



**SHEFFIELD MALAYSIAN STUDENTS ASSOCIATION**  
UNIVERSITY OF SHEFFIELD STUDENTS' UNION  
WESTERN BANK  
SHEFFIELD S10 2TG  
UNITED KINGDOM



**1.0**

# **THE CONSTITUTION**

(Amended .... June 2018)

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Website: [www.smsa.org.uk](http://www.smsa.org.uk)

E-mail : [SMSA@sheffield.ac.uk](mailto:SMSA@sheffield.ac.uk)

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## 1. NAME

The name of the Society shall be 'Sheffield Malaysian Students Association', hereinafter called the Society, and is abbreviated as 'SMSA'. The Society is registered under The University of Sheffield Union Of Students and hence it shall be located at The University of Sheffield, United Kingdom.

## 2. AIMS AND OBJECTIVES

2.1 To bridge the gap among the Malaysian community in Sheffield regardless of their age, race and faith.

2.2 To represent the Malaysian identity, parallel with our role as mini Malaysian ambassadors in Sheffield, as long as Islam and Sheffield's policies are not contravened.

2.3 To take care of the general welfare as well as to protect the interests and rights of members of the Society in the University of Sheffield.

## 3. SOCIETY'S POLICIES

3.1 SMSA is a non-political student organization, with members from different racial, religious and ideological backgrounds. Hence, it shall maintain its neutral stand by not collaborating with any other political bodies. However, SMSA could assist any political bodies in terms of room bookings and promotion under the discretion of SMSA Executive Committee.

3.2 No activity organized under the Society should go against religious teachings i.e. Islamic teachings.

3.3 SMSA should consider the Palestine Issue in every way when organizing activities i.e. Boycotting Israeli products.



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## 4. MEMBERSHIP

Membership is open to all students in Sheffield, United Kingdom. Types of memberships offered by the Society are:

### 4.1 Ordinary member

Ordinary membership is open to all students studying in the University of Sheffield, United Kingdom. An ordinary member shall be entitled to hold office, vote and enjoy all rights and privileges appertaining to the membership of the Society.

### 4.2 Associate member

4.2.1 Associate membership is open to any students who are not eligible for the ordinary membership, including students in other universities or colleges in Sheffield, as well as the spouses and children of any students in Sheffield. The children will need to be with their own parents/carers and will not be left unsupervised or with other members of the Society at all times.

4.2.2 An associate member shall be entitled to all rights and privileges of an ordinary member except that he/she may not hold office.

4.2.3 An associate member who is not a student will also need to buy the Associate Union Membership from the Union Shop, which is £10. This is also applicable to spouses.

4.2.4 Associate members are not allowed to vote for the committee during the election.



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## 5. MEMBERSHIP FEES

### 5.1 Fees

5.1.1 The fees for all types of memberships are as follows:

5.1.1.1 Entrance fee – GBP 5.00 (\*) (this fee is applicable to any person wishing to register with the Society for the first time).

5.1.1.2 Annual fee – GBP 4.00 (\*) (this fee is applicable to any members wishing to continue their membership for the next academic year).

5.1.2 The year shall be deemed to run from the date of the registration until one week before the start of the next autumn semester. The new membership application form shall be distributed one week before the commencement of the new autumn semester.

5.1.3 (\*) Subject to changes solely by the discretion of the Executive Committee.

### 5.2 Cessation of membership

Membership shall be ceased in either of the following cases:

5.2.1 Any member whose membership is more than sixty days in arrears, and who has received a reminder in writing from the Hon. General Secretary, may be suspended from membership by the decision of the Executive Committee. Any person whose membership has ceased from this cause shall at any time thereafter be reaccepted as a member on payment of all arrears due from him/her.

5.2.2 By resignation: Any member wishing to resign must send written notices to the Hon. General Secretary.

5.2.3 Termination of studies: Ordinary membership ceases when the person terminates his/her studies at the University of Sheffield. Thereafter, he/she is eligible to apply for an associate membership.



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## 6. MANAGEMENT

6.1 The Society shall be managed by the Executive Committee, which shall be elected at the Annual General Meeting (AGM).

6.2 The Executive Committee of the Society shall comprise of the following:

6.2.1 President

6.2.2 Vice President

6.2.3 General Secretary

6.2.4 Assistant General Secretary

6.2.5 Treasurer

6.2.6 Islamic Affairs Officer

6.2.7 Sports and Activities Officer

6.2.8 Women's Officer

6.2.9 Welfare Officer

6.2.10 Career and Legal Officer

6.2.11 Media Officer



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#### 6.2.12 Special Tasks and Inclusion Officer

#### 6.2.13 Public Relations Officer

6.3 The Executive Committee shall be empowered to make decisions on behalf of the Society and carry out activities in accordance with aims, objectives and the policies of the Society and the Constitution.

6.4 The Executive Committee shall meet at least once a month (\*) for general business. Two-thirds of the total number of the Executive Committee members excluding the President shall constitute the Executive Committee quorum.

6.5 The Executive Committee shall exercise its decision-making powers within the society's aims, objectives and policies based on the President's approval with the two-thirds majority resolution of the Executive Committee quorum. A decision not approved by any one of the two executive entities is deemed invalid. In the absence of the President, the Acting President shall have this executive power.

6.6 In the event of the absence of either the President's approval or the two-thirds majority resolution of the Executive Committee quorum on an issue of contention, the issue shall be deferred from implementation for the maximum of thirty days from the commencement of the dispute. Within the thirty days period, the issue of contention shall be debated until a compromise is attained between the two executive entities. Should this not be possible, the issue shall be brought to an Extraordinary General Meeting (EGM) and debated publicly after the thirty days period. The decision shall then be based on a two-thirds majority resolution of the EGM quorum. Should a majority resolution of no less than two-thirds of the EGM quorum is not achieved, the decision shall later be referred back to the Executive Committee and re-debated. Should the approval of both the Executive Committee quorum and the President not achieved by this stage, the President shall have the final say on the issue of contention insofar his decision is consistent with the Constitution. In the absence of the President, the final decision on the issue of contention shall then be based on the two-thirds majority resolution of the Executive Committee quorum and not the Acting President's decision insofar the decision is consistent with the Constitution.



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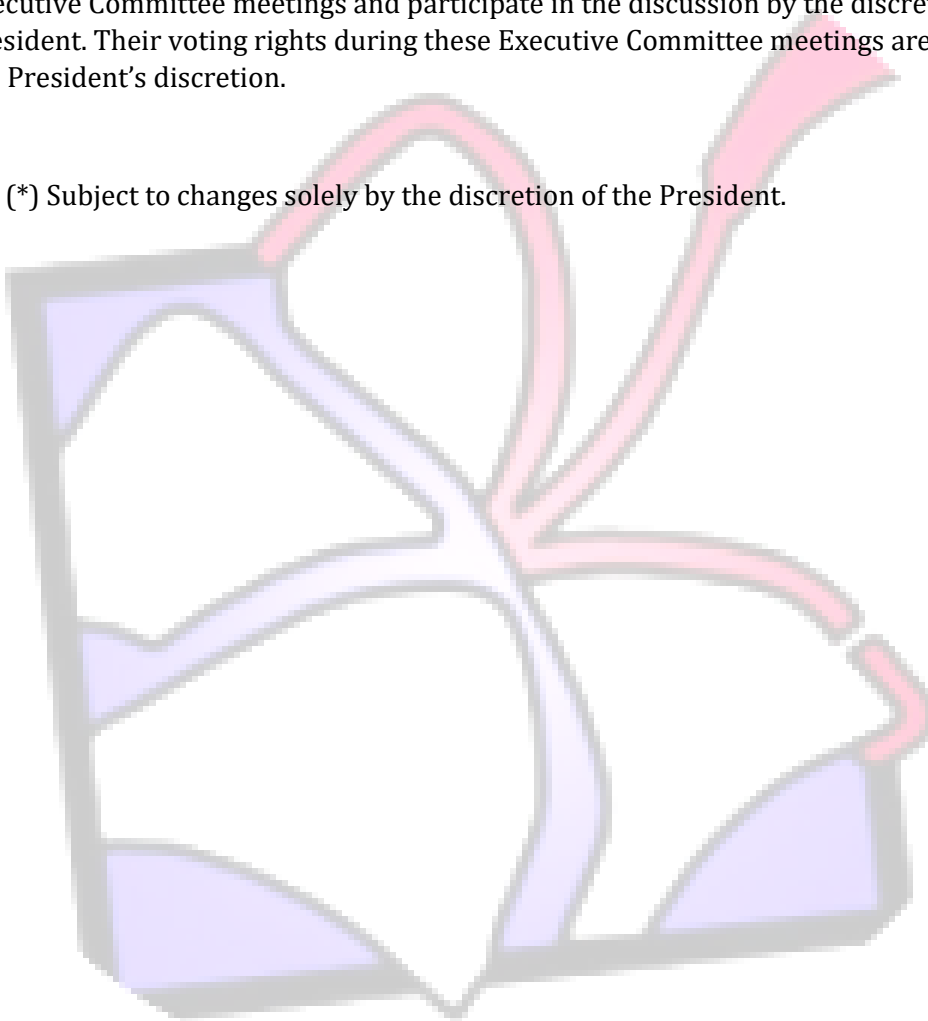


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6.7 Any creation or dissolution of a bureau within the Executive Committee is subject to the resolution of no less than two-thirds of the AGM or EGM quorum.

6.8 Each Head of Bureau shall appoint one deputy in assisting his/her tasks. The deputies do not constitute the Executive Committee. However, the deputies shall be allowed to attend the Executive Committee meetings and participate in the discussion by the discretion of the President. Their voting rights during these Executive Committee meetings are also subject to the President's discretion.

6.9 (\*) Subject to changes solely by the discretion of the President.



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## 7. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS

### 7.1 President

It shall be the sole authority of the President to call for Executive Committee meetings and preside at those meetings and perform such other duties as ordinarily pertaining to his office. The President is directly responsible in ensuring the Society is run in accordance with the Constitution of the Society.

### 7.2 Vice President

It shall be the duty of the Vice President

7.2.1 To assist the President with regards to all matters throughout the President's tenure of office. He/she shall also act for and on behalf of the President in his absence. However, he/she shall not have the final say in regard to issues of contention as described in Article 6.6 during this period.

7.2.2 To handle SMSA Volunteering.

### 7.3 General Secretary

It shall be the duty of the General Secretary:

7.3.1 To manage all society's documents and records in an efficient and organized manner.

7.3.2 To provide information regarding society's affairs and make it more accessible to any officers in the Society.





7.3.3 To reply any queries from external parties about society's activities or policies.

7.3.4 To assist the President and the Vice President to ensure the smoothness of the society's management.

#### 7.4 Assistant General Secretary

It shall be duty of the Assistant General Secretary:

7.4.1 To help the General Secretary in keeping documents and records of events and activities.

7.4.2 To write reports and minutes of meetings for every event and meetings held in the Society.

#### 7.5 Treasurer

It shall be the duty of the Treasurer:

7.5.1 To manage SMSA's cash flow efficiently.

7.5.2 To approach more bodies to sponsor the Society.

7.5.3 Strategize and optimize financial flow of SMSA for all activities to achieve optimal funding for SMSA activities.



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## 7.6 Islamic Affair Officer

It shall be the duty of the Islamic Affairs Officer:

7.6.1 To build good character and well-mannered SMSA members.

7.6.2 To organize Islamic-based activities.

7.6.3 To tighten and develop bonds between SMSA members through study circle.

7.6.4 To deliver the information regarding the activities and talks organized by mosques, USIC and FOSIS.

7.6.5 To assist any student who have problems regarding their Friday Prayers by posting the Friday Prayer time in Facebook, giving them the options available and ensure they make complaint to the right people.

## 7.7 Sports and Activities Officer – shall be responsible:

7.7.1 To develop and strengthen the bond between members through various activities especially in sports.

7.7.2 To encourage members to live a healthy life.

7.7.3 To organize and prepare Sheffield Malaysian sport contingents for various Malaysian sports games all around the UK.

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7.8 Women's Officer – shall be responsible:

7.8.1 To develop and strengthen the bond among SMSA women members.

7.8.2 To provide a platform for SMSA women members to acquire knowledge and develop their skills.

7.8.3 To ensure women's rights are taken into consideration at the Executive Committee level.

7.9 Welfare Officer – shall be responsible:

7.9.1 To develop and strengthen bonds between members through various activities.

7.9.2 To look after members' welfare regardless of race and religion.

7.10 Careers and Legal Officer – shall be responsible:

7.10.1 To provide any platforms that can enhance SMSA members' employability and networking skills.

7.10.2 Engage and liaising with potential companies to organise any career related events for SMSA members.

7.10.3 To revert the news of any career programme or internship opportunities available by companies amongst SMSA members.



7.10.4 To be as a bridging agent to connect SMSA members with the Career Service of Sheffield Students' Union.

7.10.5 To provide SMSA members' database upon request by companies for career purposes, with the consent of the members prior to such disclosure.

7.10.6 To enhance soft skills and various abilities and personal traits among members that can increase their employability.

7.10.7 To inform the members regarding the issues, policies, campaign revolving around the University of Sheffield and the Students' Union that he/she deemed worthy either related or not related to SMSA's policies.

7.10.8 To collaborate with SU Councillor regarding any issues and policies that will be discussed in SU Council Meeting during his term.

7.11 Media Officer – shall be responsible:

7.11.1 To provide good quality of media coverage for all events organized by SMSA.

7.11.2 To provide exposure and guidance for SMSA members regarding media related activities.

7.11.3 To promote Malaysia towards the international student community in terms of social media.

7.11.4 To ensure the production of videos that report SMSA's activities via 'SMSA Vibes' which is SMSA's official video platform.



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7.12 Special Tasks and Inclusion Officer - shall be responsible:

7.12.1 To manage tangible assets of SMSA.

7.12.2 To arrange transportation for any events and activities.

7.12.3 To manage booking of venues for any events.

7.12.4 To ensure that the activities organized do not discriminate any members by any means necessary.

7.13 Public Relations Officer – shall be responsible:

7.13.1 To increase, maintain and uphold the reputation of SMSA through casual relationship with external organizations, promotions, and display of activities.

7.13.2 To contact any organization with interest and continue to deal with regards to activities and trivial matters not requiring the attention of the President.

7.13.3 To be a bridging agent to connect SMSA to other societies and organizations alike.



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## 8. RESIGNATION AND REMOVAL OF OFFICE OR DUTIES

### 8.1 Period of office

8.1.1 The period of office for Executive Committee and his/her deputy shall begin immediately following their election and shall continue until their successors have been elected in the next Annual General Meeting (AGM), as specified by Article 11.1.

### 8.2 Resignation

8.2.1 Any member of the Executive Committee and his/her deputy may resign from any post or duties by writing to the secretary of the relevant committee, or to the President.

8.2.2 Any member of the Executive Committee and his/her deputy will also be deemed to have resigned should he/she cease to become the member of the Society as specified in Clause 5.2.1 and Clause 5.2.3.

8.2.3 Unless otherwise stated, resignations shall take immediate effect and all entitlements of office shall be withdrawn.

8.2.4 The Executive Committee shall have the authority to fill any such vacancy other than of the President, Vice President, General Secretary, Assistant General Secretary, Treasurer which can only be filled via an AGM or Extraordinary General Meeting (EGM). In the event of three or more vacancies of any position occurring on the same time, such vacancies shall be filled by members elected at an EGM, which shall be held within thirty days of its occurrence.



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### 8.3 Absence from meetings

8.3.1 Any member of the Executive Committee who has been absent for three consecutive meetings, unless an explanation is given and is considered by the Executive Committee to be satisfactory, shall cease to become a member of the Executive Committee and deemed to have resigned.

8.3.2 Any member who is deemed to have resigned in accordance with Clause 8.3.1 and Clause 8.2.2 above shall be entitled to appeal in writing to the Union Assembly and shall not be present during the consideration of the appeal.

8.3.3 In the event of the resignation or permanent absence of the President, the Vice President shall become the Acting President with certain limited authority as described in Article 7.2 until the new President has been elected at the EGM, which shall be held within thirty days from the commencement of the resignation or permanent absence of the President.

8.3.4 In the event of temporary absence of the President, the Acting President is subject to the similar duties of the President with certain limited authority as described in Article 7.2 until the President resumes his presidency.

## 9. LIABILITY AND INDEMNITY

9.1 No members of the Executive Committee shall be liable for any loss, damage, injuries or misfortune that may be incurred by the Society and its members as a result of the proper execution of her/his duties.

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## 10. ASSETS

10.1 SMSA to have full authority over its tangible and intangible assets. The assets of SMSA should only be benefited by the SMSA members unless it is under the discretion of SMSA committees to have them loaned or reproduced by any parties.

10.2 No rental fees will be charged on any SMSA Members who wish to borrow any SMSA's tangible assets. However, recovery cost is to be applied if borrower fails to return the assets as its initial condition.

Tangible assets are defined to be the possessions of SMSA that are real and not imaginary;

1. Able to be shown, touched, or experienced by SMSA members.
2. Money from activities by SMSA and its governing committees
3. Equipment

Intangible assets are defined to be something valuable SMSA has that is not material.

1. Sheffield Malaysian Games (SG)
2. Nasheed Extravaganza (NEXT)
3. Skills and Career for Youth (SKY)
4. SMSA Bloom
5. Other activities conducted by SMSA that the committee consider to be of value.





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## **11. ANNUAL GENERAL MEETING (AGM)**

11.1 The Annual General Meeting (AGM) shall be convened a few weeks before the spring semester examination starts each year.

11.2 The agenda for the AGM shall be:

11.2.1 To confirm the minutes of the previous AGM.

11.2.2 To receive the reports from all officers regarding their activities and progress throughout the year.

11.2.3 To receive the Treasurer's report and audited accounts of the Society for the year.

11.2.4 To elect the new Executive Committee members and appoint auditors for the following year.

11.2.5 To dispose of any other matters of which three-week's notice has been given. However, this period of notice can be flexible.

11.3 The General Secretary shall circulate an advanced notice of the meeting fourteen days before informing the date, time and place of the meeting and requesting members to forward any matters or suggested amendments to the Constitution for discussion during the AGM.

11.4 The General Secretary should receive the issues for discussion three weeks before the date of the AGM. However, this three-week's period is subject to change (refer to article 10.2.5).

11.5 The General Secretary shall circulate to all members at least seven days before the AGM; the agendas for the AGM, copies of the minutes of the previous year, issues for discussion at



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the AGM, the Executive Committee and the financial report together with the audited accounts of the previous year.

11.6 The quorum for the AGM shall be more than one-fourth of the membership registered to start the meeting. If half an hour after the time appointed for the meeting and a quorum is not present; the AGM shall be postponed to a later date decided by the Executive Committee. Should there be no quorum again at the appointed time for the postponed AGM, the members present shall proceed with the business for the day, but they shall not have the authority to amend the Constitution only.

11.7 In order to pass a resolution a simple majority of the AGM quorum is required.

11.8 Each ordinary member who attends the AGM shall be entitled to one vote for each post.

11.9 The Sheffield Election Committee members are not allowed to compete in the Annual General Meeting.

## **12. EXTRAORDINARY GENERAL MEETING (EGM)**

12.1 Extraordinary General Meeting (EGM) shall be convened at any time:

12.1.1 If the Executive Committee deems it necessary.

12.1.2 At the written request of one-third of its members, stating the reason for the request.

12.2 The General Secretary shall forward the notice and agendas for the EGM to all members at least fourteen days before the date fixed for the meeting.



12.3 The quorum of the Annual General Meeting (AGM) shall also apply to an EGM, with the proviso that should there be no quorum after half an hour from the time of the EGM, the EGM shall be cancelled forthwith. The EGM for the same purpose shall not be convened again until after the lapse of six months from the date thereof.

### **13. MID GENERAL MEETING**

13.1 The Mid General Meeting (MGM) shall be convened before the Winter Break starts.

13.2 The agenda for the MGM shall be:

13.2.1 To show the progress of SMSA since being elected.

13.2.2 To hold SMSA Committee Members accountable of their manifesto.

13.2.3 To answer questions raised in SMSA Voice.

13.2.4 To inform members of upcoming events.

13.3 Quorum should not be applied for the meeting to start.



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## 14. FINANCIAL PROVISION AND ACCOUNTS

14.1 The funds in the keeping of the Society shall be expended for the purpose necessary to meet its objectives.

14.2 The Treasurer may hold a petty cash advance not exceeding GBP 200 (Two Hundred Pounds Only) at any one time. All monies in excess of this amount shall be deposited in a Bank approved by the Executive Committee within seven days of its receipt.

14.3 No expenditure exceeding GBP 100 (One Hundred Pounds Only) at any one time shall be incurred without prior sanction of the Executive Committee.

14.4 The Financial Year commences on the day of the election of the new Executive Committee members and ends on one week upon the step-down day of the same Executive Committee members.

14.5 Soon after the end of each financial year, a statement of accounts shall be prepared and audited by the Auditor. The audited accounts shall be submitted to the Annual General Meeting (AGM) and copies of which will be circulated to all members.



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## 15. THE AUDITOR

15.1 The Annual General Meeting (AGM) shall appoint the outgoing Treasurer with his/her consent to be the Auditor.

15.1.1 He/She shall hold office for one year.

15.1.2 If he/she does not give consent or graduating during the year, then the appointment of Auditor is open to any SMSA members who is deemed to be credible.

15.2 The Auditor shall be required to audit the accounts of the Society every 6 months for the year in question and prepare a certificate and report for the AGM.

15.3 The Auditor may be required by the President to audit the account of the Society for any given period during their tenure of office and to submit a report to the Executive Committee.

## 16. SMSA ELECTION COMMITTEES

16.1 A Director should be appointed by the Executive Committees to in charge the election during the AGM.

16.2 The appointed Director has the authority to form a committee under his/her supervision.

16.3 Nominations should be submitted to SEC according to the deadline given. Nomination can only be reopened if;

16.3.1 There is no candidate competing for the position.

16.3.2 It is proposed for the nomination to be reopened. The member who suggests for the nomination to be reopened needs to provide his/her arguments. This also needs to be agreed by the majority of SMSA members present during the AGM.

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## **17. AMENDMENTS TO THE CONSTITUTION**

The Constitution of the Society may not be altered or amended except by a resolution of no less than two-thirds of the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) quorum. Any amendments should not be in conflict with the society's policies (Refer to Article 3.1 and Article 3.2).

## **18. DISSOLUTION**

18.1 The Society may be voluntarily dissolved by a resolution of no less than three-fifths of the total membership in benefit.

18.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged and the remaining funds shall be disposed off in such a manner as may be decided upon by an Extraordinary General Meeting (EGM).

**THE END**