

ASIAN LAW STUDENTS' ASSOCIATION

ALSA

BOOK OF GUIDELINES



Book of Guidelines

Authenticated by:

ALSA International Board 2021/2022

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A. ALSA STRATEGIC GOALS

1. *Vision*

- 1.1 A bolder and stronger association with promising opportunities, sophisticated management and global influence.
- 1.2 To become Asia's premier law student association by law students and for law students.

2. *Mission*

- 2.1 To create various fields of self-empowerment for members and also for law students of Asia in general.
- 2.2 To create projects and avenues that will enhance and empower ALSA members toward personal, group and professional development.
- 2.3 To develop, support and enhance programs of ALSA National Chapters to expand ALSA to other Asian countries and prepare observer countries toward gaining full membership.
- 2.4 To solidify functional relations between officers in Local and National Chapters with the International Board.
- 2.5 To form various agreements and contacts route f or the development of ALSA

3. *Purpose*

- 3.1 To be the driving force of change for law students in Asia to be internationally minded, socially responsible, academically committed and legally skilled.

B. GENERAL

1. Guidance for Book of Guidelines

a. Introduction

- 1.1 The aim of the Book of Guidelines is to draw a common understanding among the Governing Council (GC) Members. It is intended to facilitate the implementation of decisions made by the GC that will apply to all chapters as well as the International Board of ALSA.
- 1.2 The guidelines are the part and shall be treated equally as Book of Guidelines.
- 1.3 The hierarchy of bylaws in ALSA puts Book of Guidelines under the Constitution of ALSA, and therefore every provision in the guidelines must be in accordance with the provisions of the Constitution.
- 1.4 As a bylaw of the association, these Book of Guidelines shall bind all officers serving the National Board and International Board of ALSA, as well as every member and board member in every level. The force of effect of the bylaw shall be in the form of a Guidance.
- 1.5 During the drafting and voting of guidelines (at the General Council Meeting), each National Chapter representative is deemed to represent the will of the entire National Chapter.

b. Implementation

2.1 The procedure for making Book of Guidelines shall be in accordance with Article 6 of the Constitution.

2.2 The contents of a guideline shall be composed of three (3) sections:

- a. Introduction: a brief introductory that will explain the intention and goals of the guideline;
- b. Implementation: a sequence or sort which depicts an in-depth procedure in manifesting the guideline; and
- c. Responsibilities: a list of duties which may include other parties' rights, which are recommended by the guideline. The parties may include the local board, national board or International Board.

2.3 Pursuant to Section 1.2 of Article 6 of the Constitution, the Book of Guidelines shall be divided into five (5) sections:

- a. Secretariat: This shall refer to guidelines intended for the role of ALSA Secretariat
- b. Financial Management: This shall refer exclusively to the documentation, reporting, auditing and maintenance of all finance-related concerns. Pursuant to its goal of transparency and efficiency at all levels of the organization's fiscal management, ALSA shall be represented by no less than two (2) members of the International Board in any transaction on behalf of the organization, which shall be determined by the International Board upon the start of their term.
 - i. Further, in the event that no member of the International Board is able to represent ALSA's interests in the execution of its financial activities, two (2) members from the Governing Council shall be appointed by the International Board, with the concurrence of the rest of the Governing Council. For said authorization to be valid, there must be a concurrence of every member of the Governing Council, and said appointee is required to submit a report of all financial transactions made on ALSA's behalf upon completion of the said transaction.^[L]^[SEP]Further, in the event that no member

of the International Board or the Governing Council can represent ALSA's interests in the execution of its financial activities, the Governing Council can appoint an authorized representative to act on behalf of the organization. For said authorization to be valid, there must be a concurrence of every member of the Governing Council, and said appointee is required to submit a report of all financial transactions made on ALSA's behalf upon completion of the said assignment in question;

- c. Academic Activities: This shall refer to all policies, guidelines and procedures implemented for the effective mobilization of all ALSA academic activities;
- d. Public Relations and Marketing: This shall refer to all policies, guidelines and procedures concerning ALSA's external relationships with partner institutions and other similarly situated organizations. It shall also include all policies, guidelines and procedures pertaining to ALSA's regional expansion; and
- e. Training, Exchange and Development: This shall refer to all policies, guidelines and procedures concerning all activities and initiatives under the Training, Exchange and Development Department including but not limited to ALSA International Legal Training Workshop, ALSA Exchange, STEP and ALSA Organizational Training.

2.4 The drafting of guidelines may only begin after the approval by the Governing Council, with unanimous approval on the proposed guidelines.

2.5 A draft guideline can only be enforced after being voted (pursuant to Article 6 Section 2 of the Constitution).

2.6 A guideline which has been passed shall be numbered as follows: (AD/FM/AA/IR - 01 - YY - N(No)NNN) e.g. AD01110001

2.7 In case there is a development in the association that can no longer be accommodated by the guidelines in force at the moment, a Governing Council member may motion for

a review of the said guidelines. The motion must be unanimously passed at the Governing Council Meeting. Should the Governing Council agree, the procedure of the review shall follow the procedure for drafting.

a. The outcomes of the review can be:

- i. A subtraction or addition of an article(s) from the guideline in force; or
- ii. A creation of a new guideline that shall replace the guideline in force. Should this occur, the replaced guideline must be kept in the Book of Guidelines for a year and have its status changed into Replaced (Not in Force). Should a complete deletion of a guideline occur, the status shall be changed into Revoked (Not in Force).

c. Responsibilities

3.1 Every Member

Every ALSA Member is obliged to abide by the said guidelines and apply its provisions effectively a month after the guideline is passed (unless it's regulated differently).

3.2 Governing Council

Governing Council members are obliged to represent the consent of the members of their National Chapter, and to inform them for any news on the ALSA Book of Guidelines no later than a month after the guideline is passed.

3.3 International Board

The International Board, through its Secretary General is obliged to maintain the archiving of the guidelines and to distribute the latest edition of the Book of Guidelines to the GC members, no later than one month after the guideline is passed.

2. *Human Resource Development*

Place & Date	Tokyo, Japan – 8/8/2011 ^[1] _{SEP}
Convention/ Meeting Name	GCM AF 2011
Guideline Registration Number	AD01110002
Status	In Force

Human Resources Development is the essential point of focus of ALSA as the objective of this association is to encourage the enhancement of the capabilities of Asian law students to become internationally minded, socially responsible, academically committed and legally skilled. A consistent yet well-managed recruitment system shall be established in order to increase the quantity of its members. Nevertheless, the quality of members shall be developed through the commencement of various activities and trainings, as well as maintaining organizational management, especially during the board transition period.

a. Recruitment

- 1.1 There shall be regular recruitment activities conducted every academic year in all Local Chapters.
- 1.2 The International Board shall provide promotional materials for recruitment.
- 1.3 The National Board shall circulate promotional materials to every Local Chapter and further advise the recruitment phase in their respective country
- 1.4 Local Chapters shall report the latest number of members to the National Board after all the recruitment phase has concluded.

b. Activities

2.1 Freshmen Recruitment

2.2 Training Members to enhance their legal minds, as well as the ability to speak English to be global, and to be eager to discuss, understand and accept the different cultures.

c. Leadership Skill Improvement

3.1 The International Board holds the responsibility to improve the leadership of ALSA members.

3.2 The National Board holds the responsibility to create leadership improvement programs for their members.

d. Board Transitions

4.1 A week to two weeks transition to teach successors to understand what they are working for, and to explain how ALSA is being run.

3. International Board Management

Place & Date	Tokyo, Japan – 8/8/2011
Convention/ Meeting Name	GCM AF 2011
Guideline Registration Number	AD01110003
Status	In Force

a. General

1.1 Board management is one of the responsibilities of the President which include activities and tools for organizing and coordinating the work of International Board members and Directors of ALSA International.

b. Internal Board Meetings

2.1 Every decision from the Board shall be made during Board Meetings. Board Meetings should be held at least once a month.

2.2 The President shall ensure that there is a prepared agenda. Every Board member has right has the right to propose items for the agenda.

2.3 Information concerning date, time, place and agenda of a Board Meeting shall be communicated to all of the Board members in due time before the Board Meeting.

2.4 The President ensures that there is a Board-appointed Chair for every meeting.

2.5 A proper minute shall be made for every Board Meeting.

4. Governing Council Meeting Online

Place & Date	Tokyo, Japan – 8/8/2011 ^[1] _{SEP}
Convention/ Meeting Name	GCM AF 2011
Guideline Registration Number	AD01110003
Status	In Force

a. Introduction

1.1 In order to maintain good communication and coordination among ALSA officers between the National and International levels, all Governing Council members are obliged to attend Governing Council Meetings (GCM) Online, organized by the ALSA International Board. The participation of all Governing Council members is important as this meeting is one of ALSA's decision-making instruments which require concern and cooperation from all ALSA members. Governing Council Meetings Online, when needed, may be referred to as "GCM Online".

b. Participants

GCM Online includes, but is not limited to:

2.1 ALSA International Board Officers^[1]_{SEP} including Directors

2.2 ALSA National Chapter Representative(s)

- a. Representation: Representation at the GCM is, unless with approval from the GCM Chairperson, limited to 1 representative per National Chapter. The President of the respective National Chapter shall be the default representative.
- b. Eligibility: Representative(s) from each National Chapter at the GCM other than the President, shall be a member of the National Board and is duly-appointed by the National Chapter President.

c. Mechanism

3.1 The ALSA International Board representative shall organize the GCM Online which requires certain acts, including but not limited to:

- a. Setting the date, time and agendas of the upcoming GCM Online to be announced to the Governing Council mailing list or any other publication method
- b. Announcing who will chair the meeting
- c. Publishing the meeting resume/minute on the GC mailing list or any other publication method

3.2 Technicality

- a. Every participant must be punctual.
- b. Every participant is encouraged to be online via PC/laptop rather than mobile in order to avoid interruption on internet connection and to make document sharing and reviewing possible.

5. *Special Actions*

Place & Date	Tokyo, Japan – 8/8/2011
Convention/ Meeting Name	GCM AF 2011
Guideline Registration Number	AD01110005
Status	In Force

a. Introduction

1.1 This guideline aims to ensure that each National Chapter of ALSA performs its duty to ALSA by having the measure to enforce it.

b. Definitions

2.1 ‘Special Actions’ means the penalty measure that the Governing Council imposes on a National Chapter based on Article 5 Section 6 of the Constitution of ALSA.

2.2 ‘Duty’ means the duty that a National Chapter owes to ALSA under the Constitution of ALSA and/or under the decisions by the General Assembly and the Governing Council.

2.3 ‘Complainant’ means a person who proposes a Special Action

2.4 ‘National Chapter in Issue’ means a National Chapter against which a Special Action is proposed and/or imposed.

c. General Regulations

- 3.1 Special Actions can be imposed when a National Chapter is seriously neglecting its duty without considerable reason.
- 3.2 Only an International Board officer or Governing Council member is authorized to be a complainant.
- 3.3 Any voting with regard to Special Action decisions must be based on two thirds (2/3) majority votes.

d. Mechanism

4.1 Proposal

- a. The authorized complainant shall submit a complaint to the International Board Secretary General and the National Chapter in issue. The proposal shall be in the form set out in Annex A.
- b. The International Board Secretary General shall notify the Governing Council members regarding the submission of a proposal. This notification shall include the date of the complaint, the parties involved and the date by which the National Chapter in issue shall submit an answer to the International Board Secretary General.
- c. The National Chapter in issue shall submit an answer to the International Board Secretary General and the complainant within fifteen (15) days after receipt of the proposal. The National Chapter in issue is deemed to have received the proposal on the date that the complainant sends it under point 4.1.1.
- d. After the International Board Secretary General receives the answer, he or she shall release both the proposal and the answer to the Governing Council.
- e. If the National Chapter in issue does not submit an answer within fifteen (15) days, the International Board Secretary General shall release the proposal to the Governing Council.

4.2 Consideration and Decision-Making in the Governing Council

- a. After the proposal is released to the Governing Council, the Governing Council shall consider the proposed Special Action
- b. If the complainant is a National Chapter, then it shall not have voting rights regarding the proposal.
- c. When such Special Action is admitted as necessary, the Governing Council shall decide its form.

4.3 Enforcement

- a. Before enforcing the Special Action, the Governing Council shall make a warning towards the National Chapter in issue with a deadline of two (2) weeks or longer which it designates.
- b. After the National Chapter in issue receives the warning under the preceding section, it shall perform its neglected duty before the deadline given in the warning. Upon performance of such duty, the National Chapter in issue shall inform the Governing Council.
- c. If the National Chapter in issue fails to perform its neglected duty by the deadline given in the warning, the International Board President shall enforce the Special Action and report it to the Governing Council promptly.
- d. Any accomplished enforcement of Special Action shall be reported to the next Governing Council Meeting and General Assembly after it.

4.4 Forms of Special Action

- a. Every Governing Council member shall submit a proposal of sanction/s for the National Chapter subject to the complaint or proposal. The sanction proposal shall abide by the guidelines and limitations provided for in Section 4.5 and subsequently be voted upon by the Governing Council and the chosen proposal will be subject to a vote by two thirds (2/3) in a Special GCM called for that purpose.

4.5 Guidelines and Limitations to Submission of Proposal of Sanction/s

- i. The sanction proposal shall not include or implicate any form of:
 - a. Economic sanctions whether on the National Chapter or any member of the National Chapter.
 - b. Loss of membership recruitment into ALSA.
 - c. Withdrawal of recognition whereby the National Chapter shall permanently remove all symbols associated with ALSA in its legal instruments, events, and property including its social media presence.
- ii. The sanction proposal may include or implicate the following:
 - a. Deferred suspension of recognition whereby for a designated period of time, the National Chapter is given the opportunity to demonstrate the ability to comply to the legal instruments of ALSA and abide by ALSA's expectation of behavior. If the National Chapter is found violating any of the provisions contained within the Constitution and Book of Guidelines, the organization may be subject to Suspension of Recognition.
 - b. Suspension of recognition; whereby for a designated period of time, the National Chapter loses all recognition by ALSA. The National Chapter shall not within the designated period of time utilize any symbols associated with ALSA, whether in its events and/or its property including its social media presence.

4.6 Format of Special Action

Annex A

(Date)

(Name of complainant with his/her position)

Here I propose that the Governing Council should make a Special Action on
National Chapter _____

For the reason that:

(Contents of its misdeed); (against what duty it is); and (how there is no
considerable reason for it)

Signatories

6. General Assembly

a. Introduction

1.1 As enshrined in the ALSA Constitution, the General Assembly shall possess the highest authority in all matters affecting the association. In addition, it shall encompass the aims and fulfill the objectives of its establishment. It is where amendments to the ALSA Constitution are discussed and ratified, and potential nominees to the International Board are presented and inducted to their posts in a transfer of power ceremony by the outgoing ALSA International Board officers to the newly-elected ALSA International Board officers.

b. Objectives

- 2.1 To implement the mandate of the provisions of the ALSA Constitution;
- 2.2 To educate participants on how the amendment of the ALSA Constitution takes place;
- 2.3 To regenerate ALSA International Board.

c. Mechanism

- 3.1 Presentation of ALSA Constitution amendments;
- 3.2 Questions and Answer session;
- 3.3 Presentation report from the outgoing ALSA International Board officers;
- 3.4 Question and Answer session;
- 3.5 Presentation from the ALSA International Board candidates;
- 3.6 Questions and Answer Session;
- 3.7 Elections for the new ALSA International Board officers;
- 3.8 Signing of the Appointment letter based on the results of the election by National Chapter representatives;
- 3.9 Signing of the Transfer of Power letter between the outgoing International Board officers and the newly elected International board officers; and
- 3.10 Ceremonial transfer of ALSA International Board pins

d. Guidelines

- 4.1 Make sure that all the plans and estimates are in line with the ALSA Constitution and Guidelines of ALSA;
- 4.2 Follow the ALSA Halal Guidelines on food provided by the ALSA International Board;
- 4.3 Provide adequate time for ALSA Muslim members for their prayers;
- 4.4 The host country shall provide a venue which allows a good interaction between the outgoing ALSA International Board officers and the newly-elected officers;
- 4.5 The host country shall provide a venue where all activities mentioned above can be concluded in a single event;
- 4.6 The host country shall provide a venue where it can facilitate interaction between ALSA International Board and its members;
- 4.7 The host country shall provide a venue where a solemn situation and ambiance can be built up; and
- 4.8 The symbol of ALSA is expected to be placed during the General Assembly

7. *ALSA Academic Theme*

a. Introduction

1.1 The aim of the ALSA Academic Theme is to have a specific theme for one year of ALSA activities. The theme should be versatile and must reflect the most recent and important topics in Asia and the whole world to create a better understanding and promote awareness to its members. The ALSA Academic Theme should also preferably be enticing to sponsors.

b. Mechanism

2.1 The ALSA Academic Theme and its duration are decided by the Governing Council.

2.2 The ALSA Law Review and ALSA International Academic Program shall be in accordance with the ALSA Academic Theme

8. Data Privacy Policy

019/Prp/K/ALSAIB/X/2016

Data Privacy Policy of ALSA International

Amendment: -

Come into Effect on 3rd October 2016

Article 1

Definitions

Section 1

“ALSA International” refers to the Asian Law Students’ Association International Board which consists of the President, Secretary General, Treasurer, Vice President of Academic Activities, Vice President of Training, Exchange and Development, Vice President of Public Relations and Marketing, and their Directors.

Section 2

“Applicants” is defined as members of ALSA and/or partner organizations of ALSA International who apply for ALSA’s programs and/or events.

Section 3

“Data” is defined as all information submitted to ALSA including, but are not limited to, personal and general information, form, grading sheet, draft, article, paper, statement, graphic design, image, music, video, agreement, proposal, letter, report and/or minutes, and can be in the form of both hardcopy or softcopy.

Article 2

Data Submission, Using and Keeping

Section 1

ALSA shall only use, retain and/or disclose the Data received only for the specific purpose(s) that the Data was submitted for. ALSA will only disclose the Data to third parties insofar that it is necessary to do so for the specific purpose(s) that the Data was submitted for.

Section 2

Any other use, retention and/or disclosure of Data not specific to the purpose(s) that the Data was submitted for shall be prohibited, unless consent has been given by the Applicants, creators and/or rightful owners of the Data.

9. Expansion Within National Chapters

Expansion to new Local Chapters is important to encourage the enhancement of Asian law students. It contributes to the building of a larger network amongst law students. Additionally, it also provides all law students with an equal opportunity to enjoy and benefit from ALSA. It is to be noted that National Chapters may modify the expansion process to suit local needs. The process below serves as a guide or starting point for National Chapters to engage with other institutions. However, National Chapters must bear in mind that ALSA aims to include all law students in Asia, and must do all it can to achieve that aim.

a. Recruitment

- 1.1 National Chapters should attempt to contact institutions within their jurisdictions to recruit them as a Local Chapters, or actively engage with groups contacting them from non-Local Chapter institutions.
- 1.2 The National Chapter could either engage with a group of students or with the institution's administration. If the National Chapter engages with students, it must ensure that the students are committed and capable of forming a Local Chapter.

b. Preparation for Applying Institution

- 2.1 The applying institution must select one representative to be the acting head and to communicate with the National Chapter.
- 2.2 The applying institution must ensure that it recognizes the National Chapter and permits the setting up of ALSA.
- 2.3 The applying institution shall set up a committee with the positions listed in the ALSA Constitution and with additional positions if necessary. This ad-hoc committee can be either elected or appointed.
- 2.4 The National Chapter shall provide all necessary aid to the applying institution.

c. Observership Application

- 3.1 Upon fulfilling the above requirements, the applying institution would be eligible to fill up an observer application form, which shall be submitted to the National Chapter. The National Chapter may adopt the application form used by ALSA International and make necessary changes.
- 3.2 The application form shall be presented to the Governing Council of the National Chapter for approval.
- 3.3 If accepted, the applicant shall be given a one-year Observership period. During this period, the observer shall:
- a. Send representatives to all online meetings and offline meetings held during national events
 - b. Promote ALSA to all law students in its institution, with the aim of acquiring a stable membership count
 - c. Organize activities for its members and also attend activities organized by other Local Chapters

d. Membership Application

- 4.1 Upon the end of the Observership period, the observer shall prepare a presentation for an online or offline Governing Council Meeting, with the purpose of convincing the Governing Council to approve the observer's membership application.
- 4.2 The Governing Council of the National Chapter can approve the application even if the Observership requirements were not fulfilled, but must do so only in exceptional circumstances.
- 4.3 In the event the application is rejected, the observer shall go through another Observership period which will be decided by the Governing Council

10. Expansion of ALSA International to External Organizations

The procedures, criteria, and mechanisms regarding Pre-observership and Observership Program shall be referred to the Book of Reference.

11. Secretary General

a. Executive Summary

1. Introduction

1.1 During every ALSA Annual Forum, the incumbent International Board shall present an Executive Summary of their term of office, including information covering all areas, adequate to summarize the work done during their respective term before all the National Chapter representatives at the General Assembly Regulations

2. Regulation

2.1 The Executive Summary shall include the reports of any successful accomplishment, significant activities, obstacles, financial statement and overall evaluation of the respective governing term.

2.2 The Executive Summary shall correspond to the term of office of the International Board; from the ALSA Annual Forum when they were elected until the next ALSA Annual Forum of their successors.

2.3 A written Executive Summary shall be distributed one (1) week before ALSA Annual Forum to all National Chapters.

2.4 All National Chapters are obligated to provide any necessary information for the Executive Summary upon the International Board's request

b. ALSA Secretariat

1. Duties

- 1.1 The ALSA Secretariat shall send in monthly reports to the Secretary General of ALSA International 1 week prior to the IBM. The report is an archive of physical materials they have received within the past month.
- 1.2 Any emails or notifications received shall be forwarded to the Secretary General within 3 working days.

12. Vice President of Training. Exchange and Development

a. ALSA Organizational Training

1. Introduction

1.1 The issues regarding inaccessibility of members towards ALSA International have been raised, and this results in the lack of knowledge of members regarding ALSA International. ALSA Organizational Training is designed not only to solve this issue, but also to give a better understanding of ALSA itself and ALSA International, as well as to sharpen members' soft skills, e.g., leadership skills. ALSA Organizational Training is taking place in ALSA International Events, including, but not limited to, ALSA Conference and ALSA Forum, whenever feasible. This program is comprised of two (2) activities, as the following:

- a. Alumni Sharing; and
- b. Mock Governing Council Meeting (“**Mock GCM**”)

2. General Duties

2.1 International Board

- a. To notify any information pertaining to ALSA Organizational Training to the Organizing Committee
- b. To coordinate with the Organizing Committee prior to the respective International Event and during ALSA Organizational Training
- c. To create ALSA Organizational Training guideline for the Organizing Committee and participants
- d. To arrange ALSA Organizational Training event rundown, unless otherwise agreed between the International Board and Organizing Committee
- e. To prepare ALSA Organizational Training documents, unless otherwise agreed between the International Board and Organizing Committee
- f. To supervise the conduct of ALSA Organizational Training
- g. To promote ALSA Organizational Training to ALSA members

2.2 The Organizing Committee

- a. To notify any information pertaining to ALSA Organizational Training to the International Board
- b. To coordinate with the International Board prior to the respective International Event and during ALSA Organizational Training
- c. To allocate three (3) hours, one (1) hour for Alumni Sharing and two (2) hours for Mock GCM, in the respective ALSA International Event, unless otherwise agreed between the International Board and Organizing Committee
- d. Venue arrangement
- e. To promote this program
- f. To distribute of ALSA Organizational Training guideline for participants prior to the respective International Event

2.3 National Board and Local Board

- a. To promote ALSA Organizational Training to their members

3. Alumni Sharing

3.1 Mechanism

ALSA alumni from Local Board, National Board, or International Board will be invited to speak about their experiences and how it influences their life, in particular their professional life. This activity will be carried out in talk-show format, and each speaker will be given 20 minutes to speak, including speech or presentation, and question and answer session, unless otherwise negotiated and agreed between the speaker(s), the TED Department of ALSA International, and the Organizing Committee.

3.2 Duties

- a. International Board and the Organizing Committee
 - i. Alumni invitation.
 - ii. To create the Terms of Reference (“**TOR**”).
 - iii. To distribute the TOR to the speaker(s) prior to the respective international event
- b. The speaker(s)
 - i. Any material to be used during speech or presentation (e.g. PowerPoint presentation file).
 - ii. To send the Organizing Committee the brief outline of their speech or presentation.

4. Mock GCM

4.1 Mechanism

In Mock GCM, the participants will be doing a simulation of a Governing Council Meeting. They will be separated into several rooms, and in each room they will be divided into small groups comprised of six (6) people. One (1) group will be acting as an International Board, and the rest will be acting as National Boards of fictional National Chapter. They will be given some cases, stated in the agenda that will be given on the spot, and are expected to settle the cases through GCM. In addition, each group will also receive confidential information designated only for each specific group which contains the condition and/or standing of each group, and entirely left for their discretion whether to disclose or not. Mock GCM will be conducted in the following order:

- a. Roll call by the President of ALSA International;
- b. Re-capitulation of the agenda by the President of ALSA International (or in this event, any participant from the International Board group);
- c. Going through the agenda in chronological order;
- d. Questions by the Governing Council, if any; and
- e. Meeting adjourned with the cases settled.

4.2 Duties

a. International Board

- i. To coordinate with the Organizing Committee for the rooms set up.
- ii. To set the number of the groups in each room.
- iii. To provide the participants with, unless agreed otherwise between the International Board and the Organizing Committee:
 - I. National Chapter placards
 - II. Confidential information designated only for a specific group
 - III. Name tag for each officer of National Board group (a simple name tag written the position of the respective officer)
 - IV. Rules of Mock GCM
 - V. Cases, which will be put in the agenda of the Mock GCM

b. The Organizing Committee

- i. To schedule Mock GCM in the respective international event.
- ii. To assign participants into groups (based on the number the International Board sets).

b. STEP

1. Introduction

1.1 Student Trainee Exchange Programme (“**STEP**”) is an internship program that was established to enrich the practical and technical legal skills of ALSA members. ALSA members will be experiencing a first-hand, real international work environment, and enjoy the benefit to enter into a vast network of lawyers of top institution in the world.

2. Mechanism

2.1 Selection process

2.2 First Stage

- a. The applicants shall fill the registration form and complete all the required documents
 - i. The registration form is made by the International Board that will be posted on ALSA International’s website and distributed to all National Chapters
 - ii. The National Chapters will distribute the form to their Local Chapters

2.3 Second Stage

- a. The National Board will collect and check all the required documents
 - i. The International Board would highly recommend the National Board to interview the applicants, to make sure the applicants’ capability, and commitment towards STEP
 - ii. The National Board has the discretion to approve or reject the applicants
 - iii. If the applicants have been chosen, the National Board will give a statement letter confirming the applicants’ status as an ALSA member

b. Third Stage

- i. The International Board will collect and recheck all the required documents
 - ii. The applicants whose applications are complete will proceed to interview session with the International Board
 - iii. The International Board retains the discretion to either reject or approve the applicants based on their interview, documents and number of slots provided by ALSA International Employers and Partner Organization(s)
 - iv. The International Board will give ALSA International Employers all the approved applicants' documents
- c. Fourth Stage
 - i. ALSA International Employers or Partner Organization will interview the applicants and have full discretion to choose their intern(s)

2.4 Prior the internship period

Before the interns depart for their internship, the International Board will hold an online briefing session. In this briefing, the International Board will send the interns documents as the following:

- a. STEP Policy of ALSA International
- b. Data Privacy Policy of ALSA International
- c. Weekly Report format

2.5 During the internship period

The interns must submit their Weekly Report every week, on Sunday at 9 am the latest, and they also must comply with STEP Policy of ALSA International. Failure to comply could result in the non-issuance of their certificate (see STEP Policy of ALSA International).

3. Duties

3.1 International Board

- a. To publish information pertaining open registration of STEP to its members
- b. To provide the list of required documents to National Boards, Local Boards and/or members
- c. To hold an online briefing before the interns depart
- d. To hold interview sessions
- e. To collect the documents of the applicants
- f. To forward the documents of the approved candidates to ALSA International's Employers or Partner Organisations, and inform the applicants pertaining the result of their application
- g. To issue the certificate of completion for the interns
- h. To comply with Data Privacy Policy of ALSA International

3.2 The interns

- a. To comply with STEP Policy of ALSA International
- b. To attend online briefing and read thoroughly the documents sent prior to online briefing (STEP Policy of ALSA International, Data Privacy Policy of ALSA International, Weekly Report Format, and any other related documents sent)

3.3 National Board

- a. To publish information pertaining open registration of STEP to its members
- b. To issue a letter of statement concerning their members who apply
- c. To facilitate the registration of its members including, but not limited to, providing the registration form, and/or may include holding interview/selection process

3.4 Local Board

- a. To publish information pertaining open registration of STEP to its members
- b. To facilitate the registration of its members including, but not limited to, providing the registration form, and/or may include holding interview/selection process

4. Policies

018/Prp/K/ALSAIB/X/2016

STEP Policy of ALSA International

For Interns

Amendment: -

Come into Effect on 3rd of October 2016

Article 1

Definitions

Section 1

Student Trainee Exchange Programme (“STEP”) is defined as an internship program under the jurisdiction of the Training, Exchange and Development Department of ALSA. This program aims to apply the knowledge the Interns have gained in school in a real work environment and enrich the Interns with various practical legal skills.

Section 2

“Applicants” is defined as members of ALSA and/or members of partner organizations of ALSA International who apply for STEP.

Section 3

“ALSA International Board” is defined as the officers of ALSA International Board which consist of the President, Secretary General, Treasurer, Vice President of Academic Activities, Vice President of Training, Exchange and Development, and Vice President of Public Relations and Marketing.

Section 4

“Interns” is defined as the selected representative from the respective member countries of ALSA or ALSA’s partners organization to take part in STEP.

Section 5

“Employer” is defined as the institution(s) in partnership with ALSA and its employee(s) that the Interns will be working at and with during the course of STEP.

Article 2

Rights and Obligations

Section 1

The Interns shall receive remuneration for the paid-internship only.

Section 2

All the Interns’ personal data, including, but are not limited to, their personal information such as contact number, email address, home address and financial statement, that has been submitted to ALSA International Board will be used by, retained and/or disclosed (if necessary) to their preferred Employer and ALSA International Board only.

Section 3

The Interns shall obey all the regulations of the Employer. This includes, but are not limited to, the Employee's Code of Conduct and the customs of the city or country of where the Employer is located.

Section 4

The Interns shall report for work in accordance to the official office hour of the Employer, unless permitted otherwise or instructed by the Employer.

Section 5

The attire for the Interns shall be formal business attire, unless permitted otherwise or instructed by the Employer.

Section 6

The Interns shall respect their colleagues, including, but are not limited to, the Employer's external partner(s) and any other affiliated parties.

Section 7

The Interns shall not use, disclose and/or retain any of the Employer's data for any purposes other than for work permitted by the Employer.

Section 8

The Interns shall attend all the Employer's activities, events and/or invitations whenever requested. In the event that the Interns are not able to attend, they shall seek prior approval from their supervisor for their absence.

Section 9

The Interns shall submit all work on time. This includes, but are not limited to, the work required by the Employer and ALSA International Board.

Article 3

Other Provisions

Section 1

The ALSA International Board has the right to conduct a selection process before forwarding the Applicants' documents to their preferred employer(s).

Section 2

ALSA International Board shall not be held liable for any Intern's failure or negligence in executing their obligations that are owed to the Employer(s), provided under this document and/or any other documents.

Section 3

- a. The Interns shall report to ALSA International Board in the event of non-fulfillment of Section 1 in Article 2 entitled Rights and Obligations. ALSA International Board shall discuss the appropriate measure that shall be taken.
- b. The Interns shall report to ALSA International Board in the event of violation of Section 2 in Article 2 entitled Rights and Obligations. ALSA International Board shall discuss the appropriate measure that shall be taken.

Section 4

- a. Failure to comply with Section 3, 4, 5, 6, 7, 8, and/or 9 in Article 2 entitled Rights and Obligations and/or reporting of negative conduct(s) to ALSA International Board by the Employer or any other affiliated parties may result in the non-issuance of the Certificate of Participation upon completion of STEP by ALSA International.
- b. Withdrawal from STEP upon acceptance of the Applicants' application by ALSA's partner(s) would result in future Applicants for STEP from such National Chapters and/or

ALSA's partner organizations to receive less priority in the STEP selection process, unless the reason for withdrawal is acceptable.

Section 6

It is in the ALSA International Board's absolute discretion to decide on the following matters:

- a. Whether to issue Certificate of Participation due to a failure to comply with Section 3, 4, 5, 6, 7, 8, and/or 9 in Article 2 entitled Rights and Obligations and/or reporting of negative conduct(s) to ALSA International Board by the Employer or any other affiliated parties, as per Section 2 of this Article 3 entitled Other Provisions; and

Whether the reason for withdrawal from STEP upon acceptance of the Applicants' application by ALSA's partner(s) is acceptable

c. ALSA Local Chapter Gathering

I. Introduction

1.1 ALSA Local Chapter Gathering ("LC Gathering") serves to facilitate interaction among ALSA members, by providing a free-of-cost platform for the exchange of ideas among ALSA members concerning the academic activities, training, exchange and development, and public relations and marketing. This program will not only provide the opportunity for non-board members to engage in an international meeting, but also allow Local Chapters to learn about the other various programs that are held in Local Chapters of other National Chapters. The main objectives of this program are to enhance the quality of Local Chapters in ALSA by encouraging Local Chapters to improve ALSA projects in their respective universities through the exchange of ideas. In the process of achieving its objective, LC Gathering also aims to increase connectivity within Local Chapters in ALSA.

II. Mechanism

- 2.1 National Chapters will appoint one Local Chapter representative to join ALSA Local Chapter Gathering.
- 2.2 Local Chapters will then appoint two or more members to represent them in ALSA Local Chapter Gathering.
- 2.3 Prior to the commencement of the event, Local Chapter representatives are required to submit a document that concisely explain the Academic Activities, Training Exchange and Development programmes, and Public Relation & Marketing initiatives of their respective Local Chapters.
- 2.4 The session would be conducted in Video Call through Zoom Meeting application or similar application.
- 2.5 The session would comprise of discussion of each Local Chapters programs and a Q&A session.

III. Duties

3.1 The International Board

- a. To notify any information pertaining to ALSA Local Chapter Gathering to National Chapter and local Chapter representatives
- b. To coordinate with National Chapter and Local Chapter representatives prior and during the commencement of ALSA Local Chapter Gathering
- c. To create ALSA Local Chapter Gathering guideline for the National Board and Local Chapter representatives
- d. To arrange ALSA Local Chapter Gathering event rundown
- e. To compile and distribute ALSA Local Chapter Gathering required document submitted by Local Chapter representatives
- f. To supervise the commencement of ALSA Local Chapter Gathering
- g. To promote ALSA Local Chapter Gathering to ALSA members

3.2 National Chapter

- a. To appoint one or two Local Chapter representative for ALSA Local Chapter Hear and Share
- b. To notify any information pertaining to ALSA Local Chapter Gathering to local Chapter representatives
- c. To coordinate with the respective Local Chapter representative prior to the commencement of ALSA Local Chapter Gathering
- d. To promote ALSA Local Chapter Gathering

3.3 Local Chapter representative

- a. To appoint two or more members to represent their Local Chapter in ALSA Local Chapter Gathering
- b. To prepare and submit the required document for ALSA Local Chapter Gathering within the set due date
- c. To notify any information pertaining to ALSA Local Chapter Gathering to member representatives
- d. To promote ALSA Local Chapter Gathering

13. Vice President of Academic Activities

a. ALSA Legal Newsletter

1. Introduction

1.1 Local legal news are usually written in local languages and there is a difficulties surrounding anyone trying to gain access to it. Thus, preclusion inadvertently occurs to other nationals towards legal news/issues simply because it is written in different language or the news misses the international headline. The use and technology will aid in the overcoming these barriers and broadening the horizon of ALSA members living in different jurisdictions—giving them easy access to legal news from thousand miles away.

2. Definition

2.1 Legal Newsletter is a compendium of write ups with regard to hot/current/interesting legal issues/news within the respective National Chapters' countries

3. Mechanism

3.1 The ALSA Legal Newsletter is published tri-annually through media information of ALSA International and National Chapters.

3.2 Each National Chapters, at its discretion, is to arrive with the most suitable, interesting topic of the recent news in each issue of the ALSA Legal Newsletter.

3.3 National Chapter shall rely on the selected topic to compose a write up to be

3.4 The frequency of the publication may vary each year as it is subject to voting in the Academic Department Meeting.

4. Responsibilities

4.1 International Board

- a. Request and follow up the write ups from each National Chapter
- b. Create a presentable/professional template to be used for the 'Write Ups' for each National Chapter
- c. Collect and compile the Write Ups into a Legal Newsletter (with contents, cover pages, and acknowledgements)
- d. Publish the Legal Newsletter in ALSA-Related Media Channels

4.2 National Board

- a. Conduct researches on your respective countries regarding hot/current/interesting legal news/issues
- b. Put your researches into a Write Up to be submitted
- c. Submit the Write Up to the officer in charge
- d. Aid in the publication process and relay the finalized issue of the Legal Newsletter to your respective local chapters.

5. End Goals

- 5.1 To make aware of Asian legal happenings and make such News available to ALSA members
- 5.2 To broaden the perspective of ALSA members by enabling them to read news in another jurisdiction
- 5.3 To make ALSA members more knowledgeable about their fellow National Chapters

b. ALSA Law Review

1. Introduction

1.1 On 16 December 2009, ALSA and ELSA have signed a Memorandum of Understanding which entered into force at the beginning of the year 2010 which desired to implement a better communication and cooperation between ALSA and ELSA. One of the cooperation set forth on Article 5.1 of the Memorandum, is the exchange of ALSA Law Review with ELSA Selected Papers on European Law (ELSA SPEL). This also aims to enhance the understanding of various nations' point-of-view upon a particular issue as the spirit of ALSA is to accommodate the exchange of information among its members to be implemented with the publication of the ALSA Law Review Magazine.

2. Mechanism

- 2.1 The ALSA Law Review is published annually through media information of ALSA International.
- 2.2 The ALSA Law Review topic shall be in accordance with the current ALSA General Academic Theme.
- 2.3 Each National Chapter is to arrive at one most suitable law review, through a selection process to be decided upon by such National Chapter, in accordance with the International Board's policy. The aforementioned law review shall then be edited or suggested to be edited, and compiled by the International Board Academic Activities officer into one ALSA Law Review.
- 2.4 The ALSA Law Review shall be published in an electronic magazine annually through the website.

3. Format

- 3.1 The Law Review shall seek to discuss the existing issues of each NC which is in line with the Academic theme.
- 3.2 The Law Review shall be composed in IRAC (Issue, Regulation, Analysis and Conclusion) style and contains at least:
 - a. Background
 - b. Analysis
 - c. Conclusion
- 3.3 The submitted Law Review shall not be previously published in any form of media.
- 3.4 ALSA members are encouraged to pick another title other than the stated theme of the Law Review, as long as it is in line with the theme
- 3.5 The Law Review should be written in English
- 3.6 Each Law Review must be not less than 2,000 words but not more than 5,000 words
- 3.7 Formal and academic English must be employed throughout the paper. Use of informal slang or contractions are strongly discouraged.
- 3.8 Plagiarism is strongly prohibited. Work found in violation of plagiarism will be immediately apprehended.
- 3.9 References should be in a form that is intelligible to all who will read the paper
- 3.10 Citations must be in footnotes or endnotes
- 3.11 The font should be Times New Roman, size 12, with 1.5 line spacing

4. Responsibilities

4.1 International Board

- a. To oversee the process of ALSA Law Review making
- b. To provide a guide on writing the ALSA Law Review, if necessary
- c. To be in-charge of editing as well as creating the layout for ALSA Law Review Magazine before it is published

- d. To publish the ALSA Law Review Magazine in the ALSA website and mailing list
- e. To ensure the publication is running well

4.2 National Board

- a. To contribute one (1) law review to ALSA Law Review Magazine annually
- b. To decide on which law review is their best nationwide
- c. To assist authors of the ALSA Law Review in the making process
- d. To publish the ALSA Law Review Magazine to every Local Chapter electronically

4.3. Local Chapter

- a. To encourage its members to contribute to the ALSA Law Review Magazine
- b. To be the link between the members and the National Board on the ALSA Law Review making process
- c. To encourage and assist members to access the ALSA Law Review Magazine

c. Asian Journal of Legal Studies

1. Introduction

1.1 The Asian Journal of Legal Studies (AJLS) is the flagship journal of the Asian Law Students' Association. It publishes articles relating to the study of the legal system of Asian countries, and feature comparative legal analyses and broader issues on legal reform in individual countries. The Journal fulfills the need for increased communication and enhancement of understanding of legal studies among Asian countries by serving as a platform for contributors to express their views on Asian legal affairs. Through its wide dissemination of articles, the Journal hopes to serve a broader

Asian community. The Journal's contributors and audience include students, academics, professionals and others interested in the field of Asian legal studies. It is an open-source Journal with its volumes accessible to all interested persons. The Journal is also sent out to all ALSA affiliates and may be published in hard-copy form.

2. General Terms

2.1 The AJLS is within the purview of the International Board Vice President of Academic Activities.

2.2 The opportunity to submit to AJLS is open to the public

3. Responsibilities

3.1 Upon determining the topic for submission, the Editorial Board shall consult with the International Board Vice President of Academic Activities

3.2 The Editorial Board of AJLS should call for submission at least twice each year

3.3 In terms of calling for submission, the Editorial Board of AJLS in collaboration with each National Board should disseminate information to all its Local Chapters.

3.4 Upon conclusion of term, the AJLS Board shall submit an Accountability Report containing the achievements, obstacles and recommendations for AJLS

3.5 The International Board Vice President of Academic Activities shall oversee performance of the AJLS Board

4. Election of Board

4.1 The election of the Editor-in-Chief of AJLS shall be referred to as Director, who should follow the provisions under the ALSA Constitution

- 4.2 The recruitment of the AJLS Board shall be made upon the discretion of the elected Editor-in-Chief/Director of AJLS with the approval of the International Board Vice President of Academic Activities

5. Closing

- 5.1 Should there be any issue with regard to this provision which has not been stipulated in this Guideline, it shall henceforth be referred to the ALSA Constitution or Book of Guidelines, or discussed internally between ALSA International Board and the AJLS Editorial Board.

d. International Video Conference

1. Introduction

- 1.1 One of ALSA's objectives is to motivate law students to develop a creative spirit through a network of joint activities among Asian law students. The use of technology will be helpful to accommodate a fruitful discussion among law students regardless of the distance barrier. Every ALSA National Chapter (NC) is encouraged to conduct an International Video Conference (IVID) on the academic theme at least once a year.

2. Mechanism

2.1 Format

- a. Preparation for IVID shall be communicated to the International Board Vice President of Academic Activities.
- b. The IVID Officer from each participating NC should provide the participants with a simple handout about the theme to make sure they are well prepared.

- c. Each participating NC shall provide a moderator in order to make the communication easier.
- d. If possible, a copy of the PowerPoint slides from the speakers be printed out or emailed to the International Board Vice President of Academic Activities before a handout is distributed to all participants.
- e. After the presentation of the speakers, there shall be time allotted for discussion. In the discussion session, a representative from the participants of each National Chapter/Local Chapter (NC/LC) will answer several questions prepared by the IVID officer of each participating NC/LC. The question shall be country-based, argumentative, and requires analysis. This way, the discussion will flow smoothly in the right direction and be effective.
- f. If possible, a rehearsal one (1) day prior to the actual day between the participating NC/LCs be conducted.
- g. There shall be a person in charge to manage communication between International Video Conference participants through another medium other than the video conference itself, to make sure that everything is running well.

2.2 Materials

- a. Each participating NC shall provide an expert/professor as a speaker. This is aimed at getting an in-depth explanation about the theme.
- b. Each speaker is set to explain a different detail about the theme. E.g.: if the theme is "Legal Response to the Carbon Credits Issue" 1st speaker: Carbon Credits from an Environmental perspective 2nd speaker: Carbon Credits and the law related to it. 3rd speaker: Carbon Credits and Carbon Trading
- c. This is aimed at getting a wider knowledge about the theme.2.2.3 The speaker/s should explain from a general perspective (not based on his/her country's point of view).
- d. The theme should be recent, important and internationally relevant. At the very least, the participating NCs should have pressing issues about the theme.

3. Responsibilities

3.1 International Board

- a. To provide IVID Guidelines for members
- b. To coordinate members in organizing an IVID
- c. To publish IVID report through the ALSA website

3.2 National Board

- a. To conduct or participate in an IVID, at least once a year
- b. To encourage Local Chapters to conduct an IVID
- c. To provide IVID Guidelines for Local Chapters
- d. To assist Local Chapters which will host an IVID
- e. To forward and assess documents sent or submitted by the Local Chapter and International Board

3.3 Local Chapter

- a. To initiate to conduct an IVID
- b. To host an IVID in accordance with IVID Guidelines
- c. To prepare the technical equipment involved in an IVID activity
- d. To prepare IVID speakers and materials
- e. To promote IVID event to members
- f. To fill-out the report form sent by the International Board Vice President of Academic Activities

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