



THE CONSTITUTION  
OF THE  
UNIVERSITI MALAYA  
STUDENTS' UNION

*FIRST DRAFT*

# THE CONSTITUTION OF THE UNIVERSITY OF MALAYA STUDENTS' UNION

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### **ARTICLE 1 DEFINITION**

1. The name of the Society shall be “The Universiti Malaya Students’ Union,” and is hereinafter called “The Union”.
2. The crest of the Union shall be that of the Universiti Malaya Students’ Union.
3. The colours of the Union shall be that of the Universiti Malaya Students’ Union



## **ARTICLE 2 INTERPRETATION**

“Cabinet” means the Executive Committee of the Union.

“GPPKUM” means the “*Gabungan Perwakilan Penghuni Kolej Kediaman Universiti Malaya*”.

“JIK” means the “*Jawatankuasa Induk Kolej*” or Residential College High Committee.

“JTK” means the “*Jawatankuasa Tindakan Kolej*” or the College Action Committee.

“Members of the Union”

“Parliament” means the Students’ Parliament.

“Political Organization” means registered political parties in Malaysia.

“The Union” means the Universiti Malaya Students’ Union.

“UM” means the University of Malaya.

“University” means

## **ARTICLE 3 ADDRESS**

1. The registered and postal address is

**UM Students' Union Office, Level 3, Block F, Perdanasiswa Complex, University of Malaya, 50603, Wilayah Persekutuan Kuala Lumpur, Malaysia.**

2. The registered and postal address shall not be changed without prior approval of the Cabinet.

**ARTICLE 4 OBJECTS**

1. Representing, supporting, and advising students.
2. To promote and safeguard the interests of all members of the Union.
3. To uphold and respect the dignity and equality of every member of the Union without regard to without regard to dissimilarities of any groups.
4. To promote and further social, cultural and sporting activities.
5. To afford a recognised means of communication with the University Authorities,
6. To undertake organised activities of various types at local and national levels.
7. To promote a spirit of Unity and Citizenship.

Notwithstanding the above, the Union can carry out the objects as long as it is in line with the Constitution and Malaysian Laws.

**ARTICLE 5 MEMBERSHIP**

1. Membership of the Union shall be confined to registered undergraduate students of the university for whom membership shall be compulsory.
2. Privileges of Membership
  - (i) Have the right to stand for election, to nominate or second a candidate for election and to vote in the Campus Elections subject to the provision of Article 21.
  - (ii) Have the right to speak and vote at General Meetings of the Union
  - (iii) Be eligible for membership of affiliated bodies of the Union,
  - (iv) Have the use of the facilities provided by the Union and such other privileges as may be conferred by the Students' Union.
  - (v) Have the right to inspect all Union records stipulated in the Second Schedule provided one week's written notice of such intention to the Honorary General Secretary.

## **ARTICLE 6 ADMINISTRATION**

1. The Administration of the Union shall be vested in the hands of the Executive Committee or the Cabinet of the Union. In the event of the Cabinet in office resigning en bloc, the administration of the Union shall be vested in the hands of an Interim Council.

## **ARTICLE 7 THE EXECUTIVE MEMBERS**

### 1. Composition

- a. The Executive Member shall be elected by the ordinary members of the Union as provided for in Article 21.
- b. The Executive Member shall consist of 44 elected members.
- c. Notwithstanding Article VII (1)(b), the Executive Member shall continue to function even if its number is temporarily reduced to less than 44 provided the original quorum for its meetings remains unchanged.
- d. If an Executive Member is without the leave of the President of the Union, absent from their duties for a period of 1 semester, the President may declare their seat vacant.

### 2. Functions

The Executive Member shall

- a. Be responsible for laying down the policies of the Union, consistent with the “Objects” of the Union.
- b. Be responsible for the organisation of all Union functions, consistent with the “Objects” of the Union.
- c. Publish any reports of the Union to the members of the Union

### 3. Powers

The Executive Member shall have the power to

- a. Make from time to time certain Standing Orders for the proper administration of the Union not inconsistent with this Constitution and to repeal them.
- b. Appoint from among its members an Executive Committee or Cabinet whose powers and duties shall be those stated under Article VI, and delegate such other powers and duties as the Cabinet may from time to time determine.

- c. Appoint an Elections Committee within the .... of the Academic year. They shall hold office till the end of that academic year irrespective of the term of office of the Executive Members by which they were appointed.

## **ARTICLE 8 THE EXECUTIVE COMMITTEE (CABINET)**

### 1. Composition

The Executive Committee or known as the Cabinet shall consist of the following:

- a. The President, who shall be the Chairman.
- b. The Vice-President (Internal Affairs)
- c. The Vice-President (External Affairs)
- d. The Honorary Secretary General
- e. The Administrative Secretary
- f. The Financial Secretary
- g. The Student Affairs Secretary
- h. The Current Affairs Secretary
- i. The Strategy and Planning Secretary
- j. The Students' Marketability, Cultural and Religion Secretary
- k. The Media and Information Secretary.
- l. The Clubs and Societies Secretary.

### 2. Functions

- a. The Cabinet shall be the recognized means of Communication between the Union, the University Authorities, or any External body on the other.
- b. The Cabinet shall be responsible for carrying out the general policies of the Union as agreed by the Executive Members.

### 3. Powers and Authorities of the Cabinet

#### (1) Powers

- a. Appoint such Standing Committees as are necessary for the proper administration of the Union whose powers and duties shall be those stated under Article , and such other powers and duties as the Cabinet may from time to time determine.
- b. Appoint Special Committees as provided for in Article
- c. Accept the resignation of any member of a Standing or Special Committee and fill the vacancy thus arising.

(2) Authorities

- a. The power to appoint any ordinary member of the Union to be an Appointed Executive Member of the Union shall be vested upon the Cabinet upon the Parliament's approval.
4. No member of the Cabinet shall hold more than one permanent office in the Cabinet.
5. No member of the Cabinet shall hold a position in a political organization outside of the campus. Failure to adhere may render the Executive Member in their discretion, vacant their position subjected to a vote.
6. Meetings
  - a. The Cabinet shall conduct a meeting at least once a month.
  - b. Meetings of the Cabinet shall be convened by the Honorary General Secretary who shall have given at least three days written notice of such meetings, unless the urgency of the agenda requires shorter notice.
  - c. Any Cabinet Members may request a meeting of the Cabinet provided that a written notice within a reasonable time is provided together with the purpose of such a meeting is given to the Honorary General Secretary.
  - d. Seven members shall constitute a quorum.
  - e. Any Cabinet Member who absents themselves from three successive Cabinet Meeting shall submit a written explanation to the Honorary General Secretary as to the reason for such absence.
  - f. The President, or, in the absence, the Vice-President (Internal Affairs) shall preside at meetings of the Cabinet. In the absence of both the President and the Vice-President one of the members present other than the Honorary General Secretary shall be elected to the Chair.

**ARTICLE 9 DUTIES & POWERS OF THE EXECUTIVE COMMITTEE**

1. The President
  - a. The President shall be the Head and Chief Executive of the Union.
  - b. The President shall be ex-officio Chairman of the Cabinet.
  - c. The In-coming President of the Union shall present the proposed Budget for the ensuing year for adoption at the Parliament.
  - d. The President shall administer the Union.
  - e. The President shall counter-sign all bills passed by the Finance Committee.
  - f. The President shall have the power to approve student activities by the affiliated bodies.

2. Vice President (Internal)
  - a. All duties, powers and responsibilities of the President shall in his absence, devolve upon the Vice-President.
  - b. The Vice-President shall assist the President in all his or her duties pertaining to internal affairs.
  - c. The Vice-President shall be responsible for the internal co-ordination of the Union.
3. Vice-President (External)
  - a. The Vice-President shall assist the President in all his or her duties pertaining to external affairs.
  - b. The Vice-President shall be responsible with the Current Affairs Secretary for promoting the interests and participation of the student body in the social issues.
4. Honorary General Secretary
  - a. Assist the President and the two Vice-President in all their duties.
  - b. Foster the internal coordination within the Cabinet.
  - c. Prepare and submit on behalf of the Out-going Students' Council the Annual Report of the Union at the Annual General Meeting.
  - d. Be responsible for convening all Meetings of the Cabinet and the Students' Council.
  - e. Have charge of the Union records and shall conduct the correspondence of the Union.
  - f. Submit at such meetings any matter for discussion received from members of the Union.
  - g. Record every important interview between office bearers of the Union and the Vice-Chancellor. Every such record shall be submitted to the Vice-Chancellor for his approval and signature and be inspected by any member of the Union.
  - h. In the event of the Students' Council going out of office before the completion of its term, prepare and submit on its behalf a Report of the Union covering its period of office, to the Honorary General Secretary of the In-coming Students' Council within 4 weeks.
5. Administrative Secretary
  - a. Shall be responsible for the recruitment and supervision of the Union Staff.
  - b. Shall be responsible for the Union's properties administration.



- c. Shall work with the General Secretary for the general administration of the Union.
  - d. Shall supervise the Committee formed under the Presidents' Office.
- 6. Financial Secretary.
  - a. Responsible in all matters relating to the finance of the Union.
  - b. Shall prepare the Budget for the ensuing year and the audited statement of Income and Expenditure at the end of the year.
  - c. Keep the accounts of the Union.
- 7. Student Affairs Secretary.
  - a. Responsible in promoting the student welfare of the Union.
  - b. Shall be responsible for the management of Union welfare facilities and services.
- 8. Current Affairs Secretary.
  - a. Responsible with the Vice-President (External) for promoting interests and participation of the student body in social issues.
- 9. Clubs and Societies Secretary.
  - a. Responsible for all matters relating to the rights, welfare and cooperation of clubs and societies within the campus.
- 10. Strategy Planning Secretary
  - a. Responsible for all matters relating to the Unions' planning and the campus policies issues.
  - b. Shall be responsible for expanding the income and properties of the Union.
  - c. The Legal Advisor of the Union and shall represent the students in the University Disciplinary Proceedings.
  - d. Responsible for matters relating to the Students' Parliament and Legal Affairs.
- 11. Students Marketability, Culture and Religion Secretary.
  - a. Responsible for promoting a multicultural campus and implementing the Malaysia cultural values in the campus.
- 12. Media and Information Secretary.
  - a. Responsible for all matters relating to the publicity of the Union.
  - b. Publicise the activities of the Union as and when directed by the Students' Council or the Cabinet.

- c. Disseminate information released by the Students' Council, Cabinet, Residential College Presidents Committee, Standing Committee and Special Committees.
- d. Promote the use of IT in Unions' operation.
- e. Responsible for all social media accounts of the Union.

## **ARTICLE 10 INTERIM COUNCIL**

1. In the event of the Executive Member in office intending to resign en bloc, it shall do so only to the Students' Union at an Extraordinary General Meeting, which it shall convene for its purpose. The Students' Union (subject to the exception stated in) shall then elect an Interim Council at the same Extraordinary General Meeting to hold office, as provided for hereunder.
2. In the event of a vote of no-confidence being passed on the Cabinet in office at a General Meeting, the Students' Union (subject to) shall elect an Interim Council at the same General Meeting to hold office, as provided for hereunder.
3. If the Executive Member in office resigns en bloc or is subjected to a vote of no-confidence at a General Meeting, the Returning Officer shall at the same meeting give notice of an Extraordinary Election, and shall within 3 days publish on all Union notice boards the dates fixed for Nomination Day and Polling Day which shall not be later than 4 weeks after the same General Meeting. This clause is subject to the exceptions arising from Article
4. If the Executive Member in office resigns en bloc or is subjected to a vote of no-confidence at a General Meeting which is convened during the period dating from the Annual Elections to the Annual General Meeting, then the Executive Member elected at the last Annual Election shall assume office from the date of this General Meeting with full powers as provided for in the Constitution. It shall convene its first meeting within one-week of assuming office.
5. The composition of the Interim Council is to be decided by the President of the Union.
6. Functions

The Interim Council shall

- a. Be the recognised means of communication between the Union on the one hand and the University authorities, or any external body, on the other.

- b. Control the properties and such finances of the Union as may be decided at the General Meeting that elects the Interim Council to office.
- c. Maintain all existing facilities
- d. Be responsible for the organisation of all Union functions.
- e. Approval of projects by societies registered under the Student Affairs.
- f. Be authorised to continue publication of the.

## 7. Powers

The Interim Council shall have power to

- a. Exercise control over all the Standing, Special Committees appointed by the immediate-last Cabinet.
- b. Co-opt members to attend its meetings. Such members may take part in the discussion, but shall not have the right to vote.
- c. Accept the resignation of any member of a Standing or Special Committee of the immediate-last Students' Council.
- d. Fill the vacancy of Managing Editor and/or Business Manager of the
- e. Fill the vacancy of Returning Officer and/or vacancies in the Elections Committee.
- f. Convene meetings of the Union.
- g. Fix the ratio of seats to ordinary members for General Elections of Article
- h. Exercise a casting vote in elections to the Executive Member as provided for in Article
- i. Fill any vacancies in the Students' Council as provided for in Article

## 8. Tenure

- a. The tenure of office of the Interim Council shall extend up to but not beyond a week after, the election of the next Executive member, which shall assume office with full powers as provided for in the Constitution.
- b. In the case of an Interim Council elected to office during the period dating from the beginning of the Academic year to the Annual Election, its tenure of office shall extend up to, but not beyond a week after the Annual Election, when the Executive Member elected there at, shall assume office with full powers as provided for in the Constitution.

9. The first meeting of the In-coming Executive Member shall be convened by the Secretary of the Interim Council within one week of the Annual Election. The In-Coming Students' Council shall assume office from a day of this meeting.
10. The Interim Council shall submit a report and balance sheet covering its period of office to the In-Coming Executive Member.

## **ARTICLE 11 LEGISLATIVE COUNCIL**

1. Composition
  - a. The Legislative Council shall consist of 80 elected members.
  - b. There shall be:
    - i. 44 members of the Executive Members.
    - ii. 36 appointed members.
2. Pursuant to Article 11(1)(b)(i), 44 members of the Executive Members
3. Pursuant to Article 11(1)(b)(ii), the 36 remaining members of the legislative council shall be appointed by the Cabinet.

Notwithstanding the provisions above, the amount of appointed members of the legislative council can be more than 36 members subject to reasonable grounds.

## **ARTICLE 12 RESIDENTIAL COLLEGE COMMITTEE**

1. There shall be a Residential College Committee consisting of the College Action Committee or the "*Jawatankuasa Tindakan Kolej*" (JTK) of 13 Residential Colleges.
  - a. Tuanku Abdul Rahman Residential College (KK1)
  - b. Tuanku Bahiyah Residential College (KK2)
  - c. Tuanku Kurshiah Residential College (KK3)
  - d. Bestari Residential College (KK4)
  - e. Dayasari Residential College (KK5)
  - f. Avicenna Residential College (KK6)
  - g. Za'ba Residential College (KK7)
  - h. Kinabalu Residential College (KK8)
  - i. Tun Syed Zahiruddin Residential College (KK9)
  - j. Tun Ahmad Zaidi Residential College (KK10)
  - k. Ungku Aziz Residential College (KK11)
  - l. Raja Nazrin Shah Residential College (KK12)
  - m. Off-Campus Unit (ULK)

2. The appointment of the Residential College Committee is pursuant to Article 17 by way of Residential Colleges Election.
3. In accordance with the GPPKUM Rules, the JTK shall consist of:
  - a. President, Vice President, Secretary, Treasurer
  - b. Chairman of *Jawatankuasa Kerja Perkembangan (JKP)*; and
  - c. Members of the Appointed College Action Committee
  - d. Floor or Block Representatives.
4. The President of each JTK of the Residential Colleges shall formed the Residential College President Secretariat or known as the “*Sekretariat Presiden Kolej Kediaman Universiti Malaya*” (SPKUM) and shall be included in the Legislative Council.
5. *Jawatankuasa Kerja Perkembangan (JKP)* shall consist of:
  - a. Academics & Intellectual JKP
  - b. Welfare & Community JKP
  - c. Spiritual & Unity JKP
  - d. Arts & Creativity JKP
  - e. Sports & Recreations JKP

Notwithstanding Article 12(5), each college has its own jurisdiction to add their own JKP in their college during the Residential College Election.

6. The duties and powers of the College Action Committee (JTK):
  - a. Safeguard the interest of the students in respective colleges.
  - b. To afford a recognised means of communication between the Students in the College and the College Administration or *Jawatankuasa Induk Kolej (JIK)*.
  - c. Shall plan all students activities in respective colleges.
  - d. The President of the JTK is the leader for the Committee.
  - e. The Secretary shall write and keep all the Minutes of Meeting for the College Action Committee meeting and copies of the Minutes shall be sent to the President and the JIK for revision purposes.
7. The duties and powers of the *Jawatankuasa Kerja Perkembangan (JKP)*
  - a. Responsible in executing all the students’ activities that was passed by the JIK.
  - b. Each JKP can form a committee to handle all the students’ activities that was passed by the JIK.
  - c. Chairman of each JKP must chair their own committee meetings.
  - d. Each advisor from the JIK can attend the JKP Meetings.

8. Appointed College Action Committee (JTK)

- a. The Committee may appoint not more than 6 residents that is eligible to be an additional member of the JTK if necessary.

9. Tenure

- a. The tenure for the College Action Committee (JTK) is one year starting from the second semester after the Residential College Election is conducted.

10. Jurisdiction

- a. The jurisdiction of each College Action Committee (JTK) is only within their own respective college.
- b. SPKUM may make policies along with the University Administration for the welfare of their residents and the College.
- c. The President of the Union or Cabinet may intervene on matters concerning the residents of the College.

11. Meetings.

- a. The meetings of the JIK and JTK is to be found in Rule 6 of the GPPKUM Rules which lays down its manner of meetings, notice, agenda, Minutes of Meetings, Quorum, rights to vote and absence of members of the Committee.
- b. The purpose of the meeting:
  - i. To discuss agendas that involves the administration and execution of students' activities by the JTK throughout the session.
  - ii. Matters other than the students' activities.

12. Financial

- a. The College Treasurer through the JTK Treasurer must supervise the finance of the JTK.
- b. The President of the JTK has the power to view the Financial Accounts of their respective College.
- c. Each JKP must prepare an estimation of budget for its projects and activities throughout their tenure for the consideration of the JTK.
- d. The JTK then, must prepare an estimation of budget throughout their tenure for the consideration and approval of the Residential College High Committee (JIK).
- e. The JTK Financial Statement that has been audited will be presented in the last JIK Meeting for the session.

- f. JIK may appoint 2 auditors that consists of students that are not a part of the JIK to audit the JTK Financial Statement. The auditors must be appointed during the start of the session.

### **ARTICLE 13 STANDING COMMITTEE**

1. Standing Committee shall be appointed from time to time by each Secretary Portfolio with such powers and duties as they may determine.
2. Each Secretary Portfolio may set its own Division or Unit for the purpose of Coordination of the Union.
3. General job scope for Secretary Portfolio:
  - a. Administrative Secretary
    - i. The Administrative Secretary may appoint its division or unit which handles the recruitment of the Union Staffs for each Secretary Portfolio and facilities of the Union House.
  - b. Financial Secretary
    - i. The Financial Secretary may appoint its division or unit which handles the financial matters of the Union.
  - c. Student Affairs Secretary
    - i. The Student Affairs Secretary may appoint its division or unit which handles the welfare of Universiti Malaya students.
  - d. Current Affairs Secretary
    - i. The Current Affairs Secretary may appoint its division or unit which handles the dissemination of issues in and out of Universiti Malaya to the students and general public.
  - e. Clubs and Societies Secretary
    - i. The Clubs and Societies Secretary may appoint its division or unit which handles the affairs of the clubs and societies in Universiti Malaya.
  - f. Strategy and Planning Secretary
    - i. The Strategy and Planning Secretary may appoint its division or unit which handles the legal matters of the Union consisting of the Constitution of the Union and Students' Parliament, campus policies and strategy planning to gain income for the Union.

- g. Culture and Religion Secretary
  - i. The Cultural and Religion Secretary may appoint its division or unit which handles the nature of environment within campus of Universiti Malaya being the issue of women empowerment, rights of disabled students, youth empowerment etc.
- h. Media and Information Secretary
  - i. The Media and Information Secretary may appoint its division or unit which handles the identity and dissemination of information that resembles the Union.

#### **ARTICLE 14 SPECIAL COMMITTEE**

1. A Special Committee shall be appointed from time to time by the Cabinet with such powers and duties as they may determine.
2. Pursuant to Article , Special Committee shall be formed by the President of The Union (Pejabat Presiden) or based on recommendations by the Cabinet.

#### **ARTICLE 15 CLUBS AND SOCIETIES (INCORPORATION OF HKSU STRUCTURE)**

1. Such Societies and Clubs as members from time to time may wish to form shall be autonomous will full jurisdiction over their own Constitution and activities and shall refer matters to the Cabinet for advice.
2. Such bodies may apply to the Registrar of the University of Malaya Student Bodies according to the UNIVERSITY OF MALAYA (STUDENT BODIES) STATUTE 1979 for affiliation to the Union.
3. Rights and Responsibilities
  - a. Rights
    - i. Any clubs and societies that are registered in the University of Malaya is eligible to apply for subsidies offered by the Union.
    - ii. Any clubs and societies that are registered in the University of Malaya is eligible to use the facilities such as club rooms, meeting room, hall offered by the Union.
    - iii. Any clubs and societies that are registered in the University of Malaya shall have its interests represented in the Students' Parliament.



b. Responsibilities

- i. Notwithstanding the UNIVERSITY OF MALAYA (STUDENT BODIES) STATUTE 1979, the clubs and societies shall abide by the Constitution, resolutions or internal policies or regulations of the Union.

4. Structure

- a. All Clubs and Societies that are registered in UM shall be divided into clusters according to their interests which consists of:
  - i. Academic Societies Cluster
  - ii. Cultural & Religion Societies Cluster
  - iii. States & International Societies Cluster
  - iv. Independent Societies Cluster
  - v. Secretariat Cluster
- b. The structure of the clusters are stipulated in the First Schedule of the University of Malaya Students' Union Constitution.

**ARTICLE 16 FINANCE**

1. Subject to the following provisions in this rules, the funds of the Union may be expended for the purpose necessary for the carrying out of its objects, including the expenses of its office-bearers and paid staff and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in court of law.
2. The Cabinet shall appoint an impartial branch of Finance Division which will be headed by the Financial Secretary and managed by the Financial Manager, the Financial Manager has his/her own discretion to appoint the division members to assist for the purpose of managing all financial matters and assets of the Union. The Financial Manager is subject to the direction of the Financial Secretary of the Union.
3. The Financial Secretary may hold a petty cash advance not exceeding RM2,000.00 (Ringgit Malaysia Two Thousands) at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Cabinet. The bank account shall be in the name of the Union.
4. All cheque or withdrawal notices on the Union's account shall be signed jointly by three(3) officers with relevant authority appointed by the Finance Director for a long period, the Cabinet shall appoint one of its members to sign in his place.

5. No expenditure exceeding RM15,000.00 (Ringgit Malaysia Fifteen Thousands) at any one time shall be incurred without prior sanction of the Cabinet and no expenditure exceeding RM50,000.00 (Ringgit Malaysia Fifty Thousands) in any one month shall be incurred without prior sanction of Students' Parliament or General Meeting. Expenditure less than RM15,000.00 (Ringgit Malaysia Fifteen Thousands) at any one time may be incurred by the President together with the Vice President, the Honorary General Secretary and the Financial Secretary.
6. As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Financial Secretary and audited by the Auditors appointed under Article , The audited accounts shall be submitted for the approval of the next Annual General Meeting, and copies shall be made available at the registered place of business of the Association for the Perusal of members.
7. The Financial year of the Association shall commence on the 1<sup>st</sup> January and end on the 31<sup>st</sup> December every year.
8. Auditors
  - a. Two persons, not being members of the Cabinet, shall be elected as Honorary Auditors by the Annual General Meeting and will hold office for a term to be decided by the Assembly and shall not be re-elected for a consecutive term.
  - b. The Auditors:
    - i. Will be required to audit each year's accounts and present a report to the General Meeting;
    - ii. May be required by the President to audit the Union's accounts for any period within their tenure of office, at any date, and submit the report to the Cabinet.

## **ARTICLE 17 STUDENTS' PARLIAMENT**

1. Qualifications for membership of Parliament
  - a. Members of the Legislative Council.
2. Absence of a member
  - a. If a member of the Legislative council is without the leave of the Parliament absent from every sitting for a period of 1 semester, the Parliament may declare his seat vacant.
3. The Parliament shall be convened by the Speaker or Deputy Speaker of the Parliament:

- a. The Annual Parliament Session.
  - b. Extraordinary Parliament Session.
  - c. Emergency Parliament Session.
4. The Parliament shall be held during the fourth week of the second term of the academic year.

The Agenda shall consist of the following:-

- a. Address by the President of the UMSU
  - b. Annual Report
  - c. Audited Statement of Income and Expenditure for the previous year.
  - d. Audited Balance Sheet,
  - e. Address by the President of UMSU and his presentation of the proposed Budget for the ensuing year.
  - f. Any other matter of which notice in writing has been given to the Honorary General Secretary at least 96 hours before the meeting.
5. Notice
- a. Notice of the Parliament Session shall be posted up on the Union's Social Media together with a provisional agenda, not less than seven days before the date of the session.
  - b. Any business for inclusion in the final agenda shall be handed in, in writing by any two members to the Honorary General Secretary not less than 96 hours before the time of the Parliament Session.
6. Extraordinary Parliament Session of the Union shall be convened by the Honorary General Secretary.
- a. On the instructions of the Cabinet.
  - b. On the written application to the Honorary General Secretary of at least 50 members of the Parliament together with a written statement of the object for which the meeting is desired. Such a meeting shall be held within 14 days of the receipt of the application.
  - c. On the instructions of the President of the Union.
7. Notice of extraordinary general meeting
- a. Notice of an Extraordinary General Meeting shall be posted up on the Union Social Media not less than 5 days before the date of the meeting.
  - b. Only the matter for which such an Extraordinary General Meeting is called shall be on the agenda.

8. Emergency General Meetings of the Union shall be convened by the Speaker or the Deputy Speaker of the Parliament.
  - a. On the instructions of the Cabinet.
  - b. On the instructions of the President of the Union.
9. Notice
10. No Extraordinary or Emergency General Meeting shall be convened during vacations.
11. Quorum
  - a. 52 legislative members of the Union shall be present at the commencement of the Parliament before it can proceed. In the event of the required number not being present, another meeting shall be called within one week but earlier than 72 hours after the postponement.
12. The Yang Di-Pertua shall take chair at all Parliament Session of the Union. In his absence, the Deputy Speaker shall be elected to the Chair.
13. Voting
  - a. Only Legislative present shall be eligible to vote.
  - b. No member shall vote by proxy.
  - c. Voting at all General Meetings shall normally be by a show of hands. Voting other than by a show of hands shall be taken for any item provided that the unanimous consent of the members present is obtained.
  - d. Motions at the Parliament shall be declared carried by a simple majority except as provided for in Article XIV, Section 4.
14. A vote of censure of non-confidence on the Students Council.
15. All decisions made at the Parliament shall be binding on the Union.
16. Parliamentary Procedure
  - a. The Parliament shall refer to the Peraturan-Peraturan Majlis Mesyuarat Parlimen Universiti Malaya.
  - b. The provision provides power to the Student's Parliament Unit under the Legal Affairs Division of Strategy Planning to create a subsidiary legislation for the purpose of parliamentary procedure.

## **ARTICLE 18 GENERAL MEETINGS**

1. The supreme authority of the Union is vested in a general meeting of the members. At least one-half of the voting membership of the Union or the voting members present

represent twice the total number of the Executive Members, which is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute quorum.

2. If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Cabinet; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to alter rules of the Constitution or make any decision affecting the whole membership.
3. An Annual General Meeting of the Union shall be convened as soon as possible after the close of each financial year but not later than April on a date and a time and place to be decided by the Cabinet. The business of the Annual General Meeting shall be:
  - a. Address by the President of the Union;
  - b. To receive the Annual Report of the Union
  - c. To receive the minutes meeting of the previous Annual General Meeting;
  - d. To receive the Cabinet's report on the working of the Union during the previous year;
  - e. To receive the financial report of the Union;
  - f. To deal with such other matters as may be put before it.
4. The Honorary General Secretary shall send to all members at least 14 days notice before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Union for the previous year. Copies of these documents will also be made available at the registered place of business of the Union and the Union's social media for the perusal of members.
5. An Extraordinary General Meeting of the Union shall be convened;
  - a. Whenever the Cabinet deems it desirable; or
  - b. At the joint request in writing of not less than twice the number of the Executive Members, stating the objects and reasons for such meeting.
6. An Extraordinary General Meeting requisitioned by members shall be convened for a date within twenty days of the receipt of such requisition.
7. Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Honorary General Secretary to all members at least five days before the date fixed for the meeting.
8. Clause 18(1) and (2) of this rules regarding the quorum and the postponement of an Annual General Meeting shall apply also to an Extraordinary General Meeting, but with

the provision that if no quorum is present after half an hour from the time appointed for a postponed Extraordinary General Meeting requisitioned by the members, the meeting shall be cancelled and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six month from the date thereof.

9. An Emergency General Meeting of the Union shall be convened;
  - a. Whenever the Cabinet deems it desirable; or
  - b. At the request of the President of the Union.
10. An Emergency General Meeting requisitioned by members shall be convened for a date within three days of the receipt of such requisition.
11. Notice and agenda for an Emergency General Meeting shall be forwarded by the Honorary General Secretary to all members at least 24 hours before the date fixed for the meeting.
  - a. Only the matter for which such an Emergency General Meeting is called shall be on the agenda.
12. No Extraordinary or Emergency General Meeting shall be convened during vacations.

#### **ARTICLE 19 AMENDMENTS TO THE CONSTITUTION**

1. Any amendments to the Constitution shall be made at the Students' Parliament.
2. The proposed amendment to the Constitution shall be made in writing to the Honorary General Secretary at least 10 days before the Parliament.
3. The proposed amendment shall be posted up in full through all of the Union Social Media at least 7 days before the Parliament Session.
4. Amendments to the Constitution shall be carried only if at least two-third of the ordinary members present at the session shall have voted in favour of them.

#### **ARTICLE 20 EMERGENCY LAWS**

1. In cases where there is an emergency such as a pandemic, global catastrophe or any other issues affecting the country resulting in a, emergency laws shall be made by the President of the Union.

#### **ARTICLE 21 ELECTIONS**

1. There shall be an Election Commission, to be constituted in accordance with Article 17(2), which, subject to the provisions of *Buku Tatacara dan Pemilihan Majlis Perwakilan Pelajar*, shall conduct elections to the Executive Members and the College

Action Committee of the Residential College and prepare and revise electoral rolls for such elections.

## 2. Constitution of Election Commission

- a. The Cabinet will form the UMCEC Appointment Committee that consists of the previous UMCEC Board and all registered students' fronts.
- b. The University of Malaya Campus Election Commission ("UMCEC") shall be appointed by the Vice Chancellor after being chosen by the UMCEC Appointment Committee through an interview selection session and shall consist of a Chairman, Deputy Chairman, Secretary, Treasurer and 4 other members.

## 3. Campus Election

- a. There shall be a Campus Election during week 3 of the 2nd semester to elect the Executive Members of the Union.
- b. The UMCEC has the discretion to announce the date of the election.
- c. There are 44 seats and the seat of the election as follows:
  - i. Ten (10) allocated seats for the General Representative.
  - ii. Thirty-Four (34) allocated seats for 17 Constituencies where 1 constituency consists of 2 representatives.
- d. The party who won the majority seats shall form the government.
- e. The forty-four (44) elected representatives shall be a part of the permanent members of the Legislative Council.

## 4. Residential College Election

- a. There shall be a Residential College Election one week after the Campus Election to elect the College Action Committee.
- b. The mandatory seats that are allocated in all thirteen (13) Residential Colleges are as follows:
  - i. President
  - ii. Secretary
  - iii. Treasurer
  - iv. Head of the Welfare & Society Committee
  - v. Head of the Spiritual & Unity Committee
  - vi. Head of the Sports & Recreation Committee
  - vii. Head of the Arts & Creativity Committee
  - viii. Head of the Academics & Intellectual Committee

- ix. Head of the Multimedia, Technical & Publicity Committee

Notwithstanding Article 20(4)(b), each college has its own jurisdiction to add the seats in their college.

- c. The elected representative shall form the College Action Committee in their respective residential college.
- d. The President of each Residential College shall form a committee named “Presidents College Committee” under the Students’ Council and shall be appointed into the legislative council.

## **ARTICLE 22 DISCIPLINE**

### **1. Disciplinary Action.**

- a. All members shall be bound by the Article of the Constitution and by such Standing Orders as may be made from time to time by the Cabinet.
- b. Disciplinary action of any one of the following forms may be taken against any member acting in a way derogatory to the Union or in any way violating any of the Articles of the Constitution or its Standing Orders.
  - i. Fines not exceeding Fifty Ringgit;
  - ii. Suspension from any or all the privileges of membership for a period not exceeding one year;
  - iii. Any other form of disciplinary action that is deemed fit by the Disciplinary Commission may also be taken.

### **2. Disciplinary Commission**

#### **a. Composition**

- i. Five members shall form the Commission.
- ii. Each of the five members shall be selected from the most senior students of the University with at least one student from each faculty. Such students shall not be members of the University Staff or the Executive Members.
- iii. The members of the Disciplinary Commission shall elect a Chairman from among themselves.



- iv. The Honorary General Secretary shall be Secretary to the Commission but he shall not take part in the deliberation.

b. Selections

The members of the Disciplinary Commission shall be chosen by a Selection Committee of four consisting of;

- i. The Vice-Chancellor
- ii. One member of the University Staff elected by the Cabinet subject to the approval of the Vice-Chancellor.
- iii. The President of the Union.
- iv. One member of the Union, elected by the Cabinet.

The Disciplinary Commission shall be appointed during the first two weeks of the academic year, and shall hold office for one academic year.

c. Duties

- i. The Disciplinary Commission shall investigate, review and judge all cases of student discipline referred to it by the President of the Union, the Cabinet or members of the Union.
- ii. To give a report on all cases referred to it by the Cabinet subject to Article 22(d)(iv).

d. Powers

- i. To judge and recommend disciplinary action when necessary on all cases of student discipline referred to it by the President of the Union, the Cabinet or members of the Union.
- ii. To appoint special committees when necessary to assist in the investigation of cases.
- iii. To call any member of the Union to give evidence on a case, provided 72 hours written notice has been given. Any member of the Union failing to comply to this order without an acceptable explanation shall be liable to a fine not exceeding RM.

- iv. To investigate, review and judge any case in camera and to submit a report on all such cases only to the President of the Union when requested by the Students' Council.

### 3. Attendance before Disciplinary Commission

- a. Where it appears to a disciplinary commission that a member of the Union has committed a disciplinary offence under the Constitution or any Standing Orders of the Union, the disciplinary commission shall notify the member of the Union of the alleged disciplinary offence and therein require them to attend before it at such disciplinary room on such date and at such time as it may specify.
- b. Failure to attend before disciplinary commission may render them to be suspended from any privileges of the Union; such suspension shall continue until they offer to attend before the disciplinary commission and does, in fact, attend before the disciplinary commission on the date and at the time which the disciplinary commission may specify after they have offered to attend before the disciplinary commission.

### 4. Disciplinary Proceedings

- a. Plea of guilty and ensuing procedure
  - i. If the member of the Union pleads guilty, the disciplinary commission shall explain to him the facts of the case.
  - ii. If the member of the Union admits these facts and the disciplinary commission is satisfied that an offence had in fact been committed from the facts, the disciplinary commission shall pronounce him guilty of the disciplinary offence and invite him to forward any plea for the mitigation of punishment.
- b. Procedure when pleading not guilty
  - i. If the member of the Union pleads that he is not guilty of the disciplinary offence or fails or refuses to plead or does not admit the facts of the case, the disciplinary commission shall examine any witness or any document or other article in support of the case against them: the alleged member

shall be invited to question such witness and inspect such document or article, and the disciplinary authority may re-examine such witness.

c. Student's evidence

- i. After the evidence referred to in rule 53 has been received, and the disciplinary commission finds that there is a case to answer, the alleged member shall be invited to give their evidence, call any witness or produce any document or other article in their defence; the disciplinary commission may question the alleged member or any of their witnesses and inspect any such document or article, and the student may re-examine any of their witnesses.

d. Recall of witness

- i. The disciplinary commission may question or recall any witness at any time before it pronounces its decision.

e. Pronouncement of decision

- i. After hearing the witnesses and examining the documents or other articles produced before it, the disciplinary commission shall pronounce its decision in the case, and if it decides that the alleged member is guilty of the disciplinary offence it shall invite the alleged member to forward any plea for the mitigation of punishment.

f. Imposition of punishment

- i. After the alleged member has forwarded his plea in mitigation of punishment, if any, under Article 22(4)(a) or 22(4)(e), as the case may be, the disciplinary authority shall impose on the alleged member one of the punishments specified in Article 22(1)(b) or any appropriate combination of two or more of such punishments.

## **ARTICLE 23 GENERAL**

### **1. Resignation**

- a. Any office-bearer resigning shall tender his resignation in writing to the Honorary General Secretary and shall not be deemed to have resigned until his resignation is accepted.

- b. Any Executive Member wishing to resign shall tender his resignation to the Honorary General Secretary and if his resignation is accepted, the Cabinet shall direct the Campus Election Committee to hold a by-election to fill that vacancy.
  - c. Any Cabinet Member wishing to resign shall tender his resignation to the Honorary General Secretary for acceptance by the President of the Union which shall proceed to fill that vacancy. Such resignation shall be without prejudice to his seat as the Executive Member of the Union.
  - d. Any member of the Committees of the Students' Council other than the Cabinet who wishes to resign shall hand in his resignation to the Cabinet through the head of the Committee. If the resignation is accepted, the head of the Committee shall then proceed with the appointment of a new member.
2. Interpretation of the Articles of the Constitution
- a. In the event of a controversy arising over the interpretation of the articles of the Constitution at a General Meeting, ruling shall be made by a majority vote.
  - b. Students' Parliament
    - i. In the event of controversy arising over the interpretation of the articles of the Constitution at a Students' Parliament, ruling shall be made by a majority vote.
  - c. Cabinet Meeting
    - i. In the event of a controversy arising over the interpretation of the Articles of Constitution at any Cabinet Meetings, ruling shall be made by a majority vote.
3. Statement of the Press
- All statements on matters within the province of the Union and student affairs shall be made by the President or any designated bearer assigned by the Cabinet.

## **ARTICLE 24 INTERNAL POLICIES OR REGULATIONS**

- 1. The Legislative Council may regulate internal policies or regulations in ensuring the smoothness of the administration of the Union.
- 2. The internal policies/regulations will take effect only among the members of the Union.

## SCHEDULES

### First Schedule

[Article 15]

#### Structure of Clubs and Societies Clusters

##### 1. ACADEMIC SOCIETIES CLUSTER

###### a. Nature and Function

i. Academic Societies within the cluster's function are to promote academic matters among the students in UM.

###### b. University of Malaya Students' Union Academic Association

i. All Academic Clubs and Societies shall form the University of Malaya Students' Union Academic Association.

ii. The University of Malaya Students' Union Academic Association shall represent the interests of the Academic Clubs and Societies and act as a bridge between the Union and the Academic Clubs and Societies.

##### 2. CULTURAL & RELIGION CLUSTER

###### a. Nature and Function

i. Cultural & Religion Clubs and Societies within the cluster's function are to promote cultural activities, to improve the skills of students in cultural activities and to raise the standard of cultural activities among students.

###### b. University of Malaya Students' Union Cultural & Religion Association

i. All Cultural & Religion Clubs and Societies within the cluster shall form the University of Malaya Students' Union Cultural & Religion Association.

ii. The University of Malaya Students' Union Academic Association shall represent the interests of the Cultural & Religion Clubs and Societies and act as a bridge between the Union and the Cultural & Religion Clubs and Societies.

##### 3. STATES & INTERNATIONAL SOCIETIES CLUSTER

###### a. Nature and Function

i. States & International Clubs and Societies within the cluster's function are to uphold the interests of students according to their states as well as international students.

##### 4. INDEPENDENT SOCIETIES CLUSTER

###### a. Nature and Function

i. Independent Clubs and Societies within the cluster's function is to promote the club own interests.

5. SECRETARIAT CLUSTER

a. Nature and Function

- i. Secretariat within the cluster's function is to promote the Secretariat own interest.

Second Schedule

[Article 5(v)]

List of Union Records

1. Financial Report of the Union.
2. Activity Report of the Union.