



CONSTITUTION OF THE SINGAPORE MANAGEMENT UNIVERSITY SPECIAL INTEREST AND COMMUNITY SERVICE SODALITY

PREAMBLE

1. The Singapore Management University Special Interest and Community Service Sodality is a Constituent Body of the Singapore Management University under the ambit of the SMU Students' Association.
2. The Singapore Management University Special Interest and Community Service Sodality shall be the student organization governing all the special interest and community service co-curricular activity clubs registered with the Office of Student Life ("OSL") of the University.
3. The Singapore Management University Special Interest and Community Service Sodality may not be dissolved except by a resolution of the University Student Life Committee.
4. The composition of the University Student Life Committee, terms of appointment and quorum of meetings are as articulated in the Constitution of the Students' Association.

ARTICLE 1 – NAME, PLACE OF BODY AND DEFINITIONS

- 1.1 The name of the Constituent Body shall be the "Singapore Management University Special Interest and Community Service Sodality" or "SICS".
- 1.2 The place of business of SICS shall be c/o the Singapore Management University Students' Association.
- 1.3 "Association" means the Singapore Management University Students' Association.
- 1.4 "University" unless otherwise indicated shall mean the Singapore Management University.
- 1.5 "SICS Clubs" means all special interest and community service co-curricular clubs registered with OSL.

- 1.6 “Constituent Body” means such clubs, teams or groups established by the University Student Life Committee and recognized by the Association.
- 1.7 “Council” means the SMU Students’ Association Council, consisting of the Executive Committee and the Presidents of the various Constituent Bodies.
- 1.8 “Management Committee” means the management committee of SICS.
- 1.9 “President” unless otherwise indicated shall mean the President of SICS.

ARTICLE 2 – OBJECTS

- 2.1 To support the establishment and continual growth of special interest and community service co-curriculum activities in the University.
- 2.2 To provide support and further the objectives of all SICS Clubs, as well as help newly established SICS Clubs set up their objects as productive and purposeful co-curricular activities.
- 2.3 To represent and advance the interests of all SICS Clubs at the University and Council level.

ARTICLE 3 – MEMBERSHIP

- 3.1 Definition of Membership
 - 3.1.1 **Constituent Member: Full-time undergraduate students who are members of any SICS Club shall automatically become members of SICS.**
 - 3.1.2 **Direct Member: Full-time undergraduate students who have performed active service for a consecutive period of 6 months in a calendar year shall be inducted to become members of SICS.**
- 3.2 **Membership in SICS shall automatically cease when an individual ceases to be an undergraduate student of the University.**
 - 3.2.1 **and/or ceases to be part of any SICS Club**
 - 3.2.2 **and/or ceases to perform active service for a consecutive period of 6 months upon induction.**
- 3.3 **SICS Membership shall be periodically reported by the SICS Clubs to the Vice President, Special Interest, or Vice President, Community Service of SICS as and when required by the President.**
- 3.4 **SICS members shall have the right to speak and vote at all General Meetings of SICS and to participate in its activities.**

- 3.5 SICS members shall abide by this Constitution and not act in any way inconsistent with its objects.

ARTICLE 4 – MANAGEMENT OF SICS

- 4.1 SICS shall be managed by the Management Committee.
- 4.2 The Management Committee shall comprise a minimum of five elected members, whose designations are defined in Article 9.1.1 to 9.1.5 below and may increase from time to time with the prior approval of the Council. The designations of such additional committee members shall be reviewed and decided upon after their election and before the inauguration of their duties.
- 4.3 The Management Committee shall have powers to co-opt additional members for the proper administration of SICS or to replace a member who has resigned from the Management Committee, provided that there shall not be more than three co-opted members at any one time unless approved by the Management Committee. Co-opted members shall have voting rights at Management Committee meetings.

ARTICLE 5 – FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 5.1 The Management Committee of SICS shall:
- 5.1.1 be responsible for laying down the policies for the administration of all SICS Clubs consistent with its objects;
 - 5.1.2 maintain any premises assigned to it by the OSL or the Association in accordance with such conditions as may be laid down by the University; and
 - 5.1.3 provide such facilities and services for the welfare and convenience of SICS Clubs as are consistent with the objects of SICS and within the prevailing rules and regulations of the University.

ARTICLE 6 – POWERS OF THE MANAGEMENT COMMITTEE

- 6.1 The Management Committee shall have the power to:
- 6.1.1 make, amend and repeal policies and procedures as may from time to time be necessary to give effect to the objects of SICS;
 - 6.1.2 conduct operational, financial or any form of review on SICS Clubs under the authority vested by the OSL;
 - 6.1.3 accept or reject the resignation of any member of the Management Committee, and cause such vacancies to be filled in accordance with the provisions of this Constitution;
 - 6.1.4 initiate such reasonable disciplinary action as endorsed by the OSL and the Association against any SICS Club or member which/who has acted in any

manner detrimental to SICS, other Constituent Body, the Association, or the University, or which/who has contravened this Constitution or any of the prevailing rules of the University;

6.1.5 in consultation with OSL, give a decision upon any matter, which affects the welfare of SICS Clubs but is not provided for in this Constitution; and

6.1.6 appoint such standing committees comprising of SICS members which operate to advance the objectives of SICS.

ARTICLE 7 – TERM OF OFFICE

7.1 The Management Committee shall hold office from the 1st of January of the year following the Management Committee elections until 31st December of that year.

7.2 Elections for the Management Committee members listed under Article 9.1.1 to 9.1.5 shall be held **across the membership of SICS**. Elections to the specific offices in the Management Committee shall be carried out pursuant to Article 16.

7.3 Elections for the Management Committee of SICS must be **completed by the end of the seventh week of the first academic term of the year**.

ARTICLE 8 – GENERAL MEETINGS OF THE SICS

8.1 SICS shall hold a General Meeting every year as its Annual General Meeting. The Annual General Meeting shall be **no later than the Thursday of the third week of the second academic term**. The agenda for the AGM must **include the appointment of the new Management Committee, presentation of milestones and financial report**. All other General Meetings shall be called Extraordinary General Meetings.

8.2 Notice of the Annual General Meeting together with a provisional agenda shall be provided to all SICS members by such means approved by the President **not less than seven days before** the date of the Annual General Meeting.

8.3 Any business for inclusion in the final agenda shall be submitted in writing by any member to the Honorary General Secretary **not less than three days before** the date of the Annual General Meeting.

8.4 Extraordinary General Meetings shall be convened either when matters requiring urgent attention arise (the Management Committee shall determine whether there are matters requiring urgent attention), or when a written request for such a meeting from a SICS member is received by the Honorary General Secretary. Only matters for which the Extraordinary General Meetings is convened shall be discussed.

8.5 The Honorary General Secretary shall give **at least three days' notice** of an Extraordinary General Meeting to all SICS members unless he decides that the urgency of the agenda requires shorter notice, such decision being subject to

ratification by the members of the SICS when they meet. In the event that such decision is not ratified by the SICS by a simple majority vote, the Extraordinary General Meeting shall be declared void, and a subsequent Extraordinary General Meeting shall be convened for which the Honorary General Secretary shall give at least three days' notice.

- 8.6 Representation of at least 80% of SICS Clubs' 2 representatives – Preferably i) President and Vice-President, if not then ii) President or Vice-President and 1 club representative - shall constitute a quorum for an Annual General Meeting and Extraordinary General Meeting.
- 8.7 If within half an hour from the time appointed for a General Meeting a quorum is not present, the General Meeting shall be adjourned to a day not less than three days and not more than one week from the date of the original General Meeting.
- 8.8 No amendments shall be made to the agenda of the original General Meeting during the period of adjournment.
- 8.9 At the adjourned meeting no quorum of members shall be required provided that an adjourned meeting without the necessary quorum shall not have the power to amend this Constitution.
- 8.10 The President shall take the Chair at all General Meetings **except where the Management Committee for whatever reason elects another Management Committee member present to chair the meeting**. In the absence of the President, one of the Management Committee members present shall be elected to the Chair.
- 8.11 The Honorary General Secretary of the Management Committee shall act as Secretary at all Annual and Extraordinary General Meetings.
- 8.12 Voting at all General Meetings shall be by ballot and motions subject to voting shall only be passed when a simple majority vote is obtained. Voting by proxy shall not be allowed.
- 8.13 All decisions made at General Meetings shall be binding on SICS.

ARTICLE 9 – THE MANAGEMENT COMMITTEE

9.1 The Management Committee shall consist of the following:

- 9.1.1 President;
- 9.1.2 Vice-President, Special Interest;
- 9.1.3 Vice-President, Community Service;
- 9.1.4 Honorary General Secretary;

- 9.1.5 Honorary Finance Secretary;
 - 9.1.6 such other Management Committee members who may be elected from time to time with the approval of the Council, under Article 4.2 above; and
 - 9.1.7 other Management Committee members who are co-opted to assist the Management Committee from time to time. The designations of such co-opted members shall be reviewed and decided upon after the election of office-bearers and before the inauguration of their duties.
 - 9.1.8 The Committee shall comprise a minimum of 5 elected members and may increase in proportion to the membership of the Sodality, to a maximum of 15.
- 9.2 All, except the Honorary Finance Secretary shall be eligible for reappointment.
- 9.2.1 The Honorary Finance Secretary shall not be the Finance Secretary of any other club or society.

ARTICLE 10 – MEETINGS OF THE MANAGEMENT COMMITTEE

- 10.1 These shall be either Ordinary or Extraordinary.
- 10.2 The Management Committee shall meet at least once a month.
- 10.3 The Honorary General Secretary shall give all Management Committee members three full days' notice of such meetings.
- 10.4 Members should give not less than one day's advance notice to the Honorary General Secretary of amendments to the agenda.
- 10.5 Extraordinary meetings shall be held either when matters requiring urgent attention arise (the Management Committee shall determine whether there are matters requiring urgent attention), or when a written request from a Management Committee member for such meeting is received by the Honorary General Secretary. Only matters for which the Extraordinary meeting is convened shall be discussed.
- 10.6 The Honorary General Secretary shall give at least three days' notice of an Extraordinary meeting unless he decides that the urgency of the agenda requires shorter notice, such decision being subject to ratification by the Management Committee when it meets. In the event that such decision is not ratified by the Management Committee by a simple majority vote, the Extraordinary meeting shall be declared void, and a subsequent Extraordinary meeting shall be convened for which the Honorary General Secretary shall give at least three days' notice.

- 10.7 At least fifty percent of the existing Management Committee members shall constitute a quorum. Co-opted Management Committee members shall not be included in the count for the quorum.
- 10.8 If within half an hour from the time appointed for a meeting a quorum is not present, the meeting shall be adjourned to a day not less than three days and not more than one week from the date of the original meeting.
- 10.9 No amendments shall be made to the agenda of the original meeting during the period of adjournment.
- 10.10 At the adjourned meeting no quorum of members shall be required provided that an adjourned meeting without the necessary quorum shall not have the power to amend this Constitution.
- 10.11 The President shall take the Chair at all meetings. In the absence of the President, one of the Management Committee members present shall be elected to the Chair.

10.12 First Meeting of the Management Committee

- 10.12.1 The first meeting of the in-coming Management Committee shall be convened by the Honorary General Secretary of the out-going Management Committee not later than one week after the election of the in-coming Management Committee.
- 10.12.2 The Honorary General Secretary of the out-going Management Committee shall act as Secretary at the first meeting of the in-coming Management Committee.
- 10.12.3 The first item on the agenda shall be to define the duties and powers of the in-coming Management Committee pursuant to the Article 11.5.1.

ARTICLE 11 – DUTIES AND POWERS OF OFFICERS

11.1 The President

- 11.1.1 The President shall be Chairman of the Management Committee.
- 11.1.2 The President, or any person officiating as Chairman, shall have a casting vote at meetings of the Management Committee at which he presides, with the exception of Management Committee elections.
- 11.1.3 The President shall have the right to call meetings of the Management Committee and SICS provided that all provisions in this Constitution relating to the proper giving of notice of such meetings are adhered to.
- 11.1.4 The President shall approve payments of SICS.

11.2 The Vice-Presidents

- 11.2.1 The Vice-President, Special Interest shall be the manager of all matters pertaining to Special Interest clubs under his custody which includes the administration and implementation of policies and procedures suited to the operations of these clubs.
- 11.2.2 The Vice-President, Community Service shall be the manager of all matters pertaining to Community Service clubs under his custody which includes the administration and implementation of policies and procedures suited to the operations of these clubs.
- 11.2.3 In the absence of the President, the Management Committee shall elect one of the two Vice-Presidents upon whom all duties, powers and responsibilities of the President shall devolve.
- 11.2.4 In the event of the President's position falling vacant, the Management Committee shall appoint one of the two Vice-Presidents who shall succeed the President temporarily. An Extraordinary General Meeting shall be convened to elect the new President thereafter.
- 11.2.5 In the event of either Vice-President's position falling vacant, the Management Committee shall appoint one of the elected members who shall succeed the Vice-President temporarily. An Extraordinary General Meeting shall be convened to elect the new Vice-President thereafter.

11.3 The Honorary General Secretary

The Honorary General Secretary shall:

- 11.3.1 take charge of SICS records and conduct the correspondence of SICS;
- 11.3.2 keep a register of all SICS Clubs;
- 11.3.3 keep a list of all assets belonging to SICS with the assistance of appropriate members of the Management Committee so appointed at that time;
- 11.3.4 be responsible for convening all meetings of SICS and the Management Committee;
- 11.3.5 keep minutes of all General Meetings and meetings of the Management Committee in suitable minute books and disseminate copies of the minutes to the relevant members within seven days of the meetings;
- 11.3.6 submit at Management Committee meetings any matter for discussion received from SICS members; and

11.3.7 submit the records of SICS for the inspection of any member who shall have given one week's notice of intention to inspect the records.

11.3.8 In the event of the Honorary General Secretary's position falling vacant, the Management Committee shall appoint one of the elected members who shall succeed the Honorary General Secretary temporarily. An Extraordinary General Meeting shall be convened to elect the new Honorary General Secretary thereafter.

11.4 The Honorary Finance Secretary:
The Honorary Finance Secretary shall:

11.4.1 be a member of the SMUSA Finance Committee;

11.4.2 keep a record of SICS accounts;

11.4.3 receive on behalf of SICS any funds that may be paid to SICS from the Association. Such funds shall be remitted to the University Office of Finance for credit to SICS account;

11.4.4 sign and submit all SICS bills to the Office of Finance for payment; and

11.4.5 be responsible for all approved reimbursements due to SICS Clubs and their members.

11.4.6 In the event of the Honorary Finance Secretary's position falling vacant, the Management Committee shall appoint one of the elected members who shall succeed the Honorary Finance Secretary temporarily. An Extraordinary General Meeting shall be convened to elect the new Honorary Finance Secretary thereafter.

11.4.7 The Honorary Finance Secretary shall reserve the right to conduct internal audits on any club with **at least two weeks' notice in advance**.

11.4.8 approve payments of SICS Clubs.

11.5 Other Officers

11.5.1 The duties and powers of other officers shall be defined at the first meeting of the Management Committee pursuant to Article 10.

ARTICLE 12 – FINANCE

12.1 The financial year of SICS shall be 1st January to 31st December of each calendar year.

12.2 Each SICS club shall submit a budget in accordance with its program of activities and within the limits of its financial resources for the review of the Management

Committee, by such date as may be stipulated by the Management Committee. The budget shall be subject to final approval by the Honorary Finance Secretary of the Association.

- 12.3 Disbursement of budget shall be in accordance with prevailing guidelines laid down by the Association.
- 12.4 All donations to, and funds raised by SICS and SICS Clubs shall be deposited to the Office of Finance.
- 12.5 All efforts to raise funds via sponsorship by SICS and SICS Clubs shall be in line with the guidelines issued by the Office of Advancement and Alumni, and Association; and such sponsorship funds shall be paid to the Office of Finance. Exceptions shall be reviewed on a case-by-case basis with proper advice and guidance by the relevant administrative bodies of the University.
- 12.6 Any income received by SICS shall be paid by the Honorary Finance Secretary to the Office of Finance for credit to the appropriate account.
- 12.7 All bills of expenditure of the SICS, its standing committees and SICS Clubs, properly incurred in accordance with the approved budget, shall be submitted to the Honorary Finance Secretary who shall forward such bills to the Office of Finance for payment in accordance with the prevailing rules of the University.
- 12.8 If required, SICS and SICS Clubs shall appoint the Association's auditors to audit its accounts.
- 12.9 The auditors' fees, if any, for the audit of SICS' and SICS Clubs' annual accounts shall be borne by the respective office which initiated the audit.

ARTICLE 13 – FACILITIES

- 13.1 OSL or the Association may assign to SICS the use of any University building or room on such conditions and for such periods as it deems fit and the OSL and the Association may, in their absolute discretion, withdraw any such assignment at any time without giving reasons therefor.

ARTICLE 14 – AMENDMENTS TO THE CONSTITUTION

- 14.1 The University Student Life Committee may propose amendments to the Constitution, including the revocation of part or whole of the Constitution, and such amendments, immediately on their being prescribed by the University Student Life Committee, shall be communicated to the Honorary General Secretaries of the Association and SICS for adoption by the SICS.
- 14.2 The Management Committee may propose, for the University Student Life Committee's consideration, amendments to the Constitution, including the revocation of part or whole of the Constitution, upon passing of the relevant motion

in a General Meeting, provided at least two-thirds of the members present at a General Meeting have voted in favor of such amendments.

- 14.3 An amendment to the Constitution or any revocation of part(s) or the whole thereof, shall take effect immediately after it has been approved by the University Student Life Committee or on such date as may be prescribed by the University Student Life Committee.

ARTICLE 15 – DISCIPLINE

15.1 Disciplinary Action

15.1.1 All SICS members and SICS Clubs shall be bound by this Constitution and by such standing orders as may be in force with the approval of the Association and the OSL.

15.1.2 Disciplinary action of one or more of the following forms may be taken against any member acting in any way detrimental to SICS or in contravention of this Constitution or any prevailing standing order:

15.1.2.1 Suspension from any or all of the privileges of SICS membership for a period not exceeding one year; and/or

15.1.2.2 An apology to be tendered by the offender.

15.1.3 Any disciplinary action shall be taken only when two-thirds of the members of the Management Committee present have voted in favor, after deliberations.

15.1.3.1 In the event that the offender is a member of the Management Committee, the offender shall not be eligible to vote.

15.1.4 No disciplinary action shall be taken without the prior approval of the OSL.

15.1.5 When disciplinary action has been carried out, the Honorary General Secretary shall post on the SICS notice boards a notice restoring to the member the privileges of which he has been deprived.

ARTICLE 16 – MANAGEMENT COMMITTEE ELECTIONS

16.1 The election of the Management Committee members to SICS shall be conducted in accordance with provisions prescribed in this Article.

16.1.1 An Elections Committee shall be appointed to oversee the conduct of the Management Committee elections, and shall include:

16.1.1.1 A Returning Officer, who shall be the Chairman of the Committee; and

- 16.1.1.2 A minimum of two Elections Officers who shall assist the Returning Officer.
- 16.1.2 The Elections Committee shall be appointed by the out-going Management Committee.
- 16.1.3 The duties and powers of the Elections Committee are as follows :
- 16.1.3.1 The Returning Officer of the Elections Committee shall announce all details with regards to the nomination of candidates, including without limitation the commencement and closing dates for nominations and instructions relating to the proper submission of nomination papers;
 - 16.1.3.2 The Returning Officer may reject any nomination paper that does not comply with the provisions of this Article and shall serve upon such person a Notice of Rejection one day after the close of the nominations. Such notice shall be deemed to have been served when the List of Nominees is displayed on the SICS notice boards and/or via electronic means;
 - 16.1.3.3 The Returning Officer shall be in charge of the ballot with the assistance of the Elections Officers; and
 - 16.1.3.4 Members of the Elections Committee shall not themselves stand for election for the Management Committee.
- 16.1.4 The procedure for the nomination of elections candidates is as follows :
- 16.1.4.1 Only SICS members shall be eligible to hold office in the Management Committee;
 - 16.1.4.2 No member shall concurrently serve on both the SICS Management Committee and the Executive Committee of the Association, or Management Committee of any other Constituent Body;
 - 16.1.4.3 All candidates standing for election shall be duly proposed by members of SICS;
 - 16.1.4.4 The proposer of each election candidate may only nominate the candidate for one seat;
 - 16.1.4.5 Each nomination form shall be signed by the proposer and shall contain the written consent of the candidate for election as a member of Management Committee; and

16.1.4.6 The proposer for each election candidate and the candidate must be present simultaneously at the nomination booth with their matriculation cards.

16.1.5 The procedure for the conduct of the election campaign is as follows :

16.1.5.1 Each election candidate must stand for election as an individual and must not associate himself with any other candidate standing for elections in SICS, the Executive Committee of the Association, or Management Committee of any other Constituent Body;

16.1.5.2 Campaign efforts shall only be directed towards members of SICS and not across the University student body;

16.1.5.3 Any publicity material without the approval of the SICS Elections Committee or which bears defamatory remarks towards other candidates will be removed; and

16.1.5.4 Any candidate who, in the reasonable opinion of the Elections Committee, passes defamatory remarks towards other candidates shall be disqualified without appeal.

16.1.6 The elections shall be conducted in the following manner:

16.1.6.1 All elections shall be conducted by secret ballot;

16.1.6.2 Balloting shall take place not earlier than seven days and not later than ten days after the nominations close. The time, date and place for such ballot shall be announced on the SICS notice boards by the Elections Committee;

16.1.6.3 Each SICS club will have a maximum of 2 votes (1 vote per club representative) for the positions of the President, Honorary General Secretary and Honorary Finance Secretary each. Each Special Interest club shall have a maximum of 2 votes (1 vote per club representative) for the position of Vice-President (Special Interest). Each Community Service club shall have a maximum of 2 votes (1 vote per club representative) for the position of Vice-President (Community Service). Should any of the club representatives turn up late or in the event of a no-show, his/her vote will be voided.

16.1.6.4 The Management Committee shall have a maximum of two votes for the positions of the Vice-President, Special Interest and Vice-President, Community Service and a maximum of five votes for the positions of the President, Honorary General Secretary and Honorary Finance Secretary.

- 16.1.6.5 Lobbying for votes inside the cordoned area for balloting is not allowed on polling day;
- 16.1.6.6 The place and time for the counting of votes shall be made known to the members. Only persons authorized by the Elections Committee shall be allowed in the counting room;
- 16.1.6.7 The Returning Officer shall officially announce to the members the results of the elections immediately after the votes have been counted. Such results shall be displayed on the SICS notice boards and/or notified to the members via electronic means; and
- 16.1.6.8 If there is a tie in the votes between two or more candidates for a single position, a second election between the tied candidates shall be held immediately after the announcement of the tie. This shall continue until a candidate receives a simple majority of votes.

16.1.7 Appeals in respect of the conduct of elections shall be dealt with as follows:

16.1.7.1 Any candidate aggrieved by any aspect of the elections process may, no later than 3 days after the results of the elections results have been announced, make a written appeal to the Appeals Committee which shall comprise the Director of OSL or his nominee and two other SICS members appointed by the outgoing Management Committee; and

16.1.7.2 The decision of the Appeals Committee shall be final.

16.1.8 Representation of at least 80% of SICS Clubs' 2 representatives – Preferably i) President and Vice-President, if not then ii) President/ Vice-President and 1 club representative - shall constitute a quorum for the Internal Elections.

ARTICLE 17 – GENERAL ADMINISTRATIVE MATTERS

17.1 SICS Notice Boards

17.1.1 The Honorary General Secretary shall be in charge of the SICS notice boards; and

17.1.2 All materials posted on the SICS notice boards by the Management Committee or SICS Clubs shall bear the stamp of SICS and signature of an office-bearer of the body concerned.

17.2 Resignations

17.2.1 Any Management Committee member resigning his office shall tender his resignation in writing and shall not be deemed to have resigned until his resignation is accepted; and

17.2.2 Management Committee resignations shall be tendered to the Honorary General Secretary for consideration by the Management Committee pursuant to Article 6.1.3 above.

17.3 Vacancies

17.3.1 Any vacancy in the Management Committee arising from any cause shall be filled in the manner appropriate to the vacancy, which may include co-opting of members to fill the vacancy.

17.3.2 Where the vacancy involves the President of SICS, the vacancy shall be filled pursuant Article 11.2.4 above.

17.4 Interpretation of the Articles of the Constitution

17.4.1 Any controversy over the interpretation of this Constitution shall be resolved by a majority vote of the Management Committee.

17.5 Officers

17.5.1 The names of the members of the Management Committee shall be submitted to the Association and the OSL within one week of the successful completion of the Management Committee elections, as endorsed by the Returning Officer of the Elections Committee.

Note: The Constitution of the Special Interest and Community Service Sodality is updated as of 30 Sep 2018.