

CONSTITUTION OF SMU ASoc

NAME

- 1.1 This Society shall be known as the “SMU ASoc”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2.1 Its place of business shall be at Singapore Management University or such other address as may subsequently be decided upon by the Committee and approved by the Coordinating Council of Students (CCS). 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:
- a) To advance society members’ interests and competencies in the field of accounting.
 - b) To nurture bonds and inculcate a sense of identity among members affiliated to the School of Accountancy.
 - c) To promote interaction between the School, ex-students, and members of the Society.
 - d) To promote the welfare of members affiliated to the School of Accountancy.
 - e) To conduct other activities the Management Committee deems appropriate to the interests of the Society.

DEFINITIONS

- 4.1 In this Constitution, unless the context otherwise requires:
- a) “University” and “SMU” shall mean the Singapore Management University;
 - b) “CCS” means the Coordinating Council of Students;
 - c) “Association” means the Singapore Management University Students’ Association;
 - d) “School” means Singapore Management University School of Accountancy;
 - e) “Society” means the Singapore Management University Accounting Society;
 - f) “Management Committee” means the management committee of the Society;
 - g) “President” shall mean the President of the Society;
 - h) “Sub-committee” means a committee set up on either an ad-hoc or permanent basis to accomplish their assigned objective(s).
 - i) “Member” means an ordinary member of the Society, unless otherwise specified.

MEMBERSHIP QUALIFICATION AND RIGHTS

5.1 All matriculated undergraduate and graduate students of the School of Accountancy, including students doing a double degree in the Bachelor of Accountancy program, are automatic members of the Society.

5.2 Sub-committee members may be conferred additional privileges, excluding additional voting privileges, at the discretion of the Management Committee.

APPLICATION FOR MEMBERSHIP

6.1 A person who does not qualify for automatic membership, for example students doing an accounting major, wishing to join the Society should submit his/her particulars to the Secretary on a prescribed form.

6.2 The Committee will decide on the application for membership. If approved, the successful applicant will be conferred equal privileges, including voting rights, as automatic members.

6.3 A copy of the Constitution shall be furnished to every approved member through electronic means or any such means deemed reasonable by the MC.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

7.1 The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time.

7.2 Annual subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time.

7.3 Annual subscriptions are payable in advance within the first month of the financial year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Finance Secretary. If he fails to settle his arrears within 2 weeks of their becoming due, the President may order that his name be posted on the Society's notice board or website and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than three months, he will automatically cease to be a member and the Committee may take action against him provided that they are satisfied that he has received due notice of his debts.

7.4 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

ADMINISTRATION

- 8.1 The administration of the Society shall be in the control of the Management Committee, subject to School authorities.
- 8.2 The Management Committee may appoint Sub-committees as are necessary for the proper administration of the Society.
- 8.3 The Management Committee shall be assisted by the appointed Sub-committees.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 9.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- 9.2 An Annual General Meeting shall be held yearly, within the first month of a new calendar year or within three months after handing over, whichever is earlier, unless there exists circumstances which disallow the convening of such said meeting, of which the reason be made known to all members by any mode of communications including electronic devices deemed appropriate by the management committee.
- 9.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting.
- 9.4 If the Committee does not within two 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 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 9.5 At least two weeks' notice shall be given of an Annual General Meeting and at least ten 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. The particulars of the agenda shall be posted on the Society's notice board or website four days in advance of the meeting.
- 9.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

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

- a) The previous financial year's accounts and annual report of the Committee.
- b) Where applicable, the election of office-bearers for the following term.

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

9.9 At least 25% of the total voting membership or 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.

9.10 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 of the existing rules.

MANAGEMENT AND COMMITTEE

10.1 The Society shall be managed by the Management Committee.

10.2 The Management Committee shall comprise a minimum of 4 elected committee members and may increase in proportion to the membership of the Society, in accordance to the guideline that the ratio of the Management Committee members to the total membership of the Society be 1:100 or part thereof.

10.3 Notwithstanding the guideline in Article 10.2:

- a) A Society Membership of less than 500 members shall elect 4 Management Committee Members; and
- b) A Society Membership of more than 1,500 members shall elect 15 Managements Committee Members only.

10.4 In accordance with Article 10.2, the Management Committee shall consist of the first 4 positions below, and some or all of the other positions as deemed necessary by the Management Committee for the effective administration of the Society:

- a) President;
- b) Vice-President;
- c) Secretary;
- d) Finance Secretary;
- e) External Relations Director;
- f) Events Director;
- g) Any other positions deemed necessary by the Management Committee for the effective administration of the Society

10.5 <<Deleted>>

10.6 The Management Committee shall have powers to co-opt additional members for the proper administration of the Society, subject to the limit that the number of co-opted members shall not exceed the number of elected members, and that such co-opted members shall have no voting rights.

10.7 A Management Committee Meeting shall be held at least once every 3 months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least half (1/2) of the Committee Members must be present for its proceedings to be valid.

10.8 The duty of the Committee is to supervise the day-to-day activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings. The organization of activities may be undertaken by the Committee or by ad-hoc sub-committees, the members of which shall report directly at least one of the Management Committee Members.

10.9 The Committee has power to authorize the expenditure from the Society's funds for the Society's purposes. The Committee shall, at all times, be fully accountable for the use of the Society's funds.

ELECTIONS

11.1 The election of the Management Committee members to the Society shall be conducted in accordance with provisions prescribed in this article and must be completed by the end of the tenth week of the first term of each academic year.

11.2 The Elections Committee shall be appointed by the out-going Management Committee. Each Elections Committee shall consist of the following:

- a) A Returning Officer who shall be the Chairman of the Committee.
- b) Three Elections Officers who shall assist the Returning Officer

11.3 The Elections Committee shall announce the place at which the members may receive the nomination papers and the time, date and place at which the members will submit the completed nomination papers.

11.4 The Returning Officer may reject any nomination paper that does not comply with the provisions of this Constitution and shall serve upon such person a Notice of Rejection one day after the close of nominations. Such notice shall be deemed to have been served when the List of Nominees has been announced on the notice board, or through electronic means.

11.5 The Returning Officer shall be in charge of the ballot with the assistance of the Elections Officers.

- 11.6 The Elections Committee Members shall not themselves:
- a) propose or second any candidate;
 - b) campaign for any candidate;
 - c) vote for any candidate;
 - d) stand for election for the Management Committee.
- 11.7 The Returning Officer and the Elections Committee are empowered to exercise their discretion as and when it is necessary.
- 11.8 Only members of the Society shall be eligible to hold office in the Management Committee.
- 11.9 All candidates standing for elections must be duly proposed and seconded by ordinary members.
- 11.10 Ordinary members can nominate as many Candidates as there are positions in the Management Committee.
- 11.11 Each nomination form shall be signed by the proposer and the seconder and shall contain the written consent of the candidate for election as a member of the Management Committee.
- 11.12 The proposer and the seconder for each candidate must be present simultaneously at the nomination booth with their matriculation cards.
- 11.13 Each candidate must stand for election as an individual and must not associate himself with any other candidate standing for elections.
- 11.14 Banners and posters are only allowed at specific locations specified by the Elections Committee.
- 11.15 Any candidate who passes defamatory remarks towards another candidate shall be disqualified.
- 11.16 Elections shall be conducted through an Electronic Voting Platform.
- 11.17 Electronic Voting shall take place not earlier than seven days and not later than fifteen days after the first nominations close. The time, date, and place for such balloting shall be announced on the notice boards or through electronic means by the Elections Committee.
- 11.18 Every ordinary member shall have as many votes as there are positions, or candidates, whichever is lesser, during the election of the office-bearers.
- 11.19 <<Deleted>>
- 11.20 The place and time of the counting of votes may be made known to the members. Only authorized personnel as prescribed by the Elections Committee shall be allowed into the counting room.

11.21 The Elections Committee shall officially announce to the members the results of the elections within the next working day after the votes have been counted. Such results shall be displayed on the notice board or sent to all members via electronic means.

11.22 Where the votes of the candidates are equal, the out-going management committee shall decide this casting vote by a simple majority of votes taken at a management committee meeting.

11.23 Recounts shall be granted if the candidate so requests within two working days of the results announcement and the votes of the requesting candidate and the elected candidate with the least number of votes differ by 5% of the total number of votes cast or fifty, whichever is the lesser. The result of such a re-count shall be final.

11.24 The candidate aggrieved by the Returning Officer may, within three days of notification of election results, appeal to the Appeal Committee. The Appeal Committee shall consist of a representative from the School and two other ordinary members appointed by the out-going Management Committee.

11.25 The decision of the Appeal Committee shall be final.

11.26 The Management Committee office assignment shall be decided within a week of the Management Committee election results.

11.27 The results of the office assignment shall be announced to the Society within one working day of the meeting per Article 11.26. The announcement shall be made on the notice boards or through electronic means.

INTERNAL ELECTIONS - RULES

11.28 All incoming candidates and outgoing committee are not allowed to use any electronic devices during the internal elections.

11.29 All electronic devices will be collected prior to the internal election's commencement and are only returned after the internal election's conclusion.

11.30 No conversation among incoming candidates and the outgoing committee shall be made during the internal elections. Candidates are not allowed to discuss anything related to the internal elections during breaks.

11.31 All incoming candidates and the outgoing committee are required to sit at least one seat apart during the course of the IE.

11.32 Anyone in breach of Article 11.30 or 11.31 will have their right to nominate, second, and vote removed with immediate effect.

11.33 If there is any dispute on the interpretation of the rules and regulations of the IE, the Returning Officer's and Neutral Party's decision shall be final.

INTERNAL ELECTIONS – GENERAL SEQUENCE

11.34 Each incoming MC member can nominate and second only once during the call for contenders for a particular position.

11.35 Only the incoming candidates has the rights for nomination and seconding.

11.36 After being nominated and seconded, the candidate will not lose his/her rights to nominate or second other candidates.

11.37 Nominated candidates will not be allowed to vote for any position that he/she is running for.

11.38 Non-contenders of the incoming MC members for the position, as well as the outgoing MC members, will be eligible to vote.

11.39 During the nomination stage, elected candidates can be nominated either by self- nomination or nominated by other elected members of the incoming committee.

11.40 In the event where a candidate is nominated by another elected member, he/she has to either reject or accept the nomination.

11.41 Should candidate reject the nomination, a valid explanation for the decision will be required and passed by a majority of vote. Majority defines 50% or more of the total number of voters who are casting their votes. After which, the nomination for this particular candidate would be deemed unsuccessful.

11.42 After the nomination process, the candidate must be seconded by at least one other elected member to become a legitimate contender for the position.

11.43 No elect member shall be able to second the candidate he/she nominated.

11.44 Each contender will be given a maximum of 5 minutes for their speech. The maximum time for speech can be redefined by the Returning Officer and Neutral Party.

11.45 After all of the contenders have given their speeches, each of them will be given an indefinite period of time for the Q & A Segment, at the discretion and regulation of the Returning Officer.

11.46 In the event where there is only 1 contender for a position, the candidate will still be given a maximum of 5 minutes for his/her speech and an indefinite period for the Q & A segment, at the discretion and regulation of the Returning Officer.

INTERNAL ELECTIONS – VOTING

11.47 For electing candidates into office, the weightage of 1 outgoing MC member's vote to 1 incoming MC member's vote is 1:2.

11.48 The incoming MC members are to cast all of the 2 votes for only one candidate for any position during each round of contesting.

11.49 After each round of contesting and voting, the Returning Officer will announce the number of votes each candidate has received.

INTERNAL ELECTIONS – CONDUCT

11.50 Order of election will follow this sequence: President, Vice-President, Secretary, Finance Secretary, External Relations/Events/Marketing/Professional Development/Student Life Director(s).

11.51 The first 4 positions, in the above order, have to be respectively and successfully elected before the best-fit model is utilised for the subsequent 5 directorial positions.

11.52 For the elections of President, Vice-President, Secretary and Finance Secretary will require at least 2/3 of the total votes to be successfully elected into any of the top 4 positions

11.53 In the event of an unsuccessful voting in Article 11.52, a re-vote will be conducted for only the top 2 candidates from the earlier voting round.

11.54 Voters are allowed to cast null votes for an indefinite number of rounds during the elections of Article 11.52.

11.55 Out-going President, together with the Returning Officers and Neutral Party, have the right to amend the vote weightage, or call for new nominations, if is no conclusive vote after 5 rounds, if deemed necessary during the elections of Article 11.52.

- a) Out-going President, together with the Returning Officers and Neutral Party, have the right to call for new nominations, if no conclusive vote after 3 rounds, if deemed necessary during the elections of Article 11.52.

11.56 Remaining incoming are to choose 2 out of 5 portfolios that they are interested in and deliver a speech on his/her choice. However, the two desired portfolios will not be prioritized for the candidates during discussion for the best fit model.

11.57 For the Directorial positions, each candidate must garner more than 50% of the total votes to be considered as being successfully elected for that position.

11.58 In the event where one or more candidate(s) garnered less than 50% of the votes for any one position, the voting process will be repeated, beginning from the speech-giving stage. This will be done until the best-fit model is obtained.

11.59 If a candidate is elected into a Director position that he/she strongly opposes, the candidate is given the opportunity to present why he/she is not a fit for the portfolio.

11.60 Following Article 11.59, each candidate will only be allowed 1 opportunity to reject a portfolio. Following which, the candidate is not allowed to reject any portfolio if elected again.

11.61 Following Article 11.60, if the reasons are valid, deemed by a vote of simple majority, another round of voting will be conducted until the best fit model is achieved.

11.62 Following Article 11.57, null votes are not allowed to be casted during Directorial positions.

DUTIES OF OFFICE-BEARERS

12.1 The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with outside persons.

12.2 The Vice-President shall assist the President and deputize for him in his absence.

12.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He/She will keep minutes of all General and Committee meetings. He/She shall maintain an up-to-date Register of Members at all times.

12.4 The Finance Secretary shall collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. All payments in respect of expenditure properly incurred by the Society shall be made by the Finance Secretary subject to the approval process to be determined by the Management Committee from time to time.

12.5 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

RESIGNATION AND TERMINATION OF MANAGEMENT COMMITTEE

13.1 Any office-bearer resigning his office shall tender his resignation in writing and shall not be deemed to have resigned until his resignation is accepted.

13.2 Resignation shall be tendered to the Secretary for the consideration of the Management Committee.

13.3 Any member of the Sub-committees who wishes to resign shall hand in his written resignation request to the Management Committee through the Head of the Sub- committee concerned.

13.4 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee.

13.5 In the event that there is a vacant post on the Management Committee arising from any cause, a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the School and all members within two weeks of the change.

AUDIT AND FINANCIAL YEAR

14.1 <<Deleted>>

14.2 <<Deleted>>

14.3 The financial year shall be from 1 January to 31 December.

VISITORS AND GUESTS

15.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations.

PROHIBITIONS

16.1 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.

16.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in a court of law.

16.3 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.

16.4 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.

16.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

16.6 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.

16.7 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.

DISCIPLINE

17.1 The existing Articles of the Constitution shall bind all members.

17.2 Disciplinary action may be taken in one of the following forms may be taken against any member who violates any of the Articles of the Constitution or acts in any way derogatory to the Society.

- a) Written Apology to the Society and concerned parties; or
- b) Fines not exceeding fifty Singapore dollars, payable to the Finance Secretary; or
- c) Suspension from any or all membership privileges for a period no longer than one year.

17.3 Disciplinary action can only be taken by the Management Committee if two-thirds (2/3) or more of the Committee members present at the meeting have voted for the concerned action.

AMENDMENTS TO CONSTITUTION

18.1 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior approval of the CCS.

INTERPRETATION

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

DISPUTES

20.1 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 at the Extraordinary General Meeting, they shall attempt to resolve the dispute through an arbitrator appointed by the School. Bringing the matter to the CCS shall be the last resort. The decision of the CCS with regard to the dispute shall be final.

DISSOLUTION

21.1 The Society shall only be dissolved by either a written order from the CCS or the School.

21.2 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 will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

~ THE END ~