



The Rajakumar Movement

Guidelines

Written by MahaObedoza (TRM executive member for the constitution)

Shin Yoshida (TRM chair 2014-2018)

Approved by TRM representatives on 3rd May 2018

Approved by WONCA APR council on 13th Oct, 2018

Approved by WONCA APR council on 15th May, 2019

Article 1: Name, Description, Logo, Address and Language

Section 1.1 The official name of the Organization is **The Rajakumar Movement (TRM)**.

The use of this name was assented to in September 2008, Dr. M.K. Rajakumar, a well-known Malaysian family doctor who had widely contributed to international activities. TRM was officially endorsed by the WONCA Asia Pacific regional council and also officially launched at the regional conference in Hong Kong on June 5, 2009 by Mr Arjuna Rajakumar, Ms Kiren Rajakumar, Dr Naomi P. Harris, Datuk Dr Daniel Thuraiappah. The movement is modelled on WONCA Europe's Vasco da Gama Movement.

Section 1.2 The Rajakumar Movement (TRM) -The Network of Junior Family Doctors in WONCA Asia Pacific Region, is also known as The Rajakumar Movement in the Asia Pacific Region. TRM was established as a voice for new and future Family Physicians and General Practitioners within the Asia Pacific Region of WONCA. TRM aims to represent, advocate and nurture new and future family physicians, including family physicians five years post formal qualification, in the Asia Pacific Region under the World Organization of Family Doctors (WONCA). The TRM Chair/delegate shall have a seat at WONCA APR Council

Section 1.3 The official logo of the Organization is displayed at the head of the TRM Guideline. This is complemented by the WONCA globe, and with the name The Rajakumar Movement. This is the only permissible logo and no modifications may be made. Only the following individuals may use the Rajakumar logo (with written or verbal permission from the Chair) for promotion of Rajakumar in their respective countries:

1.3.1 Rajakumar (TRM) Executive Members.

1.3.2 Rajakumar (TRM) Member Organizational Representatives.

1.3.3 Rajakumar (TRM) National and Regional Exchange Coordinators.

1.3.4 Rajakumar (TRM) ASPIRE Regional Leaders (TRM ASPIRE Moderators/Coordinators who are not Member Organizational representatives may not use the logo without any written permission from the TRM Chair)

Section 1.4 The electronic mailing address of The Rajakumar Movement (TRM) is Rajakumar@wonca.net.

Section 1.5 The official language of The Rajakumar Movement (TRM) is English; all publications shall be in English and all meetings shall be conducted in English.

Article 2: Participation and Fees

Section 2.1 The Rajakumar Movement (TRM) is the network of junior family doctors in WONCA Asia Pacific Region. The organization welcomes participation of anyone who wishes to be involved particularly young and new family physicians and those of five years after qualification.

Section 2.2 There are no membership fees or dues for members participating in the Rajakumar Movement.

Article 3: Mission, Vision and Objectives

Section 3.1 The **mission** of The Rajakumar Movement (TRM) is to: -
Promote family medicine amongst new and future doctors in the Asia Pacific Region by building networks for the exchange of ideas and perspectives in order to create international best practice in family medicine.

Section 3.2 The **vision** of The Rajakumar Movement (TRM) is to: -
Bring new and future family doctors together and to provide the perspective of new doctors for developing global policy.

Section 3.3 The **objectives** of The Rajakumar Movement (TRM) are to: -

- 3.3.1** Promote exchange both within APR and worldwide through the FM360 project framework.
- 3.3.2** Collect and Share information about each domestic FM education system and Young Doctors Movement (YDM).
- 3.3.3** Learn from each WONCA APR Member Organization.
- 3.3.4** Nominate Representatives from every APR Member Organizations and have regular communication amongst representatives through web conference.
- 3.3.5** Enhance connection and support from WONCA APR and WONCA World.
- 3.3.6** Collaborate and enrich partnership with the other six Young Doctors Movements (YDMs) in WONCA World.
- 3.3.7** Strengthen and widen the exchange of ideas and/or activities with other YDMs.

Article 4: Collaborations

Section 4.1 The Rajakumar Movement (TRM) welcomes collaboration with other WONCA'S Young Doctors Movements (YDM), WONCA Working Parties and Special Interest Groups where there are mutually beneficial interests.

Section 4.2 Collaborations shall be guided and governed by an agreed written Memorandum of Understanding (MoU) between The Rajakumar Movement (TRM) and any collaborating Young Doctors Movement (YDM) or other WONCA Working Parties and Special Interest Groups.

Section 4.3 During preparation of a MoU, the interests of The Rajakumar Movement (TRM) will be represented by the Rajakumar Executive.

Section 4.4 The decision for The Rajakumar Movement (TRM) to enter into a formal collaboration by way of an MoU between TRM and a collaborating YDM or other WONCA Working Parties and Special Interest Groups must be approved by a majority of The Rajakumar Movement (TRM) Executive members. In the event of a tied vote, the collaboration shall be reviewed by the executive members.

Section 4.5 Where a collaboration is entered into, The Rajakumar Movement (TRM) may appoint a Member Organizational representative who will report on a regular basis during the TRM Executive online meetings.

Section 4.6 TRM will continue to maintain a strong relationship with WONCA Asia Pacific Region especially the endorsement of each Member Organizational representative, as well as in aspects of financial support and preparation for each TRM pre-conference during WONCA APR conventions.

Article 5: Representation and Terms of Office

Section 5.1 Only a Member Organization which is a Full Member or Associate Member of WONCA APR may be represented on the WONCA Asia Pacific Regional Council. The Chair of the TRM is the official representative during the WONCA APR Council Meeting.

Section 5.2 Only TRM Executives, Member Organizational representatives, Regional and National FM360 Coordinators, ASPIRE Regional Leaders may officially represent on the Regular TRM Council meetings.

Section 5.3 For elected or appointed representatives of TRM, including but not limited to members of the TRM Executive, Member Organizational Representatives, FM360 National Exchange Coordinators (NECs) and Regional Exchange Coordinator (RECs), but excluding the office of Chair, a standard term of appointment is for a two **(2) years** period. For the Immediate Past President one (1) year.

Section 5.4 The standard term of appointment to the office Chair shall be two (2) years which would commence from one WONCA World Conference to the next

Section 5.5 A representative or appointee may stand for election or be appointed for more than one (1) term, with a maximum of two (2) consecutive standard terms of office.

Section 5.6 A representative or appointee may only serve as Chair on one occasion.

Section 5.7 Prior to the expiration of 2 year term of office of the Member Organizational representative, they shall nominate candidates for Chair, Two Vice chairs (Asia and Oceania), Honorable Secretary, Treasurer, Regional FM 360 Coordinator, and Image Lead.

Section 5.8 Only representatives of member organizations are eligible for being nominated in the TRM executive committee.

Article 6: Structure of The Rajakumar Movement (TRM)

Section 6.1 The governing bodies of TRM shall consist of the Executive Committee, the Rajakumar Movement Council, and Theme Groups Committee Heads

6.1.1 The TRM Executive Committee

6.1.1.1 The TRM Executive Committee is the governing body of Rajakumar, makes decisions about strategy, policy, direction and the Guideline, and gives direction to and holds the Executive accountable for acting in the best interests of the Rajakumar Movement. The TRM Executive are Member Organizational representatives elected and are appointed by TRM. It is composed of the following:

6.1.1.1.1 Chair

6.1.1.1.2 Vice Chair (Asia)

6.1.1.1.3 Vice Chair (Oceania)

6.1.1.1.4 Secretary

6.1.1.1.5 Treasurer

6.1.1.1.6 Image Lead

6.1.1.1.7 Regional FM360 Coordinator

6.1.1.1.8 ASPIRE Head

6.1.1.1.9 Immediate Past Chair

6.1.1.2 The TRM Executive is the body tasked with:

6.1.1.2.1 Enacting decisions of the TRM Council.

6.1.1.2.2 Upholding the TRM Guidelines.

6.1.1.2.3 Fulfilling the aims and objectives of TRM including arranging and preparing Executive and Council meetings, Pre-conferences and workshops.

6.1.1.2.4 Engaging with external bodies in the interests of the Rajakumar Movement (TRM).

6.1.1.2.5 Providing regular reports to the TRM Council.

6.1.1.2.6 Ensuring there is at all times a TRM-Appointed Member at Large in on the WONCA APR Executive Board

6.1.1.2.7 Appraising applications for sponsoring grants to attend WONCA Conventions [APR and World]

6.1.2 The Rajakumar Movement (TRM) Council

6.1.2.1 Council Members are Member Organizational Representatives appointed or elected by Member Organizational representative organizations of Full or Associate Member countries of WONCA APR.

6.1.2.2 The Rajakumar Movement (TRM) Council shall consist of:

6.2.2.1 The Chief Member Organizational Representatives

6.2.2.2 The Vice Member Organizational Representatives

6.1.2.3 The Rajakumar Council is the body tasked with:

6.1.2.3.1 Maintaining appropriate governance of the TRM Guidelines.

6.1.2.3.2 Fulfilling the aims and objectives of Rajakumar, including arranging and preparing Executive and Council meetings, Pre-conferences and workshops.

6.1.2.3.3 Engaging with external bodies in the interests of TRM.

6.1.2.3.4 Providing regular reports to the TRM Executive Committee on updates in their respective local young doctors' organizations.

6.1.2.3.5 Regularly attending meetings of the Rajakumar Movement.

6.1.2.3.6 Actively participating in the Rajakumar Movement activities.

6.1.2.3.7 Communicating the activities of the Rajakumar Movement to their respective local young doctors' organizations.

Section 6.1.3 Theme Groups Committee Heads

6.1.3.1 Theme Groups are a committee of the Rajakumar Movement specifically organized to engage and collaborate with the WONCA working party and special interest groups

6.1.3.2 Theme Groups may be created or dissolved as deemed necessary by the TRM Executive Committee and Council.

6.1.3.3 Each Theme Group will have a Member Organizational representative.

6.1.3.4 Theme Groups committee heads shall regularly update the TRM Executive Committee and TRM Council on updates in their different activities

Article 7: Roles, Responsibilities, Eligibility and Terms of Office

Section 7.1 Chair

7.1.1 Roles and Responsibilities:

7.1.1.1 Must at all times seek to uphold TRM Guidelines and act in the best interests of Rajakumar Movement.

7.1.1.2 Shall be answerable to TRM Executive Committee and Council.

7.1.1.3 Shall give direction and leadership to TRM

7.1.1.4 Chair meetings of TRM Executive Committee and Council.

7.1.1.5 Represent the Rajakumar Movement on the APR Council and other relevant committees as necessary.

7.1.1.6 Shall be primarily responsible for setting the agenda of Executive/Council meetings.

7.1.1.7 Shall endeavour to ensure the Executive acts in a cohesive and productive fashion.

7.1.1.8 Delegate tasks and responsibilities where necessary.

7.1.1.9 Carry out all other duties that may be required from time to time whilst fulfilling the role of Chair.

7.1.2 Eligibility and Terms of Office

7.1.2.1 Must be either a chief or vice member organizational representative prior to the next election

7.1.2.2 The TRM Chair can only be elected on a two-year, one-term of office only and not eligible for any re-election in any positions of the Rajakumar Movement, except for automatic appointment as the Immediate Past Chair.

Section 7.2 Vice- Chairs for Asia and Oceania

7.2.1 Roles and Responsibilities:

7.2.1.1 Must at all times seek to uphold the TRM Guidelines and act in the best interests of TRM.

7.2.1.2 Shall be answerable to the TRM Executive Committee and Council.

7.2.1.3 In the event that the Chair is unavailable or incapacitated, perform any and

all duties that may be required to provide continuity to the role of Chair until such time as the Chair is available or no longer incapacitated. This may include chairing meetings, representing Rajakumar Movement and putting in place measures to address extraordinary circumstances.

7.2.1.4 Shall endeavour to support the new Chair to ensure continuity within the TRM Executive Committee

7.2.1.5 Shall carry out all other duties that may be required from time to time in fulfilling the role of Chair Elect or Immediate Past Chair.

7.2.2 Eligibility and Terms of Office

7.2.2.1 The TRM Vice-Chairs can be elected or appointed on a two-year, one-term of office and are eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines. Ideally the Vice-chairs should already be a member of the Executive Committee at the time of appointment.

Section 7.3 The Secretary

7.3.1 Roles and Responsibilities

7.3.1.1 Must be at all times seek to uphold the Rajakumar Guidelines and act in the best interests of Rajakumar Movement.

7.3.1.2 Shall be answerable to the TRM Executive Committee and Council.

7.3.1.3 Shall be responsible for coordinating and managing administrative affairs relevant to the TRM

7.3.1.4 Shall arrange the agenda for and keep the minutes of TRM Executive Committee and Council meetings.

7.3.1.5 Shall circulate and distribute the minutes of TRM Executive Committee and Council meetings.

7.3.1.6 Shall archive and distribute accordingly any internal and external mail.

7.3.1.7 Shall undertake any other duties as assigned by the Executive Group or that may be necessary in fulfilling the role of Secretary.

7.3.1.8 Shall Keep a roll of both active and non-active members of each Member Organization and shall give a copy to each Member Organizational representatives.

7.3.1.9 Must be able to contact or communicate with all member organization representatives.

7.3.1.10 Must update regularly the members' list.

7.3.2 Eligibility and Terms of Office

7.3.2.1 The TRM Secretary can be elected or appointed on a two-year, one-term of office and is eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines. Ideally the Secretary should already be a member of the Executive Committee at the time of appointment.

Section 7.4 The Treasurer

7.4.1 Roles and Responsibilities:

7.4.1.1 Must at times seek to uphold TRM Guidelines and act in the best interest of Rajakumar Movement.

7.4.1.2 Shall be answerable to the TRM Executive Committee and Council at all times.

7.4.1.3 Shall act under the direction of the TRM Executive Committee and Council with the approval of all Member Organizational Representatives.

7.4.1.4 Responsible to keep or store any monetary collection/funds under the name of the Organization

7.4.1.5 Responsible in making/preparing bank transactions such as deposit or withdraw funds under the Organization's name with the approval of the Executive officers and/or Member Organizational Representatives.

7.4.1.6 Responsible in disbursement of funds of the Organization as approved by the Executive officers.

7.4.1.7 Be able to provide a financial statement and a written account of all monetary collections, bank transactions or non-bank transaction anytime requested by the Executive officers or Member Organizational representatives.

7.4.1.8 Explore sources of funding for the TRM.

7.4.1.9 Submit an annual financial report, approved by the TRM Executive/Council, to the WONCA APR Executive Committee.

7.4.1.10 Submit a quarterly financial report to the Executive Council.

7.4.1.11 Undertake any other duties assigned by the Executive/council that may be necessary in fulfilling the role of a Treasurer.

7.4.2 Eligibility and Terms of Office

7.4.2.1 The TRM Treasurer can be elected or appointed on a two-year, one-term of office and is eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines. Ideally the Treasurer should already be a member of the Executive Committee at the time of appointment.

Section 7.5 The Image Lead

7.5.1 Roles and Responsibilities

7.5.1.1 Must at all times seek to uphold TRM Guidelines and act in the best interests of Rajakumar Movement.

7.5.1.2 Shall be answerable to the TRM Executive Committee and Council.

7.5.1.3 Be responsible to update the TRM'S website and other promotion concerning events and activities or TRM.

7.5.2 Eligibility and Terms of Office

7.5.2.1 The TRM image Lead can be elected or appointed on a two-year, one-term of office and is eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines.

Section 7.6 Regional FM360 Coordinator

7.6.1 Roles and Responsibilities:

7.6.1.1 Must at all times seek to uphold TRM Guidelines and act in the best interests of Rajakumar Movement.

7.6.1.2 Shall be answerable to the TRM Executive Committee and Council.

7.6.1.2 The Regional Coordinator will be responsible for working with other young doctors' movement and Global Exchange Coordinator and with host countries to promote and administer the Exchange Program.

7.6.1.3 The National Coordinator will communicate with the regional coordinator to help facilitate the exchange.

7.6.2 Eligibility and Terms of Office

7.6.2.1 The TRM FM360 Coordinator can be elected or appointed on a two-year, one-term of office and is eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines.

Section 7.7 ASPIRE Head

7.7.1 Roles and Responsibilities:

7.7.1.1 Must at all times seek to uphold TRM Guidelines and act in the best interests of Rajakumar Movement.

7.7.1.2 Shall be answerable to the TRM Executive Committee and Council.

7.7.1.3 Shall Provide a written report on collaborative interactions to the Rajakumar Executive Council once a year.

7.7.2 Eligibility and Terms of Office

7.7.2.2 The TRM ASPIRE Head can be elected or appointed on a two-year, one-term of office and is eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines.

Section 7.8 The Immediate Past Chair/Vice- Chairs

7.8.1 Roles and Responsibilities:

7.8.1.1 Must at all times seek to uphold TRM Guidelines and act in the best interests of Rajakumar Movement.

7.8.1.2 Shall be answerable to the TRM Executive Committee and Council.

7.8.1.3 Shall endeavor to support the new Chair to ensure continuity within the Executive.

7.7.2 Eligibility and Terms of Office:

7.7.2.1 Must have served as the immediate chair of TRM prior to the next election

7.7.2.2 The TRM Immediate Past Chair is appointed on a one-year, one-term of office and is not eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines.

Section 7.9 Chief Member Organizational Representative

7.9.1 Roles and Responsibilities:

7.9.1.1 Must at all times seek to uphold TRM Guidelines and act in the best interests of Rajakumar Movement.

7.9.1.2 Shall be answerable to the TRM Executive Committee and Council.

- 7.9.1.3** Shall Fulfill the aims and objectives of TRM including arranging and preparing Executive and Council meetings, Pre-conferences and workshops.
- 7.9.1.4** Shall Engage with external bodies in the interests of TRM
- 7.9.1.5** Shall provide regular reports to the Rajakumar Movement Executive Committee on updates in their respective local young doctors' organizations.
- 7.9.1.6** Shall attend regularly the meetings of the Rajakumar Movement.
- 7.9.1.7** Shall Actively participate in the Rajakumar Movement activities.
- 7.9.1.8** Shall communicate the activities of the Rajakumar Movement to their respective local young doctors' organizations.

7.9.2 Eligibility and Terms of Office

7.9.2.1 Must have an official endorsement from the member based organization for which the representative belongs to. This organization should be member organization of WONCA and acknowledged by WONCA APR Council.

7.9.2.2 The TRM Chief Member Organizational Representative can be elected or appointed on a two-year, one-term of office; and is eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines.

Section 7.10 Vice Member Organizational Representative

7.10.1 Roles and Responsibilities:

- 7.10.1.1** Must at all times seek to uphold TRM Guidelines and act in the best interests of Rajakumar Movement.
- 7.10.1.2** Shall be answerable to the TRM Executive Committee and Council.
- 7.10.1.3** Shall Fulfill the aims and objectives of TRM including arranging and preparing Executive and Council meetings, Pre-conferences and workshops.
- 7.10.1.4** Shall Engage with external bodies in the interests of TRM.
- 7.10.1.5** Shall attend regularly the meeting of the Rajakumar Movement.
- 7.10.1.6** Shall Actively participate in the Rajakumar Movement activities.
- 7.10.1.7** Shall communicate the activities of the Rajakumar Movement to their respective local young doctors' organizations.
- 7.10.1.8** Shall support the Chief Member Organizational Representatives, ensuring collaboration and unison.

7.10.1.9 Shall represent the local member organization in case of the unavailability of the member organizational representative.

7.10.2 Eligibility and Terms of Office

7.10.2.1 Must be appointed or elected by Member Organizational representative organizations of Full or Associate Member countries of WONCA APR

7.10.2.2 The TRM Vice Member Organizational Representative can be elected or appointed on a two-year, one-term of office; and is eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines.

Section 7.11 Theme Group Committee Head

7.11.1 Roles and Responsibilities

7.11.1.1 Must at all times seek to uphold TRM Guidelines and act in the best interests of Rajakumar Movement.

7.11.1.2 Shall be answerable to the TRM Executive Committee and Council.

7.11.1.3 Monitor activity within the relevant Theme group.

7.11.1.4 Provide a written report of the Theme Group to TRM Executive/Council at least once a year.

7.11.1.5 Ensure that an up-to-date register of active participants is maintained.

7.11.2 Eligibility and Terms of Office

7.11.2.1 Must be either a chief or vice member organizational representative prior to the next election.

7.11.2.2 The TRM Theme Group Committee Head can be elected or appointed on a two-year, one-term of office; and is eligible for any re-election or appointments in any positions of the Rajakumar Movement, as long as not in any conflict in any of the provisions in this guidelines.

Article 8 Election

Section 8.1 Election Committee

8.1.1 Functions of the Election committee are as follow:

8.1.1.1 Responsible for overseeing the election of the Rajakumar Movement Executive committee

8.1.1.2 Ensure the eligibility of nominees for election and declares validity of candidacy

- 8.1.1.3 Decides and declares period of nomination and candidacy
- 8.1.1.4 Decides and announce the date of election
- 8.1.1.5 Decide unanimously in matters pertaining to election
- 8.1.1.6 Act as electoral tribunal in handling electoral protests
- 8.1.1.7 Hold special election as deemed necessary
- 8.1.1.8 Announce the results of the election
- 8.1.1.9 Declares failure of election as deemed necessary
- 8.1.2 Members of the Election Committee:
 - 8.1.2.1 Incumbent Chair as the Election Commissioner
 - 8.1.2.2 One of the chief or vice chair of the member organizations that will end his/her term of office, not eligible to run for any of the positions in the Rajakumar Movement, appointed to the election committee by a unanimous vote by the TRM Council, and will act as the secretary of the election committee.
 - 8.1.2.3 The Immediate Past Chair as member of the election committee.
 - 8.1.2.4 Any 2 former TRM Executive Committee officers not eligible for re-election in any positions in the Rajakumar Movement as members of the election committee.

Section 8.2 Election Process

8.2.1 The election and nomination of candidates performed via electronic communication [online] for the TRM Executive council to occur every two years following the WONCA world conference.

8.2.2 The election committee shall convene at least 6 months prior to the next WONCA World Conference, shall announce the period of submission for nomination and filing of candidacy, and shall announce the date of the election.

8.2.3 Submission for nomination and filing of candidacy in any of the positions of the Rajakumar Executive Committee shall last for about one month. The election committee shall review the eligibility of candidates, and declares the validity of candidacy.

8.2.3.1 The following shall be submitted to the secretary of the election committee:

- 8.2.3.1.1 Letter of intent to the position
- 8.2.3.1.2 Curriculum vitae
- 8.2.3.1.3 Policy speech or agenda
- 8.2.3.1.4 Endorsement of TRM member organization

8.2.3.2 Failure to comply with any of the above requirements will automatically deemed the nomination and candidacy null and void.

8.2.4 The election committee will then must declare the eligible nominees and candidates for any of the positions of the TRM Executive Committee at least one month prior to the set date of election.

8.2.5 The following are eligible to cast their votes during election:

- 8.2.5.1 All incumbent TRM Executive Committee members not nominated or eligible for election and re-election in any positions in TRM, except the incumbent TRM chair who will act as the chair of the election committee.

8.2.5.2 All chief and vice representatives of all member organizations not nominated or eligible for election and re-election in any positions in TRM, except the representative who will act as the secretary of the election committee.

8.2.5.3 In case of failure of election of any of the positions of the TRM Executive Committee, a proxy voter with written letter of authorization; other than the members physically present; who in behalf of the TRM Executive Committee members or TRM council members not physically present to vote during the WONCA World convention.

8.2.6 Once the election date is set by the election committee, the eligible members may cast their votes electronically within 24 hours and sent to the secretary of the election committee.

8.2.7 The candidate with highest number of votes is declared the winner by the Election Committee.

8.2.8 In case of a tie, the election committee shall reconvene and declare the election in that position as a failure. In such instance, election will be conducted during the WONCA World Convention.

8.2.9 In case of vacancies in any of the TRM Executive Committee, the election committee should reconvene and hold a special election.

8.2.10 Electoral protests shall only be accepted and submitted to the Election Committee 15 days from the declaration of winner otherwise, this will become final, executory and unappealable.

Article 9 Resignations and Vacancies

Section 9.1 Should a TRM Executive Committee member resign, he/she should make a formal letter of resignation to be sent to the TRM Chair and Secretary.

Section 9.2 The TRM Chair may, as approved by the TRM council, appoint a temporary replacement of the vacant TRM Executive Committee position for about a defined period of time, at least until the election committee reconvenes and conducts a special election. The TRM secretary shall send the notice and official appointment to all TRM executive committee and TRM council via electronic mail.

Section 9.3 **When an active National Representative or Council Member loses his/her position in the Country Member Organization being represented, but having been formally elected to TRM, he/she shall continue to hold the position in a hold over capacity in order not to disrupt his/her duties, responsibilities and function in the TRM.**

Article 10 Nominations and Appointments to FM 360, ASPIRE and Theme Group heads.

Article 10.1 Regional FM360 Exchange coordinators are elected by their Member Organizational Representatives. They shall perform their functions, duties and responsibilities for the success of this specific exchange program.

Section 10.2 WONCA ASPIRE Regional Leaders for TRM are appointed by the ASPIRE Global Chair.

Section 10.3 Member Organizational Representatives of each Member Organization are automatically appointed as WONCA ASPIRE Moderators for the Member Organization they represent.

Article 11: Meetings

Section 11.1 TRM Executive Council Meetings

11.1.1 The Executive will hold regular online meetings during the year. [L]
[SEP]

11.1.2 The Executive will endeavor to meet in person at least once a year, during the Annual WONCA APR Conference. [L]
[SEP]

11.1.3 TRM Executive Meetings will be arranged by the Secretary.

11.1.4 The Secretary is responsible to inform the TRM Executive via e-mail whenever there is a meeting.

11.1.5 The Meeting shall be presided by the Chair, or if the Chair is incapacitated or unavailable, by either of the Vice Chairs, followed by the Secretary or Treasurer, in that order. If none of the aforementioned are present, the remaining executive board member present shall temporarily elect one of the Members.

Section 11.2 The Rajakumar Movement (TRM) Council Call Meetings [On line electronic meetings]

11.2.1 TRM Regular Council Meetings will be arranged by the Secretary.

11.2.2 Similar to the TRM Executive meeting the Regular council call meetings shall be directed by the Chair, or if the Chair is incapacitated or unavailable, by the Vice Chair (Either Asia or Oceania) Secretary or Treasurer, in that order. If none of the aforementioned are present, the remaining executive board members present shall temporarily elect one of the Members.

11.2.3 The Executive Secretary is responsible to inform the TRM Executive and TRM Council and other member at large via e-mail whenever there is a TRM Call meeting.

11.2.4 The secretary will record minutes of each TRM Meeting in English and circulate minutes to each Executive and Council Member no more than thirty days after the Call Meeting.

11.2.5 The agenda for the TRM Call Meetings shall: -

11.2.5.1 Be prepared by the Secretary with matters for the agenda from Council members to be received in writing by the Secretary by email not less than 14 days prior to the Call Meeting.

11.2.5.2 Be circulated in writing by email to Council Members by the Secretary not less than two weeks before the Call Meeting.

11.2.5.3 The TRM Call Meetings is consist of the following standard items: -

11.2.5.3.1 Minutes from previous Council Meeting

11.2.5.3.2 Attendance

- 11.2.5.3.3** Introduction of new members and Team members
- 11.2.5.3.4** New or Urgent Topics
- 11.2.5.3.5** WONCA Activity Report from each Member Organization
- 11.2.5.3.6** Theme Group Report
- 11.2.5.3.7** Agenda for Next Meeting

Article 12: Sponsorship and grants for WONCA APR and WONCA World Conventions:

Section 12.1 Guidelines for sponsorship and grants:

12.1.1 Sponsorship grants shall be given to any 4 active representatives and members of the Rajakumar movement for WONCA APR convention; and shall be given to any 2 active representatives and members of the Rajakumar movement for WONCA WORLD convention

12.1.2 Sponsorship grants shall be given to representatives and active members who will have a presentation/workshop/session/seminar in the WONCA APR or WONCA World pre-conference and conference that are presentation/workshop/session/seminar of TRM

12.1.3 The TRM Executive Committee shall make the selection process and shall nominate a representative based on majority vote

Section 12.2 Guidelines on procedure for all claims and reimbursement:

12.2.1 To facilitate the claims/ reimbursement, a member who make the request is advised to keep all receipts on the related expenses.

12.2.1 All requests need to be submitted with a signed claim form and provision of bank account details as follow:

12.2.1 Beneficiary's Name, Beneficiary's Bank, Swift Code, IBAN Code, and Account Number

12.2.2 All relevant documents including the receipts, bank account details and claim form should be sent to the Honorary Treasurer of TRM within 4 weeks upon returning from WONCA (World/APR) Conference.

Article 13: Adoption and Revisions/Amendments to the Guideline

Section 13.1 This Guideline is exclusive for The Rajakumar Movement (TRM) only. No Association, Organization, Academy or any Foreign Representation shall prevail over the TRM Guideline as long as this is in accordance with WONCA.

Section 13.2 The Guideline shall be presented during the Annual APR Council meeting in the WONCA APR Conference and if there is no objection it shall immediately be adopted and become effective and official.

Section 13.3 Any proposal for amendments and revisions in the guidelines shall be sent to the Chair at least 60 days prior to the next scheduled TRM meeting during the WONCA APR or WONCA World conferences.

Section 13.4 The TRM secretary shall notify all TRM Executive Committee members and TRM Council members about the proposal for amendments and revisions at least 14 days prior to the next scheduled TRM meeting.

Section 13.5 Adoptions of proposed amendments and revisions are made during the WONCA APR or WONCA World TRM Meeting. A quorum is needed before deciding to discuss the proposed amendment. At least two-third votes of the quorum are needed for a proposed amendment or revision be adopted.

Section 13.6 The TRM Secretary shall notify the TRM Executive Committee and Council members the adopted proposed amendments and revisions within 60 days from the adoption.

Section 13.7 Amendments and revisions shall become final, executory and unappealable after the period of 15 days immediately from adoption.

Section 13.8The Rajakumar movement has its own separate governance principles, which although related to WONCA guidelines are specific and separate.