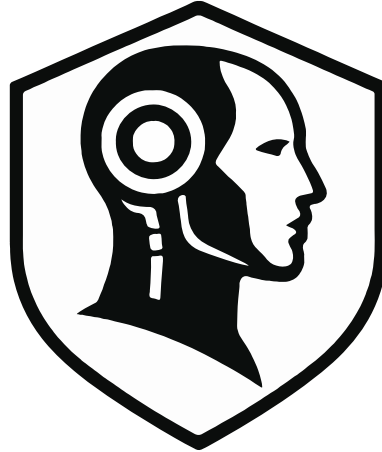




**FutureTech
Academy**



STUDENTS' COUNCIL

CONSTITUTION OF FUTURETECH ACADEMY STUDENT COUNCIL

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ARTICLE I - Name of Organization

- 1.1 The organization shall be known as the FutureTech Academy Student Council (FTA-SC), previously known as the PSDC Student Council (PSDC-SC).
- 1.2 The FTA-SC is registered under FutureTech Academy (previously known as PSDC Academy), located at 1, Jalan Sultan Azlan Shah, 11900 Bayan Lepas, Penang, Malaysia.

ARTICLE II - Purpose of the Organization

- 2.1 To serve as the student government body for all registered students of Future-Tech Academy (FTA).
- 2.2 To act as the main bridge between the general student population of the FTA and the FTA Management.
- 2.3 To uphold the welfare of the students.
- 2.4 To foster better understanding and cooperation among all students and staff in FTA.
- 2.5 To voice the problems faced by the students to the FTA Management through the proper channels.
- 2.6 To establish a good relationship between students of FTA and with those from other colleges/universities.

ARTICLE III - Membership

- 3.1 All students enrolled at FTA, as defined by the Office of the Registrar, shall be considered as members of the Student Body, unless otherwise specified.
- 3.2 All associations/clubs/societies that are registered with FTA-SC shall be considered as official student organizations in FTA.

ARTICLE IV - Duties of the Committee/Officers

4.1 President

- 4.1.1 He/she is to lead the FTA-SC.
- 4.1.2 He/she will develop FTA-SC goals, activities and projects together with the all-Student Council Representatives.
- 4.1.3 He/she will chair all meetings of the FTA-SC.
- 4.1.4 He/she is to represent the FTA-SC at all public events.
- 4.1.5 He/she is to act as the main liaison between the students and the FTA Management.
- 4.1.6 He/she will do the final approval of associations/clubs/societies proposal before submission to the Students' Advisor(s).
- 4.1.7 He/she has the power to veto any decision put forth by the Student Council Representatives, although a veto decision can be overturned by a 75 percent majority vote from all members of the Student Council Representatives.
- 4.1.8 He/she is responsible for the actions of the FTA-SC.

- 4.1.9 He/she holds the option to initiate suspension of any Student Council Representative, with the consent and support of the Students' Advisor(s) of the Student Council.

4.2 Deputy Presidents

- 4.2.1 The Deputy President is to assist the President in any way possible in regards to the functioning of the FTA-SC.
- 4.2.2 He/she is to take over the duties of the President in the absence of the President.
- 4.2.3 He/she is to carry out the responsibilities of the President in event of disability, resignation or impeachment of the President.
- 4.2.4 He/she is to take on the task of enforcing the discipline of the committee.
- 4.2.5 He/she is to lead their respective Student Board.
- 4.2.6 He/she is to act as the main liaison between the Student Board and FTA-SC.
- 4.2.7 He/she is to act as the main liaison between the students and the FTA Management.
- 4.2.8 He/she is responsible for the actions of their respective Student Board.

4.3 Secretary

- 4.3.1 He/she is to assist the President in preparing the agenda of meetings.
- 4.3.2 He/she is to prepare a special report for any major activities carried out.
- 4.3.3 He/she is in charge of all paper work and is the key person in the keeping of records.
- 4.3.4 He/she is to maintain a record of attendance of all FTA-SC meetings.
- 4.3.5 He/she is to communicate all official information to all Student Council Representatives.
- 4.3.6 He/she is to be responsible for all correspondence of the Council as assigned by the President.
- 4.3.7 He/she is to prepare and distribute the minutes and proceedings of all of the Council's meetings.
- 4.3.8 He/she is to maintain and preserve all minutes of meetings.
- 4.3.9 He/she is to distribute the meeting agenda to all relevant members of the FTA-SC at least 48 hours before each meeting.
- 4.3.10 He/she is in charge of the filing system for all documents in FTA-SC.

4.4 Deputy Secretary

- 4.4.1 The Deputy Secretary assists the Secretary in managing the administrative and communication functions of the Council, ensuring smooth operations and continuity.
- 4.4.2 Assist the Secretary in preparing meeting agendas, minutes, and attendance records.
- 4.4.3 Take over the Secretary's duties in their absence, ensuring continuity of operations.

- 4.4.4 Help maintain and organize the Council's filing system and documentation.
- 4.4.5 Support the dissemination of official information to Student Council Representatives.
- 4.4.6 Assist in handling correspondence as delegated by the Secretary or President.
- 4.4.7 Help compile reports for major Council activities.
- 4.4.8 Ensure proper archiving of meeting minutes and Council documents.
- 4.4.9 Monitor and help update attendance records for FTA-SC meetings.
- 4.4.10 Collaborate with the Secretary to ensure agendas are distributed at least 48 hours before meetings.
- 4.4.11 Provide logistical support during meetings, including note-taking and distribution of materials.

4.5 Treasurer

- 4.5.1 He/she is to keep records of the flow of the FTA-SC's funds.
- 4.5.2 He/she is to prepare semesterly financial reports, which will be reported directly to the FTA-SC.
- 4.5.3 He/she is responsible for all funds under the FTA-SC.
- 4.5.4 He/she is to present a financial report (with all receipts) to Students' Advisors(s) at the end of each semester for audit.
- 4.5.5 He/she is to report at each meeting on money matters
- 4.5.6 He/she will keep track of the financial standing of all associations/clubs/societies.
- 4.5.7 He/she will analyze and give advice on the event budget of FTA-SC.
- 4.5.8 He/she will be in charge of all the cash advance forms, purchase requisition forms, travelling and expenses claim forms for FTA-SC

4.6 Vice Treasurer

- 4.6.1 The Vice-Treasurer supports the Treasurer in managing the financial affairs of the FTA Student Council (FTA-SC), ensuring continuity, accuracy, and accountability in financial operations.
- 4.6.2 Assist the Treasurer in maintaining records of financial transactions and fund flows.
- 4.6.3 Take over the Treasurer's responsibilities in their absence to ensure uninterrupted financial management.
- 4.6.4 Help prepare semesterly financial reports for presentation to the FTA-SC.
- 4.6.5 Assist in compiling receipts and documentation for audits by the Students' Advisor(s).
- 4.6.6 Support the tracking of financial standing for all associations, clubs, and societies under FTA-SC.
- 4.6.7 Coordinate with event organizers to review and advise on proposed budgets.

- 4.6.8 Help manage financial forms including:
 - 4.6.8.1 Cash advance forms
 - 4.6.8.2 Purchase requisition forms
 - 4.6.8.3 Travelling and expenses claim forms
- 4.6.9 Ensure timely submission and proper documentation of financial paperwork.
- 4.6.10 Meeting Participation
- 4.6.11 Attend FTA-SC meetings and assist in reporting financial updates when required.

4.7 Head of Media

- 4.7.1 The Head of Media leads the Council's media and communications efforts, ensuring that all events, initiatives, and announcements are effectively promoted and documented. This role involves strategic planning, creative content development, and team coordination to maintain a strong and engaging presence across digital platforms.
- 4.7.2 Planning and executing media strategies to support Council activities and campaigns.
- 4.7.3 Creating and managing promotional content, including posters, videos, and social media posts.
- 4.7.4 Overseeing the Council's social media accounts, ensuring timely updates, audience engagement, and consistent branding.
- 4.7.5 Coordinating media coverage for events, including photography, videography, and post-event highlights.
- 4.7.6 Leading the Media Team, assigning tasks, guiding creative direction, and ensuring deadlines are met.
- 4.7.7 Maintaining a digital archive of media materials for documentation and future reference.
- 4.7.8 Collaborating with other Council members to ensure media efforts align with overall goals and messaging.

4.8 Media Team

- 4.8.1 The Media Team plays a vital role in supporting the FTA Student Council's communication, publicity, and documentation efforts. Working under the direction of the Head of Media, team members contribute creatively and technically to ensure that Council events, initiatives, and announcements are effectively promoted and visually represented.
- 4.8.2 Team members assist in designing posters, banners, and digital graphics for Council events and campaigns. They also help produce engaging video content such as promotional clips, event highlights, and interviews.
- 4.8.3 The team helps manage the Council's social media platforms by scheduling posts, writing captions, and monitoring audience engagement. They contribute ideas to improve reach and interaction across platforms.

- 4.8.4 Media Team members are responsible for capturing photos and videos during Council events. They assist in editing and organizing media files for timely publication and archiving.
- 4.8.5 Members work closely with the Head of Media and other Council departments to ensure media efforts align with the Council's goals and messaging. They participate in brainstorming sessions and contribute to campaign planning.
- 4.8.6 The team helps maintain a well-organized digital archive of all media content, ensuring proper labeling and storage for future reference and reporting.

4.9 Head of Facilities and Events

- 4.9.1 The Head of Facilities and Events is responsible for the overall planning, coordination, and execution of FTA-SC events and activities. This role ensures that all logistical aspects—from venue booking to equipment setup—are handled efficiently to support successful Council operations.
- 4.9.2 Leads the organization of Council events, ensuring all necessary arrangements such as venue, equipment, and approvals are secured. Develops event timelines and coordinates with relevant parties to ensure smooth execution.
- 4.9.3 Oversees the booking and setup of facilities for meetings and activities. Ensures that all equipment and materials are available, functional, and properly stored before and after use.
- 4.9.4 Manages logistical details including seating, signage, transportation, and technical setups. Monitors inventory of supplies and ensures proper handling and return of borrowed items.
- 4.9.5 Supervises the Facilities and Events Team, assigning roles and responsibilities for each event. Works closely with other Council departments to align event goals with logistical planning.
- 4.9.6 Ensures all events adhere to campus safety guidelines and prepares contingency plans for emergencies or unexpected changes.

4.10 Facilities and Events Team

- 4.10.1 The Facilities and Events Team supports the Head of Facilities and Events in organizing and executing all Council-related activities. Their main role is to ensure that venues, equipment, and logistics are properly arranged before, during, and after events.
- 4.10.2 Team members assist in preparing venues, arranging seating, setting up equipment, and ensuring signage and materials are in place. They help manage transportation of items and coordinate on-site logistics.
- 4.10.3 The team helps with booking and maintaining spaces used for Council activities. They ensure all equipment is handled responsibly and returned in good condition.

- 4.10.4 Members monitor supplies, organize event-related resources, and ensure everything is properly stored and accounted for.
- 4.10.5 They work closely with other Council departments and participate in briefings to improve future event planning and execution.
- 4.10.6 The team assists in implementing safety measures and ensuring all activities follow campus guidelines.

4.11 Student Body

- 4.11.1 Any student enrolled in FTA is considered part of the student body.

ARTICLE V – Meetings

- 5.1 The Student Council Representatives shall meet at least twice every semester excluding the final exam month.
- 5.2 The President will determine the date and the time of meetings.
- 5.3 The Secretary on behalf of the President shall prepare the agenda of the meetings and notify all Student Council Representatives of the meeting.
- 5.4 Notification to the Student Council Representatives must be of at least 48 hours in advance of the meeting.
- 5.5 A Student Council Representatives meeting shall be considered legitimate only if a quorum of 75% of members is present.
- 5.6 The FTA-SC shall hold an Annual General Meeting to which all members of the committee are required to attend.
- 5.7 For an Annual General Meeting to be legitimate a quorum of two thirds (2/3) of the Committee Members is required.
- 5.8 The advisor of the Student Council or his/her designee must be present for any General Meeting or Annual General Meeting to be legitimate.

ARTICLE VI - Decision Making

- 6.1 Each resolution shall be subject to confirmation by a simple majority vote of the Student Council Representatives. If confirmed, the Students' Council Advisor(s) may reject the resolution with valid reasoning.
- 6.2 The President shall have the power to sign or veto all resolutions of the Student Council Representatives of Student Council.
- 6.3 The President's decision to reject a resolution may be overridden by a 75% vote of the Student Council Representatives.

ARTICLE VII - Election Process

- 7.1 The current Student Council committee will announce the elections date for the upcoming academic year. This announcement usually includes information about the positions available, eligibility criteria, and the timeline for the election process.

- 7.2 During this period, eligible students who are interested in running for a position on the Student Council president seat can submit their nominations and must be supported by the President and the Committee.
- 7.3 Candidates who have been nominated will be given a date to start their campaigns to gain support from their fellow students. This may involve creating posters, e-flyers, and other promotional materials.
- 7.4 The voting process will be an electronic voting system. There will be a portal for the students to nominate their preferred candidates. Present committee will ensure that the vote results are generated accurate from the system. Once the votes have been verified, the results are announced to the student body.
- 7.5 The outgoing Student Council members must hold a transition meeting with the newly elected members to pass on important information, responsibilities, and ongoing projects. This will be witnessed by the Students' Advisors and the Dean of School.
- 7.6 The newly elected Student Council members are officially inaugurated into their positions starting 1 July of that calendar year. This may involve a formal ceremony where they take an oath of office and receive their responsibilities from the outgoing student council members. This will be witnessed by Students' Advisors and the Dean of School.
- 7.7 The new Student Council members will officially begin their term in office, representing the interests and concerns of the student body for the duration of 1 year. Their tenure will end 30 June of the next calendar year.

ARTICLE VIII – Finances

- 8.1 A financial report of the Student Council shall be presented at every meeting for approval by the committee and the Students' Council Advisor(s).

ARTICLE IX - Amendments

- 9.1 Any amendment to this constitution (or bylaws) shall be made available for public inspection.
- 9.2 Amendments to the Constitution will require a 75% majority of all Student Council Representatives.
- 9.3 This Constitution supersedes all previous constitutions of the Student Council and its ratification nullifies all pending amendments to the current constitution. This Constitution shall take immediate effect when it shall have been ratified by the Students' Council Advisor(s) and the Dean of SOE.
- 9.4 This Constitution and its associated rules, regulations, and amendments thereto are subject to provisions of the Rules and Regulations of the FTA.

ARTICLE X – Roles of Advisor

- 10.1 A Teacher Advisor serves as a mentor, guide, and facilitator for the Student Council, helping students grow as leaders while ensuring their activities align with school policies and values.
 - 10.1.1 Leadership Guidance
 - 10.1.1.1 Supports student leaders in developing leadership, communication, and organizational skills.
 - 10.1.1.2 Encourages students to take initiative and make decisions responsibly.
 - 10.1.2 Planning and Oversight
 - 10.1.2.1 Assists in planning council meetings, events, and projects.
 - 10.1.2.2 Ensures that activities are well-organized, inclusive, and aligned with school goals.
 - 10.1.3 Policy and Compliance
 - 10.1.3.1 Ensures that all council activities comply with school rules and regulations.
 - 10.1.3.2 Helps students understand their roles and responsibilities within the school framework.
 - 10.1.4 Communication Bridge
 - 10.1.4.1 Acts as a liaison between the Student Council and school administration.
 - 10.1.4.2 Facilitates communication with lecturers, trainers, staff, and the wider school community.
 - 10.1.5 Mentorship and Support
 - 10.1.5.1 Provides emotional and moral support to student leaders.
 - 10.1.5.2 Offers constructive feedback and encourages reflection and improvement.
 - 10.1.6 Supervision and Role Modeling
 - 10.1.6.1 Attends council meetings and events to provide supervision and guidance.
 - 10.1.6.2 Models professionalism, ethical behavior, and teamwork.

ARTICLE XI - Advisor Selection

- 11.1 The Dean or Head of Department (HOD) of the School of Engineering (SOE), and the Head of Department (HOD) of the Applied Engineering (AE), shall nominate one (1), and up to a maximum of two (2), staff members from each department to serve as Club Advisors for the Student Council.
- 11.2 The appointment duration for a Club Advisor is two (2) years. However, the term may be extended for an additional one (1) year, subject to approval by the Head of Department (HOD) of the School of Engineering (SOE).
- 11.3 The roles and responsibilities of a Club Advisor shall be as outlined in Article 10 of the FTA-SC Constitution.

ARTICLE XII – Orientation Day

- 12.1 The Student Council shall introduce itself to new students and assist in conducting the FutureTech Academy Orientation Day/Programme for each intake.
- 12.2 The itinerary and budget for the Orientation Day/Programme shall be discussed and finalized in collaboration with the department in charge.

ARTICLE XIII – Resignation of Committee

- 13.1 Any Council committee who wishes to resign must submit a formal resignation letter addressed to the Student Council President and the Students' Council Advisor.
- 13.2 The resignation letter must state the reason for resignation and the effective date.
- 13.3 Upon receiving the resignation, the Council Committee shall review and acknowledge the resignation within seven (7) working days.
- 13.4 The vacant position shall be filled within twenty-one (21) days from the date the resignation is officially accepted.
- 13.5 The President shall advise the Council Committee on the proposed replacement.
- 13.6 The proposal for the new appointment shall be submitted to the Student Council Advisors for approval.
- 13.7 The outgoing member shall ensure a proper handover of responsibilities and documents to the successor or designated officer.

ARTICLE XIV - Disciplinary Action

- 14.1 Council Committee members are expected to demonstrate good attitude and manners as representatives of FutureTech Academy students.
- 14.2 Council Committee members are expected to maintain satisfactory academic performance while fulfilling their roles and responsibilities throughout their term.
- 14.3 The following actions shall be taken by the Head of School (HOD) of the School of Engineering (SOE) based on absenteeism over three (3) semesters, regardless of the manner, frequency, or number of occurrences:
 - 14.3.1 First absence – Verbal warning
 - 14.3.2 Second absence – Written warning
 - 14.3.3 Third absence – Termination from the Council Committee.
- 14.4 Any Council Committee member who fails to carry out their duties in accordance with the Constitution may be asked to step down from their position by a two-thirds ($\frac{2}{3}$) majority vote of the Council Committee. This process may only be initiated by a member holding one of the Top 4 positions in the Council Committee.