



# **The Constitution**

**CAMBRIDGE UNIVERSITY MALAYSIA SOCIETY**

Amended 11<sup>th</sup> March 2019

## **Section 1: Name**

The name of the organisation shall be the Cambridge University Malaysia Society (CUMaS).

## **Section 2: Aims and Objectives**

- (1) To exist in consonance with the Constitution of Malaysia, as well as the principles of the Universal Declaration of Human Rights and the Rukun Negara (the National Credo of Malaysia).
- (2) To promote, uphold and represent the interests and welfare of Malaysian students in Cambridge University in particular.
- (3) To nurture Malaysian cultural, educational, social, political and economic awareness and understanding amongst Malaysians and other communities in Cambridge and in United Kingdom in general.
- (4) To fortify Malaysian cultural, ethnic and religious tolerance and understanding.
- (5) To organise events and activities to cater for the interests and needs of the members and Malaysian students in Cambridge University in particular.
- (6) To foster a continuing dialogue, discussion and exchange of ideas in issues of interest to Malaysians.

### **Section 3: Membership and Subscription**

- (1) Full membership is open to all members of Cambridge University. Full members have the right to vote, hold office, attend and participate in any event organised by the Society. Full members have the right to enquire into and inspect the Society's Accounts provided that 7 full term day's notice is given to the Treasurer. Any full member is allowed to attend any Executive Committee meeting as long as the Secretary is informed in writing 3 full term day's before the meeting takes place. However, the full member can only act as an observer. Full membership can be subscribed annually or on a permanent basis (life member).
- (2) Associate membership is open to any person who is not a member of Cambridge University provided that the application is supported by an existing full member. Associate members shall enjoy the benefits and privileges of full members except to vote nor to hold office. Associate membership can only be subscribed on an annual basis.
- (3) Honorary membership will be awarded to distinguished personage or individual who has contributed to the Society or the Malaysian community in general. The bestowal and removal of such membership is entirely and only at the discretion of the Executive Committee. However, a full member has the right to nominate for the bestowal or removal of an honorary member.
- (4) If in any case the Executive Committee feels that a member's action contravenes with the aims and objectives of the Society, the Executive Committee reserves the right to suspend or expel the member concerned provided that two-thirds of the Executive Committee is in favour.
- (5) The subscription for a particular year shall be determined by the current Executive Committee. Annual subscription for full and associate membership shall be equal.

## **Section 4: The Executive Committee**

- (1) The Executive Committee shall consist of the President, Secretary, Treasurer, Publicity Officer, Entertainment Officer, Sports Officer, Welfare Officer, Corporate Relations Officer and five elected ordinary Committee Members. Ordinary Committee Members' portfolios are to be designated by the President. The content of these portfolios must receive the assent of the Executive Committee, expressed through a simple majority vote. All Executive Committee members are to be democratically elected, as per the procedure laid out in Section 6 of this Constitution.
- (2) The President has the power to appoint up to four Non-Executive Committee members, the exercise of which is a matter of discretion. These appointed Non-Executive Committee members have no right to vote in an Executive Committee meeting.
- (3) In addition, there shall be a Senior Treasurer, acting as an ex officio member of the Executive Committee. The Senior Treasurer shall be a member of the Regent House, or another person approved by the Junior Proctor. The Senior Treasurer shall be tasked with auditing the Society's Accounts. The Senior Treasurer shall be appointed by the elected members of the Executive Committee and shall be ex officio a member of the Executive Committee.
- (4) The President or the Secretary (in the absence of the President) reserves the right to summon an Executive Committee meeting. The quorum for an Executive Committee meeting shall be five. All Executive Committee meetings shall be made public to all full members at least five (5) days prior to the meeting and the minutes to be circulated among the members at the latest seven (7) days after the meeting.
- (5) In the event that fewer than 13 individuals are elected to constitute the whole committee (executive and general), the remaining vacant positions shall be filled through an additional round of elections.
- (6) The elections shall be administered by those elected to constitute the Executive Committee, and may take the form of a physical or online vote, the

choice of which is a matter for their discretion. This discretion shall be exercised with the assent of a simple majority of those elected.

- (7) In the event of a vacancy in the Executive Committee arising after its 13 members have been elected, a by-election shall be held within 14 full days of the President becoming aware of the vacancy. It is the duty of the Executive Committee to inform all CUMaS members 7 Full Term days prior to the date of the by-election, which may be conducted through an online vote at the Executive Committee's discretion. A list of by-election candidates shall be finalised by the Executive Committee and circulated to all CUMaS members no later than 7 Full Term days prior to the by-election.
- (8) The Executive Committee has the authority to receive and utilise financial resources on behalf of the Society and is responsible for the management of the Society.
- (9) Any Executive Committee member not attending three consecutive Executive Committee meetings shall automatically cease to be a member of the Executive Committee, unless a satisfactory explanation is given to the Executive Committee.
- (10) The Executive Committee has the powers to make and amend by-laws as deemed fit for the routine management of the Society. These by-laws shall be made available to all CUMaS members by the Secretary.
- (11) If there are no manifesto submissions for a first-choice position for an executive committee (less than one) then the current executive committee has no choice but to re-open the opportunity for submissions for the vacant position again. The deadline for this extension is at the discretion of the current executive committee.
- (12) In the event that there are still vacant positions for the executive committee after the deadline of re-opening submissions, the AGM will still commence and then (5) is followed.

## **Section 5: Duties of the President**

- (1) The President will chair all meetings of the Executive Committee and has a casting vote where there is no clear majority.
- (2) In the temporary absence of the President, the Secretary shall assume all authorities, duties and responsibilities of the President. If a vacancy should arise in the office of the President, the Secretary shall call a by-election within 14 full term days.
- (3) For the purposes of any Committee meeting, questions of interpretation related to this Constitution and any by-laws shall be resolved by simple majority vote, with the President having a casting vote where no clear majority can be reached.

## **Section 6: General Meetings (AGM and EGM)**

- (1) The President shall summon an Annual General Meeting (AGM) within the Lent Term for which a 14 Full Term day's notice must be given.
- (2) An Extraordinary General Meeting (EGM) can be summoned by the President or any three of the Executive Committee members. It may also be called by either twenty full members or one-third of full membership (whichever is less), provided that a 14 Full Term day's notice is given to the Executive Committee. It is the duty of the Executive Committee to inform all CUMaS members 7 Full Term days prior to the date of the EGM.
- (3) At the AGM, the Society shall elect the Executive Committee for the following year. The committee-elect shall assume office after a transition period of 7-14 Full Term days. Only members present at the AGM can be nominated. Voting shall be by secret ballot. A Single Transferable Vote system shall be used to count the votes.
- (4) Only members present at the AGM/EGM shall be entitled to vote. The Executive Committee shall allow voting by proxy, and the relevant forms shall be made available 7 Full Term days before the AGM/EGM. A full member attending this meeting may cast his own vote and up to two proxy votes (provided that the appropriate forms have been filled). Members voting by proxy ('principals') shall be deemed to be present at the meeting.
- (5) Principals may give written instruction to the proxy voter no less than 6 hours prior to the AGM/EGM as to how to cast the principal's vote. The proxy shall cast the proxy votes in accordance to the principal's instructions where he is so instructed.
- (6) At least one-third of the total number of full members currently residing in Cambridge must be present at an AGM/ EGM in order for it to be valid. If a quorum is not met in an AGM after a reasonable period, a second AGM shall be summoned within a certain period to be decided by the Executive Committee. If a quorum is still not met in the second AGM, a valid AGM shall proceed after 1 hour.



- (7) A motion may be tabled at an AGM/EGM by any full member, provided that it is given in writing to the Secretary who shall inform the members within 7 Full Term days prior to the date of the AGM/EGM. Any motion and any amendment to the motion shall require a proposer and a seconder and shall be carried through by a simple majority.
- (8) Any part of the constitution can only be amended at an AGM/EGM. Provided that the conditions of AGM/EGM are met, the motion for amendment must be voted for by at least two-thirds of the full members present.

## **Section 7: Capital Fund and Financial Resources**

- (1) The purpose of the fund is to finance the activities and administration of CUMaS, and to promote links with the contributors.
- (2) The treasurer should produce a budget plan accessible to all members of the society upon request by the beginning of the Michaelmas term. This plan should outline the following:
  - a) the projected amount that will be spent on the upcoming year's events
  - b) the projected amount that will be received from sponsors.
- (3) The treasurer shall maintain a separate account for the fund in the form of a longterm interest bearing account. This includes any investment of the principal in any form where speculative or capital gains may accrue. Only the interest accrued may be used by the Executive Committee at their discretion to promote the aims and functions of CUMaS.
- (4) This long-term interest account shall hold a value of (on this current date, 27 February 2010), at least £3000. This amount can only be varied by amending this section of the Constitution. This value is subjected to a 3% increase in value per annum to counter the effects of inflation. Should the treasurer choose to dip into the long- term interest account, he/she has to inform the Society of his/her decision and explain this at the AGM. Once the total of other funds reaches a value above 75% of the corrected value of the long-term interest account, the current committee should begin topping up the long- term interest account until the total of the other funds fall below the 75% mark or until the long- term interest account reaches its minimum value, whichever comes first. This should be fully implemented before the next AGM.
- (5) The principal sum shall remain in deposit without alienation, subject to the dissolution of CUMaS whereby the principal shall revert to the contributors. In the event of the dissolution of CUMaS, other financial resources shall be donated to charity. The organisation(s) that will receive this donation shall be decided by the Executive Committee.

- (6) All contributors to the fund shall be acknowledged in all subsequent annual publications as the "Sponsors of CUMaS".
- (7) The Executive Committee shall assist in the dissemination of any literature or publication received from the sponsors of CUMaS.

## **Section 8: Changes to the Constitution**

(1) No amendment to this Constitution intended to remove the position of Senior Treasurer, to alter their prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer can be tabled without the prior written agreement of the Junior Proctor of the University of Cambridge.