

## **Article I. Malaysian Student Association**

The organization shall be called the Malaysian Student Association at UC San Diego.

## **Article II. Statement of Purpose**

Section 1: The purpose of this cultural organization shall be to introduce Malaysian culture to all UCSD students as well as facilitate events for Malaysians students studying at UCSD;

Section 2: Facilitate events such as but not limited to:

- a. An organization aimed at encouraging conversation and bonding with new incoming Malaysian students and returning Malaysian students,
- b. Provide a sense of home for Malaysians studying abroad at UCSD,
- c. For Malaysian students who seek it, assistance with assimilation in American culture,
- d. Arrange events to introduce Malaysian culture and customs to other UCSD students (food, games, and traditional celebrations),
- e. Collaborate with other Malaysian Student Associations around the United States of America to form academic, social, and professional relationships;

Section 3: Malaysian Student Association at UC San Diego is a non-profit student run cultural organization that will be financed through:

- a. Associated Students funding,
- b. External donations and charity,
- c. Malaysian Student Association fundraisers;

## **Article III. Nonprofit Statement**

Malaysian Student Association at UC San Diego is a non-profit student organization.

## **Article IV. Requirements For Membership**

Section 1: Membership is open to all UCSD students who wish to further their understanding of Malaysian culture with no restrictions to race, gender, national origin, sexual orientation, age or physical disabilities;

Section 2: Members that may attend Malaysian Student Association events but as a Non-Voting Member include

- a. Faculty members,
- b. Graduate students,
- c. Community members,
- d. UCSD Alumni;

Section 3: An active member is an individual who has attended at least one Malaysian Student Association meeting that academic quarter;

Section 4: Only active members can participate in Malaysian Student Association leadership board voting as well as other Malaysian Student Association related voting procedures;

Section 5: An inactive member is an individual who has missed all Malaysian Student Association meetings for that academic quarter. The individual may become an active member by attending an Malaysian Student Association meeting the following quarter;

Section 6: Malaysian Student Association requires no membership fees however the current Malaysian Student Association Leadership Board can chose to implement such fees if deemed appropriate;

#### **Article V. Frequency of Organization Meetings**

To ensure the seamless functioning of the organization, the association schedules at least one general body meeting every quarter, during which all members are encouraged to participate in discussions about forthcoming events and initiatives. Additionally, the board members hold meetings once every two weeks to evaluate the progress of ongoing projects and plan for future activities. By upholding frequent communication and collaboration among its members and leadership, the Malaysian Student Association endeavors to provide valuable experiences and assistance for Malaysian students studying at their university.

#### **Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officer.

Malaysian Student Association will have leadership board - manages and govern the organization with guidance of constitution

The succeeding board will be selected through a process of nominations and votings. Nominations and voting will take place in Week 3 to Week 4 of Spring Quarter. The voting session will be managed by the board. However, the board members may change this at their discretion should certain situations arise.

##### **A. One President**

- a. The president shall oversee the actions of the Leadership Board, supplementary Board, as well as all Malaysian Student Association members to ensure the goals of Malaysian Student Association stated in this constitution are met. The

Presidents shall fairly allocate tasks to the Leadership Board and supplementary Board as well as assist in any means deemed necessary. The Presidents shall be brought in if there is a dispute between Malaysian Student Association members, Vice-President, Financial Advisor, or other Board positions. The Presidents shall update this Constitution if amendments are successfully passed. The Presidents shall also be responsible for maintaining connection between Malaysian Student Association at UCSD and EMLA/other Malaysian Student organizations.

B. One Vice President

- a. The Vice President shall help the President in managing the tasks outlined in the President's role and any other tasks deemed necessary.

C. One Financial Advisor

- a. a. The Financial Advisor shall be responsible and held accountable for the monetary aspect of Malaysian Student Association. This Advisor shall also be responsible for applying and keeping records of funding requests and all Malaysian Student Association monetary expenditure. The Financial Advisor shall be the primary means of communication between the Fundraising Chairs and the Leadership Board. All proposed Malaysian Student Association activities requiring funding will first have to be cleared by the Financial Advisor before bringing the proposal to the Leadership Board and Malaysian Student Association members.

Supplementary board

A. Marketing/Outreach Director

- a. The Marketing/Outreach Director will be responsible for taking photos of Malaysian Student Association events and meetings as well as uploading them onto a Malaysian Student Association at UCSD website if established. The Marketing/Outreach shall also be responsible for advertising Malaysian Student Association at UCSD. The Marketing/Outreach shall be in charge of the annual end of year Malaysian Student Association photo-shoot and developing the Malaysian Student Association logo.

B. Events Director

- a. The Events Director will be responsible for ensuring the success of events pre-planned by the Leadership board. The Events Director will also be responsible for establishing rides to and from events hosted by Malaysian Student Association;

C. Fundraising Director

- a. The Fundraising Director will be responsible for developing and proposing fundraising events for Malaysian Student Association with assistance from the Financial Advisor;

**Article VII. Risk Management**

Malaysian Student Association at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

Malaysian Student Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

#### Section 1. In Case of Interactions with Minors and/or the Elderly

Malaysian Student Association at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu> . Malaysian Student Association at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

#### Section 2. In Case of Provision of Medical Assistance

In the event that the Malaysian Student Association at UC San Diego provides medical services to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

#### Section 3. In Case of International Travel

Malaysian Student Association at UC SD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US Department of Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

#### Section 4. In Case of Handling of Hazardous Chemicals, Materials, Equipment, and/or Machinery

Malaysian Student Association at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Malaysian Student Association at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.