



# Billiards Club Constitution

**1.** The name of the Club shall be Billiards Club

**2. Aims and Objectives**

2.1 The aim of this club is to promote the amateur sporting competition of Billiards in the campus and help those who love this sport in enhancing their skills

2.2 The objectives of this club are to:

- (a) encourage its members in improving their skills through a series of tournaments that will be held throughout the year
- (b) support the inclusion of men and women from all sorts of conditions in a framework of equal opportunities by maintaining an environment that is friendly and socially desirable

**3. Membership**

3.1 Membership in the club is open to all the active students

3.2 The events and activities carried out by the club are strictly limited for the members of the club only

3.3 The minimum annual membership fee for the club is **RM20.00** payable during the CS fair

3.4 The membership fee may be subject to change if it passes through a general meeting with simple majority of the votes in favor of it

**4. Annual/Extraordinary General Meetings**

4.1 A minimum of 1/3 of all the members must be present at the general meetings to make proceedings valid

4.2 Votes on decisions will be collected through a secret ballot

4.3 The Annual General Meeting (AGM) will be held once a year

4.4 Extraordinary General Meetings (EGM) can be held by the executive committee or by 1/3 of all the members of the club

4.5 Resolutions can be passed at the general meetings by a simple majority of the members that attended the meeting

4.6 If an AGM or EGM is declared inquorate, the club shall report this to SA office

## 5. Committee

5.1 The executive committee of the club shall be responsible for the effective running of the club in line with the aims and objectives

5.2 Committee members shall consist of:

(a) President:

- Responsible for the overall management of the club
- Assist other members of the executive committee in performing their tasks as required
- Chair meetings
- Represent the club on campus
- Ensure the club is operating in conformity with the standards set by the SA and the club's constitution

(b) Vice President:

- Preside over meetings in the absence of the President
- Coordinate the organization, promotion and operation of events
- Be present alongside the President in general meetings
- Responsible for the operation of tournaments
- Provide information to all possible members regarding the club
- Administration of members
- Act as President in his/her absence

(c) Treasurer

- Maintain accurate records of the club's transactions
- Develop budgets of upcoming events
- Submitting any financial records required by the SA Office
- Collect and pay any amounts due on time
- Responsible for submitting paperwork to obtain funds from the SA Office
- Overlook all the other matters of the club that has any involvement of money

(d) Secretary

- Maintain a record of all club meetings
- Responsible for maintaining membership directory and attendance records
- Ensure that meetings take place with no problems regarding venue booking and necessary tools required for the meetings
- Responsible for taking minutes of meetings and submitting them to the required recipients
- Responsible for updating the social media page of the club in any matters regarding the club
- Administer and coordinate the club's AGM or EGM

(e) Event Manager

- Responsible for managing the set up and running any events carried out by the club
- Responsible for dealing with third parties in case any event is held off campus

- Responsible for coordinating events, ordering and staging decorations and ensuring the event runs smoothly
- Coordinate with the treasurer regarding any expenses that would be required for the event to take place

5.3 Committee members who fail to fulfill their duties can be removed from their position through a simple majority of votes in meetings

## **6. Elections**

6.1 For the position of President and Vice President, the candidates must be at least in their second year of undergraduate studies in UNMC

6.2 For all the other positions, the committee members must be elected democratically, with equal opportunities provided to all the members of the club

6.3 All the club members shall be notified 7 days prior to the election day

6.4 The election will be conducted via a secret ballot

6.5 A simple majority of the votes will decide the outcome of the election

## **7. Constitution**

7.1 Any amendments relating to the club's constitution may be brought upon after the approval of a 2/3 majority of all the members present at an AGM or EGM

7.2 An attendance list must be signed by all members present at the meeting, agreeing to the proposed change

7.3 Minutes of all the general meetings should be taken