



# READING UNIVERSITY MALAYSIAN BRUNEIAN SINGAPOREAN ASSOCIATION

## THE CONSTITUTION

### **Article 1: Official Names, Affiliations and Aim**

- 1.1 The name of the Organization shall be the Reading University Malaysian Bruneian Singaporean Association (RUMBSA), hereafter referred to as "RUMBSA".
- 1.2 RUMBSA is an unincorporated association.
- 1.3 RUMBSA shall be non-political and non-partisan.
- 1.4 The aims of RUMBSA shall be:
  - 1.4.1 To connect Malaysians, Bruneians and Singaporeans studying in the University of Reading.
  - 1.4.2 To create an appreciation of Malaysian, Bruneian and Singaporean culture among members.
  - 1.4.3 To serve as a platform for interaction amongst Malaysians, Bruneians and Singaporeans.
  - 1.4.4 To advise and to guide new Malaysian, Bruneian or Singaporean students in the University of Reading in their decision making.
  - 1.4.5 To offer help and to provide advice needed to its members.
- 1.5 The official logo of RUMBSA is found in Appendix 1.



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### **Article 2: Constitutional Amendments**

- 2.1 Amendments to the Constitution of RUMBSA can only be made during the Annual General Meeting (AGM) or when a General Meeting is conveyed by the order of the RUMBSA President.
- 2.2 A two-thirds majority of members in attendance at the AGM or General Meeting is required for amendments to pass.
- 2.3 All members may propose amendments to the Constitution. Proposed amendments have to be sent in to the RUMBSA Secretary by the stipulated deadline before the AGM or General Meeting.

### **Article 3: Membership**

- 3.1 Membership of RUMBSA is open to all students of the University of Reading.
- 3.2 Members will register their contact details in the RUMBSA records, and may opt to leave and have their records removed according to their wishes. There is no provision to prevent members who have left to join again.
- 3.3 There shall be a fixed membership fee determined by the RUMBSA President for each academic year.



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### **Article 4: The Executive Committee**

- 4.1 The Executive Committee, hereafter referred to as the “Committee”, shall consist of:
- 4.1.1 President
  - 4.1.2 Vice-President
  - 4.1.3 Secretary
  - 4.1.4 Treasurer
  - 4.1.5 Events Manager (1)
  - 4.1.6 Events Manager (2)
  - 4.1.7 Social Representative
  - 4.1.8 Sports Representative
- 4.2 The Committee shall manage the affairs, property and finances of RUMBSA.
- 4.2.1 The Committee shall be responsible for the policies of RUMBSA in accordance to the aims and objectives of RUMBSA.
- 4.3 All resolutions passed during General Meetings shall be binding on all matters related to RUMBSA.
- 4.4 The newly elected Committee shall hold office from the completion of one AGM to the next.
- 4.5 No member may be elected to more than one Committee position.



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- 4.6 In the event of a vacancy in the Committee in a post other than the President or Vice President, the Committee has the discretion to call for General Meeting to elect or appoint a new committee member.
- 4.7 In the event of the resignation of the RUMBSA President or Vice President, a by-election should be held to fill the vacancy unless the above takes place within two months before the next Annual General Meeting.
- 4.8 In exception to **Article 4.5**, the Committee has the power to subsume vacant appointments under any member in the Committee.
- 4.9 The Committee shall have the power to create provisional sub-committees where they see fit to do so and to dissolve them subsequently at any such times.
- 4.10 Discussions made by the Committee shall be by way of voting. Every Committee member shall have the right to a vote and to put forward any motion. If the votes are equally divided, the RUMBSA President shall have the casting vote.



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### Article 5: Key Appointment Holders

- 5.1 The RUMBSA President shall co-ordinate, direct, initiate, and be responsible for the overall running of RUMBSA and may delegate duties at his or her discretion.
- 5.1.1 The RUMBSA President shall have the power to decide on all matters other than the financial matters, which are the concern of the Treasurer in consultation with the Committee, unless:
- 5.1.1.1 The decision made is inconsistent with the resolutions of a Committee Meeting or General Meeting; or
- 5.1.1.2 The decision is revoked in a Committee or General Meeting.
- 5.1.1.3 The RUMBSA Treasurer shall be accountable to the Committee and RUMBSA members for the administration and management of any Society funds carried out during his or her term in office.
- 5.1.2 The RUMBSA Treasurer shall be liable for any sum of money missing from RUMBSA account regardless of the absence of negligence or fault, unless such liability is absolved at the unanimous agreement of the Committee upon full explanation of the facts and accounted to all members present at the General Meeting.
- 5.1.3 The RUMBSA Treasurer shall manage RUMBSA-related transactions with the knowledge and approval of the RUMBSA President and Vice-President after consultation with the Committee.
- 5.1.4 The RUMBSA Treasurer shall make a full financial report during the AGM.



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- 5.2 The RUMBSA Treasurer shall be the sole trustee and fiduciary of RUMBSA's assets.
- 5.3 The additional roles and responsibility of the Committee members can be found in Appendix 2.



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### Article 6: Meetings

- 6.1 The Committee shall meet when summoned by the RUMBSA Secretary on the order of the RUMBSA President.
- 6.1.1 The quorum for a Committee Meeting shall not be less than two thirds of the Committee.
- 6.1.2 The Committee is bound by the resolutions made in General Meetings with RUMBSA members and Committee members present.
- 6.2 The Committee arranges General Meetings.
- 6.2.1 The agenda for AGM shall include:
- 6.2.2.1 The annual report of RUMBSA's activities.
- 6.2.2.2 The Treasurer's report.
- 6.2.2.3 The election of the Committee for the ensuing year.
- 6.2.2.4 Review of proposed amendments to the Constitution, if any.
- 6.2.2.5 As a general guideline, an AGM should take place no later than thirteen months from the preceding AGM. The Committee retains the discretion to hold the election before or after thirteen months have elapsed.



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### Article 7: Elections & Voting

- 7.1 The RUMBSA Secretary shall give a minimum of two weeks' notice prior to the date of the Annual General Meeting. Nominees must be confirmed by a date stipulated by the Committee.
- 7.2 The Committee will exercise its discretion over the way in which the AGM is conducted.
- 7.3 Nominees will have to present their case by way of a presentation and subject themselves to a Question and Answer session.
- 7.3.1 To be eligible for office, the nominee must be a member of RUMBSA.
- 7.3.2 Only members present during the elections can be elected, subject to the discretion of the Committee.
- 7.3.3 Each candidate may nominate themselves for only one Committee position.
- 7.3.4 Each nominee can be nominated by another member of RUMBSA with the prior permission of the intended nominee. No nominator shall seek office for the post their nominees are seeking.
- 7.3.5 The Committee shall not officially nominate or second any nominee prior to the AGM or during the election procedure in the AGM. Committee members retain full voting rights.
- 7.4 Only members shall be eligible to vote.
- 7.4.1 Only members present during the elections will be given a right to vote. There will be no proxy voting.





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- 7.4.2 Each member can only cast one vote per position.
- 7.4.3 Only members are allowed to be present during the election.
- 7.5 The procedure in the election shall be conducted by the RUMBSA President or Vice-President.
- 7.6 The result in the election will be final.
- 7.7 The detailed voting guidelines can be found in Appendix 3.
- 7.8 Where nominee/nominees are unable to secure a mandate for an individual post after the voting process in Appendix 3, nominations will be re-opened.
- 7.8.1 In exception to **Article 7.1**, any member present during the AGM will be eligible to stand for election upon nomination by another member that is not part of the Committee, and seconded by no less than 3 voters present.
- 7.8.2 Where nominees are unable to secure a mandate after nominations are re-opened, a by-election will be held at a later date at the discretion of the outgoing Committee.
- 7.8.3 The incoming Committee will officially take over the outgoing Committee when all positions are filled.



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### Appendices

#### Appendix 1 – RUMBSA Logo

1. The Logo incorporates the national flags of the Malaysia, Brunei, and Singapore.
- 1.1 The Logo shall be displayed prominently in all official documents of RUMBSA.





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### Appendix 2 – Committee Roles and Responsibilities

1. President
  - 1.1 To lead, decide, delegate and follow up on the resolutions of meetings.
  - 1.2 To be responsible for the actions of the Committee and RUMBSA.
  - 1.3 To have a clear vision for RUMBSA, and adopt a vision for the Committee to achieve.
  - 1.4 To liaise with other Malaysian, Bruneian and Singaporean societies in the United Kingdom as well as the United Kingdom & Eire Council of Malaysian Students (UKEC).
  - 1.5 To liaise with other societies in the University, if required.
  - 1.6 To be one of the signatories of RUMBSA's bank account, if required.
  - 1.7 To ensure that the direction and plans charted out for RUMBSA are accomplished.
2. Vice-President
  - 2.1 To assist the President and assume his duties in his absence or incapacity.
  - 2.2 To liaise with the Reading University Student's Union (RUSU) and highlight matters concerning the society to the Board, if required.
  - 2.3 To be one of the signatories of RUMBSA's bank account, if required.



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### 3. Treasurer

3.1 To prepare RUMBSA's annual Budget.

3.2 To prepare RUMBSA's annual Financial Report.

3.3 To manage RUMBSA's income and expenditure.

3.3.1 To disburse funds upon receipt of duly completed and approved claim forms.

3.3.2 To oversee collection of payments for RUMBSA events.

3.4 To manage sponsorship funds for RUMBSA and its events.

3.5 Assume responsibility, and implement procedures with regards to RUMBSA's cash flow.

3.6 To be the main signatory of RUMBSA's bank account.

3.7 To liaise with RUSU on matters regarding finances.

### 4. Secretary

4.1 To take minutes of Committee Meetings and General Meetings.

4.2 To process general paperwork and manage the members' database, including updating all information of registered members and ensuring the confidentiality of the document.

4.3 To support the President and Vice-President in all other matters.



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5. Events Manager (1 and 2)
  - 5.1 To assist with the organising of social events.
  - 5.2 To manage events organised by the Social Representative.
  - 5.3 To liaising with the Social Representative on all matters regarding events.
6. Social Representative
  - 6.1 To manage RUMBSA's social media platforms.
    - 6.1.1. These online resources include but are not limited to RUMBSA's websites, social media platforms and online storage accounts, if any.
  - 6.2 To organise social events.
  - 6.3 To support the President and Vice-President in all other matters.
7. Sports Representative
  - 7.1 To liaise with other societies regarding intra-university and inter-university sporting events.
  - 7.2 To co-ordinate RUMBSA's involvement in sporting events, if required.
  - 7.3 To assist the President and Vice-President in any other matters, if required.



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### Appendix 3 – Voting Guidelines

#### 1. Elections

##### 1.1 Eligibility

1.1.1 To be eligible for office, the nominee must be a registered member of RUMBSA.

##### 1.2 Candidacy

1.2.1 Each candidate may contest for only one Committee position.

##### 1.3 Election Procedure

1.3.1 The Election will be conducted in the following order:

1.3.1.1 Social Representative

1.3.1.2 Sports Representative

1.3.1.3 Events Manager (1 and 2)

1.3.1.4 Treasurer

1.3.1.5 Secretary



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1.3.1.6 Vice-President

1.3.1.7 President

1.3.2 All candidates will be allowed to give a speech during the AGM.

1.3.3 All candidates will have to be present at the Group Q & A.

1.4 Speeches

1.4.1 Candidates will be allowed to give a 5 minute speech.

1.4.2 The official timekeeper appointed by the RUMBSA President will signal when the candidate has 30 seconds remaining, and will stop the candidate's speech at the end of the allotted time.

1.4.3 All candidates running for the same position are to give their speeches in accordance to the alphabetical order of their last names.

1.4.4 All candidates running for the same position will wait in the election venue for their turn to give their speeches.

1.5 Group Q & A

1.5.1 After all the candidates running for the same position have given their speeches, they will be required to answer a Group Q & A.

1.5.1.1 The maximum duration of the Group Q & A will be 10 minutes for positions 1 to 5 and 15 minutes for positions 6 and 7.

1.5.2 All questions will be taken from the floor at the discretion of the President and Vice-President.



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#### **2. Voting**

##### **2.1 Eligibility**

2.1.1 Only members of RUMBSA shall be eligible to vote.

##### **2.2 Ballot System**

2.2.1 Blank voting slips will be handed out to all voters.

2.2.2 The full name of each candidate running for a particular position will be displayed on the projector screen.

2.2.3 Voters are to mark the inside of the box beside the name of the candidate they wish to vote for with a cross "X" in ink.

2.2.4 Each member may only cast one vote for each position.

2.2.5 Votes shall be collected, counted, tallied and announced immediately for each position.





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- 2.2.6 The candidate garnering the majority of the votes or more will win the position.
- 2.2.7 The results in the election will be final.
- 2.2.8 Candidates may appeal for a recount of the ballot at the discretion of the Committee.
- 2.3 Tied Votes
  - 2.3.1 In the event of a tie, a re-vote will be conducted between the tied parties after another three minutes of Question and Answer.
  - 2.3.2 Tied parties can include candidates or “Re-Open Nominations”.
  - 2.3.3 In the event that the re-vote results in another tie, a re-vote will take place until one candidate garners the majority.
  - 2.3.4 The result of the re-vote will be final.
- 2.4 Re-Open Nominations (RON)
  - 2.4.1 RON shall be considered a candidate for the purposes of voting. They are excluded from the need to be nominated before the AGM.
  - 2.4.2 Each position can only be re-opened for nominations once.
  - 2.4.3 Voters are allowed to vote RON should they feel that none of the candidates are suitable for that position.
  - 2.4.4 In the event of a tie between RON and another candidate, the procedures in Section 2.3 of Appendix 3 Voting Guidelines will apply.



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- 2.4.5 In the event that there is a majority vote for RON, the floor will reopen for nominations. Any non-Committee member present at the AGM may nominate any other member present. This nomination must be seconded by three different members present at the AGM.
- 2.4.6 The new nominees will go through the same election procedures as stated in Section 1.3 of Appendix 3 Voting Guidelines above.
- 2.4.7 For each position, after the floor has been re-opened for nominations, voters may still vote RON if they feel the candidate(s) is/are unsuitable. If two rounds of voting for a particular position results in RON, the position will be closed and a by-election will be convened at a later date facilitated by the outgoing Committee.



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