

Constitution: World Federation for Medical Education

Article 1. Name and legal structure.

The name of the Federation shall be the World Federation for Medical Education. The Federation shall at all times have a legal personality or personalities in one or more jurisdictions as may be resolved by the Executive Council.

Article 2. Objectives.

- a. The objective of the Federation shall be to enhance the quality of medical education world-wide, and to promote the highest standards in medical education.
- b. The purpose of this objective in promoting better medical education is to improve health care for all mankind.
- c. In the fulfilment of this task, the Federation shall:
- d. promote the full and frequent exchange of information relevant to the advancement of medical education;
- e. promote the advancement of medical education, education in medical research and research relating to medical education;
- f. promote the sound, scientific, ethical and socially responsive management of medical education and medical schools;
- g. promote programmes designed to strengthen medical education and encourage the mutual support of programmes in medical education and education in the related disciplines;
- h. promote the joint planning of programmes pertaining to the relation between education in medicine and systems of delivery of health care;
- i. facilitate the liaison between the Federation and relevant professional associations throughout the world and to facilitate the liaison of such bodies with international organisations (in particular with the World Health Organization, the United Nations Children's Fund, the United Nations Development Programme, the United Nations Educational, Scientific and Cultural Organization, World Bank, and global organisations representing other health-care professions).

Article 3. Functions.

The objectives of the Federation shall be met by:

- a. the conduct and support of programmes aimed at the improving of the quality of medical education, including the development of standards in medical education, the promotion of accreditation of medical education programmes and institutions, the development of databases on medical education, through projects on the future of medicine and medical education, and through other publications and partnerships;
- b. work in partnership with the Members of the Federation, including Founding Members, Executive Members, and Associate Members, and with medical schools world-wide;
- c. the facilitation of the exchange of information among its Members, including Founding Members, Executive Members, and Associate Members, and their constituencies through publications, the holding of conferences and seminars, the appointment of consultants, and by other appropriate means;
- d. work on all stages of medical education, from basic (undergraduate) medical education, through postgraduate medical education, including vocational training, specialist education, and research doctoral education;
- e. the conducting and support of programmes pertaining to the relationship between education in medicine and the health sciences and the provision of health care;
- f. the doing of all such things as are incidental to or conducive to the attainment of any of the purposes stipulated in Article 2, including the appointment of trustees to hold and administer property on behalf of the Federation.

Article 4. Membership.

1. There shall be four classes of membership: Members, Founding Members, Executive Members and Associate Members.

2. Membership of the Federation shall be open to:
 - i) the following Regional Associations of Medical Education (here listed) each coterminous with the corresponding World Health Organization region:
 - (i) Association for Medical Education in the Eastern Mediterranean Region
 - (ii) Association of Medical Schools in Europe
 - (iii) Association of Medical Schools in Africa
 - (iv) Panamerican Federation of Associations of Medical Schools
 - (v) South East Asian Regional Association for Medical Education
 - (vi) Western Pacific Association for Medical Education
 - ii) such regional organisations devoted wholly or substantially to the advancement of medical education as from time to time may be designated by the Executive Council; and
 - iii) such other global, regional and national organisations as from time to time may be designated by the Executive Council.

3. If at any time any of the above-listed Regional Associations shall change its name without other material change to its nature and activities, it shall remain a member of the Federation under its old name until such time as the Constitution is amended to include the new name of the Regional Association. If at any time Executive Council decides that any of the above-listed Regional Associations of Medical Education has ceased to be representative of the relevant region, the Executive Council may resolve that an alternative Regional Association representative of the region in question be invited to take over membership of the Federation for that region.

4. There shall be a class of Founding Membership. The Founding Members are the World Health Organization and the World Medical Association. For the avoidance of doubt it is noted that the Panamerican Federation of Associations of Medical Schools and the Association for Medical Education in Europe were associated with the foundation of the Federation, but are Members and not Founding Members.

5. There shall be a class of Executive Membership. One of the Executive Members shall be a student organisation that is the representative of medical students worldwide. The Executive Members for the time being are the Association for Medical Education in Europe, International Federation of Medical Students' Associations, the Junior Doctors Network of the World Medical Association and the Educational Commission for Foreign Medical Graduates. The Executive

Council may invite additional Executive Members on the vote of at least two thirds of the voting membership of the Executive Council.

6. Associate Membership of the Federation shall be open to such associations devoted wholly or substantially to the advancement of medical education as from time to time may be designated by the Executive Council. The period of Associate Membership shall be four years, unless otherwise prescribed by the Executive Council, and may be renewed at the discretion of the Executive Council.
7. Membership, Executive Membership or Associate Membership of the Federation, or membership of the Executive Council, may be withdrawn for good cause on the vote of at least two thirds of the voting membership of the Executive Council. Any person or organisation from whom or from which membership is withdrawn shall be furnished with a statement in writing setting out the grounds upon which membership has been withdrawn, and the conditions under which an application for readmission shall be entertained.

Article 5. Organisation.

- 1.** The business of the Federation shall be conducted by:
 - a.** an Executive Council
 - b.** a President
 - c.** a Vice President
 - d.** an Executive Director
 - e.** a Treasurer

- 2.** The Executive Council.
 - a.** The Executive Council shall consist of the President, the Vice President, the immediate Past President, any President-elect, the Executive Director, the Presidents of the Regional Associations listed in Article 4 (i), and one representative of each Founding Member and Executive Member, together with such other persons as may have been invited by the Executive Council. The President of a Regional Association may nominate a substitute to attend the Executive Council on his or her behalf. Invited members shall normally serve as members of the Executive Council for a period of four years, but this period may be extended by the Council. Invited members shall be entitled to all the privileges of membership but may neither vote nor hold office within the Executive Council.
 - b.** All members of the Executive Council will be entitled to vote. The Executive Director, any invited guests present, and members of staff will not be entitled to vote, unless these members are also members in another category. Any representative or nominated substitute will be entitled to vote.
 - c.** Before the process of nomination and election of the President, members of the Executive Council for the time being must agree the specification of the person to be appointed, in the light of the needs and circumstances of the World Federation for Medical Education at the time.
 - d.** The Executive Council shall supervise the operation and administration of the Federation. The programme and budget of the Federation shall be submitted by the Executive Director to the Executive Council for its approval.
 - e.** In the event of a vacancy occurring on the Executive Council, this vacancy shall be filled by that Council member's successor in office, or, in the case of an invited member, by such person as may be nominated by the Executive Council.
 - f.** Members of the Executive Council shall endeavour to minimise any conflict of interest they hold concerning the activities of the Federation. Members of the Executive Council shall declare any conflict of interest at least once each year. Should an actual or potential conflict

of interest arise, the Executive Council member shall disclose such conflict to the President and take such measures as may be necessary, including recusal from any related votes.

- g.** Conduct of Executive Council members: Executive Council members shall see themselves as part of the organisational structure of the Federation, understand and advocate for the mission of the Federation, and separate themselves from any personal agenda. Executive Council members shall maintain good working relationships with other Executive Council members and contribute in a positive fashion to the Executive Council's working relationship with the management of the Federation. Executive Council members will respect the confidential nature of the Council's deliberations, and of papers, communications and other World Federation for Medical Education materials.
- h.** The Executive Council shall meet at least once a year. Each year at least one of the Executive Council meetings should be held in person. Further meetings of the Executive Council may be held by videoconference.
- i.** The Executive Council may appoint subcommittees in any relevant matter to advise the Executive Council and the President. The subcommittees of the Executive Council will at all times include a Finance Committee and a Risk Committee, and only members of the Executive Council may be full voting members of any subcommittee. The quorum for any meeting of the Finance Committee or the Risk Committee shall be one half of all the membership.
- j.** All decisions of the Executive Council shall be taken by simple majority of the members present and entitled to vote. The President may choose to abstain in the initial round of voting and reserve his or her vote to be the casting vote, in case of a tie. In case the President uses his or her vote in the first round of voting and the vote concludes in a tie, the motion is considered failed. One half of the membership of the Executive Council shall constitute a quorum.
- k.** The President is authorised, at his discretion, to consult individually members of the Council and to act in accordance with the majority of the replies received.
- l.** The President will normally act in consultation with the Vice President, the immediate Past President, any President-Elect and the Executive Director.

3. The President.

- a.** The President shall be elected by the voting members of the Executive Council. He or she shall hold office for four years and shall be eligible for re-election for a second term, but no longer.
- b.** Candidates for this election may be nominated by any member of the Executive Council. Nominations must be made in writing, circulated to all members of the Executive Council. Nominations must be made no later than one year before the new President takes office, and the election of the President must take place at a meeting of the Executive Council, and no later than six months before the new President takes office.

4. The Vice President

- a. The Vice President shall be elected by the voting members of the Executive Council. He or she shall hold office for four years and shall be eligible for re-election for a second term, but no longer.
- b. Candidates for this election may be nominated by any member of the Executive Council. Nominations must be made in writing, circulated to all members of the Executive Council. Nominations must be made no later than two months before the new Vice President takes office, and the election of the Vice-President must take place at a meeting of the Executive Council, and no later than one month before the new Vice President takes office.

5. The Executive Director.

- a. The Executive Council shall when circumstances permit appoint an Executive Director, who shall serve for a four year term of office and who shall be eligible for reappointment. The Executive Director shall be the chief administrative and legal officer of the Federation, and shall have power to do all such things as are incidental to this office, including the organisation of meetings of the Executive Council. He may employ officials and pay to them such remuneration and allowances as the Executive Council may from time to time determine.
- b. The Executive Director shall be a member of the Executive Council and shall serve as its secretary. He or she shall also be a member, and shall serve as secretary, of all commissions and committees of the Council. He or she shall have organisational responsibility for all conferences convened by the Federation, but may delegate this function, as well as any of the secretarial functions mentioned above.
- c. The Executive Council may direct that the offices of President and Executive Director, or that the office of Vice President and Executive Director, shall be held simultaneously by the same person.

6. The Treasurer.

- a. The Treasurer shall be appointed by the Executive Council to oversee financial matters and will normally be a member of the Council. He or she shall supervise the Executive Director and any financial controller within the staff for the preparation of accounts. The Treasurer will normally be the chair of the Finance Committee

Article 6. Relationships.

The Federation, as the representative body of world medical education, shall maintain relations with the organisations listed in Article 2 (f) and other appropriate agencies.

Article 7. By-Laws.

The Executive Council shall have power to approve by-laws for the regulation of the affairs of the Federation. Such by-laws shall be drawn up by the Executive Director and may be amended by majority vote of the Executive Council.

Article 8. Amendments.

This Constitution may be amended by the Executive Council on the vote of two thirds of its membership. Proposed amendments to the Constitution shall be submitted in writing to all members of the Executive Council not less than three months prior to the date of the meeting at which they are to be considered. The Executive Council may exceptionally, by a unanimous vote at a meeting, agree an immediate amendment to this Constitution subject to that amendment being unanimously ratified by the Executive Council in correspondence no later than six months after the date of the meeting where the amendment was agreed.

Article 9. Dissolution.

The Federation may be dissolved on the unanimous vote of the Executive Council. In the event of such dissolution, all surplus funds and assets of the Federation shall be distributed, either to an organisation or to organisations having similar objectives as those of the Federation, as the Executive Council shall direct.

Article 10. Effect.

This Constitution was ratified by the Executive Council through consultation and came into effect on 31 December 1988. Article 9 was revised and unanimously adopted by the Executive Council on 26 June 1989. Article 5 was amended by unanimous decision of the Council on 29 September 1994. Articles 2, 3, 4, 5, 6 and 8 were amended as worded above by unanimous decision of the Executive Council on 14 April 2014. Articles 1, 4 and 5 were amended by unanimous decision of the Executive Council on 17 June 2022. Articles 5 and 6 were amended by unanimous decision of the Executive Council on 26 October 2022. Articles 4 and 5 were amended by unanimous decision of the Executive Council on 11 April 2023.