

Statute

as amended by the AGM on 11th May 2012

Science Students' Society Statute

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1. Foundation and Main Aim

- 1.1. Science Students' Society, (hereinafter S-Cubed, or S^3 , or the Society,) was established at the first Annual General Meeting held by the founding committee on the 7th April, 2003, for all students in the Faculty of Science at the University of Malta.
- 1.2. The main aim of S^3 is to promote unity among all students and potential students of science through social and educational activities.

2. Declaration of specific aims and principles

- 2.1. The main aim of S^3 is as stated in section 1.2.
- 2.2. The other specific aims of the society are:
 - 2.2.1. To represent its members at the University of Malta.
 - 2.2.2. To represent its members on a wider national and international level.
 - 2.2.3. To promote cultural and scientific interchanges amongst its members.
 - 2.2.4. To encourage the development of an environment more conducive to the advancement of science.
- 2.3. The society, according to the spirit of the declaration made in article 2.2.4, reserves the right to take part in public but strictly non-partisan campaigns which the Committee and/or the General Meeting approves of as being in the national or members' interest according to the Statute.
- 2.4. The Society hereby declares that:
 - 2.4.1. S^3 shall be a non-profit making, non-partisan student organization founded on the 7th April 2003 to realize the aims embodied in sections 1.2 and 2.2 and as subsequently amended.
 - 2.4.2. S^3 shall show respect for, and refrain from acting contrary to, democratic principles and fundamental human rights as embodied in the laws and Constitution of the Republic of Malta.
 - 2.4.3. It recognises the right of all its members to participate effectively in S^3 and shall promote such conditions as will make this right effective.
- 2.5. In accordance with the provisions of article 2.4, the Statute requires that:
 - 2.5.1. Any change, additive or of omission, to be made in this Statute, shall necessitate a two-thirds ($\frac{2}{3}$) majority at a General Meeting.

- 2.5.2. Except by the disciplinary rulings permitted by the Statute, no member may be hindered in the expression of his/her opinion.
- 2.5.3. Particular care is to be taken such that any form of discrimination will not enter into the affairs of S³.

3. Membership

- 3.1. Any student duly registered at the Faculty of Science at the University of Malta as a student and recognised as such by the University Authorities shall automatically become an S³ member.
- 3.2. With regards to honorary membership:
 - 3.2.1. The General Meeting may bestow honorary life membership of the society on the specific recommendation of the Committee; the statute also recommends that all *ex-ufficio* presidents be granted such a membership. A motion grants an honorary life membership, and therefore a vote of $\frac{2}{3}$ majority is required.
 - 3.2.2. An honorary life member will possess the same rights and duties of a full member, except for those listed under article 3.3.
 - 3.2.3. The committee may find it necessary to appoint one of its own members to administer all affairs relating to honorary members.
- 3.3. An S³ member shall have the right to:
 - 3.3.1. Attend and speak at all sessions of the General Meeting.
 - 3.3.2. Propose and vote for any candidate in any election for which he/she is eligible to vote.
 - 3.3.3. Stand for election to any official position to which he/she is eligible.
 - 3.3.4. Participate freely in any activity organised by S³.
 - 3.3.5. Propose and second motions at a general meeting, providing that he/she abides by the provisions of the Statute.
- 3.4. Any member shall possess the right of inspection, guaranteed by article 2.4.3, to all the Society's records at any reasonable time should he/she request it in writing.

4. Procedure and organisation

- 4.1. S³ shall have the following structures in this order of supremacy:
 - i. Extraordinary or Annual General Meeting.
 - ii. S3 Committee (The Executive).
 - iii. Sub-Committees (to include any other body appointed by the Committee and/or the General Meeting).
- 4.2. All the documents of each structure shall be preserved as hard copies in duplicate, with one copy being retained by the Secretary General for inclusion in the central records (to be kept in the offices of S³) and another being kept by that member concerned with its production. Soft copies of documents should be retained by the Secretary General, the President as well as the member concerned with its production.

5. General meeting

- 5.1. With regards to the Annual General Meeting (AGM):
 - 5.1.1. Every member with vested voting rights shall be entitled to one (1) vote as defined in 3.1.
 - 5.1.2. An AGM will be convened once every academic year, preferably in April or May, and shall mark the end of term of the previous Committee's mandate.
 - 5.1.3. The President is to preside as chairperson at any AGM. The Vice-President may preside in lieu. If the President or Vice-President is not present within 10 minutes of the stipulated time, a chairperson is to be appointed from the committee.
- 5.2. The preparations for the AGM shall include:
 - 5.2.1. Finding a suitable place for holding the meeting.
 - 5.2.2. Preparing the reports for holding the meeting.
 - 5.2.3. Issuing a public notice on ALL notice boards in the Faculty of Science and in the Student House at least two (2) weeks before it is due to be held, informing members of the place, time and topic of the AGM.
 - 5.2.4. Presenting an agenda not less than 48hrs before the AGM to the President.
 - 5.2.5. If necessary, selecting a topic to be dealt with during the AGM, such as reviewing the work carried out by the outgoing committee.

5.3. Regarding attendance at General Meetings:

- 5.3.1. The quorum necessary to open proceedings at a General Meeting shall be 20 members. If such a quorum is not achieved on one-half ($\frac{1}{2}$) hour having elapsed from the announced start of the meeting, the chairman shall adjourn to a further date no longer than two (2) weeks after the initial date of the meeting.
- 5.3.2. General Meetings are open to any number of observers who are not members of the society who may attend a GM but who do not possess the rest of the rights stipulated in Article 3.3.
- 5.3.3. Honorary members may also attend General Meetings but do not possess voting rights, as stipulated in Article 3.3.

5.4. The Chairman of a General Meeting shall possess the right to:

- 5.4.1. Suspend the session for up to ten (10) minutes in every hour.
- 5.4.2. Expel rude or disorderly members from a meeting, provided that a sufficiently clear warning is given and reasons entered in the minutes.
- 5.4.3. Adjourn a session to a more suitable time or date.

5.5. Regarding the Agenda for an AGM:

5.5.1. The agenda must include:

- i. Reading of the previous AGM's minutes.
- ii. Matters arising from (i) above.
- iii. Committee's administrative report.
- iv. Annual financial report.
- v. Appointment of an electoral commission, if necessary.
- vi. Amendments to the Statute.
- vii. General motions and other matters arising.
- viii. An option to discuss a topic chosen for the AGM.
- ix. Nominations or presentation of the new committee.

5.5.2. The Agenda for the AGM has to be signed and approved by the President, Vice-President, and Secretary General.

5.6. Motions and nominations to be considered for a General Meeting should reach the Secretary General, seconded and in writing, by not later than three (3) working days before the meeting is to be held. A $\frac{2}{3}$ majority is needed for a motion to pass.

- 5.7. An Extraordinary General Meeting (EGM) shall be convened only when a majority of the full Committee's voting members deem it necessary.
- 5.8. An EGM shall be convened to the next date available. A notice has to be put up on the notice boards of the Faculty of Science two (2) working days prior to the EGM.
- 5.9. The Agenda of the EGM shall consist of:
 - i. Reading of motions by the Chairperson.
 - ii. Registration of, and open discussion by, speakers.
 - iii. Registration of additional motions and amendments.
 - iv. Voting (in a manner to be decided by the Chairperson) on the motions in the order of their registration.
- 5.10. The minutes taken at a General Meeting shall be prepared by the Secretary General and included in the central records and Agenda for the next committee meeting.

6. Executive committee

- 6.1. With regards to the executive committee's responsibilities:
 - 6.1.1. The body entrusted by the society with effective executive and administrative powers shall be the Committee.
 - 6.1.2. The Committee shall be responsible for:
 - i. Implementing the decisions of the General Meeting.
 - ii. Managing the day-to-day operation of the Society's property & affairs.
 - iii. Directing the Society's policy for the duration of its mandate.
 - iv. Organising, directly or indirectly, the Society's activities.
- 6.2. The Committee shall consist of a maximum of twelve (12) elected members who are students of the Faculty of Science at the University of Malta.
 - 6.2.1. Voting powers in the Committee shall be held by all elected members.
 - 6.2.2. The President of the society shall possess the one (1) casting vote during a Committee meeting.
- 6.3. The Committee, as constituted at its first meeting after the election, shall choose (through an independent, internal decision process) the following as S³ officials:
 - i. President
 - ii. Vice-President
 - iii. Secretary General

- iv. Treasurer
 - v. Public Relations Officer
 - vi. Activities Coordinator
- 6.4. If, for any reason (including insufficient nominees, or resignation of committee members), the full complement of twelve (12) members is not reached, the Committee may, at its discretion, select and appoint as many other members as necessary to make up the full complement. However, the Committee is still able to function without these additions as long as a minimum of six (6) committee members are present.
- 6.4.1. Members from the committee who have not been elected to the six (6) posts mentioned in article 6.3 may be assigned other specific posts (e.g. education officer, international officer, social policy officer, etc.), if the committee deems it necessary.
- 6.4.2. The Committee shall undertake to meet at least once every month and more frequently should the need arise. The work of the Committee shall be coordinated by the President, the Vice-President and the Secretary General.
- 6.5. With regards to the committee's meetings:
- 6.5.1. Unless any other agreement is reached among the committee members, the meeting shall take place in the office of the Society.
- 6.5.2. The meeting shall be chaired by the President and Minutes shall be taken by the Secretary General. An agenda will be made available in writing prior to the meeting and should include:
- i. Attendance
 - ii. Items to be discussed in order of priority.
 - ii. Corrections to the previous minutes.
 - iii. Matters Arising.
 - iv. Other matters
 - v. Adjournment.
- 6.5.3. Voting should preferably be by show of hands unless other methods are deemed necessary by the Committee.
- 6.6. The provisions of the Statute governing Committee procedure may be further clarified through the adoption of Standing Orders by a Committee majority vote, except where:
- i. Regulations on the subject already exist in the Statute.
 - ii. The subject is on the Agenda for the next General Meeting.

- 6.7. With regards to the minutes of committee meetings:
- 6.7.1. The Minutes of each meeting must be made available for perusal by the Society's members on request.
 - 6.7.2. The binding version of any Committee decision shall be the one approved and written into the Minutes.
- 6.8. With regards to general responsibilities of committee members:
- 6.8.1. A Committee member may ask to be temporarily excused from carrying out his/her duties by informing the President at the earliest possible time, provided that it is followed up in writing.
 - 6.8.2. Permanent resignations must be lodged in writing with the Secretary General and must include a sufficiently good reason for the resignation.
 - 6.8.3. A Committee member shall be formally asked to resign (and thus be relieved of) his/her official rank only after:
 - i. A General Motion to that effect has been passed by a General Meeting,
 - ii. The Committee has considered an action carried out in his/her function as Committee member as amounting to serious misdemeanour.
 - 6.8.4. The definition of "serious misdemeanour" in section 6.8.3, shall include:
 - i. Misappropriation of The Society's funds.
 - ii. Unauthorized use of the society's name and logo.
 - iii. Three (3) or more consecutive unexcused absences or dereliction of duty.
 - iv. Withholding information from the society's members.
 - v. Highly irresponsible behaviour known to have brought discredit to the Committee.
 - vi. Forgery of the society's documents by misinterpretation, in stating facts, or otherwise.
- 6.9. In the event of vacation of:
- 6.9.1. An official's post in Committee, the President shall call for a temporary re-distribution of duties until a General Meeting may be held.
 - 6.9.2. A place in Committee (e.g. by illness, death or by the member resigning from the Faculty of Science), the President shall award that member's voting rights and post to the next candidate-in-line as at the previous election and so on until the post is filled if the minimum of six committee members is not fulfilled. If the minimum of six members is still fulfilled with vacation of a place in Committee, the remaining members shall decide whether or not it is necessary for the ex-member's post to be filled.

- 6.10. The last meeting of the Committee shall be held not more than five (5) working days before the holding of elections, so as to up the Committee's affairs.
- 6.11. With regards to the outgoing's committee's duties and responsibilities:
- 6.11.1. The Electoral Commission shall formally request the outgoing Committee members to remain in place as a caretaker Committee until the new Committee is in effective control.
 - 6.11.2. As advisors, the outgoing Committee members can candidate themselves for election but can no longer initiate policy decisions, utilise the Society's funds (except to settle outstanding debts) or represent the Society publicly except on request of an Extraordinary General Meeting.
 - 6.11.3. The last act of the Committee prior to the AGM shall be to provide a document outlining the policy followed during the previous year and including some suggestions for the future.
- 6.12. With regards to points on the agenda of the committee meetings:
- 6.12.1. All committee members have the right to submit any item on the agenda, by specifying the item in writing to the Secretary General, and this item must be discussed during the next meeting.
 - 6.12.2. Any student of the Faculty of Science may submit any item to be placed on the agenda, by submitting a description in writing to any member of the committee. That member must then submit that item to the Secretary General.
- 6.13. With regards to attendance at committee meetings:
- 6.13.1. A Committee meeting should preferably be held behind closed doors, i.e. only the committee members are allowed to attend the meeting.
 - 6.13.2. The committee may issue special invitations to specific people, who are considered to be of help to the committee in its work, to attend the committee meetings.
- 6.14. It is in the intent of the society to work in accordance with other societies or associations that share common interests.

7. Committee Members' Responsibilities

- 7.1. All members of the S³ Committee, whether elected or appointed ex-officio, are to be considered by the Society as officials of the said Society.
- 7.2. To be eligible for election to Committee member, the candidate must not have been relieved of a post in the Committee.
- 7.3. The legal representation of the Society shall be vested in the three highest-ranking officials: the President, Vice-President, and the Secretary General.
- 7.4. The President is the highest-ranking official of the Society and his/her duties shall include:
 - i. Seeing that, as President, the Society's Statute is being observed.
 - ii. Initially chairing the General, and all Committee Meetings.
 - iii. Formally presenting the views of the Committee to a General Meeting.
 - iv. Responsibility for protecting the Society's assets.
 - v. Co-ordinating the work of the Committee with the Vice-President and the Secretary General.
 - vi. Liaising with KSU and Senate representatives.
- 7.5. The President shall, along with the Vice-President, the Secretary General and the Treasurer, have control of the Society's funds, making such use of them only insofar as the Committee should direct.
- 7.6. The Vice-President is the second highest-ranking official of the Society and his/her duties involve:
 - i. Acting for the President in case of absence or sickness.
 - ii. Liaising with other organisations on a national basis.
 - iii. Co-ordinating the work of the Committee with the President.
 - iv. Organising cultural/educational/study visits abroad when possible.
 - v. Providing regular updates to the committee regarding the work of any operating sub-committees.
 - vi. Ensuring that the organisation's office in order.
- 7.7. The Secretary General is the third highest-ranking Society official and his/her duties involve:
 - i. Liaising with other organisations on a national basis.
 - ii. Keeping the Society's records in good order.
 - iii. Collecting all digital records and data and maintaining order in the committee's storage options (e.g. office computer, external hard-disk, Dropbox and Google Drive folders, backups).
 - iv. Preparing the annual Administrative report.
 - v. Partially controlling the Society's funds.

- vi. Co-ordinating the work of the Committee with the President and the Vice-President.
- vii. Liaising with NSTF and NSTS.

7.8. The Treasurer shall be responsible for:

- i. Preparing an annual income and expenditure account.
- ii. Preparing the annual financial report.
- iii. Liaising with the University's Financial Officer and the Banks.
- iv. Monitoring the extent of expenditure monthly, including providing necessary budgeting advice prior to activities organised by the committee.
- v. Prepare regular post-activity financial reports.
- vi. Maintaining the financial records in good order.
- vii. Depositing the funds into the Society's accounts.
- viii. Be held responsible to the Society for any damages incurred by the S-Cubed through his/her personal or criminal mismanagement of funds.
- ix. Be in possession of the Society's financial records.
- x. Request written authorisation from the Committee for any transfer of funds equal to, or in excess of 50 Euros.

7.9. The Treasurer shall ensure that the sources financing the Society shall ONLY be in the form of:

7.9.1. Excess of income over expenditure from activities organised by and/or for the Society.

7.9.2. Voluntary donations or other contributions by members.

7.9.3. Grants, awards, loans or other receipts not conditional in any way which may be in contravention (even only in principle) to the Statute.

7.10. The Public Relations Officer (PRO) shall:

- i. Organise the official established functions of the Society.
- ii. Represent the Society in correspondence with the local press.
- iii. Inform the committee on the S³ members' opinions and views.
- iv. Keep the S³ members informed of the Committee's activities.
- v. Be responsible for the maintenance and updating of the Society's online media channels (e.g. website, Facebook page, YouTube channel etc).
- vi. Chair any sub-committees dedicated to branding or media design which the committee may decide to set up.

7.11. The Activities Coordinator shall be responsible for:

- i. Overseeing the organisation of any events organised by the society.
- ii. Liaising with the Treasurer to ensure adequate budgeting measures are taken for the organising of events.

- iii. Liaising with the PRO to ensure the necessary methods of promotion are employed.
- iv. Delegating tasks, if necessary, related to activities to committee members
- v. Producing a post-activity report detailing organisational methods involved and including any relevant correspondence related to the event.

7.12. The executive member responsible for Education matters shall be tasked with:

- i. Ensuring S-Cubed activities contain an educational aspect which will benefit students.
- ii. Overseeing the organisation of Site Visits to various institutions throughout the year.
- iii. Deal with any academic complaints students may have by liaising with the Faculty student representatives as well as the KSU Education Office.
- iv. Coordinating other educational initiatives such as online tutorials and information sessions.

7.13. The executive member responsible for International matters shall be tasked with:

- i. Liaising with international organisations and securing affiliations with foreign entities or universities.
- ii. Leading a team together with the Vice-President which is tasked with the organisation of an annual trip abroad.
- iii. Providing means for gaining international exposure for the organisation.
- iv. Identifying and, if need be, being present for international students studying at the Faculty of Science.

7.14. The executive member responsible for Social Policy matters shall:

- i. Represent the committee's views at KPS meetings.
- ii. Relay relevant information to the committee regarding KPS initiatives and topics of discussion.
- iii. Be involved in the compilation of any reports or statements relating to issues of social policy.
- iv. Participate in sub-committees organised by KPS if it is agreed by the Committee.

7.15. The electoral commissioner/s must:

- i. Be a member/s of the Society.
- ii. Not simultaneously hold a post in the Committee.
- iii. Not intend to contest the election for the new Committee.
- iv. Not at present hold executive or administrative rank in any other organisation.
- v. Ensure that the elections will be held according to a democratic system of representation.

7.16. Any member in the S³ Committee cannot be an executive member in any other student organisation at the University of Malta or hold an executive or administrative post in any organisation whose interests conflict in any way with those of the Society.

8. Elections

- 8.1. Elections to the Committee must be held within five (5) working days of the appointment of the electoral commissioner/s.
- 8.2. The preparations of the Commission for the election shall consist of:
 - 8.2.1. Receiving seconded nominations for the candidature on the standard S³ forms that would have been presented at the AGM.
 - 8.2.2. Acknowledging receipt of a nomination provided the nominee has signed his/her acceptance of the nomination
 - 8.2.3. Preparing a number of unmarked paper ballots as deemed necessary.
 - 8.2.4. Publishing a list of candidates standing for election not less than three (3) working days before elections are to be held.
 - 8.2.5. Publishing a notice informing ALL the members of the time and place where voting is to be held.
- 8.3. The elections shall be conducted in this manner:
 - 8.3.1. Each S-Cubed member shall possess the right to vote for any 12 candidates from the list.
 - 8.3.2. The Commission shall supervise the whole process of voting during the time allowed for it.
 - 8.3.3. The electoral commission should verify the identity of each voter against the list of members, which will be made available by the caretaker committee.
 - 8.3.4. Once voting is over (in the presence of the candidates if they so wish) the Commission will add the number of votes cast, first separating the valid from the invalid votes.
 - 8.3.5. The first 12 candidates obtaining the greatest number of votes shall be considered elected.
- 8.4. After the election, the commission shall:
 - 8.4.1. Retain the original ballots for up to five (5) working days.
 - 8.4.2. Prepare the relevant election statistics.
 - 8.4.3. Prepare a report addressed to the General Meeting and a public notice announcing the results and its own resignation.
- 8.5. The electoral commission should also arrange the first meeting of the new Committee to which it will hand over all the documentation in its care as well as the election ballots.

- 8.6. The new Committee shall then arrange for the permanent and irretrievable disposal of the ballots in the presence of at least one of the electoral commissioners.
- 8.7. The office of any member of the Committee shall be automatically vacated in any of the following cases:
 - 8.7.1. If the member resigns in writing.
 - 8.7.2. If the member is absent from meetings of the committee for two (2) months without justification.
 - 8.7.3. If the member ceases being a student of the Faculty of Science.
 - 8.7.4. If the member is removed under the provisions of this statute, bye-laws and standing orders.
- 8.8. The members in a General Meeting may remove from office any member of the Committee before the expiration of his/her period of office by a two-thirds majority vote of the members present and voting.

9. Proceedings of the Committee

- 9.1. The first meeting of the newly elected Committee shall be held within ten (10) working days of their appointment.
 - 9.1.1. In line with article 6.3, members of the Committee shall be assigned roles according to voting which will occur between the Committee members themselves. For a candidate to be elected to fulfil a particular role he/she must obtain a quota of 50%+1 votes (i.e. 6 votes if all the 12 posts are filled). In fulfilment of its statutory obligations, the first committee meeting shall include a formal distribution of duties.
- 9.2. The Committee shall meet at least monthly, and subject to the provisions of this article, may meet together for the conduct of business, adjourn and otherwise regulate its meetings as it deems fit.
- 9.3. Questions arising at any meeting shall be determined by a majority of votes of the Committee members present. In the case of an equality of votes, the President of the Society shall have a casting vote.
- 9.4. The President may summon at any time a meeting of the Committee.
- 9.5. The President shall preside over any meeting of the Committee. In his/her absence the Vice-President shall preside. If at any meeting neither one of them is present, the members of the Committee shall choose a Committee member to preside.

- 9.6. A resolution in writing signed by all the Committee members of the Committee shall be as effective as a resolution passed at a meeting of the Committee duly convened and held.
- 9.7. The Committee shall cause accurate and proper minutes to be made by the Secretary General.
- 9.8. The Committee may delegate any of its Committee members to conduct on its behalf any business within its powers.
- 9.9. The Committee may delegate any of its duties to working Sub-Committees consisting of members as the Committee deems fit.
- 9.10. Any Sub-Committee so formed shall, in the exercise of its duties, conform to any rules as may be approved by the Committee for the purpose.
- 9.11. No resolution of any Sub-Committee shall be valid or of any effect unless it is approved by the Committee.
- 9.12. The President, Vice-President and the Secretary General shall be ex-officio members of any Sub-Committee.
- 9.13. The Committee shall be empowered to appoint any person as a co-opted Committee member for any purpose deemed necessary and for a period of time as deemed necessary by the Committee. A co-opted member shall be invited to attend Committee meetings at the discretion of the Committee. The number of co-opted members shall be to the discretion of the Committee.

10. Sub-Committees

- 10.1. The sub-committee is formed of Faculty of Science students who are willing to help in the Society's needs.
 - 10.1.1. Each sub-committee must have at least one (1) member in the executive committee. It is the role of this member to report to the executive committee on the proceedings of the sub-committee.
 - 10.1.2. Any number of sub-committees can be formed according to the current needs.
 - 10.1.3. A sub-committee is formed after a request in writing is submitted for the formation of the sub-committee. This request is then discussed in the next Committee meeting, and the decision is taken as to whether the sub-committee is to be formed.

11. Office and Stores of S-Cubed

11.1. The office of S³ shall until further notice be located in the Students' House.

11.2. The stores of S³ until further notice shall be in the Chemistry Department ground floor, opposite the lift.

12. Dissolution and distribution of assets

12.1. S-Cubed may be dissolved only upon a unanimous resolution of the Committee, by two thirds ($\frac{2}{3}$) of those present and voting at an Extraordinary General Meeting.

12.2. All assets of the society existing at the time of its dissolution shall be passed to the Faculty of Science, unless two thirds of those present and voting at the Extraordinary General Meeting at which the dissolution is approved otherwise determine.

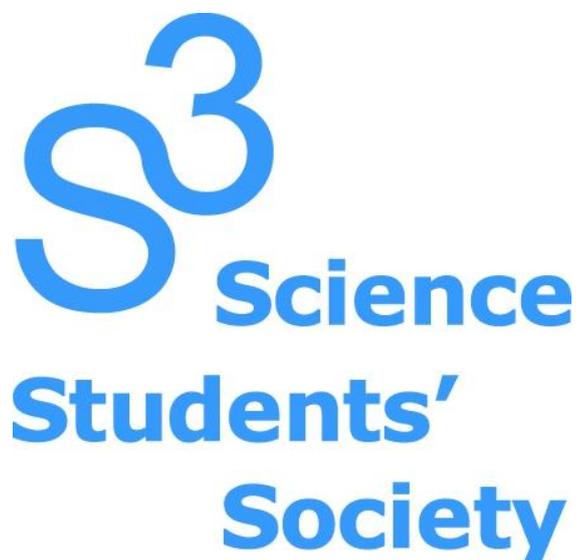
13. The Advisory Board

13.1. The advisory board may be chosen in an AGM or EGM and is to be confirmed six (6) months after every AGM or EGM through a two thirds ($\frac{2}{3}$) vote in an executive meeting. It shall consist of 3 members of the society but not of the executive committee.

14. Official Logo and Colour

14.1. The official colour of the organisation shall be light blue.

14.2. The official logo of the organisation, also found below, shall be that shown in the first page of this document.



Appendix
List of Honorary Presidents and Members

Honorary Presidents:

Duncan Bartolo
Karl Agius
Jonathan Falzon
John Gabarretta

Honorary Members:

Andre Damato
Mark Farrugia
Marie Claire Gatt