

# *The Constitution of*



With Effect From The Conclusion of The Special Assembly  
held on 17<sup>th</sup> of January 2017 in Indonesia

Authenticated by:  
ALSA International Board 2016/2017

<i>Promulgated</i>	29 <sup>th</sup> of August 2004 & 28 <sup>th</sup> of August 2005	<b>1<sup>st</sup> Asian Forum of ALSA in Tokyo, Japan &amp; 2<sup>nd</sup> Asian Forum in Seoul, Korea</b>
<i>1<sup>st</sup> Amendment</i>	13 <sup>th</sup> of August 2006	<b>3<sup>rd</sup> Asian Forum in Jakarta, Indonesia</b>
<i>2<sup>nd</sup> Amendment</i>	8 <sup>th</sup> of August 2007	<b>4<sup>th</sup> Asian Forum in Seoul, Korea</b>
<i>3<sup>rd</sup> Amendment</i>	6 <sup>th</sup> of August 2008	<b>5<sup>th</sup> Asian Forum in Bangkok, Thailand</b>
<i>4<sup>th</sup> Amendment</i>	8 <sup>th</sup> of August 2009	<b>6<sup>th</sup> Asian Forum in Manila, Philippines</b>
<i>5<sup>th</sup> Amendment</i>	5 <sup>th</sup> of August 2010	<b>7<sup>th</sup> Asian Forum in Seoul, Korea</b>
<i>6<sup>th</sup> Amendment</i>	9 <sup>th</sup> of January 2011	<b>Special Assembly in Singapore, Singapore</b>
<i>7<sup>th</sup> Amendment</i>	9 <sup>th</sup> of August 2011	<b>8<sup>th</sup> Asian Forum in Chiba, Japan</b>
<i>8<sup>th</sup> Amendment</i>	11 <sup>th</sup> of May 2012	<b>Special Assembly</b>
<i>9<sup>th</sup> Amendment</i>	15 <sup>th</sup> of August 2012	<b>9<sup>th</sup> ALSA Forum in Bangkok, Thailand</b>
<i>10<sup>th</sup> Amendment</i>	31 <sup>st</sup> of August 2013	<b>10<sup>th</sup> ALSA Forum in Manila, Philippines</b>
<i>11<sup>th</sup> Amendment</i>	5 <sup>th</sup> of January 2014	<b>Special Assembly in Singapore, Singapore</b>
<i>12<sup>th</sup> Amendment</i>	8 <sup>th</sup> of August 2014	<b>11<sup>th</sup> ALSA Forum in Taipei, Taiwan</b>
<i>13<sup>th</sup> Amendment</i>	27 <sup>th</sup> of January 2016	<b>Special Assembly in Kuala Lumpur, Malaysia</b>
<i>14<sup>th</sup> Amendment</i>	6 <sup>th</sup> of August 2016	<b>13<sup>th</sup> ALSA Forum in Bangkok, Thailand</b>
<i>15<sup>th</sup> Amendment</i>	17 <sup>th</sup> of January 2017	<b>Special Assembly in Bandung, Indonesia</b>



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## HISTORICAL INTRODUCTION

The ASEAN Law Students' Association was established at the First ASEAN Law Students' Conference in Jakarta, 18 May 1989.

By 2002, the five member countries—Indonesia, Malaysia, the Philippines, Singapore and Thailand—came to the idea of extending its scope of membership in order to enhance the achievement of its objectives.

The International Law Students' Association of Peking University (ILSA PKU), which represents ALSA China, was established in March 2003.

The Law Association, Hong Kong University Student's Union (LA, HKUSU) was established in 1969. It has long been a local student body serving law students in the University of Hong Kong. According to its constitution, LA, HKUSU represents its members locally and internationally. After attending a few conferences held by ALSA, it decided to join ALSA.

Enlightened by the vision and purpose of the European Law Students' Association in 1996, the Japanese law students decided to set up an Asian Law Students' Association in East Asian countries. By the Seoul Declaration in 2001, the International Department of Legal Aid Association of Peking University, ALSA Japan, ALSA Korea, and ALSA Taiwan officially decided to continue to discuss how to build a network between the countries. In 2002, after the Korean Conference and in the Asian Forum held in Japan, the merging with the ASEAN Law Student's Association was agreed. This was made upon the vision and purpose of the first ALSA members.

The basis for the national committee of ALSA in Korea was first created by Seoul National University law school students in 1998 through



ALSA SNU, a full national committee by the name of ALSA Korea formed in the summer of year 2000 consisting of two universities—Seoul National University and Ewha Woman's University.

The ASEAN Law Students' Association comprises the member countries Indonesia, Malaysia, the Philippines, Singapore and Thailand. They are represented by Mr. Niti Nernchamngong, representatives of the International Department of Legal Aid Association of Peking University, LA, HKUSU, ALSA Japan, ALSA Korea, and ALSA Taiwan, who attended the Asian forum and signed the Tokyo Agreement on 7 September 2002 to agree to merge into a single association. The merger was effected through a resolution passed unanimously by ASEAN Law Students' Association, the ILSA PKU formerly known as the International Department of Legal Aid Association of Peking University, LA, HKUSU, ALSA Japan, ALSA Korea, and ALSA Taiwan on 23 October 2003 in Bangkok, Thailand.





## PREAMBLE

We, the law students of the Asian member countries,

CONSIDERING the visions and objectives promulgated in the Tokyo Agreement 2002;

REALIZING the challenges that arise as a result of varied legal systems and educational approaches of each member countries;

DESIRING to foster greater cooperation between member nations towards achieving greater understanding not only of fellow members, but also the economic, social, and cultural influences that have shaped their legal views, principles, and systems;

HAVE AGREED to the establishment of this association of general cooperation among the law students of its member countries based on the provisions as follows.

### ARTICLE 1 INTERPRETATION

The following words and phrases will take on the assigned meanings unless otherwise stated:

- a. "ALSA" means the Asian Law Students' Association;
- b. "Annual General Assembly" means the meeting of all representatives convened once every year;



- c. “Book of Guidelines” is the executive by-law of ALSA, which shall regulate and guide the conduct of activities in ALSA and shall be approved by the Governing Council;
- d. “Date of Service” means the date when this constitution shall take effect;
- e. “General Assembly” means the meeting of all delegates;
- f. “Governing Council” means the Governing Council of the Asian Law Students’ Association;
- g. “Local Chapter” means such entity that is an association of members of ALSA in one school;
- h. “Majority” means one-half plus one;
- i. “Member Countries” means the Member Countries or Regions of ALSA and includes Brunei Darussalam, China, Hong Kong, Indonesia, Japan, Korea, Laos, Malaysia, the Philippines, Singapore, Taiwan, Thailand, Vietnam, Sri Lanka, and Macau;
- j. “National Chapter” means such entity that is an association of Local Chapter(s) and may be used interchangeably with Member Country;
- k. “Delegate(s)” means member(s) of ALSA who are authorized by a National Chapter in ALSA as representative(s) for certain international events of ALSA;
- l. “Resolutions” are decisions made and policies approved by voting upon a motion in a Governing Council Meeting via a Majority unless otherwise stated;
- m. “Secretariat” means the secretariat of ALSA;
- n. “Treasury Department” is the authorized financial controller body of ALSA;
- o. “Working Party” means working party of the Governing Council, which discusses specific matters within the function of the Governing Council;



- p. “Observer(s)” means a country or region that is not a Member Country but is allowed by the Governing Council to take part in ALSA activities;
- q. “Department Meeting” mean the different meetings which are chaired by each of the International Board Officers;
- r. “External” means a person and/or an organization that participates in ALSA activities who is neither a Member Country nor an Observer;
- s. “ALSA International” refers to the ALSA International Board and Directors working for ALSA at the international level;
- t. “International Activity” refers to any ALSA event(s) that include(s) the involvement of more than one (1) National Chapter;
- u. “ALSA Year” refers to the period from an Annual General Assembly to the consecutive Annual General Assembly.

## ARTICLE 2 GENERAL PROVISIONS

### *Section 1. Title*

The Title of the Association shall be the “Asian Law Students’ Association”.

### *Section 2. Official Seat*

ALSA has its official seat in Zurich, Switzerland.

### *Section 3. Declaratory Statement*

ALSA is a non-political and non-profit association and any acts done or representations made by any member, which suggest or impute that ALSA has a political or profitable agenda shall be invalid and shall not bind the other members of ALSA.

#### *Section 4. Vision*

The ALSA has the following visions:

- a. To focus a global vision on the promising future of Asia;
- b. To promote an awareness of justice; and
- c. To facilitate the recognition of the social responsibilities of law students.

#### *Section 5. Purpose/Objective*

The ALSA has the following purposes/objectives:

- a. To understand and appreciate the diversity and share the ideals of law in society through exchange and communication among Asian law students;
- b. To motivate law students to develop a creative spirit through a network of joint activities among Asian law students; and
- c. To encourage the enhancement of the capabilities of Asian Law students so as to become internationally minded, socially responsible, academically committed, and legally skilled.

#### *Section 6. Legal Instruments*

The ALSA shall be bound to comply with this Constitution, the Book of Guidelines, and Resolutions.

*Section 7. Means*

To achieve the aforementioned purposes/objectives, member countries must contribute an annual membership fee of USD 40. Should the annual membership be raised above USD 40, unanimous approval, by the Governing Council will be required.

*Section 8. Official Language*

English shall be the official language of the Association.

*Section 9. Liability*

ALSA is liable for its obligations with its assets. Such liability is limited to the assets of ALSA unless otherwise agreed by the Governing Council.

*Section 10. Dissolution*

ALSA may be dissolved by unanimous decision of the General Assembly, where at least two-thirds of all Member Countries must be present. The General Assembly shall, upon a decision to dissolve ALSA, determine the distribution of the assets of ALSA, if any.

**ARTICLE 3  
MEMBERSHIP**

*Section 1. Definition*

Section 1.1.

Students enrolled in a program of study leading to a professional degree in law in territories of a National Chapter may become a member of ALSA.



Section 1.2.

Any person who does not fall in the above category may still be admitted as a member at the discretion of the National Chapter.

*Section 2. Privileges of Members*

The members of ALSA shall have the privilege to participate in ALSA activities.

*Section 3. Active and Frozen Member Countries*

An active Member Country with the right to vote can be any natural or legal person who has an interest in the purposes/objectives of ALSA. A frozen Member Country without the right to vote can be any natural or legal person, where the decision to freeze membership has been made by the Governing Council in accordance with a Special Action in the Book of Guidelines.

*Section 4. Freezing and Termination of Membership*

Section 4.1.

Membership in ALSA of natural persons may be terminated through their voluntary withdrawal, termination, exclusion, or death as provided for in this Constitution.



Section 4.2.

Membership in ALSA of legal persons may be terminated through their voluntary withdrawal, termination, exclusion, or dissolution as provided for in this Constitution.

Section 4.3.

Withdrawal from ALSA such as to terminate membership is possible at any time. An application to voluntarily withdraw from ALSA must be submitted to the International Board a minimum of four weeks before the actual withdrawal date.

Section 4.4.

Membership in ALSA may be frozen in the event the member country fails to comply with any one of the following obligations:

- a. Participation in an ALSA Forum and ALSA Conference over one (1) ALSA Year;
- b. Repayment of any money that is owed to the International Board for more than two (2) consecutive ALSA Years;
- c. Holding an ALSA International Activity over two (2) consecutive ALSA Years; or
- d. In any event decided by the Governing Council by a two-thirds majority vote at the Governing Council Meeting during the ALSA Conference, ALSA Forum, or a Special Assembly conducted for that purpose.

Section 4.5.

Membership in ALSA may be terminated in the event the Member Country fails to comply with any one of the following obligations:



- a. Participate in an ALSA Forum and ALSA Conference over two (2) ALSA Years;
- b. Pay the amount owed to the International Board over three (3) consecutive ALSA Years;
- c. Hold an ALSA International Activity over three (3) consecutive ALSA Years; or
- d. In any event decided by the Governing Council by a two-third majority vote at the Governing Council Meeting during the ALSA Conference, ALSA Forum, or a Special Assembly conducted for that purpose.

#### Section 4.6.

Member Countries may be terminated or frozen from ALSA. The Governing Council decides with a majority of two-third on such exclusions during the Governing Council Meeting at the ALSA Conference, ALSA Forum, or a Special Assembly conducted for that purpose and shall notify the member in question in written form of its exclusion and its reason(s) at the last known address or point of communication. The Member Country may appeal through oral defense to the General Assembly on the decision.

#### Section 4.7.

Any motion to terminate the membership of any member country requires a specific written notification to the member country in question at its last known point of contact one month before the exclusion is decided on by the Governing Council.

## **ARTICLE 4**

### **GENERAL ASSEMBLY**

#### *Section 1. Authority*





The decision of a General Assembly of the ALSA shall possess the highest authority in all matters affecting the ALSA as a whole.

*Section 2. Composition of the General Assembly*

The General Assembly shall be composed of the delegates of National Chapters present.

*Section 3. Vote*

Each National Chapter shall be entitled to one vote in the General Assembly.

*Section 4. Method of voting*

The vote of each National Chapter shall be composed of the majority of its delegates.

*Section 5. Notice*

A notice of the General Assembly and the agenda thereof shall be provided by the International Board, at least one (1) week in advance.

*Section 6. Quorum*

At the General Assembly, the majority of the National Chapters present and voting shall form a quorum.

*Section 7. Sessions of General Assembly*

Section 7.1.

General Assembly shall include the Annual General Assembly and the Special Assembly.

Section 7.2.

The Annual General Assembly shall be held every year at the ALSA Forum by the month of September.

Section 7.3.

The Special Assembly may be held by the Governing Council either online or offline when extraordinary matters arise.

*Section 8. Accountability Report*

The International Board shall prepare an Accountability Report to be reviewed in the Annual General Assembly.

**ARTICLE 5**  
**GOVERNING COUNCIL**

*Section 1. Authority*

The Governing Council shall be the highest decision-making body of the ALSA after the General Assembly.

*Section 2. Functions*

The Governing Council shall have been the following functions:

- a. To formulate plans of action;
- b. To devise activities for the achievement of ALSA objectives;
- c. To promulgate rules of conduct of ALSA; and
- d. To call a Special Assembly when extraordinary matters arise.

### *Section 3. Chair*

The International Board President shall be the Governing Council Chair. However if the President cannot fulfill his/her duty as such, he/she shall inform the Governing Council and provide the reasons for this. He/she shall then appoint a member of the International Board to act as Governing Council Chair in lieu of him/her.

### *Section 4. Composition*

The Governing Council shall be composed of the duly authorized representatives of the National Chapters.

### *Section 5. Meeting*

The Governing Council shall be convened at least once a month, including offline meetings in the ALSA Forum, and the ALSA Conference. It can be also be convened when one-fifth of the members so request and when circumstances dictate.

### *Section 6. Decision Making in the Governing Council*

Section 6.1.

Decisions of the Governing Council shall be made by the consensus of the duly authorized representatives of National Chapters present.

Section 6.2.

In the event that a consensus as provided by Article 5 Section 6.1 fails to be reached, the majority vote in the Governing Council shall render a decision final.

Section 6.3.

In the event that there are an equal number of votes, a vote by the Governing Council Chair shall cast the deciding vote and thereby shall render a decision final.



Section 6.4.

Any decision made by the Governing Council may be affirmed or reversed by the General Assembly.

Section 6.5.

The majority of the National Chapters shall constitute a quorum.

Section 6.6.

Each National Chapter is entitled to one vote.

Section 6.7.

The decisions of the Governing Council shall be binding upon all National Chapters.

Section 6.8.

When a National Chapter raises a valid objection to a decision, the Governing Council shall re-examine the said decision.

#### *Section 7. Notice*

A notice of the Governing Council Meeting and the agenda thereof shall be provided by the International Board, at least one (1) week in advance.

## ARTICLE 6 BOOK OF GUIDELINES

### *Section 1. Definition and Scope*

#### Section 1.1.

The Book of Guidelines is the executive by-law of ALSA, which shall regulate and guide the conduct of activities in ALSA.

#### Section 1.2.

Book of Guidelines shall cover five areas of activities:

- a. Administration
- b. Financial Management
- c. Academic Activities
- d. Public Relations and Marketing
- e. Training, Exchange and Development

#### Section 1.3.

The Book of Guidelines shall regulate in accordance with the provisions of the Constitution.

### *Section 2. Recommendation and Approval*

A guideline shall be recommended and approved by the Governing Council in Governing Council Meetings. The draft and its explanatory statement shall be open for examination before voting of approval in the Governing Council Meeting. For a guideline to be approved, it requires at least two-thirds of the present Governing Council members' approval.

### *Section 3. Amendment*

Any amendment of a guideline, including both replacement and revocation requires a Governing Council Resolution. An updated version of the Book of Guidelines shall be made available for the Association no later than thirty (30) days after the amendment.

## **ARTICLE 7 INTERNATIONAL BOARD**

### *Section 1. Authority*

The International Board shall have the authority for the following:

- a. To represent ALSA at the international level;
- b. To execute the decisions of ALSA; and
- c. To work towards the continuous improvement and betterment of ALSA through the discussion of ALSA's concerns and implementing issues to address them.

### *Section 2. Functions*

The International Board shall perform its task as the group of officials with the following functions.

#### Section 2.1. Decision Making Body

- a. The International Board, as the decision-making body of ALSA, shall be responsible for hearing, discussing, and solving the day-to-day affairs that concern ALSA at the international level.
- b. Every officer of the International Board shall work as a group of partners, conducting various projects, and evaluating and sharing the progress of each other's work for the betterment of ALSA.

## Section 2.2. Executive Body

- a. The International Board, as the executive body of ALSA, shall be responsible for the execution of decisions of the International Board Meeting, the Governing Council Meeting, and the General Assembly.
- b. Every officer of the International Board shall carry out each task conferred upon him or her by the Constitution of ALSA.
- c. The International Board may bind ALSA International through the signatures of the International Board President and one other International Board member, of the President's nomination, on any instrument.

## Section 2.3. Representative Body

The International Board, as the representative body of ALSA, shall represent ALSA in international activities and affairs.

## *Section 3. Composition*

The International Board shall be composed of the following elected members:

- a. President
- b. Secretary-General
- c. Treasurer
- d. Vice President of Public Relations and Marketing
- e. Vice President of Academic Activities
- f. Vice President of Training, Exchange and Development

*Section 4. International Board President*

Section 4.1.

The duties of the International Board President are to:

- a. Head of ALSA International;
- b. Act as the default Chair of the Governing Council and General Assembly;
- c. Oversee the Presidents of each National Chapter and Observer;
- d. Express the final decision on international relations and contacts;
- e. Represent the International Board in membership, expansion, and external relation matters;
- f. Represent ALSA in communicating with external organizations;
- g. Cultivate relationships and collaborations with other law student organizations;
- h. Facilitate internal communication between National Chapters and Observers; and
- i. Act as point of contact except in areas expressly under the purview of other members of ALSA International.

Section 4.2.

The International Board shall consult the Governing Council regarding any matter that may contravene this Constitution.

Section 4.3.

The International Board President shall have the authority to appoint another Chair of the Governing Council and General Assembly and he/she shall provide the reasons for this.



*Section 5. International Board Secretary-General*

Section 5.1.

The duties of the International Board Secretary-General are to:

- a. Plan and execute a knowledge strategy pertaining to all ALSA information;
- b. Acquire and store all information pertaining to ALSA International;
- c. Facilitate flow of information between all ALSA bodies;
- d. Compile the progress of tasks conducted by the International Board and ALSA projects; and
- e. Record the minutes of ALSA meetings that the International Board Secretary- General attends or arranges for substitute in his or her absence.

Section 5.2.

The International Board Secretary-General shall not disclose any internal matters to any party without prior approval from the International Board President.

*Section 6. International Board Treasurer*

Section 6.1.

The duties of the International Board Treasurer are to:

- a. Oversee all financial matters of ALSA International;
- b. Draw up a budget for the term of each International Board and observe ALSA's financial policies;
- c. Submit proposed budget expenditures to the Governing Council two (2) months before ALSA Conference and two (2) months before ALSA Forum;
- d. Collect annual National Chapter fees together with any special fees or other amounts due to ALSA from the National Chapters, Observers, or any third parties;
- e. Maintain the financial records of ALSA, including comparing actual revenues and expenses incurred against the budget; and

- f. Prepare a financial report to the Governing Council every three (3) months, which shall be approved by the General Assembly once a year at the ALSA Forum.

Section 6.2.

All expenditure by the International Board shall only be approved pursuant to an International Board resolution.

Section 6.3.

The International Board Treasurer shall have the authority to manage the bank account of ALSA.

*Section 7. International Board Vice President of Public Relations and Marketing*

Section 7.1.

The duties of the International Board Vice President of Public Relations and Marketing are to:

- a. Plan and execute a marketing strategy for ALSA at the international level;
- b. Develop a strategy to engage potential benefactors of ALSA;
- c. Manage relations with current benefactors of ALSA;
- d. Produce or publish promotional materials for ALSA; and
- e. Utilize the website and official social media channels to promote and publish ALSA materials and activities.

Section 7.2.

The International Board Vice President of Public Relations and Marketing shall not incur marketing expenses without prior approval pursuant to an International Board Resolution.

Section 7.3.

Sponsorship packages offered by ALSA International shall be approved via an International Board resolution before the approaching of potential sponsors.

*Section 8. International Board Vice President of Academic Activities*

Section 8.1.

The duties of the International Board Vice President of Academic Activities are to:

- a. Oversee all matters pertaining to the academic activities of ALSA;
- b. Establish an academic theme for the term of the International Board that will bind ALSA International academic activities;
- c. Plan and coordinate ALSA International academic activities;
- d. Stimulate academic activities at the National and Local level through purposive coordination; and
- e. Receive and archive the updates of vital legal issues within ALSA's member countries and Observers.

Section 8.2.

The academic theme determined by the International Board Vice President of Academic Activities for all ALSA International academic activities will not be binding on the academic activities organized by individual National Chapters.

*Section 9. International Board Vice President of Training, Exchange and  
Development*

Section 9.1.

The duties of the International Board of Training, Exchange and Development are to:

- a. Oversee and coordinate the conduct of ALSA internships and exchange activities;
- b. Promote and support the organization of ALSA internship and exchange activities;
- c. Develop and maintain a framework through which ALSA member countries organize international internships and exchange activities;
- d. Conceptualize and develop a training program that will develop practical and technical skills of ALSA members; and
- e. Support and enhance existing corollary activities being conducted by ALSA National Chapters.

Section 9.2.

The goals of training and development activities are to:

- a. Expose ALSA members to various training opportunities at both the international and national level;
- b. Help interested members develop the ground skills to enhance the quality of participation; and
- c. Support and promote programs that prepares ALSA members for professional careers.

### Section 9.3.

The goals of international exchange activities are to:

- a. Provide ALSA members with opportunities to gather and communicate on legal and cultural matters through international events;
- b. Cultivate an appreciation for diversity in, and better familiarity with foreign legal systems through first-hand experiences; and
- c. Support the development of strong relationships and the growth of ALSA as a whole.

### *Section 10. Directors of ALSA International*

To support the duties of the International Board in realizing ALSA's vision and purposes/objectives, the International Board may appoint any Director, subject to other provisions within this Constitution and the Book of Guidelines.

#### Section 10.1. Duties of Directors

Each Director shall have prescribed specific duties and responsibilities, or be appointed to carry out a specific task under the responsibility of the International Board.

#### Section 10.2. Creation of Director Positions

Director positions shall be proposed by the International Board to the Governing Council for approval. Proposal for each Director Position shall include details on the following:

- a. Visions and purposes/objectives of ALSA aligned with the Director position;
- b. Motivation of the International Board for creating the Director position; and
- c. Specific duties and deliverables of the Director position.

### Section 10.3. Appointment of Directors

The International Board shall appoint one or more Director for each position after the approval of the creation of the position. The proposal for the creation of Director positions may indicate potential candidates for the relevant positions.

### Section 10.4. Term of Office of Directors

Director appointments shall be terminated upon the occurrence of any of the following:

- a. Resignation of the Director tendered to the International Board in accordance with the mechanism in section 15.
- b. Discontinuation of the Director position or the removal of the appointed Director, via an International Board resolution. The Governing Council shall determine if such a discontinuation or a removal is valid.
- c. Termination of the Director appointment by the Governing Council by two-thirds majority.

### *Section 11. Terms of Office*

The member of the International Board shall serve for a period commencing from the date of the election and until such time that their successors have been duly elected in the next ALSA Forum, or until such time that a replacement for them has been found.

### *Section 12. Official Meeting*

The International Board shall hold regular meetings at least once every month. The International Board President may also convene an International Board meeting whenever necessary.

*Section 13. Acting International Board President*

In case the President is unable to fulfill his/her duties for the rest of his/her term, the Governing Council shall convene a Special Assembly to elect a permanent replacement for the International Board President to serve out the remainder of the term.

*Section 14. Acting Officers of the International Board*

Section 14.1.

Should any member of the International Board other than the President default the performance of their respective duties, the International Board President shall appoint a replacement who shall act in a temporary capacity.

Section 14.2.

Should the International Board President default the performance of his/her duties, the Governing Council shall convene a Special Assembly to appoint a replacement who shall act in a temporary capacity.

Section 14.3.

The Governing Council shall determine by the next General Council Meeting whether to permanently replace the defaulting officer with the acting officer appointed pursuant to Section 14.1 or 14.2 of this said article, or by appointing another candidate either nominated by the International Board or the Governing Council.

Section 14.4.

A permanent replacement shall serve the remaining term of his/her predecessor.

### *Section 15. Resignation*

#### Section 15.1.

Any written resignation tendered by an International Board Officer shall be tantamount to default of duty.

#### Section 15.2.

An International Board Officer must inform the Governing Council of his/her intent to resign via a written resignation, on which his/her reasons for resignation are stated, at least one month before the Governing Council Meeting that will review his/her resignation pursuant to Section 15.3 of this said article.

#### Section 15.3.

The resignation of a member of the International Board shall be reviewed and granted by the Governing Council during a Governing Council Meeting only if there is a justified basis for the said resignation.

#### Section 15.4.

If the resignation is accepted, the Governing Council shall elect a replacement of the vacant post within thirty (30) days or the next Governing Council Meeting, whichever is earlier.

### *Section 16. Impeachment*

#### Section 16.1.

Any International Board member may be impeached on any of the following grounds:

- a. Gross neglect of duty;
- b. Grave misconduct;
- c. Wilful violation of the ALSA Constitution; or
- d. Whenever justified by good cause.



Section 16.2.

Impeachment proceedings may be initiated upon the filing of a petition, which should state the reasons for the initiation of these impeachment proceedings, by a National Chapter to the Governing Council based on the grounds in Section 16.1.

Section 16.3.

The International Board member whom is the subject of the impeachment shall be given a three (3)-week opportunity to reply the petition.

Section 16.4.

A majority vote of a General Assembly or Special Assembly shall be sufficient to impeach an International Board member.

Section 16.5.

The impeachment proceedings must be acted upon receipt of the petition, and the judgment must be rendered by the General Assembly or Special Assembly within one (1) week after the International Board member whom is the subject of the impeachment has replied to the petition.

Section 16.6.

After an International Board Officer has been impeached, said officer will be removed from office immediately and the Governing Council shall decide within thirty (30) days or in the next Governing Council Meeting, whichever is earlier, to find a replacement Acting Officer, following the procedure as laid out in sections 14.2., 14.3 and 14.4. of this article.

*Section 17. Department Meeting and Working Party*

Section 17.1.

Each of the International Board Officers, except the President who shall chair the Governing Council Meeting, shall chair their respective Department Meetings dealing with their respective department activities.

Section 17.2.

The Governing Council may establish any Working Party to deal with specific matter(s) via a Resolution. If a Working Party is established, the Governing Council shall appoint someone to be the Chair of the Working Party.

Section 17.3.

Composition and decision-making in all Department Meeting(s) and Working Parties shall be conducted in accordance with those of the Governing Council stated in this Article.

Section 17.4.

The decisions of all Department Meeting and Working Party shall be binding on all National Chapters unless stated otherwise.

Section 17.5.

When a member of a Department Meeting or Working Party raises an objection to a decision made in the Department Meeting or Working Party, and the Chair of the Department Meeting or Working Party deems this objection to be a valid one, the said decision shall be re-examined. In deciding whether an objection is valid, the Chair shall provide justifications for his/her decision.

Section 17.6.

Chair of each Department Meeting and Working Party shall report its decisions to the Governing Council. Any decision made in the Department Meeting(s) and Working Parties may be affirmed or reversed by the Governing Council via a Resolution.

## ARTICLE 8 ELECTIONS

### *Section 1. Time*

The election of the International Board as defined in Article 7 Section 3 shall take place at the Annual General Assembly at the ALSA Forum.

### *Section 2. Election Officer*

The outgoing International Board President shall preside over the election of the new International Board.

### *Section 3. Qualification for the International Board Officers*

Section 3.1.

An International Board candidate must be an active member of an ALSA National or Local Chapter who has participated for at least one year.

Section 3.2.

No member shall be nominated when two (2) members of his/her National Chapter have already been nominated as International Board officers. An exception may be made for the situation when a candidate is the only candidate for the position he/she has been nominated for.

Section 3.3.

An officer of the International Board shall not concurrently hold office in the Governing Council as a representative.

Section 3.4.

An officer of the International Board shall not concurrently hold office in a National Board.

*Section 4. Nominations*

Section 4.1.

Nominations for the International Board must be made before the first day of the Governing Council Meeting during the ALSA Forum where the International Board elections will be held, unless an extension is granted by the Governing Council.

Section 4.2.

A potential nominee for the International Board must be nominated by a National Chapter and seconded by another National Chapter. The nomination must specify who is nominated for which post, and contain the names and signatures of the nominee, nominator, and seconder.

Section 4.3.

The potential nominee shall make a presentation to the Governing Council not exceeding eight (8) minutes. After the presentation, there shall be a question-and-answer session not exceeding seven (7) minutes. The Governing Council will then decide via a Resolution on whether the nominee can run as a candidate for the elections during the General Assembly.

Section 4.4.

The persons nominated shall prepare a nominee profile for distribution to all National Chapters before the presentation to the Governing Council, unless agreed otherwise by the Governing Council. The profile must include a letter of motivation, *curriculum vitae*, and an action plan.

Section 4.5.

Each nominee shall deliver a presentation to the General Assembly not exceeding ten (10) minutes. After each presentation, there shall be a question-and-answer session for the nominee not exceeding twenty (20) minutes. Any member at the Annual General Assembly shall have the right to question the nominee.

Section 4.6.

Where no persons have been nominated for a certain position on the International Board until the day of election, the newly elected International Board President shall appoint an ALSA member within 30 days to assume that position during the General Assembly or a Special Assembly.

Section 4.7.

Further time extension of three (3) minutes for the potential nominee's and nominee's presentation and/or question-and-answer session pursuant to Section 4.3 and 4.5 of this said Article may be granted by the Governing Council or General Assembly.

### *Section 5. Method of Voting*

#### Section 5.1.

Each member country shall be entitled to one (1) vote, subject to any restrictions within this Constitution.

#### Section 5.2.

Voting shall be made by secret ballot.

#### Section 5.3.

The positions in the International Board shall be voted for in this order:

- a. President
- b. Secretary-General
- c. Treasurer
- d. Vice President of Public Relations and Marketing
- e. Vice President of Academic Activities
- f. Vice President Training, Exchange and Development

#### Section 5.4.

The candidate with the highest number of votes of each post shall be declared as the elected International Board officer to assume the contested position.

#### Section 5.5.

If there is a tie in the votes, the presiding Chair of the General Assembly shall cast the deciding vote.

#### Section 5.6.

A Special Assembly shall be convened by the Governing Council for the purpose of holding a postponed election in the event that the International Board President is not elected.

*Section 6. Re-election*

Section 6.1.

No member who has served on the International Board shall stand for the re-election for any position of the International Board for more than once, subject to the exception in Section 6.2.

Section 6.2.

Any International Board member standing for a re-election for any position in the International Board must inform the Governing Council at least one (1) month ahead of the General Assembly.

**ARTICLE 9**  
**CHAPTER & OBSERVER**

*Section 1. Local Chapter*

Section 1.1.

A Local Chapter shall be established in accordance with the Constitution and by-laws of the National Chapter.

Section 1.2.

A Local Chapter shall consist of a Local Board headed by a President, or its equivalent.

Section 1.3.

If any Local Chapter is the sole Local Chapter within a National Chapter, that Local Chapter itself may be deemed to constitute a National Chapter.

*Section 2. National Chapter*

Section 2.1.

Each National Chapter shall have autonomy.

Section 2.2.

The Constitution of each National Chapter shall not contravene this Constitution, and in the event of a contravention this Constitution shall prevail.

Section 2.3.

The National Chapter shall represent their respective Local Chapter(s) in ALSA.

Section 2.4.

The Constitution of each National Chapter shall have provisions on conditions of membership.

Section 2.5.

Each National Chapter shall report their constitution when there is an amendment to it.

Section 2.6.

The representative of each National Chapter or its proxy has the duty to maintain its frequent contact with the International Board, and deliver it to its National Chapter.

Section 2.7

The representative of each National Chapter or its proxy has the duty to actively participate in both online and offline discussions of Governing Council, which concerns ALSA as a whole.



Section 2.8.

A National Chapter shall consist of its President, Treasurer, Secretary General, Vice President of Academic Activities, Vice President of Training, Exchange and Development, and Vice President of Public Relations and Marketing, or the equivalent.

### *Section 3. Observers*

Section 3.1.

Externals interested in attending ALSA continuously may apply for Observer status for their country or region. The Governing Council shall examine the application and may grant the observer status.

Section 3.2.

The representative of each Observer or its proxy has the duty to maintain frequent contact with the International Board.

Section 3.3.

An Observer may use the name of ALSA with approval and supervision from the International Board via an International Board Resolution.

### *Section 4. Establishment of a National Chapter*

Section 4.1.

An Observer may apply for establishment of a National Chapter in ALSA Forum after it participates in at least two ALSA Conferences and/or ALSA Forums within two years, including the ALSA Forum where it submits application.

Section 4.2.

The application shall be made by an application letter to the International Board President enclosed with the following:

- a. Constitution and by-laws;
- b. List of Officers; and
- c. Report of recent activities.

Section 4.3.

The applying Observer shall send five participants or more to ALSA Forum, unless otherwise agreed by the Governing Council.

Section 4.4.

The Governing Council shall examine the application, including the said Observer's activeness, stability and consistency with the visions and objectives of ALSA. If the Governing Council approves via a Resolution, the application shall be passed to the General Assembly.

Section 4.5.

The General Assembly may approve via a majority, the establishment of the new National Chapter by voting.

## ARTICLE 10 SECRETARIAT

### *Section 1. Duty*

The responsibilities are as follows:

- a. Shall serve as the official mailing address for ALSA International;
- b. Shall be responsible for forwarding all correspondences to the President or the concerned International Board officer, within 7 days upon received of said correspondence;
- c. Shall provide storage of and preserve all physical documents, and property of ALSA International; and
- d. Shall inventory the materials that are being stored and report it to the International Board Secretary-General.

### *Section 2. Election*

#### Section 2.1.

The Secretariat shall have tenure and be subject to review every 5 years.

#### Section 2.2.

In the event of any extraordinary matters, Governing Council shall decide whether to replace the Secretariat.

#### Section 2.2.1.

Whether a matter is considered extraordinary shall be decided upon by the Governing Council.

Section 2.2.2.

The candidate National Chapter of the Secretariat shall be nominated during the Governing Council Meeting.

Section 2.2.3.

The Secretariat shall be elected by majority vote of the General Assembly.

Section 2.2.4.

The Secretariat shall serve for a period commencing from the date of the election and until time their successors have been duly elected.

## ARTICLE 11 TREASURY DEPARTMENT

### *Section 1. Duty*

The responsibilities are as follows:

- a. Shall serve as the sole authorized financial controller for ALSA International;
- b. Shall be responsible for executing and overseeing money transactions to and from the respective National Chapters;
- c. Shall assist in the collection of annual National Chapter fees and any special fees and/or amount due to ALSA International; and
- d. Shall maintain accurate financial records, which shall be examined and approved by the Governing Council biannually.

### *Section 2. Election*

Section 2.1.

The Treasury Department shall have tenure and shall be subject to review every 5 years.

Section 2.2.

In the event of any extraordinary matters, Governing Council shall decide whether to replace the Secretariat.

Section 2.2.1.

Whether a matter is considered extraordinary shall be decided upon by the Governing Council.

Section 2.2.2.

The candidate National Chapter of the Treasury Department shall be nominated during the Governing Council Meeting.

Section 2.2.3.

The Treasury Department shall be elected by majority vote of the General Assembly.

Section 2.2.4.

The Treasury Department shall serve for a period commencing from the date of the election and until time their successors have been duly elected.

## ARTICLE 12 CONSTITUTION

### *Section 1. Nature of Constitution*

This Constitution acts as the Statutes of ALSA in the meaning of Articles 60 to 79 of the Swiss Civil Code 210.

### *Section 2. Amendment*

This Constitution shall not be amended except by a motion carried at a General Assembly.

### *Section 3. Interpretation*

The interpretation of this Constitution shall first rest with the explanatory notes and then the Governing Council.

### *Section 4. Motion*

A motion to alter or amend any part of this Constitution shall be carried only when so agreed to by not less than two-thirds of all National Chapters present and voting at that General Assembly. Notwithstanding this section, any amendment to Article 2 Sections 4 and 5 requires unanimous consent from all ALSA National Chapters.

### *Section 5. Date of Effect*

The Constitution and the Founding of ALSA with its seat in Zurich, Switzerland have been formally accepted on the 15<sup>th</sup> of August 2012 and will take effect from this date henceforth.








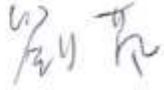

## **ARTICLE 13**

### **SAVING PROVISION**

All other matters not governed by the foregoing shall be decided upon by the Governing Council with consideration to justice, fairness and the ideals of ALSA.

 <p><b>Mr Jayden Chew</b> President of ALSA International Board 2016/2017</p>	 <p><b>Ms Azilla Liyana Binti Mohd Azam Zaki</b> Secretary-General of ALSA International Board 2016/2017</p>
 <p><b>Mr Danish Iqbal Hj Ariffin</b> President of ALSA Brunei National Chapter</p>	 <p><b>Ms ZhangYu Liang</b> President of ALSA China National Chapter</p>
<p>ALSA Hong Kong President</p>  <p><b>Ms Liu Yee Tung</b> President of ALSA Hong Kong National Chapter</p>	 <p><b>Mr Azman Rishad</b> President of ALSA Indonesia National Chapter</p>
 <p><b>Mr Hocheol Choi</b> President of ALSA Korea National Chapter</p>	 <p><b>Mr Naoto Yukutake</b> President of ALSA Japan National Chapter</p>



 <p><b>Mr Thiladeth Sivixay</b> President of ALSA Laos National Chapter</p>	 <p><b>Mr Lei Wai Lon</b> President of ALSA Macau National Chapter</p>
 <p><b>Mr Subash Jai</b> President of ALSA Malaysia National Chapter</p>	 <p><b>Mr Karl Anthony Tence Dioniso</b> President of ALSA Philippines National Chapter</p>
 <p><b>Ms Jeanette Wong</b> President of ALSA Singapore National Chapter</p>	 <p><b>Mr Madhava De Alwis</b> President of ALSA Sri Lanka National Chapter</p>
 <p><b>Ms Peng Liu</b> President of ALSA Taiwan National Chapter</p>	 <p><b>Ms Uracha Feangreung</b> President of ALSA Thailand National Chapter</p>
 <p><b>Mr Le Trong Dat</b> President of ALSA Vietnam National Chapter</p>	

## APPENDIX

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Policy Directive on Registration Fee Cap (PD 2009-1)  
*Passed through the General Assembly on the 8<sup>th</sup> of August, 2009*

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### Article 1. Purpose

This policy directive aims to fix the registration fee for the ALSA Forum and the ALSA Conference in order to facilitate participation of the ALSA members.

### Article 2. Definition

Registration fee means the fee payable for registration to attend the ALSA Forum or the ALSA Conference.

### Article 3. Basic Cap

The registration fee should not be more than US\$ 500.

### Article 4. Setting the Fee Higher than the Cap

The organizing committee of an ALSA Forum or an ALSA Conference can set the registration fee higher than the cap as mentioned in the preceding article when it gets approval from the Governing Council.

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Policy Directive on Reports to the Public (PD 2009-2)  
*Passed through the General Assembly on the 8<sup>th</sup> of August, 2009*

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In order to advertise and publicise its achievements ALSA, each National Board should send a table discussion report to government officials, the media, or both after the ALSA Forum and the ALSA Conference.

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Policy Directive on the International Event Fee (PD 2009-3)  
*Passed through the General Assembly on the 8<sup>th</sup> of August, 2009*

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In order to give the International Board a solid financial ground, every participant of each ALSA Forum and ALSA Conference, who get profit from the ALSA activities the most, shall contribute US \$5 to the International Board as the International Event Fee.

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Policy Directive on the Secretariat (PD 2014-4)  
*Passed through a Special Assembly on the 5<sup>th</sup> of January, 2014*

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ALSA Indonesia shall be the Secretariat for five years from now on (up to 2019), which is renewable upon the approval of the Governing Council.