



**MALAYSIAN MEDICS INTERNATIONAL  
IRELAND BRANCH COUNCIL  
CONSTITUTION**

**Established 2015**

**A Branch Council Constitution**



Amended 25 March 2021

## **PRE-AMBLE**

*We, Malaysian students from medical schools in Ireland, realizing the need for greater interaction, cooperation and cognizant of our common problems, interests and goals, do hereby organize ourselves into a non-political, non-governmental, non-sectarian and non-profitable task-based organization – Malaysian Medics International Ireland Branch Council.*

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## **ARTICLE 1 GENERAL TERMS**

### **SECTION 1.1 NAMING OF SOCIETY AND DEFINITIONS**

1. The name of the organization shall be the *Malaysian Medics International Ireland*, hereinafter referred to as MMII.
2. Its seat or head office should be in the origin of the MMII Branch Council Co-Presidents unless otherwise agreed upon by the Branch Council.

### **SECTION 1.2 MMI AFFILIATIONS**

1. MMII is a country branch of the international organisation, Malaysian Medics International (MMI).
2. MMII is not to be affiliated with any religious, political or sectarian organisations.
3. The Co-Chairs of the Executive Council and the President of the respective Branch Councils must approve country council affiliations with any other societies, which must not be in conflict with the objectives of MMII as a whole.

## **SECTION 1.3 OBJECTIVES**

### **SECTION 1.3.1 PRIMARY OBJECTIVES**

The primary objectives of the organization are to

1. Build a professional intercollegiate platform to connect all Malaysian medical students studying in Ireland.
2. Look after the welfare of Malaysian medical students and relay all members' interests to relevant bodies.
3. Facilitate interaction and collaboration between existing Malaysian societies (MSocs) from all participating Irish universities, in terms of medically-related events as well as the sharing of in-house knowledge.
4. Inform members about opportunities and issues relevant to the study and practice of medicine.

### **SECTION 1.3.2 SECONDARY OBJECTIVES**

The secondary objectives of the organization are to

1. Develop soft skills like leadership, management of people and interpersonal skills relevant to budding students in a competitive medical field.
2. Provide a conducive environment for networking amongst members to share experiences and ideas, as well as foster lasting relationships between like-minded individuals via affiliations with other bodies.

3. Empower and train medical students to become advocates in leading social change by forging interest in areas relevant to medicine such as humanitarian aid, healthcare policies, global health, and medical research.

## **ARTICLE 2 MEMBERSHIP**

### **SECTION 2.1 MMII MEMBERSHIP ELIGIBILITY**

1. Membership is conferred to all Malaysian medical students studying in Ireland.

### **SECTION 2.2 RIGHTS OF MEMBERS**

1. Any member of the MMII has the right to participate in all events organised and/or sponsored by MMII.
2. Members have the right to apply or be nominated for positions in the Branch Branch Council.
3. Members have the right to obtain a receipt of the MMII online mailing list.

### **SECTION 2.3 SUSPENSION OF MEMBERS**

#### **SECTION 2.3.1 REASONS of SUSPENSION**

Suspension of full membership rights will occur if that member:

1. Violates the scope of membership rights granted.
2. Abuses member privileges.
3. Misuses the MMII name, logo and funds for personal gain or any other illegitimate reasons.
4. Violates the sovereignty of MMII.

#### **SECTION 2.3.2 NOMINATION OF SUSPENSION**

The process for nomination of suspension is as follows:

1. Any member of the Branch Council can nominate a member for suspension.
2. Five weeks prior to a General Meeting, where the possibility of suspension can be discussed, the nominator must prepare an explanatory email addressed to the Branch Council outlining the reason(s) for the nomination.
3. The Branch Council has a total of three weeks to conduct an investigation regarding the complaint and respond with its findings, including a formal authorisation of suspension.

4. At this stage, the nominator has two options:
  - A. If the nominator wishes to proceed with the nomination, all other Branch Council members must be advised about the issue two weeks prior to the next General Meeting. All Branch Council members present during the aforementioned General Meeting will be formally presented with findings regarding any wrongdoing by the nominee and vote for or against the suspension. A two-thirds majority is required for suspension of members.
  - B. If the nominator is satisfied that all issues have been resolved, or the suspension is no longer warranted, they can notify the nominee of their withdrawal to pursue the nominee's suspension. The issue is then considered to be resolved.
5. During any period of suspension, the individual will not be able to attend all events organized by MMII.
6. Any suspended member is able to apply for readmittance to full membership rights after a three-month suspension period. The process for readmittance is similar to that of suspension, as highlighted in Section 2.3.2.4A. However, a three-fourths majority is required.

### **ARTICLE 3 ACTIONS**

1. MMII is a task-based organization dedicated to achieving its primary and secondary objectives through events.
2. MMII will have to achieve at least but not limited to a target number of two events annually.
3. Following the Annual General Meeting, hereinafter referred to as AGM, the newly-appointed Branch Council shall immediately reconvene for a General Meeting within one month to decide on the line-up of committee members, hereinafter referred to as Committee Members undertaking the responsibility of organising MMII's events.
4. The handover of positions shall be done directly after the elections, with supervision by the previously-appointed Branch Council members to assist incoming Branch Council and Committee Members in assimilating into their respective duties.
5. The recruitment of the task force shall be done by the Committee Members of the respective event.

## **ARTICLE 4 COUNTRY COUNCIL STRUCTURE**

### **SECTION 4.1 STRUCTURE OF THE BRANCH COUNCIL**

1. The Branch Council consists of
  - A. Co-Presidents (2)
  - B. General Secretary (1)
  - C. Finance Director (1)
  - D. Publicity Directors (2)
  - E. Membership Officer (1)
2. The number of Branch Council positions is subject to change with two-thirds majority approval from members of the Branch Council and Committee Members.
3. Positions in the Branch Council can only be held for a maximum of two consecutive terms.

### **SECTION 4.2 THE FUNCTION OF THE BRANCH COUNCIL**

The Branch Council shall be the policy-making body and implementing arm of MMII. As such, it has the following functions:

1. It shall integrate and systematise the ideas of members in a bottom-up approach, developing ideas into a coherent plan of action, with a view to implement any changes proposed during a General Meeting.
2. It shall make evaluations of all planned events and activities which are presented at a General Meeting, as well as periodic internal audits of existing members whenever necessary.
3. It shall strive to maintain the financial stability of MMII and also provide financial sponsorship and aid to its Committee Members indiscriminately.
4. It shall be vested the power to veto.

### **SECTION 4.3 DUTIES OF THE COUNTRY COUNCIL MEMBERS**

1. Co-Presidents
  - A. Automatically holds position in Malaysian Medics International, hereinafter referred to as the MMI, which acts as a representative for all Malaysian Medical students globally, and liaises with the Executive Council of MMI.
  - B. To officially represent MMII, which represents all Malaysian Medical students in Ireland.
  - C. To lead and coordinate all events organised by the Branch Council and Committee Members.
  - D. To convene and preside over all meetings.

- E. To exercise discretionary powers in situations that require immediate decisions and actions, provided that it is not contradictory to the objectives of the organization.
  - F. To preside over the elections for the incoming Branch Council.
  - G. To ensure a smooth handover of all affairs of the current Branch Council to the incoming Branch Council.
  - H. Where vacancies in the Branch Council exist, the Co-President has the duty to reopen applications for the election of a new candidate.
  - I. To work closely with the Finance Director to source potential sponsors and ensure professional liaison and communication with the sponsors.
2. General Secretary
- A. To take down the minutes during meetings.
  - B. To assist the Co-President in ensuring that meetings are run smoothly.
  - C. To keep and safeguard all official files of the organization.
  - D. To continually update all files of MMII by compiling and securing relevant material or reports.
  - E. To respond to emails to the organization and direct them to the Branch Council member(s) concerned, if necessary.
  - F. To collect and file the yearly progress reports from all Branch Councils and Committee Members.
3. Finance Director
- A. To take charge of the collection of fees and other obligations from the Committee Members responsible for the collection from their local branch.
  - B. To keep records of all funds and expenses.
  - C. To ensure the leading role in predicting annual budget outlines of MMII and develop MMII's annual sponsorship booklet.
  - D. To disburse funds necessary for the operation of MMII upon the discretion of the Branch Council.
  - E. To prepare an annual report on the financial status of the organization.
  - F. To safeguard all funds of MMII.
  - G. To be responsible for the implementation and coordination of approved charity and fund-raising programs.
  - H. To handle the external relationships of MMII and form strategic partnerships with individuals/organizations.
  - I. To carry out initiatives to maintain good relationships with external parties to build strong connections for MMII.
  - J. To maintain an updated and comprehensive contact list of external parties (collaborative parties, sponsors, affiliates, student organizations).
4. Publicity Directors
- A. To brand and guide the image and creative direction of MMII.
  - B. To ensure close ties and connections with partners, affiliates and members of MMII.



- C. In charge of promoting all MMII events amongst all Malaysian medical students in Ireland in all forms.
  - D. In charge of the establishment and maintenance of the MMII website.
5. Membership Officer
- A. Managing membership and its features on the membership platform including dissemination of membership form if needed;
  - B. Processing membership on a regular basis (e.g. fortnightly) with the frequency being determined by the Membership Officer and update the membership database;
  - C. Issuing membership proof to registered members;
  - D. Orientating new members to the membership platform;
  - E. Monitoring and moderating of forums and discussions occurring within the membership platform;
  - F. Maintaining the data privacy of members by limiting the access of membership data;
  - G. Facilitating the collection of membership fees with the Finance Director.

#### **SECTION 4.4 RESPONSIBILITIES OF THE COMMITTEE MEMBERS**

1. The Committee Members shall be the main executing arm of MMII. As such, it has the following functions and powers:
  - A. It shall be responsible for organizing MMII activities or events in their respective universities, including the recruitment of subcommittees whenever necessary.
  - B. It shall offer assistance to organize MMII-related activities or events when hosted by the Committee Members from all universities.
  - C. Members of the Committee Members are obligated to attend and support all events hosted by the Committee Members from all universities.

#### **SECTION 4.5 MEMBERS INCLUSION FROM UNIVERSITIES IN IRELAND**

1. This council aims to include existing students from the below 5 major Irish medical universities in the organisational structure of the Committee Members, but not limited to:
  - Trinity College Dublin
  - University College Dublin
  - University College Cork
  - National University of Ireland Galway
  - Royal College of Surgeons Ireland
2. Committee Members include the Branch Council and University Ambassadors.

## **ARTICLE 5. ELECTIONS AND TENURE OF OFFICE**

### **SECTION 5.1 ABOUT THE BRANCH COUNCIL ELECTIONS**

Application for the Branch Council will be open to all members of the Committee Members as stated in clause

1. Interviews will be arranged by the outgoing Branch Council to shortlist candidates. This is followed by an internal election within the outgoing and incoming Branch Council members.
2. The Branch Council committee member positions available are as follows
  - A. Co-Presidents (2)
  - B. General Secretary (1)
  - C. Finance Director (1)
  - D. Publicity Director (2)
  - E. Membership Officer (1)
3. Recruitment is done via online application. Interviews are done by Co-Presidents. Co-Presidents decide and elect new members.
4. The handover shall be done directly after the elections, but the outgoing Branch Council members have the responsibility to preside and assist the incoming Branch Council members for a maximum duration of three months.

### **SECTION 5.2 TENURE OF OFFICE**

1. MMII's official tenure of office is from 1<sup>st</sup> August of the current year to 31<sup>st</sup> July of the following year.
2. The tenure of office for any Committee Members is twelve months or from the day of appointment until 31<sup>st</sup> July of the following year.

### **SECTION 5.3 ELECTION OF UNIVERSITY AMBASSADORS**

1. The University Ambassadors shall be selected based on an appointment process, up to the discretion of the Co-Presidents.
2. The date for application to be open will be concurrent with Branch Council applications, that is a mutually agreed date between the Presidents of the Country Councils and the MMI Executive Council.

## **ARTICLE 6 GENERAL MEETINGS**

### **SECTION 6.1 ABOUT GENERAL MEETINGS**

1. General Meetings constitute all decision-making.

2. There must be at least three General Meetings amongst members of the Branch Council each year, known as the First, Second, and Third Council Meetings.
3. Any Branch Council members may, at any time, convene a General Meeting with members of all RC's, in addition to the three annual Council Meetings. These meetings will address any exceptional cases the organization may encounter, such as suspension of a member, or his readmittance (as stated in Section 2.3.2), or constitutional amendments (Article 9).
4. In any case, there should be a quorum of at least three-fourths of the members for all General Meetings.

### **SECTION 6.2 ANNUAL GENERAL MEETING**

1. The Annual General Meeting (AGM) must be held by the start of the Irish university academic year, and the First Council Meeting shall immediately follow.
2. AGMs are attended by the Committee Members and Branch Council.

### **SECTION 6.3 NOTICE**

1. General Meetings are allowed to be held within a short notice, at least fourteen days written notice of any General Meeting (exclusive of the day on which the notice is to be served, or deemed to be served, and of the day for which notice is given) must be given to those concerned.
2. A notice convening a General Meeting:
  - A. must specify the place, date and time of the Meeting;
  - B. must, if the meeting is to be held in two or more places, specify the technology that will be used;
  - C. must state the general nature of the business to be transacted at the meeting; and
  - D. may specify a place, facsimile number and electronic address for the purpose of proxy appointment.
3. A notice of an AGM need not state that the business to be transacted at the AGM includes:
  - A. the consideration of accounts and the reports of the Branch Council;
  - B. the announcement of the incoming Branch Council and Committee Members
4. The Branch Council may postpone or cancel any General Meeting whenever they think fit but must give notice of postponement or cancellation to all persons entitled to receive a notice from MMII. Where possible, the Branch Council must give at least two business days' notice of any postponement or cancellation of any General Meeting.

5. The failure or accidental omission to send a notice of a General Meeting to any member or the non-receipt of a notice by any member does not invalidate the proceedings or any resolutions passed at the General Meeting.

## **ARTICLE 7 IMPEACHMENT**

1. A member of the Branch Council and Committee Members shall be impeached and thus removed from the office only upon:
  - A. Violation of the provisions of this constitution.
  - B. Failure to perform his duties as defined by this constitution.
  - C. Perpetration of disgraceful acts which poses the risk of tarnishing MMII's reputation.
  - D. Display lack of integrity and allegiance to MMII.
2. At least 25% of the members of the Branch Council are required to bring forward the motion of impeachment, and at least 75% are required to execute an impeachment.
3. The accused officer shall be given a fifteen-day notice before the impeachment proceedings.
4. The Branch Council, with the Co-Chair as the presiding officer, shall have the power of impeachment. In the case the Co-Chair is charged, the General Secretary presides.

## **ARTICLE 8 FUNDS**

### **SECTION 8.1 SOURCE OF FUNDS**

1. Sponsorship
  - A. This organization is permitted to receive sponsorships in the form of money or items.
  - B. The partnership between MMII and any potential sponsor for MMII, as a country Branch Council, must be held under the discretion of the Co-Chairs of MMI Executive Council. It shall also require the MMI Executive Council to
    - I. Recognise the official branch country council sponsor.
    - II. Recognise and list the official branch country council under their respective pages within the website.
    - III. Understand that branch country council sponsors are not sponsors of MMI as a whole organisation.
    - IV. Understand that the partnership terms are within the branch country council and the sponsors' discretion.
  - C. All monetary forms of sponsorship must be managed by the Finance Director.
2. Economic Activity
  - A. This organization is permitted to carry out any forms of economic activity. However, the profits made must fall within the limit permitted for non-profit

organizations, and are used by MMII in line with their objectives as stated in this constitution.

3. Proceeds from events and activities undertaken by the society.
  - A. The proceeds for events carried out by MMII shall be collected by the treasurer of the organizing committee recruited by the Committee Members. The treasurer in charge shall hand in the fee to the Finance Director by the end of that event.

#### **SECTION 8.2 MANAGEMENT OF FUNDS**

1. No collection will be made without the approval of the Branch Council.
2. The funds of the organization shall be deposited by the Finance Director along with the witness, who is currently a committee member of the Branch Council, into MMII's official bank account.
3. The Finance Director will be the financial deciding entity of MMII, which includes duties such as the allocation of sponsorship funds for the execution of MMII events.

#### **ARTICLE 9 AMENDING THE CONSTITUTION**

1. Within the first two months of a new tenure, Branch Council and Committee Members can propose amendments to the constitution.
2. The proposed amendments must be discussed during a General Meeting.
3. Voting can be conducted only in the presence of a quorum greater than two-thirds of the Branch Council and Committee Members, with mandatory attendance from the Co-President, General Secretary and Finance Director.
4. Voting for the amendment will be done by both Branch Council and Committee Members and will be passed with greater than two-thirds majority votes.
5. Voted amendments are to be submitted to the Executive Council of MMI.
6. The Executive Council is responsible for revising the constitution and thereafter handover to the current Ireland Council.

### **Governance of Constitution**

Constitution	Malaysian Medics International Ireland Branch Council
Created	2016
Reviewed	1 <sup>st</sup> Reviewed – 2018 (Term 2018/2019) 2 <sup>nd</sup> Reviewed – 7 February 2020 (Term 2019/2020) 3 <sup>rd</sup> Reviewed – 25 March 2021 (Term 2020/2021)
Next Review	Term 2021/2022