will be based on the suitability with the theme given, citation style, credibility, title of the article, clarity of the article, plagiarism, and number of words used. For articles about sociocultural activities, history, and hobbies, the suitability with the theme is not compulsory, but correlation with the theme will give additional value;
  - (v) Articles about AMSA Member and university activities will not undergo any selection process;
  - (vi) Articles about AMSA Member and university profile will not undergo any selection process;
  - (vii) Any other creative contents, such as photography, illustrations, comics, fictional writings, and poems will not undergo any selection process;
  - (viii) Articles will also be checked for grammatical errors and misspellings. If there is any mistake, the Chapter Representatives will correct the mistake immediately and later pass to the General Secretary of AMSA International for a final Quality Control check. After the Quality Control check, the Chapter Representatives upload the corrected article to Google Drive to be designed by the Layout Designers;
  - (ix) Once designing is complete, the eNewsletter will be reviewed by the eNewsletter Editorial Board to cross check for any mistakes and errors;
  - (x) The final version of the eNewsletter will be quality controlled by the General Secretary before publishing it at the official website and official Issue of AMSA International;
  - (xi) All prospective contributors will receive an e-certificate of appreciation after the publication of the eNewsletter that will be announced by the eNewsletter Editorial Board to the prospective contributors' emails; and

- (xii) All prospective contributors are also encouraged to fill in the Reader's Feedback Form (<https://newsletter.amsa-international.org/feedback>) once the eNewsletter is published.

## SECTION 5: GUIDELINE FOR PROSPECTIVE CONTRIBUTORS FROM PARTNERS OF AMSA INTERNATIONAL

- (1) **Preamble**  
This guideline is created by the CEN for all prospective contributors of the eNewsletter of AMSA International, applicable to partners of AMSA International. This guideline contains the procedure necessarily known by the prospective contributors from the submission of articles to their publication.
- (2) **Submission Criteria**  
Materials that are accepted for submissions to the eNewsletter of AMSA International are:
- (i) Scientific articles, essays, reviews, interviews, reports, and opinion articles which follow the current theme of the eNewsletter;
  - (ii) Articles about the organisation's profile;
  - (iii) Articles about the organisation's activities;
  - (iv) Articles about hobbies, such as music, sports, games, and movies; and
  - (v) Any other creative contents, such as photography, illustrations, comics, fictional writings, and poems. Any information about additional sections will be shared during the call for submissions.
- (3) **Submission Procedure**  
All partners of AMSA International are able to contribute in the eNewsletter of AMSA International on a case-by-case basis with reference to the agreed MoU, via close liaison with the Vice Overall Chairperson External and the Liaison Officers of AMSA International. The eNewsletter Submission Form (<https://newsletter.amsa-international.org/submission>) will be shared by the relevant Liaison Officer of AMSA International during the call for submissions. To contribute, partners of AMSA International should follow these terms:
- (i) All prospective contributors need to make sure that they have filled in the eNewsletter Submission Form with their full names, email addresses, phone numbers, name and faculty of their universities, countries, and authors' photographs;
  - (ii) For partners of AMSA International, please state the name of your organisation on the "organisation" question and the name of your country on the "country" question in the eNewsletter Submission Form;
  - (iii) All prospective contributors need to make sure that the submitted authors' photographs are of high quality and the facial features can be seen clearly;
  - (iv) The language used in the submitted content must be English (UK);
  - (v) The word limitation for an article is 700-1500 words;
  - (vi) The citation limit is 20%;
  - (vii) All prospective contributors are also encouraged to attach all the references and materials from external sources. Reference cited with Vancouver style of citing is preferable;
  - (viii) All prospective contributors can submit visual materials to be used alongside the article. Please keep in mind to only submit free copyright materials in PNG or JPEG format. To search for free copyright materials, contributors can go to websites such as <https://pixabay.com>, <https://unsplash.com>, and <http://www.freepik.com>;
  - (ix) All prospective contributors should only submit their articles in Microsoft Word Document format (.doc or .docx) without any visuals. All prospective contributors should upload the visuals separately from their articles;
  - (x) All prospective contributors should understand that submission of articles does not guarantee publication; and

- (xi) All approved articles will proceed into the review procedure and the respective authors will be notified through the Liaison Officers of AMSA International.
- (4) **Review Procedure**  
Once an article is received via the eNewsletter Submission Form:
- (i) The CEN will make sure that prospective contributors' data are stated completely and clearly (full names, email addresses, phone numbers, name and faculty of their universities, countries, and authors' photographs). If the data is incomplete, the author(s) will receive an email to complete their data;
  - (ii) Once the data is complete, the article will be uploaded to Google Drive to be checked and proofread by the eNewsletter Editorial Board;
  - (iii) Articles will be checked for the 20% citation limit using plagiarism checker websites such as <http://www.quetext.com> or <http://www.duplichecker.com>. The eNewsletter Editorial Board will contact the writer if the article exceeds the 20% citation limit to amend the article. Each author is only given one chance of amendment;
  - (iv) The number of articles from partners of AMSA International are to be selected in accordance with the agreed MoU via close liaison with the Vice Overall Chairperson External and the Liaison Officers of AMSA International;
  - (v) Articles will also be checked for grammatical errors and misspellings. If there is any mistake, the eNewsletter Editorial Board will correct the mistake immediately and later pass to the General Secretary of AMSA International for a final Quality Control check. After the Quality Control check, the eNewsletter Editorial Board upload the corrected article to Google Drive to be designed by the Layout Designers;
  - (vi) Once designing is complete, the eNewsletter will be reviewed by the eNewsletter Editorial Board to cross check for any mistakes and errors;
  - (vii) The final version of the eNewsletter will be quality controlled by the General Secretary before publishing it at the official website and official Issuu of AMSA International;
  - (viii) All prospective contributors will receive a token and an e-certificate of appreciation after the publication of the eNewsletter that will be announced by the eNewsletter Editorial Board to the prospective contributors' emails; and
  - (ix) All prospective contributors are also encouraged to fill in the Reader's Feedback Form (<https://newsletter.amsa-international.org/feedback>) once the eNewsletter is published.
- (5) **Advertisement Inquiry**  
To place an advertisement, please contact the CEN at [cen@amsa-international.org](mailto:cen@amsa-international.org) and Vice Overall Chairperson External at [vicechairexternal@amsa-international.org](mailto:vicechairexternal@amsa-international.org). Please include your company or organisation's profile and advertising terms in the email.

## **SECTION 6: SUBMISSION GUIDELINE FOR MEMBERS OF AMSA INTERNATIONAL TO PLATFORMS OF PARTNERS OF AMSA INTERNATIONAL**

- (1) **Preamble**  
This guideline is created by the CEN for all prospective contributors of other platforms of AMSA International's partners, applicable to all members of AMSA International. This guideline contains the procedures that are necessary for prospective contributors, beginning from the submission of articles to their publication.
- (2) **Submission Criteria**  
Submission criteria will depend on the platforms of partners of AMSA International.
- (3) **Submission Procedure**  
All members of AMSA International are eligible to contribute to other platforms of partners of AMSA International on a case-by-case basis with reference to the agreed MoU, via close liaison with the Vice Overall Chairperson External and the Liaison Officers of AMSA International. All members of AMSA International are able to contribute by sending the



submission materials through the official email of the CEN ([cen@amsa-international.org](mailto:cen@amsa-international.org)) and the relevant Liaison Officer of AMSA International. The announcement regarding the call for submissions to other platforms of partners of AMSA International will be shared by the Liaison Officers of AMSA International. To contribute, members of AMSA International should follow these terms:

- (i) All prospective contributors need to make sure that they have sent their articles with their full name, email address, phone number, name, and faculty of their university, country, and authors' photograph, or at minimum, according to the required personal information set by the partners of AMSA International;
- (ii) All prospective contributors need to make sure that the submitted authors' photographs are of high quality and that the facial features are clearly visible;
- (iii) All prospective contributors need to make sure that they have followed the respective platform guidelines given by the partners of AMSA International;
- (iv) All prospective contributors are also encouraged to attach all the references and materials from external sources;
- (v) All prospective contributors can submit visual materials to be used alongside the article. Please keep in mind to only submit free copyright materials in PNG or JPEG format. To search for free copyright materials, contributors can go to websites such as <https://pixabay.com>, <https://unsplash.com>, and <http://www.freepik.com>;
- (vi) All prospective contributors should only submit their articles in Microsoft Word Document format (.doc or .docx) without any visuals. All prospective contributors should upload the visuals separately from their articles;
- (vii) All prospective contributors should understand that submission of articles does not guarantee publication; and
- (viii) All approved articles will proceed into the review procedure by partners of AMSA International and the respective authors will be notified through the Liaison Officer of AMSA International.
- (ix) All articles from members of AMSA International that are rejected by the partners of AMSA International will be considered to be published in the eNewsletter of AMSA International.

## SECTION 7: PUBLICATION PLATFORMS

The eNewsletter of AMSA International is published at the official website of AMSA International (<https://newsletter.amsa-international.org>) and in the official Issuu of AMSA International (<https://issuu.com/amsainternational>).

SINCE 1985





## Asian Medical Students' Association International **EXTERNAL DEPARTMENT GUIDELINE**

### **PREAMBLE**

AMSA International upholds three main philosophies of knowledge, action, and friendship. In line with these, the External Department conducts activities through its six (6) offices; AMSEP, Global Health, Marketing and Sponsorship, Liaison to Governmental Organisations and Non-Governmental Organisations, Liaison to Medical Students' Organisations, and Liaison to Non-Medical Students' Organisations.

This guideline is created in accordance with the AMSA International Constitution. They are intended to guide the External Department committees as well as other non-External EC in planning and carrying out projects, collaborations, and partnerships with external parties and within the EC.

If the EC wishes to deviate from this guideline, approval must be obtained from the VOCE. The VOCE shall decide at the earliest opportunity whether or not to accept the deviation.

This guideline is subject to annual review, any revisions made shall be brought to the floor in attendance of all relevant parties.

### **SECTION 1: PRINCIPLE**

The External Department of AMSA International is a department dedicated to building and maintaining external partnerships, as well as a representative body for AMSA International to external affairs.

### **SECTION 2: OBJECTIVES**

- (1) To strategize and build partnerships with external parties for the development of AMSA International and its Members.
- (2) To foster the philosophies of AMSA International.
- (3) To strengthen and maintain existing external partnerships.
- (4) To distribute the opportunities and useful resources gained from partnerships to all members of AMSA International.

### **SECTION 3: COMMITTEE**

- (1) The External Department is led by the VOCE and shall consist of the following offices:
  - (i) DoAMSEP
  - (ii) DoGH
  - (iii) DoMnS
  - (iv) LOGONGO
  - (v) LOMSO
  - (vi) LONMSO
- (2) The offices of the External Department are strictly governed by the AMSA International Constitution and are bound by the Secretarial and Clerical Guideline and Corporate Identity Guideline.

### **SECTION 4: INDEPENDENT PROJECT**

- (1) An independent project is defined as a project that is coordinated by a single office or EC.
- (2) Projects may or may not involve external parties.
- (3) Discussions and decision-making must always involve the VOCE.
- (4) Planning of independent projects
  - (i) The office should include all proposed independent projects in the tenure plan document at the beginning of the tenure.
  - (ii) If the project is created after the presentation of tenure plans at the first EBM of the tenure, the plan should be presented to the External Department with details such as but not limited to:
    - a) Name
    - b) Description
    - c) Time frame
    - d) Tasks
    - e) Budget
    - f) Resources
  - (iii) Planning of projects should start at minimum 2 months before the execution date.
- (5) Execution of independent projects that involves external parties
  - (i) All communication routes should involve and be supervised by the VOCE.
  - (ii) Initiation meeting should involve SO, at minimum the VOCE.
  - (iii) Focused meetings may or may not involve VOCE.
- (6) Post-Project
  - (i) Activities must be reported during department meetings with the following format:
    - a) Project description
    - b) Summary of exact happenings with list of activities done
    - c) Challenges and solutions
    - d) Recommendations for the next tenure

## SECTION 5: INTRADEPARTMENTAL PROJECT

- (1) An intradepartmental project is defined as any projects that involve more than one office of the same department, in this case referred to as the External Department.
- (2) Interdepartmental projects include, but not limited to:
  - (i) Activities that involve multiple external organisations
  - (ii) Sponsorship requests
  - (iii) Collaborations on independent projects
- (3) Discussions and decision-making must involve the VOCE and the relevant offices.
- (4) Planning of Intradepartmental projects
  - (i) The initiating office should include all proposed intradepartmental projects in the tenure plan document at the beginning of the tenure.
  - (ii) If the collaboration is initiated after the presentation of tenure plans at the first EBM of the tenure, the plan should be presented to the External Department with details such as but not limited to:
    - (i) Name
    - (ii) Description
    - (iii) Time frame
    - (iv) Tasks
    - (v) Budget
    - (vi) Resources
  - (iii) Planning of projects should start at minimum 2 months before the execution date.
  - (iv) The plan should be mutually agreed by the VOCE and the relevant EC.
- (5) Execution of intradepartmental projects that involve external parties
  - (i) All communication routes should involve and be supervised by the VOCE.

- (ii) Initiation meeting should involve SO, at minimum the VOCE.
- (iii) Focused meetings may or may not involve VOCE.
- (6) Post-Project
  - (i) Activities must be reported during department meetings with the following format:
    - (i) Project description
    - (ii) Summary of exact happenings with list of activities done
    - (iii) Challenges and solutions
    - (iv) Recommendations for the next tenure

## SECTION 6: INTERDEPARTMENTAL PROJECT

- (1) An interdepartmental project is defined as any projects that involve more than one office of different departments (Internal Department and Intermediary Department).
- (2) Interdepartmental projects include, but are not limited to:
  - (i) Global / international health interventions
  - (ii) Sponsorship and media partnership requests
  - (iii) Involvement of partner organisations
- (3) Discussions and decision-making must involve:
  - (i) VOCE
  - (ii) Relevant department supervisors (VOCI for Internal Department, and OC for Intermediary Department)
  - (iii) Relevant EC
- (4) Planning of interdepartmental projects
  - (i) The initiating office should include all proposed intradepartmental projects in the tenure plan document at the beginning of the tenure.
  - (ii) If the collaboration is initiated after the presentation of tenure plans at the first EBM of the tenure, the plan should be presented to the External Department with details such as but not limited to:
    - (i) Name
    - (ii) Description
    - (iii) Time frame
    - (iv) Tasks
    - (v) Budget
    - (vi) Resources
    - (vii) Liaised EC
  - (iii) Planning of projects should start at minimum 2 months before the execution date.
  - (iv) The plan should be mutually agreed by the VOCE, the relevant EC, and their supervisors.
  - (v) Execution of plan can only be done after approval from the relevant supervisors.
- (5) Execution of interdepartmental projects that involves external parties
  - (i) First email should be sent by the relevant EC of the External Department (Sponsors by DoMnS, Partner MSOs by LOMSO, Partner NMSO by LONMSO and Partner GO and NGO by LOGONGO).
  - (ii) Once established, discussion between external partners and AMSA International is led by the initiating office under the supervision of the External Department.
  - (iii) The External Department (VOCE and relevant EC) should be Cc-ed in all emails and invited to any live-chat groups used for discussion between external partners and EC.
  - (iv) Official documents (including but not limited to Memorandum of Understanding (MoU), work document, and publication materials), if its construction is hosted by AMSA International, the document must adhere to the Secretarial and Clerical Guideline and the Corporate Identity Guideline.
- (6) Post-Project

- (i) Activities must be reported during department meetings by the External Department EC at minimum:
  - (i) Project description
  - (ii) Summary of exact happenings with list of activities done
  - (iii) Challenges and solutions
  - (iv) Recommendations for the next tenure
- (7) MoU
  - (i) Amendment of MoU
    - (i) Amendments after the signing of the MoU should be discussed and agreed by the External Department, relevant supervisors, and EC, and must be approved by the VOCE and OC.
  - (ii) Breach of MoU
    - (i) All breaches (by AMSA International or external parties) should be reported to the supervisor at the earliest opportunity,
    - (ii) A meeting involving the department supervisors and relevant EC should be held to seek for a solution together and decide.
  - (iii) Termination of MoU
    - (i) Termination of MoU should be done according to the signed MoU, and must be approved by the VOCE and OC.
    - (ii) Termination meetings should be presided by the relevant External Department EC and attended by all relevant supervisors and EC.
- (8) Sanction
  - (i) Sanction will be given by the SO to the initiating office for any consequences from any action that is a result of deviation from this guideline.

## SECTION 7: OFFICE DOCUMENTS

- (1) The External Department's office documents include:
  - (i) External Department Guideline;
  - (ii) AMSA International AMSEP Constitution;
  - (iii) AMSA International Global and Public Health Constitution;
  - (iv) Sponsorship Prospectus;
  - (v) All signed MoUs; and
  - (vi) Any document that involves the External Department.
- (2) The VOCE is responsible for the creation, revision and practicality of the External Department Guideline and other department-related documents.
- (3) The DoAMSEP is responsible for the creation, revision, and practicality of the AMSA International AMSEP Constitution and other subsidiary-relevant documents.
- (4) The DoGH is responsible for the creation, revision, and practicality of the AMSA International Global and Public Health Constitution and other subsidiary-relevant documents.
- (5) The DoMnS is responsible for the creation, revision, and practicality of the Sponsorship Prospectus.
- (6) All EC is responsible for the creation, revision and practicality of any office documents constructed with their respective partner organisations.
- (7) All office documents are subject to regular reviews:
  - (i) Beginning of tenure;
  - (ii) Middle of tenure; and
  - (iii) End of tenure.
- (8) All office documents must be compiled to the Central External Department Drive.
- (9) MoU
  - (i) Amendment of MoU

- (i) Amendments after the signing of the MoU should be discussed and agreed by the VOCE, with permissive acknowledgement of the OC.
- (ii) Breach of MoU
  - (i) All breaches (by AMSA International or external parties) should be reported to the VOCE at the earliest opportunity,
  - (ii) A meeting involving the VOCE and relevant EC should be held to seek for a solution together and decide.
- (iii) Termination of MoU
  - (i) Termination of MoU should be done according to the signed MoU, agreed by the VOCE, with permissive acknowledgement of the OC.
  - (ii) Termination meetings should be presided by the relevant External Department EC and the SO.
- (10) Sanction
  - (i) Sanction will be given by the VOCE to the guilty office for any action that has resulted in a deviation from this guideline.
- (11) Any subsidiaries who require bespoke section on the prospectus should follow the following flow:
  - (i) Creation of a bespoke section must be agreed by the VOCE and DoMnS;
  - (ii) Requestor subsidiary is responsible for the construction of the prospectus packages;
  - (iii) Prospectus should be agreed by the VOCE and DoMnS before undergoing Quality Check (QC) and designing; and
  - (iv) The prospectus must adhere to the Secretarial and Clerical Guideline and Corporate Identity Guideline.

## SECTION 8: CONFERENCES

- (1) AMSA International conferences include EAMSC and AMSC.
- (2) Involvement of the External Department in conferences includes, but not limited to:
  - (i) Invitation of external partners;
  - (ii) Allocations for presentation slots and booth for partner organisations and sponsors; and
  - (iii) AMSA International Merchandise.
- (3) Invitation to conferences
  - (i) Seat allocations should be based on a signed MoU.
  - (ii) To allocate seats for partners in which there is no written clause in the MoU:
    - a) Consult with VOCE for extra seat allocations;
    - b) Reconfirm existence of extra seats with COC; and
    - c) Discuss and reconfirm the most suitable payment method of registration fee with the COC.
  - (iii) Reservation of slots is done at the earliest opportunity to COC and brought to awareness to the DoMnD (Conference).
  - (iv) Invitation to external partners should be sent out at the earliest opportunity and/or according to the MoU.
  - (v) The External Department and the COC should make an agreement on the mechanism of registration for external partners.
- (4) Sponsorship Booth
  - (i) DoMnS is responsible to coordinate the sponsorship booths in conferences, this includes, but not limited to:
    - a) To confirm the list of sponsors and its packages;
    - b) To coordinate with the COC regarding the technicalities of the booths;
    - c) Ensure adherence to MoU and/or purchased sponsorship packages; and
    - d) To supervise and host the booths with hospitality.



- (5) **AMSA International Merchandise**
  - (i) DoMnS is responsible for coordinating the procurement and distribution of AMSA International merchandise.
  - (ii) If DoMnS is unable to physically attend a physical conference, in which distribution of merchandise is scheduled, DoMnS is responsible to delegate an attending EC to take charge of the distribution with the acknowledgement of VOCE.
  - (iii) Any income resulting from merchandise should be noted and reported to the GT as according to the Treasury Guideline.
- (6) **Hosting partners during conferences**
  - (i) The relevant liaison offices to the partners attending the conferences are in charge to ensure the hospitality and fulfilment of agreements throughout.

## **SECTION 9: ADVERTISEMENTS AND PROMOTIONS**

- (1) Should any promotions or advertisements of external activities be requested, the requests must be based on a signed MoU.
- (2) The MoU should clearly state the rights and responsibilities of the involved parties.
- (3) The liaised office is responsible to coordinate the promotional activities with other relevant EC:
  - (i) Gathering of promotional materials from external partner;
  - (ii) Scheduling of promotional timeline; and
  - (iii) Coordination of promotional materials processing and publication with DoPnP.
- (4) The liaised EC is encouraged to investigate and understand the influence and presence of a national (Member) level external party, with the similar relevant RC, before pursuing any MoU to avoid conflict of interest.
- (5) Should any promotions or advertisements of external activities be executed, this condition must be met:
  - (i) If the activity requires finance and logistics and is scheduled to be held in January or July, the request will be voided, with all promotional capacity reserved for EAMSC and AMSC only.
- (6) The promotional activities should not deviate from the AMSA International Constitution and any other official guidelines.

SINCE 1985



## Asian Medical Students' Association International INTERCHAPTER COLLABORATION GUIDELINE

### PREAMBLE

This collaboration guideline serves as a guideline of common work discipline of the International Executive Board of AMSA International. The common work discipline is defined in this context through a standardised protocol and workflow to ensure appropriate granular communication, modular structures, and intrinsic development of the organisation. With this guideline, we also hope to broaden opportunities for our members to engage in vibrant activities of adversities.

### SECTION 1: PRE-REQUISITES

- (1) An interchapter collaboration is defined as a national or local committee, working together with one or more national or local committees of another AMSA Member, for a common purpose to achieve a defined goal.
- (2) Interchapter collaborations must have components with respect to the philosophies of AMSA International:
  - (i) Knowledge;
  - (ii) Action; and
  - (iii) Friendship.
- (3) Interchapter collaborations can take place in any form, such as but not limited to:
  - (i) Physical activity;
  - (ii) Virtual activity;
  - (iii) Capacity building; or
  - (iv) Sharing of resources.
- (4) Interchapter collaborations must adhere to this guideline with understanding that such collaborations are highly encouraged and result with positive effect towards one Member's CPAS.
- (5) When an interchapter collaboration involves three or more chapters, the relevant EC of AMSA International must commit and be involved throughout the preparation and execution of the defined goal.
- (6) Interchapter collaborations are permitted for goals that are relevant with the following subsidiaries of AMSA International with their respective set of criteria:
  - (i) AMSA Academics Committee
    - a) The relevant Executive Committee of AMSA International to be contacted are the International DoA and VOCL.
    - b) All collaborations must be academically themed with emphasis on the "Knowledge" philosophy of AMSA.
    - c) All collaborations must adhere to the AMSA International Academics Constitution.
  - (ii) AMSA AMSEP Committee
    - a) The relevant Executive Committee of AMSA International to be contacted are the International DoAMSEP and VOCE.
    - b) All collaborations must consist of academics, sociocultural and community service themed activities; note that community service is compulsory.
    - c) All collaborations must adhere to the AMSA International AMSEP Constitution.
    - d) The collaborations defined here do not include AMSEP mimics; any exchange programme with components of academics, sociocultural or community service, and other definitions as stated in the AMSA International AMSEP Constitution.

- An official AMSEP must be contract-bound as granted by the International DoAMSEP preliminarily.
- (iii) JAMSA or Research
    - a) The relevant Executive Committee of AMSA International to be contacted are the CEJAMSA and VOCL.
    - b) All collaborations must be academically themed with emphasis on the “Knowledge” philosophy of AMSA.
    - c) If necessary, the collaborations can also include the Academics Committee of the collaborators.
    - d) All collaborations must adhere to the AMSA International JAMSA Constitution.
  - (iv) Newsletter Publications
    - a) The relevant Executive Committee of AMSA International to be contacted are the CEN and VOCL.
    - b) All collaborations must adhere to the AMSA International eNewsletter Guideline.
  - (v) AMSA Global Health Committee
    - a) The relevant Executive Committee of AMSA International to be contacted are the DoGH and VOCE.
    - b) All collaborations must be academically themed with emphasis on the “Action” philosophy of AMSA.
    - c) All collaborations must adhere to the AMSA International Global and Public Health Constitution.
    - d) The collaborations defined here do not include AMSOP mimicries as stated in the AMSOP section in the AMSA International Global and Public Health Constitution.
    - e) The advisory board of the subsidiary should be informed promptly if any assistance is needed.
  - (7) Should an interchapter collaboration does not have any correlation with the already-have subsidiaries of the organisation, the collaboration will be reviewed and advised by the Senior Officers of AMSA International before initiation.
  - (8) Should an interchapter collaboration needs assistance or professional collaboration with AMSAAC, the OC should be included in the initiation protocol.
  - (9) Should an interchapter collaboration needs professional assistance and partnership with an official partner or sponsor of the organisation, the VOCE should be included in the initiation protocol.
  - (10) There are no restrictions set for the content of all initiated collaborations.

## SECTION 2: INITIATION PROTOCOL SINCE 1985

- (1) An initiating party shall contact their RC to discuss the proposed interchapter collaboration and receive internal approval at N-EB level before proceeding to the next steps.
- (2) Interchapter collaborations that are relevant to the existing subsidiaries of AMSA International must also involve the National Director.
  - (i) Should there be no relevant National Director in the AMSA Member’s N-EB, the RC shall act as the proxy of the relevant decision-making authority.
- (3) A proposed interchapter collaboration must be acknowledged and mutually agreed by the RC and relevant National Director of all involved Members.
- (4) The National Director of the initiating party shall discuss the feasibility and agreement of the interchapter collaboration with the relevant National Director of the invited party.
  - (i) The National Director shall send an official invitation letter and collaboration proposal to the relevant International Director at minimum 60 days prior to the execution date or according to the constitution or guideline of the relevant subsidiary.

- a) The interchapter collaboration proposal should include at least:
  - 1) Name of project
  - 2) Introduction
  - 3) Aims and objectives
  - 4) Proposed date and time
  - 5) Proposed setting
  - 6) Details of organising committee (Name, chapter of origin, university)
  - 7) Description of activities
  - 8) Target participants
  - 9) Proposed rights and responsibilities of the initiating and invited parties (specify name of chapter)
  - 10) Logistics
  - 11) Proposed expenditure budget
- (ii) The International Director will review the proposal to ensure the relevance of the proposed subsidiary involvement.
- (iii) Once agreed, the International Director will bridge and connect the initiating National Director with the invited National Director to further discuss and seek for agreement.
- (5) In the case of no specific involvement of existing subsidiary or absence of the relevant National Director, the RC is responsible to liaise the initiating party to the RC of the invited party and discuss the feasibility and agreement of the interchapter collaboration.
  - (i) RC of initiating party shall send an official invitation letter and interchapter collaboration proposal to the SO of AMSA International ([senior@amsa-international.org](mailto:senior@amsa-international.org)) at least 60 days prior to the execution date or according to the constitution or guideline of the relevant subsidiary.
    - a) The interchapter collaboration proposal should include at least:
      - 1) Name of project
      - 2) Introduction
      - 3) Aims and objectives
      - 4) Proposed date and time
      - 5) Proposed Setting
      - 6) Details of organising committee (Name, chapter of origin, university)
      - 7) Description of activities
      - 8) Target participants
      - 9) Proposed rights and responsibilities of the initiating and invited parties (specify name of chapter)
      - 10) Logistics
      - 11) Proposed expenditure budget
    - (ii) The SO will review the proposal and discuss the relevance of the interchapter collaboration to the existing subsidiary.
      - a) Interchapter collaborations that are relevant to the existing subsidiary will be bridged and connected by the relevant International Director.
      - b) Interchapter collaborations that are not specific to any existing subsidiary will be bridged and connected by a SO.
    - (iii) Once connected and mutually agreed, all parties may continue to the further planning and execution of the proposed interchapter collaboration.

### SECTION 3: INTRA-COLLABORATION PROTOCOL

- (1) The interchapter collaboration must be carried out in accordance with the AMSA International Constitution.
- (2) The relevant International Director and/or assigned SO shall act as a supervisor and may act as an advisor if necessary.

- (3) When an interchapter collaboration involves three or more chapters, the relevant Executive Committee of AMSA International must commit and be involved throughout the preparation and execution of the defined goal.
- (4) The main decision making process within the interchapter collaboration shall lie on the initiating and invited parties.
- (5) The relevant International Director and/or assigned SO has the authority to make decisions if it involves the integrity, safety, and well-being of the organisation and its Members. This includes but is not limited to:
  - (i) Breach of AMSA International Constitution
  - (ii) Breach of Interchapter Collaboration Guideline
  - (iii) Breach of relevant subsidiary's Constitution
- (6) Planning of interchapter collaboration
  - (i) All parties shall mutually decide on the main communication platform(s) to discuss the project.
  - (ii) The relevant International Director and/or assigned SO must be involved in the communication platform(s).
  - (iii) All parties shall discuss and plan the project together.
  - (iv) All parties may recruit more human resources as a part of the project committee under the agreement of all relevant parties.
  - (v) Any changes or amendments to the plan must be mutually agreed by all involved parties and acknowledged by the supervisor.
- (7) Execution of interchapter collaboration
  - (i) The committee shall reserve a minimum of 15-minute slot for an introduction session of AMSA International. A notification email should be sent to the GS ([secretary@amsa-international.org](mailto:secretary@amsa-international.org)) at least 7 days before the day of the introduction session.
  - (ii) The event must be documented by the project committee through appropriate publicity for an impactful outreach, with the AMSA International logo inserted and adhered to the Corporate Identity Guideline of the organisation.
  - (iii) Any changes or amendments throughout the execution must be mutually agreed by all involved parties.
- (8) It is the responsibility of all parties to ensure a clear and proper communication within the project committee.

#### **SECTION 4: POST-COLLABORATION PROTOCOL**

- (1) All concerned parties are responsible to submit one post-collaboration report at maximum 28 days after the last day of the project to the International Director and/or assigned SO via email, with the GS and DoMnD (Membership) Cc-ed. One post-collaboration report is compulsory per involved chapter.
- (2) A post-collaboration report should include at least:
  - (i) Name of project
  - (ii) Introduction
  - (iii) Achieved aims and objectives
  - (iv) Date and time
  - (v) Setting
  - (vi) Organising committee
  - (vii) Description of activities
  - (viii) Participants
  - (ix) Achieved rights and responsibilities of the initiating and invited parties (specify name of chapter)
  - (x) Logistics



- (xi) Evaluation and suggestion for future interchapter collaboration
  - (xii) Income and expenditure report
  - (xiii) Documentation
- (3) Post-collaboration reports must be signed by the initiating party, involved National Directors and RCs.
- (4) It is encouraged for all parties to publish the documentations of the collaboration on respective social media platforms, with the AMSA International logo inserted and adhered to the Corporate Identity Guideline of the organisation.
- (5) Feel free to contact AMSA International for any feedback on interchapter collaborations through our official website.



## Asian Medical Students' Association International **INVITATION GUIDELINE**

### **PREAMBLE**

As a mother organisation for her Members, AMSA International is always delighted to engage in the activities held by her Members. One way to actualise this aspiration is by having the EC or the subsidiary subcommittee of AMSA International attend AMSA Members' programmes, both at a local and national level. The following guideline has been constructed to describe how Members can invite AMSA International to their local and national programmes. By inviting the EC and/or subsidiary subcommittee, Members can hopefully further connect with AMSA International, hence broadening the scope of their activities with advanced insights.

### **SECTION 1: PREREQUISITES**

- (1) Any activity inviting a member of the EC to attend as a representative of AMSA International requires an invitation letter.
- (2) Any activity inviting a subcommittee of an AMSA International subsidiary as a representative of the concerning subsidiary (e.g., eNewsletter Board; JAMSA Board) requires an invitation letter.
- (3) The invitation letter may be sent directly by the local members while Cc-ing the RC, unless otherwise specified by a chapter's guideline.
- (4) The organising committee are expected to assist in facilitating the necessary logistical arrangements for the event (e.g., providing the meeting link, providing transportation if necessary).

### **SECTION 2: PARTICULARS**

- (1) AMSA International may attend the event as a:
  - (i) Speaker;
  - (ii) Moderator;
  - (iii) Facilitator;
  - (iv) Expert;
  - (v) Emcee;
  - (vi) Judge; or
  - (vii) Guest of Honour.
- (2) The details of the event's agenda are entirely subject to the organising committee. The agenda may come in the form of a:
  - (i) Presentation;
  - (ii) Focus group discussion;
  - (iii) Sharing session;
  - (iv) Training session;
  - (v) Talk show;
  - (vi) Workshop; or
  - (vii) Other forms that the organising committee deem fit.
- (3) Members may request one or more of the following topics to be presented by AMSA International:
  - (i) History and vision of AMSA International;
  - (ii) Organisational profile of AMSA International;
  - (iii) Job descriptions of the AMSA International Committee;
  - (iv) Programmes of AMSA International;



- (v) Subsidiaries of AMSA International;
- (vi) Partners of AMSA International;
- (vii) Sponsors and opportunities for members; and/or
- (viii) Other topics that have been discussed and agreed upon by the invited representatives of AMSA International.

### SECTION 3: PROTOCOL

- (1) The organising committee of the event, while Cc-ing the RC, must first contact the relevant EC and/or subsidiary subcommittee to inform them about the event.
- (2) After ensuring the relevant invitees are well informed about the event, the organising committee must send an **invitation letter** to the GS at [secretary@amsa-international.org](mailto:secretary@amsa-international.org) while Cc-ing the OC at [chair@amsa-international.org](mailto:chair@amsa-international.org). The invitation letter shall consist of, at minimum:
  - (i) Name of the event;
  - (ii) Date and time of the event (in GMT+8);
  - (iii) Description of the event;
  - (iv) General objectives of the event;
  - (v) Address (offline) OR link to the event (online);\*
  - (vi) Target participants;
  - (vii) List of EC and/or subsidiary subcommittee expected to attend;\*\*
  - (viii) General outline of topics expected to be covered by the EC and/or subsidiary subcommittee; and
  - (ix) Contact person with contact details.

\* If the link is yet to be available, please state the platform that will be used.  
\*\* It is mandatory to state their positions (e.g., OC, GS, GT). It is optional to state the names of the EC or subsidiary subcommittee.
- (3) The invitation must be sent a maximum of **15 days** before the event.
- (4) After receiving a confirmation of attendance, the organising committee may then follow up with a **Terms of Reference (ToR)** to the GS while Cc-ing the OC, consisting of, at minimum:
  - (i) Name of the event;
  - (ii) Date and time of the event;
  - (iii) Description of the event;
  - (iv) Specific objectives of the event;
  - (v) Specific outline of topics to be covered by the EC and/or subsidiary subcommittee;
  - (vi) List of things the EC and/or subsidiary subcommittee are expected to prepare (e.g., photo, CV, PowerPoint Presentation); and
  - (vii) Agenda and schedule of the whole event.
- (5) The ToR may be sent together with the invitation letter.
- (6) If sent separately, the ToR must be sent a maximum of **10 days** before the event.

### SECTION 4: LIAISON

- (1) In the case that members would like to invite external stakeholders relevant to AMSA International (i.e., AMSAAC, partners), AMSA International shall act as a liaison between them and the Members.
- (2) The protocol to invite external parties shall be the same, apart from the email recipients. In addition to sending the letter to the GS at [secretary@amsa-international.org](mailto:secretary@amsa-international.org), the invitation letter shall also be directed to the following:

Stakeholders	EC in Charge	Email



AMSAAC	OC	<a href="mailto:chair@amsa-international.org">chair@amsa-international.org</a>
Partners	VOCE LOMSO LONMSO LOGONGO	<a href="mailto:vicechairexternal@amsa-international.org">vicechairexternal@amsa-international.org</a> , <a href="mailto:lomso@amsa-international.org">lomso@amsa-international.org</a> OR <a href="mailto:lonmsso@amsa-international.org">lonmsso@amsa-international.org</a> OR <a href="mailto:logongo@amsa-international.org">logongo@amsa-international.org</a>



## Asian Medical Students' Association International **MEMBERSHIP GUIDELINE**

### **PREAMBLE**

AMSA International upholds three main philosophies of Knowledge, Action, and Friendship. In line with these, the Membership domain stands as the bridge to implement and actualise these philosophies among AMSA Members. This guideline is created in accordance with the AMSA International Constitution. They are intended to guide the DoMnD (Membership) in guiding, supervising, and carrying out the vision of AMSA among its Members.

### **ARTICLE 1: 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 N-EB and is represented by the appointed RC 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-Pacific that have fulfilled the admission criteria for Full Membership and have been approved as a Full Member by two-third majority in an EBM.
- (7) Associate Membership is defined as the Membership of AMSA made up of chapters outside the geographical region of Asia-Pacific that have fulfilled the admission criteria for Associate Membership and have been approved as an Associate Member by two-third majority in an EBM.
- (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 EBM.
- (9) The quorum of voting for all membership and development affairs is defined as two-third of total number of RCs of Full Membership attending. The I-EB has the right to participate in the voting of all membership and development affairs unless there is conflict of interest. An absolute two-third majority of votes is required for an outcome.

#### **SECTION 2: STRUCTURE**

- (1) Each AMSA Member shall include minimally, but not limited to the structure below:
  - (i) RC;
  - (ii) N-EB composed of:

- a) A RC 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) Director of Global Health;
  - (4) Director of Membership and Development;
  - (5) Chief Editor of JAMSA; and
  - (6) Chief Editor of eNewsletter.
- (iii) An official Member logo;
- (iv) Database of members (Names, Universities, Year of Graduate); and
- (v) System of communication between N-EB 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 SO and DoMnS to establish partnerships with relevant partners of AMSA International.
- (3) The rights of Full Membership include:
  - (i) Propose and vote at the EBM;
  - (ii) Attend and host AMSA International conferences;
  - (iii) Negotiate for quotations of delegates at conferences;
  - (iv) Access to the I-EB mailing list; and
  - (v) Apply for positions of the EC and subcommittee.
- (4) The rights of Associate Membership include:
  - (i) Propose, but not vote or second, at the EBM;
  - (ii) Attend and host AMSA International conferences;
  - (iii) Negotiate for quotations of delegates at conferences;
  - (iv) Access to the I-EB mailing list; and
  - (v) Apply for positions of the EC and subcommittee.
- (5) The rights of Observer Membership include:
  - (i) Propose, but not vote or second, at the EBM;
  - (ii) Attend, but not host AMSA International conferences;
  - (iii) Negotiate for quotations of delegates at conferences;
  - (iv) Access to the I-EB mailing list;
  - (v) Apply for positions of the subcommittee; and
  - (vi) Apply for positions of the EC if the applicant has been recommended through the Letter of Recommendation from the OC and the DoMnD (Membership).

### SECTION 4: RESPONSIBILITIES

- (1) The Member shall maintain autonomy and initiative with regards to local affairs, in accordance with this constitution. The I-EB 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 the EBM.
- (4) The RC 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 SO and DoMnD (Membership);
  - (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 EC; and
  - (vii) Supervising the handover of AMSA International registration fee of conferences to the GT 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 OC and DoMnD (Membership);
  - (ii) The SO and DoMnD (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, the DoMnD (Membership) will put the application as an agenda in the EBM. The validation and voting process will be done in the EBM upon the agreement from the OC;
  - (iv) A chapter is granted Observer Membership status after getting an approval by two-third of the I-EB 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 RC 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. Director of Global Health;
        - d. Director of Membership and Development;
        - e. Chief Editor of JAMSA; and
        - f. Chief Editor of eNewsletter.
      - (3) An official Member logo;
      - (4) Database of members (Names, Universities, Year of Graduate); and

- (5) System of communication between N-EB 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 OC and DoMnD (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 / EC in the organisation and is addressed to OC and DoMnD (Membership);
  - (iii) The SO and DoMnD (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, the DoMnD (Membership) will put the application as an agenda in the EBM. The validation and voting process will be done in the upcoming EBM upon the agreement from the OC;
  - (v) An Observer Member is granted Full or Associate Membership after getting an approval by two-third of the I-EB 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) Director of Global Health;
      - (4) Director of Membership and Development;
      - (5) Chief Editor of JAMSA; and
      - (6) Chief Editor of eNewsletter.
    - 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 the OC or GS in advance of their absence. Meetings include the EBM 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 EBM reports consecutively;

- d) The Regional Chairperson of the hosting Member, or the Head of Organising Committee of the EAMSC or AMSC does not pass the AMSA International Membership Fee to AMSA International in the method agreed upon between the HOC and the GT before the conference. If the HOC has difficulty handing over the AMSA International Membership Fee on time, the deadline may be postponed upon the approval of the OC and GT, but it shall not be postponed for more than six months; and
  - e) The Member is in violation of any existing Membership of Agreement made with AMSA International and its Member.
- (ii) The process for nomination is as follows:
- a) At least two EC can nominate a Member for demotion, with a permissive written agreement involving all SO and DoMnD (Membership).
  - b) At least 6 weeks prior to an online meeting where possible demotion can be discussed, the relevant EC who are nominating the Member for suspension must send an email to the RC of the Member being nominated. This email will declare the intention for demotion and will outline the reasons for the nomination;
  - c) The RC of the nominated Member has 4 weeks to respond to this email and rectify the situation;
  - d) If two-third of the I-EB with rights to vote or second is satisfied with the rectification, the OC will send an email to the RC 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 I-EB 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. RC of the demoted Member must contact the OC and DoMnD (Membership) at least 2 weeks prior to a meeting. When contacting the OC and DoMnD (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 EBM 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 OC will send an email to the RC of the terminated Member to declare the official termination, with a permissive written agreement involving other SO and DoMnD (Membership); and
    - b) A terminated Member has a 9-month sanction period before reapplying for Observer Membership rights.
- (4) The autocratic rights of SO:
- (i) To consider re-admittance of a terminated Member with DoMnD (Membership) if there fails to be a quorum at two consecutive EBM; and

- (ii) To impeach an incumbent RC and request a proxy as replacement if RC fails to implement any of their responsibilities within 12 months, with approval of the OC and DoMnD (Membership).

## **ARTICLE 2: EXCELLENCE AWARD**

### **PREAMBLE**

AMSA International recognises the commitment and enduring efforts of members who have made notable contributions to the organisation; be it an improvement, inspiration, or an achievement for his/her AMSA Member and for AMSA International. Therefore, these contributions shall be acknowledged and rewarded with the highest gratitude through Excellence Award.

The Excellence Award was previously known as the Lifetime Membership Award. There were no associated privileges nor responsibilities subjected to the extended membership for the recipients of the award for more than a decade since its establishment. Thus, amendments were proposed and introduced to the award in tenure 2020/2021. Nevertheless, the recipients of the previous Lifetime Membership Award will not be revoked and will remain as the same branding as it is.

### **SECTION 1: DEFINITION**

- (1) A Recommender is defined as the RC, Secretary, or active proxy of a Member that will write the Letter of Recommendation for his/her member for Excellence Award.
- (2) A Recommendee is defined as a member that receives recommendation from the Recommender for Excellence Award and accomplishes the review process by DoMnD (Membership).
- (3) An Awardee is a Recommendee that has been granted the Excellence Award and endorsed by the OC and DoMnD (Membership) of AMSA International, and Secretary General of AMSAAC.

### **SECTION 2: RESPONSIBILITIES**

- (1) An Excellence Award awardee is entitled to:
  - (i) Receive the utmost recognition from AMSA International and have his/her name publicly announced at AMSA International social handles;
  - (ii) Receive a LoR by the acting OC for future endeavours;
  - (iii) Receive a certificate issued by the DoMnD (Membership) and OC of AMSA International, and Secretary General of AMSAAC; and
  - (iv) Be a supplementary advisor along with the official succeeding advisory board of the organisation. Should the awardee never hold any position in AMSA International, the awardee may advise on his or her expertise/experience, and also attend all of the EBM of the tenure along with the official advisory board.
- (2) An Excellence Award awardee is obliged to:
  - (i) Advocate AMSA among Members and external parties;
  - (ii) Participate in AMSA International activities as a supplementary advisor along with the official advisory board, when necessary.
- (3) The award can be revoked under one or more of the following conditions:
  - (i) Bring AMSA into disrepute;
  - (ii) Abuse the power that is granted as the supplementary advisor; and
  - (iii) Not reachable or responsive to advisory affairs as a supplementary advisor for more than two months.

### SECTION 3: ELIGIBILITY CRITERIA

- (1) Recommendees should fulfil all criteria as follows:
  - (i) Well informed of the recommendation made;
  - (ii) Have been involved with AMSA International for at least a total of three years' service in their respective National Executive Board, International Executive Board, or subcommittee of AMSA International, with at least two years of service in the International Executive Board of AMSA International.
  - (iii) A medical student for the entire duration of service; up to a year after award;
  - (iv) Have not previously been excluded from being a member of AMSA International or Recommendees' local chapter; and
  - (v) Have not previously been terminated from an executive position because of failure to fulfil his/her duties.
- (2) Special conditions regarding recommendation process:
  - (i) Recommenders can provide recommendation regardless of membership status and the recommendation does not need to be from the same chapter.
  - (ii) Recommenders have the right to not recommend anyone. In a situation where a chapter does not recommend anyone, Recommender should provide a statement in the Letter of Recommendation about his/her non-participation.
  - (iii) If an active RC is recommended for Excellence Award, a Secretary or an active proxy should write the recommendation on behalf of his/her chapter.
  - (iv) If the acting DoMnD (Membership) is recommended, OC should appoint an EC without conflict of interest to be in charge of the recommendation process.
  - (v) If an active OC is recommended, DoMnD (Membership) may appoint the next highest ranking EC without conflict of interest to assist him/her in the recommendation process.
  - (vi) If both the DoMnD (Membership) and OC are recommended, the next highest ranking EC without conflict of interest may be appointed to be in charge of the recommendation process.

### SECTION 4: PROTOCOL

- (1) DoMnD (Membership) will be the person-in-charge for the awarding process with supervision from OC.
- (2) Recommendees and Recommenders cannot be involved as the awarding committee.
- (3) The awarding process should be done once in each tenure and completed before the AGM ends.
- (4) The process of nomination and awarding will be as follows:
  - (i) DoMnD (Membership) should announce the commencement of Excellence Award through the I-EB mailing list a month prior to the AGM.
  - (ii) Recommender should write a Letter of Recommendation addressed to the DoMnD (Membership).
  - (iii) The submission deadline for the Letter of Recommendation should be two weeks prior to the AGM.
  - (iv) The Letters of Recommendation will be reviewed by DoMnD (Membership). Late and/or incomplete submissions will not be considered for the review process and the chapter will be considered as not sending any recommendation.
  - (v) The list of eligible Recommendees will be announced by DoMnD (Membership) through email, with an attached platform for voting of awardees.
  - (vi) Each RC can only cast one vote for two different Recommendees.

- (vii) Two Awardees are selected in accordance with Article 1(1)(9) by simple majority. In the event of a tie, the OC and DoMnD (Membership) will re-evaluate based on the Recommendees' past contributions and name the Awardees.
- (viii) The Awardees will be announced at the AGM.

## **ARTICLE 3: AMSA INTERNATIONAL MASTERCLASS**

### **SECTION 1: DEFINITION**

- (1) AMSA International Masterclass is a programme organised by the DoMnDs of AMSA International together with the Seedership system. Both the Masterclass programme and Seedership system were established in 2020 and co-exist as a sustainable initiative of AMSA International.
- (2) This programme will help AMSA International collect feedback and suggestions from Members to be applied at a larger scale.
- (3) The aims of this programme are:
  - (i) To train Members to develop their chapters;
  - (ii) To standardise the work ethics in AMSA International;
  - (iii) To share and exchange ideas for Members' development; and
  - (iv) To promote collaborative efforts among Members of AMSA International.

### **SECTION 2: COMMITTEE**

- (1) The Committee for the AMSA International Masterclass comprises of the following:
  - (i) The Seedership Committee is the OC, VOCl, VOCE and DoMnD (Membership). The job scopes are as follows:
    - a) Assist Members to develop accordingly as the principles educated through AMSA International Masterclass;
    - b) Oversee the progress of AMSA International Masterclass; and
    - c) Guide the Masterclass Committee in developing the activities for their session.
  - (ii) The Masterclass Committee is the Executive Committee. The job scopes are as follows:
    - a) Plan and execute the session to the whole I-EB;
    - b) Find suitable resource persons for Symposium and/or Workshop;
    - c) Involve the relevant N-EB for their subsidiary in the AMSA International Masterclass; and
    - d) Liaise the resource person for sessions.

### **SECTION 3: PROGRAMMES**

- (1) AMSA International Masterclass is a series of training sessions encompassing the different subsidiaries of AMSA International.
- (2) Each session comprises two main sub-programmes: Symposium and Workshop.
  - (i) Symposium
    - a) Symposium is a webinar-type activity where a speaker presents about the chosen topic.
    - b) Symposium must be interactive.
  - (ii) Workshop
    - a) Workshop is the application of the knowledge from symposium.
    - b) Activities for workshop should include, but not limited to one of these activities:
      - (1) Plenary or Small Group Discussion;
      - (2) Role Play;

- (3) Pre-test and Post-test; and
- (4) Games.
- c) Custom-made sessions up to the hosts' preference related to their topic.
- (3) Workshop can be done during or after the Symposium.

#### **SECTION 4: TIMELINE**

- (1) AMSA International Masterclass shall be conducted throughout the tenure.
- (2) Each Masterclass Committee shall facilitate a maximum of 2 (two) sessions under their respective subsidiary. Each session must be held for a maximum of 5 (five) hours. It is up to the Masterclass Committee on how they want to divide the 5 (five) hours throughout their chosen weekend.
- (3) Each Masterclass Committee will be given a dedicated month to conduct their sessions. The order of session cannot be changed; however, the timeframe of following sessions might be subject to changes as deemed necessary:
  - (i) October - DoMnD
  - (ii) November - DoPnP & DoIT
  - (iii) December - DoMnS
  - (iv) January - AMSEP
  - (v) February - DoA
  - (vi) March - CEJAMSA
  - (vii) April - DoPH
  - (viii) May - CEN
- (4) SO and LOs are not required to conduct a Masterclass session. If it is deemed necessary, SO or LOs may request the DoMnDs to allocate a time to conduct a session for SO or LOs.
- (5) EC may choose any weekend within their dedicated month to conduct at least 1 (one) session; however, the session must not collide with a weekend that coincides with an EBM.

#### **SECTION 5: PARTICIPANTS**

- (1) Attendance is mandatory for the following representatives of each Member:
  - (i) RC;
  - (ii) N-EB representative relevant to the subsidiary; and
  - (iii) Minimum of 2 (two) other people from each Member, up to the Member's discretion.
- (2) Members who do not have a N-EB representative relevant to the subsidiary of the month may appoint a proxy N-EB to attend.
- (3) If a RC is not able to attend, he/she has to appoint a proxy. The RC must inform the DoMnDs 1 (one) week prior to the session.
- (4) RC may request for additional seats for each session. The Masterclass Committee should provide these additional seats with approval of DoMnDs.

#### **SECTION 6: SUSTAINABILITY OF PROGRAMME**

- (1) The programme is cultivated as a hub for guidance and assistance for the Members.
- (2) Masterclass Committees
  - (i) There are 2 (two) components that should be made in the Masterclass: Pre-Masterclass Plan and Post-Masterclass Evaluation
  - (ii) Pre-Masterclass Plan
    - a) Pre-Masterclass Plan should be completed by each EC in the Google Spreadsheet (AMSA International Masterclass Tenure Plan) at the beginning of each tenure before the first EBM.
    - b) EC should consider these aspects when making the Pre-Masterclass Plan:

- (1) Idea of the project: General concept of how take-home messages can be delivered.
  - (2) Take-home messages
    - Knowledge: Knowledge that needs to be learned or strengthened in order to conduct the project.
    - Skill: Skill that needs to be learned or strengthened in order to conduct the project.
    - Attitude: Attitude that needs to be learned or strengthened in order to conduct the project.
  - (3) Methodology (content of symposium/workshop): How the symposium/workshop will be done.
  - (4) Proposed stakeholders: Any party that should be involved in the session.
- (iii) Post-Masterclass Evaluation
- a) Post-Masterclass Evaluation should be stimulated at each regeneration and stated in the Google Spreadsheet (AMSA International Masterclass Tenure Plan) to be passed over to the next tenure for a better Masterclass experience when AMSA International regenerates.
  - b) Post-Masterclass Evaluation should include but not limited to:
    - (1) Idea of project and number of participants;
    - (2) Activities that had been done;
    - (3) Evaluation of programme:
      - Things that went well; and
      - Progress from last tenure.
    - (4) Problem solving:
      - Problems that occurred during the session; and
      - Solutions provided to solve the problem.
    - (5) Recommendations or suggestions for the next tenure.
- (3) RCs
- (i) AMSA International Masterclass will be integrated with the CPAS. The CPAS engages the Members to strive and enhance their performance.
  - (ii) Every attendance and/or participation in the session will be counted as a component of the assessment for CPAS.
  - (iii) At the end of each tenure, a certificate of participation will be given to each chapter, where the final score, with the highest possible score as the denominator, for Masterclass domain in CPAS will be stated in the certificate.

## SECTION 7: APPENDIX

SINCE 1985

- (1) The AMSA International Masterclass Tenure Plan Google Spreadsheet is regenerated yearly by the DoMnDs.
  - (i) The Google Spreadsheet shall be named using this format: AMSA International Masterclass Tenure Plan - yy/yy+1, with yy/yy+1 indicating the year of tenure.
  - (ii) Access of the relevant Google Spreadsheet shall only be given to the EC of AMSA International within its tenure.
  - (iii) The Google Spreadsheet shall contain:
    - a) Timeline of Masterclass sessions
    - b) Pre-Masterclass plan of each EC
    - c) Masterclass table of activities of each EC
    - d) Post-Masterclass innovation and evaluation



## Asian Medical Students' Association International **REGENERATION GUIDELINE**

### **PREAMBLE**

Since 1985, Asian Medical Students' Association (AMSA) International has run as a member-based organisation, whereby the organisation's orientation and objectives ultimately lead back to her members. In a student-led association such as AMSA, members have the right to participate in the affairs of the organisation. Democratic governance is upheld, and office bearers are responsible for representing their constituency. In line with these democratic principles, the election of the AMSA International Committee serves two main functions:

- (1) To routinely involve members with the internal accountability of the organisation.
- (2) To ensure the continuity and sustainability of the organisation.

Therefore, taking into consideration the importance of the regeneration, this AMSA International Regeneration Guideline was formulated in accordance with the AMSA International Constitution.

### **SECTION 1: SCOPE**

- (1) The regeneration described in this guideline refers to the process of the promotion, recruitment, and election of the organisation.
- (2) The RCs shall be appointed or chosen through formal processes as defined by the constitution of their AMSA Member.
- (3) The AMSA International subsidiary subcommittee shall be formed under the discretion of the concerned EC, under the supervision of their respective supervisor.

### **SECTION 2: ETHICS**

- (1) The organisation highly values respect, diversity, and equality.
- (2) All applicants shall abide the professional standards of medical ethics.
- (3) Any behaviour deemed to be unethical and unprofessional, such as bribery, would result in nullification of the applicant's eligibility.

### **SECTION 3: ELIGIBILITY**

- (1) Application for the EC shall be open to all individual members.
- (2) Observer Members may apply for positions of the EC if the applicant has been recommended through the LoR from the OC and the DoMnD (Membership).
- (3) No person on the EC shall bear more than one office at once.
- (4) The same person can only hold one post for no more than two consecutive terms.
- (5) A person may hold one office for a maximum of two consecutive years.
- (6) In necessary circumstances, a maximum of two people may share one office on the EC at the discretion of the I-EB, provided that their selection does not conflict with any other article within the constitution.

- (7) EC holding positions in their AMSA Member's N-EB that are not ending their national term within 6 months of running for the EC are not eligible to apply as an EC.
- (8) An annual document of application terms shall be uniformed and announced by the GS via the RCs.
- (9) Failure to complete the requirements of the regeneration will result in the disqualification of an applicant.

#### SECTION 4: PROCEDURE

- (1) Information regarding the regeneration process shall be disseminated through the RCs and the social media handles of AMSA International.
- (2) The applications must go through the RC, and the RC must submit all applications to the GS. The submitted files shall be distributed to other RCs to refer to.
- (3) The recruitment of the EC shall be conducted in two stages with the election of the SO first, followed by the rest of the EC.
- (4) The Elects of the SO shall be involved in the recruitment of the succeeding tenure.
- (5) A recorded interview will be held with the OC presiding. In the event that the interview cannot be held offline, it shall be held online.
- (6) The interviewing party and the RCs of applicants shall provide deliberations to the GS after the applicants' interview for deliberation.
- (7) The outgoing GS shall preside over the election.
- (8) Only the RCs of Full Membership are eligible to participate in the voting. Should the RC apply for the upcoming tenure or of any *force majeure* reasons, a proxy can be nominated to elect in their place.
- (9) The voting quorum is defined as two-third of total number of RCs of Full Membership attending. An absolute two-third majority of the present quorum is required for an outcome.
- (9) An AMSA International Voting Summit will be held for the voting. The Voting Summit can be conducted only in the presence of a voting quorum.
- (10) Voting results shall be announced no longer than 24 hours after the Voting Summit.
- (11) The process should be completed at least 30 days before the AGM.
- (12) The outgoing EC must hand over their rights and responsibilities after the election and before the AGM.
- (13) In the event that a second round of applications is conducted, applicants of the first round that have not been selected are by default proceeded into the second round. They are invited to attend the second round of interviews and may present their revised Plans of Action.



Asian Medical Students' Association International  
**SECRETARIAL AND CLERICAL GUIDELINE**

**PREAMBLE**

The AMSA International Secretarial and Clerical Guideline is a standardised set of rules and protocol for spelling, formatting, and quality control. It was created by the GS to ensure that all posts under the name 'AMSA International' are professional, formal, and of high quality. It is compulsory for the EC and HOC to adhere to the guideline. It is highly recommended for RCs to adhere to this guideline as well.

**SECTION 1: BASIC WRITING GUIDELINE**

(1) Language

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

The English (UK) language adopts several distinct spelling rules, shown in the following examples:

- Encyclopaedia (-ae-/-oe-)
- Cancelled (-ell-)
- Defence (-ence)
- Organisation (-isation)
- Enrol (-l)
- Dialogue (-ogue)
- Honour (-our)
- Centre (-re)
- Capitalise (-se)
- Dreamt (-t)
- Tyre (-y)

(2) Fonts

The font used for AMSA International publications mainly displayed through electronic screens is Montserrat. These publications include, but are not limited to, the following:

- Emails
- Social media posts
- Guidelines
- Memorandums of Understanding
- Memorandums of Agreement

The font used for formal AMSA International printed documents is Baskerville. These include, but are not limited to, the following:

- Certificates
- Letters

(3) Date Notation

There are two (2) accepted formats to write the date:

(i) DD/MM/YYYY with leading zeros

Correct	Incorrect
18/09/2020	18-09-2020 09/18/2020

(ii) D Month YYYY with no leading zeros



Correct	Incorrect
5 September 2020	5th of September, 2020 September 5, 2020 05 September 2020

- (4) **Time Notation**  
Time shall be notated in a 24-hour format with a colon, with leading zeros, without a.m. or p.m. abbreviations. The official time zone shall be Greenwich Mean Time +8.

Correct	Incorrect
10:30 22:30 05:00 (GMT+8)	10:30 p.m. 22.30 5:00

- (5) **Tables**

Index	Name	Details
1.	Jane Doe	Lorem ipsum dolor sit amet
2.	John Doe	Lorem ipsum dolor sit amet

Left alignment

Centre alignment

- (6) **AMSA Spelling**  
The complete list of abbreviations for common terms in AMSA have been indexed in the AMSA International Constitution. The official abbreviation for AMSA Members is 'AMSA [space] [2-letter ISO 3166 code]'. \* Refer to ANNEX.

**SECTION 2: EMAILS**

- (1) **To, Cc, Bcc**  
 (i) **To:** Put the email address here if it is for their attention and action.  
 (ii) **Cc:** Put the email address(es) here if you are sending a copy for their information (and you want everyone to explicitly see this).  
 (iii) **Bcc:** Put the email address here if you are sending them a copy and you do not want the other recipients to see that you sent it to this contact.
- (2) **Subject**  
 A subject must begin with one of the following categories:  
 (i) **[ANNOUNCEMENT]:** emails with new information that benefits AMSA International  
 (ii) **[IMPORTANT]:** emails that require urgent attention and need to be opened within 24 hours  
 (iii) **[CALL FOR SUBMISSION]:** emails that require members' submitted works (e.g. papers, proposals, illustrations)  
 (iv) **[INVITATION]:** emails that request for attendance from external parties. (Attach a formal letter with details of the event.)  
 (v) **[PROMOTIONS]:** emails to promote any event, collaboration, partnership, etc.  
 The category is then followed by the subject in title case. Each word in the subject needs to be capitalised, except prepositions (in, of, for, etc.), articles (a, an, the), and short coordinating conjunctions (and, but, or, etc.).

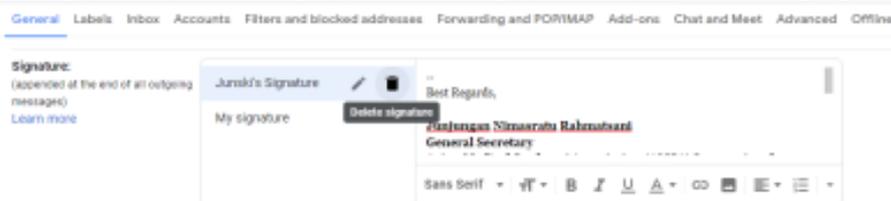
Correct	Incorrect
[ANNOUNCEMENT] AMSA International eNewsletter Issue #35 [INVITATION] Guest Speaker Invitation for AMSC 2020	[NEWSLETTER] Amsa international newsletter issue #35 is now out [AMSC 2020] AMSA INTL INVITES YOU TO AMSC 2020

- (3) **Template**

Emails sent by the EC must use the official AMSA International Email Template created by the DoPnPs.

Follow these steps to set up the template:

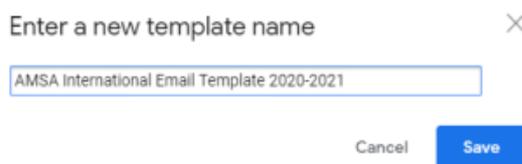
- (i) Settings  > See all settings > General > Signature > Delete all existing signatures.



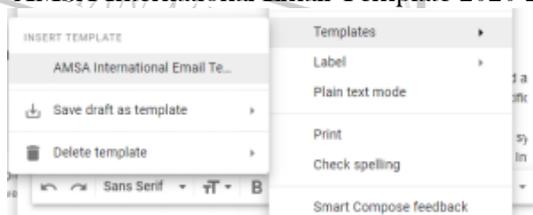
- (ii) Advanced > in Templates, click 'Enable.' > Save Changes.  
 (iii) Open the email template sent by the DoPnP. > Copy all the text.  
 (iv) Compose a new email. > Paste the text.  
 (v) Edit the information in the signature (full name, position, faculty, university, personal email, LinkedIn ID).



- (vi) More options > Templates > Save draft as template > Save as new template.  
 (vii) Enter a new template name: "AMSA International Email Template 2020-2021" > Save.



- (viii) To use the template, compose a new email. > More options > Templates > Click 'AMSA International Email Template 2020-2021'



(4) Text

All emails directed to anyone other than the EC must be Quality Controlled (QC-ed. See 4.3) by the General Secretary and consist of at least the following:

- (i) Greeting (e.g., Hello, People of Tomorrow!)  
 (ii) Introduction: to explain the status quo that brought you to write the email  
 (iii) Body: the actual content of your message with supporting details  
 (iv) Closing (e.g., Thank you for your attention. Viva AMSA!)

[ANNOUNCEMENT] AMSA International Official Email Template

## AMSA International Official Email Template

### Greeting

*Hello, People of Tomorrow!*

### Introduction

With AMSA International's vast scope, emails have played an essential role in the spread of information to and from 30 chapters of Asia Pacific and beyond.

This tenure, the DoPnPs have taken their time to create a systematic, professional, yet eye-catching template for emails distributed by the AMSA International Executive Committee. We request all the ECs to utilise this template in all emails for external use (RCs, partners, and so on). Please refer to the step-by-step guide attached in this email to save this design as a template.

### Body

Hopefully, this new template will amplify our branding in the eyes of external parties, and augment the legitimacy and trust people have towards our beloved organisation.

Thank you for your attention. Viva AMSA!

Yours truly,



**Marjorie Ong Jia Yi**  
Overall Chairperson  
AMSA International 2020/2021

Faculty of Medicine, The National University of Malaysia  
[marjorieongjiaiy@gmail.com](mailto:marjorieongjiaiy@gmail.com)  
LinkedIn: [Marjorie Jia Yi Ong](#)



### (5) Mailing List

- (i) For a more specific group of recipients, the following email addresses can be inputted:
  - [mailinglist@amsa-international.org](mailto:mailinglist@amsa-international.org): received by all subscribers ~~-TBC-~~
  - [broadcast@amsa-international.org](mailto:broadcast@amsa-international.org): received by the I-EB (all EC and RCs)
  - [ec@amsa-international.org](mailto:ec@amsa-international.org): received by all EC
  - [rc@amsa-international.org](mailto:rc@amsa-international.org): received by all RCs
  - [senior@amsa-international.org](mailto:senior@amsa-international.org): received by all SO
- (ii) Emails should be sent to the I-EB mailing list at multiples of 10 minutes (e.g., 09:00, 09:10, 09:20, and so on; NOT 09:03, 09:17).
- (iii) Emails should only be sent between 08:00-22:00 (GMT+8).
- (iv) Utilise Gmail's 'Schedule Send' feature for easier email management (optional).

## SECTION 3: LETTERS

- (1) A standard letter has the following components:
  - The date the respective EC sent the draft to the GS, in D Month YYYY format
  - Reference number
  - Subject
  - AMSA International Official Letterhead
  - Electronic signature of the OC
  - Electronic signature of the respective EC

[LETTERHEAD] [Reference number]	
[Date]	
[Recipient's name] [Recipient's position] [Company name and/or address]	
Subject:	
Dear ...,	
[Introduction Body Closing]	
Cordially, [OC's e-signature]	[EC's e-signature]

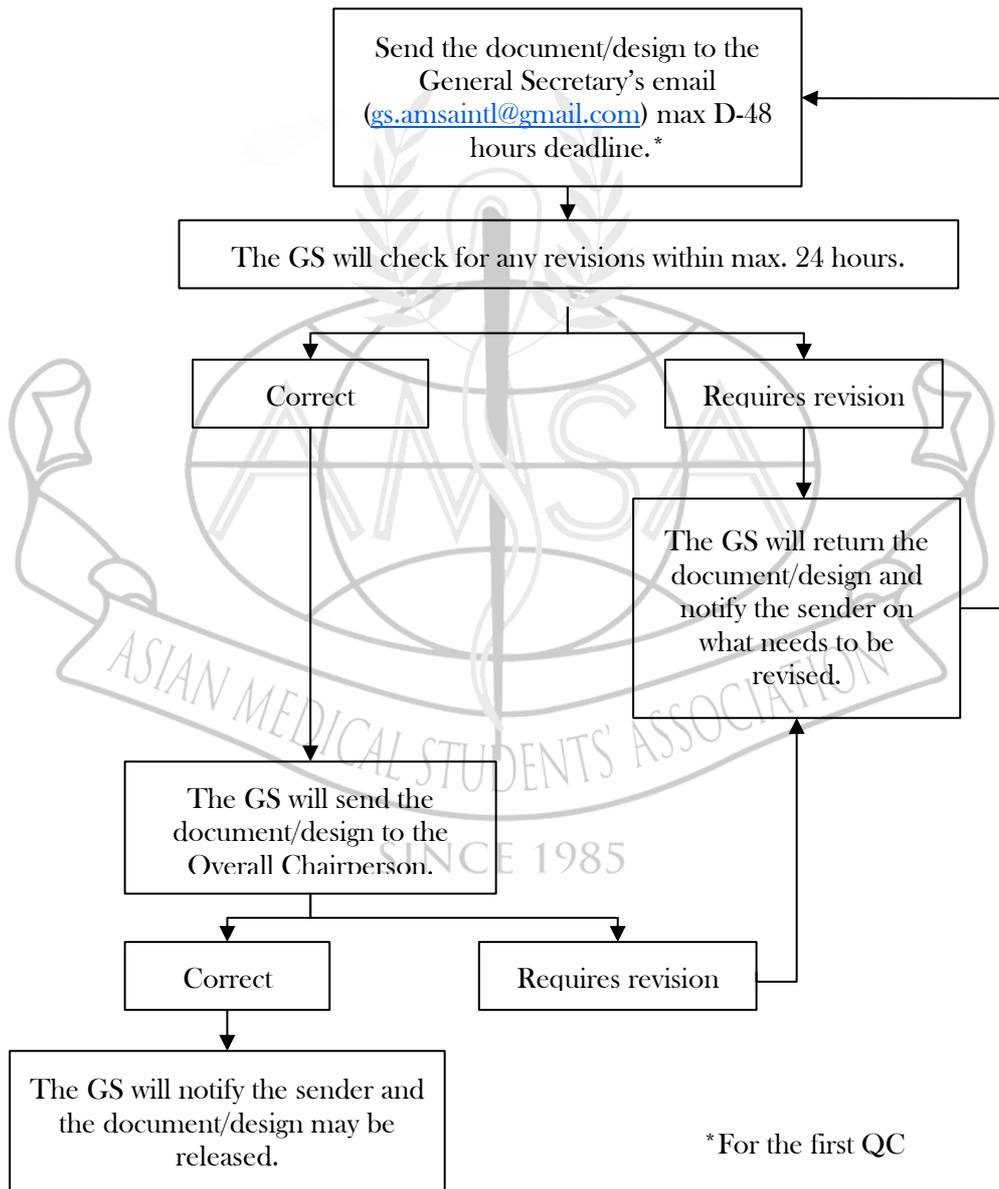
- (2) A standard letter has the following specifications:
  - Paper size: A4
  - Orientation: Portrait
  - Margins (Top, Bottom, Left, Right): 3.5cm, 3cm, 2.5cm, 3cm
  - Line spacing: 1.15
  - Alignment: Justified (for the content of the letter)
  - File type: .pdf
- (3) The AMSA International Official Letterhead and letter reference number can only be assigned by the GS and OC.
- (4) To request a letter, contact the GS and mention the following information:
  - The type of letter needed (e.g., delegation, invitation)
  - To whom the letter is addressed (full name, position, company address)
  - The contents and purpose of the letter
  - When the letter needs to be sentThe request must be sent max. D-72 hours before the letter needs to be distributed.
- (5) Those requesting for a letter beyond the deadline must draft the letter's content on their own. The maximum date to send the drafted letter to the GS is D-24 hours before having to distribute the letter.

#### SECTION 4: QUALITY CONTROL

- (1) Quality Control (QC) is the process of checking all documents and designs under the name 'AMSA International' before they are published electronically and/or printed physically.
- (2) The documents and designs stated in 4.1 include the following:
  - Emails

- Letters
- Social media posts
- Guidelines
- Memorandums of Understanding
- Memorandums of Agreement
- Certificates
- Merchandise
- Branding identities (e.g., letterhead, PowerPoint template)
- Anything else published and/or printed under the name 'AMSA International'

(3) The following diagram shows the flow of QC:



(4) For documents and/or designs requiring urgent QC, contact the OC if the GS does not respond within 3 hours.



## SECTION 5: OTHER INFORMATION

- (1) The OC's electronic signature can only be used by the OC himself, the General Secretary, and the Directors of Publication and Promotions.
- (2) The official electronic stamp of AMSA International can only be inserted by the GS.
- (3) Any amendment, alteration or addition to this guideline will be notified to the I-EB and HOC.

## ANNEX

The complete list of AMSA Members' spellings along with their official abbreviations is as follows:

\* A different format applies for AMSA England, AMSA Northern Ireland, and AMSA Scotland.

Spelling	Abbreviation	Spelling	Abbreviation
AMSA International	AMSA Intl	AMSA Mongolia	AMSA MN
AMSA Australia	AMSA AU	AMSA Myanmar	AMSA MM
AMSA Bangladesh	AMSA BD	AMSA Nepal	AMSA NP
AMSA Cambodia	AMSA KH	AMSA New Zealand	AMSA NZ
AMSA China	AMSA CN	AMSA Northern Ireland	AMSA GB-NIR
AMSA Egypt	AMSA EG	AMSA Pakistan	AMSA PK
AMSA England	AMSA GB-ENG	AMSA Palestine	AMSA PS
AMSA Hong Kong	AMSA HK	AMSA Philippines	AMSA PH
AMSA India	AMSA IN	AMSA Scotland	AMSA GB-SCT
AMSA Indonesia	AMSA ID	AMSA Singapore	AMSA SG
AMSA Iran	AMSA IR	AMSA Taiwan	AMSA TW
AMSA Japan	AMSA JP	AMSA Thailand	AMSA TH
AMSA Kazakhstan	AMSA KZ	AMSA Ukraine	AMSA UA
AMSA Korea	AMSA KR	AMSA Uzbekistan	AMSA UZ
AMSA Kyrgyzstan	AMSA KG	AMSA Vietnam	AMSA VN
AMSA Malaysia	AMSA MY		



Asian Medical Student' Association International  
**TREASURY GUIDELINE**

**PREAMBLE**

This guideline will help guarantee every expense of AMSA International is transparent and justified as requested by the local authorities of the headquarters.

**SECTION 1: BANKING OFFICE**

*-To be updated-*

- (1) The banking office is managed physically by the Secretary of PSHQ.

**SECTION 2: FINANCIAL PROVISION**

- (1) The financial year of the organisation shall start on 1st January annually.
- (2) An annual Treasury Report should be published at the EBM during EAMSC after auditing and announced to all EC.
- (3) [AMSA International Monthly Financial Statements](#) will be the official financial documentation of AMSA International.
- (4) Monthly accounting should be done by the Secretary of PSHQ and the GT under the supervision of OC with evident bank statements.
- (5) An annual treasury reporting should be done by the GT under the supervision of OC, and should also include the International Standards of Auditing, such as but not limited to:
  - (i) The budget control;
  - (ii) How the materials and other the organisation resources were used with proof of transactions;
  - (iii) Any waste, misuse, losses of the organisation resources and property with proof of transactions; and
  - (iv) The purchases made by the organisation to ensure that prices paid were reasonable.
- (6) The OC and GT are authorised to approve every item of expenditure below and up to USD 1,000.00, with a compulsory permissive agreement by the other Senior Officers.
- (7) An EBM is required to approve every item of expenditure above USD 1,000.00.
- (8) EC will be allocated funds in accordance with their original budget plans that have been approved by property administrators at the nearest EBM.
- (9) The allocated funds for each EC will be reimbursed at the nearest upcoming EBM.
- (10) The allocated fund special for members is TAG.
  - (i) AMSA International TAG is awarded to selected delegates who are experiencing difficult financial circumstances to attend a physical EAMSC or AMSC, under the provision of SO.
  - (ii) The allocation of TAG is determined through these pre-requisites:
    - a) Must be a member of an AMSA Member;
    - b) Delegate(s) who registered (i.e., made payment e.g., general delegates, chief delegates, RCs) for a conference (EAMSC or AMSC);
    - c) A personal statement;
    - d) A LoR from the RC of the applicant's chapter (If the RC is the TAG applicant, a LoR from the previous RC / the member of the current advisory board of the applicant's chapter is needed); and
    - e) Flight details and proof of purchase/invoices.

- (11) The GT should exercise an annual imprest system of USD 15 to each of the PSHQ members to be used for the management expenses of the organisation at each EBM during EAMSC or the second EBM of the tenure, whichever relevant.
- (12) Petty cash expenditure is strictly not allowed for any transactions of AMSA International.
- (13) All cheques of the AMSA shall be signed by any member of the PSHQ with informed consent from the following:
  - (i) OC;
  - (ii) GT; and/or
  - (iii) GS.
- (14) The property administrators of AMSA International are important officer bearers of AMSA International, namely:
  - (i) OC;
  - (ii) GT;
  - (iii) GS; and
  - (iv) Secretary of PSHQ.
- (15) The property administrators are responsible for monitoring movable and immovable properties.
- (16) All proposals to purchase, sell, mortgage, or pledge any immovable and movable properties belonging to the organisation shall be referred to an EBM for approval.

### SECTION 3: BOUNDARY OF EXPENDITURES

- (1) Only EC, PSHQ and COC are eligible to apply for expenditure claims.
- (2) Prior to expenditure
  - (i) The applicant should provide the budget of the expense to all property administrators except for the Secretary of PSHQ within four (4) weeks before the tentative date of expenditure or four (4) weeks before the nearest upcoming EBM, whichever comes first.
    - a) A notification email must be sent with the following format:
      - (1) To: [finance@amsa-international.org](mailto:finance@amsa-international.org)
      - (2) Cc: [chair@amsa-international.org](mailto:chair@amsa-international.org), [secretary@amsa-international.org](mailto:secretary@amsa-international.org), relevant Supervisor's (VOCI for Internal, OC for Intermediary, VOCE for External) email address
      - (3) Title: Expenditure Budget\_ *PURPOSE*
      - (4) Attachment: Expenditure Budget Form (Renamed: Expenditure Budget Form\_ *Position*) and the relevant tenure plan documentation
    - b) An email reply (approval / rejection) to the notification email will be sent to the claimant from the GT within one (1) week if the expenditure budget is below and up to USD 600.00.
    - c) An email reply (approval / rejection) to the notification email will be sent to the claimant from the GT only after the nearest EBM if the expenditure budget is above USD 600.00.
    - d) If rejected, the relevant applicant may resubmit a modified application.
  - (ii) The GT analyses the expenditure budget received based on the previous financial year's allocated budget.
    - a) The OC, VOCI and VOCE will assist the GT to determine validity of expenditure budget on a case by case basis.
- (3) Limitations of expenditure
  - (i) A scanned proof of purchase (invoice / receipt) with these details are necessary:
    - a) Full Name of Business / Issuer
    - b) Contact information of Business / Issuer (must have phone number and address)
    - c) Date of purchase

- d) List of purchased goods and services including price and quantity
- e) Total amount of purchase
- f) Tax charged (if any)
- g) Form of payment (please attach the debit/credit card slip if any)
- (ii) The amount of money spent should not exceed the original budget provided.
- (iii) Under circumstances that more money is needed, consultation with and approval from the OC and GT is required.

#### SECTION 4: APPLICATION OF CLAIMS

- (1) To make expenditure claim
  - (i) Application of expenditure claim needs to be made to the GT within four (4) weeks after the date of purchase as documented in the proof of purchase, or one (1) week before the nearest EBM, whichever comes first.
    - a) An application email must be sent with the following format:
      - (1) To: [finance@amsa-international.org](mailto:finance@amsa-international.org)
      - (2) Cc: [chair@amsa-international.org](mailto:chair@amsa-international.org), [secretary@amsa-international.org](mailto:secretary@amsa-international.org), relevant Supervisor's (VOCI for Internal, OC for Intermediary, VOCE for External) email address
      - (3) Title: Application of Claim\_ *PURPOSE*
      - (4) Attachment: Expenditure Budget Form (Renamed: Expenditure Budget Form\_ *Position*) and scanned proof of payment (Renamed: Proof (1)\_ *Original Name of Document*; Numbering continues for additional proofs)
    - b) An email reply (approval / rejection) will be sent to the claimant from the GT within one (1) week after receiving the application email.
    - c) An application is automatically voided if there is no attached proof of payment or if the proof of payment does not have all of the following details:
      - (1) Full Name of Business / Issuer
      - (2) Contact information of Business / Issuer (must have phone number and address)
      - (3) Date of purchase
      - (4) List of purchased goods and services including price and quantity
      - (5) Total amount of purchase
      - (6) Tax charged (if any)
      - (7) Form of payment (please attach the debit/credit card slip if any)
  - (ii) The GT is responsible for checking the legality of the invoice/receipt and if it is within the budget range.
  - (iii) In the event of lost receipts, the claimant should obtain a copy of the receipt. Should the claimant fail to obtain one, the application will be voided.
  - (iv) The property administrators and EC of AMSA International cannot be held responsible, in part or in full, for any claim that fails to reach the claimants.
  - (v) All expenditure claims shall be done within the tenure of service in which the claim occurred. Applications of outgoing expenditure claims during the succeeding tenure are voided.
- (2) Record of expenditure claims
  - (i) All approved expenditure claims shall be included in the [AMSA International Monthly Financial Statements](#) and be transparent for all EC to check.

#### SECTION 5: REIMBURSEMENT OF CLAIMS



- (1) All expenditure claims will be processed and reimbursed at the nearest upcoming EBM, with a maximum frequency of four batches a year.
- (2) Reimbursement will be done solely via bank transfer or cheque.
  - (i) Bank transfer fees will be charged to the claimant if they wish to reimburse via bank transfer. Bank transfer is highly encouraged for a speedy transaction settlement.
  - (ii) Cheque reimbursement can be done during physical conferences (EAMSC and AMSC) if and only if the Secretary of PSHQ is attending the conference physically.
  - (iii) The exchange currency rate of reimbursements depends on the daily banking exchange rate on the point of transaction or the point of cheque clearing process, whichever relevant.
- (3) Reimbursement will be done in USD only.
- (4) The GT will liaise with the Secretary of PSHQ for reimbursement work.
- (5) The GT (cc: OC and GS) must inform the relevant claimant about the reimbursement transaction made, within one (1) week from transaction date via a notification email.

