

Nebraska University Malaysian Students Association (NUMSA) Constitution

Article 1 – Name

The name of this organization shall be “Nebraska University Malaysian Students Association”. Its abbreviation is “NUMSA”.

Article 2 – Purposes

1. To promote friendship and co-operation among its members and the student body of this university as a whole.
2. To provide a medium for exchange of ideas among its members and the Lincoln community.
3. To foster social-cultural programs directed towards a better understanding among Malaysians and the Lincoln community.

Article 3 – Membership

Eligibility:

- a. This organization does not discriminate in the selection of members or appointments where discrimination is defined as denying an individual membership or appointment on the basis of a person’s age, race, national origin, color, gender, sexual orientation, creed, handicap, or place of residence.
- b. This student organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in the organizational activity, but will not be a voting member of the organization. A non-student is someone not at the University of Nebraska-Lincoln for the fall or spring semester.
- c. Membership shall be maintained by the payment of dues which are established by the Executive Committee with the approval of the members at the Annual General Meeting. Please refer to Article 7 (Finance).

Article 4 – Officers

Section 1 – Listing of Officers

The government body of the organization shall be the Executive board that consists of a President, a Vice President I, a Vice President II, a Secretary, a Treasurer, and between six to ten Executive Committee Members.

Section 2 – Powers and Duties of Officers

- a. **President** – The President shall preside at all business meetings of the organization unless decided by the President otherwise. He/She shall assume the general responsibilities of the coordination of programs. He/She shall also be responsible for the coordination of activities between NUMSA and other external agencies or organizations.
- b. Vice Presidents:
 - i. **Vice President I** – He/She shall assume the specific responsibilities of the coordination of programs.
 - ii. **Vice President II** – He/She shall assume the specific responsibilities of the coordination of personnel.
 - iii. Both the Vice President I and Vice President II shall assist the President and perform his/her duties in his/her absence.
- c. **Secretary** – The duties of the Secretary shall be to keep an accurate, permanent record of the minutes and the proceedings of the association and to take charge of all correspondence.
- d. **Treasurer** – The duties of the Treasurer shall be to keep an accurate and complete record of all monetary transactions and to collect the association dues and others that are initiated in the committee meetings. The Treasurer must disburse funds with accordance with the regulations of the university.
- e. **Executive members** – They shall be responsible in assisting to carry out any of the organization activities as instructed in the executive committee meetings.

Section 3 – Election

- a. Nomination Procedure
 - (i). Nomination period shall begin after the 10th week of the Spring semester.
 - (ii). The Electoral Committee shall be elected in the Spring semester general meetings.
 - (iii). Nomination may be forwarded to the electoral committee during the nomination period.

- (iv). The Electoral Committee reserves the right to set the rules and procedures for both Nomination and Election in line with NUMSA's constitution.
- b. Election Procedure – The annual election of the Executive Board shall be held in the Fall semester. The Executive Board shall be elected by secret ballot. The Election will observe an Open Election.
- c. Term of office – Members shall serve for a duration of one year.

Article 5 – Advisor

Section 1 – Qualification

He/She shall be an A or B level faculty professional staff of the University of Nebraska-Lincoln.

Section 2 – Duration of Service

Length of term shall be of two years, but the advisor may be renominated for additional terms.

Section 3 – Method of Selection

A minimum of 2 names shall be nominated during a general meeting. Open election shall be held. The candidate with highest vote shall be officially approached first.

Article 6 – Rules of Procedure

Section 1 – Meetings

- a. Annual General Meeting (AGM)
 - (i). The AGM shall be held in the Fall Semester.
 - (ii). The AGM shall include all members and officers.
 - (iii). The AGM shall be for the purpose of:
 - to approve annual reports and financial accounts of the year.
 - amendments to the constitution.
 - to decide on proposals and resolutions.
 - election of neutral chairman.
 - election of new officers.
- b. General Meetings – shall be at least twice each year, preferably once at the beginning of the Fall semester and once at the beginning of the Spring semester.

- c. Extraordinary General Meetings – may be called at the request of the President. The Executive Board must notify the members at least two days in advance.
- d. Order of Business – The conduct of the business shall be as follows.
 - (a) Call to Order
 - (b) Minutes of the last meeting
 - (c) Additions/Corrections to the minutes (matters arising)
 - (d) Reports of Committees
 - (e) Old business
 - (f) New business
 - (g) Discussions, programs, etc. (other matters)

Any decision to be made in the meeting has to be approved by the majority vote.

Section 2 – Attendance

Executive members who do not keep up with their line of duty, for not attending 3 meetings and do not have a valid reason, shall be asked to resign.

Article 7 – Finance

Section 1 – Membership Dues

The amount of membership dues increase shall be recommended by the Executive Board and approved by the members at a general meeting. Only one increase shall be allowed in each fiscal year. Fiscal year shall be defined as the August 1 to July 30.

Section 2 – Fiscal Procedure

The Student Accounts Financial Services shall handle organizational monies, regardless of source.

Section 3 – Auditing

- a. Two auditors shall be appointed by the members to audit the account at the end of the fiscal year.
- b. The audited accounts shall be presented by the Treasurer to the members at the AGM

Section 4 – Claims

All claims shall be forwarded to the Treasurer by the end of dead week every semester. Claims after the deadline will not be entertained.

Section 5 –

No part of the net earnings of the Association shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. The organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 of the Internal Revenue Code of 1964 (or the corresponding provision of any future United States Internal Revenue Laws).

Article 8 – Amendments

This constitution shall be amended by two third votes of those present at the AGM or extraordinary general meetings, provided that a notice of the amendment should have been formally submitted ten days prior to the meeting. Ten members prior to the first presentation shall sign proposed amendments to this constitution. Amendments must be ASUN approved and shall go into effect as soon as it is adopted.

Article 9 – NUMSA’s seal

The seal in Figure 1 will be NUMSA’s official seal. Incoming officers should collect the seal from the outgoing secretary within 14 days after the election was held.

Article 10 – Incoming Committee

The incoming committee shall take office within two weeks after the election was held.



Figure 1: The official NUMSA seal.