



# **THE CONSTITUTION OF SMU SPORTS UNION**

**A CONSTITUENT BODY OF THE  
SINGAPORE MANAGEMENT UNIVERSITY STUDENTS' ASSOCIATION**

**Version 1.14**

**Dated: 11 January 2024**

Amended by the 20th Management Committee

Last updated on 11 January 2024

## **Article I – Definition**

**1.1** In this Constitution, unless the context other requires, the following words shall have the meanings ascribed below:

- i. “University” and “SMU” means the Singapore Management University;
- ii. “Association” means the Singapore Management University Students’ Association;
- iii. “Office” means the Office of Student Life;
- iv. “Committee” means the University Student Life Committee;
- v. “Council” means the Student Association Council;
- vi. “Management Committee” means the Management Committee of the Club;
- vii. “Executive Committee” means the Management Committee of the CCA
- viii. “Club” means the SMU Sports Union;
- ix. “CCA” means the Sports Group
- x. “Member” means member of the SMU Sports Union

**1.2** The name of the club shall be the “SMU Sports Union”

**1.3** The club shall be a constituent body of the Council.

**1.4** The place of business of the club shall be:

- i. 70 Stamford Road #B1-36 Li Ka Shing Library Singapore 178901

## **Article II – Objects**

- 2.1** To inculcate a vibrant sporting culture in SMU, in the pursuit of excellence and holistic development
- 2.2** To promote and safeguard the interest of the members of the Club

## **Article III – Membership**

### **3.1** Types of Membership

- i. Membership of the Club shall be confined to registered members of any registered CCAs (Sports Groups)

### **3.2** Privileges of Memberships

All Members shall:

- i. Be eligible to participate in any Club event
- ii. Have the right to speak and vote at General Meetings and Elections of the Club
- iii. Have the right to stand for Elections or nominate candidates for the Elections

### **3.3** Members shall abide by the Constitution and not act in any way inconsistent with its objects.

### **3.4** No person other than a member of the Club shall participate in any Club event without the prior approval of the Management Committee.

## **Article IV- CCA Membership Administration**

### **4.1** Term of office of all CCAs are as follows:

- i. The Executive Committee shall hold office from 1<sup>st</sup> January of the year following the Executive Committee elections to 31<sup>st</sup> December of that year

### **4.2** Entrance Fees, subscription fees and other dues shall be under the discretion of the Sports Clubs

## **Article V – Administration**

### **5.1 Club Advisors**

- i. Sports Officers of the Office shall be the Advisor of the Club.

### **5.2 Management Committee**

- i. The administration of the Club shall be vested in the Management Committee, which shall be elected.

### **5.3 The Management Committee shall comprise a minimum of five committee members and may increase in proportion to the membership of the Club, in accordance to the guideline that the ratio of the management committee members to the total membership of the Club be 1:100 or part thereof. Notwithstanding this guideline:**

- i. A constituent body with a membership not exceeding 400 members shall elect five management committee members; and
- ii. A constituent body with more than 1,500 members shall elect 13 or 14 Management Committee members only.

### **5.4 Composition of Management Committee**

- i. The Management Committee shall consist of the following members:
  - a. President
  - b. Vice President
  - c. Honorary General Secretary
  - d. Honorary Finance Secretary
  - e. Marketing Director and Corporate Communications Director
  - f. Operations Director
  - g. Events Director

A number of Committee Members, not more than 15 in accordance to **(5.3)**.

**5.4.1** A Management Committee shall have powers to co-opt additional members for the proper administration of the constituent body, subject to the limit of seven co-opted members but such co-opted members shall have no voting rights.

- i. The members of the Management Committee, that is, the office bearers, shall be individually elected by the members of the Club annually not later than the seventh week of the first term.
- ii. The Management Committee shall hold office from the 1<sup>st</sup> of January of the year following the Management Committee elections until 31<sup>st</sup> December of that year.
- iii. The names of the Office bearers and members of the Management Committee shall be submitted to the Council and SAC within one week of their election.

## **5.5** Functions of Management Committee

The Management Committee shall:

- i. Be responsible for the formulation of policies and organization of events, which are consistent with the objectives of the Club.
- ii. Have charge of the properties of the Club.
- iii. Be responsible for the proper expenditure of the Club's finances in accordance with the approved budget.
- iv. Publish an annual report on the Club's activities, which shall also include the annual accounts of the Club.
- v. Liaise or transact business with external organization on behalf of the Club.

## 5.6 Powers of Management Committee

The Management Committee shall have the power:

- i. To consider the provisional annual budget prepared by the Honorary Finance Secretary for the two financial terms; 1st January – 31<sup>st</sup> July, 1<sup>st</sup> August to 31<sup>st</sup> December.
- ii. To appoint standing and/or special committees for the proper administration of the Club and to exercise control over such committees.
- iii. To delegate to such committees powers as it considers necessary.
- iv. Such standing and/or special committees include, but are not limited to sub-committees, Adhoc Committees, Special Project Committees, and Orientation Committee.
- v. To accept the resignation of any member of the Management Committees and fill in the vacancy thus arising, by re-election from among the Club member by one of the following methods: Appointment, Co-option, Re-election.
- vi. To take appropriate action against members (see Article X) who violate the Constitution of the Club.
- vii. To authorize publication or release official statements on behalf of the Club.
- viii. No official statement may be made except by the President or Vice President or Secretary and only with the approval of two-third (2/3) of the Management Committee. All publications and official statements shall be in the name of the Club.
- ix. To request meetings of the Club.
- x. To give a decision upon any matter consistent with the objects of the Club but not provided for in the Constitution with two-thirds (2/3) majority of the Management Committee.

- xii. To co-opt a maximum number of 7 members into the Management Committee, who are to be present at its meeting and participate in its deliberation as it thinks fit. Only such members shall not have the right to vote.

## **5.7 Meetings of the Management Committee**

These shall be either Ordinary or Extraordinary.

### **5.7.1 Ordinary Meetings:**

- i. Ordinary meetings shall be held at least once a term.
- ii. The Secretary shall give at least five (5) days' notice of such meetings.
- iii. The Secretary shall determine the date and time of the meeting but the first meeting in the academic year shall be held not later than the eighth week of the first term.

### **5.7.2 Extraordinary Meetings:**

- i. Extraordinary meetings shall be held whenever a matter requiring urgent attention arises or the Secretary receives a written request signed by three members of the Management Committee.
- ii. Only the matter for which the extraordinary meeting is called shall be on the agenda.
- iii. The Secretary shall convene an extraordinary meeting within 5 days of the receipt of the written request for the meeting, but if urgency of the agenda requires shorter notice, it may be convened within three (3) days of, but not less than twenty-four (24) hours after the receipt of the request.

- 5.7.3** At least two-thirds (2/3) of the existing members of the Management Committee shall constitute a quorum.
- 5.7.4** The President will be the chairman of all the meetings of the Management Committee. In the absence of the President at any meeting, the Vice President of the Management Committee will be the chairman of the meeting.
- 5.7.5** Any member of the Management Committee who absents himself/herself from three successive meetings of the Management Committee without submitting a written explanation to the Secretary shall automatically cease to be a member of the Management Committee. If, at the third meeting, a written explanation for his/her absence is submitted, the Management Committee shall consider such explanation and decide by a simple majority vote whether the absent member shall remain in the Management Committee.
- 5.7.6** In the case of an equal number of votes in favour and not in favour of any matter at the Meetings of the Management Committee, the chairman of the Meetings of the Management Committee shall be entitled to a casting vote in addition to any other vote he may have.

## **5.8** Attendance of Club Events

- i. All Management Committee members and standing and/or special committee members are to attend events organized by the Club as and when deemed necessary by the Management Committee.
- ii. A valid reason in writing and/or email must be submitted by the Management Committee member to the Management Committee should the member fail to attend such events.
- iii. A Management Committee member who repeatedly failed to attend such an event may be issued with warning letters. Should the member disregard the warning letter, the Management Committee reserves the right to remove the member from the committee.



## **Article VI – Duties and Powers of Office Bearers**

### **6.1 President**

The President shall:

- i. Represent the Club to the Council.
- ii. Be chairman at all meetings of the Management Committee of the Club.
- iii. Have the right to call meetings of the Management Committee and the Club.
- iv. Countersign all bills of the Club.
- v. The President, or in his/her absence, the Vice President of the Management Committee shall have casting vote at meetings of the Management Committee.
- vi. Maintain the records of Confidential Information of all Management Committee members in the absence of the Honorary General Secretary.

### **6.2 Vice President**

The Vice President shall:

- i. Act in the President's capacity and discharge duties of the President in the event of his/her absence.
- ii. Submit to the Management Committee, any matters for discussion received from members of the Club.
- iii. Be in charge of all properties of the Club.
- iv. In the event of the President's position falling vacant, hold the office of the President until a new President is elected.

### 6.3 Honorary General Secretary

The Honorary General Secretary shall:

- i. Have charge of the Club's record and conduct all administrative correspondence, internal or external, of the Club
- ii. Be responsible for convening all meetings for the Club and for the Management Committee.
- iii. Maintain proper minutes of all meetings of the Club and of the Management Committee.
- iv. Submit at Management Committee meetings any matter for discussion received from any member of the Management Committee of the Club.
- v. Submit the records of the Club for inspection by any member of the Club, who shall give one week's notice to the Honorary General Secretary of his/her intention to inspect the records, subject to the approval of the Management Committee.
- vi. Prepare and submit to the outgoing Management Committee the Annual Report of the Club at least three (3) weeks before the Annual General Meeting.
- vii. Have charge of the common seal of the Club.
- viii. Maintain the Club's electronic mailbox.
- ix. Oversee penalty system, where any changes can be made under his/her discretion.
- x. Maintain the records of Confidential Information of all Management Committee members

#### **6.4 Honorary Finance Secretary**

The Honorary Finance Secretary shall:

- i. Manage and be accountable for the financial resources allocated to the Club
- ii. Provide an oversight of the member clubs' financial matters to ensure compliance with the Council financial procedures
- iii. Sit in the Student Association Finance Committee to regulate financial procedures and endorse the budget as a committee
- iv. Consolidate and evaluate all member club budgets for submission to Office through the Council
- v. Present both; the audited Statement of Income and Expenditure, and the audited Statement of Affairs, at least three (3) weeks before the Annual General Meeting, to a meeting of the outgoing Management Committee
- vi. Approve and manage claims and expenditures from all clubs
- vii. Conduct 3 internal audits quarterly

#### **6.5 Marketing and Corporate Communications Director**

The Marketing and Corporate Communications Director shall:

Under Marketing-

- i. Manage, monitor and update the Club's social media platforms regularly
- ii. Maintain and update the Club's notice boards.
- iii. Work together with the Events Director to promote and increase awareness for all Club and Club-related events
- iv. Protect Club's reputation and ensure members' uphold a proper image of the Club

Under Corporate Communications-

- i. Actively source for project sponsors, partners and supporters, and maintain relations with them

- ii. Actively foster inter-club support amongst the CCAs in the Club

## **6.6** Operations Director

The Operations Director shall:

- i. Maintain and update all the Club and CCAs equipment inventory systems.
- ii. Address all CCAs requests to borrow sports equipment belonging to the Club's equipment inventory.
- iii. Organize and update the Multi-purpose Sports Hall training and events schedule on the virtual network computing system on a daily basis
- iv. Oversee that all CCAs are responsible for taking care of their assigned lockers and help engage in lockers maintenance services once shelf-life period is over
- v. Vet all events' safety proposals before submission to OSL Safety Centre
- vi. Keep abreast with all club safety incidents and inform the SSU Management Committee
- vii. Collate all CCA requests to purchase club equipment and endorse the asset purchase budget

## **6.7 Events Director**

The Events Director shall:

- i. Co-ordinate and provide support to member clubs' events
- ii. Organize club's led events and manage the club's events calendar
- iii. Conduct event reviews and generate reports for future reference
- iv. Be the point of contact for all IFG related matters i.e Providing the schools with relevant details and addressing their concerns promptly.
- v. Oversee the signature events under the club

## **Article VII – Resignation and Termination of Office**

**7.1** All office-bearers shall hold office from 1<sup>st</sup> January following the year of their election to 31<sup>st</sup> December of that year.

**7.2** Any office-bearer seeking to resign from his/her office shall not be deemed to have done so unless and until his/her written resignation is duly submitted to the Management Committee and accepted by it.

**7.3** Where a resignation is accepted by the Management Committee, the ensuing vacancy or vacancies:

- a. In cases where there are three (3) or fewer vacancies shall be filled by the Management Committee co-opting the number to be filled from the Ordinary members.
- b. In cases where there are more than three (3) vacancies shall be filled by election at an EOGM of the Club.

**7.4** Any resignation en bloc of the Management Committee, in order to be efficacious, has to be tendered to the member of the Club at an EOGM, specially convened for that purpose. At such a meeting, the members of the Club shall then elect a new Management Committee to hold office for the remaining part of the term.

- 7.5.** In the event of a vote of no-confidence being passed on the Management Committee, the committee shall go out of office. Thereupon the members of the Club shall elect at the same General Meeting a new Management Committee to hold office for the rest of the term.
- 7.6** The term of office of the Management Committee or any member of the Management Committee shall be terminated by a majority vote of no-confidence. In the case of a vote of no-confidence being passed on any member or members of the Management Committee in office, the vacancy or vacancies shall be filled by election at the same General Meeting.

### **Article VIII – General Meetings**

- 8.1** General Meetings of the Club shall be convened by the Honorary General Secretary and shall be:
- i. The Annual General Meeting (AGM)
  - ii. The Extra-Ordinary General Meeting (EOGM)
  - iii. The Emergency General Meeting (EGM)
- 8.2** The Annual General Meeting shall be held not later than the Thursday of the third week of the second term of the academic year. The agenda shall consist of:
- i. The Annual Report
  - ii. The audited Statement of Income and Expenditure for the financial year.
  - iii. Any other matter which has been submitted in writing to the Secretary by two or more ordinary members at least seven (7) days before the meeting is convened.
- 8.3** Notice of the AGM shall be posted on the Club's Notice Board together with the provisional agenda, not less than seven (7) days before the date of the meeting. Any business for inclusion in the final agenda shall be handed in, in writing, by any two or more ordinary members, to the Secretary at least seven (7) days before the meeting is convened.
- 8.4** Extra-Ordinary General Meeting (EOGM) shall be convened by the Honorary General Secretary:
- i. On instructions of the Management Committee.
  - ii. On written request to the Secretary by at least twenty-five ordinary members of the Club, with a written statement of the object or objects for which the meeting

is requested. Such a meeting shall be held within fourteen (14) upon receipt of the written request

iii. On the instructions of the President of the Club.

**8.5** Notification of EOGM

- a. Notice of an EOGM shall be posted on the Club's Notice Board at least three (3) days before the date of the meeting.
- b. Only matter (s) for which an EOGM is called for shall be on the agenda.

**8.6** Emergency General Meeting (EGM) of the Club shall be convened by the Secretary:

- i. On the instructions of the President and/or Vice President of the Club.

**8.7** Notification of EGM

- a. Notice of the EGM shall be posted on the Club's Notice Board at least ten hours before the time of the meeting.
- b. Only matter(s) for which an EGM is called shall be on the agenda.

**8.8** No EGM or EOGM shall be convened during vacations.

**8.9** Quorum

- a. At least thirty (30) or twenty percent (20%) of the members, whichever is less at the beginning of the SGM, EOGM or EGM, shall constitute the quorum.
- b. In the event of the required quorum not being present, the next meeting shall be called not earlier than one (1) hour after the postponement when, irrespective of the number of ordinary members present, the agenda fixed for the previous meeting shall be considered, provided that the meeting shall have no power to amend this Constitution if the required quorum is not present. No alteration of the agenda shall be made during this period of postponement.

**8.10** The President of the Club shall chair at all General meetings of the Club. In his/her absence, the Vice President of the Management Committee shall chair the meeting.

## **8.11** Voting

- a. No member shall vote by proxy.
- b. Voting shall be by show of hands or secret ballot depending on the wishes of the majority.
- c. Only ordinary members shall be eligible to vote at such an election.
- d. Motions at General Meetings shall be carried out by a simple majority vote, unless otherwise specified.

## **8.12** Vote of Censure or of No-Confidence

- a. At least two-third (2/3) or a simple majority vote of censure or of no-confidence on the Management Committee or on any member of that committee may be taken at the Annual General Meeting or at an Extraordinary General Meeting, provided it is on the agenda for that meeting.
- b. In such an event, the Club shall elect a new Management Committee or another member of the Committee for the remainder of the term of office of the Management Committee or of the member, as the case may be at the same General Meeting.

**8.13** In the event of the Management Committee intending to resign en bloc, it shall do so only at an Extraordinary General Meeting convened for this purpose. The Club shall then elect a new Management Committee at the same Extraordinary General meeting to hold office for the remainder of the term of office of that Committee.

**8.14** The minutes of the General meetings shall be posted on the Club's Notice Board within (10) days after the meeting.

**8.15** All decisions made at General Meetings shall be binding on the Club. In case of conflict between decision of the Management Committee and the decision made at the General Meeting, the latter shall prevail.



## **Article IX – Elections**

- 9.1** Eligibility to stand for election shall be confined to registered members of any registered CCAs (Sports Groups).
- 9.2** Each member shall have one vote to three different nominees during the election of office-bearers.
- 9.3** Nominees will have to go through an interview session with the outgoing Management Committee.
- 9.4** Voting proportion for the nominees would consist of the following:
- i. 60% of the votes will come from the members of any registered CCAs
  - ii. 40% of the votes will come from the outgoing Management Committee, and be based on the interview session
  - iii. Each nominee is based on a total of 100% of the votes in accordance with (9.4i) and (9.4ii)
- 9.5** Every Presidential Nominee will participate in a Presidents' Forum as part of the election process.
- 9.6** Representatives from every SSU Sports Club shall be present at the Internal Elections of the Management Committee.

## **Article X – Prohibitions**

- 10.1** 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 Club's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 10.2** The funds of the Club shall not be used to pay the fines of members who have been convicted in a court of law.
- 10.3** The Club 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.
- 10.4** The Club 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.

- 10.5** The Club shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 10.6** The Club shall not hold any lottery, whether confined to its members or not, in the name of the Club or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 10.7** The Club 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.
- 10.8** The Club shall take all necessary precautions to prevent unauthorized disclosure or use of the Confidential Information expressly stated in the Data Protection Non-Disclosure Agreement.

## **Article XI – Discipline**

- 11.1** The existing Articles of the Constitution shall bind all members.
- 11.2** Disciplinary action 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 Club:
- i. Written apology
  - ii. Fines not exceeding fifty dollars.
  - iii. Suspension from any or all of the privileges of membership for a period not exceeding one year.
- 11.3** The Management Committee shall take disciplinary action only when two-thirds (2/3) of the members of the Committee present at the meeting have voted for such an action.

## **Article XII – Amendments to the Constitution**

- 12.1** Any amendments to the Constitution shall be made at the Annual General Meeting or Extraordinary General meeting and shall not come into force without the prior approval of the Council.
- 12.2** Any proposed amendments shall be made in writing to the Honorary General Secretary at least ten (10) days before the Annual General Meeting or Extraordinary General Meeting.
- 12.3** The proposed amendments shall be posted in full on the Club’s Notice Board at least seven (7) days before the Annual General Meeting or Extraordinary General Meeting
- 12.4** Amendments to the Constitution shall be carried only if at least one half (2/3) of the ordinary members of the Club in person at the meeting have voted in favour of them.

## **Article XIII – General**

- 13.1** Interpretation of the Article of Constitution.
  - a. In the event of a dispute arising over the interpretation of the Article of Constitution at a General Meeting, such a dispute shall be settled by a simple majority vote.
  - b. In the event of a dispute arising over the interpretation of the Articles of Constitution at a meeting of the Management Committee, the dispute shall be settled by a simple majority vote.
  - c. In the event of a dispute arising over the interpretation of the Articles of the Constitution at meetings of the Committees of the Club, such a dispute shall be settled by the decision of the Chairperson of the Committee.
  - d. Any appeal against the abovementioned ruling should be lodged immediately at the meeting. The committee concerned shall not act on the ruling until the Management Committee hears the appeal within three (3) days.
- 13.2** Dissolution
  - a. The Club shall not be dissolved, except with the consent of not less than two-thirds (2/3) of the Ordinary Members of the Club in person at a General Meeting convened for that purpose, subject to the approval of the USLC.

- 13.3** This Constitution shall be subject to the Constitution of the Singapore Management University Students' Association. In the event of any inconsistency between the two, the terms of the Constitution of the Singapore Management University Students' Association shall prevail.
- 13.4** Subject to the approval of the Council, the Committee may draw up standing orders to regulate the procedures and administration matters for the Committee and its clubs.