

**CONSTITUTION OF THE
SINGAPORE MANAGEMENT UNIVERSITY
Social Sciences Society**

ARTICLE 1- CITATION

- 1.1 This Constitution may be cited as the Constitution of the SMU Social Sciences Society.
- 1.2 This Constitution governs the formation of the Singapore Management University Social Sciences Society, a Constituent Body of the Singapore Management University under the ambit of the SMU Students' Association.
- (a) This Constitution shall be subject to the Constitution of the SMU Students' Association. In the event of any inconsistency between the two, the terms of the Constitution of the SMU Students' Association shall prevail.

ARTICLE 2 - INTERPRETATION

- 2.1 In this Constitution, unless the subject or context otherwise requires, the following words shall have the meanings ascribed below:
- (a) "Association" means the Singapore Management University Students' Association;
- (b) "Alumni" refers to the graduates of the SMU School of Social Sciences;
- (c) "Constituent Body" means such clubs, teams or groups established by the University Student Life Committee and recognised by the Association;
- (d) "Council" means the Students' Association Council, consisting of the Students' Association Executive Committee and the Presidents of the various Constituent Bodies;

- (e) "Club" refers to an SMU student club or group formed under the Council or any of the SMU office;
- (f) "Faculty" means the Faculty of the SMU School of Social Sciences;
- (g) "Honorary General Secretary" means the Honorary General Secretary of the Society;
- (h) "Management Committee" means the executive committee of the Society;
- (i) "Member(s)" unless otherwise indicated refers to all persons whose names are registered and recorded in the Society's Register of Members;
- (j) "Office of Finance" means the Director of the Office of Finance of SMU and/or such officer as the Director may designate;
- (k) "Office of Student Life" means the Director of the Office of Student Life of SMU and/or such officer as the Director may designate;
- (l) "President" unless otherwise indicated shall mean the President of Society;
- (m) "University" and "SMU" unless otherwise indicated means the Singapore Management University;
- (n) "School" means the SMU School of Social Sciences;
- (o) "Society" means the Singapore Management University Social Sciences Society;
- (p) "Staff" means the administrative staff in the SMU School of Social Sciences; and

- (r) "Sub-club" means a subsidiary club formed under Article 19 by a Member of the Society;

2.2 Words importing the masculine gender only shall include the feminine gender.

ARTICLE 3 – NAME AND PLACE OF BUSINESS

3.1 The name of the Society shall be the "Singapore Management University Social Sciences Society." (hereinafter referred to as "Society").

3.2 The Society's place of business shall be at SMU or such other address as may be decided by the Management Committee, and approved by the relevant bodies.

ARTICLE 4 - OBJECTS

4.1 The objects of the Society are:

- (a) To nurture bonds between the School, alumni and members of the Society;
- (b) To inculcate a sense of identity and belonging among Members to the School and the University;
- (c) To promote and facilitate interaction between Faculty, Staff, Alumni and Members;
- (d) To promote the welfare of Members;
- (e) To advance Members' interests and opportunities in the Social Sciences and its related fields;
- (f) To conduct other activities the Management Committee deems appropriate to the interests of the Society; and
- (g) To represent the interests of the Society and its membership at the University and Student Association Council levels.

ARTICLE 5 - MEMBERSHIP

- 5.1 Members of the Society shall be listed in a Register.
- 5.1.1 Such a Register shall be maintained by the Honorary General Secretary.
- 5.2 Membership of the Society shall be automatic and compulsory for:
- (a) matriculated full-time undergraduate students of the School of Social Sciences; and
- (b) matriculated full-time undergraduate students who are pursuing a double degree programme with either degree resident within the School of Social Sciences.
- 5.3 Membership shall cease when an individual Society no longer meets the criteria as provided for in Section 5.2.
- 5.4 Members shall have the right to speak and vote at all General Meetings of the Society and to participate in activities of the Society.
- 5.5 Members shall abide by this Constitution and not act in any way inconsistent with its objects.

ARTICLE 6 – MANAGEMENT OF THE SOCIETY

- 6.1 The Society shall be managed by elected office-bearers as defined in Article 8 of this Constitution, who shall form the Management Committee.
- 6.2 The Management Committee shall have powers to co-opt additional members to the Committee for the proper administration of the Society, subject to the limit of three co-opted members.
- (a) A Management Committee may only co-opt an additional member to its composition when two-thirds of the Management Committee has voted in favour, following deliberations.

- (b) Co-opting may also be done under such circumstances to replace a member of the Management Committee who has resigned from office, but such co-opted members shall have no voting rights at the Society's Management Committee meetings.

ARTICLE 7 – THE MANAGEMENT COMMITTEE

7.1 The Management Committee of the Society shall:

- (a) be responsible for laying down the policies and objectives for the administration of the Society consistent with its objects;
- (b) maintain any premises as may be assigned to it by the School of Social Sciences Administration Office, OSL or the Association in accordance with conditions as may be laid down by the University;
- (c) provide such facilities and services for the welfare and convenience of the Members, consistent with the objects of the Society and within the prevailing rules and regulations of the University; and
- (d) be responsible for the publication of an annual report of the Society's activities.

7.2 Authority and Powers of the Management Committee

The Management Committee shall have the power to:

- (a) make, amend and repeal policies and procedures whenever necessary to give effect to the objects of the Society;
- (b) accept the resignation of any Member of the Management Committee, and cause such vacancies to be filled in accordance with the provisions of this Constitution;
- (c) appoint Standing Committees comprising of Members which operate to advance the objectives of the Society.

7.3 Term of Office

- (a) Each Management Committee shall serve for a full-year term from 1 January to 31 December of the calendar year immediately following the Election Results as prescribed in Article 15.
- (b) The appointment of the office holders for the Society must be completed by the end of Week 12 of Term 1 preceding the end of office of the incumbent Management Committee, in accordance with the Constitution of the Association.
- (c) There shall be a taking over period commencing from the time of appointment of the incoming Management Committee to 31st December of that calendar year, during which the incoming Management Committee shall have no powers.
 - (c.1) For the avoidance of doubt, it shall be deemed that the incumbent Management Committee end its term of office on 31st December and that the newly elected Management Committee shall assume office and responsibilities on 1st January.

ARTICLE 8 – COMPOSITION OF THE MANAGEMENT COMMITTEE

- 8.1 The Management Committee shall comprise of a minimum of four elected committee members.
- 8.2 In accordance with Article 6, the Management Committee shall consist of the first four positions that this Article provides for, and some or all of the other positions as deemed necessary by the Management Committee for the effective administration of the Society.
- 8.3 The Management Committee shall consist of the following:
 - (a) President;

- (b) Vice-President;
- (c) Honorary General Secretary; and
- (d) Honorary Finance Secretary
- (e) Management Committee members, the number and designations of which are to be determined by the out-going Management Committee from time to time subject to requirements of prevailing circumstances. The designations of such members shall be reviewed and decided upon after the election of office-bearers and before their assumption of office.

8.4 All Management Committee members except the Honorary Finance Secretary shall be eligible for re-election.

8.5 No member of the Management Committee holding a “top-four” position shall concurrently hold a “top-four” position in any other constituent body, club or Society.

- (a) A “top-four” position refers to the offices of President, Vice President, Honorary General Secretary and Honorary Finance Secretary.

ARTICLE 9 - DUTIES AND POWERS OF OFFICERS OF THE MANAGEMENT COMMITTEE

9.1 The President shall:

- (a) automatically be appointed Chairman of the Management Committee;
- (b) have a casting vote at meetings of the Management Committee at which he presides;

b) i) of which such a casting vote can be exercised by any person acting as Chair

- (c) Chair, and have the right to call meetings of the Management Committee and the Society;
- (d) approve payments of the Society; and
- (e) represent the Society in Council.

9.2 The Vice-President shall:

- (a) assist and deputise for the President in his absence.
- (b) succeed to the office of President for the remainder of the term of office
In the event of the President's position falling vacant;
- (c) shall be responsible for the maintenance of a registry of the Society's assets, with the assistance of appropriate member(s) of the Management Committee so appointed at that time;
- (d) shall perform any responsibility as the President, in consultation with the Management Committee, may from time to time determine and designate.

9.3 The Honorary General Secretary shall:

- (a) keep all of the Society records and be responsible for their correctness;
- (b) administer and manage the correspondence of the Society;
- (c) be responsible for convening, at the direction of the President, all meetings of the Society and Management Committee;
- (d) keep minutes of all General Meetings and meetings of the Management Committee in suitable form, and disseminate such copies to the members of such meetings within seven days of the meetings;

- (e) submit the records of the Society for the inspection of any member who shall have given one week's notice of such intention to inspect the records;
- (f) maintain a Register of the Society's membership; and
- (g) perform such other functions as are delegated to him by the Management Committee.

9.4 The Honorary Finance Secretary shall:

- (a) be a member of the SMUSA Finance Committee;
- (b) maintain and keep a record of the Society accounts;
- (c) receive on behalf of the Society any funds that may be paid to the Society from the Association. Such funds shall be remitted to the University Office of Finance for credit to the Society account;
- (d) sign and submit all bills of the Society which have been countersigned by the President and OSL for the payment by the Office of Finance; and
- (e) be responsible for all approved reimbursements due to the Society.

9.5 The roles, responsibilities and powers of other members of the Management Committee shall be determined by the Management Committee as it sees fit for the effective administration of the Society.

ARTICLE 10 – MEETINGS OF THE MANAGEMENT COMMITTEE

10.1 The first meeting of the in-coming Management Committee shall be convened by the Honorary General Secretary of the incumbent Management Committee not later than one week after the release of the results of the Management Committee elections.

- 10.2 The Honorary General Secretary of the incumbent Management Committee shall act as Secretary at the first meeting of the in-coming Management Committee.
- 10.3 The meeting's first order of business shall be the election of the following in the given order: President, Vice President, Honorary General Secretary, Honorary Finance Secretary and remaining designations of which are to be determined by the incumbent Management Committee from time to time subject to requirements of prevailing circumstances.
- (a) The proceedings shall be presided over by the President and Honorary General Secretary of the out-going Management Committee.
- 10.5 In a case where an agreement cannot be reached, the incumbent Management Committee shall decide by a two-thirds majority of votes.
- 10.5.1 However, such members of the out-going Management Committee shall not include candidates re-elected into the in-coming Management Committee.
- 10.6 The Management Committee shall be convened by the President and shall meet at least once a month; or from time to time at its discretion.
- 10.7 All members of the Management Committee should attend at least 75% of Management Committee meetings, failing which a defaulting Management Committee member shall be subject to disciplinary procedures under Article 14, as applicable.
- 10.8 The Honorary General Secretary shall give three full days' notice of such meetings.

ARTICLE 11 – MEETINGS OF THE SOCIETY

- 11.1 These shall be either Ordinary or Extraordinary.

- 11.2 Ordinary meetings shall be held for the purpose of an Annual General Meeting to elect office-bearers into the next Management Committee and any other occasions deemed necessary by the Management Committee to discuss matters pertaining to Society activities. The Honorary General Secretary shall give seven full days' notice of such meetings, the agenda of which is inclusive in such notice.
- (a) An Annual General Meeting of the Society shall be held annually to provide Members information on the state of the Society.
 - (b) The President shall take the Chair at all meetings of the Society except where the Management Committee for whatever reason elects another Management Committee member to chair the meeting. In the absence of the President, one of the Management Committee members present shall be elected to the Chair.
 - (c) The Honorary General Secretary of the Management Committee shall act as Secretary at all ordinary and extraordinary meetings.
- 11.3 Members shall give at least three days' notice to the Honorary General Secretary of amendments to the agenda for Ordinary meetings.
- 11.4 Extraordinary meetings shall be held when matters requiring urgent attention arise (the Management Committee shall determine whether these are matters requiring urgent attention) and written notice is sent to the Honorary General Secretary, who shall convene the Extraordinary meeting within five (5) days upon receipt of the written request.
- (a) Only matters for which the meeting is convened shall be discussed.
- 11.5 Extraordinary meetings may be convened for the purpose of a Vote of No Confidence, should a member of the Management Committee not perform satisfactorily.
- (a) The Honorary General Secretary may call for a Vote of No Confidence when:

- i. A member of the Management Committee proposes a Vote of No Confidence subjected upon another member of the Management Committee, and
 - ii. Such proposal receives the support of two-thirds of the Management Committee
- 11.6 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.
 - (a) Such decision being subject to ratification by the Management Committee when it meets.
- 11.7 Representation of at least two-thirds of the Management Committee shall constitute a quorum.
- 11.8 Voting at all meetings shall be by ballot and such motion(s) subject to voting shall only be passed when a two-thirds majority vote is obtained.
 - (a) In a Vote of No Confidence, the Management Committee member in question shall be excluded from the voting process.
- 11.9 All decisions made at ordinary and extraordinary meetings shall be binding on the Society and the discharge of its affairs.

ARTICLE 12 – FINANCES

- 12.1 The financial year for the Society shall be 1st January to 31st December of each calendar year.
- 12.2 The Society shall submit a budget in accordance with its program of activities and within the limits of its financial resources for the review of the Council and final approval by the Honorary Financial Secretary of the Association.
- 12.3 Disbursement of budget should be in accordance with such prevailing guidelines laid down by the Association.
- 12.4 All payments in respect of expenditure properly incurred by the Society shall be made by the Office of Finance subject to the approval process to be determined by the Association from time to time.
- 12.5 All efforts to raise funds via sponsorship by the Society 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 the Society shall be paid by the Financial Secretary to the Office of Finance for credit to the appropriate account.
- 12.7 All bills of expenditure of the Society, properly incurred in accordance with the approved budget, shall be submitted to the Financial Secretary who will endorse and forward all such bills, countersigned by the President, to the Office of Finance for payment.
- 12.8 The auditors of the Society's annual accounts shall be the auditors appointed by the Association.
- 12.9 The auditors' fees, if any, for the audit of the Society's annual accounts shall be borne by the respective office which initiated the audit.

ARTICLE 13 – AMENDMENTS TO THE CONSTITUTION

- 13.1 No alteration, addition or 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 relevant bodies.
- 13.2 An amendment to the Constitution or any revocation thereof, shall take effect immediately after it has been approved by the University Student Life Committee or on such date as may be prescribed.

ARTICLE 14 – DISCIPLINE

- 14.1 All Members of the Society 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.
- 14.2 Disciplinary action of one or more of the following forms may be taken against any member acting in a way detrimental to the Society or in any way contravenes the Articles of this Constitution or the Standing Orders, if any:
- (a) Suspension from any or all of the privileges of membership for a period not exceeding one year;
 - (b) And/or an apology to be tendered by the offender.
- 14.3 Any vote on disciplinary action shall only be carried out in full-meeting of the Management Committee.
- 14.4 Any disciplinary action shall be taken only when two-thirds of the members of the Management Committee have voted in favor, after deliberations.
- 14.5 In the event that the offender is a member of the Management Committee, the offender shall not be eligible to vote.

- 14.6 Any disciplinary action shall be taken with the approval of the School; and or OSL.
- 14.7 The Management Committee reserves the right to refer any case requiring disciplinary action to the School or the University's Student Council of Discipline.

ARTICLE 15 – ELECTIONS

- 15.1 The election of the Management Committee Members of the Society in an academic year shall be conducted in accordance with provisions prescribed in this Article.

15.2 Elections Committee

The incumbent Management Committee shall appoint the Elections Committee to administer the elections for the new Management Committee. The out-going Management Committee shall each appoint an Elections Committee to administer the elections for the new Management Committee. The Elections Committee shall consist of the following:

- (a) one (1) Returning Officer who shall be the Chairman of the Committee; and
- (b) two (2) Elections Officers who shall assist the Returning Officer.

15.3 Duties and Power of Elections Committee

- (a) 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.
- (b) 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 Association's notice boards.

(c) The Returning Officer shall be in charge of the ballot with the assistance of the Elections Officers.

(d) A Member of an Elections Committee shall not himself:

- i. propose or second any candidate;
- ii. campaign for any candidate;
- iii. vote for any candidate; and
- iv. stand for election for the Executive Committee (if he is a Member of the Elections Committee for the Executive Committee) or the relevant Management Committee (if he is a Member of an Elections Committee for that Management Committee), as the case may be.

15.4 Only Members of the Society shall be eligible to hold office in the Management Committee.

15.5 All candidates standing for election shall be duly proposed and seconded by Members.

15.6 The proposer or seconder shall only nominate one candidate for each seat.

15.7 Each nomination form shall be signed by the proposer and seconder and shall contain the written consent of the candidate for election as a Management Committee Member of the Society.

15.8 Each candidate must stand for election as an individual and must not associate himself with any other candidate(s) standing for elections.

- 15.9 Banners and posters are only allowed at specific locations as determined by the Elections Committee. Election advertising via physical or virtual means shall also be subject to regulations promulgated by the Association and approved by Council.
- 15.10 Any poster or banner without the approval of the Elections Committee or Returning Officer or which bears defamatory remarks towards other candidates will be removed.
- 15.11 Any candidate who passes defamatory remarks towards other candidates shall be disqualified.
- 15.12 Conduct of Elections
- (a) All elections shall be conducted by secret ballot.
 - (b) Balloting shall take place not earlier than seven days and not later than ten (10) days after nominations close. The time, date and place for such ballot shall be announced on the Society's notice boards by the Returning Officer.
 - (c) Each Member shall have three votes, to be used for three different candidates only. Members may or may not use all three votes allocated to them.
 - (d) The place and time for the counting of votes shall be made known to the Members. Only the persons authorized by the Elections Committee shall be allowed in the counting room.
 - (e) The Returning Officer shall officially announce to the Members the results of the elections immediately after the votes have been counted.
 - (g) The President, with the advice of the Management Committee, may promulgate Standing Orders governing the elections.

(g)(i) Such Standing Orders shall be published for examination by the Society's Members.

(g)(ii) Standing Orders or any of its provisions that contradict the Constitution shall be deemed void.

15.13 Appeals

(a) Any candidate or Member aggrieved by the elections process may appeal to the Appeals Committee which shall comprise of the Director of Student Life or his nominee and two other Members appointed by the out-going Management Committee.

(b) Where the votes for the candidates differ by 5% of the total number of votes cast or fifty votes whichever is the less, the candidates concerned may request for a re-count within three days from the date of the original count. The result of such a re-count shall be final.

(c) Any appeal must be made no later than three days after the event or circumstance giving rise to the appeal.

(d) The decision of the Appeals Committee shall be final.

ARTICLE 16 – RESIGNATIONS AND TERMINATIONS

16.1 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.

16.2 Resignation shall be tendered to the Honorary General Secretary for the consideration of the Management Committee.

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

16.3.1 Any such withdrawal shall be duly announced to the Society's membership.

16.4 In the event that a post on the Management Committee falls vacant arising from any cause, a Member 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.

ARTICLE 17 – INTERPRETATION

17.1 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.

17.2 The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

ARTICLE 18 – DISPUTES

18.1 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.

18.2 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 relevant bodies shall be the last resort. The decision of the relevant bodies with regard to the dispute shall be final.

ARTICLE 19 – FORMATION AND REGULATIONS OF SUB-CLUBS

19.1 A Sub-Club may be formed under the Society, at the discretion of the Management Committee, exercised through unanimous vote of the Management Committee.

- 19.2 Any Member of the Society (“Proposer”) may propose an initiative to start a new Sub-Club under the Society (“Proposal”). The Proposal must be made in writing and submitted to the Honorary General Secretary, who shall notify the Proposer of the Management Committee’s approval or rejection within two (2) weeks of receipt of the Proposal.
- 19.2.1 The Management Committee shall reserves full discretion to approve or reject Proposals for Sub-Club formation.
- 19.3 Upon approval by the Management Committee, an interim committee responsible for overseeing the Sub-Club’s formation for the duration of one (1) calendar year shall be formed within two (2) weeks from notice of such approval. All sub-clubs before being fully stood up, shall be subject to a probation period of one calendar year, following which the Management Committee shall determine its status.
- 19.4 Such an interim committee shall consist of the Proposer(s) in addition to a Management Committee Member appointed by the President.
- 19.5 Elections or appointments for the committee of each Sub-Club shall be held after the Management Committee Election of the same year, and before 31 December of the same calendar year.
- 19.6 The term of office for the committee of each Sub-club shall be consistent with the calendar term of the Society’s Management Committee.
- 19.7 The committee of each Sub-club is expected to fulfil their responsibilities and obligations during the duration of their term.
- 19.8 Sub-Clubs are expected to produce their own guidelines for the effective administration of the Sub-club, subject to the approval of the Management Committee.
- 19.9 The Management Committee retains discretion to issue directives to the Sub-

Club regarding their activities, if required.

19.10 The Management Committee may review, from time to time, the status of Sub-Clubs, and reserves discretion to endorse their activities or issue a directive to disband any Sub-Club.

19.11 Sub-clubs found to be inconsistent with the objects of the Society, or their own objects shall be liable for disbandment by the Management Committee.

ARTICLE 20 – DISSOLUTION OF THE SOCIETY

20.1 The Society shall only be dissolved by a written order from the relevant bodies.

20.2 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, as approved by the School.