



**THE CONSTITUTION OF SMU ARTS & CULTURAL
FRATERNITY
A CONSTITUENT BODY OF THE
SINGAPORE MANAGEMENT UNIVERSITY STUDENTS' ASSOCIATION**

Amended by the 21st Management Committee

Last updated on 25 January 2025

PART I PRELIMINARY

Name

1. This Constituent Body shall be called the “SMU Arts & Cultural Fraternity”, hereinafter referred to as the “Fraternity”.

Place of Business

2. The place of business of the Fraternity shall be c/o Singapore Management University.

3. Definitions

- 3.1. “ACF Club” refers to a student group registered with the Singapore Management University Students’ Association as an arts and cultural club.
- 3.2. “ACF Committee” and “Committee” refers to the committee that oversees the administration of the Fraternity.
- 3.3. “Constituent Body” refers to such student organisations managed by OSL as recognised by SMUSA.
- 3.4. “Constitution” refers to the Constitution of the Fraternity.

- 3.5.** “Council” refers to the Students’ Association Council.
- 3.6.** “Fraternity” refers to the SMU Arts & Cultural Fraternity.
- 3.7.** “Management Committee” refers to the Top 4 positions, all directors and all deputies in the Committee as stated in Article 12.3.1.
- 3.8.** “Member” refers to a full-time matriculated undergraduate student of the University who is a member of an ACF Club.
- 3.9.** “Office of Student Life”, hereinafter referred to as “OSL”, refers to the Director of the Office of Student Life and such officer as the Director of the Office of Student Life may designate.
- 3.10.** “President”, unless otherwise stated, shall refer to the President of the Fraternity.
- 3.11.** “SMUSA” refers to the Singapore Management University Students’ Association.
- 3.12.** “Top 4” refers to the following positions –
- (a) President;
 - (b) Vice President;
 - (c) Honorary General Secretary; and
 - (d) Honorary Finance Secretary
- 3.13.** “University” refers to the Singapore Management University.

4. Objectives

The objectives of the Fraternity are -

- 4.1.** To promote student-related arts and cultural activities in the University.
- 4.2.** To promote arts literacy among fellow University students.
- 4.3.** To promote arts and cultural development among fellow University students as stated in the ACF Clubs’ objectives.
- 4.4.** To act as the University’s arts and cultural student ambassadors in Singapore and overseas.

- 4.5. To organise and manage student-related visual and performing arts and cultural activities in the University campus, Singapore and overseas.
- 4.6. To select members to represent the University at visual and performing arts events in Singapore and overseas.
- 4.7. To raise the standards of student-related visual and performing arts activities of the University.
- 4.8. To promote friendship and understanding among the various cultural communities of the University.
- 4.9. To organise arts and cultural student community outreach programmes.

PART II MEMBERSHIP

5. Membership

5.1. Ordinary Membership

- 5.1.1. Membership of the Fraternity shall be confined to full-time matriculated undergraduate students of the University.
- 5.1.2. Membership of the Fraternity shall be confined to members of clubs and student groups registered with SMUSA as an ACF Club.
- 5.1.3. Ordinary members shall have the right to speak and vote at all General Meetings of the Fraternity and to participate in the activities of the Fraternity.
- 5.1.4. Ordinary members shall abide by the Constitution and must not act in any way that is inconsistent with its objectives as stated in Article 4.

5.2. Club Membership

- 5.2.1. Club membership of the Fraternity shall be confined to clubs and student groups opened and administered by the Fraternity and registered with SMUSA as an ACF Club.
- 5.2.2. Each ACF Club shall send at least two (2) representative members of their Executive Committee to attend key Fraternity events, including but not limited to –

- (a) The ACF Annual General Meeting;

- (b) The ACF Leadership Summit; and
- (c) The ACF Internal Election.

5.2.3. Each ACF Club shall send their Honorary Finance Secretary, or such officer as the Honorary Finance Secretary may designate, for their respective budgeting session. The Fraternity's Honorary Finance Secretary shall organise the scheduling of the budgeting period, which all ACF Clubs shall adhere to.

5.2.4. The Management Committee reserves the right to implement specific attendance requirements for key Fraternity events, giving one (1) months' notice prior to the event.

5.2.5. A representative member of the ACF Club's Executive Committee must respond to the instructions and communications of the Management Committee, via electronic or any other means, where it is formally stated that the ACF Club's response is necessary.

5.2.6. ACF Clubs shall adhere to all Fraternity policies, regulations, and directions set in place by the Management Committee.

5.2.7. The Management Committee has full discretionary rights to take disciplinary action against any ACF Club which fails to fulfil the abovementioned responsibilities. Disciplinary action includes, but is not limited to, the following –

- (a) Budgetary penalty – The Management Committee may impose a penalty against the offending ACF Club by reducing the budget of the ACF Club. The exact monetary value of the penalty shall be determined at the full discretion of the Management Committee;
- (b) Expulsion from the Fraternity – The Management Committee may, in consultation with OSL, expel the offending ACF Club from the Fraternity. The offending ACF Club will no longer be registered under the Fraternity and will not be eligible to enjoy the rights and privileges as stated in this Constitution, including receiving a budget from the Fraternity. Any expulsion will take immediate effect.

5.3. Maintenance of Club Status

5.3.1. An ACF Club shall consist of Executive Committee members and Ordinary members from its date of set-up.

5.3.2. An ACF Club's status shall be subject to the evaluation of the ACF Club's growth and progress by OSL and the Management Committee on a yearly basis.

PART III GENERAL MANAGEMENT OF THE FRATERNITY

Supreme Authority

6. The Supreme Authority of the Fraternity and all ACF Clubs shall be vested in all General Meetings of the Fraternity and ACF Clubs that the President, or such officer as the President may designate, is present at.

7. Significant Decisions

7.1. Significant decisions refer to decisions that are not made in the ordinary course of operations and would significantly affect the activities or alter the nature of the Fraternity.

7.2. Significant decisions shall be made at General Meetings.

7.3. Significant decisions include, but are not limited to

8. General Meetings

8.1. Annual General Meeting

8.1.1. The Annual General Meeting, hereinafter referred to as "AGM", shall be conducted once a year and held no later than the Friday of Term 2, Week 3.

8.1.2. The Management Committee shall be required to present the financial status of the Fraternity at the AGM. The purposes of the AGM may also include, but are not limited to –

- (a) Reporting on the activities of the Fraternity;
- (b) Appointing the new Management Committee; and
- (c) Proposing amendments to the Constitution.

8.1.3. Notice of the AGM shall be given at least seven (7) days in advance to OSL and all members of the Fraternity as defined in Article 5.

8.1.4. The quorum for the AGM shall be 100 members of the Fraternity or 10% of the total membership of the Fraternity, whichever is lower, and constitute representation from at least 50% of all ACF Clubs.

8.2. Extraordinary General Meeting

8.2.1. The Extraordinary General Meeting, hereinafter referred to as “EGM”, shall be held in accordance with the rules as defined in SMUSA’s guidelines.

8.2.2. An EGM shall be held when –

(a) Matters requiring urgent attention arise, as determined by the Management Committee; or

(b) A written request for such meeting, signed by no fewer than 50% of the members in the Management Committee, is received by the Honorary General Secretary.

8.2.3. When such written request is received, the Honorary General Secretary shall call for an EGM to take place within fourteen (14) days of receipt of such a petition. Only matters for which the EGM is convened may be discussed.

8.2.4. Notice of the EGM shall be given at least seven (7) days in advance to all members of the Fraternity as defined in Article 5.

8.2.5. The quorum for the EGM shall be 100 members of the Fraternity or 10% of the total membership of the Fraternity, whichever is lower, and constitute representation from at least 50% of all ACF Clubs.

8.2.6. In the event that quorum is not met at the commencement of the EGM, the Meeting shall be adjourned for half an hour, and should the attendance then be insufficient to meet the quorum, those present shall be deemed to have met quorum, but the EGM shall have no power to amend the Constitution or pass a resolution.

8.2.7. The President shall chair all EGMs of the Fraternity. In the absence of the President, the Vice President shall chair the Meeting.

8.3. Voting Procedures at General Meeting

8.3.1. Every member of the Fraternity shall be entitled to one (1) vote at a General Meeting, regardless of whether he is a member of one or several ACF Clubs.

8.3.2. No member of the Fraternity shall vote by proxy at a General Meeting.

8.3.3. Motions at a General Meeting shall be carried by a simple majority vote.

8.3.4. Voting shall be conducted –

(a) By a show of hands; or

(b) By electronic means,

with the final results to be tallied by the designated Neutral Party from SMUSA.

8.3.5. Voting may be conducted by a secret ballot, subject to the agreement of a majority of the members of the Fraternity present at the General Meeting.

8.3.6. All decisions made at a General Meeting shall be binding on all members of the Fraternity.

PART IV ELECTIONS

9. Management Committee Elections

9.1. Elections Committee

9.1.1. The election of members of the Management Committee shall be conducted in accordance with the provisions prescribed under Part IV of the Constitution.

9.1.2. The outgoing Management Committee shall appoint the Elections Committee to administer the elections for the incoming Management Committee.

9.1.3. The Elections Committee shall comprise of –

(a) One (1) Returning Officer, who shall be appointed as the Chairperson of the Elections Committee; and

(b) Two (2) or more Elections Officers, who shall assist the Chairperson.

9.1.4. The Chairperson of the Elections Committee shall announce all details in relation to the nomination of candidates including, but not limited to, the commencement and closing dates for nominations, and instructions relating to the proper submission of nomination papers.

9.1.5. The Chairperson of the Elections Committee may reject any nomination paper that does not comply with the provisions under this Part and shall serve upon such person a Notice of Rejection, together with the Grounds of Rejection, within three (3) days of receiving the nomination paper.

9.1.6. The Elections Committee may exercise its full discretion in relation to all matters arising which have not been provided for under this Part.

9.1.7. The Chairperson of the Elections Committee shall, with the assistance of the Elections Committee, be in charge of the ballot.

9.1.8. A member of the Elections Committee shall not

- (a) Campaign for any candidate;
- (b) Second any candidate;
- (c) Vote for any candidate; and
- (d) Stand for election for the incoming Management Committee.

9.2. Eligibility to hold office and stand for election

9.2.1. Only full-time matriculated students of the University who are members of an ACF Club shall be eligible to hold office in the Management Committee.

9.2.2. Only full-time matriculated students of the University who are members of an ACF Club shall be eligible to stand for election and vote for candidates in a General Election.

9.2.3. Candidates shall not be eligible to concurrently run for other Constituent Body Management Committees, Club Executive Committees (ACF or otherwise), or the SMUSA Executive Committee.

9.2.4. Pursuant to Article 14.5.1, each ACF Club shall have no more than four (4) members holding office in the Management Committee.

9.2.5. If a candidate is a member of more than one ACF Club, he will be deemed to run under the ACF Club as stated in his nomination paper.

9.3. General Elections procedure

9.3.1. The General Election shall be conducted in accordance with the rules as defined in SMUSA's Elections Standing Order.

9.3.2. There shall be four (4) phases in the General Election –

- (a) Nominations;

(b) Interviews (hereinafter referred to as “Coffee Chat”);

(c) Campaigning; and

(d) Voting.

9.3.3. All candidates shall be deemed to be running for the position of a Management Committee member, of which there are nine (9) positions, during the General Election.

9.3.4. All candidates who wish to stand for election shall be self-nominated and seconded by another member of the Fraternity, hereinafter known as the “seconders”.

9.3.5. All nominees and seconders shall be eligible only if they are official members of ACF Clubs.

9.3.6. Only the President and Vice President(s) in the Executive Committee of the candidate’s ACF Club shall be eligible as seconders. Each seconder may only second up to three (3) candidates in the General Election.

9.3.7. Nomination papers shall be signed by the self-nominee. In addition, the seconder chosen by the nominee will be contacted by the Elections Committee for his written recommendation, which will constitute as part of the candidate’s nomination paper.

9.3.8. The Elections Committee reserves the right to accept or reject the nomination paper.

9.3.9. Upon the acceptance of a candidate's nomination paper, the candidate shall then proceed to the Coffee Chat phase of the General Election.

9.3.9.1. During the Coffee Chat phase, the candidate shall be interviewed by a Panel comprising at least three (3) members of the outgoing Management Committee.

9.3.9.2. Further, the Panel shall consist of at least two (2) members of the Elections Committee.

9.3.9.3. During the Coffee Chat, the Panel shall seek to better understand the candidate's skills, abilities, and personal motivations behind standing for election. Following the conclusion of the Coffee Chat, the Panel shall convene a meeting with OSL to assess and evaluate the candidate's eligibility to stand for election. Candidates who are deemed eligible to stand for election shall be hereinafter referred to as “confirmed candidates”.

- 9.3.10.** Campaigning and the subsequent Voting phases shall proceed only if there are sufficient candidates to fill at least two-thirds of the number of open positions, failing which the nomination period shall be extended indefinitely until the minimum number of candidates are in place.
- 9.3.11.** Until such confirmation of nomination is given by the Elections Committee, a candidate shall not be allowed to campaign for votes.
- 9.3.12.** Candidates may campaign in groups, with a maximum group size of three (3) persons.
- 9.3.13.** Campaigning shall be conducted in accordance with the rules as stipulated in SMUSA's Elections Standing Order and Poster Standing Order.
- 9.3.14.** Any poster or banner containing defamatory remarks towards other candidates shall be removed.
- 9.3.15.** Any candidate who passes defamatory remarks towards other candidates shall be disqualified.
- 9.3.16.** All candidates must gather a minimum number of votes of 3% of the total active members of ACF in order to be elected into the Management Committee. Should there be more nominees than available positions in the Management Committee, the nine (9) nominees with the highest vote counts will be elected as members of the Management Committee.
- 9.3.17.** Pursuant to Article 9.3.16, should the nine (9) or fewer candidates, as the case may be, with the highest number of votes consist of more than four (4) members from the same ACF Club, the fifth (5th) and subsequent members from that ACF Club shall be disqualified from being elected. The candidate(s) with the next-highest votes, if any, shall be elected as if the disqualified candidates did not run for election, provided that the total number of elected candidates do not exceed nine (9).
- 9.3.18.** Notwithstanding Articles 9.1.4, 9.1.5, 9.1.6, 9.3.8, 9.3.9, 9.3.11, 9.3.14, and 9.3.15, there shall be a right of final appeal to OSL against the decision(s) of the Elections Committee and/or its Chairperson.
- 9.3.19.** Members of the Fraternity shall be entitled to the same number of votes as the number of positions being contested for, or the number of candidates running, whichever is lesser.
- 9.3.20.** Voting shall be conducted by secret ballot via electronic or any other means as determined by the University.

9.3.21. Voting shall take place no earlier than seven (7) days and no later than ten (10) days after nominations close.

9.3.22. In the event of a tie between two (2) or more candidates after the Voting phase, a panel of three (3) outgoing Management Committee members shall be formed to cast a vote to decide on the elect(s).

9.3.23. The Chairperson of the Elections Committee shall officially announce the results of the General Election to the Fraternity within one (1) week after the votes have been tabulated.

9.4. Internal Elections procedure

9.4.1. An Internal Election shall be carried out after the General Election to determine the positions of the elected members of the incoming Management Committee.

9.4.2. The Internal Election shall be witnessed by the Elections Committee, outgoing Management Committee, Executive Committees of the ACF Clubs, and a Neutral Party.

9.4.3. Elected members of the incoming Management Committee from General Election shall be elected into one of the following nine (9) positions:

- (a) President;
- (b) Vice President;
- (c) Honorary General Secretary;
- (d) Honorary Finance Secretary;
- (e) Events Director;
- (f) Operations Director;
- (g) Marketing Director;
- (h) Public Relations Director; and
- (i) Community Service Director

9.4.4. The Internal Election shall be convened by the outgoing Honorary General Secretary of the Fraternity.

- 9.4.5.** All ACF Clubs shall be required to send at least one (1) representative to witness the Internal Election proceedings.
- 9.4.6.** The quorum for the Internal Election shall be 50% of the total number of ACF Clubs.
- 9.4.7.** The first item on the agenda of the Internal Election shall be the election of the President of the incoming Management Committee.
- 9.4.8.** Each member of the incoming Management Committee shall be entitled to one (1) vote for all positions, including the post which he is running for.
- 9.4.9.** Each ACF Club represented at the Internal Election shall be entitled to only one (1) vote for each position, regardless of the number of members present from that ACF Club. ACF Club members must be present in order to vote; voting by proxy is prohibited.
- 9.4.10.** The Internal Election shall be conducted as defined in SMUSA's Elections Standing Order.
- 9.4.11.** The sequence of electing positions shall be as defined in SMUSA's Elections Standing Order.

10. ACF Club Elections

- 10.1.** An ACF Club Executive Committee member shall not be allowed to take on more than one Executive Committee position in another ACF Club, should his position be one of the Top 4 positions.
- 10.2.** The term of office for the Executive Committee of all ACF Clubs shall be aligned with that of the Management Committee.

PART V MANAGEMENT COMMITTEE OF THE FRATERNITY

11. Meetings of the Management Committee

- 11.1.** The Management Committee shall meet at least once a month and from time to time at its discretion.
- 11.2.** All members of the Management Committee are expected to have at least 75% attendance for all Management Committee meetings, failing which a defaulting

Management Committee member shall be subject to disciplinary action as determined by the rest of the Management Committee.

12. Role of the Management Committee

- 12.1.** The administration of the Fraternity shall be vested in the Management Committee, subject to the University authorities.
- 12.2.** The affairs of the Fraternity shall be managed by the Management Committee.
- 12.3.** The Management Committee shall not act contrary to the objectives of the Fraternity as stated in Article 4.
- 12.4.** The Management Committee shall not act contrary to the expressed wishes of a General Meeting without prior reference to it and shall remain subordinate to the General Meeting.
- 12.5.** The Management Committee shall be responsible for the publication of an Annual Report of the Fraternity's activities and any other publications which the Management Committee may deem necessary.
- 12.6.** The Management Committee may form sub-committees whenever deemed fit, which shall be under the supervision of the President, or such officer or portfolio that the President may designate.

13. Term of Office

- 13.1.** The Management Committee shall hold office from 1st January to 31st December of the calendar year, following the year of their election. All regular duties pertaining to the management of the Fraternity shall be handed over to the succeeding Management Committee on the 1st of January of the following calendar year, with the exception of events, projects or duties which are still under the purview of the preceding Committee (during the period of the aforementioned handover). These duties shall be officially discharged upon their resolution.
- 13.2.** All office-bearers, with the exception of the Honorary Finance Secretary, may be re-elected to the same or a related position for a consecutive term of office.
- 13.3.** No member of the Management Committee may hold office for more than two (2) consecutive terms.

14. Composition of the Management Committee

14.1. The Management Committee shall, at its maximum capacity, consist of the following positions

14.1.1. President;

14.1.2. Vice President;

14.1.3. Honorary General Secretary;

14.1.4. Honorary Finance Secretary;

14.1.5. Finance Deputy Director(s);

14.1.6. Events Director;

14.1.7. Events Deputy Director(s);

14.1.8. Operations Director;

14.1.9. Operations Deputy Director(s);

14.1.10. Marketing Director;

14.1.11. Marketing Deputy Director(s);

14.1.12. Public Relations Director;

14.1.13. Public Relations Deputy Director(s);

14.1.14. Community Service Director; and

14.1.15. Community Service Deputy Director(s).

14.2. The Management Committee shall at its minimum capacity consist of the Top 4. Within the Top 4, no more than 2 positions may be filled by members from the same ACF Club.

14.3. The Management Committee may include other additional person(s) who are co-opted to assist the Management Committee from time to time. In the event of any vacancies in the incoming Management Committee, the incoming Management Committee shall decide if there is a need to fill these vacancies within two (2) weeks of the Internal Election or before the next AGM, whichever is earlier.

14.4. Nominations for the vacant positions shall be made by the incoming Management Committee.

14.5. Each ACF Club shall have no more than -

14.5.1. Four (4) members holding office in the Management Committee, pursuant to Article 9.2.4; and

14.5.2. One (1) Executive Committee member holding office in the Management Committee. He shall not hold a Top 4 position.

14.6. The Management Committee has the right to co-opt additional members for the proper administration of the Fraternity, subject to the limit of nineteen (19) members in the Management Committee.

14.7. In circumstances where more than the prescribed guideline is required, an EGM will be called to vote for an acceptance.

15. Administration of the Fraternity

15.1. A Management Committee meeting shall be held at least once a month.

15.2. The President may call for a Management Committee meeting by giving five (5) days' notice.

15.3. The quorum for a meeting of the Management Committee shall be 50% of the number of members in the Management Committee.

15.4. A member of the Management Committee shall be deemed to have withdrawn from the Management Committee if he -

15.4.1. Absents himself from three (3) consecutive Management Committee meetings without satisfactory written explanation;

15.4.2. Absents himself from more than 50% of the Management Committee meetings without satisfactory written explanation; or

15.4.3. Fails to satisfactorily fulfil his responsibilities, as determined by the Management Committee.

15.5. The Management Committee, upon agreement by a simple majority of the remaining members, may co-opt a replacement to serve until the end of the term of office.

15.6. The Management Committee reserves the right to authorise the expenditure of a sum of money, as they deem fit.

15.7. The Management Committee may appoint such ad-hoc or other subcommittees as necessary for the proper administration of the Fraternity.

15.8. A member of the Management Committee shall cease to be such a member if –

(a) He resigns from the Management Committee; or

(b) A Vote of No Confidence is passed on him at a General Meeting of the Fraternity, in the presence of a Neutral Party from OSL for whatever reason that he is unfit for office.

15.9. A member of the Management Committee, who is a member of two or more ACF Clubs, shall only be entitled to one (1) vote.

PART VI DUTIES OF OFFICE BEARERS

16. Office Bearers

16.1. President

16.1.1. The President of the Fraternity, hereinafter referred to as “the President”, shall act as the Chairperson of the Management Committee.

16.1.2. The President shall chair all General Meetings and Management Committee meetings. He shall also be the main liaison with the Council members of other Constituent Bodies.

16.1.3. The President shall represent the Arts and Cultural Fraternity in liaising with the Offices of the University.

16.1.4. The President shall be the spokesperson for the Fraternity and all ACF Clubs under the Fraternity to the Council.

16.1.5. The President shall sit on the Council to deal with issues faced by the student population in the University.

16.1.6. The President shall be a member of the Council.

16.1.7. The President shall be responsible for updating the Management Committee on what is happening at the Council level.

- 16.1.8.** The President shall be involved in the planning of the strategic decisions and policy framework of the Council.
- 16.1.9.** The President, together with the Vice President, shall carry out the management and administration of the Management Committee.
- 16.1.10.** The President shall ensure that all Management Committee members of the Fraternity do not conduct themselves or perform their duties in a manner inconsistent with the rules and regulations set out by the University, OSL, Council, SMUSA, and the Fraternity.
- 16.1.11.** The President shall have the right to call for a Management Committee meeting or ACF Club meeting when deemed necessary.
- 16.1.12.** The President shall preserve the welfare of all members of the Fraternity.
- 16.1.13.** The President shall approve of payments made out by the Management Committee.
- 16.1.14.** The President shall have the right to raise objections to the Constitution, where adherence to its Articles cannot be reasonably expected.
- 16.1.15.** In raising such objections, the President shall lay out suitable grounds and reasons and justify the course of action; such inspection shall be the right of the relevant authorities and Offices of the University and the community, and members of the Fraternity.
- 16.1.16.** The President shall chair all Management Committee meetings.
- 16.1.17.** The President, together with the Public Relations Director, shall be responsible for the public presentation of the Fraternity and its members, inclusive of but not limited to the preparation of sponsorship decks and proposals.

16.2. Vice President

- 16.2.1.** The Vice President of the Fraternity, hereinafter referred to as “the VP”, shall assist the President in all matters pertaining to –
- (a) The daily administration of the Fraternity;
 - (b) Key management issues;
 - (c) The performance of duties by the Directors of the Management Committee; and

(d) The proper keeping and maintenance of records and registers by the Directors of the Management Committee.

16.2.2. In the absence of the President, all duties, responsibilities, and powers of the President shall devolve to the VP.

16.2.3. The VP shall ensure that proper records are kept in the due course of operations, for accountability and for the betterment of the Fraternity in the future.

16.2.4. The VP shall handle all internal matters within the Fraternity and its ACF Clubs.

16.2.5. The VP shall maintain close relations between the Management Committee and the ACF Clubs.

16.3. Honorary General Secretary

16.3.1. The Honorary General Secretary shall assist the President and the VP in the performance of their administrative duties.

16.3.2. The Honorary General Secretary shall be responsible for convening all meetings of the Fraternity and of the Management Committee.

16.3.3. The Honorary General Secretary shall submit at Management Committee meetings any matter for discussion received from any member of the Management Committee.

16.3.4. The Honorary General Secretary shall submit the records of the Fraternity for inspection to any member of the Fraternity, who shall give one (1) weeks' notice to the Honorary General Secretary of his intention to inspect the records, subject to the approval of the Management Committee.

16.3.5. In the event that both the President and the VP are absent, the Honorary General Secretary shall be responsible for chairing Management Committee meetings and may appoint another Management Committee member to take minutes for that meeting.

16.3.6. The Honorary General Secretary shall be responsible for ensuring that minutes are taken during meetings and maintaining such records in the archives of the Fraternity.

16.3.7. The Honorary General Secretary shall be in charge of the Management Committee's records and conduct all administrative correspondence, internal or external, for the Management Committee.

16.3.8. The Honorary General Secretary shall oversee the preparation of the Annual Report of the Fraternity, which shall be presented to the attendees of the AGM in the following year.

16.3.9. The Honorary General Secretary shall be responsible for the maintenance of the Fraternity's Archives which includes records of:

- (a) Meeting minutes;
- (b) Resolutions passed at Meetings;
- (c) Annual Reports; and
- (d) Register of Members.

16.3.10. The Honorary General Secretary shall maintain the Fraternity's email account.

16.4. Honorary Finance Secretary

16.4.1. The Honorary Finance Secretary shall act as the financial controller of the Fraternity with regard to the budgeting from the Council.

16.4.2. The Honorary Finance Secretary shall be responsible for settling a fair budget for all ACF Clubs and governing the budgeting of all ACF Clubs via the Fraternity's budgeting guidelines.

16.4.3. The Honorary Finance Secretary shall be responsible for supervising the spending of ACF Clubs and shall be consulted should a club require deviation from the budget as previously agreed upon.

16.4.4. The Honorary Finance Secretary shall be responsible for collecting Statements of Account from all ACF Clubs at the end of each budgeting term.

16.4.5. The Honorary Finance Secretary shall be responsible for processing all claims from ACF Clubs and keeping a record of expenses within the Fraternity.

16.4.6. The Honorary Finance Secretary shall have the power to reject claims should he deem them to be unfit.

16.4.7. The Honorary Finance Secretary shall act as an advisor to ACF Clubs with regard to all financial matters.

16.4.8. The Honorary Finance Secretary shall be responsible for drafting and reviewing the budget of the Management Committee.

- 16.4.9.** The Honorary Finance Secretary shall present the Financial Statements of the Fraternity to the Management Committee at least two (2) weeks prior to the AGM and ensure compliance with reporting standards as set out by the SMU Assurance & Advisory Team.
- 16.4.10.** The Honorary Finance Secretary shall disclose the Financial Statements of the Fraternity clearly and unambiguously.
- 16.4.11.** The Honorary Finance Secretary shall be responsible for advising the Management Committee on the financial standing of the Fraternity in a timely manner to facilitate prudent expenditure.
- 16.4.12.** The Honorary Finance Secretary shall sit on the Council's Finance Committee and represent the Fraternity with regards to issues concerning finance.
- 16.4.13.** The Honorary Finance Secretary shall present the accounts from the period of 1st January to 31st December of the preceding year at the AGM. The Management Committee shall review such accounts and present them to the Council and OSL and publish the accounts for the benefit of all members of the Fraternity.

16.5. Events Director

- 16.5.1.** The Events Director shall be in charge of the Events Department of the Fraternity and shall be responsible for –
- (a) Working with the Marketing Director to inform the school population of Fraternity events through mediums such as newsletter or website; and
 - (b) Informing SMUSA of all Fraternity events.
- 16.5.2.** The Events Director shall work with the Honorary Finance Secretary in the budgeting of events organised by the Fraternity, in preparation of the Finance budgeting sessions.
- 16.5.3.** The Events Director shall oversee the preparation of an annual report for each major event carried out by the Fraternity.
- 16.5.4.** The Events Director shall be responsible for ensuring that all events organised by ACF Clubs are in accordance with the University's protocols and safety guidelines.
- 16.5.5.** The Events Director shall be responsible for overseeing all Fraternity events.

16.6. Operations Director

- 16.6.1.** The Operations Director shall be in charge of the Operations Department of the Fraternity and shall be responsible for the purchase, care, maintenance, and management of the Fraternity's assets.
- 16.6.2.** The Operations Director shall act as an advisor to ACF Clubs in relation to the monitoring and usage of assets and inventory.
- 16.6.3.** The Operations Director shall be responsible for facilitating and coordinating the packing, transportation and tracking of all assets and inventory.
- 16.6.4.** The Operations Director shall be responsible for coordinating the loaning and returning of assets and inventories to ACF Clubs, student organisations, and events that fall under the jurisdiction of the University.
- 16.6.5.** The Operations Director shall ensure an open and transparent loaning process that enhances accessibility and availability for all ACF Clubs.
- 16.6.6.** The Operations Director shall sit on the Assets Management Committee, headed by the SMUSA Operations Secretary, which aims to develop, for all Constituent Bodies and clubs, an effective and enhanced asset and inventory flow and recording system to ensure accountability and transparency, as well as to ensure congruency in practices across all Constituent Bodies.
- 16.6.7.** The Operations Director shall work with the Office of Facilities Management to enhance the efficient usage of space and logistics, including but not limited to –
- (a) Storage spaces;
 - (b) Lockers;
 - (c) Club Rooms' Layout; and
 - (d) Maintenance.
- 16.6.8.** The Operations Director shall serve on the Management Committee as a participative member with regard to issues beyond assets and inventory.
- 16.6.9.** The Operations Director shall work with OSL on any asset tagging exercise, as and when stipulated by OSL.

16.6.10. The Operations Director shall be responsible for obtaining common assets to be made available for usage by all ACF Clubs, and are to be maintained by the Operations Director of the Fraternity.

16.6.11. The Operations Director shall tally the asset lists of all ACF Clubs and ensure the tagging of all items deemed to be “assets” as per the guidelines set by OSL.

16.7. Marketing Director

16.7.1. The Marketing Director shall be in charge of the Marketing Department of the Fraternity and shall hold an advisory role to all ACF Clubs with respect to all marketing-related issues.

16.7.2. The Marketing Director shall be responsible for maintaining the Fraternity noticeboard.

16.7.3. The Marketing Director shall be responsible for maintaining the Fraternity’s social media platforms.

16.7.4. The Marketing Director shall be responsible for maintaining all relevant information from the ACF Clubs, such as but not limited to –

(a) Club Logos; and

(b) Club Write-ups.

16.7.5. The Marketing Director shall oversee the marketing efforts of all Fraternity events.

16.7.6. The Marketing Director shall be responsible for the preparation of content of publicity materials, including but not limited to -

(a) Programme booklets;

(b) Posters;

(c) Flyers;

(d) Websites; and

(e) Any relevant collaterals that may come into contact with external parties, members of the public, or the University community.

16.8. Public Relations Director

- 16.8.1.** The Public Relations Director shall be in charge of the Public Relations Department of the Fraternity and shall communicate with existing external stakeholders and maintain an ongoing relationship with them.
- 16.8.2.** The Public Relations Director shall be responsible for keeping a lookout for potential partnerships with external parties that will benefit the Arts community and the ACF clubs.
- 16.8.3.** The Public Relations Director shall source for opportunities to engage and work with external stakeholders in the creative industry to showcase the range of opportunities available in Arts-related fields to members of the Fraternity.
- 16.8.4.** The Public Relations Director shall be responsible for coordinating sponsorship related issues on behalf of the Fraternity and the ACF clubs as and when necessary.

16.9. Community Service Director

- 16.9.1.** The Community Service Director shall oversee the Community Service Department of the Fraternity and shall be responsible for –
- (a) Working with the Marketing Director to inform the school population of Fraternity community service opportunities through mediums such as newsletter or website; and
 - (b) Informing C4SR of all community service-related events.
- 16.9.2.** The Community Service Director shall oversee the preparation of an annual report for each major event carried out by the Fraternity.
- 16.9.3.** The Community Service Director shall be responsible for ensuring that all events organized by ACF Clubs are in accordance with the University's protocols and safety guidelines.
- 16.9.4.** The Community Service Director shall be responsible for overseeing all Community Service events, including recruitment and the planning stage.
- 16.9.5.** The Community Service Director shall oversee all projects under Community Service Department of the Fraternity and shall communicate with all partner organizations to maintain longevity of each project and that said project is sustainable in the long run.

16.9.6. The Community Service Director shall be responsible for keeping a lookout for potential partnerships with external parties that will benefit the volunteering space for the Arts community and the ACF clubs.

PART VII FINANCES AND ASSETS

17. Finances

- 17.1.** The financial year shall be set from 1st January to 31st December of the same calendar year.
- 17.2.** Any income received by the Fraternity shall be paid by the Honorary Finance Secretary to the Office of Finance or credited to the appropriate accounts.
- 17.3.** All procedures shall be made in accordance with the financial guidelines of SMUSA, as provided for by the University's Office of Finance.
- 17.4.** Each ACF Club shall hold separate accounts within the Fraternity. The Fraternity shall not have the right to withdraw any funds from any ACF Club's reserves from previous financial years, without prior approval from the ACF Club's President.

18. Assets

- 18.1.** All ACF Clubs shall inform the Operations Director of the acquisition of new assets.
- 18.2.** All updates to all ACF Clubs' asset lists shall be done during the asset tagging exercise.
- 18.3.** All handling of logistics shall be done in accordance with the procedures issued by SMUSA, as provided for by OSL.
- 18.4.** Each ACF Club shall have separate asset lists within the Fraternity. The Fraternity shall not have the right to withdraw any asset from an ACF Club's asset list, without prior approval from the ACF Club's President and OSL.

PART VIII MISCELLANEOUS

19. Prohibitions

- 19.1.** Gambling of any kind, whether for stakes or not, shall be forbidden on the University's premises or at any location at which members of the Fraternity have gathered for the purposes of the Fraternity's business.

- 19.2.** The introduction of materials for gambling, drug consumption, and of bad characters into the University premises or at any location at which members of the Fraternity have gathered for the purposes of the Fraternity's business shall be prohibited.
- 19.3.** The funds of the Fraternity shall not be used to pay the fines of members of the Fraternity who have been convicted in a court of law.
- 19.4.** The Fraternity shall not engage in any unlawful acts or unlawful gatherings as defined in any written law in force in Singapore.
- 19.5.** The Fraternity shall not indulge in any political activity. The Fraternity shall not allow its funds, or allow the University's premises or any location at which the members of the Fraternity have gathered for the purposes of Fraternity's business, to be used for political purposes.
- 19.6.** The Fraternity shall not raise funds from the public for whatever purpose, without having obtained prior approval in writing by OSL.
- 19.7.** No member of the Fraternity, including members of the Management Committee, shall make any statement to any broadcast media, without having obtained prior approval in writing by OSL.
- 19.8.** Any member of the Fraternity who has been deemed by OSL to have violated any of these Articles, or the objectives of the Fraternity as defined in Article 4, shall be referred to the Disciplinary Committee of the Council.
- 19.9.** ACF Clubs shall be allowed to conduct an open recruitment exercise for positions in the Executive Committee, with the exception of the positions of President and Honorary Finance Secretary.

20. Alterations to Constitution

- 20.1.** No alterations, whether additions, deletions, or both, of the Constitution shall be made, unless at a General Meeting of the Fraternity fulfilling all the requirements as stated in Article 8.
- 20.2.** Any alteration shall first be presented to OSL for endorsement and approval. Only when such proposals for alteration have been endorsed and approved by OSL shall these alterations to the Constitution be presented at a General Meeting to be voted upon.

21. Interpretation

21.1. In the event of any question or matter arising out of any point which is not expressly provided for in this Constitution, the Management Committee shall reserve the right to exercise its discretion and make a determination. The decision of the Management Committee shall be final.

21.2. This Constitution shall be subject to the Constitution of SMUSA. In the event of any inconsistency, the Constitution of SMUSA shall prevail.

22. Disputes

22.1. In the event of any dispute arising amongst members of the Fraternity, they shall attempt to resolve the matter at an EGM held in accordance with Article 8.

22.2. Should the matter fail to be resolved, the matter shall be brought to the attention of OSL, who shall then have total discretion to decide on a settlement.

23. Dissolution

23.1. Should any ACF Club, in violation of any of the Article 16 provisions, be forcefully dissolved, the ACF Club may seek recourse by submitting a petition endorsed by no fewer than 75% of the ACF Club's members to the Management Committee.

23.2. The Fraternity shall only be dissolved by a written order from OSL. In such an event, all assets and liabilities shall be discharged to OSL.

Standing Orders

24. Subject to the approval of the Council, the Fraternity may draw up Standing Orders to regulate the procedures and administrative matters of the Fraternity and the ACF clubs.