

Constitution of “Singapore Malaysian Student Association”

1. Name

The official name of this recognized campus group is “Singapore Malaysian Student Association”
The acronym or abbreviation of this group is: SMSA

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

Sharing a shared heritage of Chinese, Malay and Indian, fostering a shared identity and mutual respect between the Singaporean and Malaysian communities cannot be overstated. Our unique traditions and histories should be celebrated, especially as we find ourselves overseas for university. Creating a home away from home, that is what we stand for. Through festive celebrations, networking sessions with professionals from our home countries, and group study sessions, we will bring communities together.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$10 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

4. Executive List and Duties

The executive committee shall be comprised of seven (7) elected officers. These include a President, 2 Co-Vice Presidents, Secretary, Media Director, Events Director, and Treasurer.

President:

Overseeing all club activities and ensuring the club’s mission and goals are met. Responsible for representing the society at official events and fostering relationships with other student organizations and the broader university community.

Co-Vice President:

Supports the President in managing the club’s operations and steps in during the President's absence. Plays a crucial role in club member engagement, ensuring the interests of members are met and promoting a strong sense of community.

Secretary:

The backbone of administrative functions, responsible for maintaining records of meetings, documentations, making sure all information is accurately communicated within the executive team and disseminated properly towards the club members.

Treasurer:

Manages the financial health and asset scarcity of the club. Works closely with the executive team to ensure resources are sufficient to support events planned by the Events director whilst ensuring financial transactions are in accordance with rules.

Events Director:

Responsible for planning, organizing and executing a variety of cultural events that celebrate the cultural heritage of Singaporeans and Malaysians. Coordinating with the Treasurer and Media director, to ensure events are inclusive, engaging, and sustainable.

Media Director:

Head of the society's online presence and communication channels, which involve creating and curating content that promotes upcoming events, highlights the society's past events and engages the UTM community with cultural celebratory posts.

Termination of Executives or General Members:

The procedures for the termination of an executive member of the Singaporean-Malaysian Society based on a fair, democratic and confidential voting process.

1. If $\geq 50\%$ of Execs Agree, the individual will be terminated.
2. If $< 50\%$ of Execs Agree, the individual will stay.

The procedures for the termination of a general member of the Singapore Malaysian Society will be based off the executive voting process.

1. If $\geq 50\%$ of Execs Agree, the individual will be terminated.
2. If $< 50\%$ of Execs Agree, the individual will stay.

5. Elections

Elections will occur at the end of every school year (2024/25 Academic Year) through a polling system on Microsoft Forms or Google Forms, hosted by a neutral party.

1. All roles will be available for sign up:
 - a. If only 1 sign up, the individual will take on the role
 - b. If 2 or more sign up, the individuals will proceed to step 2.
2. A follow-up voting form will be published:
 - a. All voting will be conducted anonymously by members of SMSA.
 - b. Individual with most member votes will take on the role.

6. Finances

Treasurer will oversee tracking and managing the expenses of SMSA during its events. During our planning sessions for upcoming festivities, the executive team will discuss the logistical requirements of each activity and calculate costs for risk mitigation. In which such funds will be used to support the essential expenses to ensure the smooth execution of events.

7. Meetings

Annual General Meetings will be held twice a year. Once during the beginning of the first semester to gain an understanding on the general member expectations for the group during the academic year. Another before the end of the school year examinations, where we can gather insights, opinions and feedback from our members about the planning and execution of events.

Executive Meetings will be held monthly, to discuss event minutes and execution strategies for previous and upcoming events. Ensure that any issues and clarifications must be ironed out.

8. Amendments

Available to all executive members, if any amendments are made to this constitution. They will be labelled out with the version number in a shared folder (if this is SMSA SOP V1, next will be Proposed SMSA SOP V2). During General Meetings, changes will be discussed and voted upon. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.