



MALAYSIAN MEDICS INTERNATIONAL ORGANISATION CONSTITUTION

Established 2013

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PRE-AMBLE

Malaysian Medics International (MMI) is a Malaysian student-led organisation, established in 2013, that represents the interests of Malaysian medical students worldwide. MMI has been serving as a platform to 'connect', 'educate', and 'cultivate' fellow Malaysian medical students.

This Organisation Constitution contains the policies which govern the function and operation of MMI as an international organisation. Each established MMI Branch Council also adheres to their own individual Constitution, agreed by the local community of Malaysian Medics, provided that it is not in conflict with this Constitution.

Table of Contents

ARTICLE 1: GENERAL TERMS	3
SECTION 1.1 NAMING OF SOCIETY AND DEFINITIONS	3
SECTION 1.2 MMI AFFILIATIONS	3
SECTION 1.3 MMI AIMS	3
SECTION 1.4 MMI OFFICIAL LANGUAGE	3
ARTICLE 2: MEMBERSHIP	4
SECTION 2.1 MMI MEMBERSHIP ELIGIBILITY	4
SECTION 2.2 PRIVILEGES OF MEMBERS	4
SECTION 2.3 DUTIES OF MEMBERS	4
SECTION 2.4 PROTECTION OF MEMBERS	4
SECTION 2.5 EXPULSION OF A MEMBER	4
ARTICLE 3: EXECUTIVE COUNCIL AND THE CONSTITUTION	5
SECTION 3.1 MEMBERS OF THE EXECUTIVE COUNCIL	5
SECTION 3.2 LIMITATIONS ON THE EXECUTIVE COUNCIL	5
SECTION 3.3 FUNCTIONS OF THE EXECUTIVE COUNCIL	6
SECTION 3.4 EXECUTIVE COUNCIL AND THE CONSTITUTION	6
SECTION 3.5 EXECUTIVE COUNCIL AND FINANCES	7
SECTION 3.7 RESIGNATIONS FROM THE EXECUTIVE COUNCIL	9
SECTION 3.8 VOTE OF NO CONFIDENCE	10
SECTION 3.9 DISSOLUTION OF EXECUTIVE COUNCIL	10
ARTICLE 4: BOARD OF ADVISORS	11
ARTICLE 5: FINANCES	14
SECTION 5.1 GENERAL TERMS AND CONTROL	14
SECTION 5.2 SOURCES OF SPONSORSHIP	14
SECTION 5.3 MMI EXPENDITURE	14
ARTICLE 6: BRANCH COUNCILS	14
ARTICLE 7: ANNUAL GENERAL MEETING (AGM)	15
ARTICLE 8: ESTABLISHMENT OF A NEW BRANCH COUNCIL	15
ARTICLE 9: DISSOLUTION OF MMI	16
ARTICLE 10: AMENDMENT OF CONSTITUTION	16
GOVERNANCE OF CONSTITUTION	17

ARTICLE 1: GENERAL TERMS

SECTION 1.1 NAMING OF SOCIETY AND DEFINITIONS

1. The Society's official name shall be "Malaysia Medics International", and henceforth also known as the "MMI".
2. MMI is registered as 'Pertubuhan Pelajar-Pelajar Perubatan Malaysia Antarabangsa (Malaysian Medics International)' under the Registry of Societies (ROS) Malaysia.
3. Branch Councils shall include both country councils and non-country councils. Each branch council shall be known as 'MMI (Name of Branch or Country)', e.g. MMI Malaysia, MMI United Kingdom, and MMI Doctors.
4. Chapter Councils are councils that are under the supervision of Branch Councils or the Executive Council. Chapter Councils shall be known as 'MMI (Name of Chapter) Chapter', e.g. MMI Young Medics Chapter.

SECTION 1.2 MMI AFFILIATIONS

1. MMI may not be affiliated to any religious, political or sectarian organisations. The Co-Chairs of the Executive Council and President of the respective country Branch Councils must approve affiliations with other student societies, which must not be in conflict with the aims of MMI, as a whole.

SECTION 1.3 MMI AIMS

The aims of MMI shall be:

1. To connect - to serve as a platform for all Malaysian medical students to network with each other and with other like-minded Malaysians pursuing an education in Malaysia and the countries with established MMI Branch Councils.
2. To educate - to provide relevant up-to-date information for potential medical students, allowing them to make an informed choice with respect to a medical education in Malaysia and the countries with established MMI Branch Councils.
3. To cultivate - to provide relevant up-to-date information for all Malaysian medical students on training, volunteering and career development opportunities in both Malaysia and the countries with established MMI Branch Councils.
4. To represent the common interest of all Malaysian medical students pursuing an education in Malaysia and the countries with established MMI Branch Councils.

SECTION 1.4 MMI OFFICIAL LANGUAGE

1. The official language of MMI shall be English, and will be used for all correspondences.

ARTICLE 2: MEMBERSHIP

SECTION 2.1 MMI MEMBERSHIP ELIGIBILITY

Membership is conferred to:

1. All Malaysian and Malaysian Permanent Resident students who are currently pursuing a degree in Medicine in any medical school around the world recognised by the Ministry of Health, Malaysia.

SECTION 2.2 PRIVILEGES OF MEMBERS

Members shall be entitled:

1. To participate in events organised by MMI along with the relevant subsidies.
2. To vote in the individual's MMI Branch Council's election

SECTION 2.3 DUTIES OF MEMBERS

Members shall be obliged:

1. To abide by the Constitution of MMI.
2. To uphold the reputation and image of MMI and Malaysia.

SECTION 2.4 PROTECTION OF MEMBERS

1. Members are not required to pay any membership fees to be eligible for MMI events or subsidies.
2. Personal details of members in the course of MMI's activities will not be shared with any party outside the current Executive Council and the Branch Councils, unless with informed consent of the members themselves.
3. The Executive Council and the Branch Councils will not abuse member's personal details and are not allowed to retain or have access to this information after the end of their term.

SECTION 2.5 EXPULSION OF A MEMBER

1. A member who has persistently violated any articles in the present Constitution may be suspended from the exercise of rights and privileges of membership or expelled from the Organisation by the Executive Council or the Branch Council.

ARTICLE 3: EXECUTIVE COUNCIL AND THE CONSTITUTION

SECTION 3.1 MEMBERS OF THE EXECUTIVE COUNCIL

1. The Executive Council is hierarchically divided into several levels of leadership.

- a. Director Level 1 (Level D1) – Level D1 positions consist of two (2) Executive Co-Chairs with veto power over the organisation in lieu of Section 3.1.3. Level D1 positions are voting members.
 - b. Director Level 2 (Level D2) – Level D2 positions consists of all Executive Council Committees, Humans of Medicine team: Editors (only; maximum three(3)), Musicus Medicus Team: Co-Convenors (only); Branch Council Presidents and Vice Presidents; Co-Chairs of MMI Ireland; President and Vice President of Chapter Councils, and International Ambassadors of Chapters. Level D2 positions are voting members.
 - c. Executive Level 3 (Level E3) – Level E3 positions includes non-voting members not within the Executive Council which includes, but not limited to
 - i Branch Council Committees, except the President and Vice President of the Branch Council;
 - ii Committees holding the status of Director or Executive within an Initiatives/Platform/ Taskforce.
 - d. Executive Level 4 (Level E4) – Level E4 positions consist of associates and ad-hoc members in the organisation. Level E4 positions are non-voting members.
2. The Executive Council shall consist of fifteen (15) positions, two (2) teams, the Presidents, Vice Presidents and Co-Chairs of MMI Branch Councils. The Executive Council Committee consists of the following fifteen (15) positions and two (2) teams:
- a. Two (2) Co-chairs, also known as Chief Executive Officers,
 - b. Executive Secretary,
 - c. Chief Finance Director,
 - d. External Relations Director,
 - e. External Relations Executive,
 - f. IT Director,
 - g. Social Media Executives,
 - h. Creative Director,
 - i. Design Executives,
 - j. Advocacy Director,
 - k. Initiative Directors (Number of initiatives are to be determined by Co-Chairs and Advocacy Director, with a maximum of six (6))
 - l. Membership Director,
 - m. Membership Executives
 - n. Publications Director,
 - o. Publications Executives
 - p. Press & Media Relations Officer,
 - q. Musicus Medicus Team, and
 - r. Humans of Medicine Team.
3. The Co-Chairs of the current Executive Council term will serve as the representative of the Executive Council and MMI as a whole. In accordance with the Registry of Society (ROS) Malaysia,
- a. The first Co-Chair that is to be based in Malaysia, will inherently carry the title of “President”, while

- b. The second Co-Chair will be nominated from the other Branch Councils, and will carry the title of “Vice President”
4. In the event that one of the individuals listed above is unavailable, vacant position can be recruited and replaced by another member, recruited, chosen or appointed externally within the respective Branch Councils.
5. All members of the Executive Council are entitled to one (1) vote for each position listed in in Article 3 Section 3.1.2, including the Presidents and Vice Presidents of MMI Branch Councils.

SECTION 3.2 LIMITATIONS ON THE EXECUTIVE COUNCIL

1. Co-Chairs of Executive Council are elected based on the process set out in Section 3.6.2.
2. The other Executive Council members can be a member of the Branch Council where he/she is currently pursuing his/her medical degree. He/she is allowed to hold positions of different nature/portfolio in both councils.
3. The council must consist of equal number of representatives from each Branch Council. This is to ensure a fair representation of members from different countries in the Executive Council.
4. Each of these Executive Council members is the point of contact between the Executive Council and their respective Branch Councils.

SECTION 3.3 FUNCTIONS OF THE EXECUTIVE COUNCIL

1. Sets the direction of the organisation as a whole for the year.
2. Serves as a platform for the leaders of MMI Branch Councils to connect and collaborate.
3. Ensures that the allocation of resources and funds are fair and just among the established Branch Councils.
4. Acts as a resource and monetary reserve for the Branch Councils.
5. Supports the Branch Councils’ development and event organisation by providing publicity platform and temporary loans, without any extra charges.
6. Organize at least one (1) Flagship event for each term.
7. Ensures that the Branch Councils adhere to their respective constitutions and the MMI Executive Council’s Constitution.

8. Ensures that the Constitution is kept up to date and authorise any changes to the Constitution proposed by the Branch Councils.
9. Hold Branch Councils accountable for their actions and decision that will potentially jeopardize an event, the council, other councils, and/or the entire organization.

SECTION 3.4 EXECUTIVE COUNCIL AND THE CONSTITUTION

1. The Executive Council will ensure that the Branch Councils act in accordance with the Constitution.
2. Decisions made within the Executive Council will be determined by a simple majority vote.
3. Any intended changes to the Constitution must be presented to and approved by the Executive Council.
4. The Co-Chairpersons of the Executive Council and the President of the Branch Councils can request for a meeting to seek approval of changes to the Constitution.
5. Should there be any deviation from the Constitution in the running of the Branch Councils, the Executive Council must be consulted and their approval obtained.

SECTION 3.5 EXECUTIVE COUNCIL AND FINANCES

1. The Executive Council will convene within 4 weeks after the beginning of the new office term to review the finances for the year.
2. This will have to be attended by members of the Executive Council as well as the Finance Directors and the Sponsorship Directors of both the Outgoing and Incoming Branch Councils.
3. This meeting will chaired by either one of the Co-Chairs and will have to cover the following:
 - a. Financial balance.
 - b. Sponsorship application.
 - c. Check that expenditures are consistent with scanned receipts.
 - d. Reimbursements are accurate with records present.
4. After the review, an official document will need to be signed by the attendees as proof of a complete financial audit.

SECTION 3.6 ELECTION AND APPOINTMENT OF THE EXECUTIVE COUNCIL MEMBERS

1. Only the positions of Co-Chairperson are open for election. The remaining members of the Executive Council with specific portfolios are selected by appointment of the Co-Chairs. Co-Chairs are also allowed to hold external recruitment to fill the positions of the Executive Council.

2. Election of Co-Chairs
 - a. About the Co-Chairs, in accordance with MMI's Constitution amended in 2020 and the Registry of Society Malaysia,
 - i Co-Chair (1), also known as also known as the President, must be presently residing and studying in Malaysia.
 - ii Co-Chair (2) is to consist of one member from the respective Branch Country Council.
 - b. The election of Pro-Tempore Co-Chairs and Official Co-Chairs will be headed by the current Co-Chairs who will be known as the Election Officers.
 - i In the event where the Co-Chair(s) are unable to whelm the position of Election Officer, a member within the Executive Council will be appointed as the Election Officer.
 - ii Election Officers will NOT be eligible to vote.
 - iii The Election Committee will by default then consist of two (2) members.
 - iv Election officers may opt to appoint one (1) additional member for the Election Committee, making a total of three (3).
 - v The Election Committee will consist of no more than three (3) Election Officers.
 - c. The election of the Co-Chairs procedure is as follows:
 - i Nomination of candidates by respective Branch Councils;
 - ii Interviews by the Election Officers;
 - iii Campaigning by the candidates; and
 - iv Voting by the Executive Council.
 - d. The election process will start no later than the first Monday of April.
 - e. Nomination of candidates
 - i Each Branch Council can nominate up to two (2) members from its current committee to run for the position of Co-Chair.
 - ii The candidates are allowed to opt out if desired.
 - iii Candidates who have accepted their nomination must prepare a manifesto.
 - iv The period for nomination will run for one(1) weeks.
 - f. Interviews
 - i After a nomination is received, the prospective candidate will attend an interview that is chaired by the Election Officers, to ascertain the suitability of the candidates for the role.
 - ii The Election Officers will then announce the results of the interviews.
 - iii The period of interviews will run for one (1) week.
 - g. Campaigning
 - i The candidates will have a period of up to one (1) week to campaign.

- ii Campaigning must stop within 24 hours of voting by the Executive Council.
 - iii During the campaigning period, all members of the Executive Council are encouraged to interact with all the nominees in an open platform, e.g. within the Executive Council Facebook group, where all activities can be seen by the Election Committee and the other members.
- h. Voting - Eligibility
- i All council members of the incumbent Executive Council are eligible to vote as Electors in the Executive Council Co-Chair elections.
 - ii Each branch council, chapter council, or chapter can nominate a maximum of five (5) Electors to vote during the Executive Council Co-Chair elections. The list of nominated Electors must be submitted to the current Election Officers **prior** to the announcement of the shortlist of Co-Chair candidates that are eligible to stand for election.
 - iii The following groups of individuals are eligible to be nominated by their respective councils to vote as an Elector during the Executive Council Co-Chair Elections:
 - A. Current members of the MMI Executive Council, that have been elected to office a minimum of 3 months prior to the Executive Council Co-Chair elections being called.
 - B. Current committee members of all MMI Branch Councils, that have been elected to office a minimum of 3 months prior to the Executive Council Co-Chair elections being called.
 - C. Current committee members of all MMI Chapter Councils, that have been elected to office a minimum of 3 months prior to the Executive Council Co-Chair elections being called.
 - D. Current International Ambassadors at each MMI Chapter, that have been elected to office a minimum of 3 months prior to the Executive Council Co-Chair elections being called.
 - iv The following groups of individuals are not eligible to be nominated by their respective councils to vote as an Elector during the Executive Council Co-Chair Elections:
 - A. Any Election Officers for the current Executive Council Co-Chair Election
 - B. Any candidates running in the Executive Council Co-Chair Election
 - C. Any Current or Past MMI Advisors, unless they separately meet the inclusion criteria as described in Section 3.6.2.h.i.
 - D. Any returning MMI Executive Council members, unless they separately meet the inclusion criteria as described in Section 3.6.2.h.i.
 - E. Any external (i.e. non-MMI affiliated) observers
 - F. Any individual not meeting the eligibility criteria as described in Section 3.6.2.h.i.
 - v Any individuals that are eligible to be nominated as an Elector through multiple roles (e.g. by concurrently holding an Executive Council and Branch Council Committee position) will be eligible to one (1) vote only.
 - vi During the announcement of the shortlisted Co-Chair candidates that are eligible to stand for election, the Election Officers are responsible for concurrently releasing the list of nominated Electors, their role, and their affiliated council(s).
 - vii Voting will be held on a mutually agreed date.
 - viii Voting must be completed within 24 hours.
 - ix The voting process is outlined in Section 3.6.3.

- i. Release of results
 - i The Election Officers will announce the results within 24 hours of completion of the voting process.
 - ii The first Co-Chair, hereafter referred to as the “Malaysia-based Co-Chair”, will be based in Malaysia, and will carry the title of “President” within the ROS Malaysia.
 - iii The second Co-Chair, hereafter referred to as the “Foreign-based Co-Chair”, will be based in one of the other Country Councils, and will carry the title of “Vice President” within the ROS Malaysia.

3. Voting Process

- a. As stated above, the Malaysia-based Co-Chair will be a candidate that is currently residing and studying in Malaysia or is a member of MMI Malaysia, while the Foreign-Based Co-Chair will be a candidate from the other MMI Branch Councils.
- b. Two (2) separate votes will be held
 - i The first vote will be undertaken to elect the Malaysia-based Co-Chair from the pool of candidates derived from from MMI Malaysia.
 - ii The second vote will be undertaken to elect the Foreign-based Co-Chair from the pool of candidates derived from the other recognised MMI Branch Councils.
- c. First vote
 - i All eligible Electors are to vote for one (1) candidate who is currently residing and studying in Malaysia, for the role of the Malaysia-based Executive Council Co-Chair.
 - ii Voting involves a simple “yes” or “no” vote.
 - iii The vote will be decided by a simple majority of a “yes” vote.
 - iv In the event that two or more eligible candidates fail to receive a simple majority and/or cannot be separated on the basis of the number of “Yes” votes, the candidate that received the fewest votes would be excluded from the voting process, and a re-vote undertaken with all remaining candidates. This cycle is to be repeated until a single candidate wins an outright simple majority of “Yes” votes.
- d. Second vote
 - i All eligible Electors are to vote for one (1) candidate from the pool of candidates originating from foreign Branch Councils, for the role of the Foreign-based Executive Council Co-Chair.
 - ii Voting involves a simple “yes” or “no” vote.
 - iii The vote will be decided by a simple majority of a “yes” vote.
 - iv In the event that two or more eligible candidates fail to receive a simple majority and/or cannot be separated on the basis of the number of “Yes” votes, the candidate that received the fewest votes would be excluded from the voting process, an a re-vote undertaken with all remaining candidates. This cycle is to be repeated until a single candidate wins an outright simple majority of “Yes” votes.
- e. All eligible Electors are entitled to one (1) vote towards the election of the Malaysia-based Executive Council Co-Chair, and one (1) vote towards the election of the foreign-based Executive Council Co-Chair.

- f. Voting must be completed within the stipulated voting period.
4. Appointment of Executive Council Members with specific portfolios
 - a. For the remaining positions with specific portfolios (please refer to Section 3.1.2 (b) to (n), candidates will be chosen by the appointment of the newly elected Co-Chairs.
 - b. The Co-Chairs should consult Section 3.3 and the Presidents and Vice-Presidents of the Branch Councils for appointment of the new Executive Council Members.
 - c. The date for applications to be open will be set on a mutually agreed date between the Presidents of the Branch Councils and the MMI Executive Council.
 - d. The position of Chief Finance Director will be filled by a member based in Malaysia to facilitate handling of MMI Official Bank Account.
 5. Members holding the positions of Co-Chairs are not eligible to hold other positions in the Branch Councils concurrently.
 6. The Presidents and Vice Presidents of the MMI Branch Councils are members of the Executive Council. The election process of the Presidents and Vice-Presidents of the Branch Councils are stated in the individual MMI Branch Council Constitution.

SECTION 3.7 RESIGNATIONS FROM THE EXECUTIVE COUNCIL

1. Any member of the Executive Council who wishes to resign shall submit an official letter to either of the Co-Chairs. This letter may be released only with the permission of the resigned, to explain the changes made to the Executive Council.
2. New council members shall be appointed by the Executive Council to fill the vacated post.
3. Members of the Executive Council will have to be informed within a month of a Council member's resignation, at the earliest available opportunity.

SECTION 3.8 VOTE OF NO CONFIDENCE

The following requirements apply:

1. A Vote of No Confidence (VNC) in any member of the Executive Council may be cast if:
 - a. His/her actions are deemed irresponsible by the Executive Council.
 - b. He/she has knowingly violated the MMI Constitution.
 - c. His/her actions are seen to have tarnished the reputation of MMI.
2. The VNC can only be activated through petition supported by at least four members of the Executive Council.
3. A meeting, with full attendance of the Executive Council, must be convened to review the actions of VNC throughout the entirety of his term.
4. The resolution shall be based on a simple majority vote cast by the Executive Council.
5. A successful VNC of a member of the Standing Committee shall result in his removal from office, with a full explanation provided to the members of MMI.
6. Should a VNC occur, the Executive Council must decide by democratic vote if a by-election is required to appoint a replacement.

SECTION 3.9 DISSOLUTION OF EXECUTIVE COUNCIL

The Executive Council shall dissolve:

1. Within one (1) week after the end of the Flagship event, or at the latest, during the first week of September of each year.
2. Alternatively, such a resolution can be reached via a majority vote in an Executive Council Meeting with at least 2/3 of Executive Council Members convened specifically for such a discussion.

ARTICLE 4: BOARD OF ADVISORS

SECTION 4.1 MEMBERS OF THE BOARD OF ADVISORS

1. Number of members
 - a. There shall be a minimum of 1 (one) member within the Board of Advisors.
 - b. There shall be a maximum of 6 (six) members within the Board of Advisors.
2. Eligibility for consideration as a member of the Board of Advisors of MMI
 - a. Co-Chairs from a year or two years prior;
 - b. Executive council committee members from a year prior with preference given in relation to the current direction of MMI.
3. Nomination Process
 - a. Candidates who fulfil the eligibility requirements will be sent an invitation email from succeeding executive co-chairs of MMI.
 - b. Self-nominations are not permitted nor accepted.
 - c. Candidates will then accept or reject the nomination from succeeding executive co-chairs.
 - d. Should the candidates accept the nominations, a voting process within the voting members of MMI will commence in September via emails or online platforms.
 - e. A $\frac{2}{3}$ majority vote is required for the candidate to hold a position within the Board of Advisors.
4. Length of Office Term
 - a. A member of the Board of Advisors is expected to fulfil their responsibilities for a year before the dissolution of the Board of Advisors.
 - b. The office term will commence when the voting process stated in Section 4.1.3 is completed and will end as stated in Section 4.5.
5. Official Title
 - a. The official title conferred to a member of the Board of Advisors shall henceforth be known "Advisor, Board of Advisors, Malaysian Medics International".

SECTION 4.2 ROLES AND RESPONSIBILITIES OF THE BOARD OF ADVISORS

1. Roles and responsibilities of members of the Board of Advisors
 - a. A member of the Board of Advisors does not have formal authority to govern MMI, that is, the Board of Advisors cannot issue directives to be followed by Executive and Branch Council members.
 - b. To guide and advise formal executive and branch council members with key information in:
 - i. Alignment of the development and expansion of MMI with the existing visions and missions;
 - ii. Development of advocacy policies;
 - iii. Development of SOPs;
 - iv. Resolution of conflicts;

- v. External resources for the development of MMI and its members.
 - c. To endorse the current Executive Co-chairs through provision of signatories as tokens of appreciation and acknowledgement towards their contribution.
 - d. To provide insights and ideas which can only come with distance from day-to-day operations.
 - e. To encourage and support succeeding Executive and Branch committee members in the exploration of new ideas and avenues for the growth of MMI.
 - f. To work with executive council committee members to develop ongoing projects of MMI, ensuring continuity of established projects.
 - g. To advise in the establishment, stabilisation, and maintenance of partnerships with external relations.
 - h. To advise and review projects run by executive and branch councils if needed.
 - i. To maintain the confidentiality and privacy of crucial and key information of MMI.
 - j. Members of the Board of Advisors are designated as observing, non-voting members in General Meetings.
2. Limitations of the Board of Advisors
- a. Members of the Board of Advisors are not to influence decisions of Executive Co-chairs and Executive and Branch Council Committee members, including but not limited to, forms of coercion, blackmail, or alienation.
 - b. Members of the Board of Advisors are observing, non-voting members in General Meetings.
3. Violations of Rights
- The following actions are deemed a violation of the rights as a member of the Board of Advisors:
- a. Coercion;
 - b. Blackmail;
 - c. Bribery;
 - d. Aggressive behaviours;
 - e. Discounting members of Executive and Branch Council committee(s), and
 - f. Exclusion and / or isolation of Executive and Branch Council committee(s).

SECTION 4.3 RESIGNATION OF A MEMBER OF THE BOARD OF ADVISORS

1. Any member of the Board of Advisors who wishes to resign shall submit an official resignation letter via email to the formal co-chairs. The letter may be released only with the permission of the resigned to explain changes made to the Board of Advisors within executive and branch councils.
2. Members of executive and branch councils will have to be informed within a month of the Board of Advisors member's resignation, or at the earliest possible opportunity.

SECTION 4.4 VOTE OF NO CONFIDENCE

The following requirements apply:

1. A Vote of No Confidence (VNC) in any member of the Board of Advisors may be cast if:
 - a. Their actions are deemed irresponsible by the Executive Council;
 - b. They have knowingly violated the MMI Constitution and this SOP;
 - c. Their actions have tarnished the reputation of MMI.
2. The VNC can only be cast through petitions supported by at least half (51%) of the Executive Council members.
3. A General Meeting, with full attendance of the Executive Council members, must be convened to review the actions of VNC throughout the entirety of their term.
4. The resolution shall be based on a $\frac{2}{3}$ majority vote cast by the Executive Council members.
5. A successful VNC shall result in the suspension from the exercise of rights and privileges of membership or expulsion from MMI by the Executive Council.
6. Should a VNC occur, the Executive Council may decide by $\frac{2}{3}$ majority vote if a nomination is required to appoint another candidate.

SECTION 4.5 DISSOLUTION OF THE BOARD OF ADVISORS

The Board of Advisors will dissolve:

1. Within one (1) week after the end of the Flagship event, or at the latest, during the first week of September of each year.
2. Alternatively, such a resolution can be reached through tabling a motion in a General Meeting, with a majority vote in an Executive Council Meeting with at least two-thirds ($\frac{2}{3}$) of Executive Council Members convened specifically for such a discussion.

ARTICLE 5: FINANCES

SECTION 5.1 GENERAL TERMS AND CONTROL

1. One of the Co-Chairperson, the Treasurer and the Secretary will serve as the co-signatories of the MMI Executive Council Bank Account.
2. The control of MMI finances shall be vested in these two (2) positions as well.
3. The accounts of MMI must be made transparent to MMI Members.
4. The accounts of MMI must be made available for inspection upon request by any member of the Executive Council and the Branch Councils.
5. The MMI Executive Council Reserves is defined as the money handed over to the next committee at the end of term.
6. An official report to the Executive Council must be made if Section 5.1 is not observed.
7. All finances will be presented during the Annual General Meeting.

SECTION 5.2 SOURCES OF SPONSORSHIP

1. All councils under MMI shall obtain its sources of finance only through legal means with proper documentation.
2. There should not be any conflict of interest in MMI's aims, as stated in Section 1.3, and the aims of the Sponsors.
3. All attempts of achieving any form of sponsorship should be recorded.

SECTION 5.3 MMI EXPENDITURE

1. The finances of MMI should be used only on MMI activities, in compliance with the objectives and aims of MMI, as stated in Section 1.3.
2. All expenditures should be backed up by scanned receipts, and all official reimbursements should be recorded.
3. The Councils should aim to spend all of the sponsorship money attained during their term.

ARTICLE 6: BRANCH COUNCILS

Please refer to individual MMI Branch Council's Constitution

ARTICLE 7: ANNUAL GENERAL MEETING (AGM)

1. Procedure:

- a. The Secretary of the Executive Council shall call for the meeting on the direction of the Co-Chairs, and notice to this effect shall be given to the Members at least two (2) weeks before the date of the meeting.
- b. Any Member may present a motion for debate in the meeting as long as notice to this effect is submitted to the Secretary of the Executive Council at least seven (7) days in advance.
- c. Voting on all matters, with the exception of the Executive Council election, shall be by a show of hand where each Member has one (1) vote. Only Members in attendance may vote.
- d. The rules and procedures of the meeting shall be found in such by-laws created by the Executive Council which shall be deemed the basis upon which the legality of the meeting.

2. Functions:

- a. The AGM shall consider and approve the planned activities of the incoming Executive Council and the incoming Branch Council for the coming year.
- b. It shall also consider and approve the previous year Annual Report and Financial Report.
- c. The incoming Executive Council and Branch Council shall come into power immediately after the conclusion of the AGM.
- d. Amendment of the Constitution, resolutions, and/or new Policies may be passed in the AGM. The Executive Council Secretary shall inform all Members of the amendment of the Constitution, resolutions, and/or new Policies passed two (2) weeks after the AGM had been adjourned.
- e. The decision of the AGM being on such matters present under the Constitution will be binding upon the Members.

ARTICLE 8: ESTABLISHMENT OF A NEW BRANCH COUNCIL

1. A team of Malaysian medical students in the same country of studies will form a *pro tempore* core council.
2. The *pro tempore* core council must consist of a **minimum** of President, Vice President, Treasurer, Secretary and an IT Director.
3. Only a **maximum** of **two (2)** members in this *pro tempore* core council can be from the **same university**.
4. At any point when the *pro tempore* core council is ready, they will prepare a proposal to be submitted to the Executive Council.

5. Proposal submitted should include:
 - a. Basic information of the core council members
 - b. Objectives for setting up the new Branch Council
 - c. Detailed plan of structure and events for the new Branch Council
 - d. Proposed logo design (Please refer to MMI's SOP and Protocol)
 - e. Timeline of plan
 - f. Budget
 - g. Request of support from the Executive Council (optional)
6. Proposal will be discussed and voting will convene in the Executive Council's meeting.
7. Should there be a two-thirds (2/3) majority of approval from the Executive Council members, a new Branch Council will be formed.
8. The new council members will set up a Facebook group and an email for the new Branch Council, as soon as the proposal is approved.

ARTICLE 9: DISSOLUTION OF MMI

1. MMI shall dissolve, if the decision is passed with the approval of at least three quarter ($\frac{3}{4}$) of the total number of individuals from the Executive Council and the Branch Councils.
2. Upon dissolution, all assets, financial, material or otherwise, shall be donated to a charity nominated by the members of MMI Executive Council and Branch Councils.

ARTICLE 10: AMENDMENT OF CONSTITUTION

1. Amendments to the present Constitution shall come into force for all Members of MMI when they have been passed on a two-thirds ($\frac{2}{3}$) simple majority vote by the members of the Executive Council.

GOVERNANCE OF CONSTITUTION

Constitution	Malaysian Medics International
Created	2015
Reviewed	Created – 8 November 2015 1 st Reviewed – 11 May 2016 (Term 2015/2016) 2 nd Reviewed – 10 July 2019 (Term 2018/2019) 3 rd Reviewed – 25 February 2020 (Term 2019/2020) 4 th Reviewed – 6 July 2019 (Term 2019/2020) 5 th Reviewed – 31 August 2020 (Term 2019/2020) 6 th Reviewed – 25 March 2021 (Term 2020/2021) 7 th Reviewed – 9 August 2022 (Term 2022/2023)
Next Review	Term 2023/2024