

# Constitution for ICU Malaysian

## 1. Name

- 1.1 The club shall be a member of the Culture Committee.
- 1.2 The name of the Club shall be Malaysian, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 The objectives of this society are:
  1. To uphold and promote the image of Malaysia through all possible means.
  2. To provide for the welfare of the Malaysian students in Imperial College.
  3. To provide for and maintain the interaction and camaraderie amongst Malaysian students in Imperial College.
  4. To play the active role as a member of the international community of students in IC.

## 3. Statement of Intent

- 3.1 The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club and election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs & Societies Policy.

## 4. Membership

- 4.1 The following shall be eligible to become members of the club:
  - 4.1.1 ICU Full Members
  - 4.1.2 ICU Associate Members
  - 4.1.3 ICU Life Members
- 4.2 Any club member who is a full member of ICU shall be a 'full member' of the club, all other members shall be 'associate members' of the club.
- 4.3 All members shall join the club, a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board.

## 5. Committee

- 5.1 President
- 5.2 Treasurer
- 5.3 Secretary
- 5.4 Communication Secretary
- 5.5 Committee Member
- 5.6 Vice President
- 5.7 Sports Officer

## 6. Management and Job Descriptions

- 6.1 The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
- 6.2 The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.3 The Treasurer shall carry out the day to day financial duties of the club.

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- 6.4 The Vice President shall
- o Assumes the duties of post of President when the latter is unavailable or unfit to discharge her/his duties.
  - o Advises and assists the President in the running of the society.
  - o Takes charge of, at least, one event throughout her/his tenure which promotes Malaysian culture and encourages the camaraderie among the members of the society
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- 6.5 The President shall
- o Officially presides over the running of the society
  - o Makes decisions in consultation with the other members of the executive committee.
  - o Chairs meetings (meetings of the members of the executive committee, Annual General Meetings, Ordinary General Meetings) unless agreed upon otherwise.
  - o Acts as the spokesman and representative of the society in liaison with external organisations.
  - o Ensures a cordial working relationship among the members of the executive committee.
  - o S/He should be consulted by the members of the executive committee in all matters pertaining to the society.
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- 6.6 The Communication Secretary shall
- o Takes charge of all matters, when necessary, pertaining to the publishing of materials produced by the society.
  - o Maintains the society's official website and updates it at least monthly
  - o In charge of internal communication, ICUMS mailing list and forwarded e-mail
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- 6.7 The Treasurer shall
- o Budgets the expenditure of the society for the year.
  - o Works closely with the secretary to ensure that all members pay the appropriate registration fee.
  - o Maintains the accounts of the society and gives a monthly record of these accounts to the executive committee.
  - o Constantly monitors the outflow of money from the society.
  - o In charge of canvassing of sponsorship
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- 6.8 The Secretary shall
- o Prepares the minutes of all meetings and distributes these minutes to the members of the executive committee.
  - o Keeps a record of all activities organised throughout the year.
  - o Keeps a database of all the members of the society and constantly monitors and updates it.
  - o Writes the necessary documents to individuals or organisations as required by the society.
  - o In charge of making and distribution of membership cards
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- 6.9 The Sports Officer shall
- o Ensures that the sporting needs of the members are met.
  - o Organises, if required, and sends contingents to sports meets.
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- 6.10 The Committee Member shall
- o Provides the support and assistance necessary in the running of the society and the organisation of events.
  - o Be prepared to take on responsibilities as and when required by the society.
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## 7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair of the club and held at least monthly.
- 7.2 At least five College days' notice of a committee meeting must be given to the committee.
- 7.3 Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.
- 7.4 Quorum shall be two-thirds of the committee of the club.
- 7.5 Decision shall be reached by simple majority of the committee members present.

## 8. General Meetings

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- 8.1 A general meeting may be called by the club Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within ten College days of receipt of the proposal.
- 8.2 General meetings may only be held during undergraduate term time.
- 8.3 At least five College days' notice of a general meeting must be given to the club membership.
- 8.4 Only full members of the club may vote at general meetings.
- 8.5 Quorum of the meeting shall be half of the full club members.
- 8.6 Decision shall be reached by a simple majority of the full members present.

## 9. Annual General Meeting

- 9.1 The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:
  - 9.1.1 The presentation of the report of activities, including financial activities, for the past year.
  - 9.1.2 The election of the committee for the next session.
- 9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.
- 9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.
  - 9.3.1 Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.
  - 9.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.
- 9.4 The quorum of the AGM shall be half of the full members of the club.
- 9.5 In the event that no person is voted in to a post or of resignation from a position, the Chair will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.
- 9.6 Further guidance on elections can be found in the Election Regulations for Imperial College Union.

## 10. Finance

- 10.1 The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.
- 10.2 The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 10.3 Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

## 11. Health & Safety

- 11.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.
- 11.2 The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

## 12. Additional Activities

## 13. Constitution

- 13.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.
- 13.2 This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Malaysian on 03/12/2015 by Hann Son and Dana Tahboub