

**ALSA International Board 2017/2018**

Application Form

**ALSA INTERNATIONAL BOARD**

Application Form 2017/2018

**INTRODUCTION**

Asian Law Students’ Association (ALSA) Constitution:

**ARTICLE 7**

INTERNATIONAL BOARD

*Section 3. Composition*

The International Board shall be composed of the following elected members:

1. President
2. Secretary-General
3. Treasurer
4. Vice President of Public Relations and Marketing
5. Vice President of Academic Activities
6. Vice President of Training, Exchange and Development

*Section 4. International Board President*

Section 4.1.

The duties of the International Board President are to:

1. Head of ALSA International;
2. Act as the default Chair of the Governing Council and General Assembly;
3. Oversee the Presidents of each National Chapter and Observer;
4. Express the final decision on international relations and contacts;
5. Represent the International Board in membership, expansion, and external relation matters;
6. Represent ALSA in communicating with external organizations;
7. Cultivate relationships and collaborations with other law student organizations;
8. Facilitate internal communication between National Chapters and Observers; and
9. Act as point of contact except in areas expressly under the purview of other members of ALSA International.

Section 4.2.

The International Board shall consult the Governing Council regarding any matter that may contravene this Constitution.

Section 4.3.

The International Board President shall have the authority to appoint another Chair of the Governing Council and General Assembly and he/she shall provide the reasons for this.

*Section 5. International Board Secretary-General*

Section 5.1.

The duties of the International Board Secretary-General are to:

1. Plan and execute a knowledge strategy pertaining to all ALSA information;
2. Acquire and store all information pertaining to ALSA International;
3. Facilitate flow of information between all ALSA bodies;
4. Compile the progress of tasks conducted by the International Board and ALSA projects; and
5. Record the minutes of ALSA meetings that the International Board Secretary- General attends or arranges for substitute in his or her absence.

Section 5.2.

The International Board Secretary-General shall not disclose any internal matters to any party without prior approval from the International Board President.

*Section 6. International Board Treasurer*

Section 6.1.

The duties of the International Board Treasurer are to:

1. Oversee all financial matters of ALSA International;
2. Draw up a budget for the term of each International Board and observe ALSA’s financial policies;
3. Submit proposed budget expenditures to the Governing Council two (2) months before ALSA Conference and two (2) months before ALSA Forum;
4. Collect annual National Chapter fees together with any special fees or other amounts due to ALSA from the National Chapters, Observers, or any third parties;
5. Maintain the financial records of ALSA, including comparing actual revenues and expenses incurred against the budget; and
6. Prepare a financial report to the Governing Council every three (3) months, which shall be approved by the General Assembly once a year at the ALSA Forum.

Section 6.2.

All expenditure by the International Board shall only be approved pursuant to an International Board resolution.

Section 6.3.

The International Board Treasurer shall have the authority to manage the bank account of ALSA.

*Section 7. International Board Vice President of Public Relations and Marketing*

Section 7.1.

The duties of the International Board Vice President of Public Relations and Marketing are to:

1. Plan and execute a marketing strategy for ALSA at the international level;
2. Develop a strategy to engage potential benefactors of ALSA;
3. Manage relations with current benefactors of ALSA;
4. Produce or publish promotional materials for ALSA; and
5. Utilize the website and official social media channels to promote and publish ALSA materials and activities.

Section 7.2.

The International Board Vice President of Public Relations and Marketing shall not incur marketing expenses without prior approval pursuant to an International Board Resolution.

Section 7.3.

Sponsorship packages offered by ALSA International shall be approved via an International Board resolution before the approaching of potential sponsors.

*Section 8. International Board Vice President of Academic Activities*

Section 8.1.

The duties of the International Board Vice President of Academic Activities are to:

1. Oversee all matters pertaining to the academic activities of ALSA;
2. Establish an academic theme for the term of the International Board that will bind ALSA International academic activities;
3. Plan and coordinate ALSA International academic activities;
4. Stimulate academic activities at the National and Local level through purposive coordination; and
5. Receive and archive the updates of vital legal issues within ALSA’s member countries and Observers.

Section 8.2.

The academic theme determined by the International Board Vice President of Academic Activities for all ALSA International academic activities will not be binding on the academic activities organized by individual National Chapters.

*Section 9. International Board Vice President of Training, Exchange and Development*

Section 9.1.

The duties of the International Board of Training, Exchange and Development are to:

1. Oversee and coordinate the conduct of ALSA internships and exchange activities;
2. Promote and support the organization of ALSA internship and exchange activities;
3. Develop and maintain a framework through which ALSA member countries organize international internships and exchange activities;
4. Conceptualize and develop a training program that will develop practical and technical skills of ALSA members; and
5. Support and enhance existing corollary activities being conducted by ALSA National Chapters.

Section 9.2.

The goals of training and development activities are to:

1. Expose ALSA members to various training opportunities at both the international and national level;
2. Help interested members develop the ground skills to enhance the quality of participation; and
3. Support and promote programs that prepares ALSA members for professional careers.

Section 9.3.

The goals of international exchange activities are to:

1. Provide ALSA members with opportunities to gather and communicate on legal and cultural matters through international events;
2. Cultivate an appreciation for diversity in, and better familiarity with foreign legal systems through first-hand experiences; and
3. Support the development of strong relationships and the growth of ALSA as a whole.

*Section 11. Terms of Office*

The member of the International Board shall serve for a period commencing from the date of the election and until such time that their successors have been duly elected in the next ALSA Forum, or until such time that a replacement for them has been found.

**ARTICLE 8**

ELECTIONS

*Section 3. Qualification for the International Board Officers*

Section 3.1.

An International Board candidate must be an active member of an ALSA National or Local Chapter who has participated for at least one year.

Section 3.2.

No member shall be nominated when two (2) members of his/her National Chapter have already been nominated as International Board officers. An exception may be made for the situation when a candidate is the only candidate for the position he/she has been nominated for.

Section 3.3.

An officer of the International Board shall not concurrently hold office in the Governing Council as a representative.

Section 3.4.

An officer of the International Board shall not concurrently hold office in a National Board.

*Section 4. Nominations*

Section 4.1.

Nominations for the International Board must be made before the first day of the Governing Council Meeting during the ALSA Forum where the International Board elections will be held, unless an extension is granted by the Governing Council.

Section 4.2.

A potential nominee for the International Board must be nominated by a National Chapter and seconded by another National Chapter. The nomination must specify who is nominated for which post, and contain the names and signatures of the nominee, nominator, and seconder.

Section 4.3.

The potential nominee shall make a presentation to the Governing Council not exceeding eight (8) minutes. After the presentation, there shall be a question-and-answer session not exceeding seven (7) minutes. The Governing Council will then decide via a Resolution on whether the nominee can run as a candidate for the elections during the General Assembly.

Section 4.4.

The persons nominated shall prepare a nominee profile for distribution to all National Chapters before the presentation to the Governing Council, unless agreed otherwise by the Governing Council. The profile must include a letter of motivation, *curriculum vitae*, and an action plan.

Section 4.5.

Each nominee shall deliver a presentation to the General Assembly not exceeding ten (10) minutes. After each presentation, there shall be a question-and-answer session for the nominee not exceeding twenty (20) minutes. Any member at the Annual General Assembly shall have the right to question the nominee.

Section 4.7.

Further time extension of three (3) minutes for the potential nominee’s and nominee’s presentation and/or question-and-answer session pursuant to Section 4.3 and 4.5 of this said Article may be granted by the Governing Council or General Assembly.

**PART I**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Full Name |  |
| Email Address |  |
| Contact Number |  |
| National Chapter |  |

**DESIRED POSITION (Please tick [✓])**

|  |  |
| --- | --- |
| President |  |
| Secretary-General |  |
| Treasurer |  |
| Vice President of Academic Activities |  |
| Vice President of Training, Exchange and Development |  |
| Vice President of Public Relations and Marketing |  |

1. When did you first join ALSA? \_\_\_\_\_\_\_\_
2. Do you currently hold a position in ALSA? ☐ Yes ☐ No

If yes, what position and when will your term end? \_\_\_\_\_\_\_\_\_\_\_\_\_

# PART II

# FILL IN THE TABLE BELOW OF YOUR ACADEMIC BACKGROUND

|  |  |  |
| --- | --- | --- |
| **Educational Institute:** | **Major:** | **Year:** |

**PART III**

**Checklist**

|  |  |
| --- | --- |
| 1. **CURRICULUM VITAE (CV)** shall include, but not limited to: 2. Past working experience; 3. Co-curricular activities/community involvement activities; 4. Achievements and awards; and 5. Skills/ competency and interest. |  |
| 1. **ACTION PLAN** |  |
| 1. **RECOMMENDATION LETTER**   Recommendation letter shall be from your respective National Chapter (Nominee) and seconded by a letter from another National Chapter (Seconder) and must contain their names and signatures. |  |
| 1. **LETTER OF MOTIVATION** |  |

**PART IV**

I hereby certify that, to the best of my knowledge and belief:

1. the information given in the Application Form and the attachments duly completed are true and correct; and
2. that I have read and understood the ALSA Constitution and the ALSA Book of Guidelines.

|  |  |
| --- | --- |
| **Name of Candidate** |  |
| **Signature** |  |
| **Date** |  |

**Note:** Please complete this form and submit it together with the supporting documents to [sec\_gen@alsainternational.org](mailto:sec_gen@alsainternational.org) no later than 30th July 2017. Late applications will not be considered unless decided otherwise by the ALSA International Board.

**FOR INTERNAL USE**

|  |  |
| --- | --- |
| **Received by** |  |
| **Signature** |  |
| **Date** |  |

**APPROVED BY**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |