Constitution & by Law

of

South East Asian Regional Association

for

Medical Education

(SEARAME)

1 Name

The Association shall be called "The South East Asian Regional Association for Medical Education".

2 Goal

To improve the quality and relevance of medical education at all levels – undergraduate, postgraduate and continuing professional development in line with WFME.

3 Objectives

The Association's objects are to promote the development of medical education, thereby improving medical education at all levels. In furtherance of this the Association shall:

3.1. contribute to the setting of standards in medical education for good practice with regard to teaching and assessment, taking special note of the standards developed by the World Federation of Medical Education;

3.2. foster communication amongst medical educators and medical schools in the countries of South East Asia and beyond;

3.2.1. call periodic conferences on aspects of medical education deemed of importance;

3.2.2. stimulate the exchange of teaching and evaluation of materials developed between teachers and institutions, through meetings, journal, guides, other publications and by maximizing the opportunities presented by the use of modern information technology;

3.2.3. promote visits of medical educators between member countries;

3.3. help evaluate and report when appropriate on suitable procedures for training students and medical teachers, through meetings, journals, guides and other publications if needed;

3.4. collect, through member associations where they exist, factual evidence from medical schools, centres and institutions in member countries in South East Asia, about objectives and programmes in medical education in order to help describe, distribute and document methods of medical education in South East Asia;

3.5. encourage medical educational research being conducted in countries in South East Asia and give support to research projects exploring aspects of medical education;

3.6. promote collaboration with the other regional associations for medical education under the umbrella of the World Federation for Medical Education.

3.7. promote the collaboration and synergy between health system and medical education in the context of the country

3.8. promote the establishment or make available the information regarding quality accreditation system to member countries

4 Membership

Members of the Association shall be drawn from the countries in the South East Asian Region. Other bodies or individuals from countries outside this region may be admitted to membership at the discretion of the Executive Committee.

4.1 Class of Membership

4.1.1 Members of the Association shall be corporate, institutional, individual, student and associate.

4.1.2 Corporate membership: any association for medical education recognised by the Executive Committee as being broadly representative of the country or region shall be accepted to corporate membership. Other international, regional, national or provincial associations in South East Asia which are concerned with or related to medical education, and educational sections of other associations or bodies, may be admitted to corporate membership at the discretion of the Executive Committee;

4.1.3 Associate membership shall be available for groups or individuals concerned with or related to medical education;

4.1.4 Institutional membership: Medical Schools and University Departments as well as any private, public or governmental statutory bodies related to medical education may apply for institutional membership and be accepted at the discretion of the Executive Committee. To be full institution member, the institute should be accredited by the national regulatory body. Those which have not yet accredited can be the associated institution member.

4.1.5 Individual membership: individual candidates interested in medical education may apply for membership in view of their professional relevance, at the discretion of the Executive Committee;

4.1.6 Student membership: students enrolled in institutions of medical education may apply and be accepted at the discretion of the Executive Committee.

4.1.7 Honorary membership may be awarded to individuals in recognition of their contribution to Medical Education if approved by the General Assembly.

4.2 Membership subscriptions

4.2.1 All membership subscription fees shall be paid annually;

4.2.2 The Executive Committee reserves the right to withdraw membership privileges for members for non payment of subscriptions.

4.2.3 The subscription rate shall be proposed by the Executive Committee and accepted by the General Assembly at a meeting or electronically.

5 Organisation

There shall be a General Assembly and an Executive Committee.

5.1 General Assembly

5.1.1 A General Assembly shall take place during the SEARAME Annual Conference or annually electronically.

5.1.2 All members (corporate, institutional, individual, student and associate) who have paid their membership dues are qualified to participate in the meeting with full speaking rights. Corporate, institutional, individual and student members have proposal and voting rights.

5.1.3 The General Secretary shall give members at least three months' notice of convening the General Assembly and the Agenda shall be issued not less than one month before the General Assembly.

5.1.4 Items for the Agenda should reach the General Secretary not less than eight weeks prior to the General Assembly.

5.1.5 Agenda items for the General Assembly shall include:

5.1.5.1 Activity Report of the Executive Committee;

5.1.5.2 Financial Report of the Executive Committee, approved by an authorised auditor;

5.1.5.3 Election of the Executive Committee;

5.1.5.4 Election of appropriate working groups or office bearers;

5.1.5.5 Presentation of the budget for the following year;

5.1.5.6 Review of programme of activity for the following year.

5.2 Executive Committee

5.2.1 There shall be an Executive Committee of: The President and up to six other members each elected by the General Assembly for a period of three years, and one representative of each country in SEARO/WHO nominated by a National Association of Medical Schools or the equivalent. Members will be invited to put forward nominations for Executive Committee members not less than eight weeks before the date of the General Assembly. Election will take place at the General Assembly either by physical presence or electronically. The President Elected shall take his/her place on the Executive Committee one year before taking office, replacing the Past President who at this stage shall leave the Executive Committee.

5.2.2 All members of the Executive Committee can be re-elected for a maximum of a further three years. One third of the seats for other members of the Executive Committee shall be up for re-election each year. Retiring founder members of the Executive Committee may be called by invitation to attend subsequent Executive Committee meetings at the discretion of the Executive Committee.

5.2.3 In addition, there will be one student member appointed for a period of one year, to be elected annually by the student body. The student member may be re-elected.

5.2.4 Ex officio members are the past President of the Association and the President of the World Federation for Medical Education. A representative of the WHO South East Asia will be invited to attend as an observer of meetings of the Executive Committee.

5.2.5 The Executive Committee nominates a General Secretary, Treasurer, Finance Officer, Editor in Chief, two Associate Editors, responsible for administrative, financial and editorial aspects and functions of the Association.

5.2.6 The Executive Committee shall be able to employ secretarial, research and clerical staff at its discretion within the budget set by the General Assembly.

5.2.7 The first President and Executive Committee shall be nominated and elected electronically by the 1st January 2006 under the aegis of the WFME. This first Committee shall start functioning as soon as the first seven members are nominated elected.

6 Changes in the Constitution

Changes in the Constitution may be made only at the General Assembly by a two-thirds majority of those present or responding as the case may be with voting rights. Changes may only be approved if members have been given notice at least two months before the meeting. The first Constitution shall be approved electronically by 1st September 2005 under the aegis of the WFME and shall take effect forthwith.

7 Rules of the Association

7.1 Subscriptions

7.1.1 The annual subscriptions to the Association are decided by the General Assembly. The membership dues for corporate, institutional, individual, student and associate membership may be differentiated and will be decided annually, taking into consideration the level of inflation, the per capita GNP and number of medical schools in the country concerned.

7.1.2 In exceptional circumstances reduced membership fees will be considered at the discretion of the Executive Committee.

7.2 Powers of the Association

7.2.1 To receive, administer, invest and expend donations, subscriptions, fees, grants and other moneys;

7.2.2 To publish and to sell publications relating to medical education;

7.2.3 To organise international conferences in member countries and elsewhere;

7.2.4 To represent South East Asian medical educators and teachers in supranational bodies;

7.2.5 To undertake other activities consistent with the purposes of the Association.

7.3 Office of the Association

7.3.1 The office of the Association normally shall be based in the country where either the President or the General Secretary resides, or in any country which offers its services for such a purpose and whose offer is accepted by consensus.

7.4 Voting rules and Quorum

7.4.1 In the General Assembly (physical or electronic) each institutional member can be represented by a maximum of three delegates, each having one vote. Each individual or student member present has one vote. Non-members do not have voting rights. In the case of non-postal ballots, only the votes cast by members actually present in the General Assembly will be counted or those voting electronically

7.4.2 In the Executive Committee all members have one vote. In cases of a tied ballot, the President casts a deciding vote. In order for a vote to be valid, a minimum of 50% of the Board members must vote.

7.4.3 Amendments to the Rules of the Association and any other decisions on which a vote is required in the General Meeting and the Executive Committee, shall require a simple majority of the votes cast.

7.4.4 On occasions when electronic ballot is done, a decision shall be taken by a two-thirds majority of votes received and confirmed by the General Secretary.

7.4.5 In case that the member cannot be present for the executive meeting, he/she can send the substitute with written mandate.

8 Limitation of Liability

Officers of the Association and the staff employed by them shall not be held personally responsible for debts incurred by the Association.

9 Winding up

9.1 The Association shall be a non-profit-making body.

9.2 On winding up the surplus assets shall be transferred to such charitable body – being a body having similar objectives to those of the Association – as may be specified in the resolution to wind up.

10 Start up procedure

For all purposes relating to the first constitution and executive committee the electorate shall be those present at the Bangkok exploratory meeting at 6 pm on 7 June 2005 and or their nominees activities needed to establish the SEARAME shall be conducted under the aegis of the WFME using the facilities of the Medical Faculty of the University of Chulalongkorn in Bangkok.