



CONSTITUTION
OF THE
MALAYSIAN STUDENTS'
ASSOCIATION IN JAPAN

(MSAJ)

Established 1976

Last Amended 2024

RUKUN NEGARA

WHEREAS OUR COUNTRY, MALAYSIA nurtures the ambitions of:

- Achieving a more perfect unity amongst the whole of her society;
- Preserving a democratic way of life;
- Creating a just society where the prosperity of the country can be enjoyed together in a fair and equitable manner;
- Guaranteeing a liberal approach towards our traditional heritage that is rich and diverse;
- Building a progressive society that will make use of science and modern technology;

NOW THEREFORE, we, the people of Malaysia, pledge to concentrate our energy and efforts to achieve these ambitions based on the following principles:

BELIEF IN GOD

LOYALTY TO THE KING AND COUNTRY

SUPREMACY OF THE CONSTITUTION

SOVEREIGNTY OF THE LAW

COURTESY AND MORALITY

DECLARATION OF PRINCIPLES

WHEREAS WE, THE MALAYSIAN STUDENTS IN JAPAN, guided by our belief in God and driven by the pursuit of excellence, recognize that:

- The foundation of lasting success lies in unwavering integrity, moral courage, and steadfast principles;
- True leadership demands both competence and character, knowledge and wisdom, capability and compassion;
- Our diversity is our strength, and merit must be the cornerstone of our advancement;
- The path to excellence requires discipline, determination, and dedication to continuous improvement;
- We bear the responsibility of being bridges between cultures, carriers of knowledge, and builders of tomorrow;

NOW THEREFORE, we solemnly commit ourselves to these fundamental principles:

COMMITMENT TO TRUTH AND EXCELLENCE

In thought, word, and deed, we pursue the highest standards

MERITOCRACY WITH COMPASSION

Recognizing and nurturing talent while uplifting our community

PRAGMATIC WISDOM

Applying knowledge with practical wisdom and moral clarity

INTEGRITY AND ACCOUNTABILITY

Standing firm in our principles and taking responsibility for our actions

FAITHFUL STEWARDSHIP

Honoring our spiritual values while embracing progress

*We pledge to uphold these principles,
not merely as guidelines but as foundations of character,
knowing that our journey in Japan is not just for personal gain,
but for the advancement of Malaysia and the betterment of Mankind.*

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PRELIMINARY NOTES

This Constitution is enacted to establish and govern the Malaysian Students' Association in Japan (MSAJ). It sets forth the fundamental principles, organizational structure, and operational procedures of the Association.

PART I Preliminary

Section 1. Citation and Commencement

- (1) This Constitution may be cited as "The Constitution of Malaysian Students' Association in Japan".
- (2) This Constitution shall come into operation on the date of its adoption by the General Assembly.

Section 2. Interpretation

In this Constitution, unless the context otherwise requires—

"Association"	means the Malaysian Students' Association Japan;
"Executive Committee"	means the governing body of the Association as constituted under Part IV;
"Member"	means any person admitted to membership under Part III of this Constitution;

PART II The Association

Section 1. Establishment and Name

- (1) There is hereby established an association to be known as the Malaysian Students' Association Japan.
- (2) The Association shall be known as:
 - (a) "PERTUBUHAN KEBANGSAAN PELAJAR-PELAJAR MALAYSIA DI JEPUN (PKPMJ)" in the Malay language;
 - (b) "MALAYSIAN STUDENTS' ASSOCIATION IN JAPAN (MSAJ)" in the English language;
 - (c) '在日マレーシア留学生会' in the Japanese language.

Section 2. Objects and Purposes

The objects and purposes for which the Association is established are:

- (1) to unite Malaysian students pursuing education in Japan and instil in them a sense of love and pride for the nation of Malaysia;
- (2) to safeguard the interests and welfare of members within the Association's capabilities;
- (3) to foster a spirit of unity and active participation across various fields;
- (4) to establish connections and cooperation with other associations or organizations;
- (5) to assist and provide guidance to Malaysian citizens seeking to further their education in Japan;
- (6) to introduce Malaysia to the wider community, especially the Japanese community.

PART III The Official Logo

Section 1. Description and Symbolism

- (1) The official logo of the Association shall consist of the following elements:
 - (a) A stylised human figure in maroon, representing the Malaysian students in Japan;
 - (b) A crescent moon in yellow and fourteen-pointed star in yellow, drawn from the national flag of Malaysia.
 - (c) A navy blue accent, completing the colours of the Malaysian flag;
 - (d) The text "Malaysian Students' Association Japan" in black, positioned to the right of the emblem.
- (2) The arrangement of these elements shall be as follows:
 - (a) The human figure shall be positioned in an upward-reaching pose, symbolising aspiration and growth;
 - (b) The crescent moon and star shall be integrated within a circular composition, representing the depth of relationship between Malaysia and Japan.
 - (c) The overall design shall convey dynamism and forward movement.

Section 2. Official Usage

- (1) The logo shall be used on all official documents, correspondence, and materials of the Association.
- (2) The logo may be reproduced only in the following formats:
 - (a) Full colour, as specified in Schedule 1;
 - (b) Monochrome black;
 - (c) Monochrome white (reverse).
- (3) The proportion and arrangement of the elements shall not be altered when reproducing the logo.

Section 3. Restrictions

- (1) The use of the logo shall be restricted to official Association business and approved activities.
- (2) Any modification to the design of the logo shall require:
 - (a) A proposal submitted to the Executive Committee;
 - (b) Approval by two-thirds majority of the General Assembly;

PART IV Official Languages and Communications

Section 1. Official Language

- (1) The official language of Malaysia is the Malay language (hereinafter referred to as "Bahasa Melayu");
- (2) The Association operates within the jurisdiction of Japan;
- (3) Therefore, it is hereby declared that:
 - (a) The official language of the Association shall be Bahasa Melayu;
 - (b) All official documents shall, in the first instance, be prepared in Bahasa Melayu.

Section 2. Permitted Languages

- (1) Notwithstanding subsection (1), the following languages may be used in any proceedings or matters of the Association:
 - (a) the English language; and
 - (b) the Japanese language ().
- (2) For the purposes of this section—
 - (a) "proceedings" includes but is not limited to:
 - (i) meetings of the Executive Committee;
 - (ii) general assemblies;
 - (iii) official correspondence;
 - (iv) documentation and record-keeping;
 - (v) public communications.

Section 3. Translation and Interpretation

- (1) Where any document is prepared in a language other than Bahasa Melayu:
 - (a) such document shall be accompanied by a translation in Bahasa Melayu;
 - (b) the Bahasa Melayu translation shall, in the event of any conflict or discrepancy, prevail.
- (2) The Executive Committee may, at its discretion:
 - (a) provide interpretation services at any meeting or proceeding;
 - (b) issue guidelines for the use of multiple languages in Association affairs.

PART V Membership and Related Matters

Section 1. Eligibility for Membership

- (1) Subject to the provisions of this Constitution, membership of the Association shall be open to any person who:
 - (a) is a citizen of Malaysia;
 - (b) is pursuing academic studies or training in Japan;
 - (c) is enrolled in a course of study or training programme exceeding one calendar year in duration.

Section 2. Categories of Membership

- (1) The Association shall maintain two categories of membership:
 - (a) General Member; and
 - (b) Active Member.
- (2) For the purposes of this section:
 - (a) "General Member" means a member who:
 - (i) is registered in the Association's membership system;
 - (ii) receives the Association's newsletters;
 - (iii) participates in the Association's events from time to time.
 - (b) "Active Member" means a member who:
 - (i) is registered in the Association's membership system;
 - (ii) serves diligently in one or more bureaus of the Association;
 - (iii) contributes actively to the Association's activities and operations.

"Active Member" also possesses all the privileges being given to a "General Member".

Section 3. Application and Registration Process

- (1) All applications for membership shall be submitted through the MSAJ Membership System (member.msaj.my), being the official digital platform of the Association for membership management.
- (2) Upon submission of an application:
 - (a) the Executive Committee shall review the application;
 - (b) if approved, the applicant shall be assigned a unique MSAJ Identification Number;
 - (c) An "Active Member" shall be assigned a bureau or coordinator position, according to the prerogative of Executive Committee for that tenure.
 - (d) the applicant shall be notified of the decision through the MSAJ Membership System.

Section 4. Duration and Termination of Membership

- (1) A membership shall:
 - (a) commence upon approval of the application;
 - (b) continue for the duration of the member's period of study or training in Japan;
 - (c) automatically extend if the member proceeds to a subsequent course of study without interruption.
- (2) A membership shall cease:
 - (a) upon completion of studies or training;
 - (b) upon voluntary withdrawal;
 - (c) upon expulsion under disciplinary proceedings.

Section 5. Rights and Privileges

- (1) All members shall have the right to:
 - (a) participate in activities organised by the Association;
 - (b) receive newsletters and communications;
 - (c) vote in elections and general meetings;
 - (d) seek assistance from the Association within its capabilities.
- (2) Active Members shall additionally have the right to:
 - (a) nominate candidates in elections;
 - (b) be nominated for positions in the Executive Committee;
 - (c) make proposals at general meetings.

Section 6. Duties and Responsibilities

- (1) Every member shall:
 - (a) abide by this Constitution and any regulations made thereunder;
 - (b) uphold the reputation of the Association and Malaysia;
 - (c) maintain current contact information in the MSAJ Membership System;
 - (d) participate in the Association's activities when reasonably possible.

Section 7. Data Protection and Privacy

- (1) All personal information collected through the MSAJ Membership System shall:
 - (a) be used solely for official Association purposes;
 - (b) be protected in accordance with applicable data protection laws;
 - (c) not be disclosed to any third party without express consent.

PART VI The Executive Committee

Section 1. Composition of the Executive Committee

- (1) The Executive Committee shall comprise:
 - (a) One (1) President;
 - (b) One (1) Deputy President;
 - (c) Three (3) Regional Chairs, namely:
 - (i) One (1) Regional Chair of Kanto;
 - (ii) One (1) Regional Chair of Kansai;
 - (iii) One (1) Regional Chair of Hokuriku;
 - (iv) One (1) Regional Chair of 三地区 (Chugoku, Shikoku & Kyushu);
 - (d) One (1) Secretary;
 - (e) One (1) Vice Secretary (not contested);
 - (f) One (1) Treasurer;
 - (g) One (1) Vice Treasurer (not contested);
 - (h) Five (5) Bureau Leaders.

Section 2. Advisory Council

- (1) There shall be established an Advisory Council which shall:
 - (a) comprise members of the immediate past Executive Committee;
 - (b) serve for a term concurrent with the sitting Executive Committee;
 - (c) provide guidance and counsel to the current Executive Committee.
- (2) The Advisory Council shall:
 - (a) meet with the Executive Committee at least once per term;

- (b) provide non-binding advice on matters of:
 - (i) strategic direction;
 - (ii) policy implementation;
 - (iii) operational continuity;
 - (iv) historical context for decision-making;
 - (c) be available for consultation on matters of significance.
- (3) Members of the Advisory Council:
- (a) may attend Executive Committee meetings upon invitation;
 - (b) shall maintain confidentiality regarding all matters discussed;
 - (c) shall not have voting rights in Executive Committee decisions;
 - (d) may provide written recommendations on significant matters.
- (4) The Executive Committee shall:
- (a) consider advice provided by the Advisory Council;
 - (b) maintain regular communication with the Advisory Council;
 - (c) provide updates on the implementation of significant initiatives;
 - (d) document formal recommendations received from the Advisory Council.
- (5) Limitations:
- (a) the Advisory Council shall not:
 - (i) interfere with day-to-day operations;
 - (ii) override decisions made by the Executive Committee;
 - (iii) engage directly with external stakeholders on behalf of the Association;
 - (iv) make commitments binding upon the Association.

This section establishes a formal advisory mechanism to ensure continuity of institutional knowledge and provide guidance to the current Executive Committee while maintaining clear boundaries of authority and responsibility.

Section 3. Bureaus of the Association

- (1) The Association shall maintain the following Bureaus:
- (a) Data & Digital Bureau;

- (b) Editorial & Media Bureau;
- (c) People Development Bureau;
- (d) Sports & Recreation Bureau;
- (e) Social & Cultural Bureau.

Section 4. Duties and Responsibilities of Bureaus

- (1) The Data & Digital Bureau shall:
 - (a) manage the Association's digital infrastructure;
 - (b) maintain member databases and digital assets;
 - (c) oversee digital transformation initiatives.
- (2) The Editorial & Media Bureau shall:
 - (a) manage the Association's publications;
 - (b) oversee content creation and distribution;
 - (c) maintain media presence and communications.
- (3) The People Development Bureau shall:
 - (a) coordinate emotional and spiritual development programs within MSAJ;
 - (b) facilitate skills enhancement initiatives;
 - (c) oversee mentorship and training activities.
- (4) The Sports & Recreation Bureau shall:
 - (a) organize sporting events and activities;
 - (b) promote physical and mental well-being;
 - (c) coordinate recreational programs.
- (5) The Social & Cultural Bureau shall:
 - (a) promote cultural awareness and exchange;
 - (b) organize social events and gatherings;
 - (c) facilitate community engagement activities.

Section 5. Coordinators

- (1) The Association shall appoint Coordinators in the following capacities:
 - (a) Audit & Quality Coordinators, who shall:
 - (i) conduct internal audits of the Association's financial affairs;
 - (ii) evaluate and assess the quality of events and activities;
 - (iii) report findings directly to the Executive Committee.
 - (b) Corporate Communications Coordinators, who shall:
 - (i) represent the Association in external affairs;
 - (ii) manage relationships with stakeholders;
 - (iii) coordinate official communications with external parties.
 - (c) Finance Administration Coordinators, who shall:
 - (i) assist the Treasurer and Vice Treasurer;
 - (ii) support financial planning and administration;
 - (iii) maintain financial records and documentation.
 - (d) Special Task Coordinators, who shall:
 - (i) undertake specific assignments as directed by the Executive Committee;
 - (ii) execute special projects and initiatives;
 - (iii) report progress directly to the Executive Committee.

Section 6. Election and Appointment

- (1) All contested positions shall be elected prior to the General Assembly of each session.
- (2) Bureau Leaders shall be:
 - (a) nominated from among bureau members;
 - (b) elected by the Executive Committee.
- (3) Coordinators shall be:
 - (a) appointed by the Executive Committee;
 - (b) selected based on merit and expertise;
 - (c) assigned specific terms of reference.

PART VII Meetings and Proceedings

Section 1. Annual General Meeting

- (1) There shall be convened an Annual General Meeting of the Association:
 - (a) once in each session; and
 - (b) within eighteen months of the previous Annual General Meeting.
- (2) The order of business at the Annual General Meeting shall include:
 - (a) appointment of the new Executive Committee;
 - (b) presentation of the annual financial report by the Treasurer;
 - (c) such other business as the Executive Committee may determine.
- (3) The selection of the new Executive Committee shall be conducted not less than fourteen days before the Annual General Meeting.

Section 2. Emergency Meetings

- (1) An Emergency Meeting may be convened:
 - (a) upon written request of not less than one-half of the Executive Committee members;
- (2) Notice of an Emergency Meeting:
 - (a) shall be given to all Executive Committee members;
 - (b) shall specify the matters to be discussed;
 - (c) shall be given not less than seven days before the meeting.
- (3) An Emergency Meeting shall have power to:
 - (a) consider matters requiring immediate attention;
 - (b) remove and replace Executive Committee members for disciplinary violations;
 - (c) dissolve the Executive Committee by two-thirds majority vote.

PART VIII Disciplinary Proceedings

Section 1. Grounds for Disciplinary Action

- (1) Disciplinary proceedings may be initiated where:

- (a) an Executive Committee member fails to perform their duties;
- (b) any member breaches the Constitution;
- (c) any member engages in conduct prejudicial to the Association.

Section 2. Investigation and Tribunal

- (1) There shall be established an Investigation and Tribunal Committee comprising:
 - (a) two members of the Executive Committee; and
 - (b) five Bureau Members, one from each Bureau.
- (2) The Investigation and Tribunal Committee shall:
 - (a) conduct fair and impartial investigations;
 - (b) make determinations by majority vote;
 - (c) refer serious matters to the Advisory Council.
- (3) Automatic removal from office shall occur where:
 - (a) a member is absent from three consecutive meetings without reasonable cause;
 - (b) a member fails to improve performance after two formal warnings.

PART IX Amendment of Constitution

Section 1. Proposal of Amendments

- (1) Any Committee member may propose amendments to this Constitution.
- (2) Bureau-level proposals shall:
 - (a) be supported by at least two Bureau members;
 - (b) receive two-thirds support at Bureau level;
 - (c) be submitted to the Executive Committee within fourteen days.

Section 2. Approval Process

- (1) The Executive Committee shall:
 - (a) consider all proposals within fourteen days;
 - (b) distribute approved proposals to all Bureaus;
 - (c) coordinate simultaneous voting across all Bureaus.
- (2) Amendments shall take effect:
 - (a) one month after receiving two-thirds support during General Assembly;
 - (b) after notification to all members.

Section 3. Interpretation

The Executive Committee shall be the final authority on the interpretation of this Constitution.

MADE THIS WEDNESDAY 15TH JANUARY, 2025

By Authority of the Executive Committee

President
Malaysian Students' Association in Japan

Secretary
Malaysian Students' Association in Japan

SCHEDULE 1

OFFICIAL LOGO SPECIFICATIONS



Element	Colour Specification
Human Figure	Maroon (RGB: 139, 0, 0)
Crescent & Star	Yellow (RGB: 255, 205, 0)
Accent	Navy Blue (RGB: 0, 0, 128)
Text	Black (RGB: 0, 0, 0)

The specifications provided in this Schedule shall be considered the definitive reference for all reproductions of the Association's logo. Any deviation from these specifications must be approved by the Executive Committee.

APPENDIX A

TERMS OF REFERENCE BUREAU POSITIONS OF THE MALAYSIAN STUDENTS' ASSOCIATION IN JAPAN

PART 1: GENERAL PROVISIONS

1. This Appendix sets forth the Terms of Reference for all Bureau positions within the Association.
2. All positions herein described shall:
 - (a) report to their respective Bureau Leaders;
 - (b) serve for a term of one year from the date of appointment;
 - (c) be subject to an annual performance review by the President and Executive Committee.

PART 2: DATA & DIGITAL BUREAU

A. Bureau Member

1. **Position Purpose:**

The Member of the Digital and Data Bureau is responsible for supporting the design, implementation, and management of online platform of the Malaysian Students' Association Japan. This includes website maintenance, and digital project initiatives.
2. **Key Responsibilities:**
 - 2.1. Website Maintenance and Development:
 - Assist in the maintenance and updating of the association's website.
 - Ensure the website is user-friendly and reflects the association's activities.
 - 2.2. Analytics and Reporting:
 - Monitor, analyze, and report on digital engagement metrics.
 - Provide insights and recommendations for improving digital strategies.
 - 2.3. Yearly Survey:

- Design, conduct, and analyze a yearly survey to gather feedback from Malaysian students in Japan.
- Prepare and present findings to the leadership and membership.

PART 3: EDITORIAL & MEDIA BUREAU

A. Bureau Member

1. Position Purpose:

The Member of the Editorial Bureau is responsible for supporting the development, production, and management of high-quality content across the association's publications and communication channels. This includes contributing to newsletters, website content, official reports, and other publications.

2. Key Responsibilities:

2.1. Content Development and Writing:

- Write, edit, and proofread content for newsletters, the association's website, and official reports.
- Ensure all content is engaging, accurate, and tailored to the intended audience.

2.2. Editorial Planning and Coordination:

- Assist in developing editorial calendars and content strategies.
- Collaborate with other bureaus to gather content ideas and materials.

2.3. Quality Control:

- Ensure all published content meets the association's quality and relevance standards.
- Proofread and edit submissions from other contributors.

2.4. Publication Management:

- Coordinate the layout, design, and production of publications.
- Work with the Digital Bureau for online publication of materials.

2.5. Research and Reporting:

- Conduct research to support content creation and ensure factual accuracy.

- Assist in the creation of annual reports and other comprehensive documents.

2.6. Survey Participation and Analysis:

- Participate in designing and executing surveys to understand content needs and preferences of members.
- Analyze survey results to inform content strategies and improve engagement.

PART 4: PEOPLE DEVELOPMENT BUREAU

A. Bureau Member

1. **Position Purpose:**

The Member of the People Development Bureau is responsible for planning and executing initiatives aimed at the personal, spiritual and professional development of members, organizing community welfare projects, and addressing the welfare needs of members.

2. **Key Responsibilities:**

2.1. Personal and Professional Development:

- Design and implement workshops and programs focusing on member development.
- Collaborate with experts to provide learning opportunities.

2.2. Community Welfare Projects:

- Initiate and organize welfare projects, such as visits to orphanages and nursing homes.
- Coordinate with local organizations for community service opportunities.

2.3. Member Welfare:

- Assess member welfare needs and provide resources and support.
- Develop initiatives to foster a supportive community environment.

2.4. Event Planning and Management:

- Plan and manage logistics for events.
- Monitor and evaluate event effectiveness.

2.5. Reporting and Documentation:

- Maintain detailed records of programs and activities.
- Prepare reports on initiatives and their impact.

PART 5: SOCIAL AND CULTURE BUREAU

A. Bureau Member

1. Position Purpose:

The Member of the Social and Culture Bureau is responsible for planning, organizing, and executing events that promote Malaysian culture and foster community engagement among Malaysian students in Japan. This includes overseeing the implementation of the yearly Malaysian Night.

2. Key Responsibilities:

2.1. Event Planning and Execution:

- Organize and execute social and cultural events, including Malaysian Night.
- Ensure events are well-planned, with attention to logistics and cultural sensitivity.

2.2. Malaysian Night Coordination:

- Oversee the planning and implementation of Malaysian Night.
- Liaise with performers, vendors, and the Malaysian Night Subcommittee.
- Manage budgeting, sponsorship, and marketing for the event.

2.3. Team Collaboration:

- Work with other bureaus for resource pooling and collaborative event planning.

2.4. Cultural Promotion:

- Develop initiatives to promote Malaysian culture within and outside the community.

2.5. Feedback and Improvement:

- Collect and analyze feedback to improve future events.

PART 6: SPORTS AND RECREATION BUREAU

A. Bureau Member

1. Position Purpose:

The Member of the Sports and Recreation Bureau is responsible for planning, organizing, and executing sports and recreational events for the Malaysian student community in Japan, with the main responsibility of overseeing the annual organization of *Hari Sukan Malaysia*.

This role aims to foster a sense of community, teamwork, and healthy living through various sports and recreational activities.

2. Key Responsibilities:

2.1. Hari Sukan Malaysia Coordination:

- Lead the planning and execution of *Hari Sukan Malaysia*, ensuring a comprehensive and inclusive sports event that caters to various interests and abilities.
- Coordinate with the Sports and Recreation Bureau Leader, other bureau members, and volunteers to organize sports competitions, activities, and ceremonies.
- Manage logistics, including venue booking, equipment procurement, and participant registration.

2.2. Event Planning and Management:

- Organize a range of sports and recreational events throughout the year in addition to *Hari Sukan Malaysia*, such as friendly matches, sports workshops, and fitness challenges.
- Ensure events are well-planned, safe, and enjoyable for all participants.

2.3. Team and Community Engagement:

- Promote active participation and engagement within the Malaysian student community by creating a welcoming and inclusive environment.
- Encourage teamwork, sportsmanship, and healthy competition among participants.

2.4. Collaboration and Partnerships:

- Collaborate with other bureaus, local sports organizations, and sponsors to enhance the quality and reach of sports and recreational activities.
- Establish partnerships with sports facilities and service providers to secure venues and resources for events.

2.5. Feedback and Improvement:

- Collect feedback from event participants to gauge satisfaction and areas for improvement.
- Use insights gained from feedback to enhance future sports and recreational events.

PART 7: GENERAL REQUIREMENTS

1. **Qualifications and Skills Required:** All Bureau members shall possess:

- (a) Strong organizational and planning skills.
- (b) Excellent communication abilities.
- (c) A collaborative work ethic.
- (d) Relevant expertise for their specific bureau.
- (e) Commitment to the Association's mission.

2. **Performance Evaluation:**

- (a) Annual evaluation by Bureau Leader.
- (b) Review of achievement of objectives.
- (c) Assessment of contributions to Bureau goals.

APPENDIX B

TERMS OF REFERENCE COORDINATOR POSITIONS OF THE MALAYSIAN STUDENTS' ASSOCIATION IN JAPAN

PART 1: AUDIT & QUALITY COORDINATOR

1. **Position Title:** Audit and Quality Coordinator
2. **Reporting To:** President of the Malaysian Students' Association Japan
3. **Objective:**
To conduct financial audits, monitor monthly Key Performance Indicators (KPIs) of bureaus and subcommittees, and perform semi-annual quality reviews, ensuring adherence to the association's standards and objectives.
4. **Key Responsibilities:**
 - 4.1. Financial Audit:
 - Conduct comprehensive financial audits at the end of the financial year to assess the accuracy of financial records, adherence to budgetary guidelines, and financial health of the association.
 - Identify discrepancies, potential areas of financial risk, and recommend corrective actions to enhance financial governance.
 - 4.2. KPI Monitoring and Follow-Up:
 - Regularly review and follow up on monthly KPIs set for each bureau and subcommittee, ensuring timely and efficient achievement of their objectives.
 - Provide support, guidance, and intervention strategies for units struggling to meet their KPIs, fostering a culture of accountability and continuous improvement.
 - 4.3. Quality Review:
 - Conduct semi-annual quality reviews in the first and second halves of the year to evaluate the performance, efficiency, and quality of activities conducted by all bureaus and subcommittees.

- Assess alignment with the association's strategic goals, member satisfaction, and event success, recommending improvements and best practices.

4.4. Reporting and Recommendations:

- Prepare comprehensive reports on audit findings, KPI achievements, and quality review outcomes, presenting them to the association's leadership for review and action.
- Offer actionable recommendations for financial management enhancements, operational improvements, and quality assurance measures.

4.5. Stakeholder Engagement:

- Liaise with bureau leaders, subcommittee members, and external auditors (if applicable) to facilitate the audit and review processes.
- Foster open communication and collaboration across the association to ensure transparency and collective responsibility for quality and performance.

5. **Term of Appointment:** One year from the date of appointment.

6. **Performance Review:** Annual evaluation based on the thoroughness of audit activities, effectiveness in KPI monitoring and follow-up, and impact of quality review recommendations.

PART 2: CORPORATE COMMUNICATIONS COORDINATOR

1. **Position Title:** Corporate Communications Coordinator

2. **Reporting To:**

2.1. President of the Malaysian Students' Association Japan

2.2. Secretary of the Malaysian Students' Association Japan

3. **Objective:**

To act as the primary contact for external communications, oversee the creation and approval of communication materials, establish guidelines for design and collaboration, and ensure the association's communications are professional, consistent, and aligned with MSAJ's objectives.

4. **Key Responsibilities:**

4.1. External Communications Management:

- Serve as the main face of MSAJ and the first point of contact for outsiders seeking information or engagement with the association.
- Assist the Secretary in managing external communications, ensuring timely and accurate responses to inquiries.

4.2. Client Charter for Communications:

- Draft a client charter for MSAJ's communications, outlining the standards and commitments for interactions with external parties, including response times, communication channels, and quality of information.

4.3. Approval of Communication Materials:

- Review and approve designs, press releases, promotional materials, and other communications produced by bureaus and subcommittees to ensure they meet MSAJ's standards for quality and brand consistency.
- Provide feedback and suggestions for improvement as needed.

4.4. Design Guidelines:

- Develop comprehensive design guidelines for MSAJ, detailing the use of logos, color schemes, typography, and other elements of visual identity to ensure consistency across all communication materials.

4.5. Collaboration Procedures:

- Formulate procedures for handling collaboration requests, including criteria for acceptance or rejection based on MSAJ's goals, resources, and values.
- Ensure transparent and fair processes for evaluating potential partnerships and collaborations.

4.6. Contact Log Management:

- Maintain a detailed log of all external contacts that have communicated with MSAJ, including individuals, organizations, and partners.
- Ensure the log includes contact information, nature of inquiry or communication, date of interaction, and any follow-up actions taken.
- Utilize this log to enhance relationship management, track communication history, and inform strategic decisions related to external engagement and collaborations.

5. **Term of Appointment:** One year from the date of appointment.

6. **Performance Review:** Annual evaluation based on effectiveness in managing external communications, adherence to the client charter, quality of approved materials, and successful implementation of design guidelines and collaboration procedures.

PART 3: SPECIAL TASKS COORDINATOR

1. **Position Title:** Special Tasks Coordinator
2. **Reporting To:** Executive Committee of MSAJ
3. **Objective:**
To efficiently manage and execute a variety of special tasks assigned by the President and the Executive Committee, ensuring timely completion and adherence to MSAJ's standards and objectives.
4. **Key Responsibilities:**
 - 4.1. Task Management:
 - Receive and prioritize special tasks assigned by the President and the Executive Committee, ranging from event coordination, strategic projects, to operational improvements.
 - Develop clear plans for executing each task, including timelines, resources needed, and potential challenges.
 - 4.2. Cross-functional Coordination:
 - Collaborate with various bureaus and subcommittees within MSAJ to gather support and resources necessary for task completion.
 - Act as a liaison between the Executive Committee and other parts of the organization to ensure alignment and avoid duplication of efforts.
 - 4.3. Execution and Oversight:
 - Take direct action to execute tasks, applying project management principles to ensure successful completion within set deadlines.
 - Oversee any delegated responsibilities to ensure they are carried out effectively and in line with expectations.
 - 4.4. Reporting and Documentation:
 - Provide regular updates to the President and the Executive Committee on the progress of special tasks, including any obstacles encountered and solutions implemented.

- Maintain comprehensive documentation of task planning, execution, outcomes, and lessons learned for future reference.

4.5. Advisory and Support:

- Offer insights and recommendations to the President and the Executive Committee based on the outcomes of special tasks and observed organizational needs.

5. **Term of Appointment:** One year from the date of appointment.
6. **Performance Review:** Evaluation based on the efficient management and successful completion of assigned tasks, the impact of contributions to MSAJ's objectives, and the quality of collaboration and communication within the organization.

PART 4: FINANCIAL ADMINISTRATION COORDINATOR

1. **Position Title:** Financial Administration Coordinator
2. **Reporting To:**
 - 2.1. Treasurer of the Malaysian Students' Association Japan
 - 2.2. Vice Treasurer of the Malaysian Students' Association Japan
3. **Objective:**

To assist the Treasurer and Vice Treasurer in managing MSAJ's finances by handling financial transactions, ensuring accurate documentation, supporting budget preparation, and maintaining financial transparency and accountability.
4. **Key Responsibilities:**
 - 4.1. Financial Record Management:
 - Maintain accurate and up-to-date records of all financial transactions, including income, expenses, and reimbursements.
 - Ensure proper documentation of receipts, invoices, and other supporting documents for financial activities.
 - 4.2. Budget Assistance:
 - Support the Treasurer and Vice Treasurer in preparing and reviewing the annual budget for MSAJ.
 - Monitor actual expenses and income against the approved budget, reporting discrepancies to the Treasurer.

4.3. Transaction Handling:

- Assist in processing payments, reimbursements, and deposits, ensuring timely execution and compliance with financial policies.
- Liaise with banks or other financial institutions as necessary to facilitate transactions.

4.4. Financial Reporting:

- Compile monthly and quarterly financial summaries for presentation to the Treasurer and the Executive Committee.
- Contribute to the preparation of the association's annual financial report.

4.5. Compliance and Accountability:

- Ensure all financial activities comply with MSAJ's financial guidelines and policies.
- Support external or internal audits by providing necessary documentation and clarifications.

4.6. Support for Fundraising and Sponsorship:

- Collaborate with other bureaus to manage financial aspects of fundraising and sponsorship initiatives.
- Ensure proper allocation and tracking of funds raised or donated.

5. **Term of Appointment:** One year from the date of appointment.
6. **Performance Review:** Annual evaluation based on accuracy in financial record-keeping, efficiency in supporting the Treasurer and Vice Treasurer, and contributions to financial transparency and accountability.

APPENDIX C

ELECTION FRAMEWORK AND PROTOCOLS

Section 1. Core Principles

- (1) The selection of leadership shall prioritize:
 - (a) demonstrated commitment to MSAJ;
 - (b) proven reliability in bureau work;
 - (c) active participation in Association activities;
 - (d) ability to balance academic and organizational duties;
 - (e) positive relationships with fellow members.

Section 2. Nomination Process

- (1) The President shall establish an Election Committee comprising:
 - (a) three senior Executive Committee members not seeking re-election;
 - (b) two active bureau members with good standing;
 - (c) current President (as advisor if not seeking re-election).
- (2) Candidates must possess:
 - (a) record of MSAJ involvement and contributions;
 - (b) concrete plans for their intended role;
 - (c) commitment to serve full term;
 - (d) endorsement from two active members.

Section 3. Qualification Requirements

- (1) Candidates must demonstrate:
 - (a) six months minimum active participation in MSAJ;
 - (b) successful completion of at least one major project;
 - (c) regular attendance at bureau meetings;
 - (d) no disciplinary issues.

- (2) For Executive Committee positions:
 - (a) previous bureau leadership experience preferred;
 - (b) demonstrated organizational skills;
 - (c) effective communication abilities;
 - (d) time management capabilities;
 - (e) problem-solving track record.

Section 4. Evaluation Process

- (1) The Election Committee shall assess:
 - (a) candidate's past contributions;
 - (b) reliability in completing tasks;
 - (c) ability to work in teams;
 - (d) initiative shown in activities;
 - (e) communication with other members.
- (2) Evaluation methods shall but not necessarily include:
 - (a) review of contribution records;
 - (b) informal feedback from bureau leaders;
 - (c) candidate presentation session;
 - (d) Q&A with general members;
 - (e) review of proposed plans.

Section 5. Election Integrity

- (1) To ensure fair elections:
 - (a) voting system shall be transparent and secure;
 - (b) clear campaign guidelines shall be provided;
 - (c) equal opportunity for candidate presentations;
 - (d) documented vote counting process;
 - (e) results verification by Election Committee.

Section 6. Transition Period

- (1) Newly elected officers shall:
 - (a) undergo handover briefings;
 - (b) receive relevant documentation;
 - (c) understand their roles and responsibilities;
 - (d) meet with bureau members;
 - (e) establish initial action plans.

This framework establishes practical standards that maintain organizational integrity while recognizing MSAJ's nature as a student-led association. It focuses on identifying committed and capable leaders through an achievable yet thorough process.