



**INDIANA UNIVERSITY BLOOMINGTON
MALAYSIAN STUDENT ASSOCIATION
CONSTITUTION**

TABLE OF CONTENTS

PREAMBLE		2
ARTICLE I	Membership	2
ARTICLE II	University Compliance	2
ARTICLE III	Executive Board	2
ARTICLE IV	Powers & Responsibilities	3
ARTICLE V	Succession	4
ARTICLE VI	Removal of Officers	4
ARTICLE VII	Advisor	5
ARTICLE VIII	Meetings	5
ARTICLE IX	Elections	5
ARTICLE X	Non-Hazing	6
ARTICLE XI	Personal Gain Clause	6
ARTICLE XII	Amendments to the Constitution	6
ARTICLE XIII	Ratification of the Constitution	6

PREAMBLE

The Malaysian Student Association – hereafter referred to as "MSA" – is a non-profit and non-partisan organization for the purpose of:

1. Fostering a close-knit relationship between members, potential members and alumni.
2. Promoting awareness of Malaysian culture and heritage within the Indiana University community.
3. Fostering acceptance of the Malaysian society and history, narrowing the gap between Malaysian and all people of this university.

ARTICLE I: MEMBERSHIP

MSA does not discriminate with regards to race, age, color, disability, ethnicity, gender, marital status, national origin, religion, sexual orientation, or veteran status.

Membership shall be granted by the following criteria:

- Direct Membership
 - Malaysians currently enrolled or working at IUB, part-time or full-time, are automatically a member of MSA.
 - Any students currently enrolled at IUB who requests membership to MSA.
- Indirect Membership
 - Malaysians who were previously members.
 - Anyone who has a direct family relation with a member and is currently living in Bloomington, IN.

ARTICLE II: COMPLIANCE

MSA will comply with all university rules, policies and guidelines as well as all local, state, and federal laws.

ARTICLE III: EXECUTIVE BOARD

The Executive Board will consist of five/six officers that oversee all aspects of MSA.

Officers include the following:

President
Vice President
Secretary
Director of Finance
Director of Events
Director of Human Resources

General Duties:

- The Executive Board shall preside over all the MSA meetings, under the leadership of the President, and to fulfill our purposes stated in the constitution. The Executive Board shall determine and execute any and all major decisions brought forth to them.
- Each member of the Executive Board shall keep in confidence any confidential information regarding Board that would compromise the real and/or intellectual property rights (e.g. office space, passwords, e-mail accounts, financial accounts, etc.) held by the MSA.

ARTICLE IV: POWERS AND RESPONSIBILITIES

1. **President**

- Official public representative of MSA
- Preside over all MSA Meetings
- Oversee the operation of Board Members
- Ensure each board members fulfills their specific goals to be achieved for the term.
- Make connections with other student association leaders
- Be the middle person for outreach and collaboration with the Embassy, Education Malaysia Offices (EM Chicago) and Malaysian Student Association from other universities.

2. **Vice President**

- The middle person for outreach and collaboration with other student associations, faculty members and departments on IUB campus.
- To assist president in overseeing MSA events and operations organized on IUB campus
- To present updates and concerns regarding the internal and external issues to president
- The main person who will reach out to newcomers and existing members

3. **Secretary**

- To keep track of meeting minutes, records and archives
- To keep track of MSA memberships with respective and appropriate information.
- To inform members with MSA events and updates through official emails/ newsletter.
- To send official email along with the MSA header
- To maintain MSA's social media sites.

4. **Director of Finance/Treasurer**

- To maintain an open accurate and up-to-date account of MSA and finances
- To pay all monetary obligations incurred in a timely fashion.
- Create budget and keep financial records for MSA events with approval from the President
- To replace previous treasurer's social security number in the bank account.
- To seek out fundings for the future events.

5. **Director of Events**

- To work closely with President and Vice President in organizing events and collaborations.
- To work closely with President and Treasurer in budgeting the cost of the event.
- To allocate roles that each board member holds during the process of organizing an event.

6. Director of Human Resources

- To ensure that all meetings are carried out in a respectful direct manner.
- To conduct activities or small scaled events for the board members and members to strengthen the bond of the members.
- To assist the Director of Events in getting the required workforce to ensure the event will be manageable
- To be the middle person for the existing members of MSA

ARTICLE V: SUCCESSION

If the office of the Presidency is vacated, the order of succession shall be as follows:

Vice President
Secretary
Director of Finance
Director of Events
Director of Human Resources

ARTICLE VI: REMOVAL OF OFFICERS

Grounds for impeachment shall include:

- Constant failure to perform assigned duties due to conscious negligence.
- Deliberate pursuit of policies contrary to the constitution of the MSA.

A petition containing the signature of ten percent of the general membership, or majority of the Executive Board shall be required to call an open hearing concerning the removal of any board member.

Notice of such hearing must be made to all members.

The President or acting President shall preside over the hearing.

An affirmative vote of majority of those members present at the open hearing is required for the impeachment of the officer concerned.

In cases of impeachment, penalty shall be limited to the removal of the individual concerned from office and his/her disqualification from holding another office in the MSA for one calendar year.

ARTICLE VII: ADVISOR

The MSA shall have an Advisor who is Faculty/Staff of Indiana University Bloomington and shall serve to impart wisdom and knowledge to the Executive Board.

The Advisor shall work closely with the President and Treasurer in order to verify the validity of all financial activities.

ARTICLE VIII: MEETINGS

The meetings of the Executive Board and the meetings of the general membership shall be convened by the president or the acting president.

Executive meetings:

The quorum for an Executive Board meeting shall be the President, or acting President, and at least three-fourths of the remaining Executive Board. Without such a quorum, no major action may be taken.

Executive meetings shall occur not less than twice a month with the President, or acting President, and at least three-fourths of the remaining Executive Board.

All executives meetings are closed and only limited to the Executive Board.

Special meetings of the Executive Committee may be called upon by the President, at his discretion or by two-thirds agreement of the Executive Committee.

Committee meetings:

Individual committees shall meet at the discretion of the committee chairperson(s).

Special or emergency committee meetings can be called by the President or any Board member that oversees the committee.

ARTICLE IX: ELECTIONS

Every registered member of the MSA is entitled to one vote.

Voting shall be by closed ballot.

Votes shall be tallied by an election committee appointed by the incumbent Executive Board. Candidates seeking office must submit their candidacy to the Executive Board two (2) weeks in advance in order to be placed on the ballot.

Candidates must be registered members of the MSA.

Candidates must be enrolled as students of Indiana University Bloomington during their expected term of office.

Requirements for office are suspended in cases where a vacancy occurs during the year.

The term of office for each officer shall extend from the time of election until the next designated election with a one (1) month transitional period.

Formal elections shall be held once every year before the second week in April.

An open convention shall be held prior to the balloting at which time the candidates shall have a reasonable period to present their platform to the Executive Board and general membership.

The President or Vice President with the approval of majority of the Executive Board shall determine any additional election procedures or details as it deems necessary for that year.

ARTICLE X: NON-HAZING

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

ARTICLE XI: PERSONAL GAIN CLAUSE

MSA shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

ARTICLE XII: AMENDMENTS TO THE CONSTITUTION

For passage of an amendment to the constitution, a majority of members at a meeting for this purpose must vote that sufficient grounds exist to warrant further discussion of a proposed amendment. Upon an affirmative vote, the proposed amendment shall be placed on the agenda

for further discussion at the next meeting for this purpose. The affirmative vote for two-thirds of members present at two successive meetings is required.

ARTICLE XIII: RATIFICATION OF THE CONSTITUTION

This constitution shall be ratified by the affirmative vote of two-thirds of the members present at the meeting for this purpose.