

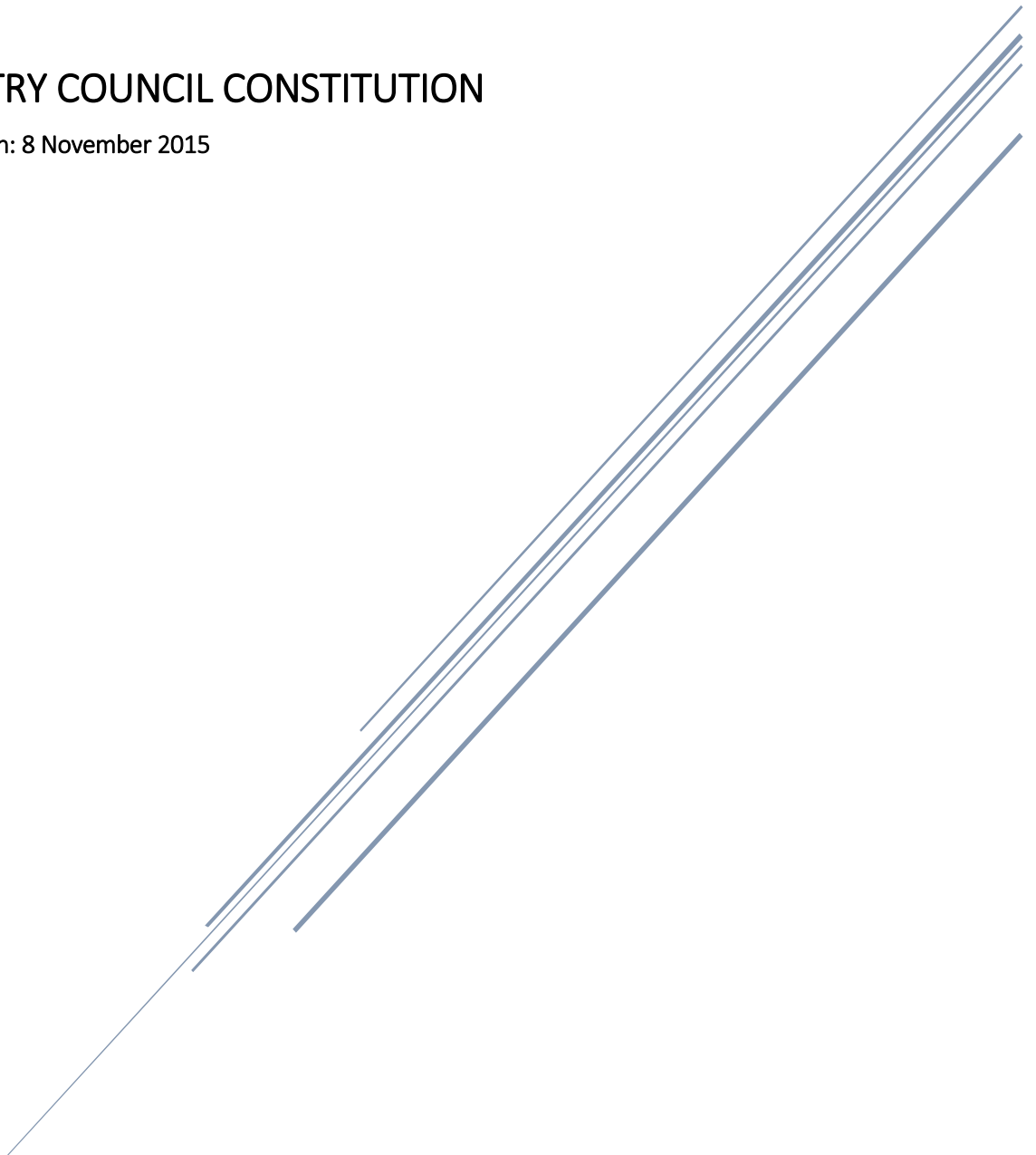
MMI



Malaysian Medics International™
UNITED KINGDOM

COUNTRY COUNCIL CONSTITUTION

First Version: 8 November 2015



PRE-AMBLE

Malaysian Medics International United Kingdom (MMI UK) 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 local UK Malaysian medical students' community. Should any article of this constitution be in conflict with the constitution of the parent branch, Malaysian Medics International (MMI), the rules and constitution of the parent branch will override that within this constitution.

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ARTICLE 1: GENERAL TERMS

Section 1.1 Naming of Society and Definitions

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

Section 1.2 MMI UK's Affiliations

1. MMI UK is a country branch of the international organisation, Malaysian Medics International (MMI).
2. MMI UK may not be affiliated to any religious, political or sectarian organisations. The Co-chairs of the Executive Council and President of the respective country council must approve affiliations with any other societies, which must not be in conflict with the aims of MM UK, as a whole.
3. MMI UK is also part of the Supreme Council of the United Kingdom and Eire Council (UKEC) from 31 October 2015 onwards, but is not bound by any duties, responsibilities and objectives of UKEC that are in conflict with MMI and MMI UK's objectives and constitution.

Section 1.3 MMI UK's Objectives

The aims of MMI UK shall be:

1. To serve as a platform for all Malaysian medical students to network with each other and with other like-minded Malaysian pursuing an education in Malaysia and in the UK.
2. 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 in the UK.
3. To provide relevant up-to-date information for all Malaysian medical students on training, voluntary and career development opportunities in both Malaysia and in the UK
4. To represent the interests common to all Malaysian medical students pursuing an education in Malaysia and the UK.

ARTICLE 2: MEMBERSHIP

Section 2.1 MMI UK Membership Eligibility

Membership is conferred to:

1. All Malaysian and Malaysian Permanent Residents students who are currently pursuing a degree in Medicine in any medical school in the world recognized 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 Country Council's election

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.

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 Executive Council

1. The Core Country Council will consist of nineteen (19) individuals, taking up the following positions:
 1. President (1)
 2. Vice-President (1)
 3. Secretary (2)
 4. Finance Director (1)
 5. Media and Design Director (1)
 - a. Media and Design Office Executives (3)
 6. Sponsorship Director (1)
 - a. Sponsorship Office Executives (3)
 7. Events Director (1)
 - a. Events Office Executives (3)
 8. University Ambassadors Director (2)
2. University Ambassador Council
 1. The University Ambassador Council shall be placed under the direct leadership of the two (2) University Ambassadors Directors
 2. There shall be 1 or 2 University Ambassador from each medical school in the UK
 3. University Ambassadors are **not** part of the Core Country Council

Section 3.2 Limitations on the Country Council

1. MMI UK is limited in event planning as there is a geographical barrier between students. The decision to organize events in any particular city up the UK becomes a difficult one.
2. MMI UK has not made many contacts with Malaysian doctors in Malaysia as we are still trying to establish our footing in the UK.
3. It is difficult for MMI UK to host educational and career talks as there are many pre-existing societies and organizations which have the capacity to do the same. The only added item we can bring to the table is if we bring in Malaysian speakers.

Section 3.3 Duties of the Country Council members

1. President
 - a. Handles the external relationships of the society and forms strategic partnerships with individuals/organizations.
 - b. Carries the image of the society and represents the society during meetings with other organizations.
 - c. Conducts internal meetings with the MMI UK Executive Council. Inability to attend meetings should be discussed with the Vice President.
 - d. Determines the theme and direction for the year, seeing it to its completion.
 - e. Ensures that all council members are up-to-par with their expected roles.
 - f. Install mechanisms to increase the efficiency of workflow within the council.
 - g. Oversee budget and ensure the proper allocation of resources.
2. Vice President
 - a. Represents the organization at meetings when the President is unable to attend
 - b. Handles the external relationships of the society with the President
 - c. Advices the President on issues pertaining the society when discussion between two people is needed
 - d. Main link between MMI Executive and MMI UK

3. General Secretary
 - a. Ensure meetings within committee are effectively organized (by liaising with Presidents) and minuted
 - b. Send out newsletters to all MMI members in a timely manner
 - c. Aid in proofreading formal letters, emails and proposals to current/potential sponsors or stakeholders of MMI
 - d. Maintain effective records and administration
 - e. Keep updated database of contact details (email, phone) of both committee and regular members
 - f. Keep all minutes/reports of meetings and activities
 - g. Set up calendar for MMI activities and events
 - h. Aid in event planning
 - i. Book venues (if there is no better/more suitable committee member to do it. Eg. I would not be the best person to book a room in UCL)
 - j. Take charge of registration and attendance, liaise with F&S heads regarding registration fees if applicable
 - k. Support all other committee members in an administrative aspect
4. Finance Director
 - a. Produce annual financial report
 - b. Manage and maintain the monetary accounts and assets owned by MMI UK
 - c. Ensure proper budget allocation during events, minimizing cost of expenditure wherever and whenever possible
 - d. Ensure proper budget allocation throughout the year
 - e. Reimburse members whenever necessary
 - f. Attend internal MMI UK Executive meetings
5. Media & Design Director
 - a. Manage website and Facebook
 - b. Keep track of insights
 - c. Design posters for events or infographics for resources
 - d. Handles publicity of MMI UK
 - e. Determines overall branding and image of society
6. Sponsorship Director
 - a. Liaise with MMI Executive and other Country Councils to secure sponsorship deals
 - b. Come up with sponsorship terms for the various levels of sponsorship from different industries
 - c. Become the Relationship Manager (RM) between MMI UK and the sponsoring company or organization
 - d. Manage the 3 executives in office and delegate jobs accordingly and appropriately
 - e. Attend internal MMI UK Executive meetings
7. Events Director
 - a. Organize a minimum of 4 events throughout the year
 - b. Delegate jobs to the 3 executives in office. Each Executive should be the Organizing Chairman of at least 1 event.
 - c. Determine at the beginning of the year the events to be held throughout the year
 - d. Plan strategically the dates and venues to host the events

8. University Ambassador Director
 - a. Director of the University Ambassador Council, which consists of University Ambassadors in all UK medical schools.
 - b. Sets Key Performance Index (KPIs) for the University Ambassadors to achieve throughout the year
 - c. Works closely with the other Executive Council Directors to become the link between Ambassadors and the Directors

Article 4 Finances and Expenditure

1. All expenditure must be approved and be under the knowledge of the Finance Director
2. All reimbursements to members must be made through the Finance 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 & Members' Attendance

1. Events are organized by the Events Director and the Executives with help from the other Executive and Ambassador Council members
2. Each event will have one distinct Organizing Chairperson
3. All members of MMI (refer to Section 2.1) are allowed to attend MMI UK events and receive any subsidies that may come along with it
4. Non-members of MMI are allowed to attend MMI UK events but are not entitled to receive any subsidies that may come along with it
5. 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 and Vice President

- a. The incoming President and Vice-President will be selected by an Election process following the Alternative Vote system.
- b. The Election process will be conducted by the President of the outgoing council (Returning Officer) on a mutually agreed date by all the Presidents of the Country Councils and the Co-Chairpersons of the Executive Council. The outgoing President may not run for any positions.
- c. All Executive and Ambassador Council members must nominate one candidate for each position. All Executive and Ambassador Council members are allowed to nominate themselves. Nominees include Executive and Ambassador council members.
- d. 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.
- e. Upon acceptance, nominees must prepare for their manifesto to be published. All manifestos must be a maximum of 2 sides of A4 pages long. Design of the manifesto is up to candidates. Candidates running for two positions are allowed to have a 3 A4 page-long manifesto.
- f. Campaigning period is opened for 1 week. Campaigning must stop 24 hours before voting begins.
- g. All Executive and Ambassador Council members EXCLUDING the President (Returning Officer) are entitled to one vote for each position and must be done within 24 hours.
- h. If Re-Open for Nominations (RON) wins for any particular position, steps (iii) to (vii) will be repeated for that position(s).

Section 6.2 Executive Council Members

- a. The remainder of the Executive Council members will be selected based on an Appointment process, up to the discretion of the newly elected President and Vice President.

- b. The date for applications to be open will be set on a mutually agreed date between the Presidents of the Country Councils and the MMI Executive Council.
- c. At least 35% (~7 members) of the Executive Council Members (including President and Vice President) must NOT be from a medical school in London.

Section 6.3. Ambassador Council Members

- a. The University Ambassadors shall be selected based on an Appointment process, up to the discretion of the newly appointed University Ambassador Directors.
- b. The date for applications to be open will be set on a mutually agreed date between the Presidents of the Country Councils and the MMI Executive Council.

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 UK 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 Council 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 Executive Council
 - b. He has knowingly violated the MMI Constitution
 - c. His actions are seen to have tarnished the reputation of MMI
- 1. The VNC can only be activated through petition supported by at least half of the number of members within the Core Country Council.
- 2. A meeting, with full attendance of the Country Council, must be convened to review the actions of VNC throughout the entirety of his term.
- 3. The resolution shall be based on a simple majority vote cast by the Country Council.
- 4. A successful VNC of a member of the Country Council shall result in his removal from office, with a full explanation provided to the members of MMI.
- 5. 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 Executive Council shall dissolve:

1. Within 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 a Country Council Meeting with at least 2/3 of Country Council Members convened specifically for such a discussion.