



Malaysian Medics International (MMI) Australia

Country Council Constitution

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Contents

Pre-Amble

ARTICLE 1: GENERAL TERMS

- Section 1.1 Naming of Society and Definitions
- Section 1.2 MMI Australia's Affiliations
- Section 1.3 MMI Australia's Objectives

ARTICLE 2: MEMBERSHIP

- Section 2.2 Privileges of Members
- Section 2.3 Duties of Members
- Section 2.4 Protection of Members

ARTICLE 3: Country Council Structure

- Section 3.1 Members of the Country Council
- Section 3.2 Limitations on the Country Council
- Section 3.3 Duties of the Country Council members

ARTICLE 4: Finances and Expenditure

ARTICLE 5: Events & Members' Attendance

ARTICLE 6: Elections

- Section 6.1 President and Vice President
- Section 6.2 Country Council Members
- Section 6.3 Ambassador Council Members
- Section 6.4 By-elections

ARTICLE 7: Resignation from the Country Council

ARTICLE 8: Vote of No Confidence

ARTICLE 9: Dissolution of the Country Council

PRE-AMBLE

Malaysian Medics International Australia (MMI Australia) is a branch of Malaysian Medics International (MMI), a student-led organisation aiming to represent the global community of Malaysian students. This constitution serves as a complement to the constitution of MMI as a whole, to suit the Malaysian medical students' community in Australia. Should any article of this constitution be in conflict with the constitution of the parent branch, the rules and constitution of the parent branch will override that within this constitution.

ARTICLE 1: GENERAL TERMS

Section 1.1 Naming of Society and Definitions

1. The Society's official name shall be "Malaysia Medics International Australia", and henceforth also known as the "MMI Australia".

Section 1.2 MMI Australia's Affiliations

1. MMI Australia is a country branch of the international organisation, Malaysian Medics International (MMI).
2. MMI Australia may not be affiliated to any religious, political, or sectarian organisations. The Co-chairs of the Executive Council and President of the MMI Australia Country Council must approve affiliations with other student societies, which must not be in conflict with the aims of MMI Australia, as a whole.

Section 1.3 MMI Australia's Objectives

The aims of MMI Australia shall be:

1. To provide networking platforms and opportunities for all Malaysian medical students to connect with international and local doctors and medical organisations.
2. To empower 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.
3. To facilitate interaction and collaboration between existing Malaysian societies and universities in Australia in terms of medically-related events as well as the sharing of in-house knowledge.
4. To provide relevant up-to-date information regarding pathways into medical school and/or career in Australia and Malaysia for potential and current medical students, and referring to other branches of MMI if required/needed.

ARTICLE 2: MEMBERSHIP

Section 2.1 MMI Australia Membership Eligibility

Membership is conferred to:

1. All Malaysian and Malaysian with Australia Permanent Residents status who are currently pursuing a degree in Medicine in any medical schools in Australia.
2. All Malaysian and Malaysian with Australia Permanent Resident doctors working in Australia.

Section 2.2 Privileges of Members

Members shall be entitled:

1. To participate in events organised by MMI along with the relevant subsidies.

Section 2.3 Duties of Members

Members shall be obliged:

1. To abide by the Constitution and the By-Laws of MMI.
2. To uphold the reputation and image of MMI and Malaysia.
3. They are encouraged to fill in the data collection survey created by MMI Australia Country Council to facilitate collection of database and dissemination of information about upcoming initiatives.

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 Country Councils, unless with informed consent of the members themselves.
3. The Executive Council and the Country 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.

ARTICLE 3: Country Council Structure

Section 3.1 Members of the Country Council

1. The Country Council will consist of:
 - a. President
 - b. Vice president
 - c. Secretary
 - d. Finance and Sponsorship Directors
 - e. Media and Design Director
 - i. Media and Design Officer
 - f. Education Directors
 - g. State Directors (One director each state)
2. State Council
 - a. The State Council shall be placed under the direct leadership of the respective State Directors.
 - b. Number of officers recruited by State Director in State Council depends on the requirement of each state. Example of officers are as followed:
 - i. Finance and Sponsorship Officer
 - ii. Media and Design Officer
 - iii. Social and Events Officer
3. The number of Country Council and State Council members is subjected to change prior to the president's and vice president's decision and approval from other council members.

Section 3.2 Limitations of the Country Council

MMI Australia is limited in large-scale event planning due to geographical barrier and the declining numbers of medical students per intake year after the suspension of federal government scholarship. The decision to organise events in any particular state in Australia becomes a difficult one. Having a state council will assist in ensuring local events are carried out under the supervision of the President of Country Council.

Section 3.3 Duties of the County Council Members

1. President
 - a. To handle external relationships of the organisation and form strategic partnership with individuals/organisations;
 - b. To ensure that the Country Council organise and coordinate at least 2 events per calendar year at state level, and assist with execution and problem solving for MMI Australia's events;
 - c. To carry the image of MMI Australia and represent the MMI Australia during meetings with other organisations;
 - d. To chair all AGMs ,EGMs, general, or special meetings held during their term, inability to attend meetings should be discussed with the Vice President;
 - e. To **have** have a thorough knowledge of MMI Australia constitution, structure, and operations;

- f. To determine the overall direction for the year, seeing it to its completion;
- g. To ensure that all council members are up-to-par with their expected roles;
- h. To encourage country and state council members to organise national or state events of their own interests, which have been discussed with all council members and approved by the President and Vice President;
- i. To install mechanisms to increase the efficiency of workflow within the council;
- j. To oversee budget and ensure the proper allocation of resources;
- k. To serve as a point of contact between MMI Executive and MMI Australia;
- l. To promote external partners' events or posts as required e.g. MMI Malaysia, MMI UK, and MMI Ireland;
- m. To keep a record of council members' initiatives and acknowledge the efforts and time contributed to the organisation through portfolio certificate;
- n. To pass on their knowledge to their successor and other incoming elected positions.

2. Vice President

- a. As per the role of the President should the President be absent or otherwise unable to perform their duties;
- b. To work with the president to ensure MMI Australia's strong external image to all members, stakeholders, and sponsors;
- c. To advise the President on issues pertaining to the society when discussion between two people is needed;
- d. To ensure that executive members deal with external parties appropriately.

3. Secretary

- a. To ensure meetings within committee are effectively organised (by liaising with Presidents) and minuted;
- b. To send out newsletters to all MMI Australia members in a timely manner;
- c. To aid in proofreading formal letters, emails, and proposals to current/potential sponsors or stakeholders of MMI;
- d. To maintain effective records and administration, including any external legal activities;
- e. To maintain updated databases and contact details of all members, doctors, sponsors and other stakeholders;
- f. To aid in event planning and venue booking, if necessary;
- g. To take charge of registration and attendance at events, liaise with Finance and Sponsorship director(s) regarding registration fees if applicable;
- h. To support all other committee members in an administrative aspect.

4. Finance and Sponsorship Director(s)

- a. To keep and maintain all society financial records;

- b. To manage and maintain the monetary accounts and assets owned by MMI Australia;
- c. To keep the society informed of its financial position at meetings;
- d. To seek funding in order to provide MMI Australia with the means to run its events and initiatives;
- e. To come up with sponsorship terms for the various levels of sponsorship from different industries;
- f. To liaise with MMI Executive and other Country Councils to secure sponsorship deals;
- g. To maintain relationships with current or prospective sponsors;
- h. To ensure proper budget allocation throughout the year, minimising cost of expenditure wherever and whenever possible;
- i. To work with state directors/officers to keep informed of budget and expenses required for events, and reimburse when necessary;
- j. To produce quarterly financial report and submit to MMI Executive Council;
- k. To attend all internal MMI Australia executive meetings.

5. Media and Design Director

- a. To ensure that MMI Australia maintains a large and professional online presence. This presence will be mainly through the main Facebook page and potentially via other social media outlets, such as mmi_social Instagram page;
- b. To work with state director, education director, sponsorship director, and other executives to design promotional materials for events, infographics for resources, and news for MMI Australia;
- c. To be responsible for uploads of promotional materials onto the Facebook page;
- d. To ensure that all social media pages are kept fully and completely up to date with MMI Australia activities;
- e. To plan and execute marketing and promotional strategies for MMI Australia, including, but not limited to, online existence and events.
- f. To ensure that all posts on social media retains the highest standards of professionalism;
- g. To produce physical flyers and other related promotional materials as required for events;
- h. To work with finance and sponsorship director(s) to design the sponsorship prospectus if required;
- i. To lead Media and Design Officers, who will be helping to carry out the job scopes mentioned a-h.

6. Education Director

- a. To organise initiative(s) in accordance with MMI Australia's aim to educate Malaysian medical students in Australia;
- b. To create regular posting schedule for MMI Australia Facebook page, with interesting and relevant content aligned with the aims and visions of MMI Australia;
- c. To keep Malaysian medical student community in Australia updated on latest health issues in Malaysia and Australia through regular social media presence;

- d. To work State Director to produce or generate educational content for organised state events;
- e. To work with media, design, and promotional directors to produce infographics or relevant promotional materials in relation to the content of postings.

7. State Director(s)

- a. To organise at least 2 events or 1 significant event per year in accordance with MMI Australia aims and visions;
- b. To collaborate with other Country Council members and other State Council members in relation to all aspects of event planning and execution;
- c. To be responsible for the planning and execution of all aspects of the project, including production of necessary documents and materials;
- d. To be responsible for recruitment of additional officers at the state or regional level if necessary;
- e. To lead officers (elected as needed, example: Secretary, Finance and Media) at state level to ensure smooth execution of events.

ARTICLE 4: Finances and Expenditure

1. All expenditure must be approved and be under the knowledge of the Finance and Sponsorship Director.
2. All reimbursements to members must be made through the Finance and Sponsorship Director, with proof of payment, within 2 weeks of the transaction.
3. All expenditure must be recorded in detail in the accounts with attached proofs of payment.
4. Events financial reports must be published within 2 weeks of the event.
5. Financial report must be submitted quarterly to the MMI Executive Council.

ARTICLE 5: Events and Members' Attendance

1. All country and state council members are eligible to organise events of their own interest, discussed with other council members and approved by the President and Vice President.
2. The Country or State Council member(s) leading an initiated event is referred to as the Organising Chairperson of the event.
3. Responsibility of the Organising Chairperson includes:
 - a. Planning, organising, and executing proposed event(s);
 - b. Preparing a professional event proposal for the event;
 - c. Managing the funds and budget with the help of Finance and Sponsorship Director(s);
 - d. Recruiting additional officers and/or volunteers as needed by the event;
 - e. Coordinating other council members, who are part of the event, and volunteers;
 - f. Ensuring educational content and promotional materials retains the highest standards of professionalism;
 - g. Ensuring the event is of the highest standard possible.
4. All members of MMI are allowed to attend MMI Australia events and receive any subsidies that may come along with it.
5. Non-members of MMI are allowed to attend MMI Australia events but are not entitled to receive any subsidies that may come along with it.
6. Event fees will be kept to a minimum to cover the expenditure cost. Extra profit will be returned entirely to the society

ARTICLE 6: Elections

Section 6.1 President, Vice President, Secretary and Finance and Sponsorship Director of Country Council

1. The incoming President, Vice President, Secretary, and Finance and Sponsorship Director of Country Council will be selected by an Election process or an interview.
2. The Election or interview process will be conducted by the President of the outgoing council or by an elected Returning Officer (anyone from other Country Councils or Executive Council) on a mutually agreed date by everyone in the current Country Council. If the person who is conducting the election is the outgoing President, the outgoing President may not run for any positions.
3. The outgoing position holder for the aforementioned (6.1.1) position must nominate a successor. All Country and State Council members are allowed to nominate themselves into the aforementioned positions.
4. Nominees will then choose to accept or reject the nomination upon release of the nomination list. If nominated for two positions, they are allowed to stand for both.
5. Upon acceptance, nominees will be called for an interview.
6. Outgoing President or Returning Officer will carry out the interview via a method agreed by everyone in the outgoing Country and State Council members, for example: skype interview or phone interview.
7. Outgoing President or Returning Officer decides the new President, Vice President, Secretary, and Finance and Sponsorship Director(s) after discussing with the outgoing position holder.
8. If Re-Open for Nominations (RON) wins for any particular position, steps 3 to 4 will be repeated for that position(s).

Section 6.2 Country Council Members

1. The remainder of the Country Council members will be selected based on an Appointment process.
2. The newly elected President and Vice President and the outgoing Country and State Council members (EXCEPT those who are running for any position(s)) will each have a vote for each position.
3. The date for applications to be open will be set on a mutually agreed date between the newly elected President and Vice President Country Councils.
4. The newly elected Country Council members (including President and Vice President) have to represent most, if not all, states in Australia.

Section 6.3 State Council Members

1. The State Directors shall be selected based on an Appointment process, up to the discretion of the newly appointed Country Council members.
2. The date for applications to be open will be set on a mutually agreed date between the newly elected Country Council members.

Section 6.4 By-elections

A by-election shall be held when one or more posts in the Country Council have been vacated during the existing term of office.

1. The vacated position is re-open for application of the members of MMI Australia or by direct nomination from the members of the Country Council.
2. Candidates from the application and nomination pool are then selected by appointment of the President and Vice-President of the Country Council.
3. Newly appointed Country Council Member is introduced to the Country Council.

ARTICLE 7: Resignation from the Country Council

1. Any member of the Country Council who wishes to resign shall submit an official letter to either of the President and Vice-President. This letter may be released only with the permission of the resigned, to explain the changes made to the Country Council.
2. New member shall be appointed by the Country Council to fill the vacated post according to Article 5.6.4.
3. Members of the Country Council will have to be informed within a month of a Council member's resignation, at the earliest available opportunity.

ARTICLE 8: Vote of No Confidence

The following requirements apply:

1. A Vote of No Confidence (VNC) in any member of the Country Council may be cast if:
 - a. His actions are deemed irresponsible by the Country Council;
 - b. He has knowingly violated the MMI Constitution;
 - c. His actions are seen to have tarnished the reputation of MMI.
2. The VNC can only be activated through petition supported by at least half of the number of members within the Country Council.
3. A meeting, with full attendance of the Country 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 Country Council.
5. A successful VNC of a member of the Country Council shall result in their removal from office, with a full explanation provided to the members of MMI.
6. Should a VNC occur, the Country Council must decide by democratic vote if a by-election is required to appoint a replacement candidate.

ARTICLE 9: Dissolution of the Country Council

The Country Council will dissolve:

1. Within the month of September to October.
2. Alternatively, such a resolution can be reached via a majority vote in a Country Council Meeting with at least $\frac{2}{3}$ of Country Council Members convened specifically for such a discussion.