



# (RoP) Proposal Submission Policy

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**Submitted by:** Audit Committee (Tien Hung Nguyen, Kevin Liu, and Hong Quynh Le)

## CURRENT RoP

### ARTICLE 4. DOCUMENTS

- 4.1 The proposer of an agenda item must make an accompanying document available to the Secretariat to offer to the members. The failure to make an accompanying document available is reason enough for the Secretariat to decide that the agenda item will not be put on the agenda or will be taken off the agenda.
- 4.2 The documents must be made available at least seven days before the meeting, not including the day of convocation and the day of the meeting.
- 4.3 If the GAM is dissatisfied with the documents, amendments may be submitted to change the content; if the documents are nevertheless not approved, a new GAM must be organized within two weeks where improved versions of the documents are presented.
- 4.4 Invitations for the GAM are sent at least three weeks in advance by the secretariat, which includes a concept agenda, the date, time and location.
- 4.5 If a situation as referred to in Article 14, paragraph 1, of the Articles of Association arises, the Secretariat can decide to postpone or distribute the document in question at the meeting

## PURPOSE & SCOPE

The objective of the Audit Committee (onwards referred to as AC) is to monitor and protect the financial health of the association. However, the role of the committee can be compromised when drastic changes to the financial structure of the association are made without the consolidation of the AC and sufficient time to assess and respond. The AC proposes an additional step to the proposal submissions process to safeguard against financial mismanagement and ensure the longevity of the association.



## DEFINITION

Proposer/s:	Individual/s who intend to submit a proposal.
Audit Committee:	A branch of the supervisory body that handles the oversight of the association's financials.
Financial Proposal:	Proposals that affect financial matters within ABC.

## RoP ADDITION

### ARTICLE 4. DOCUMENTS

- 4.2.1 An exception applies to financial proposals, which requires any proposals related to ABC's financial matters to be submitted at least two weeks prior to the date of the GMA to the secretary of the Executive Board. The proposal will, subsequently, be forwarded to the Audit Committee and Treasurer for review.
- 4.2.2 In the case that the proposer/s does not manage to follow the procedure stated in 4.2.1, their proposal will not be considered in the upcoming GMA agenda unless permission is granted by the Audit Committee for the proposer/s to go forth with their proposal.
- 4.2.3 The Audit Committee will assess the proposal and provide advice on the proposal in a separate document and will be made available for all General Members to view.
- 4.2.4 Assuming that the procedure is in accordance with Article 4.2.1, the proposer/s is fully within their right to present their proposal to the GMA irrespective of the Audit Committee's advice.
- 4.2.5 In the circumstance that the Audit Committee becomes the proposer, the Audit Committee must also adhere to the same procedure as stipulated in articles 4.2.1 through 4.2.4. The duty of an independent reviewer is thereafter transferred to the Treasurer.