

# University of Manitoba Malaysia and Singapore Student Association Constitution as of September 2018

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## **Student Group Name:**

University of Manitoba Malaysia and Singapore Student Association ~ a.k.a. UMMSA

## **Purpose of Group:**

The University of Manitoba Malaysia and Singapore Student Association aims to provide a welcoming atmosphere for Malaysian and Singaporean students of University of Manitoba, a platform for networking, and to help assimilate new students while preserving and promoting our vibrant culture. This is accomplished through social events and gatherings that are open to anyone who would like to create new bonds, friendships and provide guidance to young students.

## **Membership Policies:**

Membership is open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the group is undergraduate students.

Memberships for the group last for a full academic year, September to August.

Executives have the right to ask for a \$10 membership fee (optional for membership and subject to change) to aid in financing events, gatherings and any social events for UMMSA.

Compliance with UMSU/SGPAC Policies and Procedures:

UMMSA will follow all bylaws, policies and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC)

## **Executive Officers and Duties (as of September 2018):**

The following are the Executive officers of UMMSA, along with their duties:

### ***President – Win Jian, Chan (Student ID: 7746391)***

Attend all meetings of UMMSA

Act as a signing authority for UMMSA

Act as spokesperson for UMMSA to the public

Be the contact person for UMSU and SGPAC

Act as Chair for meetings if no other Chair has been appointed

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## *VP External – Jacqueline Tiew (Student ID: 7842001)*

Attend all meetings of UMMSA

Act as a backup signing authority for UMMSA when the other President is unable

Be responsible for booking equipment from UMSU

Maintain and oversee amendments in constitution and recent changes in UMSU policies

Share any/all responsibilities of high importance with the other President

## *VP Internal – Sarah Cheah (Student ID: 7791492)*

Attend all meetings of UMMSA

Act as a backup signing authority for UMMSA when the other President is unable

Be responsible for booking equipment from UMSU

Maintain and oversee amendments in constitution and recent changes in UMSU policies

Share any/all responsibilities of high importance with the other President

## *VP Finance – Laura Cheah (Student ID: 7794487)*

Attend meetings that involve financial and budgetary concerns

Prepare an annual budget report that needs to be handed in to President or other VP's to be looked over and backed up

Oversee all collected finances and receipts that should be documented and counted regularly (example: after every event or a newly collected membership fee)

## *Treasurer – Kelvin Liew (Student ID: 7808499)*

Attend meetings that involve financial and budgetary concerns

Assist VP Finance in preparing an annual budget report

Oversee all collected finances and receipts that should be documented and counted regularly (example: after every event or a newly collected membership fee)

## *Secretary – Hui Lin (Student ID: 7844449)*

Attend all minutes of UMMSA

Act as a signing authority for UMMSA

Responsible for recording minutes of all UMMSA meetings

Responsible for aiding and updating President and Vice Presidents' of recent changes in events, records of all documents and financial status of UMMSA

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*Secretary – Victoria Leong (Student ID:7842765)*

Attend all minutes of UMMSA

Act as a signing authority for UMMSA

Responsible for recording minutes of all UMMSA meetings

Responsible for aiding and updating President and Vice Presidents' of recent changes in events, records of all documents and financial status of UMMSA

*Social director – Marcus Wong (Student ID: 7816009)*

Attend all meetings regarding events of UMMSA

Organize interactive activities during events

Attend most/all monthly social event

Responsible for updating all events on social media (example: UMMSA Facebook page)

*Social director – Adrian Ong (Student ID: 7846387)*

Attend all meetings regarding events of UMMSA

Organize interactive activities during events

Attend most/all monthly social event

Responsible for updating all events on social media (example: UMMSA Facebook page)

*Social director – Bibik Thamsuhang (Student ID: 7860737)*

Attend all meetings regarding events of UMMSA

Organize interactive activities during events

Attend most/all monthly social event

Responsible for updating all events on social media (example: UMMSA Facebook page)

## **Executive Elections and Terms of Office:**

All UMMSA elections for the upcoming year will occur no later than March 31st. Prior to the election, the Executives can appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of UMMSA, and cannot be a person who is running in the election. If a CRO is not needed, applications for the Executive board will come to a voting in which 2/3 of the votes are required to win a position. Prior to this, voting can be opened up to other official members of UMMSA, in which the top 3 candidates for each position will be picked by the Executives to be voted on.

The duties of the CRO/Executives are to:

Oversee and administer the elections for UMMSA

Publicize the elections to the membership of UMMSA

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Hear and decide on any appeals or complaints related to the elections  
Oversee and administer the counting of votes or ballots for the elections  
Announce the results of the elections and inform UMSU of who next year's Executive will be

Voting for the upcoming year's Executive will be conducted as follows:

1. Nominations for any elected positions will last for three days. Candidates who wish to be nominated should inform the CRO/Executives during that period, and must be a member in good standing of UMMSA at the time of their nomination.
2. Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least a week.
3. The CRO/Executives will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of UMMSA prior to voting.
4. Voting will be open for at least two days, and will be held in a safe and secure location accessible to all members of the group. Social media/survey websites can be used to cast votes as it is more accessible to anyone without needing a voting/ballot station.
5. The ballots/votes will be collected by either the CRO/Executives and counted; results will be sent to candidates and UMMSA members.

## **Transition of the Executives:**

A. During the period from the end of the second week of April until the first day of May, when the new Executives will assume office, it is the responsibility of the departing Executives to orient the newly elected executive officers to their jobs. This includes teaching the incoming executive about student group and Students' Union policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all student group email accounts), and preparing the new Executive to be effective in their roles for the next year's work.

B. It is the responsibility of the departing President to ensure that all student requirements to the Students' Union, including submission of a complete annual report and the removal of all student group records and materials from the club office and locker, have been fulfilled before the incoming Executive assumes office.

C. It is the responsibility of the departing President and Vice President's to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing President and Vice President's must arrange with the respective incoming Executives for the transition of the student group bank accounts into the

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incoming President's and Vice President's names. These tasks are to be completed and their outputs delivered to the new Executives no later than the last day of April.

D. It is the responsibility of the incoming Executive to assume custody of all student group records and materials and accountability for all financial activities of the student group and for all club requirements to the Students' Union commencing with the first day of May

## **Meetings:**

The President may call an Executive meeting at any time, but must give the other Executive officers at least 48 hours notice. There shall be at least one Executive meeting per month during the academic year (September to April).

The Executive will schedule at least two meetings a year for the entire UMMSA membership.

## **Amendments to the Constitution:**

Any changes (amendments) to this constitution must be approved by a formal vote of all the current Executives of the group.

The proposed changes must be made available to all members of the group at least two weeks before the meeting, and require the support of at least two-thirds of the members present and voting at the meeting.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting.