

**THE CONSTITUTION OF  
PERSATUAN PELAJAR PASCA SISWAZAH  
MALAYSIA (NSW)**  
*(MALAYSIAN POSTGRADUATE STUDENTS'  
ASSOCIATION)*  
**(MyPSA)**

**Prepared by**

Pro Tem Committee

PERSATUAN PELAJAR PASCA SISWAZAH MALAYSIA (NSW)  
*(MALAYSIAN POSTGRADUATE STUDENTS' ASSOCIATION, (NSW))*

**Date**

10 March 2007

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## **PART 1 : DEFINITIONS**

- 1.1 MyPSA /μαιπσα/ – Malaysian Postgraduate Students Association
- 1.2 NSW – New South Wales, state in Australia; Sydney is its capital
- 1.3 Malaysia Hall – Malaysia Hall, Sydney, Australia (Dewan Malaysia, Sydney)
- 1.4 Malaysian – Citizen of Malaysia
- 1.5 Postgraduate Student – Student undergoing studies and enrolled in a postgraduate diploma, degree or doctorate program.
- 1.6 Malaysian Students Department (MSD), Australia – known by its Malay acronym JPMA (Jabatan Penuntut Malaysia Australia) is the Malaysian government department entrusted with overseeing and supervising Malaysian students and student affairs in Australia. Its headquarters is in Sydney with a permanent office in Melbourne. The MSD is also present in other countries with a large Malaysian student population. In Sydney, the MSD also handles consular operations.
- 1.7 Non-profit – refers to the nature of an entity not putting monetary income or largesse as its purpose for existence. This does not necessarily rule out having income-generating activities for the purpose of the entity's subsistence and sustenance.
- 1.8 Academic – Scholarly pursuit or/and nature
- 1.9 Social – Human or people to people interaction or agenda
- 1.10 Privately funded students – students who are pursuing their postgraduate studies in Australia via their own/family funding or grants not related to the Malaysian Federal and State governments or their agencies.
- 1.11 Industrial training – refers to and includes any technical, clinical, observational, hands-on, military, special skills training or attachment at any body or institution in Australia not inclusive of enrollment in a postgraduate diploma/degree/doctorate program in an Australian academic institution of higher learning.
- 1.12 Spouse – legally and/or religiously registered marital partner currently residing in Australia.

1.13 Family members- in this context only automatically apply to spouse and legally registered children. Other family members (parents, siblings etc.) will be considered on a case to case basis.

1.14 Annual General Meeting (AGM) – refers to the meeting held once yearly (annually) and is open to all registered eligible members to attend. It is the highest constitutional and legislative body of the association.

1.15 Special General Meeting (SGM) – refers to a meeting akin to the AGM in its character in that it is open to all registered eligible members to attend but it is called for outside of and apart from the AGM.

1.16 The Committee – refers to the Executive Committee of the association, whose members are elected at the AGM. The committee is the highest executive body of the association with decision-making powers as governed by the constitution.

1.17 Membership fee – refers to both MyPSA registration and annual fees. To be a member, eligible members are to pay both the registration and annual fee upon registration. The annual fee for the subsequent year is to be paid the latest an hour before the subsequent year’s AGM to ensure members’ eligibility to vote.

## **PART 2 : NAME, ADDRESS AND DESCRIPTION**

### 2.1: Full Name

- i) The full name of this organisation is Persatuan Pelajar Pasca Siswazah Malaysia (NSW), Australia. (Malaysian Postgraduate Students Association (NSW)).
- ii) The acronym of this organisation is MyPSA (phonetically pronounced as /μαιψσα/) and will be further referred to in this constitution as MyPSA.
- iii) MyPSA is an independent non-profit organisation run by students, for students and is not politically aligned.

### 2.2: Address

- i) This organisation is based in Sydney, Australia, with the following address:

MyPSA Secretariat,  
Malaysia Hall  
2A, Alison Road,  
Randwick  
NSW 2031  
Australia.

## **PART 3 : VISION AND OBJECTIVES**

### 3.1: Vision :

To represent, serve and protect the interest and welfare of the Malaysian Postgraduate community in Australia.

### 3.2: Objective

- i) To unite all Malaysian postgraduate students in NSW whether they are on scholarship or loan from Malaysian Federal or State government and its agencies, or privately funded,
- ii) To take care of the welfare and interest of students, for example academic and financial matters, to MyPSA's best ability,
- iii) To voice the opinions and problems of students to the right authorities,
- iv) To facilitate the interaction between students and the officers of Malaysian Students Department in Sydney,
- v) To organise academic and social activities for postgraduate students,
- vi) To engage positively with all governmental and non-governmental organizations, both Malaysian and Australian while maintaining its independence in philosophy, approach and action.

## **PART 4 : MEMBERSHIP**

### 4.1: Types of members

- i) MyPSA membership is divided into 3:
  - a) Regular Member
  - b) Associate Member
  - c) Honorary Member
- ii) A regular member must be a Malaysian postgraduate student from any university or other higher education institutions in NSW.
- iii) An associate member is the family member of a regular member, who maybe the spouse, and/or children of a regular member.
- iv) An honorary member is an individual nominated by the Committee and regular members, and must receive a 2/3 vote for membership at the Annual General Meeting.

### 4.2: Membership qualifications

- i) A regular member:
  - a) is a Malaysian citizen
  - b) is over the age of 21
  - c) accept and follow the rules to become a member
  - d) is willing to accept and follow the principles of MyPSA

- ii) An associate member:
  - a) is the spouse and any other family members of a regular member, or
  - b) is a postgraduate student undergoing industrial training in NSW.
  - c) must be over the age of 21
  - d) can not vote for and hold any position in MyPSA.
  - e) must follow the rules and constitution of MyPSA.
- iii) An honorary member:
  - a) is elected based on his/her contribution (financially or not) to MyPSA and is either elected at the Annual General Meeting or appointed by the Committee.
  - b) can not vote for and hold any position in MyPSA.
  - c) must follow the rules and constitution of MyPSA.

#### 4.3: Application to become a regular and associate member

- i) An application can be made by filling in the membership form provided by MyPSA and submitting it to the Secretary or any Committee member of MyPSA.
- ii) The membership form must be signed and enclosed with the membership fee. The membership fee for associate members is half of the regular members' fee while no fee shall be incurred upon honorary members.
- iii) The Committee can decide to introduce certain rules and regulations to become a regular and associate member.

#### 4.4: Acceptance to become Regular member

- i) The Committee must first review all applications to become a Regular member and then decide whether they are accepted or rejected. Reasons must be provided if an application is rejected.
- ii) A Regular member who resigns his/her membership can apply to become a member again if the committee accepts his/her application.
- iii) An expelled Regular member may apply to become a Regular member again by submitting an application enclosed with seconding letters from 1/3 of the members of the Committee, and will be put under the Committee's probation for 3 months.

#### 4.5: Responsibilities and Rights of Members

- i) Every Member has the rights of :
  - a) making any suggestions that is parallel to MyPSA's management and movement at any time.
  - b) enquiring any written information from the Committee regarding the Treasurer's Book, minutes of meetings and any information regarding MyPSA's management.

- c) nominating and be nominated for any position in MyPSA (for regular members only).
- d) voicing and questioning the opinions at the Annual and Special General Meeting, or if the member wishes to, and is agreed by the Committee, at the Committee's meeting.
- ii) Every member is responsible for :
  - a) Holding the vision and principles of MyPSA.
  - b) Taking part in MyPSA's activities and attending the Annual General Meeting and any other activities.
  - c) Serving MyPSA and the society.
- iii) A member's rights will be denied if he/she is facing disciplinary action such as expulsion or suspension of membership.
- iv) The committee has the right to suspend or expell any members if he/she is found guilty for any criminal offence in Malaysia and Australia.

## **PART 5 : THE COMMITTEE**

### 5.1: The Committee

- i) The Committee members of MyPSA must be postgraduate students in NSW.
- ii) A Committee member of MyPSA who is not a postgraduate student may be allowed to hold appointed position only if elected by the Committee.
- iii) The Committee is the body that controls and manages the affairs of MyPSA under the power and decision made at the Annual General Meeting.
- iv) The office-bearers are to be :
  - a) President
  - b) Vice President(s)
  - c) Secretary I
  - d) Secretary II
  - e) Treasurer
  - f) 6 Excos (4 elected, 2 appointed)
- v) The Committee comprises of 9 members elected at the Annual General Meeting and 2 other Excos (regular members) who may be appointed by the new Committee.

### 5.2: Positions and Tasks

- i) President
  - a) leads the MyPSA based on the principles of MyPSA.
  - b) chairs the Committee.
  - c) holds responsibility for the whole of MyPSA affairs.
  - d) does not hold veto power.
- ii) Vice President(s)
  - a) share(s) the President's workload.
  - b) preside(s) in the President's absence.

- iii) Secretary I
  - a) manages and takes care of MyPSA' secretarial work.
  - b) prepares the annual report of MyPSA.
  - c) keeps the minutes of the Committee's meetings.
  - d) is responsible for calling for a meeting of the Committee and amending the minutes of meeting.
- iv) Secretary II
  - a) helps Secretary I in running the secretarial position.
  - b) holds the post of Secretary I in his/her absence.
  - c) does managerial work decided by the Committee.
- v) Treasurer
  - a) is responsible for MyPSA's financial affairs.
  - b) prepares an annual budget and other financial reports for the Committee.
  - c) presents the Annual Financial Report at the Annual General Meeting.
  - d) and the President hold the power to pass any motions regarding MyPSA's expenditure during emergency.
  - e) together with the vice president and the secretary hold the power to pass motions regarding MyPSA expenditure, in the absence of the President.
- vi) Excocos
  - a) do designated work regarding MyPSA affairs and must be related to MyPSA.

### 5.3: Resignation

- i) If the President resigns, the Vice President(s) will hold presidency until a Special General Meeting is held to elect a new President.
- ii) If any members of the Committee other than the President resigns, the Committee can nominate any member of the Committee to hold that vacant position until a Special General Meeting is called to fill that vacancy.
- iii) If 2/3 or more of the Committee resigns, the Committee is considered disbanded and any remaining members must call for a Special General Meeting in 30 days to elect a new Committee.

### 5.4: Responsibilities of the Committee

- i) Shaping the principles of MyPSA to be presented at the Annual General Meeting and debated.
- ii) Making the rules to determine the election for the positions in MyPSA.
- iii) Working together with bodies and organisations with affairs that are suitable with MyPSA's vision.
- iv) Choosing the Committee members to represent MyPSA in any activity held such as talks, meetings, assemblies or other functions.
- v) Accepting and reviewing membership applications.
- vi) Solving internal problems and disputes.

- vii) Helping to prepare the Annual General Meeting and the Annual Financial Report.
- viii) Preparing the rules or regulations that are needed for MyPSA's movement.
- ix) Attending Committee meetings. If they are not able to do so with no valid reasons, disciplinary actions may be taken, including expulsion from the Committee.

#### 5.5: Committee Meetings

- i) The Committee must hold meetings at least once in 2 months, or when it is appropriate.
- ii) A quorum of 1/3 of Committee members is enough to hold a meeting.
- iii) A Committee meeting must be chaired by the President, and in his/her absence, by the Vice President, Secretary, Treasurer or a Committee member may nominate one of the members present to be the Chairperson.

#### 5.6: General Meetings

- i) General Meetings are divided into 2 :
  - a) Annual General Meeting (AGM)
  - b) Special General Meeting (SGM)
- ii) Annual General Meeting must be held at any time decided by the Committee, and must not exceed the period of a year and a month from the previous AGM,
- iii) At the AGM, these matters are done :
  - a) Acceptance of the Annual Activity and Financial Report
  - b) Acceptance and amendments of the Constitution (if any)
  - c) Reviewing the tasks and responsibilities of the Committee
  - d) Election of the new Committee
  - e) Election of an Auditor and other positions if needed, according to the Constitution.
- iv) AGM is attended by :
  - a) Regular, Associate and Honorary Members of MyPSA.
  - b) The Committee
  - c) Observers invited by the Committee. The observers can not nominate and vote, but can voice their opinions if agreed by the Committee
- v) A notice for AGM with the Agenda must be distributed and notified to members at least 7 days before the AGM date.

#### 5.7: Special General Meetings

- i) The President, with the agreement of the Committee, can call for a Special General Meeting (SGM).
- ii) A member of the Committee may submit a written application to hold a SGM.

- iii) A Regular member may apply for a SGM by writing a petition signed by 50% of the number of members.
- iv) The SGM must be held in the period of 21 days from the notice.

#### 5.8: Matters regarding Annual and Special General Meetings

- i) Chairperson and Secretary of the Meeting
  - a) In a General Meeting, the Chairperson and Secretary will be elected from the attending members.
  - b) Chairperson and Secretary can be elected from the Committee with the agreement of attending members.
- ii) Quorums
  - a) At least 40% of members of MyPSA must attend an Annual or Special General Meeting.
  - b) If the quorum is not enough in an hour from the starting time, the General Meeting can be adjourned by the Chairperson
- iii) Voting
  - a) Only registered members have the right to vote.
  - b) Proxy votes are allowed.