

The Reference Book of



**ASIAN LAW STUDENTS'
ASSOCIATION**

Authenticated by:

ALSA International Board 2020/2021



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

PREAMBLE

ARTICLE 1 Establishment of National Chapter

- | | |
|--|---|
| a. Pre-Observers | 1 |
| b. Observers | 3 |
| c. Establishment of National Chapter | 3 |
| d. Internal Establishment of National Chapter's Administration | 5 |

ARTICLE 2 Establishment of Local Chapter

- | | |
|---|---|
| a. Recruitment | 6 |
| b. Preparation for Applying Institution | 6 |
| c. Observership Application | 7 |
| d. Membership Application | 8 |

APPENDIX



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

Article 1. Establishment of National Chapter

a. Pre Observers

1.1. Externals interested in attending ALSA continuously may apply for Pre- Observer status for their country or region. The International Board shall examine the application and may grant the observer status.

1.2. Upon approval from the International Board, the Pre-Observer shall take cognizance of the Guidelines and Regulations of Pre-Observership provided under the Book of Guidelines and the Reference Book.

1.3. The Successful applicants for the Pre-Observership program will be:

- a. Notified by the ALSA International Board within thirty (30) days from the submission of their application;
- b. Issued with a declaration from the ALSA International Board of their acceptance to the Pre-observership Program but such will not be published by the latter.
- c. Signed the Memorandum of Understanding with the ALSA International Board

1.4. The representative or proxy of the Observer shall sign the Memorandum of Understanding with the International Board President. Upon the signing of the Memorandum of Understanding, the terms contained therein shall effectively apply for the Observer.

1.5. After the signing of the Memorandum of Understanding, the International Board President will send a Declaration Letter to the Pre-Observer to officially declare their Pre-Observership status.



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

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

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

1.8. Pre-observer organizations will undergo:

a. Shadowing of national chapters, subject to the latter's availability for three (3) to six (6) months;

b. Limited Operation Period, where the pre-observer organizations will run the programs in their Action Plan with close monitoring by the ALSA International Board for six (6) to nine (9) months;

1.9. Throughout the 12-month Pre-Observership program, the Pre-Observer organizations will be assessed using the Assessment Criteria (Annex A) to determine qualification for admission as Observer of ALSA.

1.10. In case within the first twelve (12) months period, the Pre-Observer organization has not satisfied the assessment criteria, an Extension Period of up to twelve (12) months may be granted.

1.11. If After the twelve (12) months Extension Period, pre-observer organizations still failed to satisfy the assessment criteria, the Pre-Observer organization will be terminated from Preobservership Program and will be barred to apply to the pre-observership program for the next two (2) years.



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

b. Observers

- 1.1 Externals interested in attending ALSA continuously may apply for Observer status for their country or region. The Governing Council and International Board shall examine the application and may grant the observer status.
- 1.2 Upon approval from the Governing Council and International Board, the Observer shall take cognizance of the Guidelines and Regulations of Pre-Observership provided under the Book of Guidelines and the Reference Book.
- 1.3 The Successful applicants for the Observership program will be:
 - a. Notified by the ALSA International Board within thirty (30) days from the submission of their application;
 - b. Issued with a declaration from the ALSA International Board of their acceptance to the Observership Program and will be publicly announced by the letter.
 - c. The representative or proxy of the Observer shall sign the Memorandum of Understanding with the International Board President. Upon the signing of the Memorandum of Understanding, the terms contained therein shall effectively apply for the Observer.
- 1.4 After the signing of the Memorandum of Understanding, the International Board President will send a Declaration Letter to the Observer to officially declare their Observership status
- 1.5 The representative of each Observer or its proxy has the duty to maintain frequent contact with the International Board.
- 1.6 An Observer may use the name of ALSA with approval and supervision from the International Board via International Board Resolution.

c. Establishment of National Chapter

- 2.1 An Observer may apply for establishment of a National Chapter after it participates in at least one ALSA Conference and/or ALSA Forum within one year, including the ALSA Forum where it submits National Chapter application.



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

2.2 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. Annual Report

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

2.4 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.

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



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

d. Internal Establishment of National Chapter's Administration

3.1 Once the status of National Chapter is granted, National Board shall be formed automatically with officers stated in the list given to the President during the application of National Chapter, or the equivalent.

3.2 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.

3.3 A National Chapter then may look for establishment of Local Chapter(s). 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.

3.4 Alternatively, the Representative of newly established National Chapter may gather the support of dean(s) and faculty(s) in establishing ALSA. They may start locally from their own university and expand with the support of dean(s) afterwards.

3.5 This can be done by introducing the officers to dean(s), faculty(s) and law firms. Later on, they may organize events of interest to gather potential members. i.e. Workshops or Symposiums. Afterwards, they can sell ALSA from there and talk about future planned events or conferences.

3.6 They can grab sponsorships from law firms or university for the events.

3.7 Shall the National Chapter faced any problems in establishing its administration, the National Chapter can seek advice from International Board or Governing Council.



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

Article 2. Establishment of Local Chapter

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 institution.

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 institutio



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

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.



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

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.



**ASIAN LAW
STUDENTS' ASSOCIATION
INTERNATIONAL BOARD**

**APPENDIX 1: MEMORANDUM OF UNDERSTANDING BETWEEN PRE-
OBSERVER & ALSA INTERNATIONAL BOARD**



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION
INTERNATIONAL BOARD

Memorandum of Understanding

Between

Asian Law Students' Association International

And

Asian Law Students' Association ... Pre-Observer

1. Purpose

The purpose of this Memorandum of Understanding between Asian Law Students' Association International ["ALSA International"] and Asian Law Students' Association ... Pre-Observer ["ALSA ... Pre Observer"] is:

1. To recognize and establish the status of the ... as the Pre-Observer of ALSA effective this date.
2. To establish the role of ALSA ... Pre-Observer in complying with the Terms during the period of Pre Observership.
3. To enter into a collaborative effort in reaffirming each other's intention to realize the visions and objectives of ALSA
4. To recognize mutual interest and provide mutual assistance for the ~~realization~~ of ALSA ...'s Pre Observership.

2. Terms

2.1 ALSA International to ALSA ... Pre-Observer

ALSA agrees to:

1. Recognize ... as the Pre-Observer of ALSA by sending Letter of Declaration;
2. Promote and publicize ALSA ... Pre-Observer's activities and ~~endeavours~~ that are in line with the visions and objectives of ALSA.



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

2.2 ALSA ... Pre-Observer to ALSA International

ALSA ... Pre-Observer agrees to:

1. Adhere to the Guidelines and Regulations contained in the Constitution, Book of Guidelines and the Reference Book;
2. Be subjected to sanctions or penalties upon failure to adhere to any section of the Guidelines and Regulations;
3. Adhere to the terms provided below and be subjected to the respective penalties or sanctions upon failure to adhere:
 - a. The Pre-Observer Institution shall attend every Governing Council Meeting. In the event the designated representative is unable to attend the Governing Council Meeting, any other representative within the board shall attend said meeting.
 - b. Should the Pre-Observer fail to attend three Governing Council Meetings consecutively or cumulatively, a warning letter will be issued by the International Board.
 - c. Upon which, a show cause letter shall be submitted by the Pre Observer explaining the absence. The letter shall be submitted not later than 5 days after the warning letter has been received.
 - d. Upon issuance of the warning letter, subsequent failure to attend the Governing Council Meeting may render nullification of the Pre-Observer's application.
4. Adhere to the terms provided below and be subjected to the respective penalties or sanctions upon failure to adhere:
 - a. The Pre-Observer Institution shall attend every Meeting with the International Board. In the event the designated representative is unable to attend the Meeting with the International Board, any other representative within the board shall attend said meeting.
 - b. The Pre-Observer Institution shall attend every Departmental Meeting within ALSA via the designated position. E.g. Secretary-General of Pre-Observer Institution shall attend the Secretary-General Meeting of ALSA.
 - c. Should the Pre-Observer fail to attend three Meetings with International Board and/or Departmental Meetings whether consecutively or cumulatively, a warning letter will be issued by the International Board.



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

- d. Upon which, a show because letter shall be submitted by the Pre-Observer explaining the absence. The letter shall be submitted not later than 5 days after the warning letter has been received.
- e. Subsequent failure to attend the Meeting with the International Board or the Departmental Meeting may render nullification of the Pre-Observer's application.
5. Maintain regular communication with the International Board President;
6. Promote and/or publish activities conducted by ALSA via the Pre-Observer Institution media platforms; and
7. Promote and publicize ALSA as part of future membership recruitment process in the Pre-Observer Institution.

3. Duration of Agreement

This MOU shall be signed by both parties upon approval of the Pre-Observer Institution's Pre Observership application by the Governing Council and shall hold for the entire period of Pre Observership.

4. Signing Page

IN WITNESS WHEREOF, the parties hereby attach their signatures on the

(Name)

President
Asian Law Students' Association
International Board

(Year)

(Name)

~~President~~
Asian Law Students' Association
... Pre-Observer

(Year)



**ASIAN LAW
STUDENTS' ASSOCIATION**
INTERNATIONAL BOARD

APPENDIX 2: PRE OBSERVER TRACKER



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION
INTERNATIONAL BOARD

PRE-OBSERVERSHIP TRACKER

Pre Observer: (Name)

Date Started: (Date)

Department	Criteria	Description	Compliance
General	Governing Council Meeting	80% GCM attendance	
	Department Meeting	90% attendance	
	ALSA International Event	Have 5 -10 participants to attend at least 3 ALSA International Events (Alsa Conference and Forum are compulsory)	
	Membership	At least 30 members	
	Board Member	Interview by IB	
	Shadowing	Participate in the shadowing period and send the report	
Secretary General	Board Meeting	Annual board meeting to be held monthly or as preferred by the board and submitting the minutes of the meeting	
	Annual Report	Quarter Annual Report	



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION
INTERNATIONAL BOARD

Academic Activities	Academic Publication	Contribute to at least one publication	
Public Relation and Marketing	Social Media Engagement	Facebook	
		- 100 likes	
		- 200 followers	
	Instagram		
- 200 followers			
Twitter			
- 100 followers			
- Average 4 RTs/ tweet			
	Collaborations with ALSA National/Local Chapters or Collaborations with legal or nonlegal institutions/organizations	Minimum 2 collaborations	
	Publication format/template		



**ASIAN LAW
STUDENTS' ASSOCIATION
INTERNATIONAL BOARD**

**APPENDIX 3: MEMORANDUM OF UNDERSTANDING BETWEEN OBSERVER &
ALSA INTERNATIONAL BOARD**



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

Memorandum of Understanding

Between

Asian Law Students' Association

And

[Observer Institution]

1. Purpose

The purpose of this Memorandum of Understanding between Asian Law Students' Association [hereinafter referred to as "ALSA"] and Observer Institution [hereinafter referred to with its appropriate abbreviation] is:

1. To recognize and establish the status of the [] as the Observer of ALSA effective this date.
2. To establish the role of [] in complying with the Terms during the period of Observership
3. To enter into a collaborative effort in reaffirming each other's intention to realize the visions and objectives of ALSA
4. To recognize mutual interest and provide mutual assistance for the realisation of []'s Observership.

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FACULTY OF LAW
UNIVERSITAS INDONESIA, 16424, INDONESIA, KAMPUS UI - DEPOK



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



2. Terms

ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

2.1 ALSA to []

ALSA agrees to:

1. Recognize [] as the Observer of ALSA by sending Letter of Declaration;
2. Promote and publicize [] activities and endeavours that are in line with the visions and objectives of ALSA.

2.2 [] to ALSA

[] agrees to:

1. Adhere to the Guidelines and Regulations contained in the Book of Guidelines and the Reference Book;
2. Be subjected to sanctions or penalties upon failure to adhere to any section of the Guidelines and Regulations;
3. Adhere to the terms provided below and be subjected to the respective penalties or sanctions upon failure to adhere:
 - a. The Observer Institution shall attend every Governing Council Meeting. In the event the designated representative is unable to attend the Governing Council Meeting, any other representative within the board shall attend said meeting.
 - b. Should the Observer fail to attend three Governing Council Meetings consecutively or cumulatively, a warning letter will be issued by the International Board.
 - c. Upon which, a show cause letter shall be submitted by the Observer explaining the absence. The letter shall be submitted not later than 5 days after the warning letter has been received.

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ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

- d. Upon issuance of the warning letter, subsequent failure to attend the Governing Council Meeting may render nullification of the Observer's application.
4. Adhere to the terms provided below and be subjected to the respective penalties or sanctions upon failure to adhere:
 - a. The Observer Institution shall attend every Meeting with the International Board. In the event the designated representative is unable to attend the Meeting with the International Board, any other representative within the board shall attend said meeting.
 - b. The Observer Institution shall attend every Departmental Meeting within ALSA via the designated position. E.g. Secretary-General of Observer Institution shall attend the Secretary-General Meeting of ALSA.
 - c. Should the Observer fail to attend three Meetings with International Board and/or Departmental Meetings whether consecutively or cumulatively, a warning letter will be issued by the International Board.
 - d. Upon which, a show cause letter shall be submitted by the Observer explaining the absence. The letter shall be submitted not later than 5 days after the warning letter has been received.
 - e. Subsequent failure to attend the Meeting with the International Board or the Departmental Meeting may render nullification of the Observer's application.
5. Maintain regular communication with the International Board President;
6. Promote and/or publish activities conducted by ALSA via the Observer Institution media platforms; and
7. Promote and publicize ALSA as part of future membership recruitment process in the Observer Institution.

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ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

3. Duration of Agreement

This MOU shall be signed by both parties upon approval of the Observer Institution's Observership application by the Governing Council and shall hold for the entire period of Observership.

4. Signing Page

IN WITNESS WHEREOF, the parties hereby attach their signatures on [date, month, year]

[Name]
President
Asian Law Students' Association
International Board
[Year]

[Name]
President
Asian Law Students' Association
ALSA [Country] Observer
[Year]

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**ASIAN LAW
STUDENTS' ASSOCIATION**
INTERNATIONAL BOARD

APPENDIX 4: OBSERVER TRACKER



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION
INTERNATIONAL BOARD

OBSERVERSHIP TRACKER

Department	Criteria	Description	Compliance
General	Governing Council Meeting	80% GCM attendance	
	Department Meeting	90% attendance	
	ALSA International Event	Have 5 -10 participants to attend at least 5 ALSA International Events (Alsa Conference and Forum are compulsory)	
	Membership	At least 70 members	
	Board Member	Interview by IB	
	Shadowing	Participate in the shadowing period and send the report	
	Local Chapter	At least 2 LCs	
Secretary General	Board Meeting	Annual board meeting to be held monthly or as preferred by the board and submitting the minutes of the meeting	
	Annual Report	Quarter Annual Report	
Academic Activities	Academic Publication	Contribute to at least two publications	



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

	Competition	Participate or Observer AIMCC and/or AIMC	
TED	STEP	Sending at least one applicant for STEP	
Public Relation and Marketing	Social Media Engagement	Facebook	
		- 300-400 likes	
		- 300-600 followers	
	Instagram		
	- 400 followers		
Twitter			
- 300 followers			
- Average 5 RTs/ tweet			
	Collaborations with foreign ALSA National/Local Chapters	Minimum 2 collaborations	
	Collaborations with legal or nonlegal institutions/organizations	Minimum 3 collaborations	
	Publication format/template		