

The Reference Book of



Authenticated by:

ALSA International Board 2021/2022



| | |
|---|-----------|
| Article 1. Establishment of National Chapter | 1 |
| A. Pre-Observers | 1 |
| B. Observers | 5 |
| C. Establishment of National Chapter | 10 |
| D. Internal Establishment of National Chapter's Administration | 11 |
| Article 2. Establishment of Local Chapter | 12 |
| a. Recruitment | 12 |
| b. Preparation for Applying Institution | 12 |
| c. Observership Application | 12 |
| d. Membership Application | 13 |
| APPENDIX I: PRE-OBSERVER REGISTRATION FORM | 14 |
| APPENDIX II: MEMORANDUM OF UNDERSTANDING BETWEEN PRE-OBSERVER & ALSA INTERNATIONAL BOARD | 18 |
| APPENDIX III: PRE-OBSERVER ASSESSMENT CRITERIA | 23 |
| APPENDIX IV: OBSERVER REGISTRATION FORM | 26 |
| APPENDIX V: MEMORANDUM OF UNDERSTANDING BETWEEN OBSERVER & ALSA INTERNATIONAL BOARD | 30 |
| APPENDIX VI: OBSERVER ASSESSMENT CRITERIA | 34 |
| APPENDIX VII: PROGRESS REPORT FORMAT | 37 |

Article 1. Establishment of National Chapter

A. Pre-Observers

1. Preparation for Applying

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. Externals interested shall fulfil the requirements contained in Section 3, Article 10 of ALSA Constitution.

2. Pre-Observership Procedures

2.1 Potential Pre-Observers are required to apply for the program by submitting the:

- a. Registration Form
- b. 12-month proposal or brief summary of the future tenure plans
- c. Official endorsement letter from the respective university.

2.2 The application form shall be presented to the International Board and the Governing Council.

2.3 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.

2.4 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with a declaration from the ALSA International Board of their acceptance to the Pre-observership Program but such will not be published by the latter.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. Sign the Memorandum of Understanding with the ALSA International Board

2.5 The representative or proxy of the Pre-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 Pre-observer.

2.6 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.

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

2.8 During this period, the pre-observer shall comply with all the terms contained within the Memorandum of Understanding and the terms below (**See Appendix II: Memorandum of Understanding between ALSA and the Pre-Observer Institution**) :

- a. Submit the complete list of the members of the Board to the International Board President
- b. The Observer shall create an official email address which would be used for correspondence with the International Board President and the Governing Council Members.
- c. Send representatives to all online meetings and offline meetings held during International events
- d. Promote ALSA to all law students in its institution, with the aim of acquiring a stable membership count.
- e. Seek to establish Local Chapters within the nation
- f. Organize activities for its members during the Pre-Observership period and also attend activities organized by its potential Local Chapters

- g. Set up a social media platform
- h. Set up an official website which includes descriptions and pictures of members of the Board
- i. Establish a sponsorship prospectus and subsequently establish liaisons with sponsors.

2.9 Pre-Observer organizations will undergo:

- a. Shadowing of National Chapters, subject to the latter's availability for three to six months. A Shadowing National Chapter shall be present during the GCM where the Pre-Observer applies to become an Observer to give oral remark or present a written report on the Pre-Observer's performance during the shadowing process;
- 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 to nine months;

2.10 Throughout the 12-month Pre-Observership program, the Pre-Observer organizations will be assessed using the Assessment Criteria (**See Appendix III: Pre-observer Assessment Criteria**) to determine qualification for admission as Observer of ALSA. The determination on the Observership application is subject to the GC's discretion based on such Assessment Criteria.

2.11 In case within the first twelve months period, the Pre-Observer organization has not satisfied the Assessment Criteria, an Extension Period of up to twelve months may be granted.

2.12 If after the twelve months Extension Period, Pre-Observer organizations still failed to satisfy the Assessment Criteria, the Pre-Observer organization will be terminated from Pre-Observership Program and will be barred to apply to the Pre-Observership program for the next two years.



3. Rights of Pre-observers

- 3.1 A Pre-Observer may use the name of ALSA with approval and supervision from the International Board via International Board Resolution.
- 3.2 Pre-observer shall not possess voting and hosting international event rights.
- 3.3 Pre-observers are not obliged to make contribution for an annual membership fee.
- 3.4 Members of Pre-observers shall enjoy the right to participate in any ALSA activities and events.

B. Observers

1. Preparation for Applying

1.1 Pre-Observers interested in attending ALSA continuously may apply for Observer status for their country or region. Pre-Observers shall fulfil the requirements contained in Section 4, Article 10 of ALSA Constitution. 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 recognition of the Guidelines and Regulations of Pre-Observership provided under the Book of Guidelines and the Reference Book.

1.3 Pre-Observers are required to apply for the program by submitting the:

- a. Registration Form
- b. 12-month Action Plan, including a Local Chapter Plan outlining the expansion development plans
- c. Completed ALSA Pre-Observership Program by submitting a statement letter by ALSA International
- d. Official endorsement letter from the potential new Local Chapter university.

1.4 Observers are required to have at least two (2) Local Chapters from their country during the Observership period.

1.5 Any pre-observer who cannot fulfil point 1.4 may still be admitted as a National Chapter at the discretion of the International Board and Governing Council.

1.6 The application form shall be presented to the International Board and Governing Council for approval.

1.7 Upon approval from the International Board and Governing Council, the Observer shall take cognizance of the Guidelines and Regulations of Observership provided under the Book of Guidelines and the Reference Book.

2. Observership Procedures

2.1 Successful applicants of the Observership program will be:

- a. Notified by the ALSA International Board within thirty (30) days from the submission of their application;
- b. 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.
- c. 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. Such Declaration shall also be announced publicly by the latter.

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

2.3 Once granted the status of an Observer, the applicant shall be given a one-year Observership period. During this period, the observer shall comply with all the terms contained within the Memorandum of Understanding and the terms below (**See Appendix V: Memorandum of Understanding Between Observer and ALSA International Board**):

- a. Submit the completed list of the members of the Board to the International Board President
- b. The Observer shall create an official email address which would be used for correspondence with the International Board President and the Governing Council Members.
- c. Send representatives to all online meetings and offline meetings held during International events
- d. Promote ALSA to all law students in its institution, with the aim of acquiring a stable membership count.

- e. Seek to establish local chapters within the nation
- f. Organize activities for its members during the Observership period and also attend activities organized by its potential Local Chapters
- g. Set up a logo representing the Observer institution
- h. Set up a social media platform via Facebook
- i. Set up an official website which includes descriptions and pictures of members of the Board
- j. Establish a sponsorship prospectus and subsequently establish liaisons with sponsors.

2.4 The Observer will undergo:

a. The first quarter of the period:

- Mentoring class on the ALSA International Positive Law
- Discussion on ALSA International Strategic Plan and its fulfilment
- Participating in at least 1 (one) ALSA International Event/Program from each department and make an observation report of the program
- Submitting the first progress report to the International Board and presenting it during the earliest Governing Council Meeting by the date of submission.

b. The second quarter of the period;

- The Observer shall carry out the activity/ies in pursuant to fulfil the ALSA International Strategic Plan
- Participating in at least 1 (one) ALSA International Events/Program from each department and make an observation report of the program
- Participating in at least 1 (one) National Chapter Event/Program and make an

observation report of the program

- Transfer Knowledge of hosting ALSA International Event by the former National Chapter host and/or International Board
- Extensive mentoring and transfer knowledge on Presidential, Secretary General and Treasury Department by the National Chapter and/or International Board
- Submitting the second progress report to the International Board and presenting it during the earliest Governing Council Meeting by the date of submission.

c. The third quarter of the period

- The Observer shall carry out the activity/ies in pursuant to fulfil the ALSA International Strategic Plan
- Participating in at least 1 (one) ALSA International Event/Program from each department and make an observation report of the program
- Participating in at least 1 (one) National Chapter Event/Program and make an observation report of the program
- Extensive mentoring and transfer knowledge on Academic Activities and Training. Exchange and Development Department by the National Chapter and/or International Board
- Submitting the third progress report to the International Board and presenting it during the earliest Governing Council Meeting by the date of submission.

d. The last quarter of the period

- The Observer shall carry out the activity/ies in pursuant to fulfil the ALSA International Strategic Plan- Drafting on their respective constitution
- Extensive mentoring and transfer knowledge on Public Relation and Marketing by the National Chapter and/or International Board

- Preparing the necessary application documents as National Chapter
- Preparing Observer yearly executive summary
- Submitting the fourth progress report to the International Board and presenting it during the earliest Governing Council Meeting by the date of submission.

3. Rights of Observers

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

3.2 Observer shall not possess voting and hosting international event rights.

3.3 Observers are not obliged to make contribution for an annual membership fee.

3.4 Members of Observers shall enjoy the right to participate in any ALSA activities and events.

C. Establishment of National Chapter

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 after gaining their observership status, including the ALSA Forum where it submits National Chapter application.
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
3. The applying Observer shall send five participants or more to ALSA Forum, unless otherwise agreed by the Governing Council.
4. The Governing Council shall examine the application, including the said Observer's activeness, stability and consistency with the visions and objectives of ALSA by using discretion based on the Assessment Criteria (**See Appendix VI: Observer Assessment Criteria**). If the Governing Council approves via a Resolution, the application shall be passed to the General Assembly.
5. The General Assembly may approve via a majority, the establishment of the new National Chapter by voting.
6. In case the GC does not find such Observer to be qualified to become a National Chapter or in case of force majeure events which hinder the activeness or obstruct the observership application, the GC may extend the observership period for another 1 (one) year to assess such Observer's performance. Nevertheless, the cumulative extension period shall not exceed 3 (three) years.
7. If after the three-year Extension Period, observer organizations still fail to satisfy the

Assessment Criteria, the Observer organization will be terminated from Observership Program and will be barred to apply to the Pre-observership and Observership program for the next two years.

D. Internal Establishment of National Chapter's Administration

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.
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. 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.
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.
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.
6. They can grab sponsorships from law firms or universities for the events.
7. Shall the National Chapter faced any problems in establishing its administration, the National Chapter can seek advice from International Board or Governing Council

Article 2. Establishment of Local Chapter

a. Recruitment

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.
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

1. The applying institution must select one representative to be the acting head and to communicate with the National Chapter.
2. The applying institution must ensure that it recognizes the National Chapter and permits the setting up of ALSA.
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.
4. The National Chapter shall provide all necessary aid to the applying institution

c. Observership Application

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.

2. The application form shall be presented to the Governing Council of the National Chapter for approval.
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

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.
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.
3. In the event the application is rejected, the observer shall go through another observership period which will be decided by the Governing Council.



APPENDIX I: PRE-OBSERVER REGISTRATION FORM



PART I

Country:

Main contact information

Name:

Email:

Phone:

Describe the legal educational system of your country, including information about universities in general, and your Pre-observer group (such as represented university / universities).

Highlight any important issues or national situations faced in your country at the moment that may affect the establishment of a National Chapter of the Asian Law Students' Association.

What are your Pre-observer group's motivations for joining the Asian Law Students' Association? How can your Pre-observer group contribute to ALSA?

How does your Pre-observer group plan to establish a National Chapter and further Local Chapters of the Asian Law Students' Association?

Any other comments.

PART II

Committees Information

| Committee | Name | Email Address | Contact no. |
|----------------|------|---------------|-------------|
| President | - | - | - |
| Secretary | - | - | - |
| Treasurer | - | - | - |
| Other officers | - | - | - |

List of Universities

| | |
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| 1. | |
| 2. | |

| | |
|----|--|
| 3. | |
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PART III

Activities and Events / Action Plan

| No | Time | Event | Description |
|----|------|-------|-------------|
| 1 | | | |
| 2 | | | |

PART IV

We hereby certify that, to the best of our knowledge and belief:

1. the information given in the Application Form and the attachments duly completed by the proposed office bearers of the Pre-observer are true and correct;
2. that we have read and understood the ALSA Constitution and the ALSA Book of Guidelines;
and
3. that we will not use the name of ALSA without approval and supervision from the International Board.

| | |
|-----------------------------------|--|
| Name of proposed President | |
| Email Address/Phone Number | |
| Signature | |
| Date | |

| | |
|-----------------------------------|--|
| Name of proposed Secretary | |
| Email Address/Phone Number | |
| Signature | |



| | |
|-------------|--|
| Date | |
|-------------|--|

| | |
|-----------------------------------|---|
| Name of proposed Treasurer | |
| Email Address/Phone Number | |
| Signature | |
| Date | s |

Notes:

- 1) Pre-observers must abide by the Constitution and any by-laws of ALSA.
- 2) Each written application for Pre-observership submitted to the ALSA International Board will require the applying organisation stating that it supports the aims and activities of ALSA.
- 3) The applying organisation will, in due course, require the submission of its Constitution to the ALSA International Board.
- 4) An application for Pre-observership will be assessed by the ALSA International Board. The application will be recommended to the ALSA Governing Council for approval when the application is deemed aligned with ALSA's Constitution, aims, and activities.



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

Memorandum of Understanding

Between

Asian Law Students' Association International

And

Asian Law Students' Association (...) Pre-Observer

1. Purpose

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

1. To recognize and establish the status of ALSA (...) 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 realisation of ALSA (...)’s Pre-Observership.

2. Terms

2.1 ALSA International to ALSA (...) Pre-Observer

ALSA agrees to:

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

2.2 ALSA (...) Pre-Observer to ALSA International

ALSA (...) Pre-Observer agrees to:

1. Submit the completed list of the members of the Board to the International Board President;
2. The Observer shall create an official email address which would be used for correspondence with the International Board President and the Governing Council Members;
3. Send representatives to all online meetings and offline meetings held during International events;
4. Promote ALSA to all law students in its institution, with the aim of acquiring a stable membership count;
5. Seek to establish Local Chapters within the nation;
6. Organize activities for its members during the Pre-Observership period and also attend activities organized by its potential Local Chapters;
7. Set up a social media platform;
8. Set up an official website which includes descriptions and pictures of members of the Board;
9. Establish a sponsorship prospectus and subsequently establish liaisons with sponsors.
10. Adhere to the Guidelines and Regulations contained in the Constitution, Book of Guidelines and the Reference Book;
11. Be subjected to sanctions or penalties upon failure to adhere to any section of the Guidelines and Regulations;
12. 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.

13. 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.
 - 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.
14. Maintain regular communication with the International Board President;
15. Promote and/or publish activities conducted by ALSA via the Pre-Observer Institution media platforms; and
16. Promote and publicize ALSA as part of future membership recruitment process in the Pre-Observer Institution.

3. Duration of Agreement

- 3.1 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 [date]

(Name)

President
Asian Law Students' Association
International Board

(Year)

(Name)

President
Asian Law Students' Association
(...) Pre-Observer

(Year)



APPENDIX III: PRE-OBSERVER ASSESSMENT CRITERIA

| 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 | |
| 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 | | |



APPENDIX IV: OBSERVER REGISTRATION FORM



PART I

Country:

Main contact information

Name:

Email:

Phone:

Describe the legal educational system of your country, including information about universities in general, and your Observer group (such as represented university / universities).

Highlight any important issues or national situations faced in your country at the moment that may affect the establishment of a National Chapter of the Asian Law Students' Association.

What are your Observer group's motivations for joining the Asian Law Students' Association? How can your Observer group contribute to ALSA?

How does your Observer group plan to establish a National Chapter and further Local Chapters of the Asian Law Students' Association?

Any other comments.

PART II

Committees Information

| Committee | Name | Email Address | Contact no. |
|----------------|------|---------------|-------------|
| President | - | - | - |
| Secretary | - | - | - |
| Treasurer | - | - | - |
| Other officers | - | - | - |

List of Universities

| | |
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| 4. | |
| 5. | |



| | |
|----|--|
| 6. | |
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PART III

Activities and Events / Action Plan

| No | Time | Event | Description |
|----|------|-------|-------------|
| 1 | | | |
| 2 | | | |

PART IV

We hereby certify that, to the best of our knowledge and belief:

4. the information given in the Application Form and the attachments duly completed by the proposed office bearers of the Observer are true and correct;
5. that we have read and understood the ALSA Constitution and the ALSA Book of Guidelines;
and
6. that we will not use the name of ALSA without approval and supervision from the International Board.

| | |
|-----------------------------------|--|
| Name of proposed President | |
| Email Address/Phone Number | |
| Signature | |
| Date | |

| | |
|-----------------------------------|--|
| Name of proposed Secretary | |
| Email Address/Phone Number | |
| Signature | |



| | |
|-------------|--|
| Date | |
|-------------|--|

| | |
|-----------------------------------|---|
| Name of proposed Treasurer | |
| Email Address/Phone Number | |
| Signature | |
| Date | s |

Notes:

- 5) Observers must abide by the Constitution and any by-laws of ALSA.
- 6) Each written application for Observership submitted to the ALSA International Board will require the applying organisation stating that it supports the aims and activities of ALSA.
- 7) The applying organisation will, in due course, require the submission of its Constitution to the ALSA International Board.
- 8) An application for Observership will be assessed by the ALSA International Board. The application will be recommended to the ALSA Governing Council for approval when the application is deemed aligned with ALSA's Constitution, aims, and activities.



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

Memorandum of Understanding

Between

Asian Law Students' Association International

And

Asian Law Students' Association (Observer)

1. Purpose

1.1 The purpose of this Memorandum of Understanding between Asian Law Students' Association International [hereinafter referred to as "**ALSA International**"] and Asian Law Students' Association (...) Observer ["(...)"] is:

1. To recognize and establish the status of ALSA (...) as the Observer of ALSA effective this date.
2. To establish the role of ALSA (...) 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 realisation of ALSA (...)’s Observership.

2. Terms

2.1 ALSA International to ALSA (...) Observer

ALSA agrees to:

3. Recognize ALSA (...) as the Observer of ALSA by sending Letter of Declaration;
4. Promote and publicise ALSA (...) Observer’s activities and endeavours that are in line with the visions and objectives of ALSA.

2.2 ALSA (...) Observer to ALSA International

ALSA (...) 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 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.
 - 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 because 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.

3. Duration of Agreement

3.1 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]

(Name)

President
Asian Law Students' Association
International Board

(Year)

(Name)

President
Asian Law Students' Association
(...) Pre-Observers

(Year)



APPENDIX VI: OBSERVER ASSESSMENT CRITERIA

| 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 | |

| | | | |
|-------------------------------|--|---|--|
| | 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 | | |



APPENDIX VII: PROGRESS REPORT FORMAT



**[COUNTRY NAME] OBSERVERSHIP REPORT
ALSA INTERNATIONAL BOARD 2021/2022**

Prepared by ALSA Observer [Country name] Board [Tenure]

Supporting documents of this report are accessible via [please provide Google Drive link in which all supporting documents are stored here]

POSITION/DEPARTMENT: [POSITION] OF [...] DEPARTMENT

| Project No: 1 | Name of Activity: | Date: |
|--|--------------------------|--------------|
| Introduction: | | |
| Content: | | |
| Evaluation: 1. Success Points a. [...] 2. Obstacle Points a. [...] | | |
| Recommendations: 1. [...] 2. [...] | | |
| Supporting Documents: 1. Annex A – [Document name] 2. Annex B – [Document name] | | |