

**SINGAPORE MANAGEMENT UNIVERSITY  
ECONOMICS SOCIETY**



**CONSTITUTION**

**Est. August 2002**

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ECONOMICS SOCIETY**



Preamble

1. This regulation governs the formation and management of the Singapore Management University Economics Society — OIKOS (hereinafter referred to as the “Society”).
2. The Society shall be the Constituent Body (CBd) for all matriculated Economics students and the Society’s other members, where applicable.
3. The Society shall be established by the Office of Student Life (OSL) and shall constitute no less than 50 members.
4. The Society shall be managed by a Management Committee (MC) elected by its members.
5. The MC shall comprise of a minimum of 5 committee members and may increase in proportion to the Society’s membership, in accordance to the guideline that the ratio of the MC members to the total number of membership be 1:100 or part thereof. Notwithstanding this guideline:
  - a) 5 MC members shall be elected should the Society’s membership not exceed 500 members.
  - b) The MC’s members shall be limited to a maximum of 15, whenever the Society’s membership is in excess of 1,500 members.
6. The Society’s MC shall have power to co-opt additional members for the proper administration of the Society, subject to Preamble 5G).
7. Elections of the MC is subject to the Society’s internal regulations but must be completed by the end of the tenth week of the new academic week.
8. The President of the Society together with the Student Association’s Executive Committee members shall form the Students’ Association Council.

# CONSTITUTION OF SINGAPORE MANAGEMENT UNIVERSITY ECONOMICS SOCIETY

## Article 1 — Name

1. The name of the Singapore Management University Economics Society shall be “OIKOS”, hereinafter referred to as the “Society.”
2. The society shall always be referred to as “SMU Economics Society, OIKOS” for all official marketing and communication purposes.

## Definitions

- a) “Association” means the Singapore Management University’s Students’ Association.
- b) “Council” means the Singapore Management University’s Students’ Association Council.
- c) “Management Committee” unless otherwise indicated refers to the Executive Committee members of SMU Economics Society.
- d) “Member” unless otherwise indicated refers to all members of SMU Economics Society.
- e) “Office of Student Life” means the Director of the Office of Student Life and/or any such officer overseeing the relevant issue(s).
- f) “President” unless otherwise indicated shall mean the President of SMU Economics Society’s Management Committee.
- g) “University” unless otherwise indicated shall mean the Singapore Management University.

## Article 2 — Place of Business

1. The Society’s place of business shall be at the Singapore Management University or such other address as may subsequently be decided upon the Management Committee and approved by the Office of Student Life (OSL).
2. The Society shall carry out its activities only in places and premises, which have prior written approval from the relevant authorities, where necessary.

### Article 3 — Objects

The objects of the Society are as follows:

1. Be the voice of Economics community and to relate students' concerns to the Student Association and the School.
2. Increase sense of belonging to the University and the School by encouraging students to organize and participate actively in school events.
3. To assist the School and be an effective bridge between the alumni and economics students.
4. To conduct other activities that advances the interests of the University, School of Economics and OIKOS.

### Article 4 — Membership

Qualifications

1. All matriculated undergraduate students of the School of Economics, including students doing a double degree in the Bachelor of Economics programme are automatic members of the Society, not inclusive of students taking a second major in economics.
2. Any person who does not fall within subsection (1) in this article, but wishes to join the Society will have to submit a formal application to the Society's Honorary General Secretary and his/her eligibility will be assessed on a case-by-case basis.

Types of Membership

3. The various forms of memberships available are as follows:

Membership Type	Description
<b>a) Executive</b>	All members elected and co-opted into and in service in the Management Committee.
<b>b) Executive Elect</b>	Members whose roles and responsibilities are similar to that of Executive members but without voting rights in internal management issues. Includes the incoming Management Committee members before the official handover.
<b>c) Associate</b>	Members who are actively involved in the organization of the Society's permanent activities but not in management issues.
<b>d) Alumni</b>	All registered members with an Economics undergraduate or Graduate degree.
<b>e) Ordinary</b>	All other members who do not fall under any of the previous categories.

## Membership Rights

4. The respective membership rights are as follows:

<b>Membership Type</b>	<b>Membership Specific Rights</b>	<b>General Members' Rights</b>
<b>a) Executive</b>	Voting rights for the internal election of the Management Committee execution of all activities deemed reasonable for the day-to-day management of the Society's activities.	<p>Voting rights and the right to speak at all General Meetings of the Society unless explicitly stated.</p> <p>Voting rights for the general election of the Management Committee.</p> <p>Attendance at the Annual General Meeting.</p> <p>Participation of all events organized by the Society. Access to the Society's constitution.</p>
<b>b) Executive Elect</b>	Execution of all activities deemed reasonable for the day-to-day management of the Society's activities. Participation in discussion of management issues but with no voting rights.	
<b>c) Associate</b>	Execution of all activities deemed reasonable for the organization of the Society's activities under the Society's name, as decided upon a case-by-case basis by the Management Committee.	
<b>d) Alumni</b>	Participation in sponsorship and relevant supporting activities deemed suitable, reasonable and aligned with the interest and objects of the society by the Management Committee.	
<b>e) Ordinary</b>	All general members' rights.	

## Membership Application

5. Any person who does not qualify for automatic membership, but wishes to join the Society should submit his or her request to the Society's Honorary General Secretary in writing which has been duly signed by the applicant.
6. The Management Committee will review such applications during the monthly meetings when applicable.
  - a) This meeting can be held concurrently with meetings called to resolve other outstanding issues.
  - b) Resolutions may be passed via electronic means when there is unanimous consent pertaining to the reviews.
7. Applicants will be notified of their application results via email or by any means of communication deemed suitable for this purpose, not more than a week after the review.

## Article 5 — The Management Committee

### Composition

1. The Management Committee shall consist of the following:
  - a) President
  - b) Vice-President
  - c) Honorary Finance Secretary
  - d) Honorary General Secretary
  - e) Corporate Communications Director
  - f) Marketing Director
  - g) Events Director
  - h) Academic Director
  - i) Career Director
  - j) Sports, Assets and Welfare Director
2. The Management Committee will be elected in accordance with the provisions of Article 7.
3. The President of the Management Committee will hold a concurrent post of a member of the University's Students' Association Council. The President's duties are however primarily to the Society.
4. All except the Honorary Finance Secretary shall be eligible for reappointment.

## Powers

5. The Management Committee shall have power to:
  - a) Make, amend and repeal standing orders as may from time to time be necessary to give effect to the objects of the Society set out in Article 3, through a simple majority vote by the Management Committee.
  - b) Appoint such standing or other committees as are necessary for the proper administration of its activities.
  - c) Exercise control over all management and administration issues deemed reasonable in the interest of the members of the Society and to give effect to the objects of the Society set out in Article 3.
  - d) Accept the resignation of any member of the Society and any other committee appointed and cause such vacancies to be filled in accordance with the provisions in this Constitution. (Article 9)
  - e) Co-opt members into Society and to attend its management meetings subject to Preamble (6).
  - f) Initiate disciplinary action against any member who has
    - i. Acted in any manner detrimental to the Society; or
    - ii. Contravened any of the Articles of this Constitution or
    - iii. Contravened any of the rules of the Society that maybe in force for an interim period
  - g) Employ, control and dismiss external services and personnel for matters pertaining to the Society.
  - h) Use their discretion as a group to pass a resolution or any matters that affect the welfare of its members but are not provided for in this Constitution.

## Term of Office

6. The Management Committee shall hold office from the official handover date until the official handover date of the next Committee in the following Academic Year. The official handover date shall be no later than the end Term 1 of the new Academic Year.
7. Elections for the Management Committee members according to the provisions set out in the Article 7 shall be
  - a) Held across the membership of the Society; and
  - b) Conducted for membership in the Management Committee and not for the specific offices in the Management Committee;
8. Elections to the various offices in the Management Committee shall be carried out pursuant to Article 8.

## Article 6 — Duties and Powers of Office-Bearers

### 1. President

- a) The President shall oversee the day-to-day coordination of all of the Society's events and/or activities.
- b) The President shall approve all payments and the annual report of the Society.
- c) The President shall represent the Society at meetings of the Council.
- d) The President may represent the Society in all its internal and external dealings with third parties, using the name of the Society.
- e) The President or any person officiating as Chairman of the Management Committee shall have a casting vote at meetings of the Management Committee at which he or she presides.
- f) The President shall have the right to call meetings of the Management Committee and Associates.

### 2. Vice-President

- a) The Vice President shall assist the President in his or her duties and deputize for him or her in his or her absence or with his or her consent.
- b) The Vice-President shall assist the President to oversee the management of Associates within the Society.
- c) The Vice-President shall succeed the President for the remainder of the President's term of office in the event of the latter's position falling vacant.

### 3. Honorary Finance Secretary

- a) The Honorary Finance Secretary shall be the main contact person for all issues regarding the Society's budget or financial matters.
- b) The Honorary Finance Secretary shall:
  - i. Prepare and present on behalf of the Society the provisional budget for the term of his or her official term in office, generally taken to be one calendar year.
  - ii. Keep record of the Society's accounts.
  - iii. Receive on behalf of the Society any reimbursement or cash advancements.
  - iv. Receive from the relevant department and present on behalf of the Society, the audited statement of income and expenditure and balance sheet of the previous year for the Society's information.
  - v. Sign and submit all bills of the Society which have been countersigned by the Society's President or Vice-President, for payment by the Office of Finance.



4. Honorary General Secretary

- a) The Honorary General Secretary shall:
  - i. Take charge of the Society's records and assist in the internal and external correspondence of the Society.
  - ii. Keep and maintain the register of all members of the Society.
  - iii. Be responsible for archiving and maintaining of all records of meetings
- b) The Honorary General Secretary shall also assist in all administrative matters when required, pertaining to the organization of all Society's events and/or activities.
- c) The Honorary General Secretary shall also be in charge of ensuring that notices of meetings are communicated within the stipulated time.

5. Corporate Communications Director

- a) The Corporate Communications Director shall be responsible for:
  - i. All external and internal liaison with relevant parties.
  - ii. All publicity and media related activities.
  - iii. The Corporate Communications Director shall also be responsible for the sourcing of sponsorships for the Society.

6. Marketing Director

- a) The Marketing Director shall be the main coordinator of all promotional initiatives that are to be carried out. He or she will work closely with the Corporate Communications Director in coming up with the relevant distribution materials.
- b) The Marketing Director shall have to ensure that all publicity materials are in line with the Society's image and reputation.

7. Events Director

- a) Supervise events organizing committees
  - i. Regular Events — Events that are organized by the Society on an annual basis.
  - ii. "Special" events — Ad hoc one-time mega events.
- b) Supervise running of events, working with organizing committees to coordinate events from conception to execution (including all necessary preparations, recruitment of volunteers, funding, and publicity).

#### 8. Academic Director and Career Director

- a) The Academic Director and Career Director shall collectively oversee the activity of the Academic and Career Department.
- b) The Academic Director shall oversee the academic branch of the Academic and Career Department.
  - i. The Academic Director shall spearhead the Society's academic initiatives.
  - ii. The Academic Director shall handle all academic queries from the general student population, and conduct regular academic surveys to garner student feedback.
- c) The Career Director shall oversee the career branch of the Academic and Career Department.
  - i. The Career Director shall spearhead the Society's professional development initiatives.
  - ii. The Career Director shall be responsible for liaising with any company interested in providing professional development opportunities for the Society.

#### 9. Sports, Assets and Welfare Director

- a) The Sports, Assets and Welfare Director shall be responsible for the welfare efforts of the Society, including but not limited to welfare drives.
- b) The Sports, Assets and Welfare Director shall also be in charge of the recruitment and coordination of members that will take part in the Inter-Faculty Games.
- c) The Sports, Assets and Welfare Director shall be responsible for the upkeep and storage of all the Society's assets within the allocated storage rooms.
- d) The Sports, Assets and Welfare Director shall be responsible for the loaning of assets to other parties within SMU.

### Article 7 – Election Process for Management Committee

#### Composition of Elections Committee

- 1. The Elections Committee shall be appointed by the out-going Management Committee.
- 2. 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.
- 3. The Returning Officer of the Elections Committee shall announce the place at which members of the Society may receive the nomination papers, and the time, date and place at which the members will submit the completed nomination papers
- 4. 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 a notice shall be deemed to have been served when the List of Nominees is displayed on the Notice Boards.
- 5. The Returning Officer shall be in charge of the Ballot with the assistance of the Elections Committee.
- 6. Members of the Elections Committee shall not themselves:
  - a) Propose or second any candidate;
  - b) Campaign for any candidate;
  - c) Vote for any candidate; and
  - d) Stand for election for the Management Committee
- 7. The Returning Officer and the Elections Committee are empowered to exercise their discretion as and when it is necessary.

#### Nomination of Elections Candidate

- 8. Only members of the Society, who will be in Singapore and remain a fully matriculated undergraduate for at least one academic year, shall be eligible to hold office in the Management Committee.
  - a) Members must serve the full office term, and will not be allowed to go on exchange, overseas internships, or any extended trips (i.e., more than 2 months) abroad during the term of office. Members are allowed to be granted Leave of Absence from SMU during the office term as long as they remain in Singapore.
- 9. No member of the Society shall concurrently serve on both the Executive Committee of the university's Students' Association, or hold the position of President, Vice-President, Captain or Vice-Captain of any University's club and/or team, and the Management Committee of the Society.

#### Campaign

- 10. Each candidate can only choose to campaign as an individual.
- 11. Banners and posters are only allowed at specific locations or at certain times as determined by the Elections Committee.

12. Any poster or banner without the prior approval of the Office of Student Life or which bears defamatory remarks towards other candidates will be removed.
13. Any candidate who passes defamatory remarks towards other candidates shall be disqualified.
14. Aggressive campaigning deemed intrusive to students, staff and faculty is strictly prohibited. This includes touting, defacement of public/school property and the indiscriminate placement of posters without prior permission.

#### Conduct of Elections

15. Candidates must stand for elections as an individual.
16. The final vote count for each nominee will be a weighted average calculated in the following manner:
  - a) 55% of the final vote count being votes from members of the Society, conducted by secret balloting.
  - b) 45% of the votes being votes from the outgoing Management Committee, based on an interview conducted by the outgoing Management Committee.
  - c) Balloting shall take place not earlier than seven days and not later than twenty-five days after the first nominations close. The time, date and place for such ballot shall be announced via the communications channel deemed most suitable for this purpose, by the Returning Officer.
17. A maximum of 8 Management Committee members will be elected out of up to 20 successful nominees.
18. In the event that there are more than 20 eligible nominees, the Management Committee shall by majority vote, reduce the number of nominees to 20.
19. For number of nominees less than 8, members with voting rights will be entitled to a maximum of the number of votes which is equal to the number of nominees. For number of nominees more than 8, members with voting rights will be entitled to a maximum of 8 votes.
20. No lobbying for votes inside the cordoned areas for balloting is allowed on the polling day.
21. The place and time of the counting of votes should be made known to all members of the society. Only authorized personnel as prescribed by the Elections Committee shall be allowed in the counting room.
22. The top scoring nominees, subject to Article 7 (16), who also garner at least 5% of the total votes casted, will form the incoming management committee. In the case where there are insufficient nominees to fill up all office-bearer positions, the remaining position(s) can be co-opted on top of the original limit as mentioned in Preamble(6) and Article 5(5e).

23. 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.
24. The Returning Officer shall officially announce to all members the results of the elections immediately after the votes have been counted. Such results shall be made known to all members of the Society via any communications channel deemed most suitable for this purpose, by the Returning Officer.

## Article 8 - Election to Various Offices

1. The meeting to elect the in-coming Management Committee into the various offices shall be convened and chaired by the President of the out-going Management Committee, no later than the tenth week of the term of the new Academic Year.
2. The first item on the agenda shall be the election of executive elects into the various office- bearer positions set out in Article 6 within the executive committee and any other office-bearer position as required by the incoming Management Committee. This will be presided by the President of the out-going Management Committee.
3. Election will be either by a secret balloting or, subject to the agreement of the majority of the voting members present, by show of hands. In the event of a tie, the Chairman of the meeting may have a casting vote.
4. In the period after actual elections of the in-coming Management Committee and the elections to Various Offices, members elected into the in-coming Management Committee shall hold pro-temp positions and assist the out-going Management Committee in their various responsibilities until the official handover.
5. Any other standard operating procedures of the internal election will be in accordance to the OIKOS Internal Elections Standing Order.

## Article 9 - Cessation of Executive Membership

1. A member of the Management Committee shall cease to be an executive member if before the expiry of his/her term of office:
  - a) He/she resigns from the Committee with approval via special resolution (75% majority votes) of the Management Committee members - Voluntary Resignation.
  - b) A vote of no confidence (75% majority votes of those present at and with the right to vote) is passed on him/her at a General Meeting - Vote of no confidence.
  - c) He/she is absent from three meetings without valid reasons. Validity of reasons for absence shall be determined via a simple majority vote of the Management Committee.
2. Process for Voluntary Resignation
  - a. Any Management Committee office-bearer resigning his or her office shall tender his or her resignation in writing and shall not be deemed to have resigned until his resignation is accepted.
  - b. Resignations should be handed in at least one month before the proposed date of cessation of duties.
  - c. Resignations shall be tendered to the Honorary General Secretary or the President of the Management Committee and shall be communicated to all Executive and Executive Elect members of the Society. It must include:
    - i. Reason(s) for resignation
    - ii. Proposed effective date of resignation

- d. Any Associates, who wishes to resign, shall hand in his or her resignation to the Management Committee through their respective office-bearer on which he or she is a member of.

#### Process for Vote of no confidence

- a) Members making up at least 5% of those with normal voting rights or 30 such members whichever figure is lower or at least 5% of Executive, Executive Elect and Associates, who wish for a Management Committee member to resign from office will have to call for and hold an extraordinary meeting specifically for this issue via the Management Committee by submitting such an appeal to the Honorary General Secretary.
- b) The Management Committee will have to call for an extraordinary meeting when such an appeal is submitted unless it is clear that the appeal is discriminatory or of a fastidious nature.
- c) Notice to all members of the Society will have to be given no less than 14 days prior to the meeting.
- d) Resolution for a vote of no confidence shall be passed via a special resolution.

#### Article 10 - Role of Club Advisor(s)

- 1. The Society's advisor(s) will primarily
  - a) Advise/Provide guidance to the Management Committee and/or the Society's sub-committees on matters pertaining to the running and organization of the Society's activities.
  - b) Advise and/or assist the Society on the appropriate personnel to contact and/or to liaise with for its activities.
  - c) Offer advice on proper protocol(s) to adhere to
  - d) Oversee the activities run by the Society and ensure that rules and regulations as set out in the Constitution have been abided by.

#### Article 11 — Finances

- 1. A semi-annual budget proposal must be prepared by the Honorary Finance Secretary for the Calendar Year in which he or she is elected to manage. The budget must be submitted to the Council and the School of Economics for approval and funding.
- 2. The Society's budget year shall be from 1<sup>st</sup> January of the current year to 31<sup>st</sup> December of the current year.
- 3. All student activities fees shall be paid by the Society's members to the Office of Finance.
- 4. Any income received by the Society shall be paid by the Honorary Finance Secretary to the Office of Finance for credit to the appropriate account.

5. All bills of expenditure of the Society and any of its committees properly accrued in accordance with the approved budget shall be submitted to the Association's Honorary Finance Secretary who will endorse and forward all such bills, countersigned by the Society's President to the Office of Finance for payment.
6. Any application for grants and funding shall be subject to endorsement by the Council and shall be submitted by the Honorary Finance Secretary to the Office of Student Life for approval.
7. The Society and/or its Associates shall before making any collections on behalf of the Society, obtain approval from the University for such collection. The Honorary Finance Secretary shall pay all funds collected to the Office of Finance for credit to the appropriate account.

#### Article 12 - Management of Vacant Offices

1. A vacancy on any office in any cause shall be filled in the manner appropriate to the vacancy.
2. In the case of a vacancy arising on the Management Committee,
  - a) The Vice-President shall succeed the President for the remainder of the President's term of office in the event of the latter's position falling vacant.
  - b) The Management Committee shall co-opt any member deemed suitable to succeed the vacant position for the remaining term of office via a special resolution.
  - c) Notwithstanding sub-section 2(a) and 2(b) of this section, the Management Committee may decide to reallocate the various duties and assume the responsibilities previously under the care of the Management Committee member vacating his or her office for a duration deemed appropriate.
  - d) Where the vacancy involves the President of the Management Committee, the Management Committee members shall nominate a replacement to the Council.

#### Article 13 - Meetings

##### Annual General Meeting

1. The Annual General Meeting shall be held by the end of March each year, with the following agenda:
  - a) The Presidential Address.
  - b) The Annual Report.
  - c) The audited statement of income and expenditure and balance sheet for the previous calendar year.
  - d) Any other matter of which notice in writing has been given to the Honorary General Secretary at least 96 hours before the Meeting.



2. Notice of the Annual General Meeting together with a provisional agenda, shall be communicated to the Society's members by electronic mail or any other channel deemed most appropriate by the Management Committee, not less than seven days before the date of the meeting.

### 3. Quorum

- a) Five percent or thirty members of the Society, whichever is the lower, shall form a quorum for an Ordinary General Meeting and Extraordinary General Meeting.
- b) If within forty minutes 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.
- c) No amendments shall be made to the agenda of the original General Meeting during the period of adjournment.
- d) 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.

### Management Committee Meeting

1. Meetings held shall be either Ordinary or Extraordinary.
2. Ordinary meetings by the Management Committee shall be held at least once a month, when deemed appropriate by the executive committee of the Management Committee.
3. Extraordinary meetings shall be held when
  - a) Matters requiring urgent attention arise (the Management Committee shall determine whether there are matters requiring urgent attention) or
  - b) A written request for such a meeting is proposed and approved by any member of the Management Committee.
4. Only matters for which the extraordinary meeting was convened shall be discussed.
5. The Honorary General Secretary shall give at least three days' notice for both ordinary and extraordinary meetings unless he or she decides that the urgency of the agenda requires shorter notice.
6. At least fifty percent of the existing members of the Management Committee shall constitute a quorum.
7. Any member of the Management Committee who absents himself from more than two-thirds of the total time in three successive meetings, ordinary or extraordinary, or the Management Committee without a valid explanation shall automatically cease to be a member of the Management Committee.

8. Any member of the Management Committee who intends to absent himself for a period of longer than 15 minutes from the proceedings of any meeting of the Management Committee may only do so with a valid reason and the permission of the chairman at the council meeting.
9. The President of the Management Committee shall chair all meetings of the Management Committee except where the Management Committee or the President for whatever reasons elects another Management Committee member to chair the meeting.

#### Article 14 – Discipline

1. All members shall be bound by the existing Articles of the Constitution and by such Standing Orders as may be in force with the approval of the Office of Student Life.
2. A member shall face disciplinary actions if his or her action(s) are deemed to be disruptive to the Society's daily operations, defamatory to the Society's reputation and/or a violation the University's code of conduct.
3. Any disciplinary action commenced against a member of the Society shall be reported to the Office of Student life.
4. The Management Committee shall take any form of disciplinary action deemed appropriate in the circumstances, after a warning has been issued to the offending member.

#### Article 15 - Dissolution

1. Proposed dissolution of the Society would be subject to special resolution by the Management Committee before an official proposal is made to the Office of Student Life.
2. The Society may not be dissolved except by the resolution of the Office of Student Life.

#### Article 16 - Alteration of Articles

1. Unless otherwise provided in this Constitution, the Articles in the Constitution may be altered by special resolution by all members present and with voting rights.
2. Proposed changes of the Articles take effect immediately upon passing of the resolution and subsequent approval by the Office of Student Life.