

UCL Malaysian Society
Constitution

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PART 1

STATUS, PURPOSE, INTENT AND MEMBERSHIP

1. Name

- 1.1. The name of the club/society shall be the University College London Malaysian Society.
- 1.2. The club/society shall be affiliated to UCL Union

2. Terms, Aims and Objectives

- 2.1. The club/society shall hold the following as its aims and objectives. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2. Organising events and activities and holding talks and briefings for current and prospective students
- 2.3. The main activities shall include The Malaysian Night, Freshers Fair, Theatre Outings, Leisure activities & Dinner Outings to celebrate particular Malaysian Festivals.
- 2.4. Other activities include a Pre-Departure Briefing for First Year Students.

3. Statement of intent

- 3.1. The constitution, regulations, management and conduct of the club/society shall abide by all UCL Union Policy, and shall be bound by the UCL Union Constitution, the Club and Society Regulations and Good Practice Guidelines.
- 3.2. The club/society stresses that it abides by the UCL Union Equal Opportunities Policy, and that club/society regulations pertaining to membership of the club/society or election to management of the club/society shall not contravene this policy.

4. Membership

- 4.1. The following shall be eligible to become members of UCL Union Malaysian Society
 - 4.1.1. UCL Union Full Student Members
 - 4.1.2. UCL Union Associate Members
- 4.2. All members shall pay an annual subscription to join the club/society; the membership fee shall be decided by the club/society committee.

5. The Club/Society Committee

5.1. The committee shall consist of the following members:

- 5.1.1. President
- 5.1.2. Vice President and Welfare Officer
- 5.1.3. Treasurer
- 5.1.4. Corporate Relations Director
- 5.1.5. Secretarial Director and Community Outreach Officer
- 5.1.6. Events Director
- 5.1.7. Sports Director
- 5.1.8. Malaysian Night Director
- 5.1.9. Malaysian Night Producer

5.2. All committee members must be members of the club/society and therefore must pay the full membership fee at the start of the year. They must also be current students on a full or part time course at UCL.

5.3. No committee member shall hold more than one post during each academic year.

5.4. Office shall be held from August 1st to July 31st of each academic year.

5.5. An outgoing member may be eligible for re-election should they remain a member of the club.

6. Management and Job Descriptions

6.1. The President:

- 6.1.1. Shall represent the club/society and shall be responsible for making sure that the club/society is run in accordance with its constitution, the UCL Union Club and Society regulations, Good Practice Guidelines, and Standing Orders of UCL Union.
- 6.1.2. It is the responsibility of the President to call General Meetings of the club/society, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations.

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6.1.3. Shall be the primary point of communication between the Union and the club/society members. It is therefore required that s/he attends meetings of the relevant Union Committees.

6.2. The Vice President and Welfare Officer

6.2.1. Shall take up the President's duties whenever the President is not available

6.2.2. Shall act as a liaison for all club/society activities particularly for external events involving other clubs/societies from UCL or otherwise

6.2.3. Shall be assisting the Events Director with the planning and implementation of society events, although the primary responsibility of event organisation will still lie on the Events Director

6.2.4. Shall ensure the wellbeing of all BOD Members

6.3. The Treasurer:

6.3.1. Shall carry out the day to day financial duties of the club/society, and is responsible to the union for club/society finances to the membership.

6.3.2. Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the club/society ensuring that these are made through the Union Finance Department; only the Treasurer, or in his/her absence the President, may authorize withdrawals or expenditure from the club/society accounts.

6.3.3. Shall maintain a club/society account book.

6.4. The Corporate Relations Director

6.4.1. Responsible for writing formal letters and emails to external parties

6.4.2. Responsible for corporate relation matters

6.4.3. Act as the main person of contact for sponsorship matters.

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6.5. The Secretarial Director and Community Outreach Officer

- 6.5.1. Responsible for taking meeting minutes
- 6.5.2. Responsible for all social media accounts of the society
- 6.5.3. Responsible all formal and informal publicity for events organised by the Society
- 6.5.4. Responsible for sending newsletters to members
- 6.5.5. Responsible for seeking volunteering opportunities and serves as the point of contact for such activities.

6.6. The Sports Director

- 6.6.1. In charge of the society's contingent to the Malaysian Games
- 6.6.2. Shall be the person in charge of weekly sports activities/friendlies and bookings
- 6.6.3. In charge of the welfare and wellbeing of all sports players during a tournament

6.7. The Events Director

- 6.7.1. The main person in charge for planning and organising all Society events other than the annual Malaysian Night.

6.8. The Malaysian Night Director

- 6.8.1. Responsible for the stage performance of the Malaysian Night.
- 6.8.2. Responsible for recruiting and training actors and/or dancers.
- 6.8.3. Given full discretion on the appointment a co-director, who shall not be part of the UCLU Malaysian Society Board of Directors - including method of appointment and person of appointment

6.9. The Malaysian Night Producer

- 6.9.1. In charge of the production of the Malaysian Night, including logistics, food, guests and VIPs
- 6.9.2. Shall support the creative vision of the director
- 6.9.3. Shall be in-charge of submitting formal bids for an appropriate venue to hold the Malaysian Night
- 6.9.4. Shall be in-charge of forming the production team

- 6.9.5. Given full discretion on the appointment a co-producer, who shall not be part of the UCLU Malaysian Society Board of Directors - including method of appointment and person of appointment
- 6.10. The management of the club/society shall be vested in the club/society committee
- 6.11. Definitions in relation to Clause 6.11.4
- 6.11.1. “Relevant committee members” are committee members directly and majorly involved with the work of the disputed committee member(s).
- 6.11.2. “Irrelevant committee members” are any other committee members.
- 6.12. Any complaints concerning the activities of any individual member should be submitted to the Student Activities Officer who will direct it to the appropriate UCL Union Board.

7. The Annual General Meeting

- 7.1. The AGM shall be held during the second term of the academic year, and shall have as its main business:
- 7.1.1. The presentation of the Officers Reports for the past year.
- 7.1.2. The election of the Committee for the next session.
- 7.2. An agenda giving notice of the AGM must be circulated to all club/society members at least a week in advance
- 7.3. Nominations for club/society officers must be posted at least a week in advance of the AGM and closed before the meeting.
- 7.3.1. In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
- 7.4. The quorum of the AGM shall be 20% of the full membership of the club/society. If this limit is not reached, no decision taken by the

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meeting will be official unless it has been ratified by Activities Board.

7.5. The meeting should be chaired by the President of the club/society or by any person that the meeting sees fit, provided that he/she is a member of the club/society, and a full member of the Union.

7.6. In the event that no person is voted in to a post or of resignation from a position, the President will undertake the duties until such time as the post is filled.

8. Resignations

8.1. If a club/society President or Treasurer chooses to resign before the end of their term of office they should consult with the rest of the committee and then they must approach the Student Activities Officer for advice before they stand down.

8.2. An Extraordinary General Meeting (EGM) must be held and, upon election, the new President/Treasurer must sign an acting President/Treasurers contract and attend a brief training session with the Student Officer.

9. Finance

9.1. The club/society will hold an account with the Union and shall administer this in accordance with the UCL Union financial procedures.

9.2. The club/society Treasurer will provide the Finance and Democracy Officer with a detailed budget for the following academic year during the first half of the second term of the academic year.

9.3. Budgets for all events shall be taken to the Finance & Democracy Officer in order to be approved.


10. Health and Safety

10.1. The club/society acknowledges its duty of care to its members and will abide by UCL Union's Health and Safety policy.

11. The Constitution

- 11.1. The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. Activities Board and Governance Committee shall approve any such alterations.
- 11.2. The Constitution shall be binding on the club/society officers.
- 11.3. This constitution has been approved and accepted as the Constitution for the Students' Union UCL Club/Society Name. By signing this document, the President and Treasurer have declared that they have read and abide by the Students' Union UCL Clubs and Societies Regulations.

President Name: Anjali Ruth Muthusamy Treasurer Name: Joan Wu Jen Jen

President Signature: 

Treasurer Signature: 