

THE CONSTITUTION
OF THE ASSOCIATION OF MEDICAL SCHOOLS IN EUROPE (AMSE)

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Preamble

The Association of Medical Schools in Europe (AMSE) was founded in 1979 as AMDE (Association of Medical Deans in Europe) to create a forum for Medical Schools and Faculties in the European Community and other European countries to establish contacts and exchange information. The purpose of the Association is to stimulate and develop co-operation between Medical Schools and Faculties in Europe and to develop their relations with other professional, governmental and non-governmental organisations in education, academic management, medical research and health care. For the purpose of AMSE, "Medical Schools" and "Medical Faculties" and "Medical Universities" are considered to be equivalent. For the purposes of the Association Europe is defined as the World Health Organization European Region.

§ 1 - Name, place and financial year

- (1) The Association shall be known as the "Association of Medical Schools in Europe (AMSE)". After registration in the register, the suffix "e. V." is added to the name AMSE.
- (2) The association is based in Berlin.
- (3) The financial year of the Association shall be the calendar year. The first short fiscal year ends on 31.12.2014.

§ 2 - Non-profit

- (1) The Association pursues exclusively and directly charitable purposes within the meaning of "tax-privileged purposes" of the tax code. The Association is disinterestedly active; it does not pursue its own economic purposes.
- (2) The funds of the Association may only be used for statutory purposes. The members receive no benefits from the Association. In particular, no person may be favoured by donations which are alien to the purpose of the Association, or from disproportionately high remuneration.

§ 3 - Aim

- (1) The aims of AMSE are to promote the activities of, and develop co-operation between, Medical Schools and Medical Faculties in Europe, and to enhance and ensure the quality of their activities.
- (2) AMSE is concerned primarily with the function and responsibilities of Medical Schools and Medical Faculties, which include the following:
 - a) carrying out a regular meeting (Regular Meeting), and a members' meeting (General Assembly) when required as extraordinary meetings;
 - b) carrying out meetings of the Executive Committee and when appropriate, other conferences and meetings;
 - c) establishment of working groups;
 - d) the development of activities and co-operations between Medical Schools and Faculties in Europe;
 - e) the quality assurance of these activities and co-operations;

- f) the development of relations with other professional, governmental and non-governmental organisations in education, academic management, medical research and health care;
- g) the development of Medical Schools and Medical Faculties;
- h) the developments in medicine, medical science, the social sciences and society and their translation into policies of:
 - medical education, including admission to Medical Schools;
 - research management in Medical Schools and Medical Faculties;
- i) organisational, academic management and institutional problems facing Medical Schools and Medical Faculties;
- j) the relationship of Medical Schools and Medical Faculties to health service and health-care organisations, and relevant national and international authorities;
- k) the developments in professions allied to medicine and their relations with Medical Schools and Medical Faculties;
- l) the role of Medical Schools and Medical Faculties in post-graduate and continuing medical education;
- m) the role of Medical Schools and Medical Faculties in research and research training.

The aims should be achieved:

- n) through the Regular Meeting and other meetings, working groups and electronic and printed material (including a website) provided through membership fees and income from meetings;
- o) through partnership, collaboration and cooperation with other organisations with related aims and interests. The Executive Committee shall approve such partnerships, collaborations and co-operations.

§ 4 - Membership

- (1) There shall be both Full Members and Associate Members, and in each category there shall be individual and collective members.
- (2) A Medical School that provides a course of instruction leading to a medical degree shall be eligible to apply for Individual Full Membership. If a university has more than one Medical School, each Medical School shall be eligible for Individual Full Membership.
- (3) To be eligible for membership, a Medical School shall normally be recognised by the government of the country in which it is based, and shall have been subject to the standard quality assurance and accreditation procedures of that country. Listing of a school in the World Directory of Medical Schools (www.wdoms.org) will be evidence that the school is of appropriate standing.
- (4) A national conference of Medical School or Medical Faculty deans representing the Medical Schools of that country shall be eligible to apply for Collective Full Membership.
- (5) Higher education institutions that are not Medical Schools shall be eligible to apply for Individual Associate Membership, if they are involved in academic programmes that are related to medicine.

- (6) National associations of institutions relevant to Medical Schools shall be eligible to apply for Collective Associate Membership if recommended by the National Conference of Medical School or Medical Faculty deans representing the Medical Schools of that country.
- (7) Schools teaching only unorthodox, traditional or alternative medicine are not eligible for membership.

§ 5 - Acquisition of Membership

- (1) Each Medical School and Medical Faculty in Europe is eligible for Individual Full Membership and shall be represented normally by the dean or similar appropriate representative. Any person who is not the dean or the recognised representative shall require appropriate evidence of authority from the Medical Faculty in order to register with AMSE as a member and have the right to vote.
- (2) Each national conference of Medical School or Medical Faculty deans representing the Medical Schools of a country is eligible for Collective Full Membership, and shall be represented normally by the President or Chairman or other appropriate representative with evidence of authority from the national conference.
- (3) Individual Associate Members and Collective Associate Members shall be represented in like manner to Individual and Collective Full Members respectively.
- (4) The Executive Committee shall approve the applications for membership and maintain a register of members. The admission is effective, when the Executive Committee has confirmed the written application.
- (5) On payment of the annual subscription, membership of AMSE is valid for that calendar year.

§ 6 - Termination of Membership

- (1) Membership shall terminate with resignation, deletion and exclusion.
- (2) Resignation shall be submitted no less than one month before the end of a financial year by notice in writing to the President.
- (3) The Executive Committee may delete a member if more than two years in arrears with the payment of the membership fee.
- (4) A member may be excluded by the Executive Committee because of a serious violation of rules and/or by dishonourable behaviour.
- (5) An appeal against exclusion may be made to the General Assembly. Pending any appeal the exclusion shall be suspended.

§ 7 - Rights and duties of the Members/voting right

- (1) The members have the right to attend the Regular Meetings and to vote in the General Assembly.
- (2) Each member has one vote in the General Assembly. The voting right of a Medical School will be exercised by the dean or in case of his absence by a representative to be appointed by the Medical School. Members of a Medical School who have no voting right according to the application for admission however have the rights of petition and speaking.
- (3) The duties of the members are:

- a) to promote the interests of AMSE and to refrain from activities prejudicial to the high reputation of AMSE,
- b) to observe the constitution and the resolutions of the organs of the Association,
- c) to pay the membership fee annually.

§ 8 - The Organs of the Association

The organs of the Association are:

- a) the General Assembly (§§ 9 and 10),
- b) the Executive Committee and the Officers (11 to 13),
- c) the Auditors (14)
- d) and the Court of Arbitration (15).

§ 9 - The General Assembly

- (1) The members of AMSE in good standing (the General Assembly shall be quorate in 10 members) who are attending the Regular Meeting shall constitute the General Assembly of AMSE.
- (2) The General Assembly shall be called by the President at least six weeks before by sending the agenda. The agenda shall be set out by the President in agreement with the Executive Committee. The invitation to the General Assembly shall be issued in written form; this may be by e-mail.
- (3) Resolutions of the General Assembly have to be written down in minutes, signed by the President and the minute writer.

§ 10 - Duties of the General Assembly

- (1) The General Assembly is the highest authority of the Association.
- (2) The General Assembly of AMSE shall elect the Officers of the Association, the members of the Executive Committee and the Auditors.
- (3) The General Assembly shall discuss and decide those matters submitted by the Executive Committee as well as requests submitted by the representatives with voting power and by the non-voting representatives.
- (4) The General Assembly absolves the Officers of the Association from further responsibility.
- (5) The procedure of the General Assembly shall be conducted according to any Standing Orders of the Association.
- (6) A special meeting of the General Assembly may be called by the President within 6 to 12 weeks after receiving a written request from at least one third of the members' representative of at least 5 different countries. An agenda with the subject(s) to be discussed at that special meeting shall accompany the request.

§ 11 - The Executive Committee and the Officers

- (1) The Executive Committee shall be composed of:
 - a) the President,
 - b) the General Secretary,
 - c) the Treasurer and

- d) 5 other regular members.
- (2) The Officers of the Association shall be the President, the General Secretary, and the Treasurer.
- (3) The President of AMSE shall serve ex officio as Chairman of the Executive Committee. Notwithstanding the duration of tenure of any membership of the Executive Committee, the President shall serve the full term of 3 years after election to the post of President. The President shall chair the meetings of the General Assembly. The President of AMSE is eligible for re-election for one further term of 3 years.
- (4) The General Secretary of AMSE also known as the Secretary shall also be the Secretary of the Executive Committee. Notwithstanding the duration of tenure of any membership of the Executive Committee, the Secretary shall serve the full term of 3 years after election to the post of Secretary, and is eligible for re-election for one further term of 3 years.
- (5) The Treasurer of AMSE shall also be the Treasurer of the Executive Committee. Notwithstanding the duration of tenure of any membership of the Executive Committee, the Treasurer shall serve the full term of 3 years after election to the post of Treasurer, and is eligible for re-election for one further term of 3 years.
- (6) The General Secretary and Treasurer may be one and the same person.
- (7) The Executive Committee shall consist of 8 full members, being representatives of Individual Full Members or Collective Full Members as defined in section 5 above, elected by the body of the General Assembly. The Executive Committee shall be quorate in the presence of 5 full members.
- (8) No election of a member of the Executive Committee shall be valid if, by such election, the Executive Committee has an absolute majority of members from any one of the four Standard Geographical Regions of Europe for statistical use defined by the Statistics Division of the United Nations Secretariat (United Nations publication, Standard Country or Area Codes for Statistical Use, Revision 4, <http://unstats.un.org/unsd/methods/m49/m49.htm>). For the purpose of this calculation, countries lying within the WHO European region but outside Europe, as defined by the aforementioned United Nations publication, Standard Country or Area Codes for Statistical Use, Revision 4, shall be considered as being in the Eastern Geographical Region of Europe.
- (9) Each elected member of the Executive Committee shall serve for a period of 3 years and is eligible for re-election for one further term of 3 years.
- (10) Nominations for election to membership of the Executive Committee may be made only by Individual Full Members or Collective Full Members of AMSE in good standing. Nominations shall require the support of the representatives of two Individual Full Members or Collective Full Members. The Secretary shall be the returning officer. The Secretary shall receive the agreement of the nominee to stand for election.
- (11) Nominations for election of the Officers of the Association may be made only by Individual Full Members or Collective Full Members of AMSE in good standing. Nominations shall require the support of the representatives of two Individual Full Members or Collective Full Members. The Secretary shall be the returning officer. The Secretary shall receive the agreement of the nominee to stand for election.

§ 12 - Duties of the Officers

- (1) The Officers as per § 26 of the German Civil Code (BGB) are the President, the General Secretary and the Treasurer. Two of the Officers shall represent AMSE both legally and at all other times.
- (2) The General Secretary shall assist the chairman and maintain the minutes of the General Assembly and the Executive Committee.
- (3) The Treasurer (Cashier) is responsible for the regularity of all financial matters.

§ 13 - Duties of the Executive Committee

- (1) The Executive Committee will manage the affairs of the Association, carry out the policies formulated by the General Assembly and such further duties and functions delegated to it by the General Assembly.
- (2) The Executive Committee shall recommend to the General Assembly the rates of the annual subscriptions of members for adoption.
- (3) AMSE shall operate through working groups chaired by a member of the Executive who shall be appointed by the Executive Committee.
- (4) The non-Executive Committee members of the working groups should be appointed from members of the Association and/or others.
- (5) The Association will hold Regular Meetings and/or other Meetings. The dates and topics for these meetings shall be decided by the Executive Committee.
- (6) The President chairs the Regular and General meetings. In the absence of the President, the General Secretary shall chair the meeting, in the absence of the President and the General Secretary the Treasurer shall chair the meeting, in the absence of all Officers a chairman is elected by all members present.
- (7) The Executive Committee shall have the authority to co-opt additional persons to serve on the Committee for such periods as the committee deems necessary. Co-opted members shall not have the right to vote in the Executive Committee.

§ 14 - The Auditors

- (1) Both of the Auditors will be elected by the General Assembly for a period of 2 years and may be re-elected for one further period of 2 years.
- (2) Legal transactions between the Auditors and the Association must be agreed by the General Assembly to be valid.
- (3) The Auditors shall monitor the transactions and the statements of the account(s) and so inform the General Assembly.
- (4) The Auditors may normally attend meetings of the Executive Committee.

§ 15 - Court of Arbitration

- (1) Disputes relating to the Association will be resolved by the Arbitration Court.
- (2) The Arbitration Court shall consist of 5 members. In each dispute two members must be named by each disputant as arbitrator within seven days. They elect with majority of votes the chairman of the Court. At equality of votes the arbitrator will be decided by lot.

- (3) The Court makes the arbitration in the presence of all members and on a bare majority of votes. It arbitrates to the best of its knowledge and conscience. Its decisions are internally binding.

§ 16 - The Secretary

The Secretary shall maintain an office, which may be in any country in Europe, the reasonable and necessary expenses of which may be met from the resources of the Association, and is responsible for the regularity of transactions instructed by the Executive Committee.

§ 17 - Adoption of this constitution of AMSE and changes to the constitution

- (1) This constitution was agreed at the General Assembly meeting in Berlin on 14.09.2014 and altered by the Executive Committee on 27.03.2015.
- (2) This constitution may be altered by the General Assembly of the Association with a two thirds majority of those eligible to vote.

§ 18 - Dissolution of AMSE

- (1) A proposal for the voluntary dissolution of the Association may only be decided after 6 months' notice has been given at a General Assembly with a two thirds majority of valid.
- (2) The General Assembly shall decide on the liquidation of assets. The property should, as far as it is possible and allowed, pass to an organisation with the same or similar aims.

For the correctness and completeness as per § 71 sec. 1 German Civil Code (BGB)

Berlin, 27 March 2015

Prof Dr Peter Dieter
President of AMSE