THE CONSTITUTION OF SMU SPORTS UNION

A CONSTITUENT BODY OF THE

SINGAPORE MANAGEMENT UNIVERSITY STUDENTS' ASSOCIATION

Version 1.16

Dated: 31 January 2026

Amended by the 22nd Management Committee

Last updated on 31 January 2026

Article 1 – Definitions

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

i. "Association" means the Singapore Management University Students' Association;

ii. "University", unless otherwise indicated, means the Singapore Management University;

iii. "Office of Student Life" means Director of the Office of Student Life or such officer as the Director may designate;

iv. "Committee" means the University Student Life Committee;

v. "Council" means the Student Association Council, consisting of the Executive Committee and the Presidents of the various Constituent Bodies;

vi. "Union" means the SMU Sports Union;

vii. "Club" means the Sports Group;

viii. "Management Committee" means the Management Committee of the Union;

ix. "Executive Committee" means the Management Committee of the Club;

x. "Member" means member of the SMU Sports Union;

xi. "Secretary" means the Honorary General Secretary;

xii. "Office-Bearer" means a member of the Management Committee.

Article 2 – Name and Place of Business

2.1 The name of the Union shall be the "SMU Sports Union".

2.2 The Union shall be a constituent body of the Council.

2.3 The place of business of the Union shall be:

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

Article 3 – Objects

3.1 To inculcate a vibrant sporting culture in SMU, in the pursuit of excellence and holistic development.

3.2 To promote and safeguard the interests of the members of the Union.

Article 4 – Membership

4.1 Types of Membership

i. Membership of the Union shall be confined to registered members of any registered Clubs (Sports Groups).

4.2 Privileges of Memberships

All members shall:

i. Be eligible to participate in any Union event;

ii. have the right to speak and vote at General Meetings and Elections of the Union;

iii. Have the right to stand for Elections or nominate candidates for the Elections.

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

4.4 No person other than a member of the Union shall participate in any Union event without the prior approval of the Management Committee.

Article 5 – Administration

5.1 Union Advisors

i. Sports Officers of the Office shall be the Advisor of the Union.

5.2 Management Committee

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

Article 6 – Constitutions and Standing Orders

6.1 Interpretation of the Constitution and Standing Orders

i. In the event of a dispute arising over the interpretation of the Article of Constitution at a General Meeting, such a dispute shall be settled by a simple majority vote.

ii. In the event of a dispute arising over the interpretation of the Articles of

Constitution at a meeting of the Management Committee, the dispute shall be settled by a simple majority vote.

iii. In the event of a dispute arising over the interpretation of the Articles of the Constitution at meetings of the Committees of the Union, such a dispute shall be settled by the decision of the Chairperson of the Committee.

iv. Any appeal against the abovementioned ruling should be lodged immediately at the meeting. The committee concerned shall not act on the ruling until the Management Committee hears the appeal within three (3) days.

v. Subject to the approval of the Council, the Committee may draw up standing orders to regulate the procedures and administration matters for the Committee and its clubs.

6.2 Amendments to the Constitution.

i. Any amendments to the Constitution shall be made at the Annual General Meeting or Extraordinary General meeting and shall not come into force without the prior approval of the Council

ii. Any proposed amendments shall be made in writing to the Secretary at least ten (10) days before the Annual General Meeting or Extraordinary General Meeting.

iii. Amendments to the Constitution shall be carried only if at least a simple majority (50%) of the ordinary members of the Union in person at the meeting have voted in favour of them.

6.3 Resolution of inconsistencies

i. This Constitution shall be subject to the Constitution of the Singapore Management University Students' Association. In the event of any inconsistency between the two, the terms of the Constitution of the Singapore Management University Students' Association shall prevail.

Article 7 – The Management Committee

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

i. A constituent body shall consist of a minimum of 5 Management Committee members.

ii. A constituent body with more than 1,500 members shall consist of a total of 15 Management Committee members only.

7.2 Composition of Management Committee

i. The Management Committee shall consist of not more than 15 members in total, in accordance with **(7.1)**, comprising the following:

a. President

b. Vice-President

c. Honorary General Secretary

d. Honorary Finance Secretary

e. Marketing Director and Corporate Communications Director

f. Operations Director

g. Events Director

7.2.1 A Management Committee shall have powers to co-opt additional members for the proper administration of the constituent body, subject to the limit of 12 co-opted members, but such co-opted members shall have no voting rights.

i. The Office-Bearers of the Management Committee shall be individually elected by the members of the Union annually not later than the seventh week of the first term.

ii. The Management Committee shall hold office from the 1st of January of the year following the Management Committee elections until the 31st of December that year

iii. The names of the Office-Bearers and members of the Management Committee shall be submitted to the Council and SAC within one week of their election.

7.3 Functions of Management Committee

The Management Committee shall:

i. Be responsible for the formulation of policies and organization of events, which are consistent with the objectives of the Union;

ii. Have charge of the properties of the Union;

iii. Be responsible for the proper expenditure of the Union's finances in accordance with the approved budget;

iv. Publish an annual report on the Union's activities, which shall also include the annual accounts of the Union;

v. Liaise or transact business with external organizations on behalf of the Union.

7.4 Powers of Management Committee

The Management Committee shall have the power:

i. To consider the provisional annual budget prepared by the Honorary Finance Secretary for the two financial terms; 1st January – 31st July, 1st August to 31st December;

ii. To appoint standing and/or special committees for the proper administration of the Union and to exercise control over such committees;

   a. Such standing and/or special committees include, but are not limited to sub-committees, Adhoc Committees, Special Project Committees, and Orientation Committee.

iii. To delegate to such committees powers as it considers necessary;

iv. To accept the resignation of any member of the Management Committees and fill in the vacancy thus arising, by re-election from among the Union members by one of the following methods: Appointment, Co-option, Re-election;

v. To take appropriate action against members (see Article X) who violate the Constitution of the Union;

vi. To authorize publication or release official statements on behalf of the Union;

   a. No official statement may be made except by the President or Secretary and only with the approval of two-thirds (2/3) of the Management Committee.

   b. All publications and official statements shall be in the name of the Union.

vii. To request meetings of the Union;

viii. To give a decision upon any matter consistent with the objects of the Union but not provided for in the Constitution with two-thirds (2/3) majority of the Management Committee;

ix. To co-opt a maximum number of 12 members into the Management Committee, who are to be present at its meeting and participate in its deliberation as it thinks fit. Only such members shall not have the right to vote.

7.5 Meetings of the Management Committee

These shall be either Ordinary or Extraordinary.

7.5.1 Ordinary Meetings:

i. Ordinary meetings shall be held at least once a term.

ii. The Secretary shall give at least five (5) days' notice of such meetings.

iii. The Secretary shall determine the date and time of the meeting, but the first meeting in the academic year shall be held not later than the eighth week of the first term.

7.5.2 Extraordinary Meetings:

i. Extraordinary meetings shall be held whenever a matter requiring urgent attention arises or the Secretary receives a written request signed by three members of the Management Committee.

ii. Only the matter for which the extraordinary meeting is called shall be on the agenda.

iii. The Secretary shall convene an extraordinary meeting within 5 days of the receipt of the written request for the meeting, but if urgency of the agenda requires shorter notice, it may be convened within three (3) days of, but not less than twenty-four (24) hours after the receipt of the request.

7.5.3 At least two-thirds (2/3) of the existing members of the Management Committee shall constitute a quorum.

7.5.4 The President will be the chairman of all the meetings of the Management Committee. In the absence of the President at any meeting, the Secretary of the Management Committee will be the chairman of the meeting.

7.5.5 Any member of the Management Committee who absences himself/herself from three successive meetings of the Management Committee without submitting a written explanation to the Secretary shall automatically cease to be a member of the Management Committee. If, at the third meeting, a written explanation for his/her absence is submitted, the Management Committee shall consider such explanation and decide by a simple majority vote whether the absent member shall remain in the Management Committee.

7.5.6 In the case of an equal number of votes in favour and not in favour of any matter at the Meetings of the Management Committee, the chairman of the Meetings of the Management Committee shall be entitled to a casting vote in addition to any other vote he may have.

7.7 Attendance of Club Events

i. All Management Committee members and standing and/or special committee members are to attend events organized by the Union as and when deemed necessary by the Management Committee.

ii. A valid reason in writing and/or email must be submitted by the Management Committee member to the Secretary should the member fail to attend such events.

iii. A Management Committee member who repeatedly failed to attend such an event may be issued with warning letters. Should the member disregard the warning letter, the Management Committee reserves the right to remove the member from the committee.

Article 8 – Duties and Powers of Office-Bearers

8.1 President

The President shall:

i. Represent the Union to the Council;

ii. Be chairman at all meetings of the Management Committee of the Union;

iii. Have the right to call meetings of the Management Committee and the Union;

iv. Countersign all bills of the Union;

v. The President, or in his/her absence, the Secretary of the Management Committee shall have casting vote at meetings of the Management Committee;

vi. Maintain the records of Confidential Information of all Management Committee members in the absence of the Secretary.

8.2 Vice-President

The Vice-President shall:

i. Act in the President's capacity and discharge duties of the President in the event of his/her absence;

ii. Submit to the Management Committee, any matters for discussion received from members of the Union;

iii. Oversee the club classification process, where any changes can be made under his/her discretion;

iv. In the event of the President's position falling vacant, hold the office of the President until a new President is elected.

8.3 Honorary General Secretary

The Honorary General Secretary shall:

i. Have charge of the Union's record and conduct all administrative correspondence, internal or external, of the Union;

ii. Be responsible for convening all meetings for the Union and for the Management Committee;

iii. Maintain proper minutes of all meetings of the Union and of the Management Committee;

iv. Submit at Management Committee meetings, any matters for discussion received from any member of the Management Committee of the Union;

v. Submit the records of the Union for inspection by any member of the Union, who shall give one week's notice to the Secretary of his/her intention to inspect the records, subject to the approval of the Management Committee;

vi. Prepare and submit to the outgoing Management Committee the Annual Report of the Club at least three (3) weeks before the Annual General Meeting;

vii. Have charge of the common seal of the Union;

viii. Maintain the Union's electronic mailbox;

ix. Oversee the penalty system, where any changes can be made under his/her discretion;

x. Maintain the records of Confidential Information of all Management Committee members;

xi. Oversee the club buddy system, where any changes can be made under his/her discretion.

8.4 Honorary Finance Secretary

The Honorary Finance Secretary shall:

i. Manage and be accountable for the financial resources allocated to the Union;

ii. Provide an oversight of the Clubs' financial matters to ensure compliance with the Council financial procedures;

iii. Sit in the Student Association Finance Committee to regulate financial procedures and endorse the budget as a committee;

iv. Consolidate and evaluate all Clubs' budgets for submission to Office through the Council;

v. Present both; the audited Statement of Income and Expenditure, and the audited Statement of Affairs, at least three (3) weeks before the Annual General Meeting, to a meeting of the outgoing Management Committee;

vi. Approve and manage claims and expenditures from all Clubs;

vii. Conduct 3 internal audits quarterly.

8.5 Marketing and Corporate Communications Director

The Marketing and Corporate Communications Director shall:

Under Marketing -

i. Manage, monitor and update the Union's social media platforms regularly;

ii. Maintain and update the Union's noticeboards;

iii. Work together with the Events Director to promote and increase awareness for all Union and Union-related events;

iv. Protect the Union's reputation and ensure members uphold a proper image of the Union.

Under Corporate Communications-

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

ii. Actively foster inter-club support amongst the Clubs in the Union.

8.6 Operations Director

The Operations Director shall:

i. Maintain and update all the Union and Clubs' equipment inventory systems;

ii. Address all Clubs' requests to borrow sports equipment belonging to the Union's equipment inventory;

iii. Organize and update the multi-Purpose Sports Hall training and events schedule on the virtual network computing system on a daily basis;

iv. Oversee that all Clubs are responsible for taking care of their assigned lockers and help engage in lockers maintenance services once shelf-life period is over;

v. Vet all events' safety proposals before submission to OSL Safety Centre Keep abreast with all club safety incidents and inform the Management Committee;

vi. Collate all Club requests to purchase Club equipment and endorse the asset purchase budget;

vii. Be in charge of all properties and assets of the Union.

8.7 Events Director

The Events Director shall:

i. Co-ordinate and provide support to Clubs' events;

ii. Organize Union-led events and manage the Union's events calendar;

iii. Conduct event reviews and generate reports for future reference;

iv. Oversee the Union's Signature Events.

Article 9 – General Meetings

9.1 General Meetings of the Union shall be convened by the Secretary and shall be:

i. The Annual General Meeting (AGM);

ii. The Extra-Ordinary General Meeting (EOGM);

iii. The Emergency General Meeting (EGM).

9.2 The Annual General Meeting shall be held no later than the Friday of the third week of the second term of the academic year. The agenda shall consist of:

i. The Annual Report;

ii. The audited Statement of Income and Expenditure for the financial year;

iii. Any other matter which has been submitted in writing to the Secretary by two or more ordinary members of the Union at least seven (7) days before the meeting is convened.

9.3 Extra-Ordinary General Meeting (EOGM) shall be convened by the Secretary:

i. On instructions of the Management Committee.

ii. On written request to the Secretary by at least twenty-five ordinary members of the Union, with a written statement of the object or objects for which the meeting is requested.

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

iii. On the instructions of the President of the Union.

9.4 Notification of EOGM

i. Only matter(s) for which an EOGM is called for shall be on the agenda.

9.5 Emergency General Meeting (EGM) of the Union shall be convened by the Secretary:

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

9.6 Notification of EGM

i. Only matter(s) for which an EGM is called shall be on the agenda.

9.7 No EGM or EOGM shall be convened during vacations.

9.8 Quorum

i. At least sixty (60) or twenty percent (20%) of the members, whichever is less at the beginning of the AGM, EOGM or EGM, shall constitute the quorum.

ii. In the event of the required quorum not being present, the next meeting shall be called not earlier than one (1) hour after the postponement when, irrespective of the number of ordinary members present, the agenda fixed for the previous meeting shall be considered, provided that the meeting shall have no power to amend this Constitution if the required quorum is not present. No alteration of the agenda shall be made during this period of postponement.

9.9 The President of the Union shall chair at all General Meetings of the Club. In his/her absence, the Secretary of the Management Committee shall chair the meeting.

9.10 Voting

i. No member shall vote by proxy.

ii. Voting shall be by show of hands or secret ballot depending on the wishes of the majority.

iii. Only ordinary members shall be eligible to vote at such an election.

iv. Motions at General Meetings shall be carried out by a simple majority vote, unless otherwise specified.

9.11 Vote of Censure or of No-Confidence

i. At least two-third (2/3) or a simple majority vote of censure or of no-confidence on the Management Committee or on any member of that committee may be taken at the Annual General Meeting or at an Extraordinary General Meeting, provided it is on the agenda for that meeting.

ii. In such an event, the Union shall elect a new Management Committee or another member of the Committee for the remainder of the term of office of the Management Committee or of the member, as the case may be at the same General Meeting.

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

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

Article 10 – Elections

10.1 The President of the Union shall chair at all General Meetings of the Club. In his/her absence, the Secretary of the Management Committee shall chair the meeting.

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10.3 The President of the Union shall chair at all General Meetings of the Club. In his/her absence, the Secretary of the Management Committee shall chair the meeting.

10.4 Voting proportion for the nominees would consist of the following:

i. 60% of the votes will come from the members of any registered CCAs;

ii. 40% of the votes will come from the outgoing Management Committee and be based on the interview session;

iii. Each nominee is based on a total of 100% of the votes in accordance with (9.4i) and (9.4ii).

10.5 Every Presidential Nominee will participate in a Presidents' Forum as part of the election process.

10.6 Representatives from every Sports Club shall be present at the Internal Elections of the Management Committee.

10.7 Internal Elections of the Management Committee shall be conducted in accordance with the SMUSA Elections Standing Order.

Article 11 – Resignation and Termination of Office

11.1 All office-bearers shall hold office from 1st January following the year of their election to 31st December of that year.

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

11.3 Where a resignation is accepted by the Management Committee, the ensuing vacancy or vacancies shall be filled as follows:

i. In cases where there are three (3) or fewer vacancies shall be filled by the Management Committee co-opting the number to be filled from the Ordinary members.

ii. In cases where there are more than three (3) vacancies shall be filled by election at an EOGM of the Union.

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

11.5 In the event of a vote of no-confidence being passed on the Management Committee, the committee shall go out of office. Thereupon the members of the Union shall elect at the same General Meeting a new Management Committee to hold office for the rest of the term.

11.6 The term of office of the Management Committee or any member of the Management Committee shall be terminated by a majority vote of no-confidence. In the case of a vote of no-confidence being passed on any member or members of the Management Committee in office, the vacancy or vacancies shall be filled by election at the same General Meeting.

Article 12 – General

12.1 Dissolution

i. The Union shall not be dissolved, except with the consent of not less than two-thirds (2/3) of the Ordinary Members of the Union in person at a General Meeting convened for that purpose, subject to the approval of the USLC.

Article 13 – Discipline

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

12.2 Disciplinary action in one of the following forms may be taken against any member who violates any of the Articles of the Constitution or acts in any way derogatory to the Union:

i. Written apology;

ii. Suspension from any or all of the privileges of membership for a period not exceeding one year.

12.3 This Management Committee shall take disciplinary action only when two-thirds (2/3)

of the members of the Committee present at the meeting have voted for such an action.

Article 14 – Amendments to the Constitution

14.1 Any amendments to the Constitution shall be made at the Annual General Meeting or Extraordinary General meeting and shall not come into force without the prior approval of the Council.

14.2 Any proposed amendments shall be made in writing to the Secretary at least ten (10) days before the Annual General Meeting or Extraordinary General Meeting.

14.3 Amendments to the Constitution shall be carried only if at least a simple majority (50%) of the ordinary members of the Union in person at the meeting have voted in favour of them.

Article 15 – Prohibitions

15.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Union's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

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

15.3 The Union shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

15.4 The Union shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.

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

15.6 The Union shall not hold any lottery, whether confined to its members or not, in the name of the Union or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

15.7 The Union shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities

15.8 The Union shall take all necessary precautions to prevent unauthorized disclosure or use of the Confidential Information expressly stated in the Data Protection Non-Disclosure

Agreement.