

**Constitution of the
Singapore Management University
College of Integrative Studies Society**

REVIEW HISTORY

Date	Summary of Changes
10/02/2023	First edition
12/01/2024	Revised second edition: <i>Art 2, 4, 5, 6, 7, 8, 9, 11, 12, 14, 17</i>

ARTICLE 1 - CITATION

- 1.1 This Constitution may be cited as the Constitution of the SMU College of Integrative Studies Society.
- 1.2 The Society's Constitution and its Standing Orders shall be subject to the Constitution and Standing Orders of the SMU Students' Association. In the event of any differences between the two, the terms of the Constitution and Standing Orders of the SMU Students' Association shall prevail.
- 1.3 In the event that a clause in this constitution references a clause and/or article from SMU Student's Associations' Constitution and/or Standing order that has been deleted in its entirety, the deleted clause and/or article in this constitution shall remain in effect until this constitution has been formally amended.

ARTICLE 2 - INTERPRETATION

- 2.1 In this Constitution, unless the subject of context otherwise requires, the following words shall have the meanings ascribed below;
 - a. "CIS" shall mean College of Integrative Studies;
 - b. "Core Committee" unless otherwise indicated shall refer to the Core Committee of the Society;
 - c. "Council" shall mean the Singapore Management University's Students' Association Council;
 - d. "Club" shall mean any club recognized by the CIS;
 - e. "Dean" shall mean the Dean of the College of Integrative Studies;
 - f. "Member(s)" unless otherwise indicated shall refer to all persons whose names are registered and recorded in the SMU College of Integrative Studies Society's or its constituent clubs' Register of Members;

- g. "General Meeting" shall mean a meeting of all Members of the Society and may be either an Annual General Meeting or Extraordinary General Meeting;
- h. "Office of Student Life" shall mean Director of the Student life or such officer as the Director may designate;
- i. "President" shall mean the President of the SMU College of Integrative Studies Society;
- j. "Public Holidays" shall mean the gazetted holidays of Singapore as set out by the Ministry of Manpower Singapore;
- k. "PSR" shall mean the Singapore Management University Prinsep Street Residences;
- l. "Society" shall mean the SMU College of Integrative Studies Society;
- m. "SMU" shall mean the Singapore Management University;
- n. "SMUSA" shall mean the Singapore Management University Students' Association;
- o. "Standing Orders" are operational directives to regulate the procedures and administration matters for all meetings of the Association, Council, Executive Committee and Committees.
- p. "Sub-committee" shall mean a committee set up under the ambit of the SMU College of Integrative Studies Society on either an ad-hoc or permanent basis to accomplish their assigned objective(s);
- q. "Staff" shall mean the administrative staff of SMU College of Integrative Studies;
- r. "USLC" shall mean the SMU University Student Life Committee;

ARTICLE 3 - PLACE OF BUSINESS

- 3.1 The Society's place of business shall be at Singapore Management University or such other address as may subsequently be decided upon by the Core Committee ("CC") and approved by the USLC.
- 3.2 The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

ARTICLE 4 - OBJECTS

The objects of the Society are:

- 4.1 To Cultivate, Instil, and Spark;
- 4.2 To nurture bonds and inculcate a sense of identity and belonging among Members, to the University and the CIS;
- 4.3 To promote interaction between the CIS Faculty, Staff, Alumni and Members;
- 4.4 To promote the welfare of the Members;
- 4.5 To advance Members' interests and competencies in fields as relevant to the Members' areas of studies; and
- 4.6 To conduct any other activities the CC deems appropriate for the interests of the Society.

ARTICLE 5 - MEMBERSHIP QUALIFICATION AND RIGHTS

- 5.1 Membership and voting rights of the Society are automatically given to all matriculated full-time students of CIS, including but not limited to the following programmes;
 - a. Full undergraduate degree programme; or
 - b. Postgraduate degree programme; or
 - c. Undergraduate Deferred Declaration of Degree programme; or
 - d. Current undergraduate students undertaking a second major under CIS
- 5.2 Students that do not fulfil the requirement under *Article 5.1* can also obtain membership to the Society but will not be;
 - a. accorded voting rights of the Society; and
 - b. eligible to receive complimentary welfare
- 5.3 The students' membership and voting rights in the club will cease if they no longer meet the conditions as outlined in *Article 5.1*.
- 5.4 A copy of the Constitution shall be made available to all Members through electronic means or any such means deemed reasonable by the CC.

ARTICLE 6 - ADMINISTRATION

- 6.1 The Society shall be administered by the CC.
- 6.2 The CC has the discretion to appoint Sub-Committees as it deems necessary for the proper administration of the Society.
 - a. Appointed Sub-Committees will assist the CC in the administration of the Society.
- 6.3 The CC shall ensure the representation of its members and take all necessary actions to protect the best interest of the society and its members.

ARTICLE 7 - SUPREME AUTHORITY AND MEETINGS

- 7.1 The supreme authority of the Society is vested in a general meeting of the Members, presided over by the President. An Annual General Meeting (“AGM”) shall be held yearly, and an Extraordinary General Meeting (“EGM”) shall be held if the conditions set out in *Article 7.3* are met (collectively, “General Meetings” refers to any one of them).
- 7.2 The following points shall be considered at every AGM:
- a. The immediate preceding Financial Year’s accounts and annual report of the CC;
 - b. *Where applicable*, the appointment of office bearers for the following term; and
 - c. Any other matter deemed appropriate by the CC.
- 7.3 An EGM shall be convened by the President on the written request (“EGM Request”) of:
- a. Not less than 25% of all Members; or
 - b. the CC
- 7.4 An EGM shall be convened subject to the following conditions:
- a. EGMs shall be convened by the President within fourteen (14) days from the receipt of such EGM Request;
 - b. *If Article 7.4(a) is not met, the Members who had submitted the EGM Request can set forth the motion with a ten (10) days notice while simultaneously disseminating the agenda on the Society’s official communication channel:*
 - i. *Agenda and details of EGM must be sent out via Official inCISive Telegram group chat; and*
 - ii. *Optionally, placed on the notice board located outside CIS/SOSS 1-2 Classroom.*
- 7.5 All General Meetings are subject to the following requirements:
- a. At least fourteen (14) days notice shall be given of an AGM and at least 10 days’ notice of an EGM;
 - b. Notice of General Meetings stating the date, time and place shall be sent by the Honorary General Secretary to all Members;
 - c. The particulars of the agenda shall be distributed to all Members through any means deemed appropriate by the CC four (4) days in advance of a General Meeting;
 - d. Resolutions at General Meetings are decided on and passed by at least 50% of Members present at the particular General Meeting;
 - e. Voting by proxy is not allowed at all General Meetings;
 - f. At least 25% of all Members of the Society or 30 Members, whichever is lesser, shall form a quorum and a quorum must be present throughout all General Meetings;
 - g. If such a quorum has not been met at the start of meeting, the meeting shall be:

- i. Postponed until the minimum amount of members required for a quorum be met within the day; or
 - ii. Postponed by no later than seven (7) days, excluding weekends and public holidays.
- 7.6 Any member who wishes to place an item on the agenda of a General Meeting may do so, provided they give notice to the Honorary General Secretary at least seven (7) days, excluding weekends and public holidays, before the meeting is due to be held.

ARTICLE 8 - MANAGEMENT AND COMMITTEE

- 8.1 The Society shall be managed by a CC comprising Members who are
 - a. Elected under *Article 9*; or
 - b. Co-opted under *Articles 8.7* or *8.8* ("Core Committee Members").
- 8.2 Each CC serves for a full-year term from 1 January to 31 December of the calendar year immediately following the Election Results as prescribed in *Article 10* ("Term of Office").
- 8.3 The CC shall comprise a minimum of five (5) Members subject to *Article 8.7*. The CC shall be formed subject to the following condition(s):
 - a. Each member can concurrently hold up to two appointments in the CC; and
 - b. All members shall ensure that they are able to handle the workload that is given to them
- 8.4 The CC shall consist of:
 - a. one (1) President;
 - b. one (1) Vice President;
 - c. one (1) Honorary General Secretary;
 - d. one (1) Honorary Finance Secretary;
 - e. one (1) CIS Residential Ambassador (subject to *Article 8.5*); and
 - f. any other position(s) deemed necessary by the CC for the effective administration of the Society.
- 8.5 The CC shall also include one (1) CIS Residential Ambassador which comes into effect AY2023/2024. The CIS Residential Ambassador shall:
 - a. Be elected by CIS students residing at PSR;
 - i. In the event where no CIS Residential Ambassador has been elected, the Ambassador shall be appointed in accordance to *Article 8.8*.
 - b. Represent the interests of CIS students residing at PSR;
- 8.6 All CC Members except the Honorary Finance Secretary shall be eligible for reappointment, subject to the elections process prescribed in *Article 10*.
 - a. The incumbent Honorary Finance Secretary shall be eligible for appointment to other positions
- 8.7 In the event that two (2) or less members are elected into the CC, a vote shall be conducted by way of EGM to appoint Members to the CC:

- a. Voting shall be conducted subject to *Article 9.11*;
 - b. There must be only three (3) members elected into the CC by the end of voting within the EGM;
 - c. EGM shall be conducted in accordance with *Article 7*; and
 - d. For the avoidance of doubt, CC Members elected by way of the EGM will have voting rights within the CC.
- 8.8 The CC shall be able to co-opt members for the proper administration of the Society up to:
- a. a maximum limit of three (3) Co-opted Committee Members; and
 - b. if there are less than five (5) members elected into the CC, the CC can co-opt additional members, to fulfil the requirement as stated in Section 8.3; and
 - c. Co-opted Committee members are subjected to Article 8.9.
- 8.9 Co-opted Committee Members shall have no voting rights within the CC.
- 8.10 Subject to *Article 12.4*, if an elected seat is vacated during the Term of Office, the CC shall, within two (2) months of that seat's vacation, fill it either by:
- a. Holding an election for the vacated position; or
 - b. Co-opting a Member ("Co-opted Elected Member") on a unanimous vote of the CC.
 - i. Unlike Co-Opted Committee Members as described in *Article 8.8*, a Co-opted Elected Member will have voting rights within the CC.
 - ii. For the purposes of this article, articles 8.8 and 8.9 shall not apply.
- 8.11 If a non-elected seat is vacated during the Term of Office, the CC shall, within two (2) months of that seat's vacation, fill it by co-opting a Member on a unanimous vote of the CC. Such Co-opted Committee Members shall have no voting rights within the CC.
- 8.12 All Members shall be notified of any changes in the CC within one (1) week of the particular change.
- 8.13 CC meetings ("Committee Meetings") shall be:
- a. held at least once every three (3) months;
 - b. held with at least three (3) days' notice must be given to CC Members each time by the Honorary General Secretary; and
 - c. attended by a minimum of 50% the CC for the proceedings of the Committee Meeting to be valid.
- 8.14 Notwithstanding *Article 8.12*, the President may call Committee Meetings any time by giving at least three (3) days' notice to all CC Members.
- 8.15 The CC shall not act contrary to the expressed wishes of the General Meetings and shall always remain subordinate to the General Meetings.

- 8.16 The organisation of activities for the School may be undertaken by the CC or by Sub-committees, the members of which shall report directly to at least one (1) CC Member.
- 8.17 In times of deadlock, the President's vote will be the deciding vote.

ARTICLE 9 - ELECTIONS

- 9.1 The election of CC Members (“Committee Election”) shall be subject to the following subsections:
- a. Conducted in accordance with Article 9 of the Society’s constitution; and
 - b. Elections for the inCISive Core Committee, excluding the CIS Residential Ambassador, shall be conducted by the end of Week 7 of the first semester of each Academic Year, with reference to the University’s undergraduate academic calendar; and
 - c. Elections for the CIS Residential Ambassador by voting Members residing in PSR shall be conducted by the end of Week 16 of the first semester of each Academic Year with reference to the University’s undergraduate academic calendar.
- 9.2 The Committee Elections shall also be conducted in accordance with;
- a. SMUSA Constitution *Article 14* - Elections; or
 - b. In the event that SMUSA Constitution *Article 14* no longer references “election of Executive or Management Committee Members of Constituent Bodies”, the relevant updated section from SMUSA’s constitution shall be referenced instead
 - c. In the event that SMUSA’s Constitution Article 14 “election of Executive or Management Committee Members of Constituent Bodies” has been deleted in its entirety, *Article 1.3* shall be enacted.
- 9.3 For the avoidance of doubt;
- a. The Society’s members with voting rights shall vote for all members contesting in the Core Committee Election, excluding the CIS Residential Ambassador.
 - b. Only CIS students residing in PSR shall vote for the CIS Residential Ambassador.
- 9.4 The positions open for elections shall be announced during the Elections Information Session or any subsequent official communications with all voting members of the society.
- 9.5 Members will be successfully elected as members of the new CC if:
- a. They receive at least 20% of votes from eligible voting members (as defined by *Article 9.6*) of the society; and
 - b. They fall within the top number of positions up for elections, in order of popularity of votes;
 - c. Should there be a tie between members, where they are vying for the last seat within the cc, the successfully elected core committee (excluding the tied members) shall have the power to vote the remaining member into the CC with a passed vote of more than 50%.
- 9.6 For avoidance of doubt, two rounds of election shall be specified:
- a. Elections for the inCISive Core Committee, excluding the CIS Residential Ambassador, by all voting Members of the Society; followed by

- b. Elections for the CIS Residential Ambassador by voting Members residing in PSR
- 9.7 Elections for the CIS Residential Ambassador, as specified in *Article 9.6 b.*, shall be held after the elections for the inCISive Core Committee, excluding the CIS Residential Ambassador, as specified in *Article 9.6 a.* has been completed.
- 9.8 The roles of each elected member shall be determined by means of an Internal Election and shall be conducted in the following manner:
- a. An Internal Elections session comprising of the elections committee, outgoing CC and newly elected CC;
 - b. Only the newly elected CC shall possess voting rights for the Internal Elections;
 - c. The elections committee and outgoing CC shall act as observers for the Internal Elections and ensure smooth proceedings. All members must arrive before the Internal Elections process begins;
 - d. Each member of the newly elected CC shall select up to three positions they wish to run for in the Internal Elections before the Internal elections process starts;
 - e. Each position shall have a minimum of one candidate running for it before the Internal Elections process begins. If there are no members running for a particular position, there are two possible methods of remediation:
 - i. Newly elected CC members shall adjust their selection of positions until there is at least one candidate per position; or
 - ii. In consultation with the Elections Committee, the roles of the new CC are redrawn such that there is at least one candidate per position.
 - f. The Internal Elections shall occur sequentially for each position:
 - i. All candidates running for that position shall make their pitch
 - ii. All members with voting rights must vote on their desired candidate
 - iii. On first round of voting, the member elected to the position shall have a passed vote of more than 75%
 - iv. If a vote fails, newly elected CC shall pitch again and revote with a lower revised threshold of a passed vote of more than 50%
 - v. If the revised threshold of more than 50% fails, the candidate with the lowest votes will be eliminated from that position and all members with voting rights will vote again, without the need for pitching
 - vi. For the avoidance of doubt, if there is supposed to be more than one person elected to the position of the same title, the voting for multiple persons shall occur at the same time. The top candidates past the voting threshold shall be elected into that position
 - vii. For avoidance of doubt, if there is only one candidate running for that position, a passed vote of more than 75% or more than 50% is still required
 - viii. Upon the confirmation and conclusion of the elected member for that position, the process for the next position shall begin

- ix. Candidates may decide to run for that position if the first round of voting has failed for that position. They must not be elected to any positions prior.

- 9.9 For the avoidance of doubt, elections will proceed for the CIS Residential Ambassador so long as at least one member residing in PSR has met the nomination criteria. They will be successfully elected subject to *Article 9.5*.
- 9.10 As outlined in *Article 8.8*, voting shall be conducted by means of ranked voting with a minimum voting threshold of 10% of votes from eligible voting members (as defined by *Article 9.6*) of the society.

ARTICLE 10 - DUTIES OF OFFICE BEARERS

- 10.1 The President shall chair all General Meetings and CC Meetings (collectively, "Society Meetings"). They shall also represent the Society in the Council.
- 10.2 The Vice President shall assist the President and deputise for them in their absence. If the President and Vice President are both absent, the Honorary General Secretary shall deputise for the President.
- 10.3 If the above mentioned office-bearers in this *Article 11.2* are all absent, the Honorary Finance Secretary shall deputise for the President.
- 10.4 The Honorary General Secretary shall keep all records, except those pertaining to financial matters, of the Society and shall be responsible for their correctness. The Honorary General Secretary shall keep minutes of all Society Meetings.
- 10.5 The Honorary Finance Secretary shall (i) keep all funds and collect and disburse all monies on behalf of the Society, and (ii) keep an account of all monetary transactions and be responsible for its correctness. All payments in respect of expenditure properly incurred by the Society shall be made by the Honorary Finance Secretary subject to the approval process to be determined by the CC from time to time.

ARTICLE 11 - RESIGNATION AND TERMINATION OF CORE COMMITTEE MEMBERS

- 11.1 Any office-bearer resigning from office shall tender their resignation in writing to the CC with at least thirty (30) days' notice from the submission of their resignation, and shall not be deemed to have resigned until their resignation is accepted by the rest of the CC.
- 11.2 Any member of the sub-committees who wishes to resign shall tender their resignation in writing to the CC with at least thirty (30) day's notice from the submission of their resignation through the respective CC Member and shall not be deemed to have resigned until their resignation is accepted by the rest of the

CC.

- 11.3 In the event where the office-bearer or member of sub-committee resignation has been accepted, they will still be required to facilitate the handing-over of their roles and responsibilities in good faith to the appointed CC Member within the notice of resignation.
- 11.4 Any CC Member absenting themselves from three (3) meetings consecutively without satisfactory explanations given no later than one (1) week after the third absence to the CC shall be deemed to have withdrawn from the CC.
 - a. A CC Member is deemed to have not given a satisfactory explanation when 75% of the remaining CC Members vote that the explanation is unsatisfactory.
- 11.5 In the event where the office of the President falls vacant, the Vice President shall assume the position automatically.
- 11.6 When the President receives written notice that 50% of the CC Members or at least (i) **fifteen percent (15%)** of the Society's members wish for a CC Member to resign from office, the President shall convene an EGM to decide this issue ("Vote of No Confidence").
 - a. A Vote of No Confidence will be successful only if 75% of the votes of Members present at the EGM is achieved.

ARTICLE 12 - FORMATION OF AND GUIDANCE FOR STUDENT-INITIATED INTEREST GROUPS AND OFFICIAL SUB-CLUBS UNDER SMU COLLEGE OF INTEGRATIVE STUDIES SOCIETY

- 12.1 A Student-initiated Interest Group (SIG) may be formed by students who are interested to attend activities initiated by the group of students.
 - a. For the avoidance of doubt, these activities are initiated by students and are not affiliated with inCISive or with any club within SMU.
- 12.2 For SMU College of Integrative Studies to recognise the SIG, the SIG shall notify the HGS of SMU College of Integrative Studies Society with the following details:
 - a. Names and relevant information of the leaders of the SIG (Matriculated name, student number, school email);
 - b. Logo, mission, vision, objectives and goals for the SIG;
 - c. A rough plan of events/activities that the SIG wants to conduct for at least four (4) months;
 - d. For the avoidance of doubt, the HGS of the society has the discretion to reject any proposals.
- 12.3 In the spirit of encouraging students to form their own SIGs and to connect students into joining such activities, the SMU College of Integrative Studies Society may help to publicise such activities organised by SIGs, under the conditions that:

- a. There is clear wording that SIGs are student-initiated activities and not affiliated with SMU College of Integrative Studies Society or any club of SMU
 - b. Activities organised by students are provided in clear details including but not limited to:
 - i. Name of SIG
 - ii. Description of SIG's activities
 - iii. Date and Time of SIG's planned activities
 - iv. EDM if required by Society's CC
- 12.4 A Sub-Club may be formed under the Society, at the discretion of the CC, exercised through unanimous vote of the CC, subject to the following conditions;
- a. Sub-club must have operated as a SIG for a minimum of four (4) months, with four activities of a minimum of ten participants.
 - b. Sub-club needs to have supporting members that amounts, whichever is lower, to either
 - i. 10% of the all Members of the Society or;
 - ii. 10 supporting members from the SIG and have attended at least 75% of SIG's activities
 1. For the avoidance of doubt, these members from the SIG can be matriculated students from any school from within SMU
 - c. The Proposal shall include the following information;
 - i. Names and relevant information of the leaders of the Sub-Club (Matriculated name, student number, school email);
 - ii. Names of the supporting members;
 - iii. Mission, vision, objectives and goals for the Sub-Club;
 - iv. An organisational structure of the club;
 - v. A rough plan of events/activities that the Sub-Club wants to conduct with the respective budgets; and
 - vi. A rough strategy plan for recruitment of members.
 - vii. Event timeline, After Action Review (AAR) and Attendees list of the last four activities organised by the SIG. Data shared should be in compliance with the Personal Data Protection Act 2012.
- 12.5 Any Member of the Society ("Proposer") may propose an initiative to start a new Sub-Club under the Society ("Proposal"). The Proposal must be made in writing and submitted to the Honorary General Secretary, who shall notify the Proposer of the CC's approval or rejection within two (2) weeks of receipt of the Proposal.
- 12.6 The CC reserves ultimate discretion to approve or reject Proposals for Sub-Club formation.
- 12.7 Upon approval by the CC, an interim committee responsible for overseeing the Sub-Club's formation for the duration of one (1) calendar year shall be formed within two (2) weeks from notice of such approval.
- 12.8 Such an interim committee shall consist of the Proposer(s) in addition to a CC Member appointed by the President.

- 12.9 Elections or appointments for the committee of each Sub-Club shall be held after the Committee Election of the same year, and before 31 December of such year.
- a. No member shall concurrently serve as the President of two (2) or more clubs.
- 12.10 The term of office for the committee of each Sub-Club shall adhere to any of the following timelines:
- a. 1 January to 31 December of the calendar year; or
 - b. 1 August of the current calendar year to 31 July the next calendar year
- 12.11 The committee of each Sub-Club is expected to fulfil their responsibilities and obligations during the duration of their term.
- 12.12 Sub-Clubs are expected to produce their own constitution and guidelines, subject to the approval of the CC.
- 12.13 In the event where there is conflict between the Sub-Club and club constitution, this constitution will take precedence over the Sub-Club constitution
- 12.14 The CC retains the discretion to issue directives to the Sub-Club regarding their activities, if required;
- 12.15 The CC may review, from time to time, the status of Sub-Clubs, and reserves the discretion to endorse their activities or issue a directive to disband any Sub-Club;
- a. The closure of a Sub-Club shall be closed in accordance with SMUSA's Standing Order on Club Creation/Closure Guidelines.
- 12.16 The Sub-Club may decide to disband and it should be done in accordance with SMUSA's Standing Order on Club Creation/Closure Guidelines.
- 12.17 The Sub-Club may choose to convert a Sub-Club to an SIG subject to *Articles 12.1 to 12.3* and shall no longer receive any benefits of a Sub-Club.
- 12.18 An existing club under another CBD may be transferred under SMU College of Integrative Studies Society in accordance with SMUSA's Standing Order on Club Creation/ Closure Guidelines.
- a. In the event that SMUSA's Standing Order on Club Creation/Closure Guidelines has been deleted in its entirety, *Article 1.3* shall be enacted.

ARTICLE 13 - PROHIBITIONS

- 13.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act (Cap 250, 2001 Rev Ed), is forbidden on the Society's premises. The introduction of materials for gambling, drug-taking or other undesirable activities (as deemed by the CIS Dean's Office) into the premises is prohibited.
- 13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in a court of law.

- 13.3 The Society shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- 13.4 The Society shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.
- 13.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office bearers, Committee or members unless with the prior approval of the relevant authorities.
- 13.7 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

ARTICLE 14 - DISCIPLINE

- 14.1 The existing Articles of the Constitution shall bind all members.
- 14.2 Disciplinary action may be taken in one of the following forms against any member who violates any of the Articles of the Constitution or acts in any way derogatory to the Society **and/or any Members**:
 - a. Written apology to the Society and concerned parties; **and/or**
 - b. Suspension from any or all membership privileges for a period no longer than one (1) year.
- 14.3 Disciplinary action can only be taken by the CC if two-thirds (2/3) or more of the CC Members present at the meeting have voted for the concerned action.
- 14.4 The CC also reserves the discretion to refer any case requiring disciplinary action to the CIS Dean's Office and/or the University Student Council of Discipline.
- 14.5 The CC reserves the discretion to communicate, release and/or obtain any information about any Member with CIS Dean's Office, any office of SMU, SMUSA Council and Executive Committee and/or University Student Council of Discipline following Article 14.3.

ARTICLE 15 - DISSOLUTION

- 15.1 The Society shall only be dissolved by a written order from the USLC.
- 15.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds shall be disposed of in such manner as the General Meeting of Members may determine or donated to a charity or charities in Singapore as approved by the CIS Dean's Office.

ARTICLE 16 - GENERAL

- 16.1 In the event that any question or matter pertaining to the administration of the Society is not expressly provided for in this Constitution, the CC shall have power to use its own discretion. The decisions of the CC shall be final unless they are reversed at a General Meeting.

ARTICLE 17 - STANDING ORDERS

- 17.1 Subject to the approval of the CIS Dean's Office, the CC may draw up standing orders to regulate the procedures and administrative matters of the Society or its clubs.
- 17.2 The Standing Order shall contain:
- a. Start date where the Standing Order takes into effect
 - b. End date where the Standing Order will end
 - c. Parties affected by the Standing Order
 - d. Outcome of The Standing Order after the end date (eg. Cancelled, Subsumed)
- 17.3 The Standing Order shall be circulated two (2) weeks before taking into effect to the affected parties.
- 17.4 The Standing Order shall not be extended past its end date under any circumstance.

ARTICLE 18 - AMENDMENTS TO CONSTITUTION

- 18.1 No alteration, addition or deletion to this Constitution shall be made except at a General Meeting and with the passed vote of 75% of Members present at such General Meeting.