

Chapter II
Book of Guidelines
Administration



**ASIAN LAW STUDENTS'
ASSOCIATION**

Authenticated by:
ALSA International Board 2020/2021



Half and Full Annual Report Mechanism

1.1 Half and Full Annual Report

- 1.1.1 The Report for the ALSA Conference shall be termed “National Chapter Half Annual Report”.
- 1.1.2 The Report for the ALSA Forum shall be termed “National Chapter Full Annual Report.

The reports shall include, but not limited to, the following:

- i. Latest National Board composition;
 - a. Names and Positions of all Officers;
 - b. Date of Officers stepping down; and
 - c. Official contact email address of National Chapter and officers.
- ii. List of Local Chapters and official contact email address;
- iii. International, National and Local Events hosted;
- iv. Latest number of National Chapter members;
- v. Public Relations, Academic and TED Activities; and
- vi. Sponsorship and cooperation with external bodies.

1.2 Offline Meeting Report

- 1.2.1 This report shall be collected (either as a soft copy Power Point form or hard copy printed form) based on what is to be presented during the GCM at the ALSA Annual Conference or ALSA Annual Forum.
- 1.2.2 This report shall include, but is not limited to:
 - i. Latest National Board composition including official email;
 - ii. National Events;
 - iii. Latest number of National Chapter members;
 - iv. Activities and events recap; and
 - v. Sponsorship and cooperation with external bodies.



2. Miscellaneous Report collecting mechanism is conditional upon the ALSA International Board consent

Requested Documents

1.1 Request Form could be downloaded at gg.gg/alsadocument

1.2 The letter shall be drafted by Organizing Committee/Applicant

1.3 The submission of Drafted Letter and/or Request Form shall be sent to

Sec_gen@alsainternational.org

1.4 The submitted Drafted Letter and/or Request Form shall be sent in doc. format

1.5 Status of Documents

- Final: approved by Secretary-General
- Revise: need to be revise and submitted back
- Reject

1.5.1 The working time for the document(s) will be one week after the final document(s) was submitted to Secretary-General.

1.5.2 If the status of the document(s) is final, Secretary-General will send the requested documents to the applicant's email.

1.5.3 If the status of the document(s) is revised, Secretary-General will inform the applicant to revise. After the revision, the document shall be submitted back to Secretary-General

1.5.4 If the status of the document(s) is rejected, Secretary-General will inform the applicant.

1.5.5 All documents published by Secretary-General shall be in pdf form

