

# STATUTE

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## SECTION 1 | PRELIMINARY PROVISIONS

- 1.1. The Articles of this Statute shall be read and construed in relation to the Laws of Malta and the bye-laws of the University of Malta.
- 1.2. This Statute is the only Statute of ASCS and shall supersede all prior Statutes.
- 1.3. When inconsistencies in the interpretation of this Statute or when matters that are not regulated by this Statute occur, the Executive shall decide on the course of action that best satisfies the interests of ASCS.
- 1.4. References made within this Statute to 'working days' mean the days from Monday to Friday, excluding Saturdays, Sundays and Public Holidays.

## SECTION 2 | IDENTITY

- 2.1. The official name of the Association shall be "Association of Students of Commercial Studies" (hereinafter referred to as the "Association").
- 2.2. The official abbreviation shall be "ASCS".
- 2.3. The official address of the Association shall be "Students' House, University of Malta, Tal-Qroqq, Msida, MSD 2080, Malta", or as otherwise determined by the Executive.
- 2.4. The official languages of ASCS are English and Maltese. Official notices should be written in English and/or Maltese.

## SECTION 3 | NATURE

- 3.1. ASCS is a student faculty-based organisation at the University of Malta, bridging students with the Faculty of Economics, Management and Accountancy (hereinafter referred to as “FEMA”). The following students are captured under the remit of ASCS:
  - 3.1.1. Those undertaking a principally-based FEMA course
  - 3.1.2. Those students having at least one (1) study unit during the academic year administered by FEMA, more specifically students reading for one of the below-mentioned courses:
    - i. Bachelor of Science (Honours) in Business and Information Technology (Computing and Business)
    - ii. Bachelor of Science (Honours) in Banking and Finance with any other science subject
    - iii. The Bachelor of Science (Honours) in Accountancy and Information Systems
- 3.2. ASCS is autonomous and independent from any political party, civil and religious authority, commercial institution, and any other organisation or association.
- 3.3. ASCS is a voluntary, non-profit and apolitical organisation.
- 3.4. ASCS is recognised as a specialised student society by the Senate of the University of Malta, under Article 3.2(iv) of the Education Act (Chapter 327 of the Laws of Malta). Any and all laws and regulations that this classification assumes are applicable to the organisation without exception.

- 3.5. ASCS is required to remain fully compliant with the Voluntary Organisations Act (Chapter 492 of the Laws of Malta), the Second Schedule of the Civil Code (Chapter 16), and all applicable Subsidiary Legislation regulating voluntary organisations. Any and all legal obligations arising from this legislation apply to the organisation without exception.
- 3.6. ASCS is a full member of the University of Malta Student Council referred to as “KSU”.
- 3.7. ASCS is a full member of the National Youth Council, referred to as “KNZ”.

## SECTION 4 | MISSION AND OBJECTIVES

- 4.1. The Association’s mission is to bridge the gap between the students and FEMA, facilitating students’ lives when it comes to grasping the structure and mechanism of our Faculty.
- 4.2. The Association aims to strengthen the connection between students and the industry, creating opportunities for exposure, collaboration, and practical engagement with professional sectors related to their studies.
- 4.3. ASCS’ aim is to promote the importance of student activism in FEMA and on Campus through educational, industrial, and social events.
- 4.4. ASCS shall strive to improve the standard of Commercial Education in Malta.
- 4.5. ASCS shall seek to improve the status and welfare of students of Commercial Studies in Malta.

- 4.6. ASCS strives to instil a sense of innovation and entrepreneurship in FEMA students as we believe these are important tools that will help students throughout their careers.
- 4.7. ASCS may publish its own journal and other material and hold seminars, meetings, and other activities, in order to promote its aims.
- 4.8. ASCS may cooperate with other student associations, both local and foreign, in furtherance of these aims.
- 4.9. ASCS will strive to represent students from all branches which fall under FEMA equally.
- 4.10. ASCS will represent FEMA students in both national and international conferences and other meetings.

## SECTION 5 | STRUCTURE

- 5.1. The governing Organs of ASCS according to hierarchy are the following:
  - 5.1.1. The Statute
  - 5.1.2. The General Meetings such as the Annual General Meeting (AGM) and Extraordinary General Meeting(s) (EGM)
  - 5.1.3. The Disciplinary Board
  - 5.1.4. The Executive Members
  - 5.1.5. The Sub-Committees

- 5.2. The Agenda of the AGM shall consist of
  - 5.2.1. Appointment of the Chairperson
  - 5.2.2. Approval of the Agenda
  - 5.2.3. Reading and approval of the minutes of the preceding AGM.
    - i. In the event that an EGM took place during the previous term, the minutes of said EGM need to be read and approved
  - 5.2.4. Reading and approval of the Annual Report of the Executive of the preceding year
  - 5.2.5. Reading and approval of the Financial Report of the Executive of the preceding year
  - 5.2.6. Appointment of the Disciplinary Board
  - 5.2.7. Appointment of the Auditor
  - 5.2.8. Discussion and voting on Motions presented and/or amendments to the Statute
  - 5.2.9. Appointment of the Electoral Commission
  - 5.2.10. Introduce all the candidates of the incoming Executive
  - 5.2.11. Announce the election date and time for the incoming Executive
  
- 5.3. The Agenda of the EGM shall consist of:
  - 5.3.1. Appointment of the Chairperson
  - 5.3.2. Approval of the Agenda

- 5.3.3. Reading and approval of the minutes of the preceding AGM and/or EGM
- 5.3.4. Discussion and voting on Motions presented and/or amendments to the Statute

## SECTION 6 | THE EXECUTIVE ROLES

- 6.1. The ASCS Executive Team is composed of eleven (11) roles.
- 6.2. The eleven (11) Executive Roles are as follows:
  - 6.2.1. The President
  - 6.2.2. The Vice President
  - 6.2.3. The Secretary General
  - 6.2.4. The Financial Controller
  - 6.2.5. The Public Relations Officer
  - 6.2.6. The Academic Officer
  - 6.2.7. The Industrial Relations Officer
  - 6.2.8. The Media Officer
  - 6.2.9. The International Officer
  - 6.2.10. The Events Officer
  - 6.2.11. The ESG Officer
- 6.3. The general and day-to-day duties held by the respective Executive Role are as follows:

## **President**

The President of the Executive is the official leader and spokesperson of ASCS. One will chair all executive meetings and exercise control over the general and financial administration of the Association. It is the responsibility of the President to delegate workload among members of the Association, motivate them and monitor their process. Ultimately the President is responsible for taking managerial decisions. Together with the Secretary General, the President is responsible for ensuring that the Association's website is kept updated and maintained. Additionally, the President is to attend the Administration Forum organised by KSU together with another member of the admin team.

## **Vice President**

The Vice President is responsible, under the direction of the President, to assist the President in the coordination of the work of the entire Executive. In the case where the post of President is vacant, the role of President shall be taken on by the Vice President, with the obligations and competencies of the said President until they return, or another President is elected. Additionally, the Vice President is also responsible for the compilation and submission of documentation required by the Malta Business Registry. In tandem with this, the submission of returns to the Commissioner for VOs should be compiled.

The Vice President is also responsible for attending any meetings, consultations or engagements requested by Aġenzija Żgħażaġħ on behalf of the Association.

## **Secretary General (Sec Gen)**

The Secretary General is to help the President to overlook the Executive and in coordinating the administrative decisions taken by the said Executive, whilst ensuring that all deadlines are met by the Executive.

The Secretary General shall convene all Executive and General Meetings. The Secretary General has to prepare the agenda and circulate it to Executive Members for Executive and General Meetings. The Secretary General is to keep a record of all the Executive and General Meetings in the form of minutes, which are to be read for approval at the following meetings.

The Secretary General shall handle all the correspondence received and sent by the Association. The Secretary General is to sign all necessary financial documents together with the President, Vice President, and the Financial Controller. The Secretary General should also maintain good communication with the Faculty by holding or suggesting periodical meetings to be attended by the necessary Executive Members.

Together with the President, the Secretary General is responsible for ensuring that the Association's website is kept updated and maintained.

The Secretary General is also responsible for compiling the KSU Annual Room Allocation Report (RAR).

Furthermore, the Sub-Committee shall fall under the direct supervision of the Secretary General, ensuring Subcom participation in all initiatives.

## **Financial Controller**

The Financial Controller is responsible for being a co-signatory for every contractual relationship, together with the President. The Financial Controller shall be responsible for preparing a Trial Balance, a Statement of Comprehensive Income, and a Statement of Financial Position at the end of the financial year. Additionally, the bank account should be reconciled

quarterly and closing balances should be communicated with the Executive Members. The Financial Controller is also responsible for communicating with the auditor as required.

The Financial Controller should ensure that the financial obligations highlighted in sponsorship contracts are fulfilled by the respective parties. The Financial Controller must prepare a budget for every event organised by the Association, prior to the respective event, and present a financial report after each event to all executive members. Prior to each event, the Financial Controller must receive quotes and financial estimates from the respective Officer organising the event to approve and authorise payment. Additionally, an audited financial report for the financial year shall be presented at the AGM.

The Financial Controller is to keep adequate reports and documents that are to be passed on to the incoming Financial Controller and shall ensure that all necessary financial records are properly maintained from year to year. All financial statements, records and supporting documentation shall be retained by the Association for a minimum period of six (6) years.

During the year, the Financial Controller must ensure that accounts are kept and updated using verified accounting records. Any income received by the Association must be vouched for by a receipt issued by the Financial Controller. All receipts and payments must be supported by a proper document, without exception. Cash transactions should be kept to a minimum, and in situations of cash withdrawal, a document supporting the cash withdrawal must be presented. Any reimbursements for expenses to Executive or Sub-Committee (Subcom) Members must be accompanied by a relevant document such as an invoice/receipt. All documents must be numbered and referenced in the journal entries kept on the respective accounting records.

As the Association issues VAT-able supplies, the Financial Controller shall be responsible for preparing and submitting all required documentation in

accordance with the VAT Act (Chapter 406 of the Laws of Malta), irrespective of whether ASCS is operating under Article 11 or Article 10.

The Financial Controller is responsible for researching and applying for funding, grants, and other such initiatives where applicable.

### **Public Relations Officer (PRO)**

The Public Relations Officer is responsible for overseeing and coordinating all aspects of communications as required by the Association. These may include but are not limited to issuing press releases, alongside the respective Officer with regards to the relevant tabs, and handling marketing through all channels such as social media platforms.

The Public Relations Officer is to work closely with the Media Officer to safeguard the Association's brand. The Public Relations Officer should, in collaboration with the respective Officers, create and coordinate strategic content plans for each initiative and oversee the coordination of promotional material for such initiatives.

The Public Relations Officer must oversee the planning, implementation, and success of Freshers' Week, including but not limited to, the curation of the Freshers' Pack, Freshers' Booklet and all other activities occurring during Freshers' Week, alongside a member of the admin team. Furthermore, the Public Relations Officer is responsible for creating and maintaining equally beneficial one time sponsorship relationships which may be utilised during events, including but not limited to Freshers' Week. The PRO should also ensure the relationships are carried over to the next acting PRO.

### **Academic Officer**

The Academic Officer is responsible for the educational aspect of the Association's work. It is the duty of the Academic Officer, as a faculty-based organisation, to maintain a close relationship with FEMA. These duties include but are not limited to setting up meetings with any FEMA representative

whenever a need shall arise, meeting student representatives whenever a need shall arise, and updating educational resources such as past papers, notes and average calculators.

Furthermore, the Academic Officer must be proactive in improving the courses falling under FEMA. It is the responsibility of the Academic Officer to look into any academic complaints and/or queries the students may voice through Messenger, Instagram or WhatsApp messages made to the Association's official Social Media platforms and emails.

Educational events are an important part of this role and must be held in coordination with the Industrial Relations Officer.

The Academic Officer shall focus on maintaining a good faculty to student body relationship and should aim to improve communication between both parties.

The Academic Officer must coordinate any necessary collection of feedback as requested from the faculty.

### **Industrial Relations Officer**

The Industrial Relations Officer shall act as the link between the Association and the industries pertaining to FEMA's students and graduates. This involves the proactive collaboration with professionals from the various sectors so as to encourage the members' skills and contacts. Their duties include, but are not limited to, the exploration of gainful occupations (under-graduate, post-graduate and internship opportunities) and the organisation of talks, debates, and workshops. In this manner, the Industrial Relations Officer shall be open to discuss opportunities for educational events in coordination with the Academic Officer, through which the Association is able to further help the student body enhance soft skills and industry knowledge.

Apart from these labour supply-related endeavours, the Industrial Relations Officer is also assigned with overseeing and managing ASCS' commercial partners, prioritising the formulation and promotion of sponsorship packages,

provided that they are in line with the goals of the Association. The latter should be consulted with the members of the Administration, most especially with the Financial Controller. Any partners may be consulted to arrange relevant collaborative events within the sponsorship period.

The Industrial Relations Officer shall be responsible for issuing invoices and sending them to the relevant parties, while the Financial Controller shall review all invoices prior to confirmation. Receipts shall be prepared by the Financial Controller and subsequently sent by the Industrial Relations Officer.

### **Media Officer**

The Media Officer is responsible for managing the Association's brand. This role involves the practical aspects of handling any marketing campaign and communications in order to reach the Association's goals. The Media Officer's duties shall include, but are not limited to; overseeing the creation of any creative material deemed necessary, coordinating the development of publications, and ensuring that all material associated with the Association is properly branded in accordance with branding guidelines.

In fulfilment of these roles, the Media Officer will collaborate extensively with the Public Relations Officer. It is essential that the Media Officer is equipped with the creative and practical skills necessary to fulfil this role.

### **International Officer**

The International Officer shall be responsible for creating and coordinating opportunities for FEMA students to participate within programs and visits abroad, be it exchange-based or otherwise. The International Officer shall also welcome, accommodate and keep a close relationship with international students studying at least one (1) FEMA study unit. The International Officer shall encourage FEMA international students to integrate within the Faculty and serve to represent and take responsibility for their academic and social requirements.

The International Officer is to keep a close working relationship with the University of Malta's International Office. Moreover, the International Officer shall maintain ASCS' international contact database and strive to network and enhance ASCS' global reach and opportunities for FEMA students.

The International Officer should participate in any international activities organised externally for University of Malta students where necessary.

The International Officer shall also be responsible for planning, coordinating and organising any international activity held within ASCS or the Faculty.

### **Events Officer**

The Events Officer is responsible for organising social events with the aim of enhancing University students' experience through leisure activities. This role involves encouraging students to contribute fully to the participation of extra-curricular activities and promoting culture and sports with Members and other students.

In this manner, the Events Officer shall be responsible for planning, organising and executing all leisure events hosted by the student organisation. This includes but is not limited to coordinating with vendors, securing event spaces, adhering to budgets, ensuring all events comply with the policies and regulations of the organisation and the University of Malta , and ensuring that all events are of the highest quality possible within the allocated budget.

### **ESG Officer**

The ESG Officer shall keep track of current affairs and inform the Executive on any environmental, social, and governance matters concerning members of the Association. The ESG Officer is responsible for forming a proactive agenda in order to formulate the positions of the Association on business, social or policy-related issues and promoting these positions through proposals, documents and attending protests and other such initiatives on behalf of the Association. The duties of the ESG Officer include but are not limited to keeping students aware of relevant issues on a national and global level,

creating content to promote these issues and the positions of the Association, and updating the Association's website with articles or blogs pertaining to policy issues.

- 6.4. Whilst the duties held by each Executive Role are delineated within Article 6.3, other needs may arise and each Executive Member is expected to provide their input as deemed fit and necessary for the exigencies of the Association.
- 6.5. Any Executive Member may refer another Executive Member to the Disciplinary Board where they believe that the conduct, attitude or behaviour of that Executive Member is contrary to the interests of the Association. The referred Executive Member shall be provided with a written explanation of the allegations and shall be given the opportunity to defend themselves before the Disciplinary Board, which may, following a hearing, impose or recommend appropriate disciplinary measures, including suspension or dismissal, in accordance with the Association's regulations.
- 6.6. An external role, at the discretion of the President, is to form part of the Executive whereby such role is to act at the behest and discretion of such Executive.

## SECTION 7 | MEMBERSHIP

- 7.1. All registered students following full-time and part-time courses run by FEMA at the University of Malta are automatically enrolled as Members of the Association (hereinafter referred to as the “Members”).
- 7.2. Members shall be given a copy of the Statute upon request. All Members shall do their utmost to abide by this Statute.
- 7.3. All Subscribed Members are entitled to vote at Annual General Meetings (hereinafter referred to as “AGM”), Extraordinary General Meetings (hereinafter referred to as “EGM”), and during Elections for the appointment of the new Executive Members of the Association.
- 7.4. A Membership Scheme can be set up in order to officially recognise financially differentiated members within the Association (herein referred to as “Subscribed Members”). This scheme may or may not consist of any sort of financial aspect both in the form of cash or cash equivalents, both as payments to the Association or as incentives for Members.

## SECTION 8 | AGM

- 8.1. The Annual General Meeting is to be called once a year, either at the end of April or the beginning of May. The Executive decides on the exact date, time, and venue of the AGM.
- 8.2. Subscribed Members will be notified at least two (2) weeks in advance of the date, time, venue, and agenda that shall be followed upon approval during the AGM. The Subscribed Members will be notified of the AGM through an email, social media and/or a notice put up at FEMA.
- 8.3. Any University of Malta student is eligible to attend the AGM. Only Subscribed Members are eligible to vote. Each Subscribed Member has one (1) vote. During the AGM, non-members are considered as Visitors.
- 8.4. A Chairperson shall be chosen by the Executive and approved by the Members present during the AGM and EGM, where applicable. The Chairperson should be a University of Malta Student that has in any way been involved with ASCS in the preceding two (2) years. A Chairperson shall preside over the AGM. The Chairperson's role lies in the maintenance of order and in the procedural management of the AGM. The Chairperson has the right to expel any Member who in his view is disrupting proceedings. The Chairperson is not entitled to vote and does not have a casting vote.
- 8.5. The Quorum at an AGM shall be 10% of the Subscribed Members. If Members at the time stated on the Agenda are insufficient to form the Quorum, the Executive has the right to hold the meeting fifteen (15) minutes later with the Members present.

- 8.6. The Secretary General shall take the minutes of the AGM. The minutes shall include details regarding every Motion, discussion, and any vote taken in the meeting.
- 8.7. Motions must be signed by the Proponent and a Secondent and submitted to the Secretary General not later than one (1) week prior to the date of the AGM. They are to be made available to all Subscribed Members upon request at the AGM. At the AGM the Subscribed Members shall take a vote on whether or not to approve the Motions.
- 8.8. Motions require a simple 50% +1 majority of the subscribed members present and voting at an AGM. Voting is done by a show of hands.
- 8.9. When a Motion is tabled, the Chairperson must read it and the proposer may briefly explain the purpose of the Motion.
- 8.10. No Motion may be withdrawn without the consent of both the proposer and the seconder. If only the proposer withdraws, the seconder automatically becomes the proposer of the Motion and another seconder needs to be found.
- 8.11. After reading the Motion, the Chairperson shall open the floor and ask members if they wish to be included on the speaker's list. It is the Chairperson's prerogative to add to the discussion.
- 8.12. The Chairperson shall call for any negatives of Members to the Motions. Should no Member oppose the Motion, the Motion passes nemo contra without further debate.
- 8.13. If there is opposition, the Chairperson shall call for an alternative Motion. The proposer of such an alternative Motion shall speak before any discussion may begin.

8.14. The Executive shall adhere strictly to the policy laid down by the AGM.

8.15. Motions passed, will start to take place immediately after AGM, with immediate effect. Motion/s in relation to changes within the Executive Roles shall come into effect as from the following Executive Term.

## SECTION 9 | EGM

9.1. An EGM may be called by an Executive decision of 50% +1. An EGM may also be requested by 10% of the Members, provided that such a request is made in writing to the Secretary General, together with the reasons and aims of such EGM. The Secretary General has to convene such a meeting for a day not later than one month from the date of receipt of such a request.

9.2. In the case of an EGM, Sub Articles 7.2 – 7.6 are to be followed.

## SECTION 10 | THE ELECTORAL PROCESS

10.1. An Electoral Commission is chosen by the Executive through a unanimous vote during an Executive Meeting.

10.2. The Electoral Commission will consist of a Chief Electoral Commissioner and four (4) other Commissioners. These cannot be Members of the present Executive. If no Commissioners are found, Members of the outgoing Executive, not contesting for the election for the new Executive, can be chosen instead for these posts.

- 10.3. Together with the announcement of the AGM , a notice with a call for nominations for the elections of the Executive is to be put up by the Secretary General. This notice will be sent by email to the Members, posted on social media platforms, and/or through a notice at FEMA. This notice should also include a list of the roles available.
- 10.4. Nominations will run from at least ten (10) days before up to twenty-four (24) hours before the start of the AGM. Nominations must include the proposer's, seconders', and nominee's signature. All of these must be Members of the Association.
- 10.5. During the AGM, Candidates may introduce themselves to those attending.
- 10.6. Members may only be nominated for one (1) post on the Executive Team.
- 10.7. The only allowed material that can be used for campaigning is purely promoting ideas and agendas. Receptions and/or hospitality should not be used for the promotion of an individual candidate.
- 10.8. No member of the Association shall irresponsibly or casually disseminate information on behalf of a Candidate. In addition, no outside parties shall take any action to unduly positively or negatively affect the election outcome of any Candidate. If the allegation of misconduct is found to be valid or will discredit the Association, the Electoral Commission shall determine the best course of action. In addition, any form of coalition will be prohibited by the Electoral Commission.
- 10.9. The election is to be held two (2) working days after the AGM.

- 10.10. The election must be at least seven (7) hours long. In the instance of a tie, it is extended until a 3% of the majority is reached.
- 10.11. In the event that an election is to be held as per Article 10.9. and Article 10.10., the Electoral Commission should follow the procedures set out within the “The Electoral Handbook”.
- 10.12. “The Electoral Handbook” shall be a source of guidance to the Electoral Commission and from time to time this guidebook shall be reviewed as deemed fit.
- 10.13. For every post within the Executive, the voting document shall include the list of Candidates with their full names and nicknames if any, the role they are running for, and the full voting instructions.
- 10.14. Elections for all Executive Roles are held by secret ballot.  
The Electoral Commissioner should identify a voting room and time. Voters are to present an identification document to the present Electoral Commission. Only one (1) voter at a time shall be allowed inside the voting booth.
- 10.15. Voters shall vote for only one (1) candidate per role being contested within the Executive. Ambiguous votes or votes with anything written other than crosses (x) or ticks (✓) shall be termed invalid.
- 10.16. The method of using an online system to carry out an election should be favoured over a physical ballot election; shall the option be available.
- 10.17. Votes shall be cast into an appropriately sealed box. Once a vote has been cast, it cannot be reviewed for any reason.
- 10.18. If a role within the Executive is being contested solely by one individual, the Candidate must obtain a majority vote of confidence in their favour.

This will be done through a secret ballot during the AGM after all candidates are presented.

10.19. The mandate of the Executive shall be for a year and shall start from the date of the AGM, on whatever day it is held during the end of April or beginning of May in accordance with the statute. The fourteen-day (14-day) period succeeding the AGM shall be the transitional period which shall also serve as a handover period between the outgoing Executive Members and the newly elected ones.

10.20. After the deadline of the nomination for the Executive Roles has concluded and if any role has been left uncontested, a second round of nomination forms are to be issued for the remaining uncontested roles. An EGM is also to be called, where the new candidates may introduce themselves to those attending. This process should be completed within a month from the original AGM in the case of such a situation, Sub Articles 9.1-9.2 as well as Subarticles 10.1 - 10.18 shall be enforced.

## SECTION 11 | THE DISCIPLINARY BOARD

- 11.1. The Disciplinary Board shall consist of three (3) members appointed by the General Meeting, the chosen individuals need to be past Executive Members.
- 11.2. The Disciplinary Board shall adjudicate cases:
- i. of breaches of Statutory regulations and practices or procedures
  - ii. where a Member is accused of behaviour detrimental to the Association
- 11.3. Cases may be brought before the Disciplinary Board by any Member of the Association.
- 11.4. An action may not be brought before the said Board after the lapse of three (3) months from the date of the incident.
- 11.5. When a Member of the Executive Board is absent, without justification, for three (3) consecutive meetings or a total of five (5) meetings during a term, they shall appear before the Disciplinary Board.
- 11.6. The Disciplinary Board is to jointly come to a decision with the Electoral Commission with regards to misbehaviour and misconduct of electoral candidates, which takes place during the period of the call for nominations up until the outcome of such an election is made public.

## SECTION 12 | EXECUTIVE MEETINGS

- 12.1. Executive Meetings shall be convened by the Secretary General at least once a month during the academic year. The Agenda of such meetings shall be circulated at least 24 hours before the date of the meeting. In exceptional cases, the Executive may be called for at short notice. A tentative date shall be set from the beginning of every scholastic term to ensure attendance.
- 12.2. The Quorum for Executive Meetings shall be held at the number of Executive members. If an Executive Meeting is not convened within a period of two (2) months due to lack of Quorum, fresh elections shall be called. Members of the Executive, who shall absent themselves for three (3) consecutive meetings or five (5) meetings without a valid reason, shall be deemed to have resigned. It is upon the judgement of the Disciplinary Board whether to accept their defence as a valid reason or not.
- 12.3. If a Member of the Executive Team resigns, ASCS will open a call for applications for that particular role, within a month of the resignation. The Executive Member will be chosen through an interview process. The Executive must choose the best candidate through an internal vote within the Executive. This vote must be 50% +1.
- 12.4. In the event of resignations from the Administrative Team:
  - i. The Vice President takes the role of the President;
  - ii. The Financial Controller or the Secretary General takes the role of Vice President;
  - iii. The roles of Financial Controller or Secretary General can be replaced by any member of the Executive Team.

- 12.5. The decisions of the Executive shall be taken by a simple majority of the members present (50% + 1). Every Member of the Executive has one (1) vote. Should it be the case that a vote results in a draw, the President shall have a casting vote.
- 12.6. It is the responsibility of the Executive Members to agree on a minimum of five (5) Executive members to be present for each event bearing the title of or in collaboration with FEMA/ASCS unless previously excused by the President of the current team.
- 12.7. It is the responsibility of the Events Officer, to advise the President of any events or collaborations, and to create and provide minutes for the remaining Members of the Executive Team.
- 12.8. If the Member resigns or is asked to resign three (3) months before the AGM, it is up to the Executive to decide by an absolute majority of two-thirds, whether the stipulated Role should be replaced or left idle until the AGM.

## SECTION 13 | SUB-COMMITTEE

- 13.1. The Executive may appoint any Sub-Committee it may deem necessary to further its aims. In doing so, the Executive may determine how any such Sub-Committees are to function. The Executive may dissolve any such Sub-Committees if it deems such a measure to be in the interest of the Association.
- 13.2. Individual Sub-Committees shall meet on a need to need basis.
- 13.3. If the Sub-Committee fails to meet at least once a month for three (3) times running, the Executive shall take a vote on whether to dissolve the present Sub-Committee.
- 13.4. The Executive Member responsible for that Sub-Committee shall assign a Secretary in their respective Sub-Committee to keep minutes during each of the Meetings. The format used shall be provided by the Secretary General to match with the formal format used for the minutes of the Executive meetings. The same Executive Member will be responsible for the collection of the minutes and passing them on to the rest of the Executive in a timely manner.
- 13.5. At least two (2) Executive Members must be present at a Sub-Committee meeting.
- 13.6. Applications for Sub-Committee Members will be called not more than two (2) months after the AGM takes place. Applications will then re-open every October during Freshers' Week up until mid-November.
- 13.7. The Executive may, with the approval of a simple majority, also appoint non-executive Coordinators in order to oversee specific tasks and roles. The duration of their term will be for a whole year, for a particular project, or otherwise as deemed fit by the Executive.

## SECTION 14 | ELIGIBILITY

- 14.1. To be eligible to contest for any post in the Executive, one must be a member of the Association at the date of the election.
- 14.2. Only candidates with an intention to continue their studies within the University of Malta throughout the next academic year (i.e., two (2) full semesters) may be elected to the Executive Board. In case of discontinuation of their studies or long-term departure from the country, their case will be brought before the Disciplinary Board. The Disciplinary Board should analyse the situation on a case-by-case basis and should keep in mind all the factors which lead to the discontinuation of studies or long-term departure from the country (be it due to average, resignation, Erasmus, and others) and also the commitment of the member along the year.
- 14.3. Once a Member applies to form part of the Executive, one understands that if elected one will not be able to be an Executive Member of any other organisation based in the University of Malta.
- 14.4. Executive Members also understand that they may not form part of the Executive of political parties, even those based outside of the University of Malta.
- 14.5. Former Executive Members shall be prioritised in designating the role of President and Vice President. If none of the former Executive Members are available to occupy such a role, it will become open for all.
- 14.6. Upon successful election, Executive Members are bound to high standards of professionalism and confidentiality. Issues relating to an improper work ethic or an inappropriate attitude towards the mission of the Association are deemed grounds for the removal of a Member from the Executive.

## SECTION 15 | FINANCIAL ADMINISTRATION

- 15.1. The President and the Financial Controller shall be responsible for the financial administration of the Association.
- 15.2. The funds of the Association shall be deposited in the bank account and used only in connection with the running of the Association.
- 15.3. Money so deposited may only be withdrawn over the signature of either the Financial Controller and the signature of the President, or of the Financial Controller and the Secretary General.
- 15.4. A small amount of not more than one hundred euro €100 may be held as petty cash under the control of the Financial Controller and/or President.
- 15.5. A receipt shall be issued for all amounts received by the Association.
- 15.6. The Committee may not enter into any debts or loans which it cannot meet out of its ordinary revenue unless such debt or loan is authorised in a General Meeting.
- 15.7. A quarterly financial recapitulation has to be given by the Financial Controller to the rest of the Administrative Team for quarterly review.
- 15.8. The accounts of the Association shall be audited by an Auditor appointed at the previous year's AGM; unless such an appointed Auditor also becomes a sponsor and as a result, the Executive shall appoint another Auditor by an Executive decision of 50% + 1.
- 15.9. The financial year shall start on 1 April and end on 31 March.

15.10. No financial decision affecting the Association shall be made if the Financial Controller and President are not made aware of such a decision.

15.11. Signatories together with the VISA must be changed at the initiation of the new Executive term after not more than three (3) months.

## SECTION 16 | LEGAL & JUDICIAL REPRESENTATION

16.1. Legal representation of the Association shall be vested in the President and one of the Vice President, Secretary General or the Financial Controller.

16.2. Judicial representation of the Association shall be vested in the President and Secretary General.

## SECTION 17 | DISSOLUTION

17.1. The Association may be dissolved if two-thirds of the Members present in the General Meeting (AGM or EGM) vote for such a Motion.

17.2. Any funds belonging to the Association will be donated to the Library of the University of Malta, for the purchase of books on Commercial topics.