



CONSTITUTION OF

SMUXploration Management Committee

alias

SMUX



Published: 10th January 2019

Version Control

**The content in the document were formalized and edited by previous SMUX Management Committees. After a constitution change, the 19th Management Committee edited the constitution to what it is now. The 20th Management Committee formalized it into this present document.*

Hence, version control starts from 20.

Version	Date	Author	Rationale	Changes Made
20.1	16/12/2021	Hajarah Parveen & Tay Yu Jie (20 th SMUX HGS & VP)	Formally documenting every content into place	-
20.2	16/12/2021	Hajarah Parveen & Tay Yu Jie (20 th SMUX HGS & VP)		Added and edited all pages
20.3	19/12/2021	Hajarah Parveen (SMUX HGS)	Final edits before passing down to 2 nd Council	

NAME

- 1.1 This Society shall be known as “SMUXploration Crew”, hereinafter referred to as the “Society”.
- 1.2 In this Constitution, unless the context otherwise requires:
“University” and “SMU” Means the Singapore Management University; “Office” and “OSL” means the Office of Student Life;
“Council” means the Student Association Council;
“SMUX Council” means the SMUXploration Crew Council;
“Management Committee” means the Management Committee of SMUXploration Crew;
“Team” means each individual interest group of the Club;
- 1.3 **Words importing the masculine gender only shall include the feminine gender.**

PLACE OF BUSINESS

- 2.1 Its place of business shall be at “Office of Student Life, 70 Stamford Road #B1-36 Li Ka Shing Library, Singapore 178901”. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

- 3.1 Its objects are:
 - i. To promote experiential learning through outdoor and adventure activities to the University.
 - ii. To promote the love for the outdoor and adventure to the University.
 - iii. To develop outdoor and adventure leaders among the University.
 - iv. To maximize exposure to the outdoors and adventure for the University by providing affordable rates for these activities.
 - v. To be a representative body of outdoor and adventure enthusiasts in the University.
- 3.2 In furtherance of the above objects, the Society may:

- i. Organise weekly events.
- ii. Enter sponsorship deals with external organisations;
- iii. Collect money from its members; and
- iv. Do any act which the current Management Committee reasonably believes is in the best interests of the Society.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Membership is open to:

4.1.1 Ordinary Membership

Ordinary membership is open to all matriculated students of the school population. It shall be awarded upon payment of membership fees, which is determined by the current Management Committee. Upon graduation, the member's ordinary membership will automatically be converted to alumni membership.

4.1.2 Team Membership

Team membership of the Society shall be based on criterion set by the respective Team Presidents, **as set out in each team's Standing Order.**

4.1.3 Alumni Membership

Ordinary membership shall be converted to Alumni membership upon graduation. Alumni of SMU who do not hold the Ordinary Membership prior to graduation can apply for the Alumni membership, subject to the current Management Committee's approval and upon payment of membership fees as determined by the current Management Committee.

4.2 Rights of the Membership

4.2.1 Ordinary Membership

- a. Ordinary members will be entitled to members' rates for SMUX activities, welfare drives, as well as privileges offered at our membership partners during the period of their membership. All rates and privileges are subjected to terms and conditions determined by the Management Committee and our partners.
- b. Ordinary members will be eligible to use any Society facilities, equipment and amenities as designated by the Management Committee.
- c. Ordinary members will have the right to speak and vote at General Meetings and Elections of the Society.
- d. Further ordinary membership rights may be set out in an Order.

4.2.2 Team Membership

- a. Team members will be eligible to nominate and vote candidates for their respective Team elections.
- b. Further team membership rights may be set out in the team's Standing Order, as amended from time to time.

4.2.3 Alumni Membership

- a. Alumni members will be entitled to members' rates for SMUX activities, as well as privileges offered at our membership partners during the period of their membership. All rates and privileges are subjected to terms and conditions determined by the Management Committee and our partners.
- b. Alumni members will be eligible to nominate and vote for candidates in the General Elections.
- c. Further alumni membership rights may be set out in an Order.

4.3 Rights of Members can be amended upon Management Committee's approval. In the event that amendments are made, all affected members will be informed within a month of the change via an appropriate channel

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Society should submit his particulars to the Honorary General Secretary on a prescribed form. The Management Committee reserves the right to reject any application.
- 5.2 The Honorary General Secretary will decide on the application for membership.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon request.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 An entrance fee of \$25, or as may be determined from time to time and duly published on any of the information channels, is payable within two weeks of approval of membership, in default of which membership may be cancelled by order of the Management Committee.
- 6.2 There shall be no subscriptions payable by members. The funds of the Society shall be derived from free-will offerings, including moneys collected for the purpose of team events, and from sources of funding from Singapore Management University (hereinafter "the School").
- 6.3 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.
- 6.4 The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend

or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through any of them.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 7.1 The supreme authority of the Society is vested in a General Meeting of the members.
- 7.2 An Annual General Meeting shall be held within one (1) month of the incoming Management Committee taking office, or before the Annual General Meeting of Singapore Management University Student Association (“SMUSA”), whichever is earlier.
- 7.3 At other times, an Extraordinary General Meeting (EOGM) must be called by the Honorary General Secretary on the request of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at any time by order of the Management Committee. The notice in writing shall be given to the Honorary General Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.
- 7.4 If the Management Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 7.5 At least one (1) week's notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members.

7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

7.7 The following points will be considered at the Annual General Meeting:

- i. The previous financial year's accounts and annual report of the Management Committee;
- ii. Where applicable, the appointment of office-bearers for the following term; and
- iii. Amendments to the Constitution, if any.

Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary General Secretary one (1) week before the meeting is due to be held.

7.8 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

7.9 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution.

MANAGEMENT AND MANAGEMENT COMMITTEE

8.1 The administration of the Society shall be entrusted to a Management Committee consisting of the following to be elected at each General Election:

- i. A President
- ii. A Vice-President
- iii. An Honorary General Secretary
- iv. An Honorary Finance Secretary

- v. An Operations Secretary
- vi. A Logistics Director
- vii. An Events Director
- viii. A Corporate Communications Director

Or any permutation of roles and function thereof.

- 8.2 Candidates for the General Election shall be determined according to the nomination process as set out in an Order, which is determined by the current Management Committee from time to time.
- 8.3 Election will follow on a simple majority vote of the members at the General Election. The election procedure will be set out in an Order, as determined by the Management Committee from time to time.
- 8.4 The minimum number of Management Committee members for the Management Committee to function is 3.
- 8.5 If more than 3 but less than 8 individuals are nominated for General Election, the remaining Admin Manager roles may be co-opted by the incoming Management Committee.
- 8.6 If there are more than 3 candidates, the candidates that attain requisite number of votes will be elected to the Management Committee.
- 8.7 If there are more than 3 candidates, and less than 3 candidates attain the requisite number of votes, the 3 candidates who attain the highest number of votes will be elected to the Management Committee.

- 8.8 If there are more than 3 candidates, and more than 3 candidates attain the requisite number of votes, then all candidates who attain the requisite number of votes will be elected to the Management Committee, up to a maximum of 8 Management Committee members, in the order of the number of votes attained.
- 8.9 In the event of a tie, the Elections Committee shall have discretionary powers to break the tie.
- 8.10 All office-bearers except the Honorary Finance Secretary may be re-elected to the same or related post for a consecutive term of office. The term of office of the Management Committee is one year beginning on the 1st of January each year.
- 8.11 The Election Committee shall be made up of three people from the Current Management Committee holding office, and shall include:
- i. The President;
 - ii. The Vice-President; and
 - iii. The Honorary General Secretary
- 8.12 No member shall concurrently serve on both the Management Committee and the Executive Committee of the Student Association, or Management Committee of any other Constituent Body in the School.

DUTIES OF THE MANAGEMENT COMMITTEE

- 9.1 A Management Committee Meeting shall be held at least once every month after giving seven7 days' notice to Management Committee Members. The Honorary General Secretary may call a Management Committee Meeting at any time by giving five (5) days' notice. Majority of the Management Committee Members must be present for its proceedings to be valid.
- 9.2 Any member of the Management Committee absenting himself from three (3)

meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Management Committee to serve until the next Annual General Meeting. If registered, any changes in the Management Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

- 9.3 The duty of the Management Committee is to manage administrative matters of the Society. The Management Committee may not act contrary to expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.
- 9.4 The Management Committee shall, in the exercise of its supervisory function, be empowered to publish Orders that govern the Society. Orders must be annexed to the Constitution.
- 9.5 The Management Committee shall maintain Standing Orders and Safety Standard Operating Procedures on behalf of each Team.
- 9.6 The Management Committee may delegate the power to publish Orders to a Committee made up of members of the Management Committee, which is determined by the current Management Committee.
- 9.7 In the event of the President's resignation, the Honorary General Secretary will act as Acting President until an EOGM is called for the purpose of electing a new President.
- 9.8 In the event of the Honorary General Secretary's resignation, the President will act as Acting Honorary General Secretary until an EOGM is called for the purpose of electing a new Honorary General Secretary

9.9 In the event of the Honorary Finance Secretary's resignation, the Honorary General Secretary will act as Acting Honorary Finance Secretary's until an EOGM is called for the purpose of electing a new Honorary Finance Secretary.

9.10 In the event of an Admin Manager's resignation, the Honorary General Secretary will act as Acting Admin Manager until a new Admin manager is co-opted.

THE SMUX COUNCIL

10.1 The Management Committee, along with the Team Presidents, shall form the SMUX Council.

10.2 The duties of the SMUX Council are as such:

- i. To convene for meetings once a month for major updates to be brought up and decisions to be made.
- ii. To organise and supervise the regular activities of the society as well as SMUX-level events.

10.3 Any member of the SMUX Council absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the SMUX Council; and a successor may be co-opted by the SMUX Council to serve until the next Annual General Meeting. If registered, any changes in the SMUX Council shall be notified to the Registrar of Societies within two (2) weeks of the change.

AUDIT AND FINANCIAL YEAR

- 11.1 If registered as a society, two (2) voting members, not being members of the Management Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Society exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
- 11.2 They:
- i. Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
 - ii. May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Management Committee.
- 11.3 The financial year shall be from *(to be assigned by the Registry of Societies)*.

PROHIBITIONS

- 12.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 12.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.
- 12.3 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.
- 12.4 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 12.5 The Society shall not hold any lottery, whether confined to its members or not, in the

name of the Society or its office-bearers, Management Committee or members unless with the prior approval of the relevant authorities.

- 12.6 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

AMENDMENTS TO CONSTITUTION

- 13.1 No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

- 14.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Management Committee shall have power to use their own discretion. The decision of the Management Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

- 15.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

DISSOLUTION

16.1 The Society shall not be dissolved, except with the consent of not less than three-fifths of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

16.2 Alternatively, the Society may be dissolved where Singapore Management University determines it be dissolved.

- END -

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